BICSI WINTER
Conference & Exhibition

Hybrid Event • Orlando, Florida, USA • 30 January - 3 February 2022

Leading the Future for the Connected World

Live Dates: 30 January - 3 February
On-Demand: 1 February - 3 March

Bicsi®

Navigating the Virtual Conference

Navigate Your Way Through a Totally Immersive Experience

Virtual Online Event is 1 February – 3 March

Note: The in-person registration fee also includes admittance to the virtual conference.
All content is available up to 30 days post-conference for both virtual and in-person attendees.

Have your best possible virtual experience at the 2022 BICSI Winter Conference & Exhibition by knowing your way around the conference platform. This guide will explain where to go and how to get there.

LOGGING IN

Virtual attendees may begin logging in to the vFairs event platform beginning at **6:30 a.m. Eastern Standard Time (EST) on Tuesday, 1 February.**

Type in the URL **bicsiwinter.vfairs.com** in the address bar of your browser to attend the virtual event.
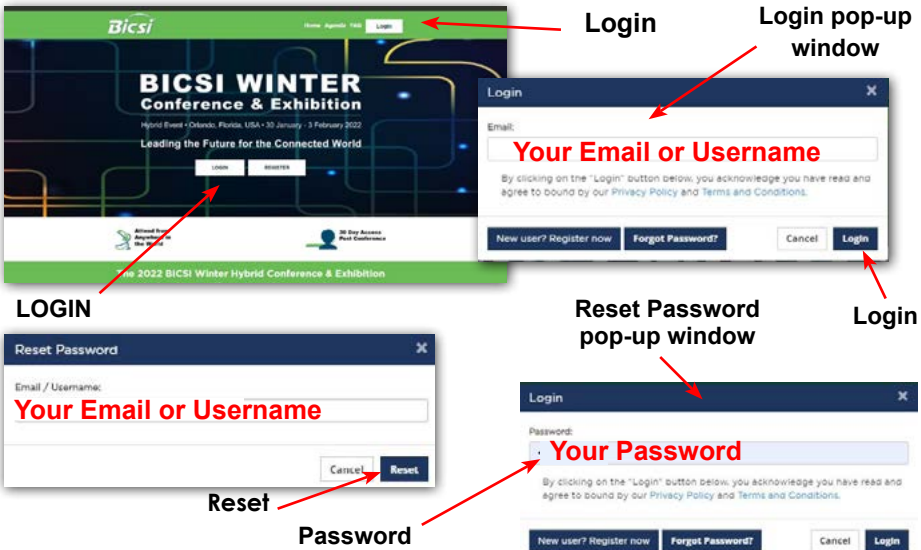
bicsiwinter.vfairs.com

We recommend that you use either *Google Chrome, Safari, Firefox,* or *Edge* for best performance.

Full Conference Attendees: You should have received an email from **customerservice@bicsi.org** containing your username and password for the vFairs event platform. Click **"LOGIN"** in the middle of the page. When a pop-up window appears, enter your registered email. Then, on the next window, you will be asked for your password. Click **"Login"** on the pop-up window.

