

Attendee Hub User Tips (rev 2pm Nov 7)

Following are tips for using the Attendee Hub and making the most of your meeting experience. This information is not intended as complete instructions, more like noted exceptions to help you find sessions, build your schedule and better navigate the Hub. We appreciate your patience while AFS works around the Hub system limitations and finishes loading recordings!

1. Attendee Hub - is available for all Virtual and In-person meeting attendees and AFS suggests users access recordings in the Hub using a Laptop for a better user experience. Recordings will be available for 90-days after the meeting.
2. Home Page –
 - a. The “Happening Now” section will show one event for Saturday, since AFS is using Saturday as the day for listing all Virtual Sessions (recordings for those talks not also being presented in-person).
 - b. Other Sessions may be found by clicking the All Sessions menu tab at the top of the page and searching by day or, by using the Search field, Time or Category filters.
3. All Sessions –
 - a. This menu tab lists all Sessions (talks, papers and other events), including those being held only in person such as networking and AFS governance events.
 - b. Each Session Talk is formatted into a white box, with the time, the session name highlighted in blue, a brief description, the symposia / contributed paper status in grey, and a Join Session or Add link in top right.
4. Scheduling –
 - a. Click the Join Session or Add link to include an event in your schedule. The system will alert you if there’s a calendaring conflict, prompt you to view your schedule and ask if you wish to switch sessions if a conflict exists.
 - b. Click switch sessions to add the event to your schedule. Note: schedule conflicts arise when multiple events are calendared for the same time. Most conflicts will be on Saturday, where many Virtual Session Talks are listed for most of the day.
 - c. If you see Add instead of Join Session, it means this session has past or may have not been uploaded. You’ll still be able to view the session by clicking the title and clicking Replay. Feel free to Add the session for viewing later or review the abstract and author information, if the session is not uploaded or hasn’t begun.
5. Join / View Sessions -
 - a. After adding a Session Talk to your schedule, the system will take you back to the All Sessions list where you’ll see the Join Session link now shows a drop-down arrow, allowing you to view the session or remove it.
 - b. Click on Join Session or the hyperlink Session Talk title to view a recording. The recording will show up immediately if one’s been uploaded by AFS. If the recording is not there, try again, or check back later to view the recording. AFS intends to load all submitted recordings and is nearing the finish line getting these onto the Attendee Hub.

- c. In some cases, Sessions Talks may have not been submitted by the presenter and therefore will not be available in the Hub. We apologize for any differences between the Hub and other program schedules.
 - d. (New) Starting on Sunday, recordings become accessible at the time they are listed in the Program while Sessions Talks later in the day can be added to your schedule. Past sessions are viewable by clicking on its Title and hitting Replay.
6. Navigation- We suggest users gently scroll or page-down sessions lists, especially when on the All Sessions page, to keep the system from becoming unstable.

Please let us know if you have any questions or require assistance. Again, we appreciate your patience and wish you a wonderful AFS meeting experience! afsmtgmgmt@fisheries.org