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)

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

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

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.

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

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**."
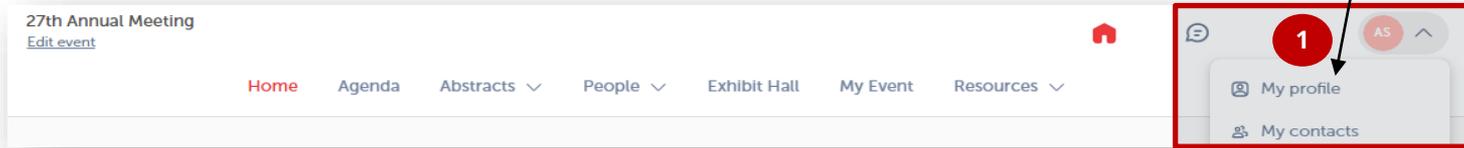
2 On the left side of your screen next to your photo, click "**Edit**." This will take you to your profile to update your profile to make it easier for attendees to connect
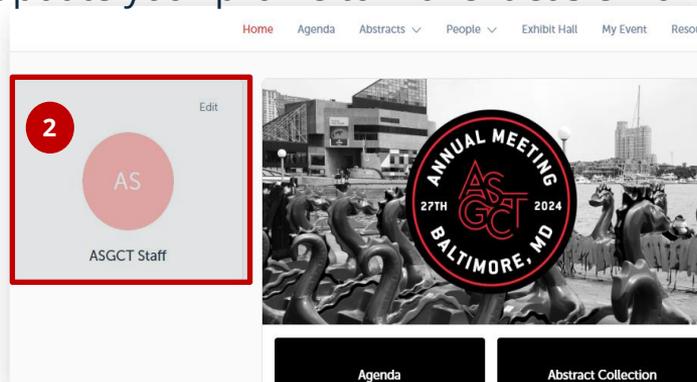
How to edit your profile on the Mobile App

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
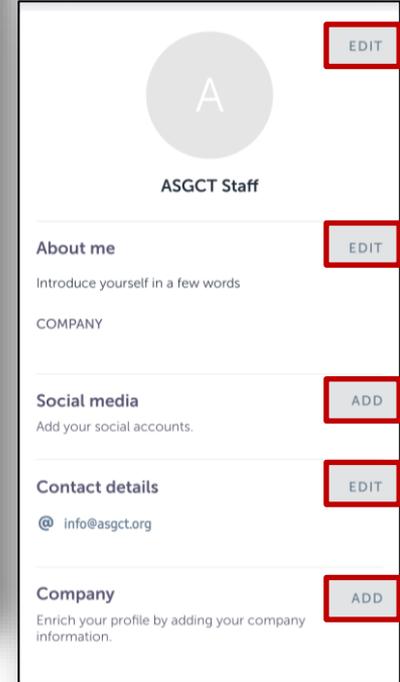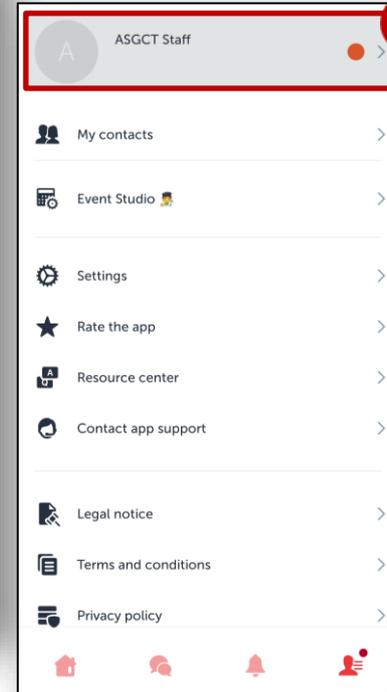
How to make your profile private using the Web App

1. Navigate to the **"Attendee"** list

2. Switch the toggle on next to Visibility along the left-hand side

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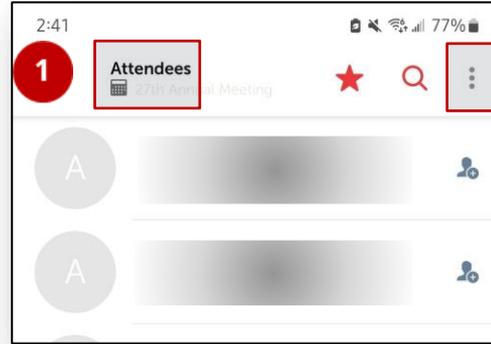
2 Uncheck the box next to **« Be visible in the list »**
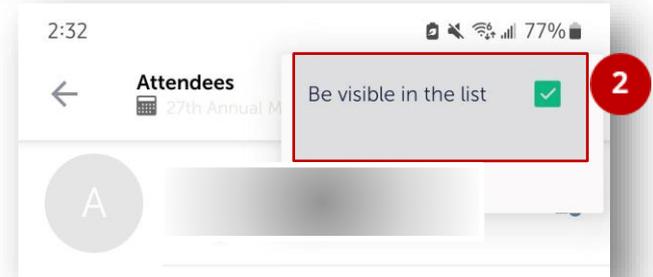
AVAILABLE FEATURES

AGENDA BUILDING

How to build your personalized agenda

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."

