

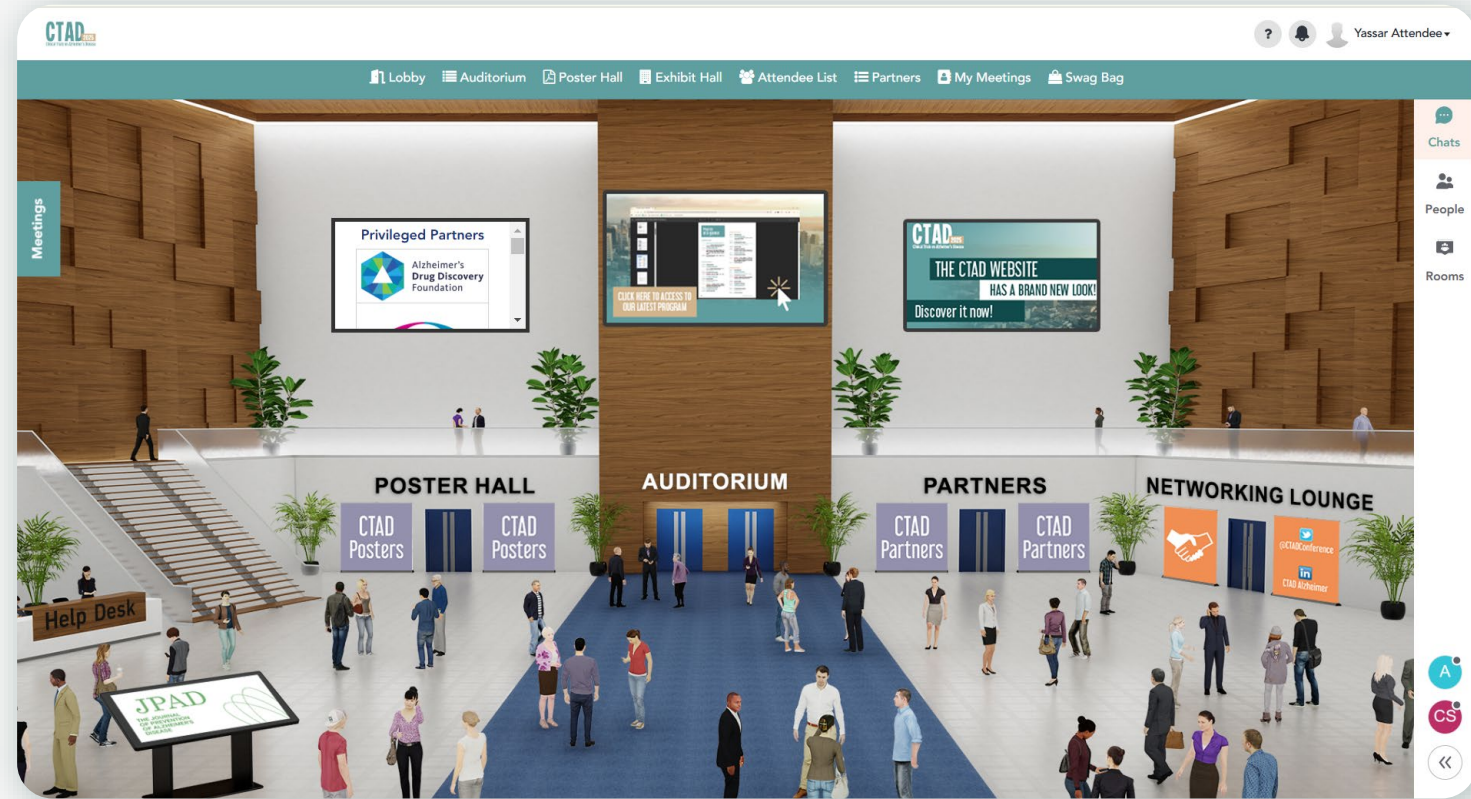
CTAD 2025

GUIDE: WEB PLATFORM

The Lobby:

From the lobby, you can access:

1. The poster hall: From there, you will be able to view the posters.
2. The Auditorium: From there, you will be able to join the live sessions.
3. The CTAD Website
4. The partners' page
5. The Networking Lounge
6. The JPAD Abstract
7. Your booked meetings (If any) in the “My Meetings” tab
8. The chat (on the left of your screen)
9. A quick overview of your meetings (Meetings widget on the left of your screen)



The Meetings

For the first time on the CTAD platform, you will have the opportunity to book meetings.

