

GUIDE TO THE 3D CONGRESS ENVIRONMENT

If you are not registered, please register at www.whc2021prague.com.

ENTRY TO THE CONGRESS

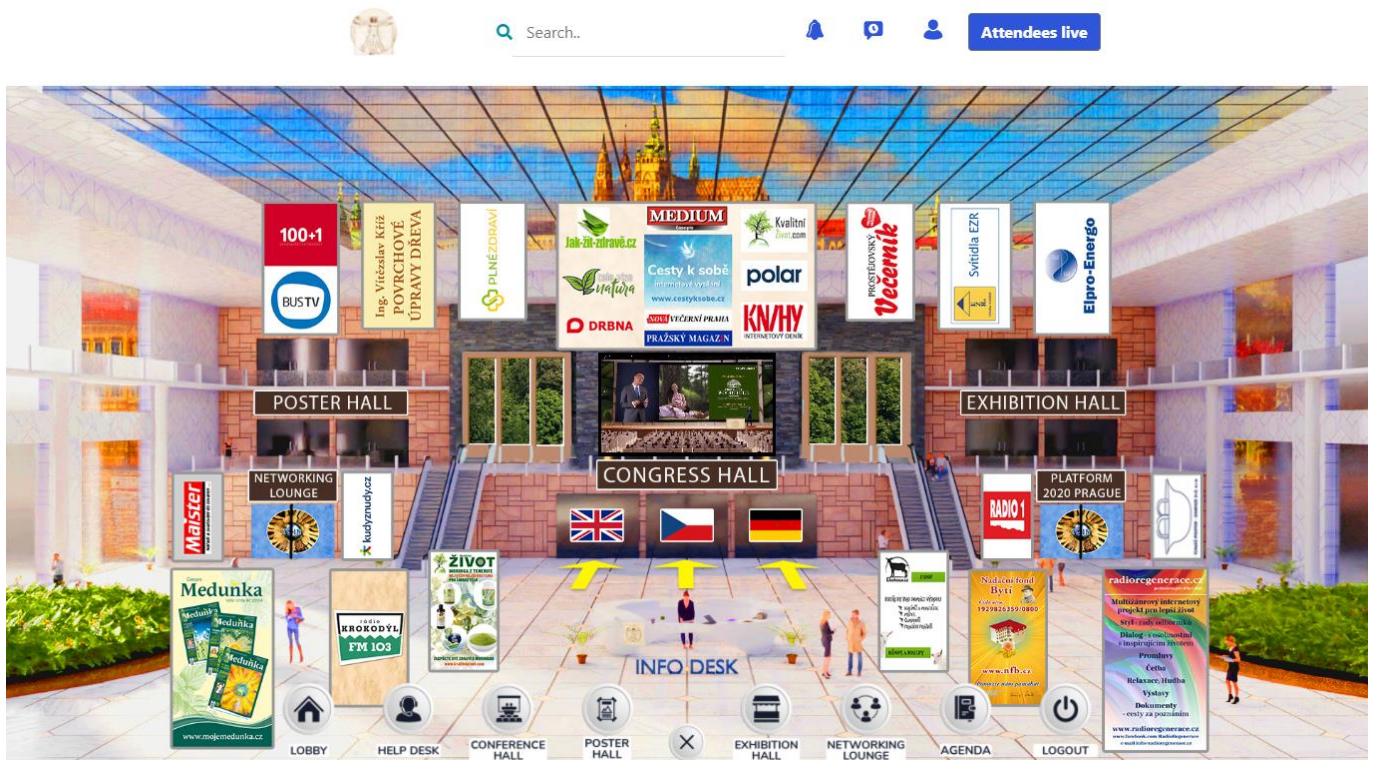
- <https://whc.itcim.org> – the **Login** button to enter the virtual 3D environment of the Congress, which will start working on the first day of the Congress on **10 September 2021**. Fill in your e-mail address entered during registration and confirm **Login**.

- A green confirmation of successful login will appear at the top right for a moment.
- It will be possible to login in the 3D Congress environment for the next 3 months after the Congress.

Login Successful X

IN THE 3D CONGRESS ENVIRONMENT

- After the intro animation, the **main Congress lobby (Lobby)** appears, from which you can proceed to other areas of the virtual 3D environment with the click of a mouse.



- Click areas are highlighted by pulsating circles. Banners can also be clicked for more information.



- At the bottom there is an **auxiliary navigation menu** which is present in all spaces and which mainly serves to switch between spaces. It can be expanded or collapsed with the middle button.

expanded menu



collapsed menu



LOBBY

- The main entrance hall, from which you enter the other areas. The sound for the video in the middle can be turned on by clicking on the speaker. The video can be maximized to the full screen.

