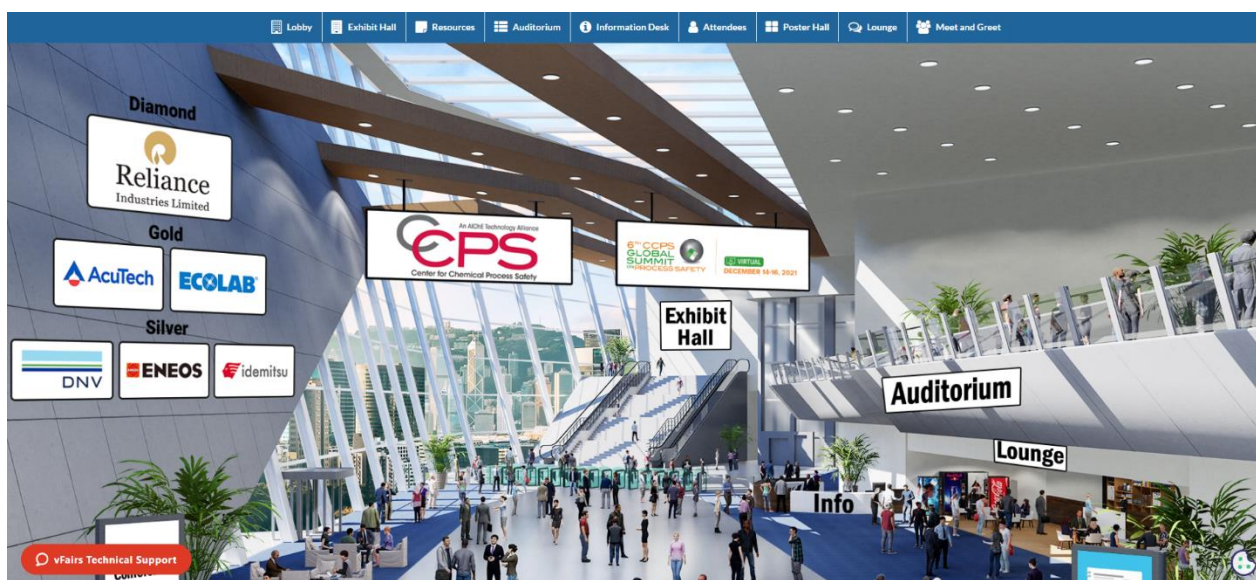




## Your Attendee Guide to the Virtual Meeting on V-Fairs



ORGANIZED BY



## Your quick reference to the Attendee Guide

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## 6<sup>th</sup> CCPS Global Summit on Process Safety

### Attendee Guide Introduction

Welcome to your guide for December 14 - 16. This guide will provide you with all you need to know to have a productive, engaging, and enriching experience at the Global Summit on Process Safety. For quick reference, please view the table of content to go to specific page of interest. **Please note, all times for talks and events will be listed in Indian Standard Time (IST).**

### Info Desk – Check in here if you run into any challenges

The info desk in the vFairs platform lobby (see more on navigating the Lobby starting on page 3) is there to help you in the event you run into any issues with the platform and will bring you directly to the Help Desk / Technical Help chat room. If you prefer to email for help, platform representatives are also available at [gsps@getvfairs.io](mailto:gsps@getvfairs.io) **If you forget this email, don't worry, it's also listed in the top right corner of each room in the platform.**

### Accessing the Event

You will receive a series of emails from AIChE Virtual Events ([customerservice@aiche.org](mailto:customerservice@aiche.org)) with instructions on how to login to the platform ahead of the event. There are two different types of logins: One for attendees and one for employees of exhibiting companies. The emails will provide you with your user ID and clearly identify the process for logging in to gain access to the platform. If you run into any issues, please contact [customerservice@aiche.org](mailto:customerservice@aiche.org).

### Planning Ahead

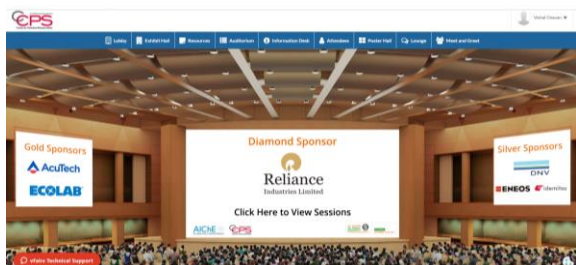
Once you have confirmed your ability to login, spend some time with the [technical program](#) and plot out your schedule for the two days.