In the following slides, we will explain how to schedule a meeting and how to join your upcoming meetings.

There will be two types of meetings available: **Virtual** and **In-Person (Physical)**

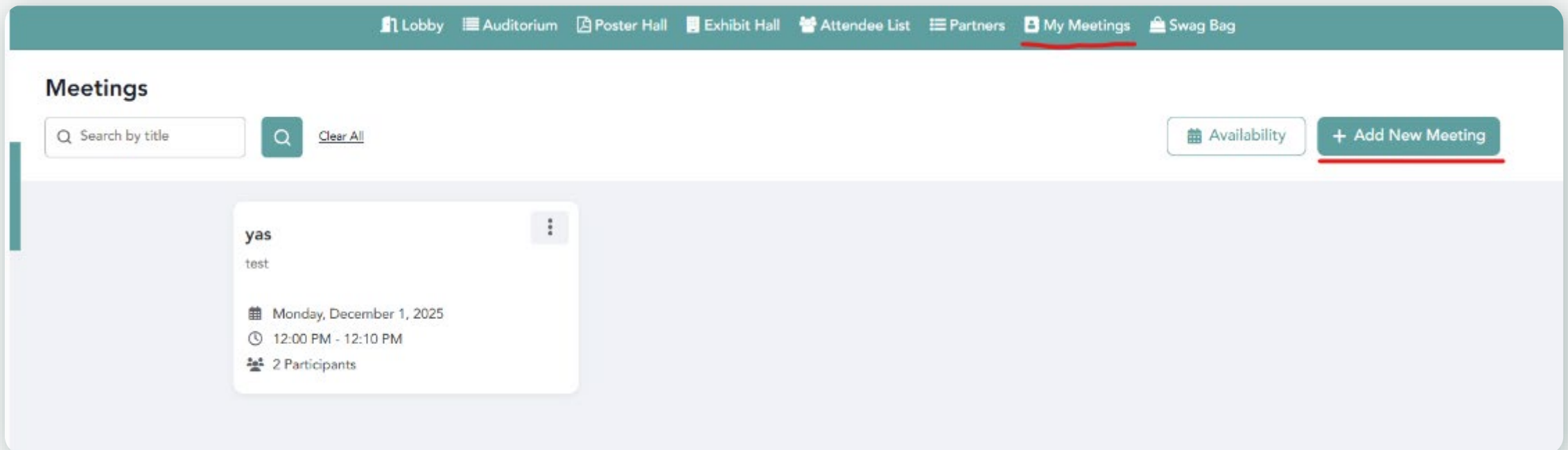
How to book a meeting with an attendee?

How to book a meeting with an attendee

Method 1

From the “My meetings” tab, you will be able to click on the “+Add New Meeting” to create a new one. In this same tab, you will see all your scheduled meeting and their status.

You can also add your own availability by clicking on the “Availability” button. By default, all availabilities are from 8AM-6PM for each day, unless you have changed them.



Create the meeting

Fill out all the required information needed to add a new meeting.

If you select Meeting type “Virtual Meeting” **please make sure to click on “generate” so a meeting link can be generated.**

If you select meeting type “Physical Meeting” **please make sure to add where the invitee should meet with you in the description.**

You can add any participant by searching for their name in the “Add participants” field.

