EHA2025 CONGRESS PLATFORM USER GUIDE

This user guide aims to provide you with instructions and tips to find your way on the Congress Platform and explore its content and functionalities. Use it as a starting kit.

The more you visit the platform and try all options available, the better you learn and experience the options.

ABOUT THE EHA2025 CONGRESS PLATFORM

The EHA2025 Congress platform is not just a collection of sessions of the EHA2025 program, delivered to you in the traditional format of a daily program with sessions scheduled at a certain timeslot. It is also a platform which allows you to watch on-demand sessions of your interest as of June 18 when it is convenient to you, gives you the opportunity this year to chat with other Congress participants, and receive program recommendations based on your area of interest. The Congress platform will be open until August 15, 2025.

CODE OF CONDUCT

All participants, speakers, sponsors, and contributors for EHA2025 Congress are required to agree to the User Terms and Conditions as well as the EHA2025 code of conduct below. Organizers will enforce this code throughout Congress. We are expecting cooperation from all participants to establish a safe environment for all.
REPORT AN INCIDENT?
For any concern, please contact us at a.congress@ehaweb.org or visit us directly onsite at the EHA Booth.

THE SHORT VERSION
We are dedicated to providing a harassment-free conference experience for everyone, regardless of gender, sexual orientation, disability, physical appearance, body size, race, or religion. We do not tolerate harassment of conference participants in any form. Sexual language and imagery is not appropriate for any conference venue, including talks, workshops, sessions, profiles, social media and any other media. Congress participants violating these rules will be sanctioned and their access to the platform will be terminated, as agreed upon in the **User Terms and Conditions**, without a refund at the discretion of the EHA.

THE LONGER VERSION
Harassment includes offensive verbal comments related to gender, sexual orientation, disability, physical appearance, body size, race, religion, sexual images in public spaces, deliberate intimidation, stalking, following, harassing photography or recording, sustained disruption of talks or other events, inappropriate wording, and unwelcome sexual attention. Participants asked to stop any harassing behavior are expected to comply immediately. Sponsors are also subject to the anti-harassment policy. Sponsors should not use sexualized images, activities, or other material.

If a participant engages in harassing behavior, or violates these rules, the participant will be sanctioned and their access to the platform will be terminated, as agreed upon in the **User Terms and Conditions**, without a refund at the discretion of the EHA.
If you are being harassed, notice that someone else is being harassed, or have any other concerns, please **contact Congress organizers immediately** (see above report an incident).

CONGRESS PROGRAM

To support your user experience, EHA offers a high-quality program with a selection of live sessions which you can find in our live program. In the menu bar, just click on **LIVE** and view the live sessions. If you choose **PROGRAM**, you will be able to search content through pre-selected topics, days or themes.

The EHA2025 Congress starts on Thursday, June 12 with the live broadcast of the sponsored sessions offered by our Partners and Sponsors, followed by the Opening Ceremony & Awards and a variety of educational sessions (Educations session, Science-in-Focus, workshop) all day long.

Check the Program by Day**.**

CONGRESS APP
Download the Congress Mobile App, available in the Apple Store and Google Play.
It only takes one minute to improve your experience at EHA2025. Via the app you can:
- keep the program of the Congress at hand and create your own agenda,
- read all the abstracts,
- check the floorplan and locate the meeting rooms
- exchange knowledge with other experts by asking questions during sessions and using the chat tool.

For more information on how to download the App closer to the Congress dates, click here.

HOW TO ACCESS THE EHA2025 PLATFORM

For the EHA2025 Congress, the URL will be based on the EHA website, therefore,
all URLs behind "ehaweb.org/" should be listed as accessible.
If you are connecting through your institute/hospital network, please inform them accordingly.
Make sure that the URL ehaweb.org/ is white-listed.

The EHA2025 Congress platform will open as of June 5!

