

Event App User Guide

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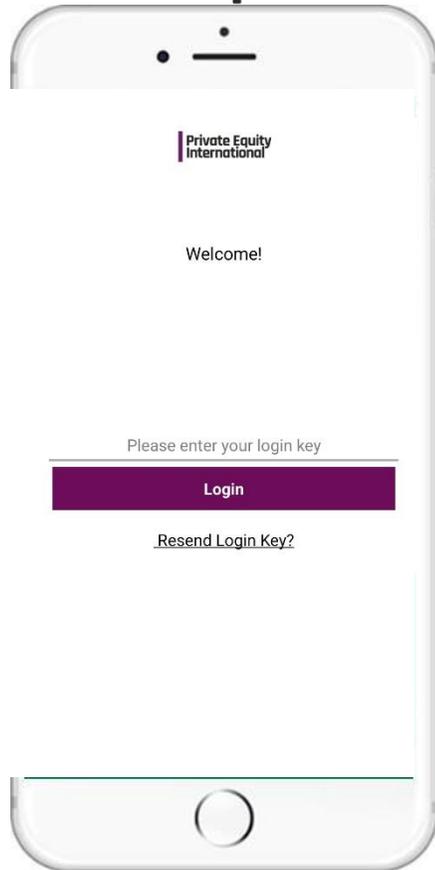
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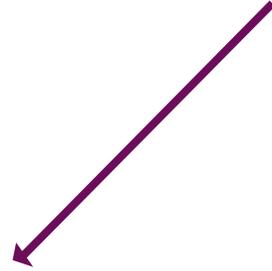
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Logging in



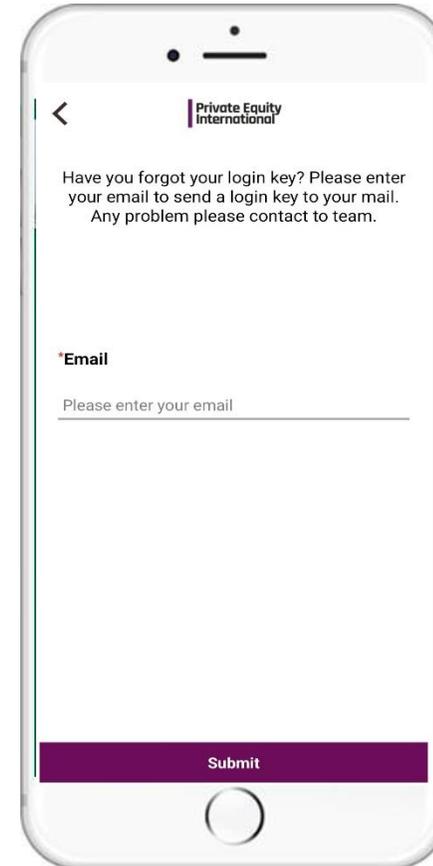
Enter your login key you received via email and click 'Login' to access the app.

If you don't have your login key, click 'Resend Login Key' and it will be resent to the email you used to register.



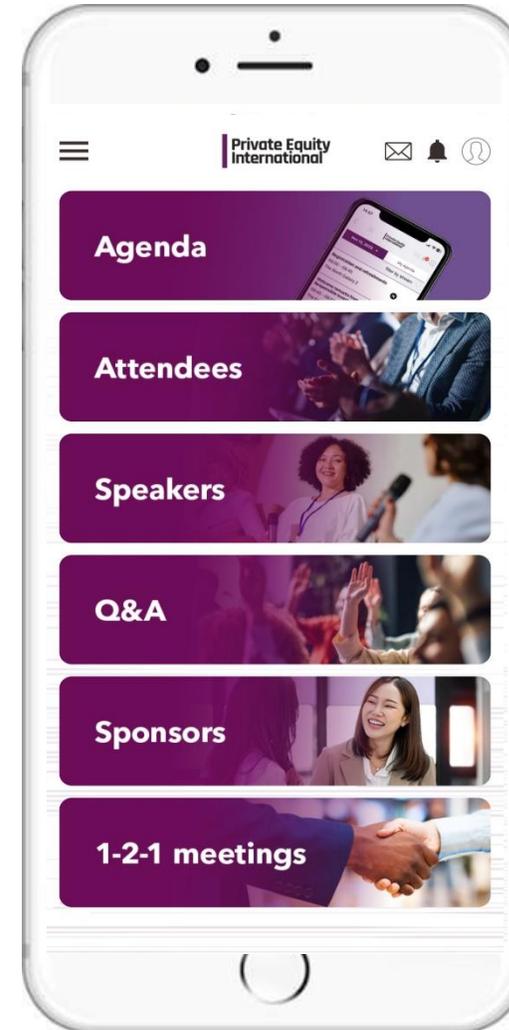
Still can't login?

Please email us at;
customerservices@pei.group
and a member of the team will assist you.



