

swappcard

USER'S GUIDE



ACCESS THE APP

LOGIN

Logging into the Virtual Platform and App



- 1 Access your account by going to:
Website: <https://annualmeeting.app.swapcard.com/event/25th-annual-meeting>

Downloading the app: [App Store](#) or [Google Play](#)
- 2 Click "Registered? Sign in with your ASGCT account"
- 3 Enter the username and password you used to register for the event.

Welcome,

2 Registered? Sign in with your ASGCT account

or

Login with your email
Please enter the email address you provided during event registration.

* Email address
Enter your email address

CONTINUE WITH EMAIL

ASGCT

Sign in to continue to:

Annual Meeting Registration

Username:
[Input Field]


Password:
[Input Field]

Create Account | Forgot Password

3 Sign In

Forgot your password?

- 1 Click the "Forgot Password", then check your email for directions on how to reset your ASGCT account password
- 2 If option 1 does not work:
 - a. If you remember your email but not your password, enter the email you used at registration into the field under "**Login with your email**" then click "**Continue with email**"
 - b. Click "**send me a magic link**"
- 3 If option 1 and 2 do not work, please email info@asgct.org



Sign in to continue to:

Annual Meeting Registration


Username:

Password:

Create Account | Forgot Password

[Sign In](#)

1



Welcome,

[Registered? Sign in with your ASGCT](#)

or

Login with your email
Please enter the email address you provided during event

* Email address

[CONTINUE WITH EMAIL](#)

Hi Shelby

It's good to see you again.
Please insert your password to login.

Email address [Edit](#)

Password

[Forgot your password?](#)
[SEND ME A MAGIC LINK](#)

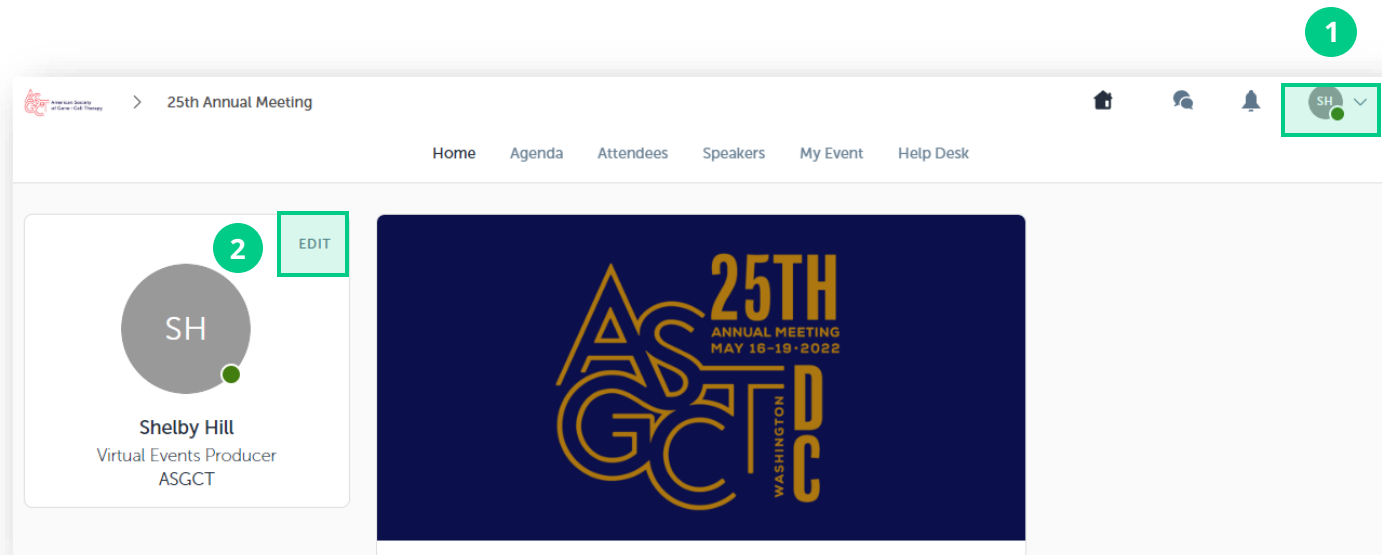
2

swagcard

AVAILABLE FEATURES

CONTENT

How to edit your profile (1/2)



