



HOPIN GUIDE

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1. INTRODUCTION

What is „HOPIN“?

„HOPIN“ is a special programme for online events and conferences, which belongs to the company RingCentral. „HOPIN“ can be reached easily like any other website via an internet address (URL). The buttons on the „HOPIN“ website are usually in English. In item 7 we show you how to change the language. A great advantage of the programme is its uncomplicated handling. All important functions are explained in this document.

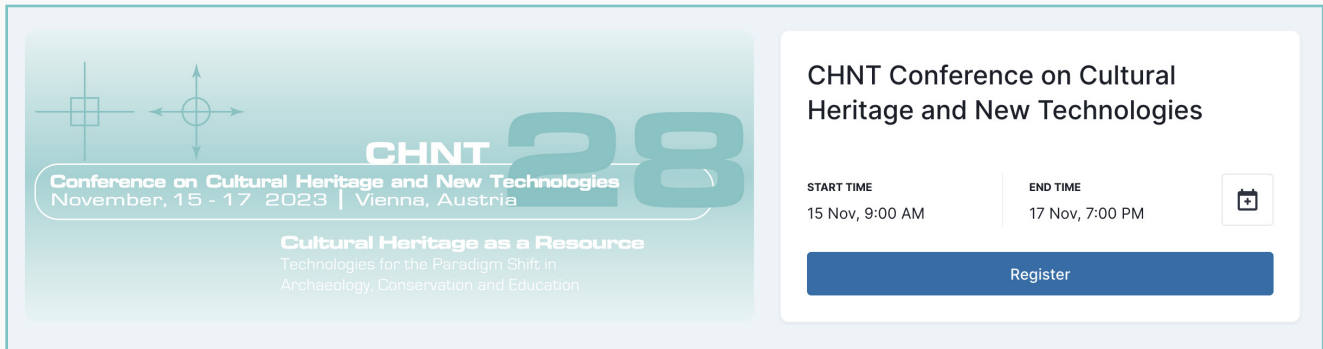
Tips for an optimal conference experience:

- A computer or laptop screen (as large as possible) should be used for participation in the conference. The larger the screen, the larger the presentations will be displayed.
- It is important to make sure that the website of „HOPIN“ is always open in just ONE internet window. Calling up the program in several tabs or windows at the same time can lead to disturbances.
- There is one big difference to ZOOM or Microsoft Teams: When you jump into a room, you are only a spectator and **don't see yourself**. To actively join the discussion, you must press the **request button** (explained under item 8). This allows you to concentrate fully on the respective presentation and the respective speaker.
- You can also use the chat to bring in your own experiences and to ask questions. During the presentations, however, it is advisable to hide the chat window so that the presentation is displayed larger.

2. REGISTRATION

You will receive a link for online registration on **Tuesday, November 14**. Then follow the steps below:

1. Please click the blue box „Register“.



CHNT 28
Conference on Cultural Heritage and New Technologies
 November, 15 - 17 2023 | Vienna, Austria

Cultural Heritage as a Resource
 Technologies for the Paradigm Shift in
 Archaeology, Conservation and Education

CHNT Conference on Cultural Heritage and New Technologies

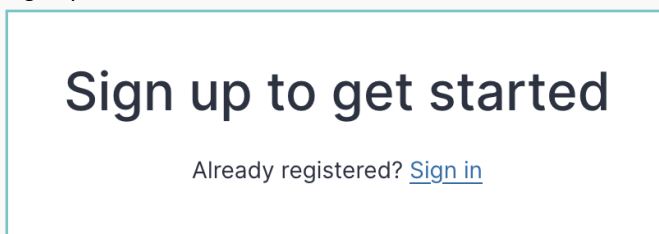
START TIME
15 Nov, 9:00 AM

END TIME
17 Nov, 7:00 PM

Register

2. If you already have an account, please click on „Sign in“. If you don't have an account yet, please sign in with your e-mail address or via one of the accounts listed.

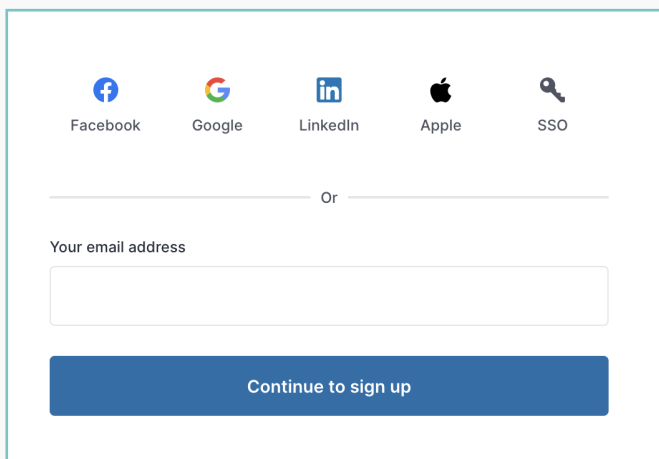
Sign up



Sign up to get started

Already registered? [Sign in](#)

