

# Hopin platform

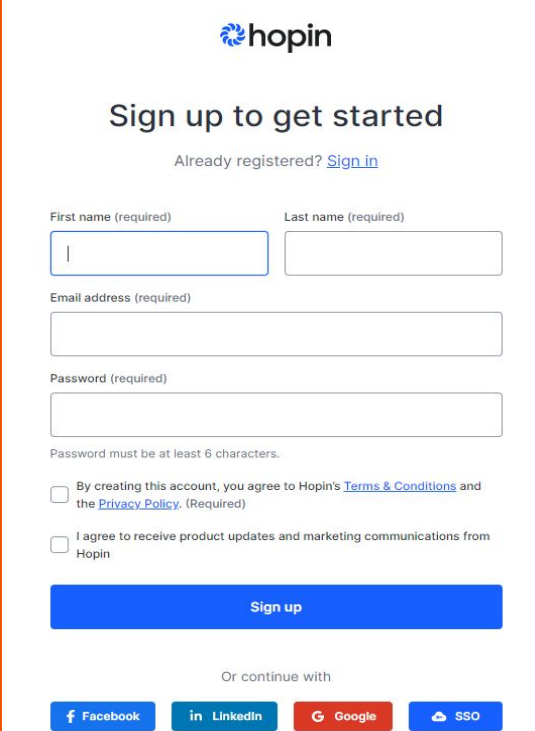
How to use it




# Create your account on the Hopin platform

Link:

[https://hopin.to/sign\\_up](https://hopin.to/sign_up)



The screenshot shows the Hopin sign-up page. At the top is the Hopin logo. Below it is the heading "Sign up to get started" and a link "Already registered? [Sign in](#)". The form consists of several input fields: "First name (required)", "Last name (required)", "Email address (required)", and "Password (required)". Below the password field is a note: "Password must be at least 6 characters." There are two checkboxes: the first is for agreeing to the Terms & Conditions and Privacy Policy, and the second is for agreeing to receive product updates and marketing communications. At the bottom of the form is a blue "Sign up" button. Below the button is the text "Or continue with" followed by four social login buttons: Facebook, LinkedIn, Google, and SSO.

 hopin

Sign up to get started

Already registered? [Sign in](#)

First name (required) Last name (required)

Email address (required)

Password (required)





Password must be at least 6 characters.

☐ By creating this account, you agree to Hopin's [Terms & Conditions](#) and the [Privacy Policy](#). (Required)

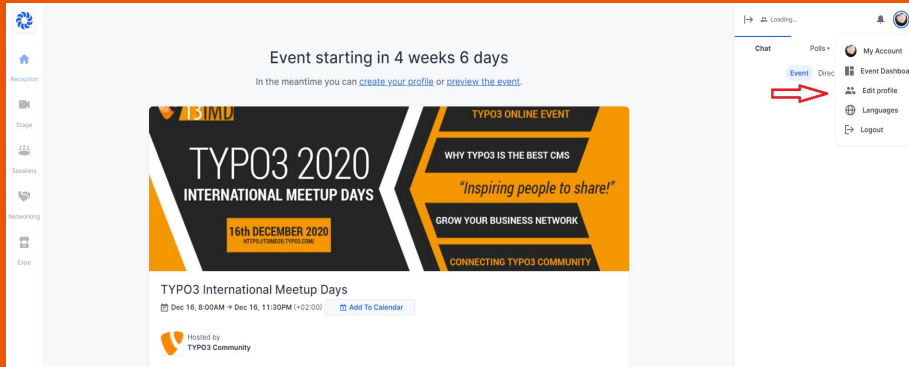
☐ I agree to receive product updates and marketing communications from Hopin

Sign up

Or continue with


 Facebook  LinkedIn  Google  SSO

# Complete your profile



## Update your profile

Avatar

  
Click to choose new image  
File types: jpg, jpeg, png

First Name (required)

Twitter

Last Name (required)