Icon Functions

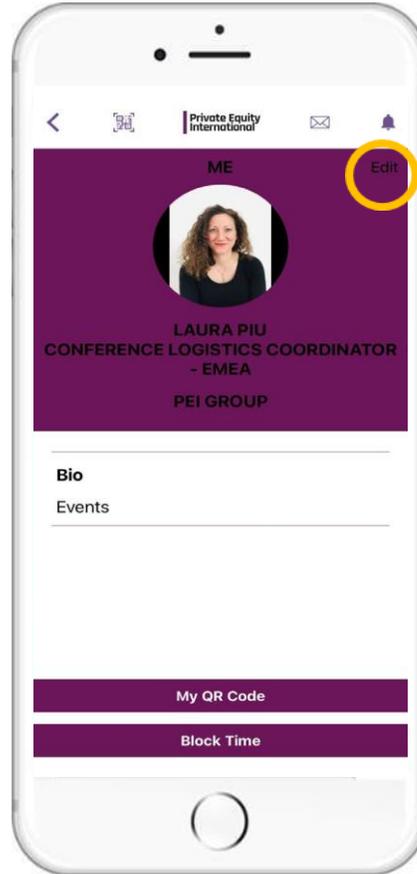
1. **Agenda:** access the schedule for the day
2. **Attendees:** view attendee list and request meetings with your fellow peers.
3. **Speakers:** explore Speaker profiles
4. **Session Polls + Q&A**
5. **Sponsors:** view Sponsor profiles
6. **1-2-1:** see your 1-2-1 meeting schedule and pending requests.



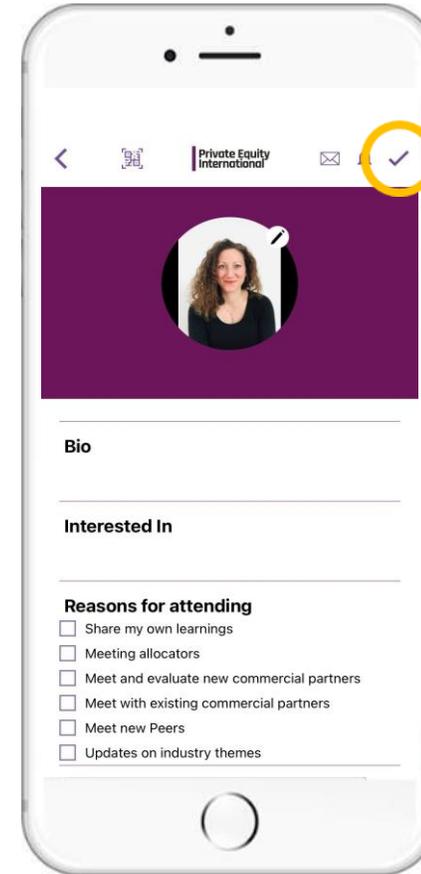
Your Profile



You can view your profile information in the small icon in the top right.

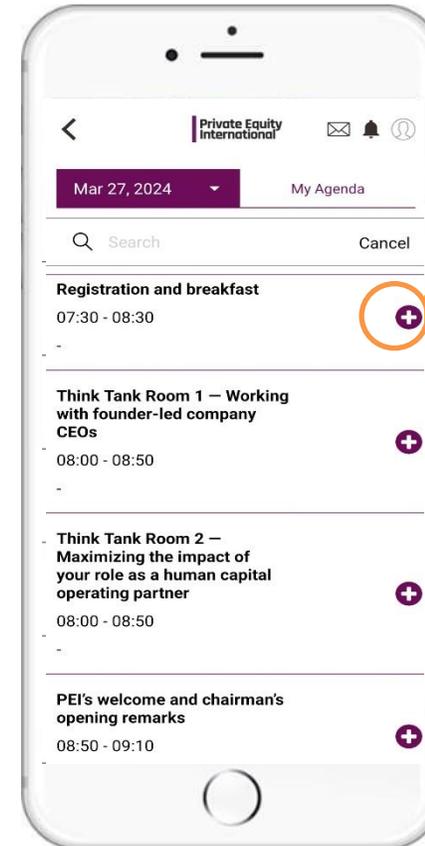


Edit your details by clicking on 'edit' and select the pen icon to add a photo.



Complete your profile with all the required information. Once completed, remember to hit the tick icon in the top right.

