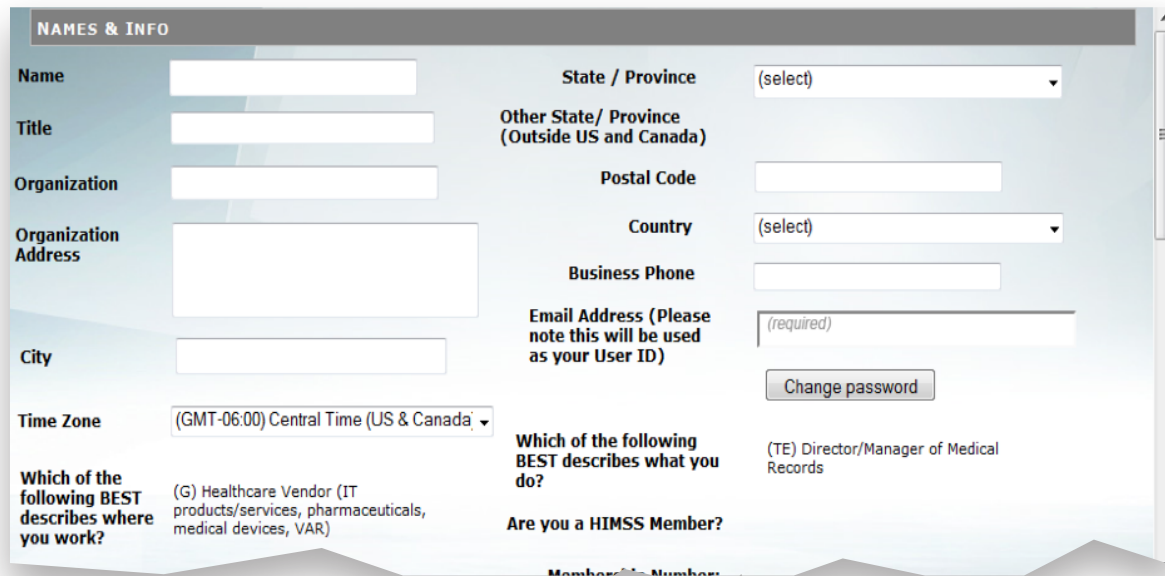HiMSS®

**Virtual
Events**
Briefings

Attendee Guide

Event Profile

The first time you log into the event, your profile will be displayed. Filling out your profile completely and accurately will help you while networking in the event.


Your profile contains your personal bio and message. Filling out this information allows others in the event to determine if you are a good fit for networking/business opportunities.

When setting up your profile, you can chose an image to represent you during the event. You may select from an extensive list of stock images, or you can upload your own photo.

You can edit your profile at any time by clicking "Profile" on the toolbar at the top of the screen.

