CONNECT Online User Guide

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Overview

Program Agenda

My Schedule

Session details

Join Webinars, On Demand and Networking sessions

Join Virtual Meetings/Appointments

Join virtual issues/alternate method

Exhibitors

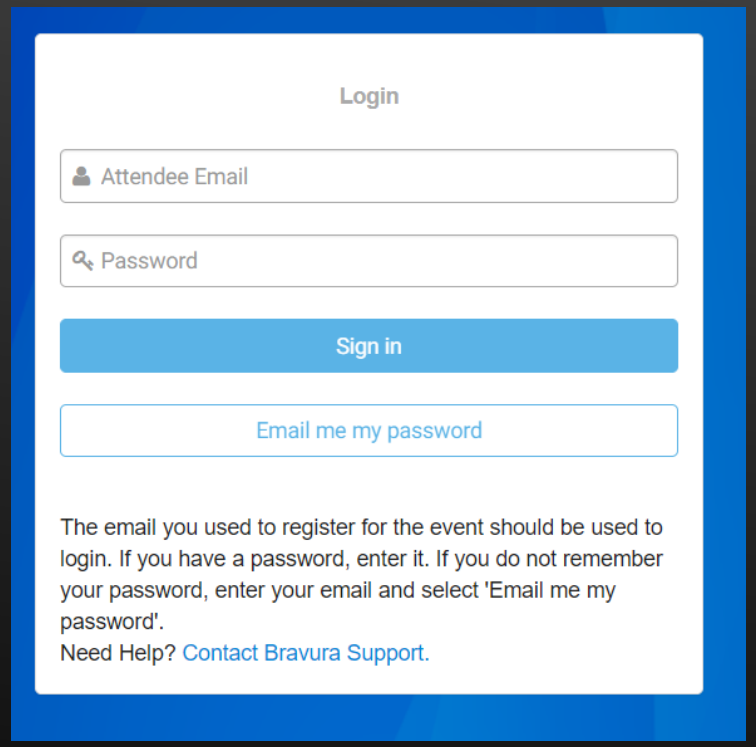
Attendees

Information

My Profile

BRAVURA

LOGIN



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

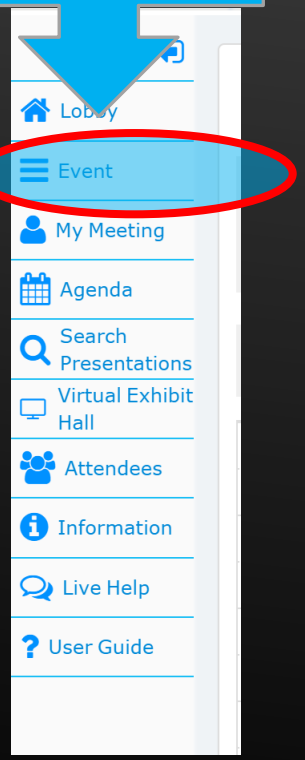
Use the Email me my password to receive an email if you have forgotten your password.

In the platform you can view your program agenda, and create a personalized schedule, attend virtual sessions, browse exhibits, network with attendees and more!

OVERVIEW

This is your CONNECT lobby. Use this screen to navigate to different parts of the platform. The lobby might look different for your event

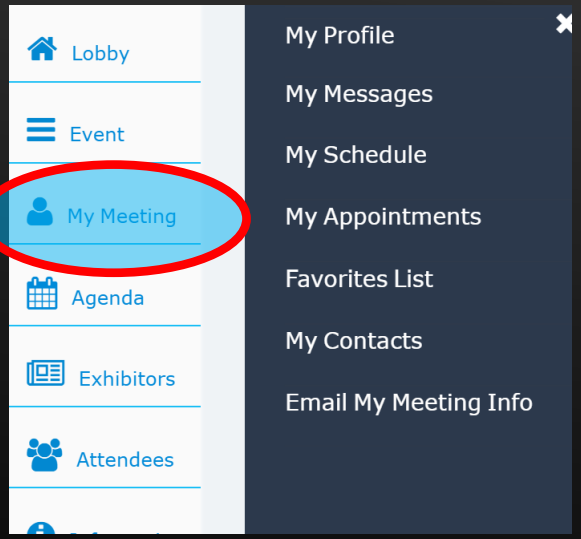
Click to view options available for your event

