2024 MRS® SPRING MEETING & EXHIBIT
Virtual Platform Guide

We've put this guide together to help you make the most of your Meeting experience.

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Access/Login Information

How will I get my login to the Meeting Virtual Platform?

You will receive an email from 2024 MRS Spring Meeting <support@digitellinc.com> with your virtual platform access link. Please check your spam folder if you did not receive it. If you have further difficulty, please reach out to virtual@mrs.org for assistance.

You can also access the platform at https://mrs.digitellinc.com/live/mrsspring2024. Click on the Login button at the top of the page. You must use the same email address you used to register to create your account.

We encourage you to bookmark the page for easy access back to the Virtual Meeting site.

When can I login and access the sessions?

After you receive your login email, you will be able to access the site and familiarize yourself with the virtual platform. The Meeting begins on Tuesday, May 7 at 8:00 AM Eastern Time.

All of the virtual sessions will be recorded and available for viewing in the On-Demand Collection. All paid registered attendees will have access to watch the recordings through June 15, 2024.

Manage Your Profile

In the virtual platform, proceed to Help Desk in the navigation and Select "My Profile." Within your profile, you can upload your photo, create a personalized bio, and select your privacy settings and sharing preferences.

Please fill out your profile and select your sharing preferences. If there is a field that you would not like to share, please leave it blank unless it is required.

⬤ **Participate in Networking (Share Profile)**

Participating in networking is required for sending connection requests, messages, and using most other networking functionality.

Please note that platform administrators may still be able to view your information regardless of privacy settings.

💬 Conversation Preferences

☐ **Audio Notifications**
☑ **Allow Private Chats**

Conversation preferences override the privacy settings for receiving message and video chat requests.

When you participate in Networking, you can customize who can view your itinerary and send you messages via the platform.

Viewing Which Sessions You'll Attend (Itinerary)
Sharing your itinerary will allow others to see which sessions you are interested in.

Only you can do this ▲

Anyone can do this

Only people you have connected with can do this

Only you can do this

Sending You Messages
Choose who can send you messages via the platform's internal messaging tool.

Only people you have connected with can do this ▲

Anyone can do this

Only people you have connected with can do this

No-one can do this

Build Your Itinerary

Click **Symposia > Build My Itinerary** on the navigation menu to see all available sessions.

The **Add to Itinerary** button will add a session to your 'My Itinerary' page, so you can easily access the session's live meeting.
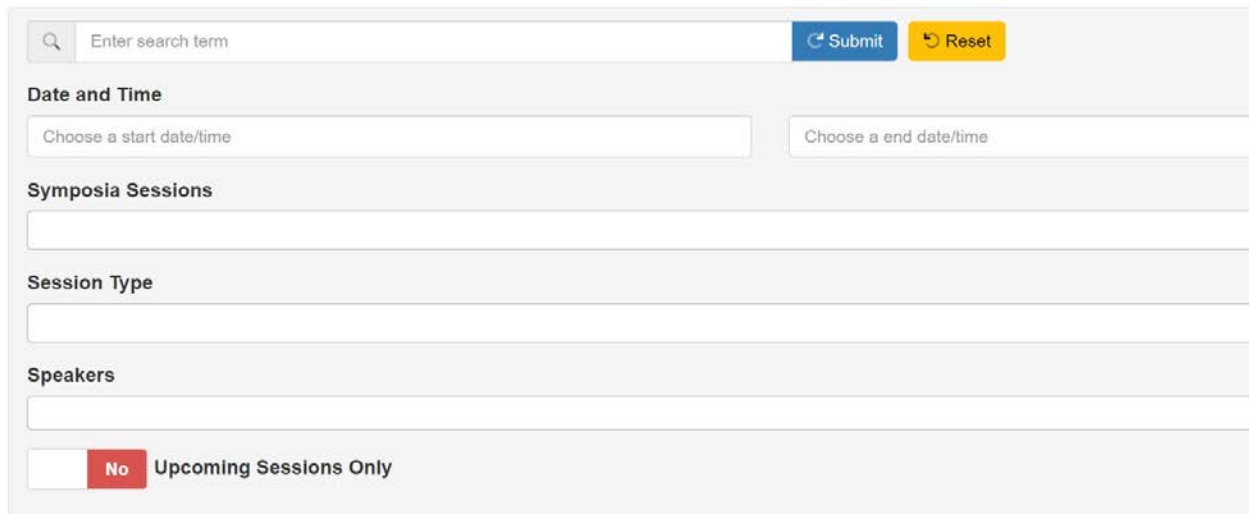
The **Add to Calendar** button will allow you to add the session to your external personal calendar, such as Outlook, iCal, or Google Calendar.

Search for Sessions

Use the search feature on the **Build My Itinerary** and **On-Demand Collection** pages to quickly find sessions of interest. You may search sessions by Session Name, Date and Time, Symposia Sessions, Session Type (onsite or virtual), and Speakers.

