



ATTENDEE BRIEF

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1

EDITION



IAJGS
2021
Virtual
Conference

PACKET CONTENTS

This packet contains information for IAJGS 2021 attendees to navigate the conference.

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WELCOME

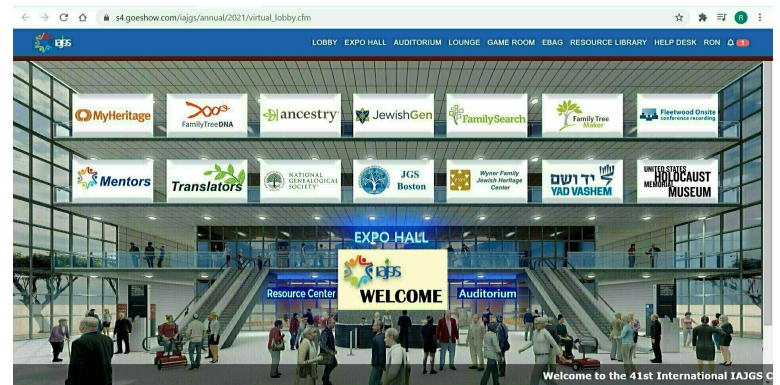
Signing in to the IAJGS 2021 Virtual Conference



This packet serves as your guide for navigating through the conference. Please take time to read this so that you can make the most out your experience.

A day or two before the conference begins, you will receive you an email with your login ID and password. Simply key in your credentials and to enter the virtual conference.

It is highly recommended that you sign in as early as possible on August 1, before the live presentations begin. Like an in-person conference, go and explore the virtual conference center using this handy Attendee Brief to become acquainted with the conference environment. Be patient. The more you use the virtual event the more familiar it will seem and the more comfortable you will be at the Conference. Enjoy and have fun!



Be greeted by daily ticker messages. View and click sponsor banners to learn more.

QUICK TIP

Did Did you forget your password? Don't worry! Password retrieval is easy. Just click on **FORGOT PASSWORD?*** and follow the simple password recovery steps.

VIRTUAL EVENT MANAGEMENT

The IAJGS 2021 Conference runs on eShow's VEM™ platform, providing a safe virtual space. You can attend this event worry- and hassle- free, and have fun:

1. Chatting with peers easily through the Unified Communications portal.
2. Attending live sessions and view other pre-recorded presentations on-demand.
3. Touring the Expo Hall to visit your favorite exhibitors and stay up-to-date with their newest offerings!
4. Meeting with Mentors and Translators to help solve your challenging research problems!



OVERVIEW

1 Entrance

2 Lobby

- ### 3 Auditorium
- ✓ Join live sessions
 - ✓ On-demand video access
 - ✓ Join discussion chats

4 Schedule-at-a-glance

- ### 5 Exhibit Hall
- ✓ Chat with booth staff (text and video)
 - ✓ Access exhibitor media and materials
 - ✓ Make appointments
 - ✓ Join exhibitor webinars

6 Game Room

7 Lounge

- ✓ Access and manage your appointments
- ✓ Join Unified Communications to chat with exhibitors and join session groups
- ✓ Submit evaluations and access certificates

8 My Profile

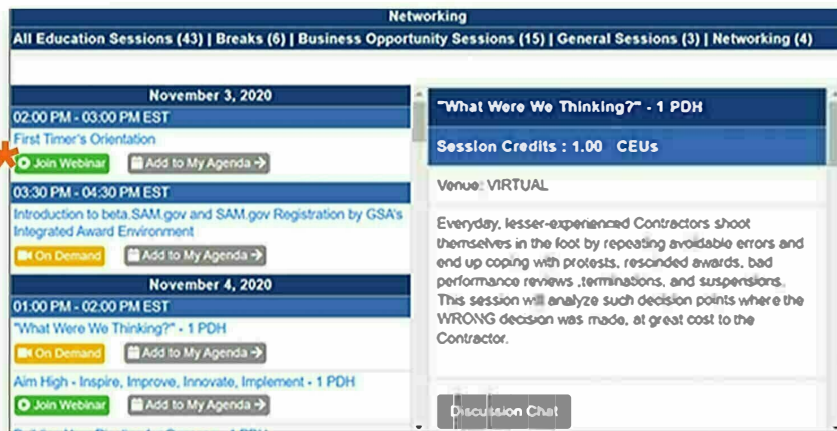
9 Help Desk

how to JOIN A LIVE SESSION

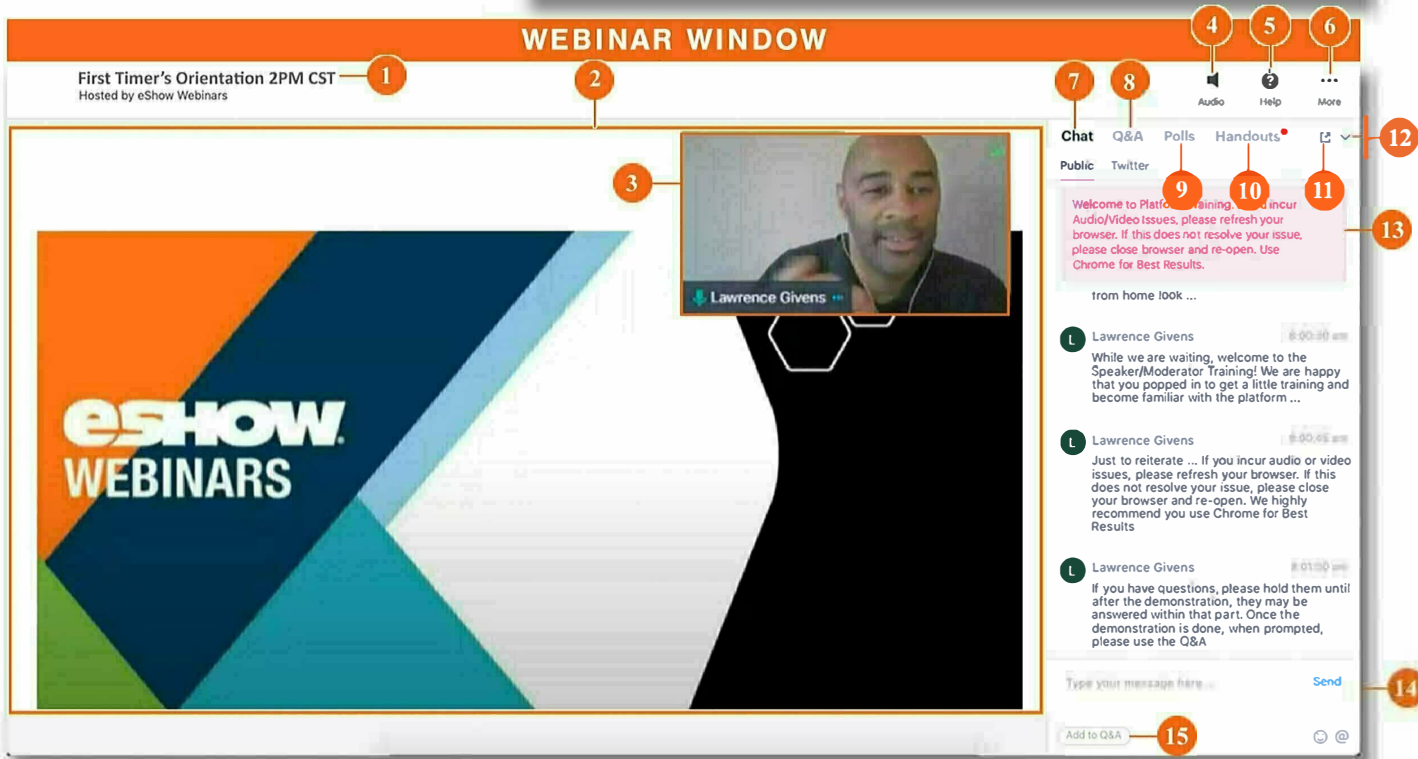
Excited to enter your first webinar? Follow these easy steps to join a webinar that you find most interesting.

