

23rd Chemical Weapons Demilitarisation Conference

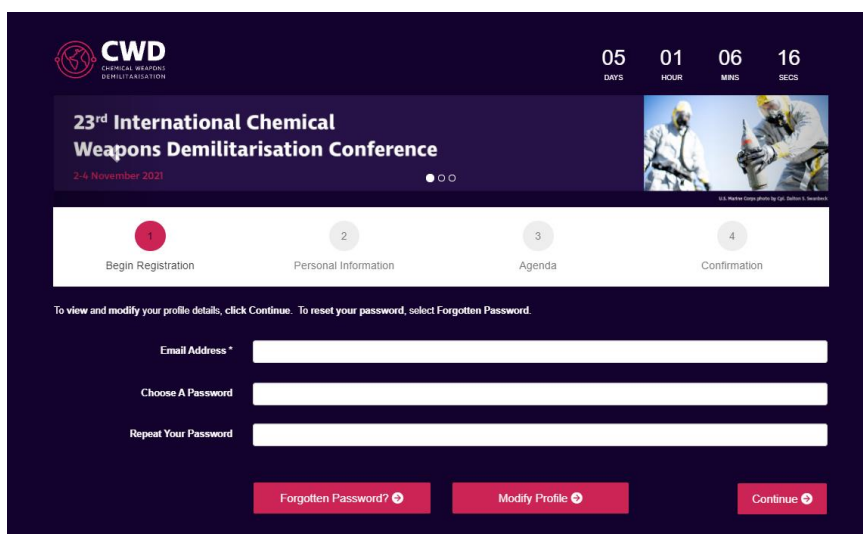
CWD 2021: Delegate Handbook

We are delighted to announce that our virtual CWD Conference platform is now live! As this is the first virtual conference some delegates have attended, and the first virtual CWD Conference for everyone, we have prepared this Delegate Handbook to ensure your CWD experience is as smooth and successful as possible.

We have opened the platform early so that you can familiarise yourself with the layout, learn more about our speakers and their presentations, and even chat to other delegates online. Our conference platform is provided by WorkCast and does not require any downloads or plugins to access it. All content can be viewed on any mobile device.

Creating an account

Before accessing our conference platform, you will need to create an account and enter your personal profile. To facilitate networking during the conference, your profile will be visible to other delegates. We would encourage you to upload a photo, though this is not obligatory. Once created, you can view and update your details by clicking on the Modify Profile button.



Account registration

To create your account and your profile for the virtual event, please go to:
<https://events.workcast.com/chemical-weapons-demilitarisation-conference/begin>.

We recommend accessing the conference platform via Google Chrome, Firefox, Microsoft Edge or Safari. Internet Explorer is no longer supported and should not be used.

Accessing the conference platform

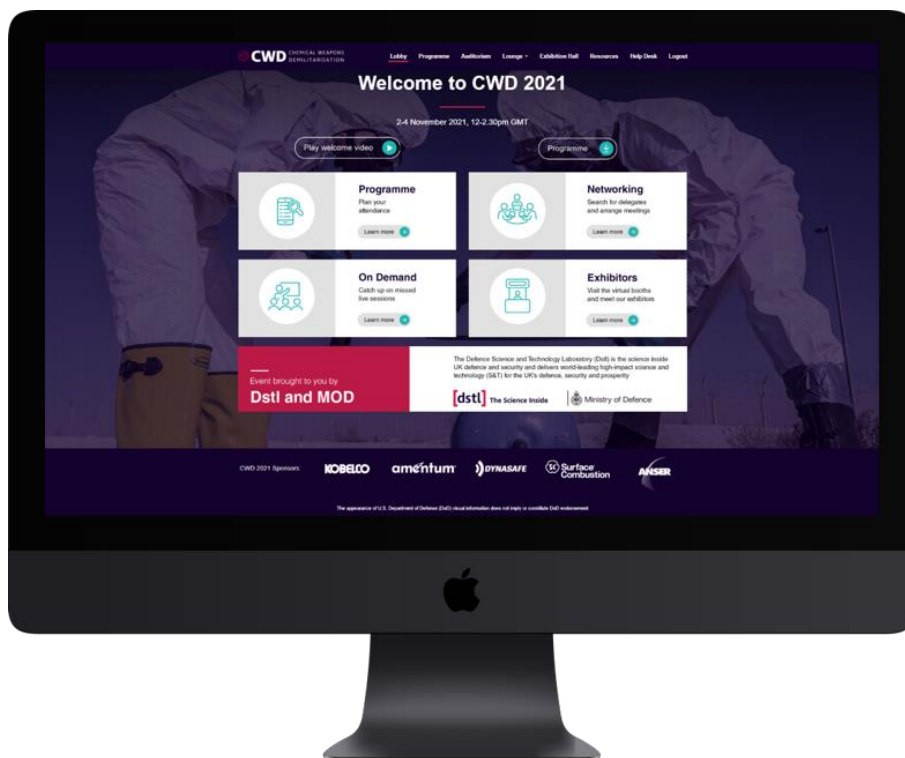
You will receive two automated email reminders with the link to the platform – 24 hours before and one hour before the conference starts.

