

# Chartered ABS Hopin Participant Guide

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**Images in this document are for reference  
ONLY**

# Accessing the Conference (1)

You will receive two emails from **Chartered Association of Business Schools** [no-reply@hopin.to](mailto:no-reply@hopin.to)

The first one will be with the subject link **Your login details for Chartered ABS PMAC 2021.**

This will provide you with further instructions on how to access the conference each day. Please locate and save this email as without this you will not be able to access the conference on both days.

If this is not in your inbox, please check your spam folder.

Dear Pritika

This email contains your unique login for the Professional Managers' Annual Conference (28-29 April).

Three important notices:

1. Authenticate your login

When you click on the button below it will take you to a site to authenticate your login. Follow the instructions on the site and then click the button in the authentication email.

If you don't receive an authentication email within a couple of minutes search using:

From: Chartered Association of Business Schools <no-reply@hopin.com>

Subject: You are confirmed! Join PMAC 2021!

Remember to check your junk folder.

2. Use Google Chrome or Firefox

You need to use Google Chrome or Firefox. Hopin is not supported on other browsers (eg Safari/MS Edge).

a) Your default browser is Google/Firefox, just click the button below.

b) Your default browser is not Google/Firefox. Right click the button and copy & paste the URL into one of these two browsers.

3. Keep this email

You will need to use the link on this email each time you access the conference. Please keep it handy.

[Click to access PMAC 2021\\*](#)

\*Remember: The link needs to open in Google Chrome or Firefox.

Please note: If you are not the recipient of this email (the named participant above) please do not click the unique link above as this will invalidate it and the participant will not be able to access the conference.

Any problems?

Contact [events@charteredabs.org](mailto:events@charteredabs.org)

## Accessing the Conference (2)

The second email will be with the subject link **You are confirmed! Join PMAC 2021!**.

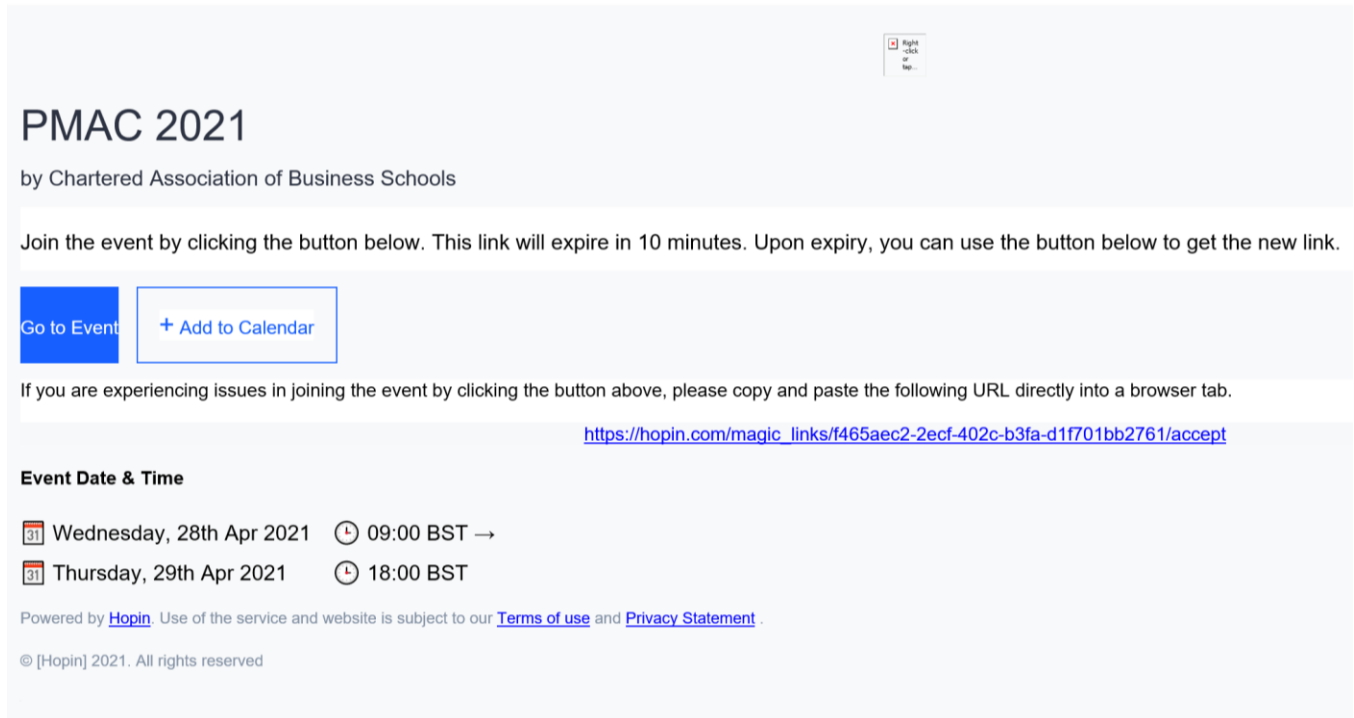
This email will include a blue button for you to click on to access the conference.

