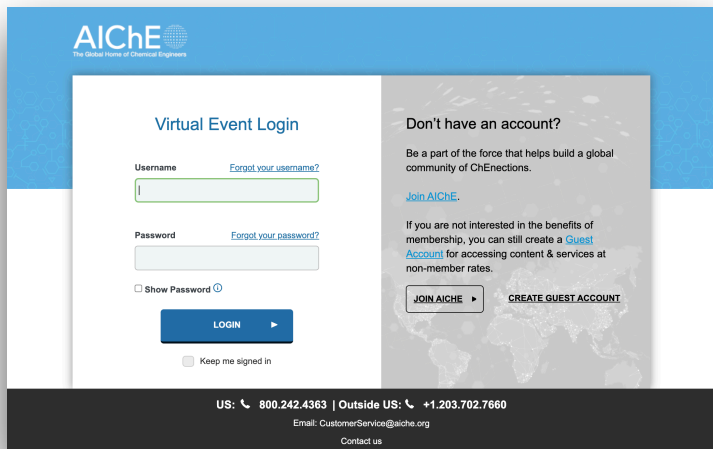


Thank you for registering for the 2021 AIChE Virtual Annual Meeting and Student Conference! This guide will help you access all relevant event information and get the most out of the networking features. The guide is broken up into three parts:

- [Joining the Virtual Event | Creating your profile](#)
- [Virtual Experience: How to Navigate the Breakout Platform](#)
- [Frequently Asked Questions & Troubleshooting](#)

Joining the Virtual Event

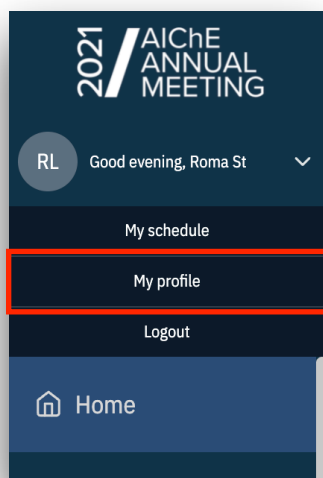
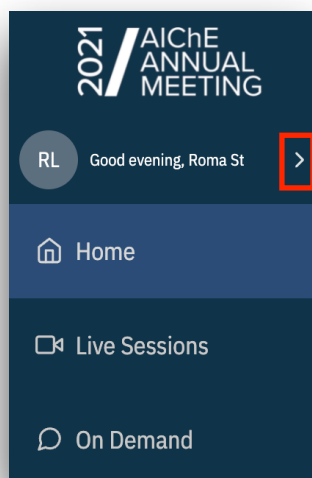
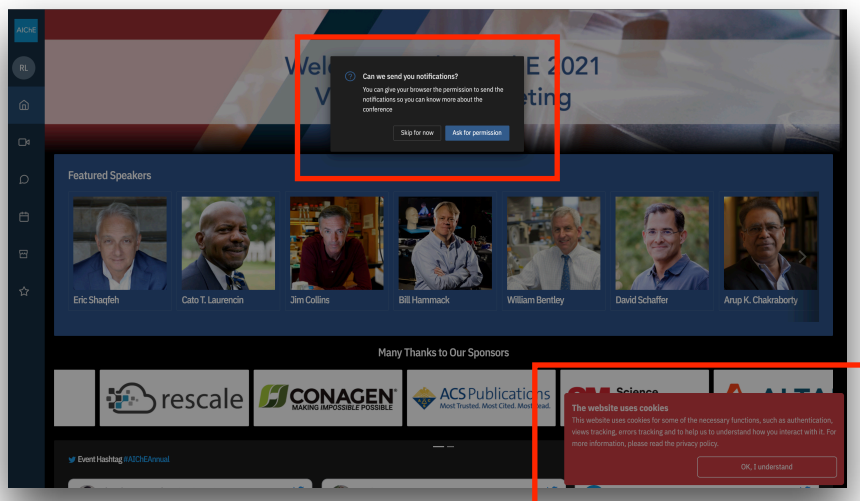
Step 1: Please visit the [2021 Annual Meeting and Annual Student Conference](#). Click on the login/Register button on the top left hand corner of the page.



Step 2: Log in with your AIChE username and password. You should have received your AIChE username at this point. Once you're logged in, you'll be redirected to the conference site.

