Sample Purposes Only

Attendee User Guide

#EC21
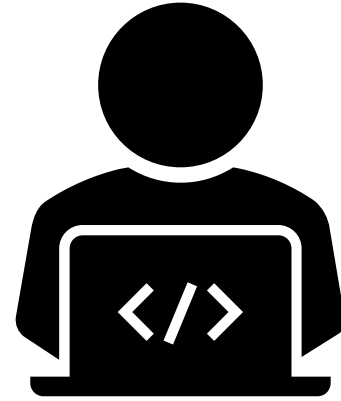
Welcome!
Table of Contents

HOW TO:

LOG IN FOR THE FIRST TIME

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.
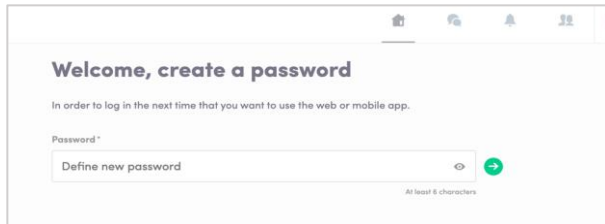
Accessing the Event Platform
Logging in for the first time

1
- You'll receive an email similar to 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 hello@swapcard.com so be sure to whitelist it!

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

Access the Enterprise Connect Virtual Event

Hello Vanessa,

We have some exciting news...the Enterprise Connect 2021 event app is now open! The event app is your gateway to access conference sessions, live-streamed keynotes, exhibitors and sponsors, networking events and fellow attendees.
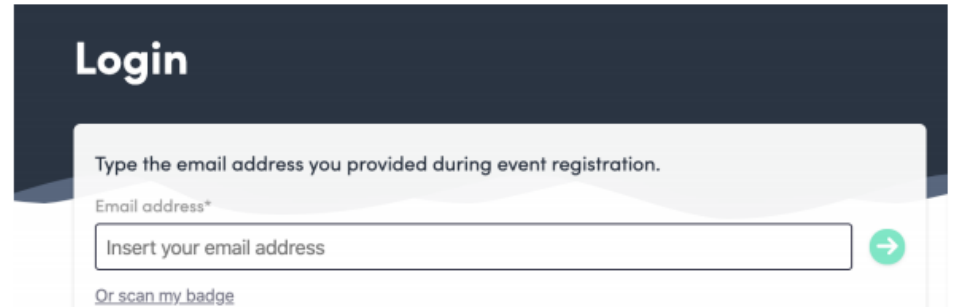
We suggest you log in early to review your profile and get familiar with the platform prior to the start of the event so you don't miss a minute of all the great content we have planned. This is your opportunity to begin building your personalized agenda and making connections for a productive experience next week!

ACCESS MY PROFILE

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

Alerts
View new notifications, connection or meeting requests

Your Profile

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

Note: top navigation bar and buttons are the same

Communications & Collaboration: 2024
Edit event

Home   Agenda   My Schedule   Attendees   Sponsors   Speakers   Prize Vault   Product Zone   Enterprise Connect Resources   On-Demand Sessions   Help Desk

EDIT

Vanessa Ruiz
Director of Marketing
Informa Tech

enterprise CONNECT
SEPTEMBER 27-29, 2021
VIRTUAL

You're not a participant of this event
You're accessing the event as a member of the Organization which owns it, but you are not part of it as an attendee.

JOIN AS PARTICIPANT

Agenda
Keynotes & General Sessions
Attendees & Networking
Sponsors & Exhibitors
Digital Library
Passport to Prizes
EC Giveaway
EC Giveaway Leaderboard
My Evaluations
Speakers

informatech

enterpriseconnect.com/orlando   @enterprisecon   #EC21

Event Agenda

Access the event's full agenda featuring every conference session, topical discussion group and scheduled networking activity.

