



For the 2022 Virtual Finals Showcase, the Conrad Challenge will be using the virtual event platform, **Hopin**. [Click here to check out Hopin](#). Correctly setting up your technology is important as you will be engaging with other participants through chat, audio and video.

## **SET-UP RECOMMENDATIONS FOR ALL PARTICIPANTS**

### **Use a computer instead of a mobile device for all ‘Sessions.’**

*(NOTE: Virtual Pitch Presentations & Q&A sessions MUST be accessed from a computer.)*

The ultimate Conrad Virtual Summit experience will be achieved using a computer with a webcam, microphone and speakers. If you need to use a mobile device, you can the Virtual Finals Showcase through your web browser (Google Chrome, Mozilla Firefox).

To avoid slow response times and connectivity issues, it is recommended to only participate in the Virtual Finals Showcase with one device at a time.

### **Ensure all systems are up to date.**

Make sure all software related to your operating system, web browser and mobile device are up-to-date prior to the event. **Restart your device prior to joining the event.**

## **YOU MUST USE A WEB BROWSER - GOOGLE CHROME IS RECOMMENDED**

***Note:** Other independent browsers that accept webRTC technology may be compatible. Safari is not fully compatible for video on desktops. And, Explorer/Edge is not compatible on desktops.*

### **Set up your “virtual space.”**

Take time prior to the event to create a “virtual space” that is well-lit, has low background noise, and strong internet access. There are no ‘digital background’ change options available in Hopin.

### **Limit background activity.**

Minimize the number of programs and other browsers open in the background while attending the Virtual Innovation Summit. If you have other programs and/or tabs running during your participation, it is likely to slow your connectivity and impact your experience.

### **Find a spot with good internet connection.**

We recommend an internet download speed of **at least 5 Mbps and internet upload speed of at least 1 Mbps**. You can test your internet speed at [speedtest.net](https://www.speedtest.net). Ensuring these speeds, will make it easy for you to share audio and video during certain Summit events.

If using cellular data, first make sure you are connected to 4G. If 4G is not available on your network or in your location, we recommend switching to a wireless/wired network connection. A 3G connection will not be reliable.

If using WiFi, please limit the number of devices connected to that network. If possible, move your device closer to your router to improve your internet connection.

If using a wired connection, check your cable. Make sure the connection is secure and there are no kinks in the wire.

### **Make sure your computer, or mobile device, has a working webcam, microphone and speakers.**

All participants must have these components to share audio and video inputs, allowing people to hear and see you. If you have these components and are not able to share content, you need to update your browser permissions so Hopin can access your web browser.

All audio and video will run through your internet browser. You will not need to use a phone to call in at any point. It is highly recommended that participants utilize headphones to minimize echo and feedback. [Learn more here.](#)

### **Hopin now has a Mobile App available.**

While the Hopin web app is the preferred method to participate in events with ease, the mobile app (iOS and Android) makes it even more convenient for attendees to watch events.

***Note: At this time, the Hopin app is designed for the attendee experience only. This means attendees will only be able to watch the event and participate in the event using the chat and polls section. The only segment that users can share their audio and video within the app is in Networking.***

Additionally, event registration cannot be done within the app. Only events that you have registered for will be listed on your Welcome Screen. If you are not registered for an event, you will need to access the event's registration page with a web browser on any device.

[Learn more about the Mobile App here](#)

