

PARTICIPANT GUIDE

Turning physical into digital.
letsgetdigital.com



**Digital that feels
(almost) like physical.**

The added value for participants

Experience

Participate digitally from anywhere in the world, but experience the event as though you were there in-person!

Content

You can also take part in presentations, discussions and workshops online.

Connections

Network with the right people – speakers, participants, sponsors or exhibitors – via chat or video. Check out the matchmaking section where matches are made for you based on your selected interests!

Long-term value

Leave the event with new contacts, relevant insights & valuable material.

Before the event: Preparation

Save the date

Block the event period in your agenda.

Download the event app

You can find this in the App store or Google Playstore. Log in and start your virtual event experience. Please note that sessions cannot be streamed via the mobile app.

Complete your personal profile

Add a profile picture and complete the contact details and bio if necessary.

Create your own program

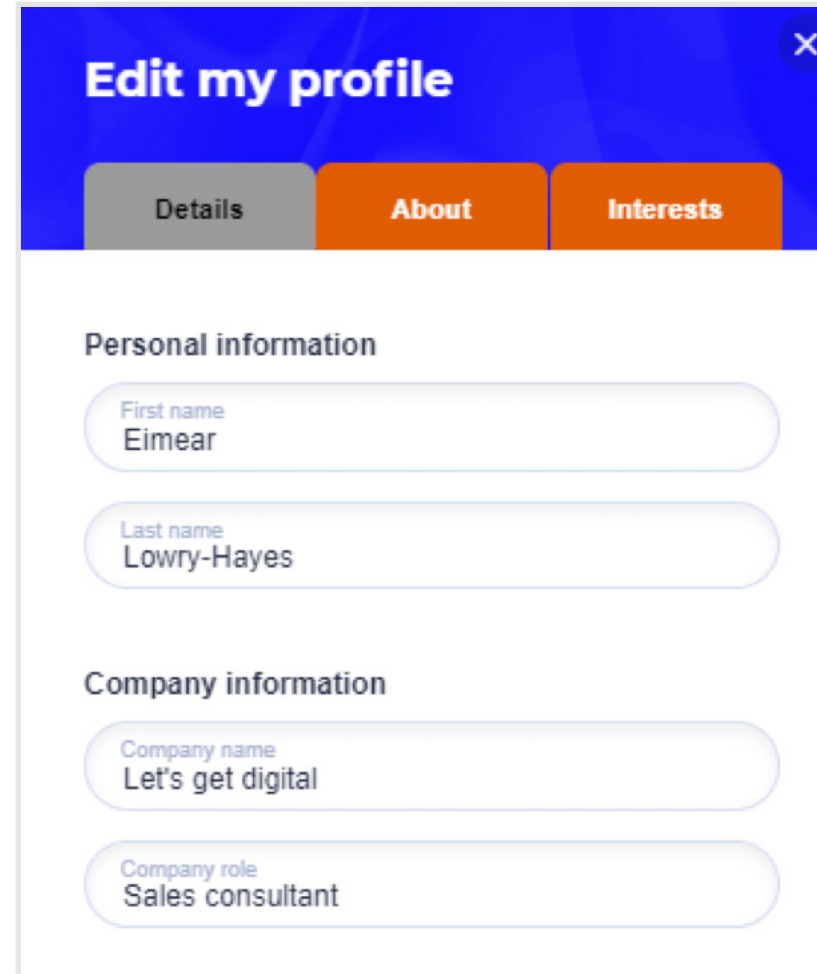
Click your way through the program, create your own personal agenda and plan appointments.

Get interactive!

Chat with other participants, make new contacts and much more!

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Edit my profile

- Details
- About
- Interests

Personal information

First name
Eimear

Last name
Lowry-Hayes

Company information

Company name
Let's get digital

Company role
Sales consultant

The event commences!

Log in and get started

Log in with your personal login that you receive via email.

