

49th

Joint Planning
Law Conference
Oxford

www.jplc.org

17 September 2021

9.30am until 4pm

Online

Hopin Conference Platform Handy Tips

#JPLCOXFORD



The Law Society

We are running this year's JPL conference on a platform called Hopin, which is a virtual venue with a main stage and the option to network.

You will have a chance to visit the '**Expo**' area where there will be expo booths from some of our supporters and a soundbite booth.

There will also be time to '**Network**' during the live event.

Here are some useful Hopin platform tips below.

HANDY TIPS:

■ Desktop (Recommended Option)

Currently, Hopin online events platform is fully compatible with Desktop (web) on the following browsers updated to the latest version:

- Google Chrome
- Mozilla Firefox
- Microsoft Edge (chromium version on Windows 10 only)

We recommend running a desktop browser for the best and seamless experience across the Hopin platform.

Note: Other independent browsers that accept webRTC technology may be compatible.

- Safari is not fully compatible for video on desktops
- Internet Explorer and Microsoft Edge (Non chromium) are not compatible on desktops

Hopin recommends Chrome and Firefox browsers.

■ Mobile (A good back-up)

Events on Hopin can be accessed by attendees on mobile devices (phones and tablets) on the following browsers:

Android

- Google Chrome
- Mobile App

iOS, iPadOS (Apple)

- Safari
- Mobile App

Note: No downloads are required for the web browser, however, **downloadable apps** for mobile devices are the best experience for watching an event (**visit the App Store and download the Hopin App**).

- > Make sure you have a good internet connection.
- > Better viewed on a desk top device.
- > On Hopin, you can see the full programme including what is happening in real-time on the Reception page. To view the plenary session, click on "Stage".
- > Add your organisation in your profile tab in the same field as your surname; e.g. Jones, JPLC or Fleming, BT.
- > If you are using your camera/audio — don't forget to click "share audio and video" — you may have to go to your settings to allow to share.
- > Sometimes issues can be solved by logging out and logging back in again or refreshing the page.



ADVANCE ACCESS TO LOOK AROUND / TECHNICAL HELP

- > You will be able to log on to the event, check your access and have a look around from 2pm on Thursday 16 September.
- > If you have any connection problems on the day, you will have access to speaker presentations to view post event.
- > If you are unable to access the actual platform please email Hopin Support at support@hopin.com (screenshots are helpful).
- > **‘Support Team’ on the day- Hire Frequencies**
If you are in the event and need technical help, click on the “Event Tab” on the right of the screen, then the “People Tab” and look for **‘Support Team’** (our own technical support for the day - Hire Frequencies) - send them a message during the event and they will try and help.
- > Technical email help on the day from Hire Frequencies by email (please send screenshots as again always helpful):
productions@hirefrequencies.co.uk

MAIN STAGE – PLENARY SESSION

- > You will be able to ask the speakers questions via the Q&A tab during the Q&A.
- > You will also be able to upvote questions that have been asked so the most popular are answered first.
- > You will be able to participate in the polling taking place.
- > You will be able to see a list of people watching the main stage.

‘EXPO’ BOOTHS

- > You can visit the ‘EXPO’ before the conference during the lunchbreak and at the end of the day. Some of our supporters’ information can be found here.
- > If any of the expo booths are being hosted in person (rather than just providing information) you can join with audio and video and speak directly with whoever is in the booth by sharing your camera and audio. Please be aware everyone watching the booth can listen to your conversation.
- > **JPLC Soundbites Booth:** You can watch/listen to some opinions from:

Angus Kerr, Chief Planner & Director of Regional Planning Directorate, Department for Infrastructure

