



## How to use the EDEN 2021 Virtual Annual Conference Conference Area



# Table of Contents

Set up your account .....	2
Checking your registration status .....	2
Setting up your account in the Conference area .....	3
Changing your password .....	5
Using different time zones .....	6
Joining a session .....	7
As a speaker .....	7

## Set up your account

To get access to the conference are you have to set up your account. For that you need to have a valid and approved registration (after your registration this will be sent to your email address).

If you have not registered yet, you can do that by clicking [here](#).

## Checking your registration status

You can check your [registration status](#) by entering your email address.

If you already registered, you will see the following:

You have successfully registered, but your registration is not approved. Please be patient.



The next step is paying the registration fee, or if you are a student, your student ID has to be approved by the EDEN Secretariat. If you completed this step, and so your registration has been approved, you will see the following if checking your registration status:

Your registration is approved, you can set up your account to access to the conference materials



If your registration is approved, you can click on *Set Up your account* on the top bar:



## Setting up your account in the Conference area

On the *Set Up your account* page you have to enter your First Name, Last Name, E-mail Address and your chosen password.

If your registration is not approved, or you use an e-mail address that is not registered, you will see the following error message:

E-mail Address

myemail@eden-online.org

Your registration has not yet been confirmed. Please be patient.

E-mail Address

myemail@eden-online.org

You can only use the email address that you registered with.

After setting up your account, the following screen will be displayed:

The screenshot shows a user profile for 'Test User'. The profile header includes a circular profile picture placeholder with the initials 'TU' and a plus sign to its right. A blue arrow points to the profile picture with the text 'Click here to upload your profile photo'. Another blue arrow points to the plus sign with the text 'Click here to upload a cover photo'. Below the profile picture is the name 'Test User' and a gear icon. A blue arrow points to the gear icon with the text 'Click here to edit your profile, enter social media accounts, images, etc.'. Below the profile header is a dark navigation bar with an 'About' button. Below the navigation bar is a list of profile details: 'First Name' (Test), 'Last Name' (User), 'Last Login' (5 mins).

Here you can upload a photo of you by clicking on the default image and selecting *Upload photo*. You can also enter more details about you, by clicking on the cog icon next to your name and selecting *Edit your profile*.

<b>First Name</b>	<b>in</b> LinkedIn
<input type="text" value="Test"/>	<input type="text" value="https://www.linkedin.com/in/me/"/>
<b>Last Name</b>	<b>ID</b> ORCID
<input type="text" value="User"/>	<input type="text" value="https://orcid.org/1234"/>
<b>Position</b>	<b>f</b> Facebook
<input type="text"/>	<input type="text" value="https://facebook.com/user"/>
<b>Institution / Organisation</b>	<b>🐦</b> Twitter
<input type="text" value="EDEN"/>	<input type="text" value="https://twitter.com/user"/>
<b>Country</b>	<b>📷</b> Instagram
<input type="text" value="Hungary"/> <span>✕</span> <span>∨</span>	<input type="text"/>
	<b>🔗</b> Website URL
	<input type="text" value="http://www.eden-online.org"/>
<b>Biography</b>	
<input type="text" value="Welcome everybody!"/>	
<input type="button" value="Update Profile"/>	
<input type="button" value="Cancel"/>	

Here you can enter various details about yourself. It is up to you if you wish to publish these details about yourself, but it can be very useful for networking through the various conference platforms.

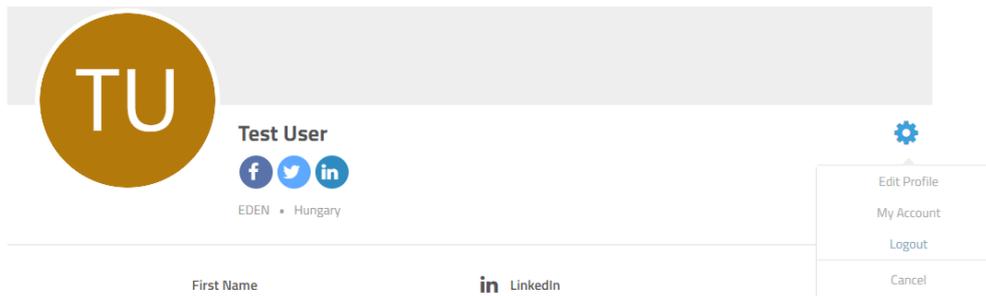
After you updated your profile, you will see these details displayed in your profile.