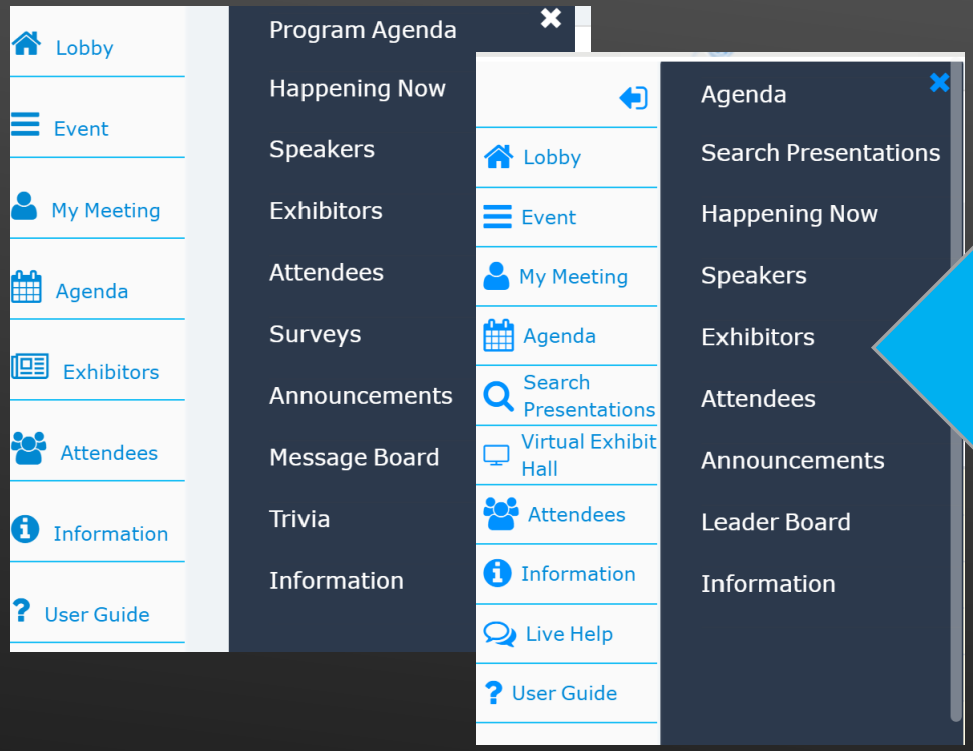


Click to access your Schedule/Appointments and Messages

Click to view sponsor websites

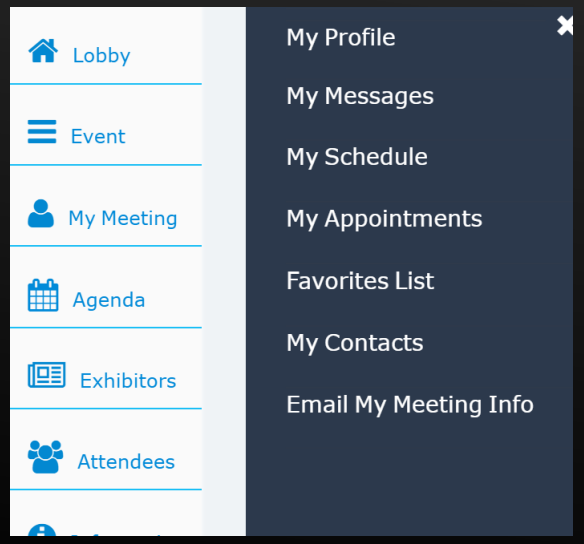
Click for your personal meeting details





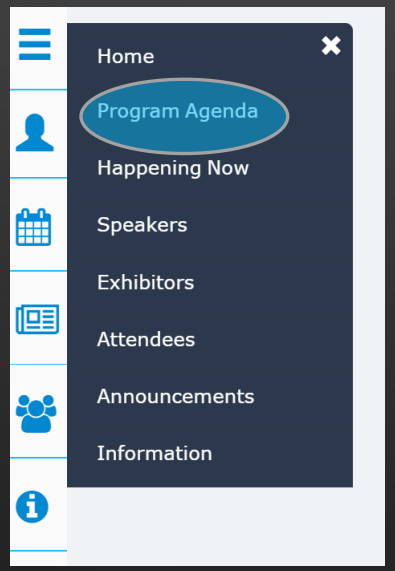
- Program Agenda: view sessions, attend virtual sessions
- **Happening Now:** view what's going on now
- **Speakers:** view speaker information
- Exhibitors: browse through the exhibitor listing
- Attendees: network with other event participants
- **Announcements:** view the alerts published by the event 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

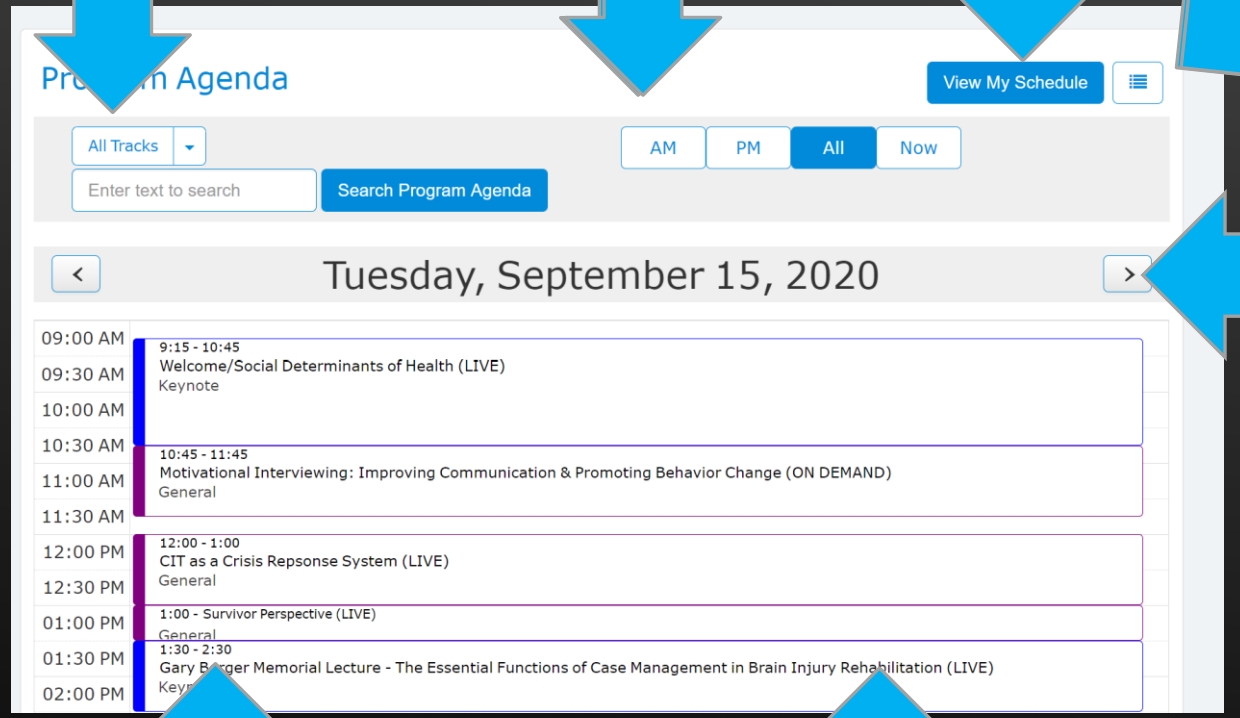


View sessions by track

View sessions by time

View your personal schedule

Switch between a list and calendar view



Calendar defaults to current date, use this to scroll

Schedule is displayed in YOUR time zone.

