Hopin Attendee Guide

Let's get you into the AATAT 30th Anniversary Gala!

STEP 01 — Event Check-in

Click the link in your email and select **Join Event.**

STEP 02 — Create a Participant Profile

If you have a Google Account, you can sign in via Google—this will be a faster process.

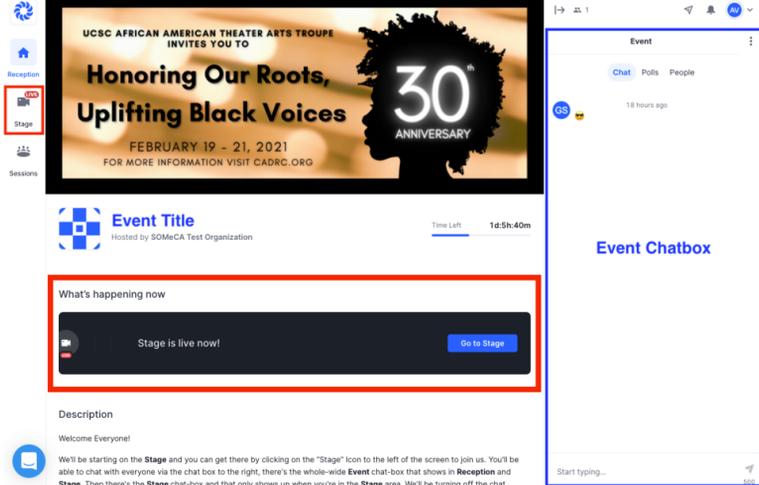If you do not have a Google Account, fill out the info to sign up for a Hopin account.

STEP 03 — Reception

Once you create a profile, you will enter the Reception!

You will see that there is an event chat-box to the right of your screen.

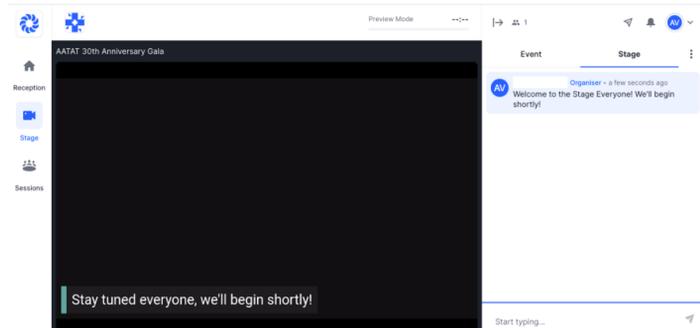The program will stream on the **Stage.** Press **Go To Stage**!

STEP 04 — Stage

Once you land on the stage, your camera and mic are inactive.

Feel free to chat with other attendees in the chat-box while you're waiting!

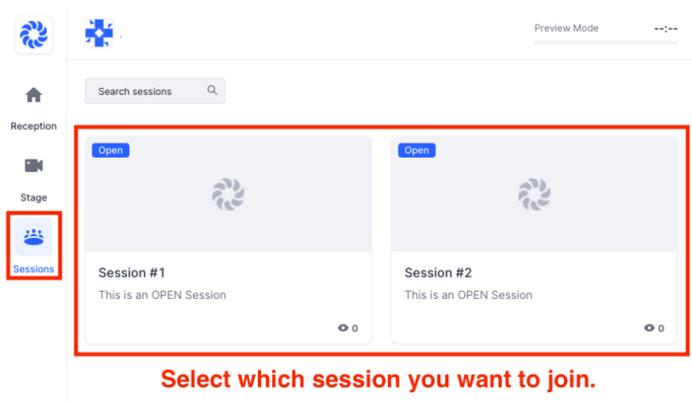Note: There is an Event-wide chat-box and a Stage chat-box.

STEP 05 — Sessions

After the program, we invite you to see one another and celebrate!

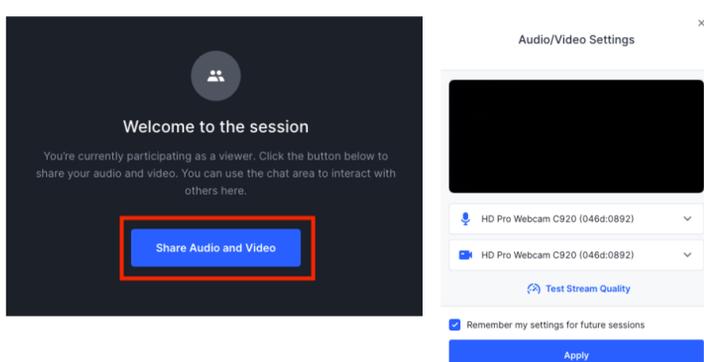Press the **Sessions** icon to the left of your screen.
Once you're in the Sessions, select a reception to join.

Select which session you want to join.

Here, you will be able to share your Audio and Video.

To be on screen, press **Share Audio and Video**.

A window will prompt you to allow camera and microphone access and then you will select which devices you want to use.

ADDITIONAL NOTES

- Make sure you have a strong internet connection
- You have the capability to move between sessions, just note that sessions have a maximum allowance of 20 people on screen.
- If you would prefer to just sit back and watch the program, feel free to watch the Youtube livestream.

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