



# HFMA annual conference – online event joining instructions

Thank you for registering for the **HFMA 2021 Annual Conference**, we look forward to welcoming you.

Please find below instructions on joining the **online** element of the event:

## Getting into the event...

- You will receive an email invitation to register for the event addressed from the HFMA
- Please click 'Login and join event'. If you have not used the Hopin platform before you will be asked to verify your email address. You will then be directed to the landing page of the event
- Once you are on the landing page you can 'create your profile' by adding your headshot and social media handles
- You won't be able to access any of the content until the event starts at 09:30 on Monday 06 December
- Once the event is live you can navigate around the event using the panel on the left-hand side. The stage is where the speaker presentations will take place
- We advise that you use **Google Chrome** or **Mozilla Firefox** as the browser to guarantee the best user experience
- Please email [event.support@hfma.org.uk](mailto:event.support@hfma.org.uk) if you have any issues accessing the event in the lead up to the conference or on the day

## Making sure the technology works...

- Please use **Google Chrome** or **Mozilla Firefox** as the browser window and check they are the most up to date versions. The platform does not work on **Internet Explorer**
- Test your stream quality [here](#) before the event starts. Please test this in Google Chrome or Mozilla Firefox. Please contact [event.support@hfma.org.uk](mailto:event.support@hfma.org.uk) if you receive a poor result from the stream test
- **Send this document to your IT team if it hasn't been sent already.** Your IT team will need to whitelist all the sites listed in the document. We would strongly recommend getting in touch with your IT department to ensure that any firewalls or VPN connections in place do not restrict access to the virtual event platform
- Please email [event.support@hfma.org.uk](mailto:event.support@hfma.org.uk) if you have any concerns about accessing the event in the lead up to the conference.

## What is happening at the event...

- The latest programme can be found [on our website](#). This will detail the proceedings on each day. During the event, keep an eye out on your emails for daily updates with more information about what's coming up
- On the Monday, Tuesday and Wednesday morning you will be able to access online only learning lab sessions, and from the Wednesday afternoon through to the Friday you will be able to watch the live mainstage sessions taking place at the Hilton Metropole. Please note none of the evening activities will be streamed online.
- Please note that we'll be recording the vast majority of sessions, and those that we have permission to share will be made available in the New Year to those that attended the conference. We will get in touch when the videos are ready to view.

## Your conference delegate bag...

When you are on the landing page, please visit the Reception area to view important information such as speaker biographies, presentations (where we've had permission to share), and other details for the conference.

## CPD hours

Once you have completed the feedback form post-event, you will be directed to a blank CPD certificate. Please **keep a log of your hours** as you attend the sessions and then you can fill the certificate in

## What to do next...

1. Look out for your email from HFMA and be sure to click 'Login and join event'. This gives you access to the online event over the live event days
2. [View the latest programme](#)
3. Check out our [FAQs at the bottom of our website page](#)
4. Test your connection by clicking [here](#). Please make sure you are using either Google Chrome or Mozilla Firefox. You may need to copy and paste the link into your browser window
5. If you can no longer attend please email [Laurence.Sampson@hfma.org.uk](mailto:Laurence.Sampson@hfma.org.uk).

If you need to speak to a member of the HFMA staff, please email [event.support@hfma.org.uk](mailto:event.support@hfma.org.uk).