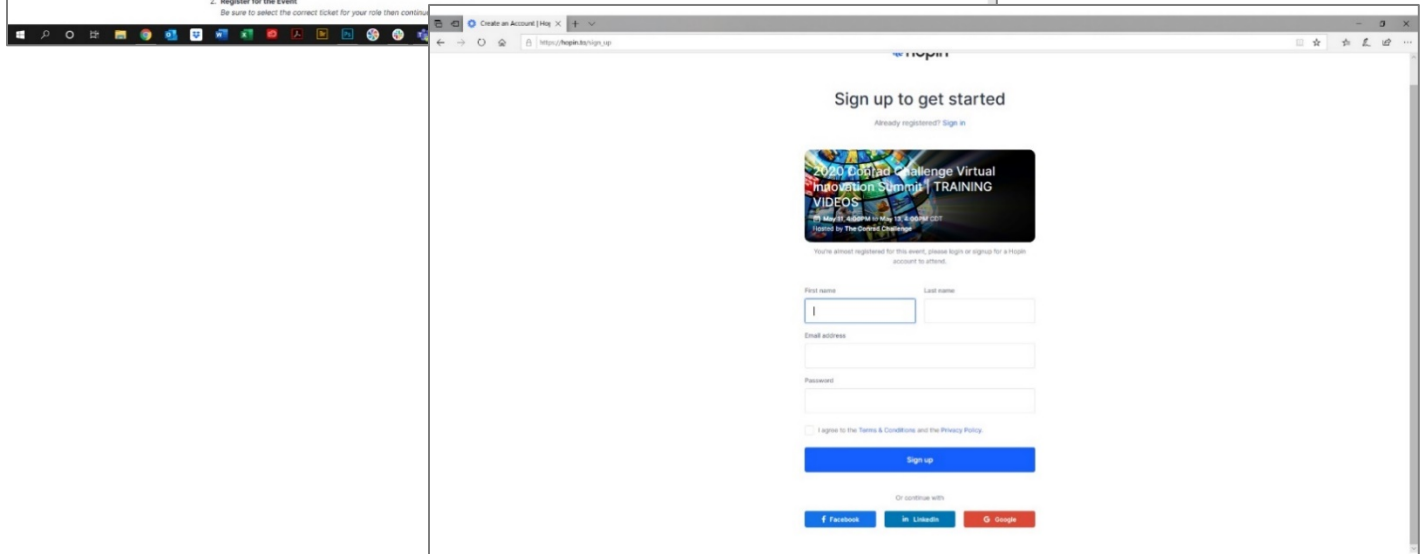
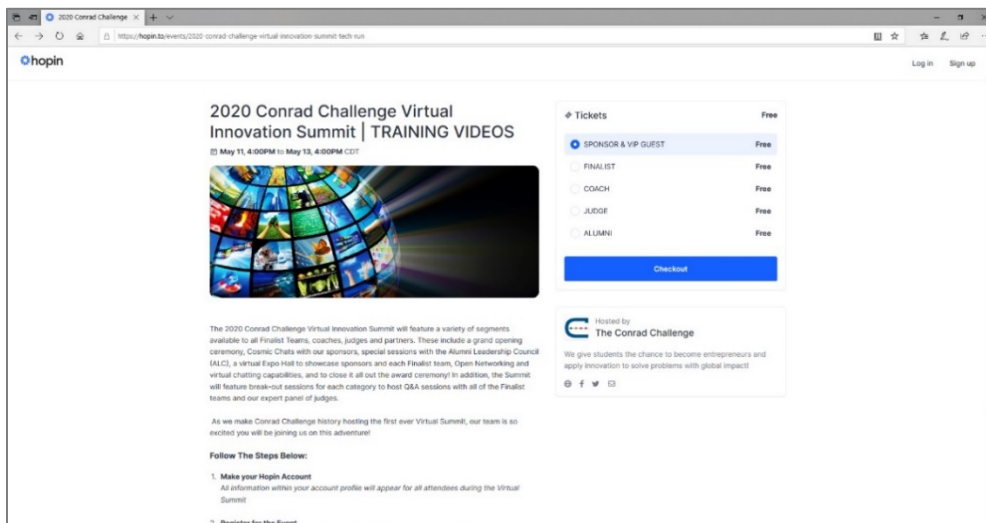


## NAVIGATING HOPIN

Below is a visual guide and instructions for each general area of Hopin.

