

Poster presenter script HOPIN platform.

Dear poster presenter,

Please follow the steps mentioned below to enter your virtual poster booth in the Hopin platform. To check how the platform works for you as a regular attendee, [please check this page](#).

In case you have questions or you encounter difficulties with the technical side of your presentation:

Please mail us, call us or visit the helpdesk:

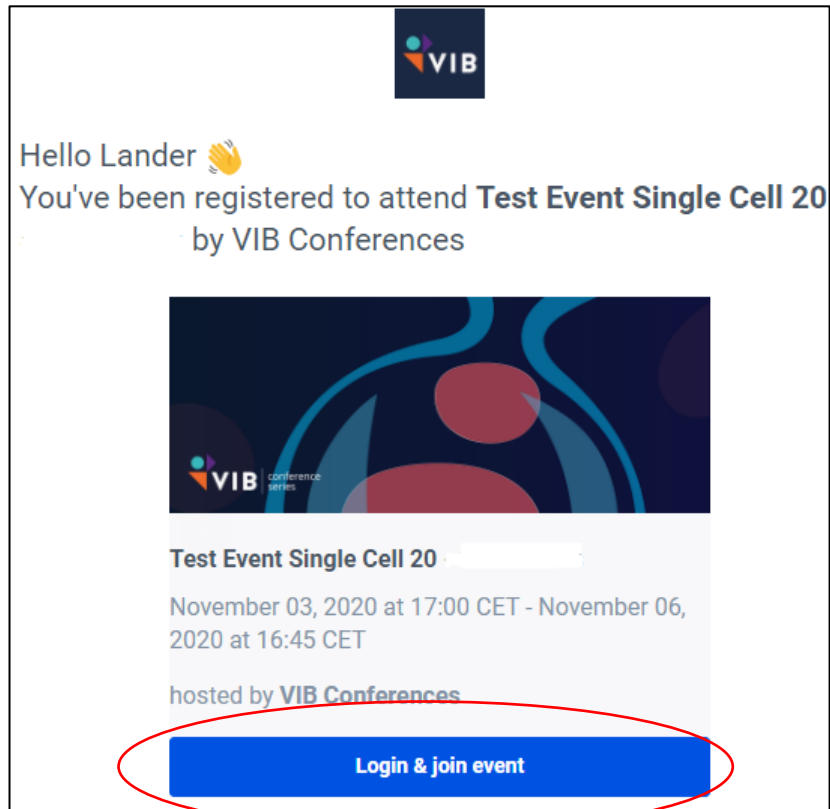
- Conferences@vib.be
- +32 9 244 66 11
- Visit the helpdesk in the session area

Kind regards and thank you in advance,

Important notes before you start

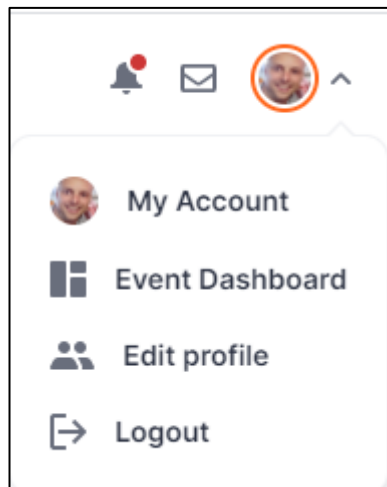
- If you are talking to a attendee in your poster booth, please close all other Hopin tabs to avoid any echo's
- Please use **Google Chrome** for your presentation. (Internet explorer or Safari don't show all the features Hopin has to offer)
- It is better to use an **internet cable** instead of Wifi. Stream quality depends on the quality of your connection.
- If you have acces to a plug-in **headset**, use this instead of a bluetooth headset, a bluetooth headset can have malfunctions in the platform
- Once your presentation is full screen you can't see yourself anymore
- When you have multiple screens set-up at your desk, make sure you share the screen where the presentation is displayed and not the notes view of Powerpoint
- When you want to mute yourself, please click on the mute button in Hopin and not the mute button on your computer.