HiMSS   Education   Who's Here   HIMSS Blog   Social Suite   Help Desk   Profile   Log Out
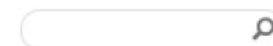
Virtual Briefing Home
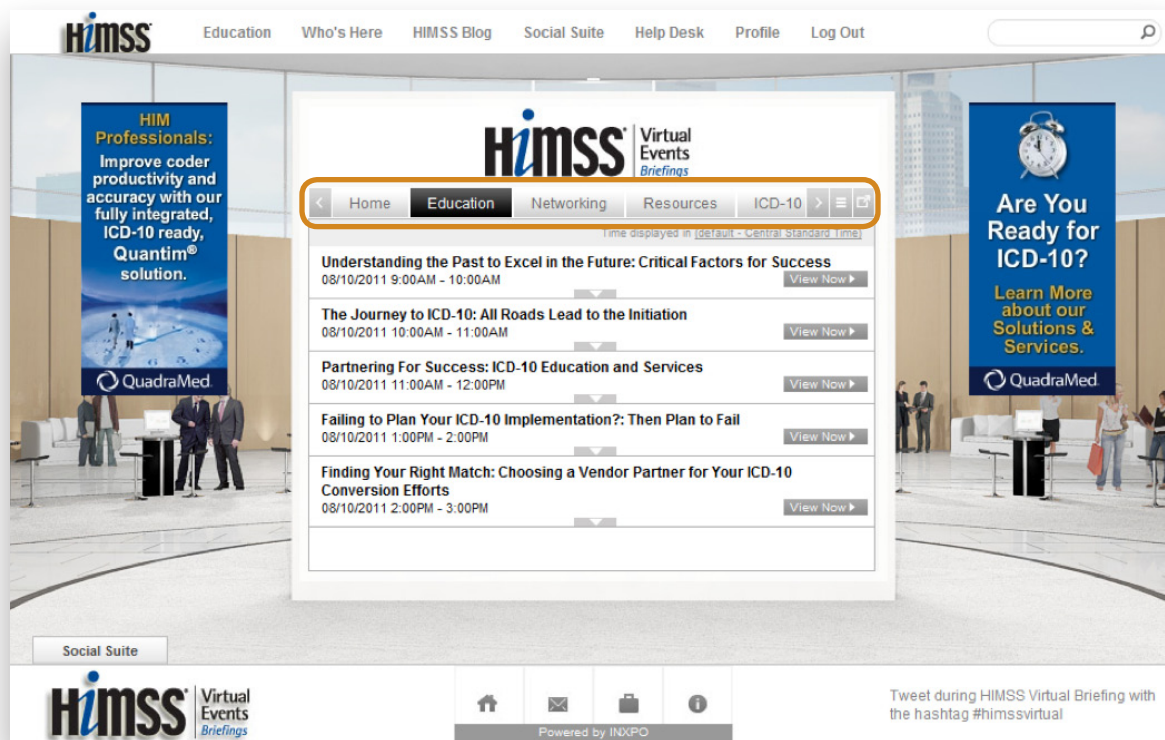
After logging into the event you will be taken to the Briefing Center. From here you have several different navigation options. These options range from a welcome image, educational sessions, resources, networking chat, resources, and the ICD-10 PlayBook.

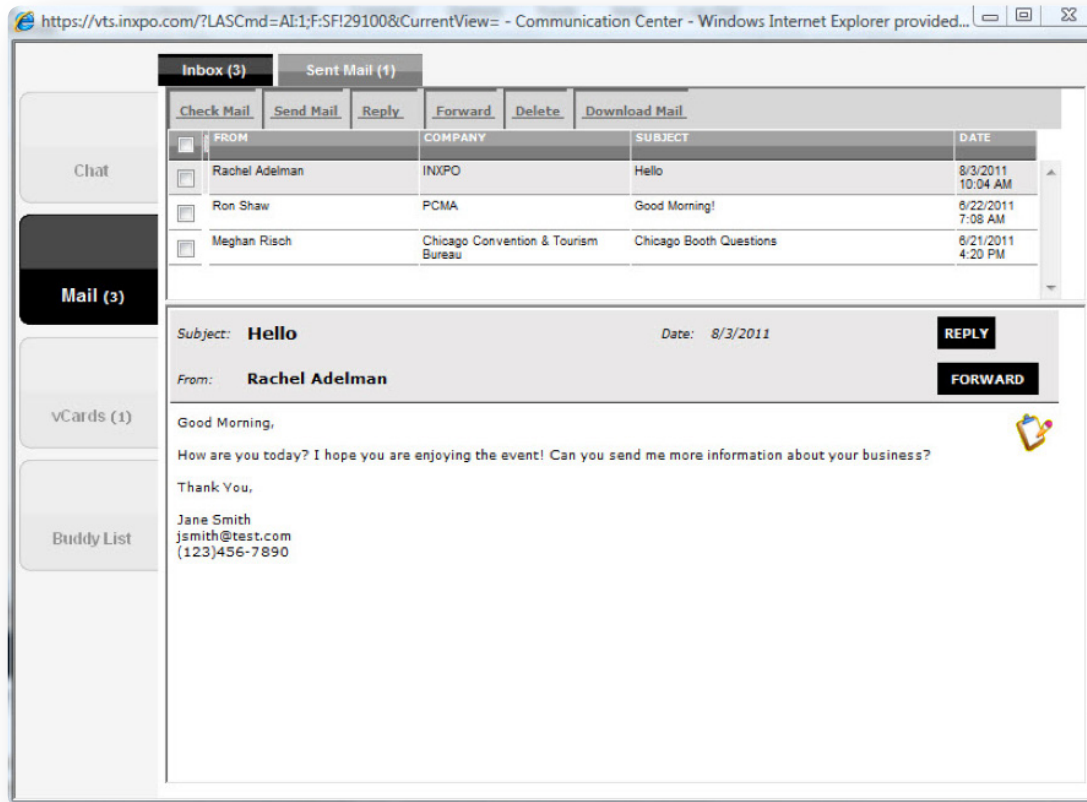You can always return to the home page by clicking "Education" on the toolbar at the top of the screen.

