

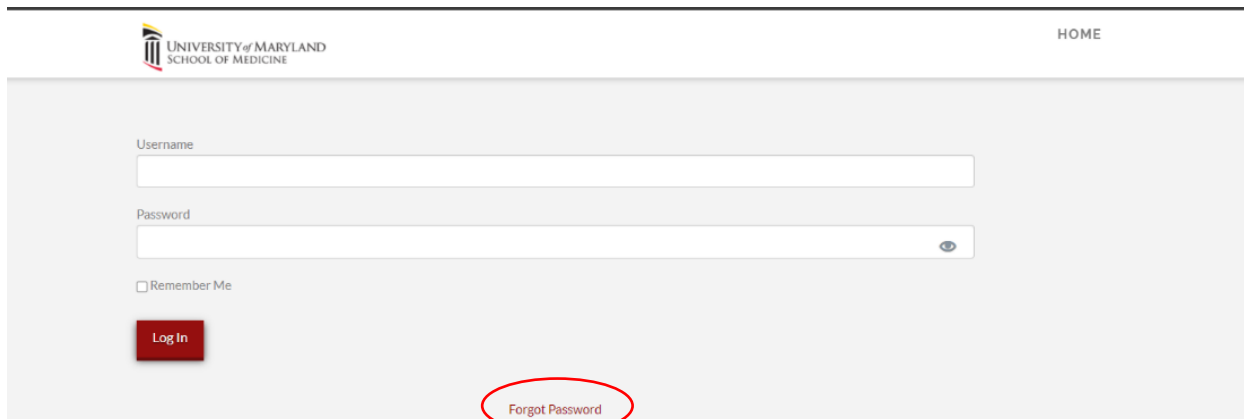
## Log-in Information for Critical Care Symposium Wednesday, June 16, 2021

This document will show you how to log-in to participate in the Critical Care Symposium on June 16<sup>th</sup>.

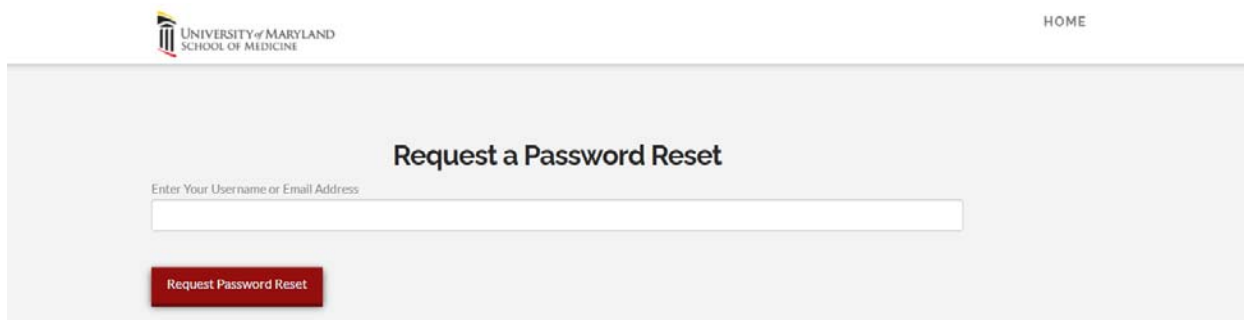
- Go to <https://ccs.umem.org>
- Click on **EVENT PORTAL** on the top of the page.



