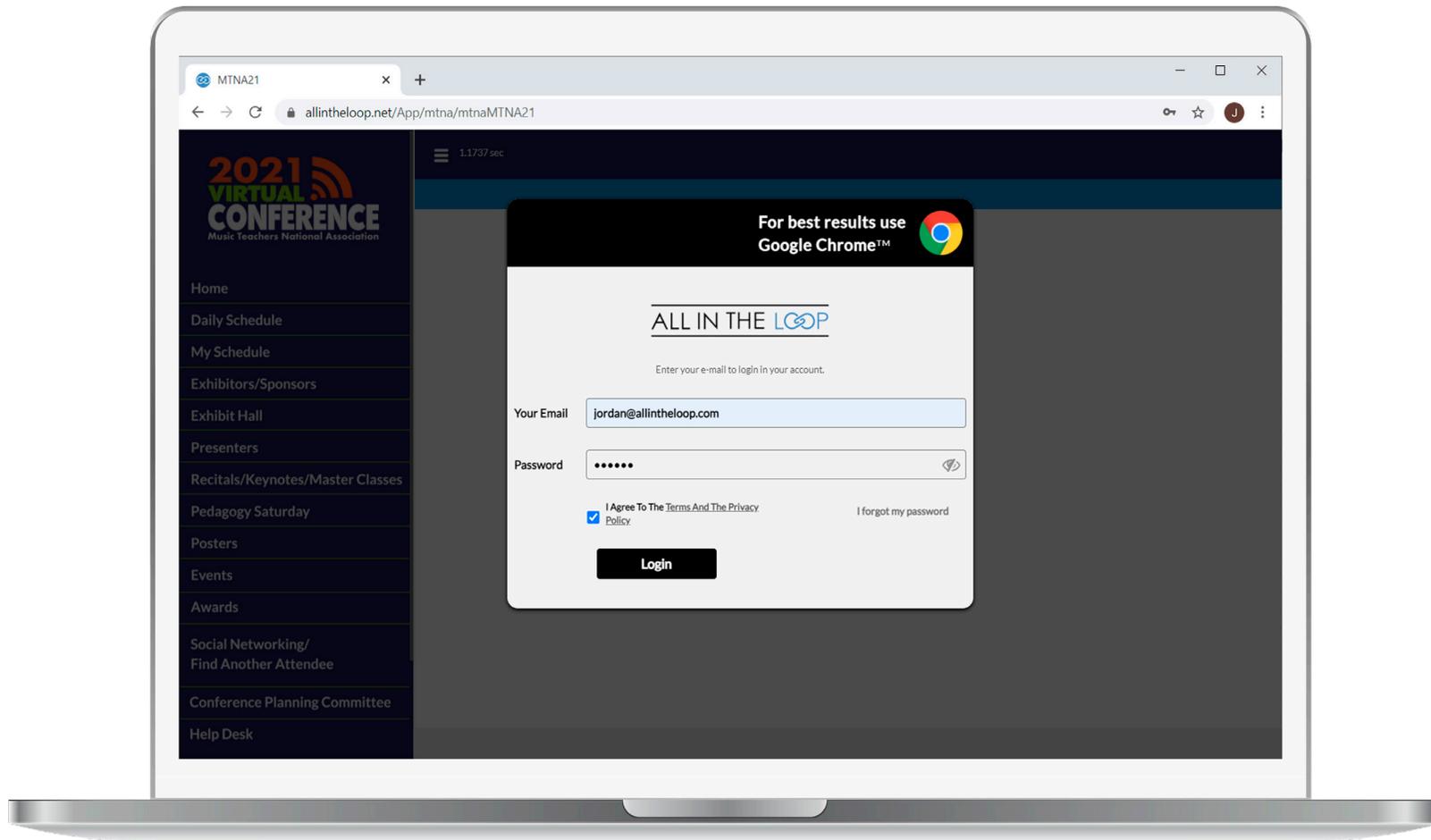


**ATTENDEES**  
HOW TO-GUIDE



# Log in



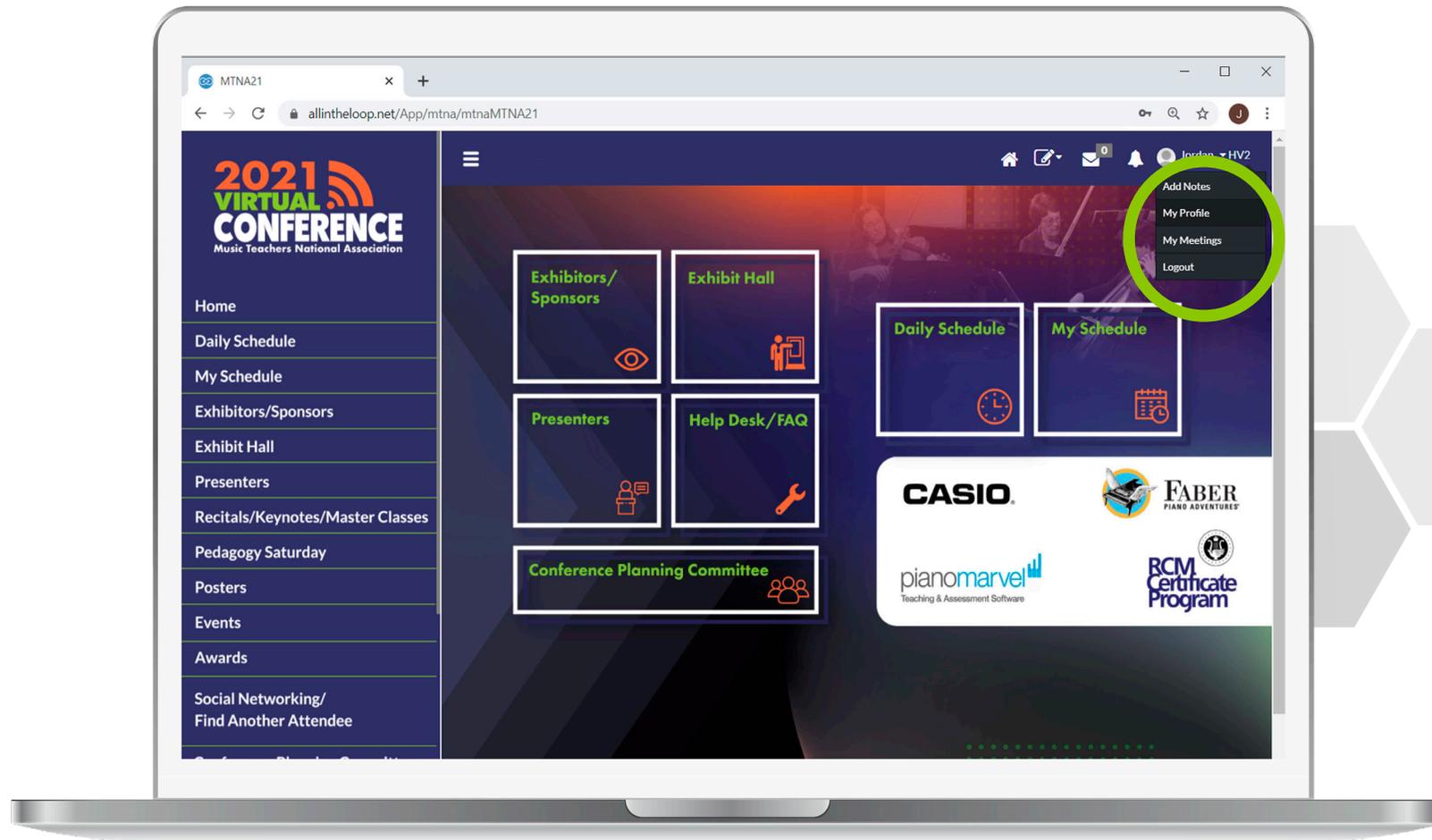
Use **Google Chrome**. Login using your registered email address and your password **mtna21**.



