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Underline Attendees User Guide for AEiC 2021

HOW TO LOGIN TO UNDERLINE

- An email with a password creating link has been distributed by Underline to Registered attendees to make it easy for first time users of Underline to create the password for their respective accounts (named by email addresses).

When you are logged into your account on Underline this is the link to the AEiC Conference 2021 event page: <https://underline.io/events/102/reception>

- If you did not receive an invitation the password can also be created by following the instructions:
 - Visit Underline's home page <https://underline.io/>
 - Click "create account" located in the upper right-hand corner of the page
 - Fill in name & email address and click "next" (leading to "Create your password" page)
 - Create the password per the stated password setting rules, followed by clicking "next"
 - The browser will prompt checking the email inbox and activate the Underline account.
 - Remember the password because that is needed to log in the Underline website.
- In case your Underline account has not been authorized to access the Wiley Analytical Science Conference 2021 event, please report the issue by emailing aeic2021@underline.io

ATTENDEES QUICK GUIDE

- To join the **Main stage**, where the conference takes place, please click on the star icon in the left bar
- **Chat** can be used to share thoughts with other attendees during the live Main stage presentation
- Please use **Q&A tab** to ask questions to the speakers, do not use Chat for questions.
- All sessions can be found via the menu item "**Sessions**", in the left bar.
- The "**Exhibitors**" menu item includes links to our official partners and sponsors, and their booths
- **AEiC Lounge** menu item takes you to our Networking space in **Gather.Town**. Just click on the link and enjoy networking with your colleagues in a 'game-like' environment. [More instructions and shortcuts on how to use Gather.Town can be found on our Help desk.](#)
- The **Help desk** includes a link to a person answering questions, video tutorials, instructions etc.

HOW TUTORIAL SESSIONS WILL RUN

- All sessions are accessible from event's schedule or sessions tab
- To join the live tutorial session click on 'LIVE SESSION' blue button. This will take you to a room where live session will take place.
- Click on the 'Raise your hand' icon to ask a question (preferred). Or enter a question in the chat.
- You may up-vote other people's questions.
- There is a full featured search bar on the "Sessions" page that allows search by session.

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WORK IN PROGRESS SESSION

- To view the posters just click on the image menu icon in the left bar. Then select the poster(s) you would like to see by clicking on the poster itself.
- After the Work-in-progress presentations, please join us in Gather.Town where poster presenters will be 'standing' next to their posters and you can have a chat with them live, just as if you were in the room together next to their poster.
- To view the posters in Gather.town click 'X' on your keyboard when prompted.
- Further Gather Town instruction can be found on our Help desk page:
<https://underline.io/events/102/help-desk>

For any additional questions, please contact Underline support at: aeic2021@underline.io

Enjoy the conference!
AEiC & Underline teams