Communication Center

There are three types of private communication: Chat, Email or Vcard. To initiate communication with other event participants you can click the "communicate" icon at the bottom of your screen. It will open your Communication Center. Here you can view received Vcards and Email as well as view previous chat sessions. By clicking "New" next to any of the chat types you can send a VCard, send an Email or start a live chat. You can also start communication directly from the "Who's Here" space.

You can access the Communication Center by clicking on the Envelope icon on the toolbar on the bottom of your screen.

Communication Notification

If you receive a Vcard, Chat request, or in-event Email, you will be notified via a communication window that appears above the event toolbar. Scroll over this area to maximize the notification window and click on the red X when you want to dismiss the message.
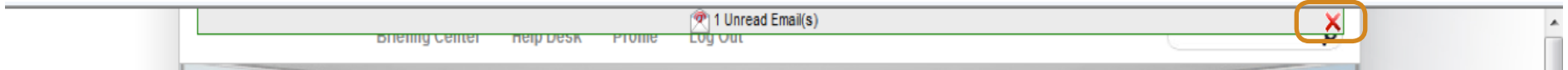
Note: If you do not respond (accept, decline, open, save, delete) to the communication items, the window will continue to reappear.
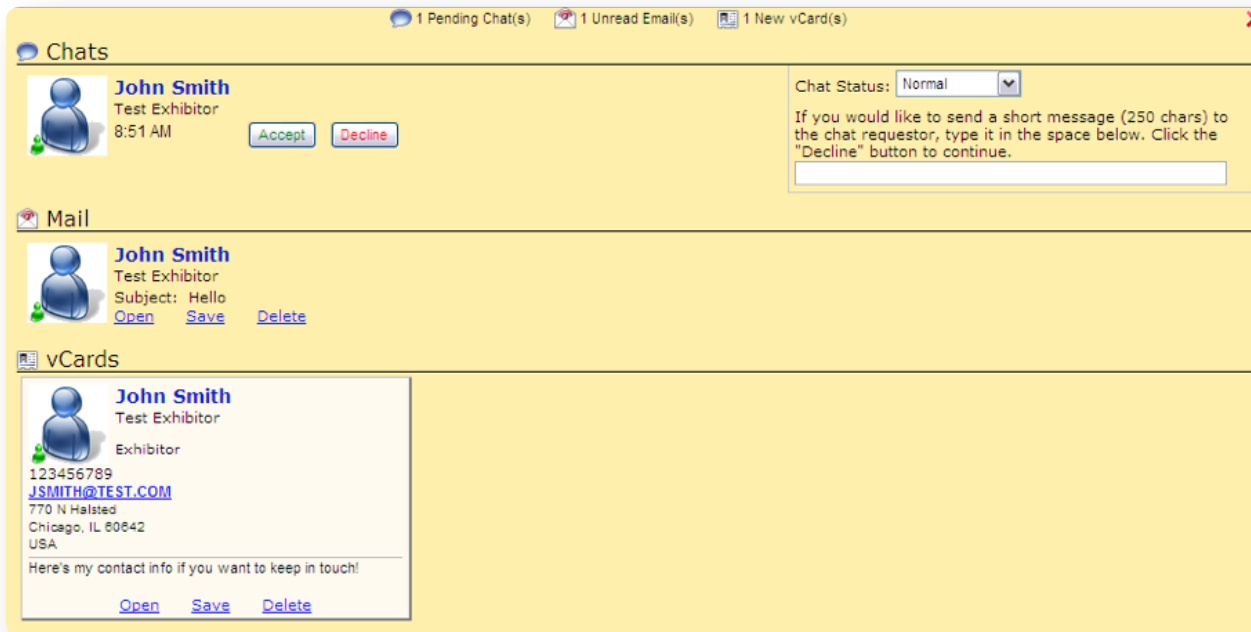
Chat Request - If you receive a chat request you will be able to accept or decline the request. You may also send a short message to the chat requester when declining a chat.

