

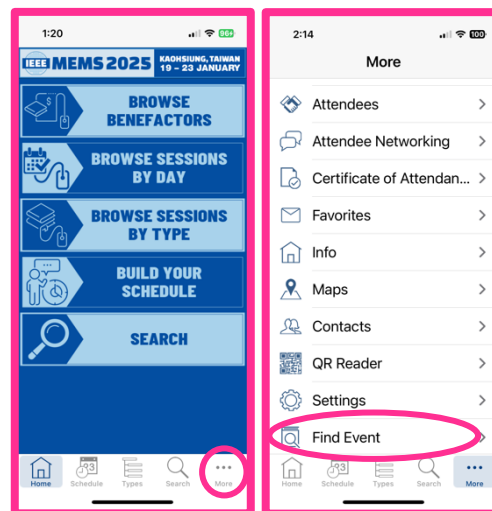
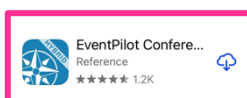
## Joining EventPilot for MEMS 2025 Conference

1. Look for the “Join Here” button on the [conference website](#) to join the Conference Online Planner (EventPilot).
2. You will need to use the email address from which you received the registration email and your last/family name as your password (case sensitive). Your email and password will be good for two (2) devices.



You can use the Online Planner to watch all oral sessions and view posters from your computer, or download the conference app to your mobile device and watch from there.

To download the conference app to your mobile device, please go to the App Store or Google Play and search for "EventPilot Conference App". After installation, open the app and enter **MEMS25** as the event code. If you already have EventPilot installed for another conference, go to “More” and select “Find Event” and enter the code.



To network with other conference attendees, you will need to download the app to your phone. You will find Attendee Networking under More. Select the person you want to message and compose/send message. Note this is NOT instant messaging. Expect a delay when both sending and receiving messages.

## Online Planner

The Online Planner allows you to bookmark presentations, take notes, and create your own schedule. You have the option to email these items to yourself for future reference so make sure you add ATIV Software ([alerts@ativsoftware.com](mailto:alerts@ativsoftware.com)) to your contact list.

There are four (4) main tabs in the Online Planner.

**Schedule** – This is where you can create your own schedule. All event times listed are CST Time. For additional information on schedule see Online Planner Information at the end of this file.



**Agenda** – This is where you will find the program schedule for the conference by day. Select the day at the top and then scroll down to see all presentations in chronological order. Select a session, and details on that session and presentations will appear in the right panel. For oral and poster sessions, scroll down to see the individual poster pages within that session. Presentations are color-coded to easily distinguish from the different types (Plenary, Oral, Poster, etc.).



**Speakers** – This is a list of all presenting authors. Search by name or affiliation within the list to view presentations by the speaker.

**Benefactors** – This is a complete list of all benefactors and exhibitors. Please visit their pages for useful information and contact them directly with questions you may have or to request additional information.

