

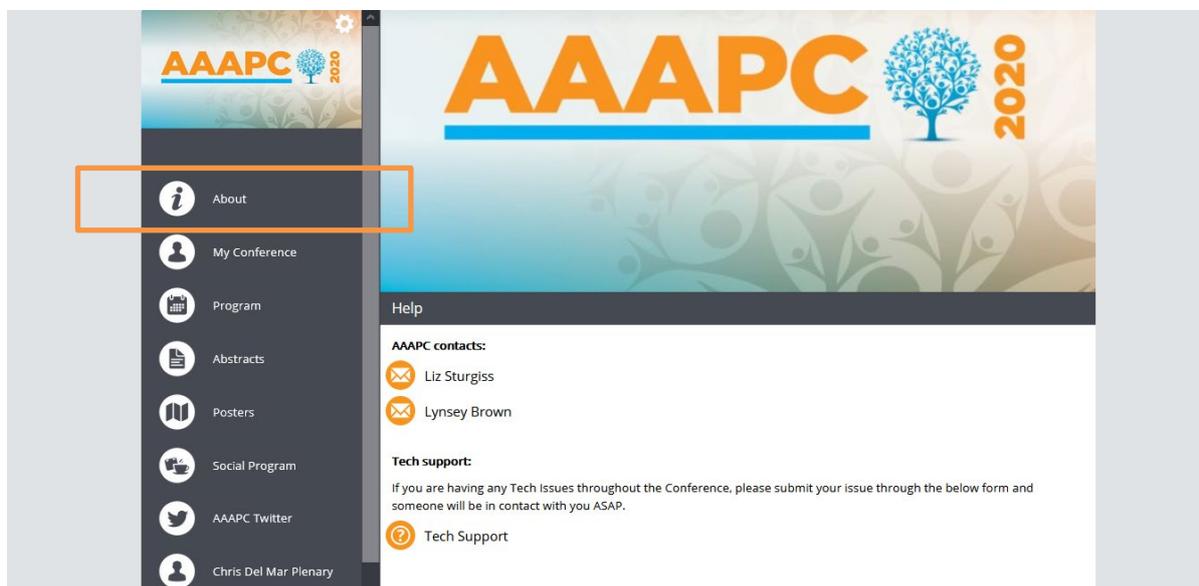


How to Use the AAAPC Annual Research Conference App

The AAAPC Annual Research Conference is a fully Online Conference. These User Instructions will assist you in using the Mobile App and Web App to access the conference activities.

Please take the time to read the AAAPC Conference '[Code of Conduct](#)', available by clicking on the '**About**' icon.

From the '**About**' menu you can also request tech support throughout the Conference by visiting the 'Help' page.



Your Profile

When you first login to the App, please select the '**My Conference**' icon and click on Account Settings. Update your details and add your photograph for display in the App's Attendee list.

