

INSIGHT 2021

Airmeet Instructions

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INSIGHT 2021 Online Platform – Airmeet

0. Video Tutorial on the most important features

Here, you can find the INSIGHT Airmeet tutorial by our Creative Design Manager, Alexandra Ward:
https://www.youtube.com/watch?v=cRZOWxyxc_g

1. Getting started

1.1. For Smartphone usage: Download the Airmeet App

The Airmeet App can be downloaded from both the App Store and Google Play Store. For your convenience, a QR-Code that takes you directly to the app is included in the conference program booklet that you will receive via email shortly before the conference starts.

1.2. Enter the event

You can choose between entering the event with your PC or smartphone. Please note, however, that the app version does not allow for all of the functionalities. Furthermore, **Airmeet works best with the Chrome Browser.**

You will receive a magic link to enter the conference via email either two weeks before the conference or shortly after your purchase, if you buy your tickets later than August 26. Livestream tickets can be purchased even after the conference has already started.

It will be sent to the same email that you used when buying your INSIGHT 2021 ticket. Please click on that link in your email on the first day of the conference (Thursday, September 9th).

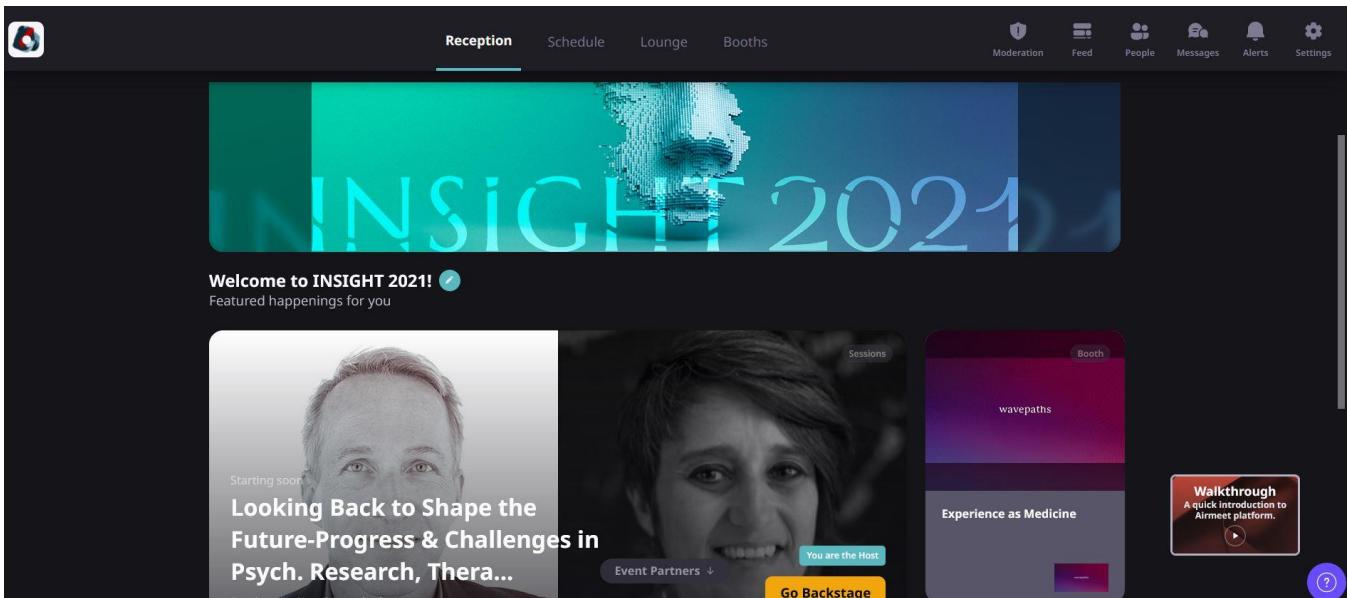
You will be asked to enter some basic information, which will only take a moment, then you are already inside the INSIGHT Airmeet!

If you have any difficulties, you can reach one of the contact persons (mentioned above) via telephone or in Airmeet.