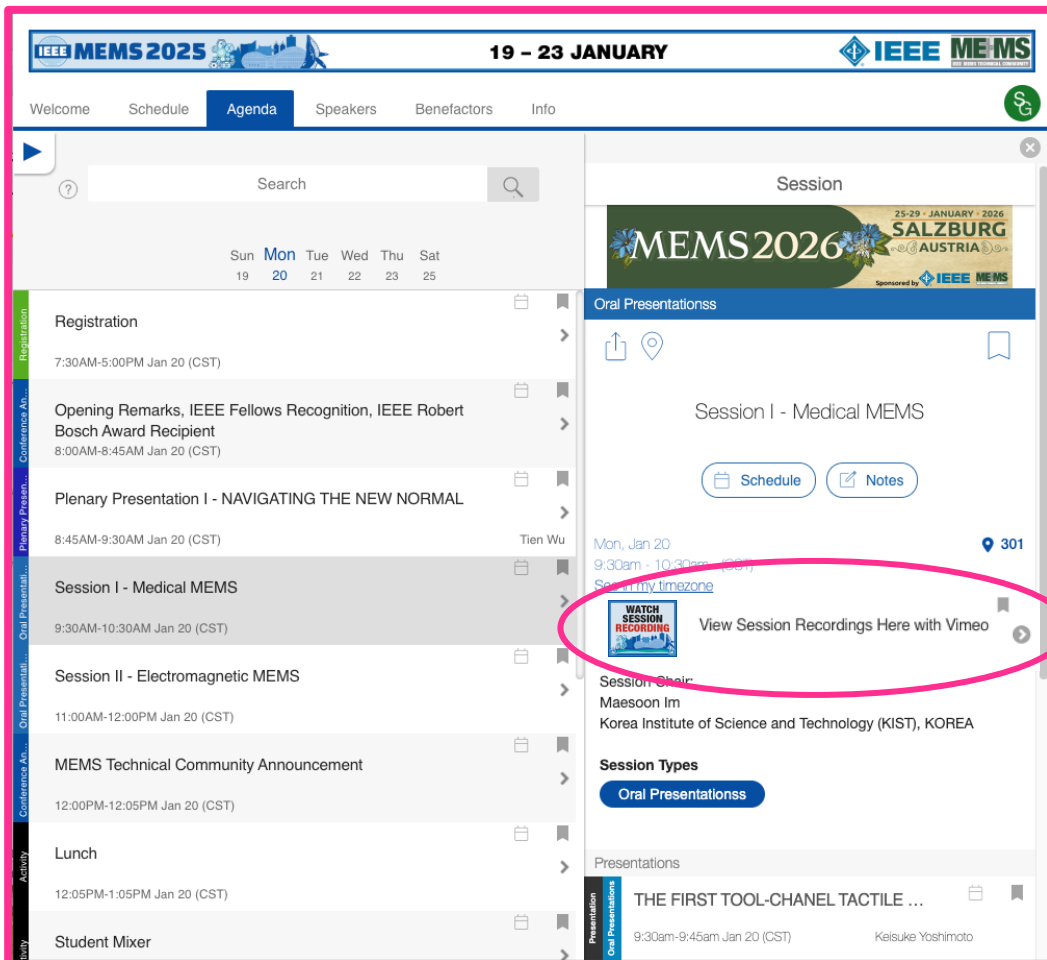
The mobile App has additional features including the following:

**Certificate of Attendance** – You will be able to download your certificate after 9:00 am on Tuesday, 21 January. You will find this feature under the More: section.

**Contact List** - Create your own contact list by scanning the QR code on the back of name badges of new and old friends. To scan QR codes and create a contact list. Go to More Contacts and beginning scanning or manually adding to your contact list. To retrieve your list, Select the Menu (three lines) top right corner; Select Export Contacts and follow the prompts to enter your email address; the CSV file with your scanned contact data will be sent as an attachment.

**Session Recordings**

Session recordings will be found on the agenda page under the specific session for each day. Recordings will be available within 24 hours. You will see a Watch Session Recording button on the session page. This will open the video in VIMEO. If video does not open, make sure you turn off your pop-up blocker or accept pop-ups.



EventPilot will be available on a 24-hour basis until 18 February 2025.

Continued on next page



### Presentation Page

Each presentation has its own page where you may view the Technical Digest Manuscript and send a question directly to the speaker.