1. Please accept the registration in your mailbox (check your spam folder as well). Open the platform in Google Chrome



2. Update your profile and add a profile picture when you enter the virtual conference.

- Edit profile in the right top corner (left screen)
- Update your profile with a profile picture and other info & click 'Save' (right screen)



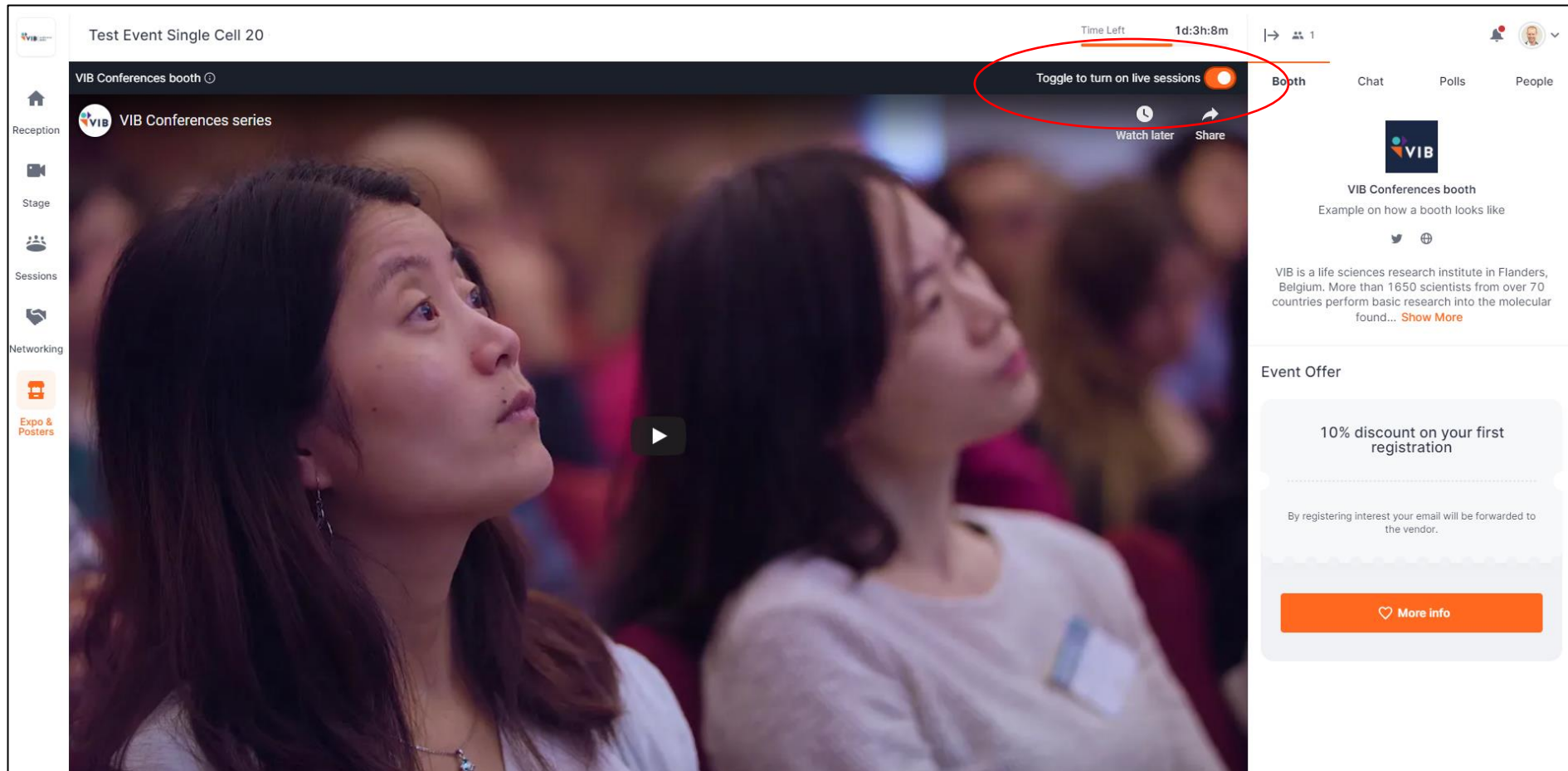
A modal window titled 'Update your profile' with a close button (X) in the top right corner. The form contains several fields: 'Avatar' with a red circle around the current profile picture and the text 'Click to choose new image' and 'File types: jpg, jpeg, png'; 'First Name (required)' with the value 'Lander'; 'Twitter' with the value 'Your Twitter profile link'; 'Last Name (required)' with the value 'Briels'; 'LinkedIn' with the value 'Your LinkedIn profile link'; 'Headline (required)' with a help icon and the value 'Science Events Officer VIB'; and 'Website Link' with the value 'https://www.vibconferences.be/'. At the bottom, there is a large orange 'Save' button, which is also circled in red. Below the button, there is a link to the privacy policy: 'You can review our privacy policy [here](#).'