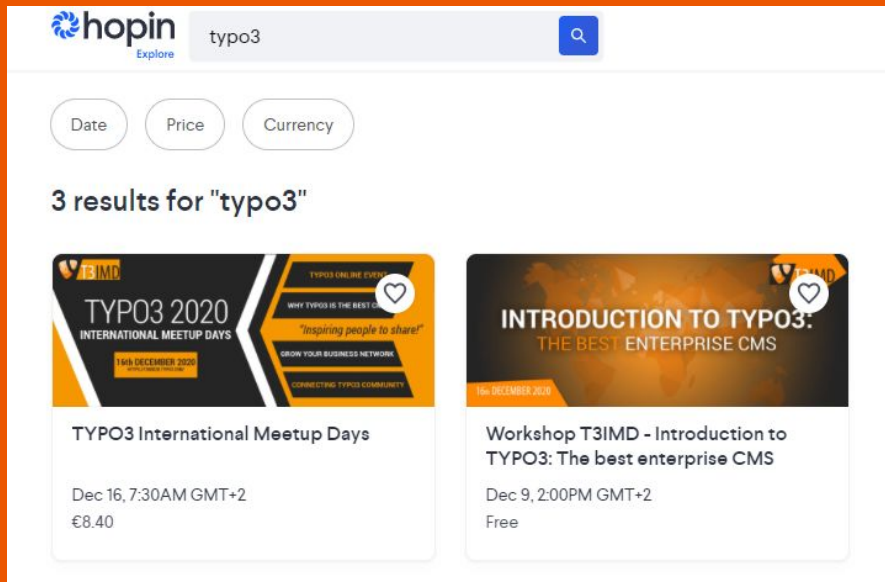
LinkedIn

Headline (required)

Website Link

[Save](#)

You can find all the TYPO3 events by typing **TYP03** into the search bar



The screenshot shows the Hopin website interface. At the top, the Hopin logo is on the left, and a search bar contains the text 'typo3' with a magnifying glass icon on the right. Below the search bar are three filter buttons: 'Date', 'Price', and 'Currency'. The search results section is titled '3 results for "typo3"'. There are two event cards displayed. The first card is for 'TYPO3 2020 INTERNATIONAL MEETUP DAYS' on '14th DECEMBER 2020' at '7:30AM GMT+2' for a price of '€8.40'. The second card is for 'Workshop T3IMD - Introduction to TYPO3: The best enterprise CMS' on '14th DECEMBER 2020' at '2:00PM GMT+2' for a price of 'Free'. Both cards feature a heart icon in the top right corner.

hopin  
Explore

typo3

Date Price Currency

3 results for "typo3"

**TYPO3 2020**  
INTERNATIONAL MEETUP DAYS  
14th DECEMBER 2020  
7:30AM GMT+2  
€8.40

**INTRODUCTION TO TYPO3:**  
THE BEST ENTERPRISE CMS  
14th DECEMBER 2020  
2:00PM GMT+2  
Free

Link: <https://hopin.to/explore>

# Join the event

You can log in to the Hopin platform half an hour before the event starts. You will see the **LIVE** button next to the **ENTER** event.

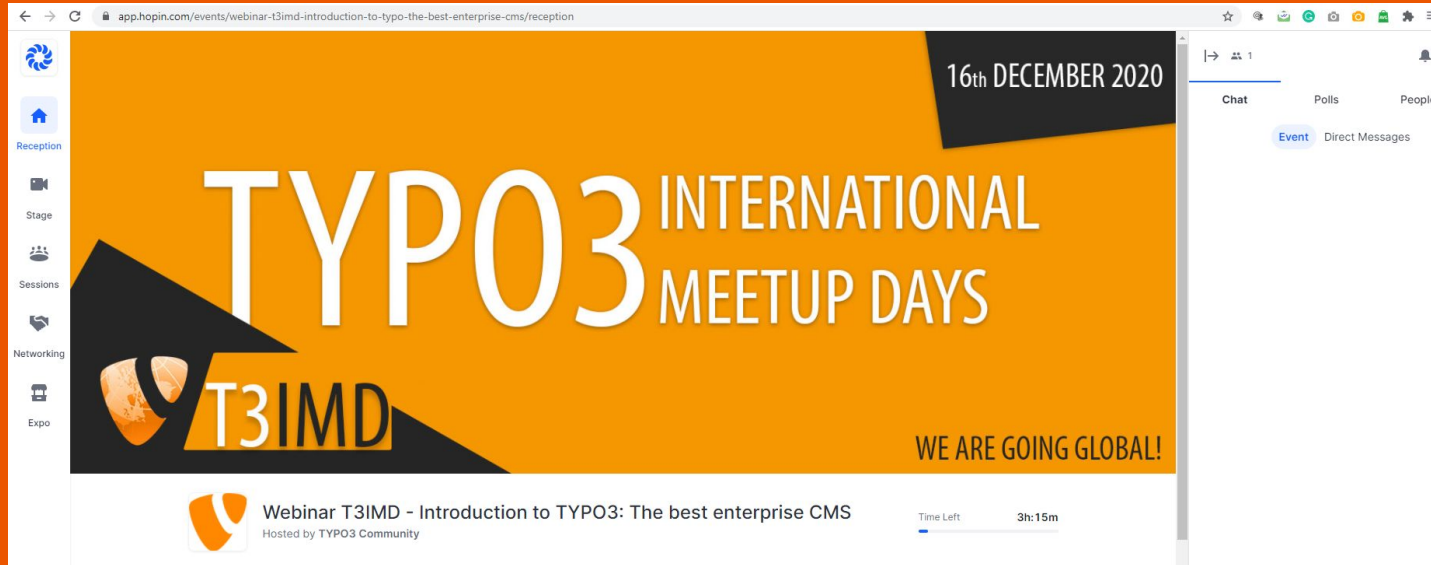
If you have questions, please contact us in the Organizing Team Session. We will offer you all our support!