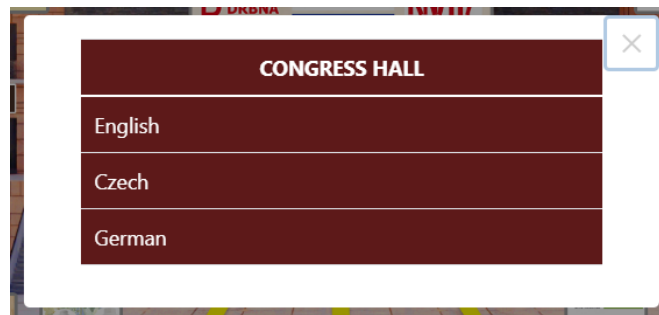
HELP DESK

- Information booth with the Congress program and the possibility to chat with a Congress representative in case of questions about the Congress (**CLICK HERE TO CHAT** button).

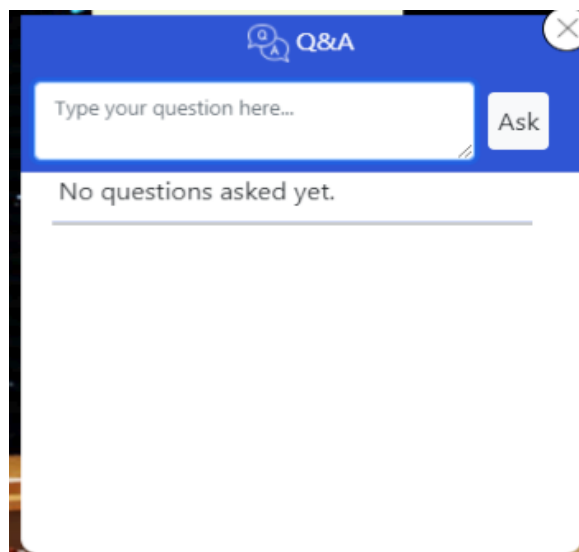


CONFERENCE HALL

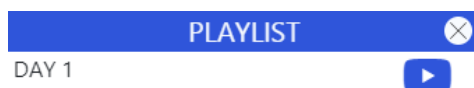
- Access to 3 Congress halls with live streaming of oral presentations including the possibility of sending questions to speakers. Select the language of interpretation from the menu.



- **ASK QUESTIONS** - Possibility to enter questions for speakers during the live broadcast of the Congress.

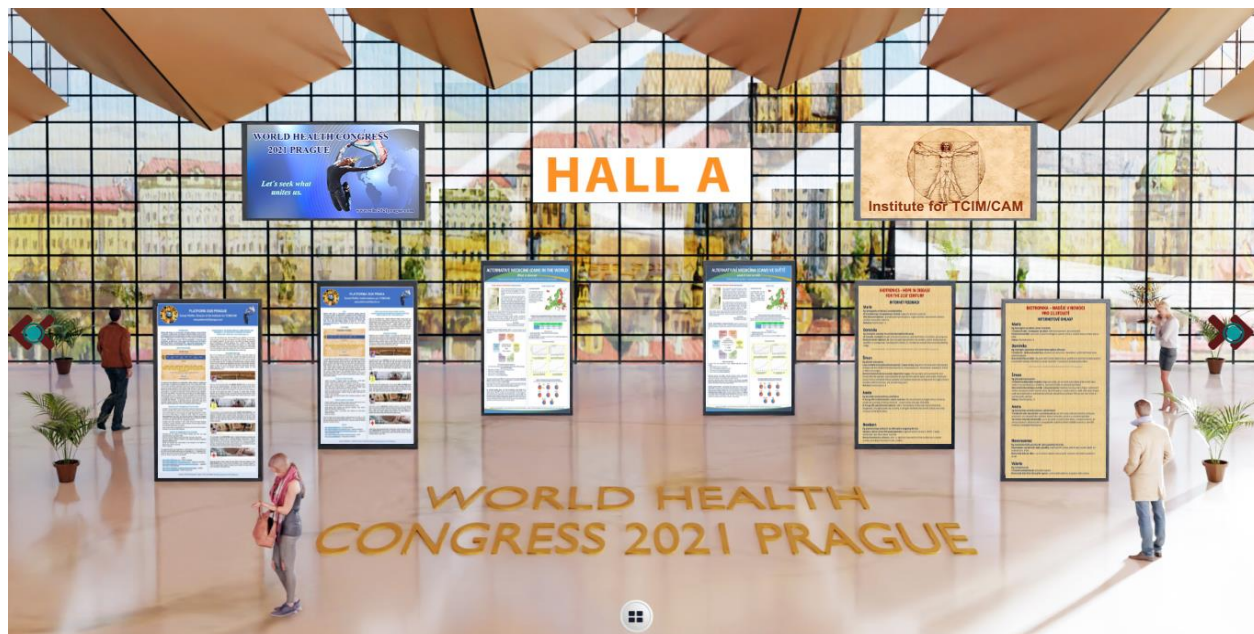


- **SESSIONS** - Playback of the recording after the end of the live broadcast. The recording is subdivided according to individual speakers.




