

Private Equity
International

Operating Partners Forum: Europe

London 2022

Event App User Guide

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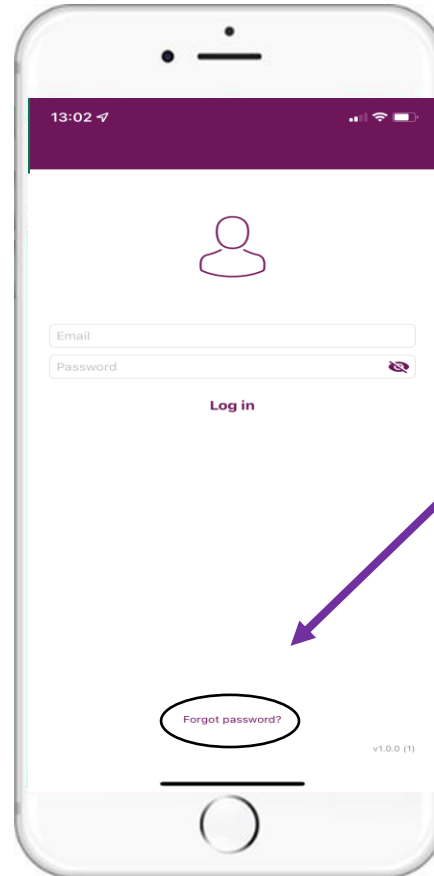
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Logging in

Use your email address and the password you have already received to login.



Having difficulties logging in?

Click 'Forgot Password?' and follow the steps to reset your password.

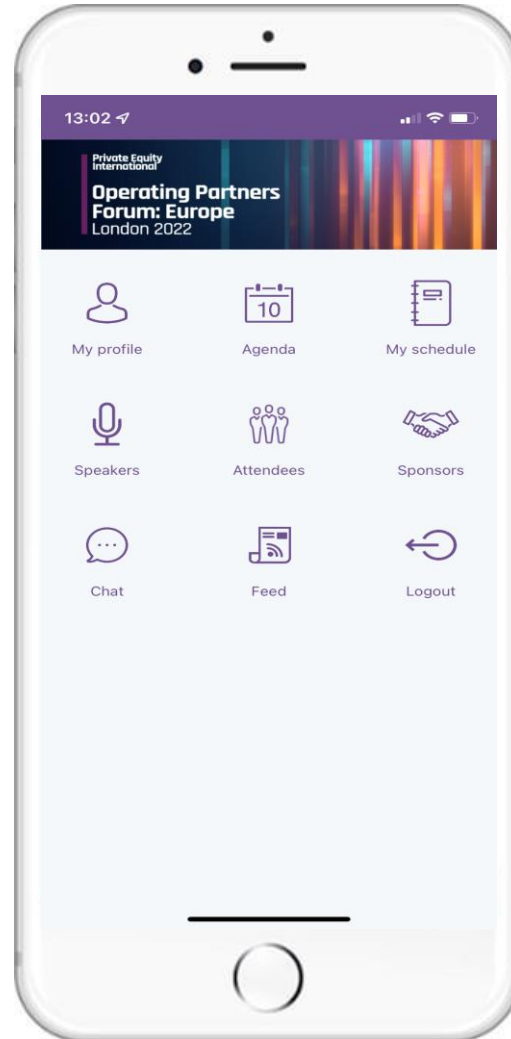
Use your new password to login.

If you still can't login, please email us at;
eventsteam@peimedia.com
and a member of the team will get back to you.

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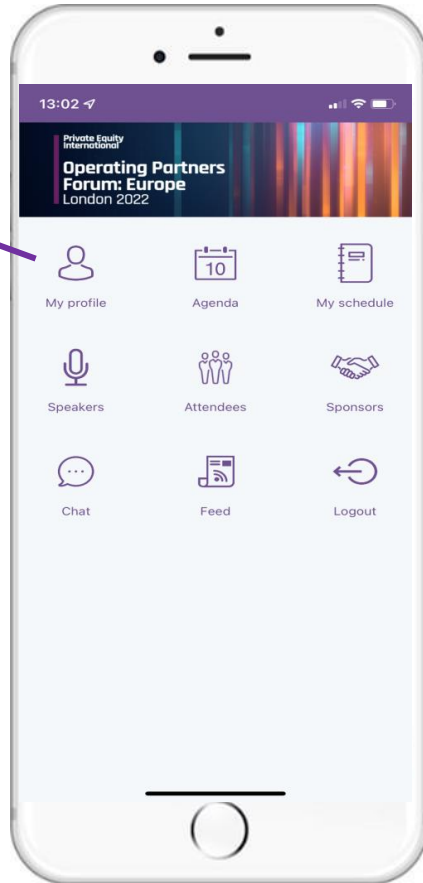
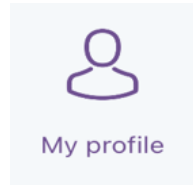
Icon Functions