3. Click on Expo & Posters → Each poster presenter has his/her own poster booth. In this example we use a VIB Conferences booth

The screenshot displays a conference application interface. On the left is a vertical sidebar with navigation icons and labels: a home icon for 'Reception', a video camera icon for 'Stage', a group of people icon for 'Sessions', a handshake icon for 'Networking', and a booth icon for 'Expo & Posters'. The 'Expo & Posters' option is circled in red. The main area shows a grid of poster booths. At the top are three large banner images: 'Samplix' (labeled 'LIVE Samplix Samplix - Xdrop'), 'BD' (labeled 'LIVE BD A leading provider of flow cytometry soluti...'), and 'VIB Conferences booth' (labeled 'LIVE VIB Conferences booth Example on how a booth looks like'). The 'VIB Conferences booth' banner is circled in red. Below these are nine poster cards arranged in a 3x3 grid:

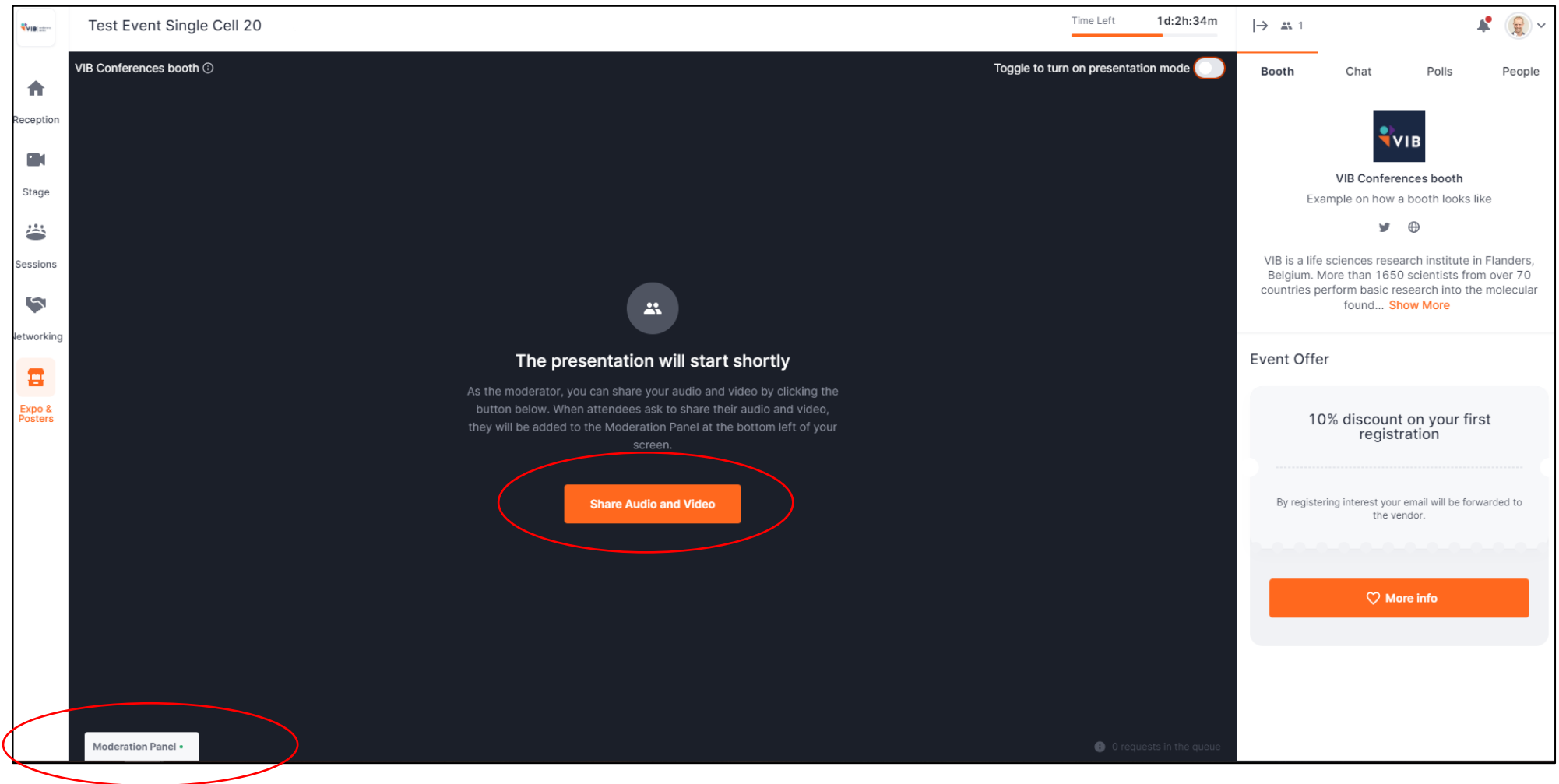
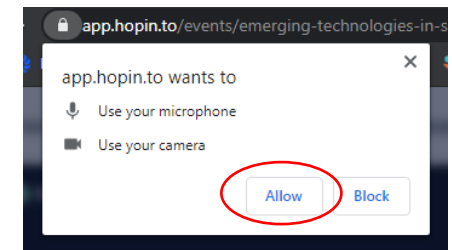
- Poster 1 - Aldo Abarca-Ortega**
Numerical analysis of effective pressure on microfluidic aspiration of a single cell before constriction
- Poster 2 - Tamim Abdelaal**
SpaGE: Spatial Gene Enhancement using scRNA-seq
- Poster 3 - Aline Acke**
Expansion microscopy as a tool to study distribution patterns of chromatin binding proteins in relation to epigenetic modifications with retained spatial information
- Poster 4 - Juan Bernal-Tamayo**
Reconstruction of Dynamical Cellular Non-Gradient Energy Landscapes from Single Cell Transcriptional States and Velocities
- Poster 5 - Pascal Bielefeld (Pre...**
Cell type-specific vulnerability to traumatic brain injury in the hippocampal neural stem cell niche
- Poster 6 - Thorarinn Blondal (Pr...**
Uniform Whole Genome Amplification in droplets using Samplix Xdrop™ technology
- Poster 7 - Carmen Bravo Gonzá...**
Identification of genomic enhancers through spatial integration of single-cell transcriptomics and epigenomics in the mouse liver
- Poster 8 - Dylan Cable**
Robust decomposition of cell type mixtures in spatial transcriptomics
- Poster 9 - Curtis Cai**
Investigating recipient immune and CAR T-cell populations during CAR-T therapy with multi-omics

4. You will be the booth moderator of your own booth. You can toggle between the YouTube video (if you provided us with a link) and a live session. Below a YouTube example in our VIB booth.
5. The moderator also needs to grant access to the attendee(s) who would like to visit the booth. (See moderation panel left bottom on the next black slide). When someone is 'knocking at the door', you will see a Green Plus and the name of the person. If you click the green plus, this person can enter.