Zenab Haji-Ismail, Principal Planner at London Borough of Hillingdon

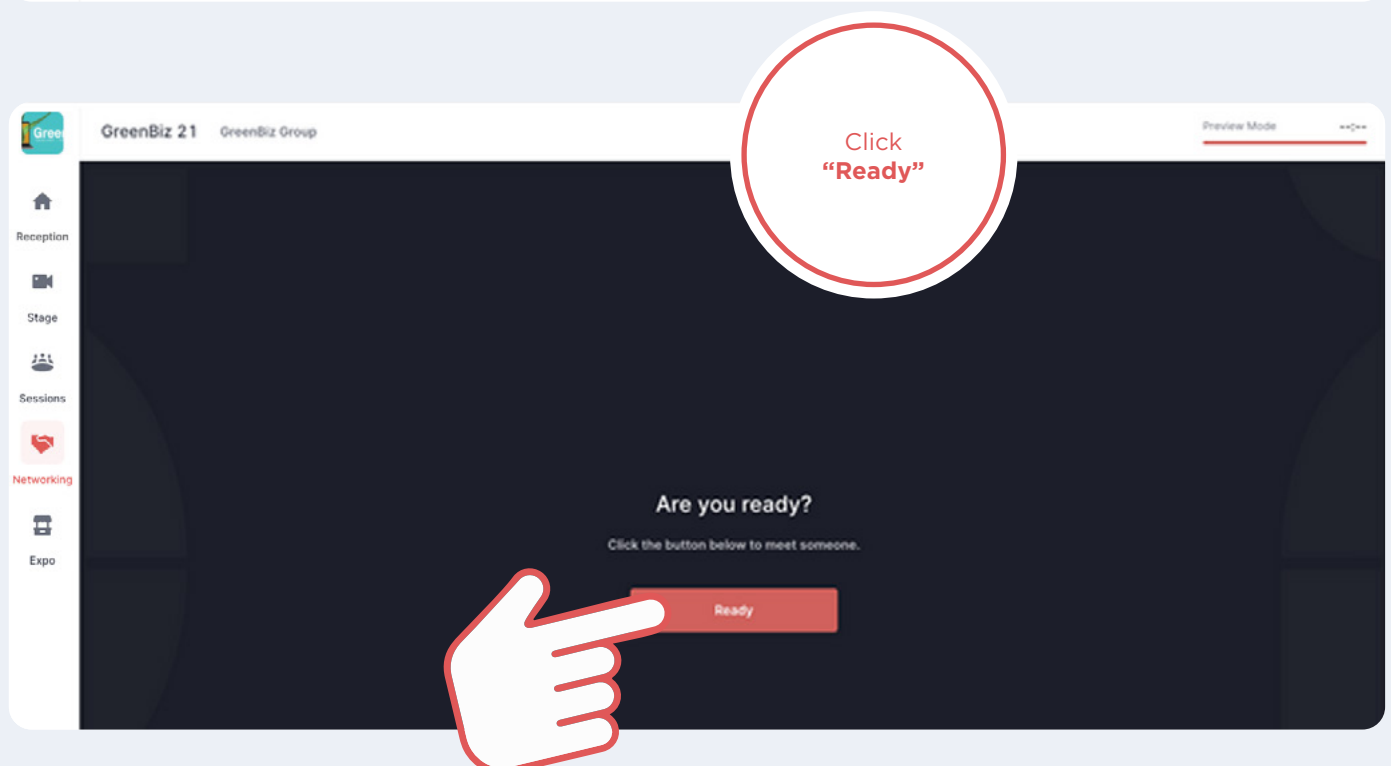
Naomi Luhde-Thompson, Director, Rights: Community: Action

