



Online Conference - “Geddes 2021 - a new green space plan for Dunfermline”

09.00 -13.00 Friday June 4th 2021 (open to check out the event 13.00 on the 3rd June)

Frequently Asked Questions

Registration

What is Hopin?

Hopin is an online events platform chosen to make sure you get the most out of your virtual event experience. There you will find our main keynote speaker, panel discussion, workshop sessions, networking opportunities and the digital Expo Booths. You can watch a short intro to Hopin [here](#) .

How do I register for the event?

Just follow this link [here](#) to register for the event.

How do I set up my profile?

During the registration process you will be asked to create your account. It is really helpful if you can add a profile picture and add your contact details and social media links. It really helps you to network.

Who can register for the event?

This event is open to everyone with an interest in the work of Patrick Geddes, the future of Dunfermline and how they can help make things happen.

Is there a deadline to register for the event?

Registration to the event can be made right up to the event starting. However, we would encourage you to register well in advance.

Programme

When does the event actually start?

The main programme of keynote addresses, workshops and panel discussion runs between 09.00 and 13.00 on Friday June 4th 2021.

The Hopin event itself runs from 13.00 on Thursday 3rd June to let you log on early to check out the Expo Booths and familiarise yourself with the platform.

Where can I see the running order?

You can see the running order for the event on the conference website [here](#). It is available on the Hopin site now.

Will I be able to join the event at anytime?

You can join at any point but you may miss some of the speakers if you do.

Networking

Where can I connect with other delegates attending the event?

You can connect with other delegates via direct messaging, private video call and setting up your own breakout session.

Do I need a webcam to connect with other delegates?

You will need a webcam if you wish to participate in video calls or contributing onscreen to the workshop sessions.

Do I need any other software to participate?

No. Hopin is accessed through your web browser. For the best experience we recommend you use the latest Google Chrome and wear a headset throughout.

After the event

If I have to leave part of the way through or miss the event will it be recorded?

Yes. All the workshop sessions, keynotes and panel discussions will be recorded and will be available afterwards on the conference [website](#).

Online Support

Will there be any support available should I have any questions or difficulties during the event?

Yes. If you message Lindsey Gibb on the event chat they will assist you. If you have difficulty registering for the event please email Alan Caldwell at alan@alancaldwellassociates.co.uk

It is recommended that you log on to the event on Thursday 3rd June to make sure all is working and that you are comfortable with the platform.

We look forward to seeing you at the event.

Alan Caldwell: Conference Organiser - see website [here](#).
May 2021