If your default browser is Google Chrome, or Firefox, please click on the blue button 'Go to Event' to access the conference.

If your default browser is not Google Chrome or Firefox, please right click on the blue button 'Go to Event' and copy and paste the link to Google Chrome or Firefox

This link will expire in 10 minutes of you receiving it. If this happens, please follow the instructions on [page two](#) again. Follow the instructions again for day two of the conference

If this is not in your inbox, please check your spam folder.



The screenshot shows the PMAC 2021 event page. At the top, it says "PMAC 2021" and "by Chartered Association of Business Schools". Below this, it instructs the user to "Join the event by clicking the button below. This link will expire in 10 minutes. Upon expiry, you can use the button below to get the new link." There are two buttons: a blue "Go to Event" button and a white "+ Add to Calendar" button. Below the buttons, it says "If you are experiencing issues in joining the event by clicking the button above, please copy and paste the following URL directly into a browser tab." and provides a long URL: [https://hopin.com/magic\\_links/f465aec2-2ecf-402c-b3fa-d1f701bb2761/accept](https://hopin.com/magic_links/f465aec2-2ecf-402c-b3fa-d1f701bb2761/accept). Under the heading "Event Date & Time", it lists two dates: "Wednesday, 28th Apr 2021 09:00 BST →" and "Thursday, 29th Apr 2021 18:00 BST". At the bottom, it says "Powered by Hopin. Use of the service and website is subject to our [Terms of use](#) and [Privacy Statement](#)." and "© [Hopin] 2021. All rights reserved".

# The Reception Area (1)

Click on 'Stages' to access the Main Stage Sessions, and 'Sessions' to access the Breakout Sessions.

Chat >> Event: This is where you can type messages and communicate with all participants at the Conference.

The screenshot displays the Chartered ABS 2020 Annual Conference interface. On the left, a vertical navigation menu includes icons and labels for Reception, Stages, Sessions, Networking, and Sponsors. The main content area features the event title 'CHARTERED ABS 2020 ANNUAL CONFERENCE' at the top, followed by a large red rectangular placeholder and a video feed of a speaker. Below the video, the event title is repeated with the host information: 'Chartered ABS Annual Conference 2020 Hosted by Chartered Association of Business Schools'. A 'Preview Mode' toggle is visible at the bottom right of the main content area. On the right side, a chat interface is shown with tabs for Chat, Polls, People, and Direct Messages. The 'Event' tab is selected, displaying a welcome message from the organizer, Pritika Pau. Annotations with arrows point to the 'Stages' and 'Sessions' menu items, the 'Event' chat tab, and a scroll-down arrow at the bottom of the chat area.

## The Reception Area (2)

Select a date to see the full day's schedule.

**Chartered ABS Annual Conference 2020**

Chartered Association of Business Schools

Preview Mode

1

**Schedule**

November 09 (12) **November 10 (15)**

Search segment

**09:00 AM - 10:00 AM**

**Creating a culture of inclusion**

Exploring how business schools can become more culturally nuanced and diverse.

