

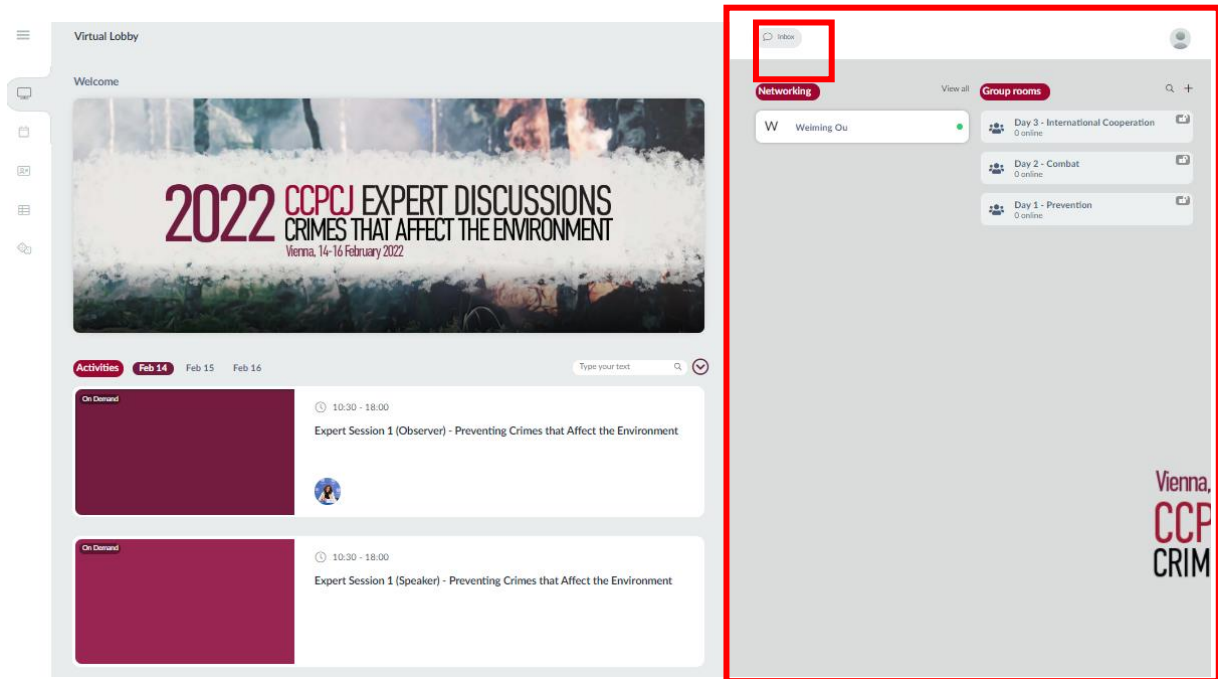


HOW-TO GUIDE – VIRTUAL LOBBY

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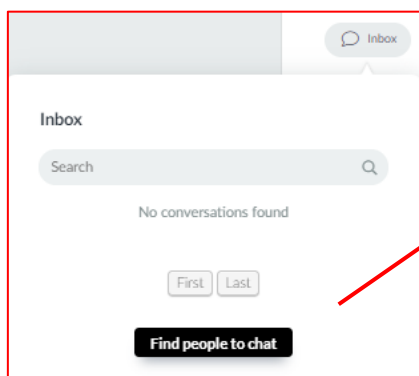
Networking

On the right-hand side of the VIRTUAL LOBBY, you can see the different **NETWORKING OPTIONS**.

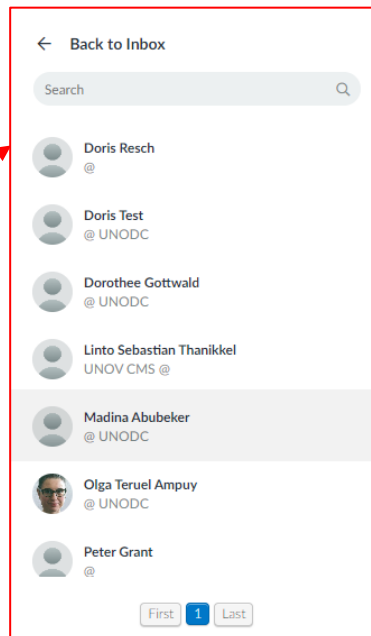


Inbox

On the top of the page on the right-hand side you can see the **INBOX ICON**. You can use the INBOX similar to a text messenger, which allows you to contact other participants by sending them a message. When you click on the icon, your INBOX will open.

