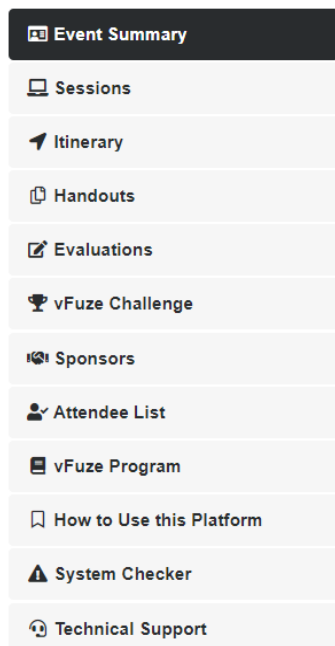# vFUZE

vFUZE CONFERENCE INSTRUCTIONS

Welcome to vFuze! Included in this document are instructions for how to access and use the NDIA Virtual Events platform to join the vFuze conference.

LOGGING IN

Click **here** to access the NDIA Virtual Events platform.

Once on the NDIA Virtual Events landing page, select "**Login**" and then go to "**My Account**." Within this page, you can select "**Edit My Information**" to change your information, including your preferred timezone.

When in the "**My Virtual Events**" area of the "**My Account**" page, navigate to **vFuze 2020** and select "**Attend Event**" to join the vFuze conference.

vFUZE CONFERENCE

Once inside the virtual conference, you will begin on the "**Event Summary**" page, which includes a welcome letter from NDIA's vFuze Committee Chair, Mr. Thomas Harward, Raytheon Missile Systems.

Along the side of the conference landing page is a navigation menu that lists all of the areas on the virtual platform for you to easily and conveniently explore them.

ACCESSING LIVE SESSIONS

To view a list of sessions and access them when they are live, use the navigation menu and go to "**Sessions.**"

This page lists all of the vFuze sessions in the order they will appear in the agenda, including dates and times. Please note the timezone listed for each session; you may adjust your preferred timezone here if you did not do so upon logging in. To view a session's description, click on the title of the session and the description will appear below.

To access a session when it is live, find the session and then click on the "**Attend Session**" button. You may also select "**Add to Calendar**" to add the session to your itinerary.

SESSION LIVE STREAM

After selecting "**Attend Session**," you will be taken to the session live stream area such as the one depicted here.

In the live stream area, you may perform a number of actions:

- View the speaker giving a presentation.

- Access "**Session Info**": This area allows you to see speaker headshot(s) and bio(s).

- Access "**Chat**" Box: This area allows you to chat with fellow attendees throughout the presentation. You may also privately message

other attendees who have chatted by right-clicking on their names and selecting the private message option.

- Submit "**Questions**": This area allows you to submit questions to the speaker. Attendees may also "vote" on questions they like, which will indicate to session moderators that attendees want the speaker to answer a specific question.

- Access "**Resources**": This area allows you to download speaker presentations and handouts if they have been approved and provided by speakers in advance.

- "**Request Support**": If you are having technical difficulties with the platform, click this button to be taken to Digitell's support area.

- Take "**Notes**": This area allows you to take notes. Any notes you take will be sent via email to you once the session has ended.
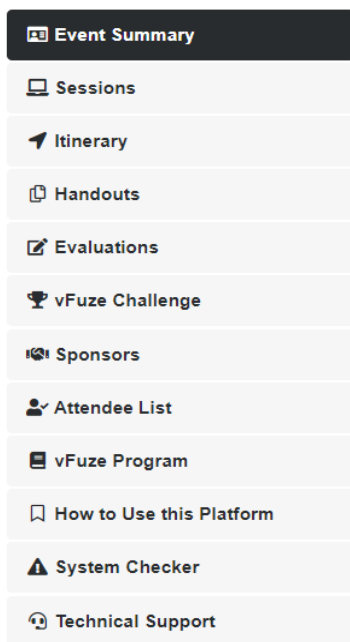

Please note: Access to any given session begins no more than 15 minutes before the session is scheduled to start. You may first be taken to a holding page where you will hear classical music while waiting for the session to begin.

Please note: Some computers will slow down access to streaming content. To counteract this lag, attendees are encouraged to not be on a local area network (LAN), to disconnect from their virtual private network (VPN), and/or to dial in from a personal machine.

NETWORKING CHAT LOBBIES

In addition to live sessions, there will be four opportunities for attendees to enter a session specifically dedicated to networking, called "**Chat Lobbies**." Use this time to connect with peers, ask questions, and get ideas for your year ahead! You may also privately message other attendees during this time.

OTHER PLATFORM PAGES

The following gives an overview of each platform page and how to navigate within each page.

- "**Itinerary**": This area will list the overall agenda. Attendees can customize their itinerary here.

- "**Handouts**": If a speaker has given permission for NDIA to include handouts and presentations within the platform, such documents will be available here for download on the day of the presentation.

- "**Evaluations**": After each session, an evaluation will be accessible under this tab. Please select the session you participated in and click the "**Take Evaluation**" button. Please fill out the form and make sure to hit "**Submit**" so NDIA receives your evaluation. We encourage you to repeat this process for each session you attend.

- "**vFuze Challenge**": Are you ready to let out your competitive side? Throughout vFuze, attendees will be given digital coins for participating in certain actions, such as chatting or submitting a question during a live session as well as downloading a handout. In this area, attendees can see who is leading via the vFuze leaderboard.

- "**Sponsors**": Make sure to check out vFuze's sponsoring organizations and advertisers, with whom NDIA is proud to work. Click on each sponsor logo or ad to learn more about a specific company.

- "**Attendee List**": View the list of attendees who have opted to share their information with vFuze participants, including their names, locations, and organizations.

- "**vFuze Program**": View and download the vFuze conference program—just like the program you'd receive at an in-person NDIA event.

- "**How to Use this Platform**": Clicking on this option within the navigation menu will redirect you back to this PDF!

- "**System Checker**": This page will analyze your internet browser, internet connection, and network settings to be sure they are optimized for your viewing experience. If there is a warning issued by this System Checker, simply click on the "**Get Help**" button or call the support number provided so that you can be ready for the virtual event.

- "**Technical Support**": This area gives you access to technical help if you are having issues accessing anything on the vFuze virtual conference.