**Orientation guide for participants at the 23rd Student Conference,
Residents and Trainees of the CHUM**

In this document you will find all the information you need to navigate through your day.

On the day of the event, you must be logged into your Fourwaves account with which you registered with. Click on **Login** from the event menu and enter your email address and password. Select the 22nd CRCHUM Student, Resident and Intern Conference page.

From the home page, go to the **Program menu**. Choose the date of **May 11 (for the poster sessions) or Thursday, May 12 for the conference day**.

Your entire day will be managed from the Program page which will allow you to access oral presentations, posters, workshops.

Please note that for the video discussions around the posters the connection must be made from a computer (tablets and cell phones do not work for these functions) and preferably via Google Chrome

To access each of the sessions in the appropriate environment, click on the "Room indicated in each session with the **icon** 📍.   This will take you directly to the **Zoom** environment for oral presentations or **Fourwaves** for posters.

Oral presentations - Zoom environment:

- Choose the "**active speaker view**" mode to see the presenter first,
- Presentations will be made in the form of a classic zoom meeting,
- Please **keep your microphones closed**,
- We will give you the floor during the question and answer periods if necessary, use the "**raise your hand**" function to indicate that you have a question,
- You can of course turn on your cameras. We all need to see each other. During presentations by students or guest speakers, it is best to turn off your cameras.

Poster presentations - Fourwaves environment:

The Fourwaves platform allows for virtual video-based exchanges with presenters with poster presenters.
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- Please refer to the following procedure to prepare for video exchanges with poster presenters with poster presenters: https://help.fourwaves.com/fr/à-quoisattendre-le-jour-de-la-session-daffiches-virtuelles-en-tant-que-participant,
- Up to 8 people can converse around a poster. Additional people can join a conversation, but only in listening mode,
- It is recommended, as in a face-to-face poster room, to navigate posters and return to a poster later if a discussion is complete.