## **CONFIRMING YOUR PROFILE DETAILS**

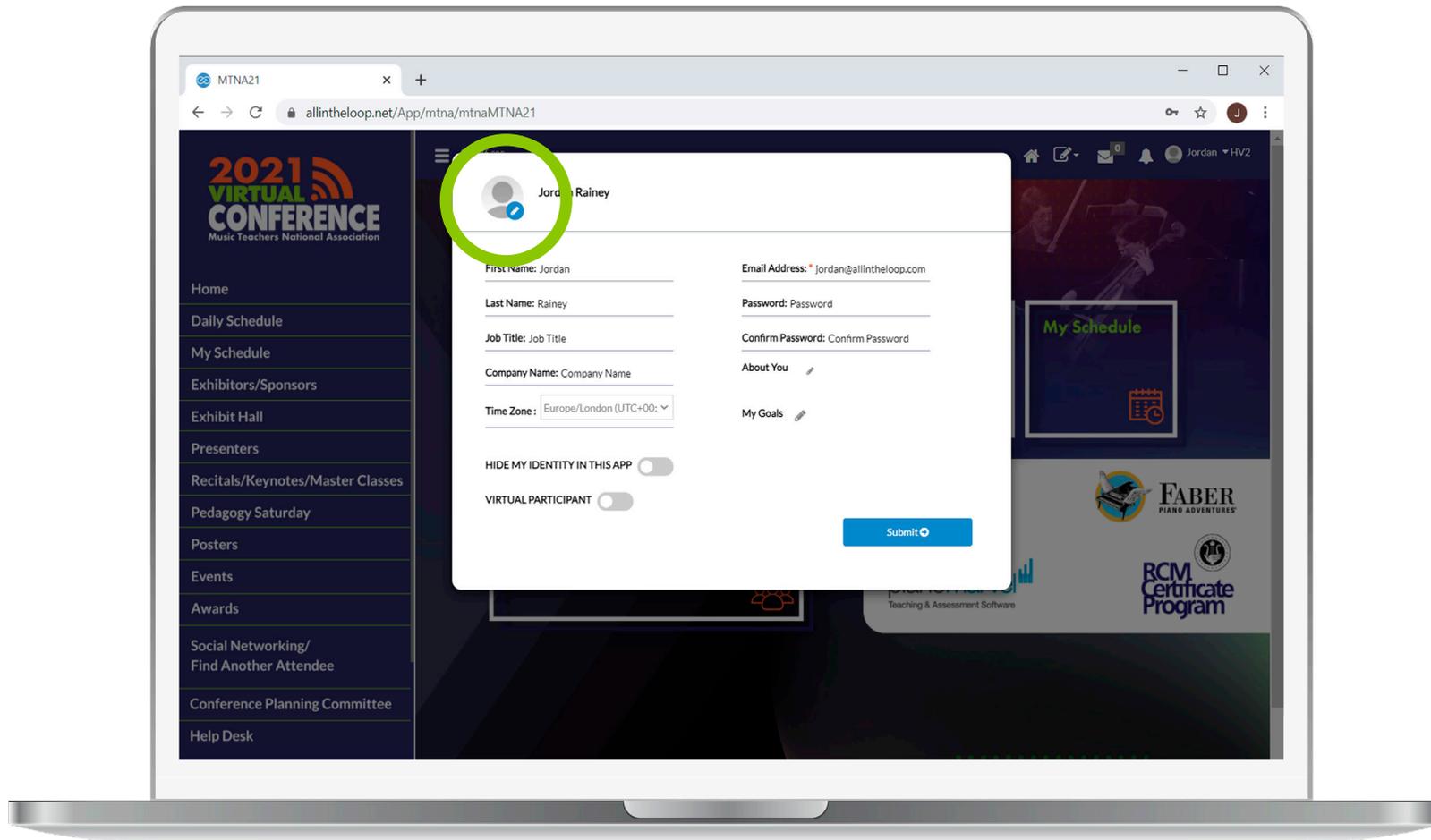


## Your Profile



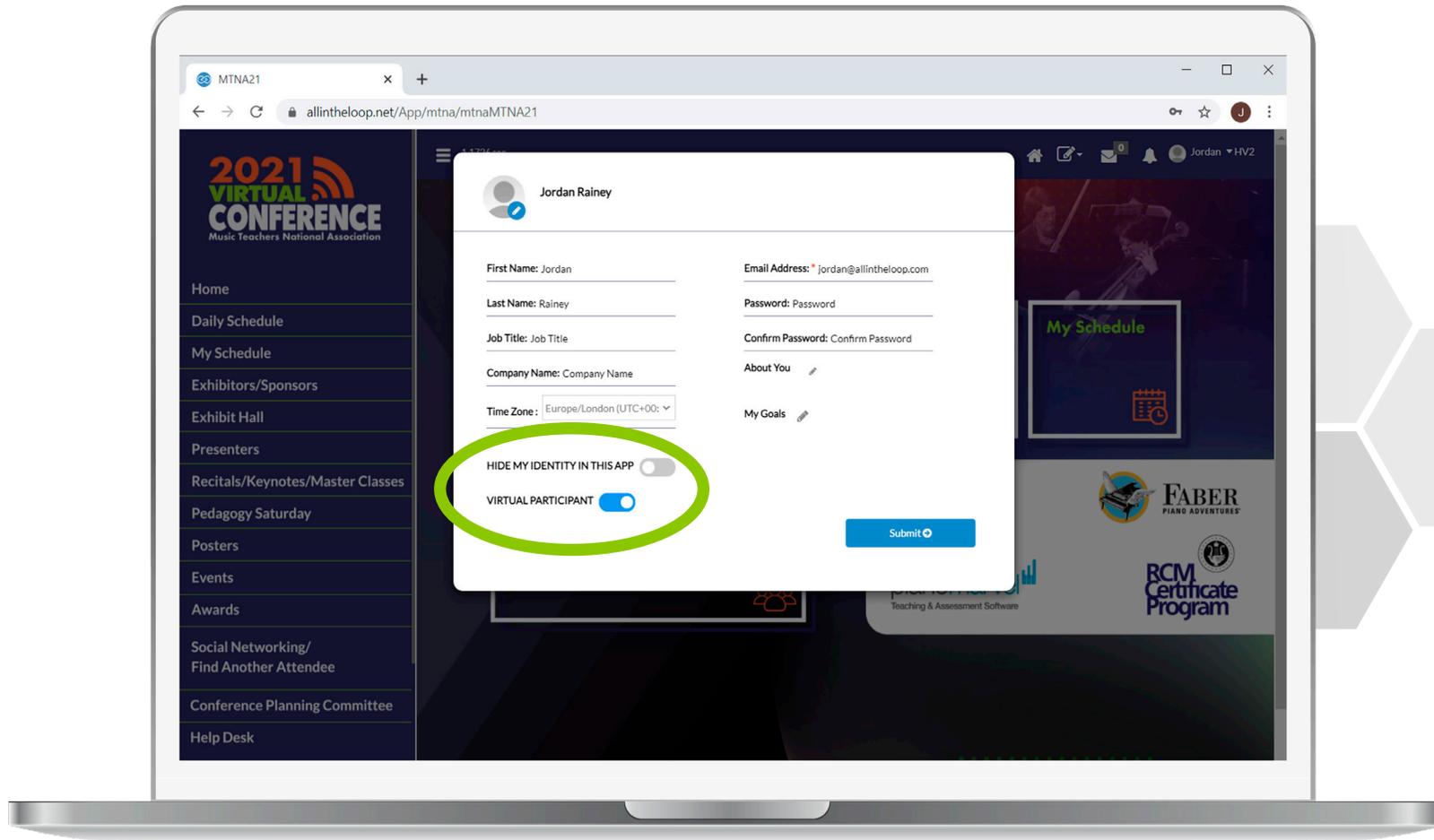
Click your name in the top right hand corner and then click **My Profile**.

## Your Profile



Click the pencil icon to add a **profile picture** or **click a field** to edit any incorrect information.

## Your Profile

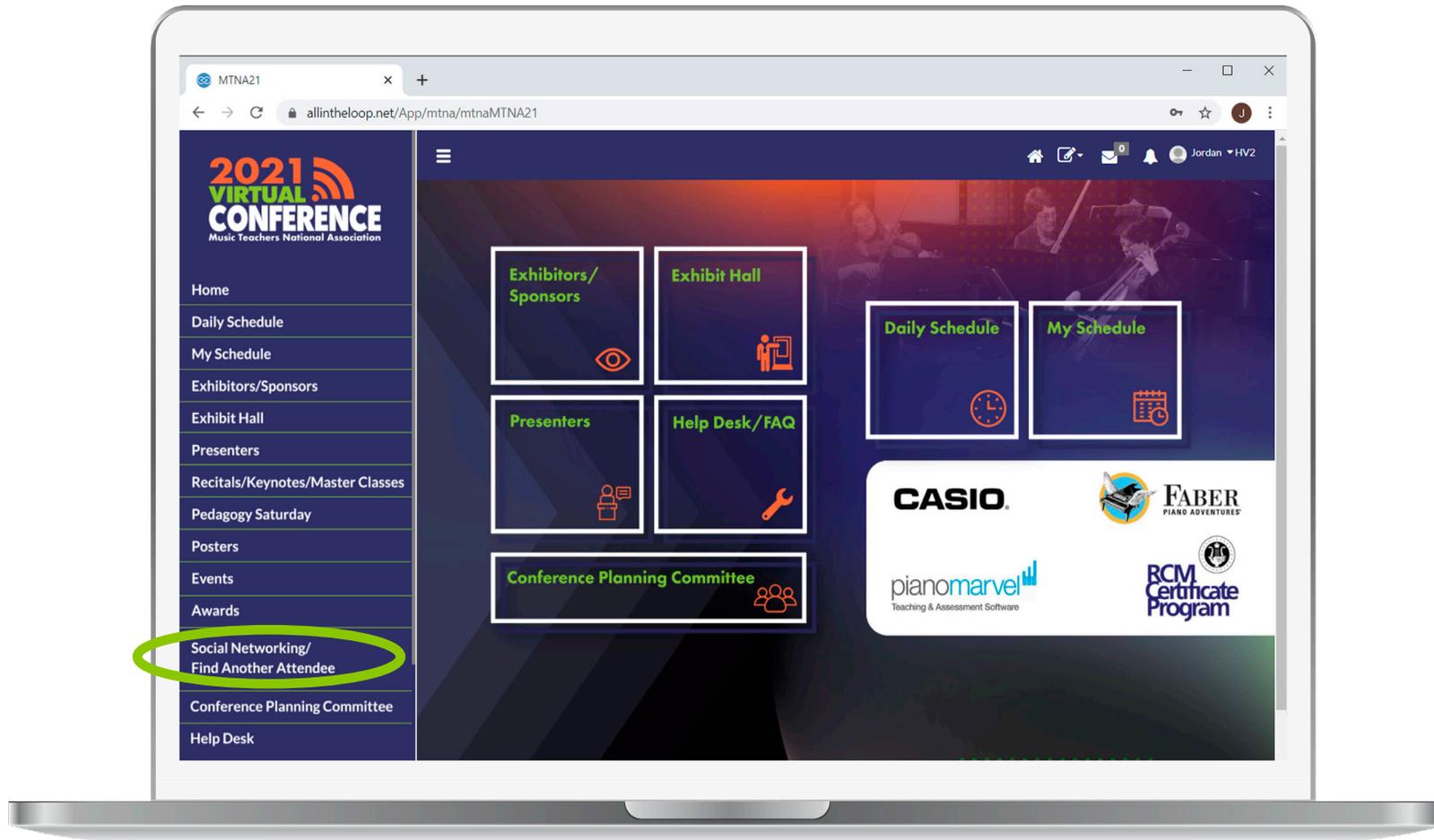


Toggle **Hide My Identity in this App** if you do **not** wish to be contacted or appear in the Attendee List.

**NETWORKING**  
**REQUESTING A MEETING**

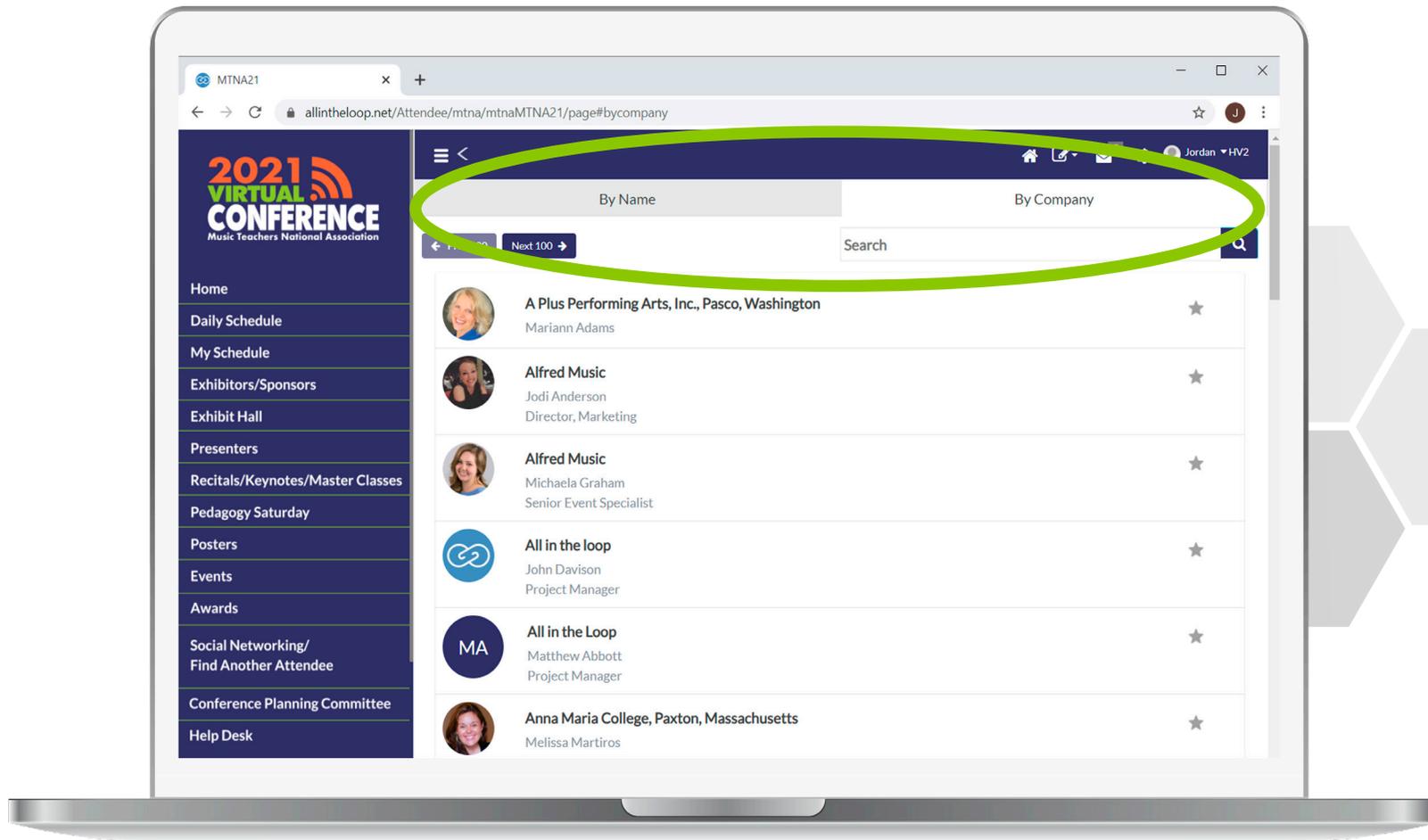


## Home screen



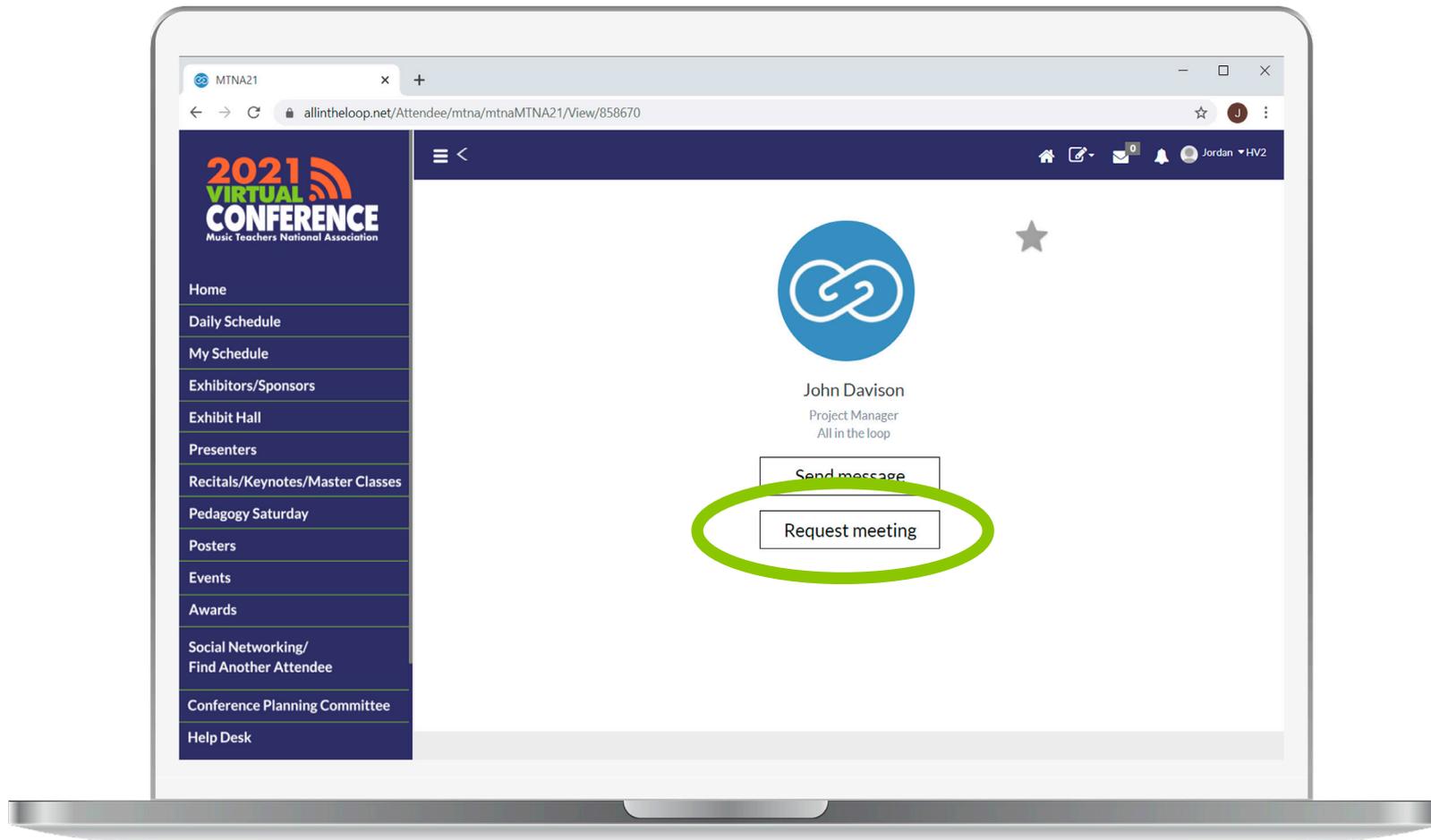
Click on **'Social Networking/ Find Another Attendee'** on the left hand menu or home screen.

