



Virtual Meeting Platform

Frequently Asked Questions

SYSTEM REQUIREMENTS

The Virtual Meeting Platform is accessible via web browser. For best results we recommend using the latest software version that your browser can support. Google Chrome, Mozilla Firefox, and Microsoft Edge are the recommended browsers for this platform. While the Virtual Meeting Platform can be operated on a mobile phone, many of its features are best accessed using a standard web browser.

Live Video Conference and Live Sessions are conducted using popular video conference services. These systems are widely available and have their own system requirements. When joining a live meeting, you may be prompted by the hosting service to download an extension or perform an update. Please be aware that system requirements and terms and conditions of live meeting services may apply.

ACCESSING THE VIRTUAL CONVENTION

Login to the Virtual Seminar by clicking the **Attendee Profile & Schedule** button in the navigation bar at the top of the page. Use the Badge ID and password as listed above. You must be registered for the seminar to access exhibit booths and sessions.

HOW TO USE THE VIRTUAL PLATFORM

The Virtual Lobby is your landing page and home base for all Seminar activities. The navigation bar in the Lobby you will be able to visit our Exhibits, attend Sessions, update your attendee Profile and many more activities.

Virtual Sessions	Exhibitor Theaters	Attendee Profile & Schedule ▾	Industry Exhibits ▾	Residency Showcase & Fellowship Program	Poster Sessions	Pharmania Game On	Community Lounges	Student Experience	Evaluation	Help Desk
------------------	--------------------	-------------------------------	---------------------	---	-----------------	-------------------	-------------------	--------------------	------------	-----------

VISITING EXHIBITORS

Please be sure to visit the Industry Exhibit Hall. To access, click on the Industry Exhibit Hall tab and search for the Exhibitor you are interested in seeing. While many will be “live” all day on Wednesday and Thursday, you may enter a booth to find the representative away from their desk, please be sure to “leave your business card” by clicking the button to do so on the booth page and the exhibitor will follow up with you directly.

Live Meetings A Green outline around a booth indicates that Exhibitors are online NOW and ready to meet with you!

Residency Showcase is operated primarily based on appointments. Please do not disrupt the flow of meetings by joining live without an appointment but rather, “enter” the booth page and request an appointment.

Virtual Booth Pages: Here you will find company information, description, products and services offered, information links, downloads and videos and access to meeting LIVE with an exhibitor. Please explore all the information our Exhibitors have provided for your convenience. You can make an appointment with representatives by clicking the “Schedule Appointment” button by their name or in the Attendee Profile & Schedule.

Booth personnel are ready to talk to you during the seminar! Personnel who are currently online will be indicated with a button under their name. Personnel who are not currently online can be contacted to set up a meeting. Make the meeting schedule that works for you! Our exhibiting personnel are eager to connect with you. You make an appointment with personnel by click the Make an Appointment button by their name or in the Attendee Profile & Schedule.

Your Contact Information We understand that sometimes you are *just browsing* on an exhibit floor, and the same is true in a Virtual Event. While exhibitors will be able to see that you have visited their booth, downloaded a file, or watched a video, they will only receive your contact information if you request a meeting or drop a business card.

Attendee Profile & Schedule

Click on **Attendee Profile & Schedule** in the navigation bar to visit your personal event page. Your personal event page gives you the ability to view your appointments at a glance.

- Update your Attendee profile, including your photo and social media outlets
- View a list of the booths you have visited and interacted with at our Virtual Trade Show
- Use the exhibitor / attendee search and appointment system

Click the **Update Profile** button at the top right of the page to update your social media outlets and upload a profile picture.

- Make necessary updates
- Click **Save** to save your changes
- Click **Close** to close the update window.

BOOTHS VISITED

View a list of the booths you visited at the Virtual Trade Show, along with that booth's contact information. You will also be able to see whether you have requested additional information from a particular booth.

MY SCHEDULE

Meeting invitations that you have requested will appear on this page. You will see whether the exhibitor and fellow attendees have accepted or declined your meeting invitation, or if the exhibitor or attendee have not responded yet.

- Both you and the exhibitor or attendee will receive an email of your scheduled appointment.
- If you need to cancel or reschedule, click the CANCEL button next to the appointment.

Please note you will need a use a video conference platform like Zoom or Google Hang Out to chat with fellow attendees.

MAKE EXHIBITOR APPOINTMENT

From the my schedule page you can view a sortable list of all exhibitors, as well as the products and services they offer, as well as filter the list by the products and services you are most interested in.

- Click a column heading to sort the list
- Use the drop-down lists at the top to filter by company name or exhibitor type
- Visit the booth by clicking the **Visit Booth** button.
- Make an appointment with a particular exhibitor by clicking the **Make Appointment** button.
- Click **Back to Lobby** in the upper right corner at any time to return to the main Seminar Lobby.

VIRTUAL SESSIONS

The CPE Committee presents a comprehensive schedule of virtual CE sessions that are presented by many industry professionals. Click on Virtual Sessions at the top of the navigation bar to get you into the master tab which provides you a quick Schedule at a Glance look and then you will click into the day of the week to get to a particular session.

The Virtual Sessions have been arranged as live sessions, simulated live and recorded sessions so that you can make the most of your time during Seminar 2020-Virtual Vision. You will have an opportunity to enjoy all the content that our speakers have to offer as all sessions are being recorded and the platform will be available up to **90 days** after Seminar so you can take full advantage of your CE experience.

Click each day to view a listing of educational sessions available each day of the seminar.

- Each educational class will either have a join live session now button or a recorded link during a scheduled time during the seminar.
- Each day we will post the recorded link to the live session recordings that happened the previous day.
- The link to join a live session will not be available until the time that the session is scheduled to begin.
- Please review system requirements at the end of this email for information regarding joining live sessions.
- **All times listed are U.S. Pacific Daylight Time.**

CONTINUING EDUCATION:

To claim CE credit: Please log into your profile at www.cshp.org, Make sure that your profile has the correct NAPB ID# and NABP birthday. In the Education tab, click on "Education Portal- Claim CE Credit", enter the session code in the "Claim your CE Credit for a Live Activity" box. Allow 24 hours to see your credit in the CPE Monitor. Please claim all CE's **by December 17, 2020.**

<https://www.cshp.org/page/CPE>

How to claim BCGP credit:

Pharmacists can earn up to 9.5 BCGP credits through ASCP (link to www.ascp.com) upon successful completion of the post-test. Instructions and additional details will be available during the program

Per the Board of Pharmacy Specialties (BPS):

To receive BCGP credit for these sessions, you MUST attend the live virtual presentation in its entirety and pass the presentation post-test with a minimum score of 70%.

You will have ONE attempt to achieve a 70% or higher on the post-test.

ASCP profile Requirements for BCGP credits to transfer to the BPS Portal:

Access your [ASCP profile](#) to confirm this information is accurate.

- Your profile must be updated with your **BCGP Credential Number (NOT BPS-IND#)**
- Your **email address** registered with BPS **must also be in your ASCP profile.**

TECHNICAL SUPPORT

For technical support, please email CSHP2020@cteusa.com