**10:30 AM - 11:30 AM**

**Closing attainment gaps between white students and those from black, Asian and minority ethnic backgrounds**

Exploring how business schools can offer particular support to students from ethnic minority communities.

**10:30 AM - 11:30 AM**

**Responsible use of journal guides and metrics**

Exploring the responsible usage of journal rankings and metrics; and the future direction of the Academic Journal Guide.

**Chat** **Polls**

**Event** **Direct**

**PP** **My Account**

**Event Dashboard**

**Edit profile**

**Logout**

**PP** **Pritika Pau** **Organiser** · 8

Welcome to the Chartered Association of Business Schools Conference 2020

Add a session to your Google or Outlook calendar so you can be reminded of when your sessions will be starting.

You can upload your photo, add your social media platforms and much more by clicking on 'Edit profile'

# Stages

To attend a Main Stage Session, click on 'Stage' and then the session you would like to attend.

**Event:** This is where you can type messages and communicate with all participants at the Conference.

The image displays two screenshots of the Hopin interface for the Chartered ABS Annual Conference 2020.

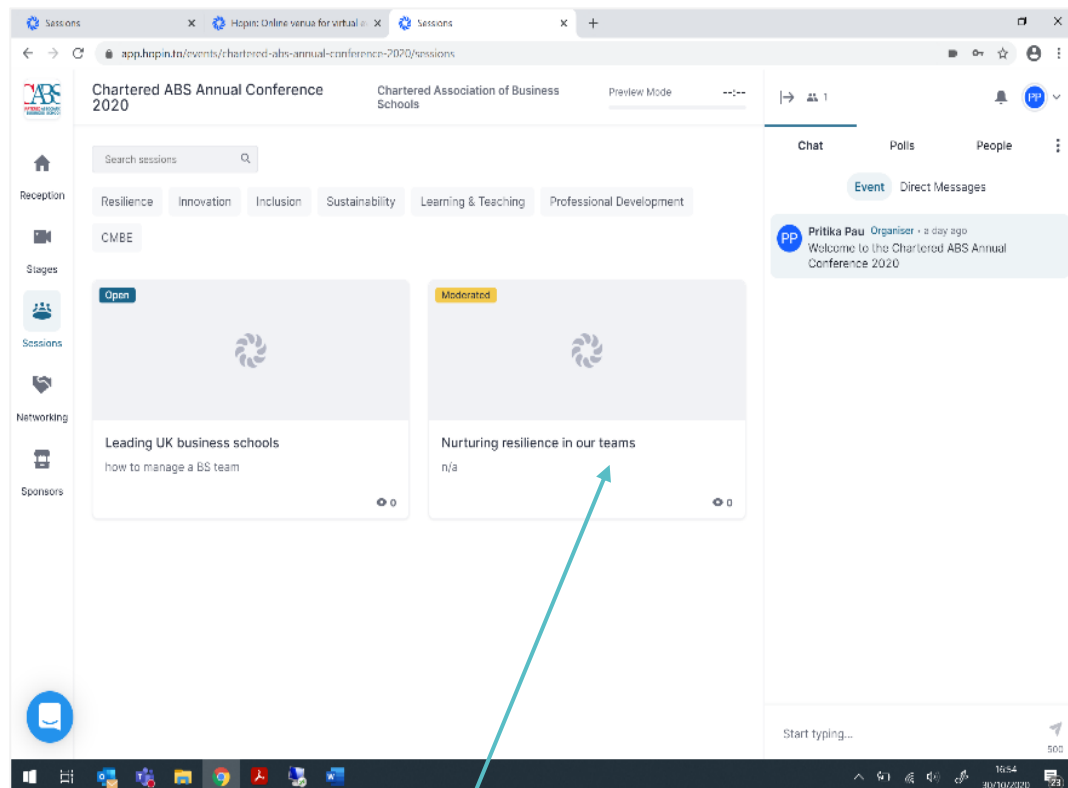
**Left Screenshot:** The 'Select stage to enter' screen. It features a sidebar on the left with navigation options: Reception, Stages, Sessions, Networking, and Sponsors. The main area lists several sessions, each with a placeholder text 'Nothing's happening on the stage'. The sessions listed are: 'Operating in an uncertain higher education ecosystem', 'The changing relationship between business schools and paren', 'Test Session', 'Keynote Panel: Creating a culture of inclusion', and 'Keynote Panel: Planning for September 2021'. A callout box points to the 'Stages' sidebar item, stating: 'To attend a Main Stage Session, click on 'Stage' and then the session you would like to attend.'

