A guide to using the Virtual Meeting Platform
Accessing the meeting platform – first-time logins

You should have received an email with instructions for setting up your account. This message will be sent to the email address associated with your meeting registration.

In this email Click the one-time CLICK HERE link to activate your account and follow the instructions to set up a password. You will continue to use this password to access your account.

If you didn't receive the welcome email, check your spam box.
Accessing the meeting platform – 2nd time log in after activating your account from the personalized email

Access the platform via the website: https://psynom21.ps.showcare.io/

Enter the email address affiliated with your meeting registration and the password you chose when activating your sign in account.
Setting up your Profile

Complete your PROFILE and review your privacy settings. This will make you more visible to other attendees and improve your networking experience.
Navigating the Meeting Platform

Left-Hand Blue Navigation Menu
Click to expand/collapse the menu. Shortcuts to all important meeting features are here, including the Full Schedule, FAQs, Program, Poster Hall, etc.

Search Feature
Search for content in the site using the search icon on the upper right-hand side of the screen.

Making Connections
Your inbox is where you can receive private messages from other meeting attendees.

To send a private message, select “Participants” from the Left-Hand Blue Navigation Menu. Scroll or search by name, then connect or send a message.

You receive notifications when someone accepts your invitation to connect, invites you to connect, sends you a private message, or initiates a video call.
Platform Features – Participant Directory

- Search for attendees by name using the search box on the right-hand side of the screen.
- Click the “add” icon at the bottom of the attendee’s profile card to connect with that person. You will receive a notification once the attendee accepts your request.
- You will then be able to send direct messages or schedule a one-on-one video call.
See all sessions on the Full Schedule page. You can toggle between these views: Daily and All Days. Session are listed in U.S. Central Time (CT).

You can convert the times in this schedule to your time zone by clicking the “Convert to my time zone” button. This will convert the session times on this page to your local time zone*. The times listed throughout the rest of the platform will remain in U.S. Central Time.

You can click on sessions you want to attend and Add them to your Personal schedule. You may also click Add to Calendar to download an .ics file for your personal calendar apps.

To see the session’s you have added to your personal calendar, click on Personal. To switch back to the full schedule, click on Daily or All Days.

*The times are only converted on this Full Schedule page, not the entire platform.
Program

All Sessions are available under the Program page. Clicking on an individual session will take you to the session detail page, the session content link include more information, including the session abstract and handouts (if provided by presenter).

The Start Session button will activate once the session begins.
Click on Start Session to open the Zoom Webinar in progress.
Affiliate Meetings

Affiliate Sessions are available under the Affiliate Meeting page. Click on a session to view more information and to join the session once it begins.

Additional session content is also available on each session page.

The Start Session will activate once the session starts.

Click Start Session to join the Zoom Webinar in progress.
Sessions take place in Zoom Webinar format. Attendees should only ask presenters questions via the Q&A and will have the ability to engage in chat with other attendees.
All posters and abstracts are available within the platform.

**Click on a poster to view the abstract, poster** (click on image to enlarge in a new window), and **video recording** (where applicable*). You can also chat with the poster presenter from this page.

**Follow** specific posters to receive updates from the presenters.

**Poster Sessions on 11/5 & 11/6** will take place in our networking platform – Remo. Join these sessions via the **Join a Poster Session** on this page. Presenters will be seated at a virtual poster table, and attendees will be able to move around the event and once in an event move to the other poster halls to view posters and chat with poster presenters.

*Poster presenters were also given the option to upload a video recording of a poster presentation.*
Community Q&A

An open forum where you can raise topics, post questions, or join conversations that are important to you.

- Click “Ask Question.”
- Write your question in the box labeled “Title.”
- Click Submit

Browse through questions or use Search to find relevant questions. You can upvote interesting questions, topics or replies.

If you need staff or technical support, please use the Chat Box located on the lower right-hand side of the screen. The Community Q&A is an interactive space between meeting attendees only.
Play The Game

Complete activities listed on the Game page to earn points and a chance to win prizes. Several of the activities allow you to earn points multiple times a day. Play the game for your chance to win one of five great prizes!
Additional Questions

You can access the Platform Help Desk by clicking the chat widget in the bottom right corner of your screen for assistance with the platform. This chat will be staffed during the following hours:

- Thursday, November 4, 2021: 7:00AM -10:00PM
- Friday, November 5, 2021: 7:00AM -7:30PM
- Saturday, November 6, 2021: 7:00AM -7:30PM
- Sunday, November 7, 2021: 8:00AM -12:00PM

You can contact Psychonomic Society staff at:

Email: info@psychonomic.org
Phone: +1 847-375-3696
Office Hours: Monday - Friday, 8:00 a.m. to 6:00 p.m. CT