For our **Virtual Speakers**, we recommend using the Symposium Sessions or Speakers filter to search for your session. Directly searching for your name will also display any sessions where you are listed as a Presenter.

Select your preferred time zone to see adjusted session times. **NOTE: All virtual sessions are listed in Eastern Time by default.**

The on-site sessions in Seattle will take place in the Pacific Time Zone. If you are looking at on-site sessions, please adjust your time zone to Pacific Time.

Attend a Session

To attend a session, first locate the session by searching for it on the **Symposia > Build My Itinerary** page. If you have already added the session to your Itinerary, you may locate it under the **'My Itinerary'** tab.

For Speakers and Session Chairs – Each session opens **25 minutes** prior to the start time for the Speakers and Session Chairs of that session. Click the 'Join Session' button to join the live session. Only virtual sessions will have a 'Join Session' button available.

For Attendees – You will be able to access sessions one minute prior to the start time. Click the Join Session button to attend the live session. Only virtual sessions will have a Join Session button available.

You may also search for sessions on the Current Agenda page, which will only show sessions occurring in the future.

Connect with Others

Stop by the **Networking Page** to connect with fellow participants before, during and after the event. Make sure to create your profile, including background information and sharing preferences, then simply connect with other like-minded attendees.

Follow Spring Meeting activities and updates on Social Media – we encourage you to use #S24MRS in your posts. Visit our **Social Media** page to learn more about how to connect with the global materials community.

Upload a Recording of Your Presentation

Please note: You must be registered for the Meeting to upload a recording of your presentation.

Create Your Recording

- Create a PowerPoint + Audio presentation saved as an .MP4 or .MOV. It is important that you save your file in one of these formats to prevent downloading from the site.
- A tutorial on adding audio to a PowerPoint can be found here. There is no MRS template that you have to follow.
- Instructions on how to save your PowerPoint file to an .MP4 or .MOV can be found here.
- Maximum file size is 1 GB.
- Your first slide should contain the abstract title, symposium, presenter's name, organization and email address.
- Poster presentations should break up their poster into three or four slides for ease of viewing.
- To be considered for a Best Poster Award, **virtual poster presenters** must upload their recording by **April 18, 2024**. All Best Poster awards, including poster presentations given during the virtual meeting, will be announced during the onsite poster sessions in Seattle.

Upload Your Recording

1. An email was sent from 2024 MRS Spring Meeting & Exhibit (meetings@mrs.org) containing your access link. Select the link to enter your invitation.
2. Scroll to the bottom of the invitation and click the box labeled "Select File".

Questions & File Upload

Recording for On-Demand Viewing

MP4, MOV

File size limit: 1 GB

Select File

FILE NAME		UPLOAD
	🔗 1. Select File	⬆ 2. Upload Selected File

3. Select the file you wish to upload from your computer (do not use your phone or a Tablet) and click "Open". Please keep in mind that only .MOV or .MP4 formats will be accepted and files may not exceed 1 GB.
4. Click the box labeled "Upload Selected File." Depending on your internet speed, it may take several minutes for the upload to complete.
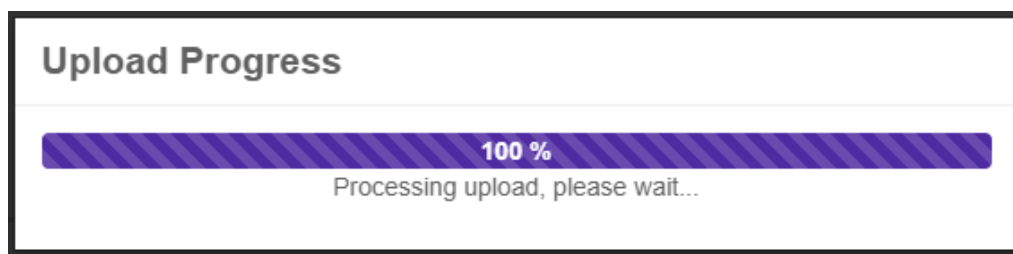
Questions & File Upload

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File size limit: 1 GB

Select File

FILE NAME		UPLOAD
C:\fakepath\TEST VID	🔗 1. Select File	⬆ 2. Upload Selected File

Upload Progress

100 %

Processing upload, please wait...

5. Please note that you will not be able to view your recording on the virtual platform until after you register and the site goes live in early April. If you need to edit your uploaded recording for any reason, you will need to go back into your same invitation and repeat steps 2 through 4. For any additional questions, please contact us.

Need Help? Contact the Support Desk.

Click on **Help Desk** in the navigation for Frequently Asked Questions (FAQs), additional key meeting information, and live support during the Meeting.

For technical support on the Virtual platform, contact mrsvirtual@conferencedirect.com

For general meeting support, contact virtual@mrs.org

For questions related to your presentation or program, contact meetings@mrs.org