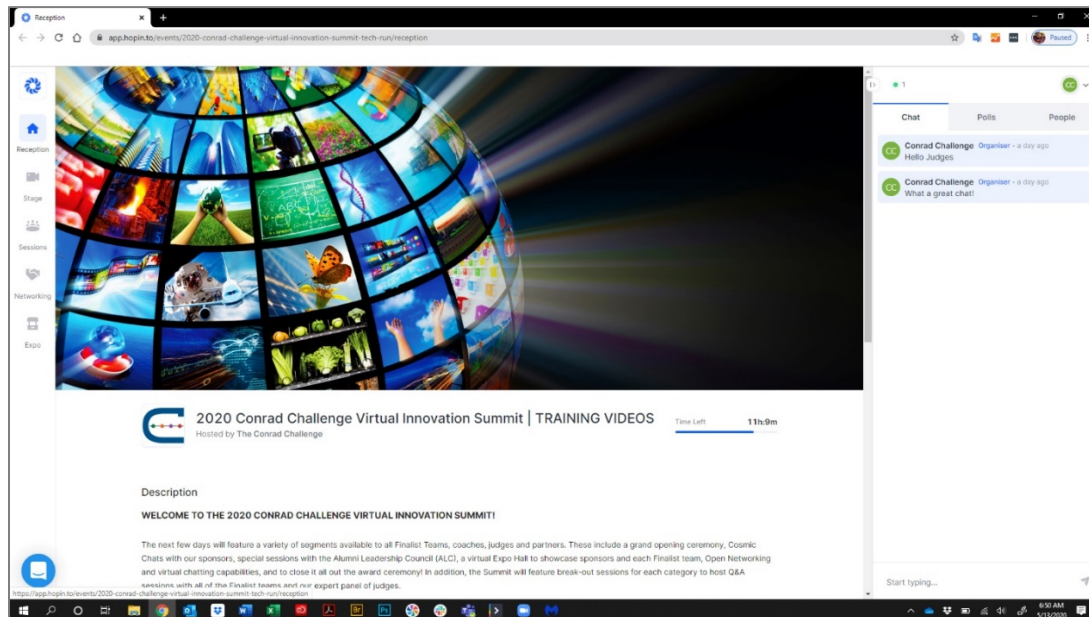
### Getting registered and making your profile

1. You will receive an email from the Hopin system inviting you to join the event. Follow the link in the email to register.
2. Once you arrive on the landing page, click the role that applies to you; Finalist, Coach, Judge, Alumni and Sponsor/VIP Guest.
3. Then click the “checkout” button.
4. Next, you will be guided through the set-up of your Hopin profile. Please note, all information in your profile will be visible to all attendees. You will receive several reminder emails from Hopin prior to the event.



Once the 2022 Virtual Finals Showcase is live, the following areas will appear in the event page.

## Navigation & Main Areas

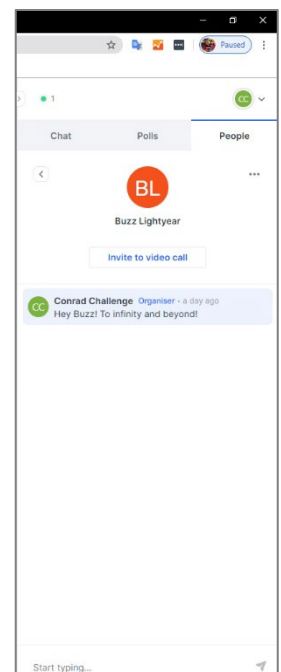


- The Main Navigation Bar is on the LEFT. This will allow you to Navigate between areas of the platform.
- The Communication Bar is on the RIGHT. Here you will see tabs for the Event Chat, Polls and People.

**CHAT:** This will access the Main Event Chat. When in sessions or booths the Chat Bar will feature a toggle switch to chat within each Session and Booth, specifically. Please be mindful where you are leaving comments.