POSTER HALL

- Hall with poster presentations of active participants. The hall is divided into several halls (A, B, C ...) with 6 posters each, which can be switched between by arrows on the sides).



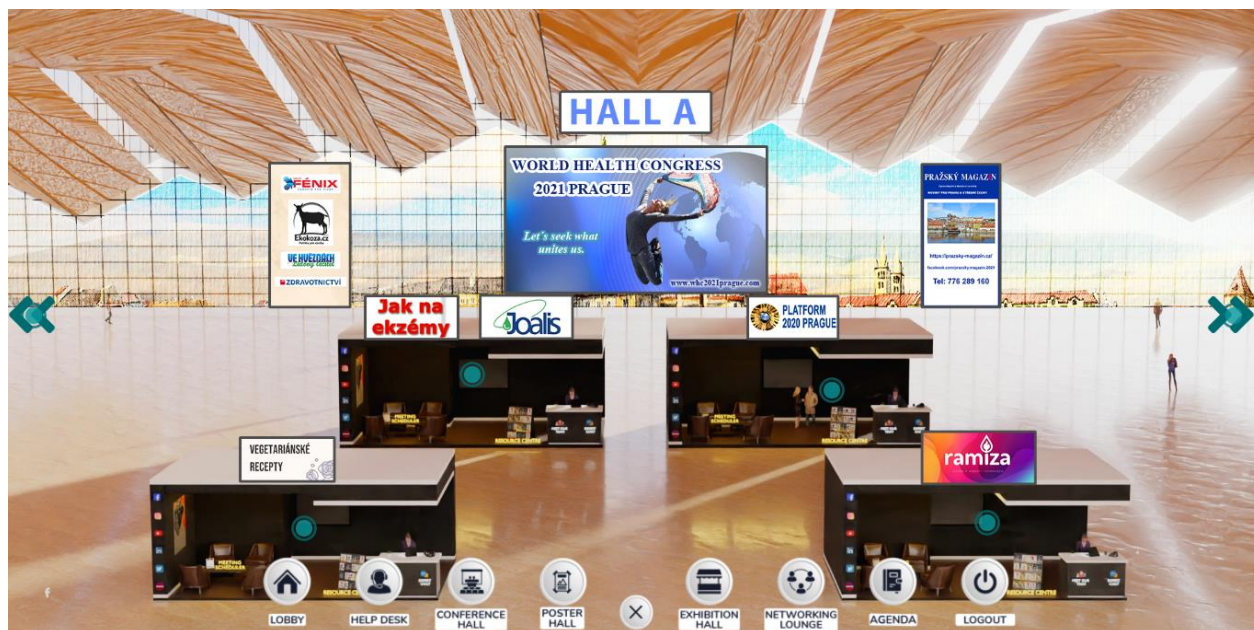
- After clicking on the preview, the poster presentation will be displayed in the width of your Internet browser. Scrolling up or down is done using the mouse wheel or arrows on the keyboard.
- The top bar contains the following functions:

- 1) file download,
- 2) save to briefcase (the contents of the briefcase can be displayed using the button  followed by selecting the Profile option),
- 3) switch to previous poster,
- 4) switch to next poster,
- 5) chat or video call with poster representative,
- 6) stop viewing the poster.