- **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!
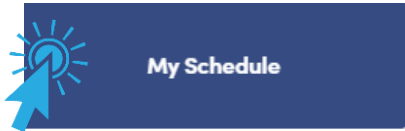
My Schedule

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 "Business Hall"

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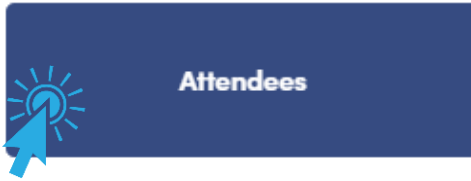
Solution Providers

Research and make connections with solution providers

✓ Search solution providers by categories

✓ Visit our sponsor's virtual exhibit pages:

– Learn more about their products and services

– Chat privately with team members with the option to start a video meeting and share a screen for live demos

– Request meetings

– Access vendor literature such as white papers, case studies, spec sheets, and more

– Make a connection with a team member
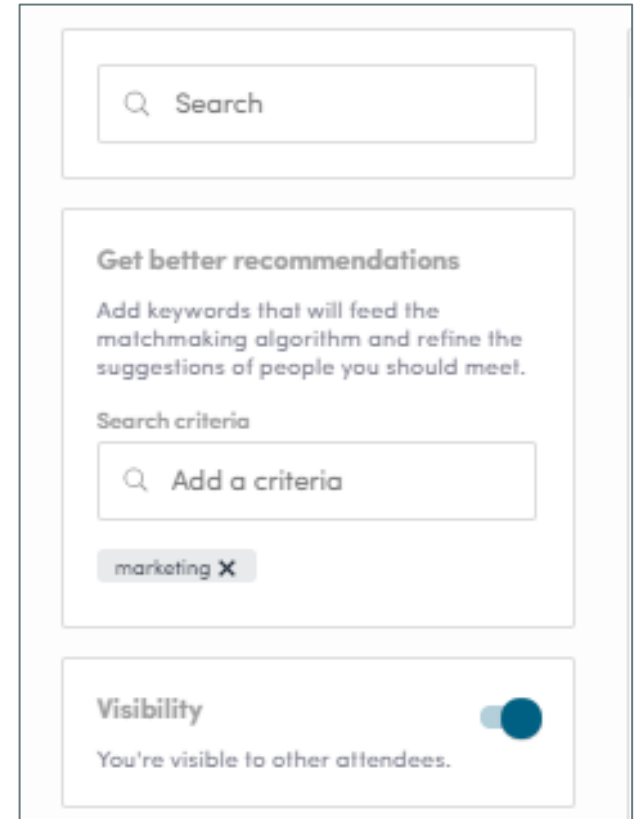
– Follow the sponsor on social media

Attendees

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

Search

Get better recommendations

Add keywords that will feed the matchmaking algorithm and refine the suggestions of people you should meet.

Search criteria

Add a criteria

marketing ✕

Visibility

You're visible to other attendees.

Event Navigation / Areas

Area	Overview
Event 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
Solutions Providers	Sponsor list – Research exhibitors as well as bookmark and view Virtual Exhibit pages
Attendee List	Attendee list – View and connect with peers, speakers and exhibitor team members
Digital Library	Library of exhibitor content – Includes exhibitor-supplied white papers, case studies, research, videos
Enterprise Connect Resources	Enterprise IT network Solutions by Informa Tech
Prize Vault	Enter to win fabulous prizes
Speakers	Speaker list
Help Desk	Get support from Enterprise Connect staffers

HOW TO:

UPDATE YOUR PROFILE
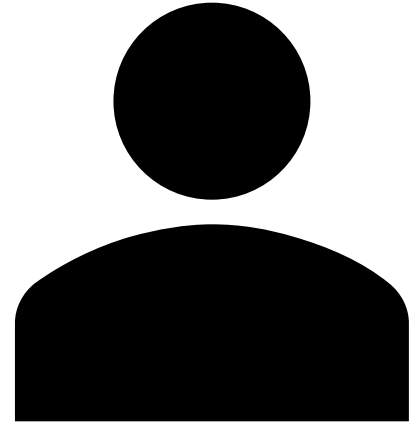
Profile – Be Sure to Personalize Yours!