Accept privacy settings

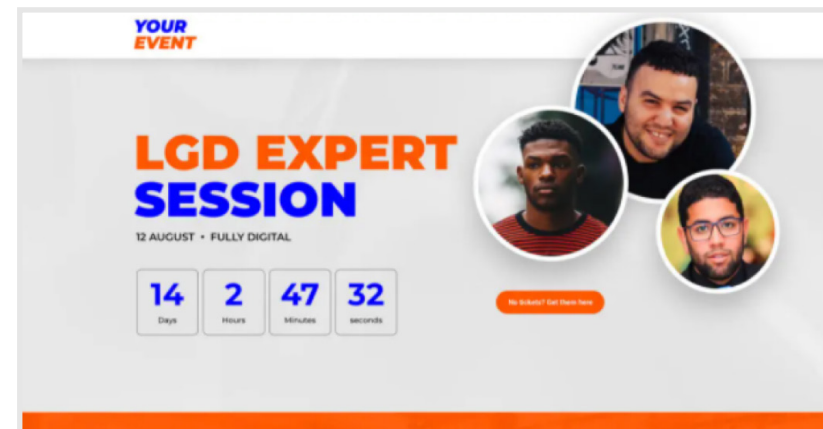
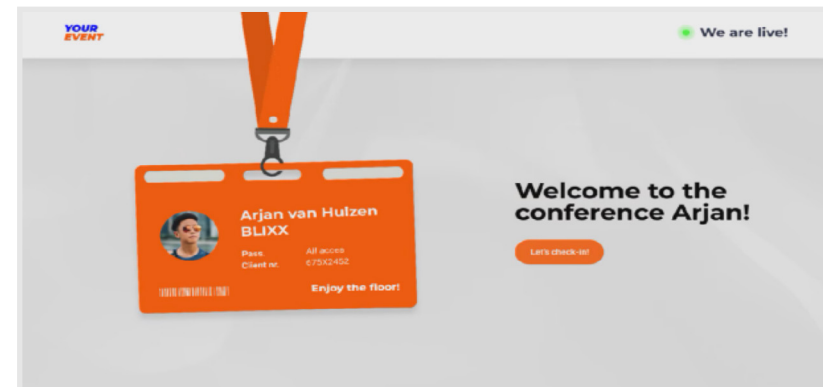
Accept the privacy settings and remember that you can adjust the privacy settings of your profile at any time in the mobile app.

Explore the platform

Feel free to look around the platform.

Say hello

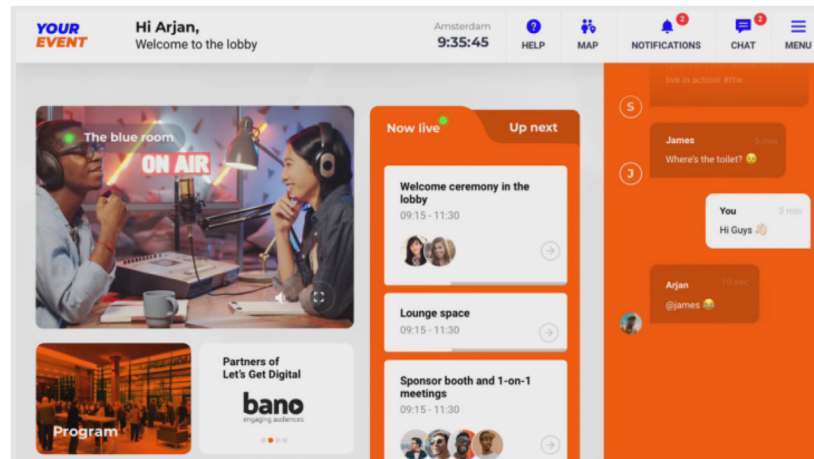
Greet other people at the event and chat with them using the lobby chat!










Day of the event: Navigation

Easy access to all content

- via lobby tiles or the “menu” button at the top right



What are you looking for?

-  My profile
-  Attendees
-  Speakers
-  My connections
-  My appointments
-  Programme
-  Companies

Day of the event: Networking

Start networking

As a participant, you want to expand and strengthen your network. We offer you various options to get in touch with the right people:

- Via the lobby chat
- Via your company chat
- Directly via the profile of a participant