- **As of June 5**, you can create your account in the Congress platform, complete your profile, set your preferences and browse certain content of the EHA2025 Congress. **You will receive an email from** eharegistration@interplan.de **containing a personal access link to the platform.** This personal access email will be sent to you only when your registration is complete and to the same primary email address you registered with.
When clicking on the personal access link, you will be re-directed to the platform to set up your account.
Subject line: **Your EHA2025 Personal platform access link.**
Note that if you participated in last year's EHA Congresses (EHA2022-EHA2024), you may re-use the same account details **if the same email address is used** *for the account as well as* **for your registration**; *the system recognizes if an email address has an account.*

- **Until June 12**, you will be able to browse the program, save the sessions of your interest in My program and browse certain pages of the EHA2025 Congress program. The Live and Partners & Sponsors pages will be accessible after this date, as the official start of the EHA2025 Congress.
The EHA2025 Congress officially starts on Thursday, June 12, 2025.

- **As of June 12**, the EHA2025 Congress officially starts, and all pages will be available (according to your status and registration category). You may browse live sessions and check out content from our Partners & Sponsors.

- The EHA2025 Congress platform will remain open until August 15, 2025.

  Your Certificate of participation will be sent to you by email (the email you registered with). You can also download your Certificate of participation from the Congress platform as of June 15.

HOW TO REGISTER, CREATE YOUR ACCOUNT & LOGIN

As a first step to access the EHA2025 Congress Platform, you are requested to **register** and **create your account (as of June 5).**

1. REGISTER
- **Only registered participants can access the platform**
  - o Only registered participants can access the platform. If you have not registered yet, please click here.
  - o When you have successfully registered, you will receive a confirmation email from the EHA Registration department.
  - o For any questions regarding your registration, please contact eharegistration@interplan.de.

2. CREATE AN ACCOUNT (This step is mandatory)
- **As of June 5, all registered participants will receive an email from eharegistration@interplan.de containing a personal access link to the Congress platform.**
  - o <u>Subject line</u>: **Your EHA2025 Personal platform access link.**
  - o This personal access email will be sent to you only when your registration is complete and to the same email address you registered with.
- **Read the instructions in your personal access email carefully.**
- **When clicking on your personal access link, you will be re-directed to the platform to set up your account.**
  - o The email address you used to register will be automatically prefilled and will be used as your username to access the platform.
  - o During this step, you will be asked to confirm your email address as a security protocol. You will receive an email asking you to confirm your email address, this is mandatory to proceed further. Please make sure to check your spam folder.
  - o You can set up a password of your choice, you will need this password to return to your account afterwards.
  - o *Note that if you participated in last year's EHA Congresses (EHA2022-EHA2024), you may re-use the same account details if the same email address is used for the account as well as for your registration; the system recognizes if an email address has an account.*

> We recommend creating your account as soon as you receive your personal platform access link by email.

> This account is separate from the registration account and your EHA membership account.

> You cannot log in to the EHA2025 Congress platform if you have not created an account on this platform via your personal access link.

3. LOG IN TO THE EHA2025 CONGRESS PLATFORM
- **After creating your account, you can access the EHA2025 Congress platform and browse the available content.**
- **We recommend bookmarking this page to access the platform in one click** (also save your email and password - you will need them when you wish to access the platform).
- **At any time, you can update your preferences by accessing your account.**

> **>** We advise you to have a good internet connection, a proper device or computer, Google Chrome browser, and a valid registration.

> **>** We recommend using Google Chrome with the newest update; however, the platform is also accessible via all common operating system browsers such as Firefox or Edge. Be aware that ad blockers can prevent loading content and opening new tabs. Please ensure that the latest versions of operating systems and browsers are installed.

> **>** For the EHA2025 Congress, the URL will be based on EHA website, therefore, all URLs behind **"ehaweb.org/"** should be listed as accessible. If you are connecting through your institute/hospital network, please inform them accordingly. Make sure that the URL ehaweb.org/ is **white-listed.**

HOW TO EXPLORE THE CONGRESS PLATFORM

MAIN MENU

eha   **Log in**

HOME   PROGRAM   LIVE   EHA PLAZA   PARTNERS & SPONSORS   PRESS   CHAT

When you enter the platform, you will see the menu bar on top that will direct you to each of the main pillars of the EHA2025 Congress.