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
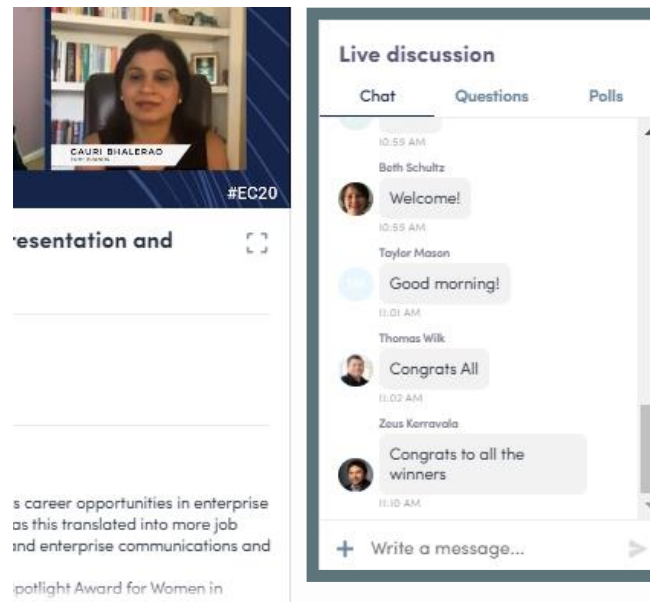
HOW TO:

MAKE CONNECTIONS AND REQUEST MEETINGS

Communications & Collaboration: 2024
Edit event

Vanessa

Home | Agenda | My Schedule | **Attendees** | Sponsors | Speakers | Prize Vault | Product Zone | Enterprise Connect Resources | On-Demand Sessions | Help Desk
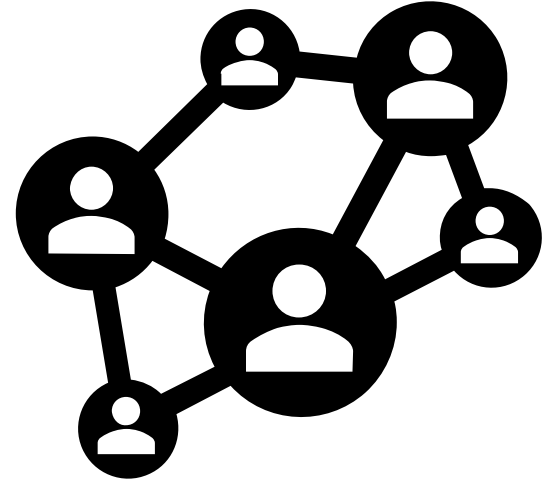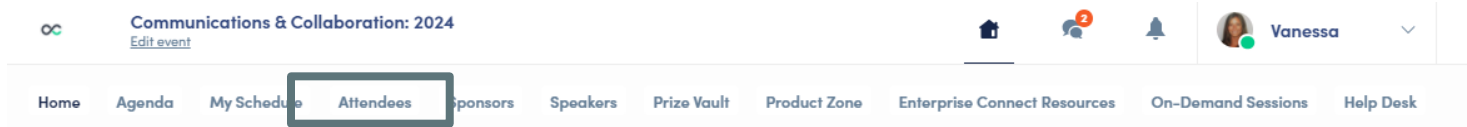
HOW TO REQUEST A MEETING

- From main navigation, click on "Attendees"

- 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 it's accepted or declined

Communications & Collaboration: 2024
Edit event

Vanessa

Home   Agenda   My Schedule   Attendees   Sponsors   Speakers   Prize Vault   Product Zone   Enterprise Connect Resources   On-Demand Sessions   Help Desk

