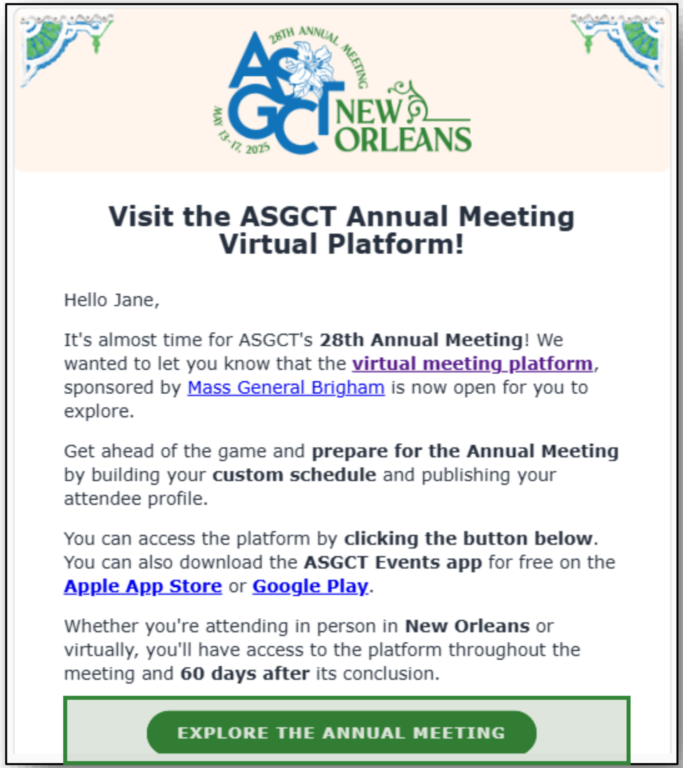
ASGCT 28TH ANNUAL MEETING
NEW ORLEANS
MAY 13–17, 2025

ASGCT 28th Annual Meeting Event App and Platform User Guide

Access the App

App and Platform Login

Logging in for the first time


Visit the ASGCT Annual Meeting Virtual Platform!

Hello Jane,

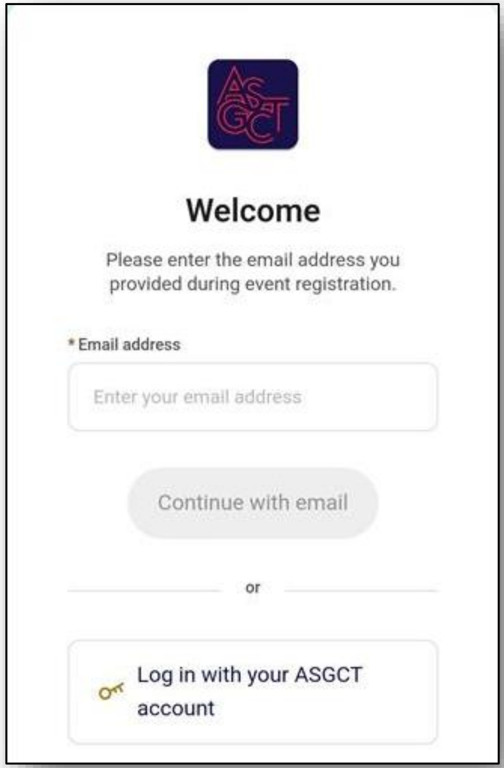
It's almost time for ASGCT's **28th Annual Meeting**! We wanted to let you know that the **virtual meeting platform**, sponsored by Mass General Brigham is now open for you to explore.

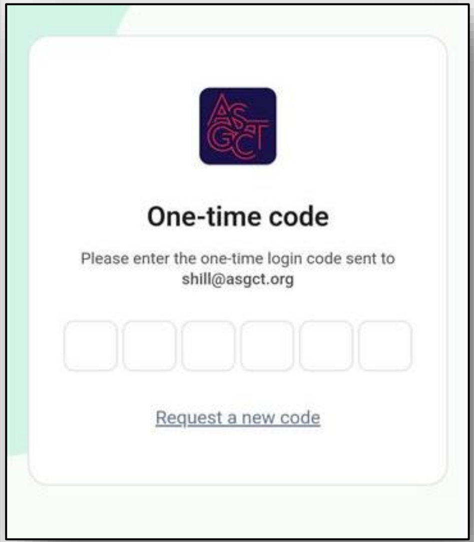
Get ahead of the game and **prepare for the Annual Meeting** by building your **custom schedule** and publishing your attendee profile.

You can access the platform by **clicking the button below**. You can also download the **ASGCT Events app** for free on the **Apple App Store** or **Google Play**.

Whether you're attending in person in **New Orleans** or virtually, you'll have access to the platform throughout the meeting and **60 days after** its conclusion.

EXPLORE THE ANNUAL MEETING





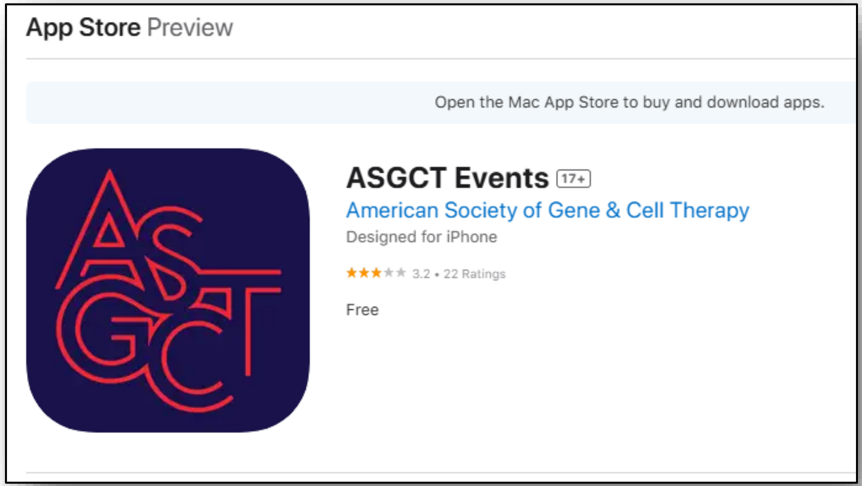
You will receive an email similar to **this one** with a button redirecting you to a login page. It will lead to the account that was automatically created for you by the platform after you registered for the event.

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

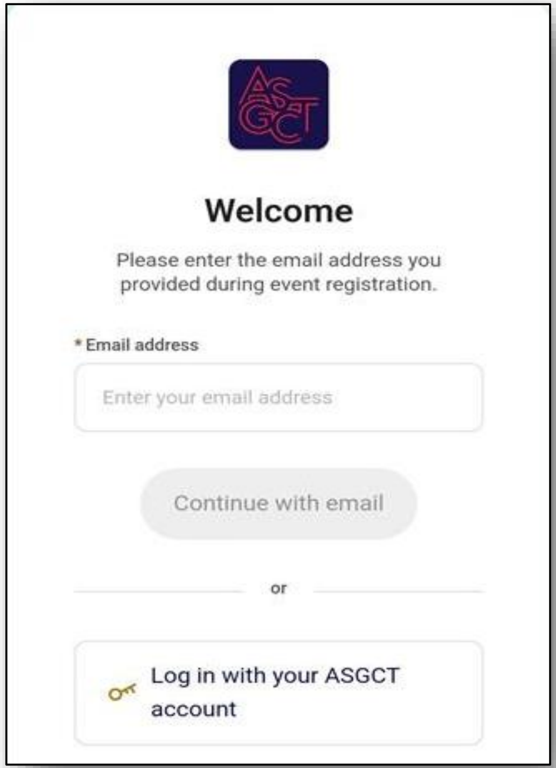
A window will then prompt you to either enter your **existing password** or log in using a **one-time code**

Logging in for the first time

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

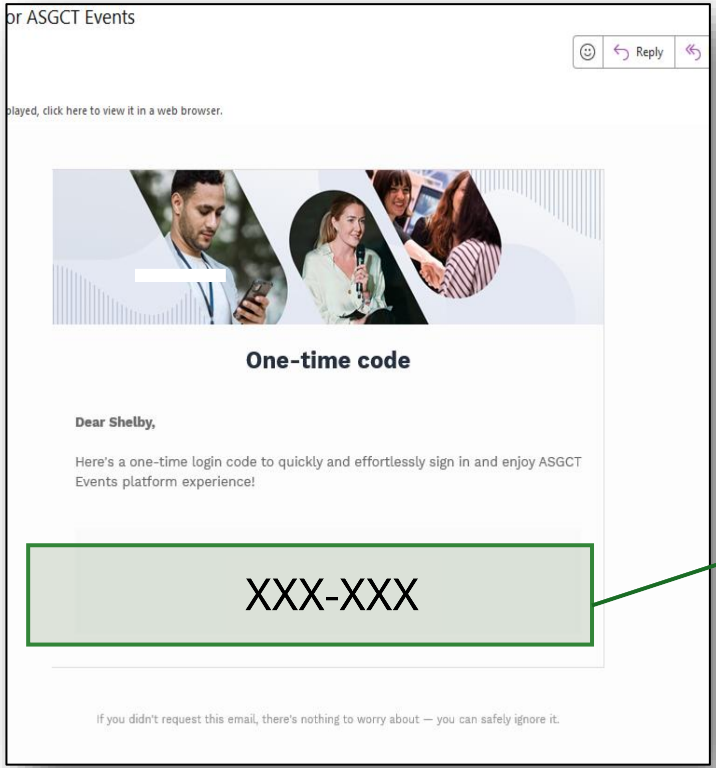


Logging in after you have already setup your account

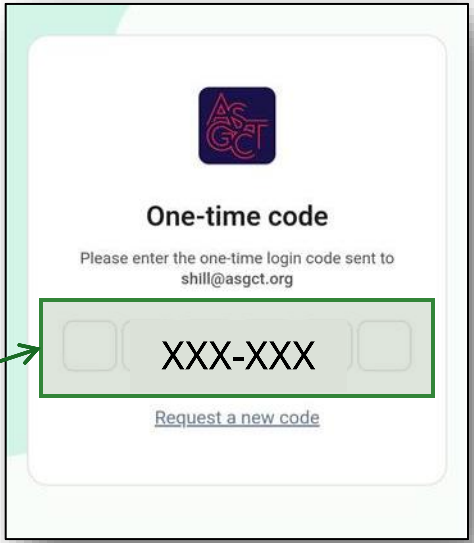


Access your account by going to https://app.swapcard.com/event/28th-annual-meeting **OR** clicking on the ASGCT app icon on your phone.

Enter the email you used to register for your event. A message will appear stating a one-time code was sent to your email.



An email will arrive from noreply@swapcard.com with a code. Please check your spam inbox if the email does not appear quickly.



Copy the code from the email and enter it into the prompt on the app.

Note: If you need any help logging in, please email info@asgct.org

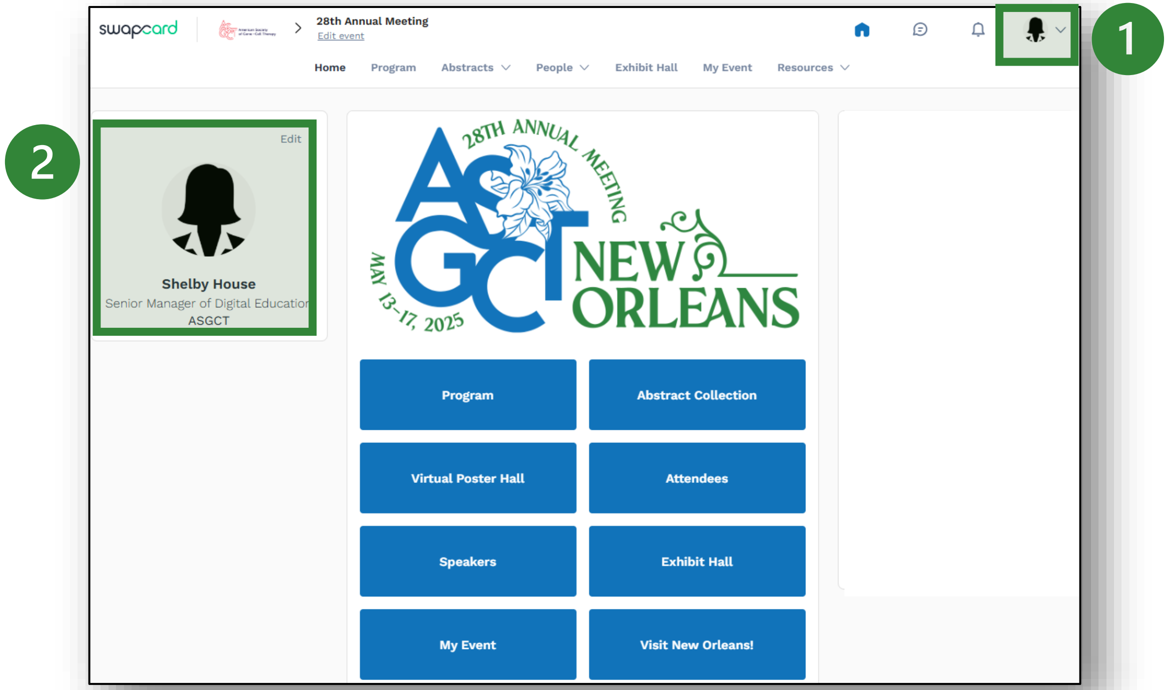
Profile Editing

Learn how to edit your profile to add social media links, highlight interests, manage visibility settings, and use search tools to connect more effectively with other attendees.