The screenshot shows a Hopin event page. At the top, the title is 'Webinar T3IMD - Introduction to TYPO3: The best enterprise CMS'. Below the title, it says 'Nov 12, 1:30PM to Nov 12, 5:00PM EEST' and '6 people attending'. A red box highlights a 'LIVE' status indicator with the text 'The event is live!'. Below this is a blue 'Enter event' button. The main visual is a yellow and black banner for 'TYPO3 INTERNATIONAL MEETUP DAYS' with 'T3IMD' and '16th DECEMBER 2020' and the slogan 'WE ARE GOING GLOBAL!'. To the right, it says 'Hosted by TYPO3 Community' and 'TYPO3 CMS - the best open source enterprise content management system'. At the bottom, there are social media share icons for LinkedIn, Twitter, Facebook, and a chat icon, with the text 'Share on' above them. The page also has tabs for 'Description' and 'Sponsors'.

# Information for participants

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After you enter the event, the page will look like this:



For the good management of the Agenda and presentations, we created the next rooms:

1. Stage
2. Sessions
3. Networking
4. Expo Booth

Let's took them one by one.

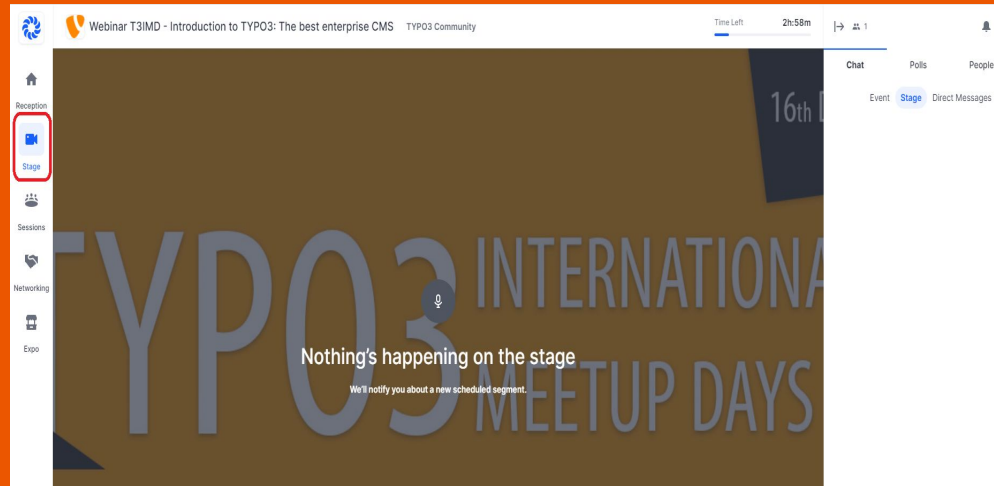
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# 1. STAGE

Some of the panels and presentations for the beginning and end of the event will take place here.

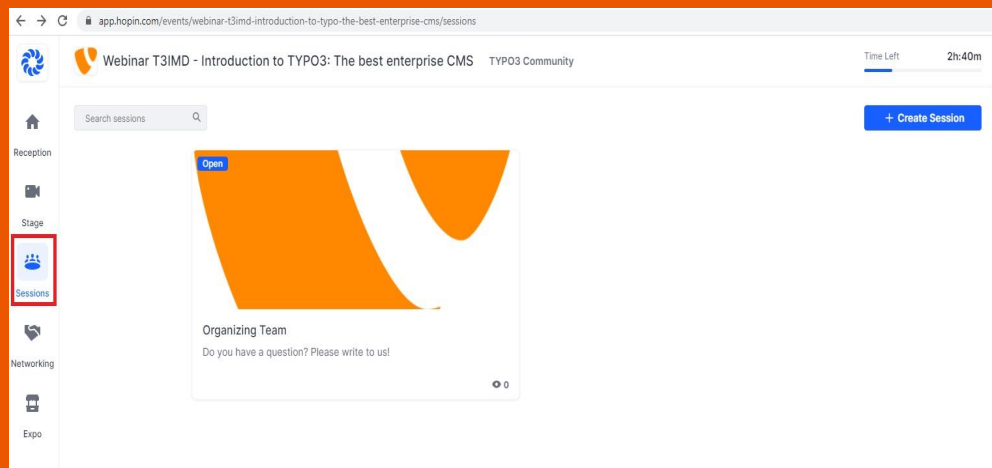
Please consult the Schedule:  
<https://t3imd20.typo3.com/schedule>