AVAILABLE FEATURES

NETWORKING

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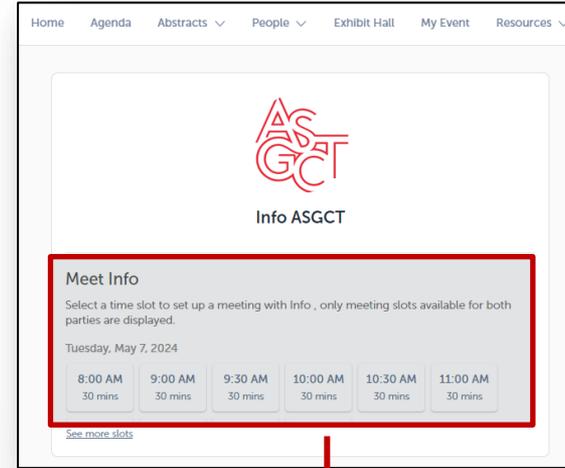
Time slots appearing on people's profiles means it is possible for you to book meetings with them. Slots disappear once booked.

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.
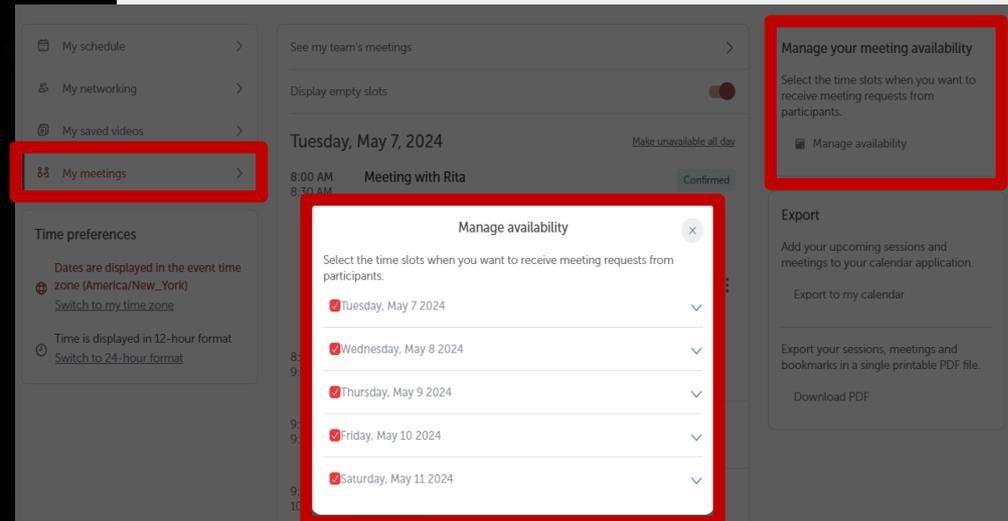
How to create and send a meeting request

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"