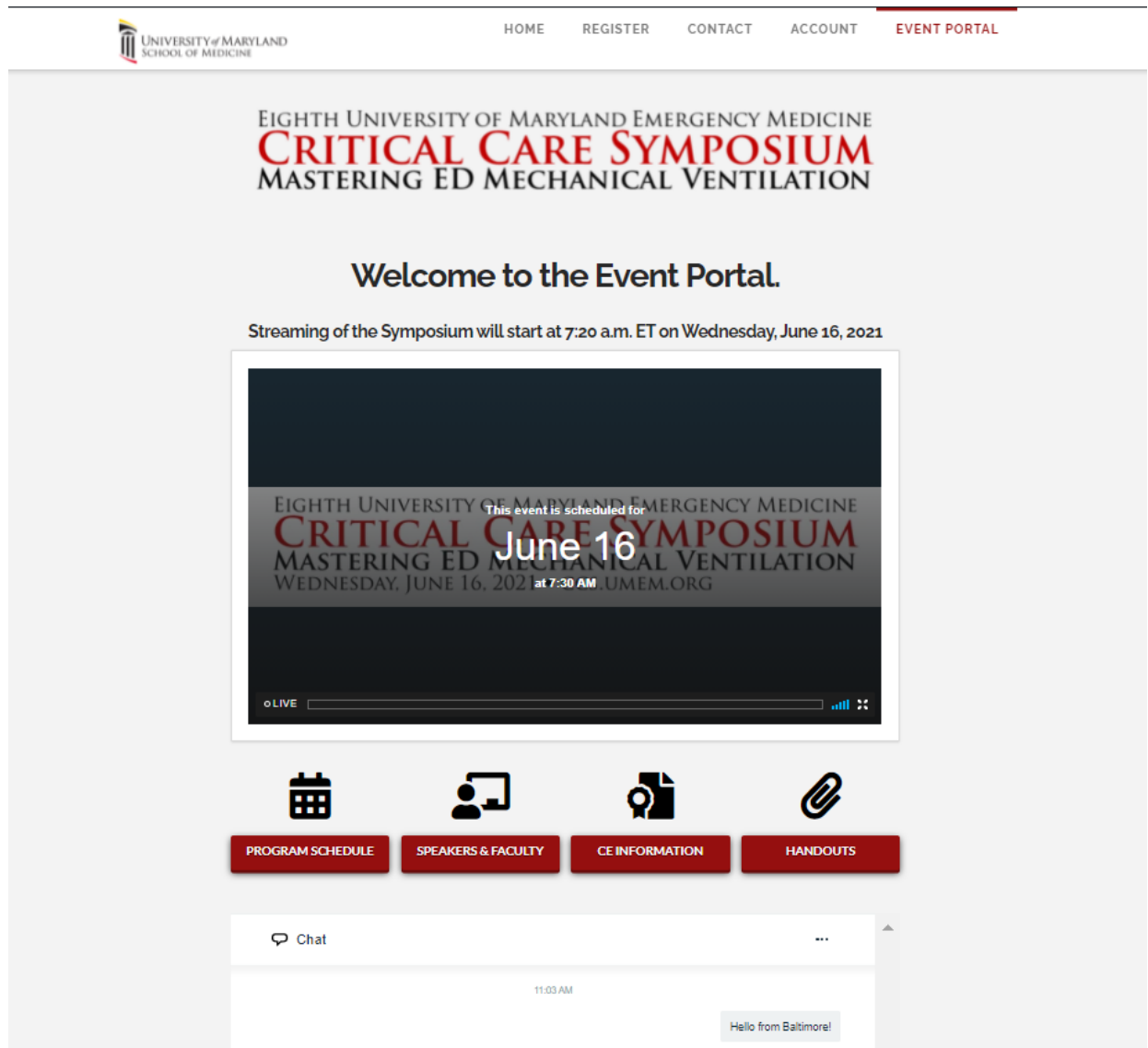
- Type in your **EMAIL ADDRESS** as your **Username**, and the **password** you set during registration. The email should be the same email you receive all communications about the Critical Care Symposium.



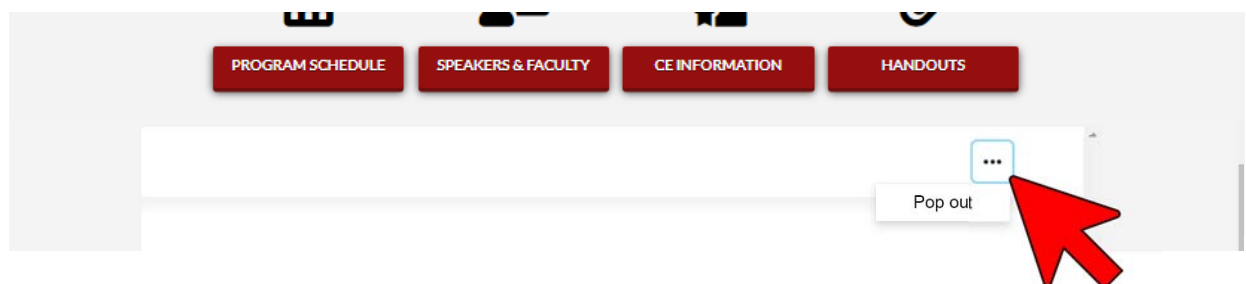
- If you forgot your password, click on **Forgot Password** to reset. Make sure you put in the email address you used when you registered. It will then send you an email from **UMEM Events** with the subject line **[UMEM Events] Password Reset**. The email will include a password reset link.