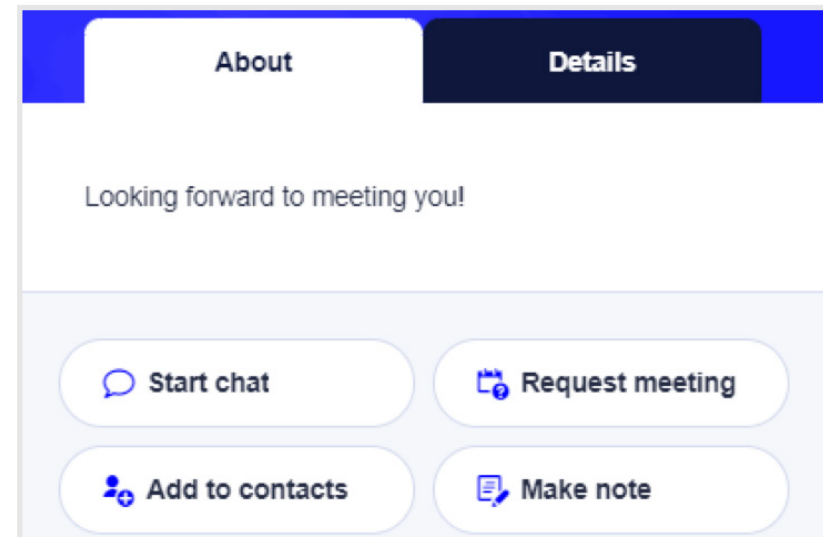
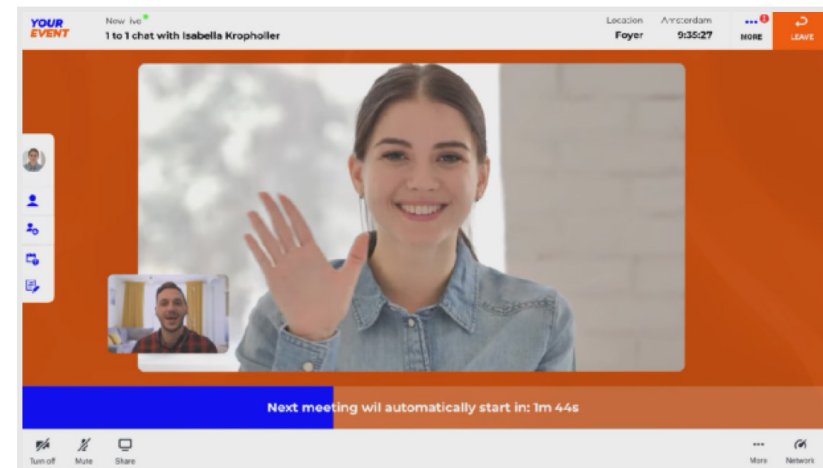
Arrange a 1-on-1 meeting, start a video call and most importantly; add the person to your contacts!

• Via the network carousel

Enter the carousel and experience random video calls with other people.

• Via matchmaking

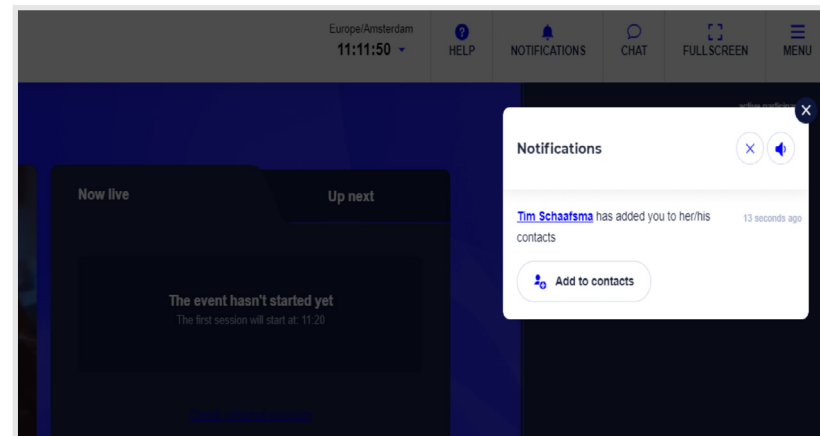
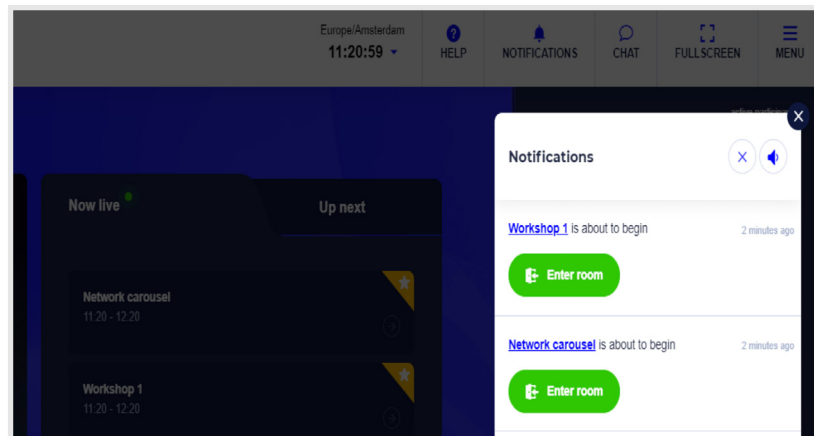
You will receive suggestions from people who share the same interests as you.