How to edit your profile (1/3)

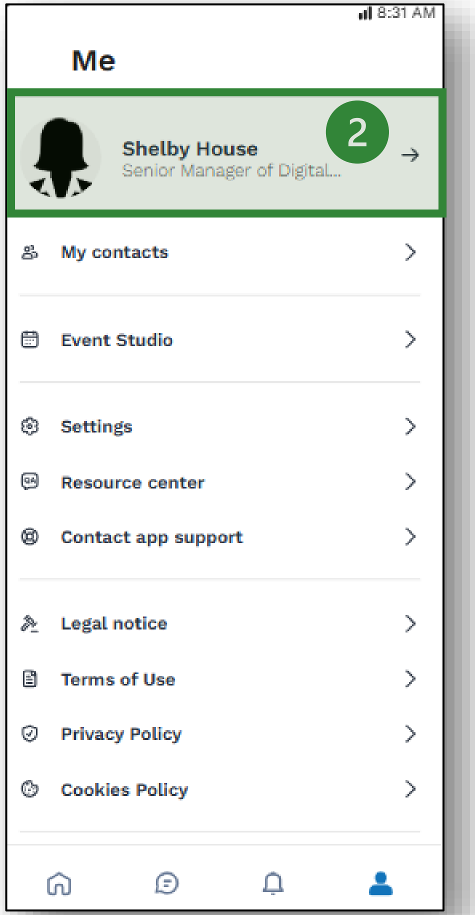
From the web: There are two ways of accessing your profile:

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”

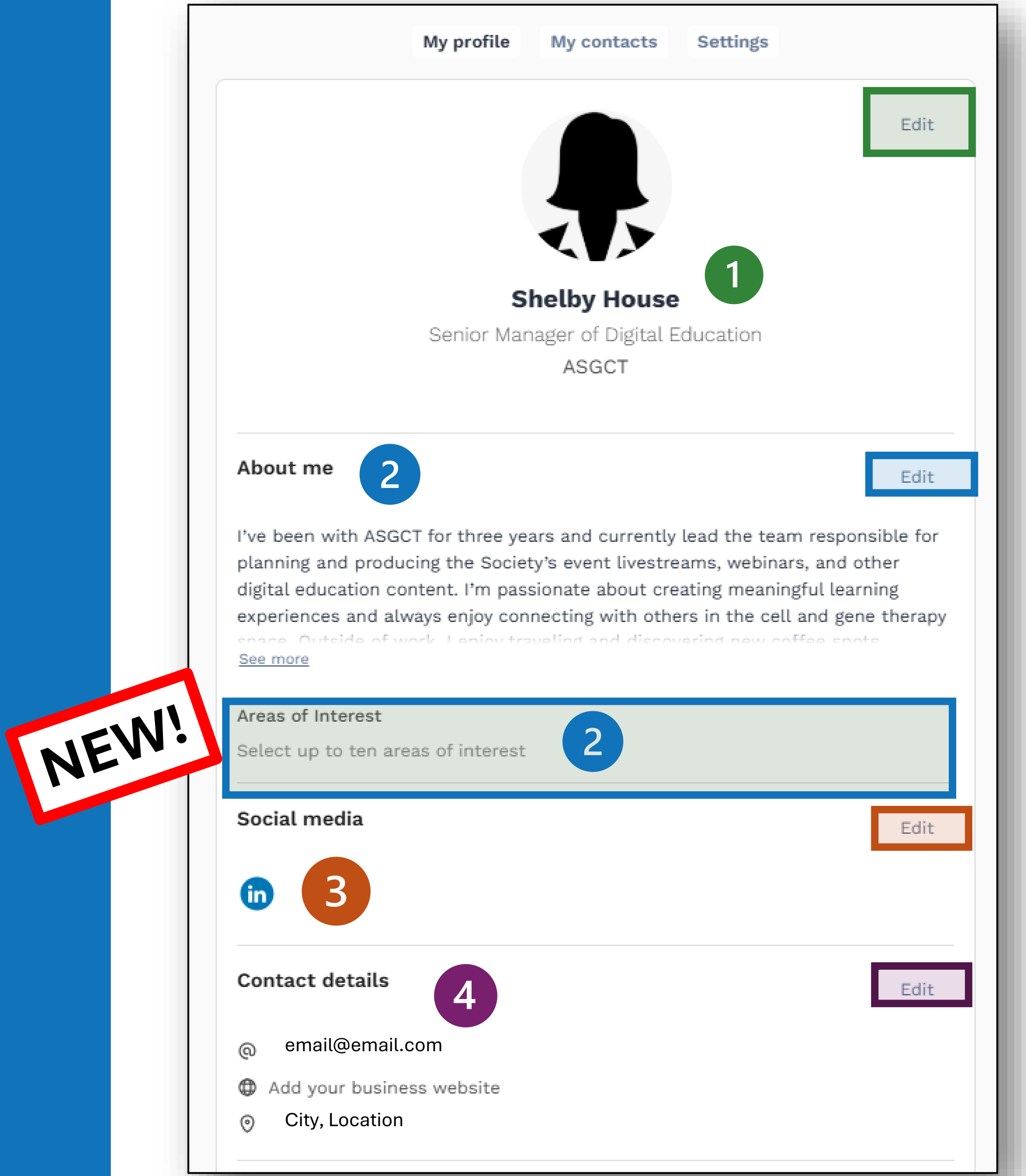


From the mobile app:

1. Click the person icon in the lower right corner of the screen
2. Click the arrow to open your profile page



How to edit your profile (2/3)

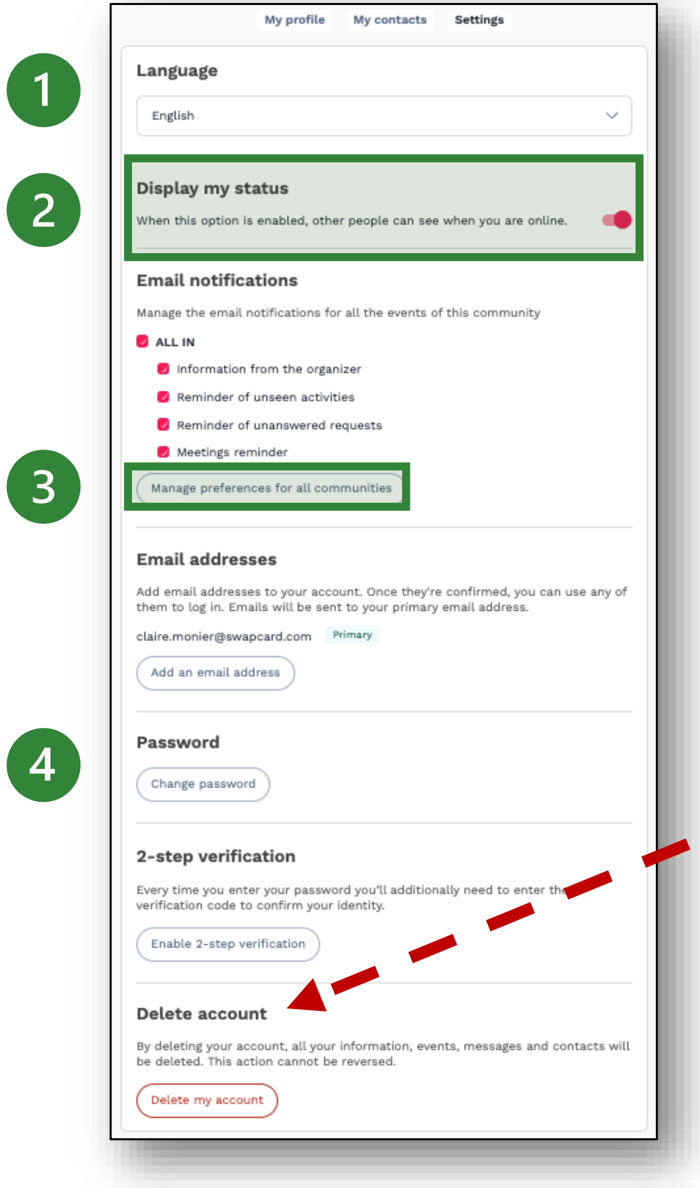


Updating your profile to improve visibility and enhance networking!

To edit your profile, click "Edit" next to the information section you want to edit.

1. **Personal Information:** Upload a profile picture and control how your name, job title, and organization/company is displayed.
2. **About me**
   - **Add a biography** to help others get to know you! Filling out your "About Me" section improves searchability and helps others discover shared interests for more meaningful networking.
   - **NEW! Areas of Interest:** Select up to ten keywords to describe your areas of interests. Keywords help surface your profile in searches - increasing stronger connections.
3. **Social Media:** Extend connections beyond the event by adding your LinkedIn, X, Instagram, and Facebook handles.
4. **Contact Details:** This information needs to be updated by ASGCT Staff. Please email info@asgct.org if you need to update these details.

How to edit your profile (3/3)



From the "Settings" tab, you can update account preferences such as:

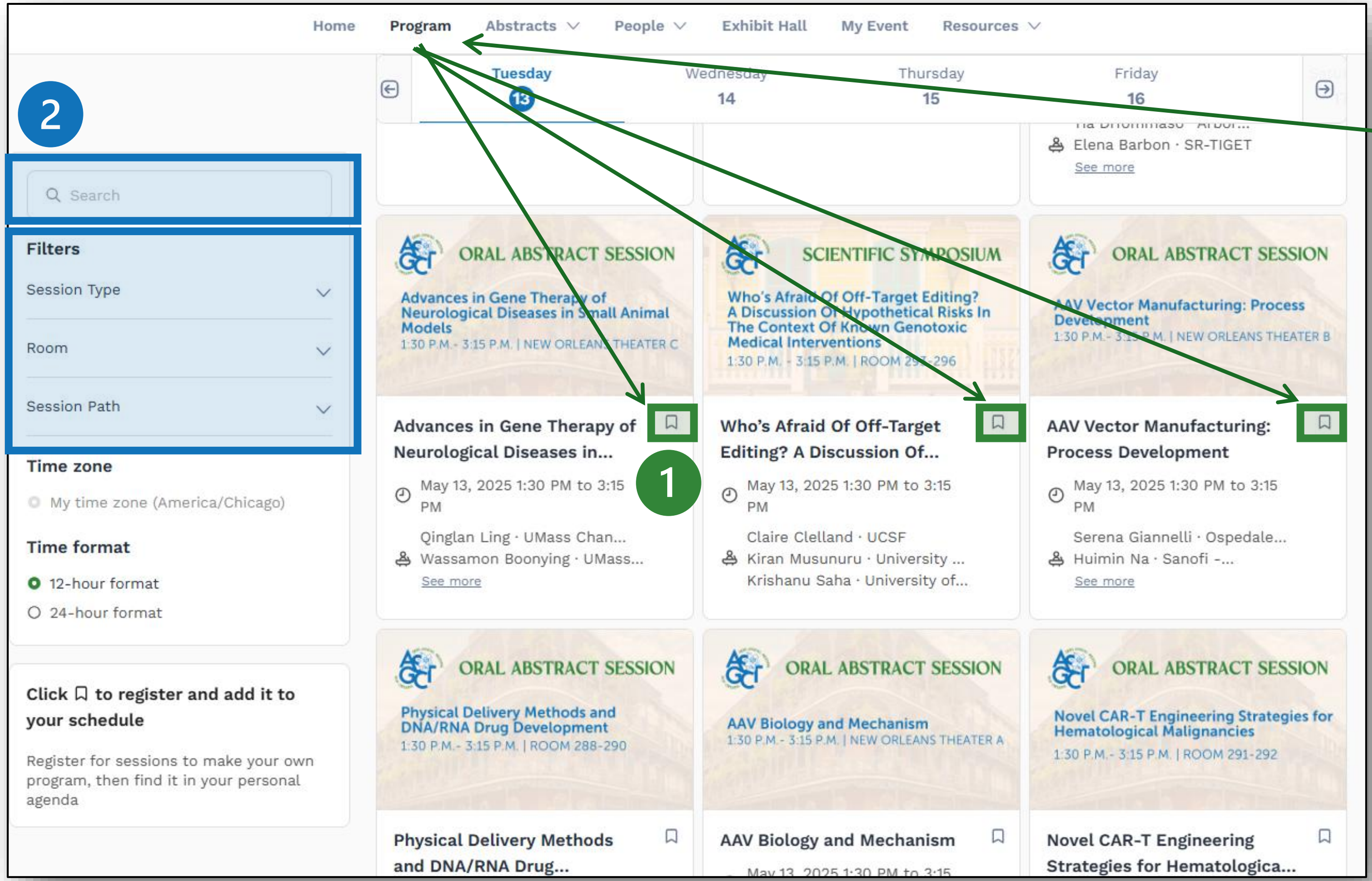
1. **Language:** Select your preferred language from the dropdown menu
2. **Display my status:** When this option is enabled, other attendees can see when you are online
3. **Email notifications:** Manage the emails you would like to receive for this event
4. **Update your password**
5. **Setup 2-step verification**
6. **Delete your account:** Note that if you delete your account you will no longer have access to any of the app and will not have access to any event content such as on-demand recordings.

Create Your Personalized Agenda

Discover how to bookmark sessions of interest and build a personalized agenda you can easily view in the app or export for your convenience.