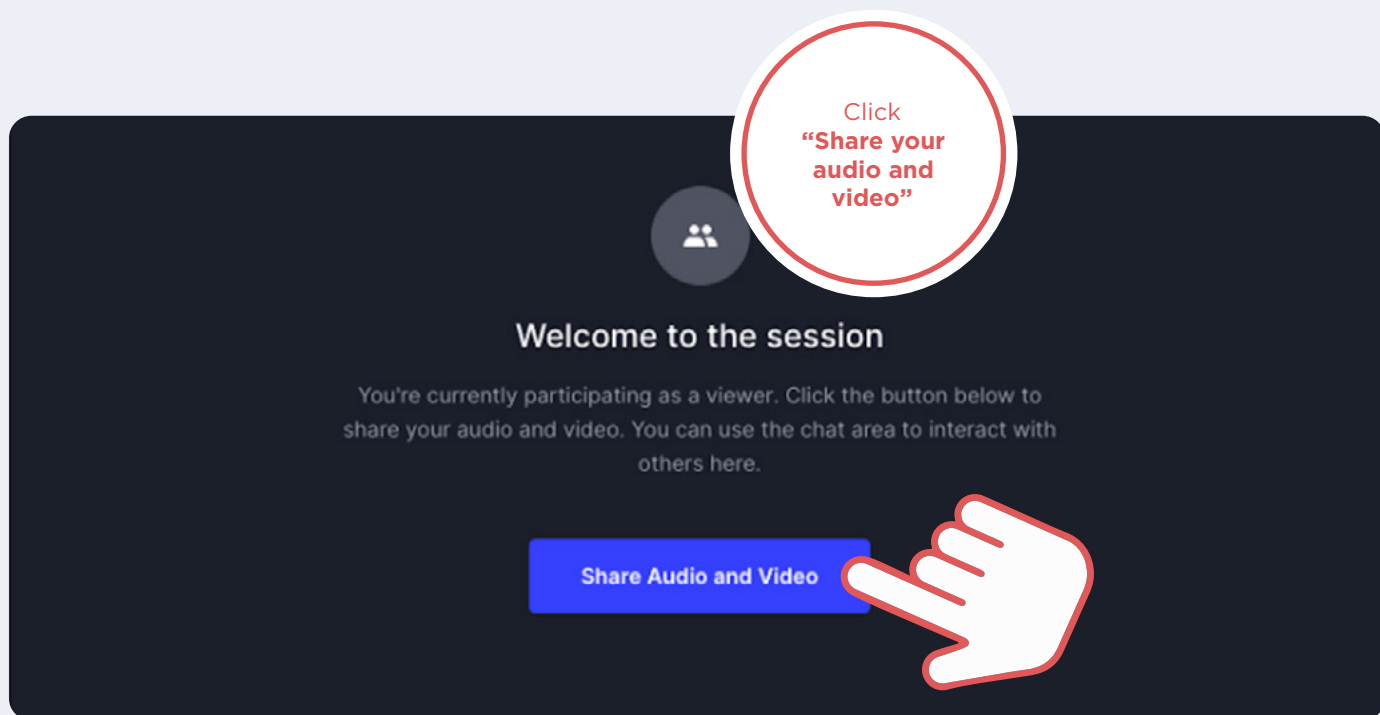
NETWORKING

Build your profile and link your social media accounts “**profile**”.

- > Connect and network with other attendees.
- > Join the networking room with camera and audio and you will be randomly paired with another in there for a 3 mins chat. You can leave at any time. When the time expires the meeting ends.
- > Arrange live chats with camera and audio with other participants.
- > Networking is available during morning registration 9:00 - 9:50 am; during the lunch break then again at the close of the day.

■ How to Use the “Networking” Feature





You will be paired with another attendee who will join you on screen

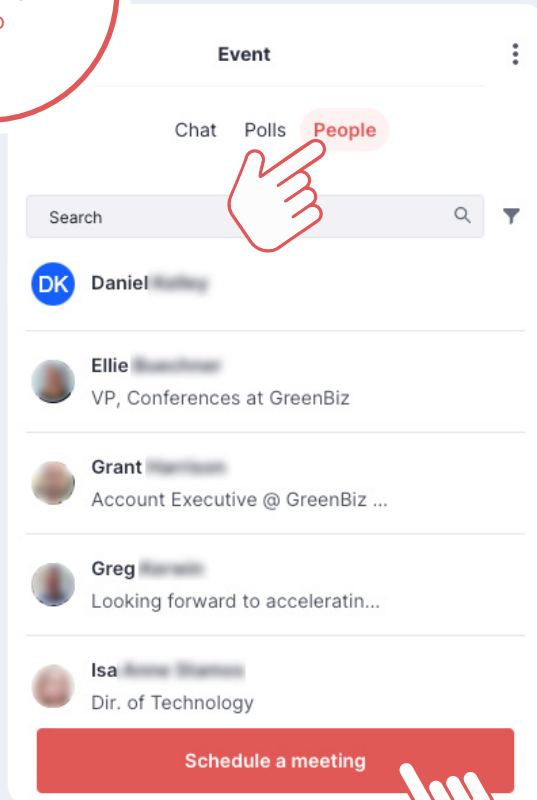
Click “Connect” to exchange info

Once in the networking meeting, a blue “Connect” button will appear at the bottom of the screen. This button allows participants the ability to quickly and easily exchange contact information, like exchanging business cards at a physical event. If both participants click Connect, a connection registers. When a connection registers, both people will see the other’s contact info on the Connections tab of their Profile.