# Virtual Meetings



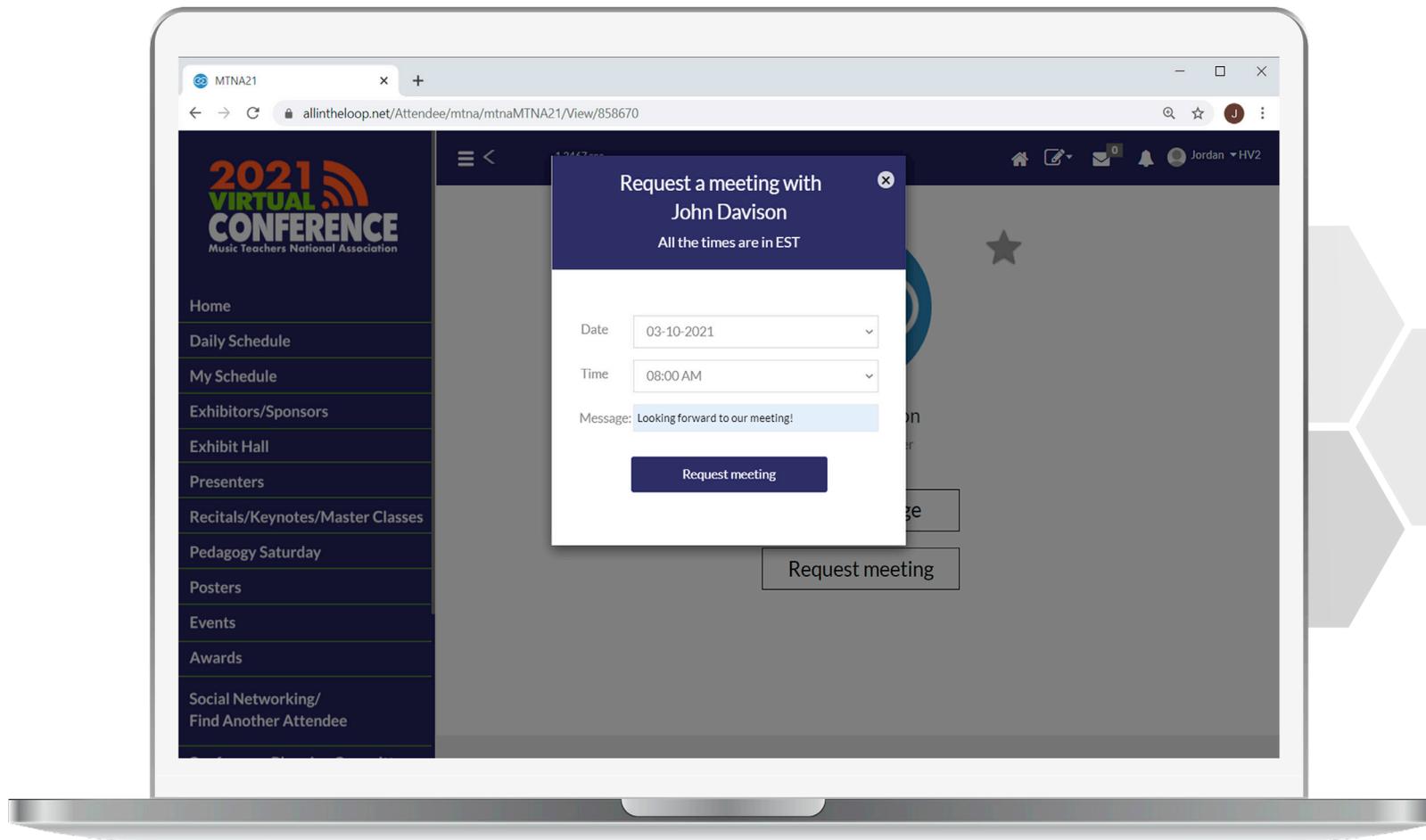
Filter attendees or search by name or company name.

## Request a 1:1 meeting



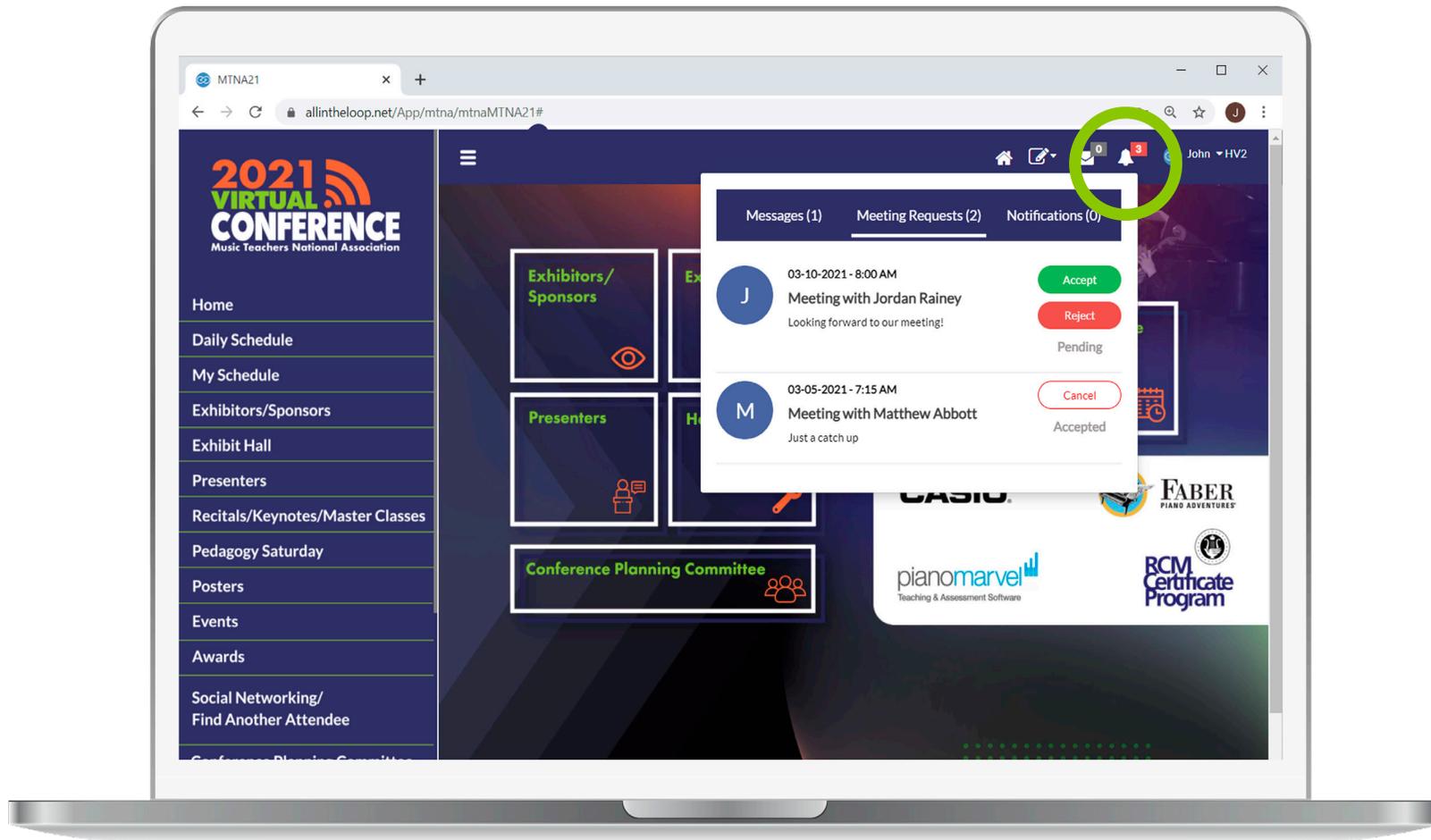
Search and select an attendee. After selecting an attendee, click **'Request Meeting'**. You can also send the attendee a message by clicking **'Send Message'**.

## Request a 1:1 meeting



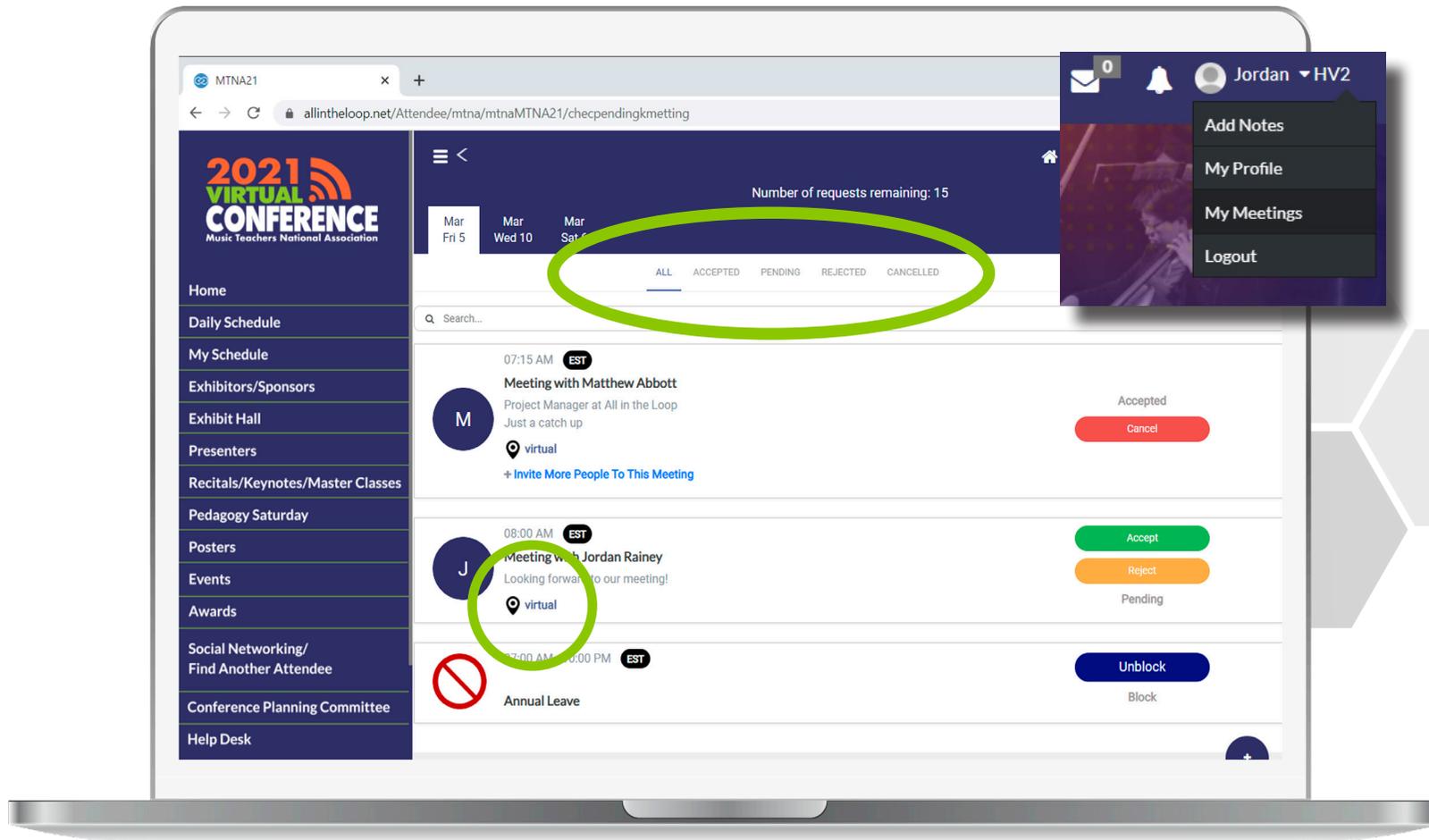
Choose a **date and time** and include an optional message. **\*Note:** Only times that are available for both parties will appear.