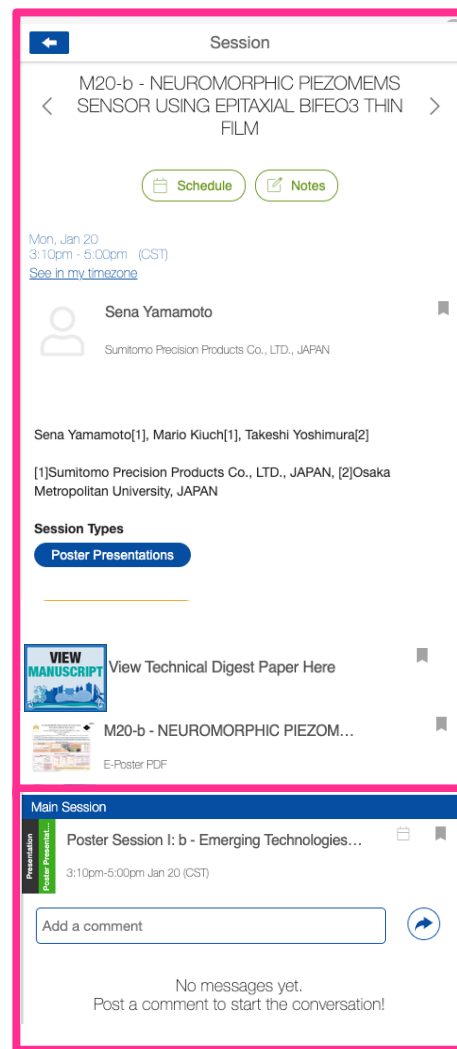
You will also be able to set your time zone in addition to the presentation time in Kaohsiung, TAIWAN.

Set to your time zone →

View Technical Digest Manuscript. →

View Poster →

If you use the comment box, please note it is visible for all attendees to see. →



### Tips for Optimizing the Platform

The Online Planner is supported on the latest versions of Chrome and Safari on your computer. Make sure that your **browser is updated and current**.

