

## Connecting with exhibitors, speakers and other attendees

At Congress, you can connect with other virtual platform users in two ways: by leaving a business card or through the chat box!

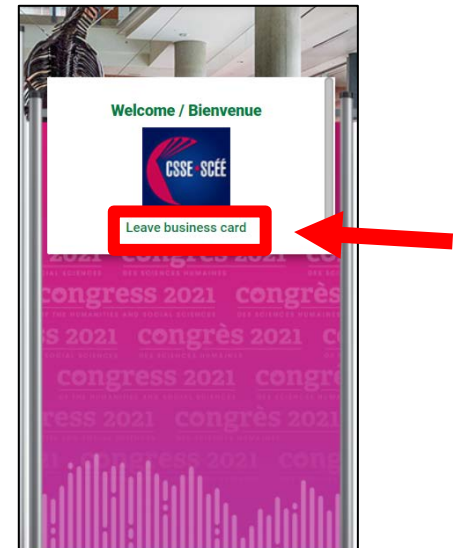
### “Leave a business card” feature

The “**Leave a business card**” feature is similar to sending a quick email and is best used for non-urgent requests. You can “**Leave a business card**” at your association’s Greeting Table, with exhibitors at Expo, and at a poster presentation. Please note that not all associations have poster presentations.

#### Instructions

Follow these steps to “**Leave a business card**”:

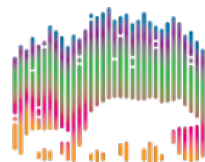
1. Navigate to the area that you wish to leave a card (i.e. an association’s Greeting Table or exhibitor’s booth).
2. Locate the words “**Leave a business card**” and click to open up the message box.
  - On a Greeting Table or exhibitor booth, it can be found in the middle panel underneath the organization’s logo.
  - In a poster hall, it can be found under “**Contact info**”.
3. Leave your contact info in the message box that opens on your screen and edit the pre-populated contact details if you wish.
4. Click “**Save**” and wait for a response. Please allow 24 – 48 hours for an email response.



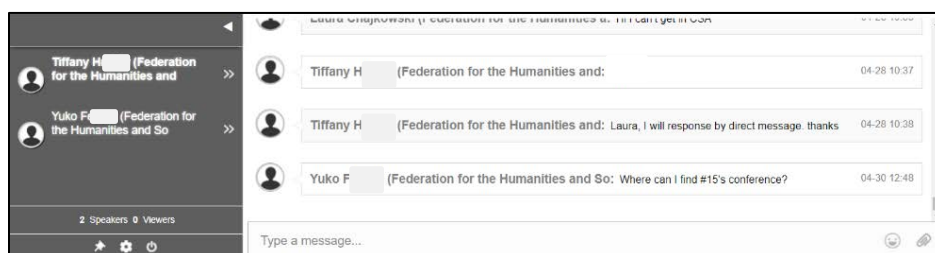
Name	Tiffany Hr
Position	Event Coordinator
Company	Reg/info
Email	thr
Phone	
Comment*	<input type="text"/>

Buttons: Save, Cancel





## Platform chat feature



The chat feature is similar to sending a text message and is best used for more urgent requests. You can chat at your association’s Greeting Table, with exhibitors at Expo, and at poster presentations. You can chat 1:1 by text or video, and in a group (text only). When you are in a “room” or webpage, the chat window displays all participants also in the “room”. By default, what you share in the group chat is visible to all participants. If you’d like to start a 1:1 conversation, click on their name in the participant list on the left side of the chat(see image below). All chat windows at a Greeting Table or exhibitor booth are monitored by an association staff member or an exhibitor, to ensure a quick response to your inquiry.



## Searching within the platform

If you can’t remember when Dr. Z is presenting, you can search their name in the search bar to see when their session is! There are two search functions: one for open events and one for your association conference(s).

To search for a session or presenter for an **open event**, you will search in the “main building” where the open auditorium, open lounges and Congress lobby are. You can tell that you’re in the “main building” because the navigational bar will include those aspects as illustrated in the image below.



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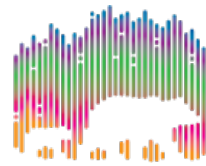


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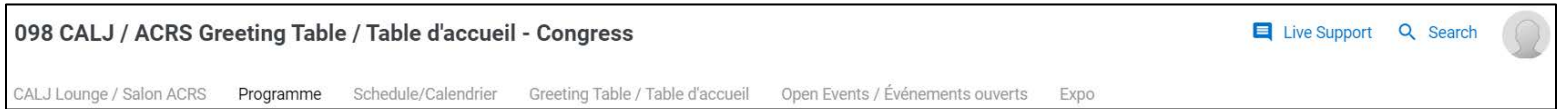
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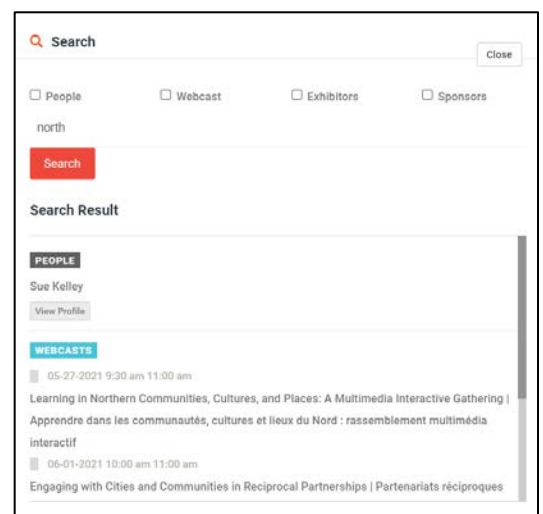
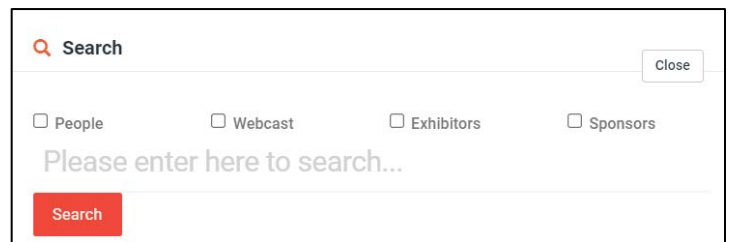
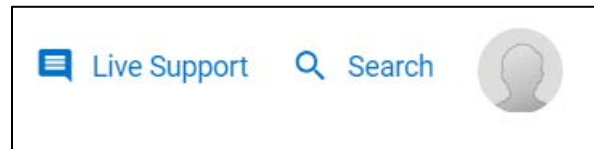
To search for a session or presenter for an **association event**, you will search in that specific association auditorium which can be accessed through the association’s greeting table. You can tell when you have entered your association’s auditorium because the navigational bar will include *different* aspects as illustrated in the image below.



## How to use the search feature

Follow these steps to utilize the search feature:

1. Locate the search button at the top of your webpage and click it.
2. A window will pop up that looks like this:
3. If you want to narrow down your search, select the boxes that apply.
4. Enter the presenter name, attendee name, session name, etc. into the search field.
5. Press “**Search**” and your results will appear.
6. Your search may generate results under one than one category if applicable.
7. Click on the person, exhibitor or sponsor to go directly to their profile. Clicking on the webcast will bring you to the applicable auditorium.



**Please note:** A webcast indicates a session. The session is either a Zoom meeting or webinar.

**Important:** A presenter may not be searchable if they opted out of being “linked” to a session.