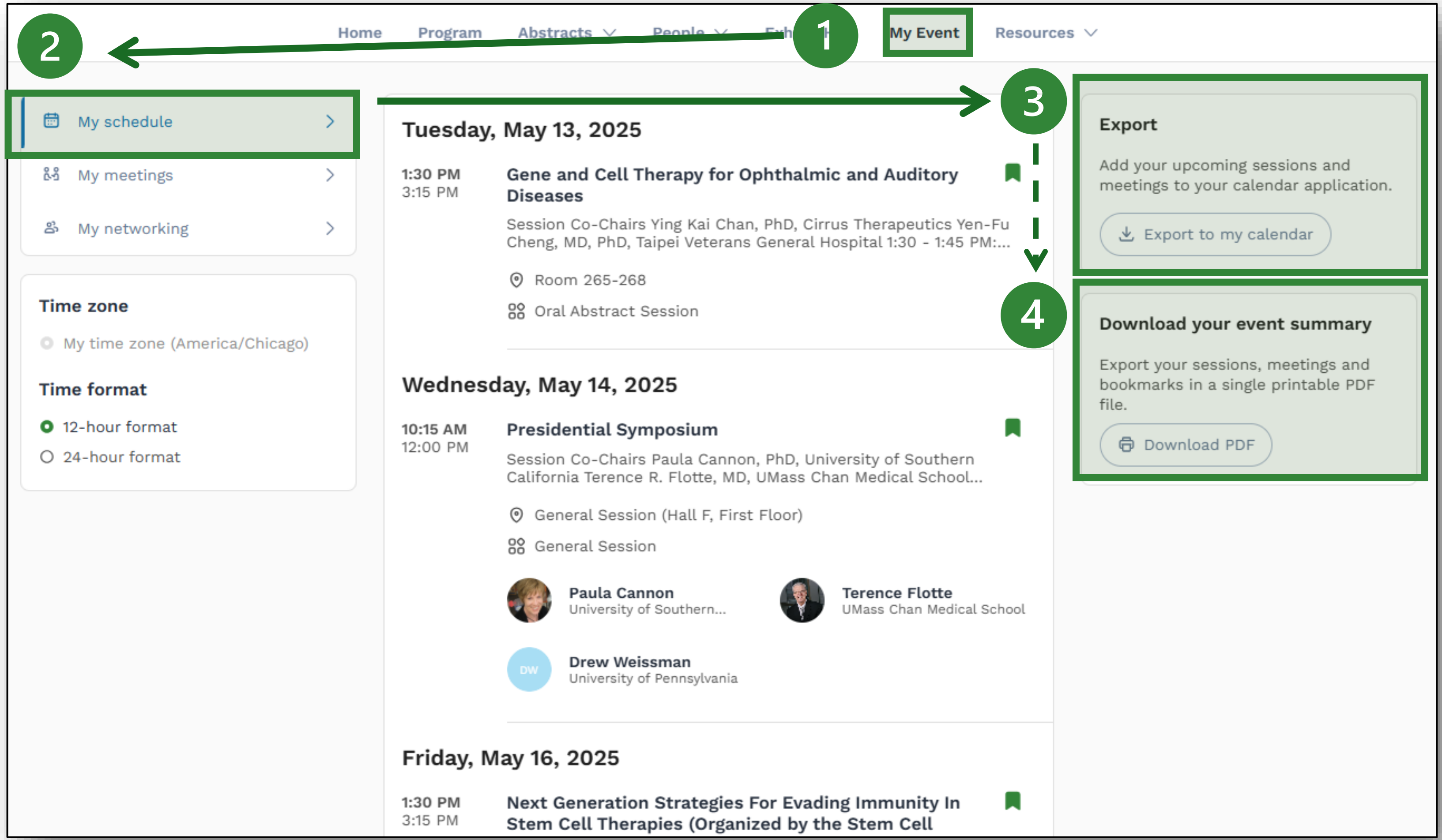
How to search and bookmark sessions – Web View

You can find sessions by using the **search bar and filters** located on the left-hand side of the screen (2).



The **"Program"** button gives you an overview of the event sessions. You can add sessions to your personal agenda by clicking the **bookmarking icon (1).**

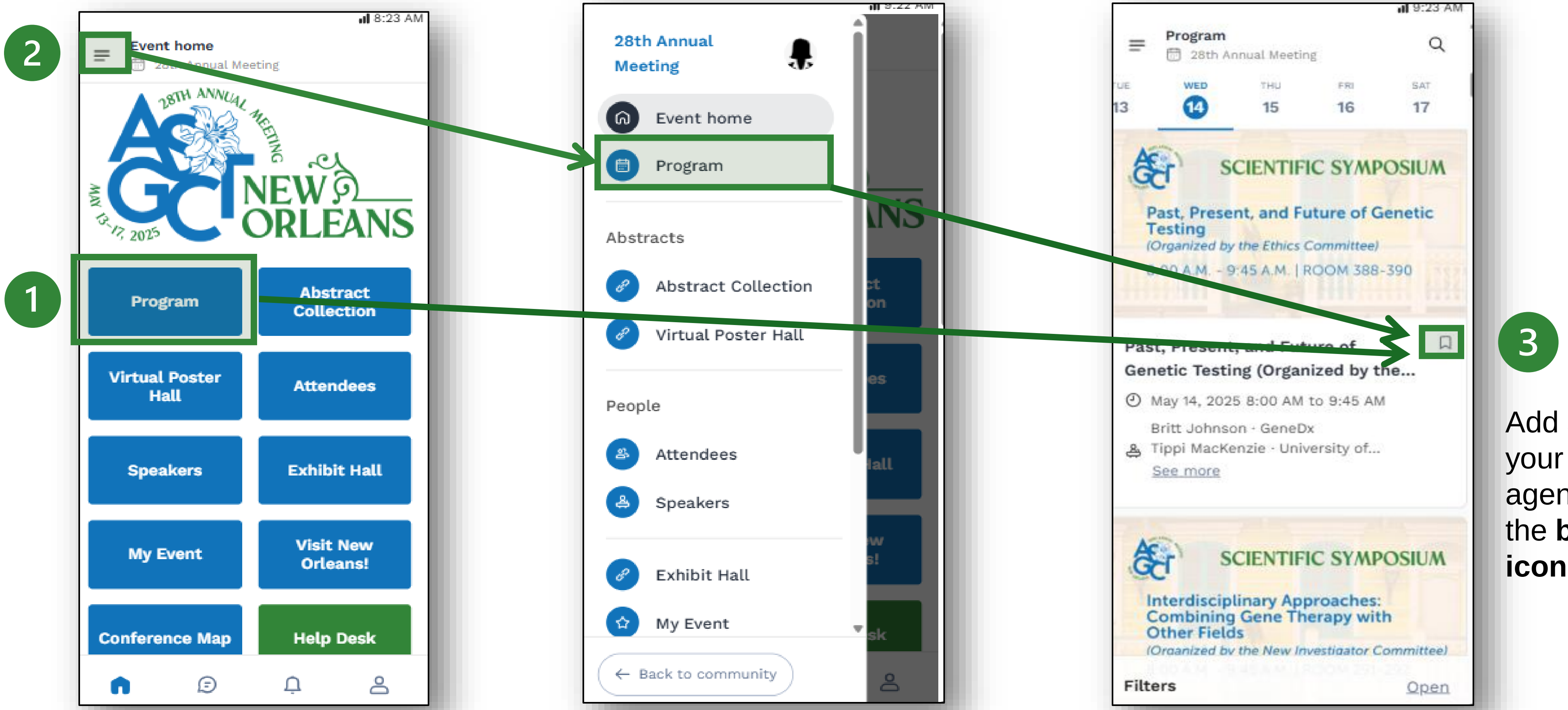
Viewing and exporting your agenda – Web View



To view your personalized agenda, click: **"My Event"** (1) then **"My Schedule"** (2).

You can **export your schedule** by clicking "Export to my calendar" (3) or "Download PDF" (4).

How to bookmark sessions – Mobile App

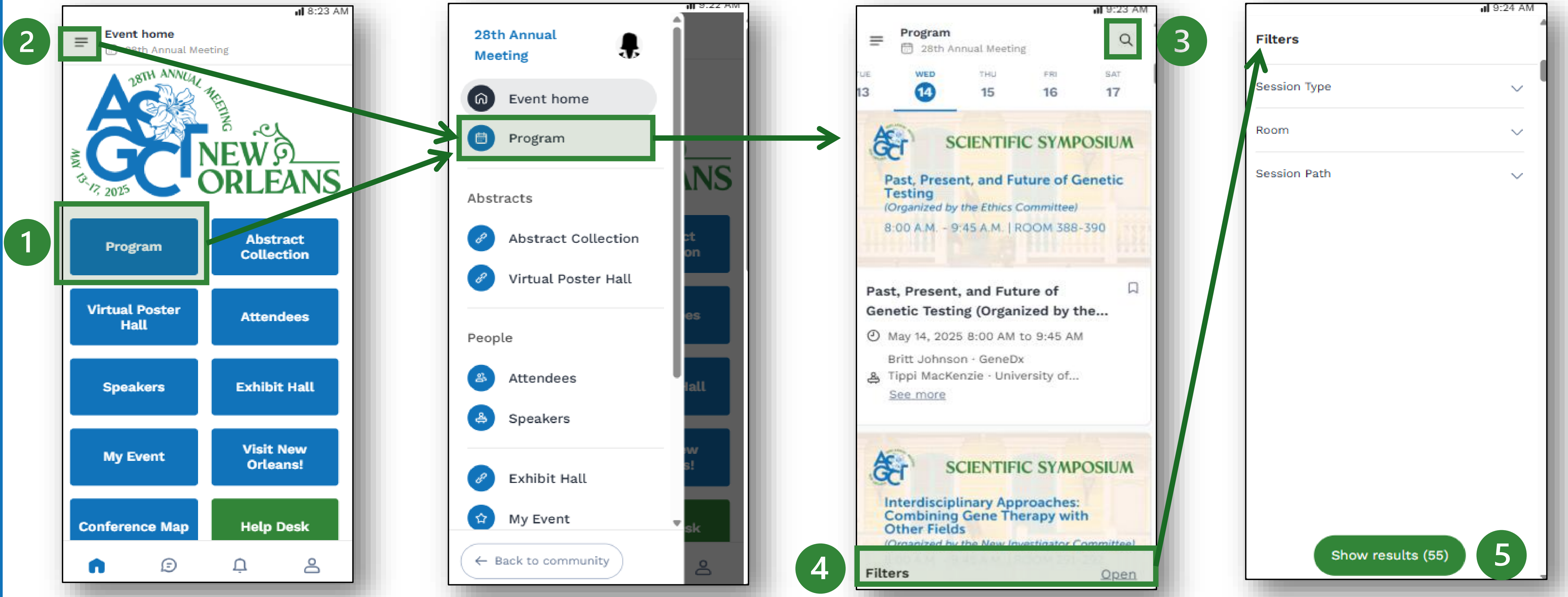


Add sessions to your personal agenda by clicking the **bookmarking icon (3).**

The **“Program” (1)** button gives an overview of the event sessions.

The “Program” can also be accessed by clicking the **hamburger icon (2)** in the upper left corner.

How to search for sessions – Mobile App

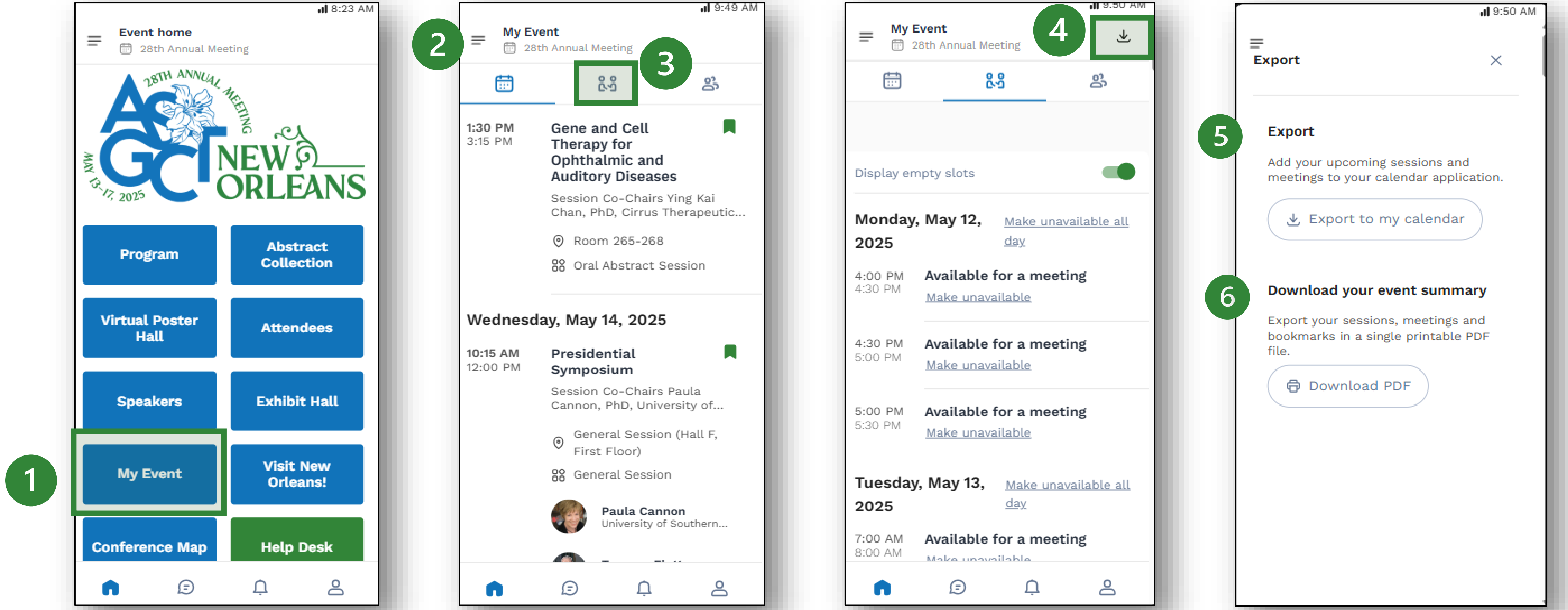


The **“Program” (1)** button gives an overview of the event sessions.

The “Program” can also be accessed by clicking the **hamburger icon (2)** in the upper left corner.

Find sessions by using the **search bar (3)** at the top right **and filters (4)** located at the bottom of the screen. Click **“Show results” (5)** to exit the filters screen.

Viewing and exporting your agenda – Mobile App



To view your personalized agenda, click **"My Event"** (1) and all the bookmarked sessions will appear (2).

Export your schedule by clicking the center icon from the top navigation **(3)** then the arrow **(4).** Select to export to your calendar (5) or "Download PDF" (6).

