ATTENDEE USER GUIDE

InteropDIGITAL

Welcome!
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HOW TO:

LOG IN FOR THE FIRST TIME

FYI – For reference, "Swapcard" is the name of the platform we're using to host our virtual event on, so you may see their name appear in emails or within the environment once you've joined.
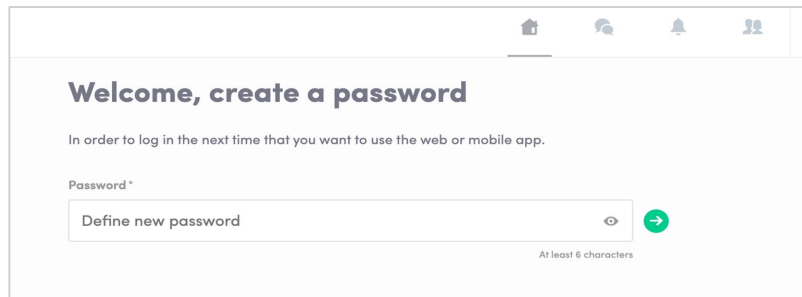
Accessing the Virtual Event
Logging in for the first time

1
- You'll receive an email like this one with a button directing to a login page. Your account is automatically pre-created by our event team.
- This email will come from noreply@swapcard.com so be sure to whitelist it!

2
- A window will then ask that you create a password for your account.

Accessing the Virtual Event
Logging in once you have an account

- Go to: **https://login.swapcard.com/**

- Enter the email you used to register and the password you created

- Click enter to connect to the event

Note: If you have forgotten your password after entering your email, click on "Send me a magic link" and you'll receive an email to reset your password

OVERVIEW:

EXPLORE
OUR VIRTUAL
EVENT AREAS

EVENT HOME PAGE

Your Profile

Click on edit to update your profile to maximize your networking opportunities

Alerts
View new notifications, connection or meeting requests

Note: top navigation bar and buttons are the same

Agenda

Access the event's full agenda.

- **View** session descriptions and speakers

- **Sign up** for and add sessions to your schedule

- **Join** "live" or on-demand sessions

Pro Tip – The Agenda is your "home base" when it comes to joining sessions and seeing what is happening at any given point of the day!
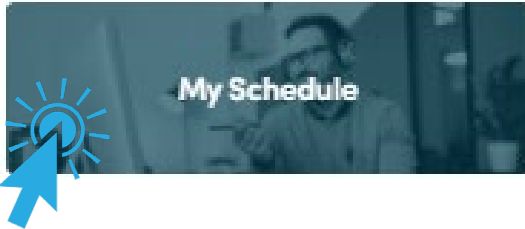
Access your personal event schedule, including:

- **My Schedule** – sessions you've added

- **My Meetings** – pending or confirmed meetings you've scheduled

- **My Networking** – contacts you've connected with

- **My Bookmarked Companies** – lists exhibitors you've bookmarked in the "December Sponsors"

- **My Wish List** – similar to a digital tote bag; find all the marketing materials and list of product and services you've bookmarked or favorited

Attendees & Networking

View and connect with other attendees that have opted to make themselves visible

- **Search** by names, companies, skills, job function, industry

- **Add keywords** to help feed the platform's matchmaking algorithm to refine the suggestions of attendees you should meet