# 1:1 Meetings



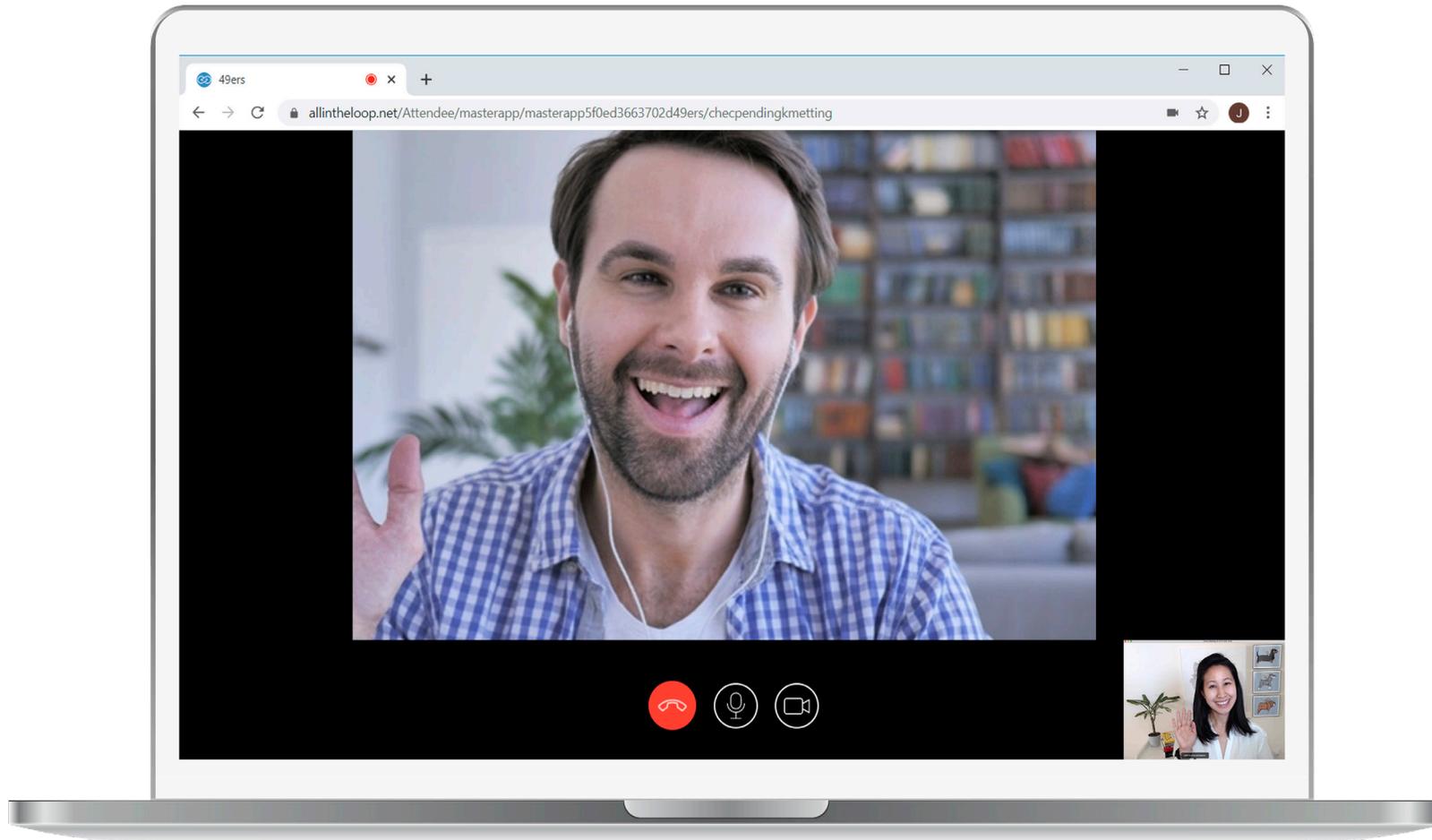
Users will then receive an **alert** when someone responds to your meeting requests.

# 1:1 Meetings



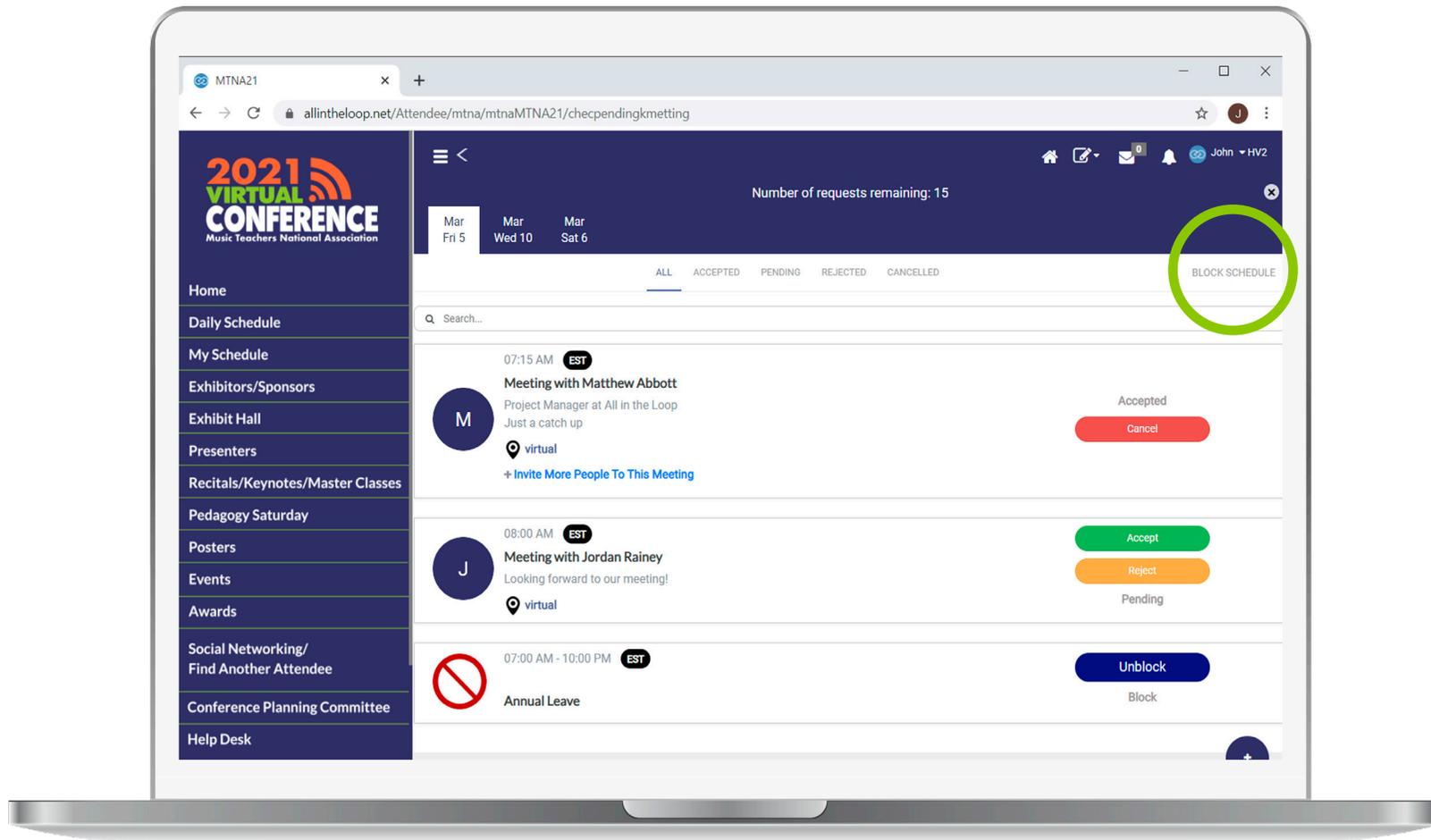
Click **'My Meetings'** to view your meetings. Filter your meetings by status, accept requests, cancel and reschedule. Click on the highlighted **'Virtual Meeting'** button to enter a meeting.

## 1:1 Meetings



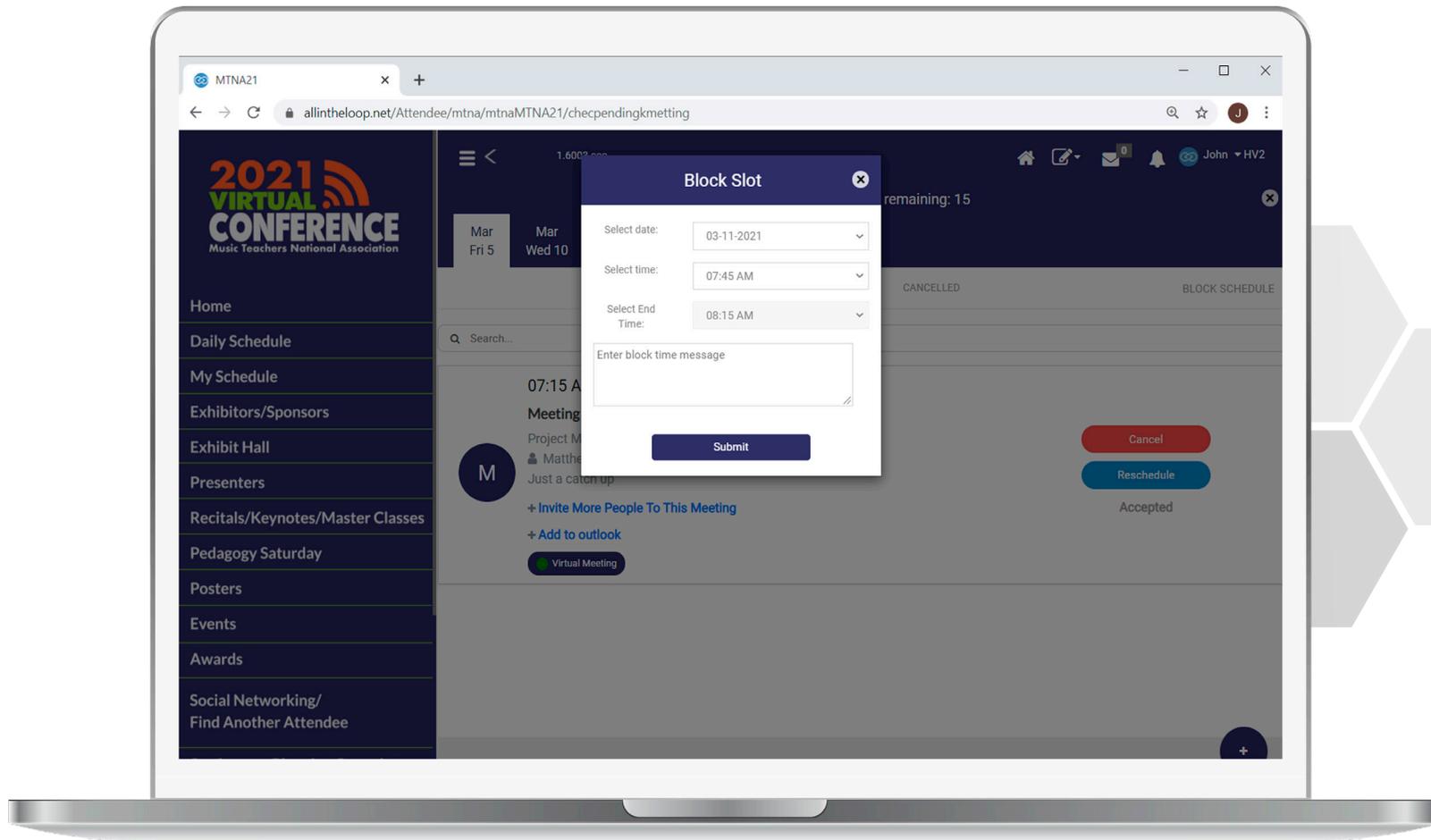
Join a meeting and start a discussion. During a pre-scheduled meeting **you are able to share either your entire screen, a specific application or another google chrome tab using the share screen button.** Click on the red button to end the meeting.

# 1:1 Meetings



If you are unable to attend a meeting at a certain time, click on the circled **'Block Schedule'** text.