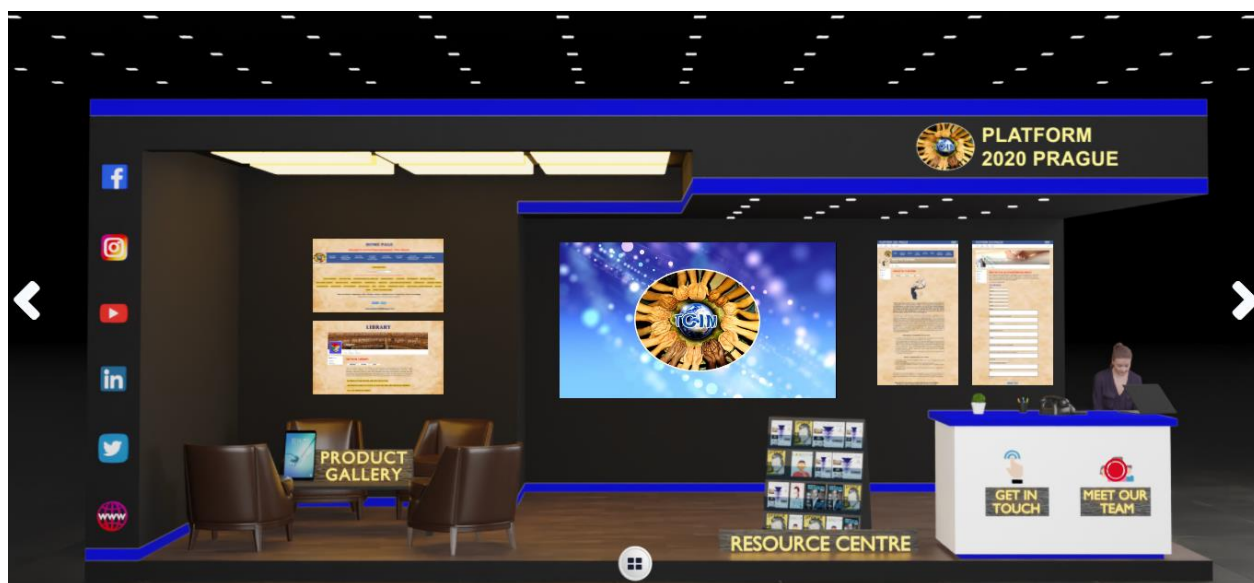


EXHIBITION HALL

- Use the arrows on the sides to move about the halls with exhibition booths.



- Click on the selected booth to enter it. You can exit the booth by using the navigation bar in the bottom middle to switch to another hall.



- These functions are in the booth:

- 1) **Videoprojection** - to start the sound, click on the speaker at the bottom of the video.
- 2) **Banners** - click on the banner to enlarge it and click again to open the related web page.
- 3) **Resource Centre** - PDF documents that can be downloaded, viewed or saved in a briefcase, and playback of additional videos.



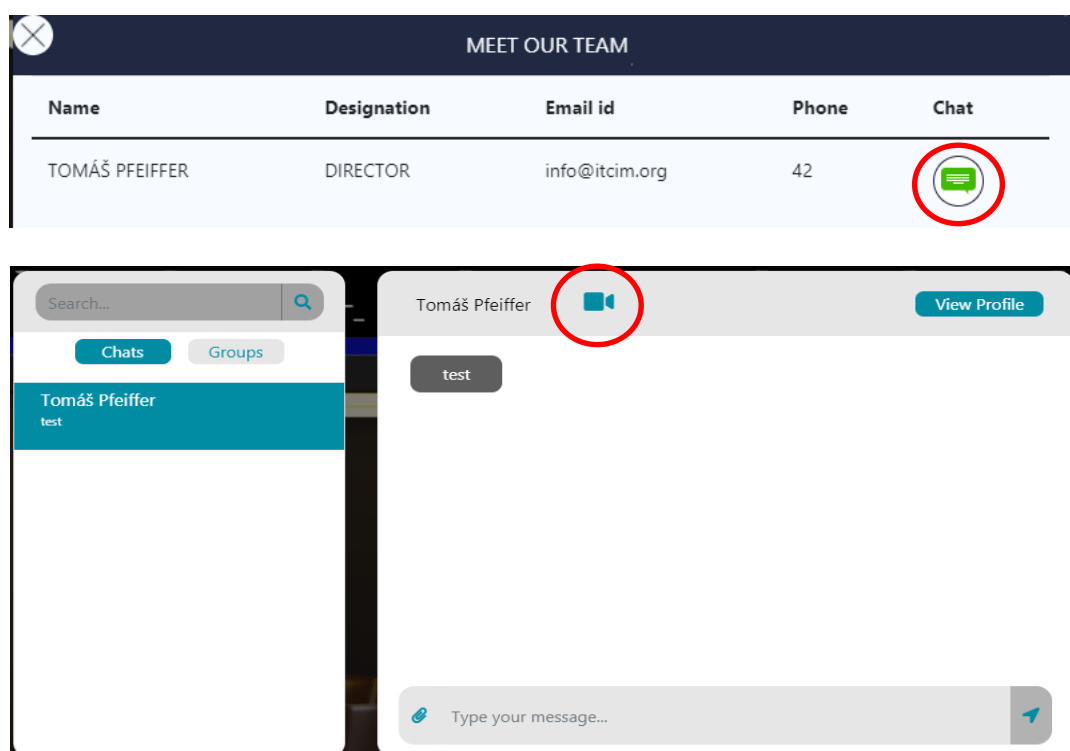
4) Product Gallery - List of offered products including pictures, videos and website links. The products are toggled at the top (Select Product). You can write your query to the exhibitor at the bottom of the product (Enter your query) and confirm the submission by clicking the **Submit** button.



5) Links to websites and social media (Facebook, Instagram, Youtube, LinkedIn, Twitter).

6) GET IN TOUCH - This option allows you to arrange a meeting outside the Congress environment.

7) MEET OUR TEAM - Chat or videocall with an exhibitor representative. After clicking on the button on the right, the chat window will appear. At the top there is a picture of a camera that can be used to start a video chat. If the exhibitor is not online, they will be notified of new chat messages when they log in. Missed videocalls will not be displayed. To exit the chat window, click in the space next to the chat window. For details on videocalls, see a separate chapter.



8) arrows on the sides - switch to the previous or next booth.

NETWORKING LOUNGE

- A common room for visitors to communicate with each other via videocall including chat. It is divided into 3 tables according to languages. The videocall is done through Jitsi Meets. A maximum of 50 visitors can be connected to one table at the same time. If you only want to chat, just turn off the microphone and camera.



