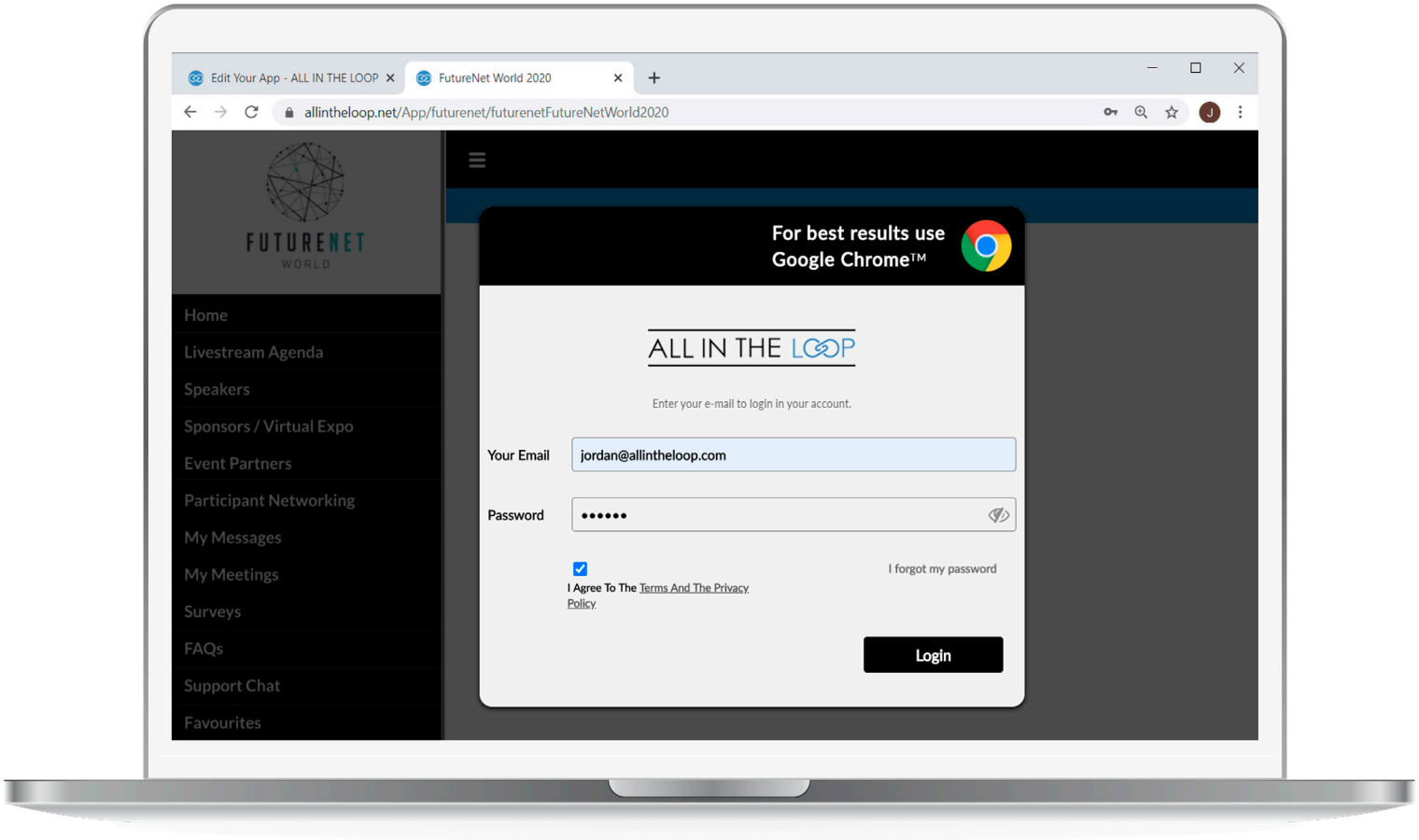
ALL IN THE LOOP®

ATTENDEES
HOW TO-GUIDE

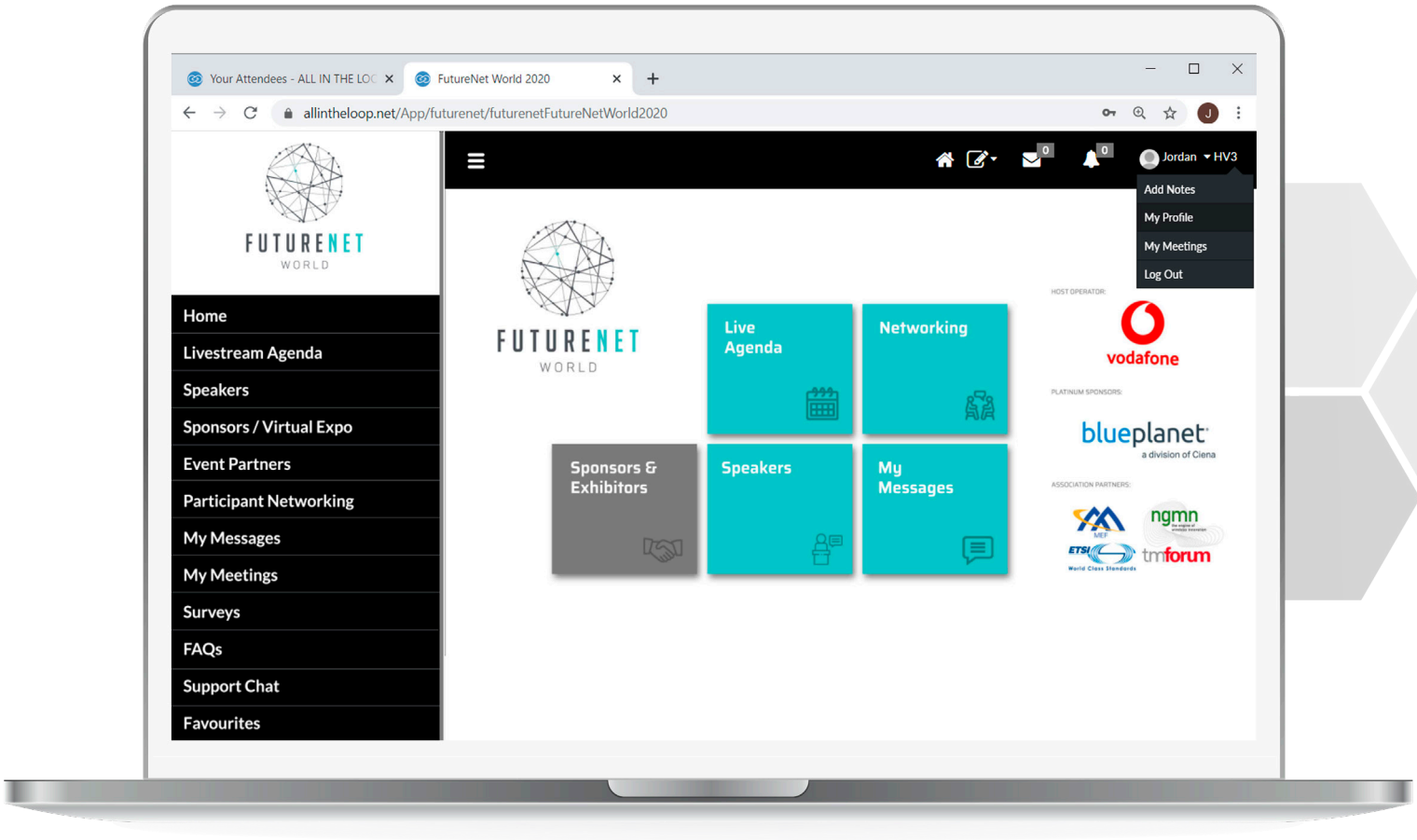
USING THE
VIRTUAL PLATFORM

Log in



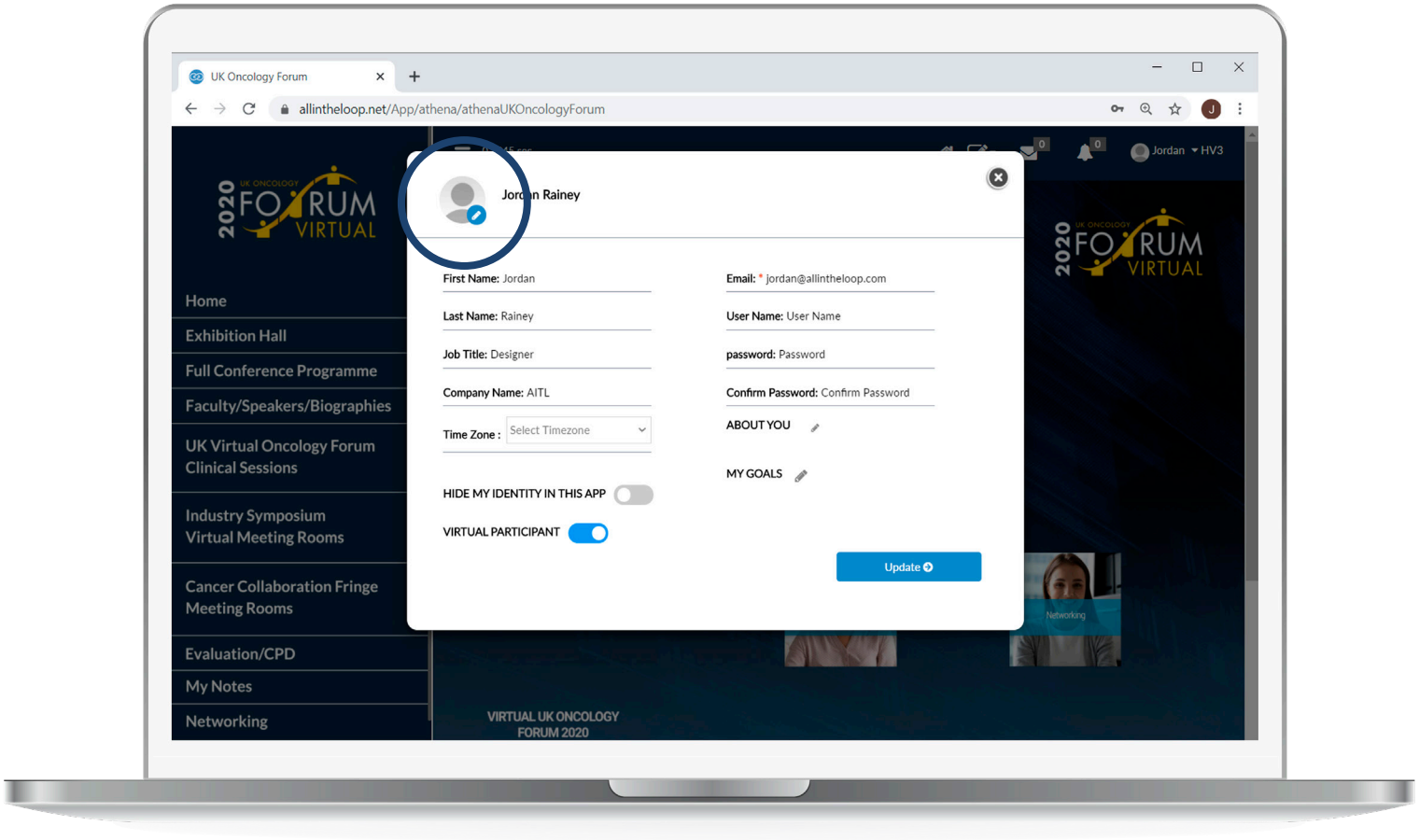
Log in to the platform using your email and password.

