AMEE 2020: JOINING INSTRUCTIONS

Here you will find the steps you will need to download the virtual event app and create your avatar.

You only need to follow these simple instructions or watch the videos by clicking on the links.

IMPORTANT INFORMATION AND REQUIREMENTS

- The application works on any device, PC, Macintosh, iOS or Android
  - IMPORTANT FOR MACINTOSH USERS: If you have a Mac device, you will need to have the lastest update of the system, Catalina.
    - This update can take at least one hour. The rest of the Apple devices do not have this requirement
- In some devices or systems, you will be asked to restart before running it. It is important to do so; otherwise, the application will not work.
- It is also important to connect your headphones and microphone to the device BEFORE entering into the virtual platform. You can use any headphones or mic, but they have to be recognised by the system before running the application.

HOW TO INSTALL THE APP, LOGIN & CREATE YOUR AVATAR?

1. Click on the link below, or paste it into your web browser;
   https://public.virtwayevents.com/launch/AMEE-2020

The following screen will appear:

Enter your username and password into the fields, as shown by the yellow arrows below. Your username and password would have been provided in your joining instruction email.
2. The next screen is shown below. Depending on the browser you will see variations of the download screen below. Click on Install.

If you see the following screen, install the Chrome extension to continue with the download process.

You can also install the Chrome extension by following this link:
https://chrome.google.com/webstore/detail/virtway-events/onkiokaplaglgomfhojhedifmooehde
3. Once everything is installed and you open the application (the app icon will be on your desktop), be sure that you are entering into the correct virtual world by choosing AMEE 2020 from the list. If AMEE 2020 is not listed, please type in AMEE-2020 in the box shown by the second arrow.

4. As you are already registered for the AMEE Virtual World, please click ‘Yes, I already have a user’, as shown by the arrow below.
5. Enter your username and password into the fields, as shown by the yellow arrows below. Your username and password would have been provided in your joining instruction email.

6. Now for the fun part… You will enter your avatar wardrobe as per below.
7. The instructions below clearly show the main elements of creating your avatar.

By clicking on ‘My Profile’, you will have the option to update your professional contact details, which will be the information you share if you choose to share your e-business card during the AMEE Virtual Conference.

This colour wheel will allow you to choose your skin colour.

Whatever you enter here will be displayed on your delegate badge, which will be shown over your avatar head, under your username. We suggest you keep this as the name of your Organisation/Institution.
8. Congratulations! Your AMEE 2020 Avatar is complete! Hit the ‘continue button’, as shown below.

9. You will now be taken to the main ‘Scene List’, as shown below. Choose a room, enter and have fun learning and networking!

Don’t miss the scroll option at the bottom, to scroll through all of the conference room options.
HOW TO INTERACT IN THE VIRTUAL WORLD

We highly recommend you watch the User Guide video to learn how to interact in the virtual world, how to talk to other users and how to move around smoothly.

The AMEE 2020 team are here to help! If you have any difficulty with these instructions, please contact us by email at amee@serenevents.com or by telephoning +44(0)1745 776 505

INSTALLATION VIDEOS:

- PC: https://vimeo.com/402575716
- Android: https://vimeo.com/402630933
- iOS: https://vimeo.com/402573727