HOME
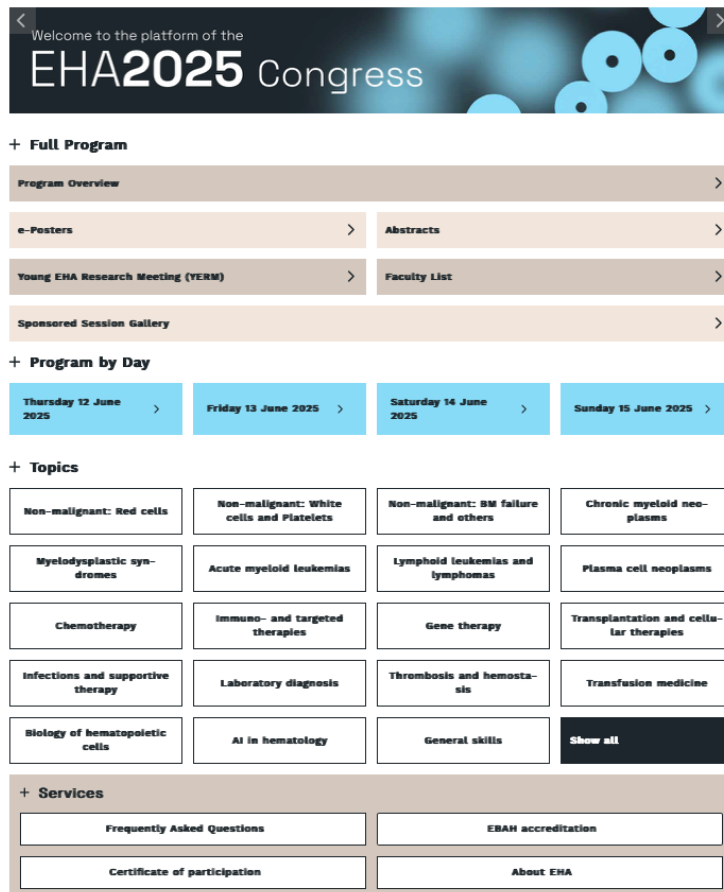
On the HOME page, you can oversee the entire Congress platform; browse by themes, view program highlights, and search through available services and information!

LIVE
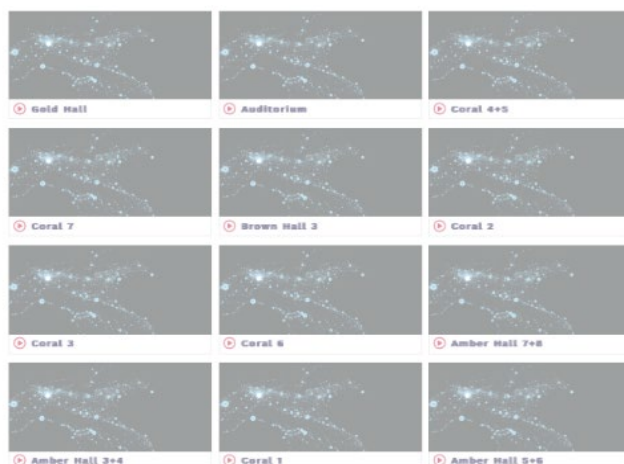
Find a list of currently live EHA2025 sessions here. Click on the play button ▶ in a virtual session hall to access the session.

You will be informed which session is running, when the next session will be live broadcast and/or if there are no more sessions for a particular channel.

All the sessions live broadcast (LIVE) will be available on-demand as of June 18.

