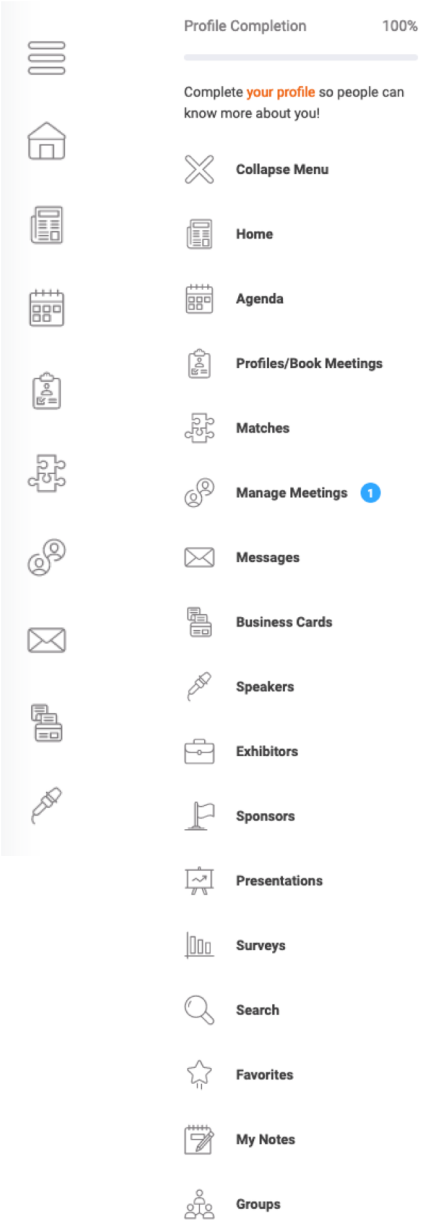
Welcome!
Let us show you around.

2020 Smart Cities Connect Virtual Conference & Expo



Navigation

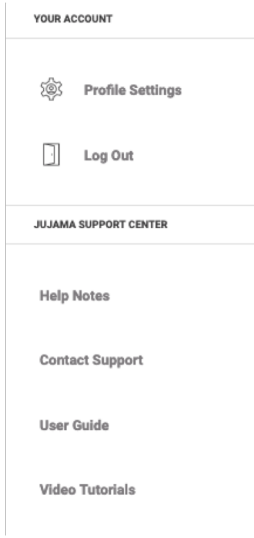
Once you log in, view up-to-date announcements in front of you on the main screen, or begin navigating around the event on the left. Click the three lines in the top left to expand the menu (shown left)

In the menu, decide if you want to travel to the agenda, see other attendees, manage your meetings, look at business cards you've collected throughout the event, read about speakers, visit exhibitors, take a survey, or take notes.

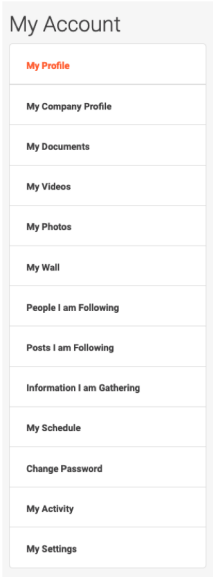
In the coming slides, learn more about how to engage with each section. If you haven't logged in before, we recommend setting up your personal profile first.

Set Up Your Profile

Setting up a personal profile is important, because what you put there will be what other attendees see and know about you throughout the event.



Click your name in the upper right corner of your screen, and then click “profile settings” to begin working on your profile.



On the left, you’ll see a profile menu. Click around and fill in fields where appropriate. If you are a sponsor or exhibitor, you will have the option to load videos and documents.

Note: this is also one of two places to view your personal agenda “My Schedule”, which you’ll learn more about on the next page.