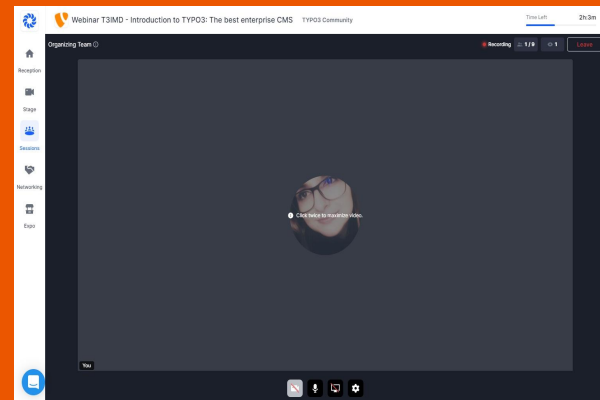
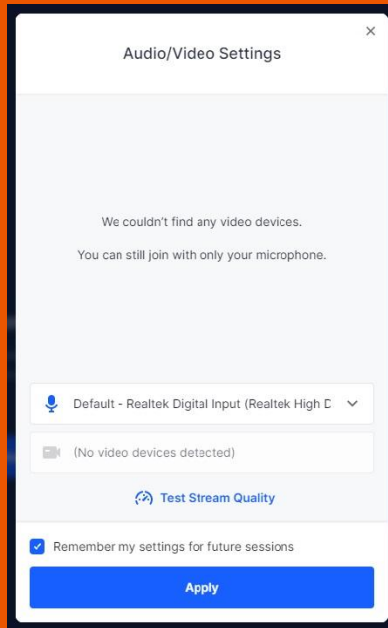
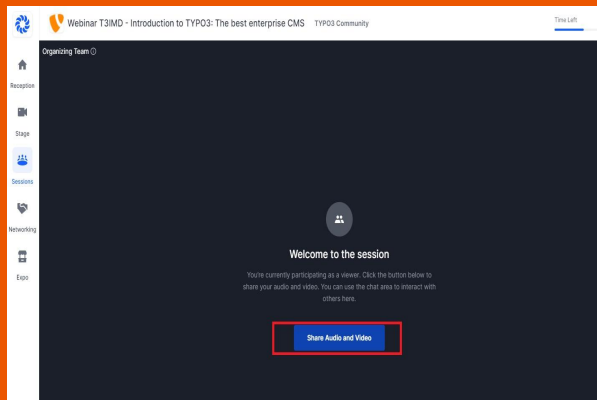
## 2. SESSION

Click on the Session button,  
and you will see all the  
sessions created for our  
agenda.

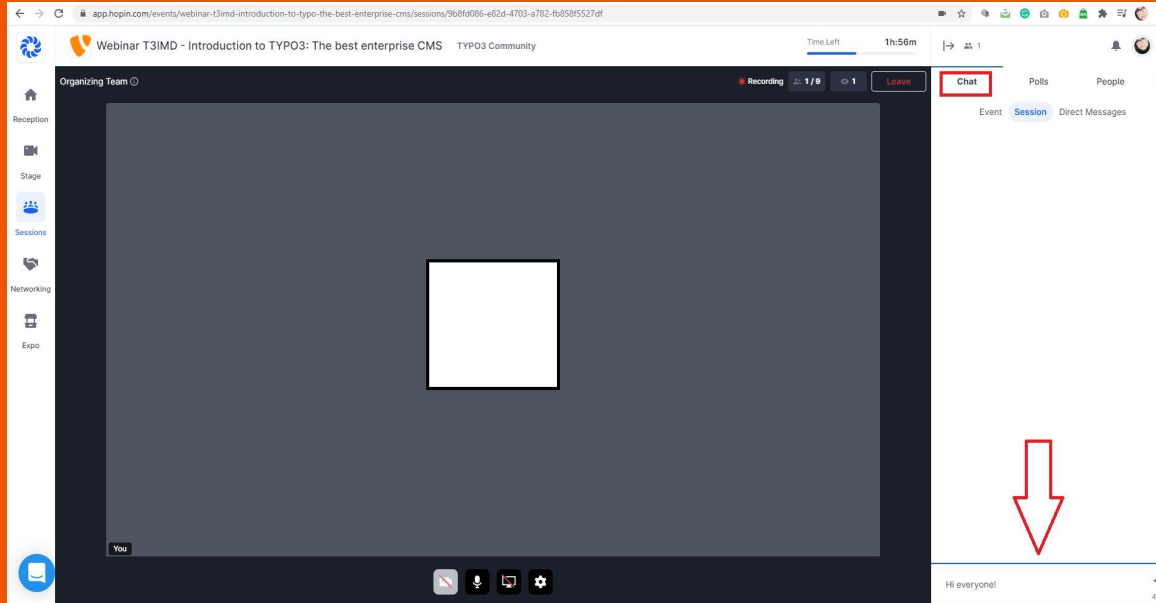
The Session room names will  
correspond to the items from  
the event agenda.