PROGRAM
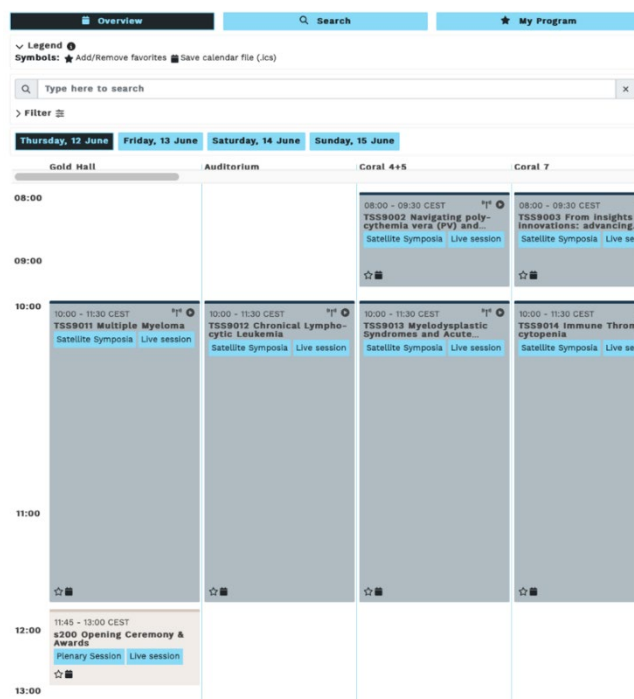
Browse through the program by **category**, per **day** or by **theme**.

You may be re-directed to topics of your interest such as **e-posters, abstracts**, the **Young EHA Research Meeting** and more…

SEARCH

The detailed program is accessible selecting the Program Overview.
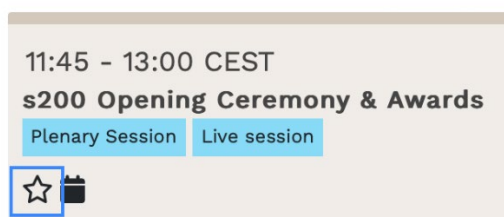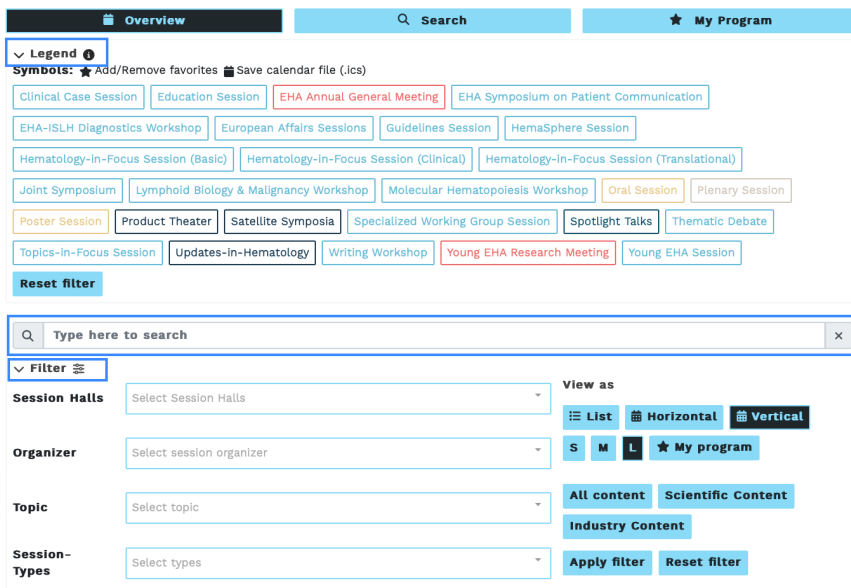
To create your own program, favorite your session by clicking on the star ☆ next to the session you are interested in. All these favorited sessions will show up in **My Program** which you can access by clicking this symbol on the right side of the screen**.** You may also retrieve these details in your account 'My EHA2025'.