Agenda

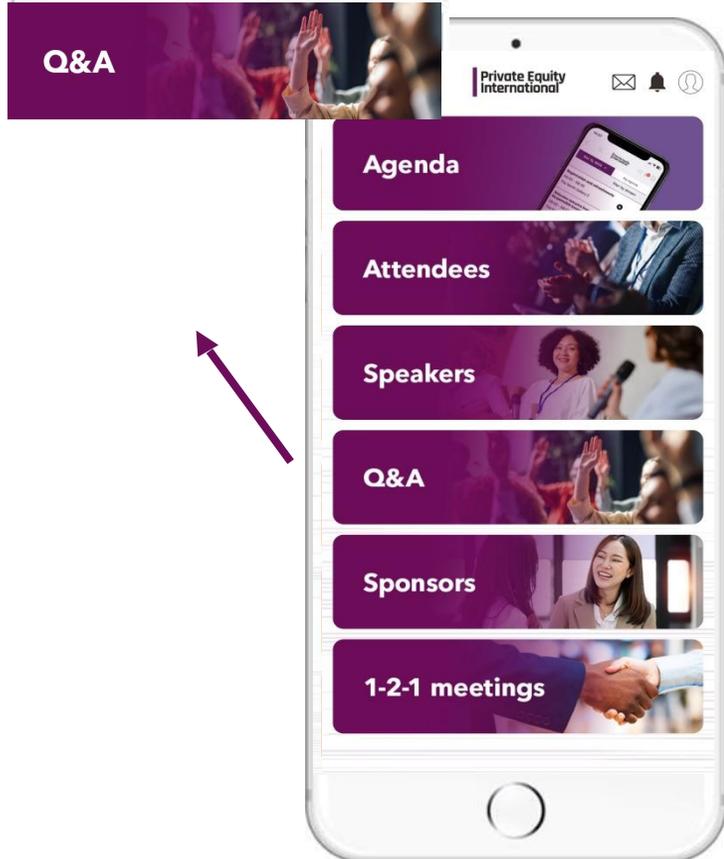


You can click on the '+' icon to add your favourite session to the 'My Agenda' page.

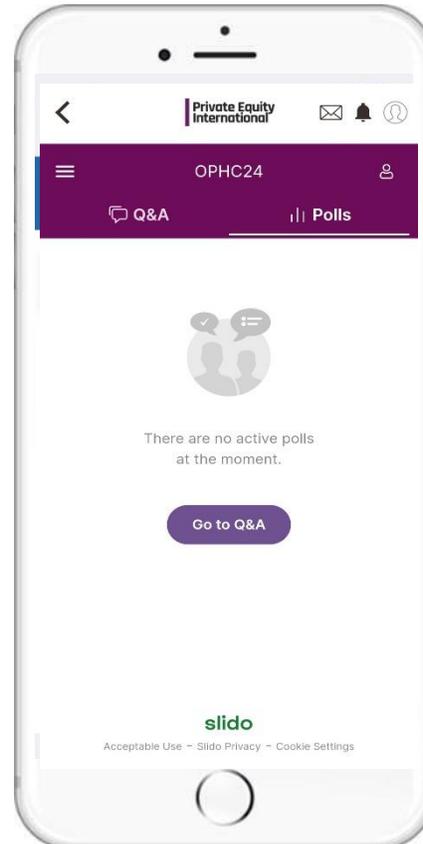
Here you can view the event day agenda.

You will then be able to see the agenda for the forum you wish to view.

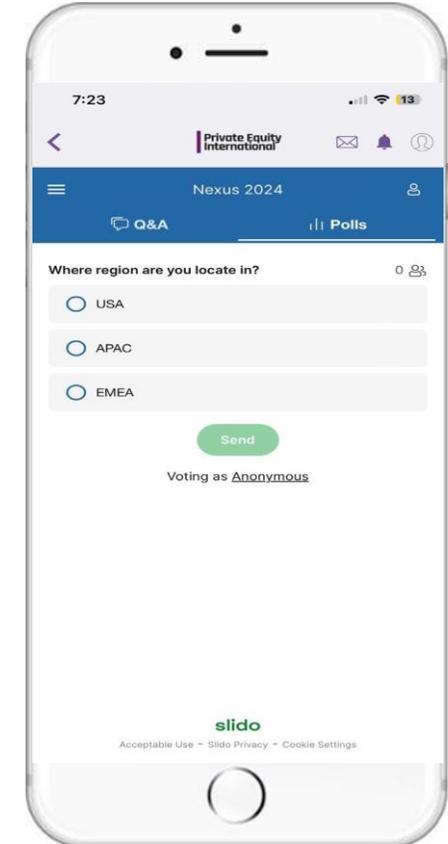
Session Polls + Q&A



Here you can participate in session polls and Q&A.