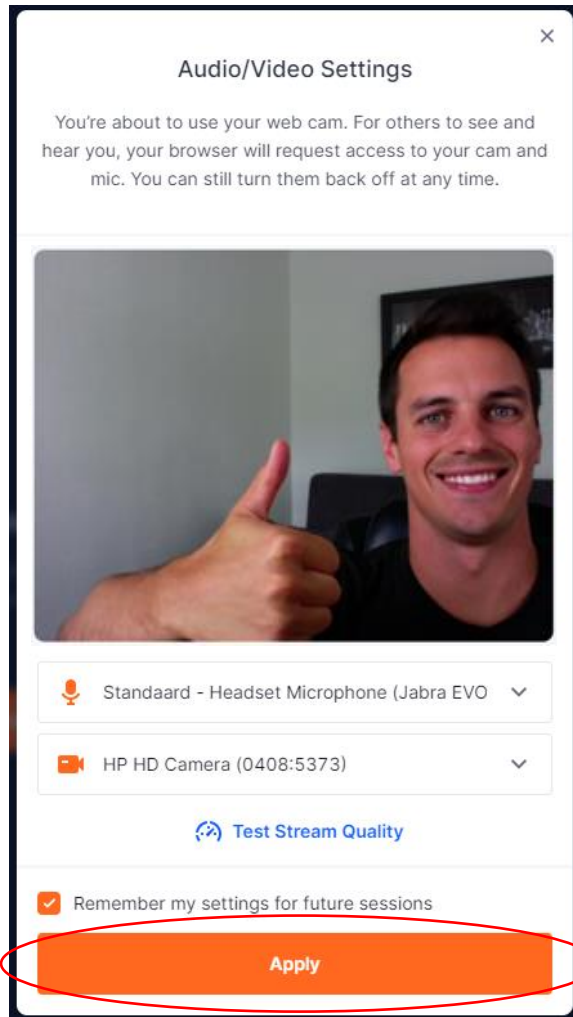
6. On the right side you can see the Booth, Booth chat, Polls and People tab.

7. You can share your audio and video to enter the booth. See print screen below.
8. Make sure you press accept if Hopin tries to use your video and audio. See small print screen on the right.



9. In the bottom left corner you can see **Moderation panel**. Here you can accept the requests of the people who like to enter the booth.

10. Select to correct Microphone and video input & click 'Apply'



The screenshot shows a virtual booth interface for "VIB Conferences booth". The main area features a video feed of a man waving. The top bar displays "Test Event Single Cell 20", a timer for "1d:2h:20m", and navigation icons. The left sidebar lists "Reception", "Stage", "Sessions", "Networking", and "Expo & Posters". The right sidebar shows the booth's logo, name, and a "10% discount on your first registration" offer. A red circle highlights the screen sharing icon in the video feed's control bar.

Test Event Single Cell 20

Time Left 1d:2h:20m

VIB Conferences booth

Toggle to turn on presentation mode 1 / 10 1 Leave

Reception

Stage

Sessions

Networking

Expo & Posters

VIB

VIB Conferences booth

Example on how a booth looks like

VIB is a life sciences research institute in Flanders, Belgium. More than 1650 scientists from over 70 countries perform basic research into the molecular found... [Show More](#)

