

# STEPS TO ACCESS ICASA 2021 ONLINE PORTAL

**The virtual platform will be opened on the 3<sup>rd</sup> of December 2021**

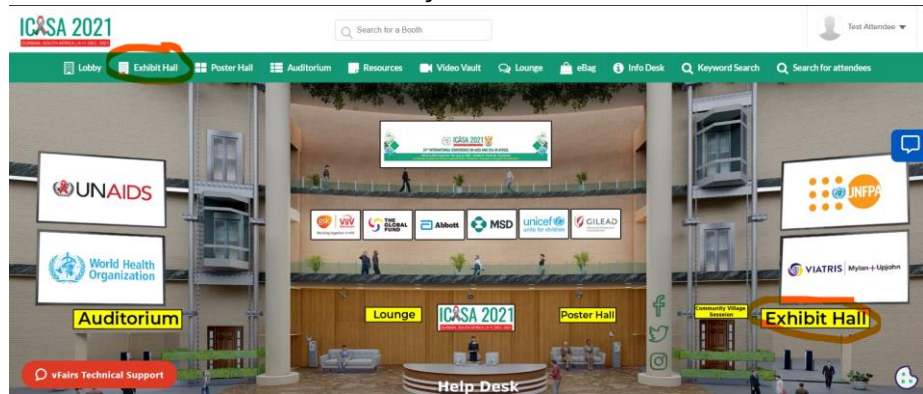
1. Visit <http://icasa2021.vfairs.com>
2. Enter your registered **email address** with the **password** sent to you by the ICASA Secretariat to access the platform.
3. Welcome to the Lobby of ICASA 2021 Portal
  - a. To enjoy the platform, note the navigation (**Lobby, Exhibitor Hall, Poster Hall, Auditorium (Plenary Room, 100 Room, 300 Room, 500 Room, 600 Room, Community Village Sessions), Resources, Video Vault, Lounge, eBag, Info Desk, Search**) of the platform, which facilitates navigation on the platform. See the image below

**ICASA 2021**  
CONVENTION ON INTERNATIONAL TRADE AND INVESTMENT



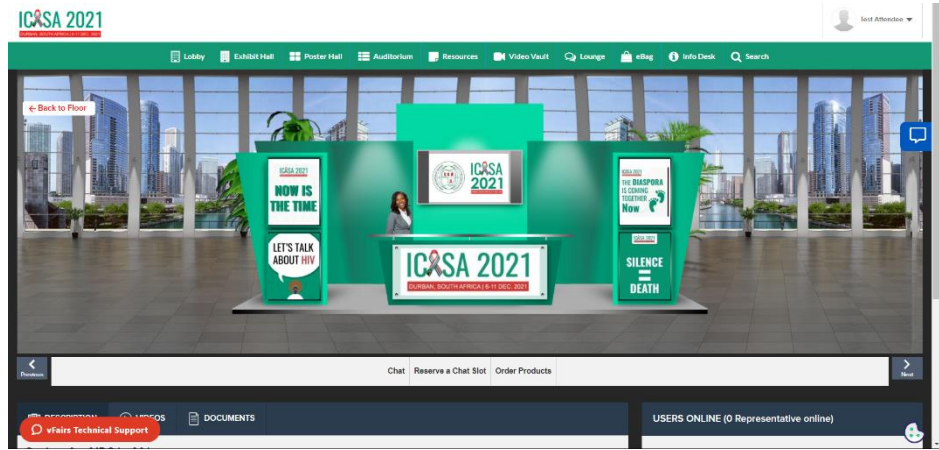
## **b. To access the Exhibitor Hall from the Lobby**

- i. Click on Exhibitor Hall in the Lobby to access all booths



- ii. Click on any booth in the Exhibitor Hall to access and engage exhibitors of your choice.