# 1:1 Meetings

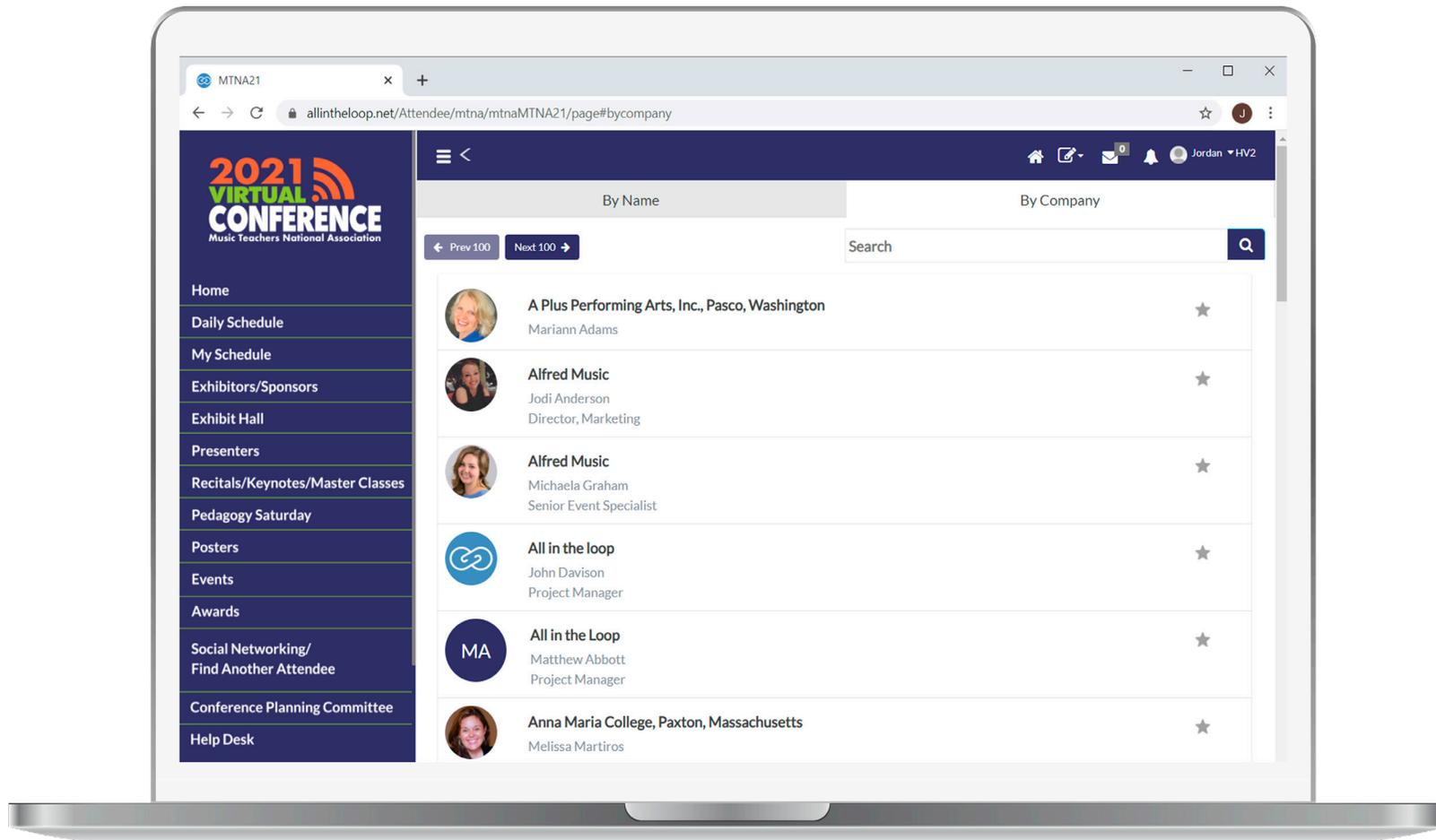


Choose a time, date, message and click submit. Other attendees will now be unable to request meetings at that specific time.

**DESKTOP APPLICATION**  
**CONTACTING ATTENDEES**

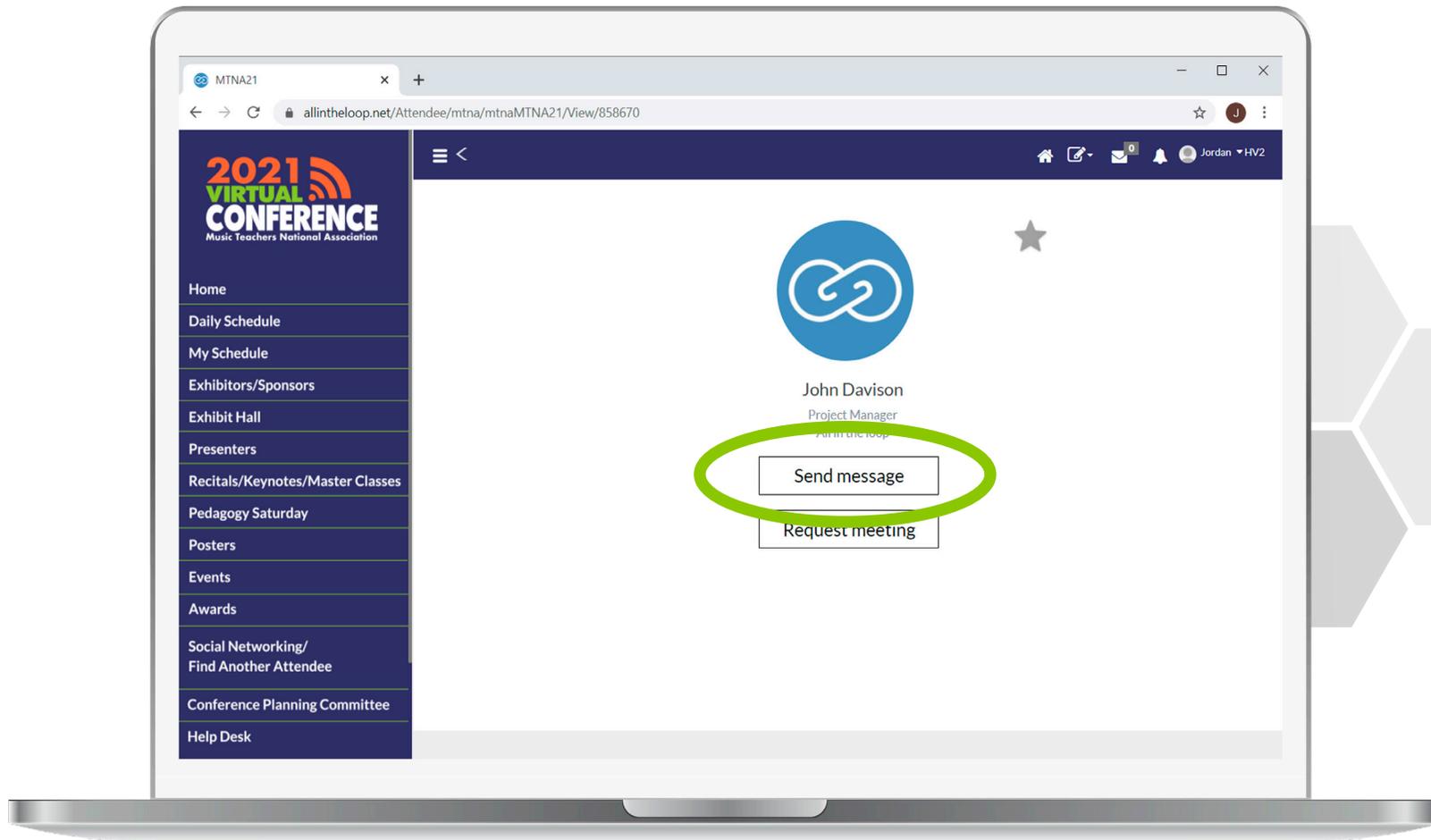


# Attendees



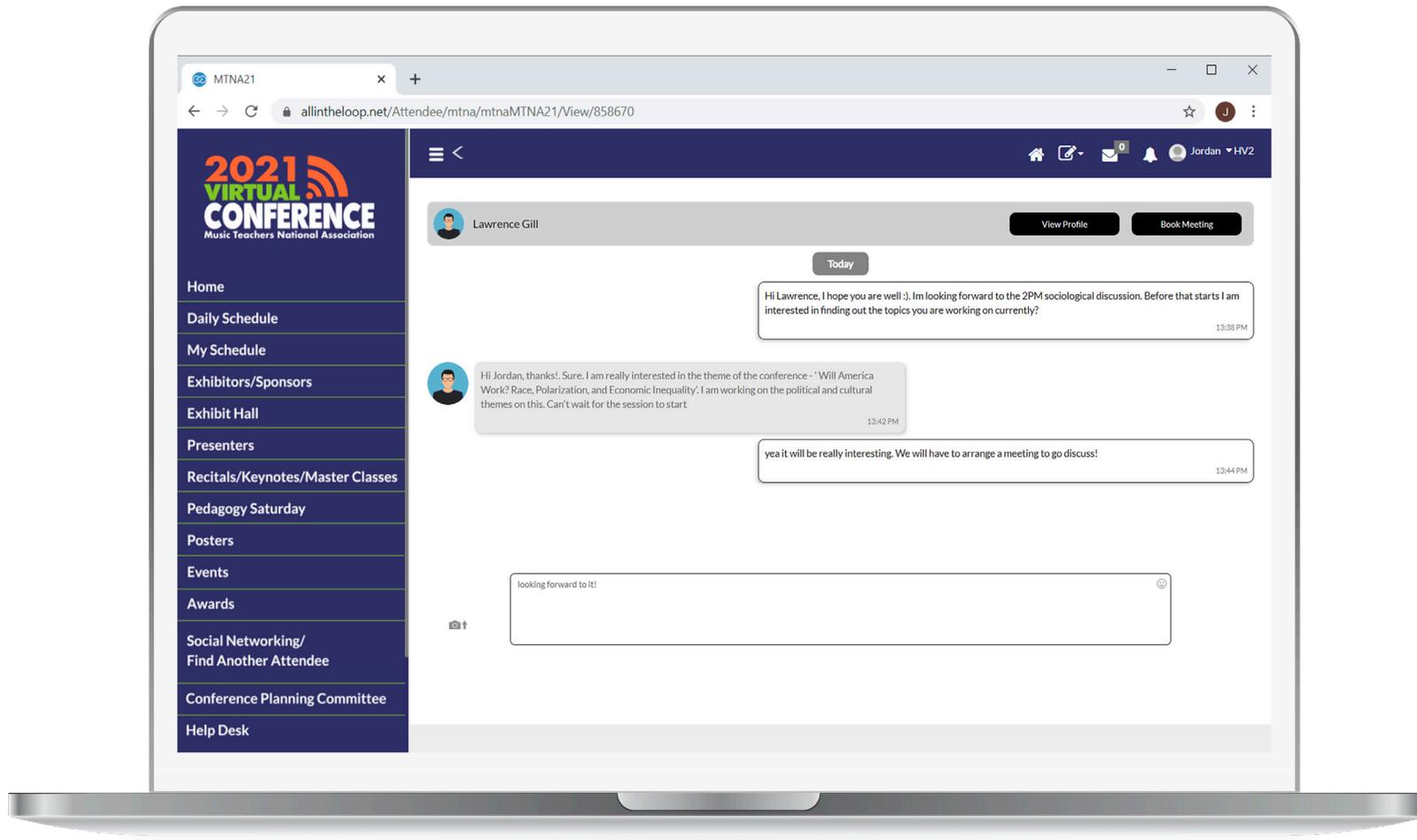
Click on **'Social Networking / Find Another Attendee'** on the left hand menu and use the search/filter options to find a relevant attendee.

# Messaging



After selecting a participant.  
Click **'Send Message'**.