Once all is filled out, click on “Create Meeting”

The image shows a mobile application interface for creating a new meeting. The main form is titled "Add New Meeting" and contains several sections: "Meeting Title" with a text input field containing "ie. Annual General Meeting"; "Description" with a text input field containing "ie. This is a meeting for the annual general meeting"; "Meeting Tags" with an empty text input field; "Start Date & Time" with a date and time picker showing "Mon Dec 1, 2025 6:00 PM"; "Duration" with a dropdown menu showing "30 mins"; "Meeting Type" with a dropdown menu showing "Virtual Meeting"; and "Participants" with a search input field containing "Search participants...". A "Generate" button is visible next to the "Meeting Link" field. A "Create Meeting" button is at the bottom. A "Meeting Type" dropdown menu is expanded, showing "Virtual Meeting" and a "Generate" button next to the "Meeting Link" field.

Add New Meeting

Meeting Title *

ie. Annual General Meeting

Description

ie. This is a meeting for the annual general meeting

Meeting Tags

Start Date & Time * Duration *

Mon Dec 1, 2025 6:00 PM 30 mins

Meeting Type *

Select Format

Participants

Add Participants *

Search participants...

Virtual Meeting

Meeting Link *

ie. <https://www.zoom.com/j/1234567890> **Generate**

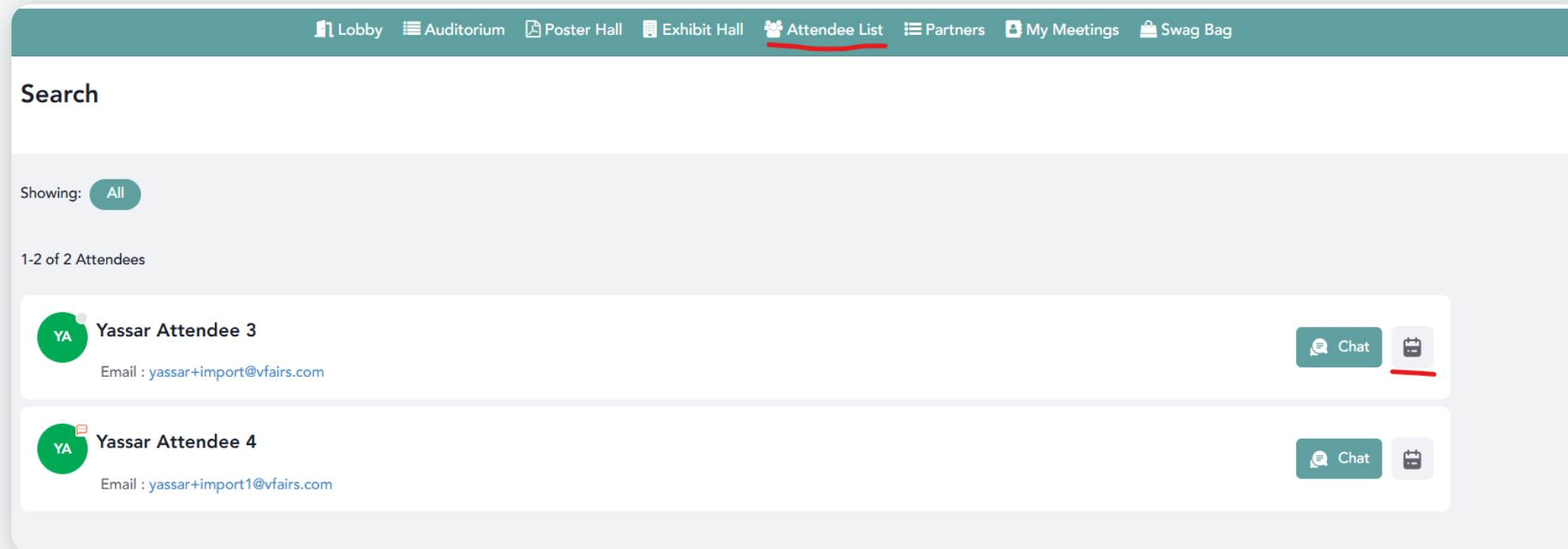
Reserve Extra Seats

Create Meeting

How to book a meeting with an attendee

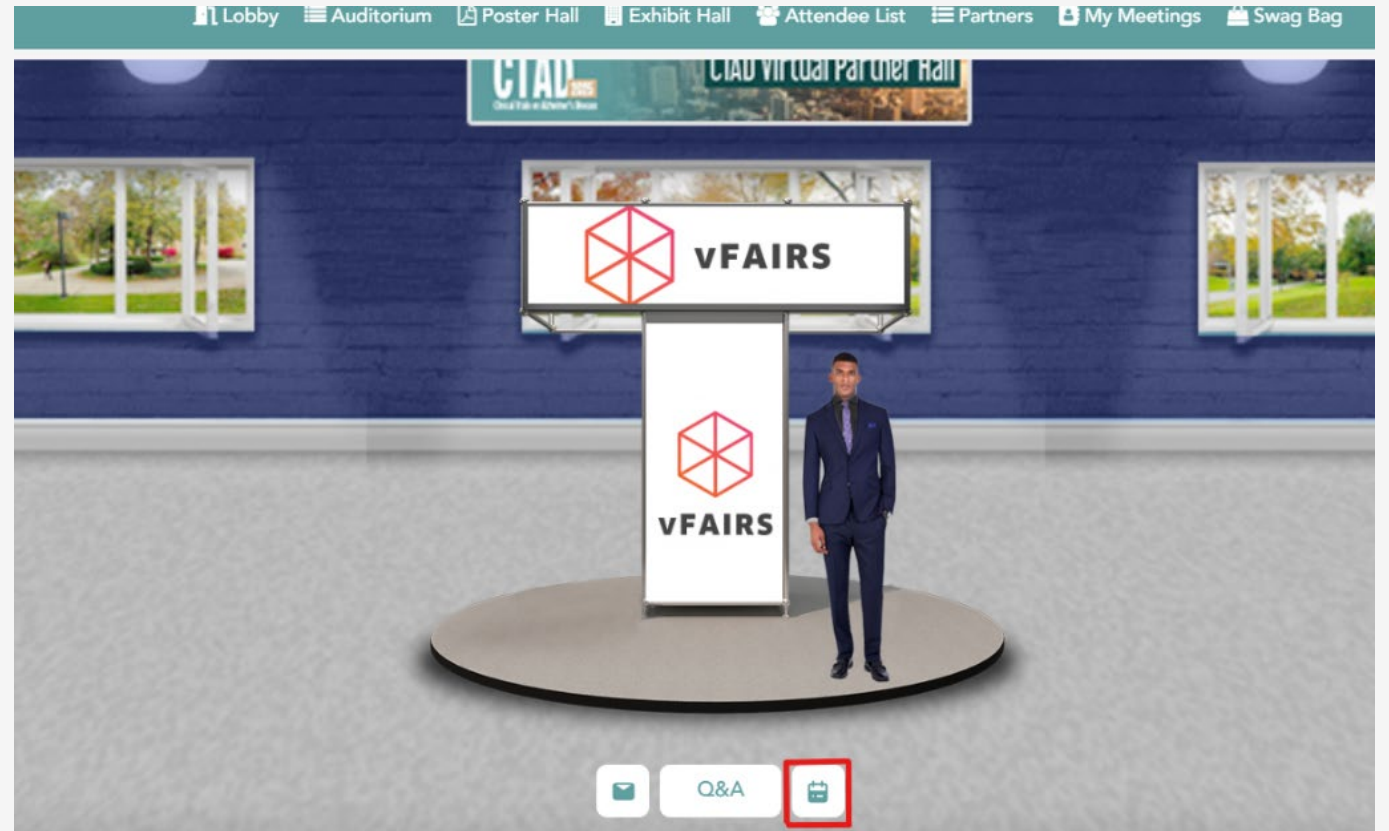
Method 2

From the “Attendee List” tab, you will see all registered attendees. You can click on the calendar icon and you will be able to create a meeting with that particular attendee.



How to book a meeting with a booth rep

You need to go to the “Exhibit Hall” tab on the main menu. From there, open any booth of your choice and click on the calendar icon.