Reset Password: If you have forgotten your password, click on **"Forgot Password"** in the **"LOGIN"** pop-up window. Enter your email address in the next pop-up window, then click **"Reset".**
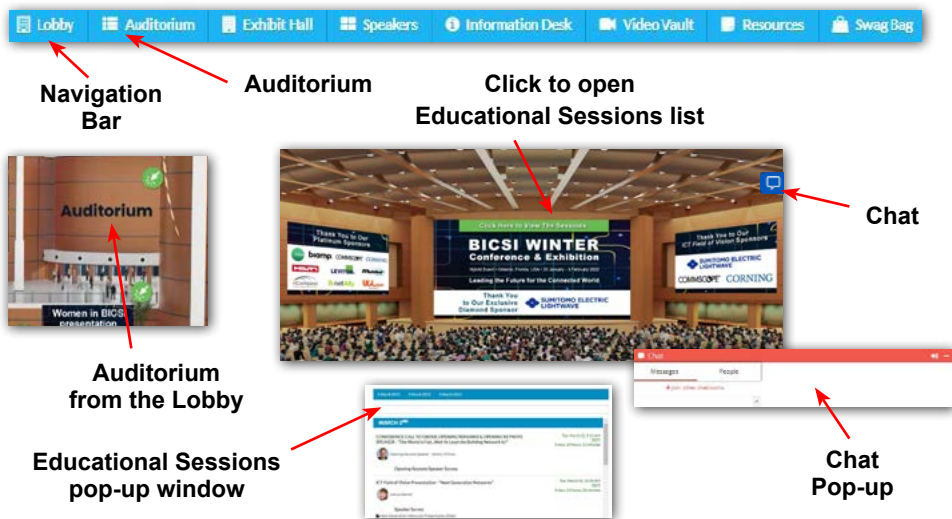
Login

Login pop-up window

Your Email or Username

LOGIN

Login

Reset Password pop-up window

Reset Password

Your Email or Username

Your Password

Reset

Password

EDUCATIONAL SESSIONS

Click **"Auditorium"** or **"Watch Sessions"** on the lobby floor or **"Auditorium"** in the top navigation bar to view the conference presentations. Click on the screen in the center to open a pop-up window. In the pop-up window, choose from the list of videos by clicking **"Play".** Conference sessions will be available at the time they are scheduled and for viewing later—up to 30 days after the close of the event.

Navigation Bar

Auditorium

Click to open Educational Sessions list

Chat

Auditorium from the Lobby

Educational Sessions pop-up window

Chat Pop-up

LIVE CHAT

To view when a representative will be available for live chatting, click **"Chat"** under the booth. If a representative is available for live chatting, you will see their name in the **"Users Online"** box. To initiate a live chat, click **"Chat Now"** next to the representative's name. A pop-up window will appear at the bottom of your screen or in a new tab where you can begin typing. You can also directly chat with anyone online one-on-one by clicking on their name. In addition, you can click on the blue **"CHAT"** icon to the right of the screen, below the toolbar.
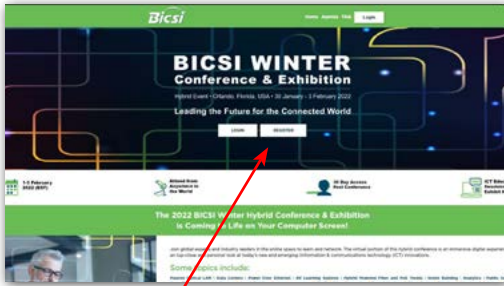
HELP DESK

In case you have any technical questions, please visit the Info/Help Desk from the Lobby floor or by clicking **"Information Desk"** in the top navigation bar to talk to the technical reps available online to help you.
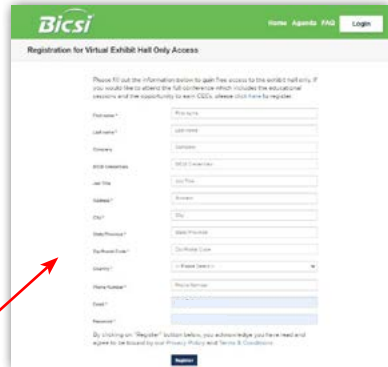
Chat

Info/Help Desk from the Lobby

Info/Help Desk

Chat Now

Exhibit Hall Visitor Registration: Click **"REGISTER"** in the middle of the page. Fill out the registration form and click on the **"Register"** button to submit that information. You will receive a confirmation email once your registration is successful. Make a note of your email and password for future reference and use your login and password to access the Exhibit Hall. **NOTE:** Exhibit Hall Visitor Registration is a complimentary pass into the Exhibit Hall only.