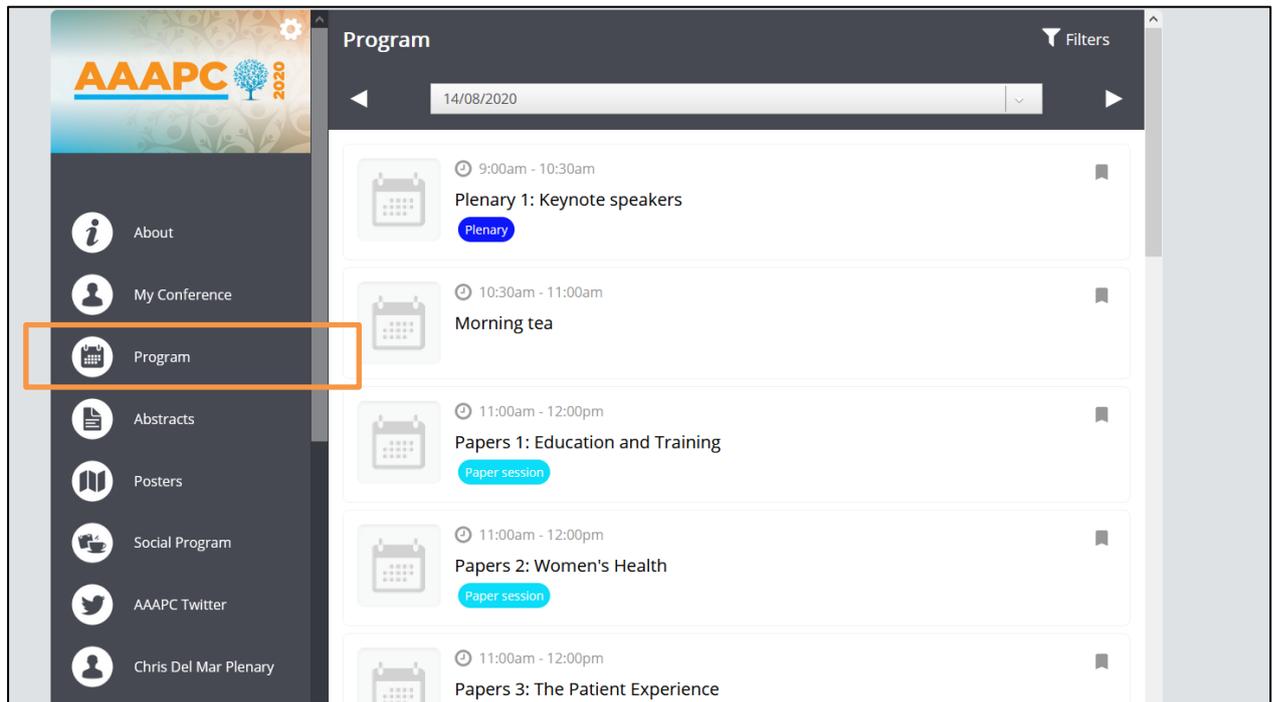
Program

How to Access the Program and Sessions

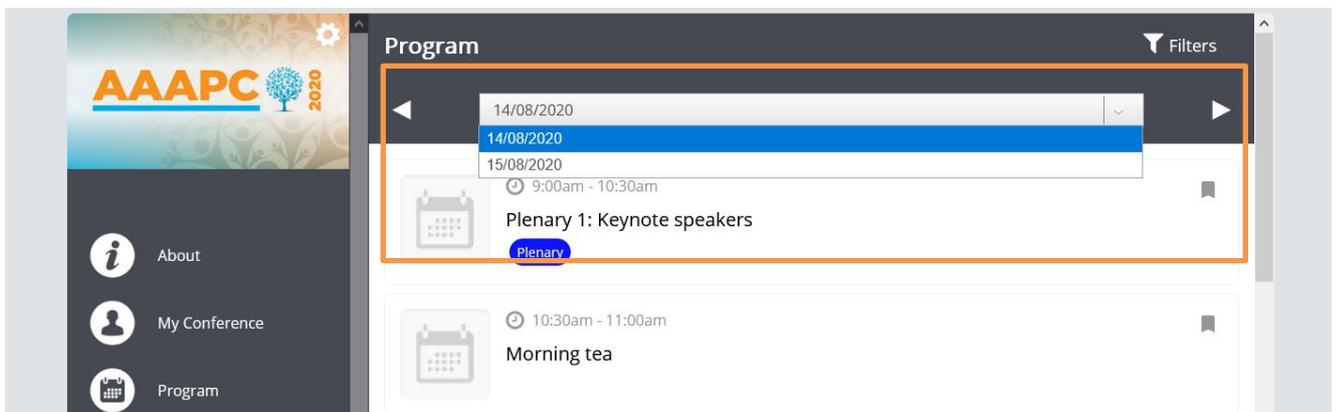
Sessions will be presented in one of two formats:

1. All plenary, oral and poster presentations will be delivered in 'Webinar' style, where you can see only the speakers and type your questions into the Chat box (concurrent sessions) or by clicking on the Q&A button (plenary sessions).
2. All workshops, poster walks and the final plenary will be 'Meeting' style, where your microphone and camera will be enabled so you can see all delegates. You will be able to type questions into the Chat box.

