

Online Northern Conference

Registering for InEvent

In order to take part in Northern Conference, you will need to register on the InEvent platform, on which the Conference will be hosted. If you have been nominated as a delegate by your branch/district, you will receive an email link inviting you to register for InEvent. (This email will come from an @ineventmail.com email address, rather than an INTO email address.) **You must open the email and fill in the required details.** When you have filled in your details and clicked 'Register' you will be sent a unique link that will allow you to access the online Conference.

Best internet browser to use

The platform will run on the web browser on your computer/device. Google Chrome (Mac/PC) 56 or newer is the preferred browser for InEvent. For the best experience, you should use Google Chrome to access Congress. Other compatible browsers are:

- Firefox (Mac/PC) 44 or newer (recommended alternative)
- Safari (Mac) 11 or newer (recommended alternative)
- Chrome (Android) 80 or newer
- Safari (iOS) 11 or later

Please note that Internet Explorer is **not** compatible. If you use Internet Explorer, you should download another browser before the Conference starts to avoid issues.

Test your access

We recommend that you test that you can access the InEvent platform in advance of the Conference. The platform will be available to access from 21 May. If you are having difficulty accessing the platform, please email northernconferenceIT@into.ie and our IT team will assist you in getting connected.

Virtual Lobby

Your unique link will bring you to the Conference 'virtual lobby' where you should see the day's sessions laid out on the left side of the page. A video guide to the platform will be available at the top right of the screen and you should watch this before the Conference starts to help familiarise yourself with the platform. You enter a session by clicking on it and leave it by selecting 'back to lobby' in the top left of the screen when you are in the session.

We recommend that you log on to the platform in advance of 9.30 am on Tuesday 25 May. Trade exhibitors will be available in advance of the Conference beginning. INTO staff will ensure the site is ready for visitors from 8.30 am.

Trade stands and tech support

You can visit our trade exhibitors' virtual stands in the top right of the lobby. Our IT team will be on hand once the Conference starts to assist you with any technical issues you might have once on the platform. (For example, if your speakers or microphone are not working).

Voting

Voting at the Conference will take place within the InEvent platform. Once you are in a session, you will see the 'polls' tab on the top right-hand side of the page (see picture below). Click on this to access votes during the session. We recommend that you leave this tab open during sessions to ensure that you can vote on motions as they arise.