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

Communications & Collaboration: 2024
Edit event

Home   Agenda   My Schedule   Attendees   Sponsors   Speakers   Prize Vault   Product Zone   Enterprise Connect Resources   On-Demand Sessions   Help Desk
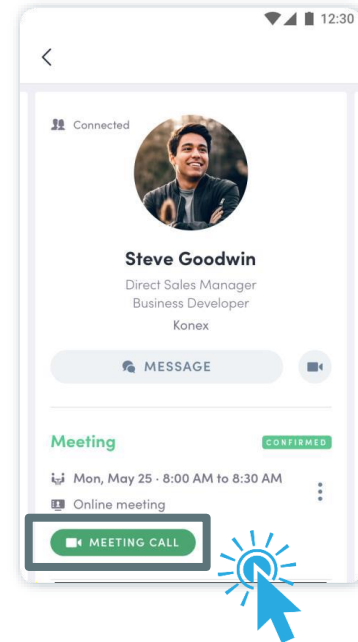
HOW TO MAKE A CONNECTION

- From main navigation, click on ""

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

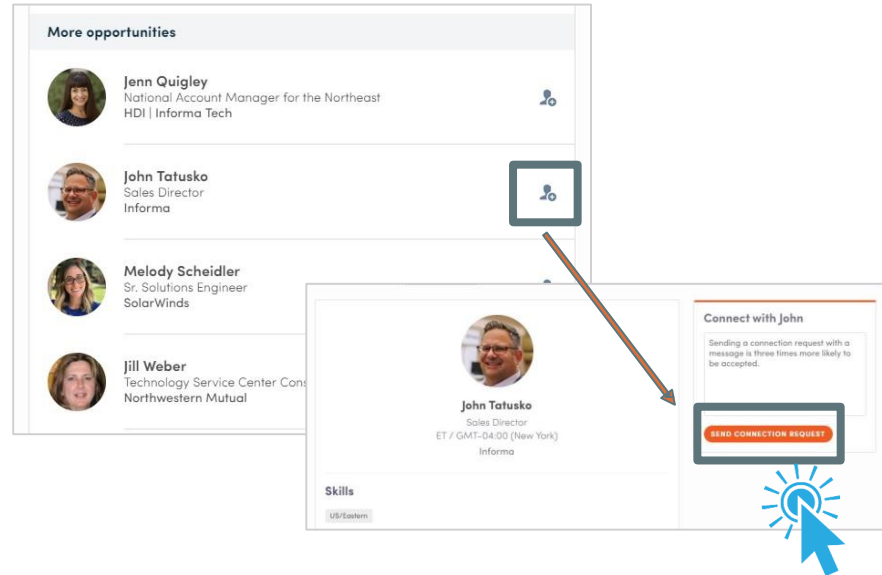- Click on their name to view their profile or click on the person icon with the plus sign

- 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

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"
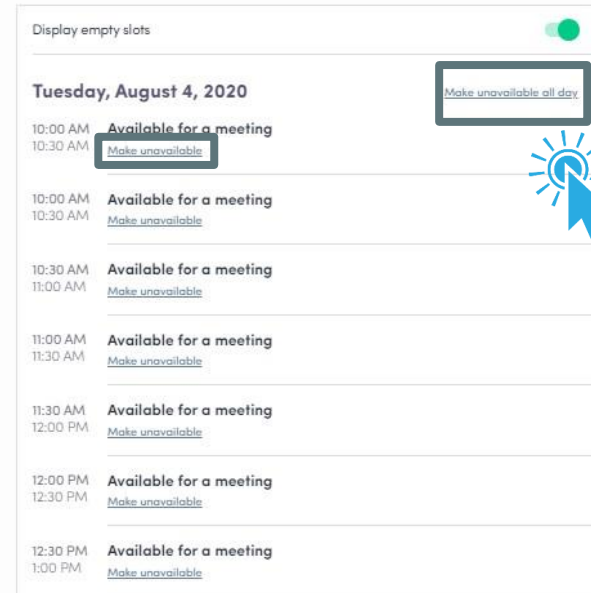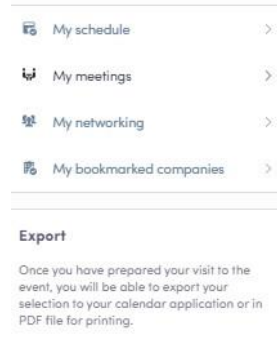
ADDITIONAL RESOURCES

Additional Video Tutorials

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

- Overview of Sessions/Content features - 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