Event Offer

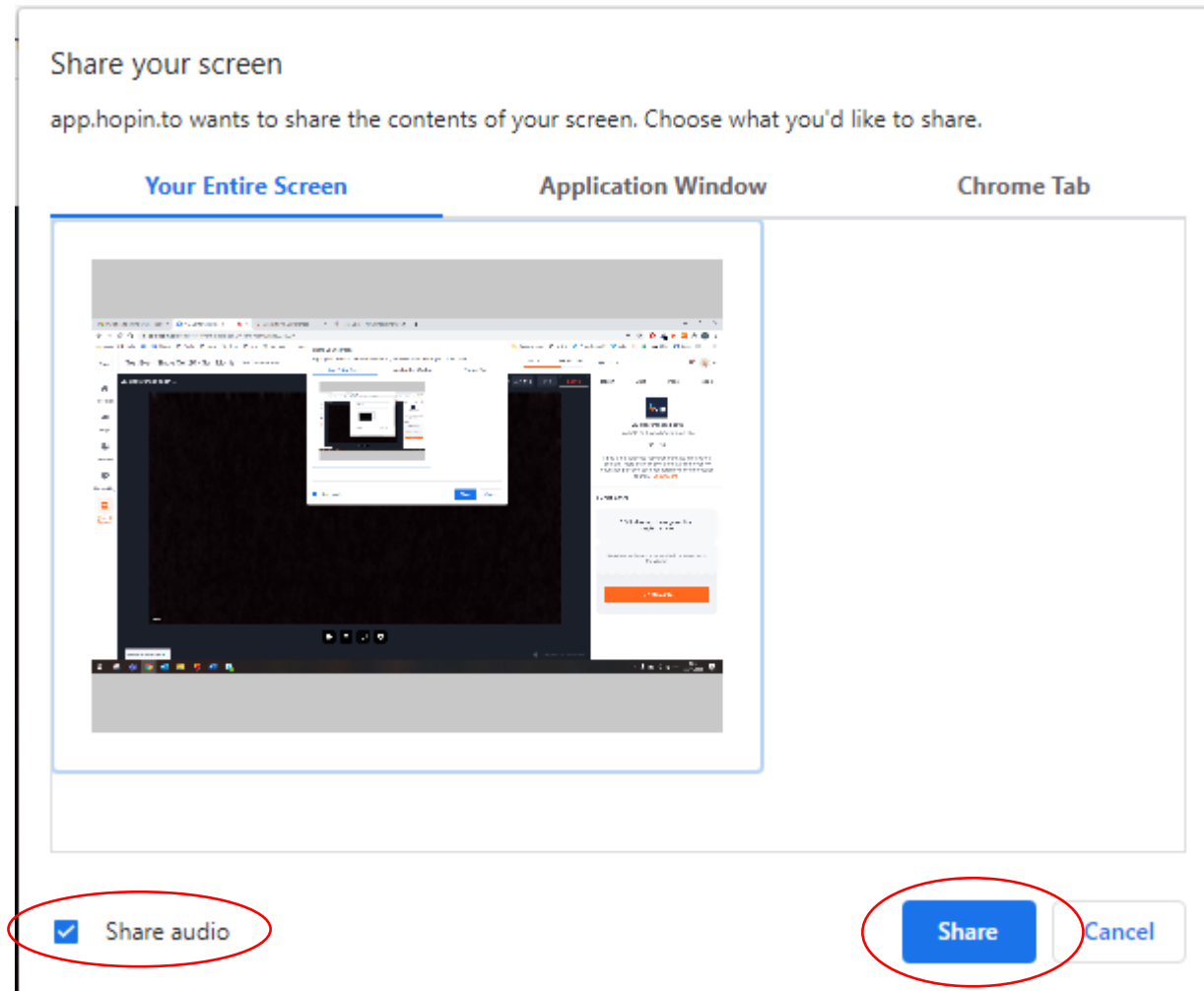
10% discount on your first registration

By registering interest your email will be forwarded to the vendor.