**More information on how to navigate to talks is provided in the “Auditoriums” section on page 3.**

## Navigating in the Lobby

Once inside the virtual platform, you will have the opportunity to explore all that the meeting has to offer, by using the lobby links or the top menu. More details are below.

## Auditoriums



We recommend starting in the auditoriums to get comfortable with how to find and access presentations. You can navigate to the auditorium by clicking on 'Click Here to View Sessions' the link. Within the auditorium, you will find 3 days of technical programme that can be viewed by clicking on the each day and sessions. Do not worry if you cannot make every presentation of interest, recordings will be available in the platform 24 hours after the session and up to 30 days after the meeting ends.

## Attending Presentations

When you click the auditorium screen, you will be brought to the technical program available within that auditorium. You'll be able to view available presentations by date with a countdown to the start time.

When the start time arrives, a "Join now" button will appear. All you have to do is click that button and follow the prompts to join the presentation. You will have the opportunity to chat, or enter questions in the Q&A.

**DECEMBER 14<sup>TH</sup>**

Conference Opening, Welcome Address and Keynote

Tue, December 14, 9:00 AM (EST)  
Duration: 01:00:00  
11 days, 19 hours, 38 minutes

**Yatendra Lodha** - Group Head, Safety & Operating Risk, Sustainability & Operating Excellence  
Reliance Industries Ltd.

**Shakeel Kadri**, Executive Director and CEO, CCPS

Pavan K Jain, President, Jamnagar Cluster  
Reliance Industries Ltd.

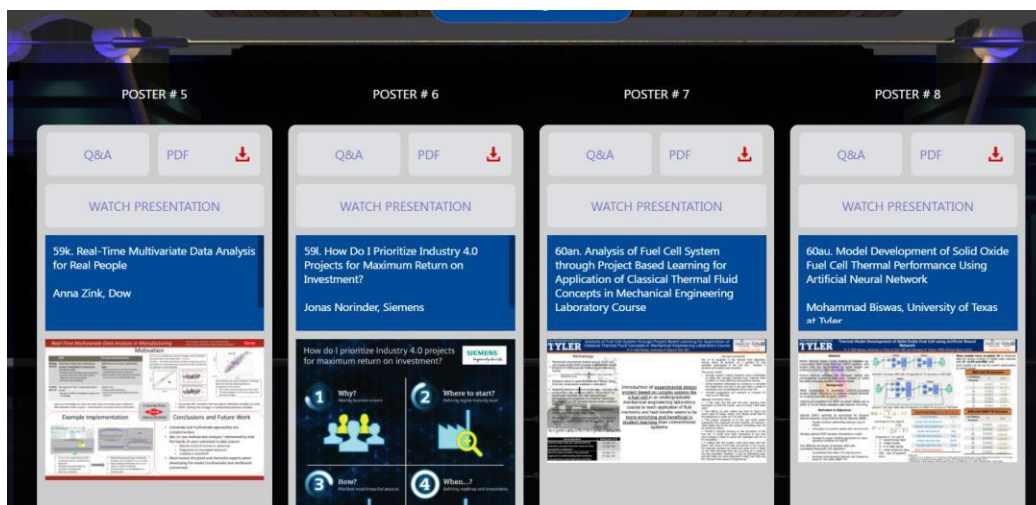
- **Briefing**- Administrative & logistics arrangements of Virtual Conference.
- **Conference Opening**: Yatendra Lodha; Group Head- Safety & Operational Risk; Reliance Industries Ltd.
- **Welcome Address**: Shakeel Kadri, Executive Director and CEO; CCPS
- **Keynote** :  
Mr. Pavan K Jain, President - Jamnagar Cluster; Reliance Industries Limited.

vFairs Technical Support

**Zoom notes to be aware of:** If you do not have a current Zoom account, you may be asked to enter your name and email to enter the room. This is standard process and will allow you to join the sessions. Audio will also be through the computer only.