AUDITORIUM WINDOW

Enter the Auditorium, then scroll through the list of available sessions. Once you've located your session of interest, click **JOIN SESSION***



WEBINAR WINDOW



- 1 SESSION TITLE:** Know that you're in the right place. This is the title of the session you joined.
- 2 PRESENTATION WINDOW:** Where slides, videos and/or presenter camera(s) are displayed.
- 3 WEBCAM DISPLAY:** Hover over this to reveal arrows that will let you move the display within the presentation window.
- 4 AUDIO:** Dial in (phone) information is located here.
- 5 HELP:** Troubleshooting tips are located here - check it out!
- 6 MORE:** Click here to Exit the session.
- 7 CHAT:** Use this to chat.

- 8 Q&A:** Load your questions here for them to be answered.
- 9 POLLS:** View poll responses and submit any missed polls here.
- 10 HANDOUTS:** Download documents uploaded by the presenters for your consumption.
- 11 POP OUT ICON:** Use this to move the chat panel.
- 12 ARROW ICON:** Use to hide the communication panel to get a better view of the Presentation Window.
- 13 STICKY MESSAGE:** Important messages will be displayed and pinned here - be sure to read it.
- 14 CHAT BOX:** After typing your message or question, click Send to submit.
- 15 ADD TO Q&A:** Use this button to move questions accidentally typed in chat to Q&A.

If you have Audio/Video issues, refresh or close/re-open the browser. Use the latest version of Chrome for best results.

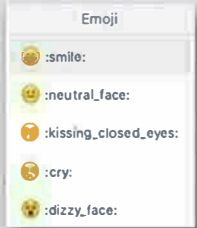


navigating a LIVE SESSION

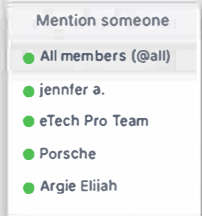


GLOBAL FUNCTIONALITY

- a NOTIFICATION ICON:** a red dot appears when a new item is available on the tab
- b EMOJI:** because it's more fun with emojis



- c MENTION SOMEONE:** use to direct a chat to a specific person



- d RAISE HAND:** to politely catch the presenter's attention

SECTIONAL FEATURES

To access the different **SECTIONAL FEATURES**, click on the **Section Tabs** on the top where it says, **CHAT, Q&A, POLLS, HANDOUTS**.

CHAT TAB FEATURES

- 1 **STICKY NOTE:** important messages will be displayed and pinned here - be sure to read it
- 2 **CHAT BOX:** type your message here and click send
- 3 **ADD TO Q&A:** click to add the message that you typed to the Q&A queue

Q&A TAB FEATURES

- 1 **ALL:** where you can find all questions submitted by fellow attendees
- 2 **ANSWERED:** where questions are filed once they are answered by speakers
- 3 **VOTE:** a tally of the number of times the like button was clicked
- 4 **LIKE:** click to like the question
- 5 **Q&A BOX:** type in your question here and click send

POLLS TAB FEATURES

- 1 **POLL POP UP:** this pop up appears on your screen as soon as your webinar presenter starts a poll. You may answer it as soon as it pops up or opt to save it for later.
- 2 **OPEN:** see polls that you can still answer.
- 3 **CLOSED:** check out the results of polls that have already closed.

HANDOUTS TAB FEATURES

- 1 **PREVIEW:** preview your handout without downloading the file.
- 2 **DOWNLOAD:** click on this to download a file so that you can view it even when you are offline.

ON DEMAND

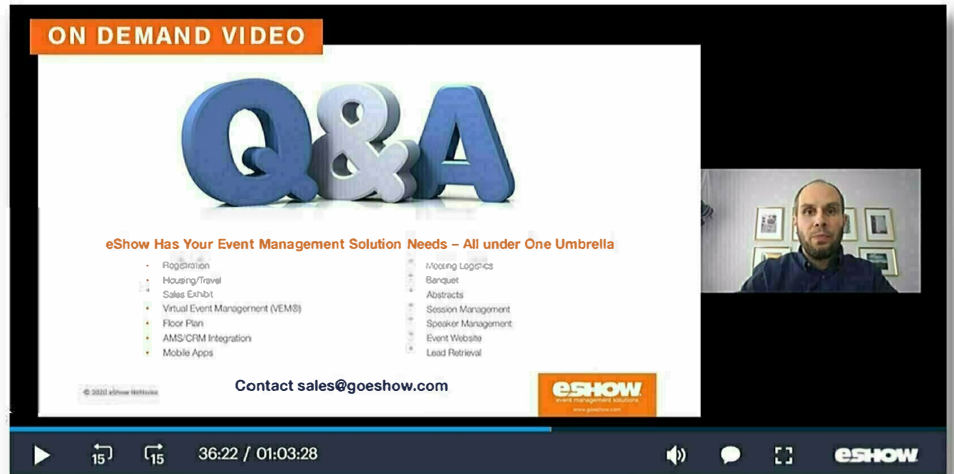
access pre-recorded presentations and recordings of LIVE sessions anytime, anywhere.



IAJGS 2021 offers both pre-recorded sessions and recordings of LIVE sessions.

ON DEMAND

This means that you can still access LIVE sessions that you've missed!



ON DEMAND VIDEOS are any of the following:

- ✓ a recording of a finished session
- ✓ a pre-recorded session. These will be available 24-48 hours after each LIVE session ends, respectively.

You can access **ON DEMAND** via:

- 1 The Auditorium
- 2 My Agenda (under the LOUNGE tab)

how to join SESSION GROUPS

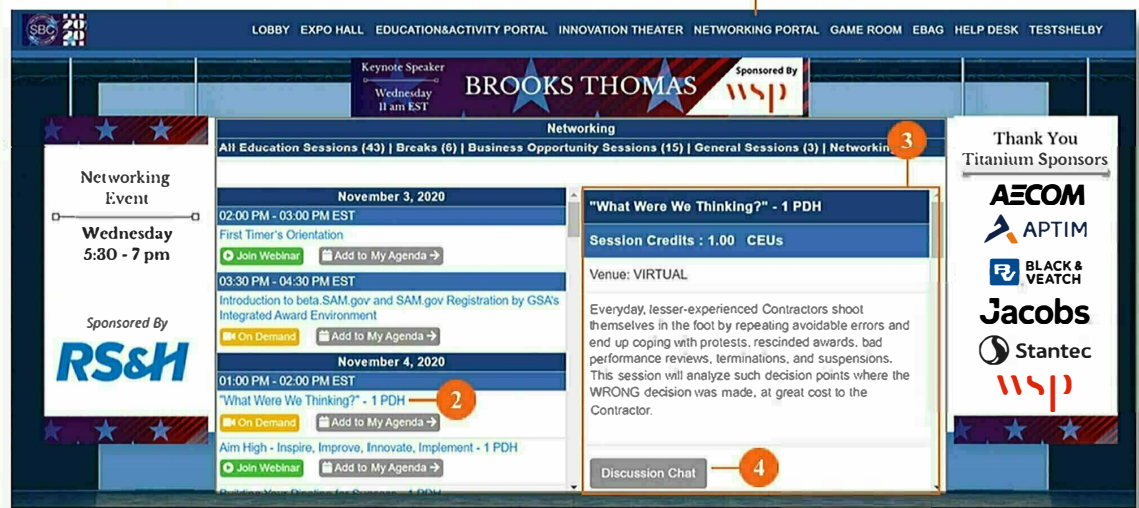
SESSION GROUPS are used to talk about sessions and are available only after LIVE sessions have ended.

Did you find the session that you just joined interesting? Did you have questions that need to be answered but didn't get the chance to ask them during a session? Join the session's **SESSION GROUP!**

SESSION GROUPS are open as soon as the session ends and stays open for the duration of the event.

