



# Event Platform User Guide

**ACCESS THE APP**

LOGIN



# Logging in for the first time

You will receive an email similar to **this one** with a button redirecting you to a login page. It will lead to the account that was automatically created for you by the platform after you registered for the event.

A window will then suggest creating a password for your account.

You can also access the event from your phone by downloading the ASGCT Events App ([iOS/Android](#))

Welcome

Log in with your ASGCT account

or

Log in with your email

Please enter the email address you provided during event registration.

\*Email address

Enter your email address

Continue with email



## Visit the ASGCT Annual Meeting Virtual Platform!

Hello Alex,

It's almost time for the 27th ASGCT Annual Meeting! We wanted to let you know that the [virtual meeting platform](#) is now open for you to explore.

Get ahead of the game and prepare for the Annual Meeting by building your custom schedule and publishing your attendee profile.

You can access the platform by clicking the button below. You can also download the ASGCT Events meeting app for free on the [App Store](#) or [Google Play](#).

Whether you're attending in person in Los Angeles or virtually, you'll have access to the platform throughout the meeting and for 30 days after its conclusion.

[EXPLORE THE ANNUAL MEETING](#)

**Note:** If you don't see this email in your mailbox, please check your spam.



# Logging in after you have already setup your account

- Access your account by going to <https://annualmeeting.app.swapcard.com/event/27th-annual-meeting>
- Enter the email you used to register for your event, then enter your password.
- Click the arrow to connect.

←



×

Nice to see you again!

Enter your password for

Password

Forgot your password? [Send me a magic link](#)

Continue

**Note:** If you have forgotten your password after entering your email, click on **send me a magic link**. You'll receive an email to reset your password. If you need any help, please email [info@asgct.org](mailto:info@asgct.org)

# AVAILABLE FEATURES

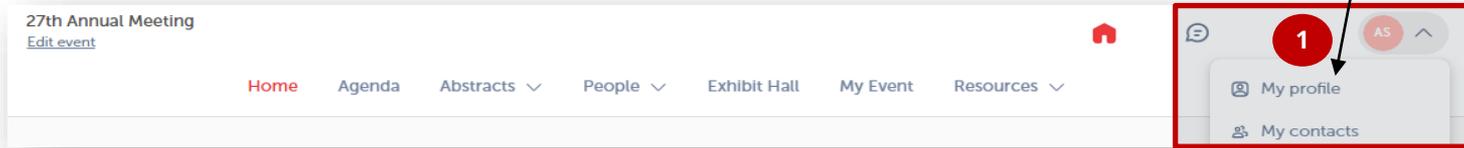
PROFILE EDITING



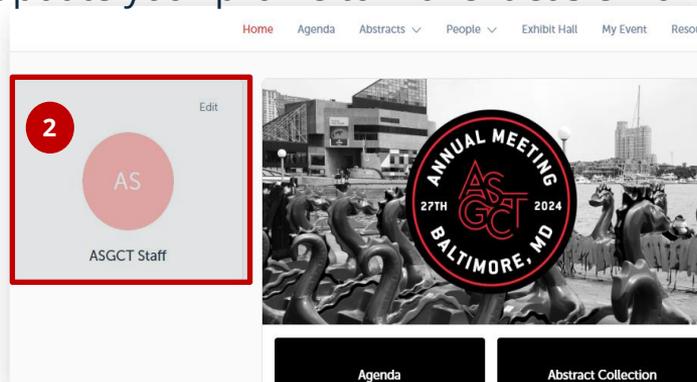
# How to edit your profile using the Web App

There are two ways of **accessing your profile**:

- 1 From the drop-down on the upper-right corner of your screen, click **“My profile.”**