Establish A Personal Agenda

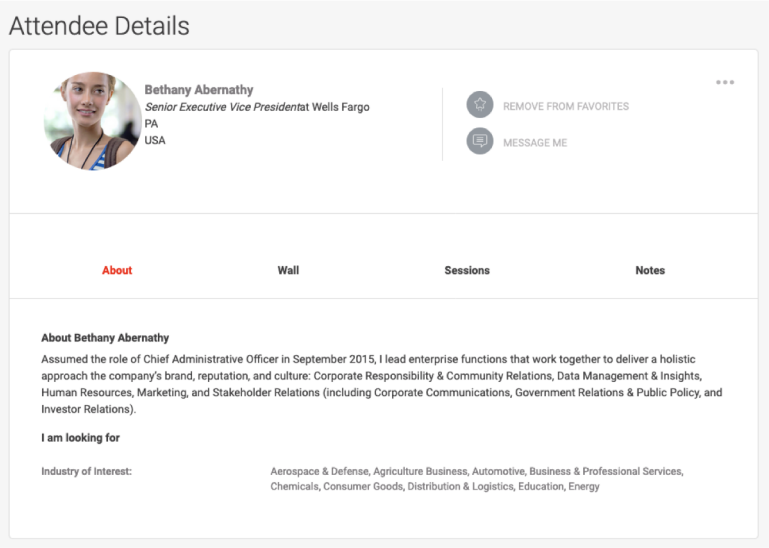
To begin building a personal agenda from the home page, expand your left navigation menu, and click “agenda”. Here, you’ll see every session available for the entire event.

To the upper right of any session, you’ll see one of the two icons on the left. The blue one with a checkmark indicates that you’ve already added it to your agenda. You can click it again to remove it from your agenda. The black one with a plus sign indicates that you have not already added it to your agenda. Click it to add it to your agenda.

Once you’ve added and removed sessions, view your personal agenda either on the right sidebar of your screen or by clicking your name in the top right corner and then clicking “profile settings”.

Talk to One Another

In addition to viewing sessions in your agenda, our event encourages engagement. If you want to talk to another attendee or view their profile from the home page, go to the left navigation and click “Profiles/Book Meetings”.



From here, you can view the profile of every attendee and take a few actions:

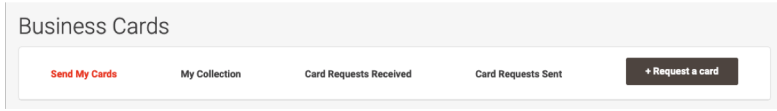
- Identify any categories they belong to, as assigned by our team;
- Quickly view their profile without losing your place in navigation;
- Click the star icon to favorite them for later engagement;
- Print their profile;
- Download their business card to your virtual rolodex;
- Add a note about them;
- Follow them and see their activities throughout the event;
- Click any social media links they indicate as their own; or
- Click their name to expand their profile and reach out directly.

Once you’ve expanded a profile, click “Message Me” to start a private conversation.

Learn more about what happens to the business cards you save on the next page.

Save Business Cards

Once you've visited profiles, you may want to send, request, and save business cards. To do that from the home page, expand your left navigation menu, and click on "Business Cards".

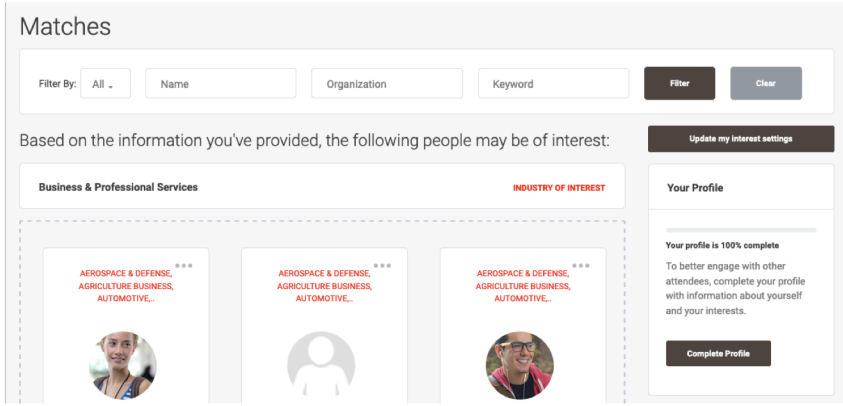


From here, you can:

- Click "send my cards" to create one or multiple versions of your business card, and edit them whenever you want;
- Click "send my cards" to send a business card via email or within the event platform to someone else;
- Click "my collection" to view a rolodex of cards you've gathered from others;
- Click "my collection" to download, email, or delete any cards you've gathered from others;
- Click "card requests received" to view requests others have made of you to receive a business card and respond to them; or
- Click "card requests sent" to view requests you have made of others to receive a business card, including the number of times you've made a request of that person.