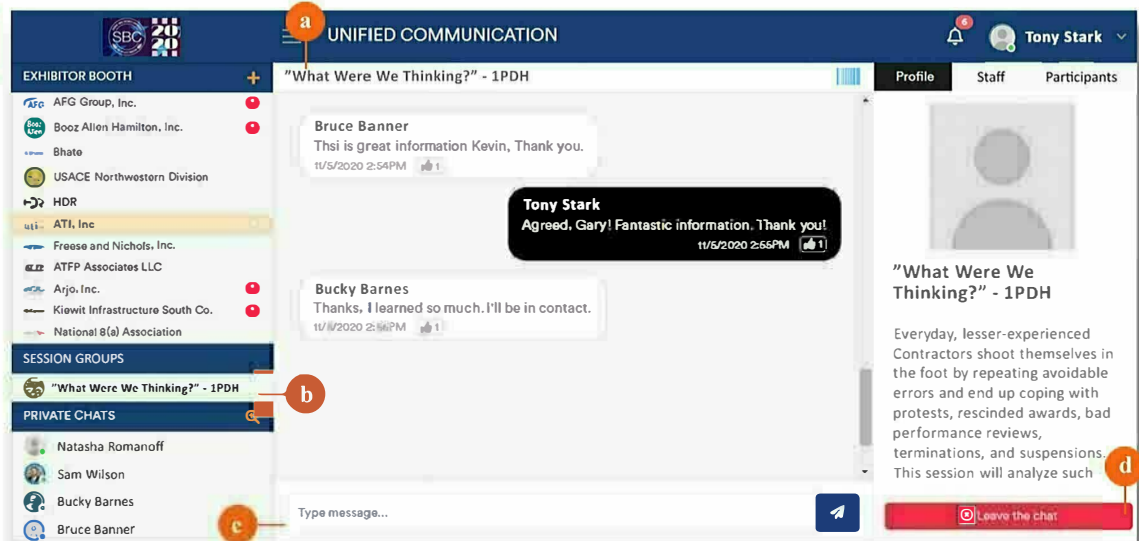
HOW TO LOCATE YOUR SESSION GROUPS

- 1 Enter the **AUDITORIUM** or the **NETWORKING PORTAL**.
- 2 Scroll through list of webinars. When you find your **session**, click on it.
- 3 Doing this will populate the **SESSION PROFILE** panel on the right.
- 4 Scroll down below the description and click on the **SESSION CHAT** button.



SESSION DISCUSSION KEY

- a **SESSION TITLE**
- b **SESSION GROUP LIST** under the **SESSION GROUPS** header, is a list of all session groups that you've joined.
- c **CHAT BOX** enter your message and click send.
- d **LEAVE CHAT BUTTON** to leave the group, scroll down in the profile and click on the **LEAVE CHAT BUTTON**.



QUICK TIP

All Session Chat Groups under the **SESSION GROUP** header remain **ACTIVE** until you click on the **LEAVE CHAT BUTTON** (d). This means that you will still get the **red dot** notifications whenever the chat gets new messages. Easily access active chats by clicking on this list.

MY AGENDA

going back to your bookmarked items

QUICK TIPS

- ✓ Watch LIVE sessions
- ✓ Watch on-demand recordings
- ✓ Remember appointments (Note: You can add them in the conference app.)
- ✓ Join discussion groups and more



The screenshot shows the 'My Agenda' interface. At the top, there are tabs for 'My Agenda' and 'Appointments'. Below the tabs, there's a search bar with 'Search' and 'Reset' buttons. The main content area is divided into three sections for the dates August 1, 2021, August 2, 2021, and August 3, 2021. Each section lists sessions with their times and titles. For example, on August 1, 2021, there is a session '2021 Conference Opening Meeting' from 11:15 AM to 12:15 PM EDT. A tooltip for this session indicates it will open 15 minutes prior to the start of the session and provides a 'Remove from My Agenda' button. On the right side, a detailed view of the '2021 Conference Opening Meeting' is shown, including the venue (2021 All Virtual Conference), dates (August 1, 2021 11:15 AM - 12:15 PM EDT), and buttons for 'Discussion Chat' and 'Session Evaluation'. Below this, there are sections for 'Geographical Focus' (Not geographically specific) and 'Presentation Target Audience' (All skills).

Features for you to enjoy:

- Join a live webinar
- View recorded sessions
- Notice that webinar has already ended
- Delete the bookmark
- Be in the loop, join a discussion group
- Send your feedback

Saw a **session** in the **Auditorium** that was particularly interesting? Save it for later by clicking on the **ADD TO MY AGENDA** button.

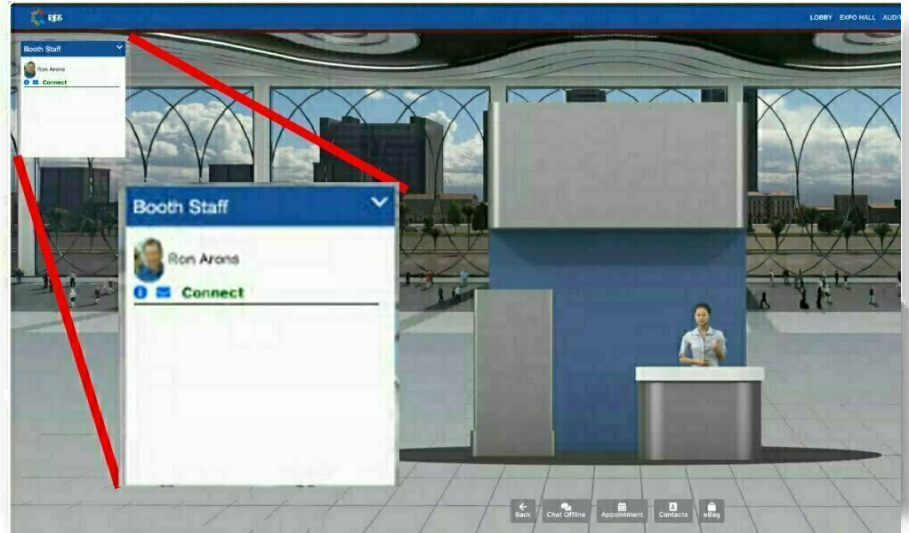
To open a list of your bookmarked items, hover over *** LOUNGE** on the top toolbar and then click on *** MY AGENDA**.

CHAT WITH BOOTH STAFF



To chat with **Booth Staff**, simply select a member of the staff in the upper left-hand corner of the booth area and click on the word **Connect** below that person's name.

The Booth Staff member will receive a notification that you are waiting to chat and will start a chat in the **Unified Communications** (chat) area.