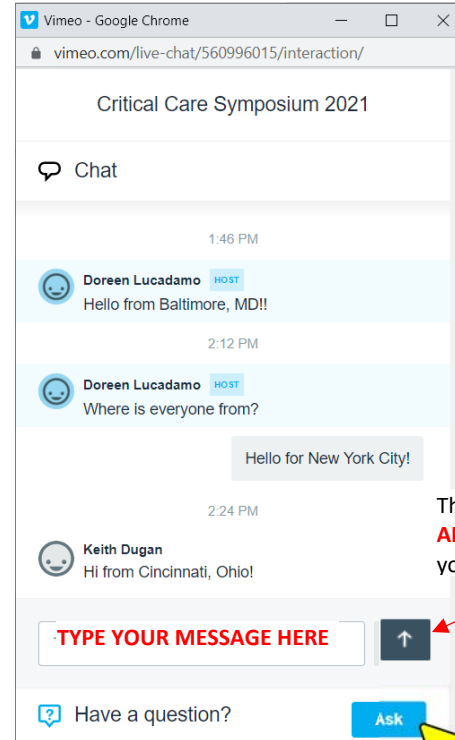
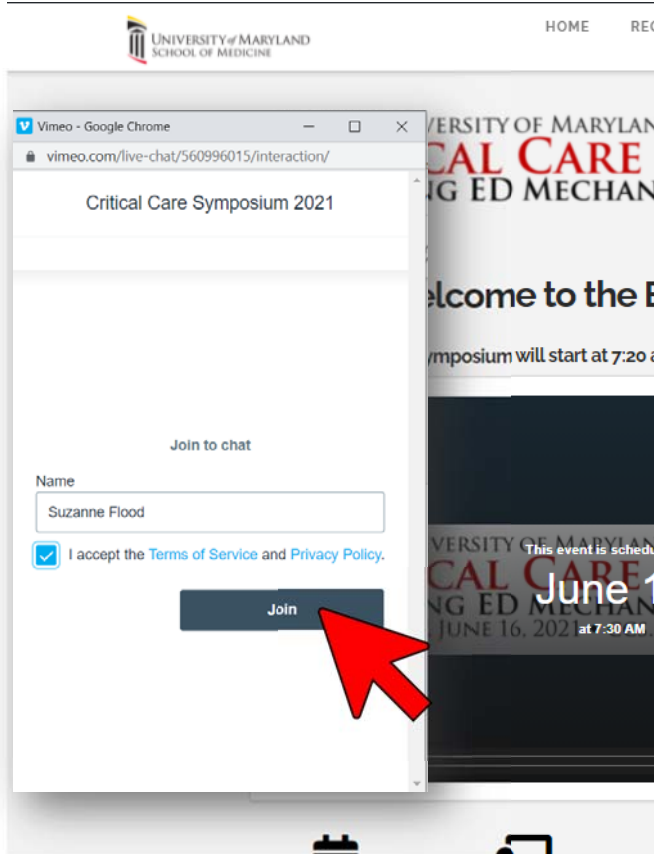
- You are now in the Event Portal. From this page, you will be able to view the LIVE event stream of the Symposium on June 16. You will also be able to access the **program schedule, list of speakers and faculty, continuing education information**, and the **event handouts**. This is also where you will be able to access the **Chat** function and **Q&A** box for the live event.



- To chat and/or ask questions during the Symposium, you will need to open the chat function in the Event Portal. The chat box is located directly below the buttons to access the program schedule, list of speakers and faculty, etc.
- Look for the ••• (three dots), click on them and then select **Pop out**. This will allow you to open the chat box and still see the streaming video (see next page).

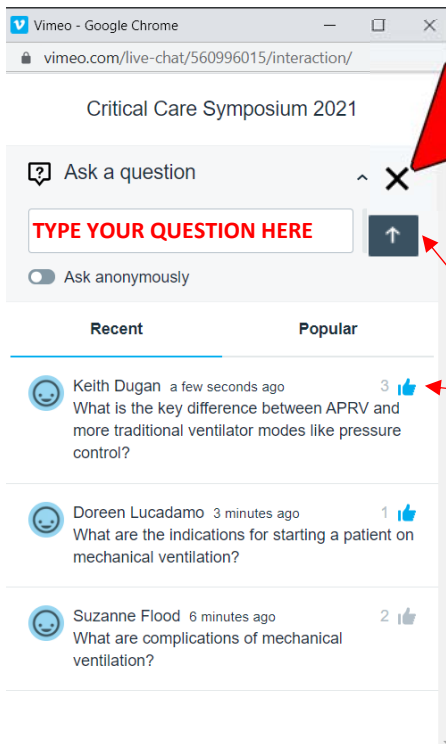


- You will then be prompted to enter your name, and then click on **Join** (see **red** arrow below). Use the chat box to say “hello” to other attendees, interact with the UMEM staff and find important links or other information about the Symposium.



Then click the **ARROW** to post your message

- To ask the presenters a question during the LIVE event on Wednesday, click on the **Ask** button located at the bottom of the chat box (see **yellow** arrow above)



Then click the **ARROW** to post your message

When you click the **Ask** button, the box will change to allow you to type in a question and submit it for consideration. You can also look to see what other people have asked and **UP-VOTE** any questions you also would like answered during the Q & A portion of the event.

To **Up-Vote**, click on the **thumbs up** next to the questions (see examples on the left).

To return to the **CHAT** box, you need to click on the **X** (see **red** arrow).