1. **Chat:** message your fellow attendees
2. **Attendees:** view attendee list
3. **Agenda:** access the schedule for the day
4. **Speakers:** explore Speaker profiles
5. **Sponsors:** view Sponsor profiles



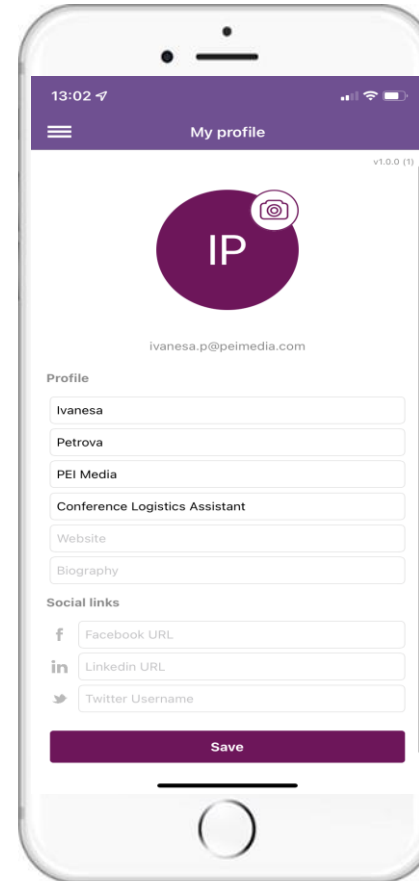
7. **My profile:** edit/view your personal profile
8. **My schedule:** view your “can't miss” sessions and create your own schedule

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Here you can view your
profile information

Your Profile

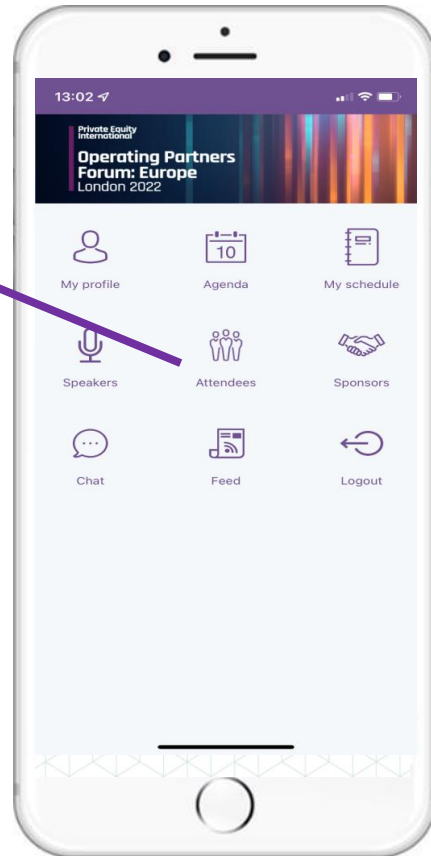


Fill in your details as follows
and select the camera icon
to add a photo.

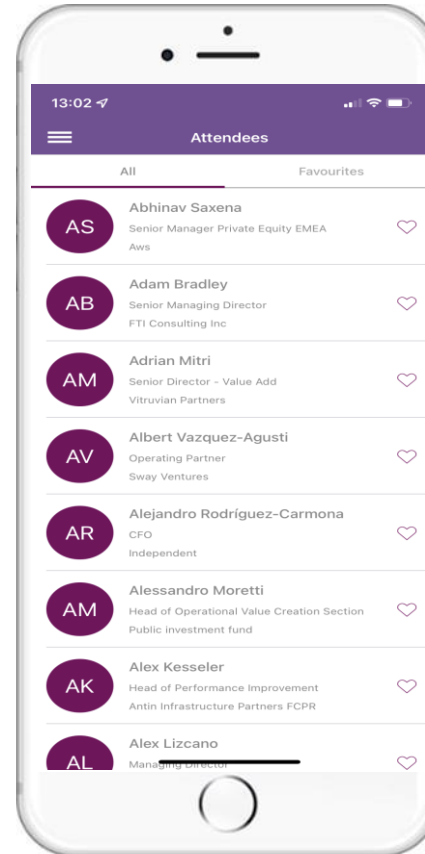
Complete your profile and don't
forget to add any social media links.
Once completed, remember to hit
'save'.

