

Instructions for Participating in AAS 242 via the Virtual Platform and Meeting App

With so many things happening at AAS 242, it helps to have the most up-to-date information about what's coming up next as well as changes to the program. By downloading the AAS 242 meeting app, you'll automatically receive notifications of important event information and reminders. The meeting app syncs seamlessly with the in-browser virtual platform that can be accessed from your computer.

Accessing the virtual meeting

You must be registered to receive an invitation to the meeting platform/app. Note that it could take up to 30 minutes after registering to

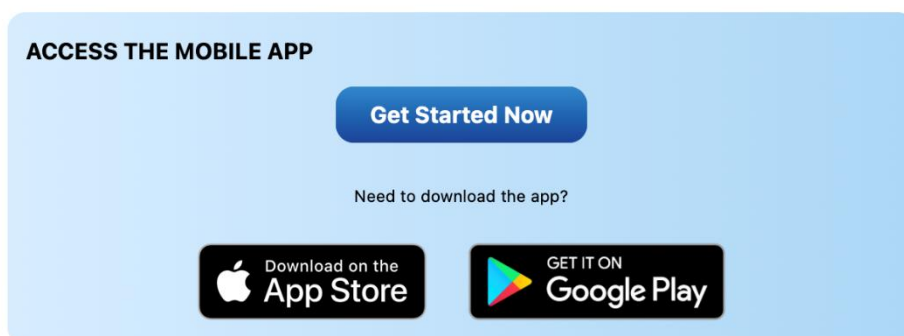
Check your email for your personalized invitation to the conference virtual platform and app. The email will come from American Astronomical Society <noreply@rdmobile.com>.

Follow the instructions in the email (more details below) to access the program and the virtual meeting platform using the mobile app or your computer.

Note: To log in, you must use the email used during the registration process, which is the same as the email on your AAS account. If you need assistance contact meetings@as.org.

Via the meeting mobile app

1. On your mobile device, open your personalized invitation email and scroll to the section that reads "ACCESS THE MOBILE APP" (see screenshot below).

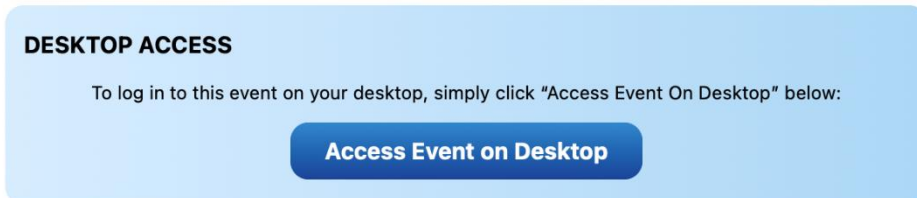


2. Tap "Get Started Now" and copy the personalized access code that appears for the meeting.
3. Use the buttons below the access code or in the email to download the

- “Engagefully” app to your mobile device.
4. Open the Engagefully app and search for AAS.
 5. Tap “Enter Access Code” and use the personalized access code you copied in step 1 to log in to the AAS 242 meeting space.

Via your computer

1. On your desktop/laptop, open your personalized invitation email and scroll to the section that reads “DESKTOP ACCESS” (see screenshot below).

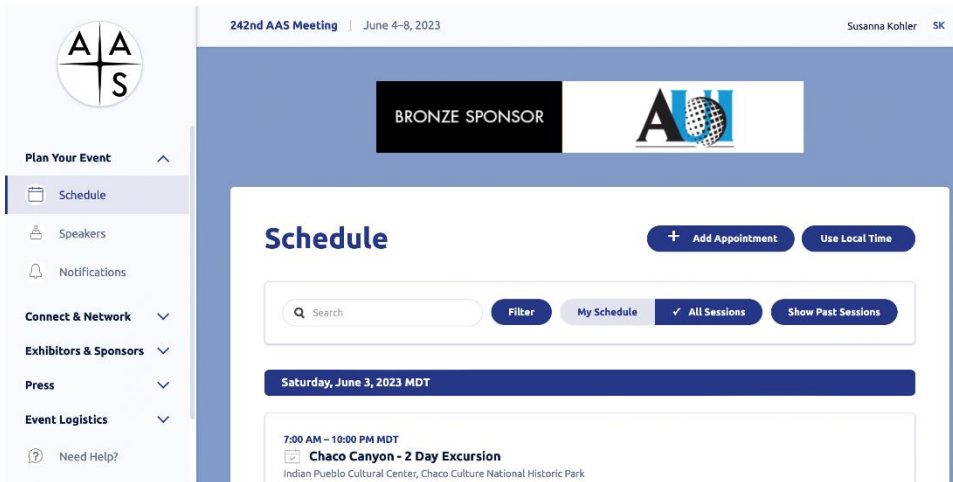


2. Click the “Access Event on Desktop” button.
3. Enter the event. You will be prompted to enter your email address for verification. Make sure you use the same email address you used to register.

Creating your personal itinerary / planning your event

With an event as busy as AAS 242, it helps to plan your day before you arrive at the venue. With the AAS meeting app, you can create your own personal schedule before you arrive, including choosing your sessions and exhibitors to visit. On the day, you'll be ready to go and know what's coming up next/where you need to be to maximize your day!

1. Log in to the app or the desktop virtual platform
2. In the left-hand menu, select “Schedule” at the bottom of the screen on a mobile device or under “Plan Your Event” on a desktop (see the screenshot below).



