

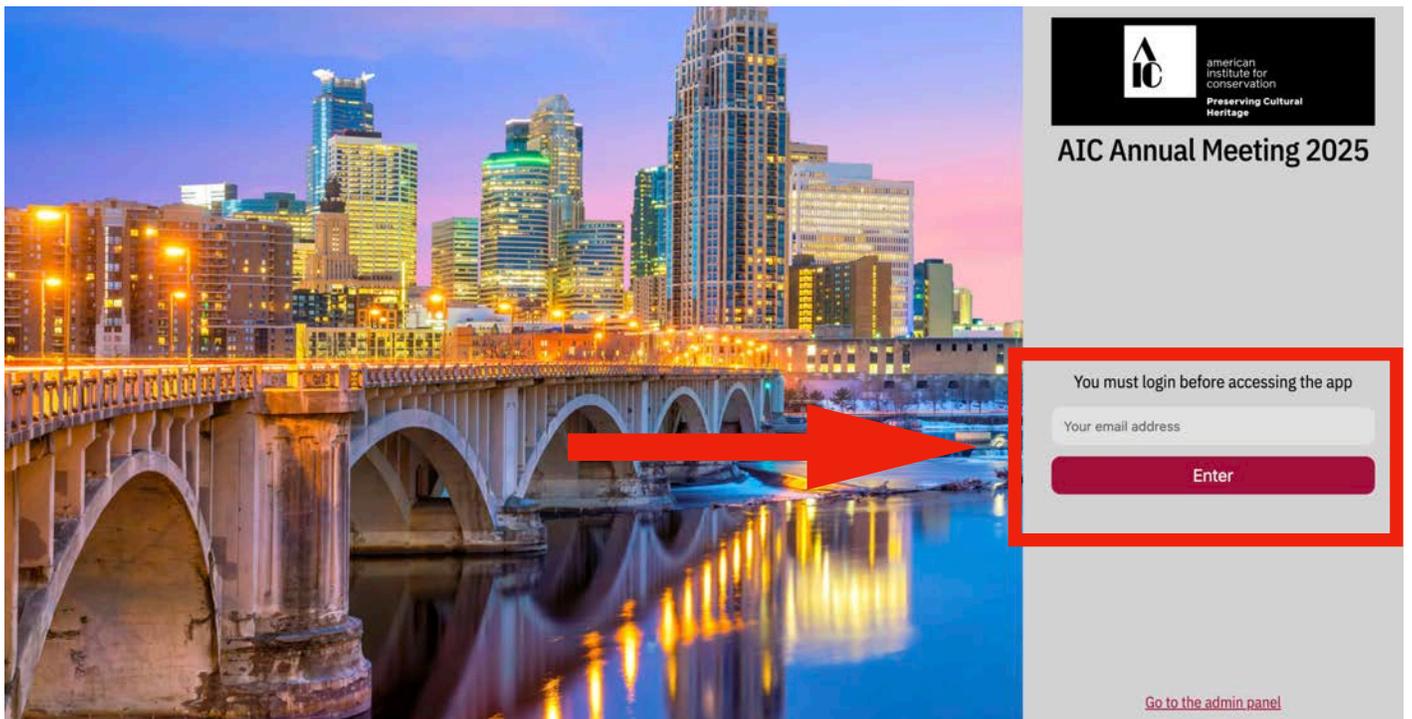
Thank you for registering for the AIC 2025 Annual Meeting! This guide will help you access all relevant event information and get the most out of the networking features. The guide is broken up into three parts:

- **Joining the Virtual Event**
- **Virtual Experience: How to Navigate the Breakout Platform**
- **Frequently Asked Questions & Troubleshooting**

Joining the Virtual Event

Step 1: Please visit the <https://aicannual25.meetbreakout.com/>.

Step 2: Enter the email you registered with and select enter.