AGENDA

- Congress program for download in PDF file.

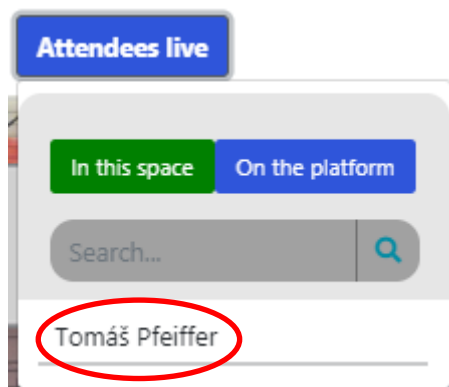
LOGOUT

- Log out of the 3D virtual Congress environment and return to the homepage <https://whc.itcim.org>.

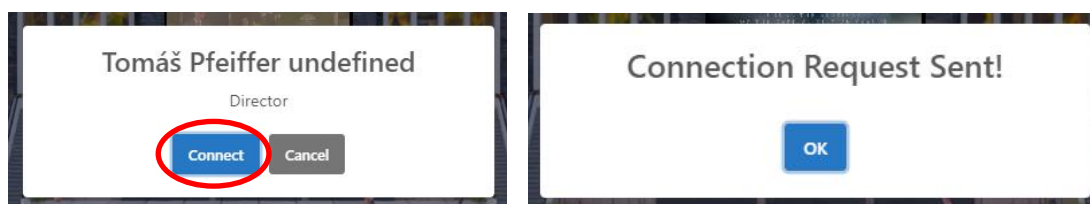
- Function menu on the top bar (appears only when the bottom navigation menu is expanded).



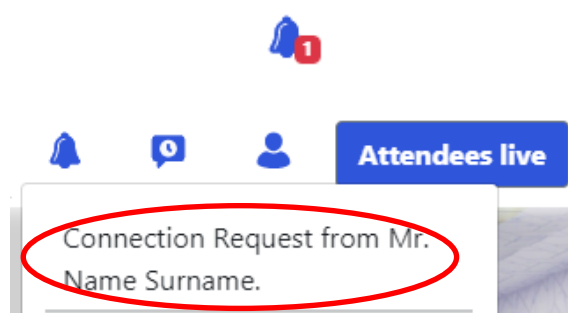
1) Attendees live button – Display of currently registered Congress visitors either in our space (**In this space** button) or in all spaces (**On the platform** button). The Search field helps search for a visitor by name.



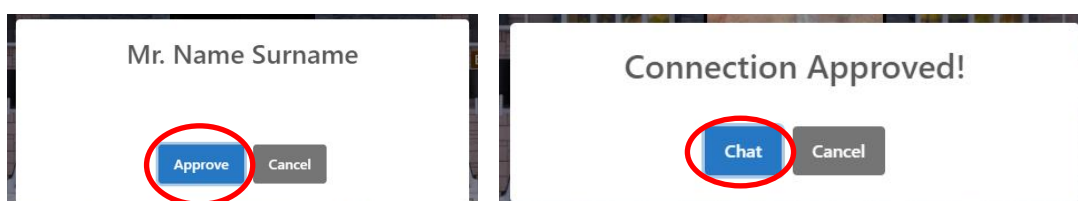
Clicking on the selected name will send the visitor a request to consent to contact via chat or videocall. Confirm **Connect** and then **OK**.



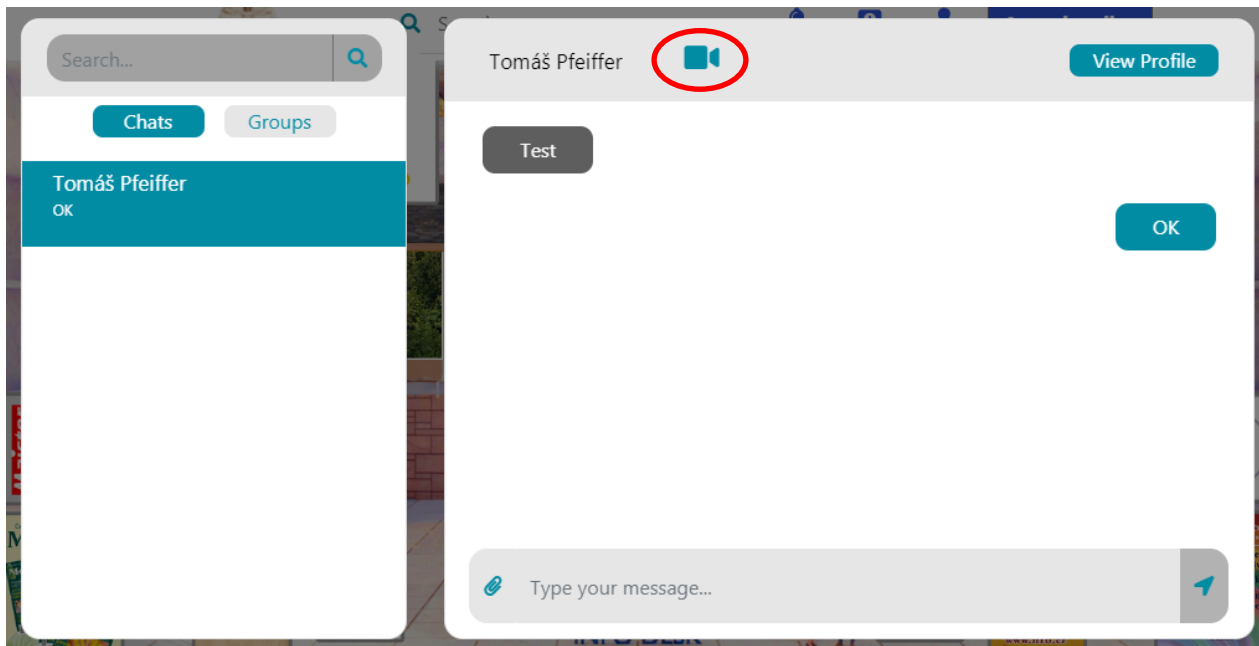
The addressed visitor will be notified by a bell icon in the top bar. Click on the bell to see who the contact request came from.