Your Profile



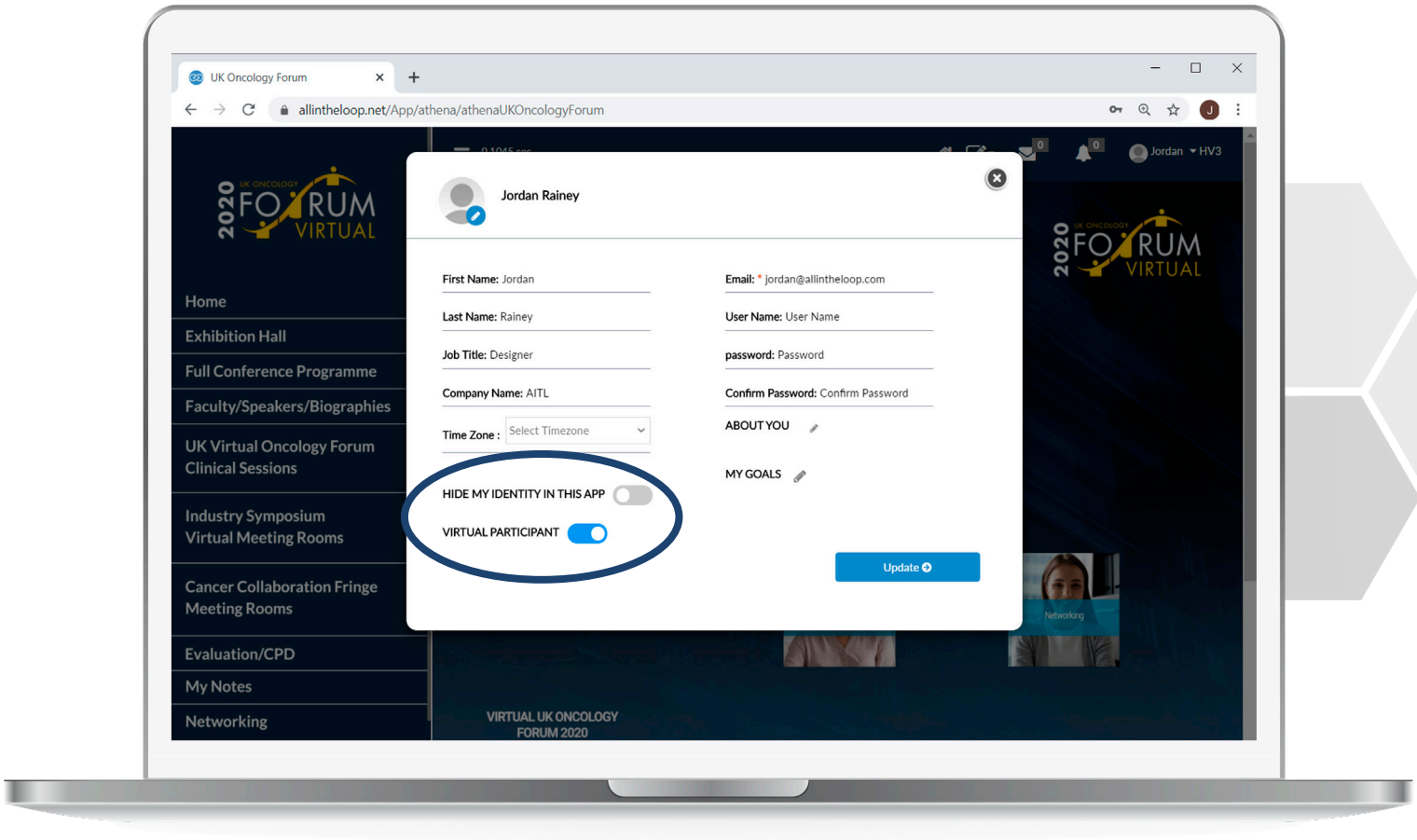
Click your name in the top right hand corner and then click **My Profile.**

Your Profile



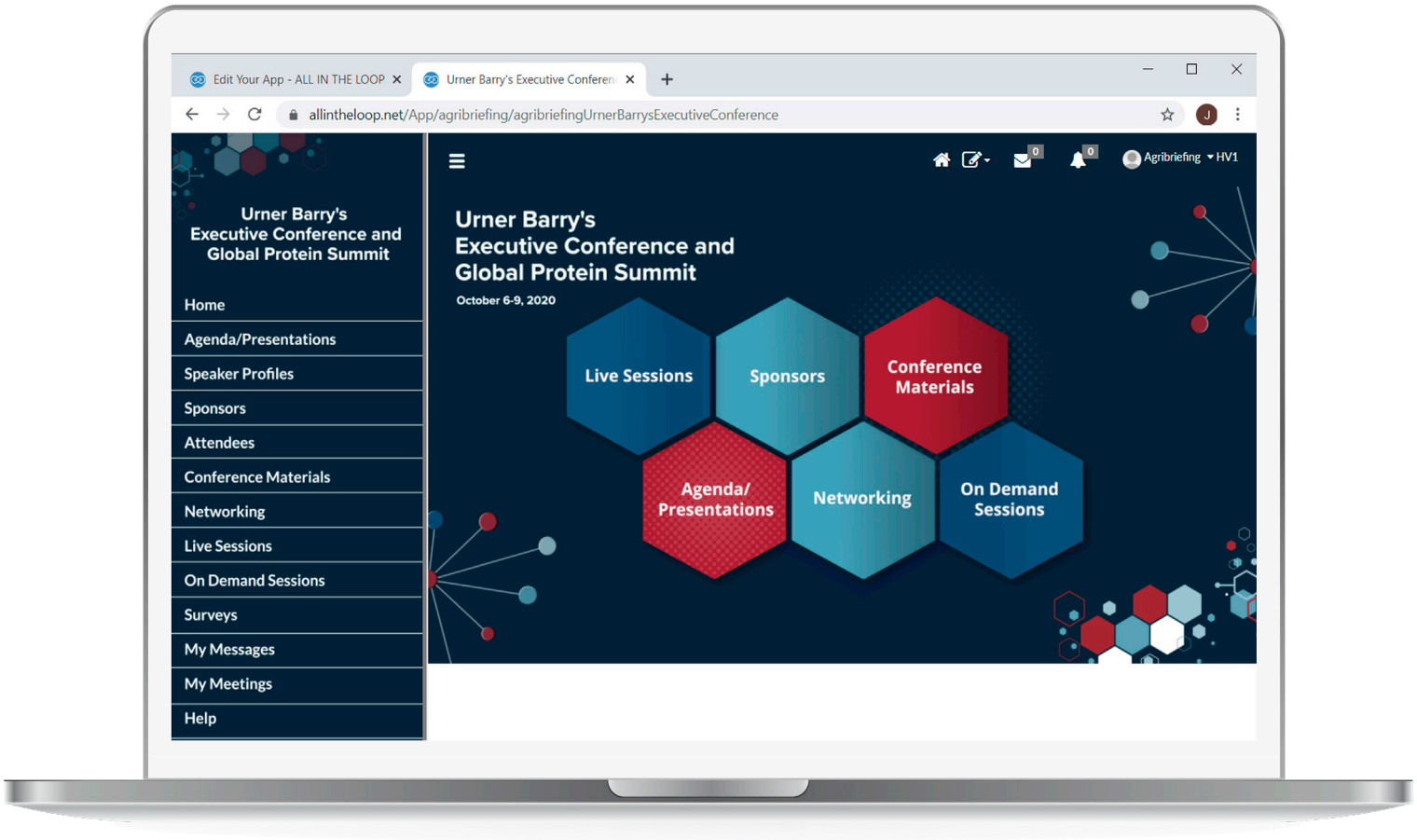
Click the pencil icon to add a **profile picture** or **click a field** to edit any **incorrect information.** Update your time zone to see the agenda and set your schedule in your time zone.

Your Profile



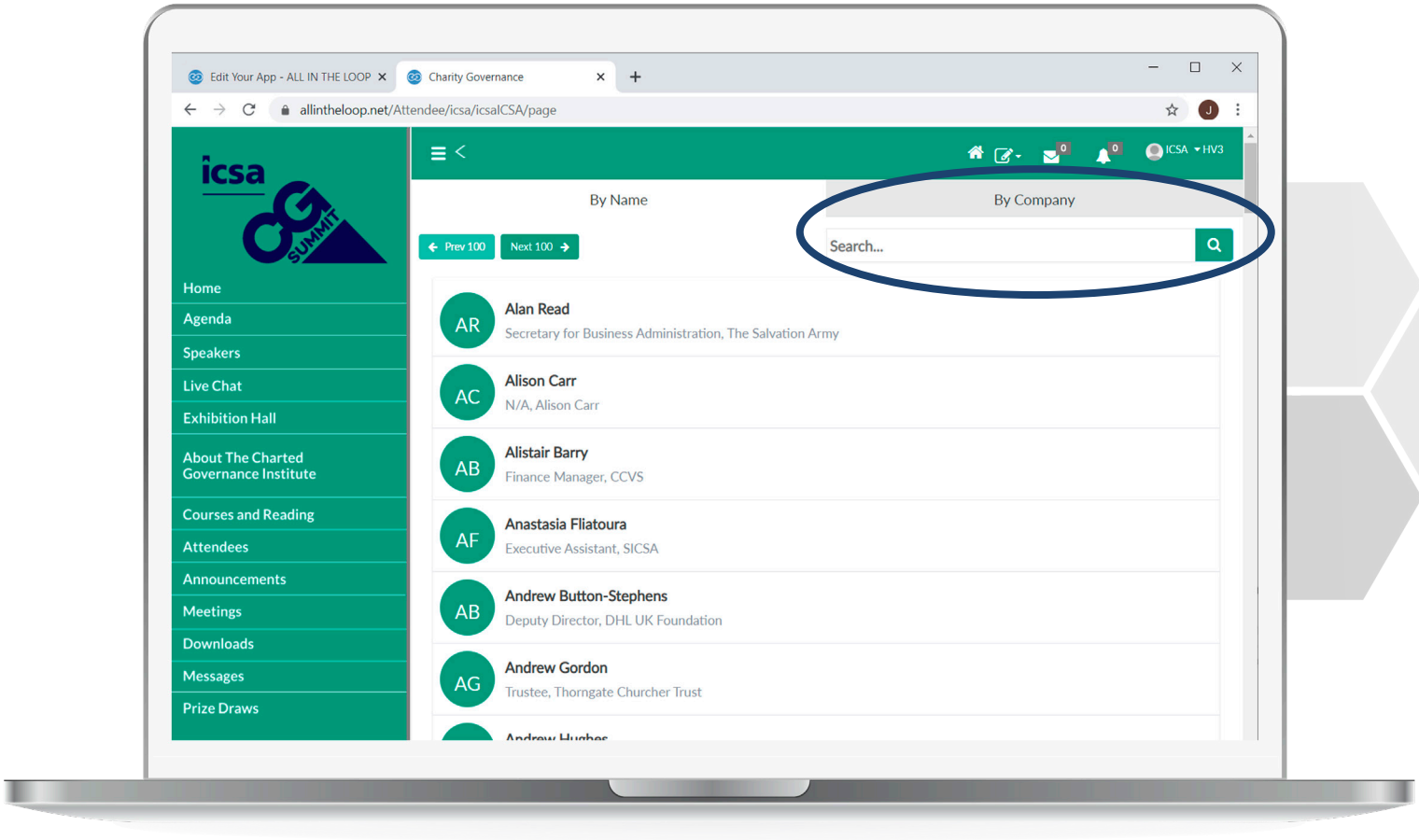
Toggle **Hide My Identity in this App** if you **do not** wish to be contacted or appear in the Attendee List. **Please leave Virtual Participant as-is.**