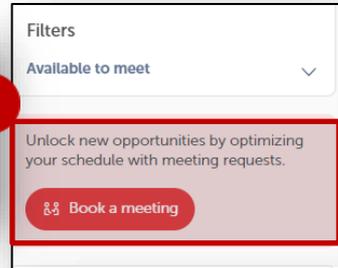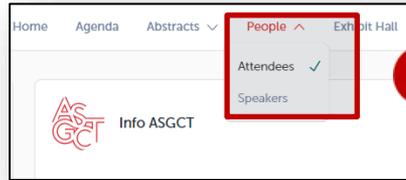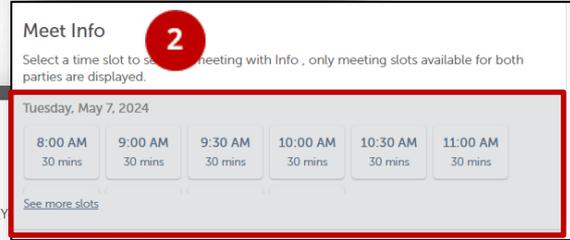**3** Select if you would like to meet **virtually** (through the Swapcard app) or **"Onsite location to be determined by sender".** In the message request, specify where you would like to meet the person at the conference center.
Suggested meeting places include:
  - Exhibit Hall Networking Lounges 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
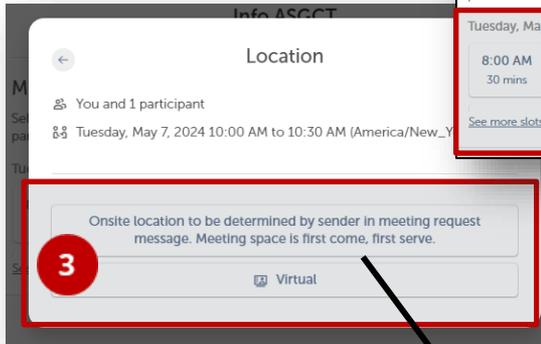
4 Once done, click "Send meeting request"
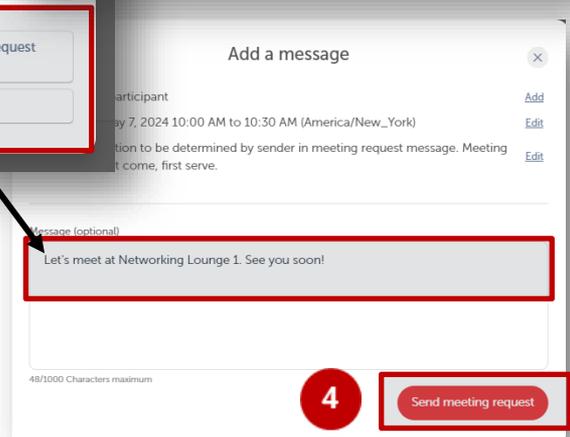
Viewing and accepting a meeting request

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 navigation

Meeting request recipients have 5 days to respond before the request expires.

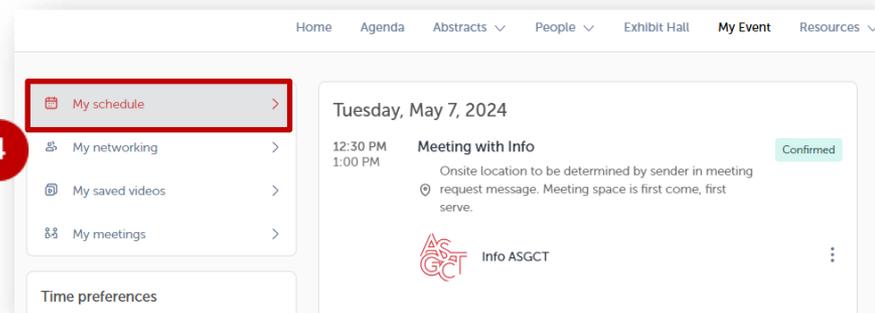**2** Location of the meeting will appear at the top of the notification and within a chat window 💬

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"
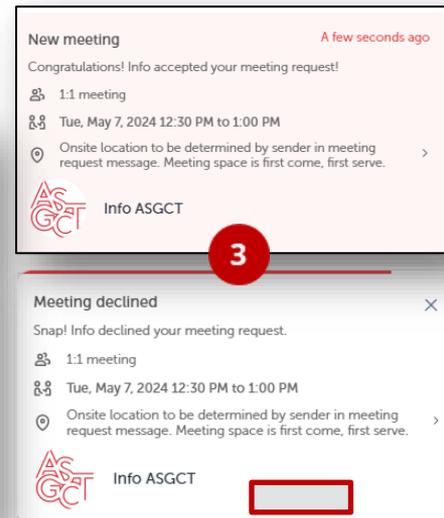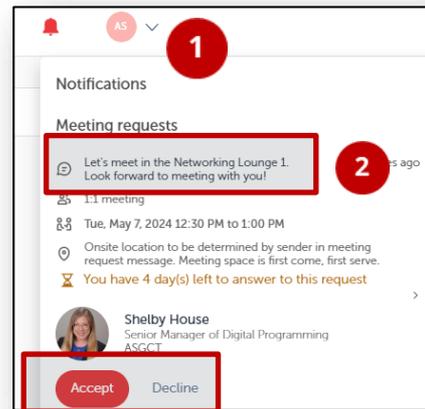
Cancelling a meeting request

