

# Oxford Profile Set-up

## Step One: Access the virtual platform:

1. <https://virtual.oxfordabstracts.com/#/event/3585/program>

2.



### Sign in to Oxford Abstracts virtual conference

[Don't have an account? Get started here](#)

Email

Your Oxford Abstracts email

Password

Your password

[Forgotten password?](#)

Sign in

Or continue with

in LinkedIn

Google

**Step Two: Select "Don't have an account? Get started here"**

**Step Three: Complete the fields (Email, First name, Last name, Password and Confirm password)**

Please use the email address that you are receiving this message from to create your account.

If you have an Oxford Account already created with that email address please return to the sign in page to log in. If you have forgotten your password please select "Forgotten Password?"

3.



### Create an account

[Already have an account? Sign in here](#)

Email

you@example.com

First name

Your first name

Last name

Your last name

Password

8+ characters, including a number and a letter

Confirm password

Repeat your password

Continue

**Step Four: Click the continue button once complete and an email verification will be sent to your email address.**

4.



### Verify your email

We sent an email to [conference@ammi.ca](mailto:conference@ammi.ca)  
Check your email to activate your account.

Resend email

[Change the email address associated with this account](#)

Have you not received our email? Please, look for it in your spam box. If you can't find it there, [contact the support team](#).

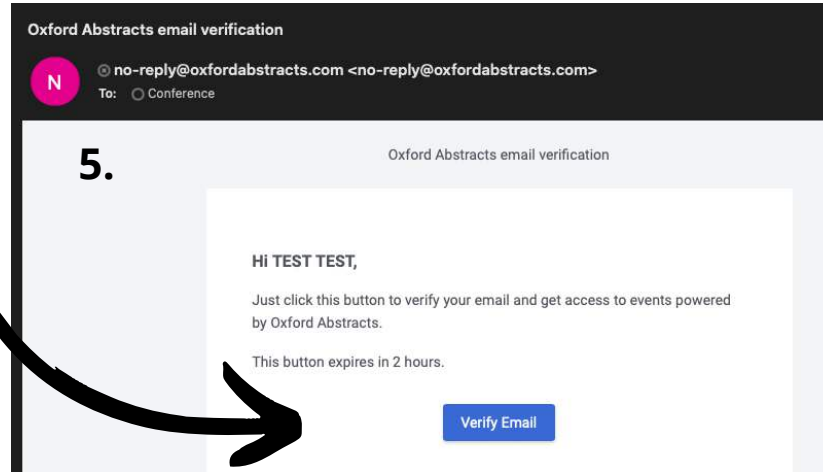
Sign out

If you do not receive the verification email please select "Resend email"

# Oxford Profile Set-up



**Step Five: Once you receive the verification email please click on the verify email button in the email.**



## 6. Your Conference Setup

Welcome to AMMI Canada – CACMID Annual Conference 2022. We just need your help setting up a few last things and then you'll have access to the conference.

- 3 minutes
- Set timezone
- Create your badge

Next

**Step Six: You will now begin setting up your Oxford Profile.**

## 7. Confirm timezone

### Confirm timezone

Please select your local timezone.  
This will update the times you see in the event program to your local time.

-04:00 Eastern Time - Toronto, Montréal, Ottawa, Mississauga

Next

**Step Seven: Confirm your current timezone.**

IMPORTANT: for those attending in-person please set your time zone to Pacific Time. Virtual attendees please set your time zone to your local time.

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8.

## Step Eight: Profile Builder

Here is where you can add a profile picture, more information about yourself, change chat and online settings.

On the right hand side of the screen you can see a preview on your Networking Profile.

Your first and last name are mandatory fields and will be visible to all participants.

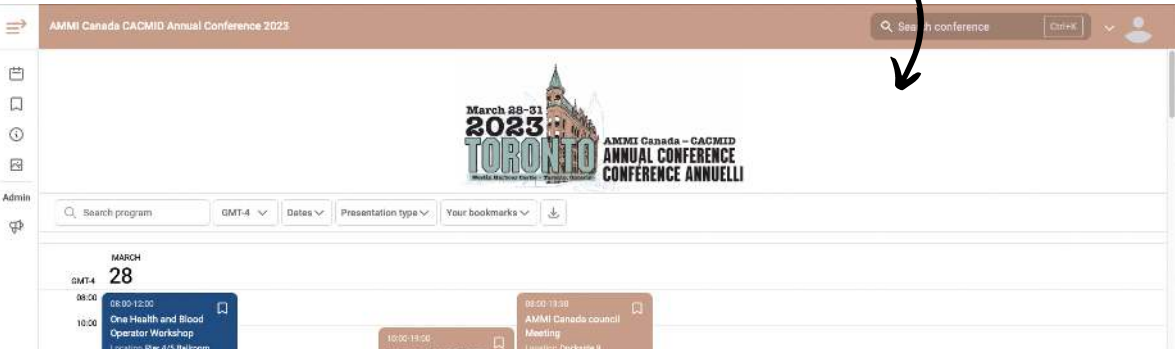
IMPORTANT: Any field this is filled in on your profile, will be visible to other participants. If you do not wish to share information with others, please leave all fields black.

9.

**Step Nine: Once you have completed entering your profile details, please select Next.**

**Step Ten: You have now completed your Oxford Profile. Click the Finish button and you will gain access to the Conferenc Virtual Platform.**

10.



If you have any difficulties please contact Krystal Sabourin at [krystal@ammi.ca](mailto:krystal@ammi.ca)