## Changing your password

Changing your password can be done by two ways:

- If you are logged in
- If you forgot your password

If you are logged in, you can head to your profile by clicking on your name on the top bar. On your profile you will find a cog icon at the right side of your profile. If you click on it, you have to select *My Account*.



Here you can select the *Change Password* option.

If you enter your current password and your new password here, your password will be changed.

If you can not login to your account because you forgot your password, you can select the *Forgot your password?* option on the login screen.

To reset your password, please enter your email address below.

 I'm not a robot  reCAPTCHA  
Privacy - Terms

Reset my password

The following form will appear where you have to type in the e-mail address that you used to register and set up your account. You will receive an email with a button *Reset your password*. Click on the button and a new window will open. Enter your new password and then you can log in with your new password.

### Welcome back!

You have successfully changed your password. ✕

Username or E-mail

Password

Keep me signed in

Login

## Using different time zones

Because our conference is international, we accumulated a feature to let users set the timezone offset by their liking. If you don't know what UTC time zone you are currently now, you can check it on the following [website](#).

You will see a dropdown menu next to your profile/login where you can select different UTC time zones.



By clicking on it and selecting another time zone, your browser will automatically adjust the event times and reload your browser to the new time setting.

 **9:00 CEST**  
END: 11:00

 **21:00 UTC -10**  
END: 23:00

Next to any processed timestamps you can see that this time is represented in the time zone that is next to it. If you click on the time zone, you can revert to the CEST setting, to see the original times. By clicking again you can revert back to your own time zone settings. You can only use this feature if you set a time zone for yourself. If you just see CEST, clicking on it does not make any changes.

Please note that on the programme page you can only see the offset time from the original program time. By changing the time zone it can happen that a session that you are interested in is not on the same day as it is defined in the programme. But if you click on a session's name, the date is automatically adjusted to your time zone. For example, if the Opening Plenary is at 9:00 CEST (22 October), but your time zone is -8 UTC, the Opening Plenary will happen at 23:00 (21 October) in your time zone. At the event page we also offset the date, but on the programme page you will only see the time offset in your time zone.

## Joining a session

In the conference programme you can see a session's details by clicking on the session itself. Next to the time and date (to the right) you will find a *Join with Zoom* button. By clicking on it you will be redirected to the Zoom website to start your Zoom client.



If you cannot see the *Join with Zoom* link, maybe you are not logged to the conference area. You check this in the upper right corner.



Not logged  
in

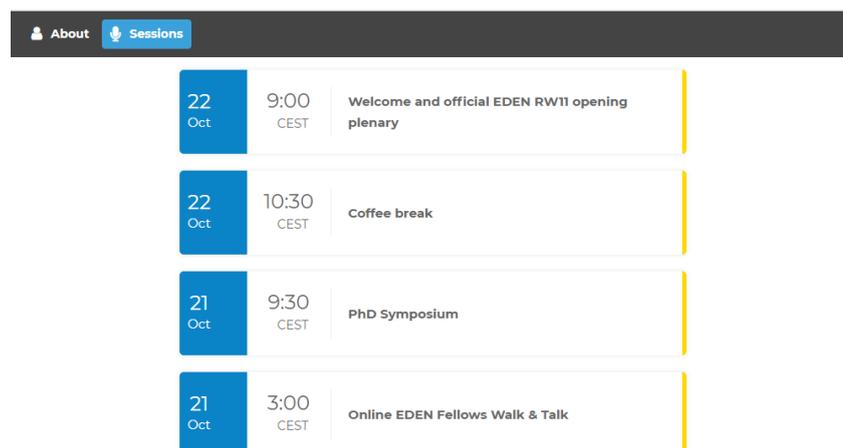


Logged in to an account

**Please note, that most sessions can be accessed only by logged in users.**

## As a speaker

If you are a speaker, your profile will appear next to the sessions of the [Conference programme](#) that you will participate in as a speaker. The EDEN Secretariat will upload all speakers to their sessions – first without a profile. By default your name at the session you are speaking is not clickable. This shows that your account has not yet been created in the Conference area. If you create your account, the system will start to process your data and the session in the programme will be updated with your active profile, with all the details that you filled in your profile. After the system processed your account, your sessions will also appear on your profile. Please be patient with updating your sessions. If your account does not appear automatically on your session, please contact the [EDEN Secretariat](#) for assistance.



Date	Time	Session Title
22 Oct	9:00 CEST	Welcome and official EDEN RWIT opening plenary
22 Oct	10:30 CEST	Coffee break
21 Oct	9:30 CEST	PhD Symposium
21 Oct	3:00 CEST	Online EDEN Fellows Walk & Talk