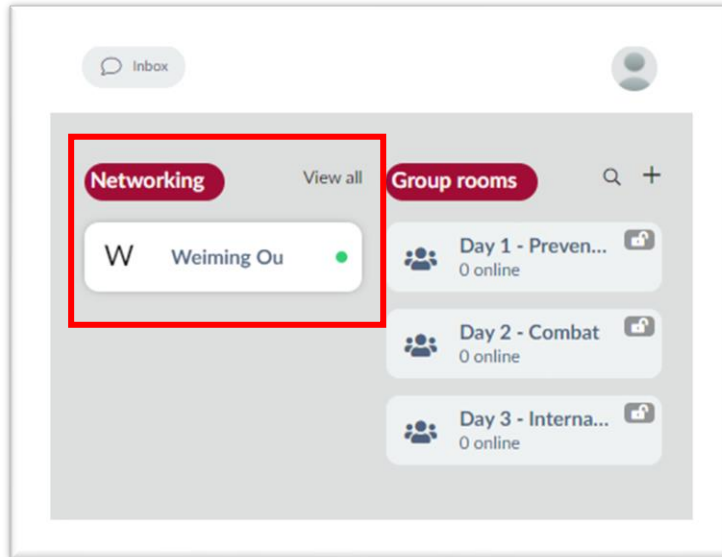


Your **INBOX** will give you an overview of all the messages you have sent or received.

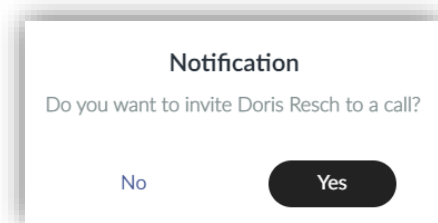


When you click on **"FIND PEOPLE TO CHAT"** a window will open where you can search for the names of participants that are on the platform. By typing in the name and clicking on the participant, you can send a message.

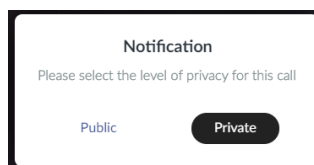
Networking Personal



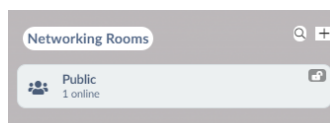
In the **NETWORKING PERSONAL** section, you can see the participants that are currently online, and get in contact with them. You can click on the person and invite them to a call. The following screen will pop up.



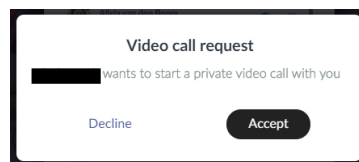
If you click on yes, you will be asked to select the **level of privacy – public or private**.



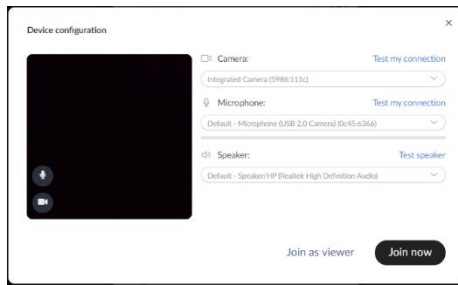
If you click on **'PUBLIC'**, your conversation will be visible in the category **'NETWORKING ROOMS'** (see below)



If you have been invited to connect with another participant, the following screen will appear:



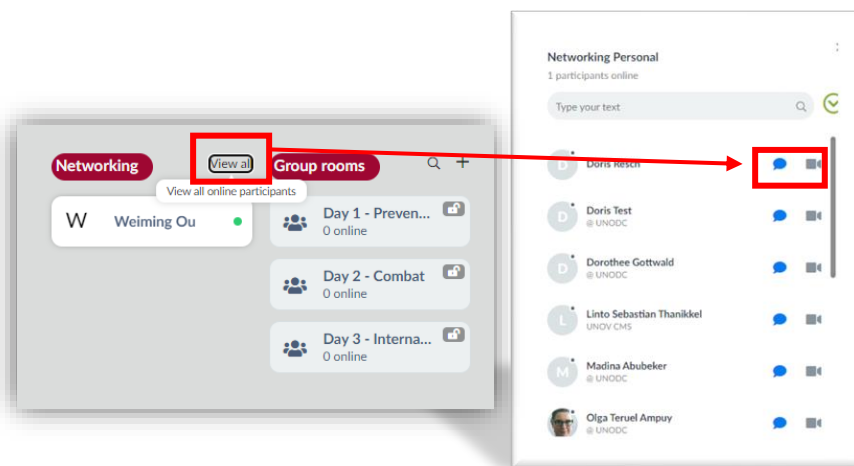
When you **'ACCEPT' the video call**, you will enter the room and will be able to **CONFIGURE YOUR DEVICES** just like when you would be asking for the floor in an ancillary meeting or a special event.