After you choose the Session, you will click on the Session square, and you will join the presentation.

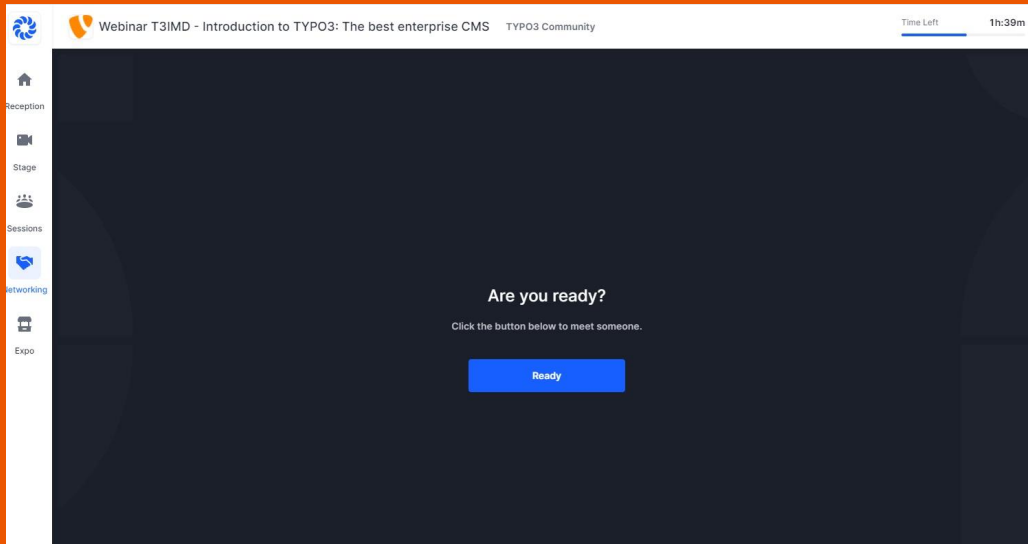


During the presentations, you can write your questions or observation in the chat section.



Very important for participants: Get involved, participate in discussions, and you can win prizes! We want TYPO3 International Meetup Days to be about communication, team spirit, and creation. We encourage you to express yourself, and we want to help everyone understand all about TYPO3 CMS and our community.

# 3. NETWORKING



In this section, you can meet all the participants in a random mode.

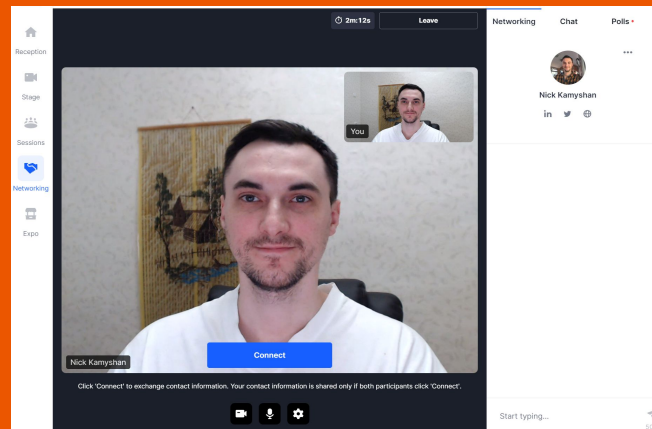
Click on the **Ready** button, and you will have 5 minutes to talk to someone.

After the session is over, click on another **Ready** button and meet someone else.