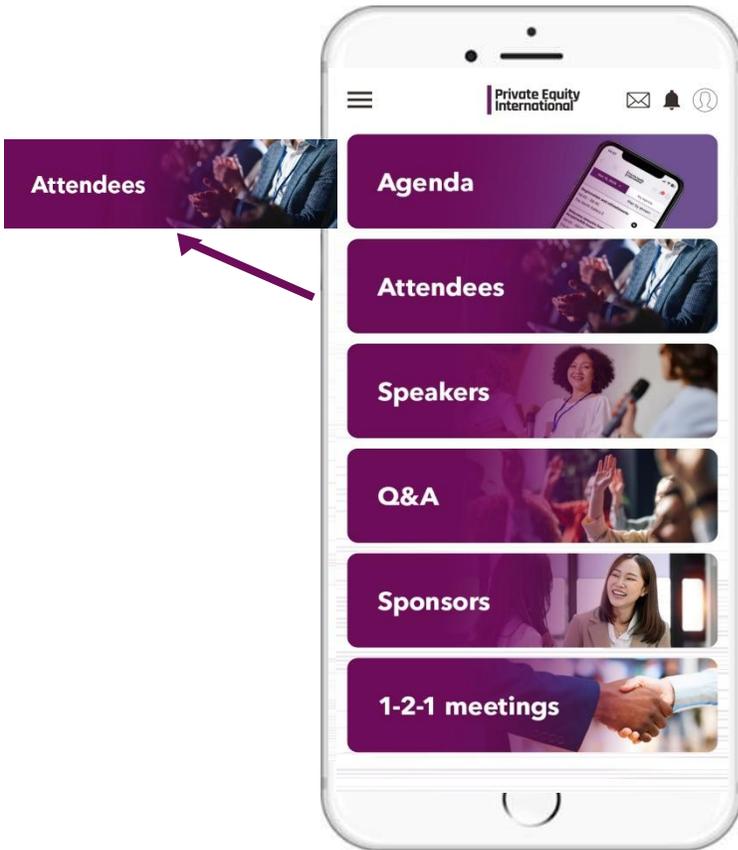


Under 'Q&A' submit questions to the presenter.

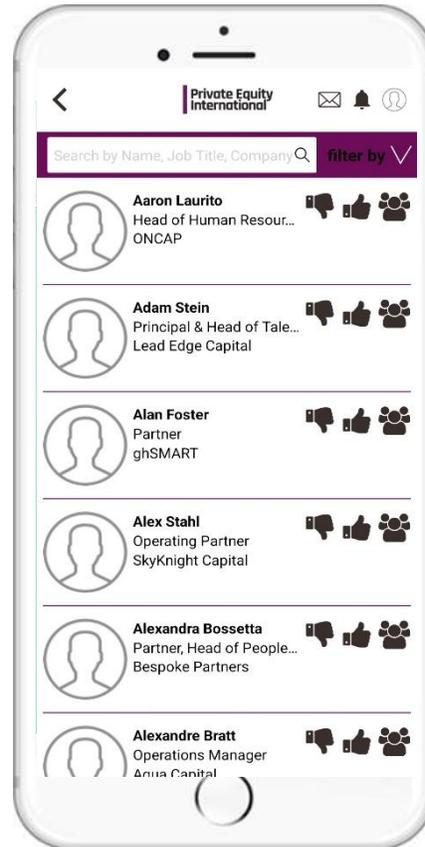


Under 'Polls' submit answers to live polling questions.

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.

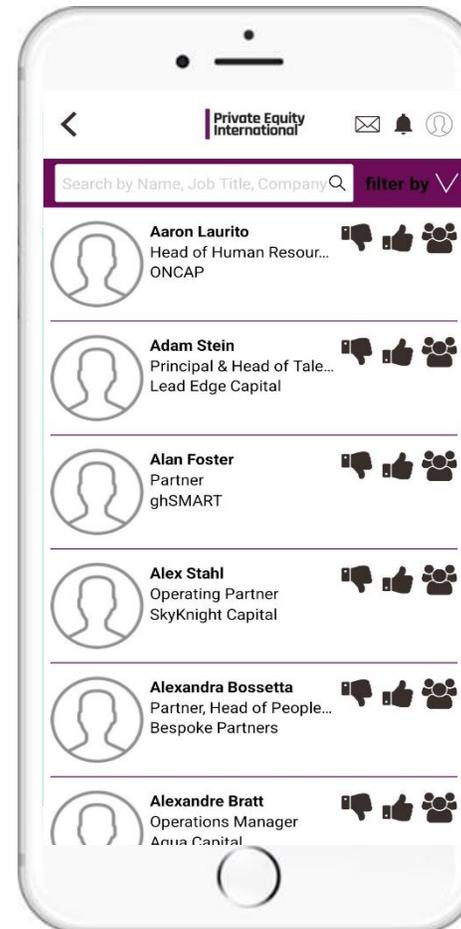
Matchmaking



The 'Thumbs up' allows you to let the attendee know you are interested in connecting.



