Forté Forum Events: Know before You Go
Hopin Technology

Please review the below recommendations in order to get the most out of your attendee experience at the Forté Forum events in the Hopin platform.

- **Watch** a quick 3 minute video [How to Use Hopin as an Attendee](#)
- **Read** [Master the Attendee Experience](#)
- **Review** [How to Access an Event as an Attendee](#) After registering, open your confirmation email (“You’re In” email from Hopin) and click on the link to enter the event
- **Review** the [system requirements](#) and plan to set up your machine several days prior to the event. We recommend accessing Hopin via a desktop or laptop computer. A wired connection will be the most stable; therefore, you may wish to consider hard wiring your internet connection or having a wireless hotspot available. The Hopin Platform is best supported by the Chrome web browser. Check to make sure Chrome has access to your Camera and Microphone. Please feel free to review the [Mac set up video](#) and [PC setup video](#) in advance of the event. You are also able to test your local setup with the [Hopin Pre-Event Check](#).

**Quick Hopin Menu Tour:**
Once you enter the event, you will see the reception area. This is the information hub and lobby. There are 5 areas of Hopin:
- Reception
- Stage
- Sessions
- Networking
- Expo
How to access the Main Stage Presentations
Access the main stage presentations by clicking on the ‘stage’ tab on the left side menu panel. The presentations that are available will appear and simply click on one to enter the presentation.

Have questions for the speakers in the presentations? Type them in the stage chat for the presenters to answer during the Q&A portion.

How to participate in the School Presentations in the sessions tab
Access the school presentations in the ‘sessions’ tab on the left side menu panel. The different sessions will appear and simply click on one to enter the session. To move to a different session, click again on the ‘sessions’ tab on the left side menu panel and select a different session to enter. There will be two modes: watching and participating. To fully get the most out of your Forum experience, we recommend participating either via the session chat or requesting to go on screen and ask your question via audio or video to the session room host.

Watching
Watching is simple, just join any Session and watch the Speakers talk or engage in a dedicated Session chat on the right-side panel.

Participating
Clicking Share audio and Video or Ask to Share Audio and Video means you want to participate on live video — people will be able to see and hear you in the session.

Speaker controls
Once you are on screen, you will have the following Speaker controls at the bottom center of the Session:
- **Camera.** Toggles your webcam on and off.
- **Microphone.** Toggles your microphone on and off.
- **Screen share.** Opens a screen-share menu.
- **Settings.** Opens the hardware selection menu for you to choose the camera and microphone for this Session.

Plus, you can click on *Leave* at the top right corner to leave the Session at any time.

**Pin a speaker**
Attendees are able to pin a speaker to their screen by clicking the three dots by the speaker's video card, and then pin. This is especially useful when a speaker is sharing their screen and you want to make either the screen share bigger on the screen or the speaker.
To unpin the speaker, repeat the process.

**Expo**
The Expo area of Hopin is the exhibitor hall of the digital school booths at the Forums. To access the school booths, click on the expo/fair icon on the left hand side of the menu. Scroll through the list of schools and simply click on a school to enter their booth. There will be two modes: *watching* and *participating*. To fully get the most out of your Forum experience, we recommend participating either via the booth chat or requesting to go on screen and ask your question via audio or video.
**Participating**
Clicking *Share audio and Video* or *Ask to Share Audio and Video* means you want to participate on live video — people will be able to see and hear you in the booth.

**Speaker controls**
Once you are on screen, you will have the following Speaker controls at the bottom center of the booth:

- **Camera.** Toggles your webcam on and off.
- **Microphone.** Toggles your microphone on and off.
- **Screen share.** Opens a screen-share menu.
- **Settings.** Opens the hardware selection menu for you to choose the camera and microphone for this booth.

Plus, you can click on *Leave* at the top right corner to leave the booth at any time.

Please note that some school booths may have a pre-recorded video such as YouTube, Vimeo, Google Slides or Wistia to play On Demand in the absence of live representative.

*Remember there is no limit to the number of school booths you can visit, so please feel to explore all the schools at the event.*

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**Networking**
You are encouraged to meet and engage with other candidates and school reps during the 1 on 1 networking portion of the event.

Click on the ‘*Networking*’ icon on your left side navigation, once in the networking screen, click join and this will randomly connect you with another peer or school representative. This is a great opportunity to build a responsive and engaged network!
Let’s Chat
There are multiple chat channels in online event on the Hopin platform. Each one serves a different purpose.

- **Event chat** — global event chat where all participants can post messages.
- **Stage chat** — chat with a Stage-related discussion all attendees have access to.
- **Session chat** — each session in Sessions has dedicated chat rooms. Attendees who are off-camera can chat to interact with people on camera and vice-versa.
- **Booth chat** — like Sessions, each booth has its own chat for group discussions and interaction.
- **Meeting chat** — in Networking, a private 1:1 chat channel is available to the participants.
- **Backstage chat** — the Backstage has its own chat for speakers and staff to communicate privately. It is only accessible through the Backstage link.
- **Direct messages** — anyone can send messages to an individual at an event on Hopin via DMs in the People tab. To send a DM, find the person you wish to chat with in the People tab, click their profile photo, and send a direct message to them.