When you click **'JOIN NOW'** you will be able to talk and interact with the other participant.

Searching for participants to connect

You can also search for participants to connect through NETWORKING PERSONAL. You can click on the **MAGNIFIER ICON**, and a list with a search option will appear.



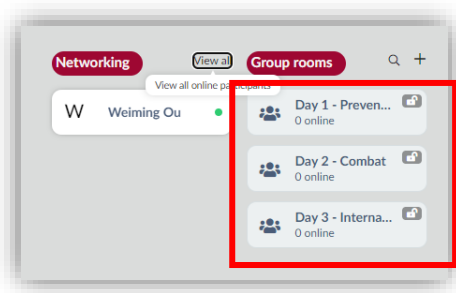
In the search field, you can type in the name of the participant you want to connect with, and then choose if you wish to proceed with a text message or a video call (private or public)

Networking Rooms

In addition to the NETWORKING PERSONAL, all participants can create **NETWORKING ROOMS** by clicking on the **'+ ICON'**. A window will pop up, where you can enter the name of the NETWORKING ROOM and chose if the room is PUBLIC OR PRIVATE. By clicking on **CREATE**, you enter the meeting room you have just set up.

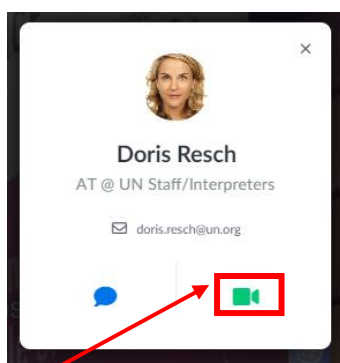


All networking rooms that have been created will be visible in the networking rooms section. An open or closed padlock on the room will indicate if this is a public or private room. Below is an example of a room called "Day 1 - Prevention". The padlock is open, and hence this is a public room that any interested participant can join.

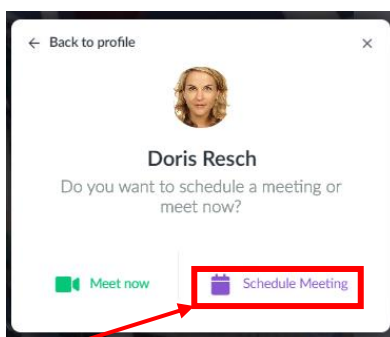


Scheduled 1x1 meetings in the Virtual Lobby

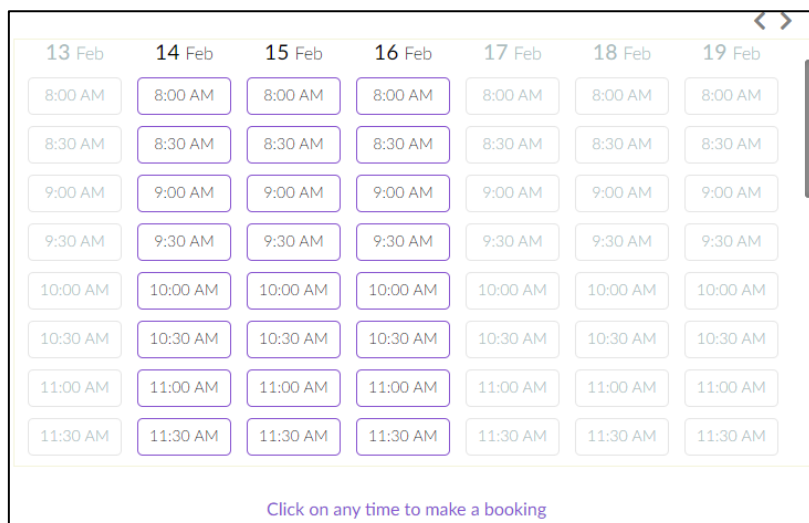
You can also schedule 1x1 meetings in the Virtual Lobby. When you have found the person, you wish to connect with (searching with the magnifier), click on their name. A pop-up will display the attendee's details and allow you to connect with them via message or a video call.



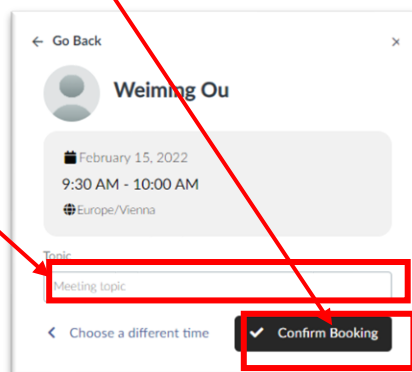
When you select **Ask to meet (CAMERA ICON)**, you will be taken to a screen that will ask you if you would like to **Meet now** or **Schedule Meeting**.