Virtual Experience: How to Navigate the Breakout Platform

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



Chrome



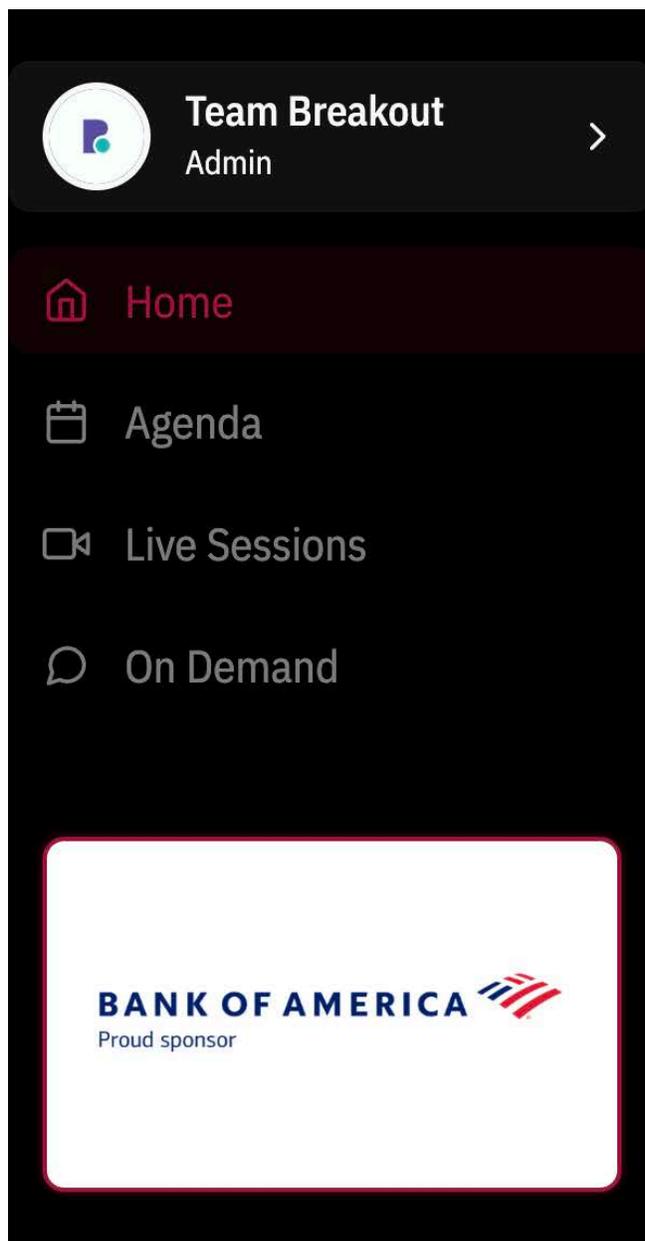
Firefox



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: View then Event-at-a-glance and show any live sessions in progress