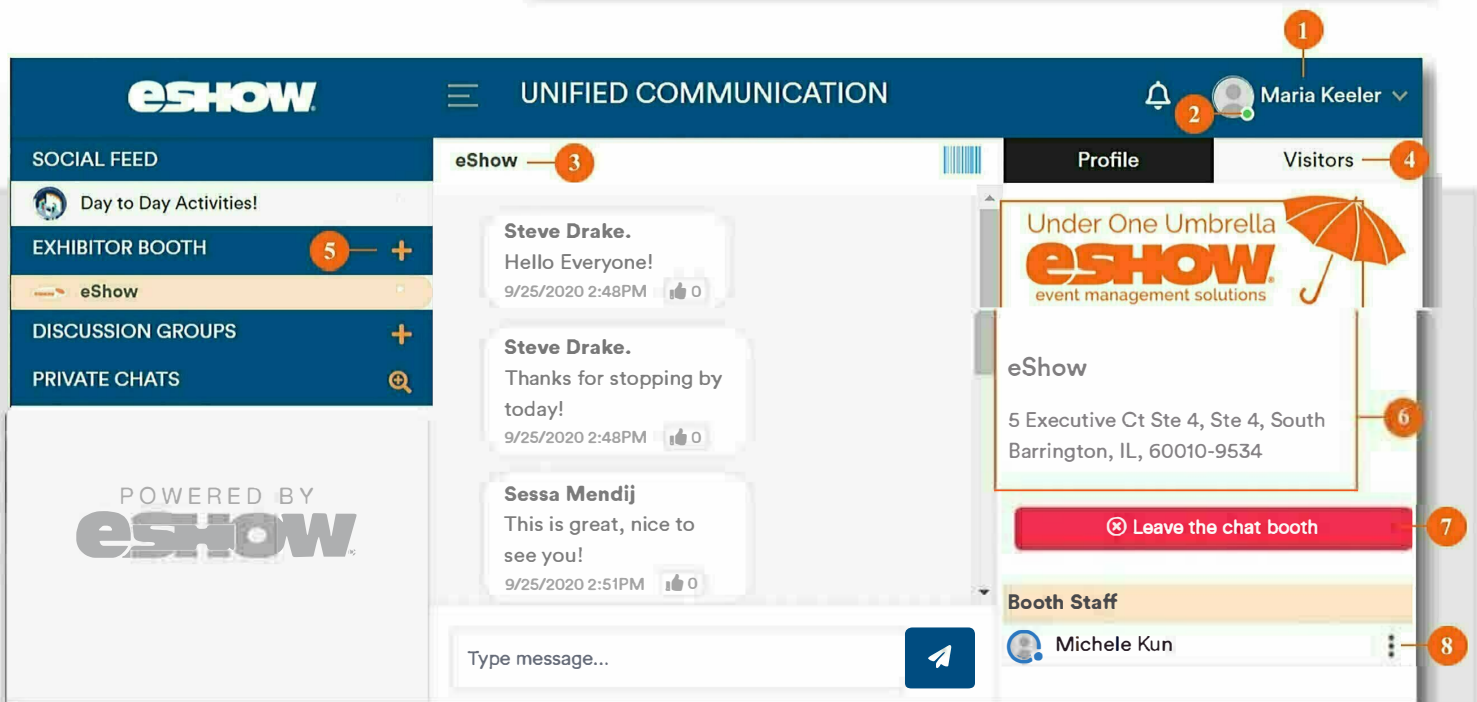


- 1 **BOOTH STAFF WINDOW** (On the left-hand side of the booth): list of Booth Staff you can message, email or save for later.
- 2 **DOCUMENTS** (On the upper-right hand side of the booth): documents the exhibitor wants to share with you.
- 3 **VISIT WEBSITE**: Clicking on this button will take you to the exhibitors website.
- 4 **VIDEOS**: you can watch videos to obtain additional information the exhibitor's products and services.
- 5 **SOCIAL MEDIA**: click on this button to learn more about the exhibitor on their social media page.

how to EXHIBITOR BOOTH CHAT

Chat with booth staff and other people who are "in" the booth with you!

Once you are in the Chat (**UC- Unified Communications**) area, you can communicate with booth staff, just as you would communicate with other attendees in Private or Group chats. Note: see instructions on Page 18 for turning a text chat into a video chat.



- 1 **THIS IS YOU**
- 2 **STATUS INDICATOR** quick indicator to know if participants are online or offline. online=**green**, offline=**red**.
- 3 **EXHIBITOR NAME**
- 4 **VISITORS TAB** to see other booth visitors/attendees, click on this tab and be able to send them a private chat request.
- 5 **(+) PLUS BUTTON** located beside the **EXHIBITOR BOOTH** header, this displays the list of event exhibitors. From here, you can join their booth thread.
- 6 **BOOTH DETAILS** displays exhibitor information.
- 7 **LEAVE THE CHAT BUTTON** to leave the booth thread, scroll down in the profile and click on the **LEAVE CHAT BUTTON**. This removes the exhibitor name from the left side (under #5). The name of the exhibitor remains on this list until the **LEAVE CHAT BUTTON** is clicked.
- 8 **BOOTH STAFF LIST** a list of booth staff working the booth. This also shows their status. Click on the three dots to private chat.

EXHIBITOR BOOTH CHAT

search and chat

Now that you're in the **UC** of an **EXHIBITOR BOOTH**, you can chat as a **group or private** with individuals, and browse other booths available in the **Expo Hall**.

- 1 The **EXHIBITOR THREAD PANEL** is a public chat where you can converse with people in the booth.
- 1a To private message a booth staff, click the **THREE DOTS** next to the name.
- 2 **(+) PLUS BUTTON** beside the **EXHIBITOR BOOTH** header displays the **EXHIBITOR LIST (2a to the right)**.
- 2a The **EXHIBITOR LIST** is where you can find all the available booth chats that you can join.
- 3 Watch out for the **NEW MESSAGE INDICATOR** and never miss out! The red button appears when a new message is available in the chat group.
- 4 The **PROFILE** tab displays information about the discussion group, along with the list of group moderator(s).

- 5 To leave the chat (optional), scroll down in the profile and click on the **LEAVE CHAT BUTTON**. This removes the exhibitor name from the left side (under #1). The name of the exhibitor remains on this list until the **LEAVE CHAT BUTTON** is clicked.
- 6 The **VISTORS TAB** displays the users active in the group. To private message them, click the three dots next to their name (see #1a).

QUICK TIP

All Exhibitor Chats under the **Exhibitor Booth** header (#1) remain **ACTIVE** until you click on the **Leave the Chat Button** (#4). This means that you will still get the **red dot** (#3) notifications whenever the chat gets new messages. Easily access active chats by clicking on this list.

NETWORKING WITH OTHERS

Unified Communications (UC), Exhibit Hall, Booths, and Game Room

Interact virtually with other event participants by using VEM™ tools that are super simple to navigate.

UNIFIED COMMUNICATIONS

Chat and video chat with other attendees, webinar speakers, and exhibitors. More information available on the **UNIFIED COMMUNICATIONS** page. Get to the UC page by going to the **Attendee Lounge** under the **LOUNGE** tab in the navigation bar.

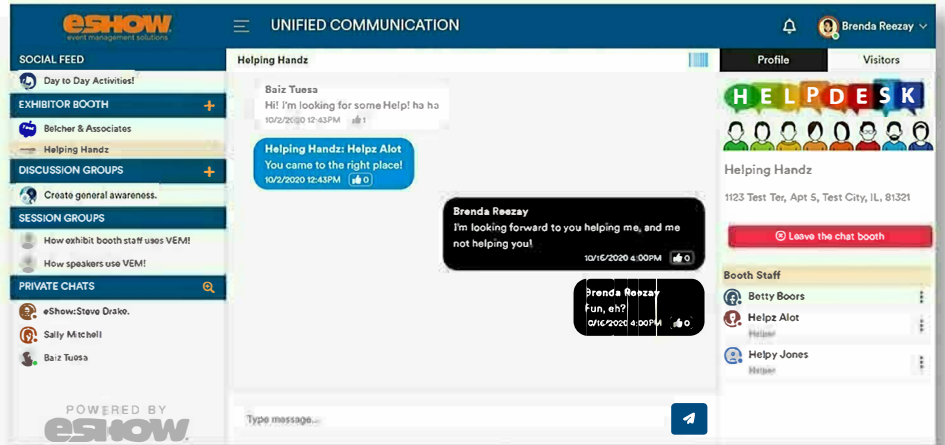


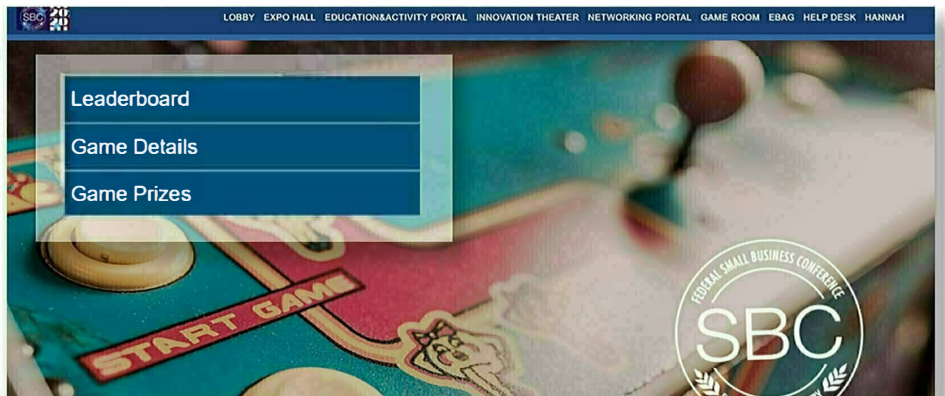
EXHIBIT HALL

Browse through exhibitor booths by visiting the **EXPO HALL**. Enter virtual booths to access more information and to interact with booth staff. More information available on the **EXHIBITOR BOOTH** page.



