



Welcome to the Virtual Joint Conference:



T&E Support to Prototyping and Experimentation

Feb 1-4, 2021



KNOW BEFORE YOU GO

Good afternoon,

Thank you for registering for the 2021 Joint Conference on T&E Support to Prototyping and Experimentation! The following will discuss what you can expect next week, specific details regarding connectivity and some conference courtesies we politely ask you ALL to adhere to.

This year's event will take place inside of two virtual platforms:

1. **Microsoft Teams operating on the GCC-High** will be used for **ALL presentations (Distribution A to Limited Distribution D)** and **side meetings intending to discuss CUI** (meeting rooms for upper-level discussions can be arranged with Cristina@deps.org.)
2. And our **virtual conference experience platform, Accelevents**- which will be serving as the 'hotel' for this event, supporting all of our **Open/ Distribution A activities**.

****Please note we will be following a two-step verification process every day in order to gain admittance to the CUI Sessions.**

CHECKING-IN FOR THE SYMPOSIUM:

- **All times listed in the PDF agenda on the website are in Mountain Standard Time (MST.) However, the times listed in Accelevents (interactive agenda) will automatically adjust to your time zone. Please be aware and take note of presentation times.**
- **You will be required to check-in for the conference every single day.**
- Check-in begins at **0700** and will remain open until **1630 Monday - Wednesday**. Check-in will be from **0700-1130 on Thursday**.
- A single direct link to the '**security check-in desk**' in Teams has been distributed **via email** from Cynnamon to registered and cleared attendees only to be used for the week of the Symposium (Monday - Thursday.) Keep this link handy.
- **This link to the security check in desk will remain the same 1-4 February.**
- Once you have been admitted and cleared in the lobby, a **separate email** will be sent to the email we have on file. This email will contain **unique links for that day** (ie Monday- short courses, Tuesday- Plenary session/ Technical Breakout Sessions, Wed- Plenary session/ Technical Breakout Sessions, Thurs- Technical Breakout Sessions.)
- **This two-step process will be the same for the entire week.**

- **All links for the symposium will be unique so please make sure you are paying close attention to your email.**

Log-in tips for Microsoft Teams:

If you are having trouble connecting, please make sure you have done the following:

- **Make sure you are using Google Chrome (or Microsoft Edge) as your internet browser if at all possible**
- Even if you are a regular Teams user, you will HAVE to sign in as a guest to join our meeting (**Your desktop application will not work-must be opened in an internet browser**)
 - Make sure you are logged out of all Microsoft applications (including CVR Teams) prior to attempting to connect
 - VPN's seem to interfere with connectivity. Try to connect using a computer or cell phone that does not have a VPN

Details regarding Acelevents:

- Here you will have the opportunity to interact with exhibitors and network with other attendees
- Set up a personal side meeting- discussion only on an Open, Public Release level (you can set up a meeting room in Teams for higher level discussion with Cristina at Cristina@deps.org)
- Learn more about our sponsors and exhibitors, build your own customized agenda, and more!
- A link from Acelevents will be sent to registered and cleared attendees **THIS EVENING, 30 January** (so keep an eye out for an email from account@acelevents.com.)
- **Note** that it might go to your Junk/Spam email box so please check for it there as well. Your information should already be entered for you, so please login to make sure that you can access the Acelevents website and that your information is correct.
- Please note that Zoom is used for the virtual expo hall so be prepared to be on camera and microphone during the virtual expo hall hours, and ensure your device allows the Zoom pop-up access.

Important Conference Courtesies

- Please **keep your video off unless you are the presenter(s)** for that specific briefing
- **Please remain muted for the duration of the presentation**, until the session chair opens up the floor for Q&A (last 5 minutes of the presentation)
- Please wait to use the **Chat** feature until the **last 5 minutes of each presentation**, as to not distract the presenter. ALL PUBLIC CHATS SENT PRIOR WILL BE DELETED.
- Any questions that go unanswered during the session (ie run out of time), will be asked to be written in the chat box. These questions will then be sent to the presenter at the conclusion of the day, who can then answer them at their discretion.

If you have questions or need assistance troubleshooting, please contact office@deps.org. We sincerely appreciate your support of DEPS and look forward to seeing you all next week!