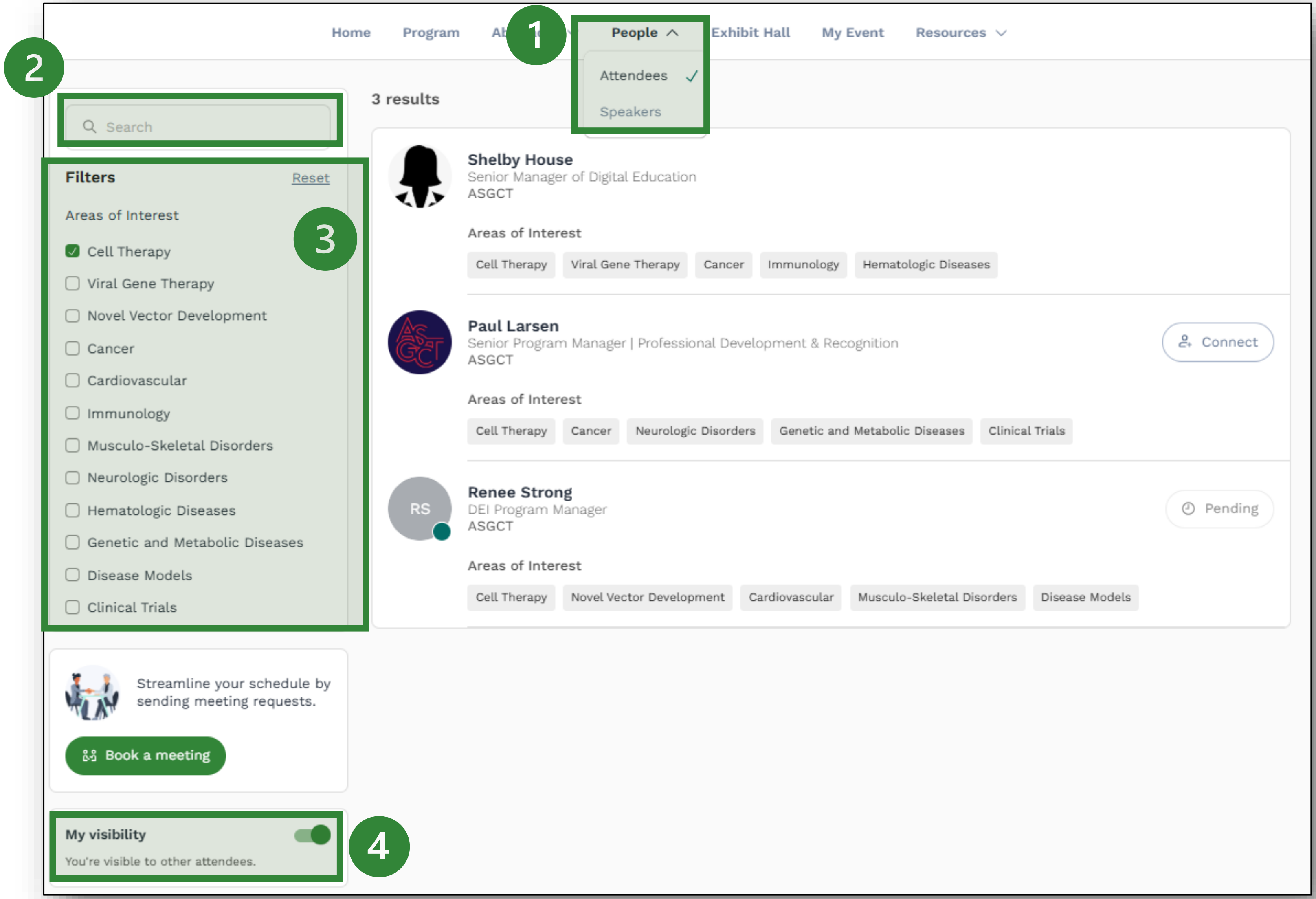
Networking

Learn how to make the most of in-app networking by searching for attendees, sending and exporting connections, managing meeting availability, and creating or responding to meeting invitations—all within the conference app and platform.

Building Your Network

Easily find and connect with other attendees by using the app’s search features, sending connection requests, and exporting your contact list for future networking.

Attendee search – Web View



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

   Note: These lists are not available for export.

2. Use the **search bar** to find attendees by name, company or organization, or job title

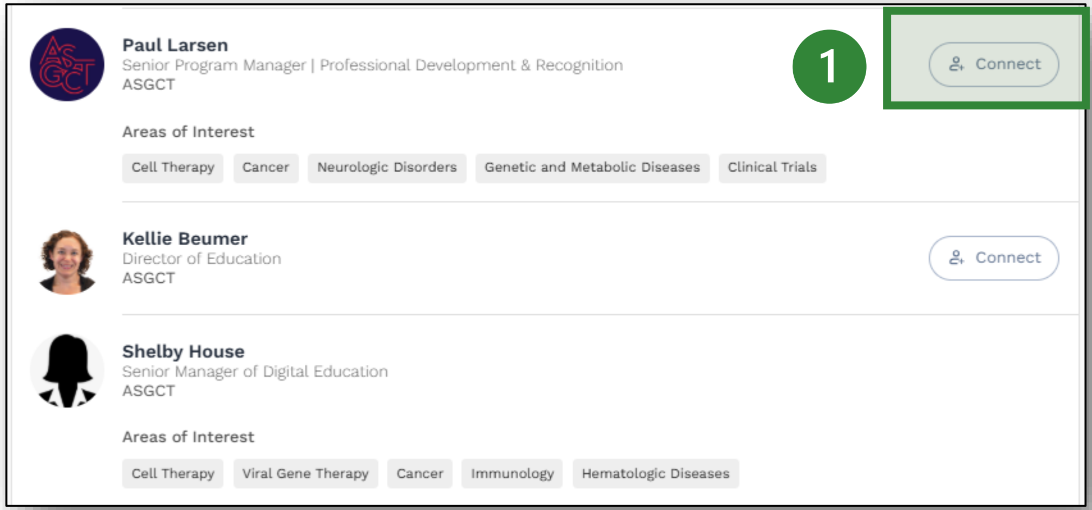
3. Use the **filters** to find attendees with similar interests

   Note: Only attendees who have added interests to their profile will appear in filtered search results.

4. Toggle your visibility on or off based on your networking preferences

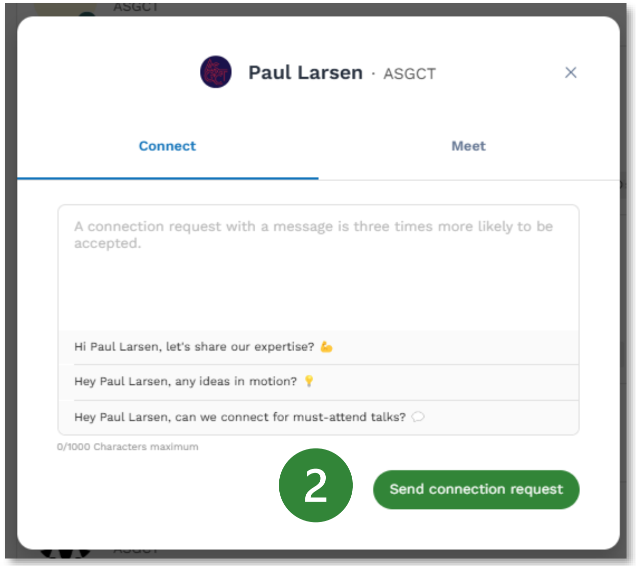
   Note: If you turn off your visibility, you can still search and connect, but others won't see you in search or be able to send connection or meeting requests.

How to send a connection request – Web View

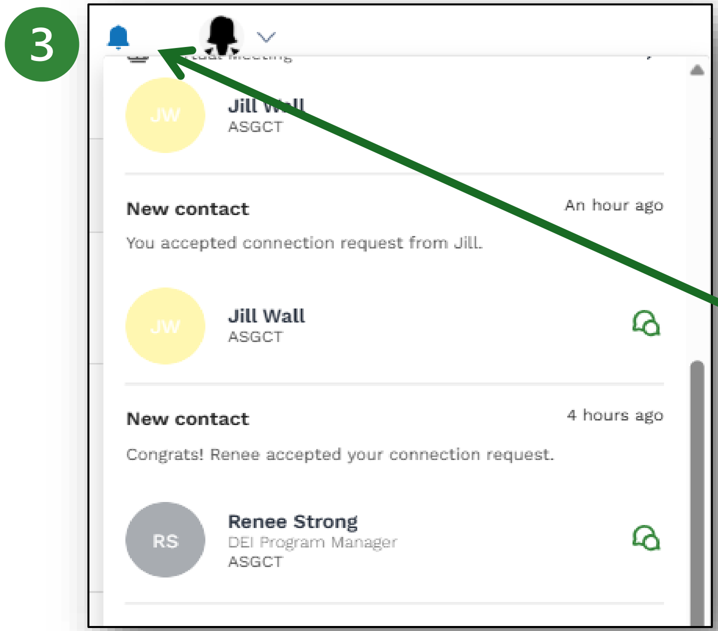


From the home page or the top navigation bar you can access the **Attendee** and **Speaker** lists.

Click the **"Connect" (1)** button to the right of the profile you would like to send a request.

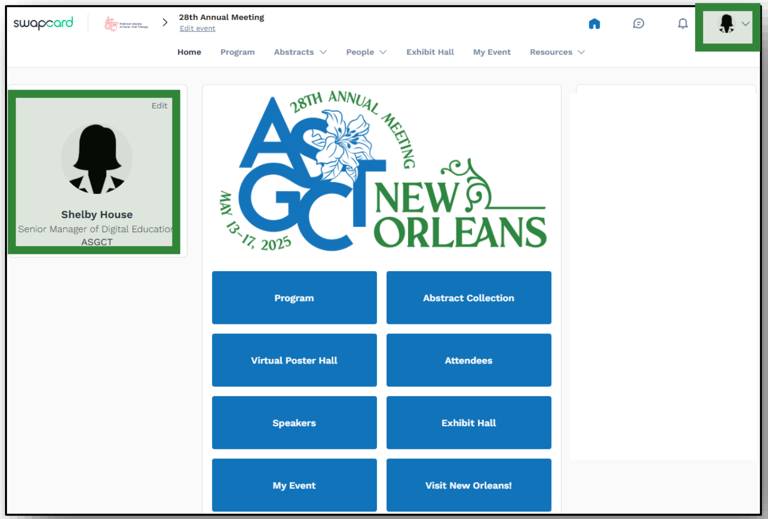


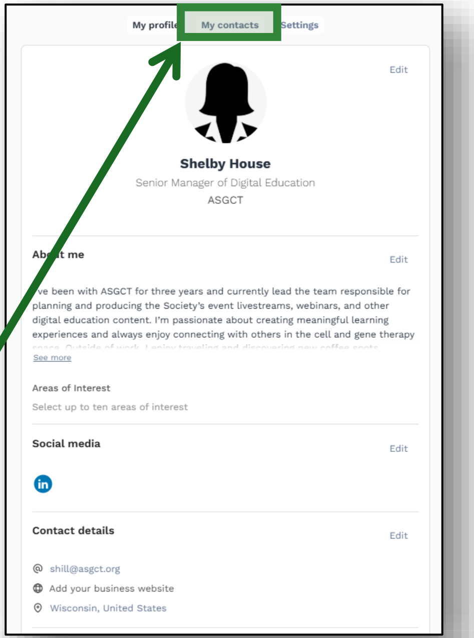
Add a personalized message then click **"Send connection request" (2)**.

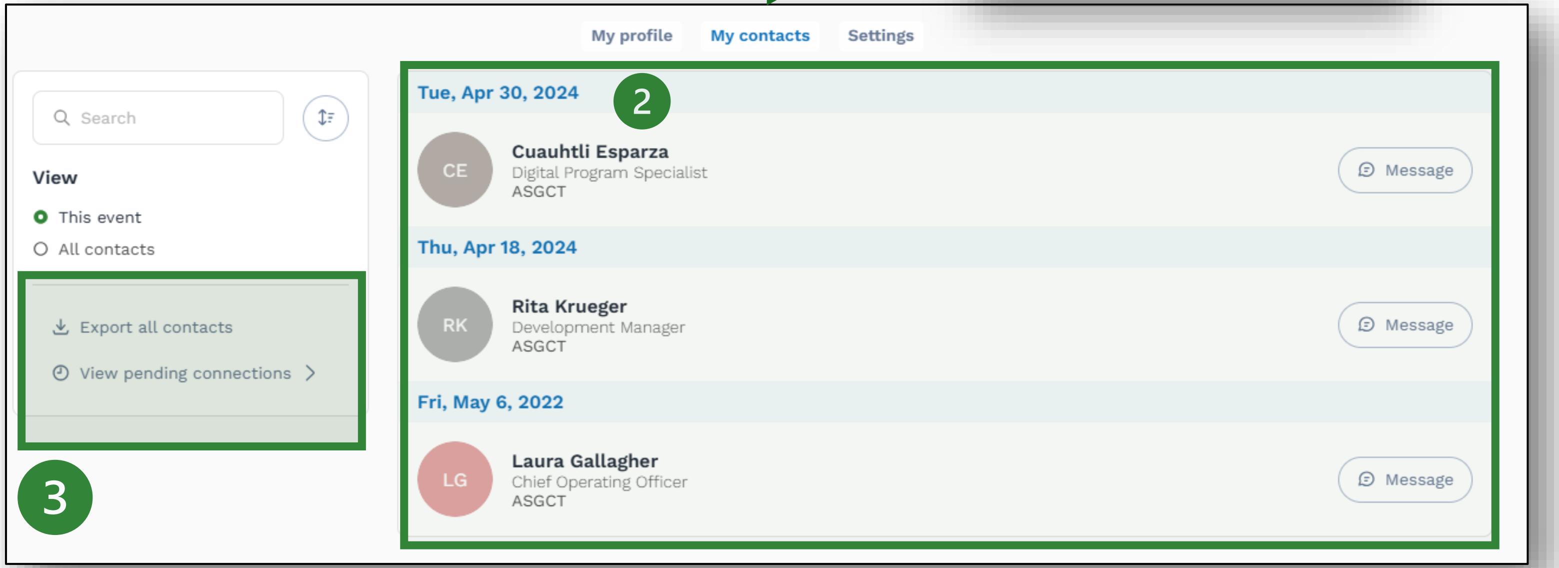


Connection notifications are found under the **"bell" icon (3)** along the top navigation.