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Attendees



Here you can view the attendee list.



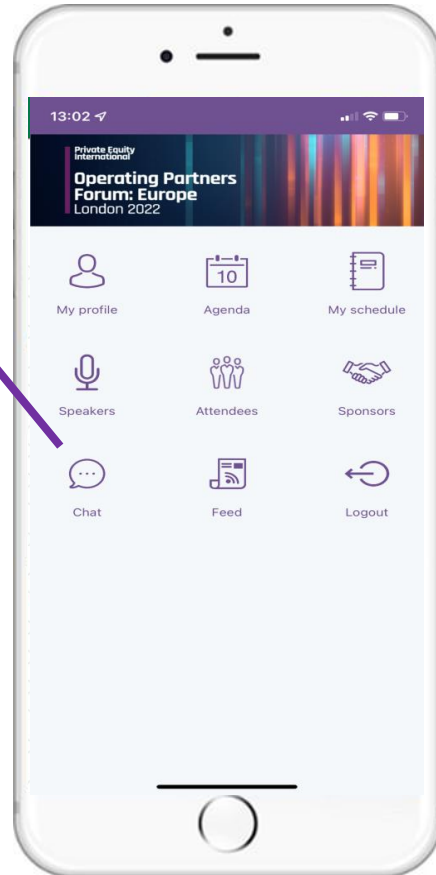
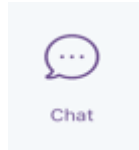
You can search using the "free-text" search bar i.e. search via company name, job title, surname etc.



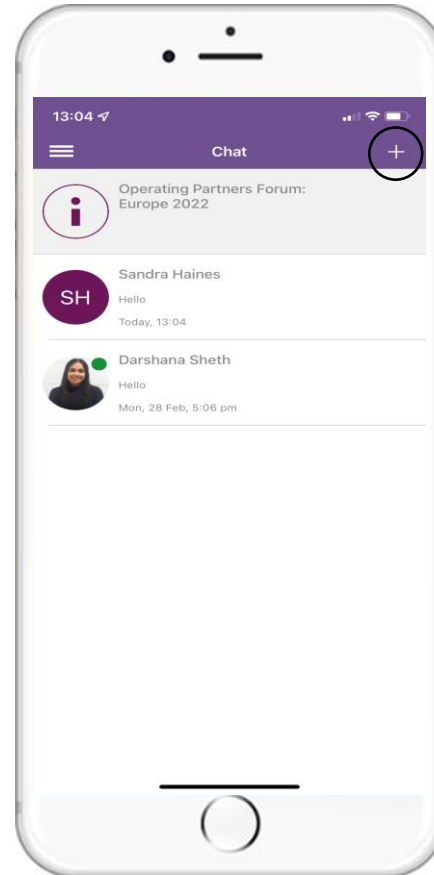
Select an attendee to view their full profile.

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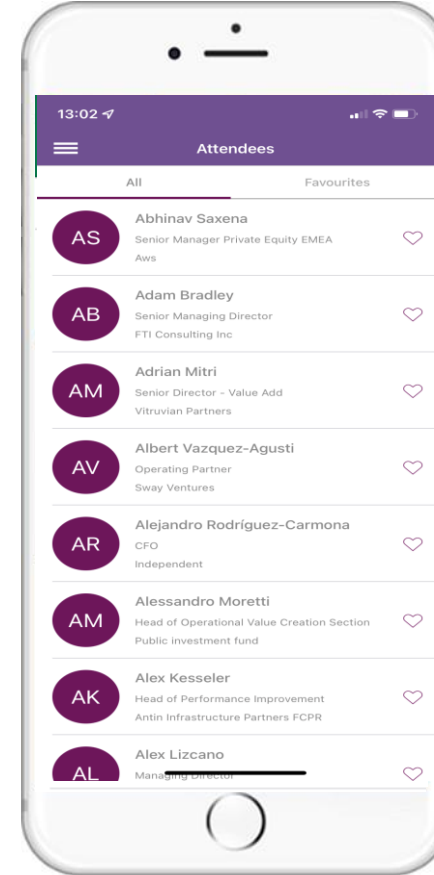
Chat