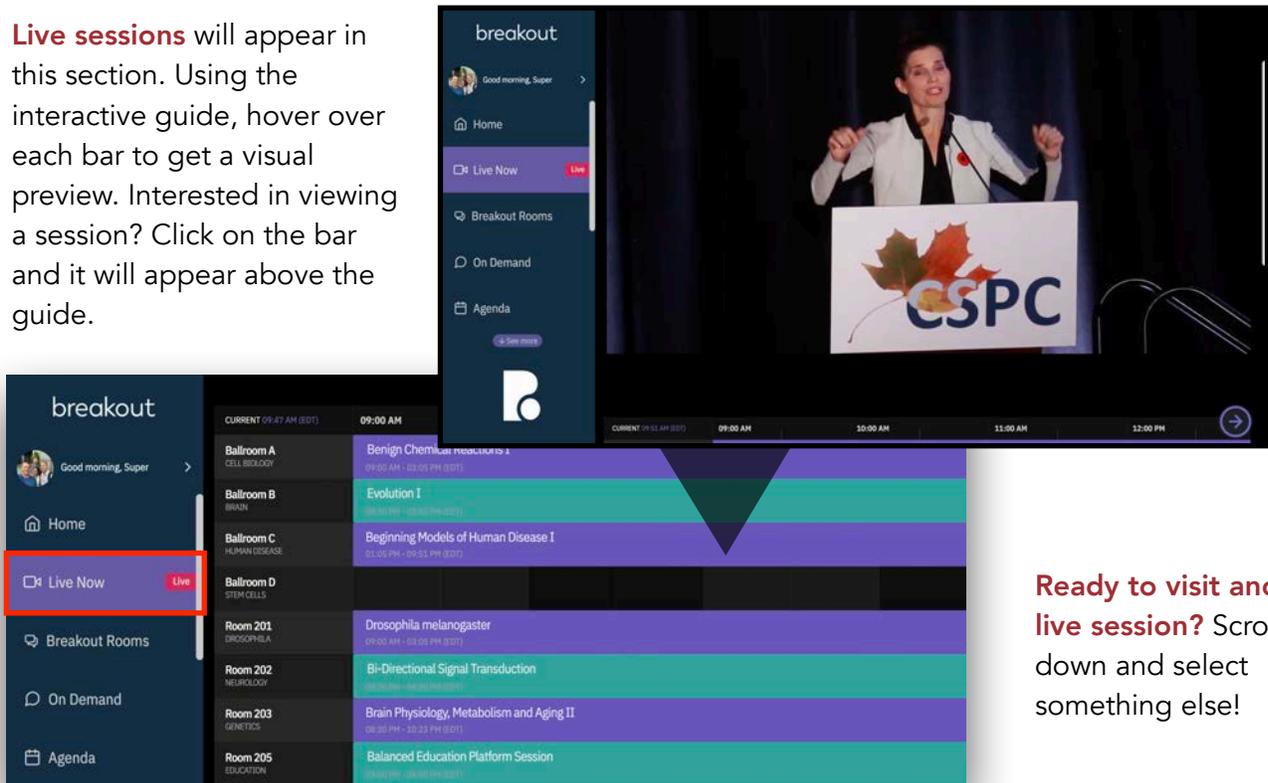
Agenda: Use this to bookmark full virtual sessions or individual talks to your personal

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

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

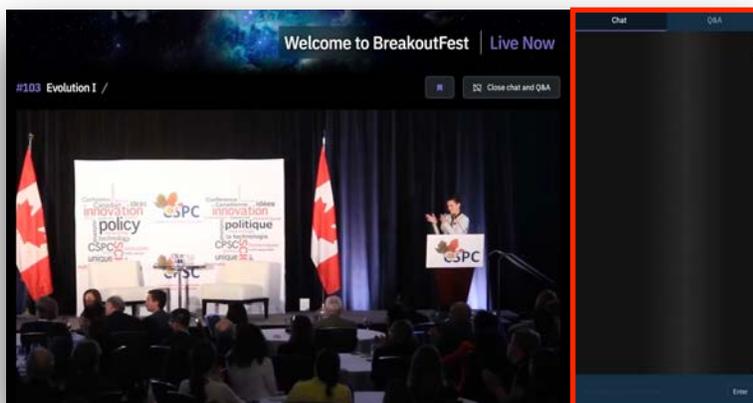
Live Sessions

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.

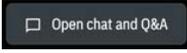


Ready to visit another live session? Scroll down and select something else!

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.