FILTER

Browse the program by day or by using the filter options**: content, topic, types and rooms.** You may use the search function to search the full program. You may use filters when searching per day unless you use list view. You may apply or reset filters.

LEGEND

Click on the button of your choice to select the session you are interested in.
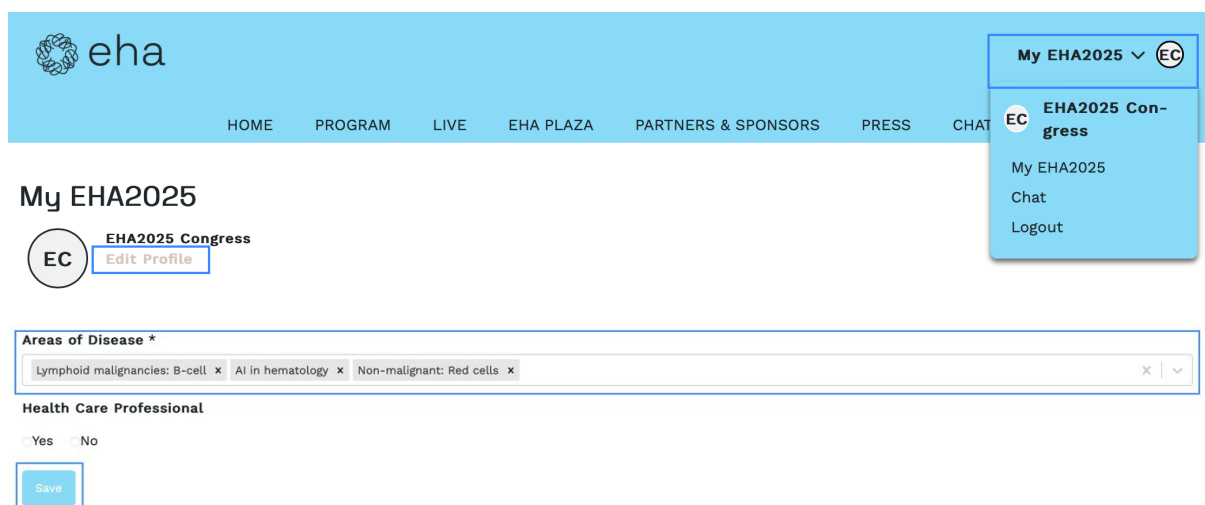
RECOMMENDATIONS

The session recommendation generates a program that is tailored to your personal preferences. Here you will find session and presentation suggestions based on the areas of disease that you selected in the first step of completing your profile.

The Recommendations tab is located under PROGRAM / My Program / Recommendations.

The areas of disease can be adjusted in your profile. Once you update your areas of disease, this will automatically update your recommended program:
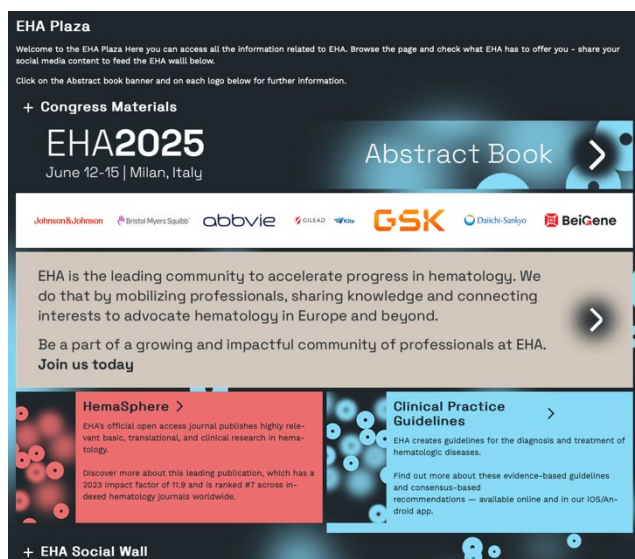
EHA PLAZA

Access all information related to the EHA, explore Congress materials, check the official **EHA journal HemaSphere,** and share with us and the community with #EHA2025.

