Virtual Slot Conference System
Using the Chat Function

Text Chat
1. Click on the delegate’s name you wish to chat to (see Delegates for more information).

2. On the right-hand side of the screen under Connect with Name click write a message and click Send Connection Request. It is not necessary for the other delegate to accept your connection request to send a message or request a video call.

3. Once you have sent your connection request you can write your message and click Send.

Video Chat
1. To request a video call, follow the above instructions and then click on the expand icon which will allow you to write your messages in a larger window and also give you the option to video call by clicking on the video camera icon.

2. When another delegate video calls you, you will see their first name appear. You can choose to accept it by clicking join call or ignore it.

3. When requesting or accepting the call be sure to turn on your microphone and camera when you are connected to another delegate. It is recommended to familiarize yourself with this function before the conference starts.

4. During your video call you can share your screen by clicking on the three dots, and then select share my screen.

5. To finish your call, click on the end call icon.

To note:
If you are in the chat text box and another delegate video calls you, you will see a notification within the chat box like in the picture on the right.

- Click join to connect to the video call.
- If you wish to ignore or decline an incoming call, click on the chat area and then move back to the home screen which will remove the notification. You may also consider writing a message to the delegate requesting the video call that you are declining with an instruction or note.