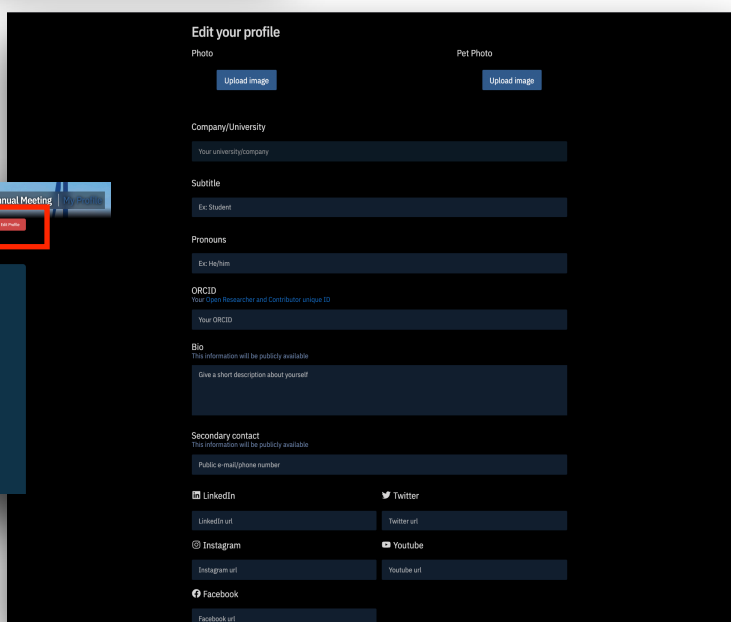
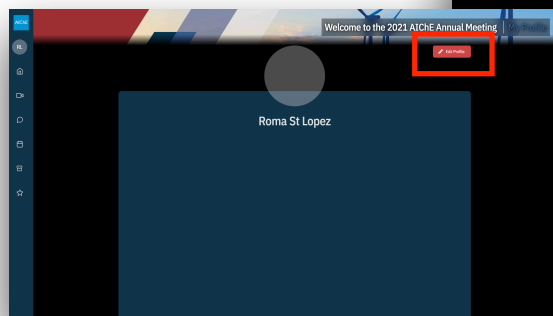
Creating Your Profile

Step 3: Once you're redirected back to the site, accept cookies and enable notifications.



Step 4: the login button will update and show your name. Click on the > and select 'My profile'

Step 5: Click 'edit profile' and from there you'll be able to update your public profile. Add your photos, bio, social handles and more.



Want to see how this works? [View this video.](#)

Virtual Experience: How to Navigate the Breakout Platform

Please use the latest versions of these browsers for the best attendee experience:



Chrome



Firefox

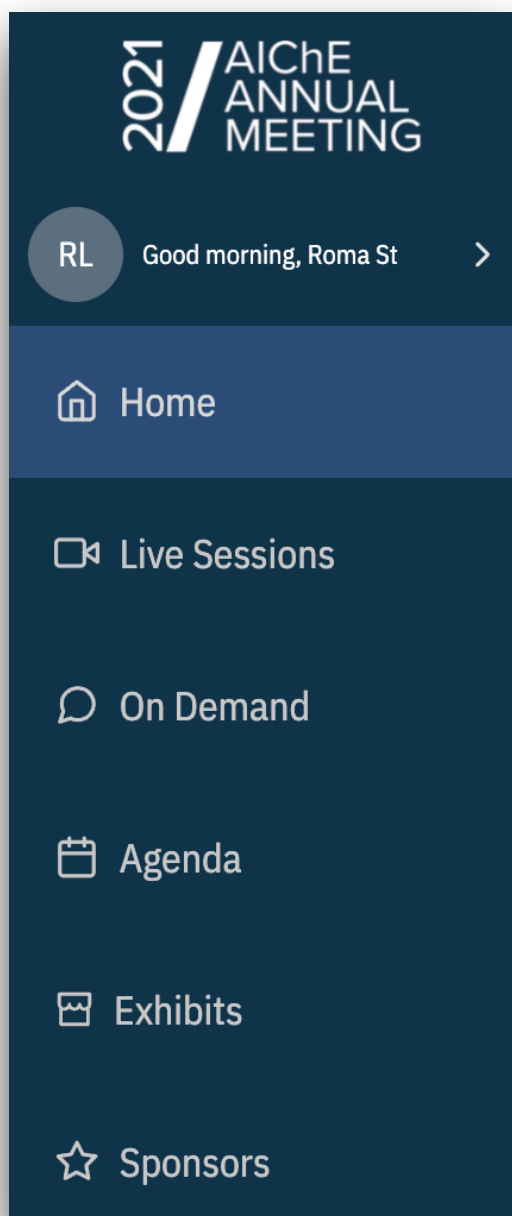


Edge



Safari

The Navigation Bar



Use the navigation bar on the left side of your screen to engage with the entire virtual event.

User Menu: This section gives you the ability to edit your public profile and view your personal event schedule.

Home: The home page will contain your featured speakers, AIChE Twitter, Event-at-a-glance and more.

Live Sessions: Access to all sessions that are happening live on the platform.

On Demand: View recorded content from sessions that have concluded.

