Family Law Awards 2020
LexisNexis

We look forward to you joining us for the virtual Family Law Awards 2020. This year the event will be taking place on the virtual platform Hopin and below is all the information you'll need to get started!

Click here to register and book your place, it only takes a few moments. You will then be sent a link to access the event (please note - this might go into your junk mail). Each person must register individually. When it's time for the event, visit the registration link and click 'Enter Event'.

Running order:

15:30 – Hopin will open for networking, access the platform to see who is online! Come and join us for a virtual drink and see what our sponsors have to offer in the expo area.

15:55 – Head over to the main stage, the awards are about to begin!

16:00 – Awards ceremony takes place.

16:45 – Networking commences and the expo area re-opens. You can send a direct message to congratulate our winners or catch up with colleagues.

Areas within Hopin

Reception
When you enter the event, you will arrive in our reception area, this is where you can find the running order for the evening and view our sponsors

Stage
This is where the award ceremony will be taking place. The red live button will show when the awards are running. There is a chat option in the side bar so be sure to support our shortlist and congratulate our winners.

Sessions – 'tables'
The sessions area will act as your tables for the night and is a great networking space, in exchange for a donation to our chose charity, *National Family Mediation*, you will have a team 'table'. Here you have the option to watch the conversation take place and participate in the chat bar or turn on your camera and microphone and join in the live conversation. You can visit as many different tables as you like.

Networking
In the networking area you can 1-on-1 speed network. You will be paired with another attendee for 1 minute. Once this time is up you can carry on the conversation by pressing the 'connect button' If you connect, Hopin will share information such as your name and email address with the other participant. You will be randomly matched with another participant in the networking area.

Expo
Here is where you will find our sponsors booths. Within the booth there will be more information about our sponsors, the option to ask any questions in the chat and the chance for you to share your details to find out more and **win a prize!**

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Hints and tips

You do not need to download any software to use Hopin, but it is best to join from a compatible browser. Hopin works best on Chrome and Firefox and is less reliable on a mobile device.

You will not be able to access the event until 5 minutes before the start time, you can however update your profile in advance if you wish. Click on the 'create your profile' hyperlink. A pop-up window will open, from where you can adjust your profile information, add links to your social media or website and add an image of yourself.

Use headphones when participating on-screen, this will help eliminate echo and feedback.

Keep an eye out for any announcements and pinned messages from the Family Law Awards team in the event chat

You can send a direct message to an individual at the event. To send a direct message, find the person you wish to chat with in the people tab, click their profile photo, and start your conversation.

Each Session and Expo booth will have a separate chat where you can interact with other participants or ask questions to the hosts at the session you are attending. All comments written in the chat can be seen by everyone.

If you log out of the event and back in, look out for an event pop-up on the bottom right hand side of the screen. If you do need to leave at any time, that's fine, we just suggest you remain logged in to keep it simple when you return!

Technical recommendation: We recommend a minimum of 5mbps download and 2mbps upload. Ideally, we like to see 30mbps download and 10mbps upload or higher for the best quality - test your speed here. If possible a hard-wired internet connection will work best.

If you have any questions or technical difficulties, please contact
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