Hubilo Virtual Conference Software Tour

This tour explains how we plan to use the icons on the main menu of Hubilo for our conference.

Reception (Front page and Login): Includes “About” the APCDA Conference, our orientation video showing attendees how to use the website, keynote speakers, exhibitors, pointer to the Lounge, Leaderboard for Contests, and list of personal meetings. Possibly add a link to our Program as a PDF.
Event Feed: The “I’m Interested” button makes this valuable for networking. We will encourage people to frame questions/topics they want to discuss with others, so others know to talk with them. Of course, this is also a place for staff to call attention to special features/events.

Sessions: This area will accommodate our full schedule and the times will be shown in the time zone of the attendee. There will be a “Join” button for all live sessions and a “Watch” button for recorded sessions which will take attendees to our Zoom link. All sessions will use Zoom because it works in China. If we put a link to the recordings after the session, then people can “Watch” them as they have time. We will encourage attendees to Favorite (heart icon) the sessions they plan to attend so they can quickly find them when the time comes. Each session has a “show More” option.
Show more can include description, speakers, rating, and sponsor logos. Watch Now indicates the session was recorded and can be watched when the attendee wishes (up to one month after conference).
Speakers: We will have Keynote Speakers and Presenters.

When you click on one, each will have a photo and bio. Hubilo adds the Session(s) they are presenting. Attendee can favorite the speaker.
Delegates: Perhaps rename to Attendees? This icon will provide profiles of everyone (including speakers). Attendees can enter a bio and photo when they log in. Notice the “People you should connect with” list at the top:

Notice the “People you should connect with” list at the top of the Delegates list. This “Quick Guide” explainer shows how to use it. If attendee has entered his/her “Interests,” they will be used to find other attendees with similar interests. The recommendations can be based on any set of data we select. For us, Work Setting and Interests would normally be the ones relevant to find people to network with.

Find attendees

1. Find attendees to network with using the various filters. Choose the filters from ‘Advanced Filters’ and hit ‘Apply’.
We specify what is in the Attendee profile. Photo and Bio are collected at login (if attendees wish to share them). Notice the Meet and Chat buttons. Attendees can see the meeting times available for the other person and reserve one or can “chat” with other attendees (text message).

“Interests” can be our usual set, or a new set based on current topics.

Meetings: This is where attendees select the right time zone for themselves and specify which time slots they could meet (see next screenshot). This is also where the person’s schedule of meetings appears. If they have successfully scheduled a meeting, it will be listed here.

When they click “Edit Slots” on the Meetings page, they see a list of time slots starting at 12AM. Currently, time slots show India times – very confusing -- this may not work for us.
**Lounge:** We can have any number of tables with any even number of chairs from 2 to 16. We can arrange the tables as we wish. We plan to place tables in this order:

- Sponsors
- Exhibitors
- Poster Sessions
- Presenters
- Discussion topics/work settings
- Open tables (no topic).

When a person “sits” at a table, their initials appear. Cursor over the initials and the full name & photo appears. When a second person sits at the table, the meeting begins, similar to Zoom in Gallery View. This video meeting does not work in China, so we need to help Chinese attendees to find another way to meet.
Rooms: These can be used for meetings, such as committee meetings. We could use the area for Virtual Tours.

Welcome to the ROOMS
Click 'Join' to participate in Meetings. ROOMS is best experienced in Chrome. Other browsers have limited support.

Exhibitors: Diamond Sponsors will have full-width banners and other sponsors will have half-width banners. Exhibitors will have the logo buttons (1/3-page width). The word Exhibitors to includes both Exhibitors and Sponsors henceforth.
Exhibitor Booth: After clicking on the banner or button, we see an Exhibitor Booth. Booths include a logo, photo, buttons for meet, chat, virtual business card, and rating. There is space for a description (About) and for up to 10 documents, photos, or videos. Exhibitors can also list employees available to talk with customers and attendees can ask to meet with a specific person.

All Exhibitors also will be assigned a table in the Lounge where you can meet with attendees during tea breaks.

Contests (Gamification): We can offer any number of contests. There are 3 types of contests:
1. Text-base, multiple choice answer
2. Photo Contest – submit photos and we “select the best”
3. Participation Contest – speakers/presenters can solicit questions and select the best (3?). They will then answer those questions when they feel appropriate to do so.
4. Action Contest – make the best use of the software to network with other attendees. Note that the Leader Board on the first page shows these winners.