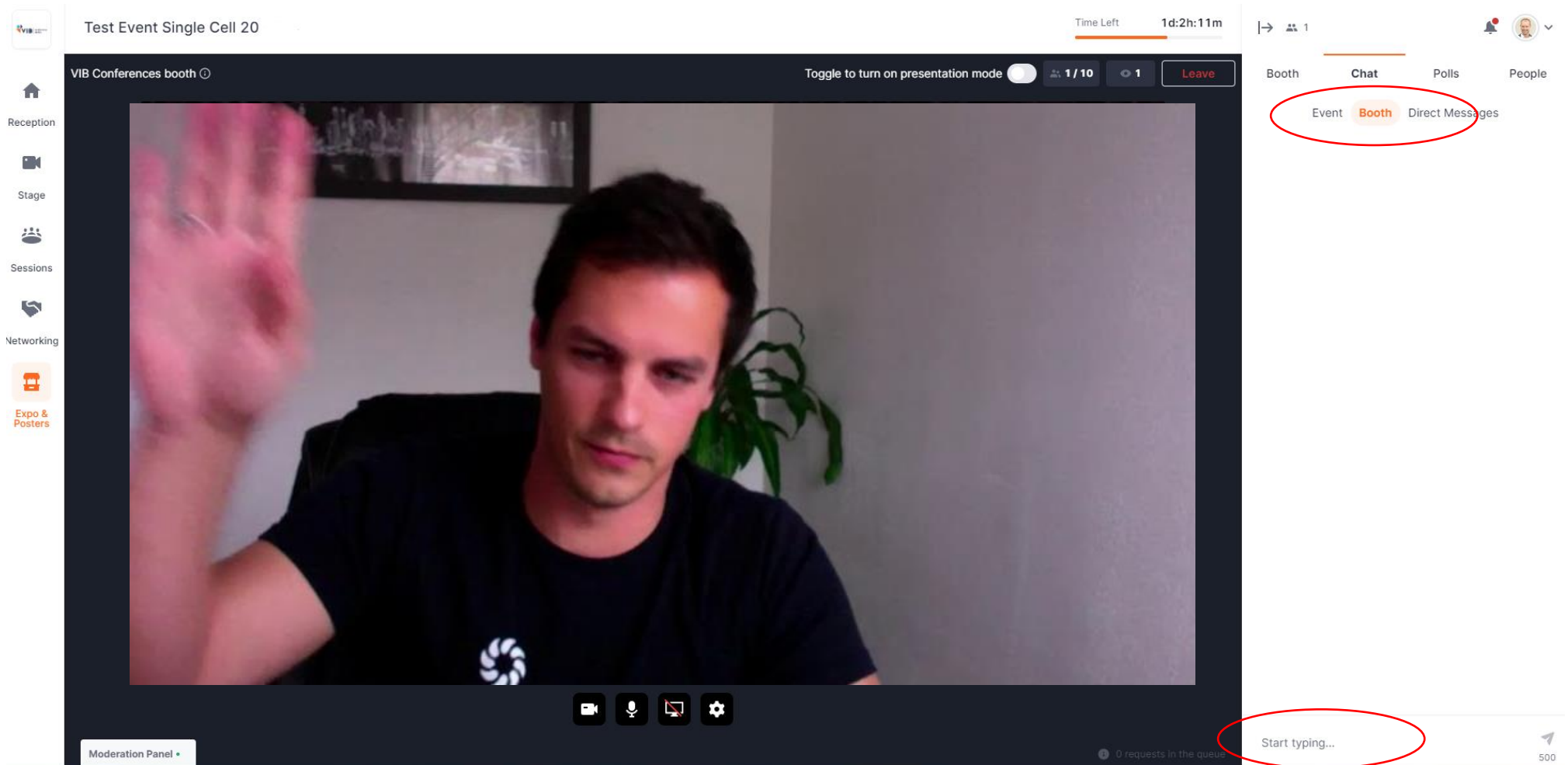
[More info](#)

11. If necessary you can share a screen in the booth by clicking on the screen icon.

12. Choose the application, presentation or screen you like to share and press '**Share**'. In case you like to share a video, please make sure the sound is enabled in the same screen.



13. The booth also has a chat function where the attendees can ask questions, and where you can respond. See screenshot below:



14. Event = the event wide chat. The tab direct messages contains messages to and from people directly.

15. If you want to shut down your video/ microphone please use the buttons under the screen. Hopin overrides your 'mute' button on your PC.

16. **1/10** indicates how many people are active in your booth (video & mic). Please note that sharing your screen takes 1 place.
17. The '**eye**' icon next to it shows you how many people are watching your session. This is incognito, so in case you like them to enter the booth you can mention for example 'in case you have questions please feel free to enter the booth' in the booth chat.
18. Next to the time indicator you can see how many people are present on the online platform.

