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**Virtual Platform User Guide**

**DRC 2022**

**HOW TO LOGIN TO UNDERLINE**

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| **HOW TO LOGIN TO UNDERLINE** |

* An email with a password-creating link will be distributed by Underline to all Registered DRC 2022 attendees around June 23rd to make it easy for first-time users of Underline to create the password for their respective accounts (**named by email address used when you registered**!).

When you are logged into your Underline account, please follow this link to the DRC 2022 Conference event page: <https://underline.io/events/320/reception>.

* If you did not receive an invitation, please first check your spam folder, and/or any similar folders that are not your main inbox (such as social, or promotions, junk folder …) and look for an email by **Underline (**[**no-reply@app-mail.underline.io**](mailto:no-reply@app-mail.underline.io)**).   
  Please DO NOT try to create an account on your own,** as that will return an error message. Underline has already created your account and ticket for the event.
* If after June 25th, you are still unable to find the email, please **contact our support team** at: [DRC2022@underline.io](mailto:DRC2022@underline.io)
* If after June 25th, your Underline account has not been authorized to access the DRC 2022 Conference event (you receive a ‘You need to register’ message), please **contact our support team** at: [DRC2022@underline.io](mailto:DRC2022@underline.io)

**HOW**

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| **WALK THROUGH VIDEO** |

Please watch this short video that will explain how to navigate the Underline virtual platform: <https://somup.com/c31Y3etJtH>

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| **GETTING AROUND THE UNDERLINE SITE** |

* All sessions can be found via the menu item “**Sessions**”, in the left toolbar.
* All poster sessions can be found under the ‘’**Posters”** icon on Underline.
* The **“Expo”** menu item includes links to our official exhibitors and their promotional pages
* The **Help desk** includes a link to video tutorials, instructions etc. – **Please visit our** [**HELP DESK**](https://underline.io/events/320/help-desk) **first** to familiarize yourself with the Event page before the conference begins.
* If you cannot find the answer you are looking for, please use the **‘’Request a meeting’’** button on the right and our Support Team staff will reply.

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| **HOW ORAL SESSIONS WILL RUN** |

* All sessions are accessible from the event’s schedule and/or the sessions tab
* To join an oral session, click on the ‘’**Join Zoom Room’’**  button. This will take you to a room where that session takes place. You can ask questions as you would in any other Zoom meeting. Each session will have a Chair running the Q&A.
* A full-featured search bar on the “[Sessions](https://underline.io/events/320/sessions)” page allows search by lecture

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| **HOW VIRTUAL POSTER SESSIONS WILL RUN** |

* All posters can be found in the schedule or by clicking on the [POSTERS](https://underline.io/events/320/posters) tab.
* Your poster tile features the information you submitted about your poster
* There is a Q&A box on the right hand side of the poster. All poster presenters, whether in-person or virtual, should read and respond to the Q&A.
* If you are presenting virtually, please post your web conference link in the Q&A tab, which registrants will use to contact you during the poster session

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| **AFTER THE CONFERENCE** |

* Underline will release unedited live session recordings within 24 hours after the actual session.
* Underline will release edited talk recordings within 7 days after the conference.
* All content will be available on Underline
* Each paper (platform, poster, tutorial, keynote) will receive a separate page on Underline with all metadata that was submitted by the presenter. Each paper will have an individual Q&A box where all attendees can continue the conversations in a text form after the event.

For any additional questions, please contact the Underline support at [DRC2022@underline.io](mailto:DRC2022@underline.io)

Enjoy the conference!

The DRC 2022 & the Underline teams