There are two ways of
accessing your profile:

1

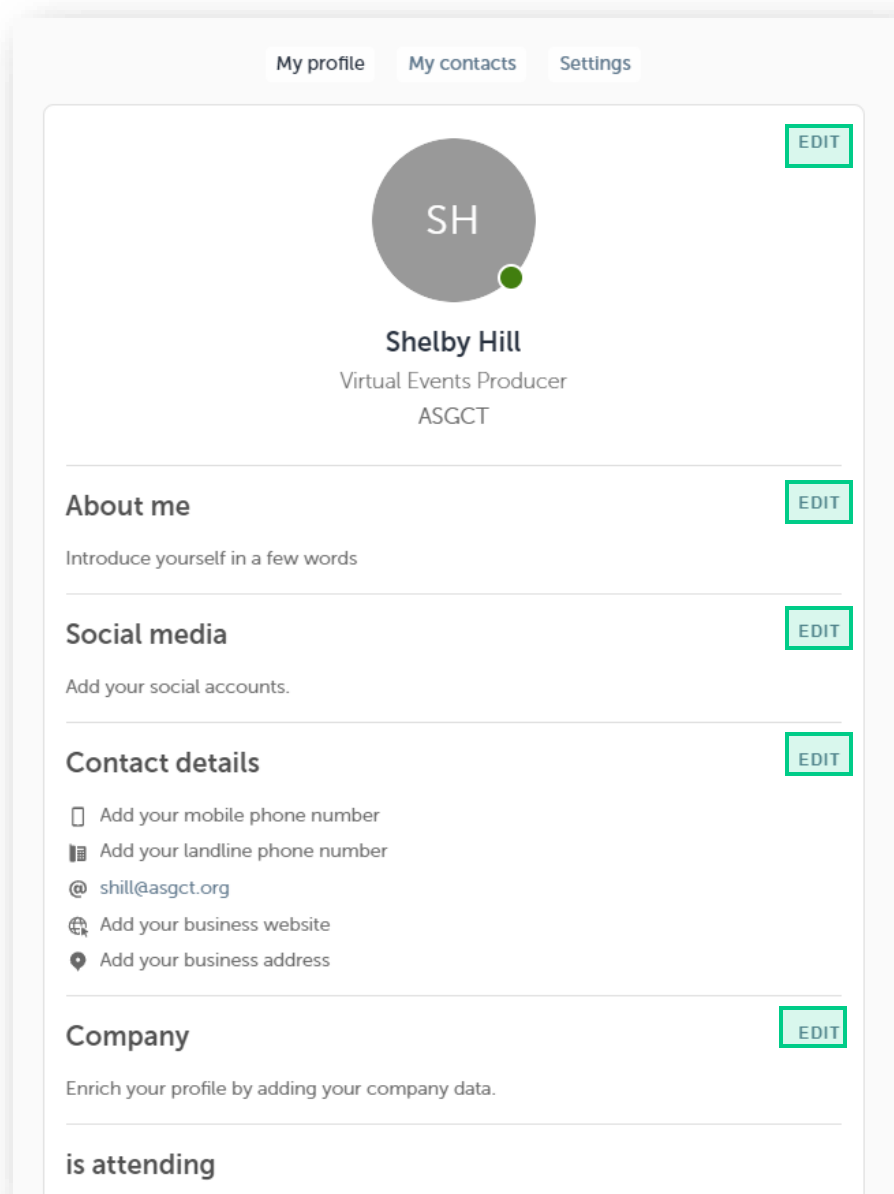
From the drop-down on the upper-right corner of your screen, click
"My profile."

2

On the left side of your screen
next to your photo, click **"Edit."**

You'll be redirected to your profile
where you can edit your information.