Home screen



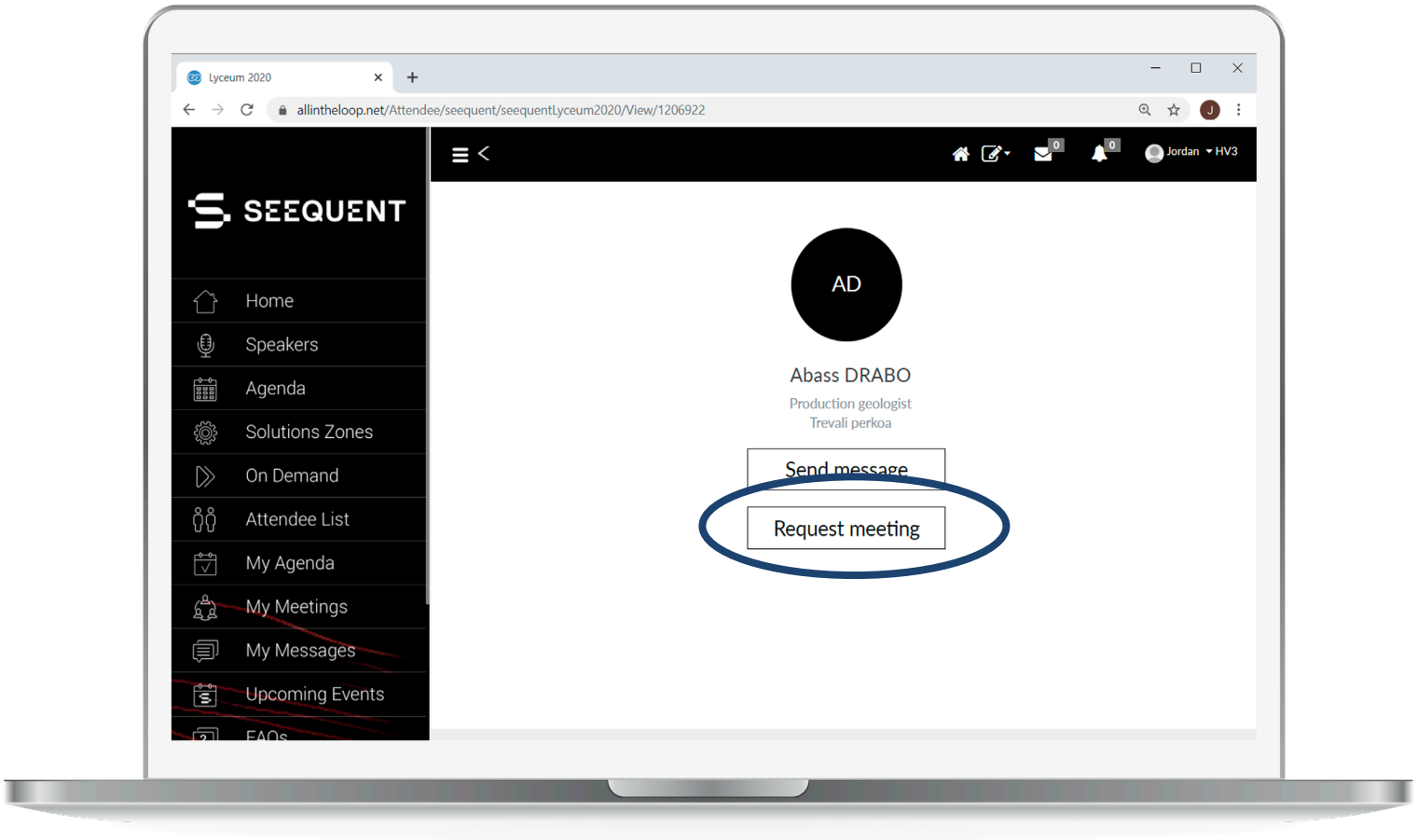
Click on **'Attendees/Networking'** on the left hand menu or home screen.

Virtual Meetings



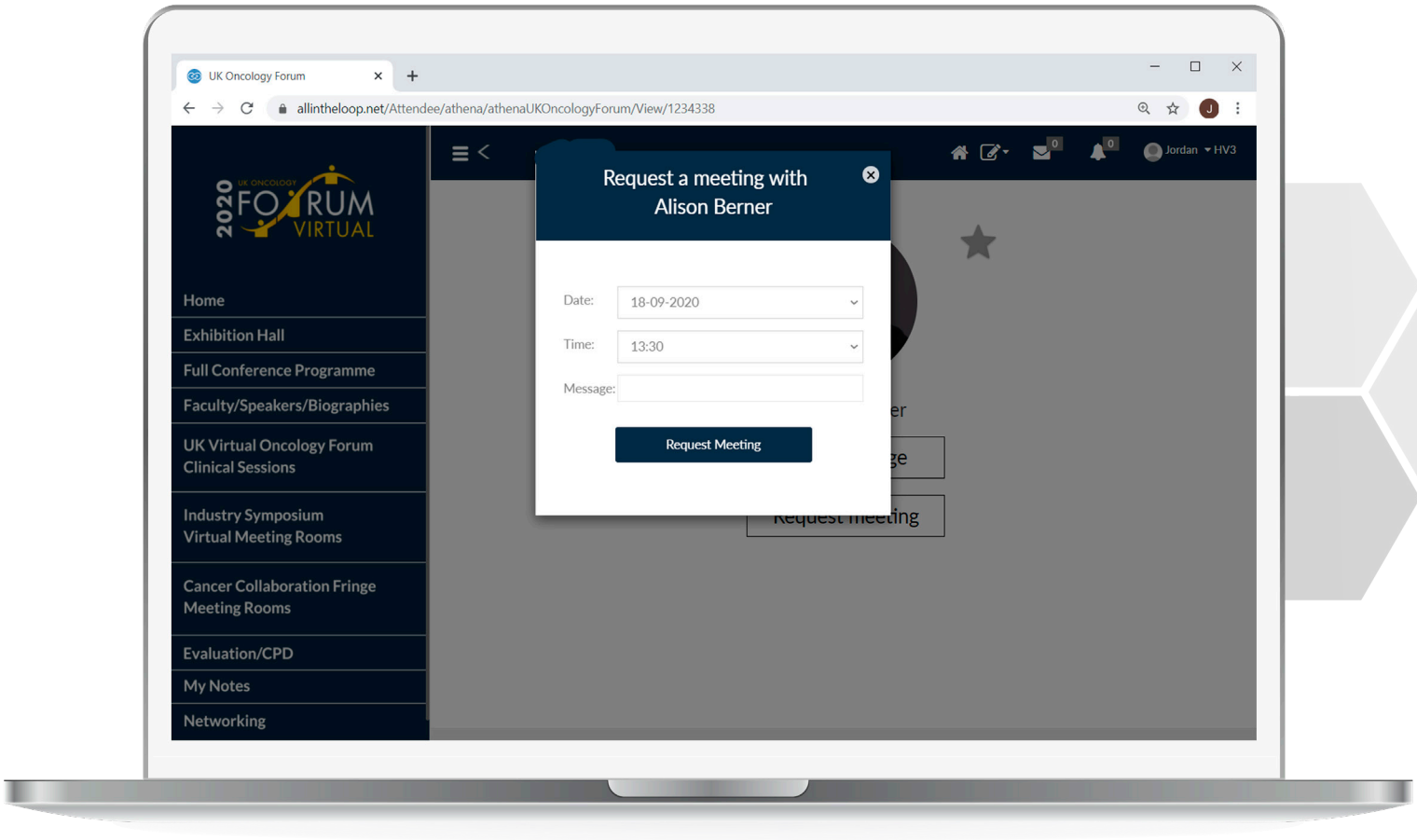
Search by the Company or Name tab
and find and select an attendee.

Request a Meeting



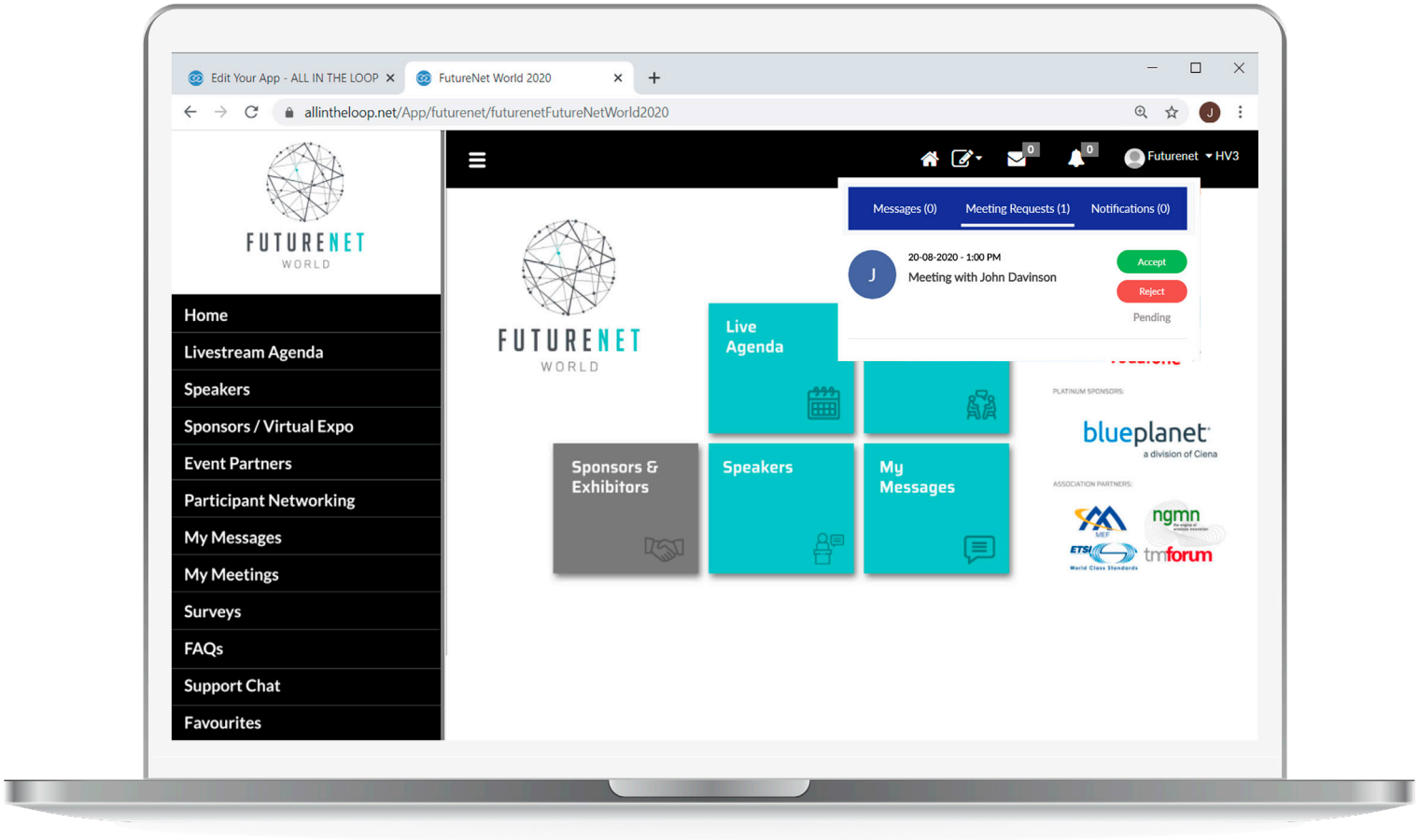
After selecting an attendee, click
'Request Meeting'.