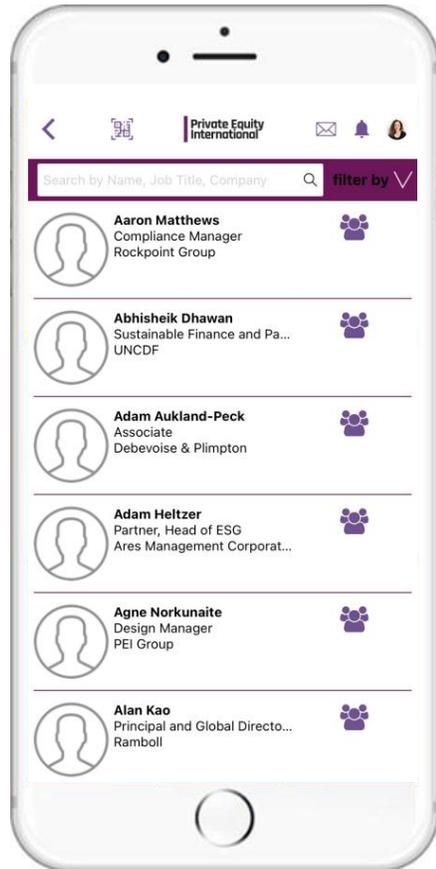
The 'Thumbs down' informs the app's algorithm about profiles you are not interested in.



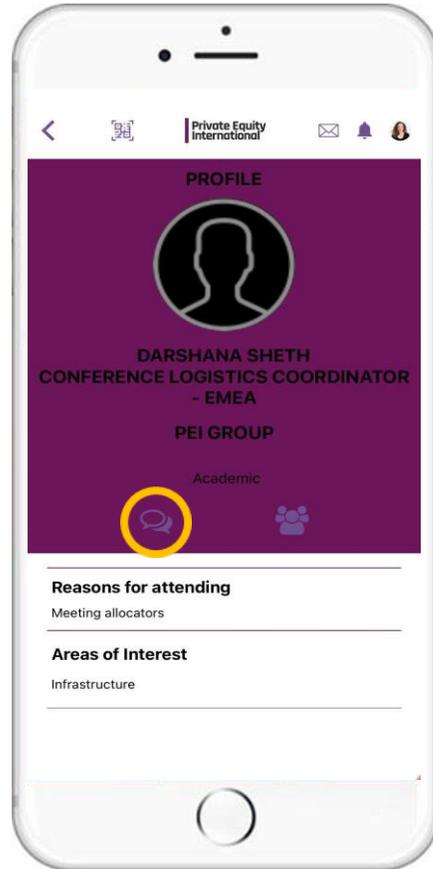
Give a 'thumbs up' to connect with another attendee through matchmaking.

Chicago Roundup

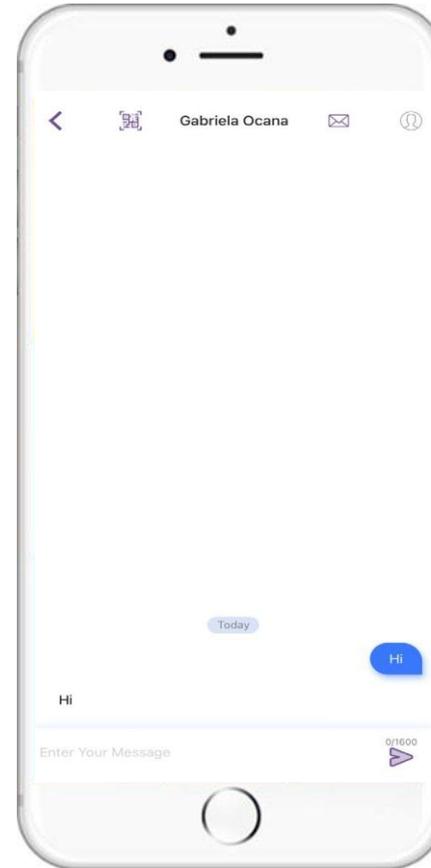
Chat



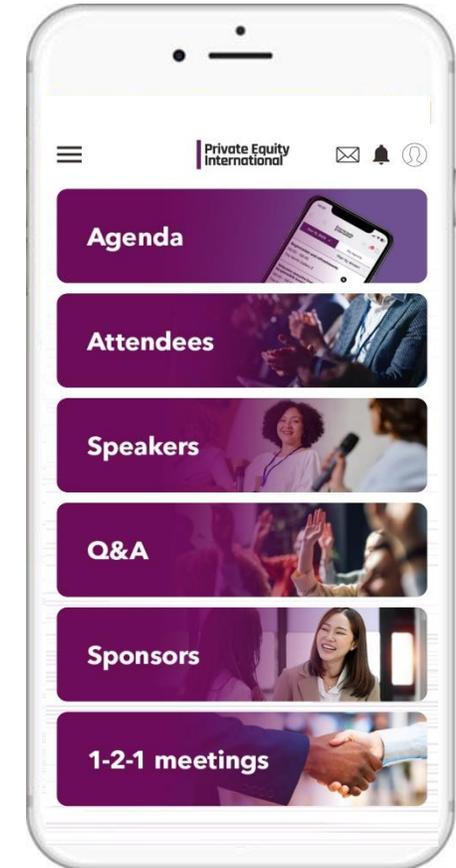
From the attendee list, you can select an attendee to start a conversation



Click on the attendee you wish to message and click on the 'speech bubble' icon.