**Right Screenshot:** The 'Event' chat interface. It shows a video player with a speaker and the text 'Nothing's happening on the stage' and 'We'll notify you about a new scheduled segment.' Below the video is a chat window with a message from Pritika Pau: 'Welcome to the Chartered ABS Annual Conference 2020'. A callout box points to the 'Event' tab in the chat window, stating: 'Event: This is where you can type messages and communicate with all participants at the Conference.'

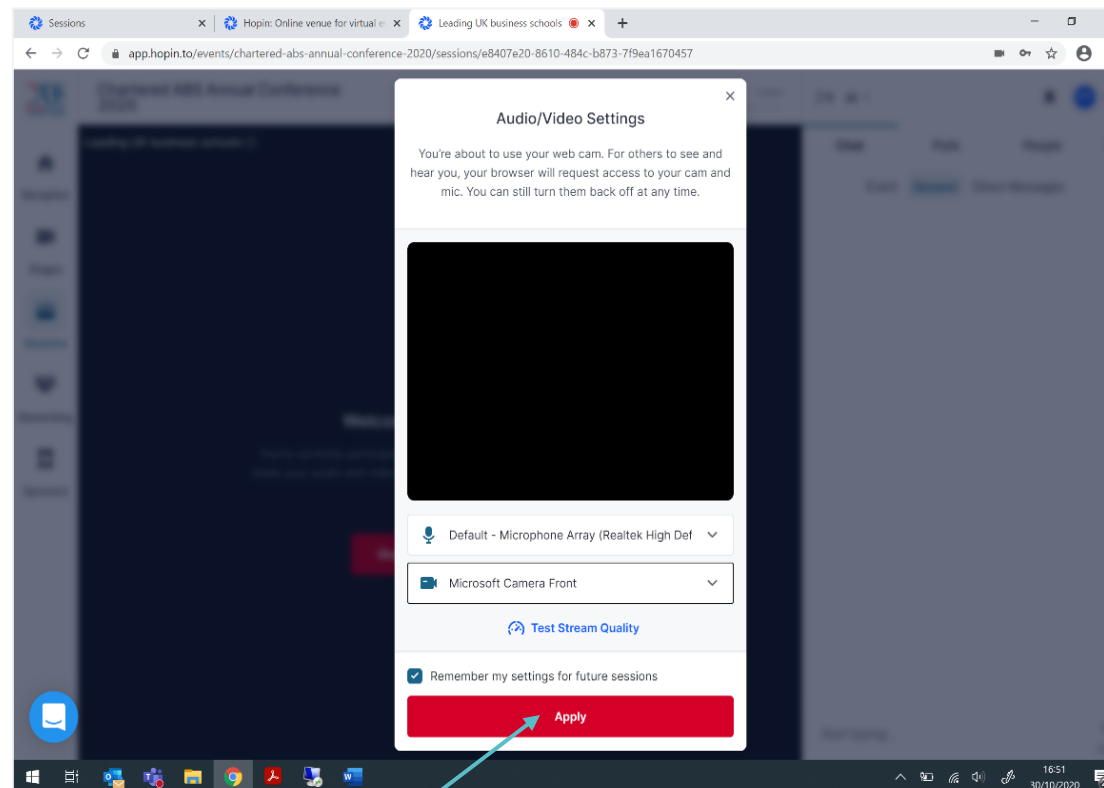
A third callout box points to the video player area, stating: 'The live session will take place here.'

A fourth callout box points to the 'Stage' tab in the chat window, stating: 'Stage: This is where you can ask questions to the presenters and type comments to participants within the session itself.'