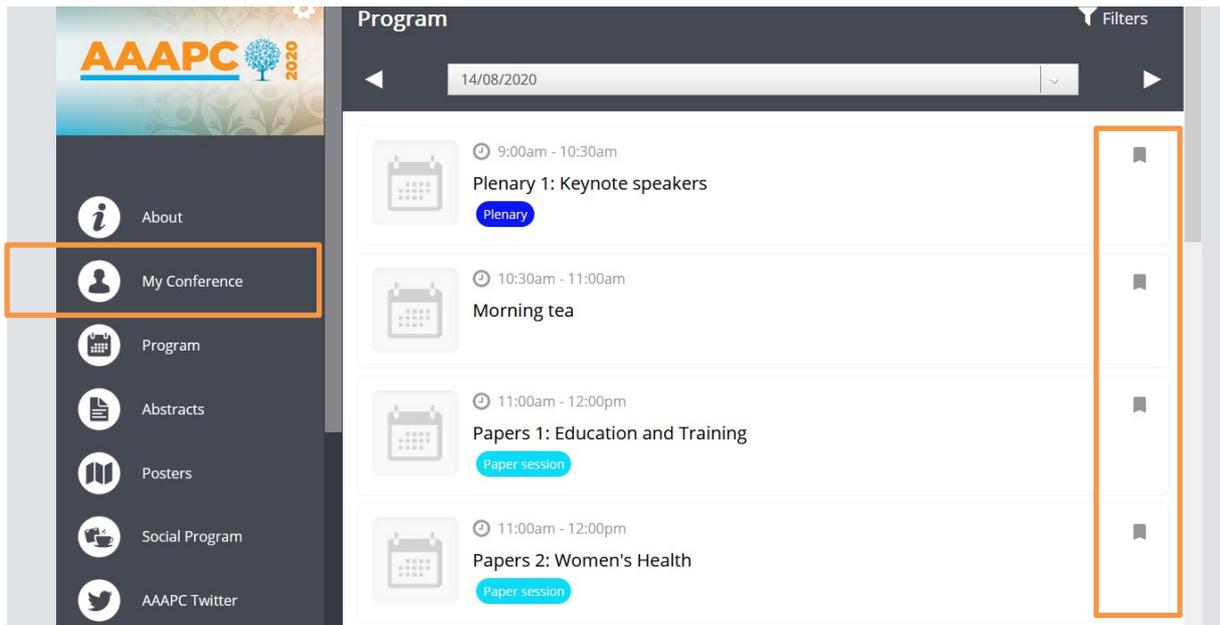
On the left-hand panel of the Conference Web App or home screen of the Mobile App, you will see the Main Menu. Click on the **'Program'** icon to view specific Sessions.



From here, you can change which Conference day you would like to view by clicking the down arrow next to the date, or the left/right arrows on either side of the date box.