EHA social wall will feature the latest posts of EHA2025 delegates. Do not forget to post on Twitter using the hashtag **#EHA2025** to be featured.
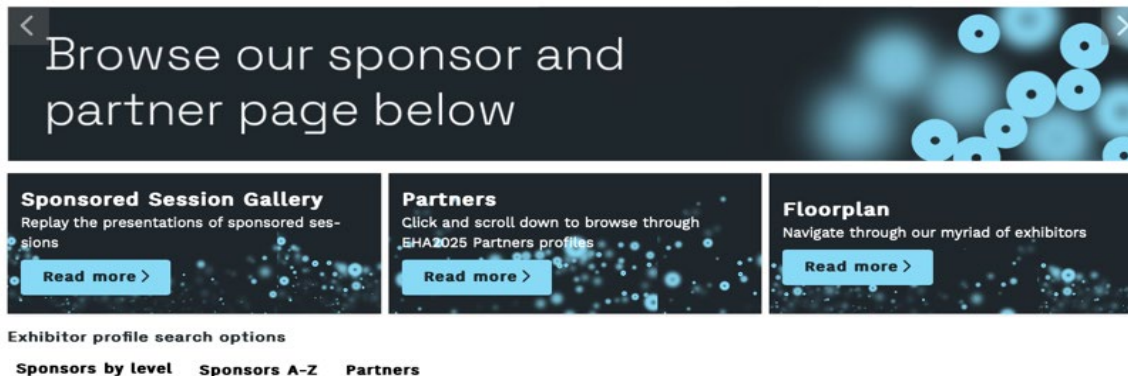
Do not hesitate to contact us:
CONGRESS: a.congress@ehaweb.org

eha

EHA**2025**
Congress

In-person and live streamed

PARTNERS & SPONSORS

In this area, you can:
- visit all Congress Partners & Sponsors **company profiles**,
- browse all sponsored sessions in the **Sponsored Session Gallery,**
- check the interactive **floorplan** to find the information of companies via their company profiles
- search Partners and Sponsors by **EHA Corporate level, alphabetically** or by **company name.**

In each profile, you can explore various content from our partners and sponsors and interact with them through various channels.

Do not miss all the exciting, sponsored sessions released during the live days - you can (re-)watch them by accessing **the Sponsored Session Gallery**.

COMPLIANCE: Only HCPs (Healthcare Professionals authorized to prescribe or supply prescription medicine) are allowed to access the information displayed by companies advertising prescription medicines. Non-HCPs will have access restricted with a pop-up message: *No access – we are sorry to inform you that you have no access to this content.*
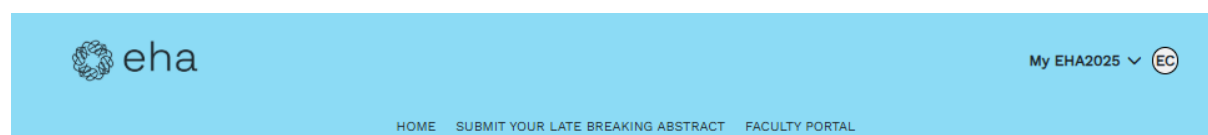
HOW TO (RE)-WATCH SESSIONS

You can watch live sessions (LIVE page) as of June 12 or watch on-demand content (PROGRAM) as of June 18.

A live session is broadcast at a certain time of a certain day (see LIVE overview). All sessions are live broadcast (LIVE).