Go to 'Sessions' and click on the live session you would like to attend.



There are three types of Sessions: Invite Only, Moderated, and Open. Depending on the session, you will be asked to check your video and audio. In order to be seen and heard during the sessions, click 'Apply'.

# Participating in a Session

Number of people on video and audio /  
Maximum capacity of video and audio

The screenshot shows the Chartered ABS Annual Conference 2020 interface. The main area displays a session titled "Nurturing resilience in our teams" with a large blue circle containing "PP". The interface includes a sidebar with navigation options: Reception, Stages, Sessions, Networking, and Sponsors. The top bar shows the event title, "Chartered Association of Business Schools", and "Preview Mode". The session details show "1 / 20" people on video and audio, and a "Leave" button. The bottom bar includes a "Moderation Panel" and a "Start typing..." input field. Annotations with arrows point to various elements: "Number of people on video and audio / Maximum capacity of video and audio" points to the "1 / 20" indicator; "People in session" points to the "1" icon; "To leave the session once its finished" points to the "Leave" button; "Session: This is where you can type messages and communicate with all participants at the session." points to the "Session" tab in the chat area; "Mute/unmute" points to the microphone icon; "Video" points to the video icon; and "Screen Share: for presenters and moderators ONLY" points to the screen share icon.

Chartered ABS Annual Conference 2020

Chartered Association of Business Schools

Preview Mode

Nurturing resilience in our teams

1 / 20

1

Leave

People in session

To leave the session once its finished

Session: This is where you can type messages and communicate with all participants at the session.

Mute/unmute

Video

Screen Share: for presenters and moderators ONLY

Chat

Event

Session

Direct Messages

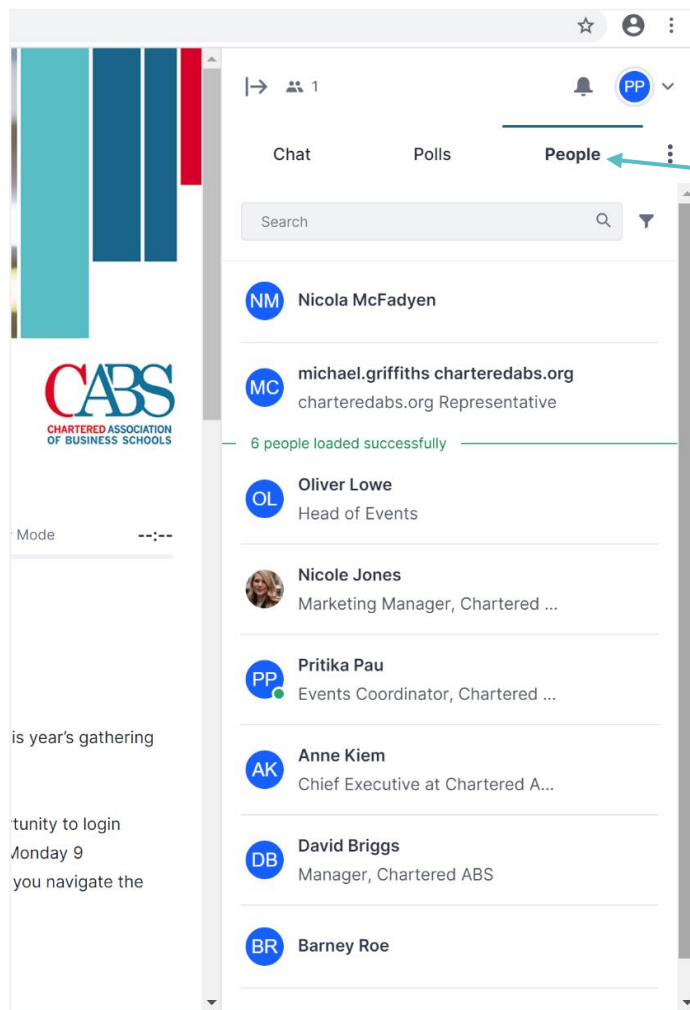
People

Start typing...