Day of the event: Notifications

Do not miss any news or inquiries!

- Keep an eye on the notification bar



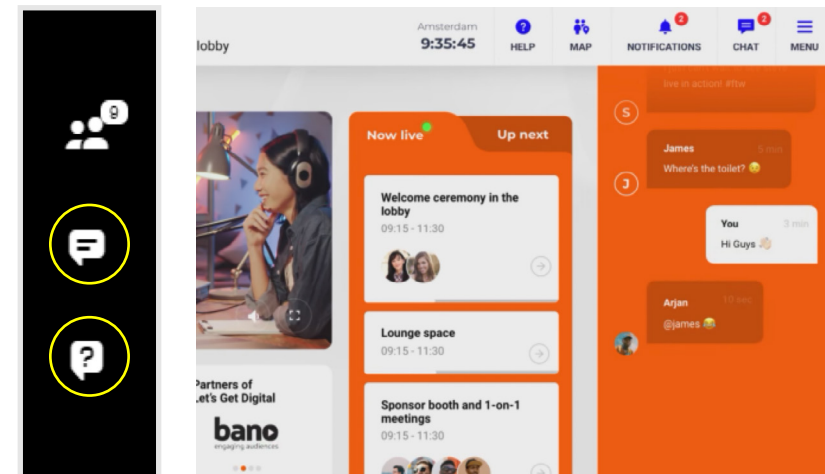
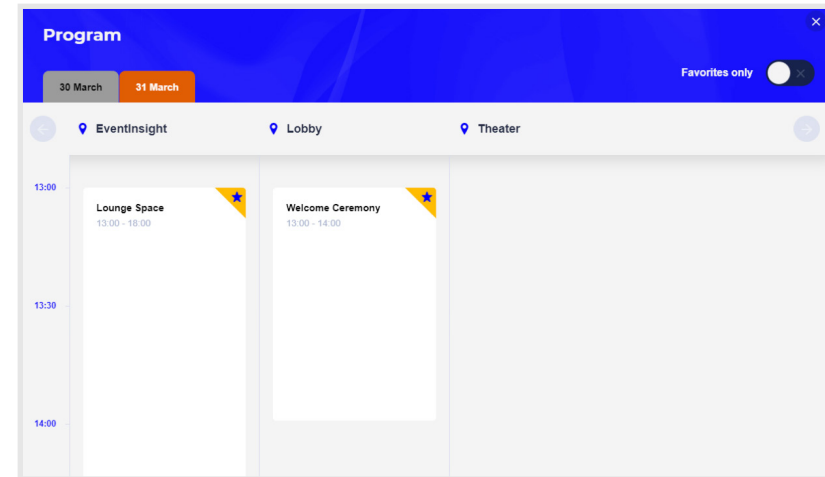
Make the most of the programme

How do I participate in a session?

- 1) Click on the “Program/Agenda” tile
- 2) Click on the program item (block) of your choice
- 3) Click on “Enter room” in the pop-up

What can I do in a session?