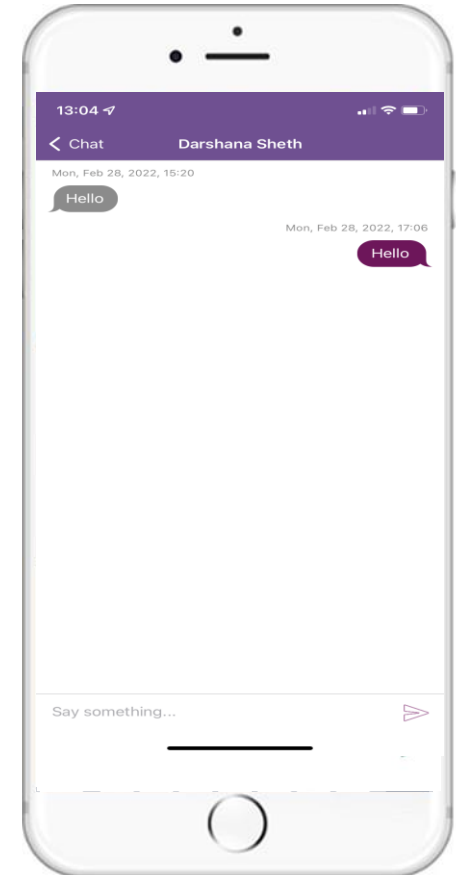
Here you can
message your fellow
attendees



Select the '+' symbol to
view the attendee list



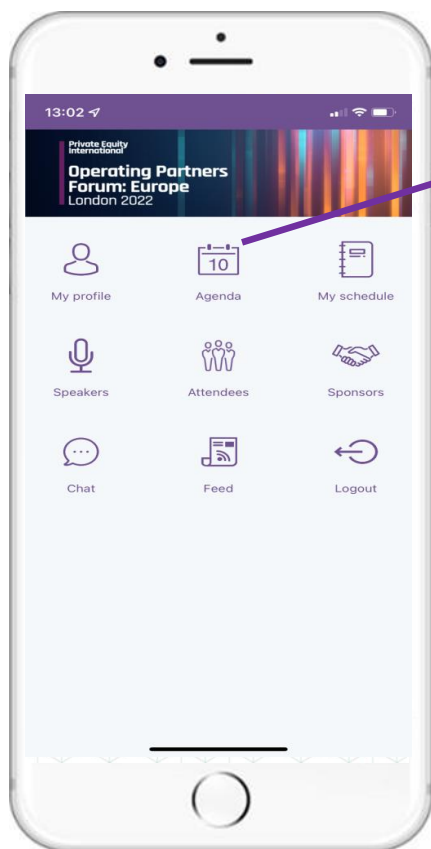
From here, you can select
an attendee to start a
conversation



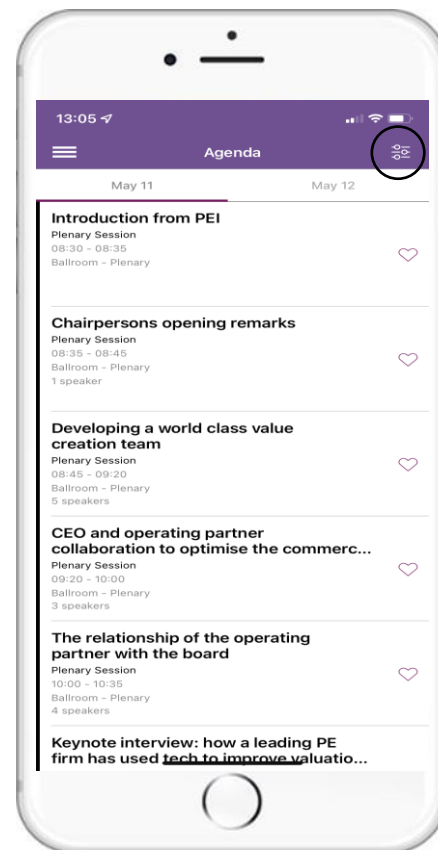
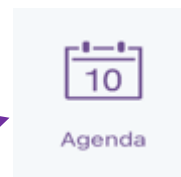
A chat box will open as
above. Please note group
chat is not available