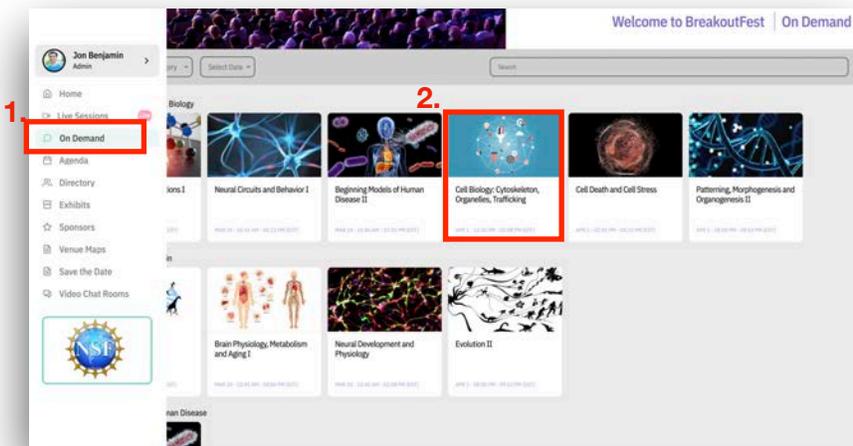


Questions? Interact with speakers directly through the chat and q&a tool located on right side of that page.

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.'

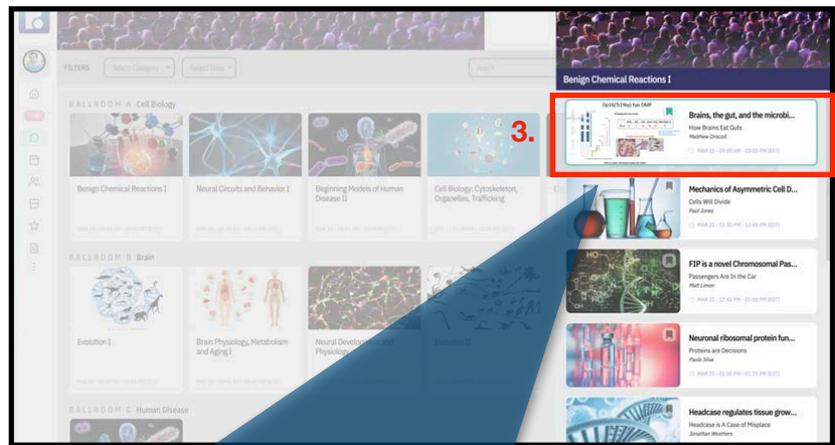
Want to see how this works? [View this video.](#)

On Demand



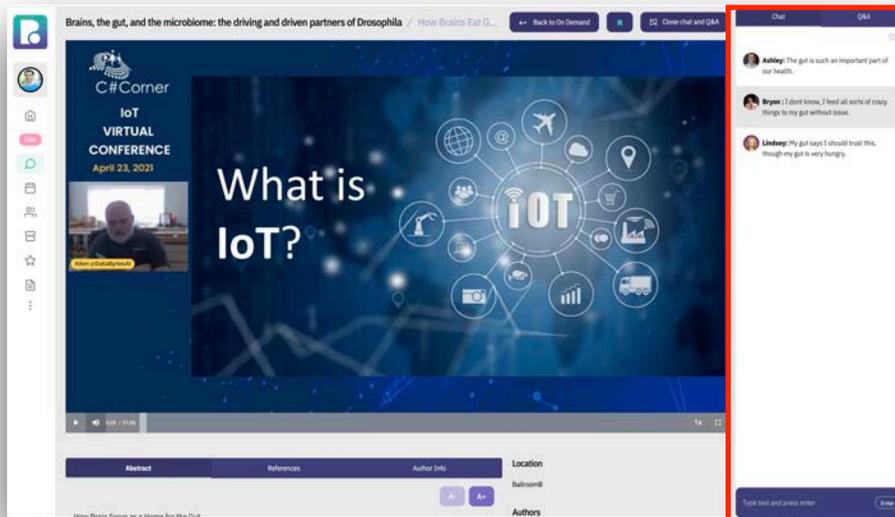
The **On Demand** section gives you access to all the recorded content from previous sessions. Click 'On Demand' on your navigation bar and select the session you'd like to view.