GAME ROOM

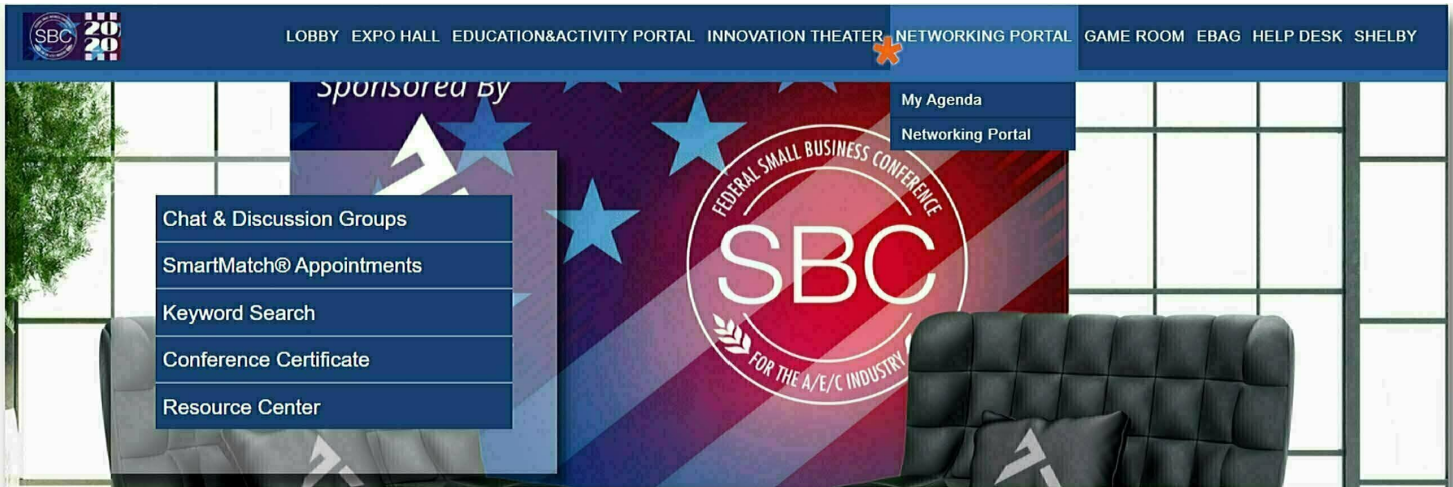
Earn points while navigating the venue rooms! Points are available while exploring rooms, booths, sessions, and more. Visit the **GAME ROOM** to check the **LEADERBOARD**, **GAME DETAILS**, and **GAME PRIZES**.



SMARTMATCH® APPOINTMENTS

search, appointments, bookmarks,
profile setup, matches

To get to **SmartMatch® APPOINTMENTS**, hover over **NETWORKING PORTAL aka Lounge*** on the top toolbar. Click on the **NETWORKING PORTAL** option aka **Attendee Lounge**.



SmartMatch® APPOINTMENTS TABS

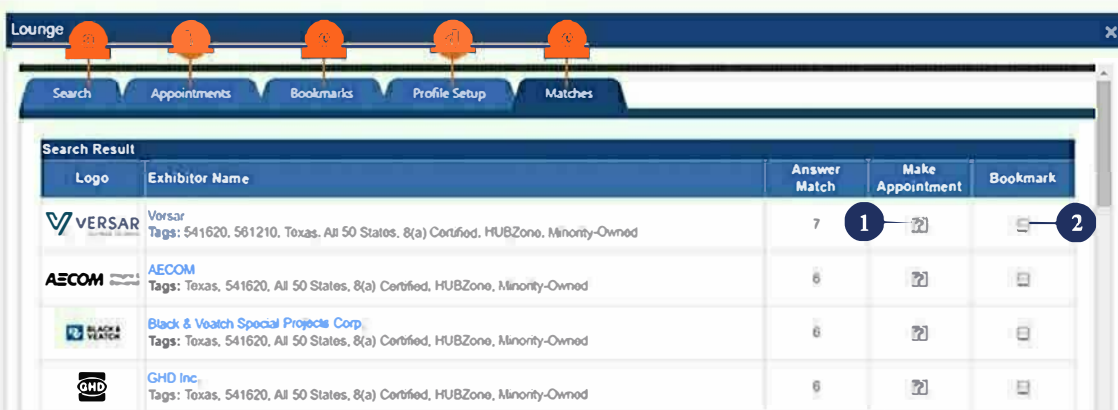
- a SEARCH:** Search exhibitors, attendees, and sessions and use results to make an appointment and/or bookmark.
- b APPOINTMENTS:** Scheduled and pending appointments are stored on this tab. You can approve, reject, and join appointments from here too.
- c BOOKMARKS:** Find all your bookmarked attendees, exhibitors and/or sessions on this tab.
- d PROFILE SETUP:** Update your demographic information to control who you match with and who finds you in their **SEARCH (a)**.
- e MATCHES:** Find individuals/companies that answered the profile questions the same way that you did!

SETTING UP YOUR SmartMatch® APPOINTMENTS

STEP 1: Update your information in the **PROFILE SETUP (d)** tab to be matched with exhibitors through the **SmartMatch®** system integrated to this event.

STEP 2: Click on the **SEARCH (a)** tab to filter the attendee and exhibitor lists, and session list using the search options to easily find what you're looking for. Use filter results to book **APPOINTMENTS (1)** and make **BOOKMARKS (2)**.

STEP 3: Under the **MATCHES (e)** tab, you can find individuals/companies that answered the profile questions the same way that you did when you filled out the questions under the **PROFILE SETUP (d)** tab. Use match results to book **APPOINTMENTS (1)** and make **BOOKMARKS (2)**.