Register

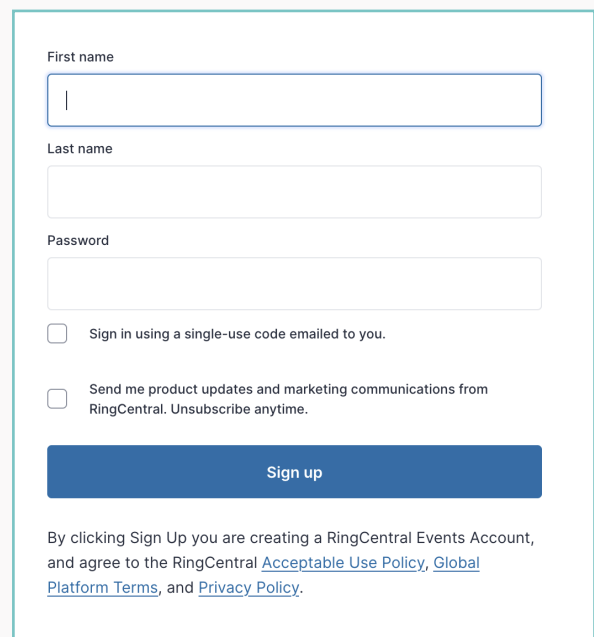


Facebook Google LinkedIn Apple SSO

Or

Your email address

Continue to sign up



First name

Last name

Password

Sign in using a single-use code emailed to you.

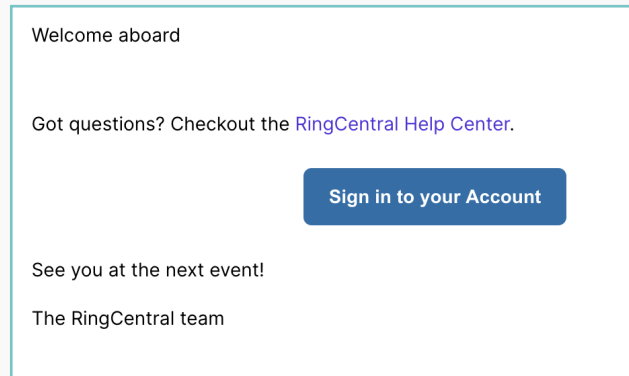
Send me product updates and marketing communications from RingCentral. Unsubscribe anytime.

Sign up

By clicking Sign Up you are creating a RingCentral Events Account, and agree to the RingCentral [Acceptable Use Policy](#), [Global Platform Terms](#), and [Privacy Policy](#).