### Poster Hall & Poster Sessions

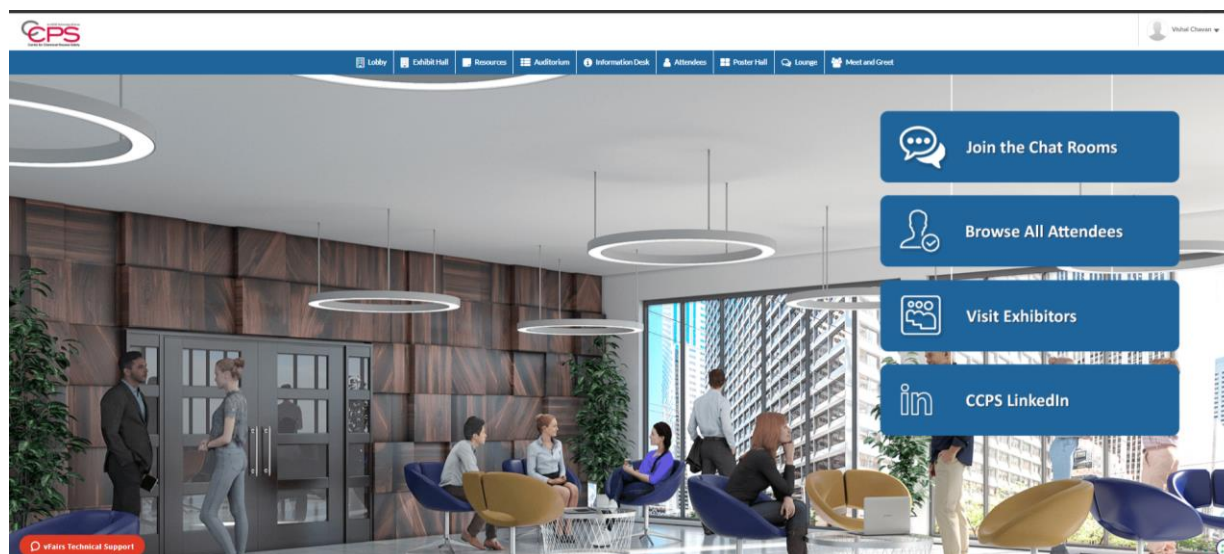
The Poster Hall will be open throughout the meeting, which will allow you to browse the posters, as you have time, prior to the poster sessions. By viewing ahead of time, you can attend the poster sessions prepared with questions for the presenters, as they will be present for live, text-based Q&A during the session time.



Each poster will have a short video from the presenter. A PDF of the poster will also be available for viewing.

### Networking Lounges – Live Chat Rooms

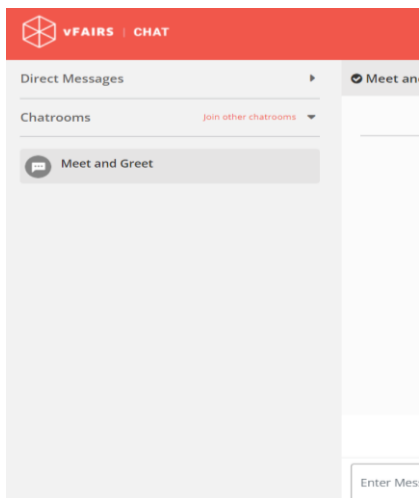
Within the lounge, you will be able to access chat rooms, browse attendees and visit exhibitors. You can join the lounge through the lobby or through the top menu navigation.





## Chat Rooms

The networking lounge is designed to help you connect with your peers to continue exploring topics that surfaced during the technical sessions. Within the lounge, you'll see a button to "Join the Chat Rooms" **IMPORTANT NOTE – you need to join the chat rooms!** We respect your privacy and don't want to put you in a room you don't want to be in, so you will need to actively join chat rooms to engage with other attendees.



Once in a chat room you can participate in the group text chat, or find someone to chat with one on one – a list of attendee in each room will be seen on the right side of each chat room. For one-to-one chats, you'll be able to choose from text, audio, or video calls.