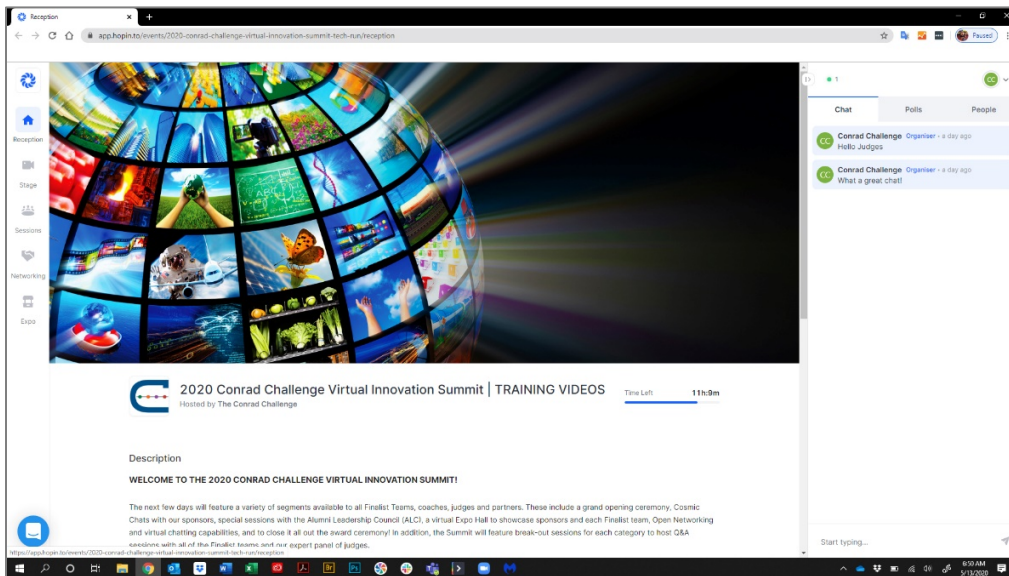
**POLLS:** This will feature survey questions throughout the event. Please check this tab often as questions will change.

**PEOPLE:** You will see a full list of all event attendees. Click on an attendee to find out more information about them! Here you can also chat with them directly as well as invite them to a video call! If you need to report a user for inappropriate behavior click then ... located in the top right corner.



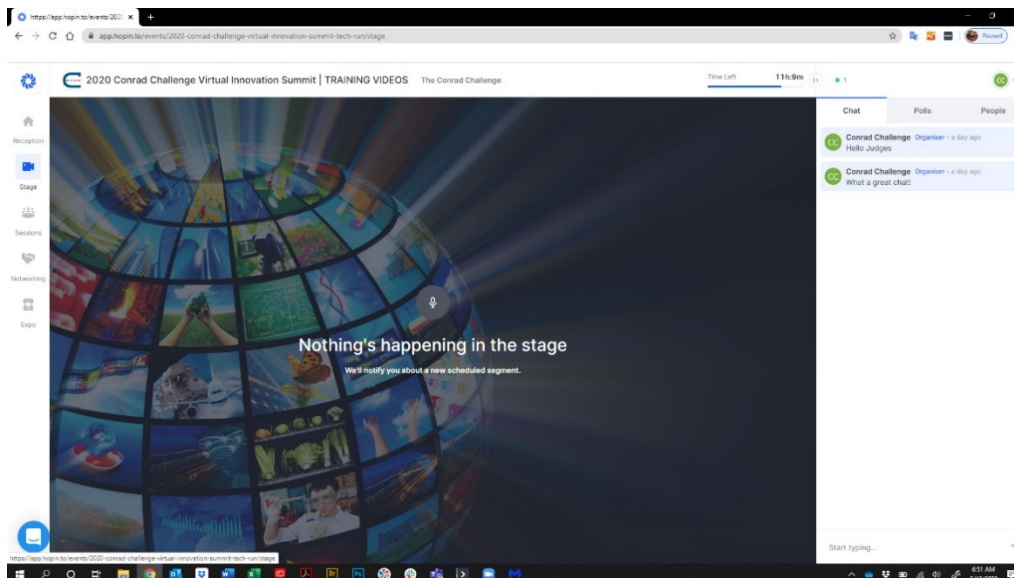
## The Reception Area

The Reception Area will house important helpful information including instructions, links to our sponsors' websites and the schedule of events.