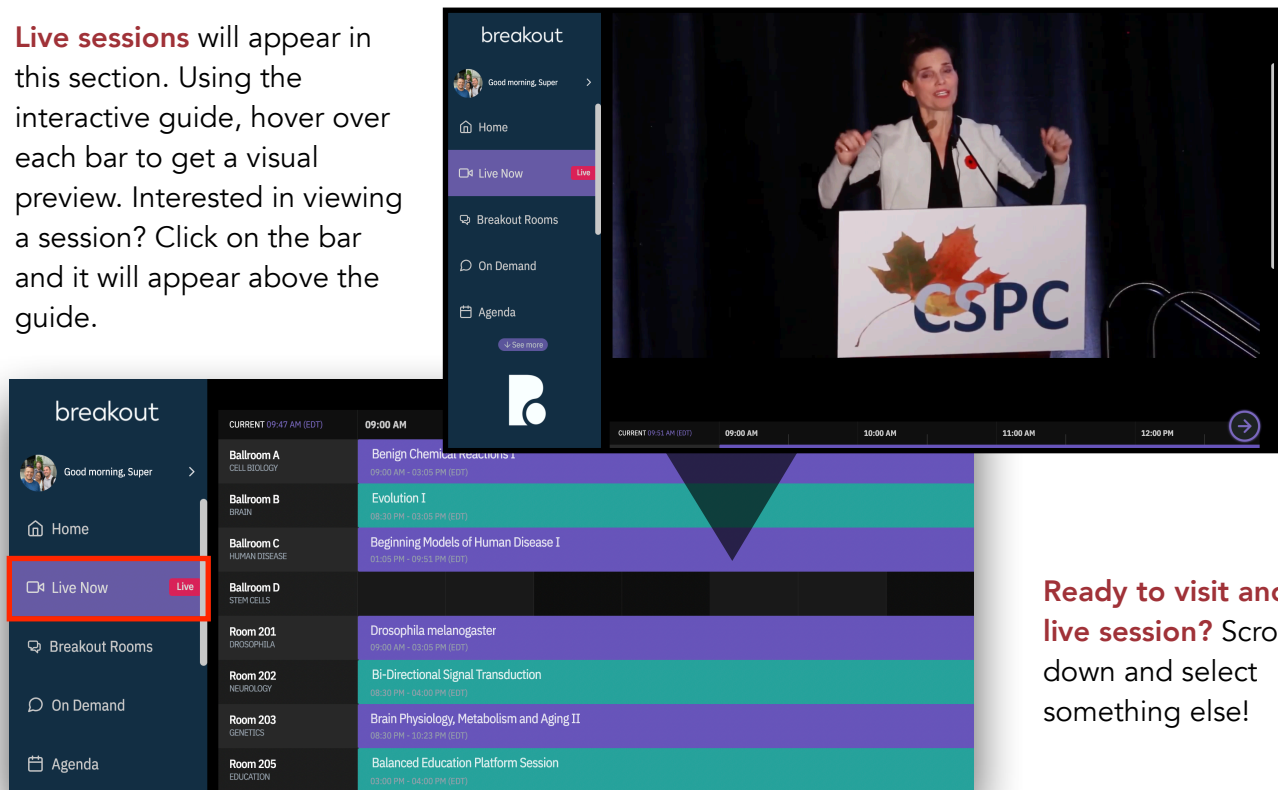
Agenda: Use this to bookmark full virtual sessions or individual talks to your personal schedule

Exhibits: Visit the companies and organizations participating at this year's virtual event.

Sponsors: Browse all sponsors of the event.

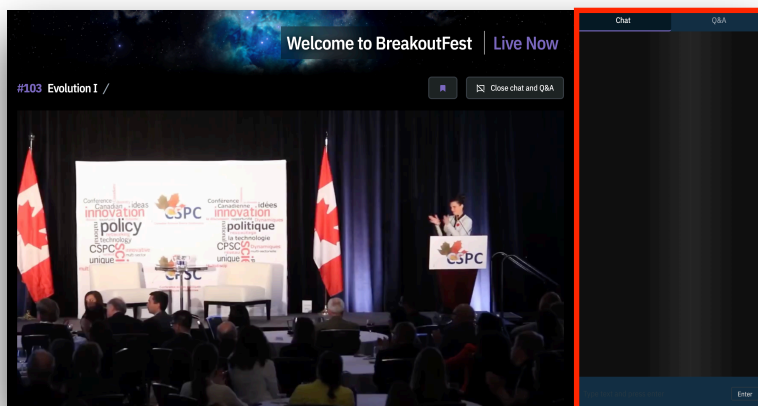
Live Sessions

Live sessions will appear in this section. Using the interactive guide, hover over each bar to get a visual preview. Interested in viewing a session? Click on the bar and it will appear above the guide.

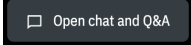


Ready to visit another live session? Scroll down and select something else!

PLEASE NOTE: Only **active** live streams are clickable in this view. If a session has concluded or if it is scheduled at a future time, you will not be able to click on its bar.

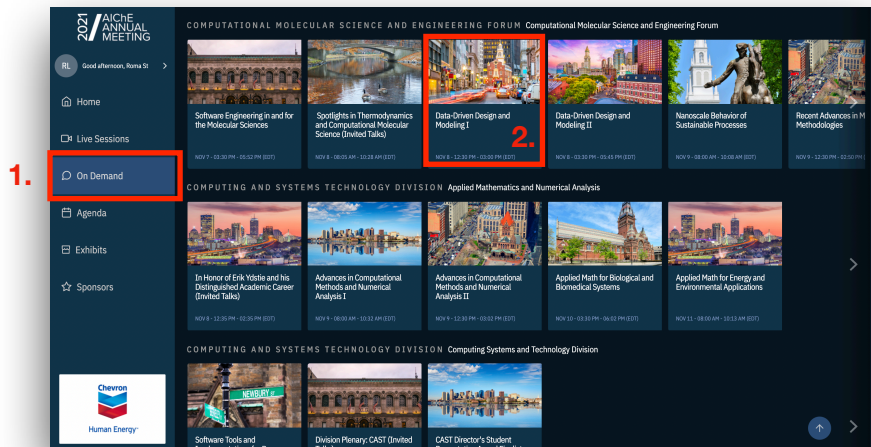


Questions? Interact with speakers directly through the chat and q&a tool located on right side of that page.