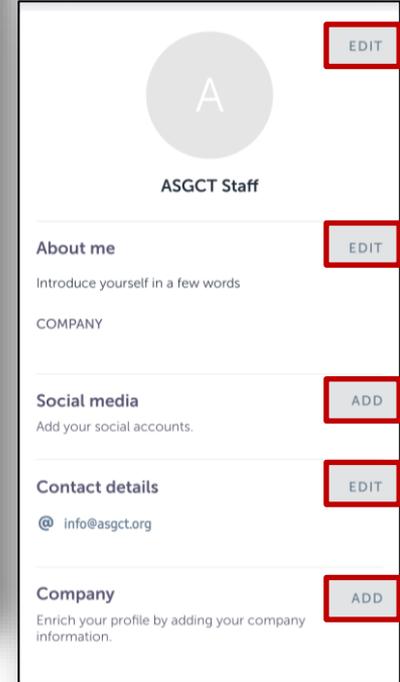
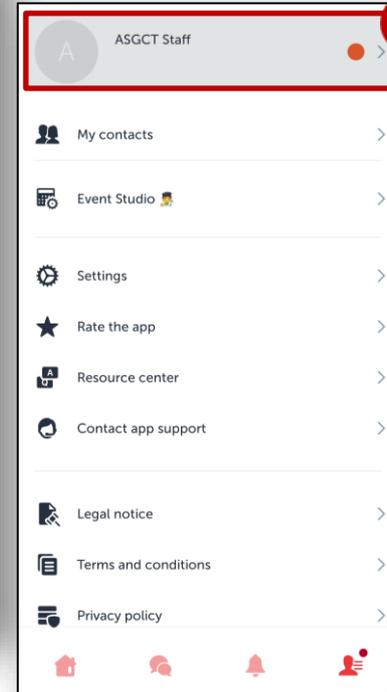
- 2 On the left side of your screen next to your photo, click **“Edit.”** This will take you to your profile to update your profile to make it easier for attendees to connect





# How to edit your profile on the Mobile App

- 1 Click on the **person icon** in the lower right corner of the screen
- 2 Click on the « > » to open your profile page
- 3 Select « **Edit** » to update your profile to make it easier for attendees to connect





# How to make your profile private using the Web App

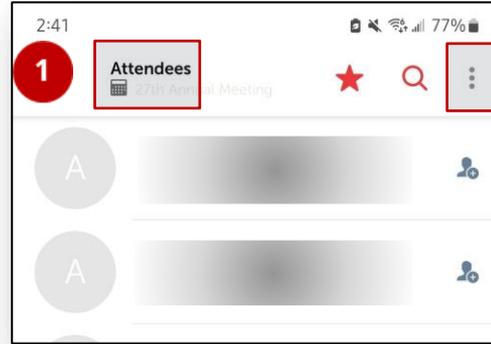
- 1 Navigate to the "Attendee" list
- 2 Switch the toggle on next to Visibility along the left-hand side

The screenshot displays the ASGCT web app interface. At the top, there is a navigation bar with links for Home, Agenda, A, People, Exhibit Hall, My Event, and Resources. A red circle with the number '1' highlights the 'People' dropdown menu, which is open to show 'Attendees' (checked) and 'Speakers'. Below the navigation bar, there is a search bar and a 'Filters' section with an 'Available to meet' dropdown. A red box highlights the 'Attendee' list, which includes a card for 'Info ASGCT' and a list of other attendees represented by colored circles and blurred names. A red circle with the number '2' highlights the 'Visibility' toggle, which is currently turned off. The 'Visibility' section includes the text: 'When off, no online visibility or requests possible. Exhibitors can still access your data via lead scanning onsite.' Below the 'Visibility' section is a 'Your connections' section with a card for 'Info ASGCT'.

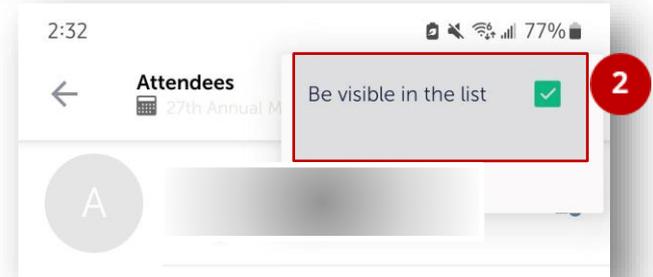


# How to make your profile private using the Mobile App

1 Navigate to the **“Attendee”** list and click on the virtual three dots along the right-hand navigation



2 Uncheck the box next to **« Be visible in the list »**



# AVAILABLE FEATURES

AGENDA BUILDING

# How to build your personalized agenda



Monday 6    Tuesday 7    Wednesday 8    Thursday 9    Friday 10    Saturday 11

May 8, 2024 8:00 AM to 9:45 AM

Refine the list (min. 2 characters)