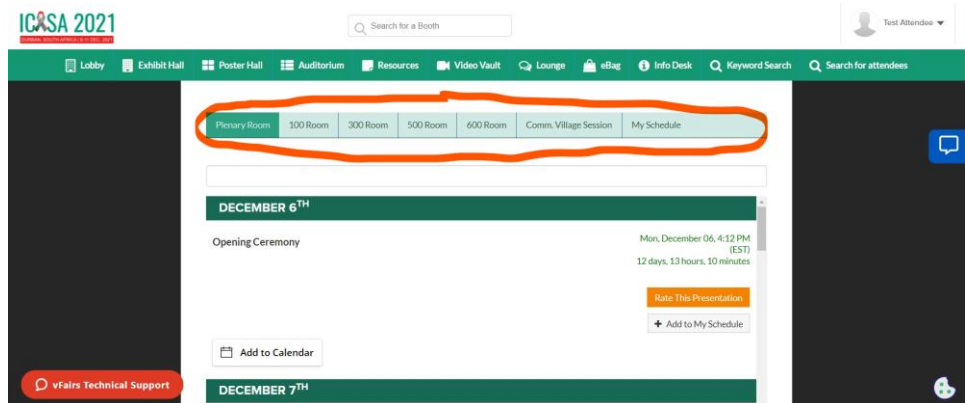


c. To access the **Auditorium** – The Auditorium gives access to all the session rooms (Plenary Room, 100 Room, 300 Room, 500 Room, 600 Room, Community Village Sessions)

i. Click on the ICASA 2021 image to have access to the various session rooms

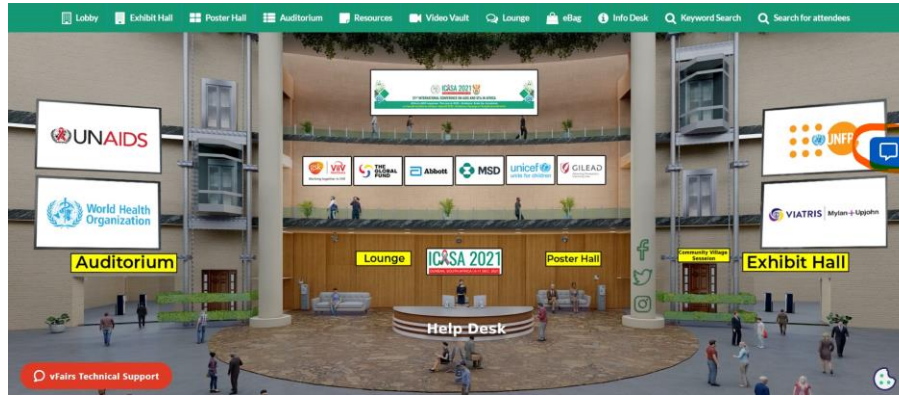


ii. To access any of the sessions, click on your preferred room name. then scroll down to access the session



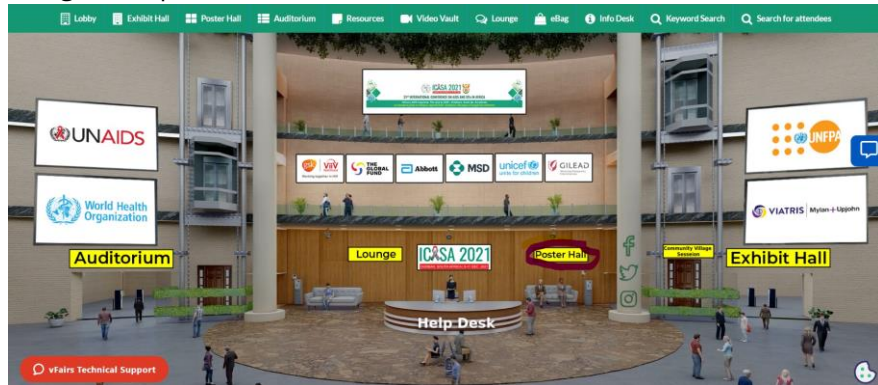
iii. The play button will be active if the session is **live**

- iv. Live Chat (Check on the right top corner of your screen). The live chat helps to engage all delegates and speakers.