# Networking

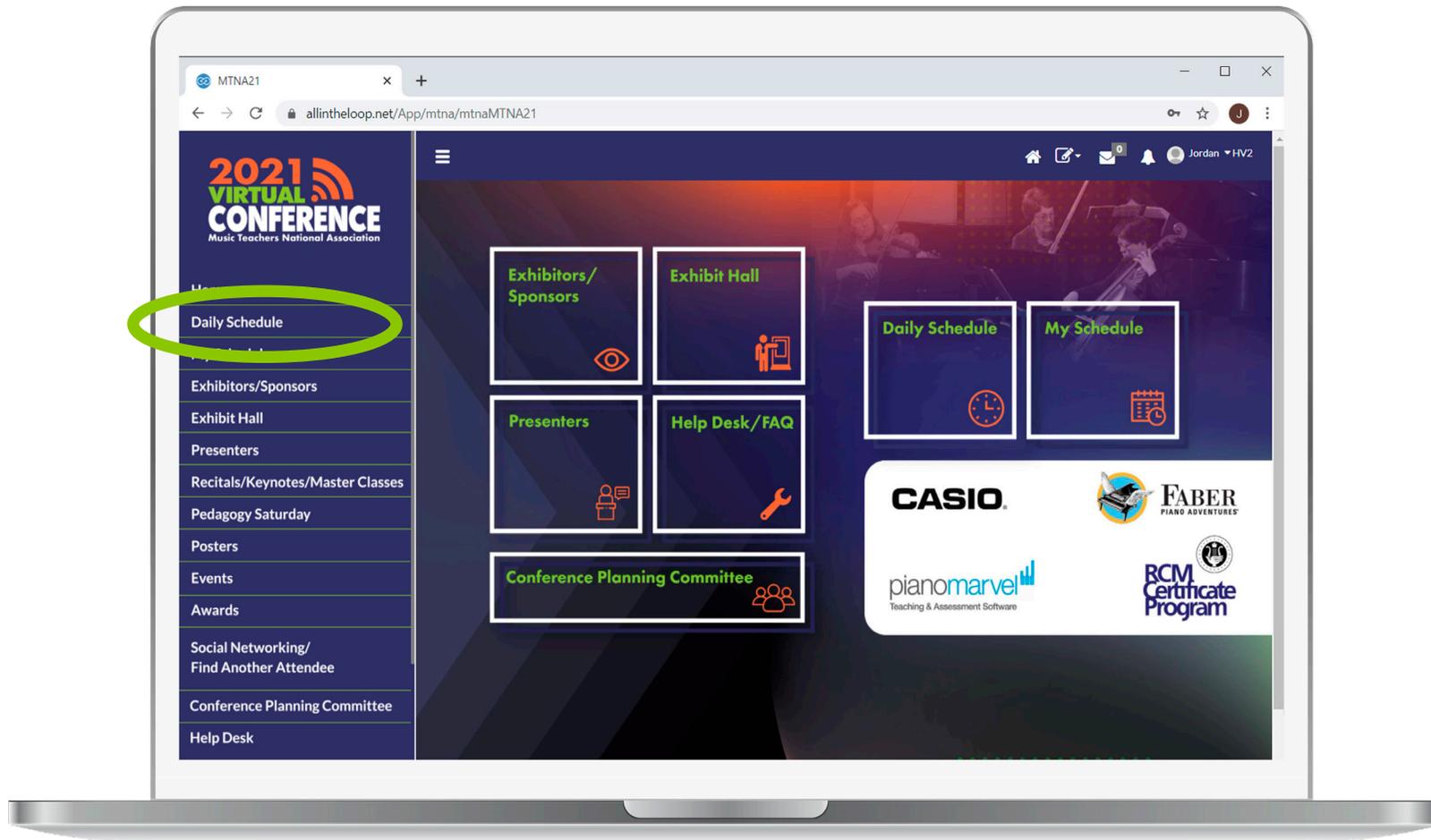


**Send a message** and network with other participants. You will receive an email or notification when sent a message.

**DESKTOP APPLICATION**  
**DAILY SCHEDULE**



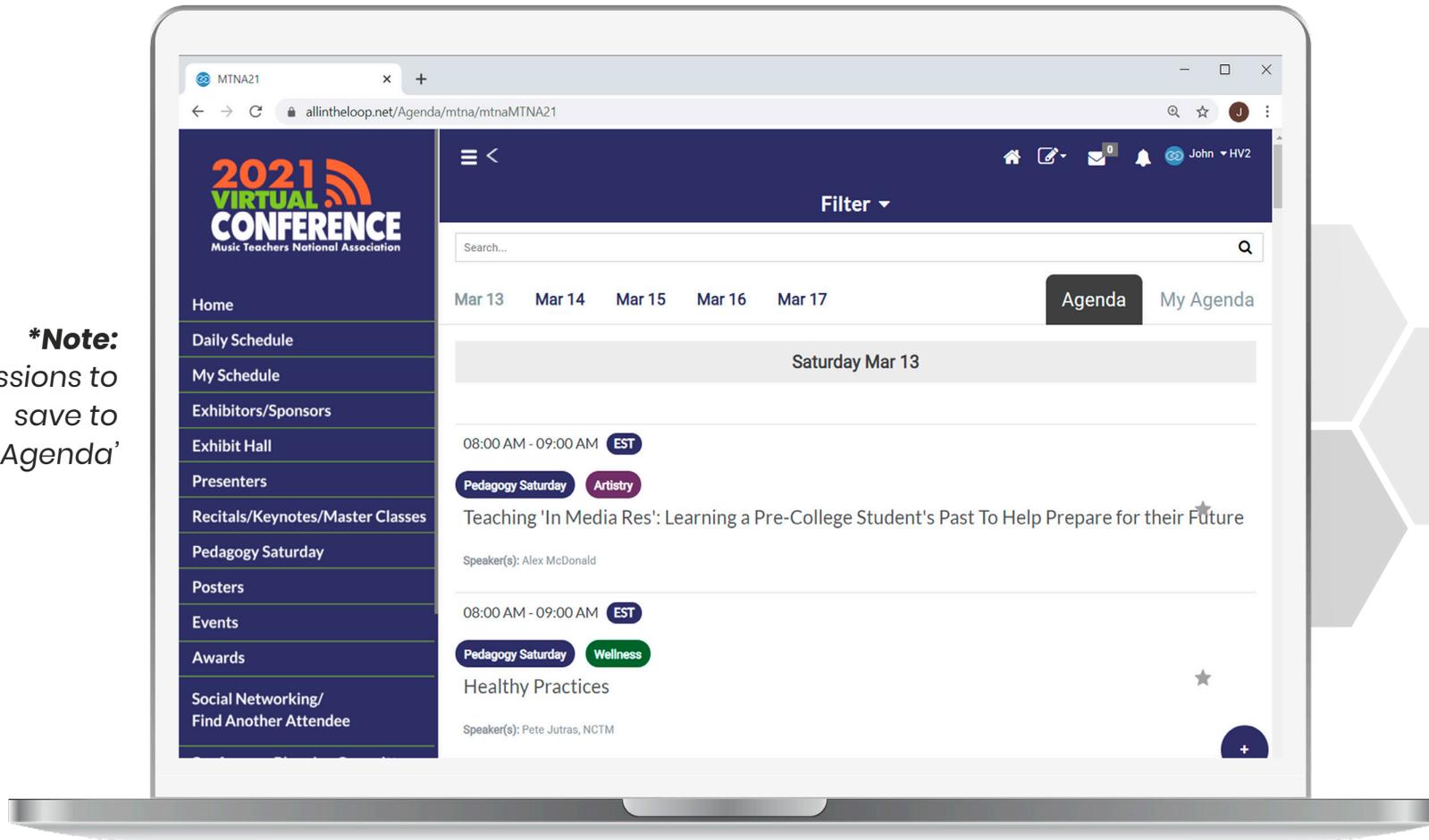
## Daily Schedule



On the left hand menu click on the **'Daily Schedule'** button.

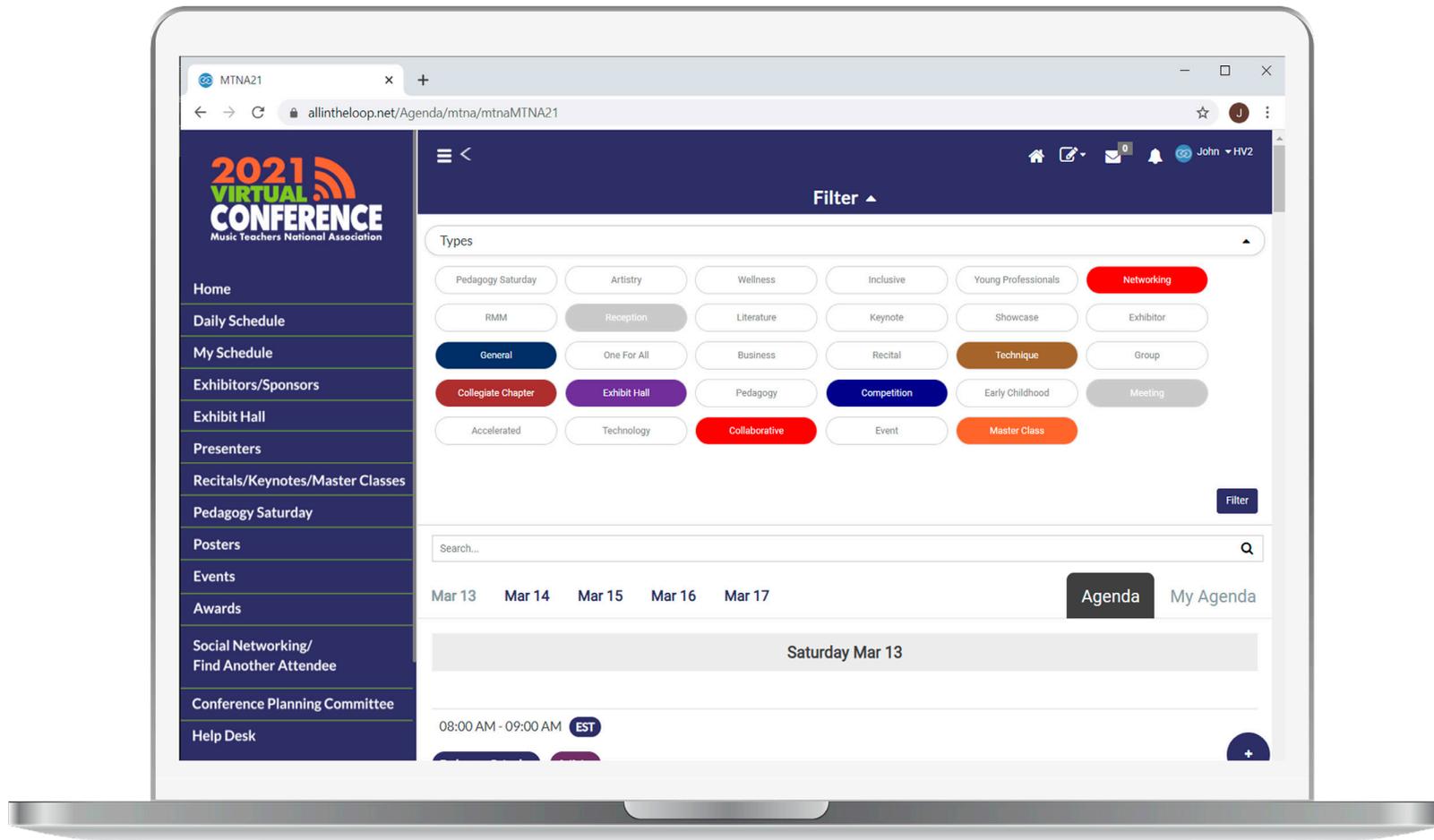
## Daily Schedule

**\*Note:**  
Star sessions to  
save to  
'My Agenda'



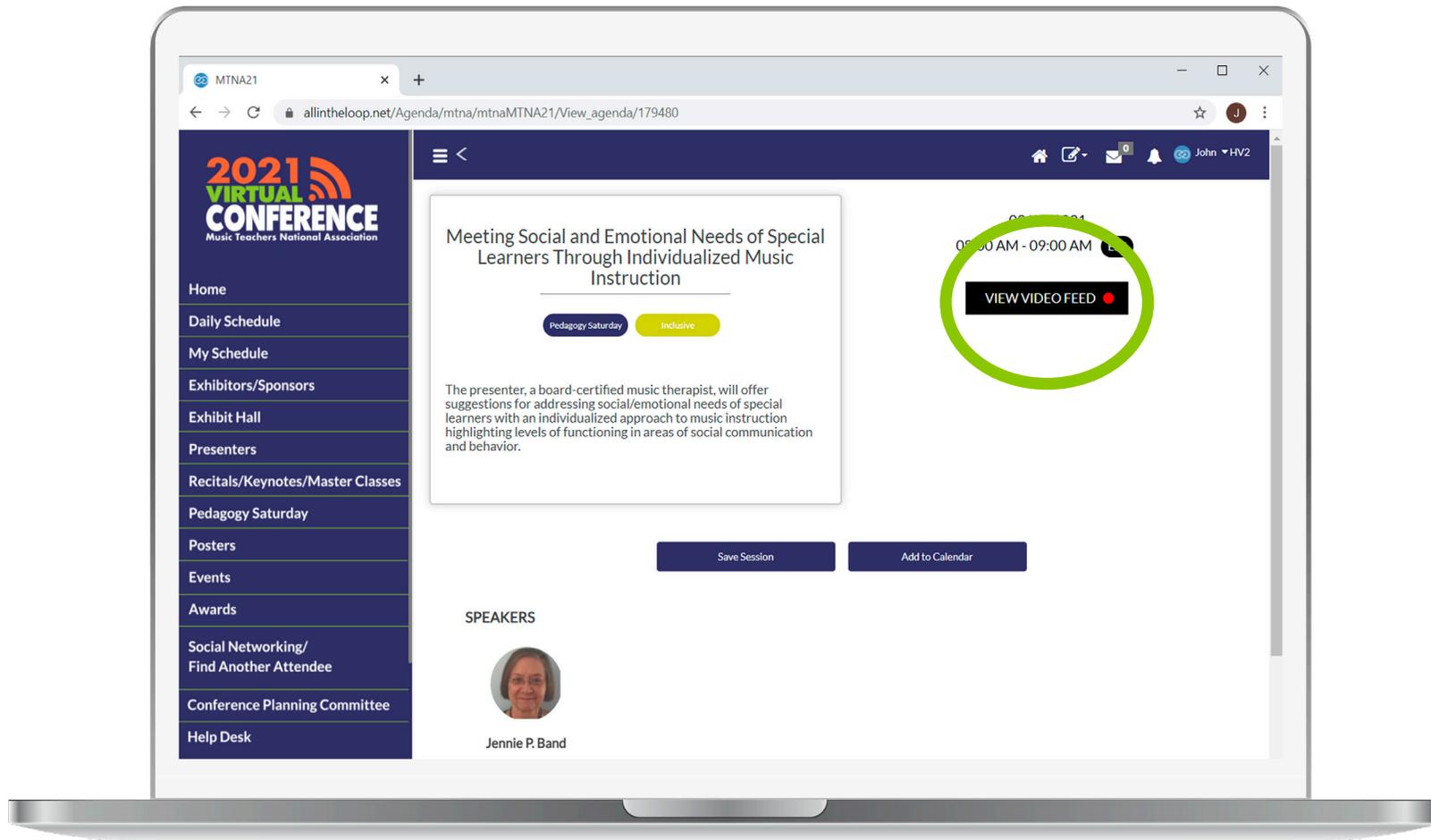
Use this feature to navigate to your session  
and click on the session.