2. The Airmeet Layout

2.1. "Reception" | The Online Welcome Area

The reception is the official welcome area for all attendees and speakers. Here, you can see what's happening live on stage, go through your personal bookmarked sessions, access personal and public chats, as well as see a list of INSIGHT's partners and access their websites.



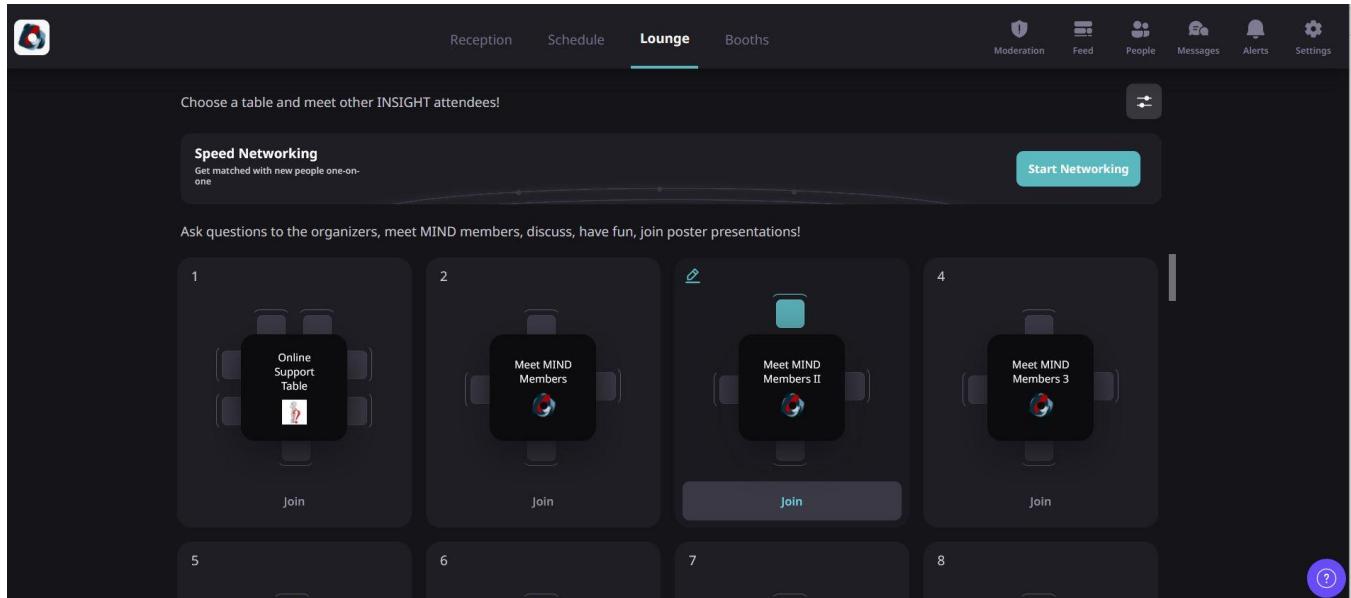
2.2. “Schedule” | Livestreamed Lectures

The “schedule” area is where lectures and panel discussions are livestreamed and presented. One or multiple speakers can share the stage. Participants can take part in each session via private and public chats, “raising” their hands, upvoting questions from the Q and A, answer polls, and much more. This is also the place where you can bookmark certain events to Your Schedule (top left) and filter by tags.