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



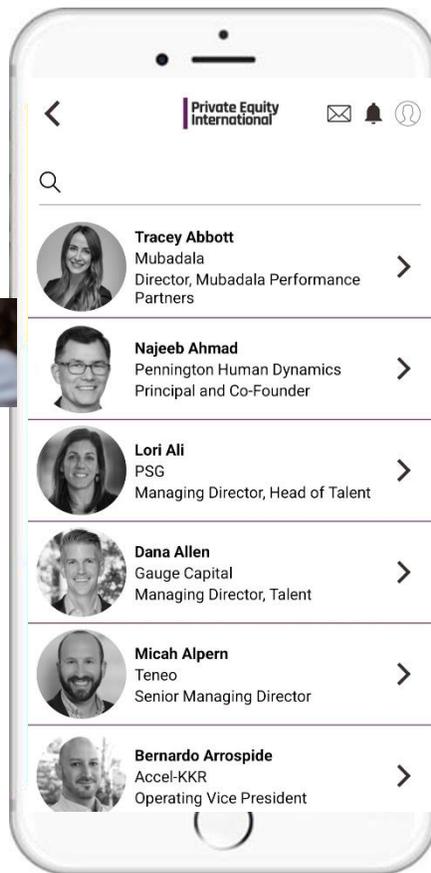
You can access your chats' by clicking on the 'envelope' icon on the top right.

Chicago Roundup

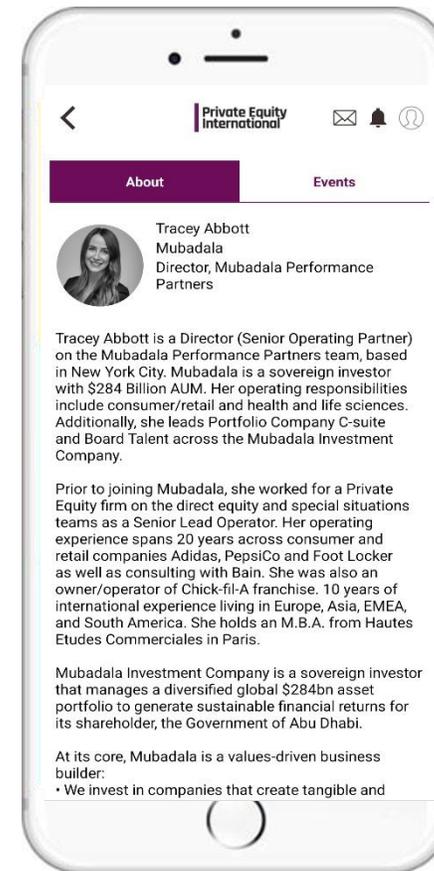


Here you can view the event day speakers.

Speakers



Use the 'free-text' search bar to quickly find a speaker. You can search by name.

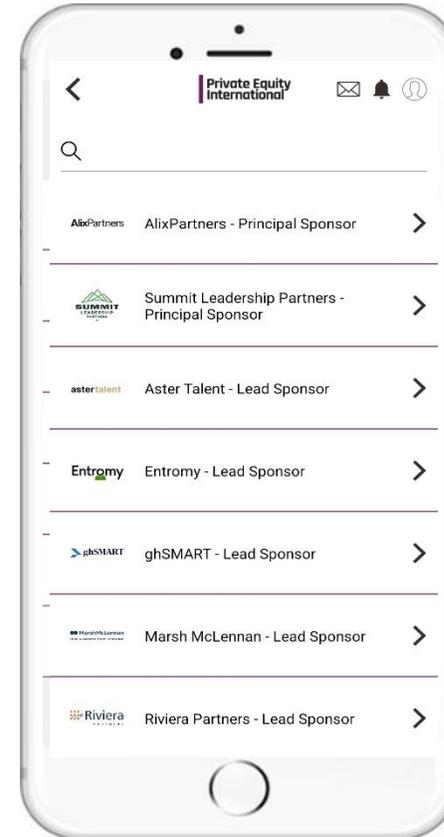


You can click on the speaker to view their profile. You can see what session they will be speaking on by clicking on 'Events' above their profile.