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



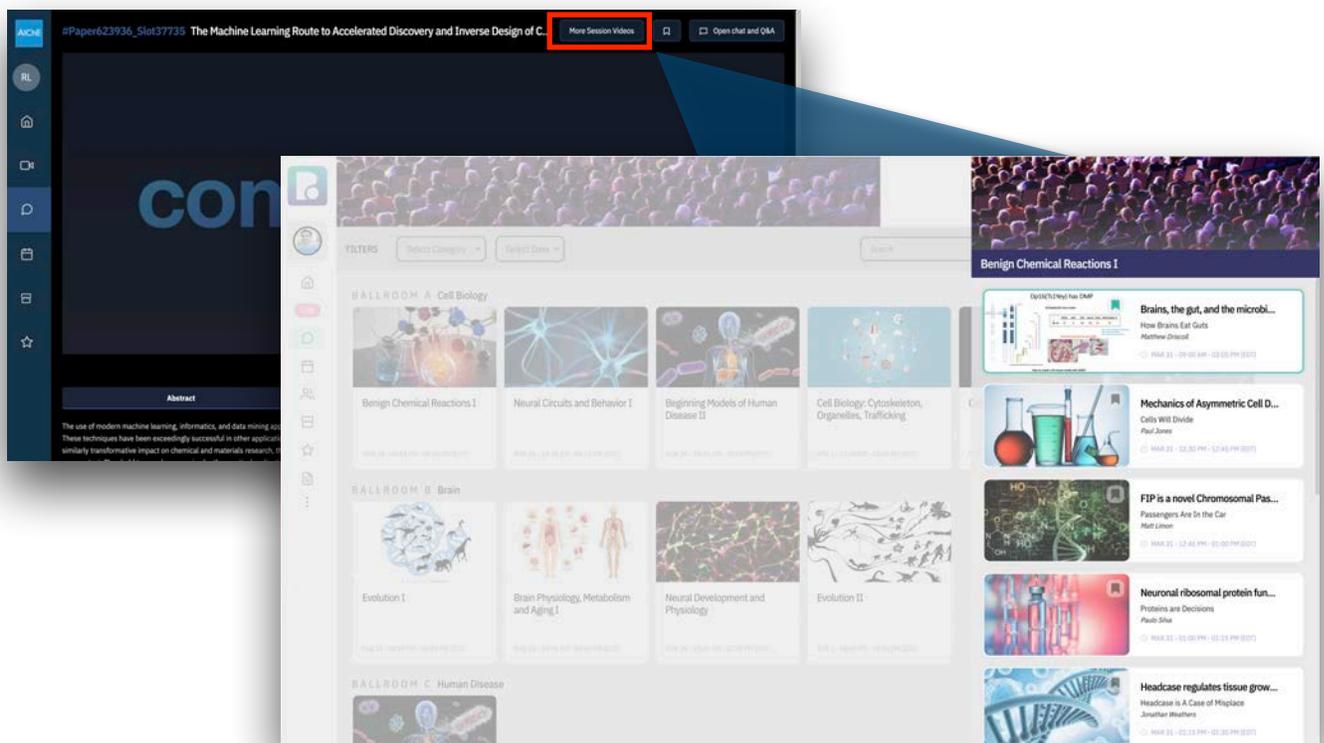
If the talk is available, it will automatically start playing. If it has not yet processed or if it's happening at a future date, you will see a holding screen.

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.