Request a Meeting



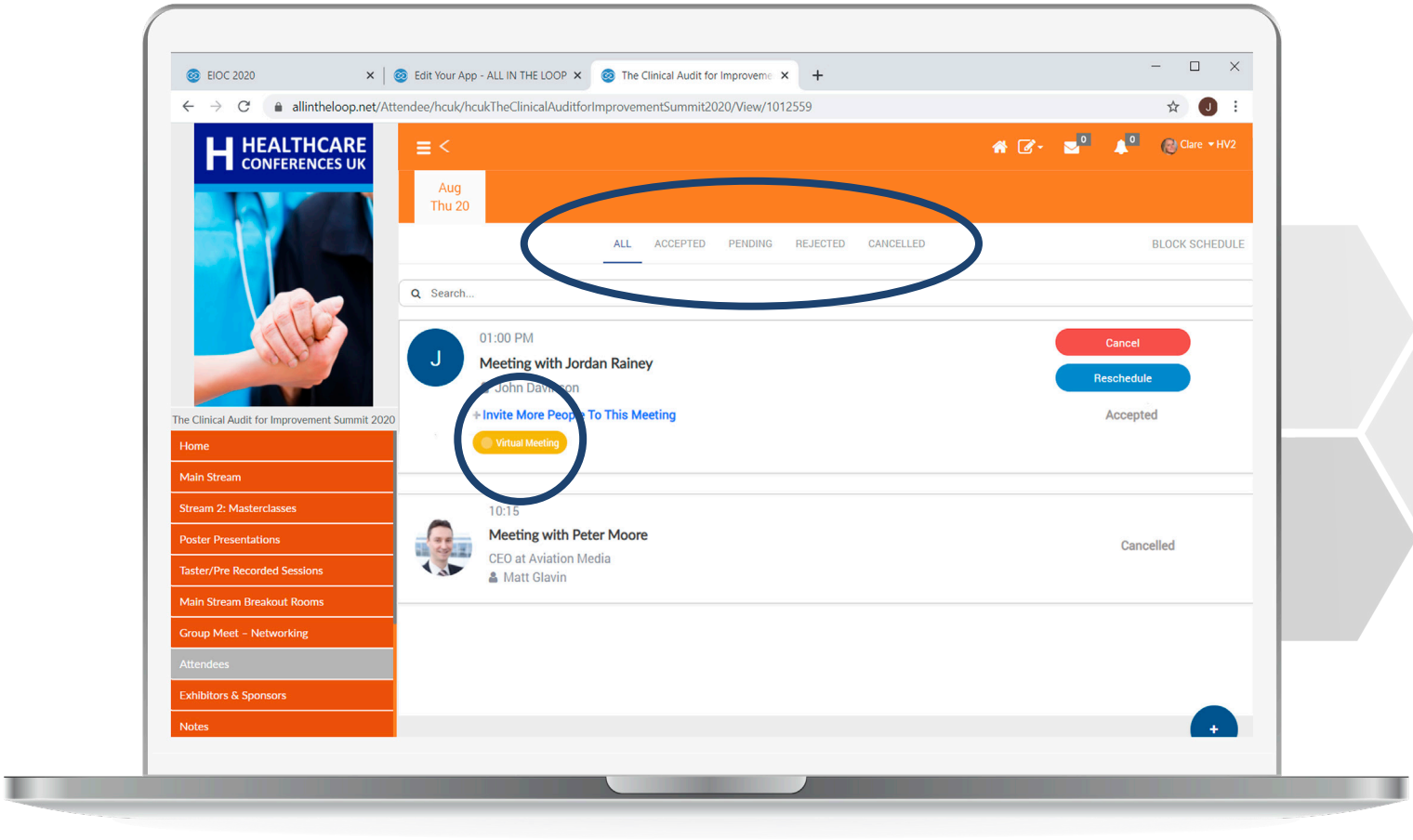
Choose a **date and time** and include an optional message. *Note: Only times that are available for both parties will appear.

Virtual Meetings



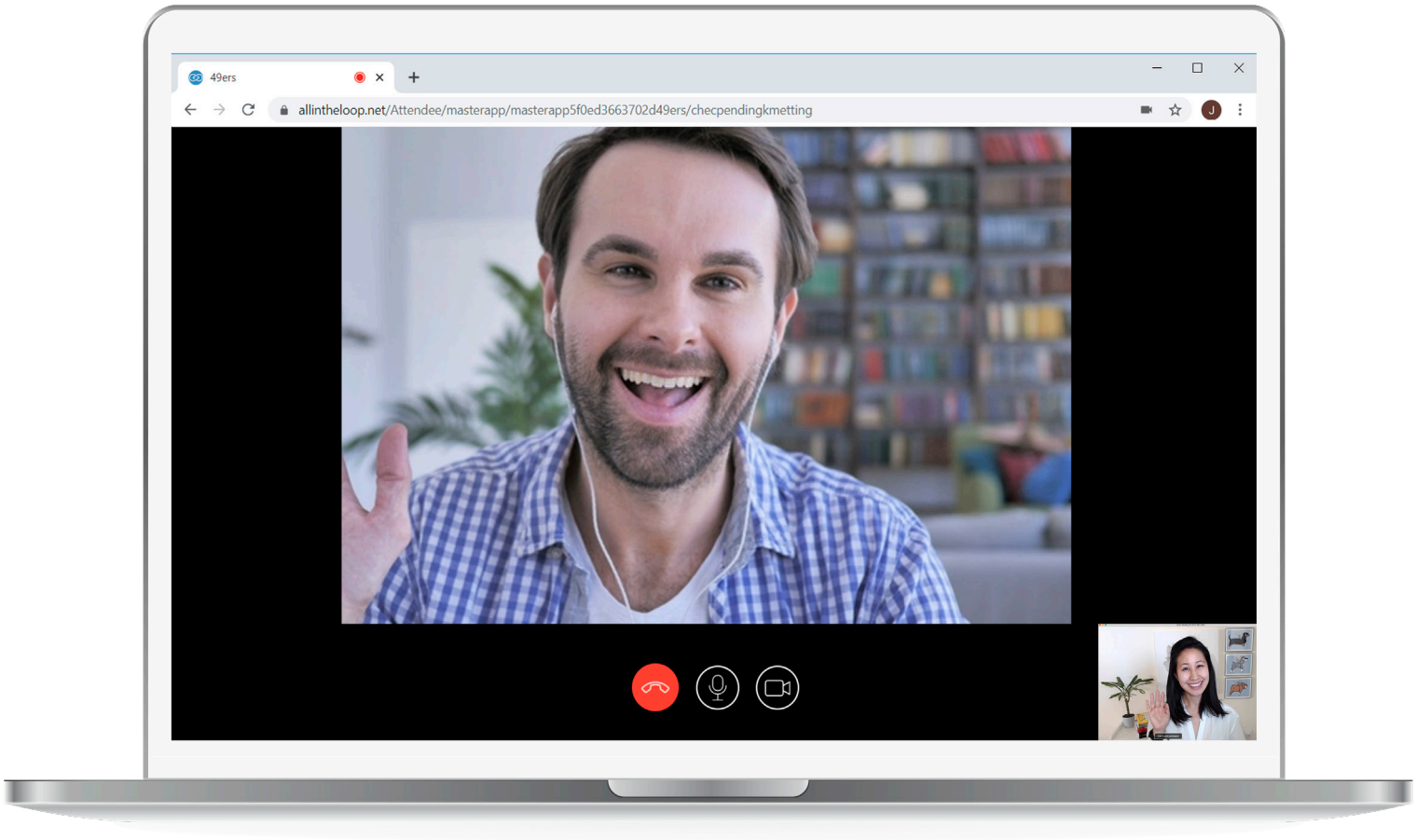
Users will then receive an **alert** when someone responds to your meeting requests.

Virtual Meetings



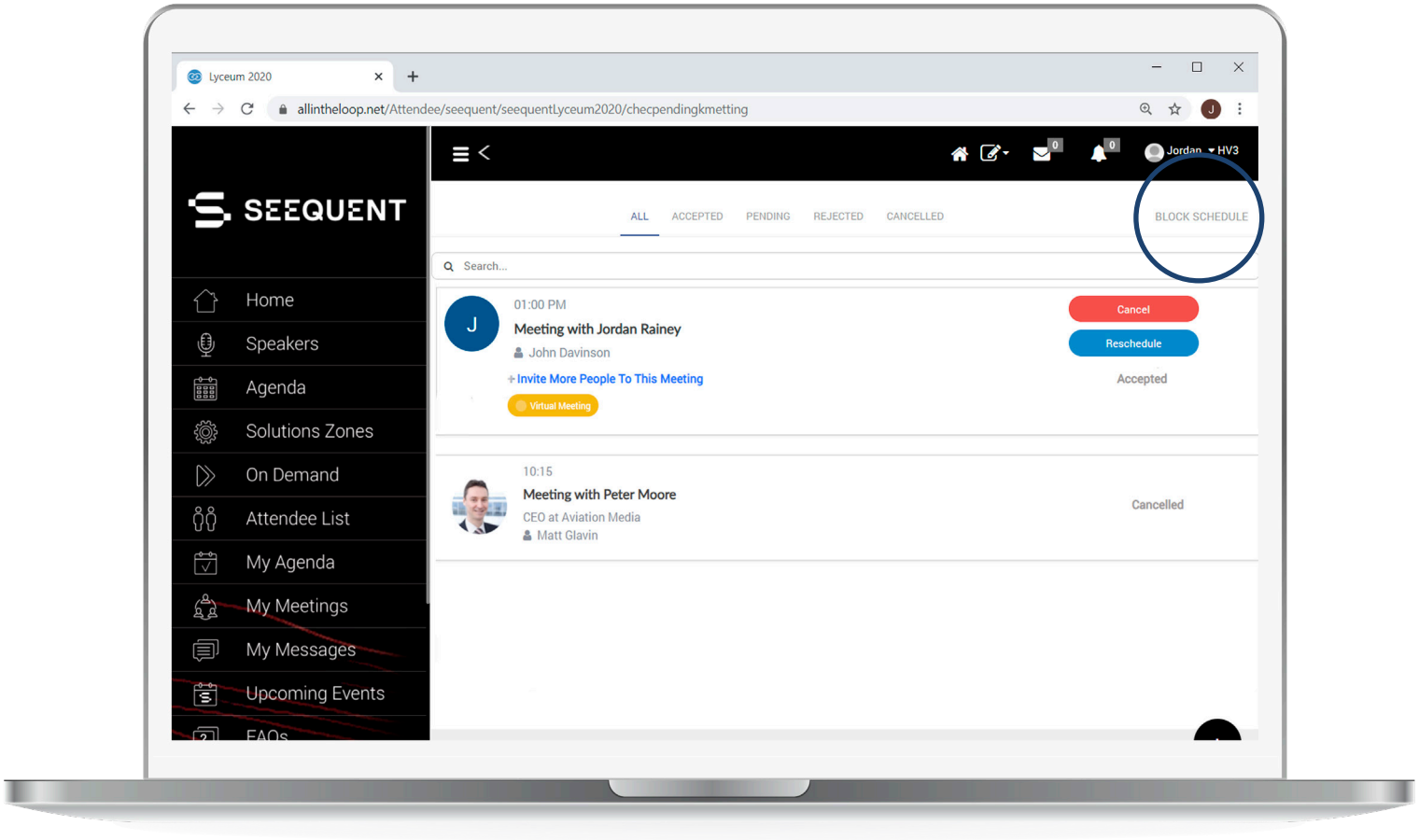
Click **'My Meetings'** on the left hand menu to view your meetings. Filter your meetings by status, accept requests, cancel and reschedule. Click on the highlighted **'Virtual Meeting'** button to enter a meeting.