Sponsors

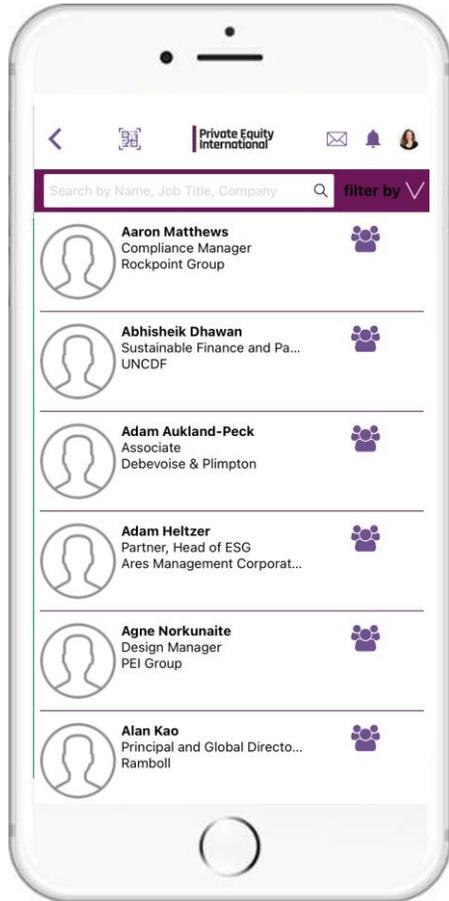


Here you can view the event sponsors.



Click on the sponsor to see their profile and request information.

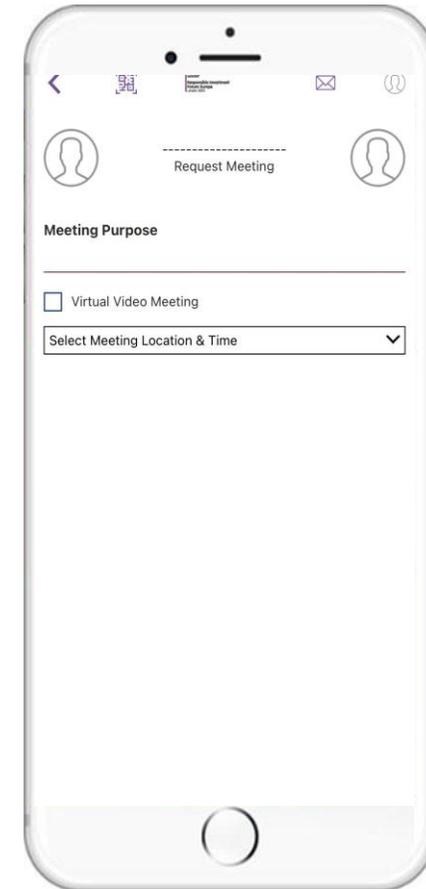
1-2-1 Meetings: Booking a meeting



To book a 1-2-1 meeting with another attendee, please click on their profile.

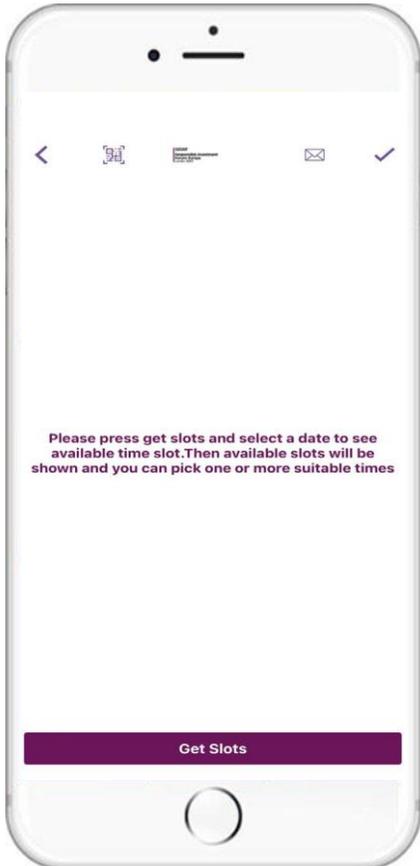


Click on the icon circled above.

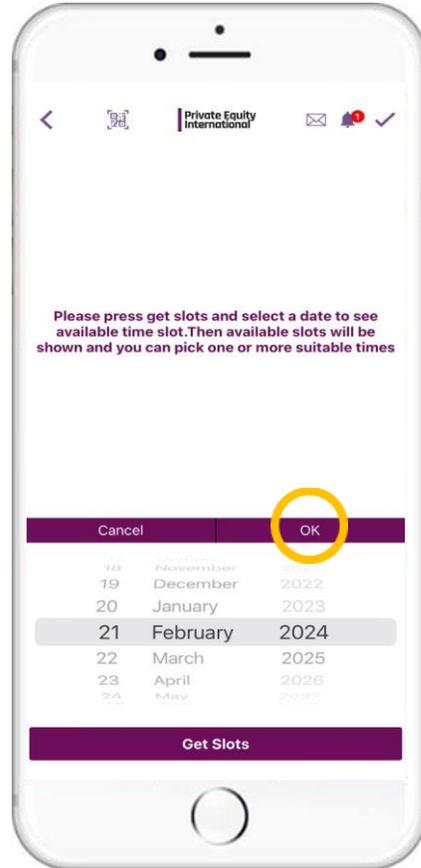


Enter the meeting purpose and click on 'Select meeting Location & Time'.