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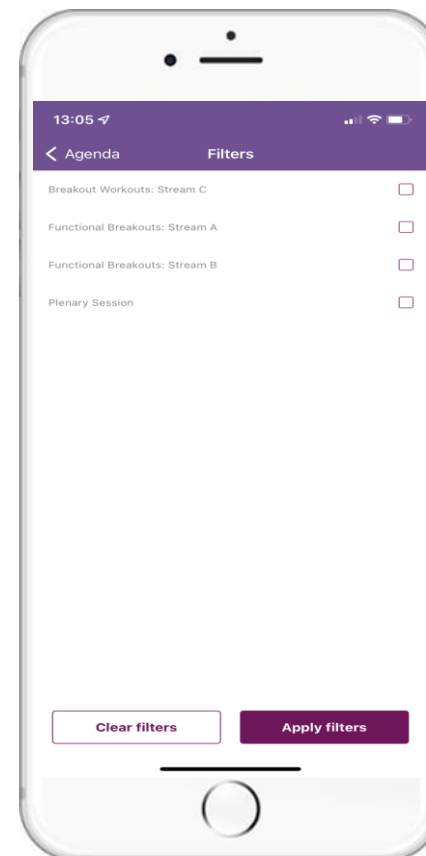
Agenda



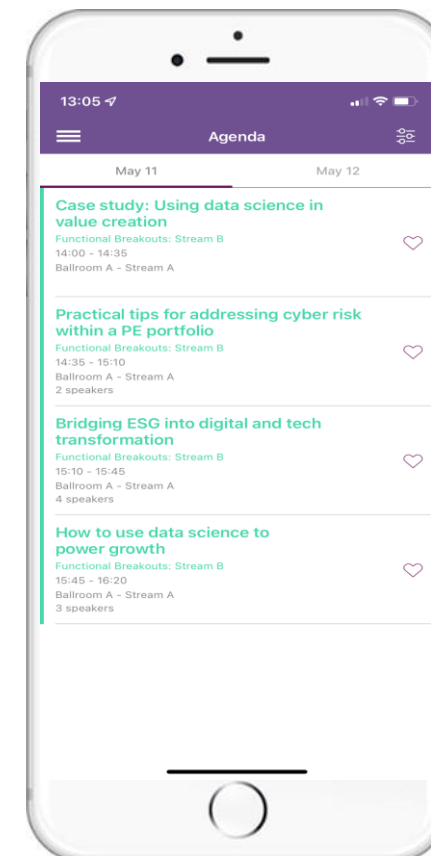
Here you can view the event day agenda.



Click the filter icon to streamline your agenda view.



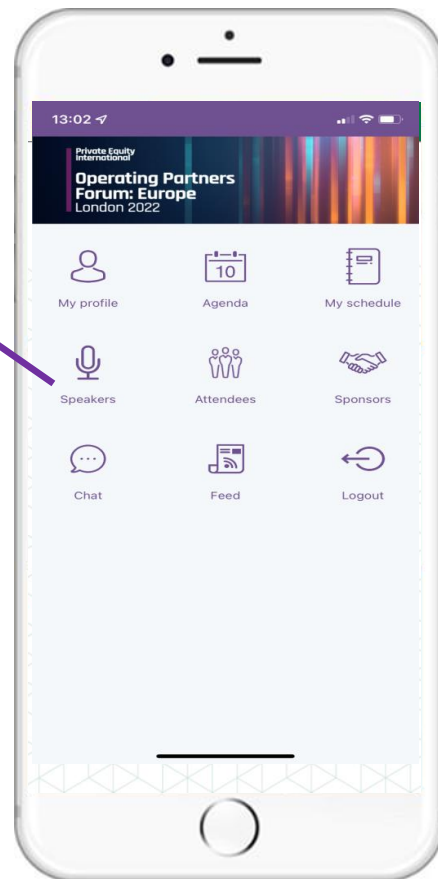
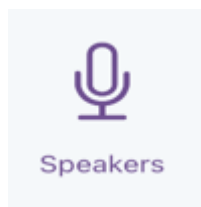
You will then be able to filter the agenda to only view a specific Forum or Stream.