How to book a meeting with a booth rep

Once you click on the calendar icon, the “Add New Meeting” will open and you will be able to select one of the booth rep from the “Add participants” field.

The screenshot displays the vFAIRS virtual event interface. The main view shows a virtual booth with a large screen displaying the vFAIRS logo and a booth rep standing next to it. The interface includes a top navigation bar with links to Lobby, Auditorium, Poster Hall, Exhibit Hall, Attendee List, Partners, and My Meetings. A left sidebar shows a 'Meetings' button. At the bottom, there are buttons for 'Website', 'Q&A', and a calendar icon. The 'Add New Meeting' form is open on the right side of the screen.

Add New Meeting

Meeting Title *
ie. Annual General Meeting

Description
ie. This is a meeting for the annual general meeting

Meeting Tags
[Empty field]

Start Date & Time *
Mon Dec 1, 2025 8:00 AM

Duration *
30 mins

Meeting Type *
Select Format

Participants

Add Participants *
Search participants... [Search icon]

[X] YA Yassar Attendee [Organizer]

Reserve Extra Seats

Notes

When a meeting is booked, the invitee will receive a notification via email with the option to accept/reject your invitation.

In any cases, the organizer will receive a notification via email as well of the choice of the attendee.

You can also add this attendee to your own calendar via email.

If you reject a meeting, please note a new window will open and you will need to add a rejection reason.

Meeting Invitation

Pending

Yassar Attendee / Yassar Attendee 3

December 1, 2025

9:00 AM - 9:30 AM

Would you like to reject this meeting?

Enter reason for declining (optional)

Submit Rejection

CTAD 2025 <noreply@getvfairs.com>
to yassar+rep81

10:44 PM (12 minutes ago) ☆ ↶ ⋮

Dec 1 Mon

Testing

When Mon Dec 1, 2025 5pm - 5:30pm (GMT+2)

Where <https://meet.vfairs.com/?session=64d7fec1-5c4d-462a-b378-e78cf562e503>

Who Demo 08/09 - vFairs - Yassar HR, Yassar Attendee*

Yes Maybe No

CTAD 2025

Global Trade on Achiever's Stage

Hi Demo 08/09 - vFairs - Yassar HR ,

Yassar Attendee has invited you to a meeting. Please find the details below:

Title: Testing

Date & Time: 2025-12-01 08:00 AM

Location: <https://meet.vfairs.com/?session=64d7fec1-5c4d-462a-b378-e78cf562e503>