The screenshot shows the conference platform's schedule view. At the top, there are tabs for Reception, Schedule (which is selected), Lounge, and Booths. To the right are icons for Moderation, Feed, People, Messages, Alerts, and Settings. Below the tabs, there are buttons for My Schedule and All Sessions, along with search and filter options. The filter bar includes tags like integration, reception, welcome, mind foundation, thursday, pharmacology, sunday, neuropharmacology, depression, track 3, track 2, psychedelic, and keynote, with track 1 and track 4 selected. The main area displays a timeline from September 9th to 12th. On September 9th (Thursday), there is a session at 8:20 PM titled "Panel I: New Paradigm or Co-Existence? The Potential of Psychedelics i...". The panel includes Dr. Henrik Junge (Executive Director, MIND Foundation), Dr. Martha Haven (Research group lead, Ernst-Strüngmann Inst.), Dr. Katrin Preller (Senior Researcher, P... University of Zürich a...), and Prof. Dr. med. Ger... (Professor of Psych... Central Institute of ...). A "Go Backstage" button is visible. Other sessions listed for the same day include Prof. Dr. med. Ger... and Dr. Gul Dolen, MD. The interface is dark-themed with light-colored text and highlights.

2.3. “Lounge” | Online Networking Hub

The Social Lounge is a one-of-a-kind interaction area where participants can meet new people and build connections. This can be done either through speed networking or virtual tables.