Get Matched

Based on your interests, we will automatically suggest some possible matches for you. To view your matches from the home page, expand your left navigation menu and click “Matches”.



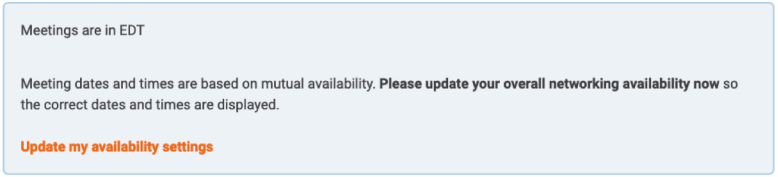
If you see someone you want to meet, click their profile to learn more and send a message.

Request A Meeting

To request a meeting, you're going to go back to the profile list. Expand your left side navigation menu and click "profiles/book meetings". You may also encounter a profile some other way, such as by viewing the speakers list or seeing a list of attendees in a group.

Once you reach the profiles page, you'll see the icon that looks like two avatars overlapping, and when you move your cursor over it, you'll see the words "meet me". Click that to set up a meeting!

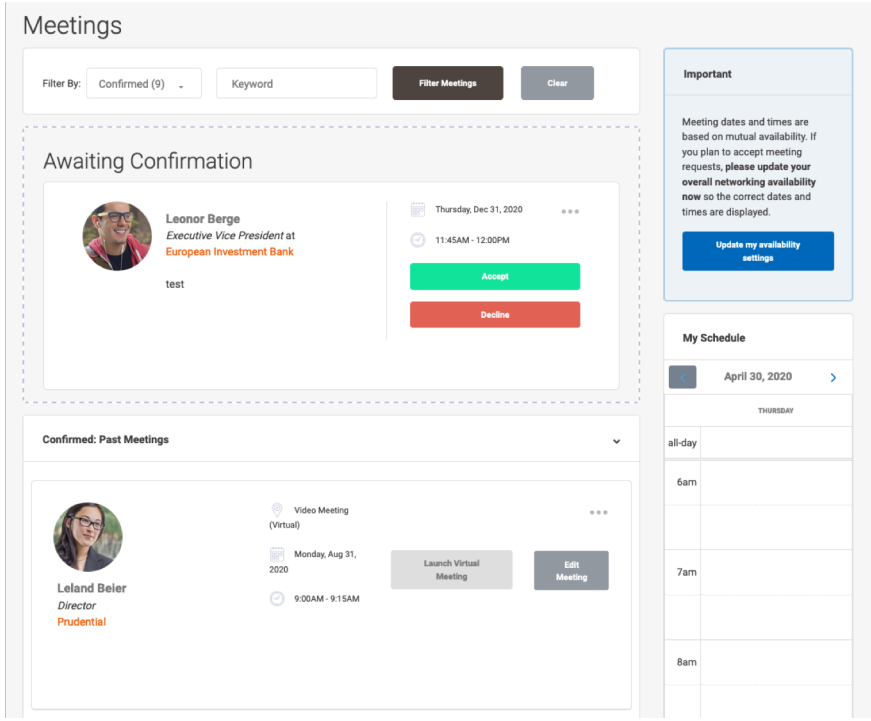
Meeting set up is smart, which means it will only suggest/offer times in which both you and the other person are both listed as available.



Adjust your availability by going to set up a meeting and clicking "update my availability settings" in the blue shadowed box.

Manage Meetings

In order to ensure your time is well-spent, we've made managing meetings easy. To begin, from the home page expand your left navigation menu and click on "Manage Meetings".



From here, you can view pending meetings, past meetings, and update your meeting settings.