# Daily Schedule



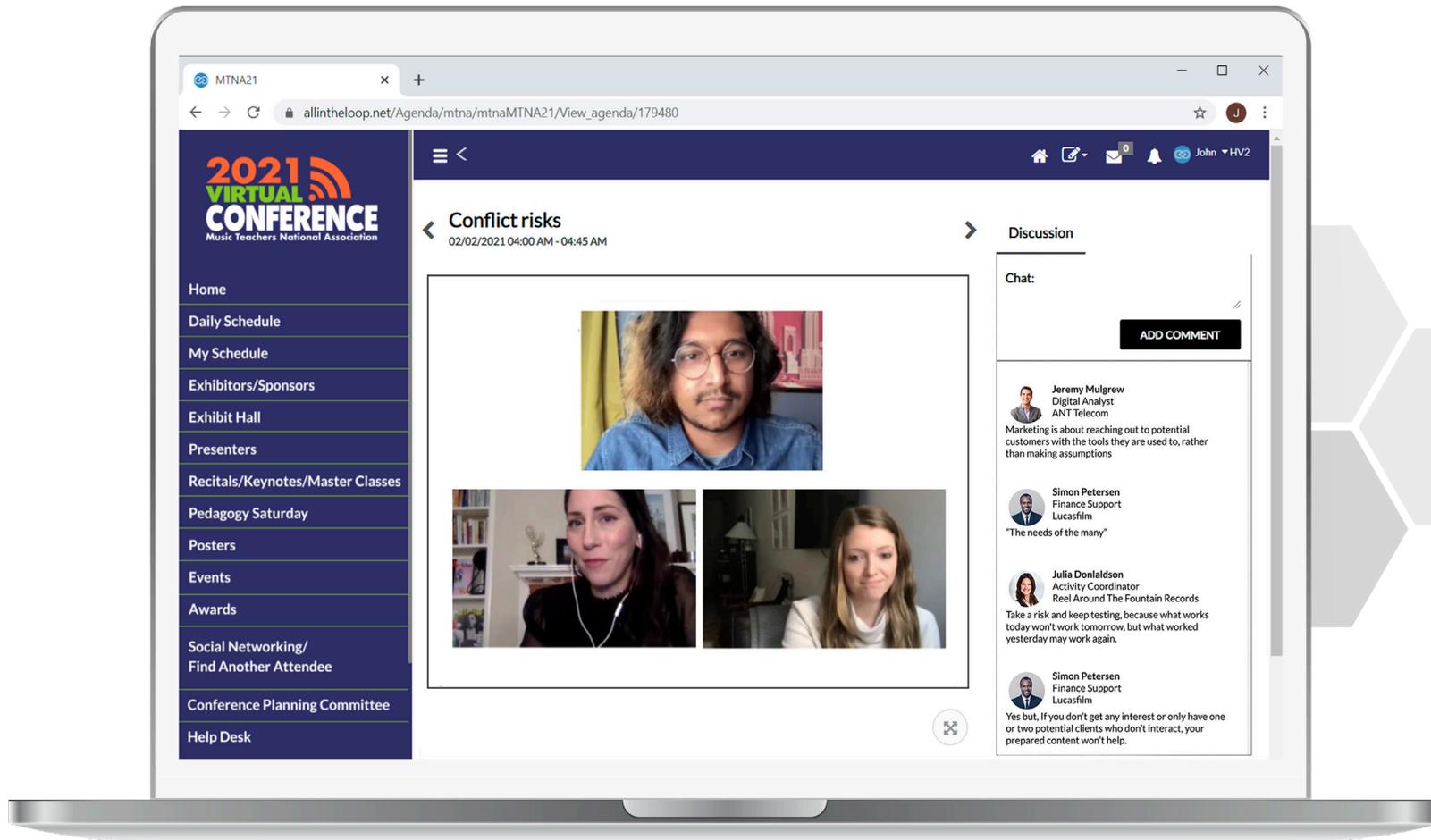
Use filters to find relevant sessions.

# Daily Schedule



Click on your chosen session. To view a live stream click on **'VIEW VIDEO FEED'**.

# Daily Schedule

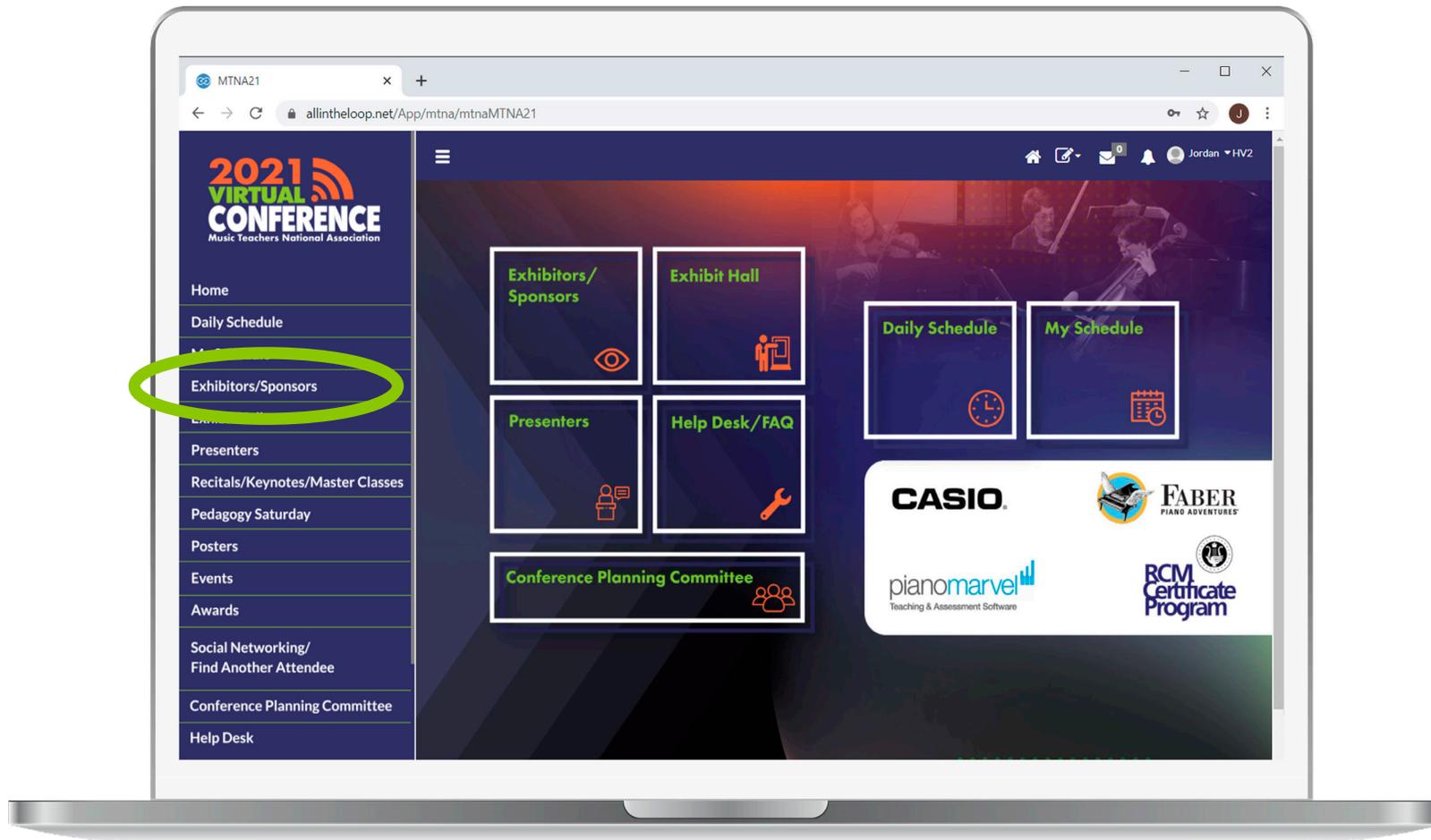


View the Live Stream and make comments during a session.