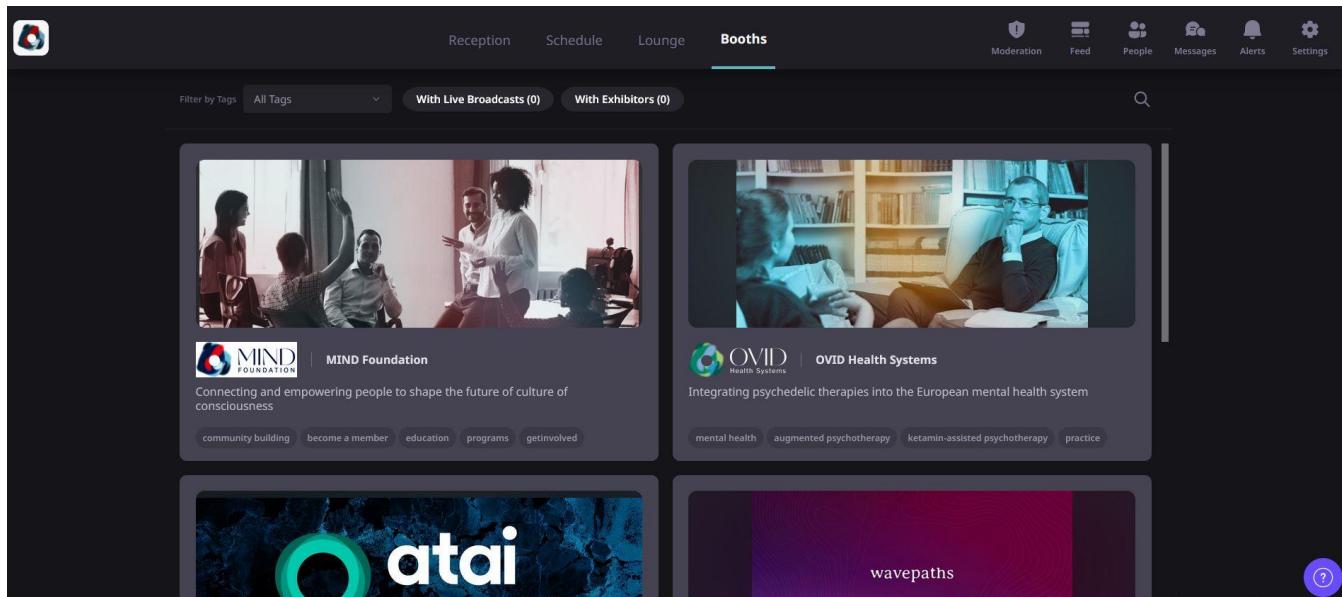


1. Virtual tables are like tables in a ballroom, which allow participants to get together in groups and have their own conversations over video.
 - Table 1 is reserved for the Online Support. There will always be one person from the MIND Staff present that you can ask your questions and concerns.
 - On tables 2-5 you can meet with other MIND members. Only MIND members have access here. You can also see this by the MIND logo on the table.
 - Tables 6-10 are reserved for intellectual and academic discussion about questions and topics that are presented in the 4 tracks of the conference.
 - If you want to share your favorite music, play games, or simply enjoy your coffee and have small talk, tables 11-16 are for you! You can also write to the organizers if you have a fun idea for these tables.
 - Looking for discussions in your native language? Tables 16-20 are reserved for this. No matter if you speak Spanish, Dutch, English, Polish, or German, you will find other people here. If you wish to create a table for another language, write us a message in the event chat!
 - Last but not least, we reserved tables 21-32 for the online poster presenters. This is where on Friday, September 10th at 6:05pm the online poster presenters will present their work and you can ask questions and directly engage in a discussion with them.
2. Speed networking automatically matches one participant with another and allows networking one-on-one. The speed networking sessions last 5 minutes, but you can also leave before the time ends. However, if you really enjoy the conversation with your fellow

attendee, you can send each other a private message and even schedule a private meeting to extend your conversation (see more information in “event chat and communication”).

2.4. “Booths” | An Online Exhibition Hall (and Virtual Conference Bags)

“Booths” serve as a virtual exhibition hall which offers booth spaces to exhibitors to showcase their offerings. Each booth has several “tables” for exhibitors to meet with conference attendees and engage in lively discussions.



2.5. Event Chat and Communication

1. Event Chat (Feed) and Polls

Take a look at the Event Chat. This is where EVERYONE can post and see questions and comments. If you have any question for the Event organizers, you can either post in this chat (if you want it seen by everyone) or you can go to the Lounge and join Table 1, which is the Online Support Table.

If you see inappropriate comments or messages in the event chat, you can report those messages to the event organizers by clicking on the question and then choose “report.”

In the “Feed” tab you can also see the polls that were created by the event organizers and participate.

2. People and Direct Messages

If you go into the People's tab, you can search for other attendees that are online and contact them via private message. You will also have the opportunity to schedule private meetings with them and view their profile. In the "Messages" tab you will see if people respond to your private messages.

3. Alerts (Announcements)

In the Alerts tab, the Event organizers will post announcements for all attendees to receive a notification. You will receive notifications before the start of every next session, as well as important information.

3. App functionalities

The App does not offer all interaction tools like the web version. To enjoy the full range of networking opportunities, we recommend using Airmeet with your computer. However, through the App, you will of course have access to all the sessions as well as the event chat and communication.

At this moment, the Android mobile app does not support the Lounge and the Booth area whereas the IOS version does.

Sessions:

You can watch all the sessions as you would on your computer. You also have the opportunity to "raise" your hand to ask a question, and you have access to the session chat and Q and A. You cannot participate in polls however.

Event Feed:

You can write in the event chat that reaches everyone who is currently attending the conference online. The event organizers will also see your requests and concerns.

Private Chat:

You can also search for people who are currently attending online (e.g. Event organizers or friends) and send them a private message.

4. Special Features ONLINE

4.1. Speaker Corners

There will be 11 Speaker Corners that are all organized via our livestream platform Airmeet. Speaker Corners take about 15 minutes and constitute an extended Q and A format in which you can ask your questions to the speakers in a more private and direct setting.

All Speaker Corners will be announced after the session and you can join them via the Airmeet schedule tab.

- For attending the Speaker Corners of remote speakers, simply stay in the original speaker session.
- For Speaker Corners with speakers who are present on-site, please join the Speaker Corners manually, just like any other session (you will find them in the Airmeet schedule).

The speakers that will provide a speaker corner for you are: Dr. Katrin Preller, Dr. Chris Letheby, Dr. Güл Dölen, Dr. Martha Havenith, Dr. Alan Davis, Dr. Sandeep Nayak, Dr. Manvir Singh, Carla Pallavicini, M.Sc., Rebecca Rothberg, M.Sc., Helena Rogg, MD, and Urzula Kozlowska, M.Sc.

If you'd like to get to know more about these speakers ahead of time, you can find their information on the INSIGHT homepage or even short interviews ("Miniviews") from some of them on our [YouTube channel](#).

4.2. Exclusive Online Poster Presentations

If you click on "Booths" in the Airmeet menu, you will find a booth for the poster presentations information. Once you enter the booth, you will have access to all information you need.