Viewing and exporting contacts – Web View







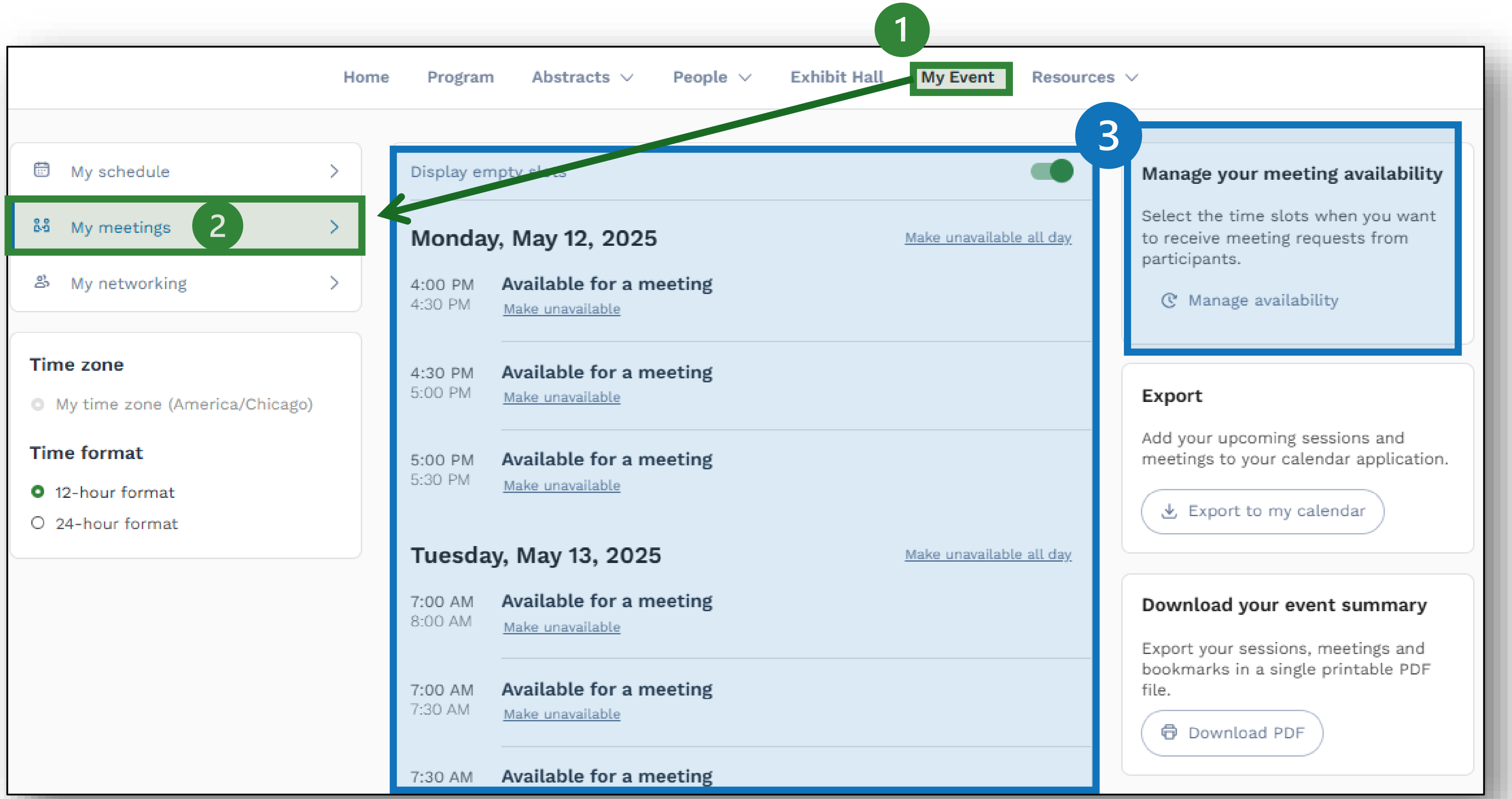
1. Navigate to your profile and select **"My Contacts"**
2. All your accepted connections will appear in the center.
3. Along the left-hand side is where you can **export your contacts** and **view pending connection** requests.

Note: Exporting your contacts is only available through the web view.

Connect Through Meetings

Learn how to set your availability, send and manage meeting requests, reschedule as needed, and host virtual meetings directly within the app.

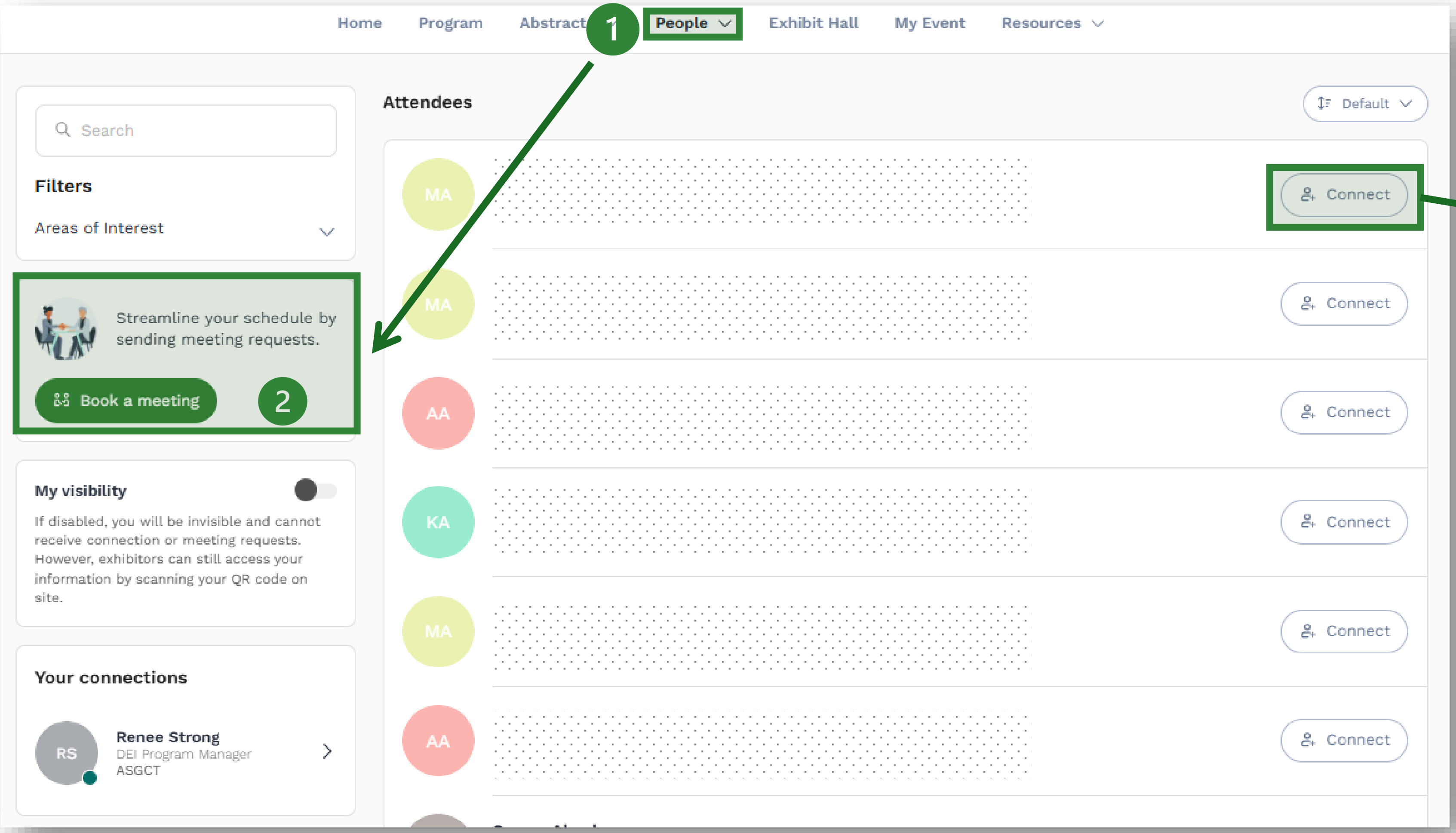
Managing meeting availability – Web View

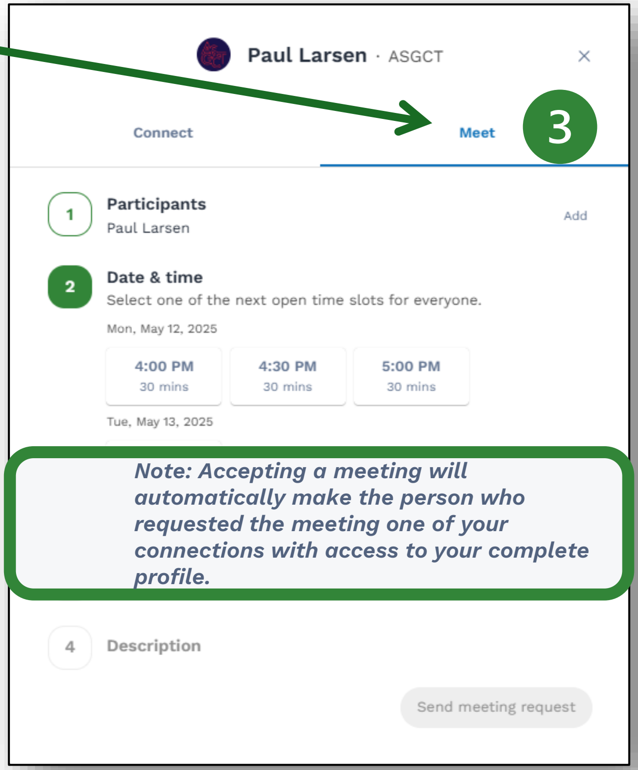


1. Select **“My Event”** from the home page or top navigation
2. Click **“My Meetings”** from the left-side menu
3. There are two ways to adjust your availability
   a) Center screen: Select **“Make Unavailable”** from below the date and time
   b) Click **“Manage Availability”** under the right-side box titled “Manage your availability”

Note: *Available time slots will automatically disappear as you add sessions to your agenda and book meeting with attendees.*

How to send a meeting request – Web View (1/2)



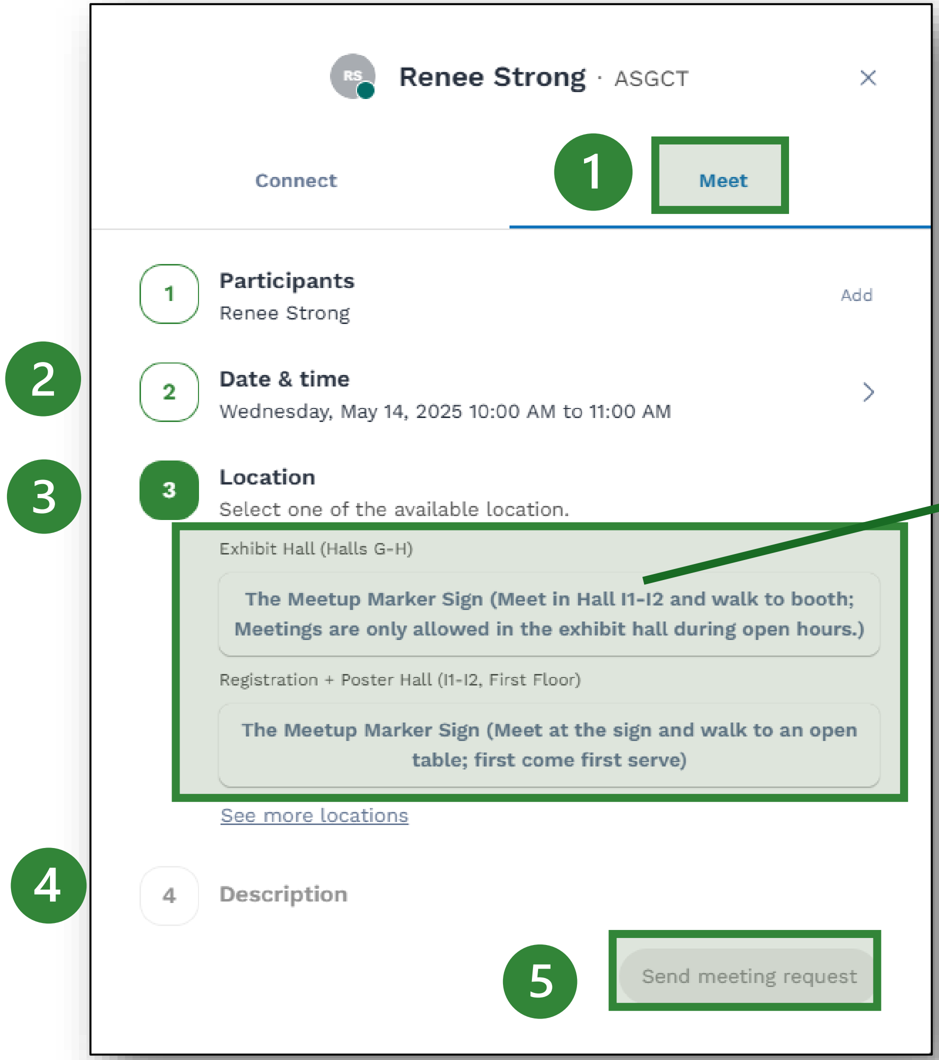


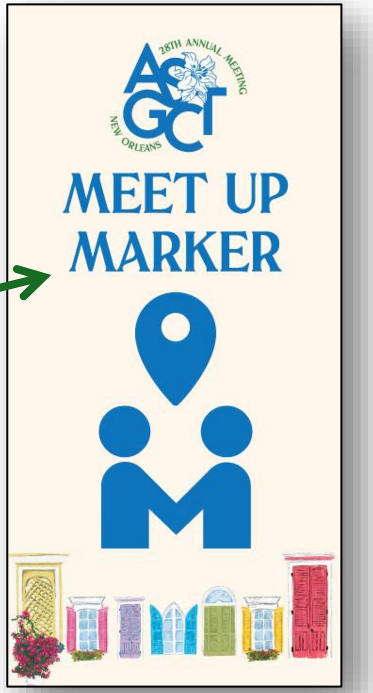
From the home page or from the “**People**” tab along the top navigation (1), select “**Attendee**”. **Select “Book a Meeting”** button along the left side (2). This will open a window where you can search for an attendee by name or select someone from your contacts. Additionally, you can select “**Connect**” **(3)** from any attendee listed and create a meeting request.