Click  and the chat and Q&A tool will appear. From there, engage with attendees and speakers by typing text in the designated field and clicking 'enter.'

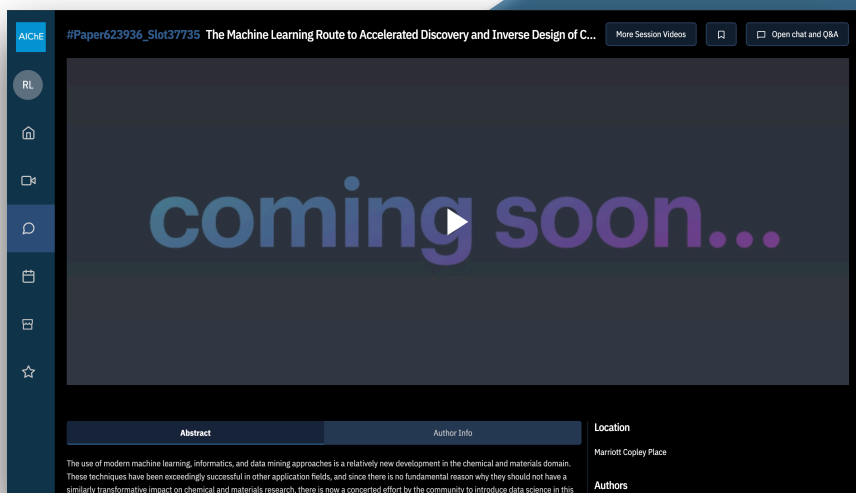
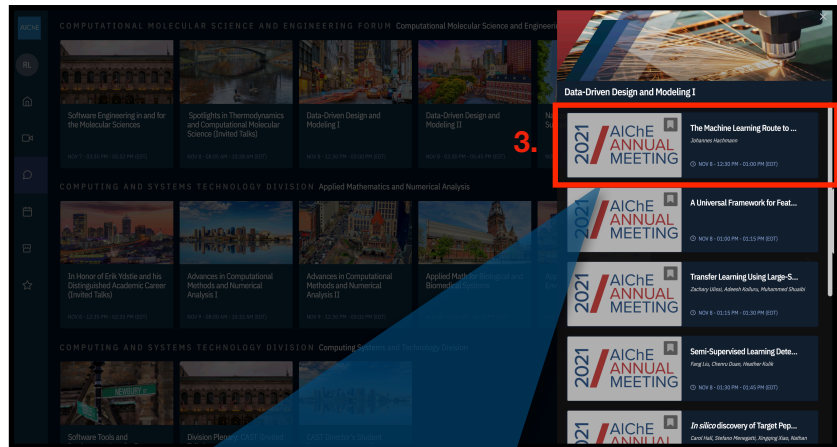
Want to see how this works? [View this video.](#)

On Demand



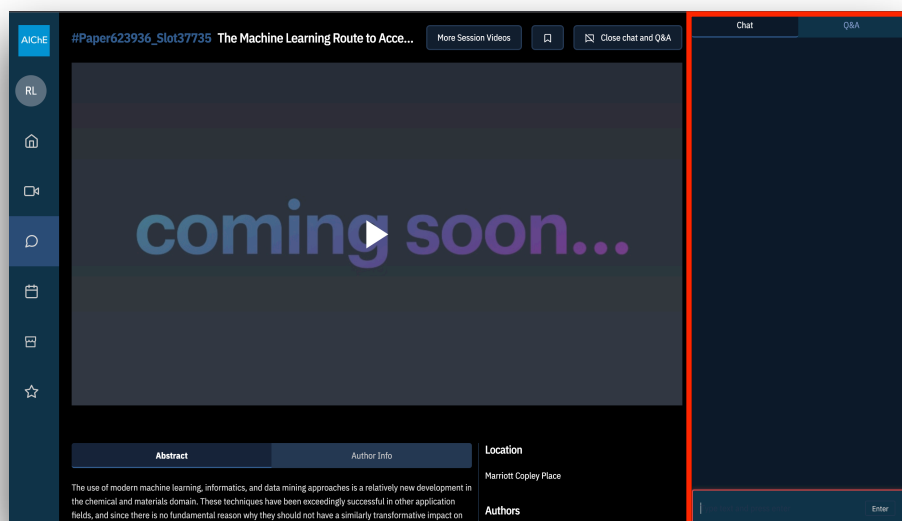
The **On Demand** section gives you access to all the recorded content from previous sessions. Click 'On Demand' on your navigation bar and select the session you'd like to view.

Upon selecting your session, a menu bar will appear with all the talks in the session. Select the talk you would like to watch.