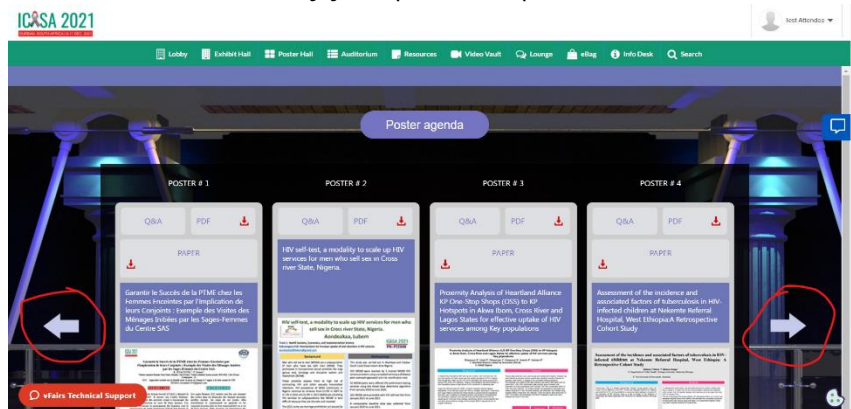


- d. To access the **Poster Hall from the Lobby**

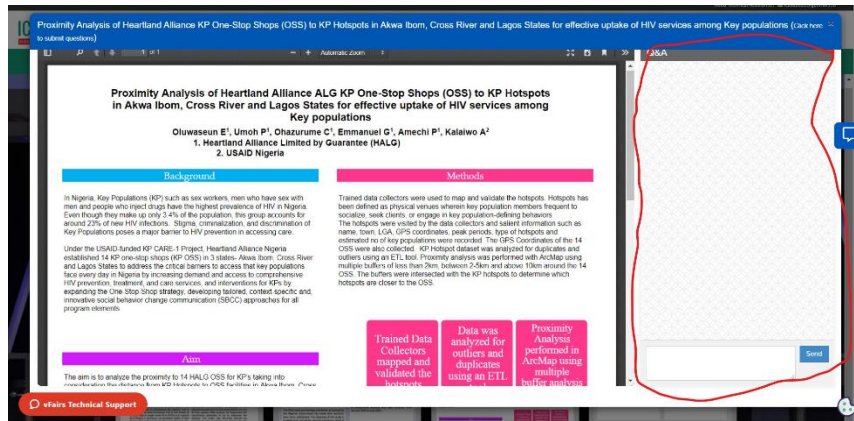
- i. Click on the Poster Hall in the Lobby or use the navigation bar at the top to access the poster hall. All delegates have access to 375 ePoster categorised per Track.



- ii. At the Poster Hall identify your preferred per track.

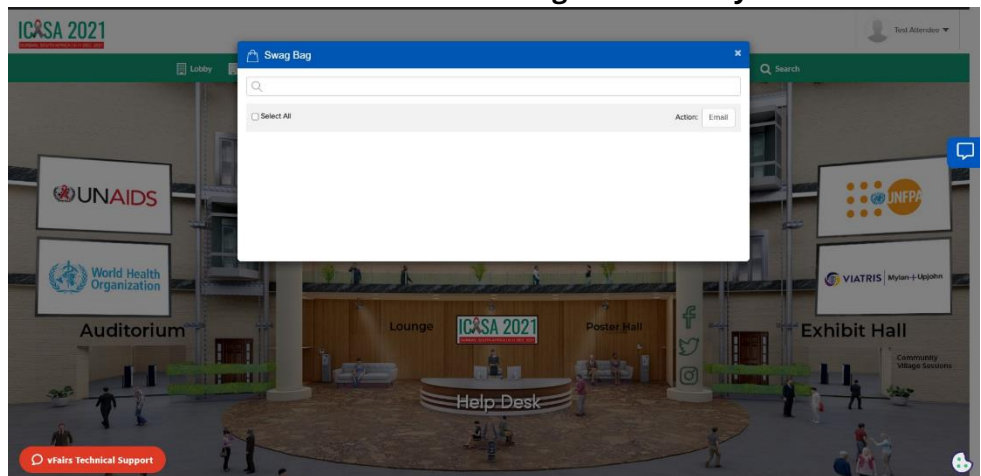


- iii. Click on your preferred Poster and view. Chat with the presenter by clicking on the Q & A.