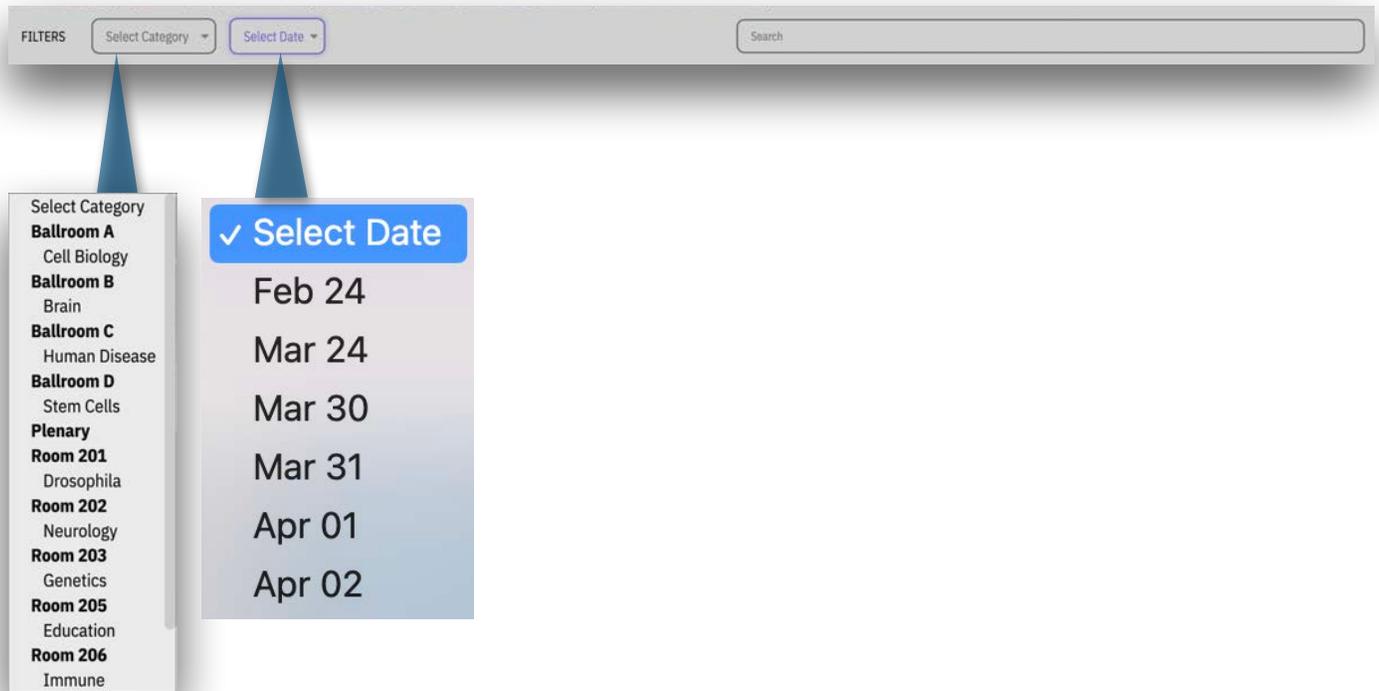


To access the other talks in the session, click on 'More Session Videos' and a menu will appear with the remaining talks. From there, you will be able to view the next talk of your choosing.

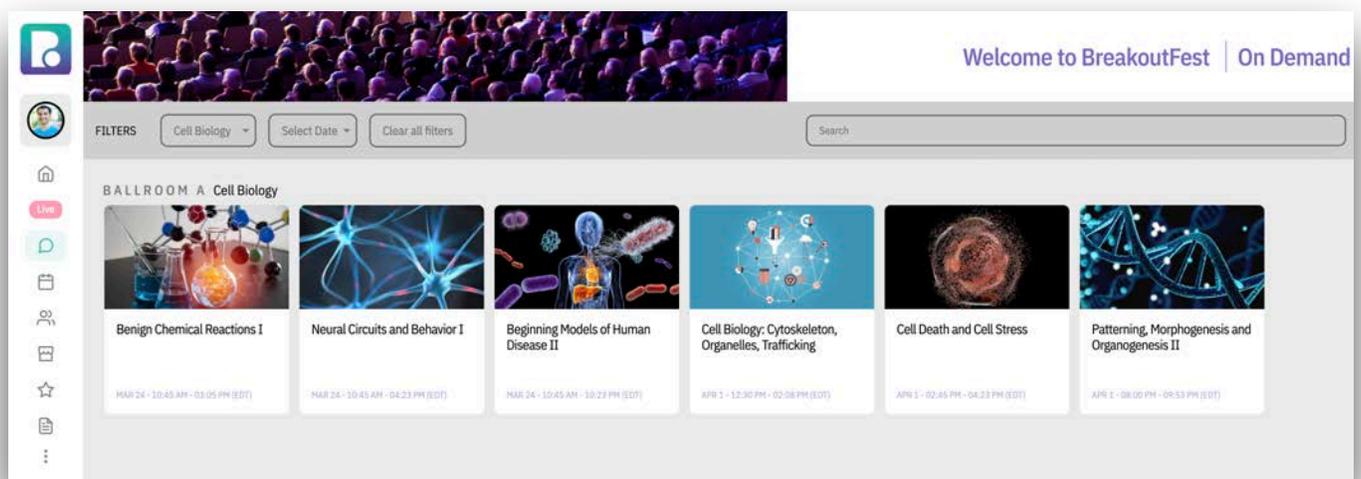
Want to see how this works? [View this video.](#)