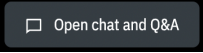


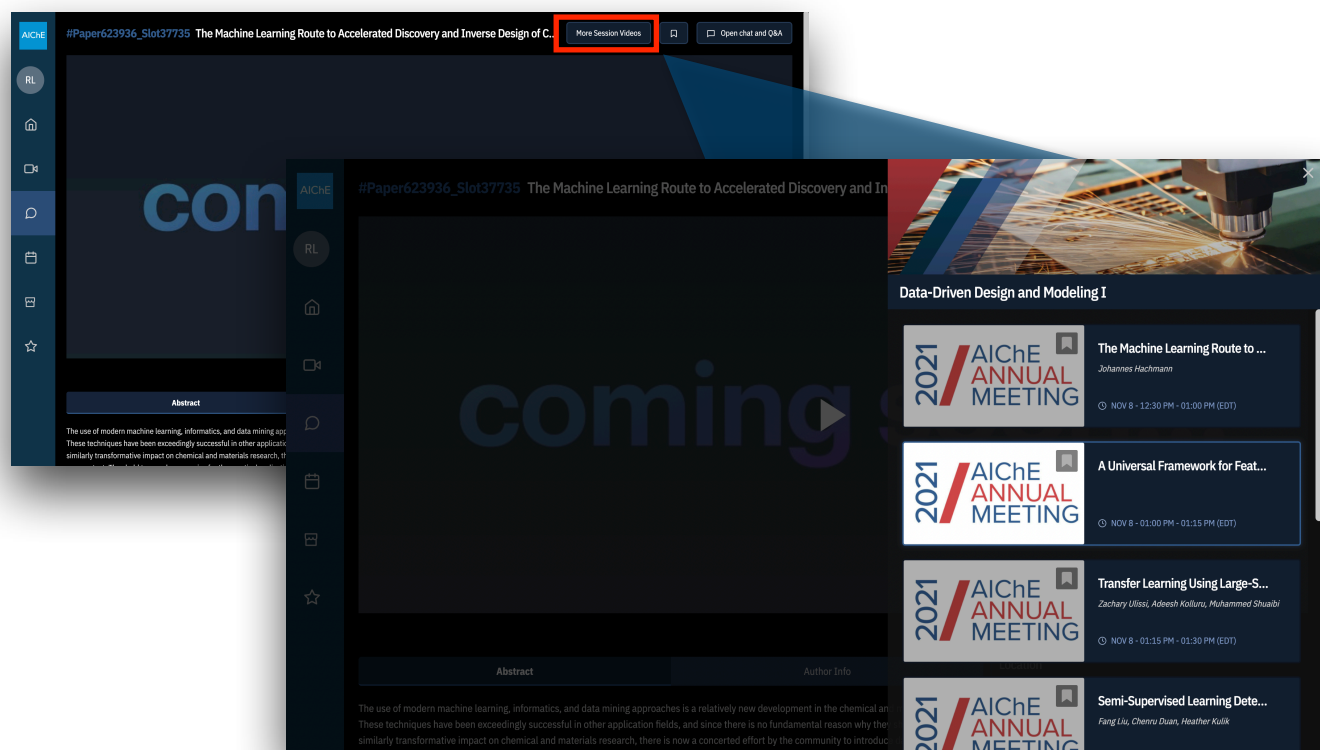
If the talk is available, it will automatically start playing. If it has not yet processed or if it's happening at a future date, you will see a holding screen.

On Demand (cont.)



Like the live sessions, attendees are able to engage with their peers speakers directly through the chat and q&a tool located right side of that page.

Click  and the chat and Q&A tool will appear.