Virtual Meetings



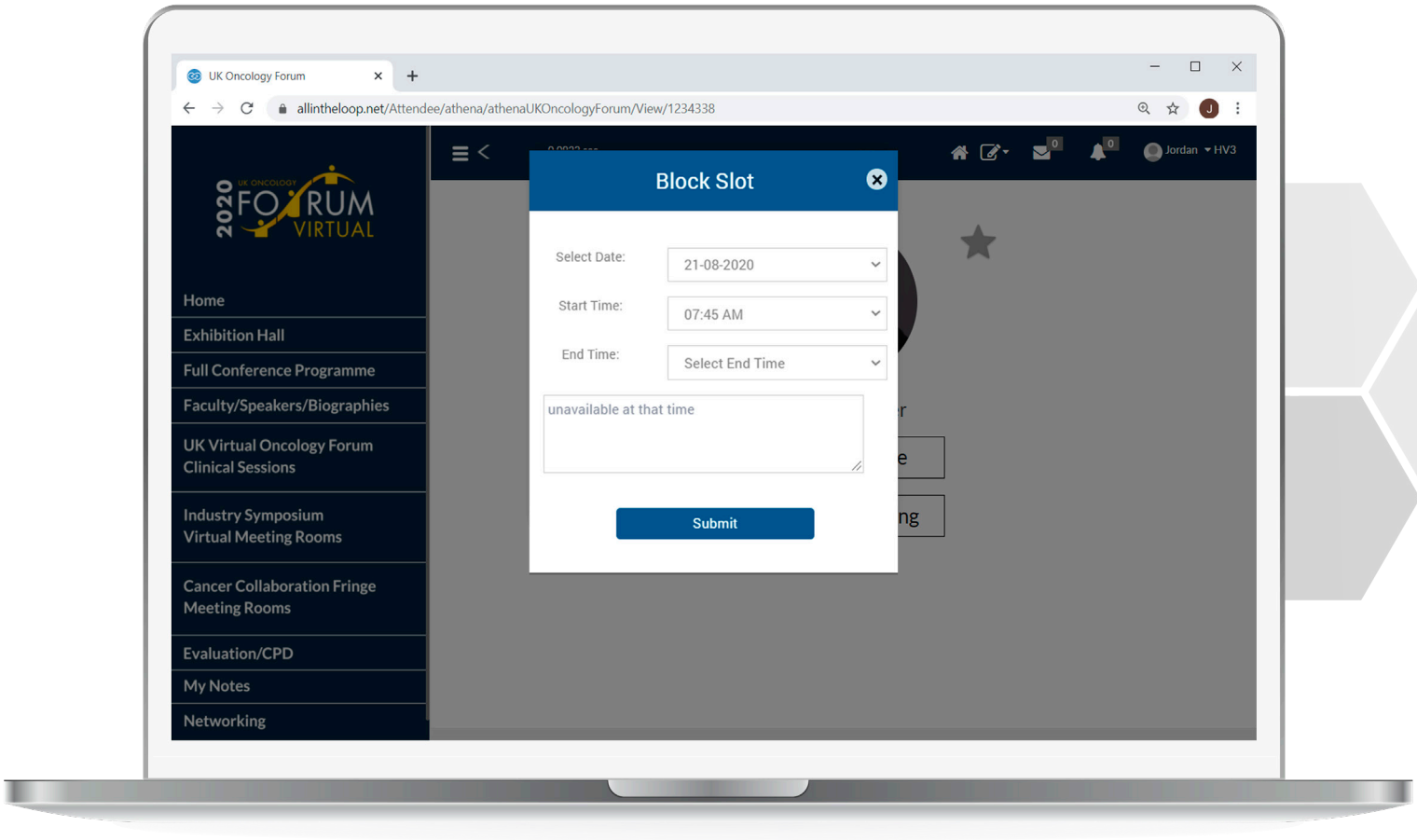
Join a meeting and **start a discussion**.
Click on the red button to end
the meeting.

Virtual Meetings



If you are unable to attend a meeting at a certain time, click on the circled '**Block Schedule**' text.

Virtual Meetings



Choose a time, date, message and click submit. Other attendees will now be unable to request meetings at that specific time.

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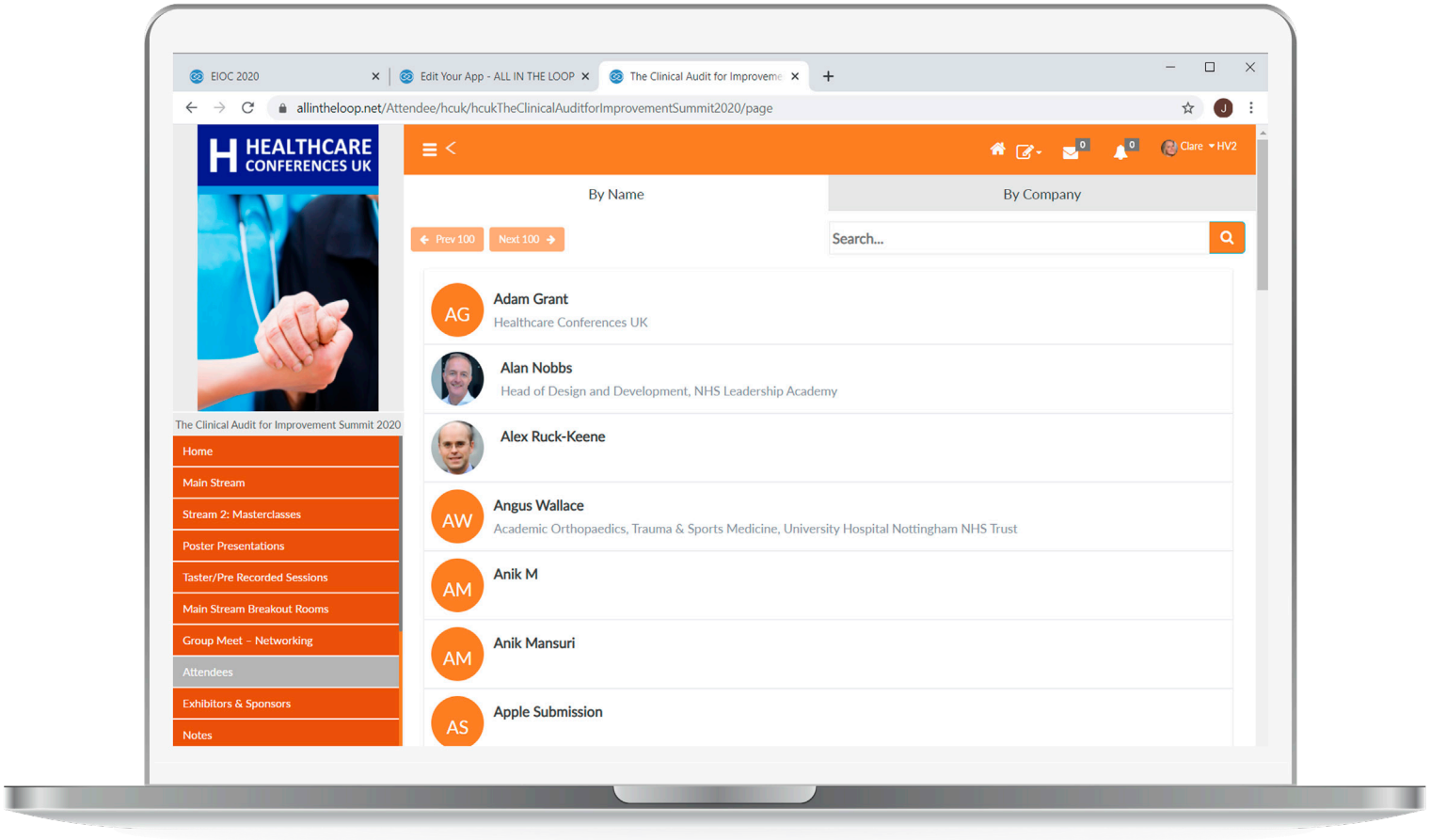
DESKTOP APPLICATION
CONTACTING ATTENDEES