How to send a meeting request – Web View (2/2)

1. Click into the “**Meet**” tab
2. Select a date and time by click the “**>**” button
3. Select from one of three “**Location**” options

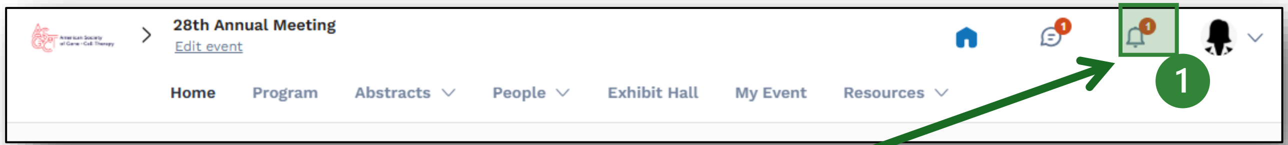
   Notes about locations:
   - *Meetings are only allowed in the exhibit hall while the exhibit hall is open.*
   - *Tables in the poster hall are first come, first serve. No reservations.*
   - *Other networking locations not listed: Networking Lounge in the Exhibit Hall near booth 837*
4. Adding a **description** will inform the recipient of the purpose of the meeting.
5. When all fields are completed, the “**Send meeting request**” will turn green. Click to send the request.





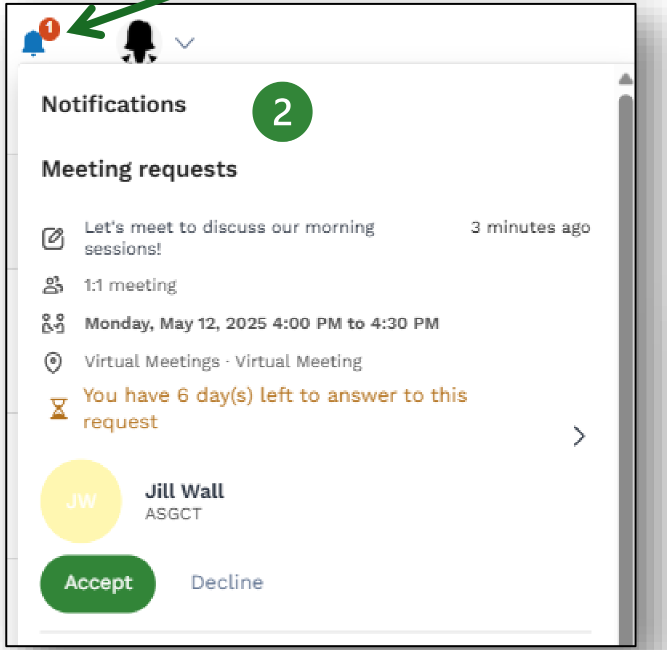
***Note:** Meeting requests expire after **7 days** to help ensure attendee availability remains accurate and up to date.*

Viewing and accepting a meeting request – Web View



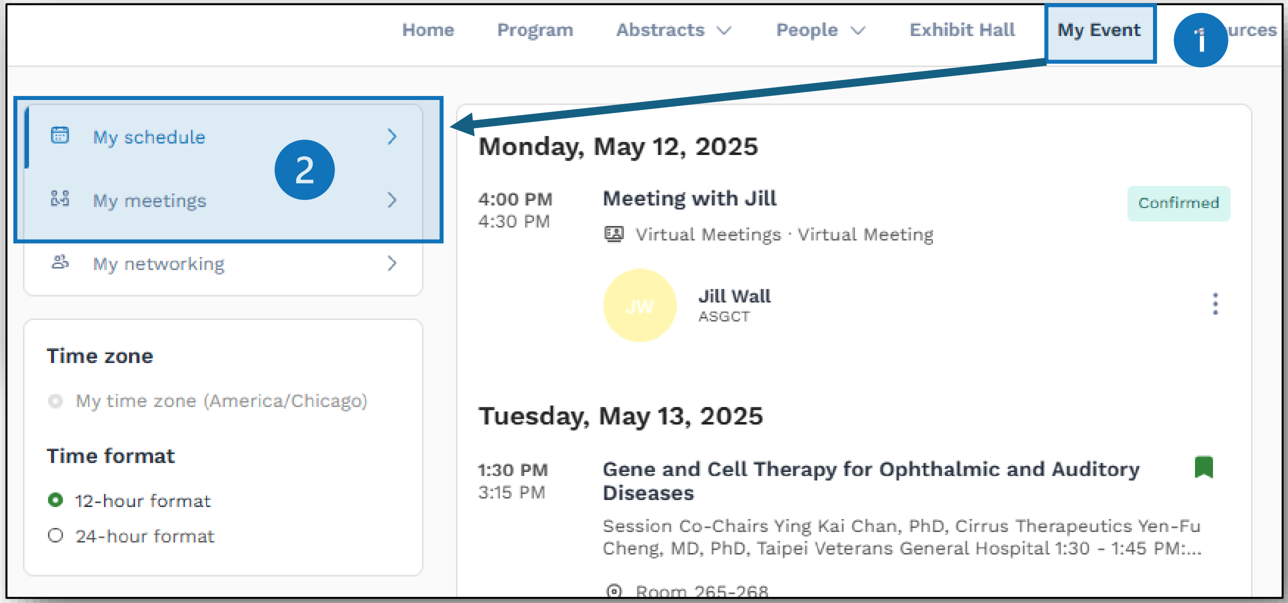
A meeting request will appear under the **notification "bell" (1)** at the top right of the screen.

Clicking on the bell will show the **request details (2).** It is also where you can accept or decline the invite.



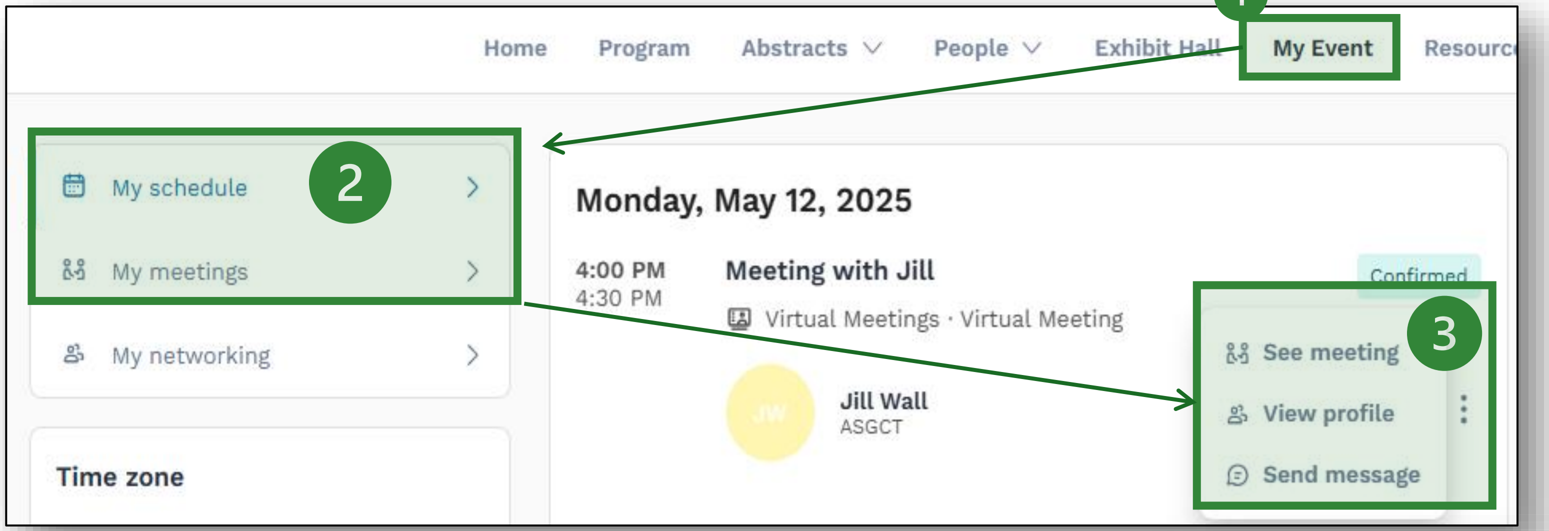
To view your meetings, click on **"My Event" (1)** from the top navigation.

There are two options to view your meeting schedule. **"My Schedule" (2)** will show both your meetings and bookmarked session. **"My Meetings" (2)** only show your pending and accepted meetings.



Reminder: *Meeting requests expire after* ***7 days*** *to help ensure attendee availability remains accurate and up to date.*

Making changes to a meeting request – Web View

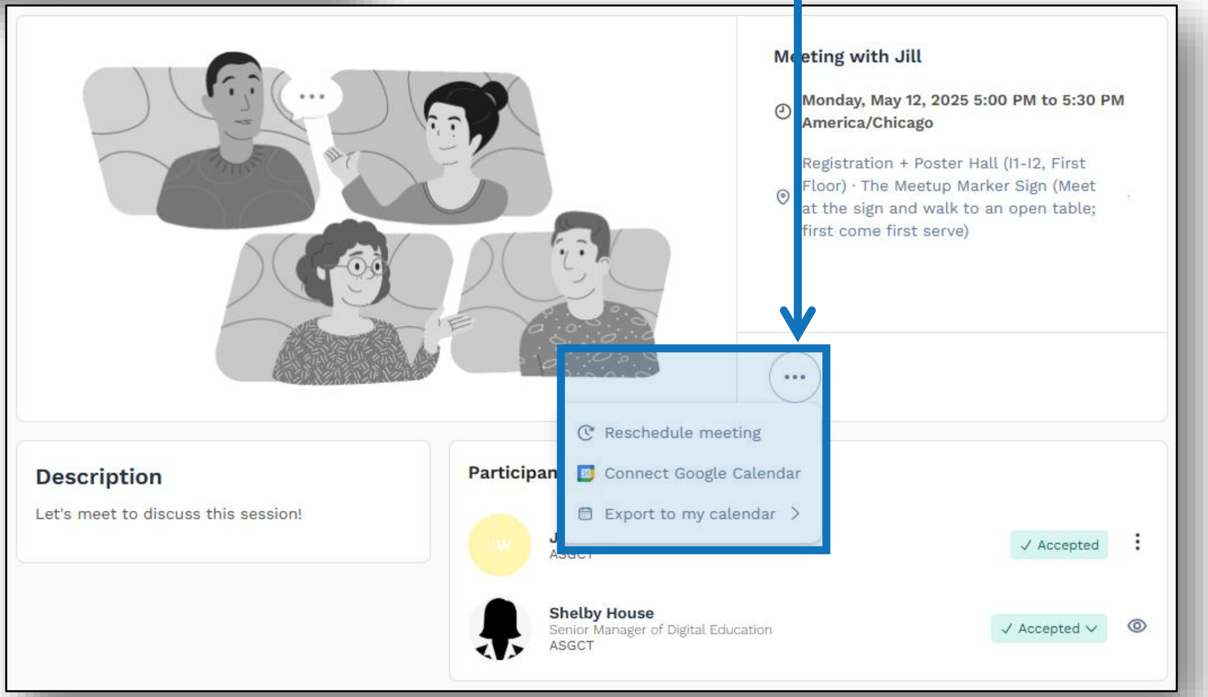


Click the **three ellipses** again to bring up options for adding the meeting to your calendar of choice or rescheduling.

To view your meetings, click on **"My Event"** (1) from the top navigation.

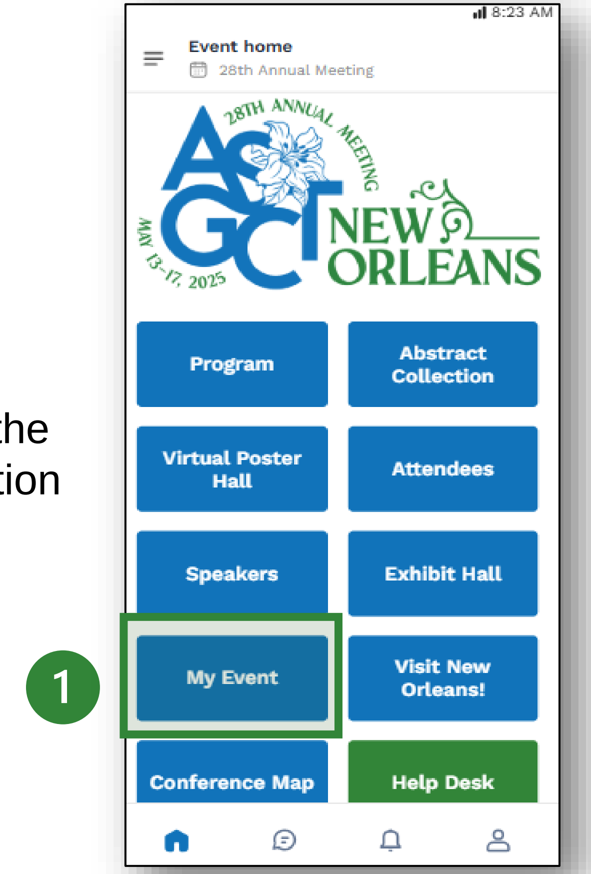
There are two options to view your meeting schedule. **"My Schedule"** (2) will show both your meetings and bookmarked session. **"My Meetings"** (2) only show your pending and accepted meetings.