Search

Filters

Session Type

Session Path

- Cancer
- First-time Attendee
- Clinical Science
- Gene Editing
- Regulatory + Government Affairs
- Viral Vectors

Time preferences

Dates are displayed in the event time zone (America/New\_York)  
[Switch to my time zone](#)

Time is displayed in 12-hour format  
[Switch to 24-hour format](#)

Click to register and add it to your schedule

8:00 AM

**Prospects for Prenatal Gene and Cell Therapy (Organized by the Prenatal Cell + Gene Therapy Committee)**  
8:00 - 9:45 A.M. | ROOM 307-308  
May 8, 2024 8:00 AM to 9:45 AM  
Agnieszka Czechowicz - Stanford...  
Alice Tarantal - University of...  
[See more](#)

**From the Clinic Back to the Bench: Solving Old Problems with New Technologies (Organized by the Neurologic and Ophthalmic Gene and Cell Therapy Committee)**  
8:00 - 9:45 A.M. | BALLROOM 4  
May 8, 2024 8:00 AM to 9:45 AM  
Eva Andres-Mateos - Atsena...  
Christine Kay - Vitreoretinal...  
[See more](#)

**Sponsored Symposium: Sartorius BIA Separations - ...**  
8:00 - 8:30 A.M. | ROOM 337-338  
May 8, 2024 8:00 AM to 8:30 AM

**Frontline of Gene and Cell Therapy Research in Japan**  
8:00 - 9:45 A.M. | BALLROOM 3  
May 8, 2024 8:00 AM to 9:45 AM  
Ko Mitani - Saitama Medical...  
Masato Yamamoto - University of...  
[See more](#)

**Research Readiness for Rare Diseases (Organized by the Research Readiness for Rare Diseases Committee)**  
8:00 - 9:45 A.M. | ROOM 339-342  
May 8, 2024 8:00 AM to 9:45 AM  
Allison Bradbury - Nationwide...  
Kimberly Goodspeed - UT...  
[See more](#)

**Clinical Translation of Gene and Cell Therapies (Organized by the Education Committee)**  
8:00 - 9:45 A.M. | BALLROOM 2  
May 8, 2024 8:00 AM to 9:45 AM  
Julia Davydova - UMN  
Satrio De Oliveira - UCLA  
[See more](#)

The 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.



# Viewing and exporting your agenda

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

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

Home Agenda Abstracts ▾ People ▾ Exhibit Hall **My Event** Resources ▾

**My schedule** >

- My networking >
- My saved videos >
- My meetings >

**Time preferences**

Dates are displayed in the event time zone (America/New\_York)  
[Switch to my time zone](#)

Time is displayed in 12-hour format  
[Switch to 24-hour format](#)

Wednesday, May 8, 2024

8:00 AM  
9:45 AM

**From the Clinic Back to the Bench: Solving Old Problems with New Technologies (Organized by the Neurologic and Ophthalmic Gene and Cell Therapy Committee)**

Co-Chairs: Eva Andres-Mateos, PhD, Atsena Therapeutics Heather Gray-Edwards, DVM, PhD, UMass Chan Medical School 8:00 - 8:26 AM:...

Ballroom 4

Scientific Symposium

- EA Eva Andres-Mateos  
Atsena Therapeutics
- CK Christine Kay  
Vitreoretinal Associates
- Kevin Strauss  
Clinic for Special Children
- YC Yujia Cai  
Shanghai Jiao Tong University
- SC Stephanie Cherqui  
University of California, San...

Clinical Science

10:15 AM  
12:00 PM

**Presidential Symposium**

10:15 - 10:45 AM: Mechanistic Insights and Therapeutic Approaches to Restore Muscle Function in Muscular Dystrophy Kevin Campbell, PhD,...

**Export**

Add your upcoming sessions and meetings to your calendar application.

[Export to my calendar](#)

Export your sessions, meetings and bookmarks in a single printable PDF file.

[Download PDF](#)

# **AVAILABLE FEATURES**

NETWORKING



# How to send a connection request

Home Agenda Abstracts ▾ **People ▾** Exhibit Hall My Event Resources ▾

  
Info ASGCT

**Meet Info**  
Select a time slot to set up a meeting with Info , only meeting slots available for both parties are displayed.

