Poster Theater: Interacting with Meeting Attendees as a Poster Presenter

The ISSCR meeting platform allows you to interact with attendees live (publicly or privately, and by scheduled appointment. This guide will help you become familiar with the options and capabilities to interact within the platform.

1. The Expanded Chat Window

Click on the chat icon (highlighted in yellow) in the upper right corner to view the expanded chat window:

A black panel will open containing three tabs: the public chat, the moderator chat and the visitor awareness.

a. Public Chat Tab

Click the “CHAT” tab to live chat with visitors who are on the page at the same time you are. All visitors can see this group chat. **Note:** It is not private. Everyone viewing your page can view this chat.
b. Visitor Awareness Tab

Click the tab with the people icon to see the names of all attendees currently visiting your page. You will be listed as the “representative”

2. Scheduled Meetings with Attendees

a. The Connect Section

When a visitor visits your page and wishes to schedule a meeting with you, they will click the “CONNECT” button from your Poster page:
Your availability will appear for them, and they can select a time to meet with you.

**IMPORTANT NOTE:** See point (b.) below on how to set your availability. When they select a time, an email will be sent to you. You can accept or decline the meeting.

**b. Adjusting Your Availability**

To adjust or view your own availability, access your profile by clicking your icon/photo in the upper right corner of the platform page, then select “MY INFORMATION”.
Add the time frame you are available to meet, be sure to add your availability for each separate date of the meeting. Block out days as desired.

**Also, be sure your profile is set to “ALLOW MEETING ATTENDEES TO CONTACT ME.”**

**My Availability**

<table>
<thead>
<tr>
<th>Online at</th>
<th>Offline at</th>
</tr>
</thead>
<tbody>
<tr>
<td>8:00 a.m.</td>
<td>5:00 p.m.</td>
</tr>
</tbody>
</table>

**Away Dates**

No away dates added

**ADD NEW DATE**

**Privacy Settings**

**Allow meeting attendees to contact me**

**Live Chats**

If a visitor clicks on your photo in the “SCHEDULE A TIME TO CHAT” section of your page, a menu of options will render. They can click “SCHEDULE MEETING” to schedule a meeting time with you, the same as the above process, OR they can click “SEND MESSAGE” to request a spontaneous one-on-one chat with you, if you are currently online. You will always have the option to accept or decline chats and meeting requests.
When a visitor sends you a live chat request, you will see a momentary alert in the upper right corner of your screen that someone would like to chat with you.

After a few seconds, the alert will become a red number in the same area, near your photo.
Clicking on the red number will allow you to accept or decline the spontaneous chat.

If you click “ACCEPT”, live chatting begins immediately:

We hope you enjoy your poster experience!