


# Attendee Guide for Virtual Meetings



## NUCLEIC ACIDS

cGMP Production of mRNA & Plasmid DNA  
VIRTUAL EDITION

FEBRUARY 1-3, 2021



## 10<sup>TH</sup> SPRING MEETING REDUX

VIRTUAL

MARCH 15-17, 2021



## THE WATERSIDE CONFERENCE<sup>TM</sup> : VIRTUAL

Critical Capabilities for Biologic Production

COMING IN 2021

# The Platform

Our virtual presentation platform ([OpenWater](#)) utilizes **Zoom**. So if you are already familiar with the Zoom platform, all of the features and functionality are exactly the same. For the best experience, please download/install a [free Zoom account](#) (if you do not already have your own Zoom account).

## How to log in:

- From the **Attendee Instructions email (sent the week prior to the meeting)** click the **event link** which will direct you to the event platform homepage. When navigating to any of the platform features, you will be asked to enter your **email address**, and a full **access link** will be emailed to you.

## Terms of use:

- **No photography or recording of presentation materials.**
- **All presentations and workshops will be given live**, with interactive Q&A to follow.
- **Live roundtable discussions are open to all attendees.**

# Question & Answer

- Questions will be held until the end of the presentation.
- You will be able to type questions in the **“Q&A” thread** throughout each presentation, and upvote a question if you have the same question that another attendee has already asked.
- You have the option to virtually raise your hand (**“Raise Hand”** from the Participants tab). If the moderator accepts, you’ll be able to ask your question live on screen.
- The **Networking & Chat** feature is available for subsequent group discussion or one-on-one conversations after the presentation has ended.

# Networking & Chat:

- Click “Networking & Chat” on the navigation bar in the event platform.
- Create your personal profile and click “save” (include the link to your LinkedIn profile!)
- Once your profile has been created, you will be directed to the “General” chat page.
- Group chats will appear in the left hand column of the page. You can initiate a new group discussion, which will then appear in the chat list.
- At the bottom left, the “Attendee Directory” allows you to view attendee profiles that have been created by other opted-in attendees. Here you can request a one-on-one chat with another attendee.

The screenshot displays the event platform's networking and chat interface. On the left, a vertical navigation menu includes options for "My Profile", "Chat Widget", "Attendee Directory", "Pending Chat Requests", "Group Chat Topics", and "Log Out". The main chat area shows a group chat with two members, one online. The chat history includes messages from "Another Attendee" such as "What a great meeting!", "During the FDA talk...", "So nice to chat with you!", and "very cool". A timestamp "Today at 4:13 PM" is visible. The chat input field at the bottom contains the text "Type your message". On the right, a profile card for "Another Attendee" is shown, featuring a circular profile picture, the name "Another Attendee", a test name "Test", and an "Email to Private" button. A red "Start a Video Call" button is located at the bottom right of the profile card.

# How to Join/Switch Between Presentations:

- Click the “Program” tab on the navigation bar in the event platform to access the presentation schedule.
- Select the desired presentation by clicking on the title.
- You will be directed to the presentation page.
- Click the “Join Presentation” button on the right hand side of your screen. This button will become active about 10 minutes prior to the presentation. You will then be admitted into the “waiting room” until the presentation begins.
- To join a new/different presentation, click the “Program” tab in the top navigation bar or the “Back to Program” button in the right sidebar and repeat the steps above.

2/2/2021 | 10:20 AM to 11:00 AM

## Characterization of DNA Starting Materials

- Topology Band Identification
- Inverted Terminal Repeats
- Nucleic Acid Cross Contamination
- Site-Specific Damage

Room Opens at 10:05 AM

Manage Polling

Speaker

Description

[← Back to Program](#)

## Speakers



# Planning Your Setup for Optimal Participation:

- A strong internet connection is desirable.
- If possible, limit other internet use (turn off devices such as phones, tablets, computers, streaming music, tv, etc.) that could be drawing on your broadband connection.
- Please turn off anything that could cause a distraction or create noise.
  - Put your phone on silent.
  - Silence notifications and pop ups, and close out other applications and windows on your computer.
- Pick a well lit (preferably natural light) room to ensure your face is not in shadow, and adjust your camera so that your full face fits on the screen.
- Dress code: please leave your suit jacket, tie, and t-shirt in the closet. Business casual preferred! Shaving is optional :)

## Attendee Cancellation Policy

We will reimburse your registration fee less a \$100 cancellation charge if we receive a written cancellation request no later than two weeks before the meeting start date. No refunds are available after this date. Refunds will be processed after the meeting has been completed.

**Thank you for your participation.**



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