USC
Women’s
Conference
Thrive Together
March 5-6, 2021

Attendee &
Event Guide
This event guide will give you important information, instructions, best practices, an overview of features and how to make the most of your virtual experience within the Virtual USC Campus.
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First Time Registration

https://usc.6connex.com/event/USCAlumniAssociation/WomensConference2021/login

1. If you are registering for the first time, please register by clicking the button on the right of this page that says "Click Here to Register"
First Time Registration

2. Fill out your information

3. Upload a profile picture

4. Agree with the Terms of Participation in order to process your profile creation
Returning User Login

If you have already registered for the Women's Conference, log into our virtual campus by entering your email address under "Returning User Login". Be sure to use the same email address that you used to register.

Once you have logged in, you can complete or edit your profile by clicking the gear in the top right of the home page and selecting "Edit Registration Info".

*Note: all program times are listed in Pacific Standard Time.

We hope you enjoy the conference and thank you for joining us!

Fight On!

Please email alumnievents@usc.edu if you are having trouble signing.
Upon logging into the virtual environment, you will be placed in the Lobby.

Use the navigation bar and kiosk to navigate the USC Virtual Campus.

1. Welcome Video
2. Navigation Bar
3. Kiosk
4. Digital Gift Bag
Editing Your Profile

Your profile is populated based on the information you provided when you first registered.

You can update your profile by performing the following steps:
1. Click the gear icon in the upper right corner
2. Click on “Edit Registration Info”
3. On the screen that appears, update any/all of your profile information
4. Click “Submit” at the bottom of the page to save your changes
Main Stage

The Main Stage is where the “Main Program” presentations and live webinars will be located.

Click directly on the screen to open the presentation/live webinar.
“Social Impact” presentations and live sessions will be located on this page.

1. Click directly on the screen to display the content window.
2. Click here to discover Volunteer Opportunities.
Social Impact

1. Prior to content being accessible – the button will show as “Scheduled.” The button will change to say “Launch” or “Play” when the content is available, click the Launch/Play button to access the content.

2. A countdown timer is displayed until the designated event start time.

3. Click the briefcase icon to save the item to your briefcase to access/view later.
Booths

1. Click the arrows to navigate to the previous/next booth.

2. Click on the content screens within the booth to access PDFs, videos and links to other assets.
Interacting with Others

Within the environment there are a number of ways to interact with others:

1. You can view who is attending by clicking on “Now Attending” or “This Location” in the upper right corner of your screen.
2. You can use the “Search” function to search for attendees.
3. Click on the user’s name to display options.
4. To initiate a private one to one chat, click the green chat bubble or click the envelope icon to email the user directly.
Private Chats

When a user initiates a one to one chat with you, an audible chime will sound three times.

1. Click on the “One to One Chat” icon on the navigation bar to:
   - Start a chat
   - View/respond to an active chat

2. If you do not want to receive chats, hover over your profile image to the left of the gearbox to set yourself to do not disturb.
Broadcast Messages will appear as a pop up message within the virtual environment.

Click directly on the button within the pop up to access content or go directly to the location noted in the message.
FAQs

Why won’t a session open when I click on it?
If you click on a session and it doesn’t open, that means the session is not yet live or available for viewing. Please check the schedule for what time the session starts.

What software or programs do I need in order to participate in the conference?
If you plan to participate, please have Zoom downloaded on your laptop, computer, phone or tablets. Download zoom here: https://zoom.us/download

What devices can be used to access the USC Virtual Campus?
We recommend using a laptop or desktop computer (Mac or PC) to access the virtual platform. While cell phones and or tablets are supported you will not be able to get the optimal viewing experience from a cell phone or tablet device.
FAQs

Should I use a specific browser?
We recommend Chrome or Firefox as the most stable and consistent browsers for accessing the virtual environment. This is a virtual, browser based experience. If using an older, or unsupported Operating System, Internet Browser, or version of Flash, you may experience decreased performance.

Can I test my computer or device in advance to see if it is supported?
Yes, you can run a test of your device here:
https://virtualdestinations.6connex.com/event/TheWayToDoVirtual/system-check

Is closed captioning available?
Yes, closed captioning is available to all registrants for the programs taking place in the Main Stage. If you would like to use closed captioning, you may turn it on by clicking the icon in your Zoom window.
FAQs

What if I’m having a hard time hearing the sessions/speakers?
- Check to make sure your speakers/headphones work and are turned up to an appropriate volume.
- If you have internal speakers, make sure they aren’t muted.
- If you have external speakers, make sure they are powered on and aren’t muted.
- Make sure you did not lose internet connectivity.
- If you are using a mobile device, such as an iPhone, make sure you have enough bandwidth. We advise using dedicated wi-fi or 4G.

What if I miss a live event?
You will be able to come back to the virtual environment and watch webinars and recorded content after the event. Content will be available in the Content Library. However, to be able to interact with your peers and sponsors, we recommend attending the live event.
Troubleshooting Tips

• Make sure Pop Up Blockers are disabled and you have disconnected from a VPN.

• If you have been logged in for a long period of time and/or content is not showing up, please refresh your browser.

• Make sure that the window of your internet browser is not minimized (Your browser needs to be at least 1000 pixels wide by 640 pixels high in order to be viewable). While you may be able to see some of the Virtual Experience, you will not be able to see all essential elements. Enlarge your browser window if you are having display issues.

Have a question or need help finding something? Visit the Help Desk located in the Welcome Lounge or contact alumni@usc.edu