Tuesday, May 7, 2024

8:00 AM 30 mins	9:00 AM 30 mins	9:30 AM 30 mins	10:00 AM 30 mins	10:30 AM 30 mins	11:00 AM 30 mins
--------------------	--------------------	--------------------	---------------------	---------------------	---------------------

[See more slots](#)

**Connect with Info**

A connection request with a message is three times more likely to be accepted.

0/1000 Characters maximum

**Send connection request**

To send a connection request, go to their profile (via the dropdown menu under « People ») 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.

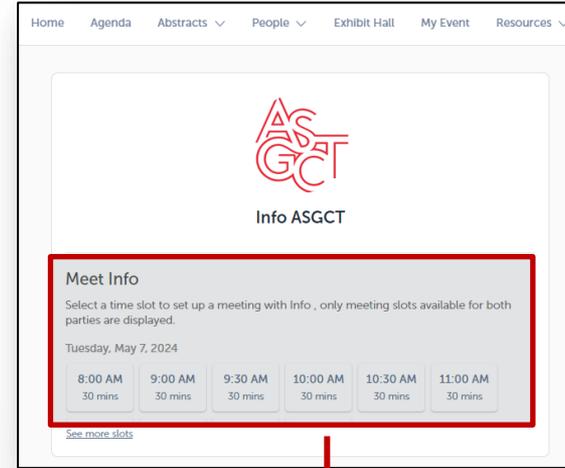
You will be able to find a full list of your connections in **“My Event”** under **“My Networking.”**

# Managing your meeting availability



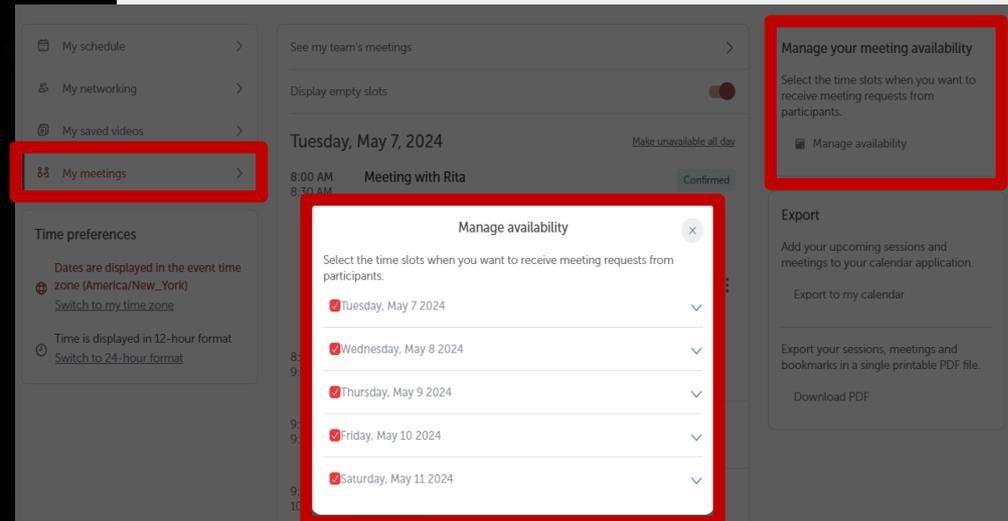
From the home page or the top navigation bar you can access the **Speaker** and **Attendee** lists.

Here you can search and find people to connect with. You can chat, have video calls, and book meetings. You can meet virtually or face-to-face depending on your preference.



**Time slots** appearing on people's profiles means it is possible for you to book meetings with them. Slots disappear once booked.

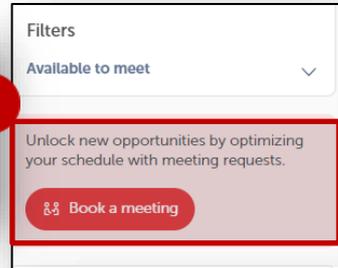
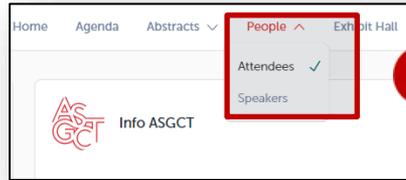
You can manage your **availability for meetings** by going to the **My meetings** tab in **My Event**. Making yourself unavailable all day or at specific times will remove meeting slots.



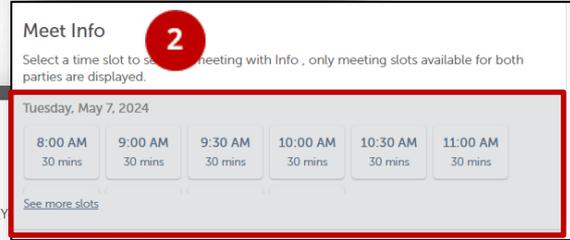
# How to create and send a meeting request



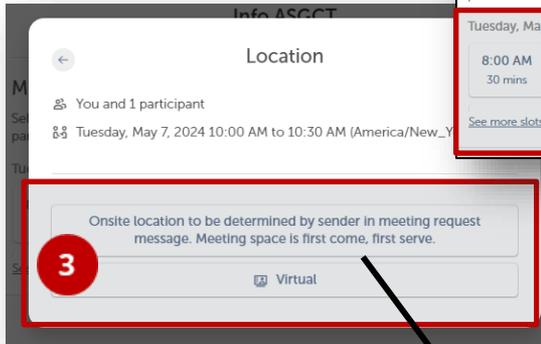
1 Access a person's profile (i.e.: from the Attendees button or select "Book a Meeting" from the left-hand navigation and search)



2 Click on one of the suggested meeting slots. For more slots click "see more slots"



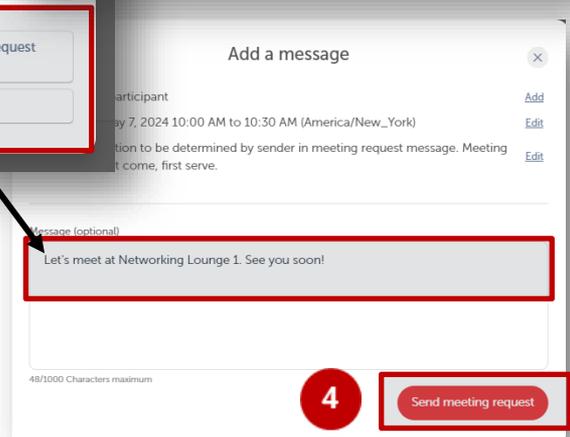
3 Select if you would like to meet **virtually** (through the Swapcard app) or **"Onsite location to be determined by sender"**. In the message request, specify where you would like to meet the person at the conference center.



- Suggested meeting places include:*
- Exhibit Hall Networking Lounges 1 & 2, open seating near the Presentation Theater or concessions
  - Any open seating areas on levels 200-400

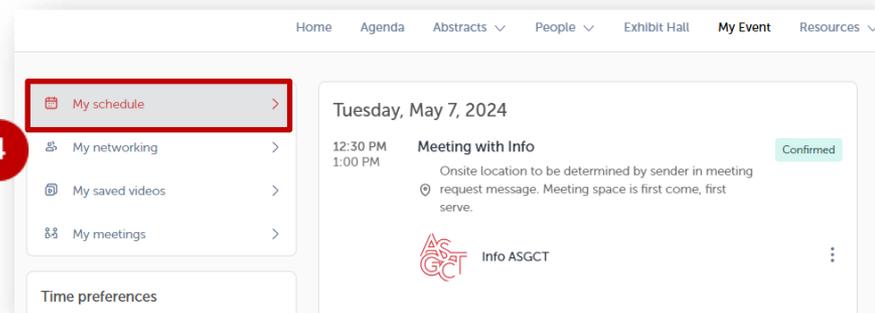
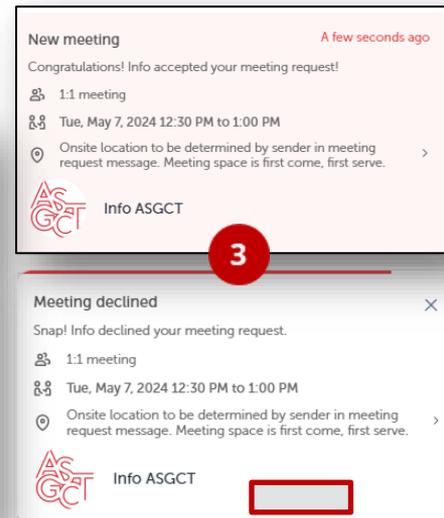
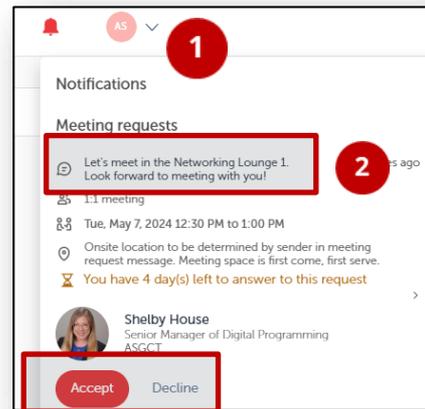
**NOTE: All in-person meeting spaces are first come, first serve**

4 Once done, click "Send meeting request"



# Viewing and accepting a meeting request

- 1 Notifications for meeting requests appear under the “Notifications” tab or  icon
  - Web app: located in the upper right-hand corner
  - Mobile app: located along the lower navigationMeeting request recipients have 5 days to respond before the request expires.
- 2 Location of the meeting will appear at the top of the notification and within a chat window 
- 3 You will be notified once when the participant accepts or declines your meeting request under the “Notifications” tab 
- 4 Meetings will be added to your schedule and can be viewed under “My Schedule”





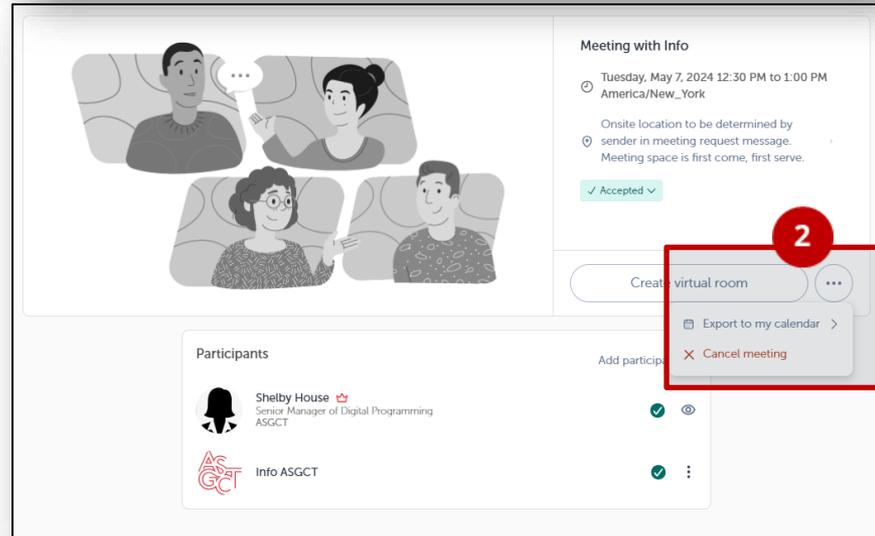
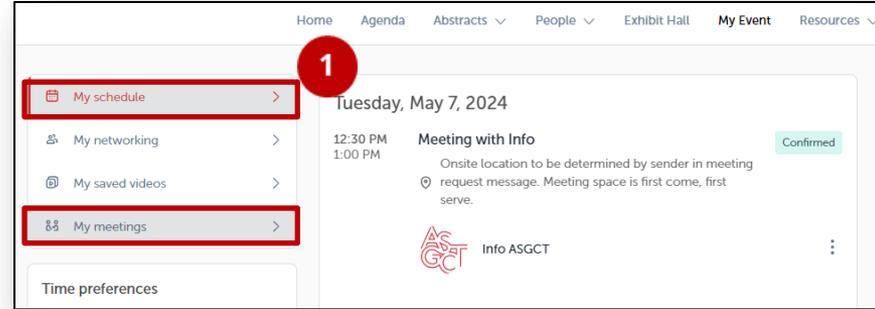
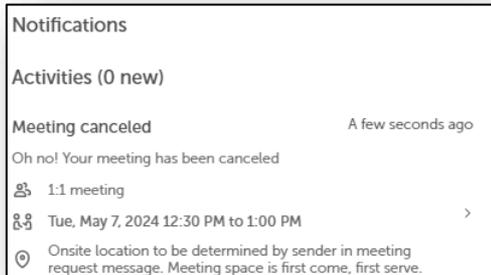
# Canceling a meeting request

Both the sender and/or the participant can cancel a meeting request after it has been accepted.