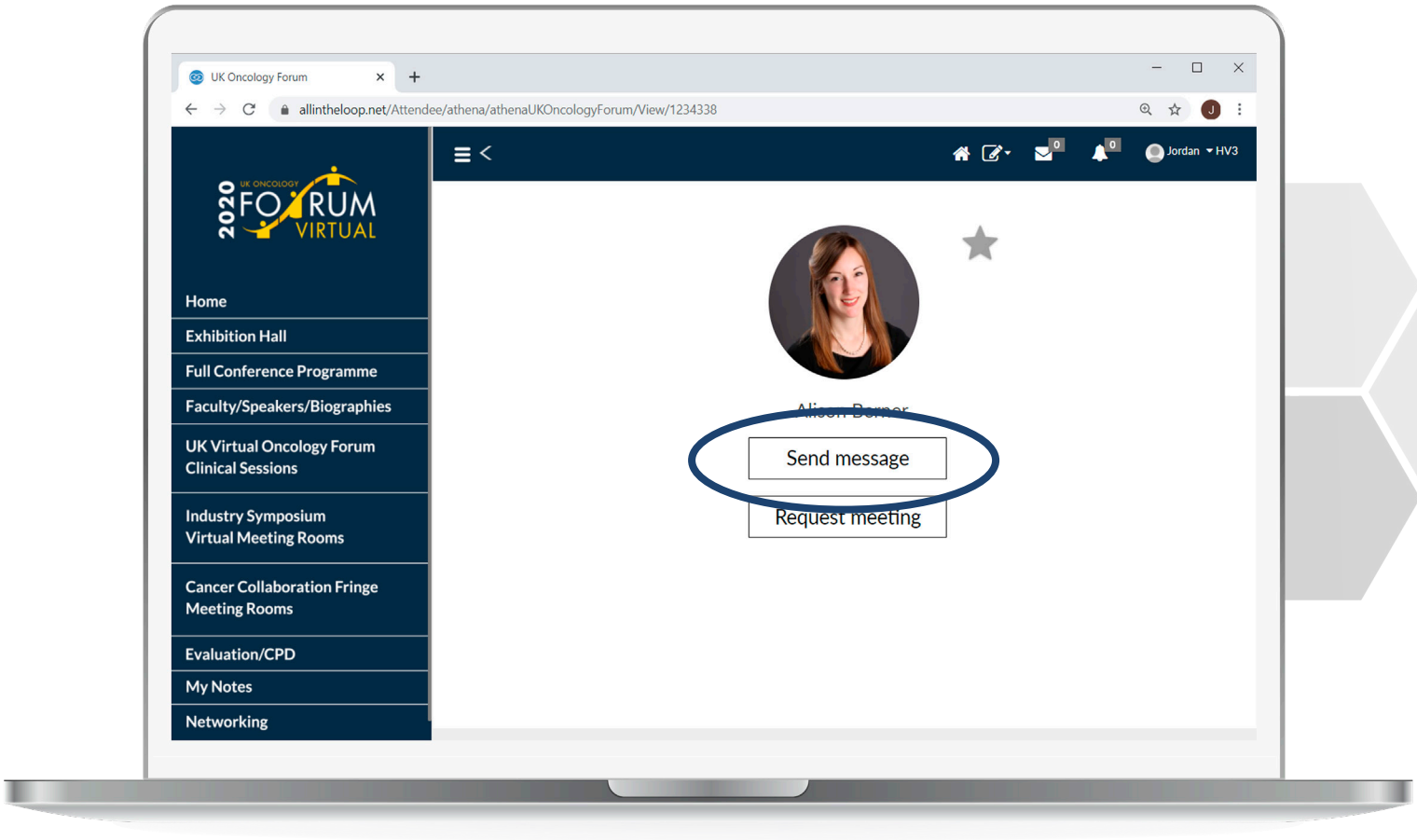
USING THE
VIRTUAL PLATFORM

Attendees



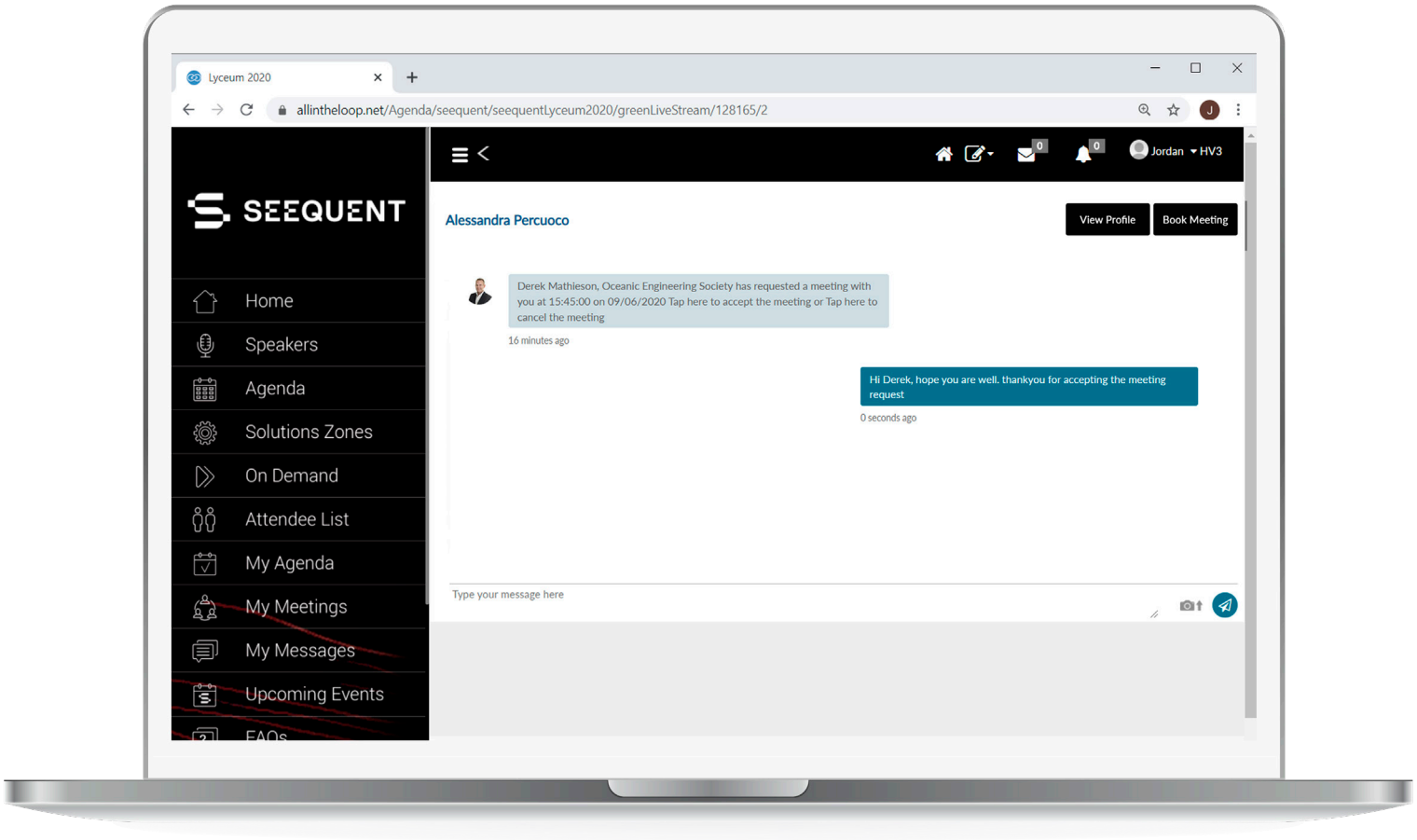
Click on '**Attendees/Networking**' on the left hand menu and use the search/filter options to find a relevant attendee.

Networking



After selecting a participant.
Click **'Send Message'.**

Networking



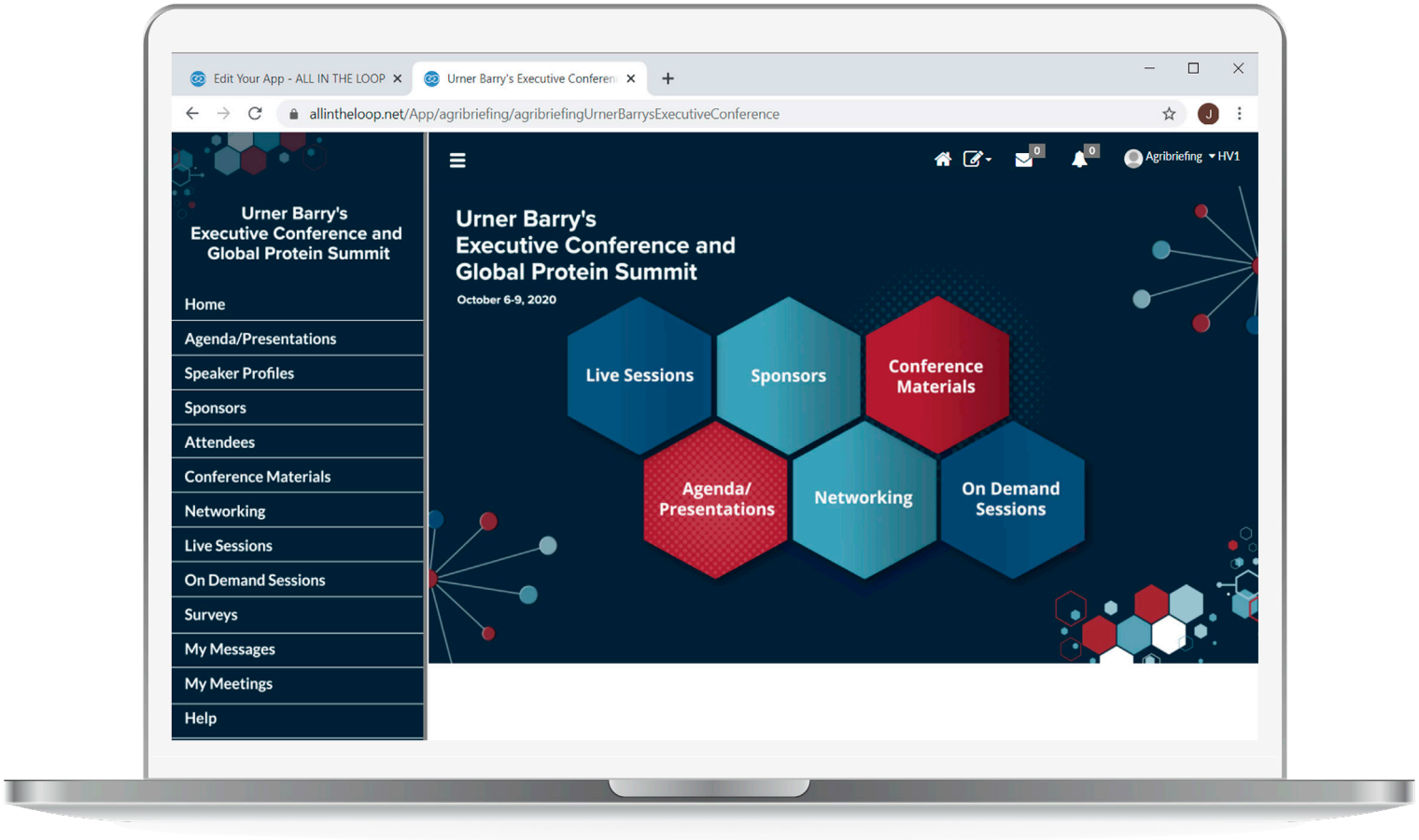
Send a message and network with other participants. You will receive an email or notification when sent a message.