On-demand content is released as of June 18 and can be watched at any time. All on-demand sessions can be viewed per presentation on the dedicated session page.
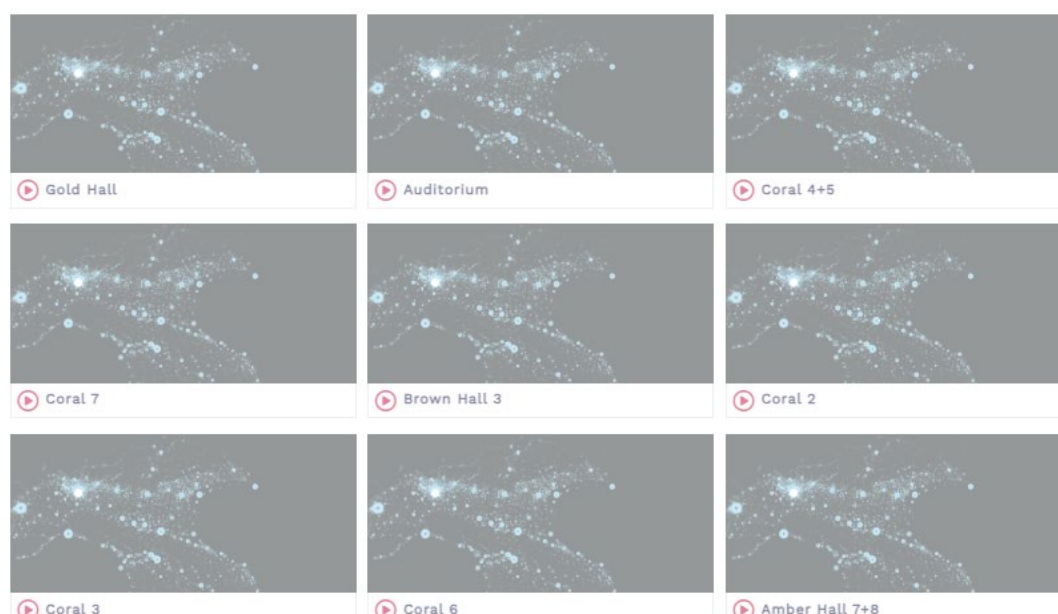
When the session is **broadcast live**:
Simply click on the play ⏵ button on the LIVE page and you will access the session

When the session is **available on-demand**:
Simply watch the presentations available on the page.

Each session has a dedicated page in which you can find:
- Session title
- Presentation titles
- Name of the Chair(s)
- Name of the Speakers
- Polling (only possible during live broadcasting)
- Q&A options during live sessions as well as on-demand.
- Evaluation (if applicable)
- PDFs (extra material if applicable)
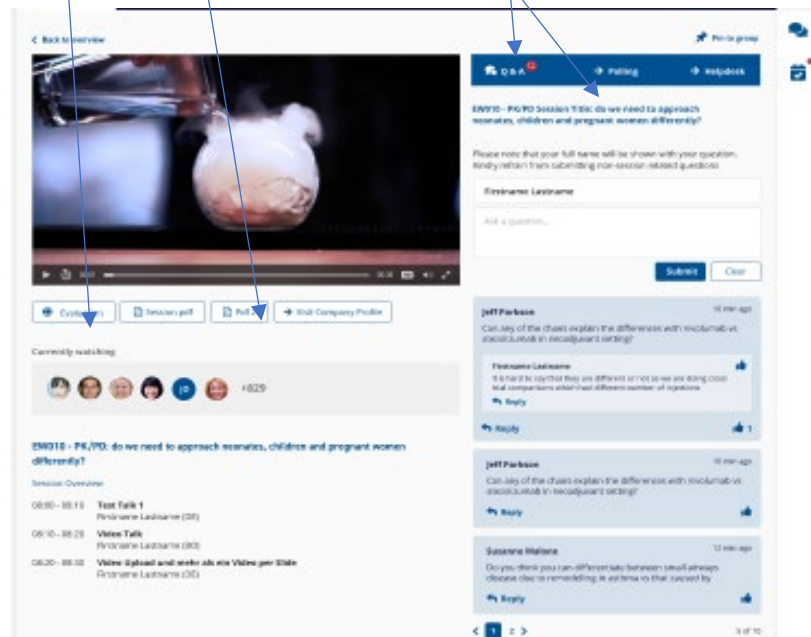
HOW TO PARTICIPATE AND NETWORK

WRITTEN Q&A
Each session in the EHA2025 Congress program is equipped with the option of posting Q&A from the audience. The box will appear on the right side of the video. Any Questions posted while on-demand and/or broadcasted live will be visible on the session page.