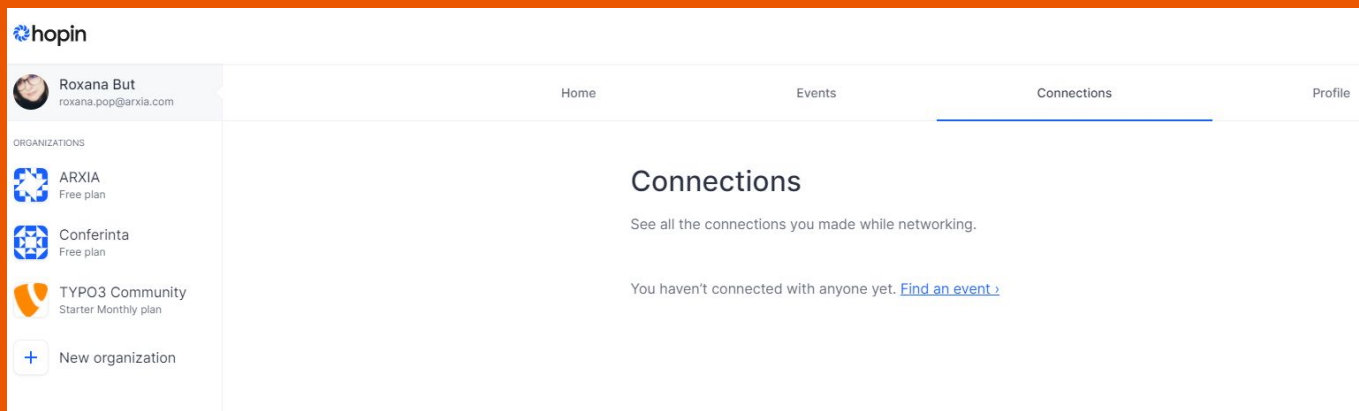
Enjoy networking!

After the conversation, if both parties selected **Connect**, you can follow up with them. On the [Connections page](#) of your Hopin account choose the way you want to follow up:

- Email
- LinkedIn
- Twitter



In your Hopin page you can find all Connections



## 4. EXPO BOOTHS

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# Sponsor EXPO BOOTH

If you are a sponsor in the TYPO3 International Meetup Days, you have some benefits to be view by all participants.

We will create in Expo Booth a special section for you.

You can have a live presentation on Expo Booth Session, or put a pre-recording video to be seen by participants.

If you want you can appoint a representative from your team to chat and answer real-time questions.

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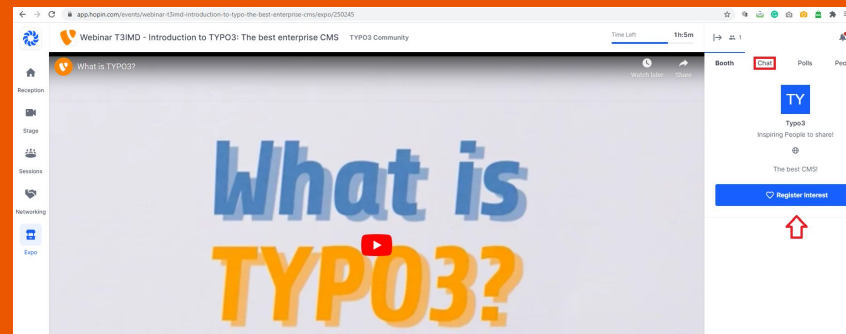
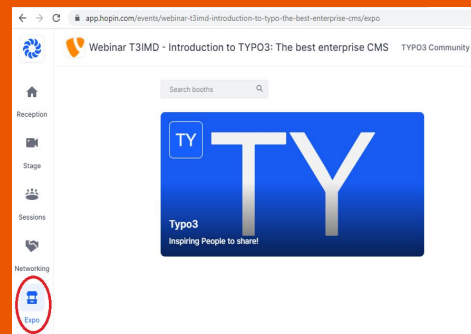
# Participants in the Expo Booth session

Please join the Expo Booth during the entire day. You can participate in live presentations or can see the sponsors' videos.

You can ask questions at the Chat Expo Booth, or you can have a live Q&A.

You can click on **Register interest**, and an email will be sent to the sponsors, and they will contact you as soon as possible.