500

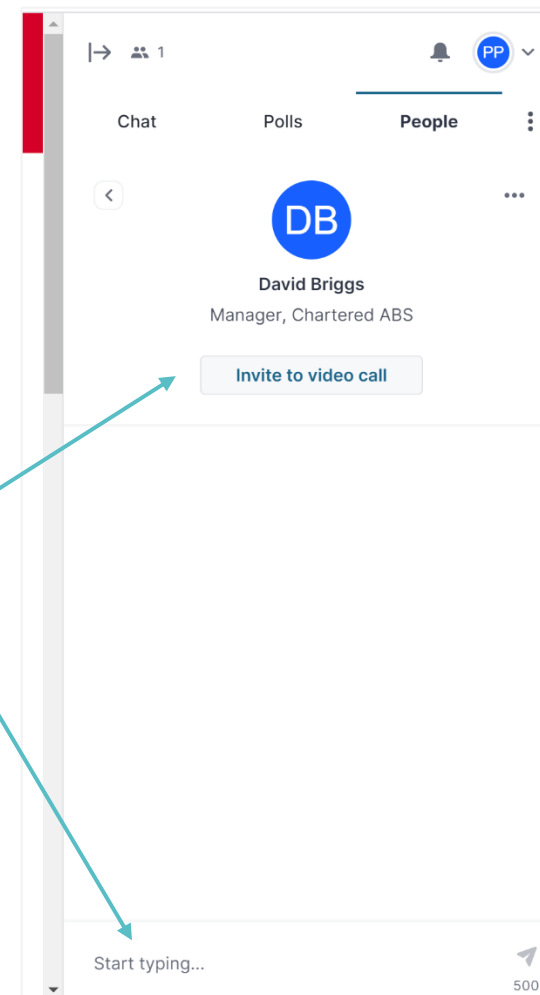


# Attendees



The 'People' tab lists the conference participants once they have accepted their registration from their 'magic link' email.

You can send a direct message to a participant by clicking on their name and sending them a message. You can also request for a video call by clicking on 'Invite to video call' on their profile



Click on the Sponsor Booth you would like to enter

The screenshot displays the virtual event interface for the Chartered ABS Annual Conference 2020. On the left is a vertical navigation menu with icons and labels for Reception, Stages, Sessions, Networking, and Sponsors. The main content area features a search bar, a row of topic tags (Resilience, Innovation, Inclusion, Sustainability, Learning & Teaching, Professional Development), and a second row of tags (CMBE, innovation, inclusion, business school strategy, resilience, diversity). Below these are two large promotional banners: one for CMBE (Certified Management and Business Education) and another for AACSB (Business Education as a Force for Good). A teal arrow points from the 'Click on the Sponsor Booth you would like to enter' text to the CMBE banner. On the right side of the interface, there is a chat area with tabs for Chat, Polls, and People, and a message from Pritika Pau, the event organizer.

Chartered ABS Annual Conference 2020

Chartered Association of Business Schools

Preview Mode

Search booths

Resilience Innovation Inclusion Sustainability Learning & Teaching Professional Development

CMBE innovation inclusion business school strategy resilience diversity

**CMBE**  
Certified Management and Business Education  
Join a worldwide movement of educators committed to...

**AACSB**  
Business Education as a Force for Good  
Join the Business Education Alliance  
Global Business Education Network  
aacsb.edu/membership

Chat Polls People

Event Direct Messages

Pritika Pau **Organiser** • 4 days ago  
Welcome to the Chartered ABS Annual Conference 2020