**DESKTOP APPLICATION**  
**EXHIBITORS / SPONSORS**

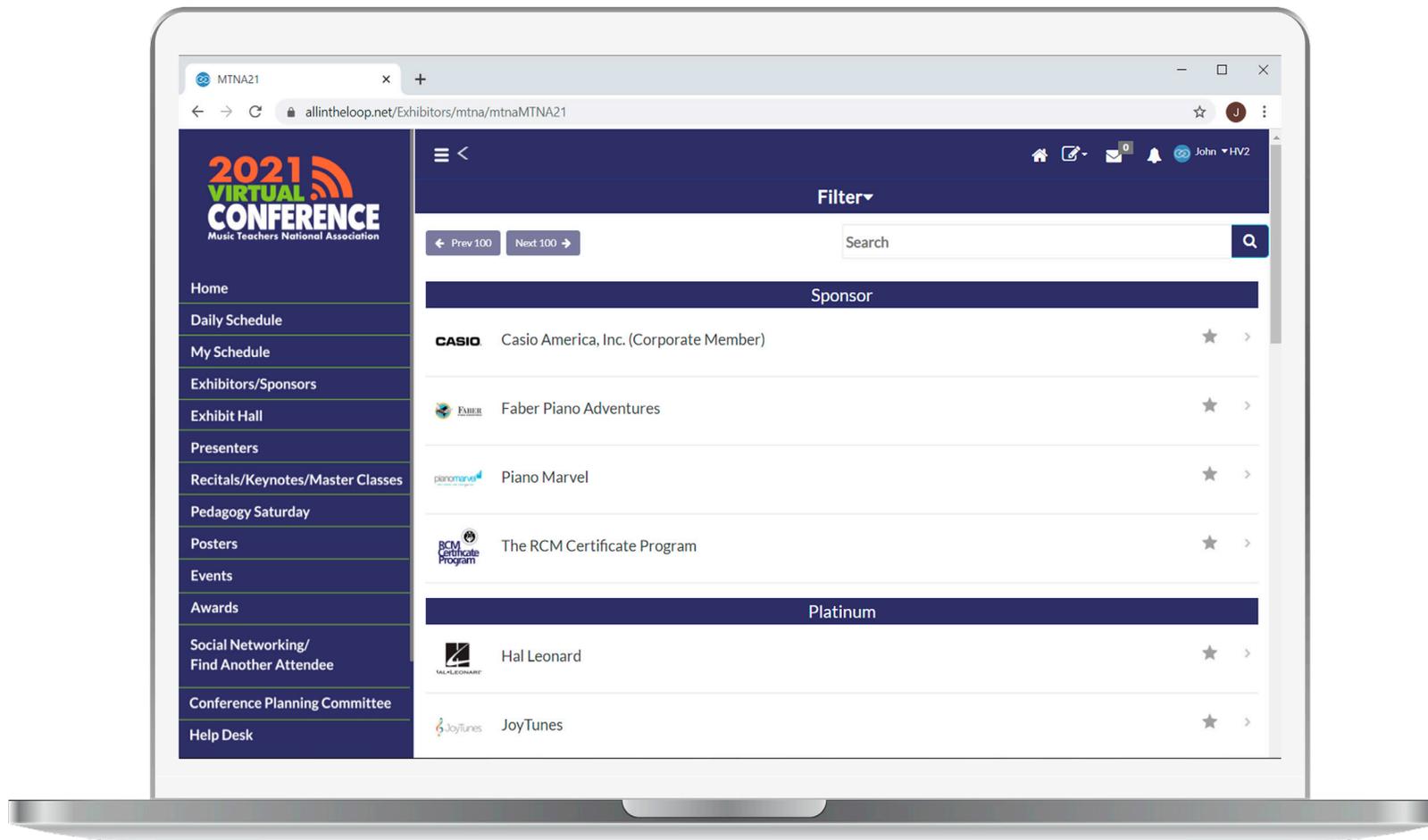


## Exhibitors / Sponsors



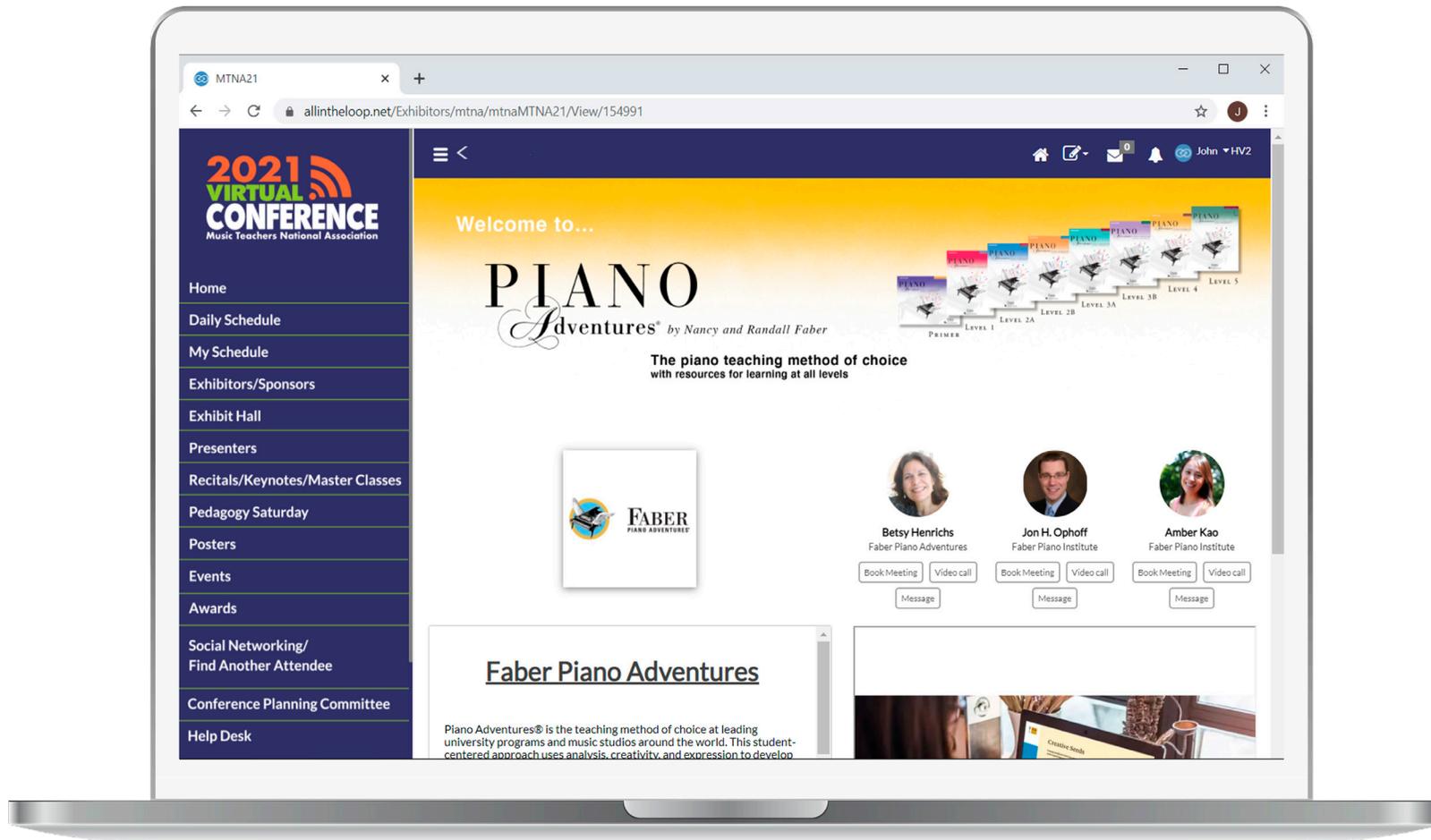
On the left hand menu or home screen click on the **'Exhibitors/Sponsors'** button.

## Exhibitors / Sponsors



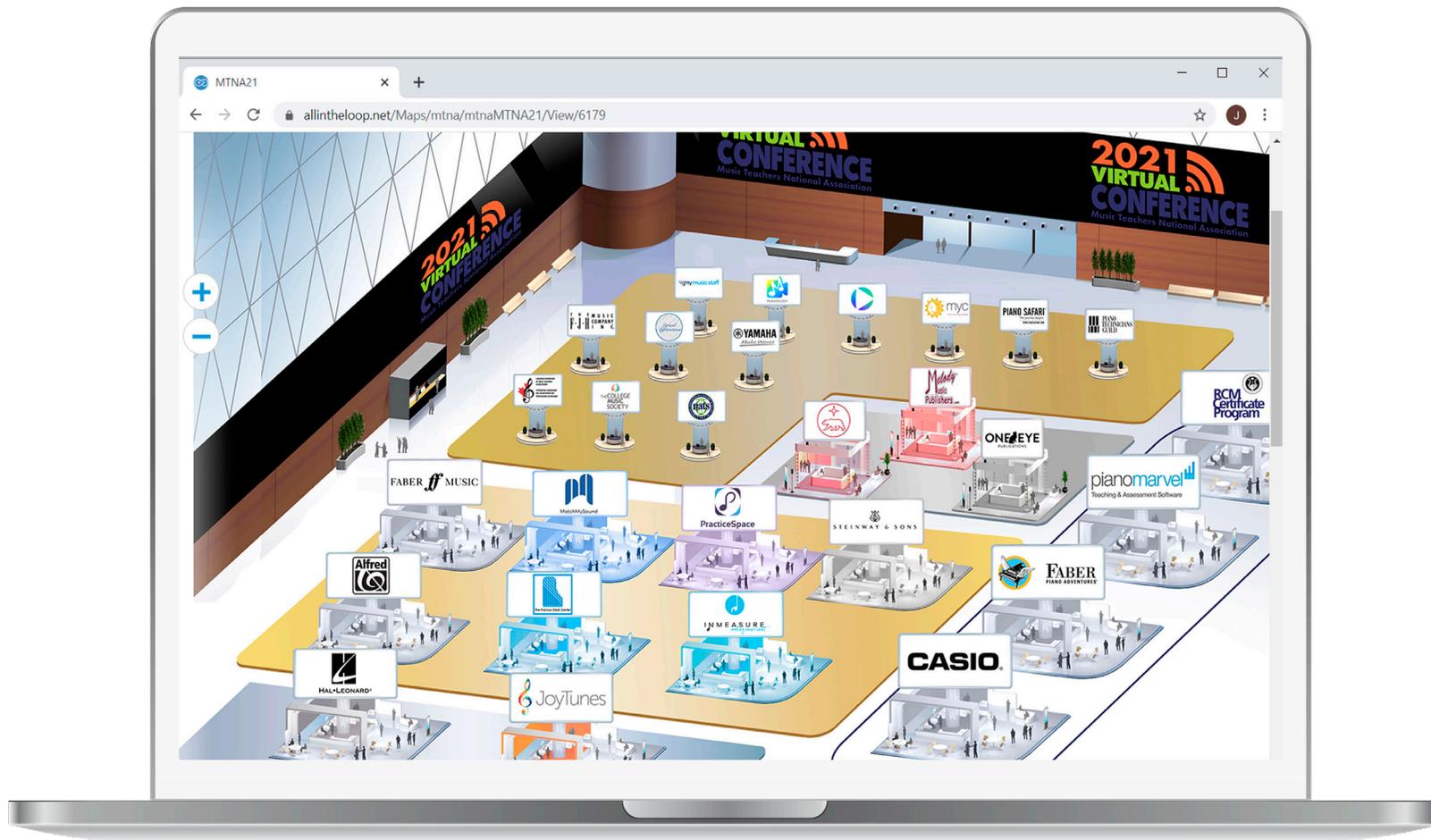
Search for a relevant exhibitor/sponsor.

## Exhibitors / Sponsors



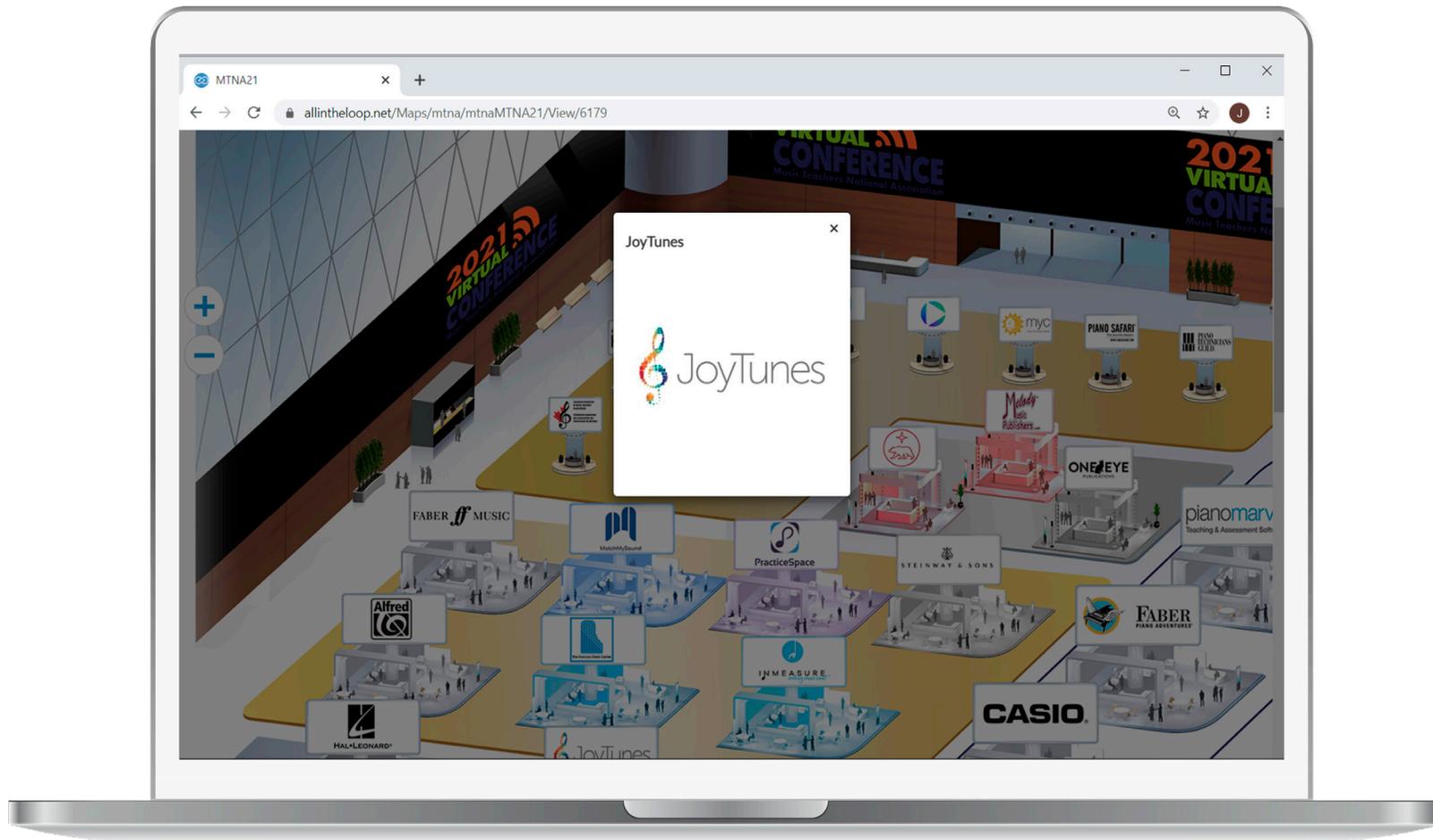
You will be able to see a description, website, videos and will be able to network with assigned exhibitor representatives.

## Exhibitors / Sponsors



Alternatively you can find exhibitors & sponsors via the interactive floor plan. Click on Exhibit Hall on the home screen.

## Exhibitors / Sponsors



Click on a booth and then click the exhibitor or sponsor logo to access their booth.