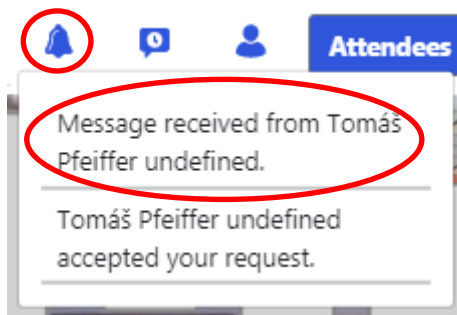
After clicking on the request, we can either confirm (**Approve**) or reject it (**Cancel**). Then click on the **Chat** button.



A window for chat or videocall will open using the camera button at the top.

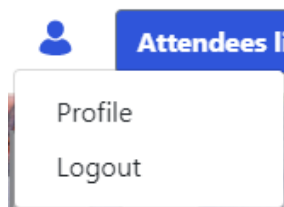


2) Bell 🔔 Notifications of new messages, contact requests, etc., are displayed with a red number in the bell button.

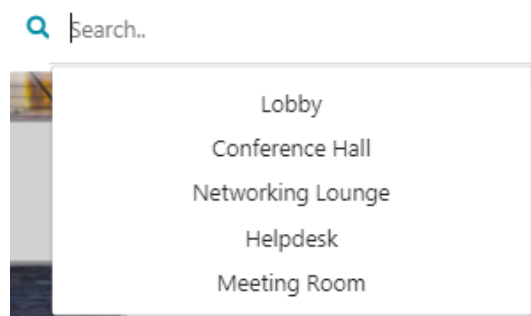


3) Chat 💬 - Activate the chat window..

4) User 👤 - View the user's profile (Profile). This is also where the contents of the briefcase can be downloaded, from where files can be added to the briefcase one by one at different locations in the 3D environment (e.g. exhibition boots). The Logout option is used to log out of the Congress environment.