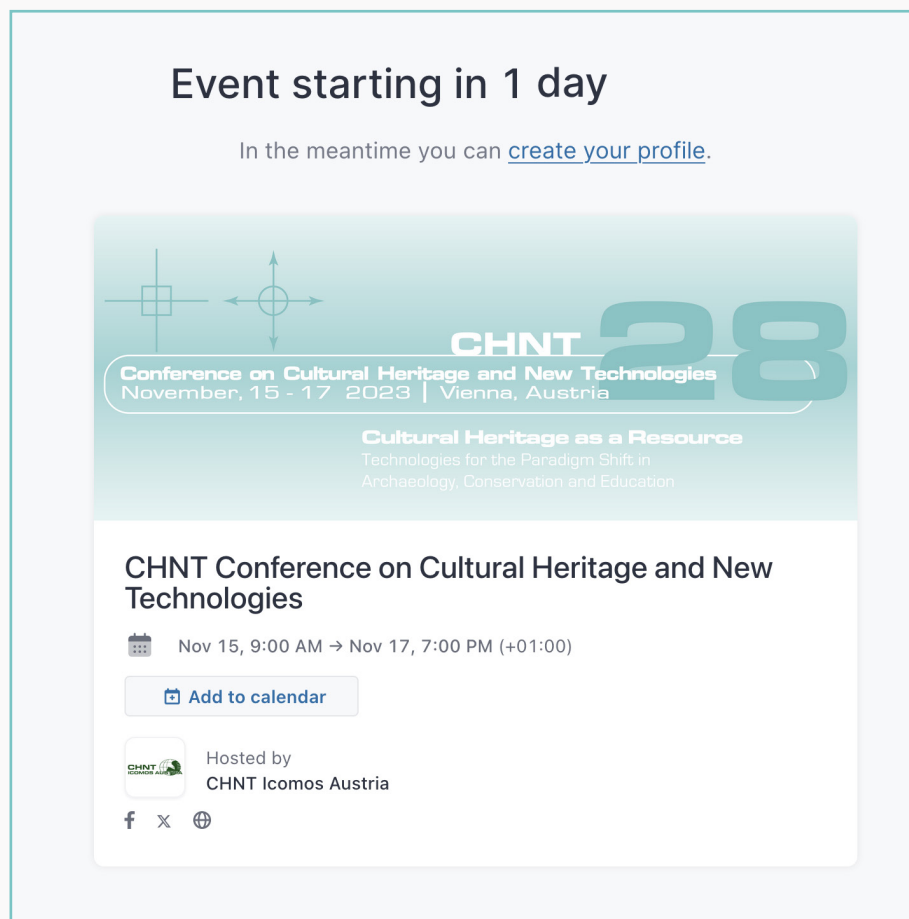
3. SUCCESSFULLY REGISTERED

You have now received a confirmation e-mail in your inbox. Please also check your spam folder.



4. JOIN EVENT

We will send you the link to the online conference on Tuesday, **November 14** per e-mail. If you click on the link and you are signed in to HOPIN, you will see this:





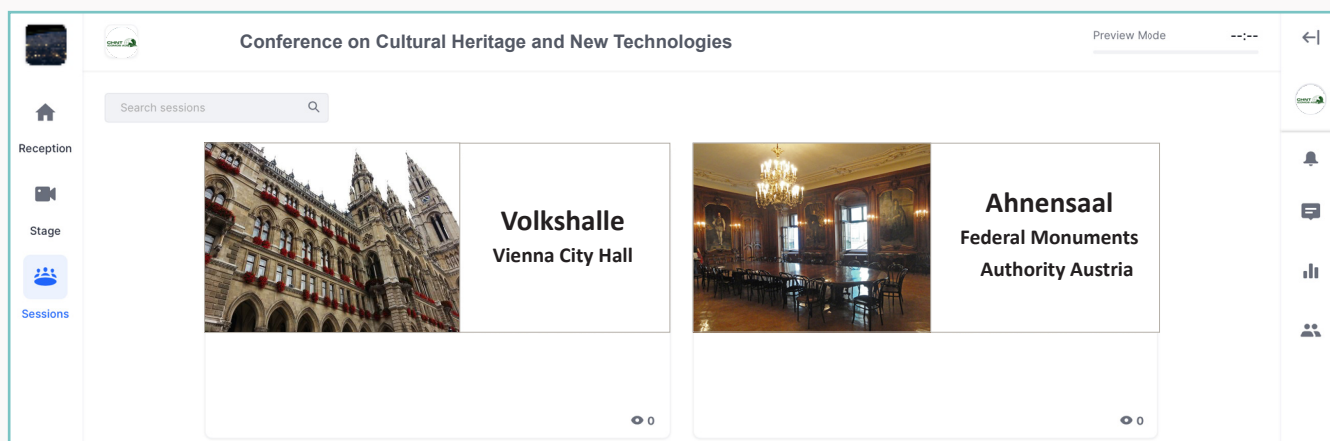
5. THE EVENT BEGINS

If you click on the small arrow, a window opens. Here you will find the chat.



After the event has officially started, the buttons on the left side of the screen will be active. You are currently still in the RECEPTION. At the beginning of each day you have to click on SESSIONS to see the conference rooms (e.g. Volkshalle, Grinzinger Keller, Ahnensaal, Planungswerkstatt).

6. SESSIONS (ROOMS)



You are now in the section SESSIONS. It is comparable to smaller rooms within a large event venue. By clicking on one of the rooms (e.g. Volkshalle, Ahnensaal), you can participate in the sessions, round tables or panels that are currently taking place in one of the rooms.

Note: Even though it is called SESSION on Hopin, these are the different rooms where sessions, round tables and panels are being held. Check the schedule to know which presentation is taking place where and when.