POLLING
Some sessions in the program contain a polling feature to test the knowledge of the topic at hand. We actively encourage congress participants to share their thoughts with the faculty.
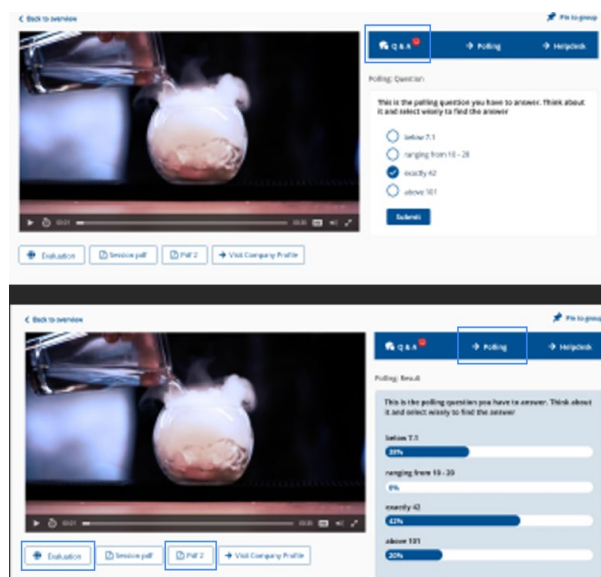
EVALUATION
You may evaluate some of the sessions, to help us improve, please do not hesitate to contribute.

PDF
Extra content can be available per session, feel free to open and browse to get additional information.

PARTICIPATION IN Q&A
Via the Congress platform or the Congress App, select the session of your interest and use the Q&A feature to ask your questions to the faculty panel.

CHAT & NETWORK FEATURE
Chat and network functionalities can be enabled or disabled in Networking Settings.

Once logged in to the platform and you have activated the chat settings you can search for other attendees and chat with them.

This feature is integrated into the platform and can be found in your menu bar and consists out of three main parts:
- **Network**: User list with search and filter options
- **Chat**: Conversation window including the history
- **Settings**: Enable or disable functionalities.

All attendees that have activated the feature in the settings can be found in the network list. This list can be filtered according to certain parameters such as In Person participant, Virtual Participant, Abstract Presenter, Faculty, Country, and can be filtered by A-Z/Z-A. By clicking on the Start Chat button, the user can directly start a chat window (popup). Once you receive a chat message, the chat notification, a small popup can be seen on every page at the top right.

HOW TO REACH US

BEFORE ACCESSING THE PLATFORM
European Hematology Association | EHA Executive Office
Reach us via e-mail at a.congress@ehaweb.org

Congress Secretariat | Interplan AG
Individual registration: Tel: +49 40 3250 9249   E-mail: eharegistration@interplan.de
Group registration: Tel: +49 40 3250 9249   E-mail: ehagroups@interplan.de

INSIDE THE PLATFORM

At any moment, you can reach us through the chat icon located at the bottom right of your screen. A team member will come back to you as soon as possible, during CEST office hours.

You will be proposed different topics (such as technical, program, etc.), select the most relevant one to your issue and we will do our best to reply to you as soon as possible.

If you are a faculty member, you can contact us at a.congress@ehaweb.org.
If you are an Industry representative, please contact us at sponsorship@ehaweb.org and/or eha-industry@interplan.de.

WHAT HAPPENS AFTER JUNE 15?

The Congress is not over! Your access to EHA2025 Congress remains valid until **August 15, 2025.** Until that date you can watch any session as on-demand content and retrieve your Certificate of participation.

**Enjoy EHA2025 Congress
& stay tuned for #EHA2025!**