

Welcome to the 2021 MSS Annual Meeting online!

This guide will assist you in navigating the 2021 virtual meeting. Please let us know if we've missed something or if you have questions. themss@themss.org

- 1. How to Find the Meeting
- 2. The Front Page
- 3. All Sessions
- 4. Searching "All Sessions"
- 5. Navigating the Individual Session Page
- 6. Using the "My Sessions" List
- 7. Navigating the Calendar Event
- 8. Using the Conference Schedule
- 9. Finding Plenary Speaker Information
- 10. Searching for Speakers
- 11. Your Profile

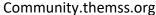
How to Find the Meeting

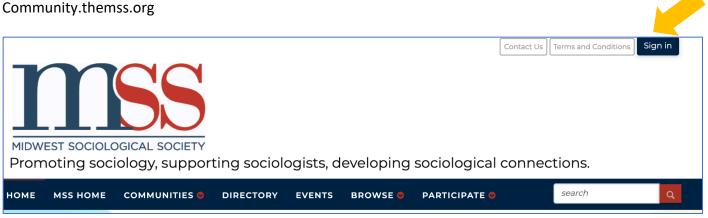
You can navigate to the meeting site either through our website or the MSS Community. You will need to log in to the MSS Community to access the full meeting. For best results, please do this before entering the meeting site.

NOTE: The two platforms, themss.org and MSS Community, are a single sign-on, so you will use the same login information for both. In fact, when you sign in to MSS Community, it will push you to the MSS website to login, then push you right back to MSS Community to continue.



-OR-





Once you sign in, you'll see a new menu item, "MSS 2021." Use this to get to the meeting!



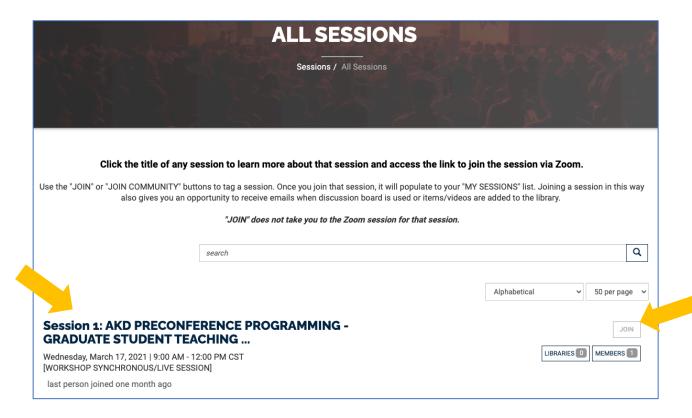
Navigating the Front Page



Here you see the front page of the meeting site. Below this area are more facts about the meeting as well as our sponsor information.

- **1 PROGRAM BOOK** You can find the printable program book, index of participants, and much more in this drop-down.
- **2 SESSIONS** This is where you will find descriptions of all sessions and an easy way to organize sessions you want to be sure to attend.
- **3 CONFERENCE SCHEDULE** Navigate here to find a calendar of sessions and access the links to all sessions and events.
- **4 SPEAKERS** Find the keynote/plenary speaker information here. You can also search all speakers in order to connect or email them with follow-up questions.
- **5 ONLINE COMMONS** Find information about our sponsors and supporters.
- **6 YOUR PROFILE** Here you can update your own profile. (**Do not** select "Leave this Community" in the "Settings" button or you will lose all access to the meeting!)
- **7 REGISTER** For those who have found themselves at the meeting site but not able to access session information, they can use this button to navigate directly to our registration form.

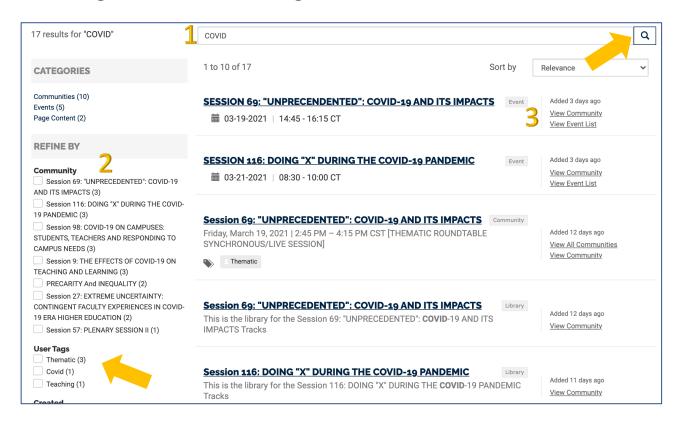
"All Sessions"



You will find all 147 sessions and any additional events or offerings in the ALL SESSIONS area.