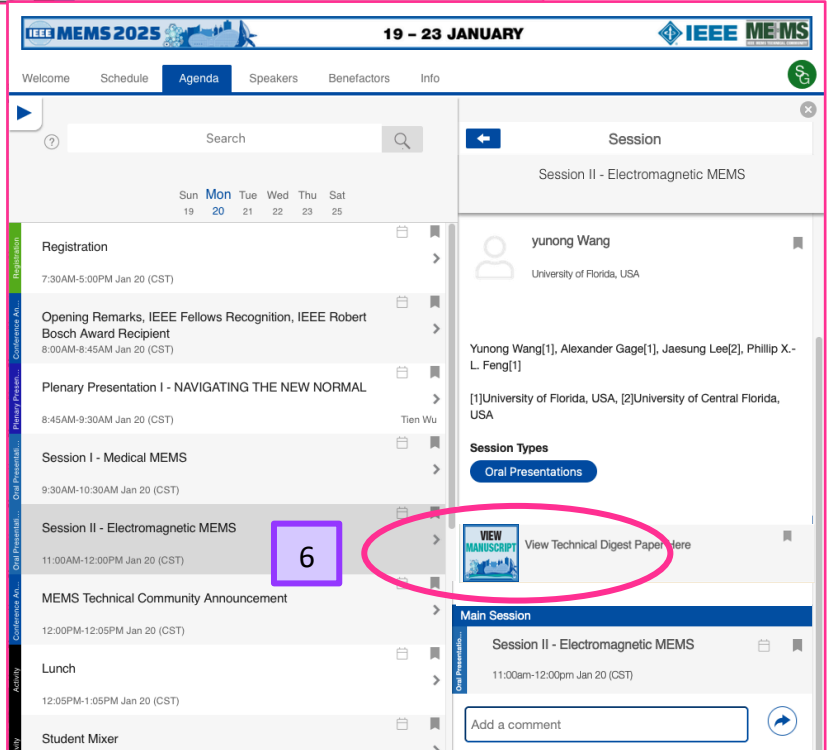
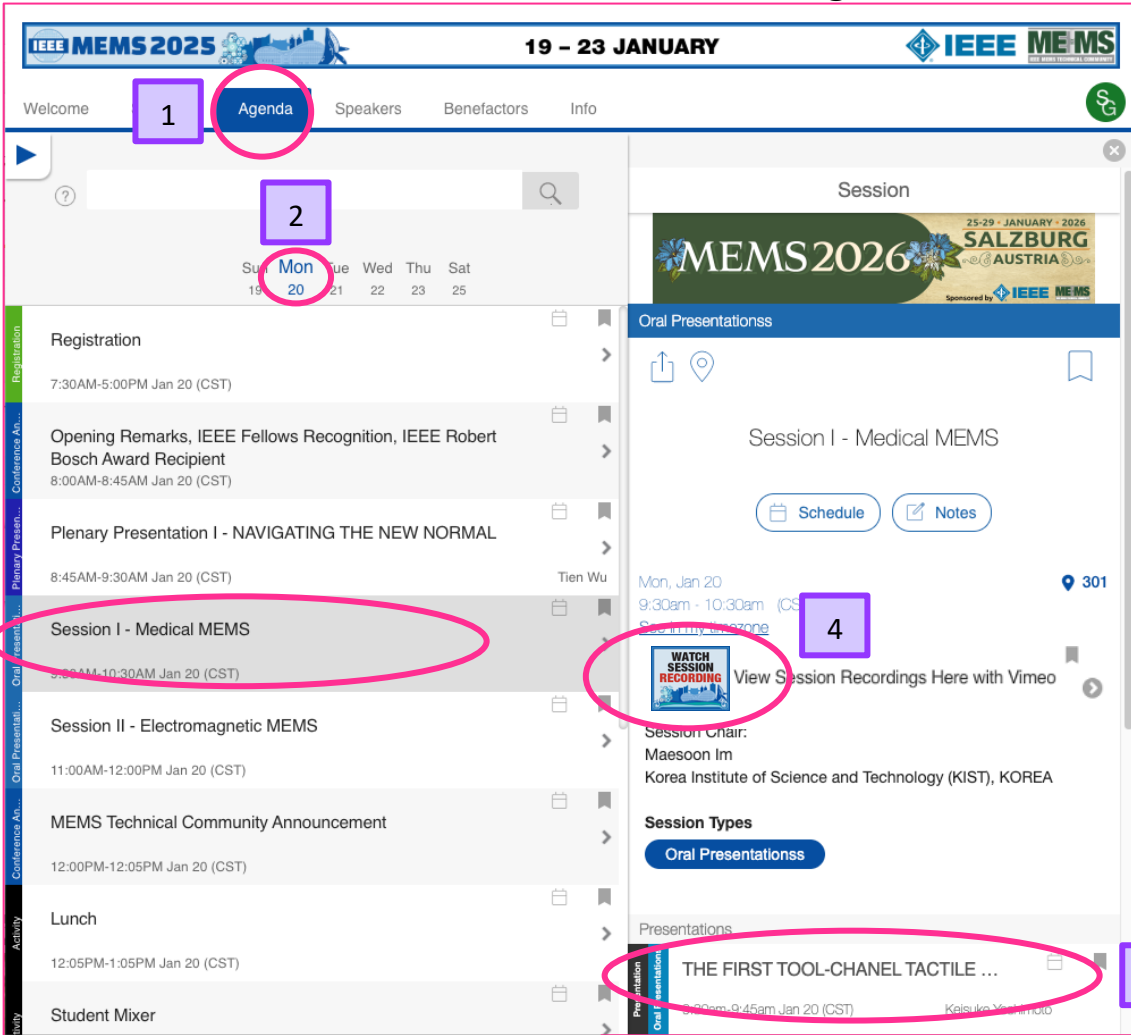
The full-screen feature only functions with **Chrome** browser (not Firefox). If you are using a browser other than Chrome and wish to view full screen, please consider installing/using Chrome for the Online Planner. We know that this is not ideal for all and we are sorry for the inconvenience. Visit the [website](#) for additional information on system requirements.

If you are unable to log into the system, please clear your browsing history and restart your web browser. Check your firewall settings on your computer browser.

For those in China and anyone else having problems viewing content, please try using a [VPN](#) (Virtual Private Network) to access the platform.



# Presentation Navigation



1. Go to Agenda
2. Select the Day
3. Select Session
4. Watch Session Recording
5. Select the Presentation
6. View Manuscript