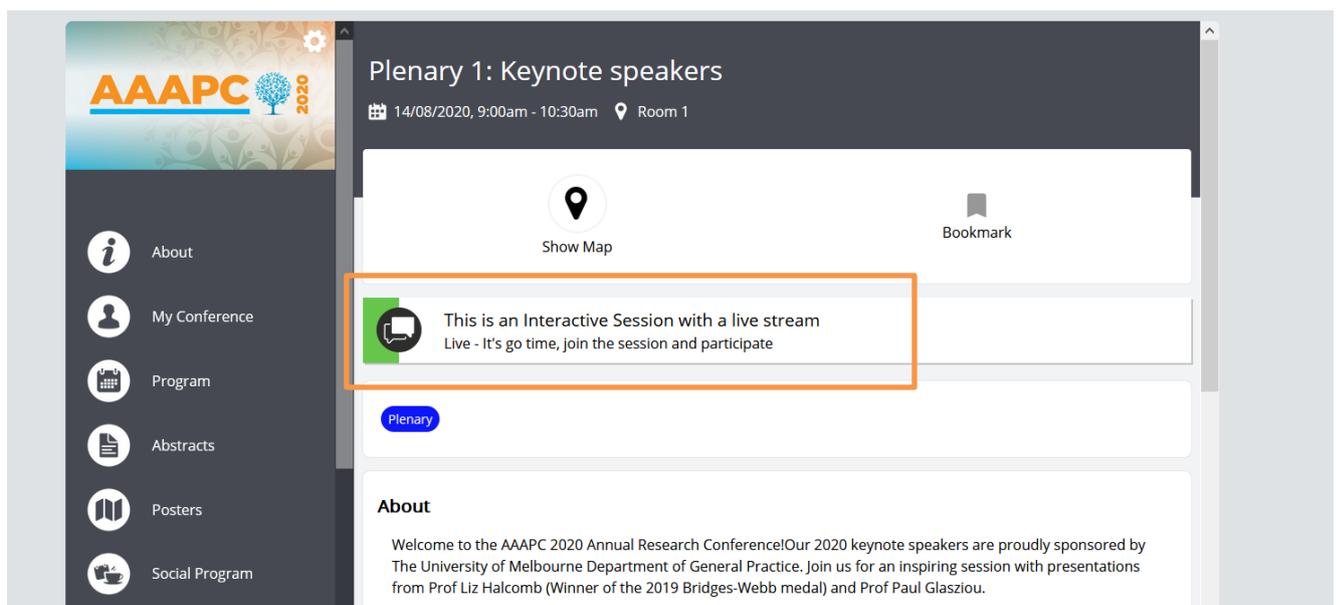


Select the Session you would like to attend by clicking directly onto that Session in the Program. You can see the times of each Session from the Program Overview. You can bookmark the Sessions you are interested in and access your own personal schedule later from **'My Conference'**.



Once you've clicked into the specific Session you would like to attend, click on the **'This is an Interactive Session'** box – this will then take you to view the Session on the Zoom platform. To view another Session, simply click back into the **'Program'** icon on the left-hand panel and click into your new Session. Repeat the process for all sessions throughout the day.

Please note: You will need Zoom to access the sessions. You can [download Zoom onto your desktop](#) or by searching Zoom in the Play Store or App Store on your mobile device.

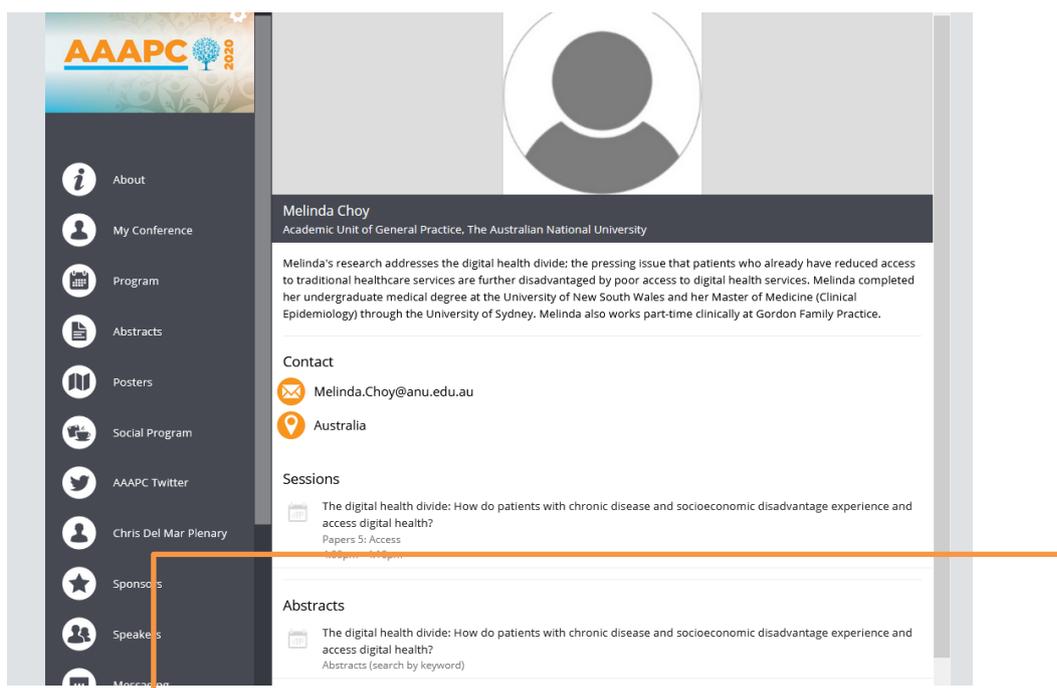
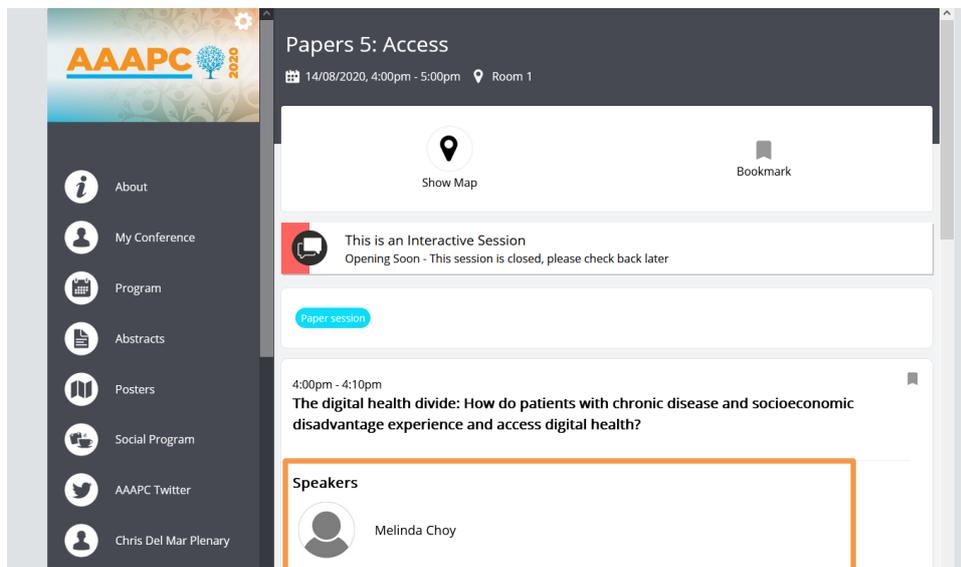