**1** To cancel a request, click on the meeting under either the **“My Schedule”** or **“My Meeting”** tabs.

**2** Click on the  to open the dropdown and select **“Cancel Meeting”**.

**3** You will receive a notification in the  tab when someone has cancelled.





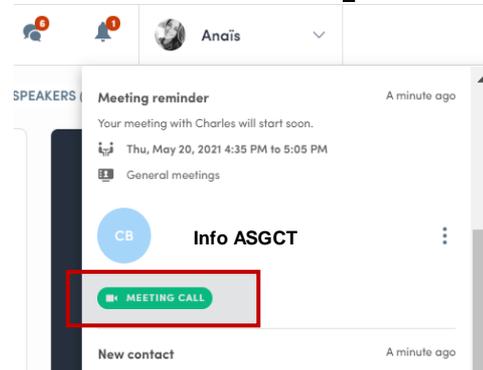
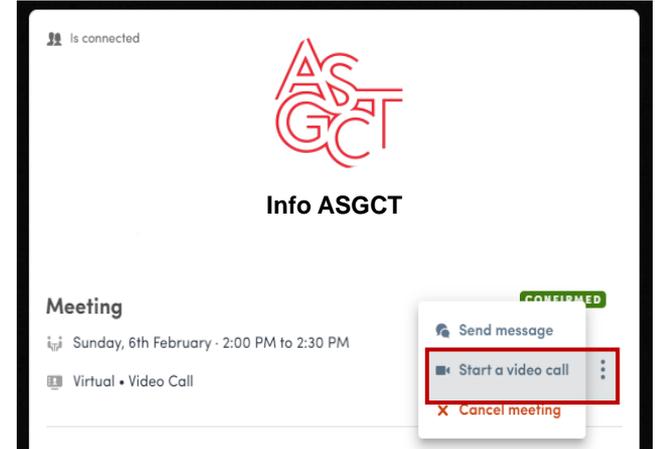
# How to have a virtual meeting

5 minutes before a virtual meeting and 15 minutes before a face-to-face meeting you will receive a reminder email from which you can click to access the meeting.

If you are already on the platform you can start the meeting by going to the profile of the person you have a meeting with, and click the **“Meeting call”** button.

This will launch the video call. This button is only available if the meeting is confirmed.