3. View session descriptions, speaker information, and other details by clicking/tapping the session names or using the search bar.
4. To add a session to your schedule, open it and click the “Select Session” icon to the right on a desktop or tap the calendar icon on a mobile device.
5. To review your personal schedule on a desktop, click “My Schedule” on the Schedule page. To do so on a mobile device, tap “Schedule”, go to “Filters” at the top right, tap “Selected”, and tap Apply. You can also view events in your schedule in the Dashboard on your mobile device.

Viewing live sessions and recordings

You will use the AAS 242 meeting app or the desktop meeting platform to view the livestreams of sessions.

1. Go to the meeting app on your mobile device or the [virtual platform](#) on your computer and sign in if necessary.
2. Click or tap on the session you wish to view in the schedule and go to the session details.
3. Click or tap on the “Join on Zoom” link to join the live session.

After the session is over, the “Join on Zoom” link will be replaced with a link to a recorded video of the session that you may view at any time.



The screenshot shows a meeting session details page. At the top, the session title is "108 - Galactic Ecosystems: ISM & Star Formation" in a large, bold, dark blue font. Below the title, the date and time are listed: "Monday, June 5 10:00 AM - 11:30 AM MDT". To the right of the title and time is a dark blue button with a white checkmark icon and the text "Select All". Below the date and time, the location is listed: "Albuquerque Convention Center, Meeting Rooms 215". Underneath the location is a button that says "Session Type: Meeting-in-a-Meeting". The main content area contains a paragraph of text describing the session's focus on the physics of the interstellar medium and star formation, mentioning various astronomical surveys and instruments like SOFIA, GREAT, EXES, FORCAST, FIFI-LS, and GREAT. Below the text is a "Show More" link. To the right of the text is a video player thumbnail showing a person's hands on a laptop keyboard, with a yellow "Join on Zoom" button overlaid on the bottom right corner of the video.

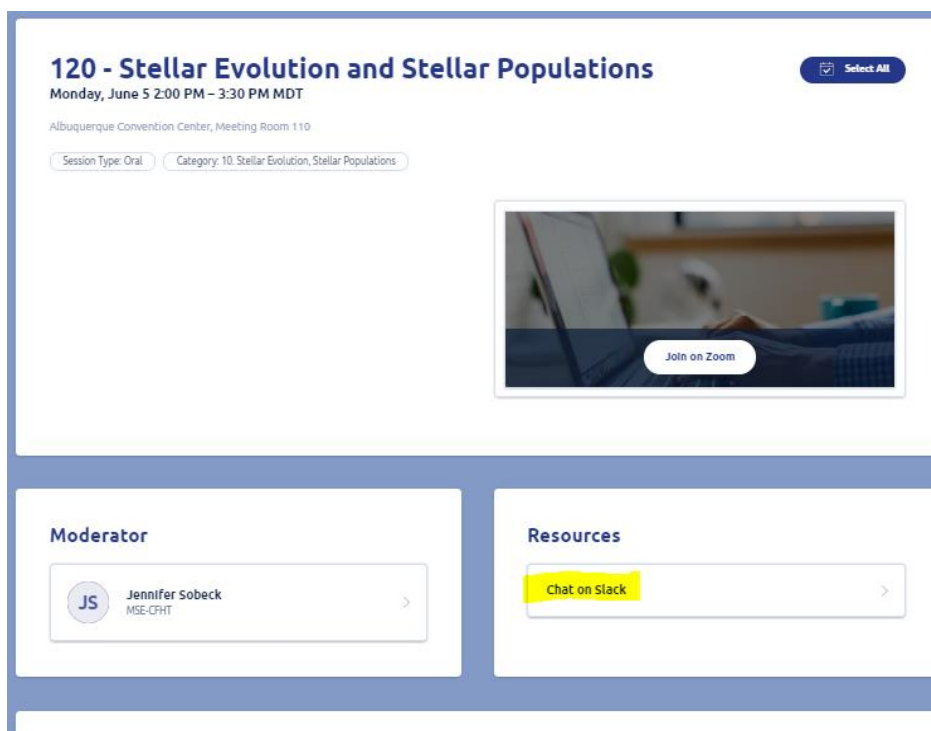
Engaging with speakers using Slack

AAS 242 attendees will be able to engage directly with presenters and other attendees in a session via Slack to shape session content and ask questions – both before and during sessions.

1. Slack is available in your browser, or it can be downloaded as a desktop app or as a mobile app.
2. To join the conversation on Slack, you must log in to the AAS 242 Slack workspace. You should have received an email from Slack on 30 May titled “AAS242 on Slack: New Account Details,” inviting you to join the meeting Slack workspace. Follow the link in that email to sign in.
3. Once you have entered the AAS 242 Slack workspace, visit the session channels to chat with other attendees or to send questions to presenters or session chairs.

-or-

4. Join the Slack Chat from inside a session by selecting Chat on Slack.



Connecting with official partners & exhibitors:

The AAS 242 Exhibition is an ideal place to find membership sector-focused solutions and exhibitors/partners to visit. Plan your exhibitor itinerary in advance in the AAS 242 mobile app.

1. Select "Exhibitors and Sponsors" from the main menu
2. Scroll to browse companies by name
3. Click/tap the exhibitor name to learn more or contact them via their website.
4. Click/tap the checkbox in the right-hand corner to save an exhibitor of interest.
5. Review your selected exhibitors by clicking/tapping "Selected" in the top menu.