



The 2018 ACVIM Forum Online Schedule Planner is an interactive platform to help navigate all the offerings at the 2018 ACVIM Forum. You are able to search for all the different sessions and activities offered and narrow down based on available search categories by day, specialty, networking events and more. There are also helpful icons to help visualize different session offerings.

To increase functionality a login is required. A login allows you to save your personal agenda, browse attendees that create a profile, view our *NEW* Posters onDemand (May) and login to the mobile app (May). All registered conference participants will receive a personalized event code required to access your login.

Please note: In addition to planning your conference experience, selecting a session / event in the planner helps the ACVIM plan for the appropriate room selections based on interest, however session attendance is not guaranteed. In addition, sessions that indicate pre-registration required must be selected during the registration process, selecting them on the planner does not register you for the event. Registrants can edit their registrations by logging back into the registration system.

How do I use the 2018 ACVIM Forum Online Schedule Planner?

The online schedule planner has some key features to help make planning your conference experience even easier.

1. Browsing
2. Keyword Search
3. Log in and create a personalized schedule (My Schedule)

Browsing

This option allows you to search all sessions and events without logging in. You may conduct a detailed search by scrolling over the Browse Forum Schedule tab and selecting one of the following browse by search fields. You can also select Full Schedule to see the entire program layout by date and time or select the Special Events & Activities browse option for additional search features.

Search field options:

- Full Schedule
- Specialty Symposium Schedule
- Browse by Date
- Browse by Specialty
- Browse by Program Category
- Browse by Session Type
- Browse by Speaker
- Keyword Search
- Special Events & Activities
 - Meetings
 - Exams
 - Events & Networking
 - General Conference Activities



Keyword Search

This is a universal search feature that searches the entire site for the word you are looking for, whether it is in a session title or the name of a speaker. For example, a typical search might begin by entering the keyword "cardiology" in the keyword search box, and press enter on your keyboard. A listing of every session with "cardiology" in the title will appear in the search results displayed on the search panel. The word "cardiology" will be highlighted if it is located in the session title listed or within the session description.

Want to narrow down the results for your keyword search even more? Start by using a combination of the other search choices in the menu and then using the search filter in the top right-hand corner to narrow down the choices. For example, you can choose to browse by program category and then type "cardiology" into the search bar. Your search will return all sessions and speakers with that search term.

Once the list of sessions appears, you can select the title of each session to read the full session details in a pop-up box.

Log in to create a personal itinerary (My Schedule)

First-time users: Logging in and creating an account will allow you to select sessions as favorites and create a schedule for the conference and much more! This will also be the same login you use to access the information on your Mobile App (May). You will not be able to create a personalized "My Schedule" until you are logged in. Access to login in is only available to registered conference participants.

To login, select the "Login" link on the Home page and create an account by clicking Sign Up on the left side below the login box. You will be asked to complete your First Name, Last Name, Email Address and enter your personalized Event Code. *If you have misplaced your event code, please contact Forum@ACVIM.org.* Creating an account will generate an access key to use when logging in the next time.

Returning visitor: Log in by using the access key that was emailed to you when creating your profile. If you do not remember your access key, you can select the "Forgot Access Key?" link on the Login page.

Adding Favorites and Creating a Schedule

Once you are logged in, you can select the star to right of the session title. Selecting the star allows you to add the session to your itinerary. Once added, you have the ability to view your selected session in the "My Schedule" portion of your profile, manage your favorites and even add notes about the session.

Selecting a session / event in the planner for your Schedule does not guarantee session attendance, sessions are on a first-come, first-serve basis, unless pre-registration is required. All pre-registration responses must be selected during the registration process to guarantee participation. Registrants can edit their registrations by logging back into the registration system.

Adding Notes

To add notes, you will need to be logged in to your profile. Once you have favorited a session, you can select the favorited session from the search option or select within the "My Schedule" section of your profile. Simply click on the gray square next to the star and add a note. Once you have added your details the square will turn blue.



View Session Details

Select the title of a session in your search results to open a pop-up box that provides the complete information for that session. You can read the description, speaker bio, and view the learning objectives (if provided). If you decide you would like to add a particular session to your schedule planner, you may do so by selecting the star next to the title. This turns the session to a “Favorite” and will be designated as a session to add to your personal schedule.

Editing Your Profile

You may edit or update your profile at any time. You will simply need to log in, select “My Account” and select the profile tab. For questions or issues, contact us at (800) 245-9081 (US or Canada) or Forum@ACVIM.org.