

# Hopin 101

## An Attendee's Guide to Using Hopin

### How will Circularity 21's online event work?

We are hosting Circularity 21 on Hopin, an online events platform. As an attendee, you'll be able to move in and out of rooms just like you would at an in-person event and enjoy the content and connections throughout. The Hopin platform includes live-streamed sessions, the virtual expo, networking features, and more!

**Let's get familiar with the Hopin platform!**

### Which browsers work best?

Using the latest versions of Google Chrome on your laptop or computer guarantees the best experience. Please try to avoid using Brave, Safari, Microsoft IE, or Edge. These browsers lack the web technology support necessary for online events to run in a browser.

**Note:** Sometimes, third-party extensions can affect the experience by blocking some of the Hopin interface elements. That's why we also recommend opening the event in Incognito mode (command+Shift+N on macOS or Ctrl+Shift+N on Windows) on Chrome.

## The six areas of Hopin:

There are six main areas in the Hopin platform where various types of events take place.

**The left-hand side toolbar will help you navigate between:**

1. The Schedule area
2. The Main Stage area
3. The Sessions area
4. The Networking area
5. The Forum area
6. Chat/Polls/People/Q&A

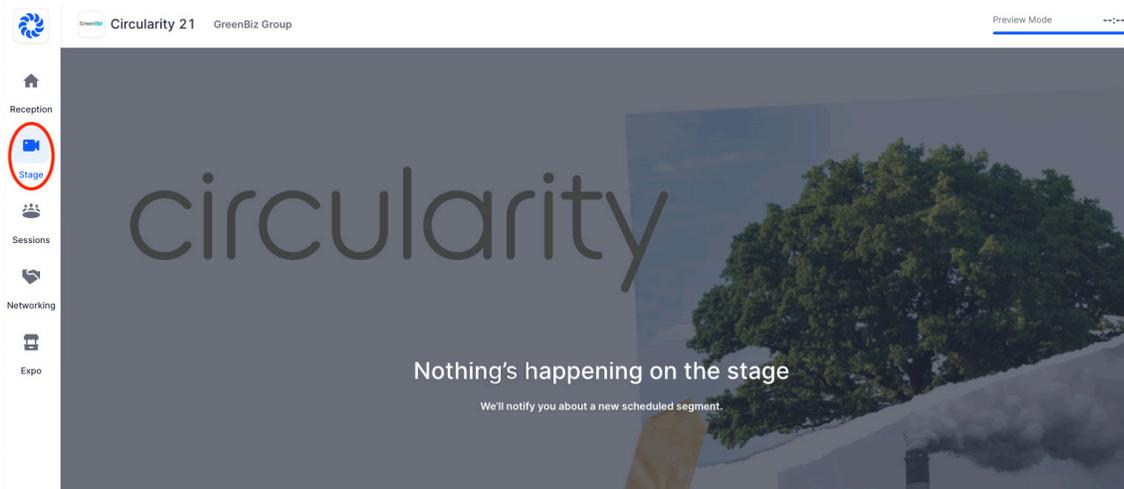
## 1. Schedule

The Schedule area is the welcome page or “lobby” of the event. Here you can quickly find out what’s currently happening at the event. Scroll down to also see Sponsors and the event’s daily Schedule.