Description: Test

Accept Reject

Thanks,
The CTAD Team

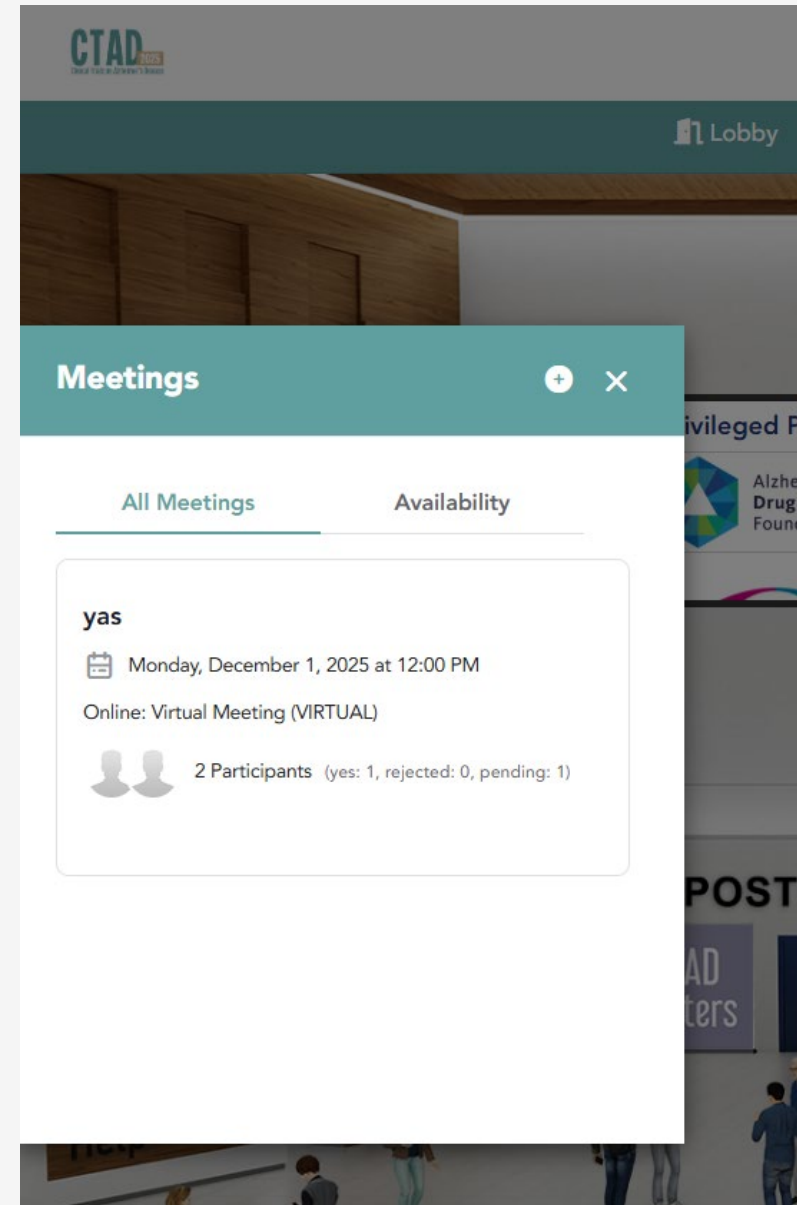
How to join my meeting?

Method 1

The Meeting Widget

From the widget “Meetings”, you can see your Pending/Accepted meetings.

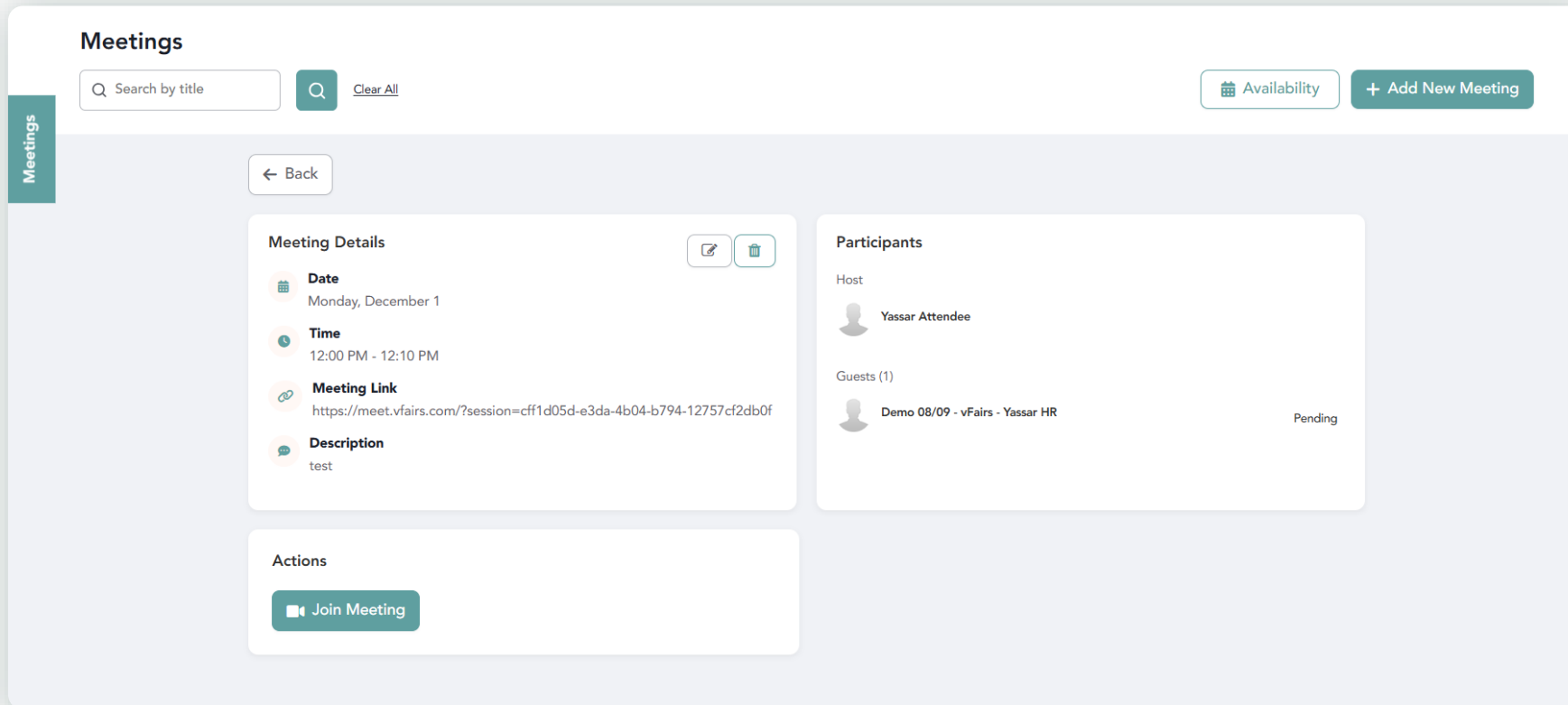
By clicking on the name of the meeting, in this case “yas” you will be redirected to this meeting details.