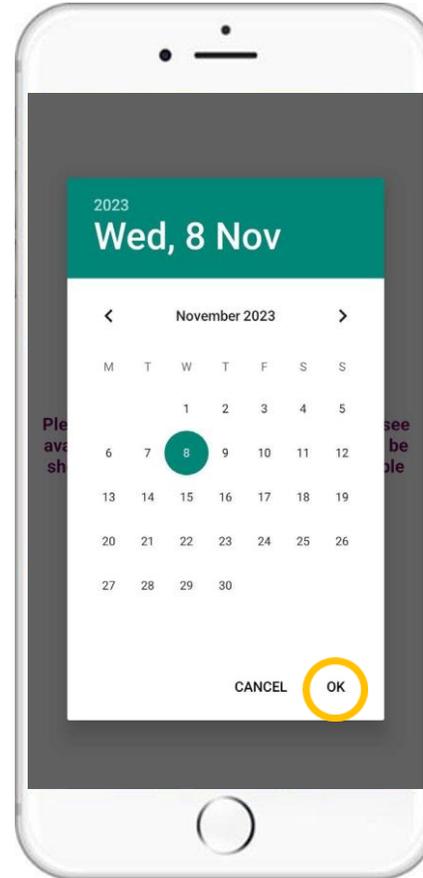
1-2-1 Meetings: Booking a meeting



'Click on 'Get Slots'



Apple phones
Select the day you would like to book the meeting and click ok.

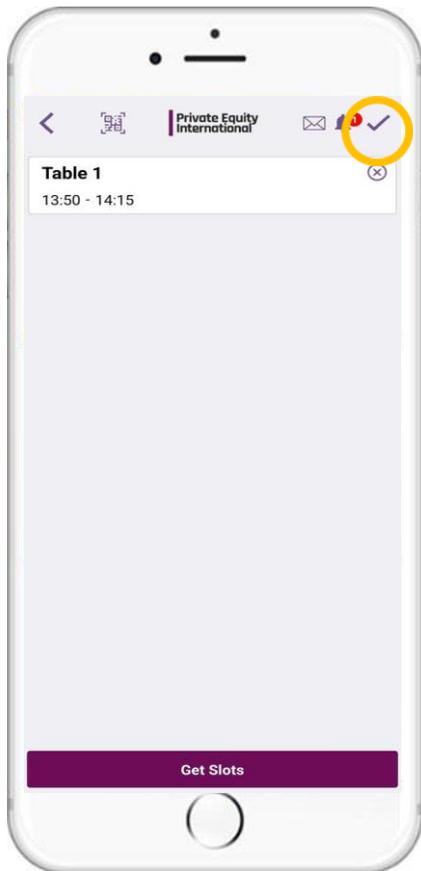


Android phones
Select the day you would like to book the meeting and click ok.



Select the time you wish to book. Click 'Add Slots'. **Note: there are no table locations to allow for an organic meeting space.**

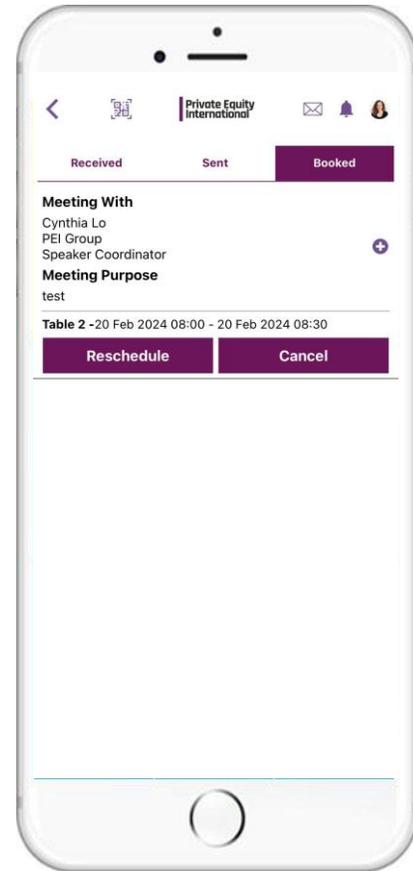
1-2-1 Meetings: Booking a meeting



Click the 'tick' icon on the top right of the screen to send your meeting request.



You can view your meeting request status by clicking on the '1-2-1' icon on the home screen.



You can manage your bookings on this page. You can see what meetings you have received, sent and booked as well as reschedule/cancel a booked meeting.

Chicago Roundup

If you have any further questions, please contact us customerservices@pei.group or visit us at the registration/help desk onsite.