Session Information

Which Session Should You Attend?

- Each Session will have a description/abstract available as well as the speaker bios.
- There are several Concurrent Sessions in the program, and it is up to you which Session you choose to attend.
- Select the **'Abstracts'** icon to view a list of all abstracts, searchable by keyword.
- Select the **'Speakers'** icon to view a list of speakers, searchable by presenter name.

On the Mobile App, if you click through to a session you will see a link to download the abstract. On the Web App, when you are viewing a Session listing, click on the presenter's name to access their abstract.



During some sessions, you can ask questions via the **Chat** box. Questions and answers that you write here will be immediately visible to other delegates alongside your name. This is available for oral, poster, and workshop sessions. This chat will be monitored by the Chairs who will select the questions to ask during the allocated Q&A time.

For plenary sessions, audience members can submit questions by pressing the Q&A button at the bottom of the screen; these questions will be moderated and presented to the speakers by the Chair. Audience members can use the chat box for comments and discussion.

Plenary Q&A

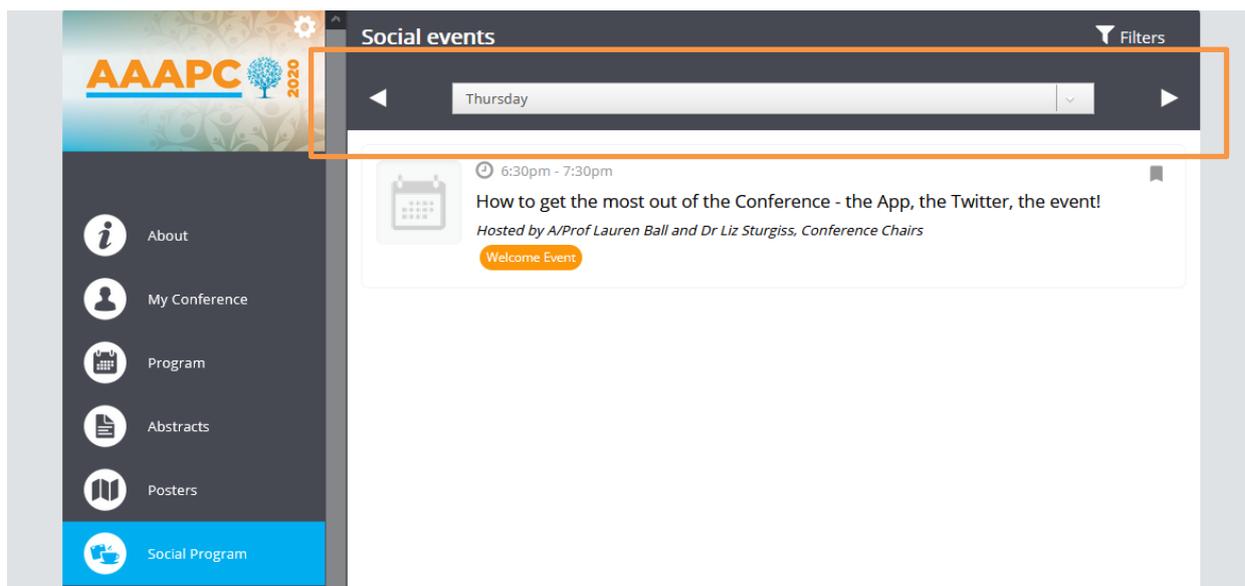
Any unanswered questions from the plenary sessions will be sent to the plenary presenters for response. Their responses can be accessed by clicking on the **'Plenary Q&A'** icon from the main menu.