Method 1 – The Meeting Widget

On this page, you'll see the meeting details. If you have a virtual meeting, you will simply need to click on the "Join Meeting" button to join your call.

If you have a physical meeting, you will see the location under “Description”



Method 2 – The “My Meetings” Tab

From the “My Meetings” tab, you will be able to see all your schedule meetings. Simply click on their name to open the meeting details.

The screenshot displays the 'My Meetings' tab within a web application. At the top, a teal navigation bar contains icons and labels for 'Lobby', 'Auditorium', 'Poster Hall', 'Exhibit Hall', 'Attendee List', 'Partners', 'My Meetings' (the active tab), and 'Swag Bag'. Below this, the 'Meetings' section features a search bar with the placeholder 'Search by title', a magnifying glass icon, and a 'Clear All' link. To the right of the search bar are two buttons: 'Availability' with a calendar icon and '+ Add New Meeting'. A vertical teal sidebar on the left is labeled 'Meetings'. The main content area shows two meeting cards. The first card, titled 'yas', has a subtitle 'test' and details: 'Monday, December 1, 2025', '12:00 PM - 12:10 PM', and '2 Participants'. The second card, titled 'Testing', has a subtitle 'Test' and details: 'Monday, December 1, 2025', '8:00 AM - 8:30 AM', and '2 Participants'. Each card includes a three-dot menu icon in its top right corner.

Method 3 – Email Communication

When an invitee receives a meeting request, all the necessary information are in the email.

If it is a virtual meeting, the link of the meeting will be in the email.

If it is a physical meeting, the location to meet will be added under “Description”

The Auditorium

From the auditorium, you will see all the sessions that will take place during this event.

When the countdown is 0 a “Join” button will be visible for you to join the session.