PARTICIPANT TYPE

 Attendee

 Speakers

 Booth Staff

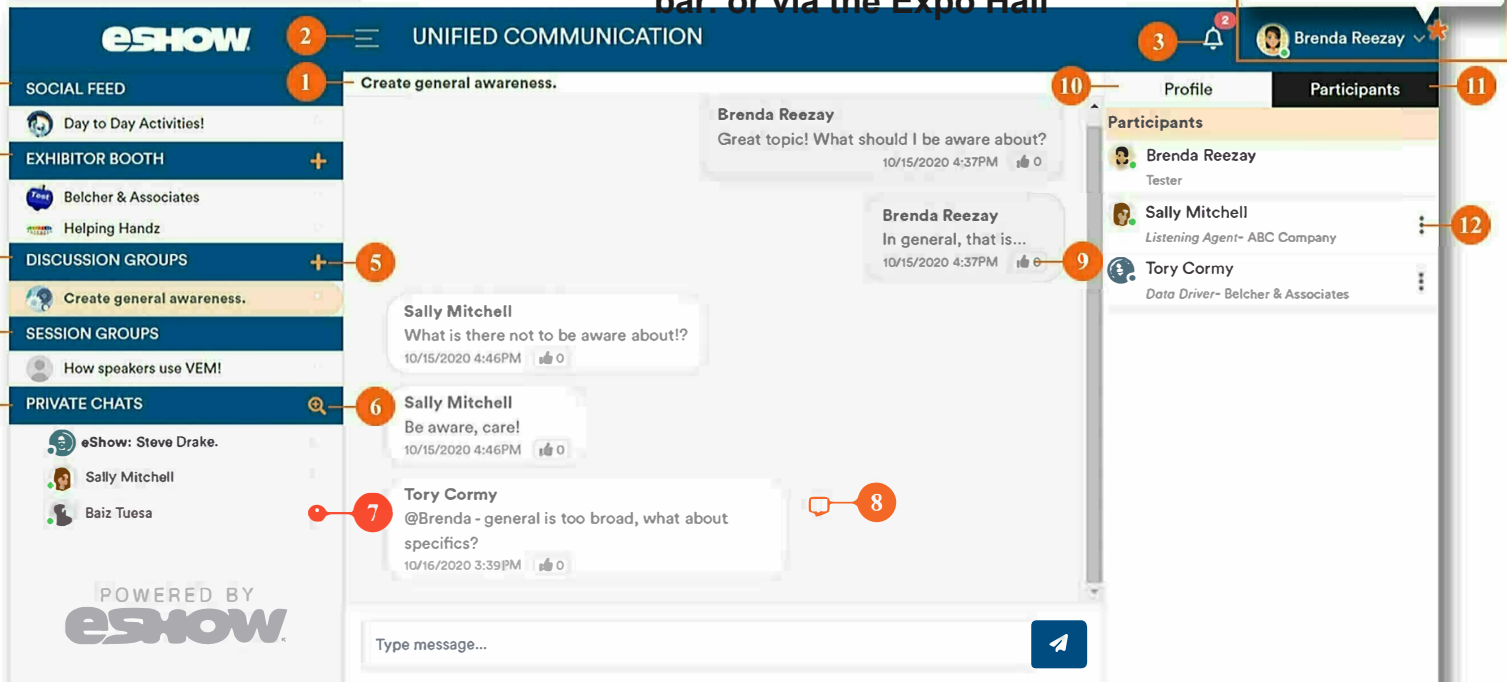
STATUS INDICATOR

 Inactive in UC

 Active in UC

UNIFIED COMMUNICATIONS (UC)

IMPORTANT! You get to the UC by first selecting the Attendee Lounge under the LOUNGE tab on the navigation bar, or via the Expo Hall



The screenshot shows the eSHOW Unified Communication interface. On the left is a navigation sidebar with sections: SOCIAL FEED, EXHIBITOR BOOTH, DISCUSSION GROUPS, SESSION GROUPS, and PRIVATE CHATS. The main area displays a chat room titled 'Create general awareness.' with messages from Brenda Reezay, Sally Mitchell, and Tory Cormy. On the right, there are tabs for Profile and Participants. A dropdown menu for 'You are Online' is visible at the top right. Numbered callouts (1-13) point to various UI elements: 1. Chat room title, 2. Hamburger menu, 3. Notification bell, 4. Section headers, 5. Plus button, 6. Search chat button, 7. New message indicator, 8. Private chat button, 9. Like button, 10. Profile tab, 11. Participants tab, 12. Three dots menu, 13. Online status dropdown.

- 1 CHAT ROOM TITLE:** Know you're in the right place by checking out the title of the room you're in.
- 2 HAMBURGER MENU:** Use this button to hide or expand the side navigation panel.
- 3 NOTIFICATION BELL:** Clicking on the bell opens the list of notifications. Tip: the number in the red dot indicates the number of new notices.
- 4 SECTION HEADERS:** Clicking on headers expands or hides the list of chats that you've joined.
- 5 +PLUS BUTTON:** Clicking on the plus button opens a list of available chats in each section. Click on the **Join Button** to join active discussions, sessions, exhibitor chats, private chats.
- 6 SEARCH CHAT BUTTON:** Already know who you want to chat with? Click on this button to search for them by name.

- 7 NEW MESSAGE INDICATOR:** A red circle beside list of active chats appears when a new message is available.
- 8 PRIVATE CHAT:** Hover over a message to reveal the **Private Chat Button**. Clicking on this button starts a private chat conversation.
- 9 LIKE:** Click to like the message.
- 10 PROFILE TAB:** Displays information about the discussion group, along with the list of group moderator(s).
- 11 PARTICIPANTS TAB:** Displays the users active in the group. To private message them, click the three dots next to their name.
- 12 THREE DOTS:** Click on this to private chat with a person on the list.
- 13 ONLINE STATUS:** Click on the **drop down arrow*** to open the checkbox to flag yourself as **online** or **offline**. The **blue check box** means you are marked as online.

How to access UC:

There are several convenient ways to access the **Unified Communications Module (UC)**. This is a guide on how to access it via the ***NETWORKING PORTAL aka LOUNGE**

how to enter

CHAT AND DISCUSSION GROUPS

ACCESSING DISCUSSION GROUPS

- 1 In the **Networking Portal** window, click on **CHAT & DISCUSSION GROUPS** option.
- 2 This will open the **UNIFIED COMMUNICATIONS (UC)** window.



UC HEADERS

Each **Section Header** displays a list of active chats that you've joined. See list below:

a SOCIAL FEED

Join the discussion to post about your event experience.

b EXHIBITOR BOOTH

Manage your chats with exhibitors here. Use the plus sign to join additional exhibitor threads.

c DISCUSSION GROUPS

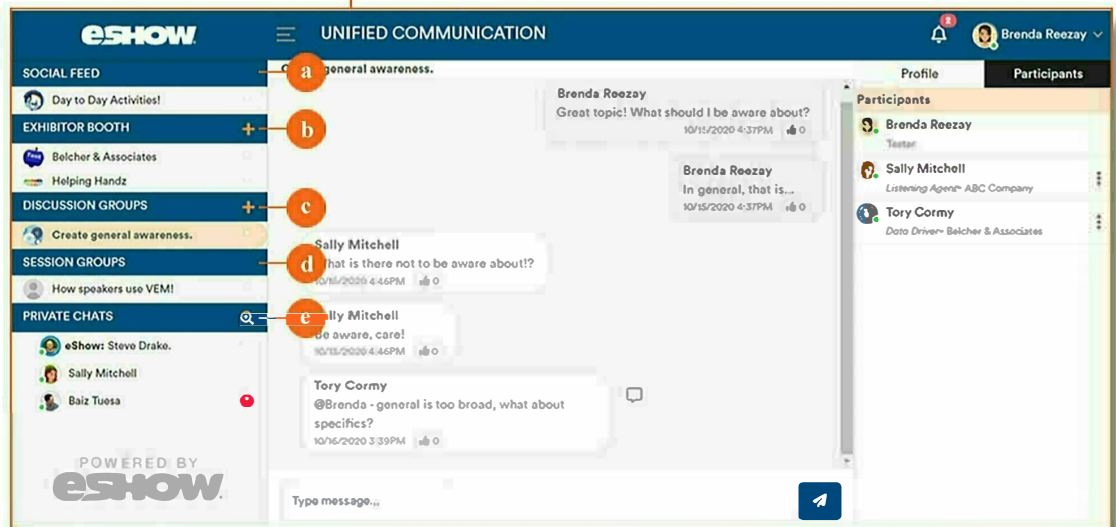
Stay in the know by joining discussion groups on popular genealogy topics. Use the plus sign to join additional discussion groups.

d SESSION GROUPS

After the LIVE session is over, continue the conversation in the session groups. Join these from the Auditorium or My Agenda.

e PRIVATE CHAT


Search attendees, booth staff, and speakers here, then start private chat with them.