Read Messages

If someone views your profile and wants to send you a message, you will receive it in the section marked “Messages” in your left expanded navigation menu. From here, you can search by name/company/keyword and respond.

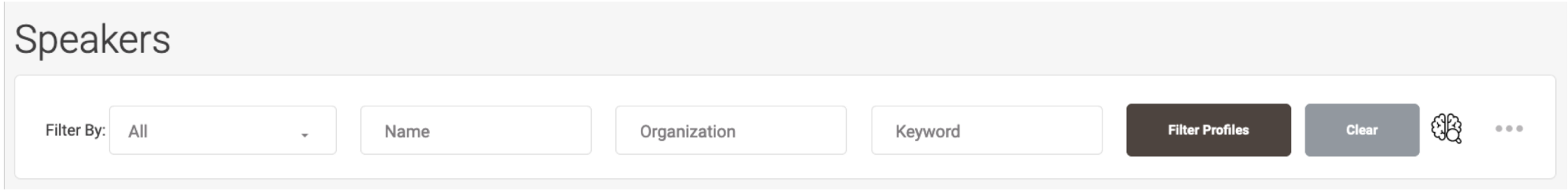
Review Notifications

If activity that you care about takes place, we’ll notify you. Click the megaphone in the top right next to your name and photo, and see what has taken place since you were last online.

Engage with Speakers

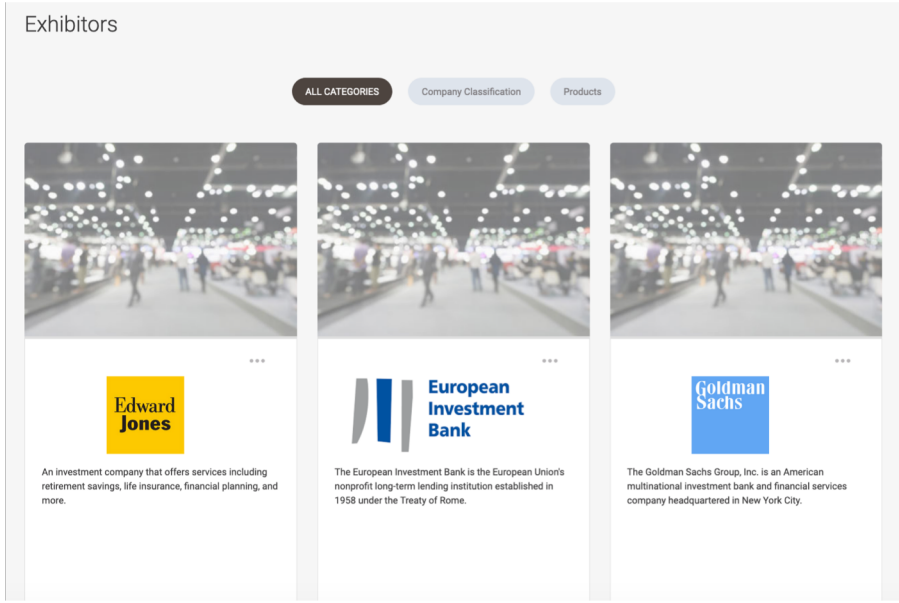
To make it easier to navigate, click the left expanded navigation “Speakers” icon to view all speakers for the Conference programs. From here, you can directly set up meetings, message, favorite, expand their profiles, download their provided contact card, or print their information.

When you search, you can filter by company name, last name, first name, or keyword; or you can perform an advanced search by clicking the brain icon on the right of the search block.



Visit the Expo

All of the best and brightest solution providers and innovators are in one place: the Expo! Use your expanded left side navigation to click “Exhibitors” for a chance to visit them.



Once inside the Expo, sort to find what you’re looking for, or meander through each booth.

Once inside a booth, you can chat with the exhibitors, download documents, view any posted videos/photos, learn who is there from the company, review product offerings, click off to the company website or social media, and more!

Interested in becoming an exhibitor? Contact Rich Erb, rerb@techconnect.org.