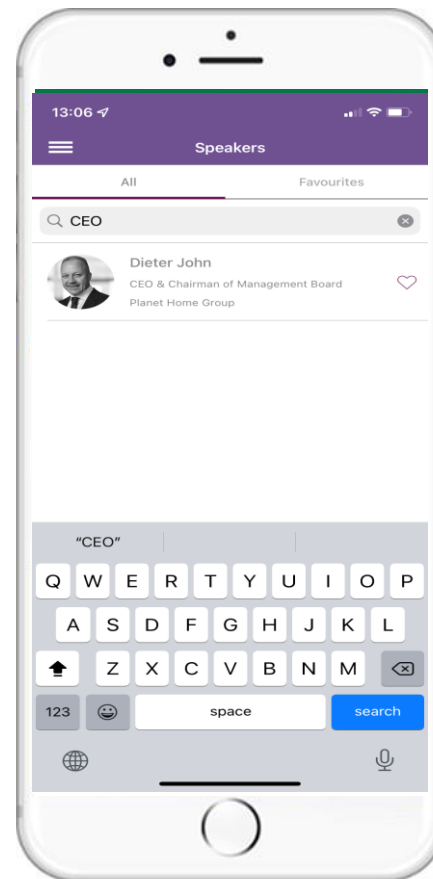
Once you have chosen what Forum or Stream you want to see, it will show on your agenda page.

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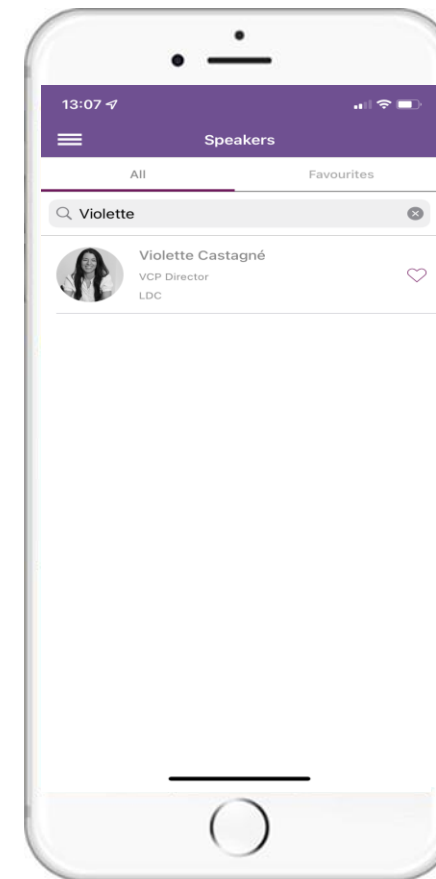
Speakers



Here you can view the event day speakers.



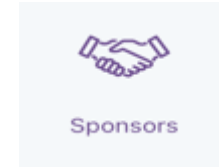
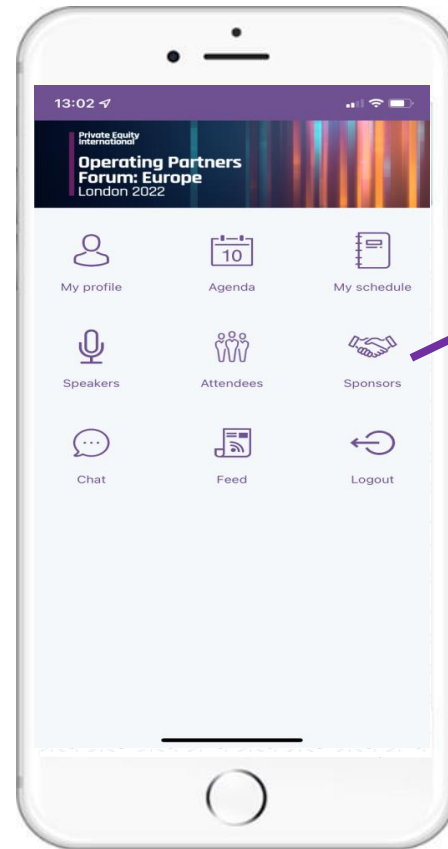
Use the 'free-text' search bar to quickly find a speaker. You can search by name, company, job title etc.



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Sponsors



Here you can view the
event day sponsors.