**Note:** You can also access a meeting directly from the meeting notification.



# AVAILABLE FEATURES

LIVESTREAM & ON-DEMAND ACCESS



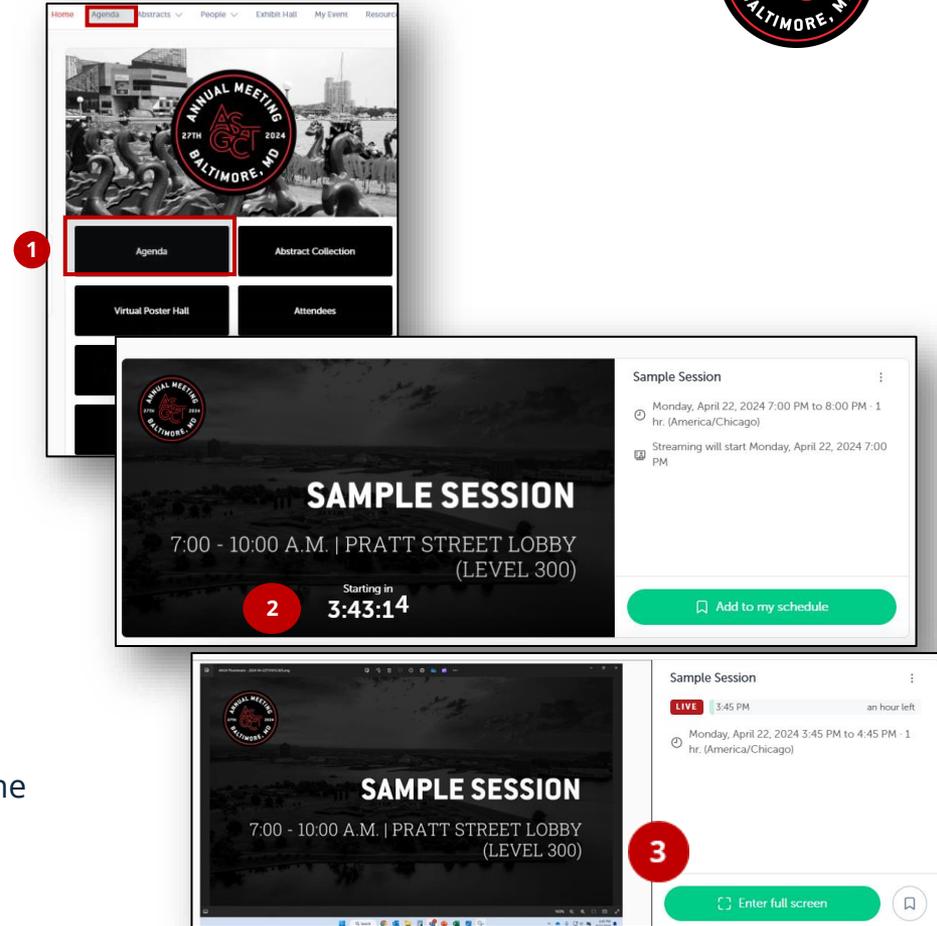
# How to access a livestream session

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

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

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.

3 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

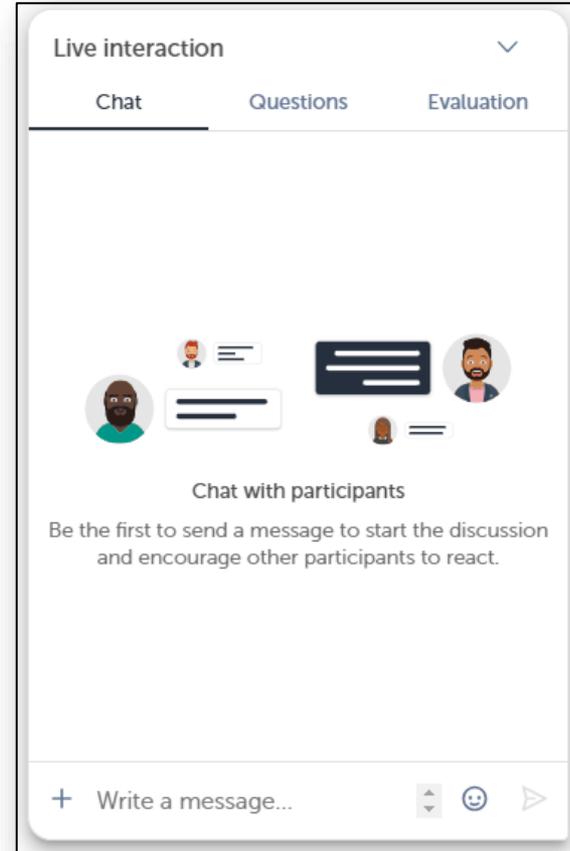
With “**Live interaction,**” you can **chat** with other attendees, ask **questions** to the speakers, and complete the session evaluation.

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 chat and Q&A will be open when sessions are ongoing. If you do not see it, click on the bubble on the bottom right to open it.

 Live interaction 





# How to watch sessions on-demand

The event organizer can make sessions available to watch on-demand.

You can access on-demand sessions through the **agenda** by clicking on past sessions.

Session will be posted on-demand 24-48 hours after the session concludes.

On-demand will remain open until June 21, 2024.

Home **Agenda** Abstracts ▾ People ▾ Exhibit Hall

Tuesday **7** Wednesday 8 Thursday 9

6:00 AM

Sponsored Content **Lonza**  
Cell & Gene

IMPROVING AAV PRODUCTIVITY AND  
PACKAGING EFFICIENTLY THROUGH  
PLASMID ENGINEERING

Sponsored Content: Lonza -  
Improving AAV productivity...

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

If needed, click [here](#) to for additional resources or  
contact [info@asgct.org](mailto:info@asgct.org)

