



# Parkinson's Policy Forum

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## 2021 Parkinson's Policy Forum Guide

Use this guide for tips on using 6Connex, the online platform for the Forum. You'll also find answers to common questions about the Forum, advocacy and March 25 Hill Day.

### 6Connex Online Platform

#### 1. How do I access 6Connex when the Policy Forum begins on March 22?

- **Event URL:** <https://mjff.6connex.us/event/policyforum/March2021/login>
- **Log-in Credential:** Please use the email you provided on your registration form via The Michael J. Fox Foundation (MJFF) website. Please note that no password is required.

Attendees are encouraged to log in to the platform early to test the platform, update your profile and familiarize yourself with the platform. The platform will be open starting on Monday, March 22 at 10 a.m. ET. Please note that programming does not officially begin until 1 p.m. ET on Monday, March 22.

On the log-in page, you can click the "System Check" button to ensure your computer/device and connection are working.

#### 2. Which browser should I use?

We highly recommend that you sign on using either Google Chrome or Mozilla Firefox. You can choose to use other browsers but please note there may be decreased performance.

You can access the platform on your computer, tablet or phone but a computer will provide the best viewing experience. A strong Wi-Fi connection or hardwired internet connection is also recommended.

#### 3. What if I have a question or issues in the platform?

Our team is here to help you! If there are any questions or issues with the platform or event, there are a few options:

- **Help Desk:** On the bottom right of your screen in the platform, you will see an icon for the "Help Desk." By clicking this, you will be brought to the Help Desk chat and you can ask a question that will be answered by a team member at MJFF or 6Connex. The Help Desk will be open 10 a.m. to 6 p.m. ET on Monday, March 22; and 9 a.m. to 5 p.m. ET on Tuesday, March 23 and Wednesday, March 24.

- **MJFF Staff:** When searching attendees in the platform, if you see MJFF next to a name please note that is a MJFF staff member. If they are available, you will see a green circle with a check mark by their name. They can answer your questions as well.
- **Email:** You can email [policy@michaeljfox.org](mailto:policy@michaeljfox.org) at any time with questions or concerns. We will be monitoring the inbox throughout the event.

#### 4. How do I update my profile?

Once you are logged in, in the top right corner you will see a gear icon. By clicking on this icon, you can click “Edit Registration Info” and update your first and last name as you’d like (e.g., using only the first initial of your last name). You can also add a photo of yourself here (optional).

**Important:** All attendees will be able to search for each other and connect.

#### 5. Can I search and connect with attendees?

While you’re in the platform, you can connect with other attendees which is highly encouraged. Please note that there are a few ways to do so:

- On each screen within the platform, you will see an “Attendees” icon on the navigation bar. When you click this icon, you will see a list of all the participants — please note that not everyone will be online at the same time.
  - On the left side of the gear icon, you may choose to set your status to either “Available, Away or Do Not Disturb”.
- To connect with an attendee that is in the platform the same time as you, you can click on either “Now Attending” or “This Location” in the top right of your screen — that shows who is currently in the platform as well as the specific room they’re in.
- Additionally, there is an option on the navigation bar to click “Chat” which allows you to add names to either a private chat or group chat.

**Important:** From Monday, March 22 through Wednesday, March 24 there is also the option to video chat individually with attendees in addition to regular chat.

#### 6. What is the “Tote Bag”?

Like at in-person events, the “Tote Bag” allows you to add important collateral and resources to your bag — but virtually! Next to various pieces of collateral, you will see the icon of a bag and by clicking that, the document/link will be added to your bag which you can view at any time in the platform.

#### 7. I see there is a Community Expo; what exactly is that?

The Community Expo is a great way to explore various Parkinson’s organizations and access their resources. The Community Expo is a room that you can access through the Main Lobby and it will be available to visit from March 22 through April 5. Once you enter the Community Expo, you will see a screen with logos from all the organizations. From there, click on the organization that you would like to visit and you will be brought to their table. You can visit more than one table.

Once you are at their table, you can view and download all their resources and add them to your virtual tote bag, if you'd like. Please note on Monday, March 22 from 3:30 to 4:30 p.m. ET, there will be representatives live at the various tables to chat with you individually. When visiting the table over the course of the two weeks, you can also click the "Contact Here" card for more information on the organization.