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.

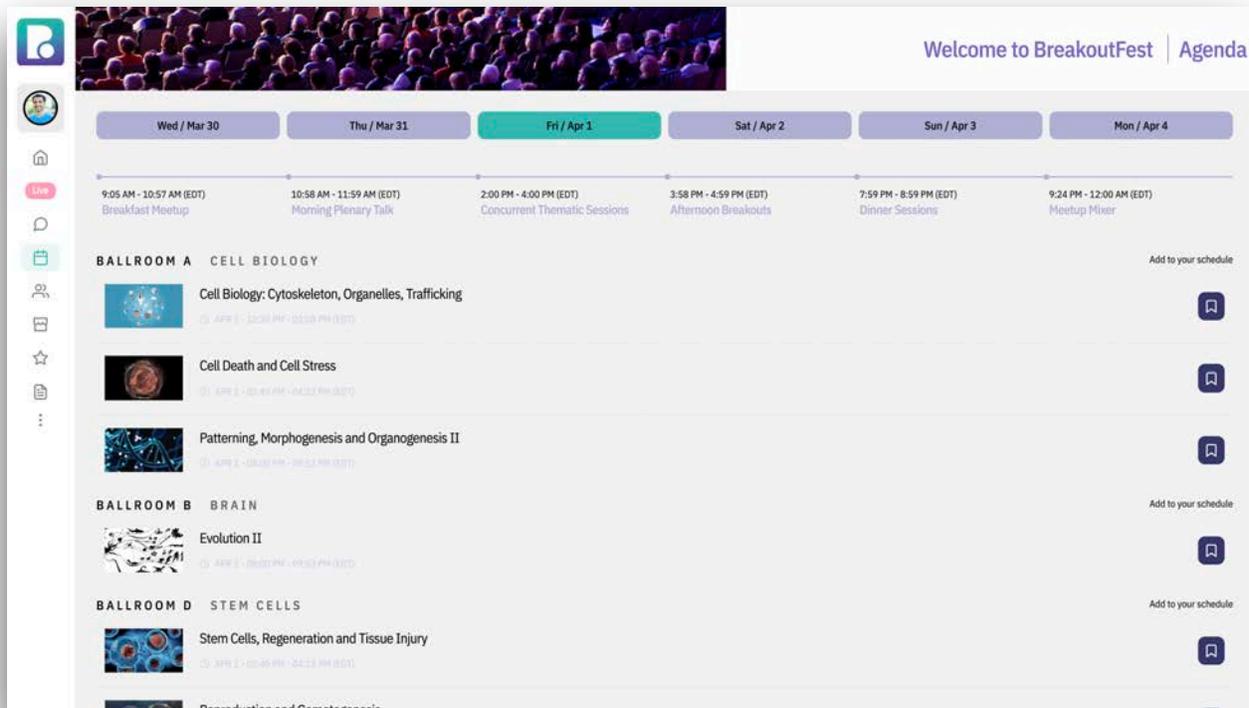


Select a category from the dropdown menu, choose a date or type directly into the search bar to narrow down nearly results. See example below:

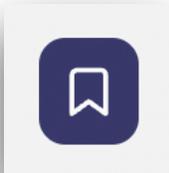


Agenda

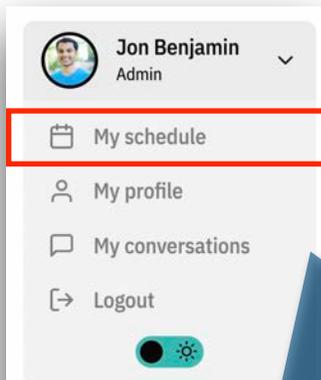
Use the agenda to browse the virtual sessions by day and build your personal schedule throughout the meeting.