How to edit your profile (2/2)



The screenshot shows a user profile page for 'Shelby Hill' with the following sections and edit buttons:

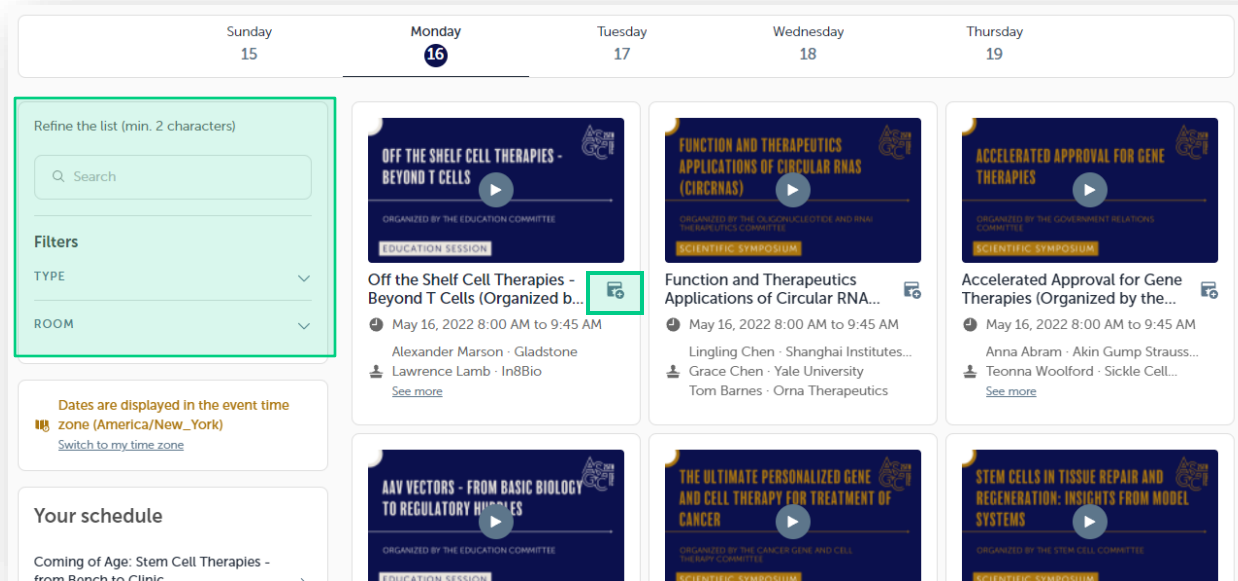
- Profile Header:** Includes a circular profile picture placeholder with the initials 'SH' and a green 'EDIT' button to its right.
- About me:** A section titled 'About me' with a subtext 'Introduce yourself in a few words' and an 'EDIT' button.
- Social media:** A section titled 'Social media' with a subtext 'Add your social accounts.' and an 'EDIT' button.
- Contact details:** A section titled 'Contact details' with an 'EDIT' button. It contains a list of fields to be added:
 - ☐ Add your mobile phone number
 - ☐ Add your landline phone number
 - ☐ @ shill@asgct.org
 - ☐ Add your business website
 - ☐ Add your business address
- Company:** A section titled 'Company' with a subtext 'Enrich your profile by adding your company data.' and an 'EDIT' button.
- Footer:** A section titled 'is attending'.

To edit your profile, click **“Edit”** or **“Add”** next to the information section you want to edit.

Here is the information you can edit:

- Personal information
- Biography
- Social Media
- Contact details
- Company
- Additional fields added by the organizer

How the schedule works

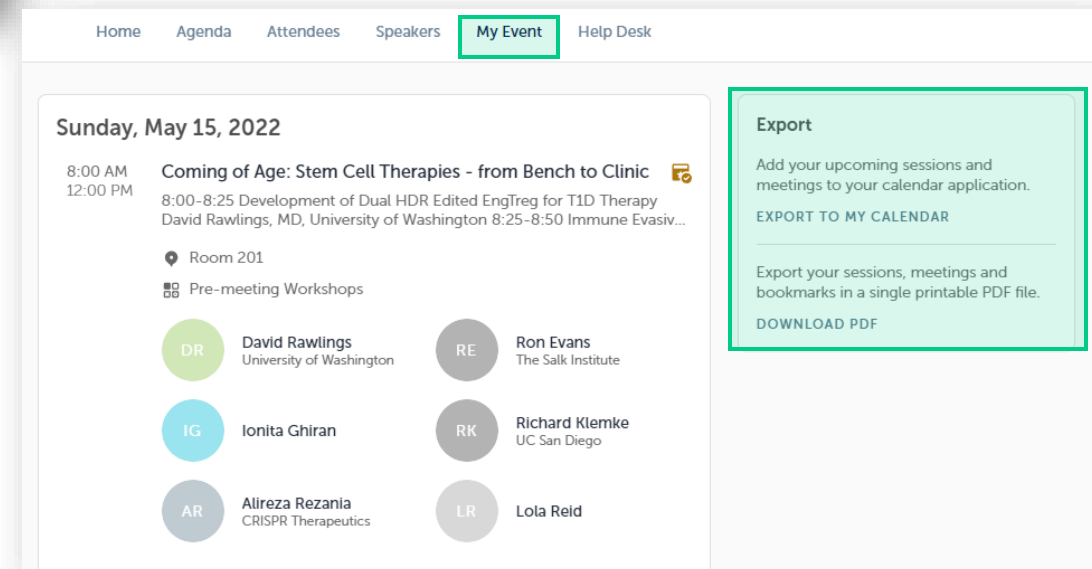


The schedule/agenda button gives you an overview of the event sessions. You can register for sessions by clicking on this **bookmarking icon**.

You can find sessions by using the **search** bar and **filters** located on the left side of the screen.

The tab “**My Event**” allows you to see your own schedule. Here you can find the **sessions** you bookmarked.

You can **export your schedule** by clicking “Export to my calendar” or “Download PDF.”



How to access an ongoing live session



There are several ways to access an ongoing live session.

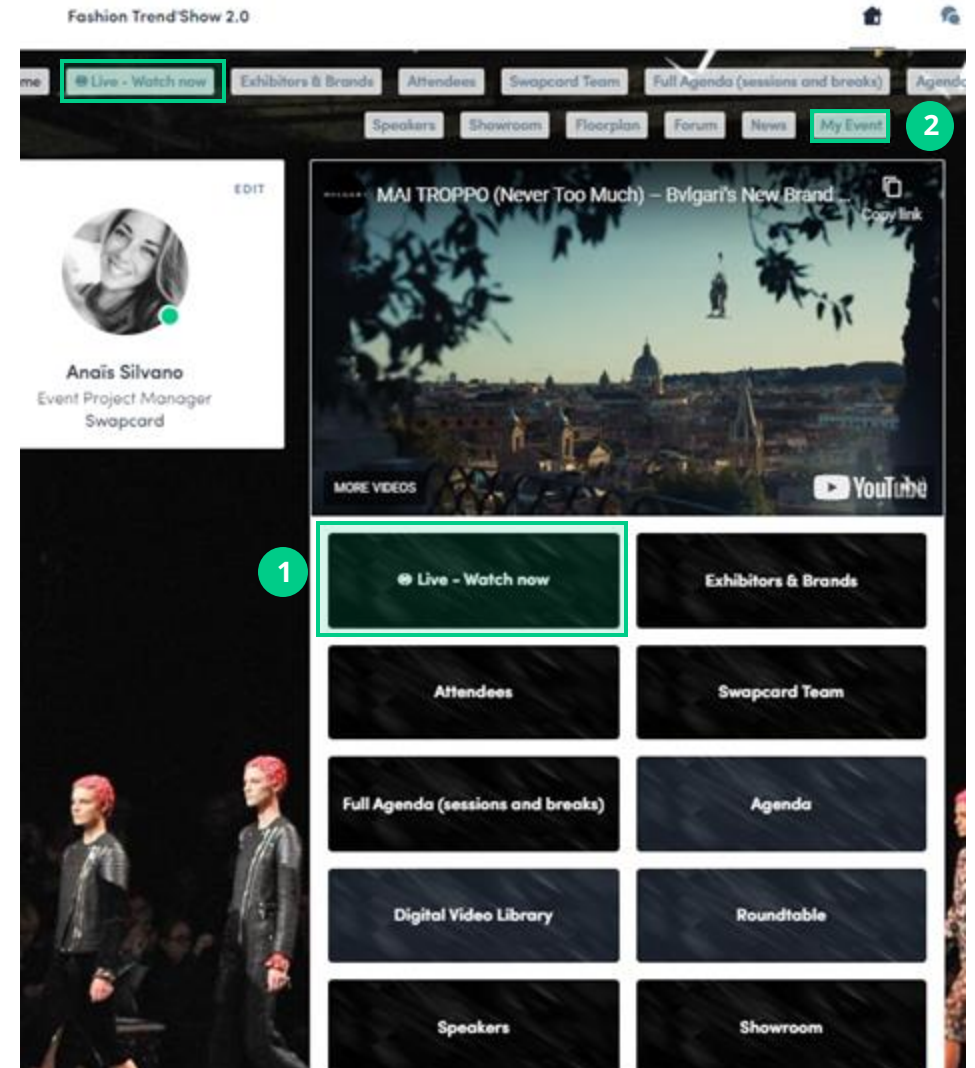
1

From your **Event Home**, click the “**Live session**” button. If there is a live session, the live button should also be present as a tab on the top navigation bar.

You will get redirected to the ongoing session, or the following one if nothing is happening at that time.

2

You can also access it from the “**Event schedule**” or “**My Event**” tab. Click on the ongoing session to reach the session page.



How to access a streaming session



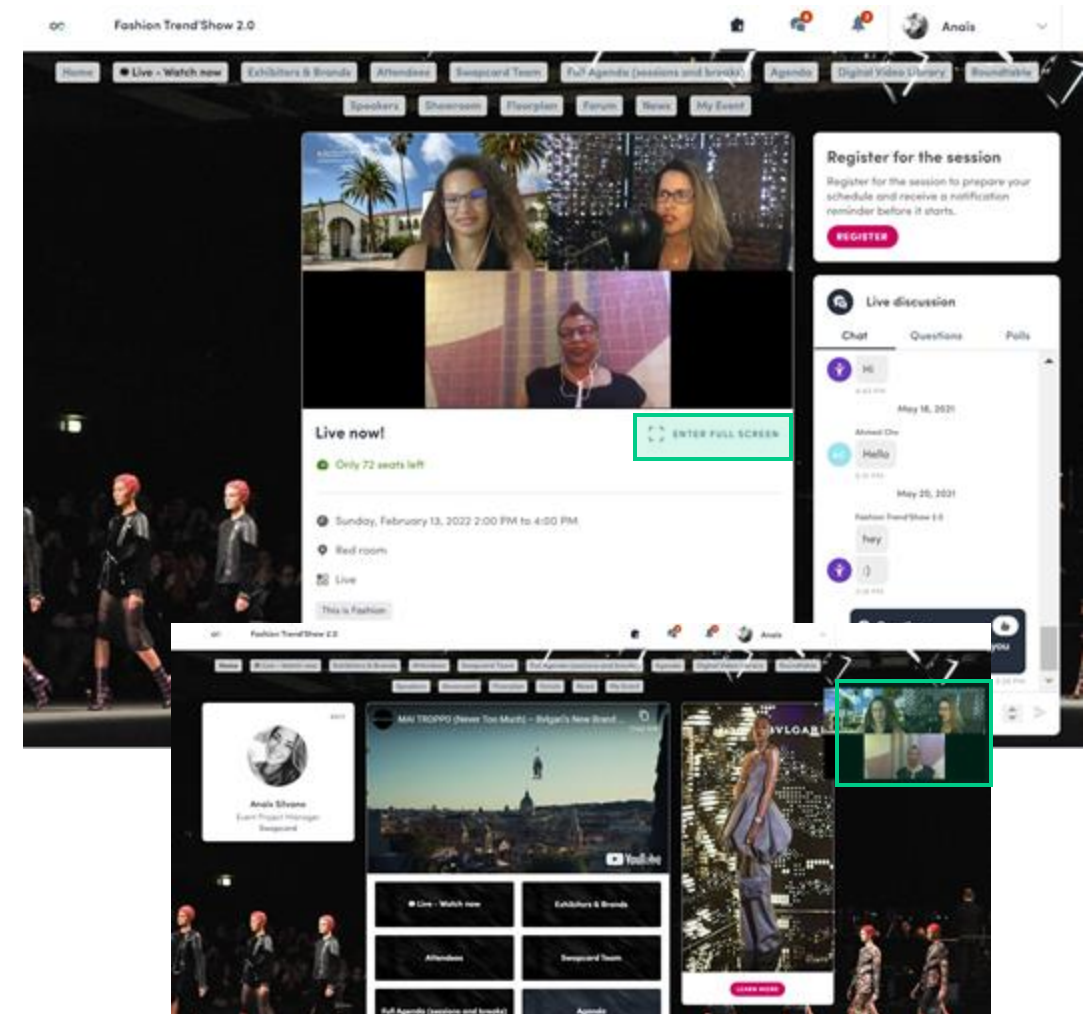
Less than **24 hours** before a live stream session a countdown will show on the session page

Streaming will start Monday, April 20, 2020 4:40 PM

06 03 11
1A

As soon as the session begins, the video will be displayed at the top of the session page and will start automatically. You can refresh the page if it does not.

You will then be able to watch the video, in **full screen** mode if you wish, or continue to browse the app while watching the session in a **pop-out window**.




How to interact during a session

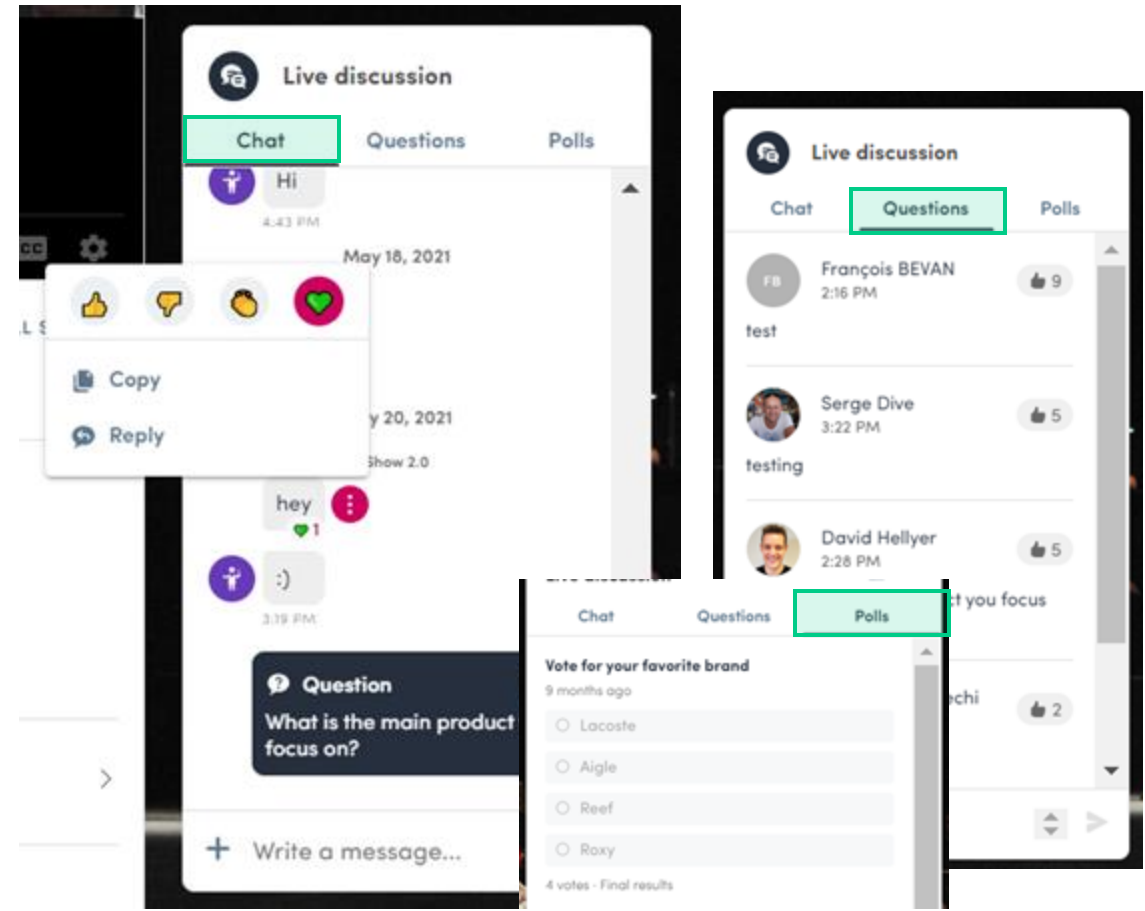


With “**Live discussion,**” you can **chat** with other attendees, ask **questions** to the speakers, and answer **polls** created by the organizers or speakers.

You can react and answer to other people’s messages, or delete your message by clicking on the three dots next to it.

Questions will be sorted by upvotes where the most liked questions will rise to the top.

The live discussion should be open when sessions are ongoing. If you do not see it,  on the bottom right to open it.



AVAILABLE FEATURES

NETWORKING

Networking

From the home page or the top navigation bar you can access the **Speaker** and **Attendee** lists.

Here you can search and find people to connect with. You can chat and have video calls.

The screenshot shows a networking interface. On the left, there is a search bar with the placeholder text "Refine the list (min. 2 characters)" and a search icon. Below the search bar is a "Visibility" toggle switch, which is currently turned off, with the text "You're not visible to other attendees." below it. On the right, there is a list of attendees, each with a circular profile picture containing initials, a name, and a title. The attendees listed are:

- NA** Nina Aaron, Lead R&D Specialist, Regeneron
- EA** Emmanuel Abate, VP & Head of CSR, Cytiva
- DA** Daniel Abate-Daga, Associate Member, H. Lee Moffitt Cancer Center and Research Institute
- SA** Shyama Abayasekar, Senior Scientist II, Novartis
- PA** Peter Abbink, Associate Director Viral Vectors, Batavia Biosciences
- AA** Amr Abdeen, ginkgo bioworks
- TA** Tarek Abdel-Gawad, Senior Director Commercial Strategy, Resilience

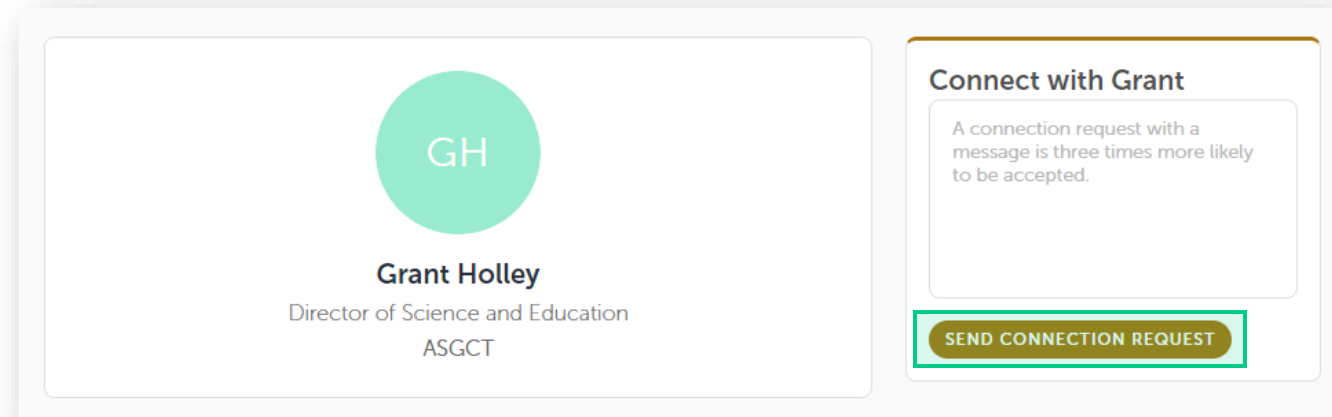
The screenshot shows the swapcard website home page for the ASGCTC 25th Annual Meeting. The top navigation bar includes links for Home, Agenda, Attendees, Speakers, My Event, and Help Desk. The main header features the ASGCTC 25th Annual Meeting logo, which includes the text "25TH ANNUAL MEETING MAY 16-19-2022" and "WASHINGTON DC". Below the header, there is a grid of buttons for various event features. The buttons are: Agenda, Attendees, Speakers, Virtual Poster Hall, Abstract Collection, In-Person Attendee Resources, My Event, Evaluation Survey, and Help Desk. The Attendees, Speakers, and Virtual Poster Hall buttons are highlighted with a green border.

How to send a connection request

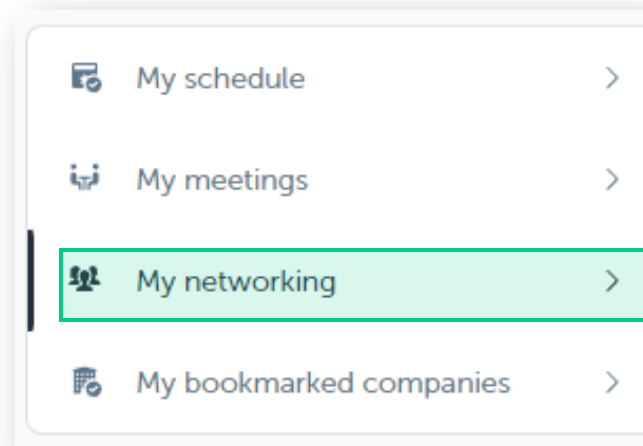


To send a connection request, go to their profile (via the list of participants, speakers or a company profile) and click the “**Send connection request**” button.

Tip: Add a note to your connection request to introduce yourself and explain the reason for your request.




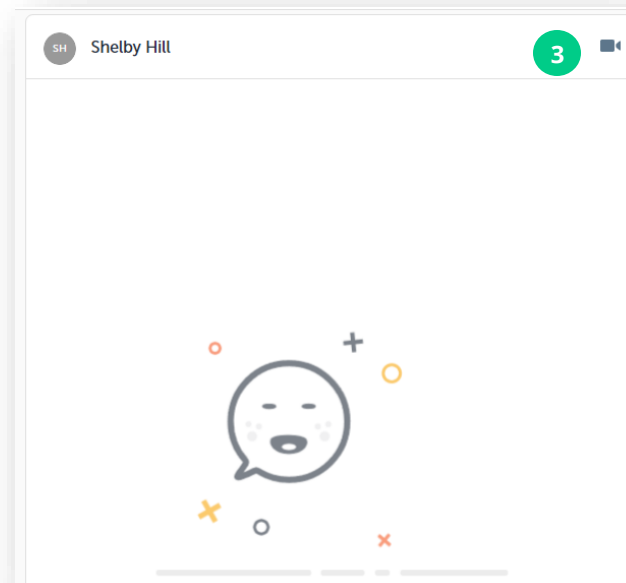
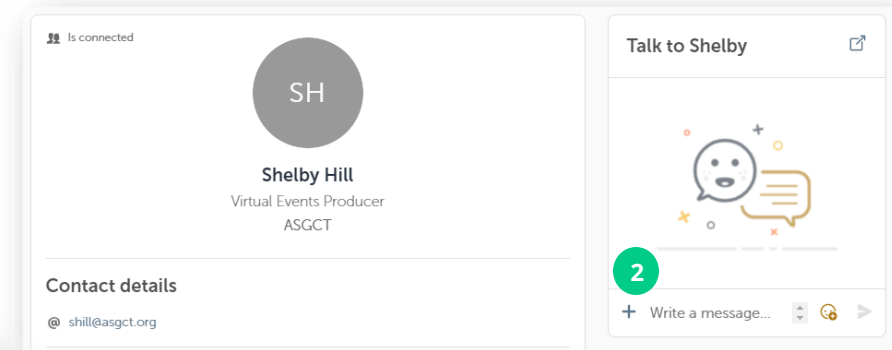
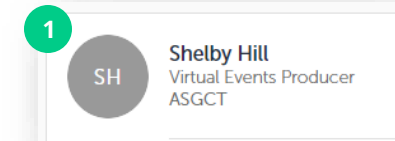
Note: You will be able to find a full list of your connections in “**My Event**” under “**My Networking.**”



How to communicate with your connections



- 1 Access a person's profile (i.e.: from "My Networking" under the "My Events" tab)
- 2 Enter in your message into the chat box on the right hand side and send
- 3 To start a video chat, expand the chat box  and click the camera icon in the upper right hand corner



**Thank you for taking the
time to read this presentation.**

If needed, click [here](#) to ask
our team for support.

GET READY !