1. Click on the conference platform link: <https://events.workcast.com/chemical-weapons-demilitarisation-conference>.
2. Sign in with the login details you created when you registered. If you cannot remember your password, click the Forgotten Password button to reset it.

Getting started

Once signed in, you will be taken to the CWD 2021 Lobby. We recommend that you watch the short welcome video first, as it provides important information about navigating the platform and the conference format, and introduces our sponsors. We also suggest that you download the conference programme, as this document will provide more detail than is available on the platform.

From the Lobby, you can access key areas by clicking directly on the Programme, On Demand, Networking and Exhibitors tiles. Alternatively, you can access all conference areas via the tabs on the top navigation bar.



CWD 2021 Lobby

Watching sessions

1. Click on the Programme tile in the Lobby or on the Programme tab in the top navigation bar. (To learn more about the speakers and presentations in each session, click on the individual session name.)
2. Click the View Session button next to the session you would like to watch, shortly before its start time.
3. Alternatively, sessions may be accessed via the Auditorium tab in the top navigation bar.
4. To watch a session, press the play button in the media window to activate the stream.
5. Some of our speakers have pre-recorded presentations. There will be a short delay at the start of these videos while they start to stream – this is perfectly normal.
6. Sessions are streamed live so, if you join a session late, you will not be able to watch from the start.
7. All sessions will be available to watch on demand shortly after broadcast.

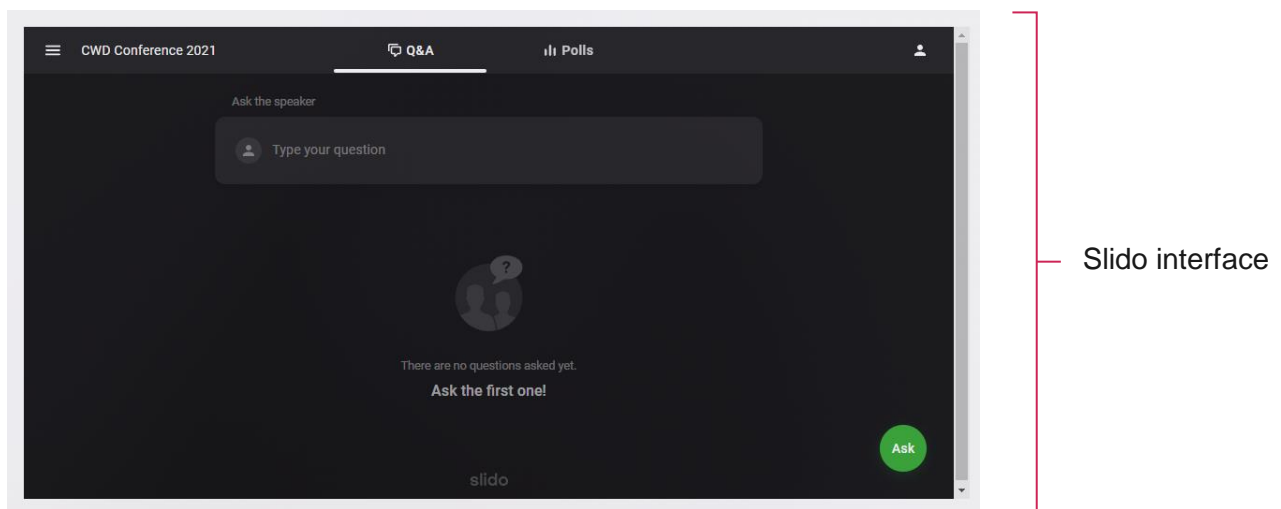
In the event of any technical issues, read the [Troubleshooting](#) section at the end of this Handbook.



Viewing a session

Asking questions in Slido

Each session on the agenda (apart from the Keynote presentations) will end with a 15-minute live Q&A session, where speakers will answer your questions. Using the Slido window in the Auditorium, you will be able to submit questions at any point during the session. Feel free to ask as many as you wish (anonymously if you prefer) and vote for your favourite questions to bring the most important topics to light. Your questions will be submitted to the presenters who will answer them at the end of the session. Please do not use the live chat box for questions as these may not be seen by the chair.



The Slido window, under the media window, will already be open and ready for you to type your questions into. The presenters will endeavour to answer as many questions as possible but, depending on the number of questions received and due to the limited duration of the live Q&A (approx. 15 minutes), this might not always be possible. However, there should be ample opportunity to continue discussions with many of our speakers outside of the conference sessions.