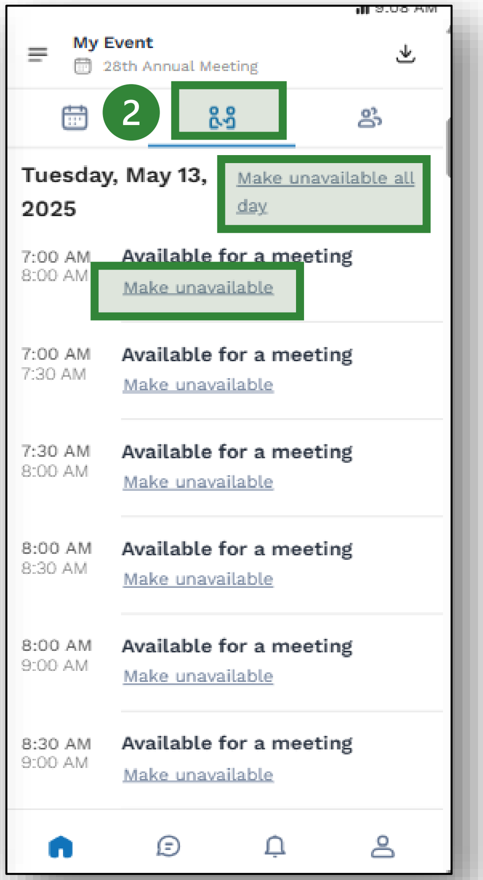
Click on the three ellipses (3) located in the bottom right of the meeting description and select **"See meeting details"** (3).



Managing meeting availability – Mobile App

1. Select **“My Event”** from the home page or top navigation

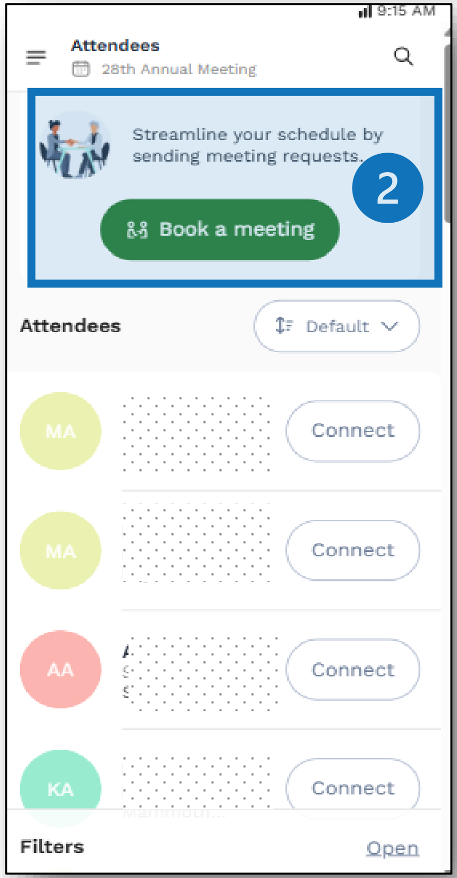


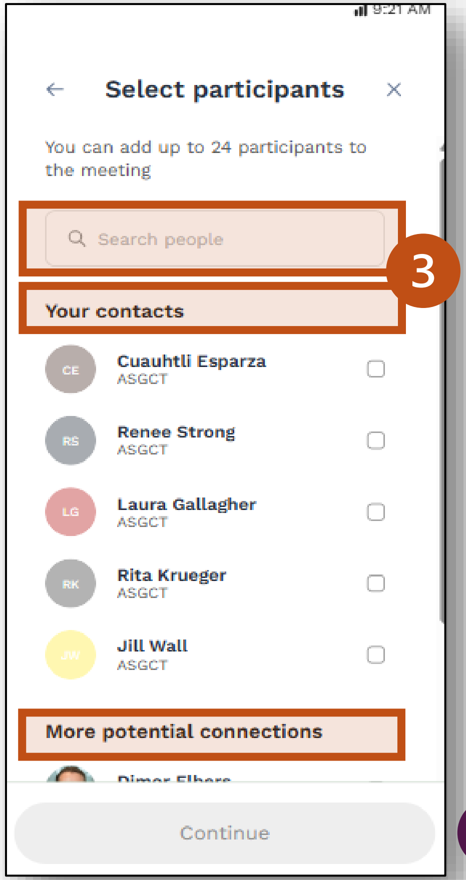


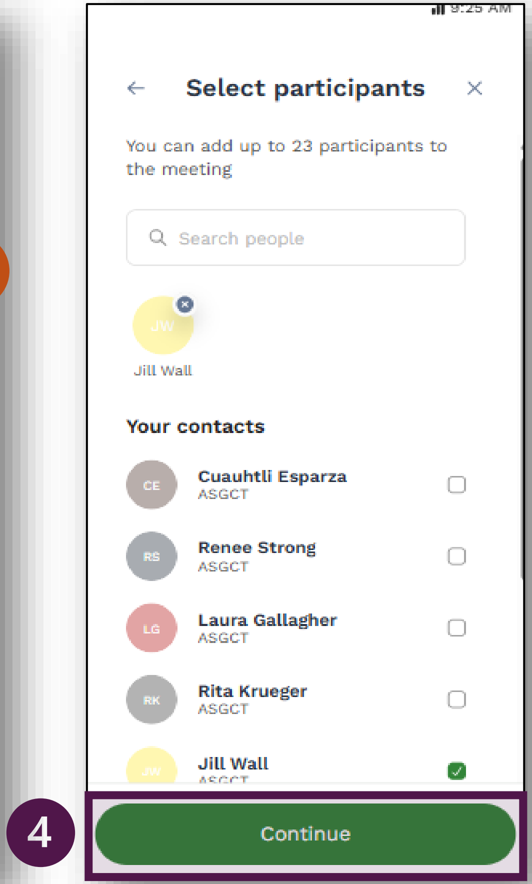
2. Click **center icon** along the top navigation
3. There are two ways to adjust your availability
   - Center screen: Select **“Make unavailable”** from below the date and time
   - Click **“Make unavailable all day”** next to the date

Note: *Available time slots will automatically disappear as you add sessions to your agenda and book meeting with attendees.*

How to send a meeting request – Mobile App (1/2)



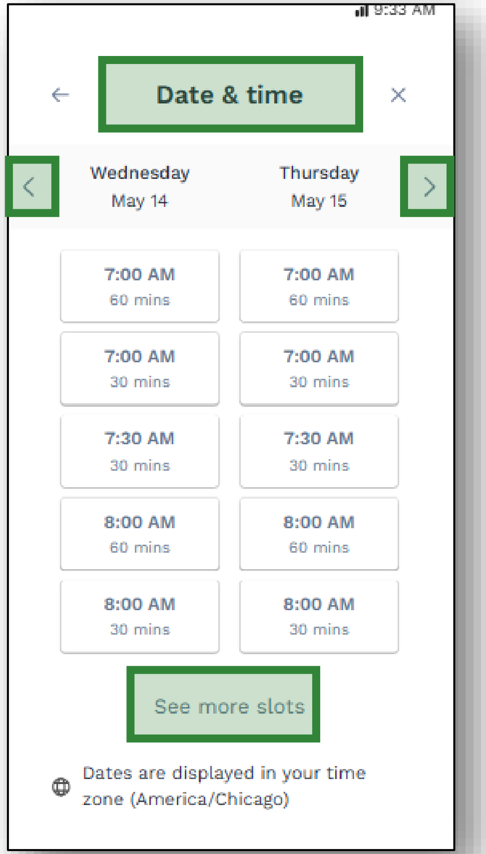




Note: Accepting a meeting will automatically make the person who requested the meeting one of your connections with access to your complete profile.

From the home page or from the **"People"** tab in the hamburger menu (1), select **"Attendee".** Select **"Book a Meeting"** button at the top (2). This will open a window where you can search (3) for an attendee by name, select someone from your contacts (3), or select a name from the AI-generated "More potential connections" list (3). Additionally, you can select **"Connect"** (4) from any attendee listed and create a meeting request.

How to send a meeting request – Mobile App (2/2)



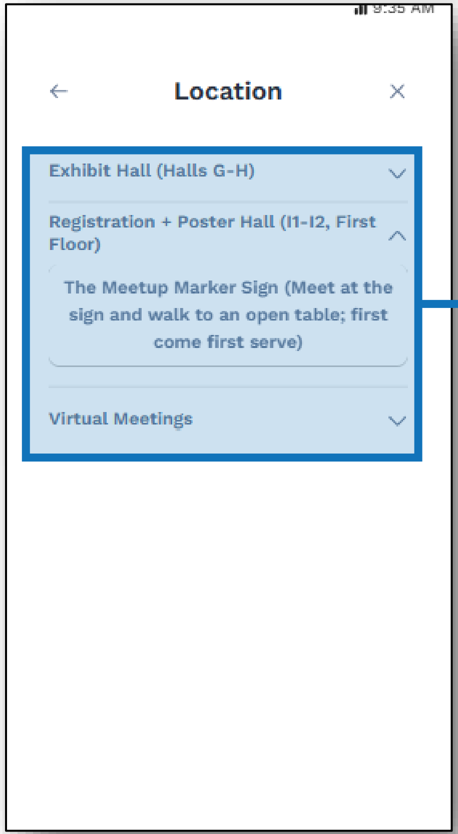
Select a date and time. Use the arrows to scroll to a different date.

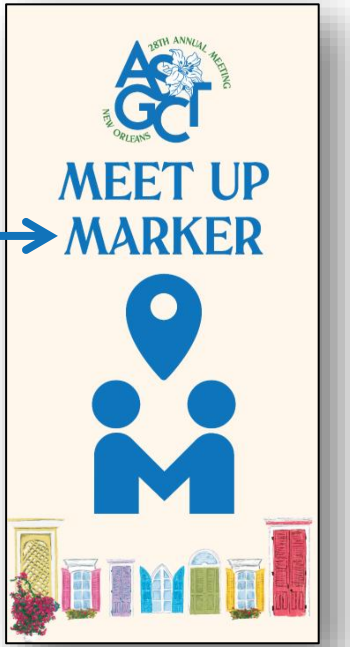
Select "See more slots" to view additional available times.

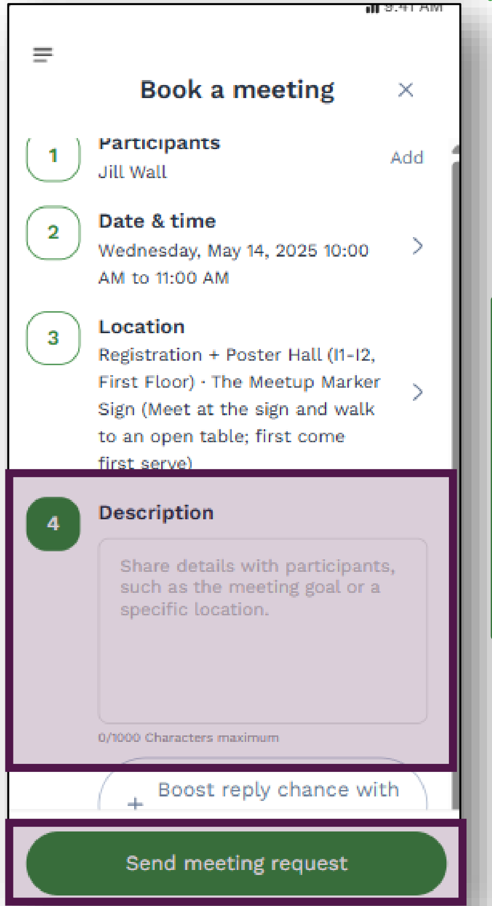
Select from one of three "**Location**" options

Notes about locations:

- *Meetings are only allowed in the exhibit hall while the exhibit hall is open.*
- *Tables in the poster hall are first come, first serve. No reservations.*
- *Other networking locations not listed in the drop down: Networking Lounge in the Exhibit Hall near booth 837*







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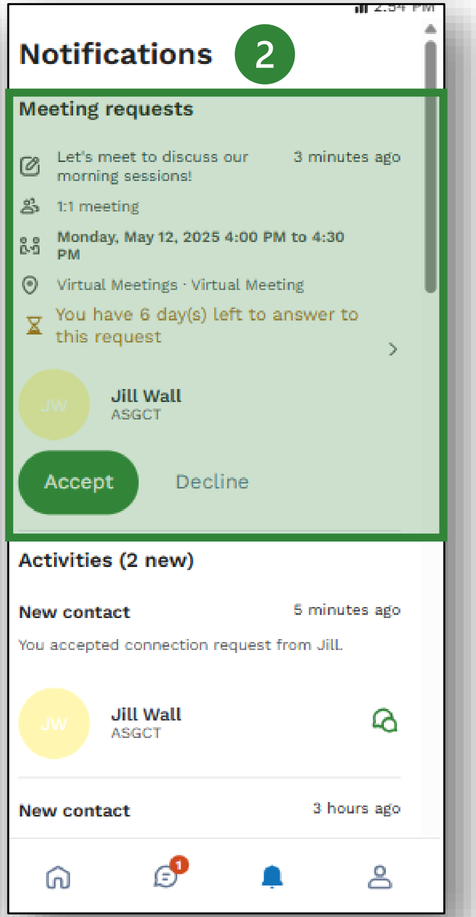
Adding a **description** will inform the recipient of the purpose of the meeting.

When all fields are completed, the "**Send meeting request**" will turn green. Click to send the request.

Viewing and accepting a meeting request – Mobile App



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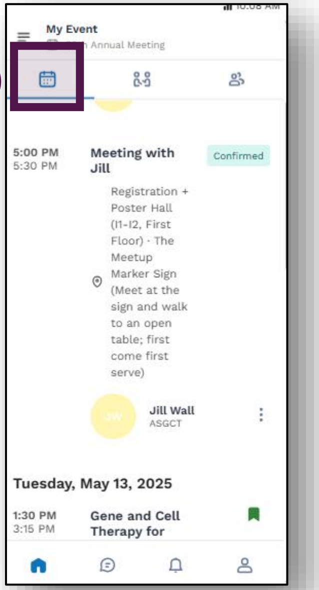
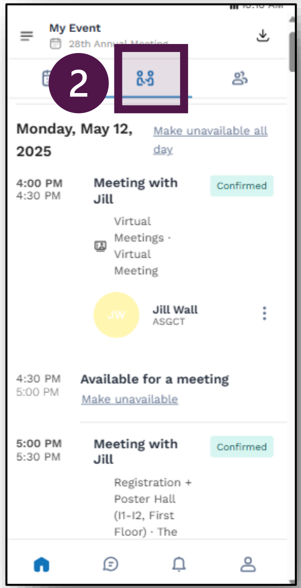
Clicking on the bell will show the **request details (2).** It is also where you can accept or decline the invite.