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# Information for Speakers and Moderators

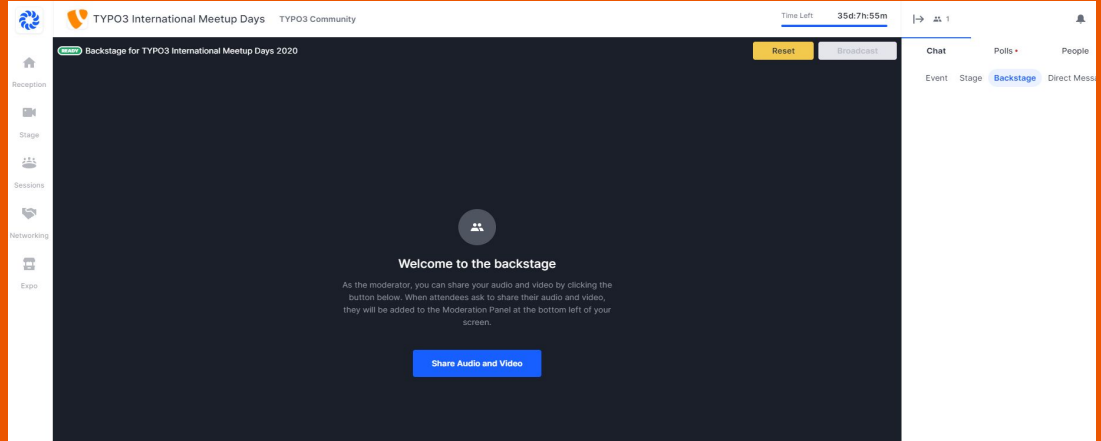
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The Backstage is a private video chat that allows Speakers and Organizers rehearse before going live in front of attendees.

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# Backstage is for speakers, moderators and organizing Team

1. Once on the Backstage, you will see the Welcome screen.
2. Click on the Share Audio and Video button at the center of the Backstage to choose your webcam and microphone.
3. make sure to allow your web browser (Chrome or Firefox) to access Microphone and Camera on your computer.
4. The sound and video you get at the Backstage is for the Backstage only at this point. You are safe to test before going live and the event attendees will not be able to see you rehearsing.



- Participate with video and audio on the Backstage
- Share screen and presentations on the Backstage
- The Organizing team will start your live session after you join the backstage and see that everything is fine

Very important: We will send you by email the link for backstage a week before the event is starting!

Note: There's a small delay between stages: the main stage will be 10-15 seconds behind the backstage.

Tip: To avoid the sound echo, please mute all other tabs with sound besides the Backstage. We recommend muting and ignoring the main Stage to stay focused on your presentation in the backstage. You can still monitor and respond to questions from attendees in the Event chat tab.

When to Organizing Team press the Broadcast button, you become live in 10 seconds.



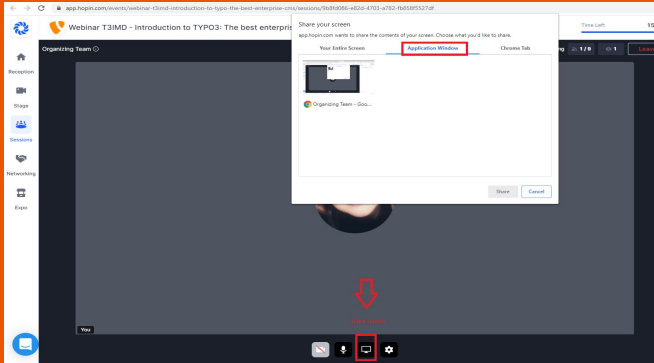
The live indicator on the top left corner of the screen will tell you that your Backstage is Live and the attendees are now watching you on the Stage.

Clicking on the Stop Broadcasting button will stop the stream for the attendees. Click the **Leave** button to leave the Backstage any time.

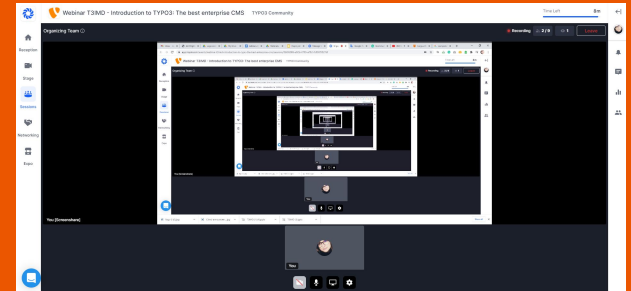


# Start your presentation

Please click on the button from the footer menu and choose what you want to share for Share your screen.



Click twice to maximize your presentation.