Sessions are color coded by track

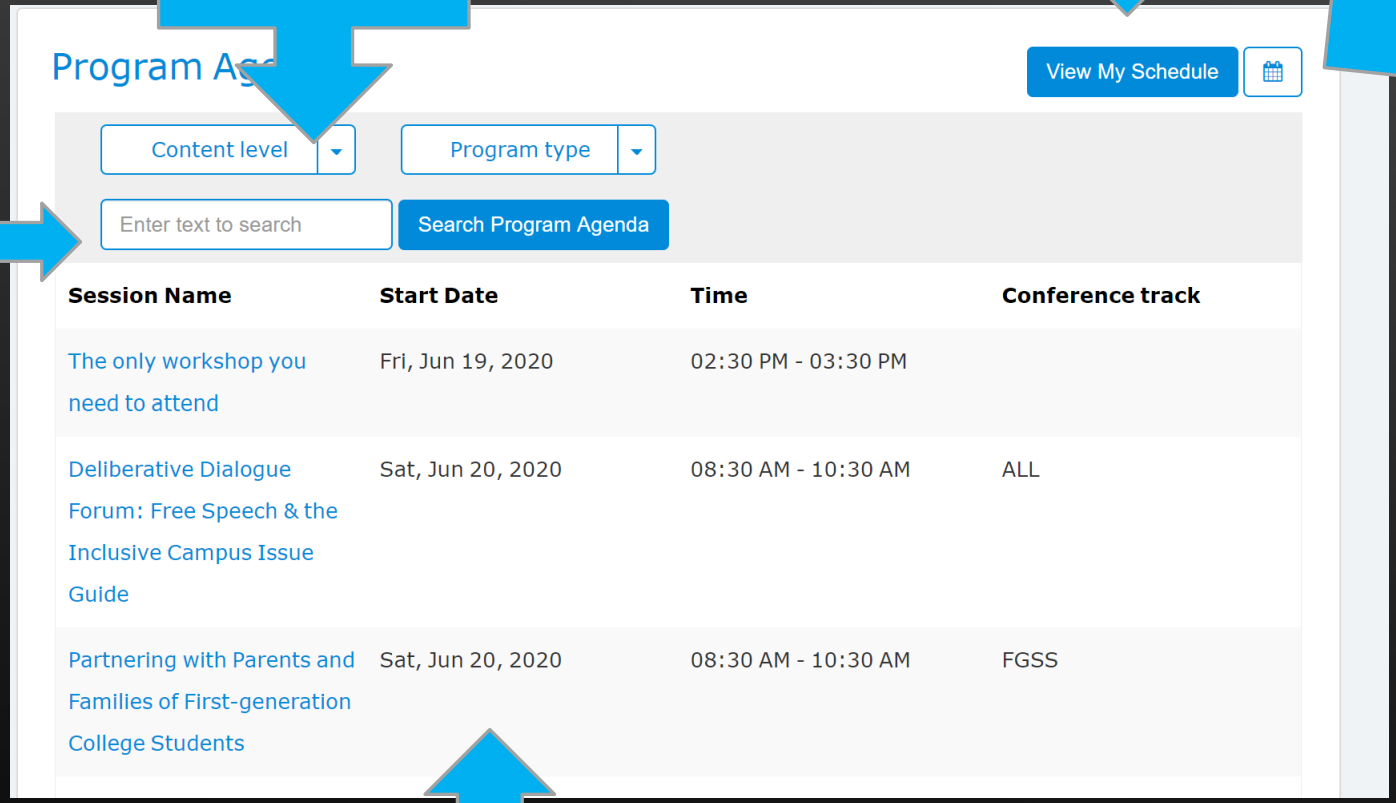
Select a session to view more details

View your personal schedule

Switch between a list and calendar view

View sessions by other filters

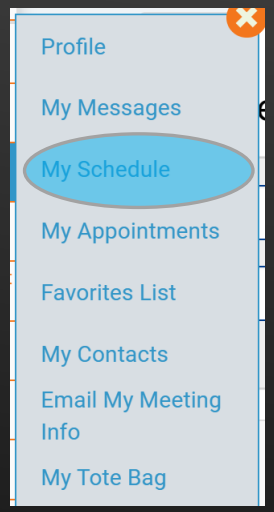
Free form search



Select a session to view more details

Schedule is displayed in YOUR time zone.

