

Dear participant of ACP-I digital exchange,

On behalf of the Organizing Committee, we would like to thank you for your registration for the upcoming **ACP-I digital exchange** which will be held virtually from **August 23/4 - 25, 2021**.

This is our first virtual exchange on advance care planning and we sincerely hope that you will enjoy our conference, gain and share valuable knowledge on the topic and appreciate our interactive form of the event.

We would like to provide you an information package before the conference starts.

REGISTRATION

To attend the virtual conference, you need to be registered and have your registration fee fully paid.

For pre-registered participants (with already paid registration fee) it will be possible to log into the online platform from **Friday, August 20, 2021**.

For those who register and pay after Friday, August 20, the access to the platform **will be possible within 24 hours**.

VIRTUAL PLATFORM

To access the virtual conference please visit the [conference's website](#) and click on the [Virtual platform](#) button in the top right corner of the page. The site will request your login credentials - **email address** used for registration and **password** (which you received in the Before you watch email).

Please find [HERE](#) detailed instructions on:

- How to use 3D virtual platform
- How to use Zoom (instructions for participants)
- How to use Zoom (instructions for speakers)
- How to use Virtual Lounge – Wonder.me
- How to use Social Wall (Kudoboard)

If you have connection problems during the presentation, we recommend that you temporarily leave the virtual platform and keep only Zoom open at the time of the presentation. You can return to the virtual platform later when you need it in the same way you connected at the beginning.

SCIENTIFIC PROGRAMME – LIVE STREAM

All live sessions will take place in the Universal Time Coordinated (UTC).

The scientific programme with different conference time zones is available [HERE](#).

Please join us in our virtual lounge for networking before the conference starts on Day 1 and Day 2.

Some of our speakers and chairs will be there waiting for you. On the first day of the conference, the virtual lounge will open at 19:00 UTC and we will be pleased to see you there.

Furthermore, we would also like to encourage you to add your contributions to the social wall in our virtual platform.

VIDEO RECORDINGS

Recorded sessions will be available for **6 weeks** on our website <https://www.acp-i2021.org/> starting on Friday, September 3, 2021.

CERTIFICATES OF ATTENDANCE

Certificates of attendance will be sent to participants within 14 days after the conference.

OTHER IMPORTANT INFORMATION

In case of technical difficulties, please do not hesitate to contact Helpdesk at acp-i2021@guarant.cz. We will be at your assistance during the following working hours:

In case of any difficulties, please do not hesitate to contact Helpdesk at acp-i2021support@guarant.cz. We will be at your assistance during the following working hours:

| | |
|----------------------|------------------------|
| Monday, August 23/24 | 18:30 – 01:00 a.m. UTC |
| Wednesday, August 25 | 07:30 – 15:00 UTC |

We look forward to seeing you on-line!

CONFERENCE SECRETARIAT

GUARANT International spol. s r.o.

Tel.: +420 284 001 444,

M.: +420 601 584 319 General questions (only available during helpdesk working hours).

M.: +420 601 584 203 Technical questions (only available during helpdesk working hours).

E-mail: acp-i2021@guarant.cz