Note: You cannot extend the time of the video call, but if you’d like to continue the conversation, click the “People” tab on the right side of your screen and direct message them or invite them to a video call

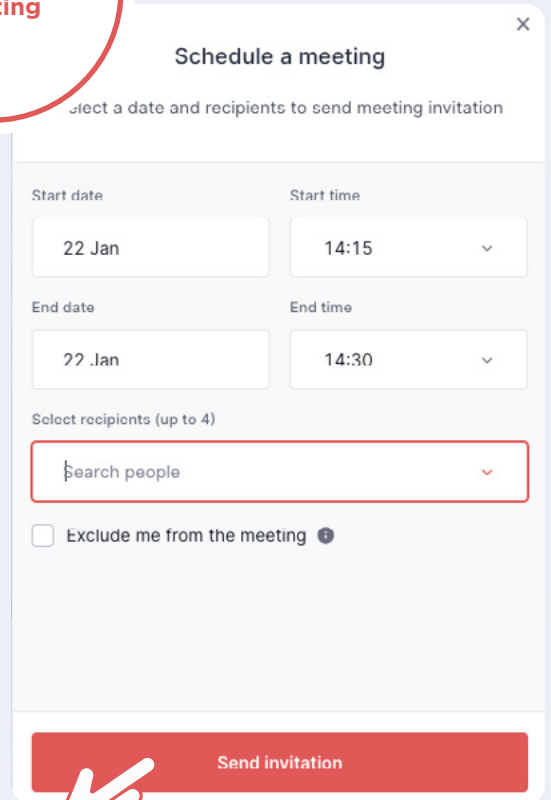
■ How to Schedule a Meeting with other Attendees

Click the
"People"
tab



And click the "**Schedule a meeting**" button. You can also scroll through the list of attendees or search for a specific person in the search bar to schedule a meeting.

Schedule the
meeting

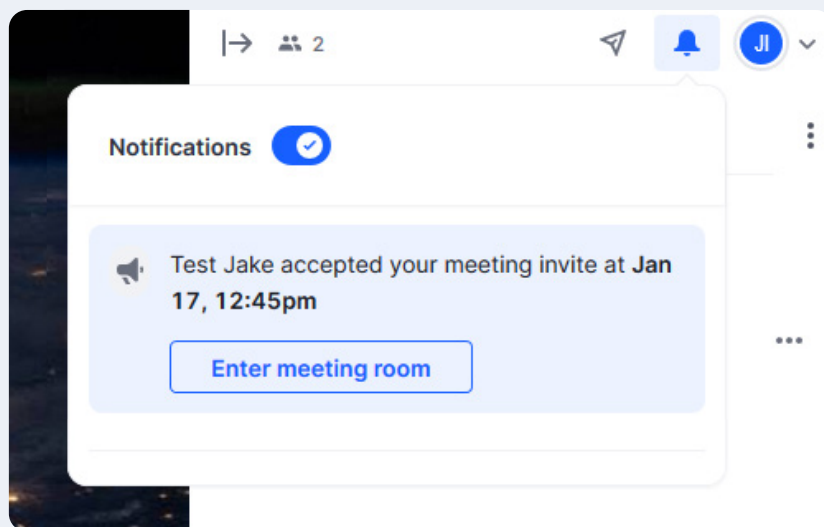
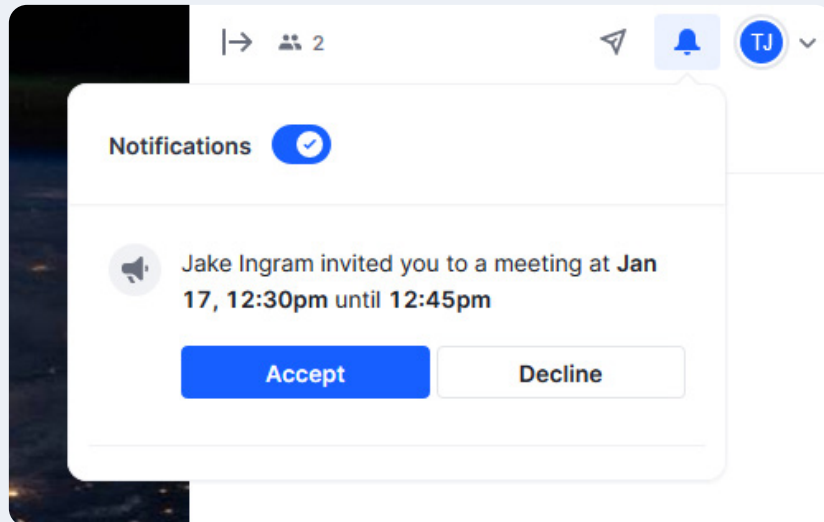


Select the date and time for your meeting and invite **up to 4** attendees to your meeting.

Once you have your meeting set up, you are able to send the invitation.
Please note this only works while the event is Live.

What happens after I send the invite?

Attendees will be able to accept or decline invitations from the Notifications icon:



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After the attendee(s) respond to your invite, you will receive a notification.

If accepted, you will be able to enter the meeting room 5 minutes before the scheduled time to get ready: