Get the most out of your app experience!

Here's what you can do with this app:

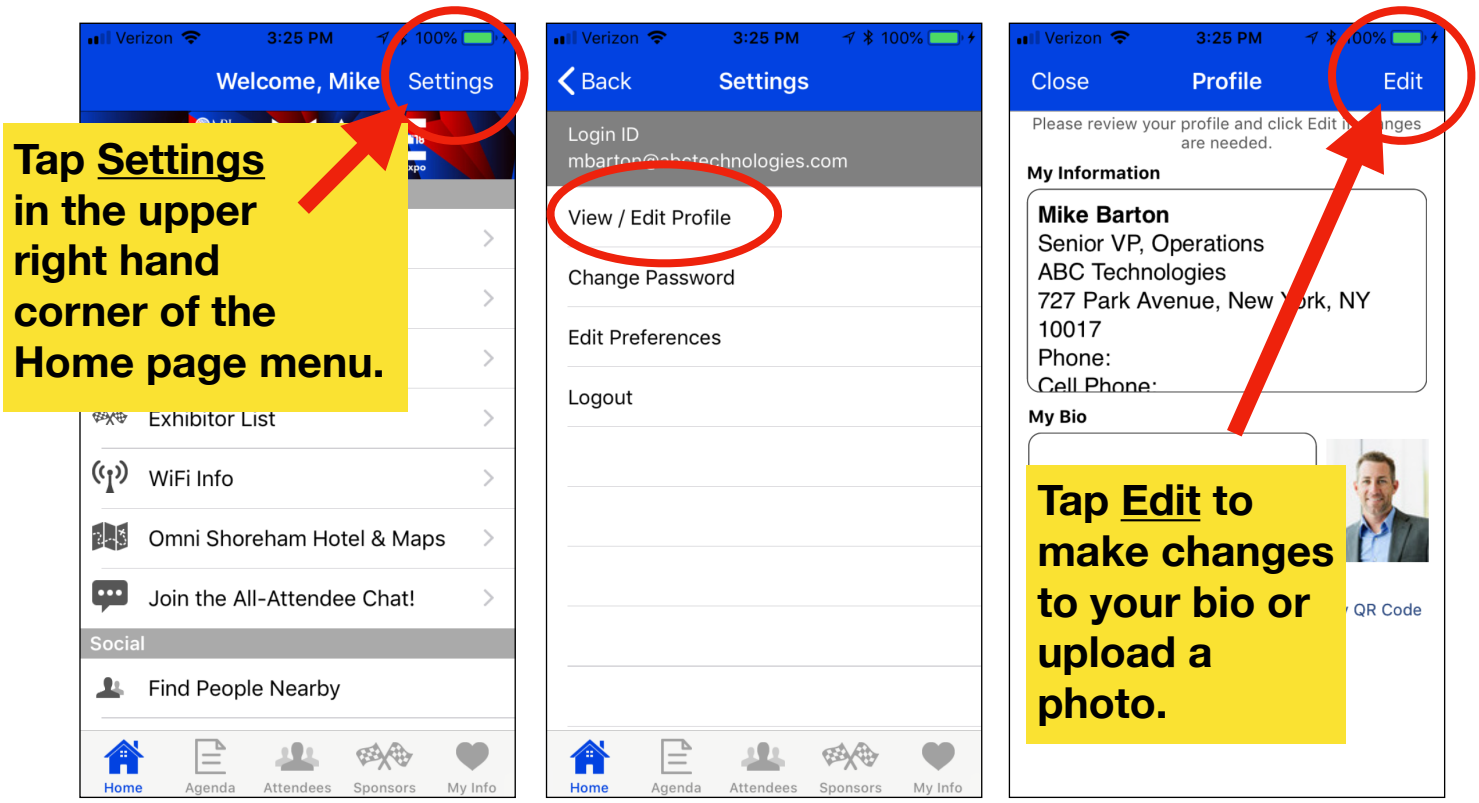
1. Get up-to-the-minute program changes
2. Chat live and exchange contact information with others
3. Personalize your meeting calendar
4. Download presentations and slides
5. Create notes
6. Update your profile
7. View maps and locate meeting rooms
8. Share on social media
9. Post comments and photos
10. View sponsor information

…and much more!

[Swipe right to left to learn a few helpful tips.]

Update Your Profile, Photo, and Bio

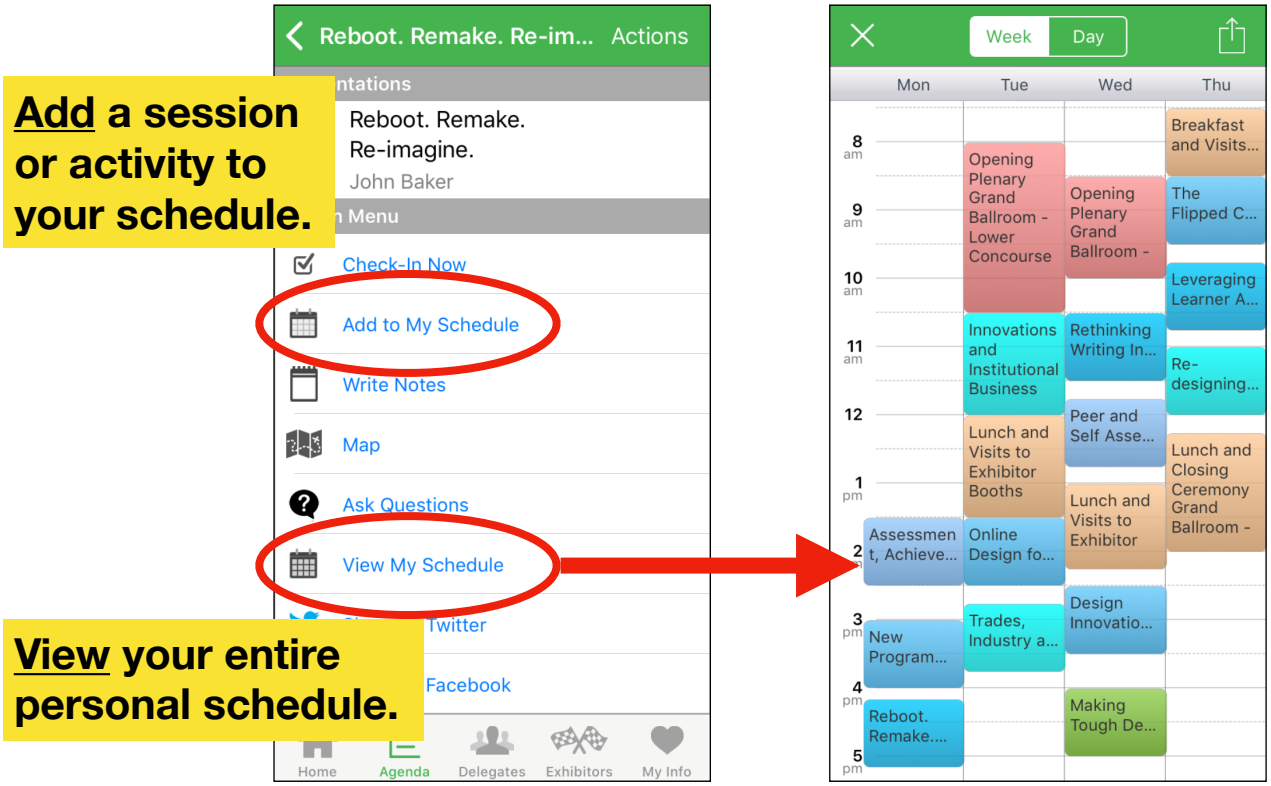
1. **Tap Settings** on the top right of your Home page.
2. Select **View/Edit Profile.**
3. Tap **Edit** in the top right corner.
4. Type your changes or tap the silhouette to add your photo.
5. Tap the Linked In icon when editing if you want to import your Linked In photo and Linked In summary paragraph.
6. When you're finished with your edits, select **Save.**



Personalize Your Calendar

1. Find the sessions in the Daily Agenda (hour by hour listing) or by using the Tracks menu.
2. Select the session you wish to mark.
3. Scroll down and select **Add to My Schedule**. The session will be automatically saved.

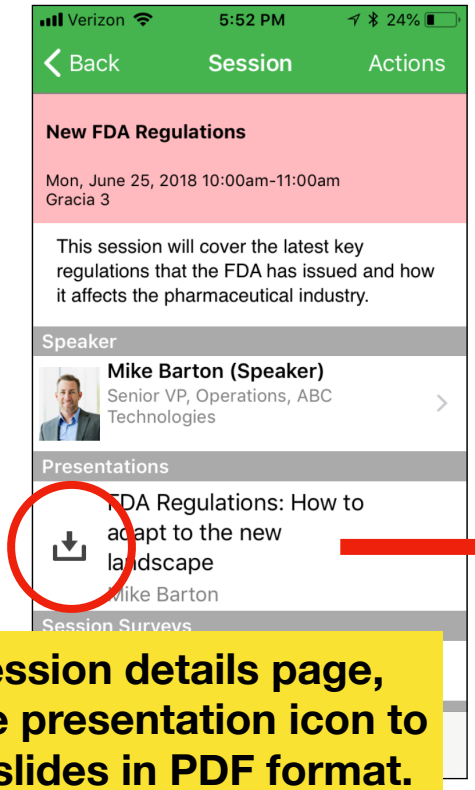
To view your schedule, select **View My Schedule** from any individual session within this event or use the **My Info** tab on the bottom navigation menu, and then select **My Schedule.**



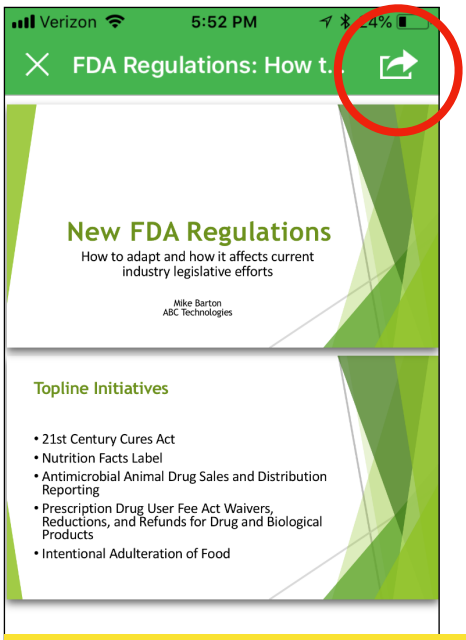
Download Presentations

When speakers provide handouts of their presentation slides via the app, you can view them and save them.

1. Find and select the session in which the speaker is presenting.
2. Scroll down below the speaker listing.
3. If a “down arrow” icon appears next to the presentation title, then the presentation is available for download.



On the session details page, <u>select</u> the presentation icon to view the slides in PDF format.

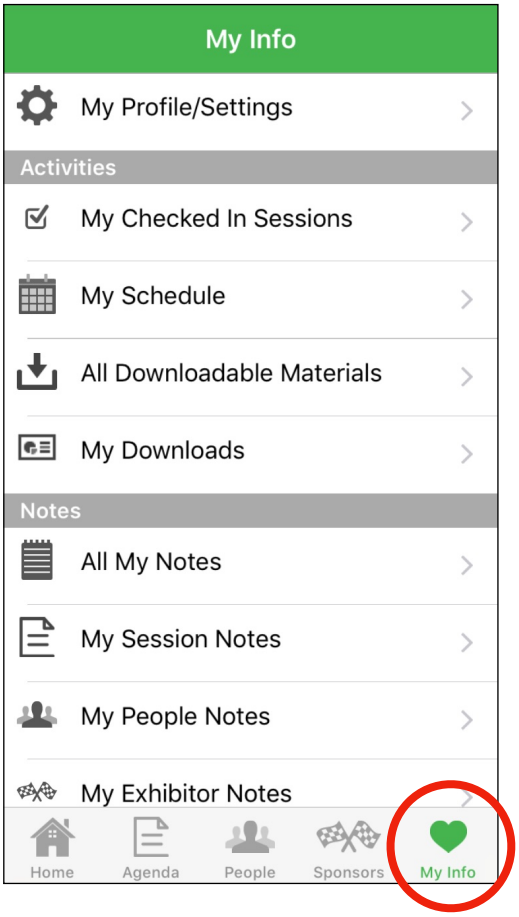


Tap the <u>arrow icon</u> at the top to email the presentation or print using a wireless printer.

The “My Info” Menu

Locate items that capture your personal event experience. Tap the **heart icon** at the bottom right on your app.

1. My Profile / Settings - update your profile.
2. My Schedule — the same personal calendar that is located within each session.
3. All Downloadable Materials — an A to Z library of all the slides and handouts from all the sessions.
4. My Downloads lists only the slides and handouts you have <u>already downloaded and viewed</u>.
5. Notes — View all the notes you created by type (Sessions, People, Exhibitors/Sponsors).

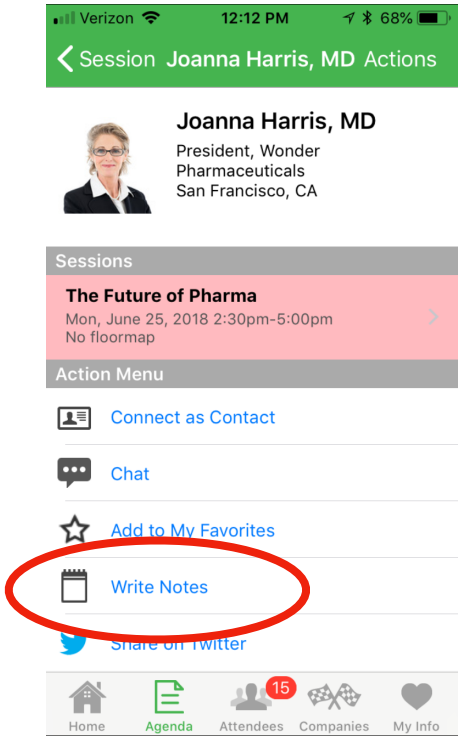


Create Notes

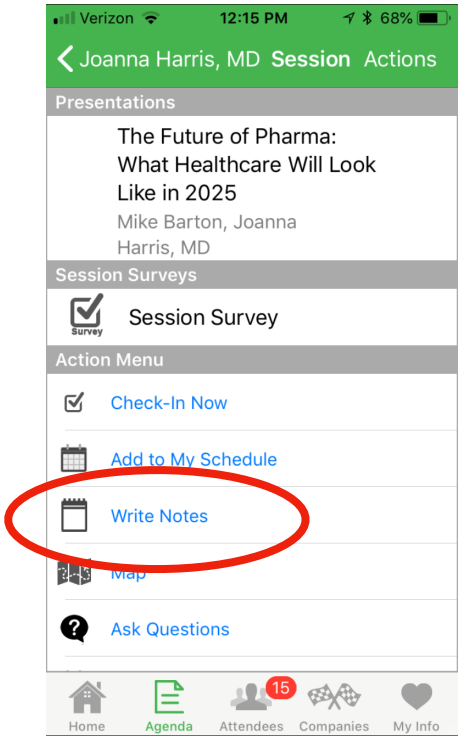
1. **People:** Look up the profile of a participant or speaker. Tap “Write Notes.” Start typing, then Save.
2. **Sessions:** Navigate to the Session detail page. Scroll down and tap “Write Notes.” Type and Save.
3. **Sponsors/Exhibitors:** Look up the company or organization page. Scroll down and tap “Write Notes.” Start typing and tap Save.

View all your notes from the **My Info menu**. Select one of the notes categories. Tap the “Share” icon at the top of the page to automatically initiate an email.

Attendee/Speaker Profile



Session detail page



Sponsor page