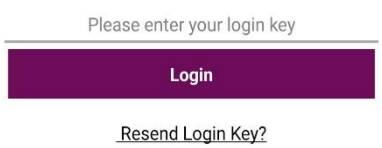
Private Funds CFO Network

Chicago Roundup

App FAQs

1. **How do I access the app?**



Once you have downloaded the app, use the login key you received in the pre-conference email to login. If you do not receive the email, you can click ‘resend login key’ on the login page. Enter the email used to register and you login key will be resent to your email.

If you still experience issues, please email customerservices@pei.group for further assistance.

2. **My details are incorrect, how do I update my profile?**

You can update your information at any time by clicking on the small circle where your image or a filler image will show at the top right of the app.

3. **Can I download the program?**

Unfortunately, you are unable to download the full agenda from the app. Please click HERE to be taken to the **Private Funds CFO Network Chicago Roundup** website where you can download the agenda.

4. **Can I build my own agenda from sessions across the different Forums?**
Yes, you can build your own agenda by going into the session you are interested in and clicking on the ‘+’ icon on the agenda. You can then see the sessions you have added in ‘Program’ section allocated at the top right.

5. **Can I download the Attendee List?**

Unfortunately, we do not provide a downloadable version of the attendee list. However, the attendee list can be viewed by clicking the “Attendees” icon on the home screen.

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1-2-1 Meetings Scheduler FAQs

1. I'm registered to attend the Private Funds CFO Network Chicago Roundup, how do I book a meeting?

Click on the attendee you wish to book a meeting with on the 'attendees' page. Once you are in their profile, you will see the icon above. Click on that icon and follow the instructions to book your meeting.

2. I'm trying to book a meeting but the time slot I have selected is not available.

Time slots will not be visible once filled for a specific time block.

Please try booking a meeting for another time or check back later as meetings maybe cancelled and slots may become available again.

3. I'm trying to find an attendee; is there any way I can filter the attendee list?

Yes, you can filter the attendee list by clicking on 'filter by' at the top right of the attendee list. This allows you to filter by Area of specialist interest, Investment thesis, Industry Sector, Geographic focus and the 'AIMS' they selected when logging into the app.

4. How do I know if I've received any meeting requests?

Notifications for meeting requests will be visible in the 1-2-1 section of the app which can be found on the home screen. You will also receive emails whenever someone accepts or rejects a meeting.

If you still experience any issues, please contact the onsite helpdesk or email customerservices@pei.group for further assistance.

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