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

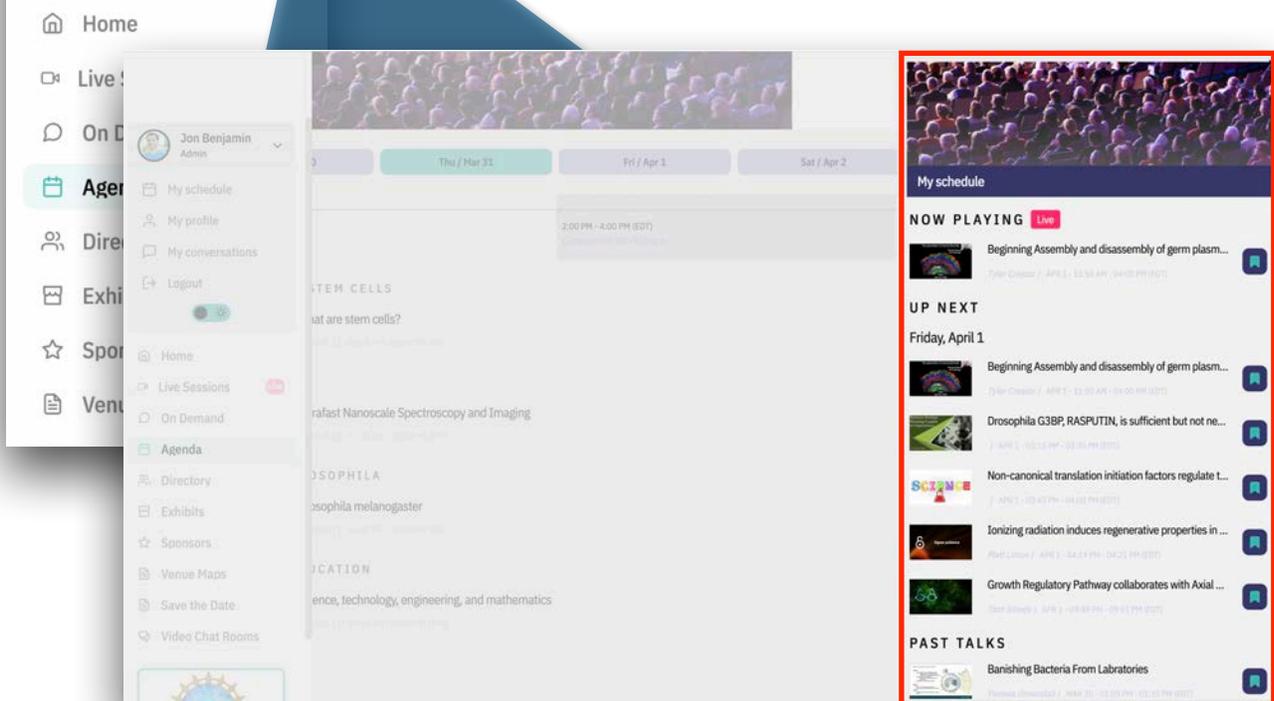


Add sessions to your personal schedule by clicking this icon to the right of the session title.

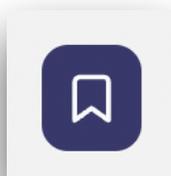


Access your personal schedule anytime on the site by clicking **'My Schedule,'** which is located in your user menu.

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.



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

Frequently Asked Questions and Troubleshooting

1. 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.

2. 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.

3. 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.

4. Do I need to download or install and software to participate in this year's event?

No! You do not need to download anything to participate.

5. 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.

6. 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.

7. I'm still having trouble- what do I do?

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