

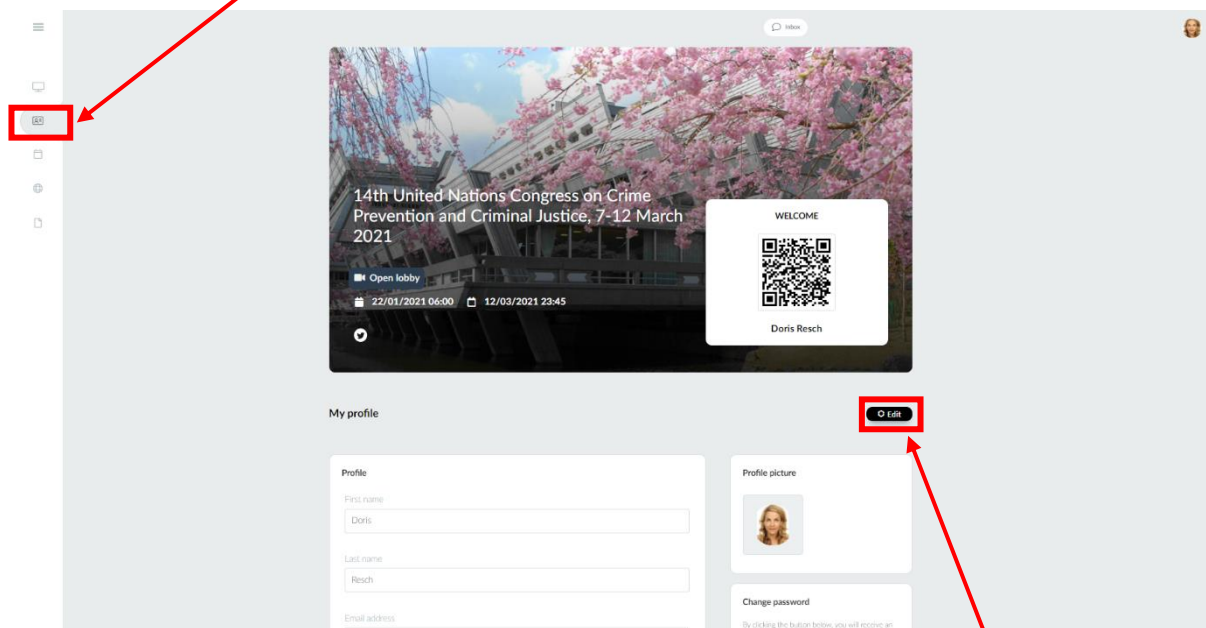


HOW-TO GUIDE – MY PROFILE

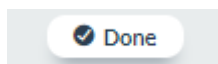
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Welcome to “My Profile”

By clicking on the icon under the VIRTUAL LOBBY, you will access the ‘MY PROFILE’ section of the platform.



In the ‘MY PROFILE’ section, you can edit your profile details. You need to click **EDIT** to be able to make any changes in your profile.



Once you have made all your changes, click again on **DONE**.

My profile

Profile

First name
doris

Last name
resch

Email address
doris.resch@gmail.com

Telephone

Summary

Visible to others
 Yes No

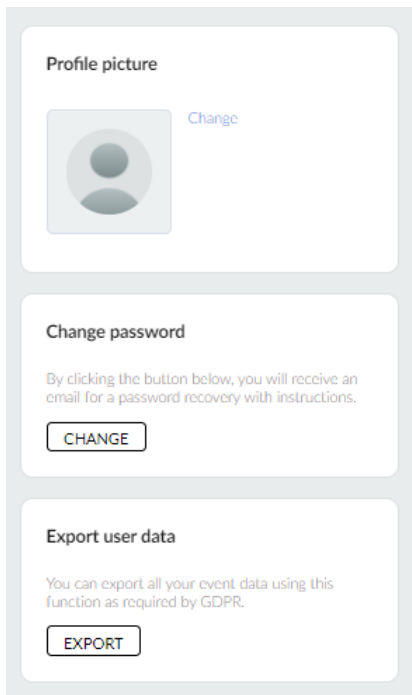
Changing your profile information

On the left-hand side, you can edit your name, add a phone number (if you wish to share your contact details) as well as optionally add information about yourself in the SUMMARY section.

Defining the visibility of your profile on the platform

In your profile you can also decide, if you wish to be visible or not to other participants on the platform.

If you change the visibility to **‘NO’** your profile will not be visible to other participants through the networking functions.



Changing your profile picture

By clicking on change (note that you first have to click **'EDIT'**) you can upload a profile picture.

Setting up or changing your password

In order to be able to use the mobile application of the Congress platform, you will need to set up a password. You can do so by clicking **'CHANGE'**. You will then receive an email to the address with which you have been registered with the instructions to change your password.

The password also allows you to enter the Congress platform without using your magic link.

Exporting your user data

In order to comply with the protection of your data, this section allows you to export your user data available to the platform. You can do so, by clicking **'EXPORT'**. You will then receive an email with a link to download the information.

Enrollment form

At the bottom on the page you can see the section **'ENROLMENT FORM'** which provides an overview of speaker roles that have been assigned to your account through your registration in INDICO. **Please note that this information cannot be changed.**

A screenshot of the 'Enrollment form (edits not allowed)'. The form is contained within a light gray border. At the top, it says 'Enrollment form (edits not allowed)'. Below this is a text input field labeled 'Country/organization' with the placeholder text 'Type your answer'. Underneath are four sets of radio button options, each with a label above it: 'General admission/observer' (Yes/No), 'Speaker Plenary' (Yes/No), 'Speaker Committees' (Yes/No), and 'Invited panellist committee' (Yes/No). The final set of options is 'Invited panellist ancillary/special' (Yes/No). In all cases, the 'No' option is selected.