Learn About Our Sponsors

It takes a team to make this conference possible, and our sponsors are truly invested in smart cities. If you're not sure where to begin, what solution makes sense for you, or even what it means to be a smart city, they are helpful experts that we recommend as a starting place.

To learn more about them and view their company profiles, click on "Sponsors" in the expanded left navigation menu.

Participate In Surveys

Make your voice count in a participant survey. Simply visit the Surveys icon in the left navigation menu, and select any survey you want to join!

View Favorites

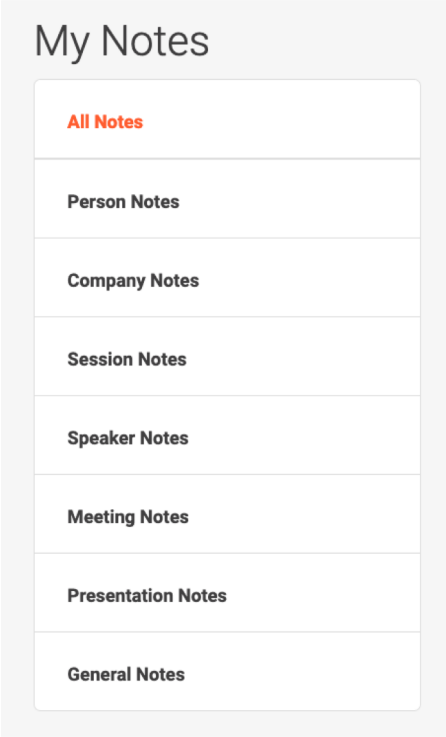
As you go through the conference, you can choose to star or “favorite” profiles along the way. If you don’t have time, in the moment, to take a specific action, this acts as a placeholder. Later, to review them, click on “Favorites” in the left navigation menu.

You can also tag favorites with categories of your own design, like “potential partner” or “prospective client”.

Review and Export Notes

Throughout the conference, you can take notes in the event platform on conversations or sessions, and save them for later review. You can also export these notes to Excel, email, or print them.

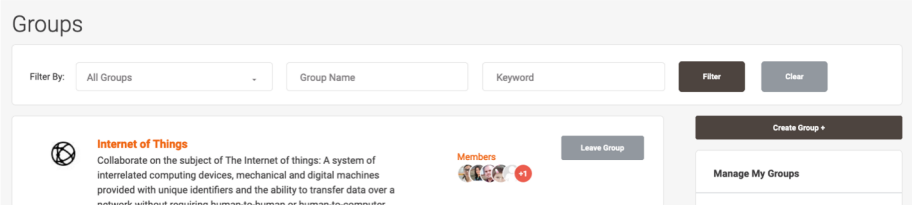
Get to ”My Notes” in the left navigation menu, and sort on the left side by what you want to see.

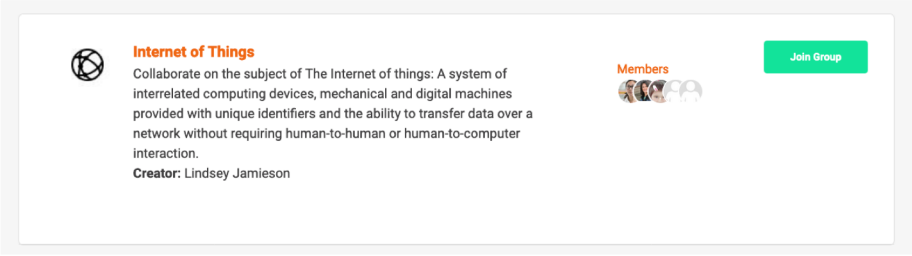


Manage Groups

Passionate about a topic, and want to invite others to join you for a discussion? Create a group! You choose the theme, set the discussion topics, and invite guests to join. It's essentially a chat room with a specific conversation piece.

Find Groups at the very bottom of your expanded left navigation menu. Click the icon to view groups, post to groups, create a group, or manage a group.





You can request to join a group by clicking the "join group" button. If the administrator approves you, you're in!

Questions?

We are happy to help!

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Platform Navigation & Media:
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