5) Search - Search for available spaces by name



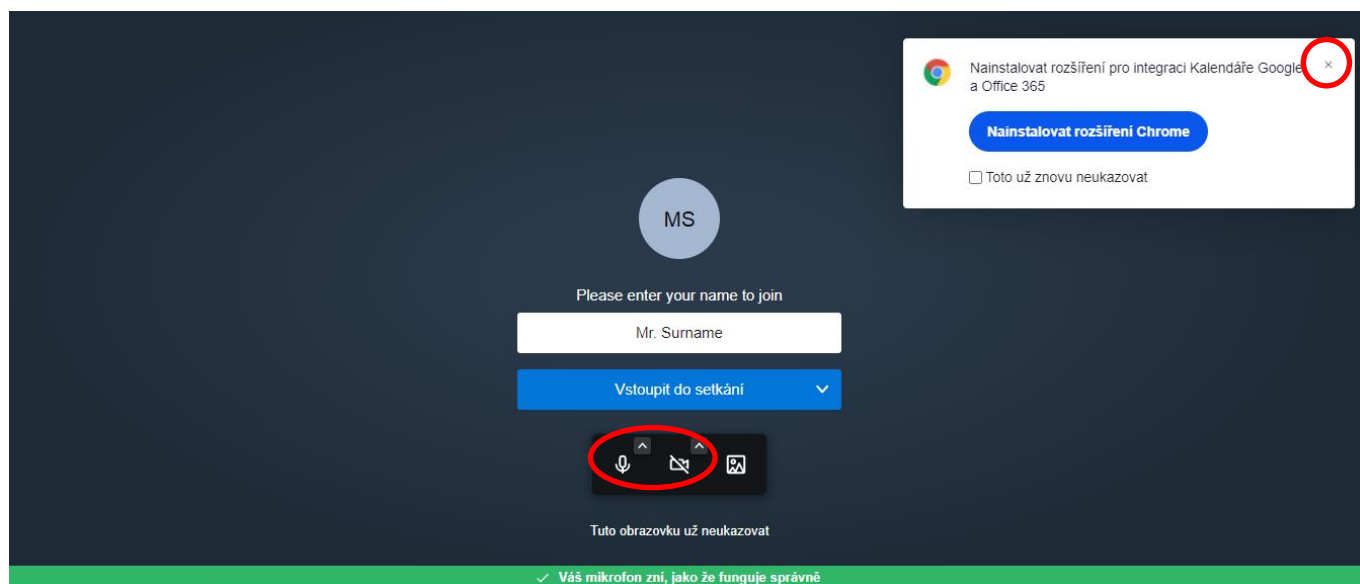
VIDEOCALLS

- Videocalls can be held:

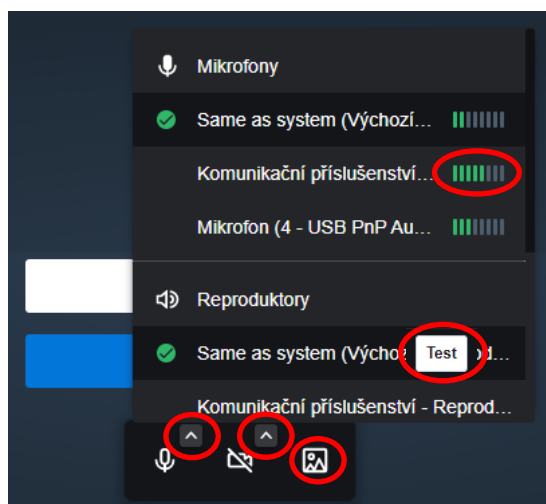
- 1) in the common room (Networking Lounge),
- 2) among Congress attendees,
- 3) with exhibitor representatives at the booths,
- 4) with poster representatives.

1) Communication in the common room (Networking Lounge)

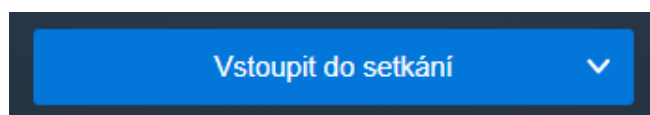
In the Networking Lounge, select a table with your language. A screen will open, at the bottom we can turn on or off our microphone and camera (if we just want to chat, we turn off the microphone and sound - the icons will be crossed out). The window at the top right for installing the extension can be closed with a cross.



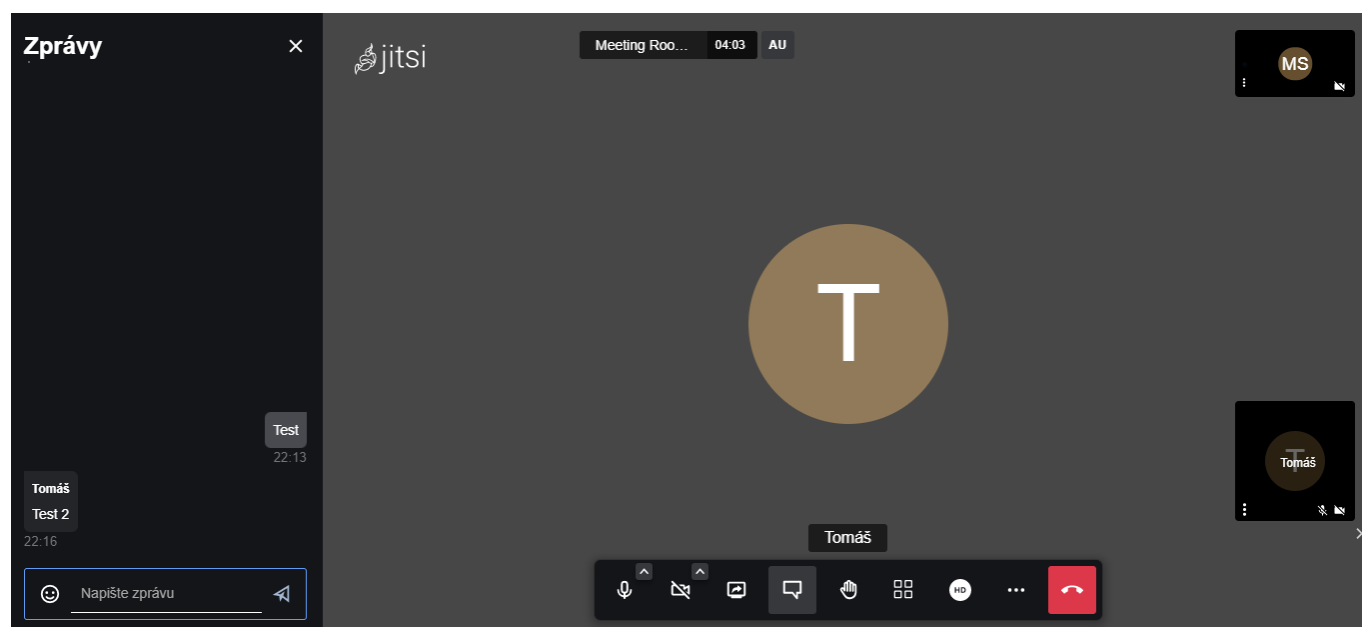
Use the arrow next to the microphone and camera icon to select the microphone and speaker and test them. Use the "picture" icon to set a different background behind you.