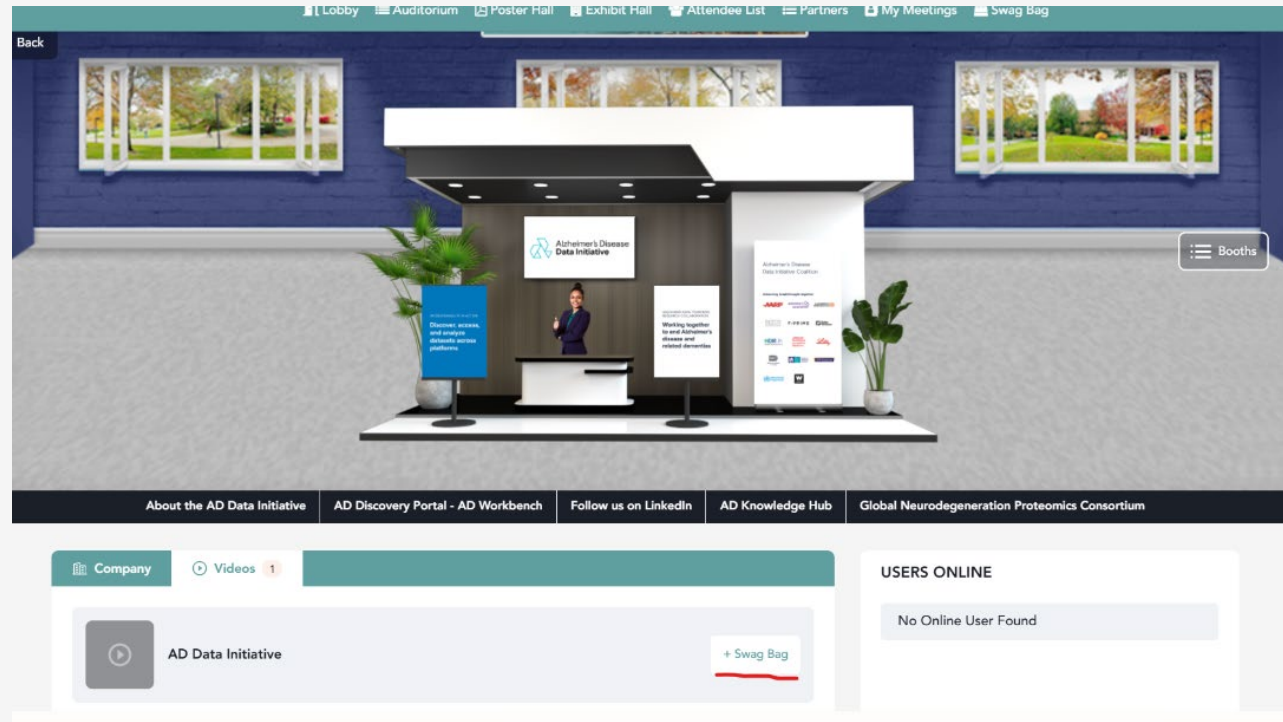
The screenshot displays the 'Auditorium' section of a conference website. At the top, a navigation bar includes links for Lobby, Auditorium, Poster Hall, Exhibit Hall, Attendee List, Partners, My Meetings, and Swag Bag. Below this is a search bar labeled 'Search from webinar' with filters for Day, Time, and Speaker, along with a 'Clear all' button and an 'Event time zone' dropdown. A date filter bar shows 'Dec. 1st' (10), 'Dec. 2nd' (23), 'Dec. 3rd' (24), and 'Dec. 4th' (33). The main content area lists two sessions:

- CTAD25 Welcome Ceremony**
December 1, 2025 15:30 - 15:50 EST
Duration: 00:20:00
Welcome Ceremony
Speakers: Paul Aisen (USC-ATRI) and Jacques Touchon (Montpellier University)
Countdown: 20d : 1h : 11m : 55s
- CTAD Lifetime Achievement Award in Alzheimer's Disease Therapeutic Research**
December 1, 2025 15:50 - 16:00 EST
Duration: 00:10:00
Award
Speaker: Takeshi Iwatsubo (The University of Tokyo)
Countdown: 20d : 1h : 31m : 55s

The Exhibit Hall

In the exhibit hall, you'll find all the booths available in this event. Some of them have added documents/video to their booth.

You can add these to your Swag Bag and send them to yourself via email



The Swag Bag

The documents/videos you have added in the swag bag can be sent via email.
To do so, simply select the document/video and click on send email
Then, enter your email and click on confirm

Swag Bag

×

Search

☒ Select All

☒  AD Data Initiative



Select files you want to send in email

Send Email

Swag Bag

×

Go Back

Email

yassar@vfairs.com

use comma to separate more than one email address

Enter Email Address

Confirm