## **8. Are there opportunities to network within the platform?**

Yes! In the Main Lobby you can access the Networking Lounge (sponsored by American Parkinson Disease Association) where you can connect with attendees of the event. We will have a formal Networking Session on Monday, March 22 at 4:30 p.m. ET and you can find the link to this event in the Networking Lounge. Please note that the Networking Lounge will be open the entire duration of the event so feel free to visit at any time. We encourage attendees to visit this room since there will be a public group chat and there is also an option to individually video chat with other attendees.

## **9. Where will the programming take place?**

All formal programming on Monday, Tuesday and Wednesday can be found in the Main Session which can be accessed from the Main Lobby. Once you enter the Main Session, you will see a screen in the middle which says, "Click Here for Today's Programming". When you click on this screen, all the links for each day will show — please click the link for that specific day.

When you click "Launch" it is important to note that a new tab will open in your browser which will bring you to BlueJeans, a video conferencing website which is where the live event will take place. We strongly recommend that you keep both tabs open for easy access back to the 6Connex platform after the live session. On the BlueJeans tab, you will need to enter your name and email address to access the event. Google Chrome is highly recommended.

## **10. What happens if I miss a live session?**

We understand that programming takes place over the course of a week and you may not be able to attend all the sessions live. If you are unable to attend a session, please note that a recording will be available in the Resource Library which you can access through the Main Lobby. The recordings will be under "Your Guide to Forum and Parkinson's Policy Priorities".

## **11. How long will the Forum platform be open?**

Policy Forum rooms, presentations and resources will be available in 6Connex via the same log-in link until Monday, April 5.

## Forum and Hill Day FAQs

### Effective Engagement on Hill Day and Beyond:

#### **Q: What is the Forum?**

**A:** The Parkinson's Policy Forum unites members across the Parkinson's community and lawmakers to discuss and take action on pressing patient needs and policy opportunities. The Forum concludes with "Hill Day," a full day of meetings on Capitol Hill — taking place virtually this year — where some advocates educate elected officials on Parkinson's and the ways policy impacts research and care.

#### **Q: What is a meeting like? What will I discuss with my representative or senator?**

**A:** In 2021, meetings will be held virtually. You will meet with your senator, representative or one of their staff members. Participants will briefly introduce themselves and the group will discuss issues that matter to people with Parkinson's. During Forum, you will primarily discuss the Parkinson's research program at the Department of Defense. At the Forum training sessions, we will discuss the messages to be conveyed at the meeting as well as other points of conversation.

#### **Q: What if I'm not scheduled to have a meeting on March 25?**

**A:** Because advocates will be encouraged to hold meetings with legislators throughout the year, even if you are not participating in meetings on March 25, you can attend all Forum training sessions. And you can still take part in Hill Day by sending an action alert email to your lawmakers.

#### **Q: What do I do after my meetings?**

**A:** The "in-person" meeting is just the beginning! Within a few days of your visit, make sure to send a thank you email (ask for the business card of the person you met with to get contact information). We will provide you with a draft email about the issues you discussed. After that, keep in touch! You can send the staff member items relevant to you and the broader Parkinson's community throughout the year.

#### **Q: How can I get involved on social media?**

**A:** When discussing the event and your meetings on social media, please use the hashtags #parkinsons and #act4PD. You also can search for these hashtags on different social channels to have a conversation with others.

### Logistical Information about March 25 Meetings:

#### **Q: How will I know where to go for my meetings?**

**A:** Approximately one week before your meeting, you will receive an email from Soapbox providing links and phone numbers for your video or conference call. Soapbox is a company that Forum organizers work with to help schedule Capitol Hill meetings. This email will also include your meeting schedule.

#### **Q: How should I prepare for Hill Day?**

**A:** We will provide all materials and talking points for your meetings during our Forum training sessions. Materials will also be available on Forum's online platform, 6Connex. Please wear business attire for your virtual meetings on Hill Day. You should also consider how your background will appear on video calls. Pick a room with sufficient lighting — turn on lights in front of you or face a window. If you can, add some depth to your background by sitting in a spot where the room is visible behind you, and avoid sitting with your back to a white wall.