



Before anything, it is important to note that **there are two (2) different portals on the Virtual Platform**. Most of the Congress participants will **use both portals**, and will therefore receive **two (2) different Virtual Platform links by email**.

- **Speaker/Moderator Portal** (*Stage Entrance*): This is the gateway to access panels in which you have a role (Chair, co-chair, discussant, author, co-author, roundtable participant). You will be using this entrance to prepare your presentation (upload PowerPoints, prerecorded lectures, etc.) and to access the “Virtual Stage” where you will be presenting.
- **Attendee Portal** (*Audience Entrance*): This is the gateway to access the whole event. Through this portal, you will have access to the entire program. You will be able to search for specific panels and sessions, to add them to your “agenda”, and to attend panels as a listener (or **observer**).

This guide concerns the **Attendee Portal**: you will find information on how to connect to the World Congress’ virtual platform, along with a basic demonstration of how to use the agenda and join sessions/panels.

Note: Refer to the **Panelist Access Guide** to learn how to log into the **Speaker/Moderator Portal** and how to employ the “Virtual Stage” for your presentation(s).

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1: TECHNICAL REQUIREMENTS FOR USING THE VIRTUAL PLATFORM

- Supported Operating Systems:
 - Windows 10, Windows 8 or 8.1, Windows 7
 - Mac OS X, macOS 10.9 or later
 - Chrome OS
 - iOS 11 or later
 - Android 4.0 or later
- Internet Connection: Broadband wired or wireless - 3G or 4G/LTE
- Internet Browser: Chrome, Firefox or Edge.
 - **Internet Explorer and Safari are not recommended**
- Recommended Bandwidth:
 - Webcam & microphone: 2 Mbps upload, 2 Mbps download
 - Microphone only: 1.5Mbps upload, 2 Mbps download
 - Without webcam or microphone: 1 Mbps upload, 2 Mbps download
- **Cookies must be enabled:**
 - [Find out how to enable third-party cookies.](#)
 - Extensions or browser configurations that block or disable cookies may prevent participants from joining a live session.

2: LOGIN INFORMATION: Accessing the Attendee Portal

- Once registered, you will receive an **email** with your personalized virtual platform link: Click the "**Attendee Link**" and you will be taken to the Virtual Platform. We suggest that you "bookmark" this page on your browser to be able to access it later on.
 - If you see a login screen asking for your email and password, enter in the email you received the email to, and choose a password between 6 and 25 characters.
- You will then be admitted into the "Attendee Portal", or "Audience Entrance", through which you can browse the various sessions, add them to your agenda and access the virtual rooms as an attendee.
- If you did not get your link:
 - Click on 'Looking for your ticket' at the bottom of the platform webpage
 - Enter the email you registered with or your ticket number to resend the email with your conference link
 - If you are still having trouble connecting, contact the Virtual Information Desk on *Slack*
- Your link is specific to you! If multiple accounts try to use this link, both will be signed out.

Add to calendar: [Google](#) | [iCal](#) | [Outlook](#) | [Yahoo](#)

[Looking for your ticket?](#)

[Contact the organizer](#)



3: AGENDA

- Access the Congress schedule by clicking on the **'AGENDA'** tab (1) at the top of the page.
- Select the **filter dropdown** (2) to filter by:
 - Time
 - Exhibitor
 - Program session (GS01, RC14, LOC03, CT, APSA, etc.)
 - Type (RC Business Meetings, Plenaries, Award Sessions, Ceremonies, Sponsored Sessions, etc.)
- Save panels or sessions by clicking on the **star symbol** (3). These panels will be filed under **'My Interests'** (4).
- You can also search for a specific panel by typing its name in the search box (5).

The screenshot shows the 'Agenda' tab selected at the top. A search box (5) is on the left, and a filter dropdown (2) showing '609 Sessions' is on the right. Below the navigation tabs, there's a 'My Interests' button (4) and a 'LOGOUT' button. The main content area shows sessions for 'Sat Jul 10'. Three sessions are listed, each with a star icon (3) for marking as an interest. The first session is 'GS01.01 Comparative Political Theorising and the Nation-State' starting at 10:00 AM.

4: JOINING PANELS AND SESSIONS

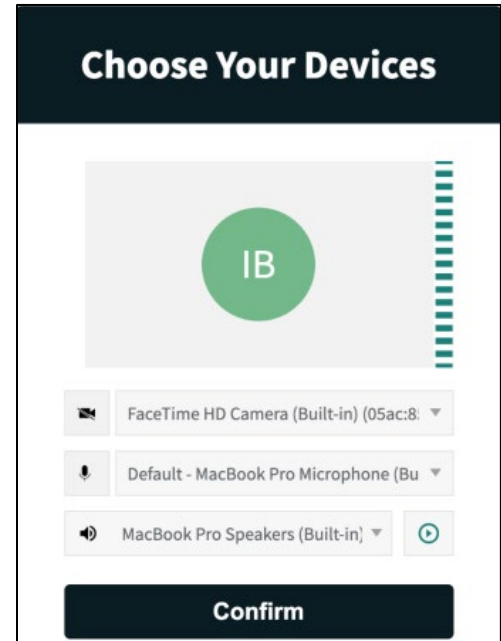
- Select **'My Interests'** to view your starred panels or sessions.
- Click on **'Join Broadcast'** or **'Watch Recording'** (1) to enter the virtual room as an attendee. The button will become available 2 minutes before the start of the panel.

The screenshot shows a session detail for 'New Nationalisms: TEST Session' starting at 9:00 AM. A 'BROADCAST' button (1) is visible, with a note that it 'Starts 2 min before the session time'.



5: CAMERA AND MICROPHONE

- To participate in the discussions, you will need to authorize the platform to access your camera and microphone:
 - When activating your camera and microphone, an authorization window will appear at the top of your screen. Click 'Allow' to enable the video and audio input.
 - Make sure to close all the other applications using your video and audio in order to enable their use on the virtual platform.



6: CHAT BOX

- Each session and panel will have a chat box in the lower right corner of the screen. This is where you can ask questions to presenters. Panel chairs and co-chairs will moderate the discussion and transmit questions to the presenters.