- 1) The Online Poster Presentations take place on Friday, September 10th at 6:05pm CEST in the **Airmeet Lounge. The according lounge tables will be indicated on the booth banner.**
- 2) In the resources section of the booth (below the banner) you have two PDFs to download.
 - o Download more information about the Online Poster Presentations.
 - o Download a PDF with all Posters (including on-site posters) to browse through.
- 3) There will be an announcement in the event chat to remind you that the online poster presentations start.

4.3. Raffles for Merchandise free Livestream tickets

Only on Airmeet can you participate in lotteries and win INSIGHT merchandise and free tickets for MIND events! There will be several lotteries distributed over the four conference days. They will be announced via the Event Chat (you will receive a notification).

4.4. Testimonial Sessions at the end of each conference day

Share your experiences with us! No matter if it's constructive critique, praise, or anything else that is on your mind. We look forward to listening to you.

If you are okay with being recorded, we would also like to use your testimonial for further improvements and posts on our social media platforms.

5. How On-site and online attendees are connected

5.1. Speed Networking On-Site

In the foyer of the INSIGHT venue, there will be a designated place for the speed networking portion (see “Lounge” above). If you participate in speed networking, you might be connected to INSIGHT on-site attendees who will interact with you via microphone and webcam.

Say hi, share your Airmeet experience, and celebrate the first hybrid INSIGHT conference together!

5.2. Tweet wall

Next to the speednetworking, you can also participate in the INSIGHT twitter feed that is projected on the wall at the venue. If you take pictures that show you and your online conference experience at home, on-site attendees will see your picture projected on the wall and can respond to you! The 2021 twitter feed should be the place where both online and on-site attendees share their experience, insights, and of course, fun!

Please use the hashtags: #INSIGHT2021, #INSIGHTconference and #myinsightatINSIGHT.

6. Audience Participation

Following participant feedback from INSIGHT 2019, we are offering even more opportunities to contribute and participate as an attendee both online and on-site.

1. **Visit the (online) booth** tables of MIND Foundation, USONA, wavepaths, Nikean, OVID Health Systems, ATAI Life sciences, and more. The representatives are happy to explain their projects and organizations. At the MIND Foundation table, you can meet other researchers, practitioners and friends of our organization.
2. **Participate in the Q and A** after each presentation.
3. **Join the poster session** either on-site or online.
4. **Write your idea or question** in the Airmeet Event Chat or talk to the MIND Staff on-site.
5. **Celebrate this hybrid event** and connect with on-site or online attendees through the speed-networking tool and twitter feed.
6. **Be active** in the Blitz World Cafés on Friday and Saturday afternoon: **discuss** with small groups of others and share your experiences with others.
7. **Join the speaker corners** via Airmeet and take the opportunity to extend the Q and A with some of our high-quality speakers.
8. **Fill out the conference survey** to assess INSIGHT 2021 and how we can improve for INSIGHT 2023.

When posting in Airmeet and when contributing to the Q&A's on-site: please keep in mind that INSIGHT is a scientific conference.

There are other platforms, times and places for sharing detailed personal experiences with psychedelics and for reminiscing about / looking forward to psychedelic festivals. Please remember that the INSIGHT audience includes psychiatrists, researchers and journalists who are just getting to know the field of psychedelic research. Let's welcome them into this community by keeping the discussions on topic: Psychedelic Research and Therapy.

In addition to the above: please keep conversations polite and within the bounds of legality, and please refrain from making any commercial offers on our platform or on-site at the INSIGHT venue.

7. Recordings: What if I miss a talk?

Of course, it would be better if you could join the livestream sessions as they occur so that you could enjoy the experience fully (taking part via chats, questioning, answering polls, etc.). Despite that, if you miss a talk and you purchased an INSIGHT ticket, it will be possible for you to watch ALL INSIGHT recordings on the MIND Community platform (when you purchased the ticket, you received an email for the free trial membership).

The recordings will be published sequentially.

Questions? We're Here to Help!



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