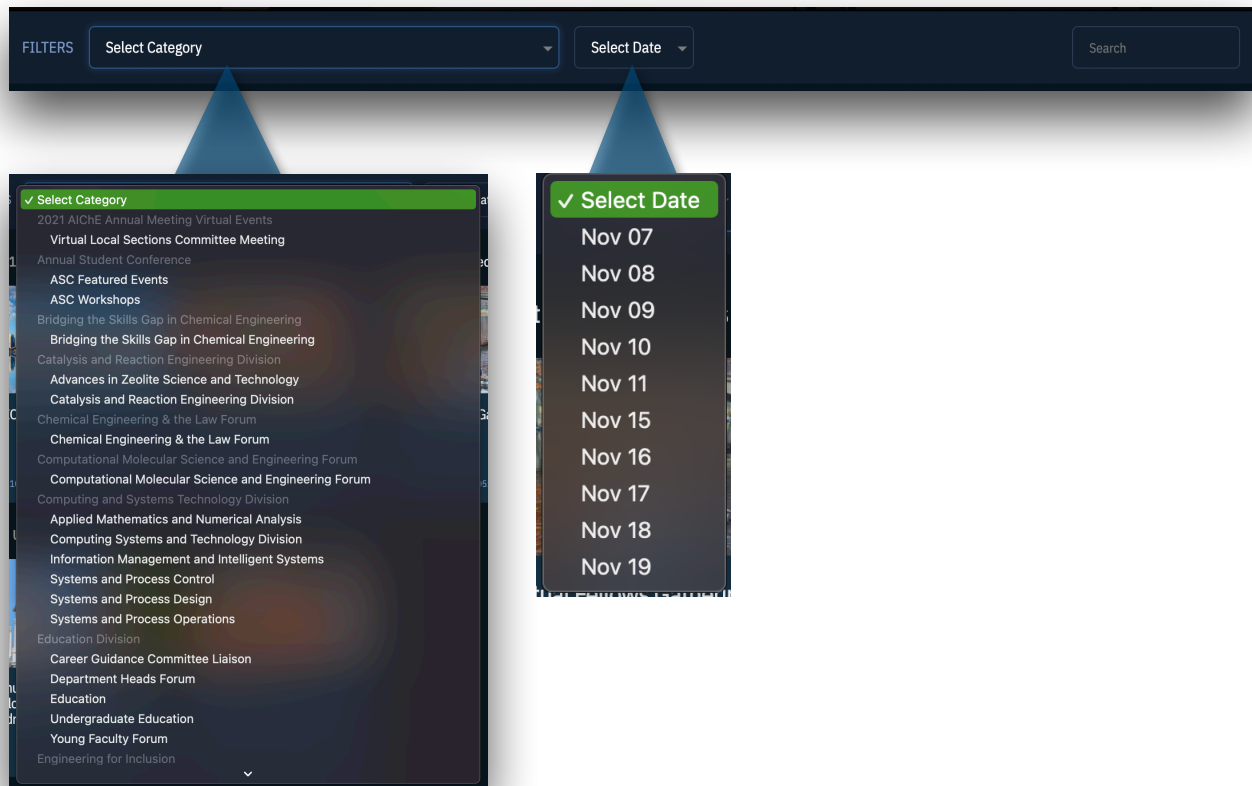


To access the other talks in the session, click on 'More Session Videos' and a menu will appear with the remaining talks. From there, you will be able to view the next talk of your choosing.

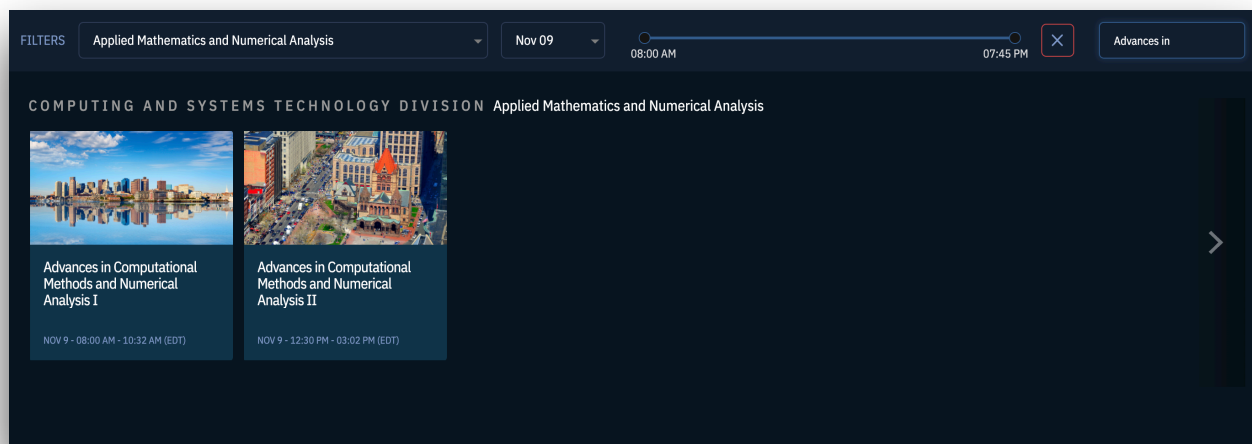
Want to see how this works? [View this video.](#)

On Demand (cont.)

Use Breakout's powerful filter tool to help you find exactly what you're looking for. It is located on the top of the 'On Demand' page.