REGISTER

Registration Form
pop-up window

Register

LOBBY

Once you have successfully logged in, the virtual experience awaits you!
From the lobby, you can navigate to the Educational Sessions, Exhibit Hall, Networking Lounge, and other areas as shown on the navigation bar, or click directly on the icons and room entrances.

Navigation Bar

Watch Educational Sessions

Agenda

Meet The Speakers

Exhibit Hall

BICSI Store

Auditorium

Chat

NEW! 8th Edition *ITSMM*

BICSI Theater

BICSI Cares

Women in BICSI

Training, Publications, & Credentials

Info/Help Desk

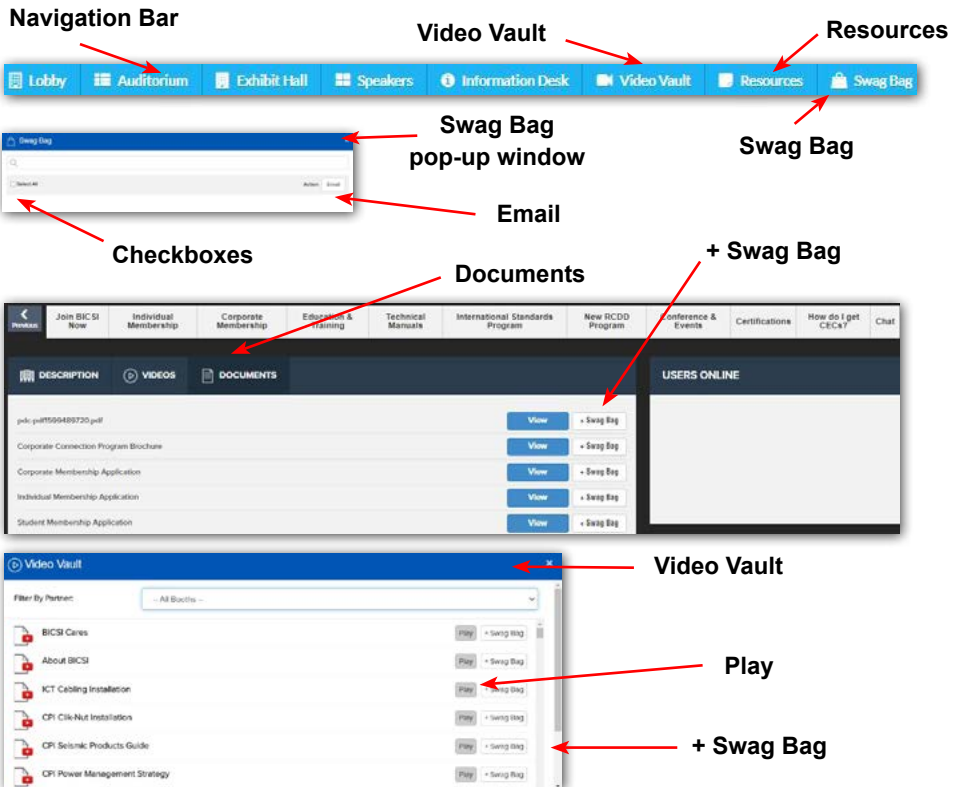Membership & Volunteer Community

Awards Banquet

SWAG BAG

The **Swag Bag** is your virtual briefcase. As you go through the event, you can add documents to your personal **Swag Bag** for future viewing up to 30 days after the end of the conference. To view available documents, click **"Documents"** under the booth. Add documents to your **Swag Bag** by clicking **"+ Swag Bag"** to the right of the file. Once an item has been added, the button will read **"- Swag Bag"** to show it was successfully added. You can also access documents by clicking on **"Resources"** in the top navigation bar.

To access your **Swag Bag**, click **"Swag Bag"** in the top navigation bar. Documents in your **Swag Bag** can also be emailed. While in your **Swag Bag**, simply click on the checkbox next to each document and click on **"Email"** to the far right in the pop-up window. You will be emailed a link where the files can be downloaded.