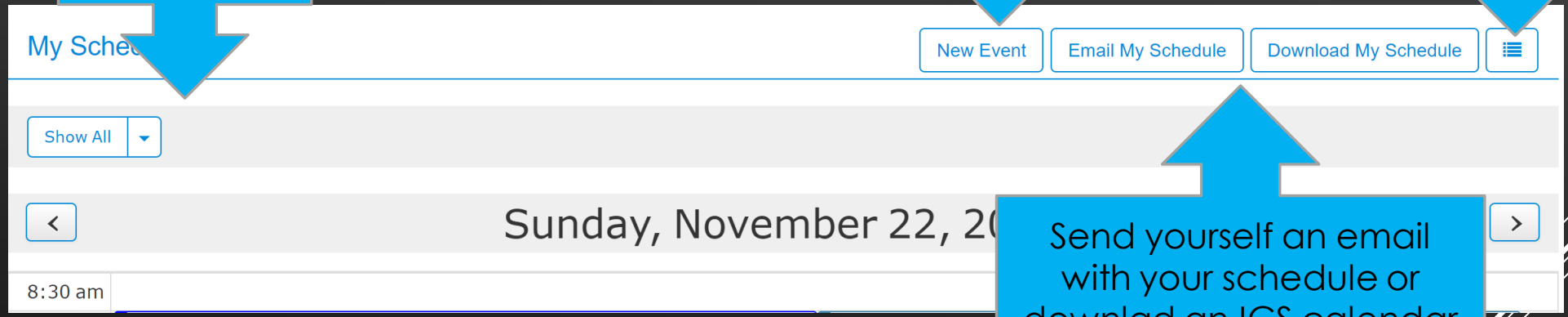
MY SCHEDULE



View sessions by time

Add a personal event

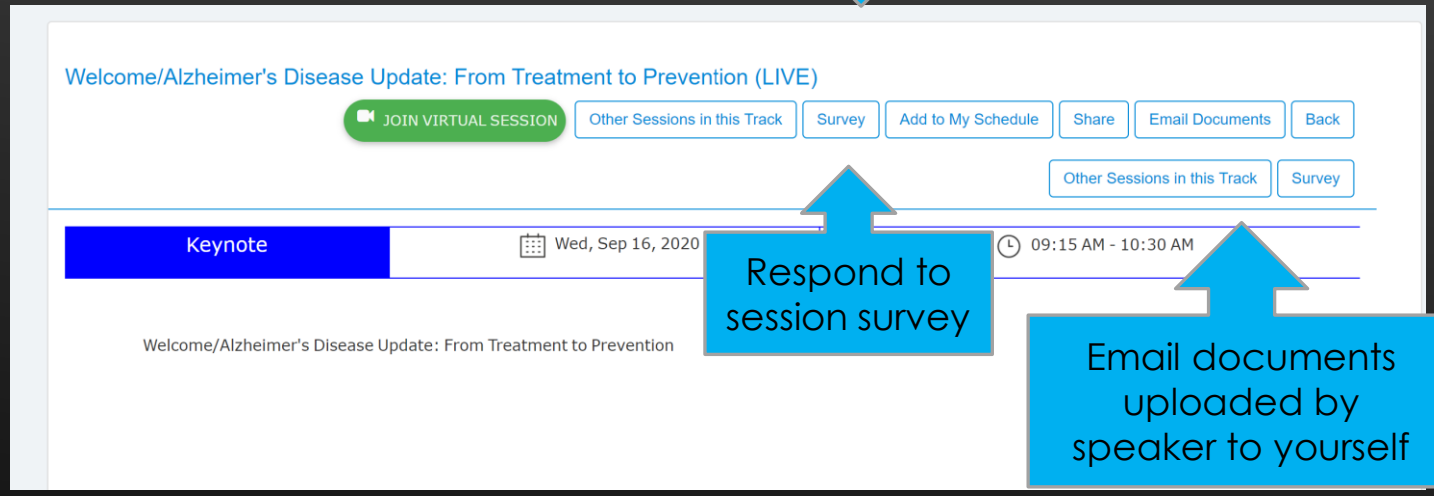
Switch between a list and calendar view



Send yourself an email with your schedule or downlad an ICS calendar file

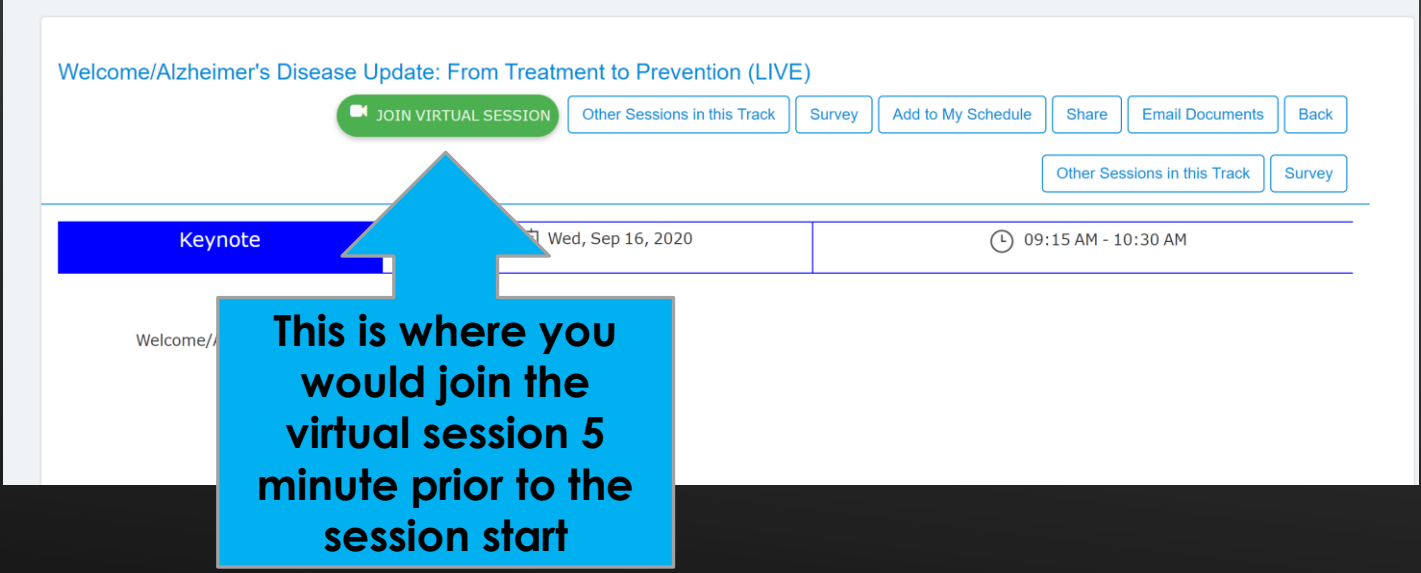
SESSION DETAILS

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



Options available here may be different for your event

JOIN VIRTUAL SESSIONS: WEBINARS



Webinars are interactive and may have one or more of these options available during the session:

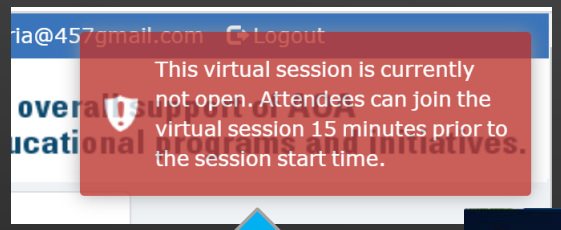
Chat: Post comments to the group

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

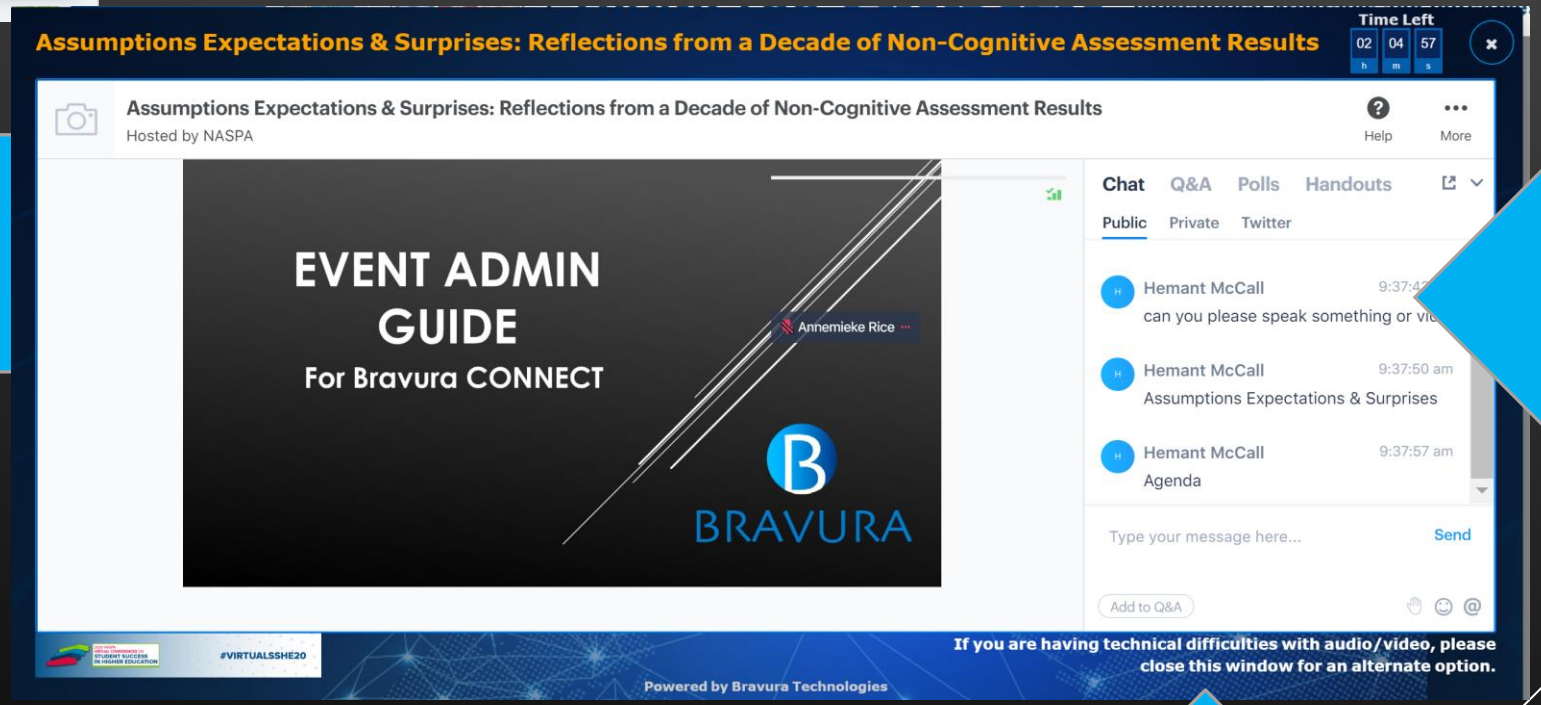
Polls: Respond to polls

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.

You cannot be seen or heard during webinars. Use the options available on the chat and Q&A panel to communicate with the presenter or other participants.



You will see this message if you try to join a session more than more than 5 minutes ahead of scheduled start time