Email - You have the option to open, save, or delete any new unread Emails.

Vcard – The notification window will display the user's contact information. You have the option to open, save, or delete the Vcard.

Social Media Suite

With the Social Media Suite, users can connect, collaborate and engage with others through the Twitter all within one environment (or event feature). The Social Media Suite can be found by clicking on the Social Suite Tab on your screen.

To use the Social Media Suite users can simply click on the icon of the desired Social Media network to engage.

Using the Twitter Component, users can Tweet from within the virtual environment and review what others are Tweeting with the same hashtag.
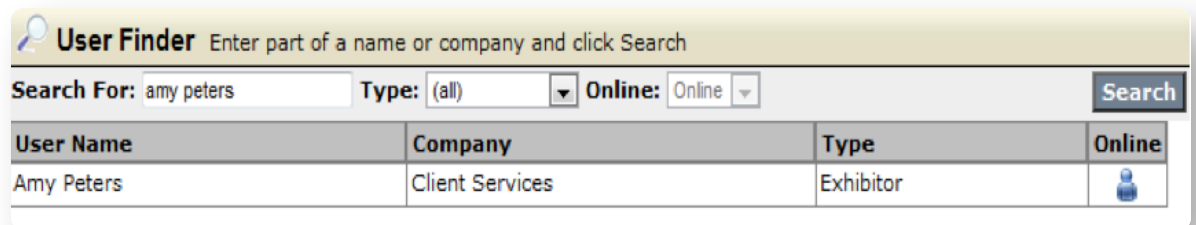
Join to Chat

If you are involved in a private chat with an attendee or an exhibitor, you can "invite" others to join your chat.

Click on the "invite" button in the chat box.

Find the person you want to invite by typing their name in the user finder.

Click on the user's name to invite them into your discussion.

When they accept, you are having a group chat with those you invited to your conversation.

Search

You can use the search feature to find people within the event. To launch the search feature, click on the magnifying glass on the toolbar at the top of the screen.

In the "Search For" field, type your search criteria. You can perform a global search by leaving the boxes checked, or you can narrow you limit your search to people or documents/links.   *(Example: if you check the "people" box, you will specifically search for only people in the event.)*

When you search for people, users that are online are denoted by a blue icon. You can begin communications with them by clicking their name.

You can perform a Search by clicking in the "Search field" on the toolbar at the top of the screen.
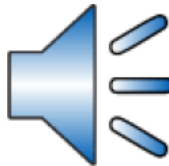
Sounds of the Event

The event uses audio to notify you when certain events occur. This is especially helpful if you are logged into the event but are working in another application.

Communication Received

You will hear this sound when you receive a new Email, chat request or VCard Click on the icon at the left to play the sound.

Chat Accepted

When someone responds to a chat request that you initiated, you will hear this sound. Click on the icon at the left to play the sound.

Event Support

Contact Us

Email: vcesupport@himss.org

For support during the event, click **"Help Desk"** on the toolbar at the top of the screen.

HIMSS   Education   Who's Here   HIMSS Blog   Social Suite   Help Desk   Profile   Log Out