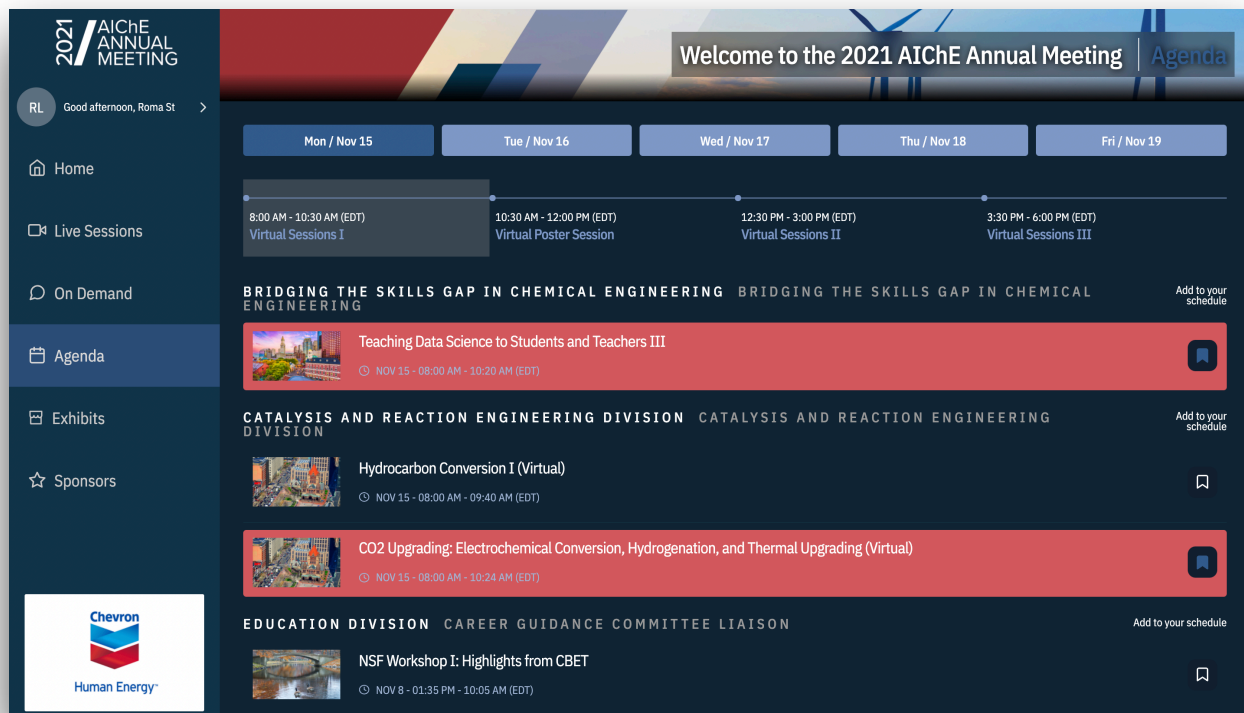


Select a category from the dropdown menu, choose a date or type directly into the search bar to narrow down nearly results. See example below:

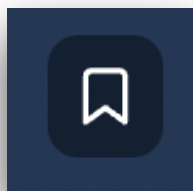
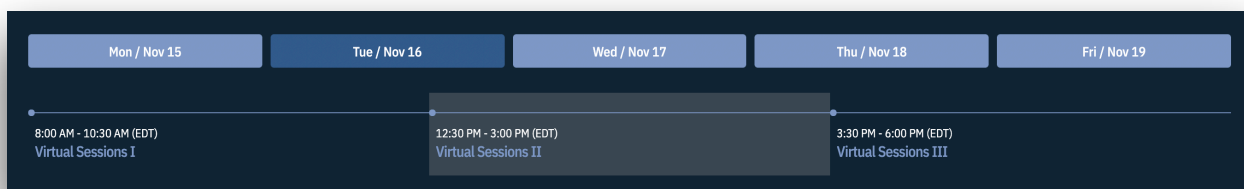


Agenda

Use the agenda to browse the virtual sessions by day and build your personal schedule throughout the meeting.

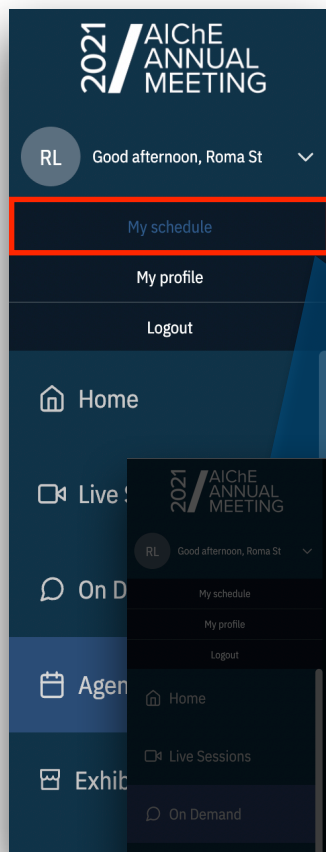


Easily narrow down sessions by filtering using the date and time block tabs on the filter bar:



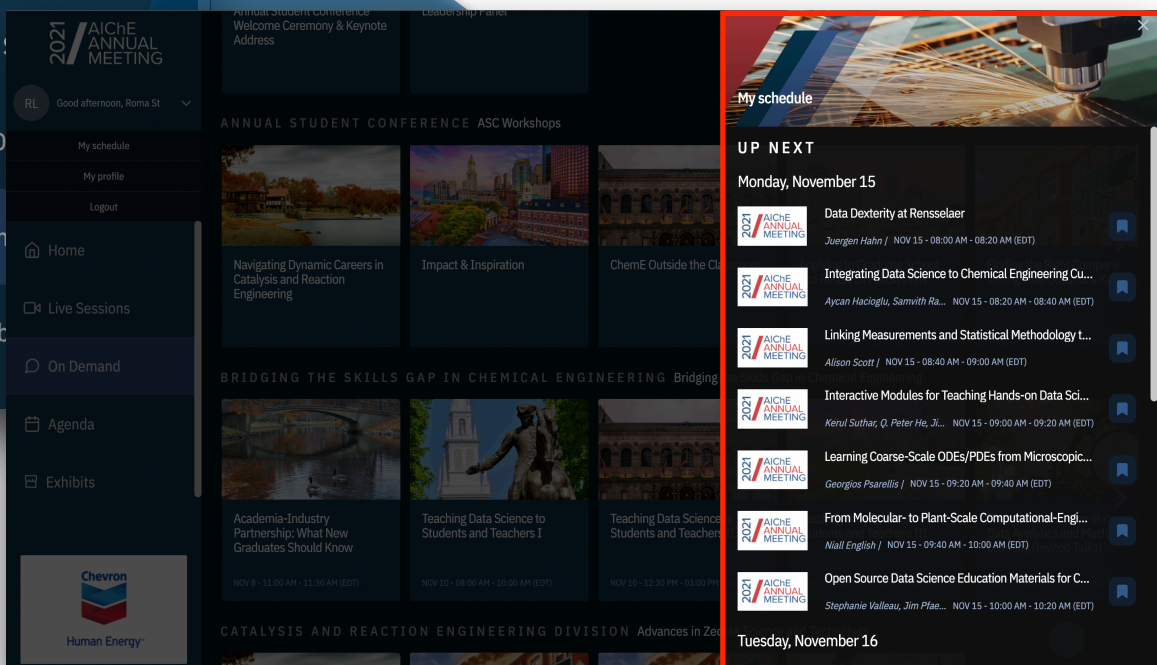
Add sessions to your personal schedule by clicking this icon to the right of the session title.