Reception

Stages

Sessions

Networking

Sponsors

Visit our  
**Sponsors**  
here

# Inside a Sponsor Booth

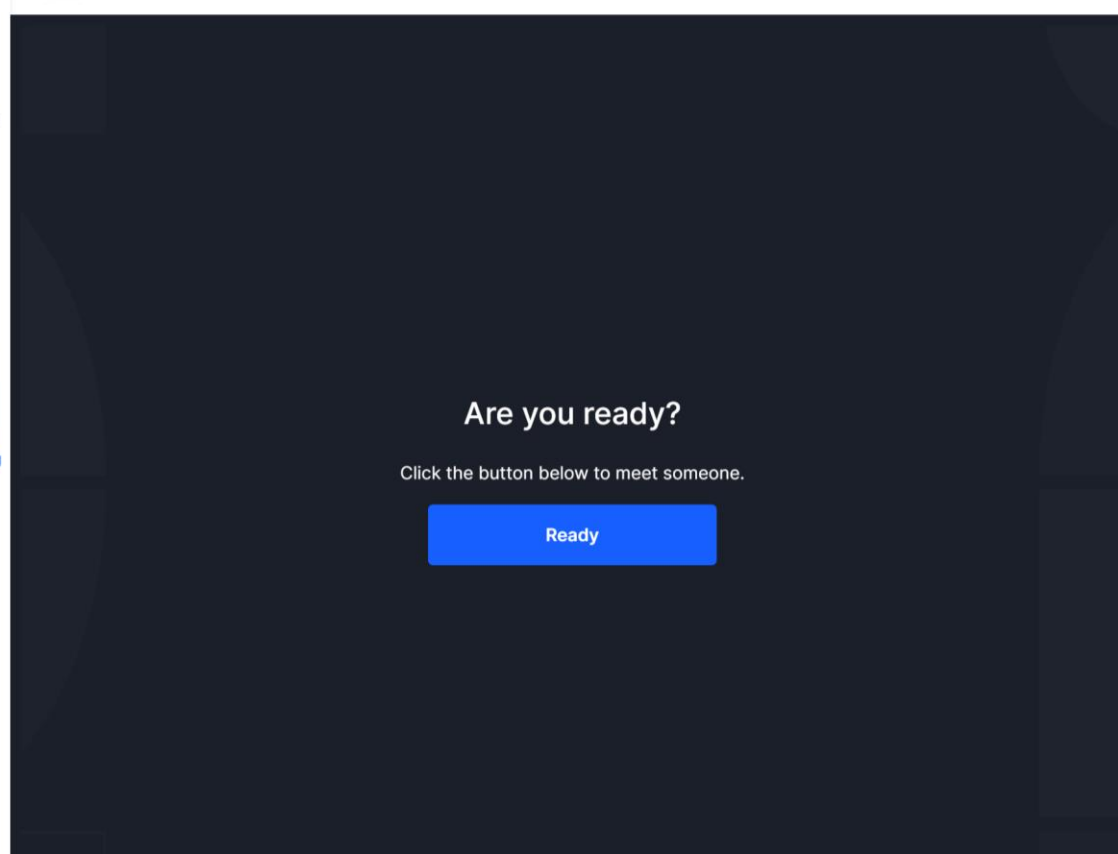
The screenshot displays a virtual event interface. On the left is a navigation sidebar with icons for Reception, Stages, Sessions, Networking, and Sponsors. The main area features a large video player with a blue background and white text that reads "THEY TEACH A THIRD OF A MILLION STUDENTS". Above the video, the text "Certified Management & Business Educator (CMBE)" is visible. To the right of the video player are controls for "Watch later" and "Share". On the far right, a sidebar for the "Booth" is shown, containing tabs for "Booth", "Chat", "Polls", and "People". The booth content includes the CMBE logo, the title "Certified Management and Business Educator (CMBE)", a description: "Join a worldwide movement of educators committed to developing their teaching practice.", a globe icon, and a paragraph: "The CMBE gives business and management educators a recognised professional designation and a framework for continuous professional development. The scheme suppo... [Show More](#)". At the bottom of the booth sidebar is a red button with a heart icon and the text "Register Interest".

Within each Sponsor Booth, you can access a pre-recorded video, links to the company's website, their social media platforms, and chat with the representatives.

# Networking


Meet and discuss relevant topics with your fellow PMAC participants here

- Reception
- Stage
- Sessions
- Networking**
- Expo




Event

Networking



**Pritika Pau**  
Events Coordinator, Chartered ABS

in 

I am responsible for the logistical aspects of the Chartered ABS portfolio of development programmes and conferences. I have previously worked as the events ope... [Show More](#)