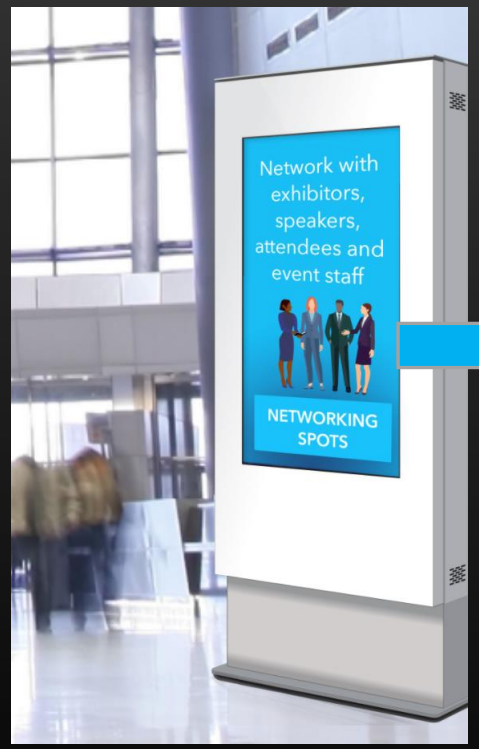


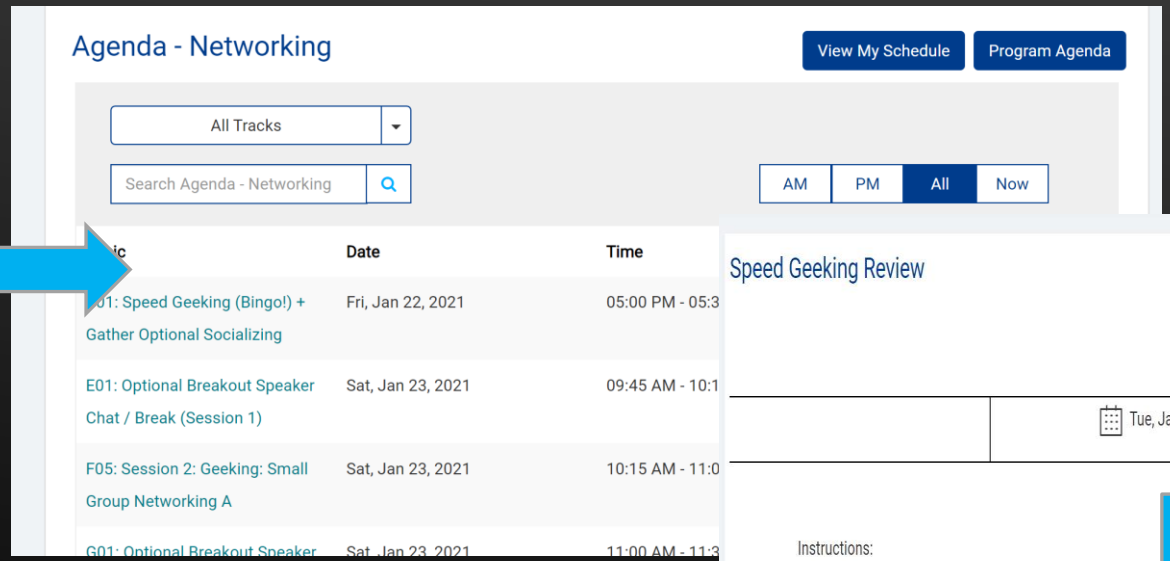
Your presenter will make some of these options available to you. You can chat, ask questions and respond to polls.
Try adjusting your browser Zoom level if you do not see these options.

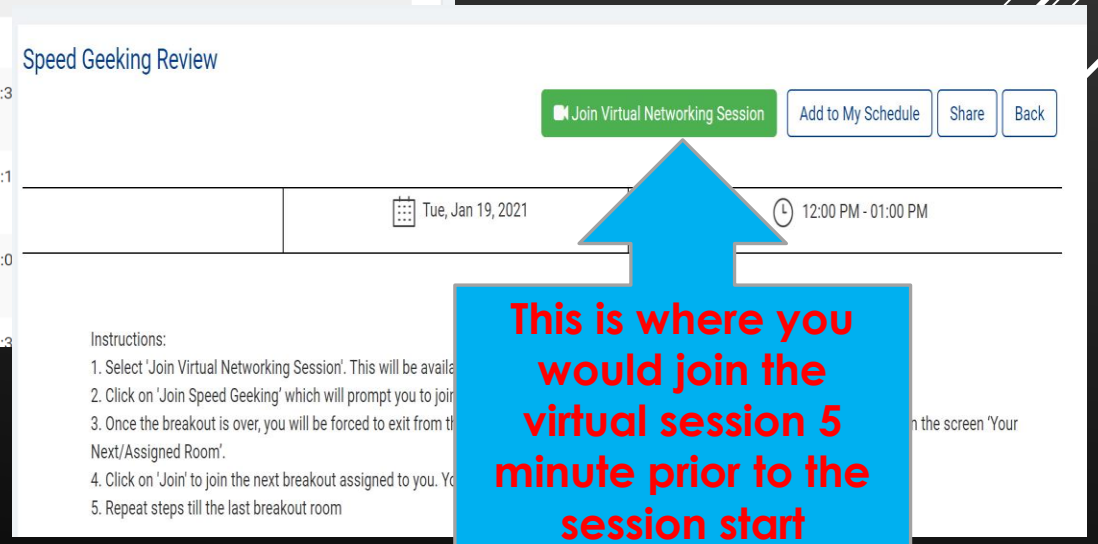
Close the screen and select the last option on the next screen if you are having difficulties

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





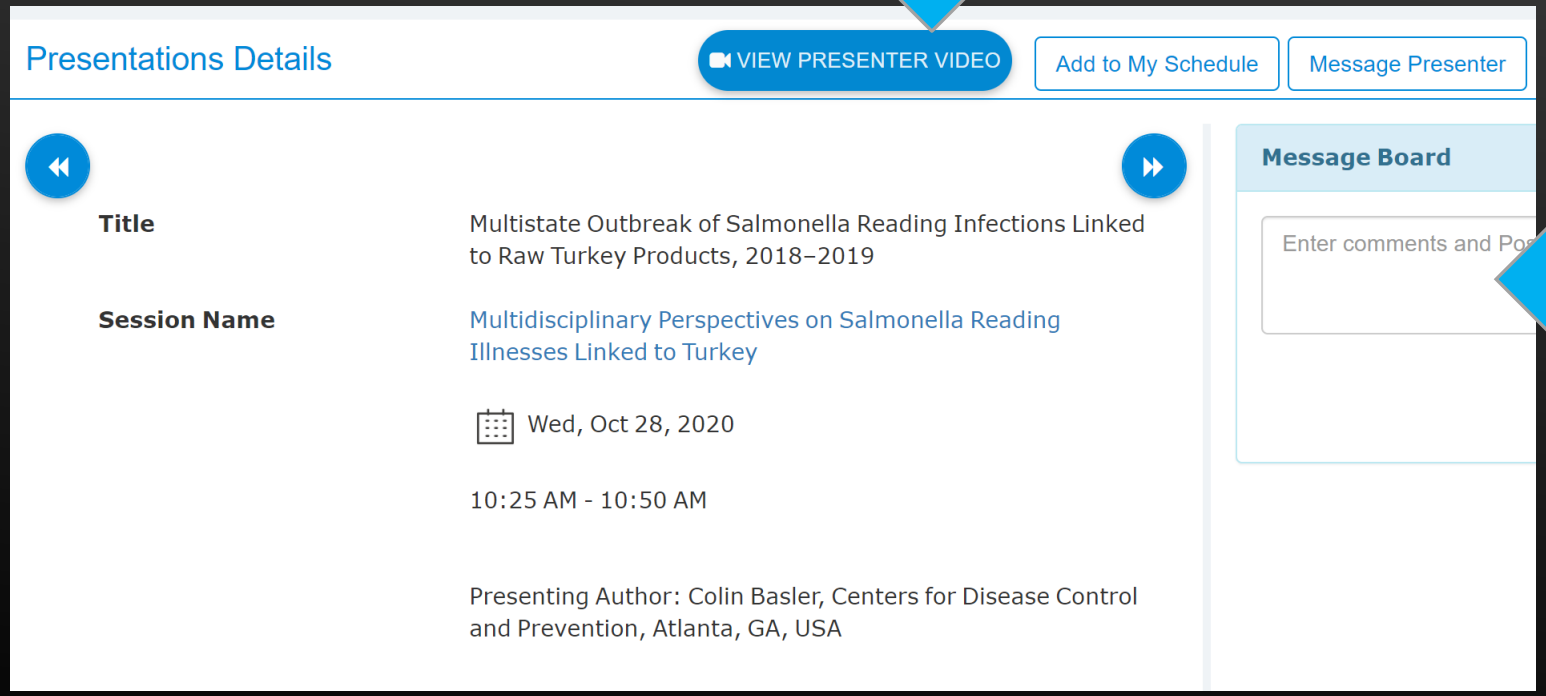


This is where you would join the virtual session 5 minute prior to the session start