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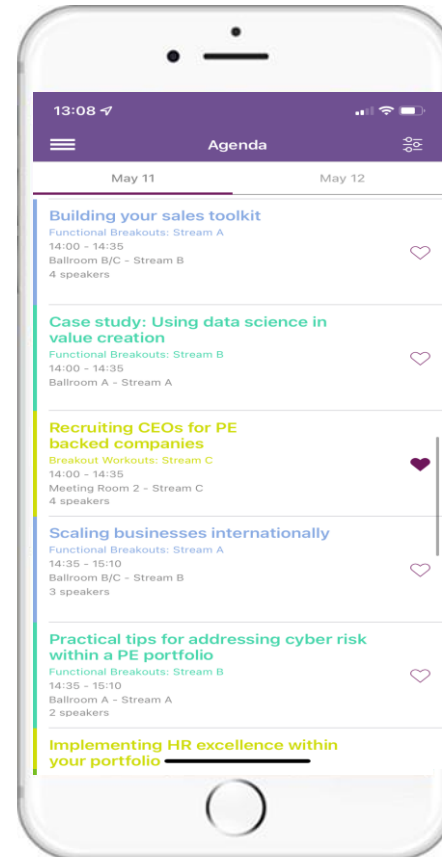


The 'Heart' symbol enables you to 'like' speakers, sponsors, attendees and sessions.



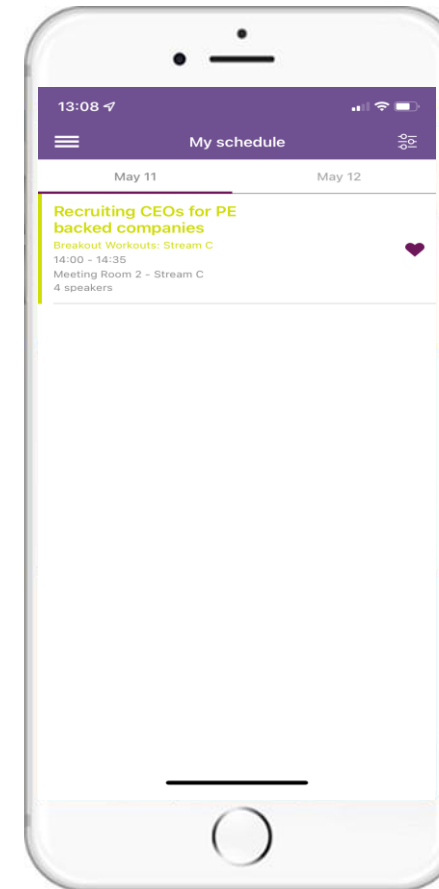
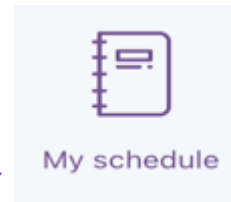
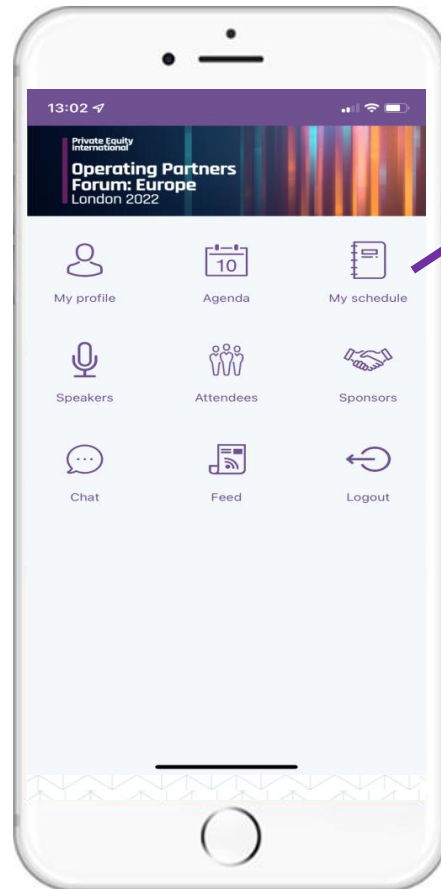
When the item has been liked, the heart will be filled in.

'Liking'



'Like' your "can't miss" sessions to build your own agenda. Your 'liked' sessions can be viewed in "My Schedule".

My schedule



Click "My schedule" to view the sessions you 'liked' and meetings you have booked.

Here you can view your personalised schedule for the day.

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If you have any further questions,
please contact us
eventsteam@peimedia.com or visit us
onsite at the Registration Desk.