CONNECT Online User Guide
Log in using your registered email address, and password if provided to you, to access the CONNECT platform.

Use the Email me my password to receive an email if you have forgotten your password.

In the platform you can view your program agenda, and create a personalized schedule, attend virtual sessions, browse exhibits, network with attendees and more!
This is your CONNECT lobby. Use this screen to navigate to different parts of the platform. The lobby might look different for your event.

- **Messages and other notifications for you**
- **Click here for the program agenda**
- **Click here for the exhibits**
- **Click here for the attendee listing**
- **Social media sites**

Click here for the program agenda.
Program Agenda: view sessions, attend virtual sessions
Happening Now: view what’s going on now
Speakers: view speaker information
Exhibitors: browse through the exhibitor listing
Attendees: network with other event participants
Announcements: view the alerts published by the event organizer
Information: view general event info

Based on your event settings, you may see additional options here like Surveys, Trivia, Scavenger Hunt, etc.

My Profile: manage your account, and privacy settings
My Messages: view and respond to incoming messages
My Schedule: view your personal schedule of sessions, events and appointments
My Appointments: manage your appointments with other attendees and exhibitors
Favorites list: view your favorite exhibitors
My Contacts: view your bookmarked attendees
Email My Meeting Info: send yourself all notes and personal data captured using the platform
PROGRAM AGENDA CALENDAR

- View sessions by track
- View sessions by time
- View your personal schedule
- Switch between a list and calendar view
- Calendar defaults to current date, use this to scroll

- Time is displayed in YOUR time zone.

- Sessions are color coded by track
- Select a session to view more details
PROGRAM AGENDA LIST

View sessions by other filters

Select a session to view more details

View your personal schedule

Switch between a list and a calendar view

Free form search

Time is displayed in YOUR time zone.
MY SCHEDULE

- View sessions by time
- Add a personal event
- Send yourself an email with your schedule or download an ICS calendar file
- Switch between a list and calendar view
SESSION DETAILS

Use these actions on all screens to perform tasks such as creating your own personal schedule, adding notes, sharing information about the session, etc.

- Respond to session survey
- Email documents uploaded by speaker to yourself

Options available here will be different for your event.
**JOIN VIRTUAL SESSIONS**

Virtual sessions may not be available for your event. This is where you would join the virtual session 15 minute prior to the session start.

If the session is not LIVE, it is ON DEMAND, which means you can watch the pre-recorded video uploaded by the speaker using this option, any time after session start time.
JOINING A VIRTUAL SESSION: LIVE

Virtual sessions may not be available for your event.

You will see this message if you try to join a session more than 15 minutes ahead of scheduled start time.

Your presenter will make some of these options available to you. You can chat, ask questions and respond to polls. Try adjusting your browser Zoom level if you do not see these options.

You cannot be seen or heard during webinars. Use the options available on the right panel to communicate with the presenter or other participants.

Close the screen and select the last option on the next screen if you are having difficulties.
LIVE WEBINAR FUNCTIONS

Chat: Post comments to the group under the ‘Public,’ tab or select an individual under the ‘Private’ tab

Q&A: Post questions to the speaker to respond publicly or directly

Polls: Respond to multiple choice polls

Handouts: Download any files added by presenter

Test your internet speed [here](#) using our system check.

The minimum download and upload speed for an attendee without interruption is 2Mbps. If you fail to meet the minimum requirements you may experience technical difficulties in the room including losing connection and poor audio and video.
JOINING A VIRTUAL SESSION

Virtual sessions may not be available for your event.

You cannot be seen or heard during webinars. Use the options available on the right panel to communicate with the presenter or other participants.
JOINING A VIRTUAL SESSION: NETWORKING

You can be seen and heard on a networking session. You can join a networking session 5 minutes before start time. There is no waiting room for a networking session. Virtual sessions may not be available for your event.
EXHIBITORS

View or search exhibitors

You can message exhibitors, request to meet with them, view and download documents and product information uploaded by the exhibitors and take notes.

Select to view details

Pre-scheduled exhibitor appointments are virtual using Zoom.
EXHIBITORS

If available, you can view exhibits on a virtual show floor

And a virtual booth

Meet exhibitor On Demand, this will launch a zoom call
ATTENDEES

View a listing of all the meeting attendees, and select a profile to see more information, send a message, or request an appointment.

The Request appointment feature between attendees requires you to setup your own phone call or virtual meeting outside of the system.
Select the ‘Information’ option to see all important event information. The event organizer will use this section to post event specific information.
**MY PROFILE**

Upload a photo that will be visible to all other platform users.

You can control what information about you, other attendees can see. The default setting DOES NOT display your email or phone. Uncheck the Display in ATTENDEE LISTING if you do not want to be listed.

Other attendees can message and request to meet with you. When they do, you will also receive an email notification. Attendees cannot network with you if you are not listed in the ATTENDEE LISTING.