ALL IN THE LOOP®

DESKTOP APPLICATION
AGENDA

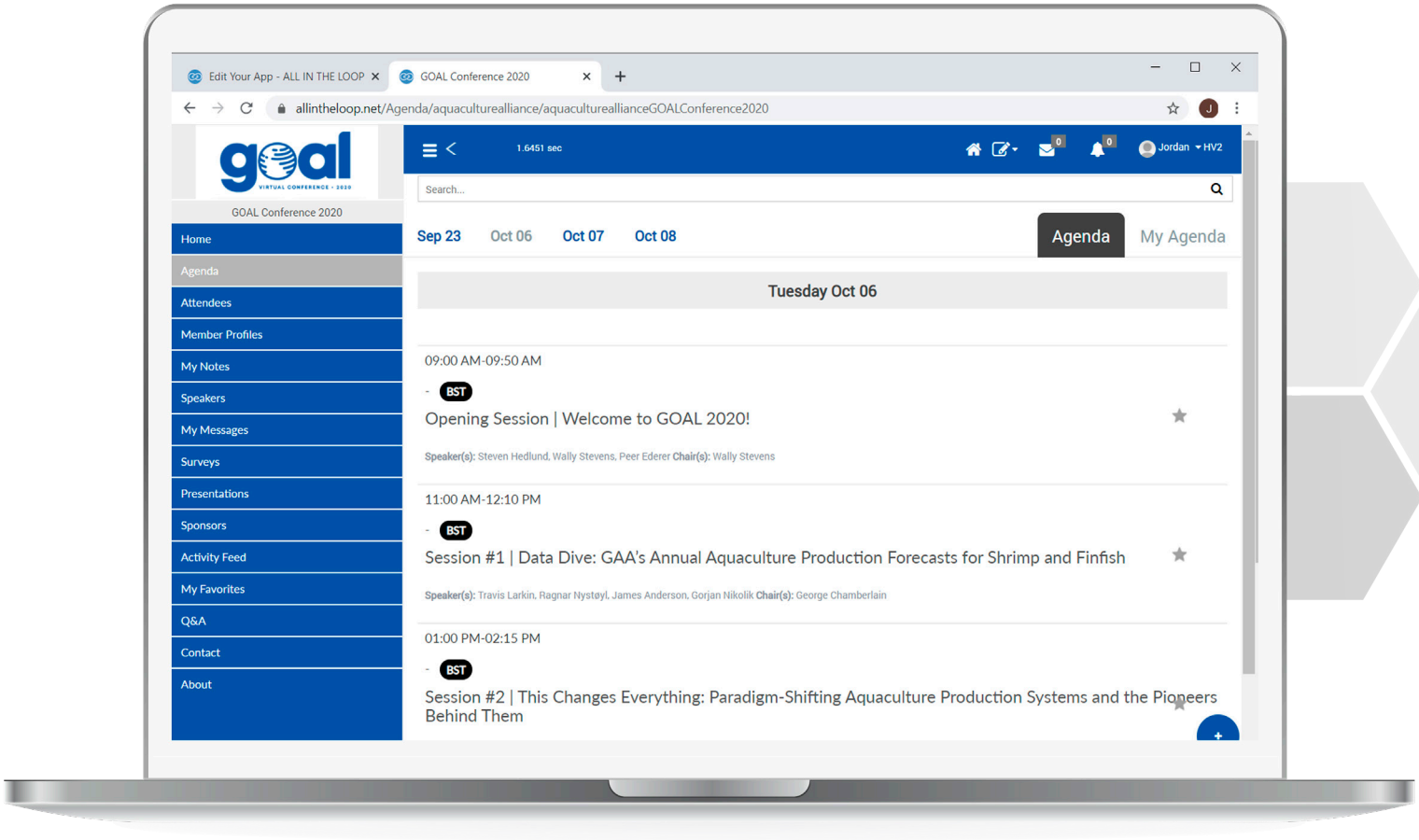
USING THE
VIRTUAL PLATFORM

Agenda



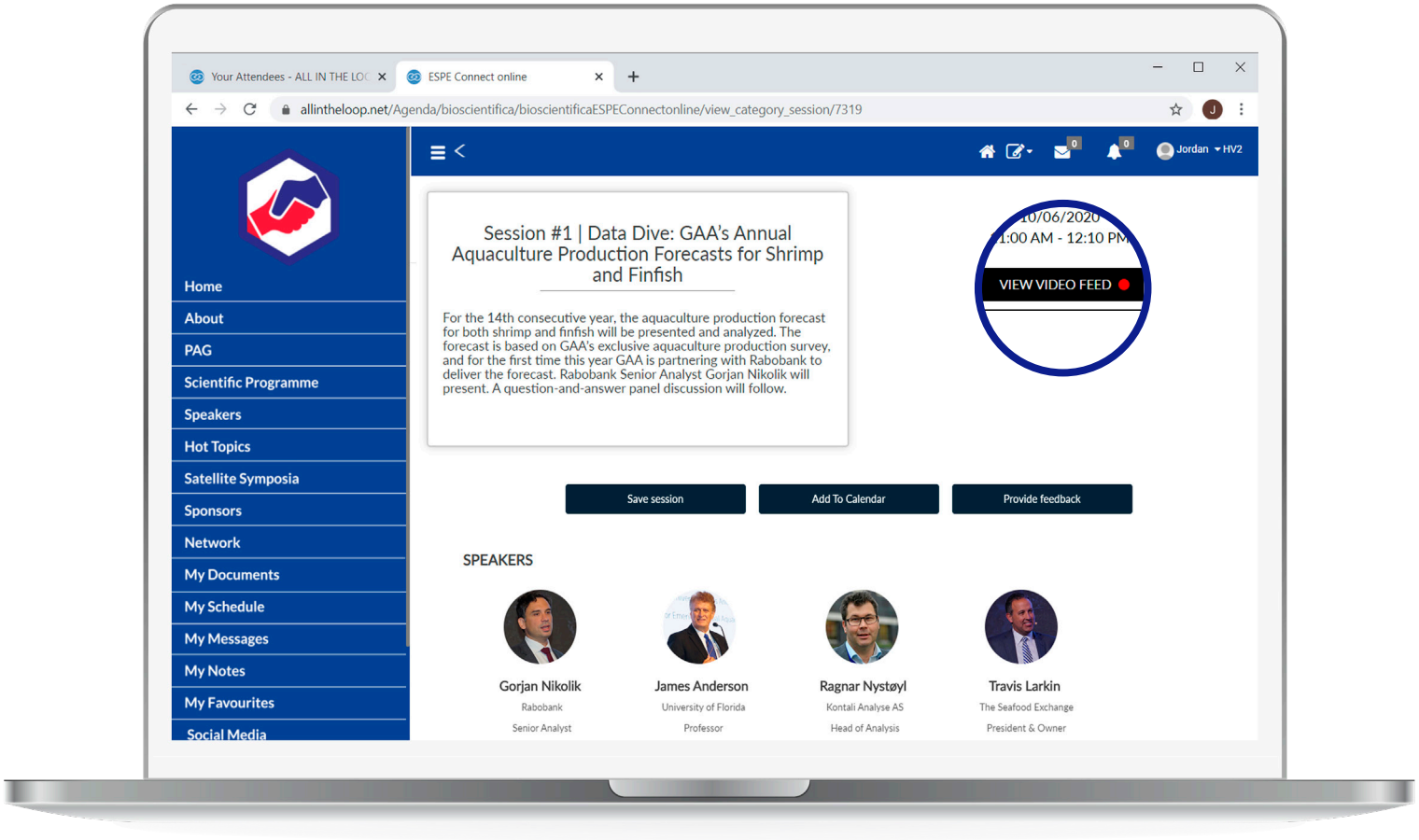
On the home screen or left hand menu click on the **'Agenda'** button on the left hand menu.

Agenda



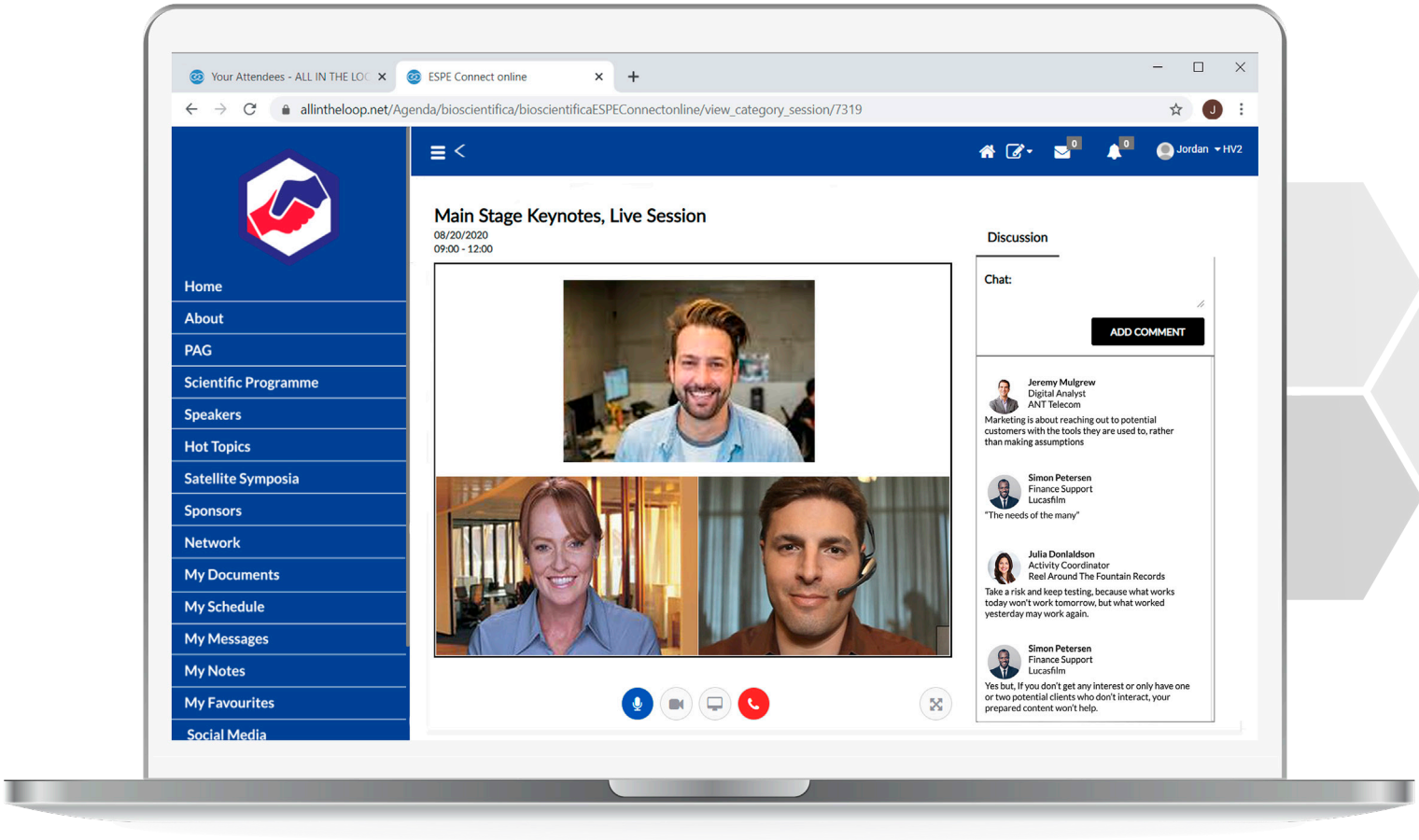
Use this feature to navigate to your session and click on the session.

Agenda



Click the
'VIEW VIDEO FEED' to view the
session live stream.