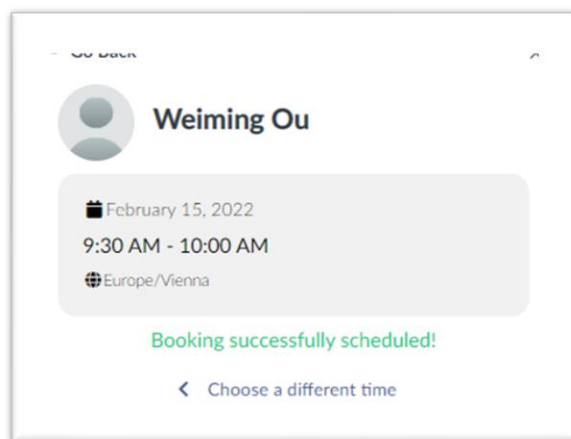
If you select **SCHEDULE MEETING**, you will be taken to a new screen for you to select the best day and time for your meeting.



Once you select the best day and time, you will be taken to a screen where you should **DEFINE THE MEETING'S TOPIC** and press **CONFIRM BOOKING**.



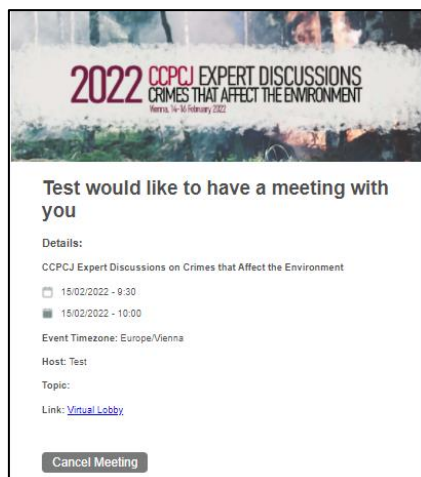
Once you confirm your booking, you will see the screen shown below.



Will the person I invite for the meeting receive a notification?

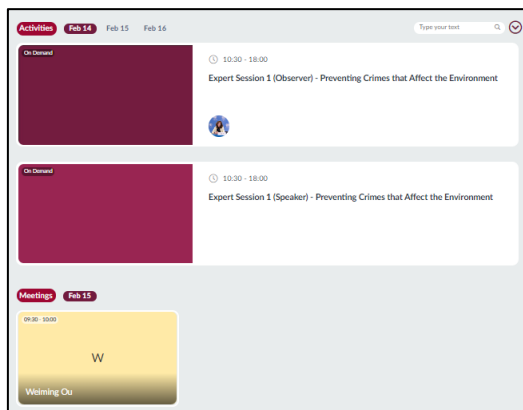
Yes, both you and your invitee should receive emails with the meeting details. Your invitee should also receive a notification in the Virtual Lobby.

E-MAIL CONFIRMATION:

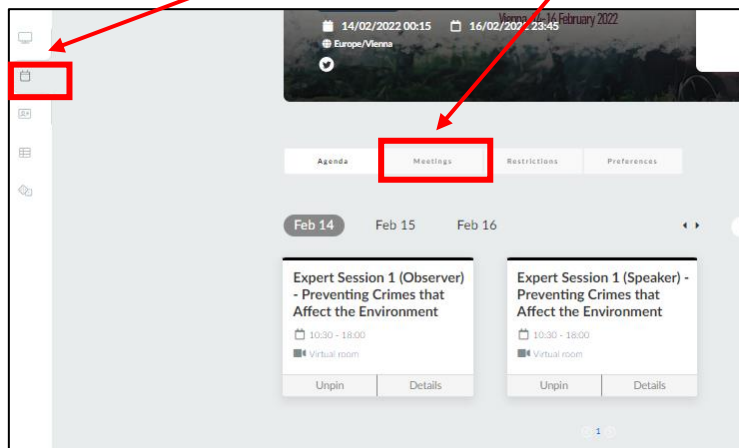


How do I view all my meetings?

All your meetings will be displayed on the main page of the Virtual Lobby. You need to scroll down to the bottom of the page, after the sessions of the day, to see your 1x1 scheduled meetings.



But you can also visualize your meetings by going to **MY Agenda > MEETINGS**



How do I cancel a meeting?

You can cancel a meeting by pressing the **CANCEL MEETING BUTTON** in the email you received with the meeting details.