# Additional information for attendees

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# The Roles for attendees

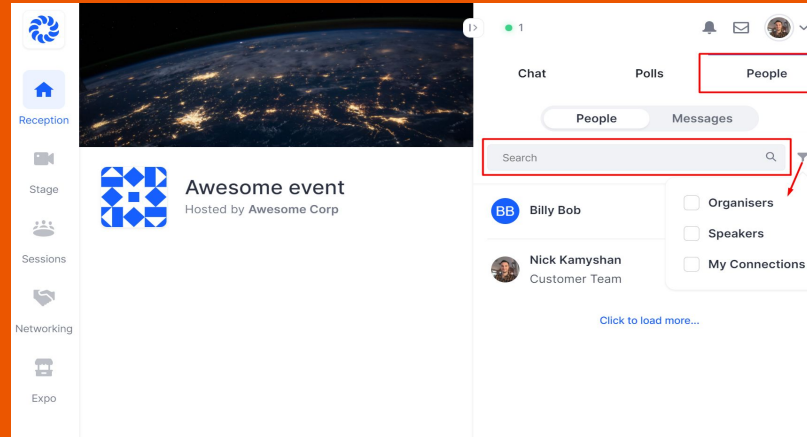
- attend event segments
- send Chat and Direct messages
- participate in Polls
- invite to Video call in Direct messages (search for the person you want and click on his/her name)
- report other attendees for inappropriate behavior
- participate with video and audio on non-moderated Sessions or Expo Session
- request permission to participate with video and audio on moderated Sessions or Expo Sessions

# Chats

- **Event chat** — global event chat where all participants can post messages.
- **Stage chat** — chat with a Stage-related discussion all attendees have access to.
- **Session chat** — each session in Sessions has dedicated chat rooms. Attendees who are off-camera can chat to interact with people on camera and vice-versa.
- **Booth chat** — like Sessions, each booth has its own chat for group discussions and interaction.
- **Meeting chat** — in Networking, a private 1:1 chat channel is available to the participants.
- **Backstage chat** — the Backstage has its own chat for speakers and staff to communicate privately. It is only accessible through the Backstage link.
- **Direct messages** — anyone can send messages to an individual at an event on Hopin via DMs in the People tab. To send a DM, find the person you wish to chat with in the People tab, click their profile photo, and send a direct message to them.

# How do I know who's at this event?

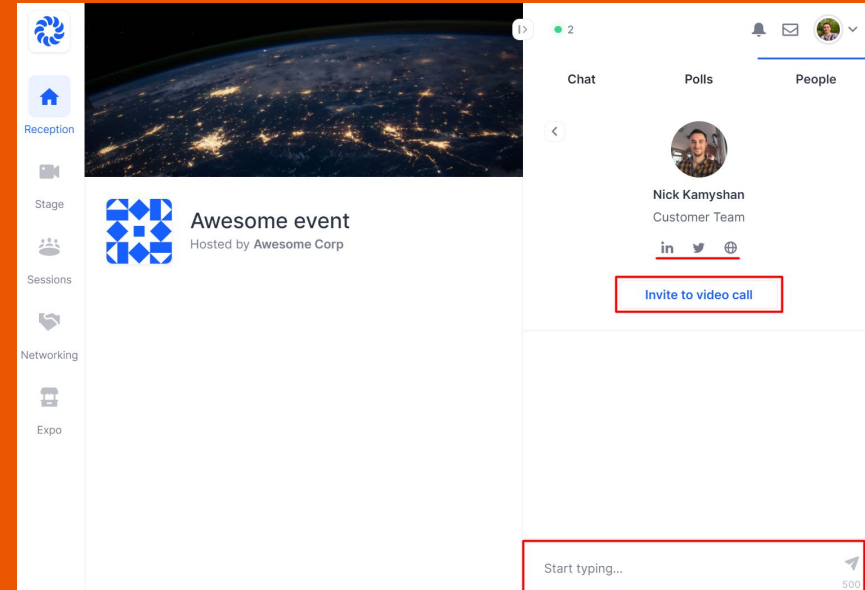
Attendees can view the List of people registered at the event from the People tab.



- Open the People tab at the top right corner of the event page
- Scroll the entire list of attendees or type to Search for a specific person
- Use Filters next the the Search field to segment the attendees by Organisers, Speakers or My Connections (connections you have made while Networking on previous events)

Once you click on the attendee from the People tab, you will be able to:

- Send a Direct message
- View the attendee Contact details (if filled in on the Attendee Profile page)
- Invite to video call



# If you have any questions you can write to us:

Daniel Homorodean - [daniel.homorodean@typo3.org](mailto:daniel.homorodean@typo3.org)

TYPO3 Community Expansion Committee Leader; T3IMD Coordinator

Carlos Parker - [carlos.parker@typo3.org](mailto:carlos.parker@typo3.org)

T3IMD Reachout Coordinator

Roxana But - [roxana.but@arxia.com](mailto:roxana.but@arxia.com)

T3IMD Event Logistic Manager

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Visit our Facebook page: <https://www.facebook.com/t3imd>