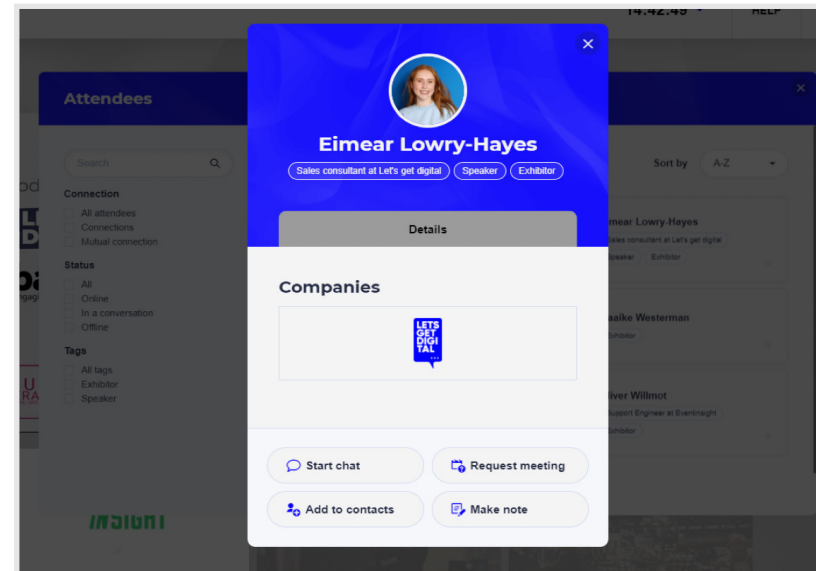
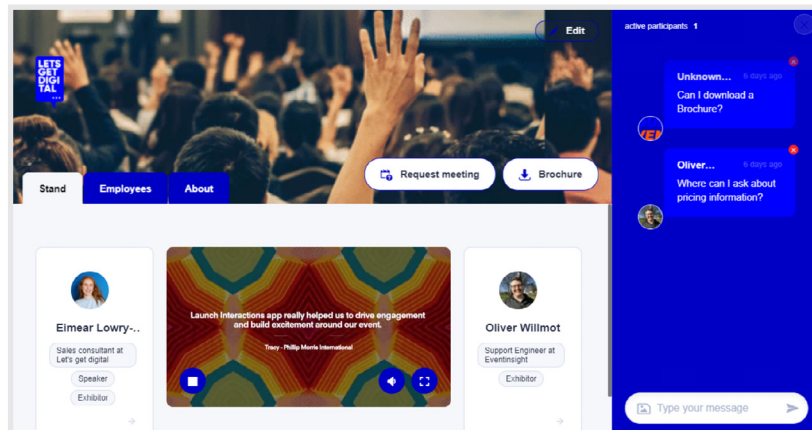
- Watch the session
- Chat in the “Conversations” →
- Ask questions →
- Answer polls
- Join breakout rooms
- ‘Raise you hand’ to join the speaker on-stage



Make the most of the networking possibilities

How do I find the participants of the event?

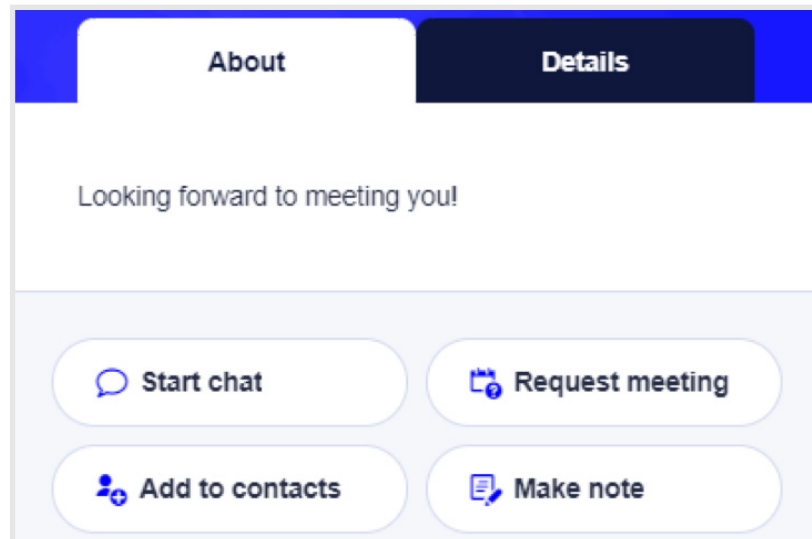
- 1) Click a person's name in the lobby chat.
 - 2) Click on "Participants" in the menu at the top right.
- There you can find all registered persons via the search bar.
- 3) You will find company representatives at the respective exhibitor booth.