Prof Chris Del Mar Plenary

We are delighted to welcome Prof Chris Del Mar to the AAAPC 2020 Annual Research Conference. Chris' presentation will be available for your viewing throughout the Conference. Please click on the **'Chris Del Mar Plenary'** icon and follow the prompts for the link to the presentation. You will also be able to ask questions through this page; responses will be available on the App throughout the Conference.

Social Program

There are social events scheduled for each day of the Conference. Click on the **'Social Program'** icon and use the arrows next to the date to navigate through the days to access the different events. These events can be bookmarked and added to your personal schedule (accessed via **'My Conference'**).



Posters

Viewing and Voting on Posters

Posters will be available for viewing for the duration of the Conference. Click on the **'Posters'** icon and follow the prompts. Posters can be searched by keyword and author name. Click on the image of the poster to view it.

Please use the star rating feature to vote for your favourite posters – the winner of best poster will be announced at the final plenary.

Click on the envelope icon to send a direct email to the poster presenter. Click on the 'i' for more details about the poster.

Networking

Interacting with other Delegates via Messaging

There are two ways to message delegates attending the Conference.

1. Click on the **'Messaging'** icon and select 'Start New Chat'. This will allow you to choose the delegate you want to get in touch with. Click on their name and enter your message in the grey box at the bottom of the screen.
2. Locate your fellow delegate using the **'Attendee list'** icon. Select 'Send a message' to start a chat.

Conference Updates

Clicking on the Conference Updates icon takes you to the Conference newsfeed. Check back to this feed for updates and announcements throughout the event. Please feel free to post your own status or image to this feed e.g., tell us what session you're heading to, what you learnt in attending a session or post an image of where you are participating from.

Sponsors

The AAAPC would like to say a huge thanks to our Sponsors. Make sure you click on the **'Sponsors'** icon to find out more about our supporters:

- CSIRO Publishing/Australian Journal of Primary Health
- The University of Queensland Primary Care Clinical Unit
- Department of General Practice, The University of Melbourne
- WentWest

Evaluation

Evaluation is an important mechanism for measuring your satisfaction with the Conference and providing information for the planning of future conferences. Please click on the **'2020 Evaluation'** icon and complete the questions at the end of the Conference. We appreciate your time is precious and thank you in advance for your willingness to comment on your experience. The survey will take less than 5 minutes to complete.

Social media

#AAAPC20

Twitter will be used to broadcast the ideas from the conference and delegates are encouraged to tweet throughout the Conference. Follow the hashtag or post your own tweets through the App by clicking on the **'AAAPC Twitter'** icon. Please ensure you include #AAAPC20 in all of your posts.

#OurPrimaryCare

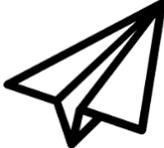
The AAAPC Membership and Marketing Subcommittee would like to invite you to participate in the two challenges that form the #ourprimarycare campaign. Click on the **#OurPrimaryCare** icon to find out more. The feed for this hashtag is available when you click on the **'AAAPC Twitter'** icon.

We want to know what academic primary care means to you:

- Via our <15 sec video challenge

 <p>RECORD a short video (<15 seconds) describing what academic primary care means to you... get your team involved and get creative!</p>	 <p>UPLOAD your video at aaapc.org.au/ourprimarycare</p>	 <p>SHARE your video on social media, making sure you include #OurPrimaryCare #AAAPC20</p>
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- Or through the 10-word Twitter challenge

<p>10</p> <p>DESCRIBE in 10 words, what does academic primary care mean to you?</p>	 <p>POST your 10 words on Twitter, including #OurPrimaryCare #AAAPC20</p>	 <p>NOMINATE at the end of your post, two other people you know who are involved in academic primary care and share the challenge</p>
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