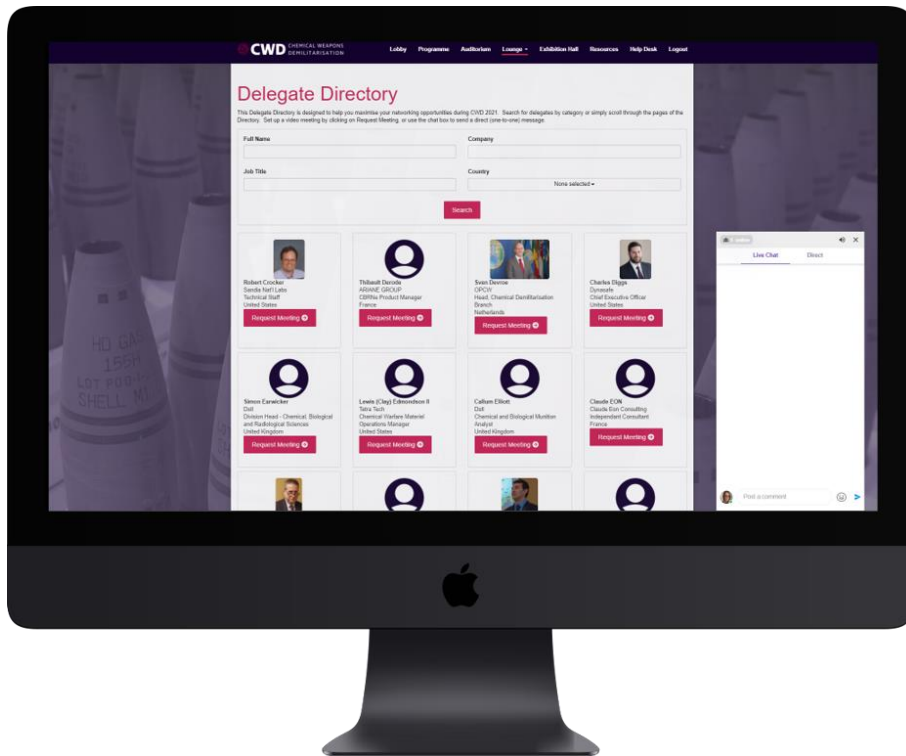
Downloading resources

Slides for each presentation, where provided, can be downloaded from the Resources tab in each of the conference sessions. Further documents, such as the technical posters from the poster session, may be found in the main Resources tab on the top navigation bar.

Maximising networking opportunities

To make the most of the networking opportunities, we recommend you complete your conference profile by adding a photo and a link to your LinkedIn profile. To modify your profile, select Modify My Profile in the drop down menu under the Lounge tab in the top navigation bar. On the next screen, select Continue, update your profile as required and then select Continue again to save.

To help you identify people to connect with, access our bespoke Delegate Directory and search by name, company, job title or country. The Directory can be accessed by clicking on the Networking tile in the Lobby, or under the Lounge tab in the top navigation bar.



Delegate Directory

There are a number of ways to network during the conference. One of the most exciting, and closest to an in-person conference experience, is by setting up video meetings within the platform. Video meetings can be organised from 1-12 November and this function is available 24 hours a day so all delegates, regardless of location, can use this at a time convenient to them. In addition to video meetings, text-based chat is enabled in each of the conference sessions and also in the Delegate Directory. The live chat is seen by all: direct chat is one-to-one.

Scheduling a video meeting

1. Click on the “Request Meeting” button and a form will then pop up for you to fill in.

Request Meeting form

2. You can invite up to 20 delegates, allowing you to engage in group discussions, as well as one-to-ones.
3. Once you have filled in the form, click on submit and your invite will be sent to the delegate via email.
4. The meeting will then appear in your schedule, which you can access in My Schedule, in the Lounge.
5. Meetings shown in orange are awaiting a response from you. Meetings shown in grey are awaiting a response from the delegates you invited. Confirmed meetings appear in blue.
6. You should receive an email alert if the person has accepted your meeting, but always check My Schedule as well.
7. You can only join the video meeting by first logging into the conference platform and then joining from My Schedule.
8. If there are times in your schedule where you do not want any meetings, click on Mark Myself Unavailable for these times.

Visiting the Exhibition Hall

Please take the time to visit four of our sponsors in the Exhibition Hall. The live and direct chat functions will be enabled at each booth, although not all of the booths will be manned throughout the conference. Learn about our sponsors' work by watching their videos, downloading key resources and even visiting their websites.

Troubleshooting

It is possible that your company's firewall may block access to the platform and/or prevent you from watching the sessions or from joining the virtual meeting rooms for video meetings. If you are joining from a work device and experiencing issues, please try an alternative device not connected to your company's firewall. If you encounter any technical issues with the platform during the conference, please access the Help Desk tab on the top navigation bar or consult [WorkCast FAQs](#). Alternatively, you can contact support@workcast.com.

If you have any questions relating to non-technical issues during the conference, in the first instance, and if they are online, please contact one of the CWD Organisers listed in the Delegate Directory. Otherwise, email [cwgconference@dstl.gov.uk](mailto:cwdconference@dstl.gov.uk), but please be aware that we will be busy behind the scenes and may not be able to respond immediately.