Networking sessions are interactive. Enable your mic and camera to interact with other attendees and speakers. You can also use Chat

JOIN VIRTUAL SESSIONS: ON DEMAND

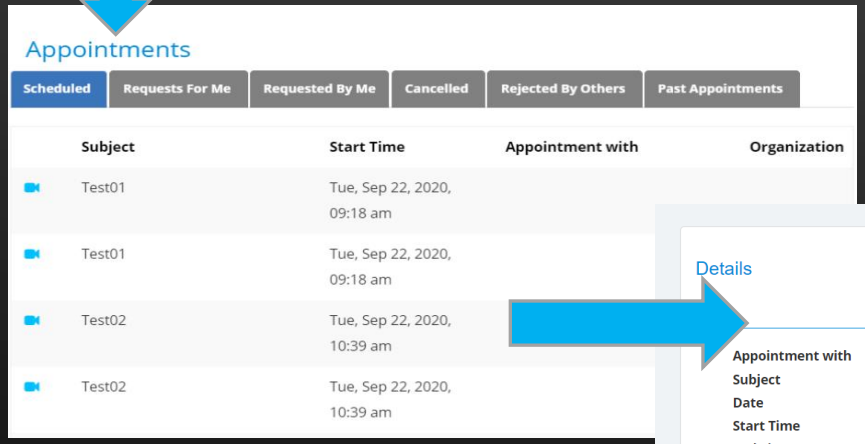
If the session is not LIVE, it is ON DEMAND, which means you can watch the pre-recorded video uploaded by the speaker using this option, any time after session start time

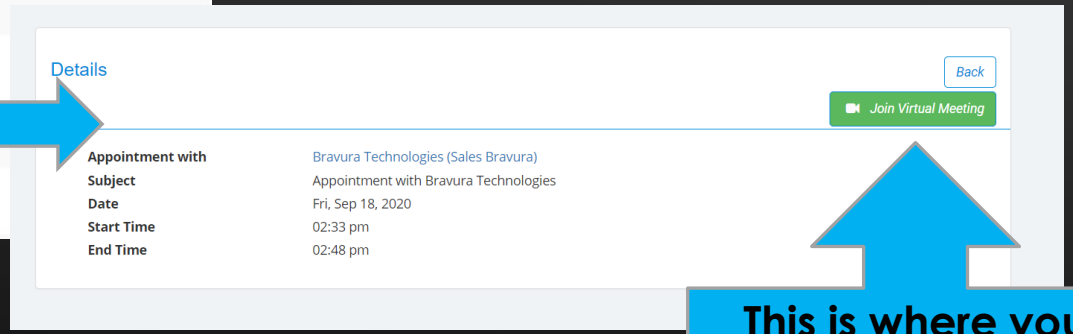


On Demand sessions are not interactive, However you may use the Message Board feature to leave your comments and question.

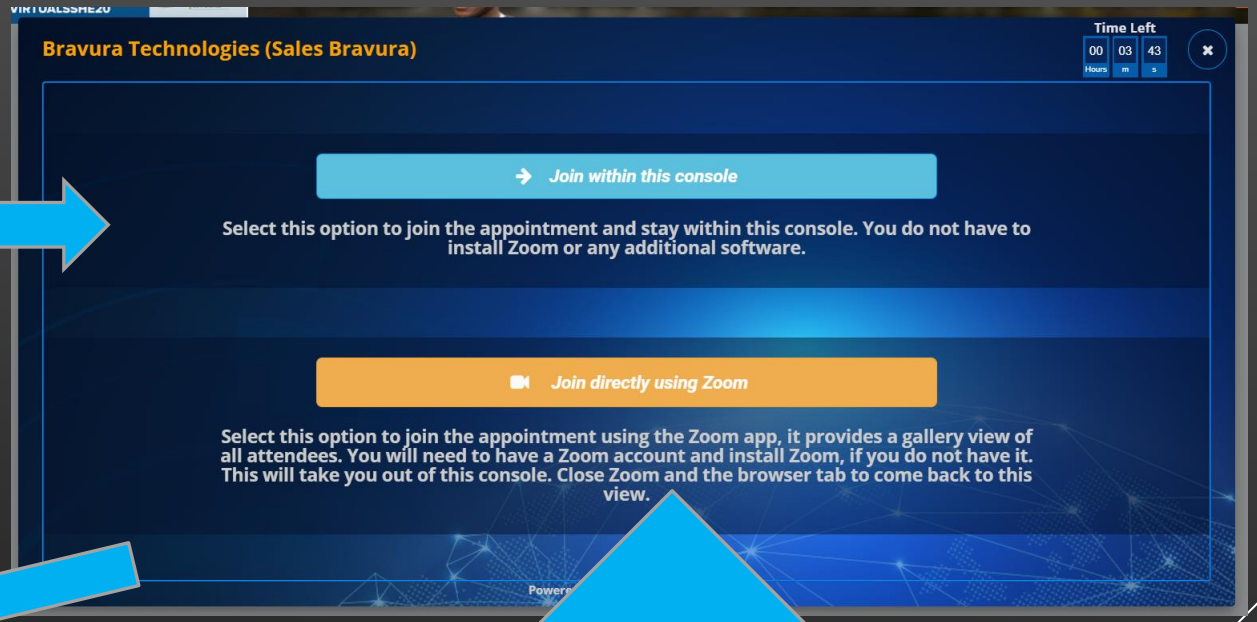
JOINING A VIRTUAL MEETING/APPOINTMENT

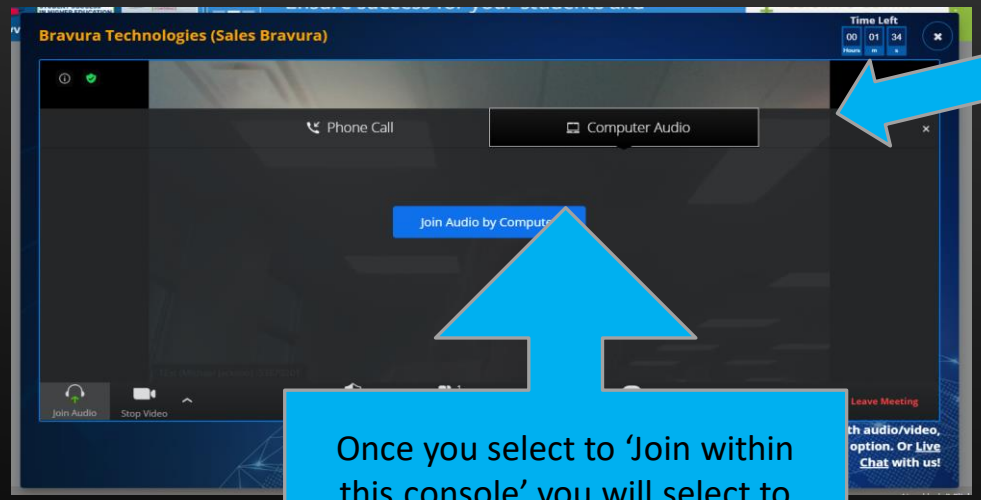
Virtual meetings may not be available for your event