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

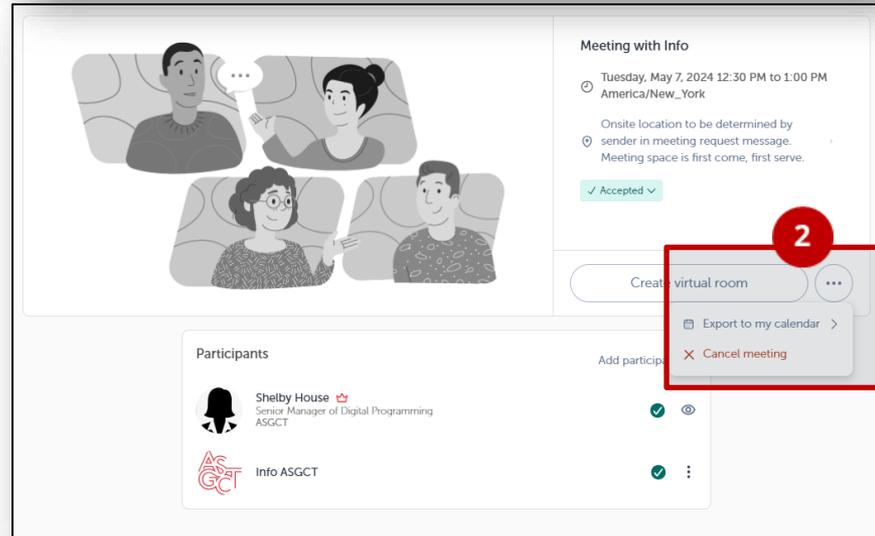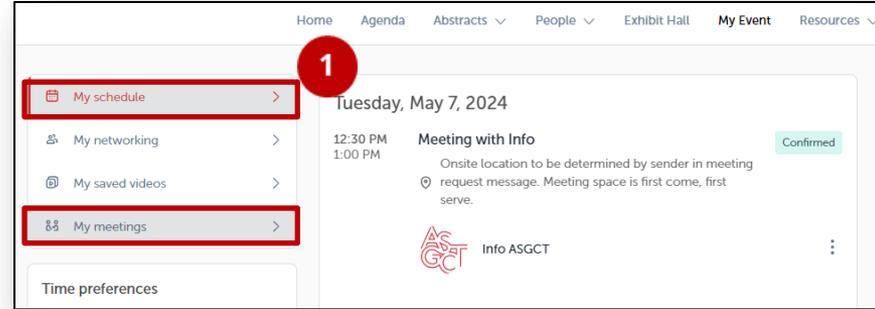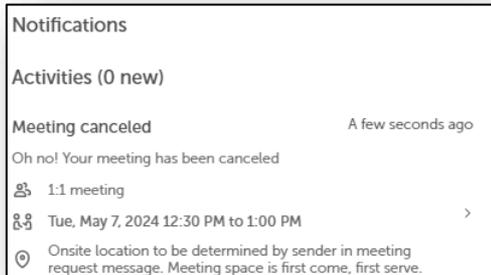**1** To cancel a request, click on the meeting under either the **"My Schedule"** or **"My Meeting"** tabs.

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.
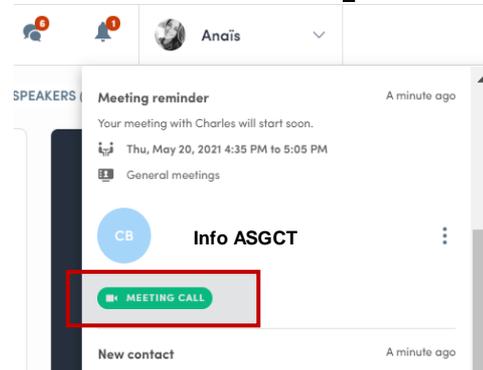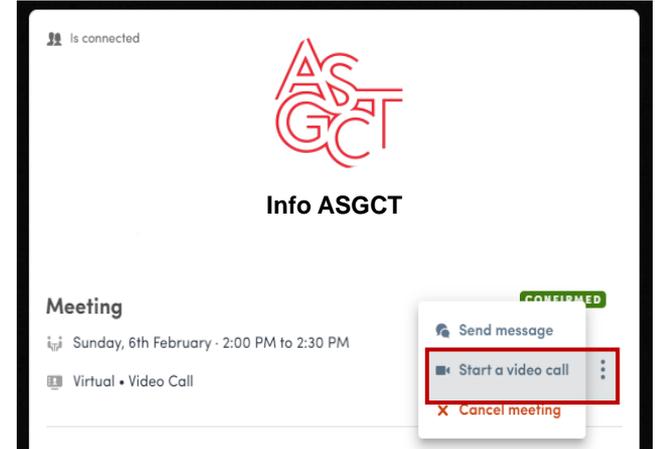
AVAILABLE FEATURES

