## « HOW TO » FOURWAVES

This entirely "made in" Quebec platform (the co-founder is, moreover, a former biology student at UdeS!) allows you both to register for SQEBC 2021, but also to participate to the virtual portion of this event. Do not hesitate to consult the <u>platform's help topics</u>, but here is a "how to" to help you with the main functions.

## 1) SUBSCRIPTION

Everyone must register to access event features and access the links in the schedule.

1. Use the following link: <a href="https://event.fourwaves.com/sqebc2021">https://event.fourwaves.com/sqebc2021</a>. Click on the Register button, then fill out the form and proceed to payment.



### 2. Activate your Fourwaves account

Click on the link in the confirmation email received after registration. You can also request a new link by email. See <a href="here">here</a> for more information.

3. Use a compatible browser (eg Chrome)

Compatible: Chrome, Firefox, Edge, Safari or Opera.

Not compatible: Internet Explorer and older versions of Edge.

On mobile devices:

Apple (iPhone or iPad): Safari only.

Android: Chrome or Firefox.

More info here.

# 2) Submit a communication

You can make your submission at the same time as your registration by clicking on the Submit button.



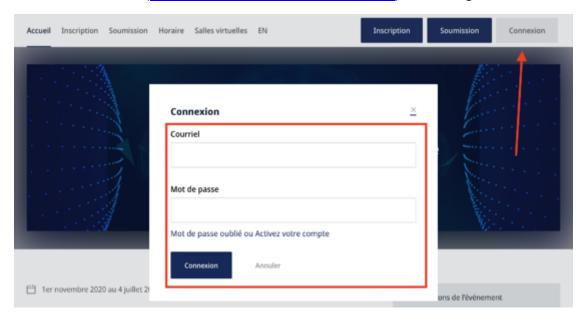
Fill out the form and click Submit.

## Submit later.

It is also possible to make your submission later, for example if you do not have all the details of your communication at the time of registration.

Step 1: Log in with the email used in the registration form.

On the event website (<a href="https://event.fourwaves.com/sqebc2021">https://event.fourwaves.com/sqebc2021</a>), click on login.



If you never entered a password for your account, you can <u>activate your account</u>. You can also <u>reset your password</u>.

You can then follow the steps outlined above to submit your presentation.

# 3) Download your poster or the pre-recorded video of your oral presentation

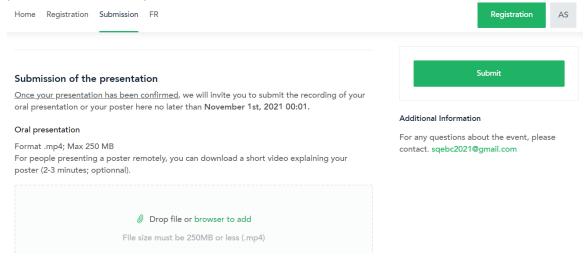
Vous devez accéder à votre compte Fourwaves.

If you never entered a password for your account, you can <u>activate your account</u>. You can also reset your password.

Once on your account and in the SQEBC event, access your submission form by clicking on your initial at the top right of your screen.



At the bottom of the form, in the Submission of the presentation section, you can upload your poster or video of oral presentation.

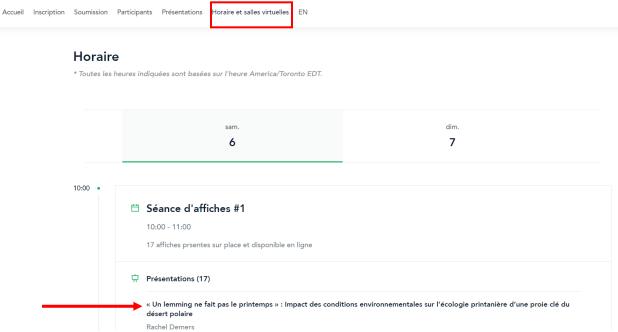


# 4) Optimize your use of the platform before, during and after the congress

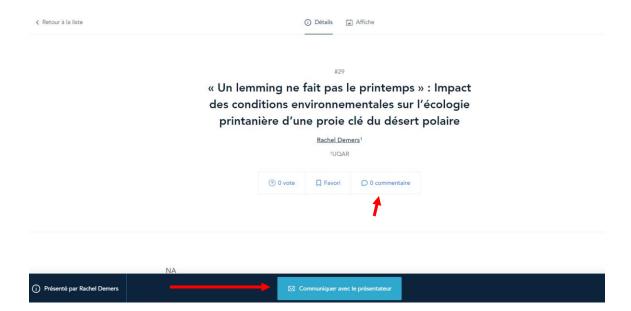
Whether you participate remotely or on site, the Fourwaves platform will be very useful throughout the congress! Please note that all pre-recorded posters and presentations will remain available on Fourwaves after the congress. **On site presentations will not be recorded.** 

#### Schedule of the event

On the "Schedule and virtual rooms" page, you can view the schedule of oral and poster presentations at any time. By clicking on the title of a presentation, you will have access to the authors and the abstract (for oral presentations). This schedule is already available, you can even take a look at the presentations and mark your favorites.!



You can also comment on the presentations to ask your questions, or contact the presenter directly.



All posters can be viewed online! As a poster presenter, be sure to check out the comments section to answer questions.

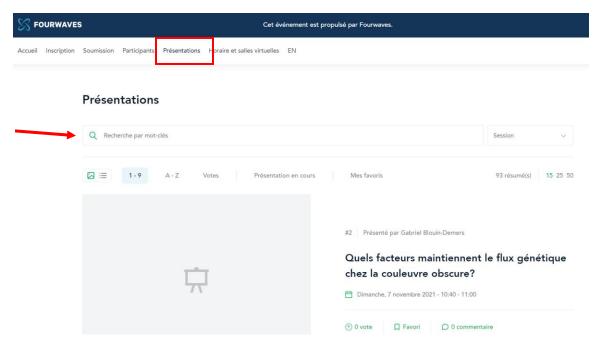


For <u>remote participants</u>, this is also where you will find the links to the Teams virtual rooms for each presentation block. Your questions should be asked via the Teams chat.



### Explore presentations

The "Presentations" page allows you to explore all the oral and poster presentations of the congress. You can even search by title or presenter keyword!



Here too, you can comment on a presentation to ask questions to the presenter.

### Particularities for remote oral presentations

There are 15 remote presentations that will be presented in one of the 3 concurrent sessions on Saturday November 6 between 4:30 p.m. and 6:10 p.m. For on site participants, they will be broadcast in a room and then the presenters will respond questions via Teams.

For **remote participants**, please note that these presentations will **not** be broadcast via Teams. It's up to you to watch them directly via Fourwaves. However, if you want to participate in the question period, you can connect to the Teams session corresponding to the desired session. The presenter will turn on the microphone and camera at the end of his presentation to answer questions from participants in person. You will be able to ask your questions in the Team's chat.