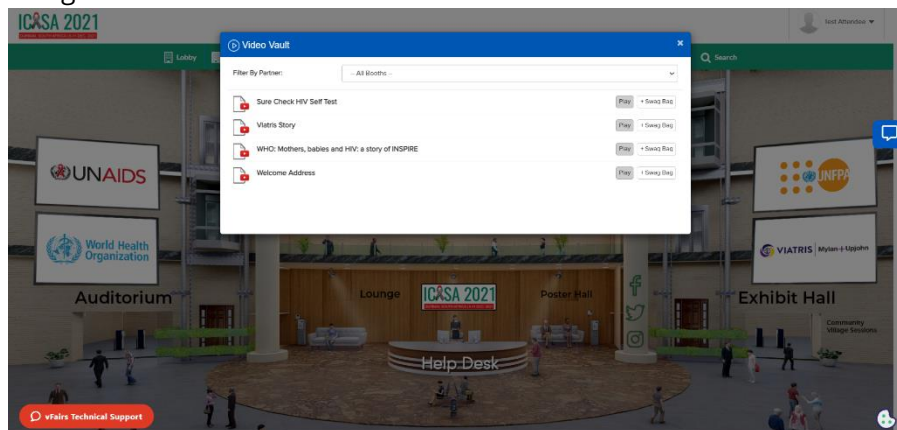
e. To access the **eBag**

- i. The **eBag** is your electronic bag to save downloadable documents from the session rooms and exhibitors. **Don't forget to send it your email.**



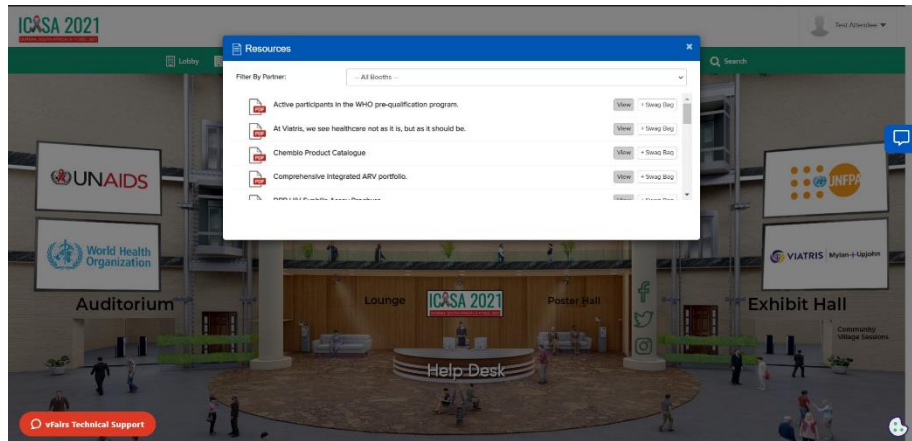
f. To access **Video Vaults**

- i. The Video Vaults displays all the videos accessible on the platform to all delegates.

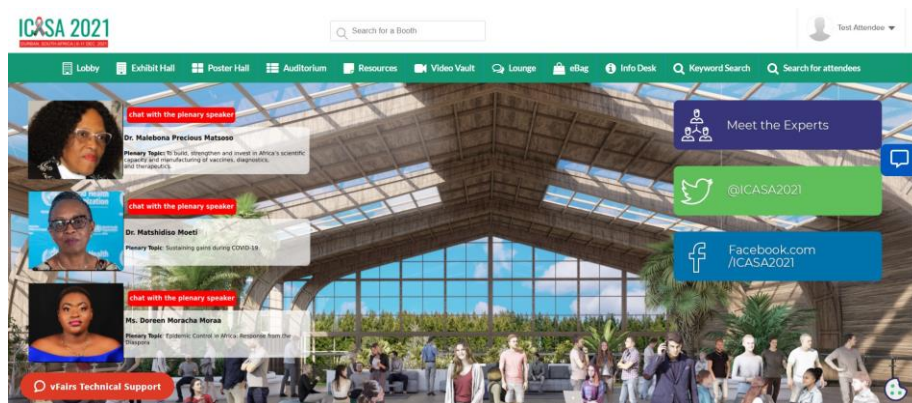


g. To access **Resources from the Lobby**

- i. Click on the Resources button from the Navigation bar to access the resources uploaded unto the platform



- h. To access the **Lounge from the Lobby**
  - i. Click on the Lounge from the Navigation Bar or the Lobby. The Lounge serves as a networking zone for delegates and a platform to chat with Plenary speakers and parallel session speakers.



- i. To access the **Info Desk from the Lobby**
  - i. Click on Info Desk from the Navigation Bar or the Lobby. You can chat with our representatives to assist you out will any issue that you may have on the virtual platform.