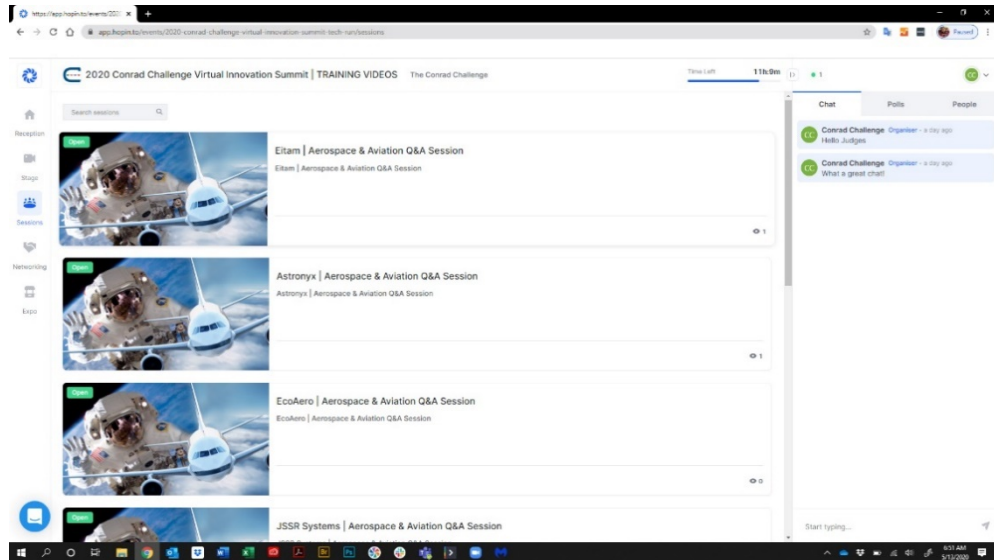
## The Stage

The Stage will showcase the opening and closing ceremonies only.

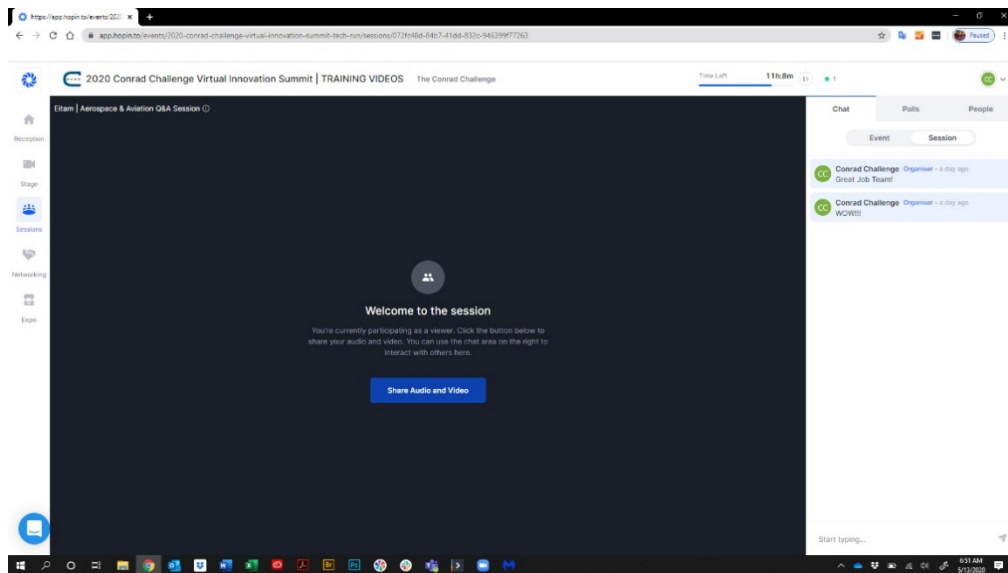


## Sessions

Sessions are the location for all Virtual Pitch Presentations and Q&A sessions and all Alumni Leadership Council (ALC) sessions. Please consult the schedule to be in the correct session at the correct time.



During your Virtual Pitch Presentation and Q&A session and the ALC Breakout Rooms you will join by clicking "Share Audio & Video". If you do not see this option, you are not permitted to join on-screen but are welcome to watch as an audience member! To chat within the session, click the chat tab and toggle over to session.





## Networking

Networking is a fun feature to allow you to speed chat with other attendees. This feature is open the entirety of Virtual Finals Showcase. However, it is recommended to utilize this tool when it is listed on the schedule because the more active users utilizing the networking function at once, the more people to connect with!

The networking tool consists of one-on-one video chats in 5-minute intervals. At the end of your chat you can choose to connect or not connect via buttons located in the bottom of the chat window. At the end of Virtual Finals Showcase, you will see all your connections and their contact information located in your Hopin profile dashboard.