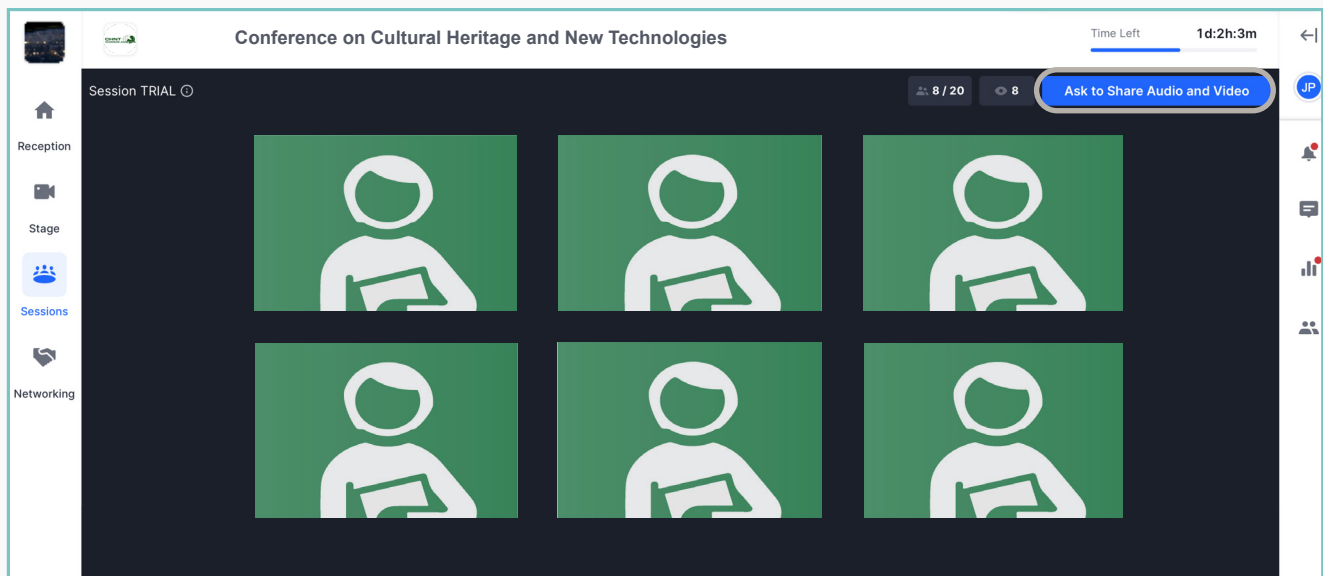
7. CHANGE LANGUAGE

Click here to edit your profile or change the language.



Click on the globe symbol to select a language.

8. ACTIVE PARTICIPATION IN THE SESSIONS

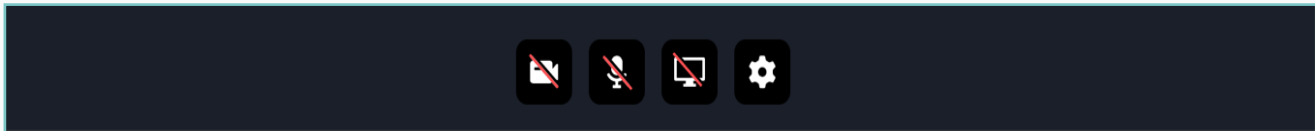


When you jump into a room, at first you are only a spectator and **don't see yourself**. To actively join the discussion, you must press the **request button**. It is a blue button names „Ask to Share Audio and Video“ in the upper right corner. Click here.

Usually a small window will open shortly afterwards, in which you have **to confirm** the activation of the built-in microphone (and camera). From now on the other participants should be able to hear (and see) you.

After the presentations, participants have the opportunity to ask questions to the speakers, share their own experiences and discuss with others. You have to press the request button to do so.

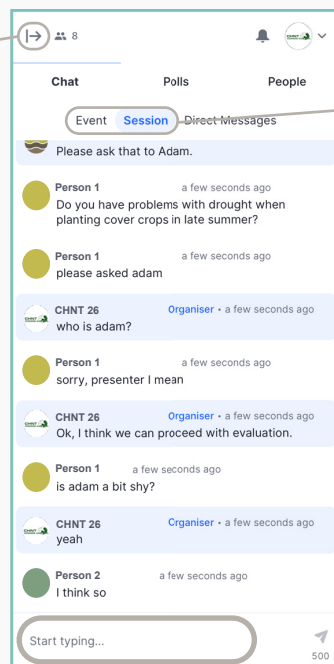
Note: If you are not actively participate (e.g. discuss, ask questions) in the session or the round table, you do not see yourself. This is what distinguishes Hopin from Zoom or Skype.



Once you have asked to share Audio and Video and you've activated your audio (and camera), four small icons will appear at the bottom of the screen. Here you can switch off your camera (1. from left) or mute your microphone (2. from left).

9. USE THE CHAT

The chat is now open. If you want to close it, click on the arrow again.



Here you can decide whether you want to send a message to all people in the event (regardless of the session), to all people in the respective session (in which you are currently) or send a direct message to individual people.

If you prefer not to appear with video and sound, you can also simply use the chat. Here you can also share questions, comments and experiences. Just click on „Start typing...” on the right and enter your text.