Agenda



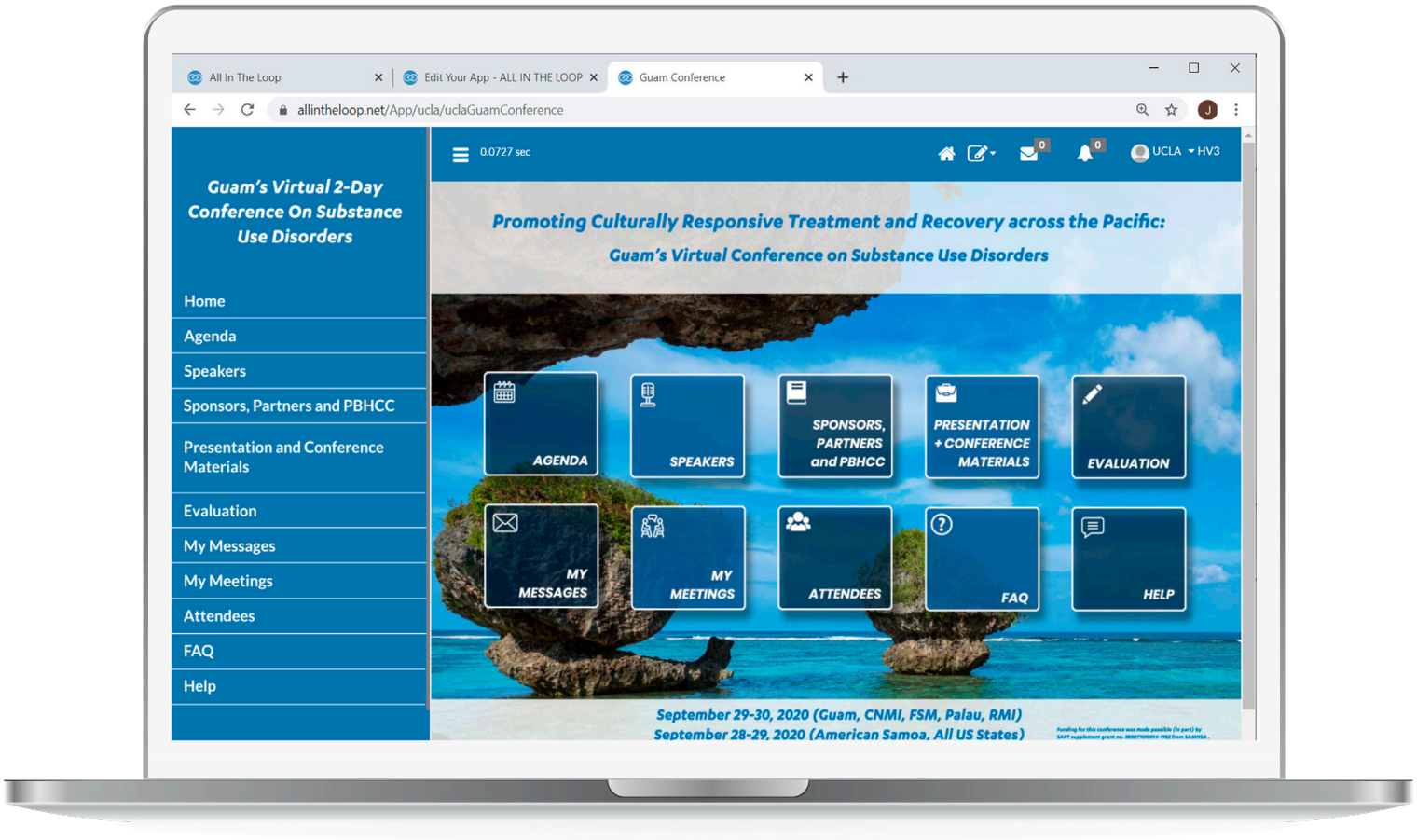
View the Live Stream and make comments during a session

ALL IN THE LOOP®

DESKTOP APPLICATION
EXHIBITORS

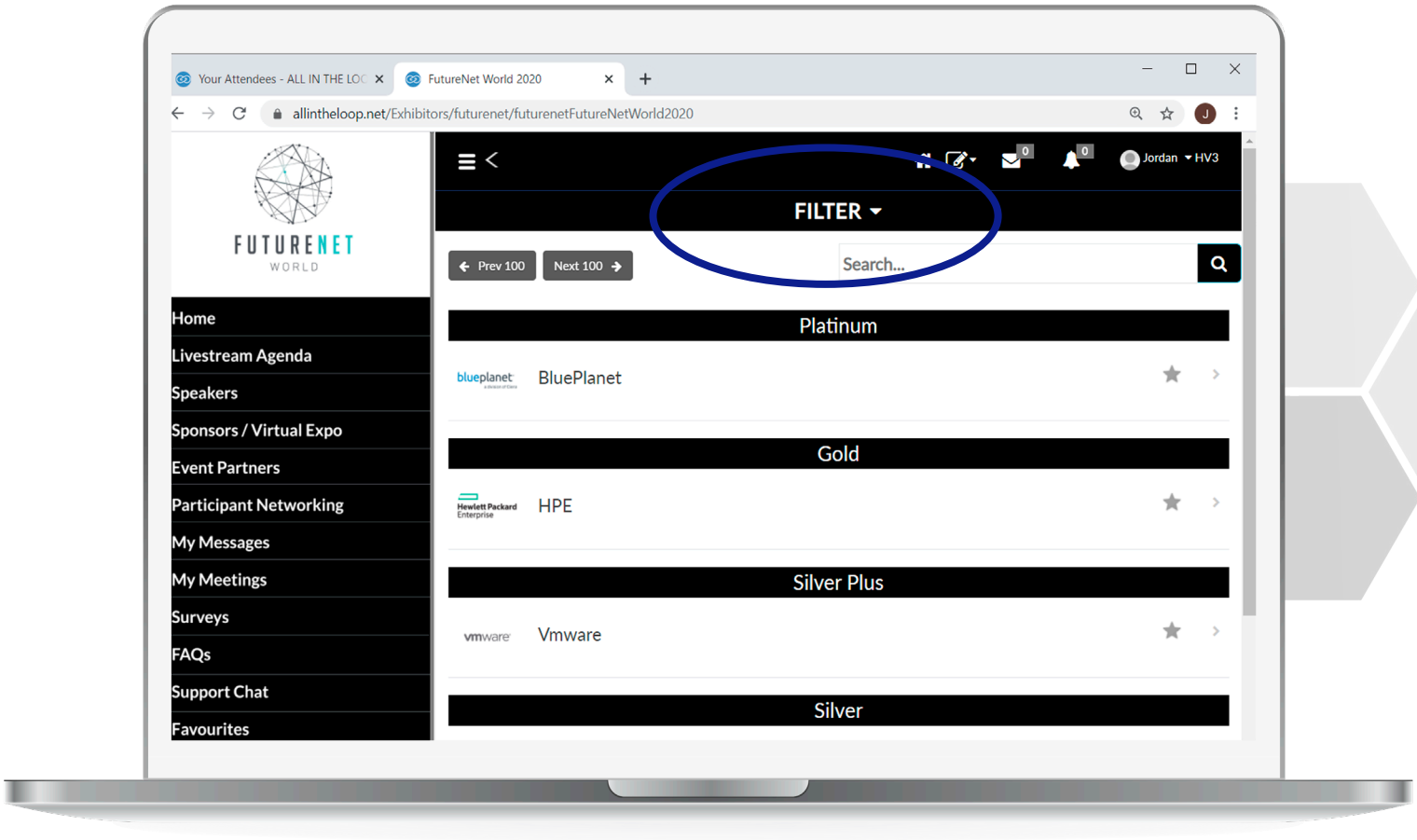
USING THE
VIRTUAL PLATFORM

Home screen



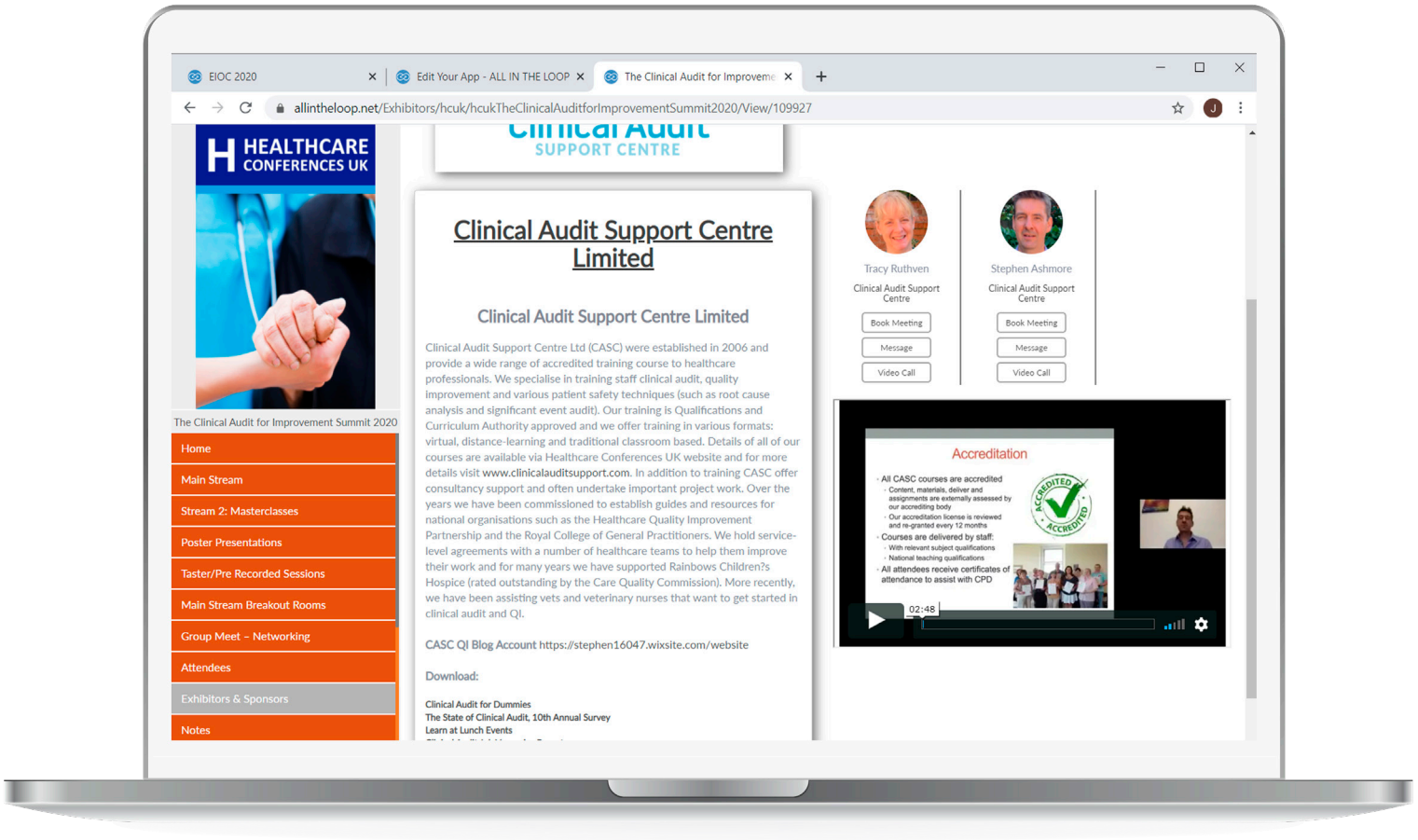
Click on **'Exhibitors/Sponsors'** on the home screen.

Exhibitors



Use the search filters and click on the relevant exhibitor.

Exhibitor Profile



The exhibitors profile page will then open. You will be able to see a description, website/ video links and you will be able to interact with assigned exhibitor representatives.