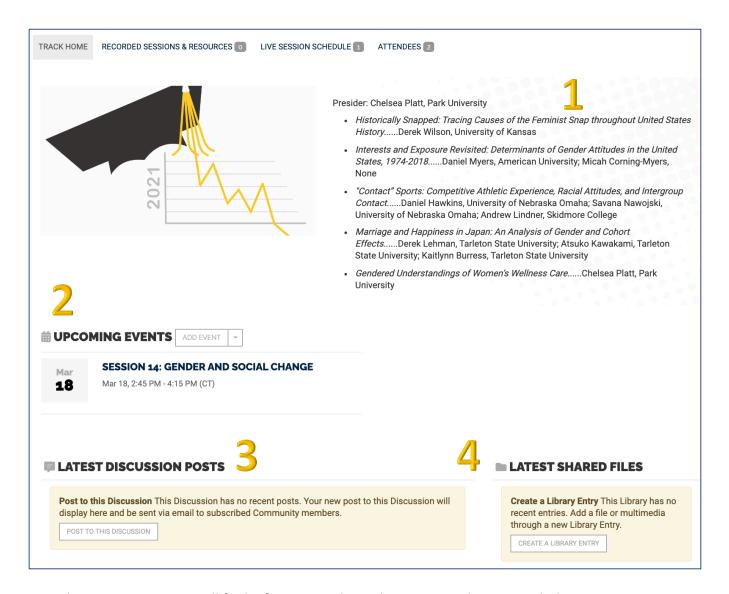
- Click the title of a session to learn more about the session, including the papers, authors, panelists and session descriptions.
- Use the "JOIN" button to tag a session. When you do this, those sessions will populate to the "MY SESSIONS" list (found under the "SESSIONS" menu at the top).
- "JOIN" does not take you to the virtual room for that session. You will find that link in the calendar item.

Searching the "All Sessions" Page



- 1 Type your search word(s) into the search bar. All results will populate below. *You can also simply select the magnifying glass button to return all sessions and activate the refining options on the left.
- 2 You can refine your search by a number of variants. Note the "User Tags" section. These tags serve as quick ways to find sessions by thematic categories (much like "Tracks" in the past).
- 3 Be sure that you look at the gray bar identifying what type of entry the result is so that you select the type of entry you want. A "Community" is interchangeable with a "Session." Most sessions will have a library and an event, while some will also have a discussion board.

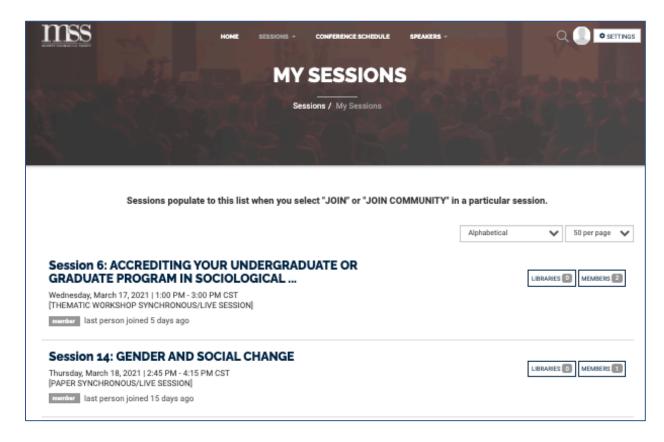
Navigating the Individual Session Page



In each session page, you will find information about that session. This may include a description (1), calendar event (2), discussion board (3) and library (4). Not all sessions will have a discussion board or library, depending on their structure.

Please engage with the authors by using the discussion board, especially in the asynchronous and poster sessions. The library is where you will find the recorded submissions for asynchronous and poster sessions, as well as any session recordings after the conference.

Using the "My Sessions" List



Again, by using the "JOIN" or "JOIN COMMUNITY" buttons, you will add sessions to your "MY SESSIONS" list. This will allow you quick access to the sessions you are most interested in attending. You may also select to be emailed when anything is added to the discussion board or library for a session you join.