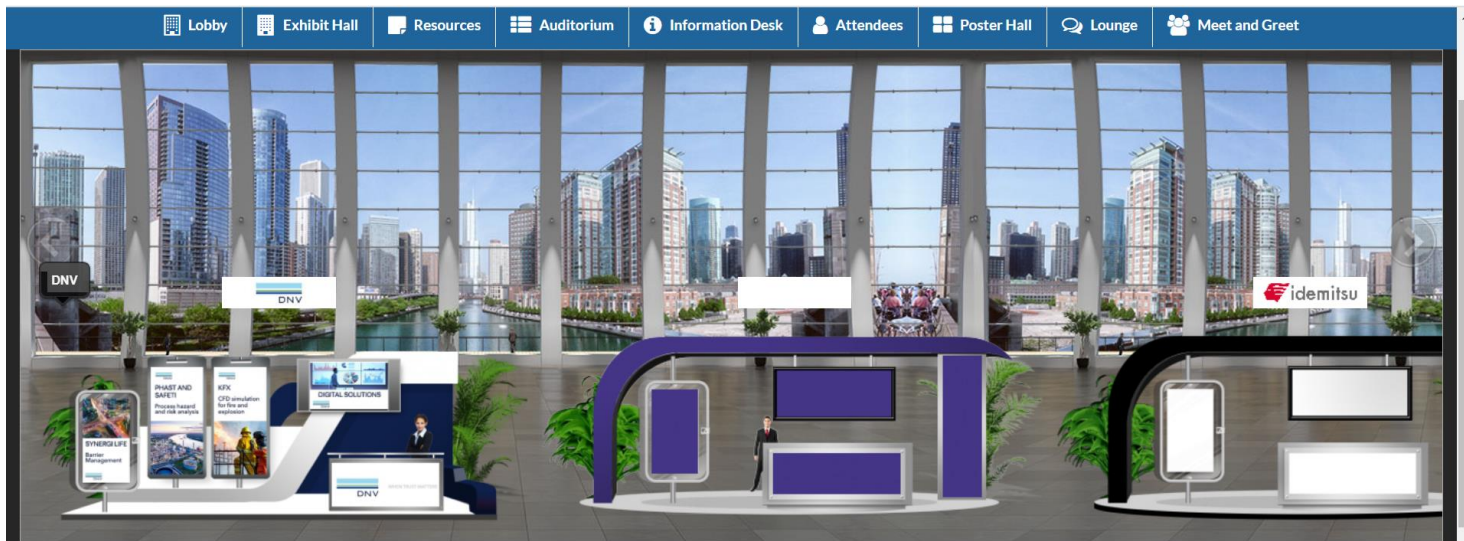
Please note, there is potential to join a significant number of chat rooms. Your active chat rooms will be listed down the left side of the chat interface in alphabetical order. In addition, the chat will open in a separate browser window, allowing you to toggle back and forth between sessions and the chat rooms.



## Chat with Exhibitors

Throughout the meeting, the exhibit hall will be open and you can chat with exhibiting companies to learn more about them. Please visit the exhibitors chat room to chat and connect.

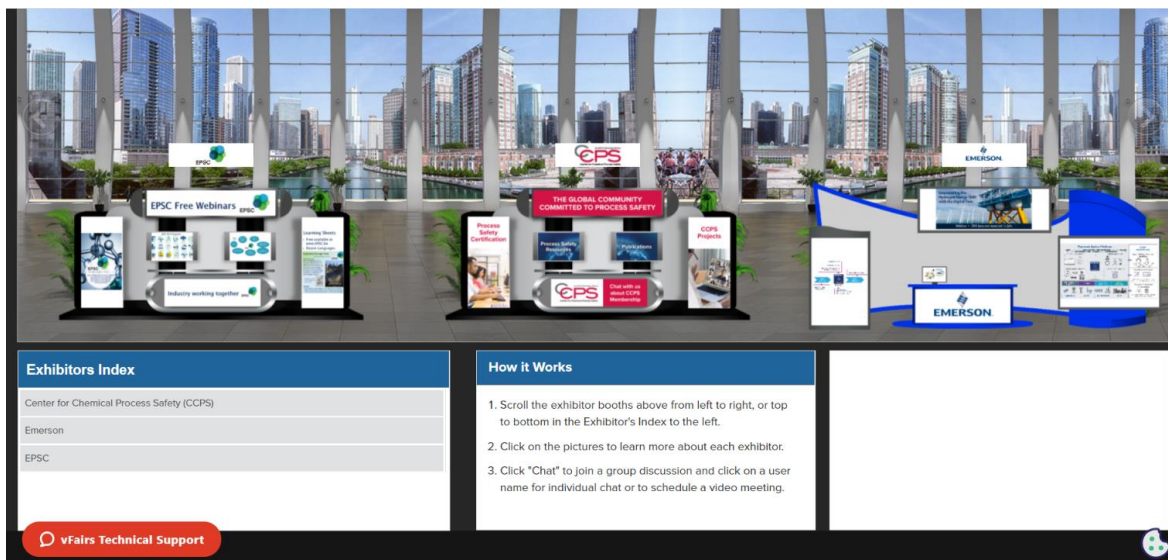
## Exhibit Hall & Exhibits



Always a highlight of conferences, the exhibit hall provides the opportunity to learn from service providers about new technologies and techniques that can support you in your career.

When you visit the exhibit halls you will be able to:

1. Find specific exhibitors by scrolling through the hall, or by reviewing the exhibitor index on the lower left of the screen



2. Chat with the exhibitor booth reps using the booth chat feature.
  - a. You can engage in the booth group chat, chat one-to-one with a booth rep, or even schedule a time to return and chat later in the meeting.
3. Fill up your “virtual briefcase” with information from the exhibitors by selecting content of interest.

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