

NETWORKING HELP GUIDE

TO YOUR OFFICIAL EVENT APP

TIPS AND TRICKS FOR GETTING THE MOST OUT OF YOUR EVENT WEBSITE & MOBILE APP

SEARCH ATTENDEES & EXHIBITORS/SPONSORS

Prior to your event (and/or during) begin searching the website on your computer, smartphone or tablet for attendees & companies. Your event experience will be more valuable if you can make connections in advance.

TO ACCESS THE FUNCTIONS BELOW

WEBSITE

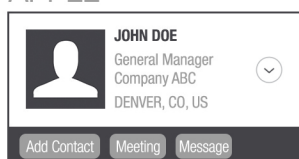
Go to the **ATTENDEE** or **EXHIBITOR/SPONSOR** tab. You will see the following icons to the right of attendees' names and company names so long as the company has a contact attending the conference.

MOBILE APP

Click on ☰ at the top left to open the menu

Go to the **ATTENDEE** or **EXHIBITOR/SPONSOR** tab.

APPLE



ANDROID



John Doe
Follow
Message
Meeting



ADD TO CONTACTS

Add an attendee or company to your contact list.

To view your saved contacts:

MOBILE APP

Click on ☰ at the top left to open the menu

Click **FAVORITES/MY CONTACTS**

WEBSITE

In the menu on the left of the homepage under your profile icon and first name

Click **CONTACTS**



REQUEST MEETING

Schedule a meeting with an attendee or company.

Choose a date, time & location as well as a message regarding the purpose of the meeting.

To view your list of meeting requests and scheduled meetings:

MOBILE APP

Click on ☰ at the top left to open the menu

Click **SCHEDULE**

Click the **MEETINGS** sub-tab

WEBSITE

In the menu on the left of the homepage under your profile icon and first name

Click **MEETINGS**



SEND MESSAGE

Send a private message to an attendee or company.

The recipient will be notified via email & push notification on the app if enabled.

To view your new, sent and archived messages:

MOBILE APP

Click on ☰ at the top left to open the menu

Click **MESSAGES**

WEBSITE

In the menu on the left of the homepage under your profile icon and first name

Click **MESSAGES**