# Virtual Attendee Guideline

31st Singapore Pharmacy Congress, 23 - 24 July 2022

Dear Delegate,

We can't wait to welcome you to the 31st Singapore Pharmacy Congress in just under a week's time!

For those who have registered to attend the Main Congress virtually before 27<sup>th</sup> June, the congress bag will be delivered to the address in the registration form. For those who register after 27<sup>th</sup> June, please collect the congress bag from the PSS Office at the date and time you have selected.

Collection Point for Congress Bag (10 am – 5 pm): Pharmaceutical Society of Singapore 2985 Jalan Bukit Merah #02-2B, SMF Building Singapore 159457

Here is some essential information to ensure you have seamless access to the Congress Virtual Platform:

#### INVITATION EMAIL

Do keep a lookout for an invitation to log in to the SPC 2022 Virtual Platform, which will be sent on 20<sup>th</sup> July 2022 to the email address used to register for the Congress. The Virtual Platform will go live at 10:00 hrs (GMT+8, Singapore Time) on 20<sup>th</sup> July 2022.

If you have not received the invitation email by 20<sup>th</sup> July 2022, please check your spam folder or junk mail. If there is still no email or you would like to change the email address to log in, please reach out to the Congress Secretariat at <a href="mailto:spc2022@wearemci.com">spc2022@wearemci.com</a>.

Visit the Virtual Platform before the event to ensure your login process goes smoothly. Initial login requires you to enter your email address (registered email address) and the password (spc2022) to sign in. Each login/email grants access to only one (1) device at any time.

Check in to access this LiveStream	
Username/Email <email address=""></email>	
Password spc2022	

You will be able to upload a photo to your profile or share pertinent details that will facilitate networking with other attendees.

# ESSENTIAL INFORMATION BEFORE YOU ACCESS THE VIRTUAL PLATFORM

For the best user experience, we recommend using large screen devices such as desktops, laptops, or tablets for a better viewing experience. The virtual platform is best experienced on Google Chrome, Safari, Firefox or Microsoft Edge.

Please clear your browser's cache if you face any other login issues.

No refund or partial refund request will be entertained should there be any instance(s) of no show of registered delegates during the Congress. There will be no on-demand or replays after the Congress ends.

### WATCH THE SESSIONS LIVE

Navigate to "Watch Now" to watch the sessions live from Suntec Singapore Convention & Exhibition Centre's Summit 1, Room 331, and Room 335 – 336.



Please note that for CPE points tracking, you will need to click the "Join Summit 1 / Room 331 / 335 – 336" button to watch the sessions.

#### PROGRAMME AND SCIENTIFIC POSTERS

Navigate to the "Programme" tab (under "Agenda") to view the congress programme.



You can block time on your calendar by clicking on the calendar icon  $\stackrel{\frown}{\Box}$  or add your favourite sessions to your schedule by clicking on the bookmark icon  $\stackrel{\frown}{\Box}$ .

Sessions can also be viewed from the programme page by clicking on the Join button. Note that the session will not begin until the scheduled date and time.



Navigate to the "Scientific Posters" tab (under "Agenda") to view the congress programme.



#### **EXHIBITION**

Don't forget to check the virtual booths by clicking on the "Exhibition" tab. You can visit our exhibition booths to earn points, watch videos, download information, chat with the exhibitors, or schedule a meeting with the exhibitors.

# 31ST SPC CONTEST

Attending the sessions and interacting with other delegates and exhibitors can help virtual delegates earn points in the 31st SPC Contest. The top 2 delegates with the highest points stand a chance to win a free pass to the next SPC.

#### How to participate

- Earn points on your actions within our events platform
- The top 2 participants stand to win free passes to the 32<sup>nd</sup> Singapore Pharmacy Congress!
- Keep track of your points on the real-time leaderboard
- Results of the winners will be announced via email by 25<sup>th</sup> July 2022, 17:00hrs (GMT +8, Singapore Time)

Action	Points
Attend a Session	60
View the Programme	30
View the Speakers at a Glance	30
View a Speaker's Biography	10
Visit the Networking Lounge	30
Visit the Exhibition Page	30
Visit an Exhibition Booth	50
Watch Exhibitor's Video	40
Download Exhibition Materials	20
View Poster Abstracts	30
Read the FAQs	30

#### LOOK WHO'S COMING

See who will be attending the 31st Singapore Pharmacy Congress.

#### **SOCIAL MEDIA**

Follow us on social media (Facebook, Instagram, LinkedIn) and use the hashtag #SPC2022

#### **CPE POINTS**

Two-Day Scientific Programme = Maximum of 8 CPE points for 2 days.

Please note that awarding of CPE points is based on the final number of session hours recorded for the two-day Scientific Programme (23 to 24 July 2022). A reporting system monitors log-ins and session hours, you will need to click the "Join Summit 1 / Room 331 / 335 - 336" button to watch the sessions for the hours/points to be tracked.

#### **SOCIAL NIGHT**

If you have registered for Social Night, please proceed to the social night venue after Day 1 Congress, you will receive your wristband at the venue (TAP Craft Beer Bar).

Date: 23 July 2022 (Saturday) Time: 6:30 p.m. - 10:30 p.m.

Venue: TAP Craft Beer Bar @ Millenia Walk

Address: 9 Raffles Blvd, #01-06/07/08, Singapore 039596

Registration and entry to the venue start at 6:30 p.m. and the last entry into the venue will be at 7.30 p.m.

# **GETTING SUPPORT/HELP**

Should you have any questions pertaining to the Virtual Platform, the link to the FAQ Document will be shared on Congress Website.

You can email us at <a href="mailto:spc2022@wearemci.com">spc2022@wearemci.com</a> if you require assistance before going live at the Congress. On the days of the Congress, you can still reach out to us via email or via live chat for any assistance.

We hope to see you there and that you will have an amazing experience at the 31st Singapore Pharmacy Congress!

Sincerely,

31st Singapore Pharmacy Congress Organising Committee