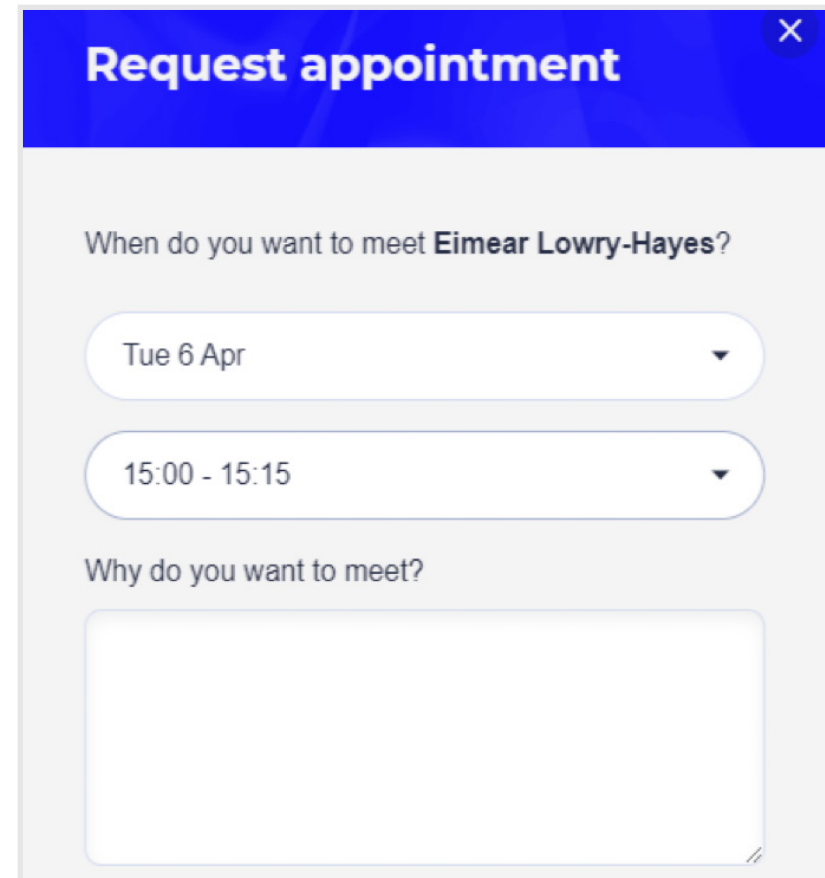
Make the most of the networking possibilities

How can I network with other people?

- 1-on-1 chat (Start chat)
- Video chat
- Request a video meeting during the event
- Take part in the network carousel
- Do not forget: add the person to your contacts!



The screenshot shows a user profile interface with two tabs: 'About' and 'Details'. The 'Details' tab is active. Below the tabs, the text 'Looking forward to meeting you!' is displayed. At the bottom, there are four buttons arranged in a 2x2 grid: 'Start chat' (with a speech bubble icon), 'Request meeting' (with a calendar icon), 'Add to contacts' (with a person icon), and 'Make note' (with a notepad icon).



The screenshot shows a 'Request appointment' form. The title 'Request appointment' is at the top right, with a close button (X). The form asks 'When do you want to meet Eimear Lowry-Hayes?'. There are two dropdown menus: the first for the date, currently showing 'Tue 6 Apr', and the second for the time, currently showing '15:00 - 15:15'. Below these is a text area labeled 'Why do you want to meet?'.

Make the most of the exhibitor area

Find exhibitors

Click on the exhibitor area, there you will find all virtual exhibitor booths.

All information at a glance

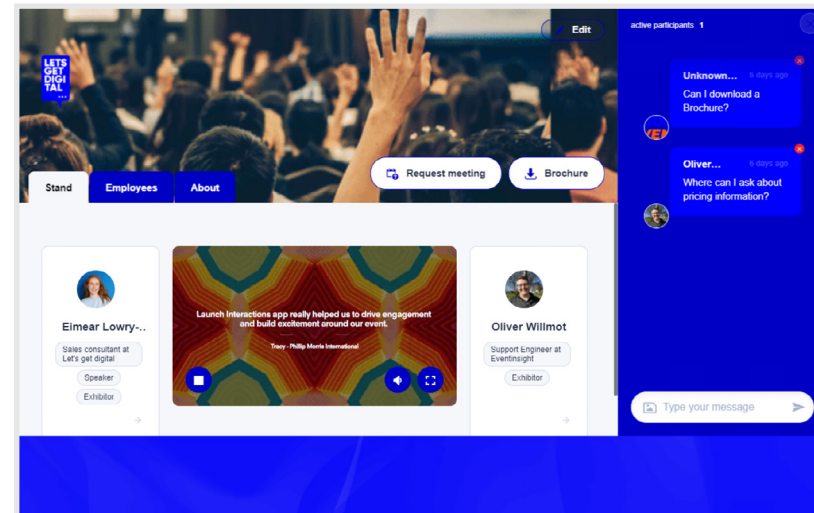
You will find all information about exhibitors in their respective booths.

Interact and ask!

Chat in the chatbox of the exhibitor's booth.

Do you want to chat 1-on-1?

No Problem! Just click on the profile of a company representative and start a chat or request a meeting.



After the event

Keep benefitting from the event

You can access the event platform after the event (depending on the event organisation's preferred setup. You may:

- Continue conversations
- Make even more contacts
- Make an export of your contacts
- Download files and brochures
- View past sessions 'OnDemand'