PARTICIPANT TYPE

 Attendee

 Speakers

 Booth Staff

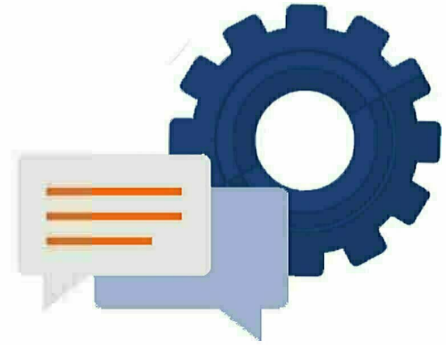
STATUS INDICATOR

 Inactive in UC

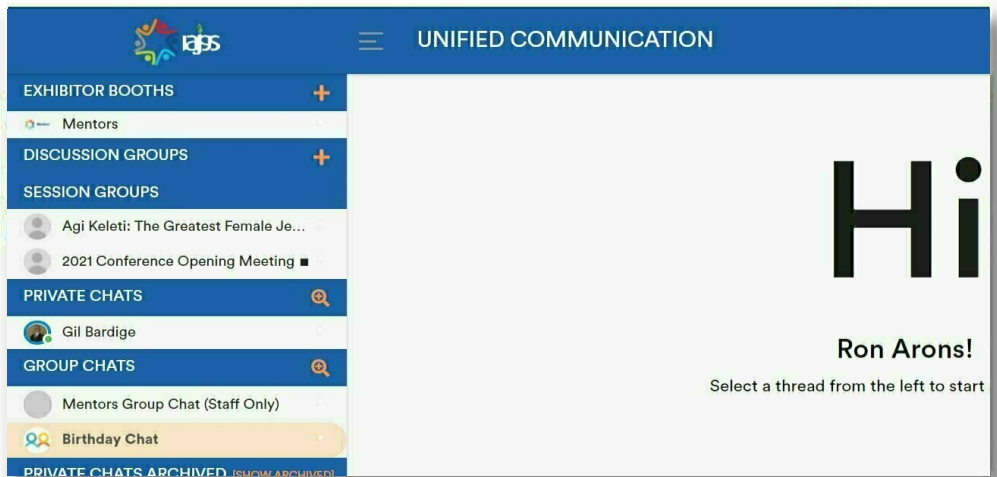
 Active in UC

PRIVATE CHAT

searching for and chatting with other participants



Get to Chat (UC) area by going to the Attendee Lounge (found either under the LOUNGE tab on the Navigation bar or by going to the Expo Hall and clicking on Attendee Lounge). Then click on **Chats and Discussion Groups**. Click on the magnifying glass or the + symbols to search for fellow attendees. You will then be in the UC (to the right)



UNIFIED COMMUNICATION

EXHIBITOR BOOTHS +

Mentors

DISCUSSION GROUPS +

SESSION GROUPS

Agi Keleti: The Greatest Female Je...

2021 Conference Opening Meeting

PRIVATE CHATS

Gil Bardige

GROUP CHATS

Mentors Group Chat (Staff Only)

Birthday Chat

PRIVATE CHATS ARCHIVED (SHOW ARCHIVED)

Hi

Ron Arons!


Select a thread from the left to start

Search for an attendee


search name, title or company

SEARCH


Attendee Speakers Booth Staff

 **Hana Jaes**
Tester TestCompany

 **Marcy Olson**
Tester TestCompany

 **Maria Keeler**
Director TestCompany

 **Michele Kunzer**
Steve Test1

 **Penny Emas**
Tester Test 1

KEY FEATURES

- SEARCH BOX:** Type in the name, title, or company, of the person you are looking for and then click on search.
- LEGEND:** This feature helps you identify whether the person you are searching for is an **Attendee**, **Speaker**, or **Booth Staff**.
- CHAT BUTTON:** Click to start a private chat.

how to go from chat to VIDEO CHAT

QUICK TIP:

First, open a private chat with the person you want to video chat with in order to access the camera or the request video chat buttons.

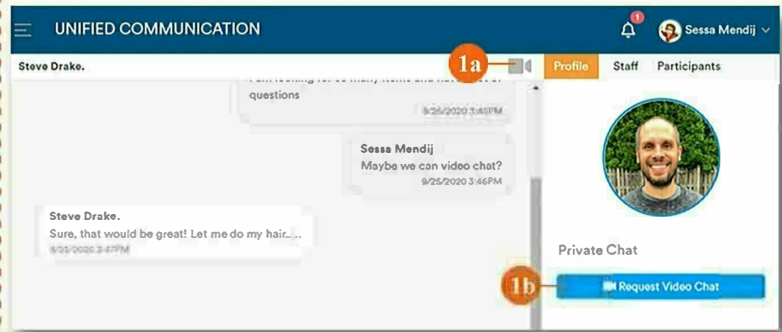


WHAT THE RECEIVER SEES

WHAT THE SENDER SEES

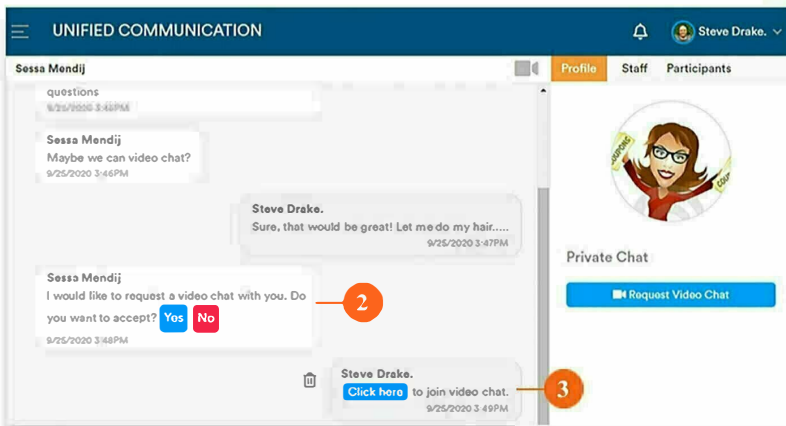
1

Click on the **CAMERA (1a)** or the **REQUEST VIDEO CHAT (1b)** button. Then click **SUBMIT** in the pop up.



The **RECEIVER** gets a **REQUEST VIDEO CHAT** notice.

2



3

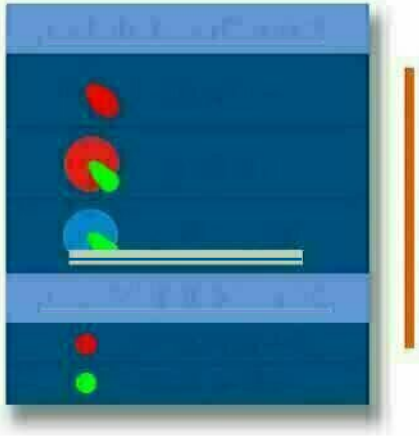
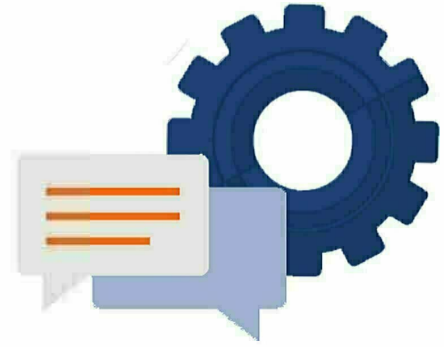
When the **RECEIVER** clicks **YES** (in STEP 2), the **SENDER** receives a message with a **CLICK HERE** to join button. Click to start the video chat!



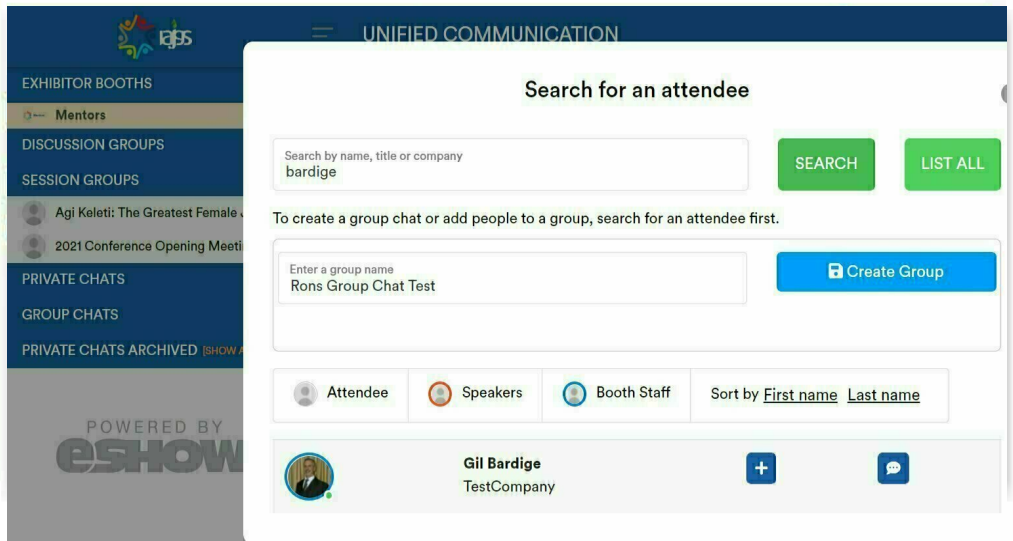
SMILE

you're on camera!