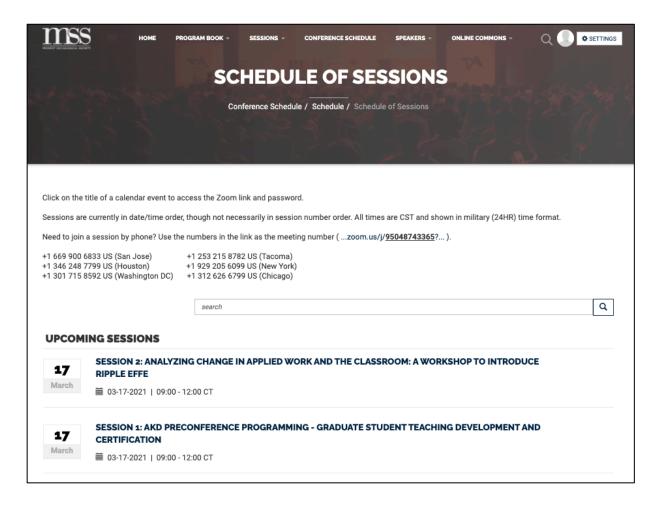
You do not have to "JOIN" a session in order to attend it during the conference.

Navigating the Calendar Event



Each session should have a calendar event. When you click on the header of the calendar event either in the session's page or in the Calendar of Sessions, you will see the above page type. Here, you will find the date, time and name of the session (1), a link and password for the live session (2), and an option to download this to your personal calendar (3).

Using the "Conference Schedule"



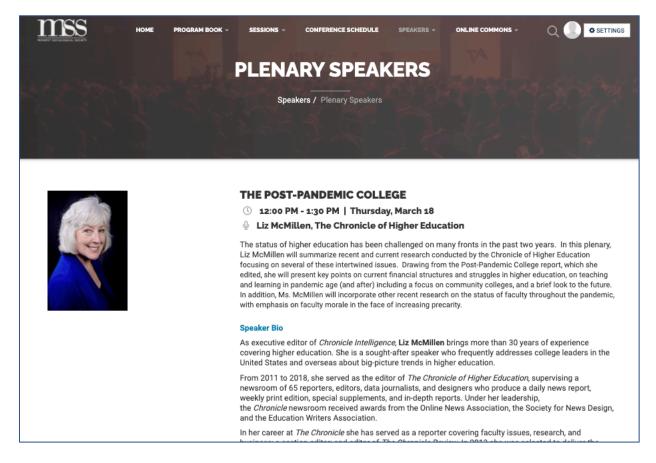
The Conference Schedule is a list of all calendar events in the conference. They are listed in date/time order, but not necessarily numerically by session. The system does this without our ability to alter it at this time, so our apologies.

Clicking on the event header will take you to the event's page. This is an alternate way to reach the same page you do when you access it through the sessions' page.

You can search the conference schedule like you do the sessions.

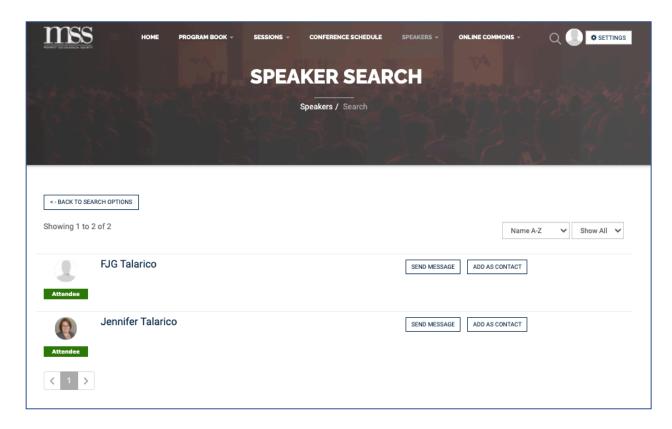
Note that you can join a session by phone. We have supplied those phone numbers above.

Finding Plenary Speaker Information



You can find all of the plenary speakers, their session information, and bios in this area.

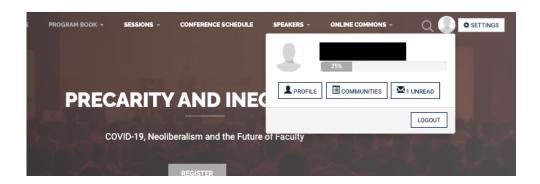
Searching for Speakers



You can search for conference speakers in this area. This will not result in a list of the various sessions they are in, but rather an opportunity to network with them. You can send them a message via email from this page or ask to add them as a contact to your MSS Community profile, much like you would in social media platforms.

Your Profile

Each attendee has a MSS profile. This is used as part of our membership system and the MSS Community. You can update your information at any time. Once logged in, you will find your profile information at the top right corner of the screen. Feel free to look around and add anything you would like others to know about you.



WARNING: DO NOT TOUCH THIS! YOU WILL LOSE ACCESS TO THE MEETING!