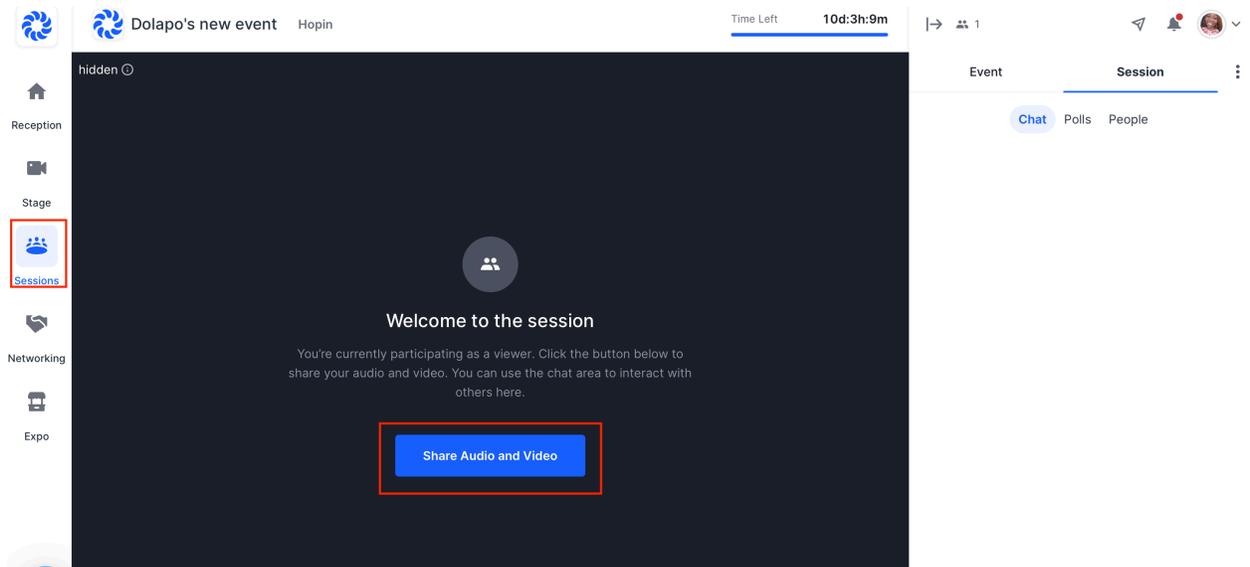
## 2. Stage

The Stage area is where our keynotes will take place. We will have two stages – one stage with closed captioning and another stage without closed captioning.



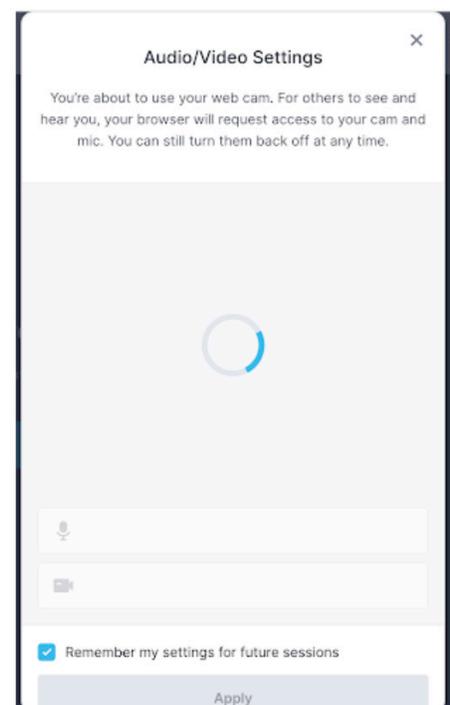
### 3. Sessions

The Sessions area is where you will be able to join breakout sessions and Ask an Expert discussions. To join a session or Ask an Expert, simply click “Sessions” and then select the one you’d like to join.



If you are joining an Ask an Expert discussion, click the “Share Audio and Video” button on the upper right-hand corner of the screen.

If you haven’t allowed access to your camera or mic in the event, you will be prompted to do so at this time. Be sure to select your microphone and your camera and then hit “Apply”.



## 4. Networking

The Networking space in Hopin is similar to one-on-one meetings on a FaceTime call. This segment is designed to recreate the “coffee-in-the-lobby” conversations or watercooler chats that are important at an in-person event. The Networking area automates the discovery of new connections. When an attendee participates in the Networking, they are matched with another attendee at random.

## 5. Forum

The Forum area is the virtual exhibitor hall with vendor booths in our event and serves as another great way to network. Click into booths to engage with organizations by either downloading their resources, watching their videos, video-chatting with representatives on live camera, or messaging them in their booth chat.

If you'd like to search for a specific booth, please type the organization's name in the search bar on the Forum page and their booth should appear.

The screenshot displays the Hopin interface for the 'GreenBiz Group' event, 'Circularity 21'. On the left is a navigation sidebar with icons for Reception, Stage, Sessions, and Networking. The 'Networking' icon is circled in red. The main content area features a search bar labeled 'Search booths' and a booth card for 'Waste Management'. The booth card includes a photo of workers in a recycling facility, the WM logo, and the text 'Waste Management' and 'Connect with a circular economy expert from WM.'

## 6. Chat/Polls/People/Q&A

The chat, polls, people, and Q&A functions allow you to engage and interact with both the platform and with fellow attendees. Each one serves a different purpose.

### Chats & People

**Event chat:** global event chat where all participants can post messages.

**Stage chat:** chat with a Stage-related discussion all attendees have access to.

**Session chat:** each session in Sessions has dedicated chat rooms. Attendees who are off-camera can chat to interact with people on camera and vice-versa.

**Booth chat:** like Sessions, each booth has its own chat for group discussions and interaction.

**Meeting chat:** in Networking, a private 1:1 chat channel is available to the participants.

**Direct messages:** anyone can send messages to an individual at an event on Hopin via DMs in the People tab. To send a DM, find the person you wish to chat with within the People tab, click their profile photo, and send a direct message to them.

### Polls and Q&A

Polls and Q&A will be accessible on our stage, during sessions, and at the Forum.

## Event

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Chat

Polls

People

Q&A