GROUP CHAT



To create a Group Chat, click on the magnifying glass with the '+' sign to the right of the words Group Chat on the left-hand side of the UC. Search for the name of a person you want to add to the group. Click on the '+' symbol to the right of that person's name to add that person to the group. Also, provide a name you want to call your group chat. Then click on the blue Create Group Button.



Search for an attendee

Search by name, title or company
missel

SEARCH LIST ALL






To create a group chat or add people to a group, search for an attendee first.

Enter a group name
Rons Group Chat Test

Create Group

Gil Bardige (x) Judi Missel (x)

Attendee Speakers Booth Staff Sort by First name Last name

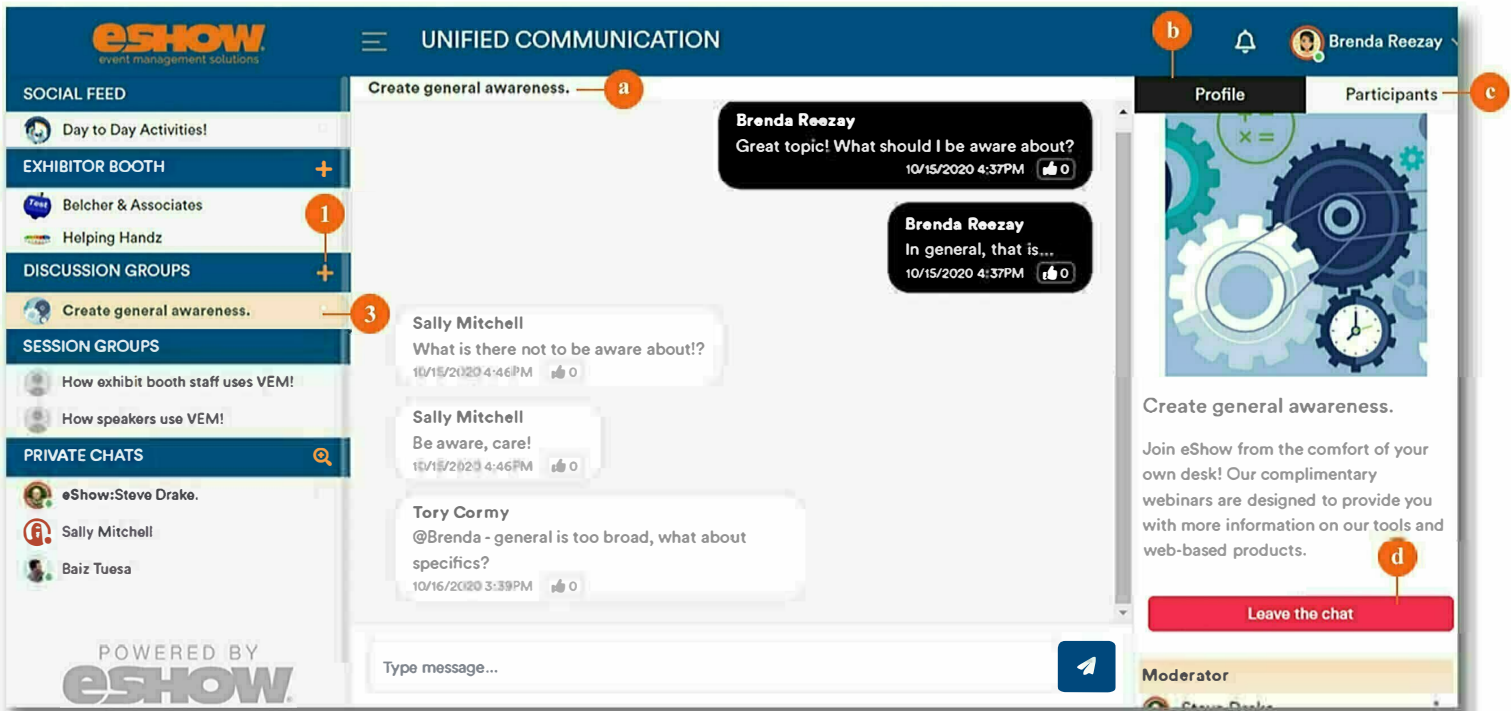
-  **Judi Missel**
Ms. Conference Chair Added 
-  **Rebecca Missel**
Haggadot.com  

NEXT STEPS

Type in the names of subsequent people you want to add to the group chat. After you find each person, click on the '+' symbol to the right of their name to add them to the group. Clicking on the blue Create Group icon will not only start the group chat, but it will also send notifications to the others that you've invited to participate in the group chat. Once you're in the chat, you can look for a button in the lower, right-hand corner to add video to your chat.

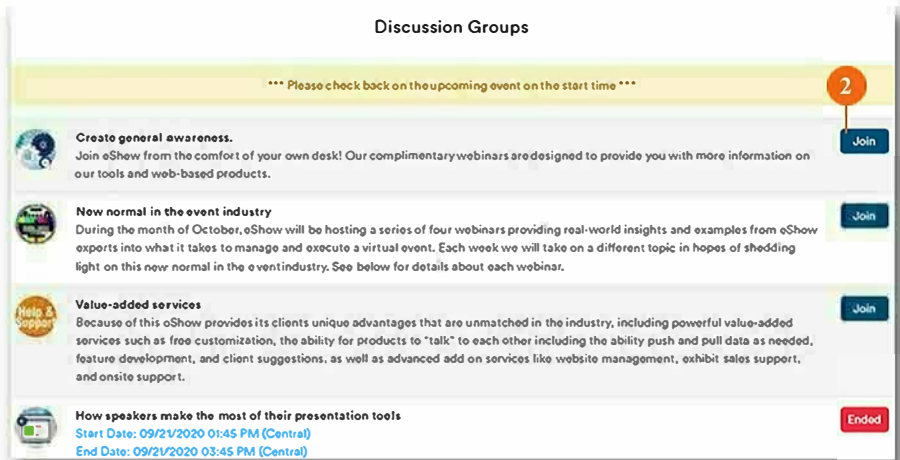
joining DISCUSSION GROUPS

DISCUSSION GROUPS are similar to a chat forum where clients create chat panels about a specific topic. Participants can join in to chat and inquire about the posted topic.



HOW TO JOIN DISCUSSION GROUPS

- 1 In the **Unified Communications (UC)** window, click on the **(+)** **PLUS BUTTON** beside the **Discussion Groups** header.
- 2 This will open the **Discussion Groups** window (shown on the right→) which contains a list of groups. Pick one and click on **JOIN**.
- 3 Joining a group will add its **TITLE** in the list under the **Discussion Groups** header.



DISCUSSION GROUPS KEY

- a** The **DISCUSSION TITLE** will appear on the top of the chat panel.
- b** The **PROFILE** tab displays information about the discussion group, along with the list of group moderator(s).
- c** The **PARTICIPANTS** tab displays the users active in the group. To private message them, click the three dots next to their name.
- d** To leave the group, scroll down in the profile and click on the **LEAVE CHAT BUTTON** which removes the Discussion Group title from the list on the left side (see #3). The Discussion Group name remains on this list until the **LEAVE CHAT BUTTON** is clicked.