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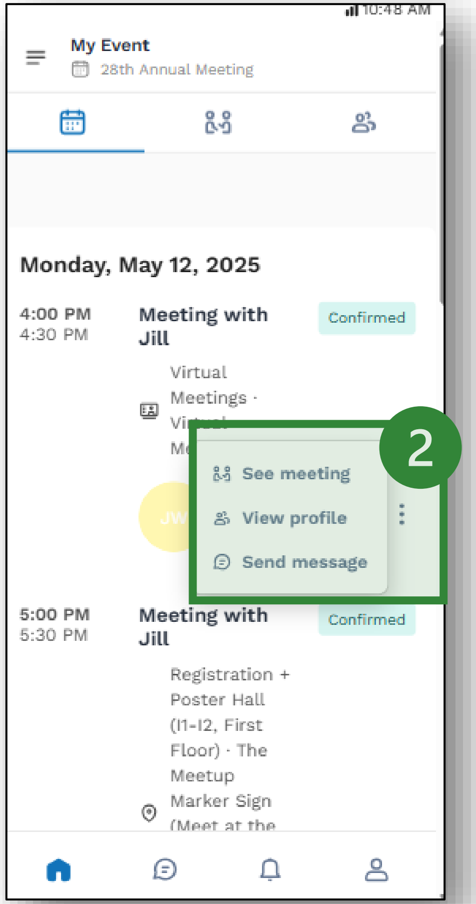
There are two options to view your meeting schedule. Calendar icon **(2)** will show both your meetings and bookmarked session.

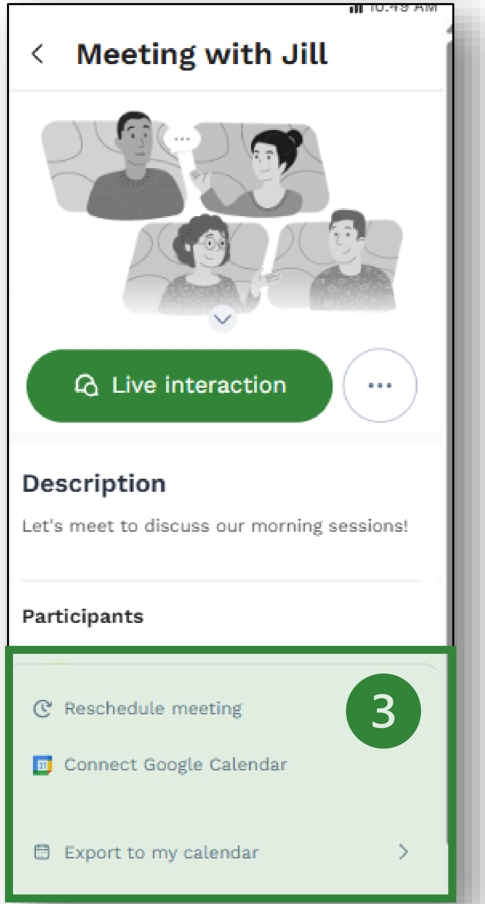
Meetings icon **(2)** will only show your pending and accepted meetings.

Making changes to a meeting request – Mobile App

To view your meetings, click on **“My Event”** (1) from the home page.



Click the three ellipses then select **“See Meeting”** (2)



Click the **three ellipses** again to bring up options for adding the meeting to your calendar of choice or rescheduling (3).

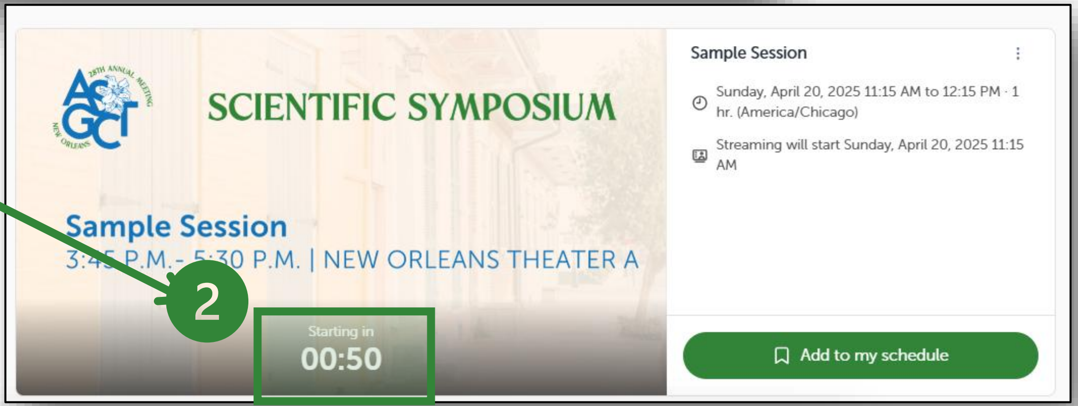
Livestream & On-Demand Access

Access livestreamed sessions in real time and view on-demand recordings directly within the app—anytime, anywhere—so you never miss key content.

How to access a livestream session – Web View

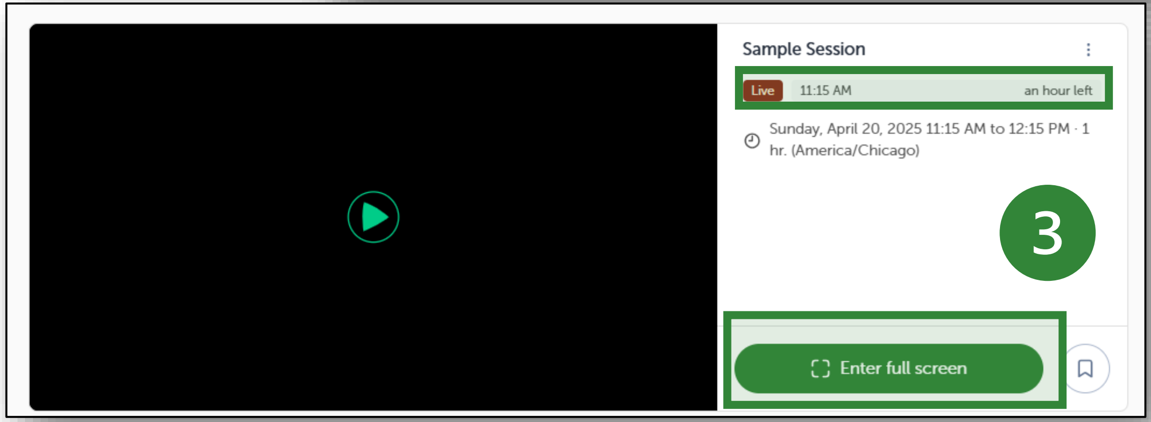
Select **"Program"** from the homepage or top navigation (1).

Less than 24 hours before a live stream session a countdown (2) 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.

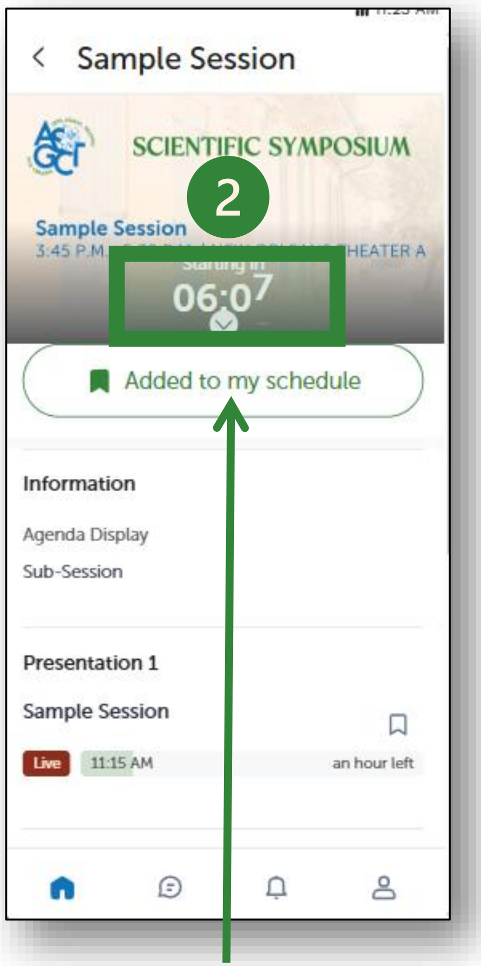
You will then be able to watch the video, in **full screen mode** (3) if you wish, or continue to browse the app while watching the session in a **pop-out window**.



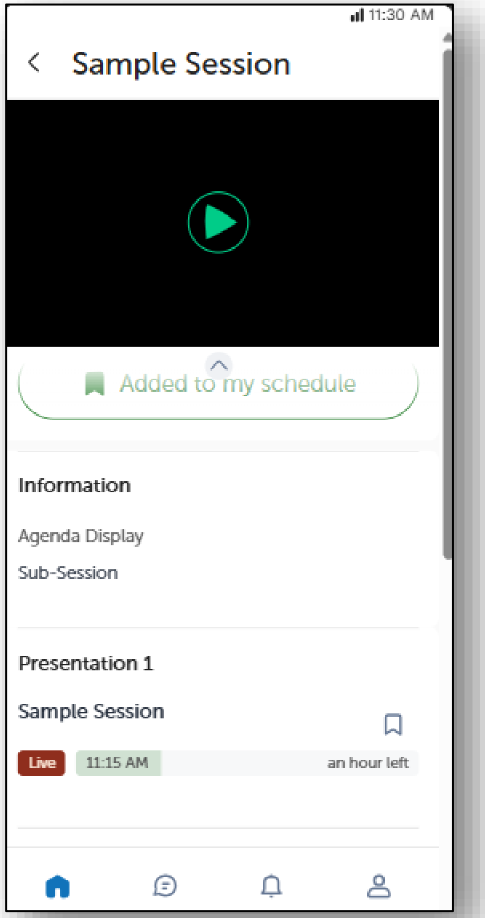
Note: *Contact the **Help Desk within the app** for livestream issues*

How to access a livestream session – Mobile App

Select **“Program”** from the homepage or top navigation (1).



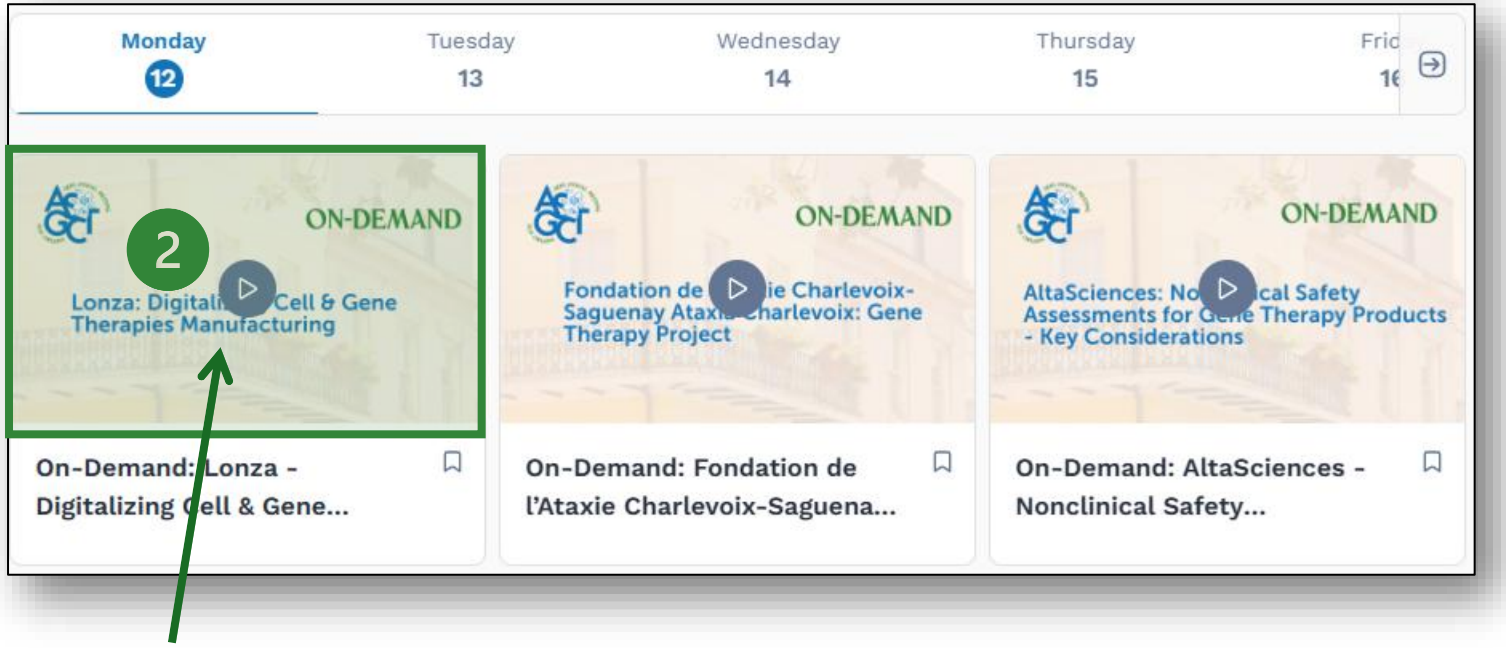
Less than 24 hours before a live stream session a countdown (2) will show on the session page.



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.

Note: *Contact the* ***Help Desk within the app*** *for livestream issues*

How to watch session on-demand – Web and Mobile



Select “**Program**” from the homepage or top navigation (1).

The **“play” button** (2) will appear when a session is available to view on-demand. Sessions will be posted on-demand 48-hours after the session concludes.

Access to on-demand sessions closes July 18, 2025

Need Help?

Before or after the meeting – visit the Swapcard help center (click here) or email info@asgct.org

During the event – **Help Desk button** on the homepage or info@asgct.org