- **Filter** by skills and other criteria

Pro Tip – be sure to toggle your "Visibility" on to maximize your networking opportunities
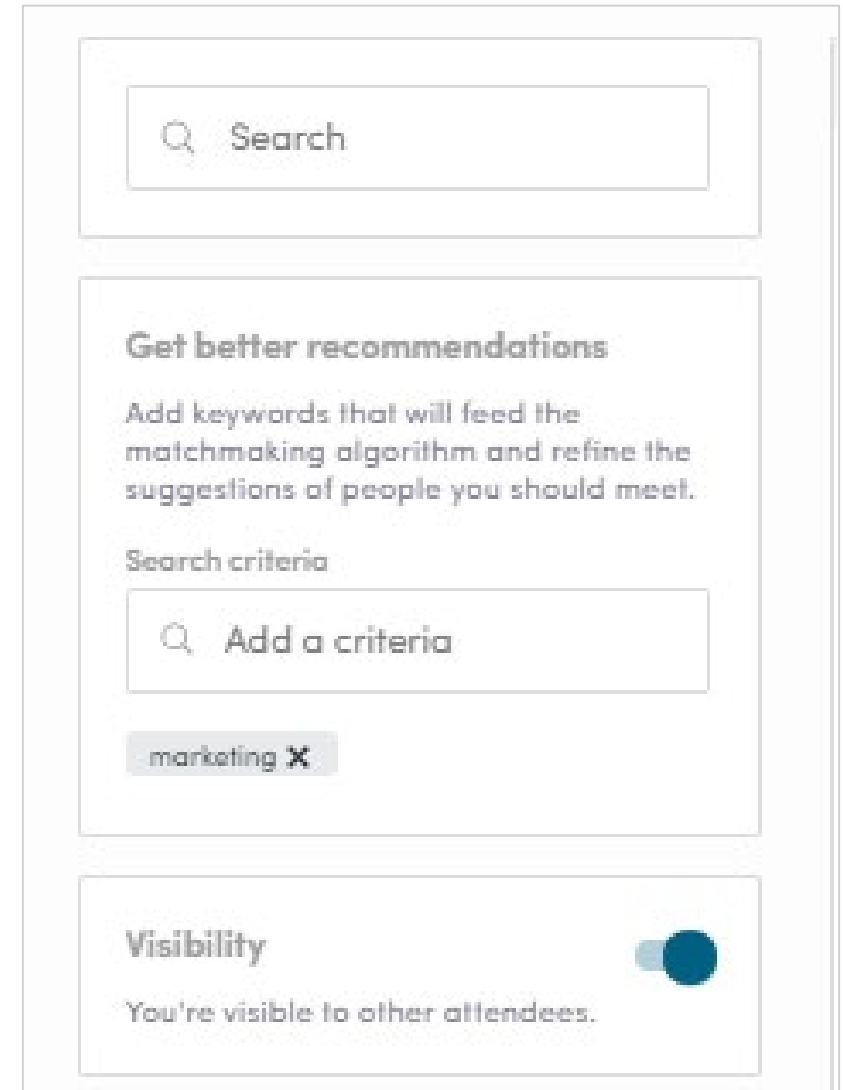
Event Navigation / Areas

Area	Overview
Agenda	Conference schedule – See what's happening throughout the day; Find and register for sessions
My Schedule	Your personal agenda – Locate sessions you've registered for, meetings booked, attendees you've connected with, bookmarked sponsors and content/products & services added to your Wish List
Attendees & Networking	Attendee list – View and connect with peers, speakers and exhibitor team members
December Passport to Prizes	Play and enter to win fabulous prizes
Help Desk	Get support from Interop staffers
December Sponsors	Connect with Sponsors & Exhibitors
December Cloud Track	Access all Cloud Tracks from the December event
December Networking Track	Access all Networking Tracks from the December event

HOW TO:

UPDATE YOUR PROFILE

Profile – Be Sure to Personalize Yours!

A fellow attendee is more likely to accept your meeting invite if they can learn more about you.

- There are two ways to edit your profile

- Click on "Edit" to add information to your profile

Event Home Page

Profile – Updating Your Information

Information you can edit:

- Your photo

- Skills

- Biography

- Social Media

- Contact details

Just click on "**edit**" or "**add**" to populate your information!

