2021 GEORGIA TECH FAULT AND DISTURBANCE ANALYSIS VIRTUAL CONFERENCE

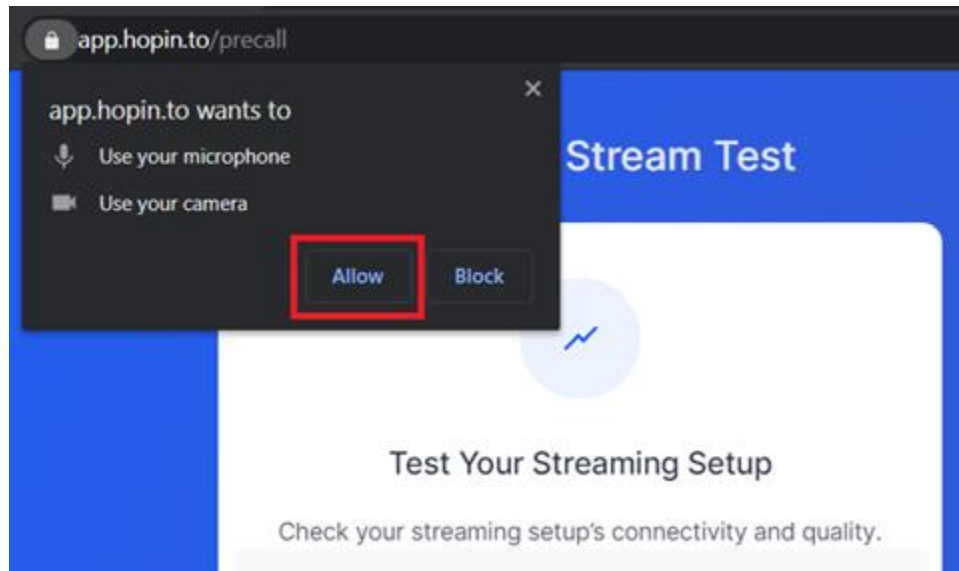**REGISTERED ATTENDEES GUIDELINES FOR ACCESSING THE HOPIN EVENT**

INSTRUCTIONS FOR PARTICIPATING AS AN ATTENDEE USING THE HOPIN PLATFORM

All **Attendees** must sign in to Hopin to create an account with your username and password using the following link; **https://hopin.com/users/sign_in** **Note:** When you initially sign up for any Hopin event, you will be asked to create a free account. The account allows you to access the event and fill out your attendee profile. If you already have an account, please sign in using your Hopin credentials when prompted to do so.

1.) The Attendee must test their computer's internet Video and Audio capability:

> **Test your system's streaming capability with Hopin using this link: https://app.hopin.to/precall**

- **Google Chrome browser is recommended; Mozilla Firefox will also work properly. Other browsers such as Internet Explorer will not work. Test is designed to check your browser's audio and video compatibility.**
- **Allow access to your microphone and camera. The results will indicate if your computer passes or not.**

2.) Network connectivity settings for the Attendee's computer must be verified to make sure that the Attendee's computer can get through all company firewalls to access the online Hopin site:

https://hopin.zendesk.com/hc/en-gb/articles/360056528911-Network-Connectivity-Settings

3.) Network Bandwidth Requirements:

- **Minimum Recommended Speed - 5mbps download and 2mbps upload.**
- **Recommended Speed for Best Quality - 30mbps download and 10mbps upload or higher.**
- **Test your actual Download/Upload speed in Mbps: https://www.speedtest.net/**
- **Notes for corporate machines and networks: If your employer requires that you to use a VPN or device provided by your employer, ensure your device has permission to share your camera and microphone.**
- **Ensure that you can access the following website domains to use Hopin. Contact your IT department for assistance with your company-managed device or network. For more information about Hopin's network connectivity settings and setting VPN access, click here.**
- **Some antivirus software can block your device from sharing your camera and microphone on Hopin.**

4.) If the Attendee is not able to get through company firewalls, consider using a personal computer from home or another location to access the Hopin website.

5.) Review link to the Hopin User Manual for further interactive information:

https://hopin.zendesk.com/hc/en-gb/sections/360012210791--Hopin-User-Manual

6.) Here's a link showing a video that is helpful regarding Hopin usage:

https://medium.com/@DaveSchools/everything-you-need-to-know-to-get-started-on-hopin-9e0e7ab6b95d

7.) Audience Questions and Comments:

Regarding questions and comments after the paper presentation, the 'audience' will not have audio access. If a member of the audience wants to ask a question or make a comment, they will need to post it into the Hopin chat section. The moderator will pass audio control over to the session chair who will then verbalize the question or comment to the Speaker.

8.) Users Forum 'Ticketed' Attendance:

Vendors and their representatives are excused from participating in this event. All User members in attendance at the FDA 2021 conference will be issued a special 'Ticket' from Hopin for access to the User Forum that will be conducted Monday afternoon on the first day of the FDA 2021 conference.

9.) Display and Discussion of Actual Fault Records Provided by Participants:

This is also a virtual event for the FDA 2021 conference. The same procedures would be required as an Attendee for the general conference PowerPoint or PDF presentations. Contact Robert Orndorff at **robert.m.orndorff@dominionenergy.com** for instructions on how to handle your fault record offering.

10.) Recommended Browsers Chrome and Firefox:

Google Chrome is strongly recommended;

https://www.google.com/chrome [nam12.safelinks.protection.outlook.com]

If you cannot use Google Chrome, Firefox is also supported**;**

https://www.mozilla.org/en-US/firefox/new [nam12.safelinks.protection.outlook.com]

- **The most up to date version is recommended for the best performance.**

- **You do not need to download and install application software - Hopin is entirely web-based.**