To start communication, click the **Join Meeting** button.



We can use the options to turn on/off the microphone and camera, to turn on/off screen sharing, to turn on/off the chat (on the left side of the window), the hand for the 'catch the eye', to switch the camera view of one participant or all at once, to set the call quality (HD) and to end the videocall connection.



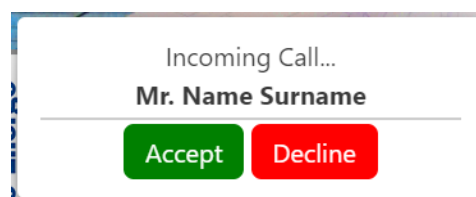
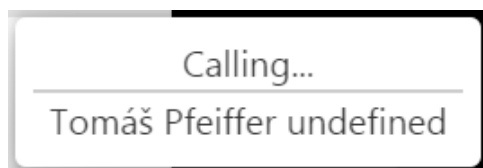
After the end of the videocall, it will take about 30 seconds to return to the 3D environment of the congress. You can speed up the return to the homepage by entering the address <https://whc.itcim.org/lobby> in your browser.

2) Communication among Congress attendees

We will establish contact with the selected attendee (by clicking the **Attendees live** button in the top bar). Then click on the camera icon in the chat as described above.



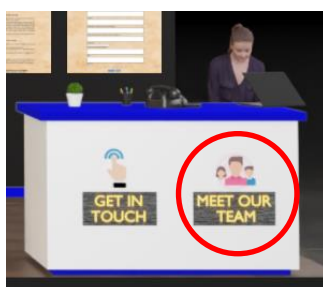
The call window will appear for the caller and the caller will be asked to answer the call, confirm with the **Accept** button.




Other functions of the programme are the same as in the common room (Networking Lounge).

3) Communication with exhibitor representatives at the booths

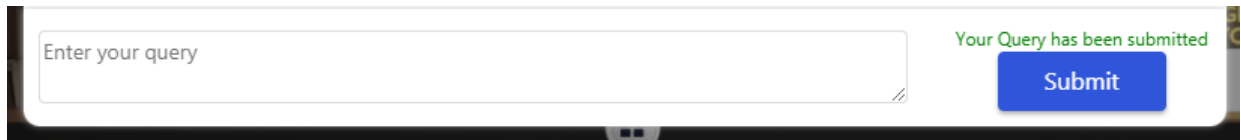
Exhibitor representatives can be contacted by chat or videocall using the **MEET OUR TEAM** option in the booth. Contact is established directly without approval.



| MEET OUR TEAM | | | | |
|----------------|-------------|----------------|-------|---|
| Name | Designation | Email id | Phone | Chat |
| TOMÁŠ PFEIFFER | DIRECTOR | info@itcim.org | 42 |  |

Note for exhibitors: For communication in the booth, the exhibitor logs in in the 3D environment with his login (e-mail address) at <https://whc.itcim.org> as a visitor. The communication procedure is the same as stated above. The exhibitor does not have to be present at the stand at all times, chat messages can be read later using the bell icon in the top bar.

The attendee can also write a question or response to the exhibitor's representative about the product in the Product Gallery in the booth. Chat is more suitable for faster communication.



A screenshot of a query submission interface. It features a text input field with the placeholder text "Enter your query". To the right of the input field, there is a green status message that says "Your Query has been submitted". Below the input field is a blue button labeled "Submit".

The booth representative will see your question in the booth manager and can contact you either via chat or e-mail.



A screenshot of a booth manager interface. On the left, there is a sidebar with navigation links: "Booth Data", "Booth Graph", "Booth Meetings", and "Product Queries" (which is highlighted). The main area displays a table of queries. At the top of the table, it says "Show 10 entries" and "Search:". The table has columns for "#", "Username", "Product Name", and "Query". There is one entry in the table. Below the table, it says "Showing 1 to 1 of 1 entries" and "Previous 1 Next".

| # | Username | Product Name | Query |
|---|-----------------------------|---|-------|
| 1 | info@platform2020prague.com | CZ - Alternativní medicína (CAM) ve světě | Test. |

4) Communication with poster representatives

Attendees can contact poster representatives by chat or videocall **using the chat icon after opening the poster**. Here, the contact is established directly without approval.