Pro Tip – Be sure to select "Skills" you're proficient in to boost the platform's matchmaking algorithms

HOW TO:

JOIN A LIVE STREAMING SESSION

Joining a Livestreaming Session

From "Agenda" or "My Event"

- Click on the session you'd like to join

- 24 hours prior to the official start time, a countdown appears on the session page

- When it's time for a session to begin, a video will be displayed at the top of the session page and starts automatically (*if you're using Safari, please click "**Play**")

- Watch the video in full screen mode or continue to browse the app while watching the session

Interacting During a Live Session including Q & As

- Chat with other attendees during the session

- React on other people's messages

- Ask speakers questions – attendee questions will be sorted by upvotes

- Polls – answer live polling created by speakers

- You may delete your message by clicking on the three dots next to it
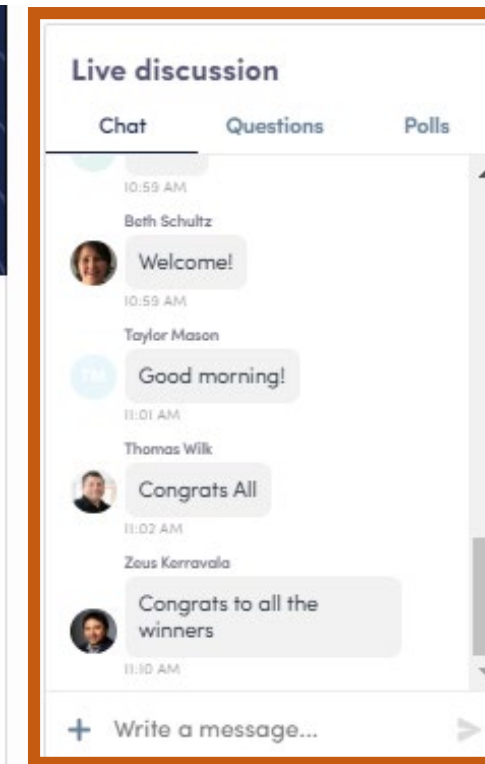
HOW TO:

MAKE CONNECTIONS AND MEETING REQUESTS
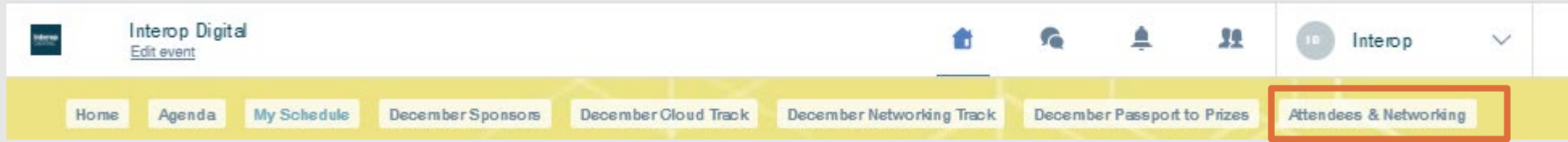
HOW TO REQUEST A MEETING

- From main navigation, click on "Attendees & Networking"

- Sort and filter attendees to find contacts you'd like to connect with

- Click on their name to view their profile

- Click on an available meeting slot

- Select virtual meeting

- Craft a personal message to person and send

- Go to "My Schedule" to see if contacts have accepted your meeting request

- NOTE: The meeting time slot is held and blocked until its accepted or declined

Interop Digital
Edit event

Home | Agenda | My Schedule | December Sponsors | December Cloud Track | December Networking Track | December Passport to Prizes | Attendees & Networking

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HOW TO START A VIDEO MEETING

- From main navigation, click on "My Schedule"

- If your meeting request is confirmed, a button "Meeting Call" will appear 1 hour before your meeting

- Click on Meeting Call to start your video meeting

- Note: Incoming meeting requests will appear in your notifications area on the toolbar

Pro Tip – You can also start a video call during a private chat conversation you're having with a contact; simply click on the camera button to start the video call. Note you may share your screen during a video meeting as well.