This is where you would join the virtual meeting 5 minute prior to the start

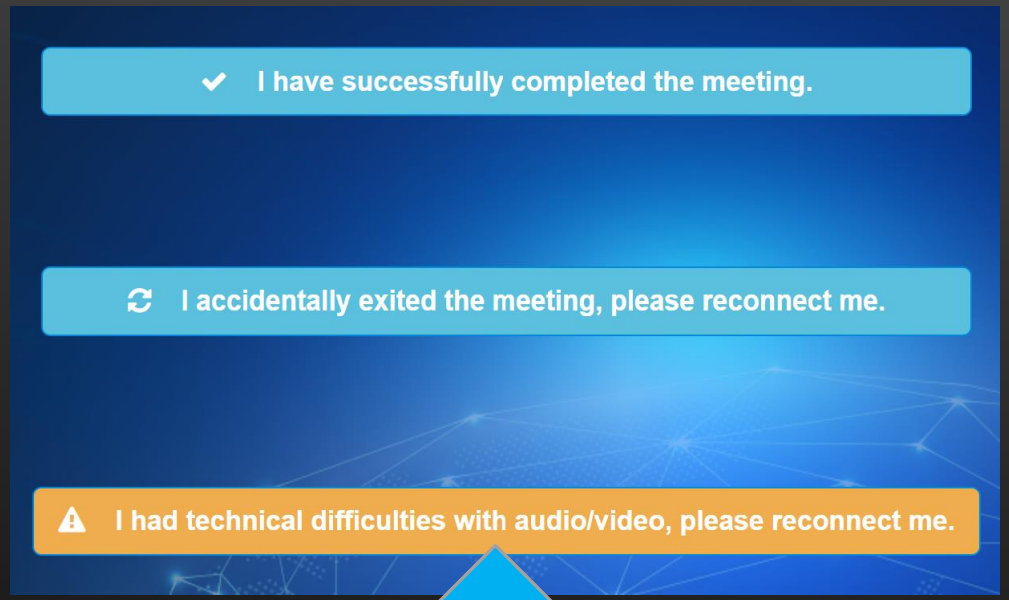




Once you select to ‘Join within this console’ you will select to ‘Join Audio by Computer’ or can toggle to the Phone Call tab if you will to dial in. You will then be connected to your meeting!

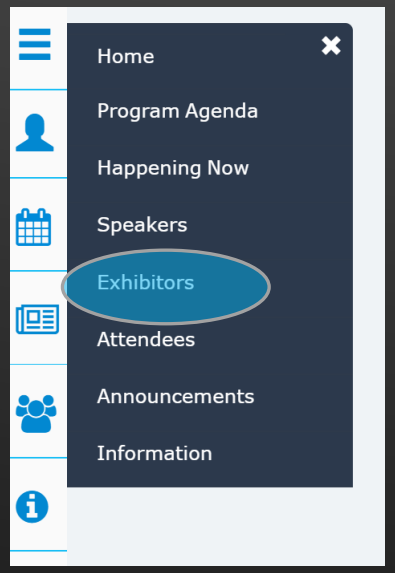
If you will have multiple attendees, you will select the ‘Join directly using Zoom’ option where you can view all attendees in the gallery view. If it will be a one on one meeting, you should select the ‘Join within this console’ option where you will only have access to speaker view to show one attendee at a time

JOINING VIRTUAL EVENTS : ALTERNATE

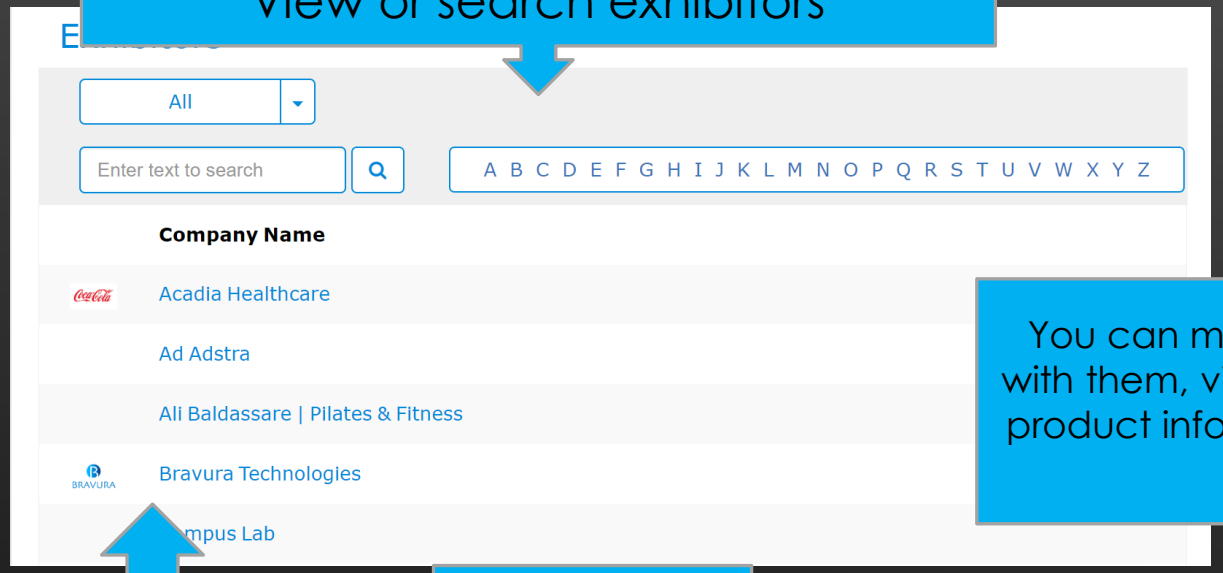


Use this option if you had difficulty connecting or have audio or video issues

EXHIBITORS



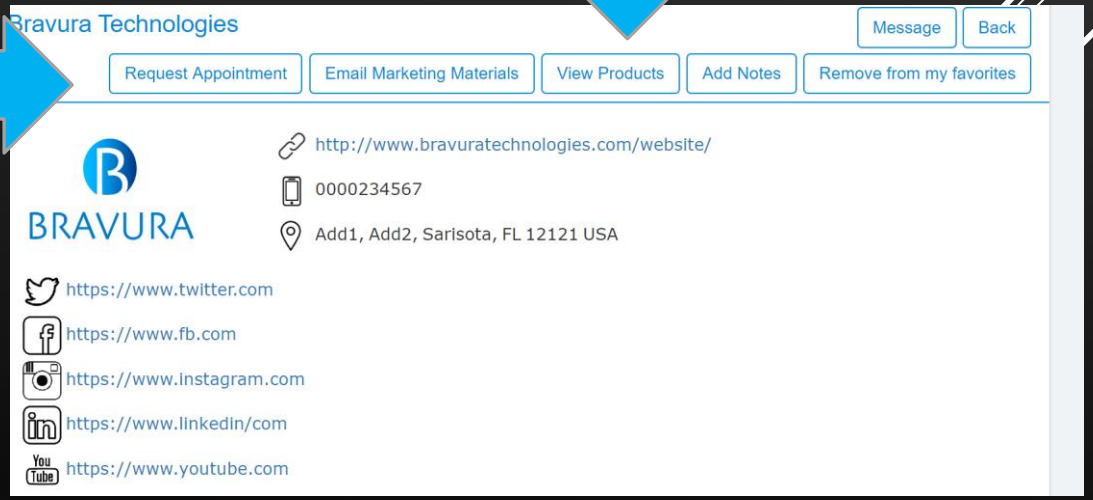
View or search exhibitors



Select to view details

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

Pre-scheduled exhibitor appointments are virtual using Zoom



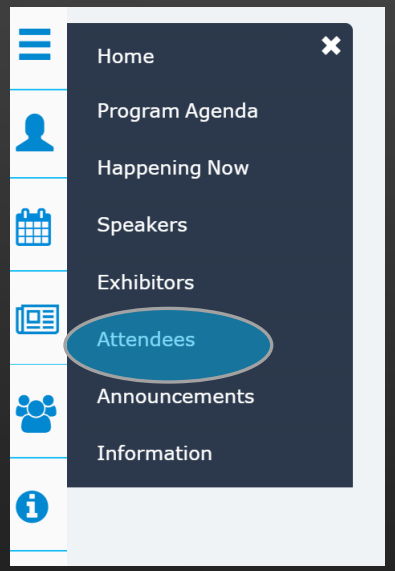
If available, you can view exhibits on a virtual show floor

