ATTENDEES
HOW TO-GUIDE
Use Google Chrome. Login using your registered email address and your password mtna21.
CONFIRMING YOUR PROFILE DETAILS
Click your name in the top right hand corner and then click **My 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
Click on ‘Social Networking/ Find Another Attendee’ on the left hand menu or home screen.
Filter attendees or search by name or company name.
Search and select an attendee. After selecting an attendee, click ‘Request Meeting’. You can also send the attendee a message by clicking ‘Send Message’.
Choose a **date and time** and include an optional message. **Note:** Only times that are available for both parties will appear.
Users will then receive an alert when someone responds to your meeting requests.
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.
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.
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.
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.
Use filters to find relevant sessions.
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
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.
Alternatively you can find exhibitors & sponsors via the interactive floor plan. Click on Exhibit Hall on the home screen.
Click on a booth and then click the exhibitor or sponsor logo to access their booth.