

## Entering the Symposium

The event is being held on the Virtual Event Center (VEC) platform. **On Thursday, February 25th, you will be emailed login and password information for the VEC.**

**Login:** Go to [www.thevirtualeventcenter.com](http://www.thevirtualeventcenter.com) to login with the username and password provided in your email. Then click on the 2022 Integrative Education Symposium image. Once you are on the main page for the Symposium, click on the light blue “Enter Event” button.

**Update Profile:** Once in the VEC, you have the option to update your profile with a picture, contact information, and/or update your email notification preferences under the “My Account” button. You have the option to turn on email notifications to alert you when course sessions start.

## IE Symposium Orientation

**Video tutorial:** Check out this short video created by the developers of the VEC to get oriented!

<https://youtu.be/Nic6CqudiiY>

## **Where do I go for my course?**

Once logged into the Event, click on the Course Session from the Conference Hall page, or use the upper left navigation bar to click on Sessions and select your course. Once you are in your correct course in the VEC, click the “Join Face to Face” button to enter your session via Zoom. Please remember to join your course by the start times listed on the Symposium schedule and/or course agenda.



## **How Do I Enter the Raffle?**

The Daily Raffle is listed as a Session. Go to the navigation bar in the upper left corner, Click to Sessions, and then click on the Friday Raffle or Saturday Raffle icon. You do NOT need to click on the “join face to face” button. Rather, you will see

information below the recorded video that has a link to click on, which takes you to a Google form to submit in order to enter the raffle. You must fill out a new raffle form for each day of attendance to be entered into the daily raffle. Raffle entry closes at 2:45 pm CST each day. Winners will be announced in your course session at 3 pm. You do not have to be present to win.

### What are the Informational Sessions Listed on the Symposium Schedule & How Do I Access them?

Each informational session is 10 minutes long with a featured exhibitor providing information. It is a chance for the exhibitor to showcase specific products or highlight information to all attendees. Each informational session has allotted time for any questions you may have for the exhibitor. Each day during the lunch break from 12:30 - 12:50 pm, Move Mindfully will lead a yoga session you can join!

**To Access:** Go to Sessions → Click on the desired Informational Session during the day/time listed on the schedule. Click “Join Face to Face” to view the session.

### How Do I Network with My Friends?.

**Direct Messaging:** The lower right corner, there is a message box; click on the user you would like to message and send a direct chat message to them!

**Group Gatherings:** For Groups that registered together, we set up a session listed as “Group Name” Gathering where attendees can enter a Zoom room to connect directly with one another. Any attendee may enter the Group Gatherings to meet new people or connect with old friends! To access, go to Sessions → Click on the Group Gathering you want to join and click on “Join Face to Face” to enter the Zoom room.

### How Do I Visit the Exhibitor Booths?

Click on Exhibitors from the left navigation bar or click on the Exhibitor Booth you'd like to visit. Live chats are available with exhibitors during scheduled breaks.

### What If I Need Help?

When in a session, send a private message to the course moderator.

Throughout the day/not in a Zoom room, you can go to the upper left navigation bar, click on “Contact Host” to send a message directly to the VEC and Integrative Education. We’re here to help!

You also can email us at [education@integrativeot.org](mailto:education@integrativeot.org) but there may be a delay in getting back to you during the hours of the Symposium. For immediate assistance, click on “Contact Host”.