VIDEO VAULT

In addition to viewing videos within each booth, they may also be accessed from the top navigation bar. All videos available in the event will be listed here alphabetically. You can search by scrolling through the list, or by using the search bar at the top. Click **"Play"** to view the video.
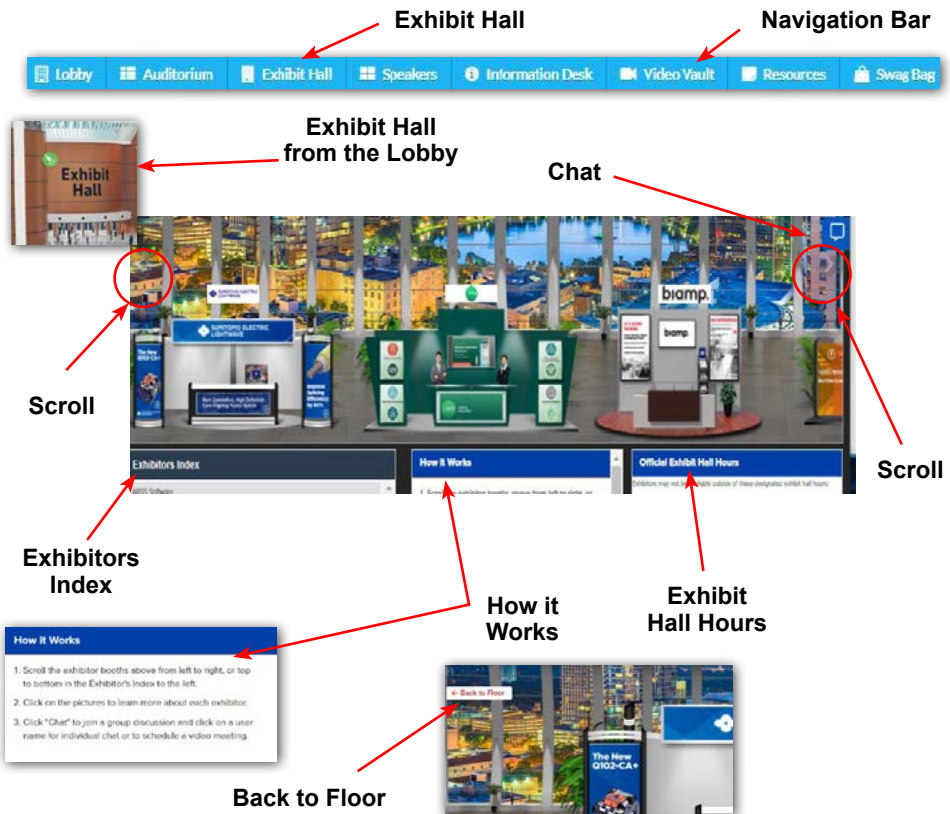
Navigation Bar

Video Vault

Resources

| Lobby | Auditorium | Exhibit Hall | Speakers | Information Desk | Video Vault | Resources | Swag Bag |

Swag Bag pop-up window

Swag Bag

Email

Checkboxes

Documents

+ Swag Bag

Video Vault

Play

+ Swag Bag

Navigating the Virtual Conference

EXHIBIT HALL

Click **"Exhibit Hall"** on the lobby floor or in the top navigation bar to begin visiting each vendor booth. There are two options to visit booths: **1.** Scroll left or right in the **Exhibit Hall** and click on booths. **2.** Use the **Exhibitors Index** in the bottom left to choose booths listed alphabetically.

IMPORTANT: To visit the next booth, click **"Back to Floor"** in the upper left side of the screen to return to the Exhibit Hall.

There are so many ways to interact, build your knowledge, and grow your networking base at the 2022 BICSI Winter Conference & Exhibition – and you can do it all virtually! Enjoy your experience.