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**.
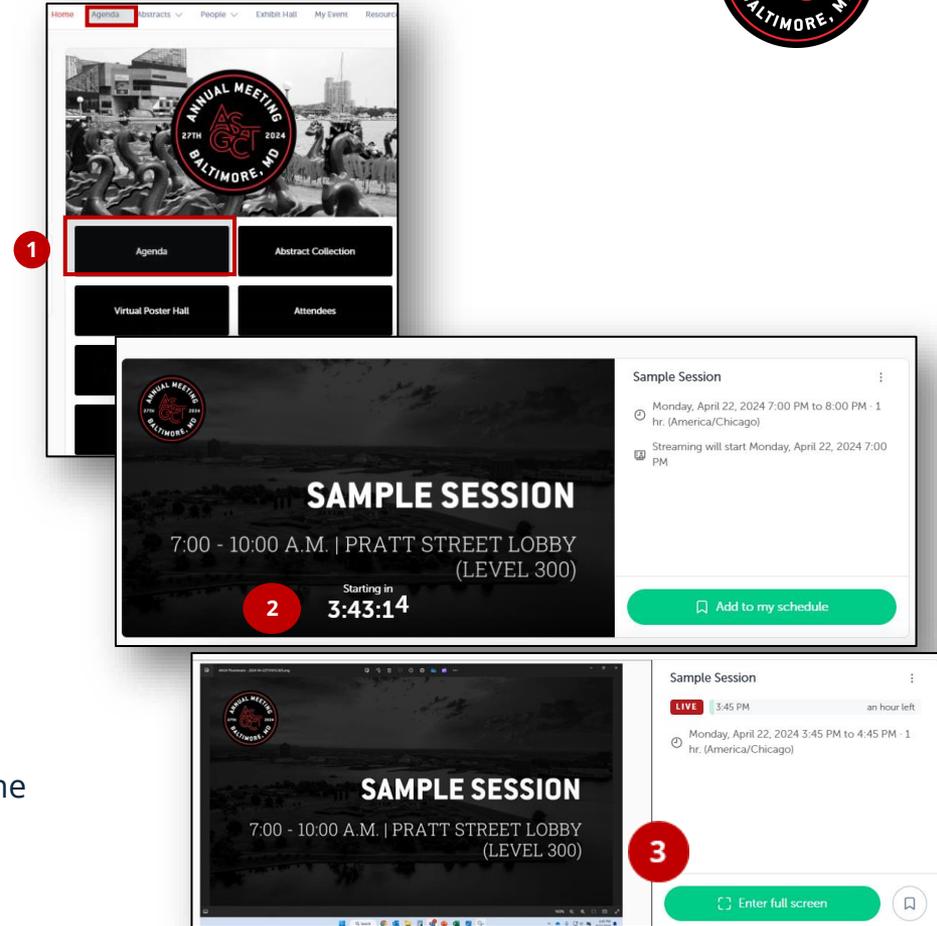
How to interact during a session

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.
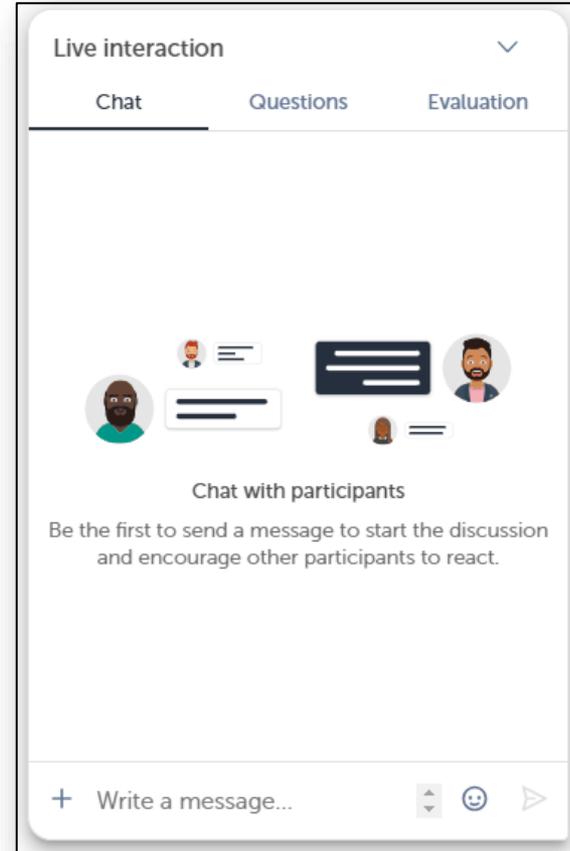
How to watch sessions on-demand

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.

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

If needed, click **here** to for additional resources or
contact info@asgct.org