Agenda (cont.)

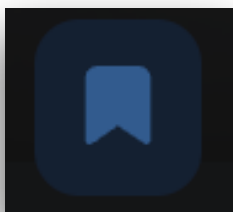



Access your personal schedule anytime on the site by clicking **'My Schedule,'** which is located in your user menu.

From there, you'll see your personal schedule pop out on the right side of your screen.



If you are no longer interested in a session or talk, click this icon to unselect it. The unselected talk will no longer appear on your schedule.



To close, just click outside of your schedule or  out of it on the right hand corner of your screen.

Want to see how this works? [View this video.](#)

Poster Sessions and Networking

Browse virtual posters and connect with fellow attendees through the **Posters and Networking** pages.

The screenshot displays the 2021 AIChE Annual Meeting website. On the left is a blue navigation sidebar with the following items: 'Good morning, Breakout', 'On Demand', 'Posters' (highlighted with a red box), 'Networking', 'Community Meetings', 'Exhibits', and 'Sponsors' (with a 'See more' link). Below the navigation are logos for Chevron and Human Energy. The main content area features a header 'Welcome to the 2021 AIChE Annual Meeting & Annual Student Conference' and a 'Posters' tab. Below the header are four session cards: 'Monday Virtual Poster Session' (Nov 15 - 10:30 AM - 12:00 PM), 'Meet the Faculty & Post-Doc Candidates' (Nov 15 - 01:00 PM - 03:00 PM, highlighted with a red box), 'Tuesday Virtual Poster Session' (Nov 16 - 10:30 AM - 12:00 PM), and 'Meet the Industry Candidates Poster Session' (Nov 16 - 01:00 PM - 03:00 PM). Below the session cards is a 'Social hour' section with a 'Meet the Faculty & Post-Doc Candidates' event card. This card includes a photo of people in a lab, the event title, the date and time (Nov 15, 2021, 1:00PM - 3:00PM EST), a countdown timer 'Event is starting in 5 days', and a 'Check your system' button. Below the event card is an 'About this event' section with a short description and social sharing icons for Facebook, Twitter, and LinkedIn.

The **Posters and Networking** pages gives you access to all the virtual poster sessions and networking events taking place. Click 'Posters' or 'Networking' on your navigation bar and select the session you'd like to view.

A new tab will appear on your browser window and you will now have access to that session.

Want to see how this works? [View this video.](#)

Exhibits

Easily browse through exhibitors and engage with their representatives through the **Exhibits** page.



Just click on an exhibit that you'd like to visit and you'll be brought to their page.



From there, you're able to learn more about the organization, browse any available jobs, download resources and chat with company representatives.

PLEASE NOTE: By visiting the exhibits section of the platform, you allow the sharing of your information (name, school/organization, email) to the exhibits whose pages you interact with directly.

Frequently Asked Questions and Troubleshooting

1. What if I don't remember my AIChE password?

Reset your by clicking the "Forgot Your Password?" link on the login screen of the AIChE page. Please know that the "forgot your password" process will send a link to the primary email address on your account (which you will need to enter, and will be the email address at which you received this email).

2. What if I still can't access my account after I tried resetting my password?

If you are still unable to login in, please contact Customer Service by email at customerservice@aiche.org or by phone at 1-800-242-4363 or 1-203-702-7660 if you are outside the continental US.

3. What if I've never logged into the AIChE, how do I get access to the platform?

A login ID was created for you when your profile was built to process your registration. Your username was sent in an email by the AIChE team. To set up your log in, you will need to use the "Forgot Your Password" process to finalize the setup of your web credentials. See *answer to question 1 for details*.

4. I missed the start of the session, can I view it from the start?

Yes! When you arrive to a session, it will automatically start where the session currently is. Scroll over the video and the video menu bar will appear. Just click to any point prior to the current time you'd like to see and you will be brought to that point of the session.



5. Can I watch a session later or on demand?

Yes! To view past sessions and talks, click on the 'On Demand' button located on the left navigation bar. This will direct you to all previously recorded sessions.

6. What can I do if I'm on a previously recorded session page and the content won't play?

Check to see if you are logged into the event first. Then see if the session you are trying to see has already taken place or if it's schedule for a future date. If it has already taken place, try refreshing your browser.

7. **Do I need to download or install any software to participate in this year's event?**

No! You do not need to download anything to participate. You will only need an internet connection and your AIChE username and password to access the platform.

8. **Can I access this event from a mobile device?**

This event is accessible from desktop, laptop and Android mobile/tablet devices.

9. **Is a webcam required?**

There is no need for a webcam while viewing content. There are plenty of ways for you to interact with attendees and speakers through session chats and Q&A.

10. **What should I enable on my browser to make sure I have a good attendee experience?**

Please be sure to allow browser cookies and turn off any VPNs connected to your browser.

11. **I'm still having trouble- what do I do?**

Contact aichehelp@meetbreakout.com and we'll be able to help!