12:30

Connected

Steve Goodwin
Direct Sales Manager
Business Developer
Konex

MESSAGE

Meeting   CONFIRMED

Mon, May 25 · 8:00 AM to 8:30 AM
Online meeting

MEETING CALL
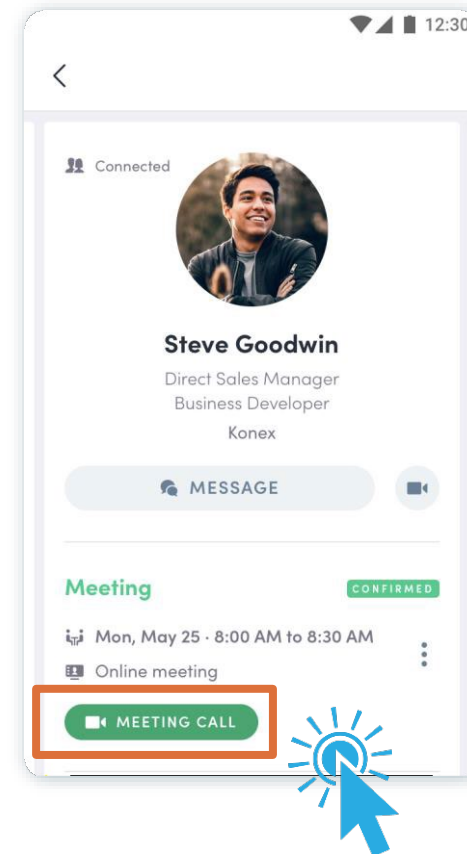
HOW TO MAKE A CONNECTION

- From main navigation, click on "Attendees & Networking"

- Sort and filter attendees to find contacts you'd like to connect with

- Click on their name to view their profile or click on the person icon with the plus sign

- Craft a personal message to person and send connection request

- Once you've made a connection, you can chat directly with the contact and, score, tag and make notes about the contact

Pro Tip – You can export your list of contacts by clicking on the people icon on the top nav bar next to your name

Interop Digital
Edit event

Home   Agenda   My Schedule   December Sponsors   December Cloud Track   December Networking Track   December Passport to Prizes   Attendees & Networking

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HOW TO SET AVAILABLE MEETING TIMES

- *Note: this is how to set available meeting times as an "individual", not for your virtual exhibit page

- From main navigation, click on "My Schedule"

- Time slots are pre-populated

- If you'd like to block slots simply click on the "make unavailable" button within the time you'd like to block

- If you'd like to block the entire day, click on "make unavailable all day"

My schedule

My meetings

My networking

My bookmarked companies

Export

Once you have prepared your visit to the event, you will be able to export your selection to your calendar application or in PDF file for printing.

Display empty slots

Tuesday, August 4, 2020   Make unavailable all day

10:00 AM   Available for a meeting
10:30 AM   Make unavailable

10:00 AM   Available for a meeting
10:30 AM   Make unavailable

10:30 AM   Available for a meeting
11:00 AM   Make unavailable

11:00 AM   Available for a meeting
11:30 AM   Make unavailable

11:30 AM   Available for a meeting
12:00 PM   Make unavailable

12:00 PM   Available for a meeting
12:30 PM   Make unavailable

12:30 PM   Available for a meeting
1:00 PM   Make unavailable

ADDITIONAL RESOURCES

Video Demos

- Walk-through of the platform (7:23) - https://youtu.be/b6sjcldAutw

- Overview of Sessions/Content features Highlight - https://youtu.be/C-71cSqnqg8

- How the virtual event platform experience is different -https://youtu.be/7bCxkmDGoDA

- Overview of interacting with Exhibitors (1:50) - https://youtu.be/GH5_Zidrpwk

- Overview of networking within platform (2:00) - https://youtu.be/57hEgfETLjc

- YouTube playlist of demos: https://www.youtube.com/playlist?list=PLgH_DJSm3lcu3j_h_a1D0Ewu3naVFCbIs