Hopin training sessions will be held on:

Wednesday 13th October at 4 pm CET

Thursday 14th Oct at 10 am CET

Friday 15th at 3 pm CET

Monday 18th at 11 am CET

Please do join us.

MEANWHILE HERE ARE SOME HOPIN GUIDELINES FOR SPEAKERS

1. Please immediately [sign on to Hopin here](#) so we can **add you** to the speakers list.
2. **Save your password,** you will need it every time you log in (and will save time on the day you are to speak).
3. Once in, please get your **event ticket** (free) to complete the process. You only need to do this once. Please complete it well in advance of your speaking session. The system will say "You are in" on the top right of your screen if you have done it right.

4. Please use **Chrome or Mozilla** to attend (Please avoid using Safari as there may be video/audio disturbance). There is a Hopin App for Apple users if you prefer to use that when accessing the event from your iPhone or iPad.

5. If your screen is loading at any point, don't hit the refresh or back button, this will make you drop off the system making you start over! Please **give the loading screen a chance**, first.

6. Please join **10-15 mins before** your designated speaking time through your speakers link. You will receive this via a separate calendar invite for your session.

7. Plenary speakers will join a virtual backstage and then be connected as group to the Plenary session. Parallel session speakers should join via '**Panels**.' (See screenshot).
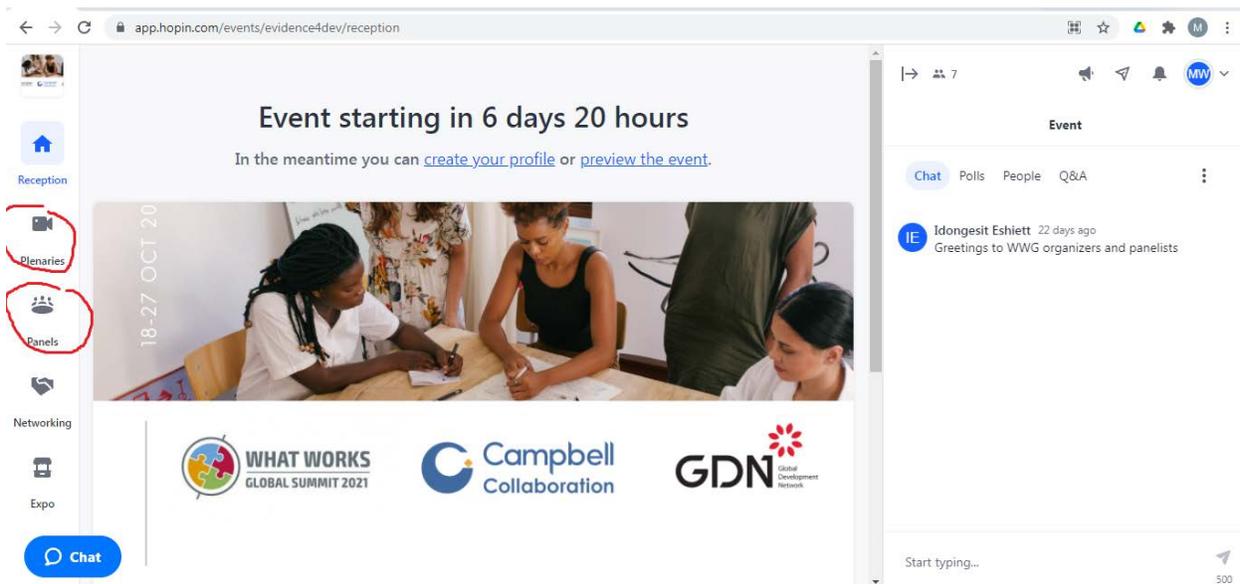
8. The session will not end automatically when time is up, so please do **wrap up on time** (the schedule is quite packed).

9. Please email our IT Manager at rsharma@gdn.int if you face any technical problems.

10. When you return to the conference, this time not as a speaker, just login as you normally would to Hopin, and you will be free at this time to network or take a look around the expo.

11. During breaks, you can have a look around the Expo, Networking, Sponsor and other areas:
   - The Expo area has booths from organizers, sponsors and participants, including posters and videos shortlisted for the event on which you can vote.
   - You can network directly with other attendees.
   - You can use the chat window for general comments – please use your discretion to chat to everyone at the same time – and the Q&A option to ask specific questions to the panelists.
   - Join the conversation via social media #Evidence4Dev.
   - You can also participate in polls via the window to your right.

GUIDANCE ENDS