And a virtual booth

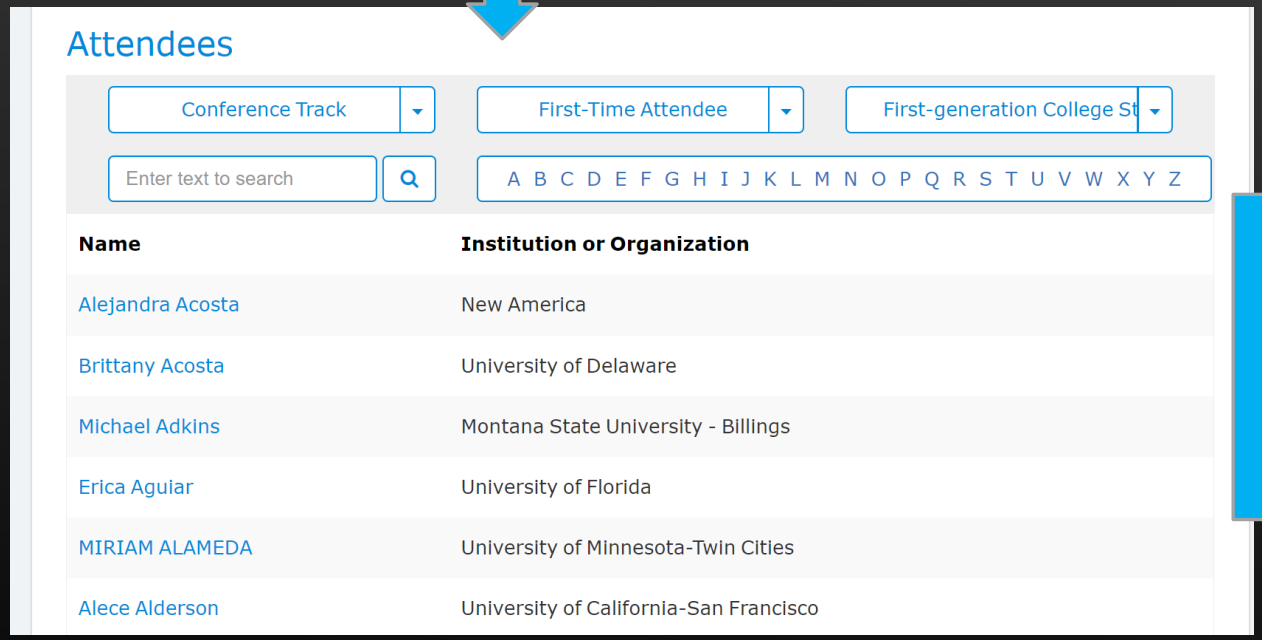
Meet exhibitor On Demand, this will launch a zoom call

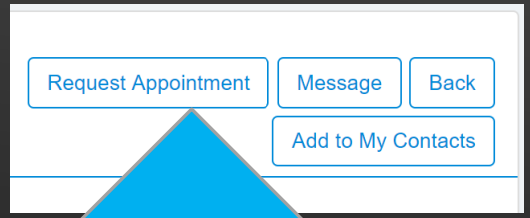
ATTENDEES

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



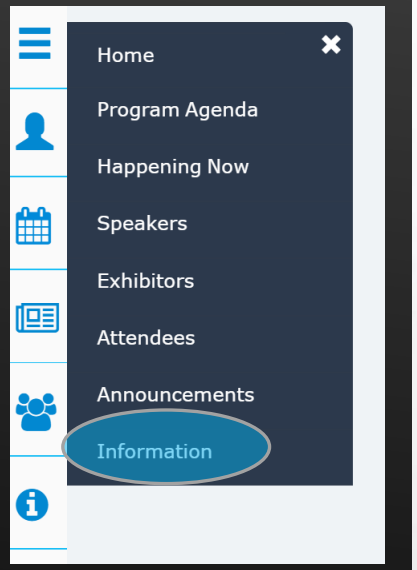
View or search attendees



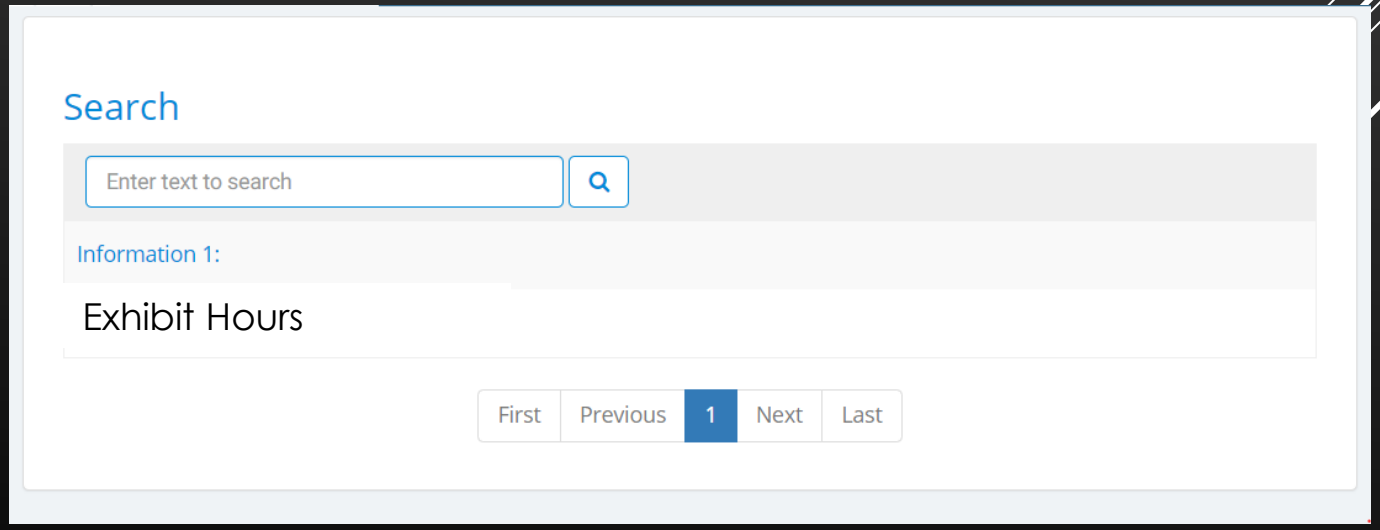


The Request appointment feature between attendees requires you to set up your own phone call or virtual meeting outside of the system.

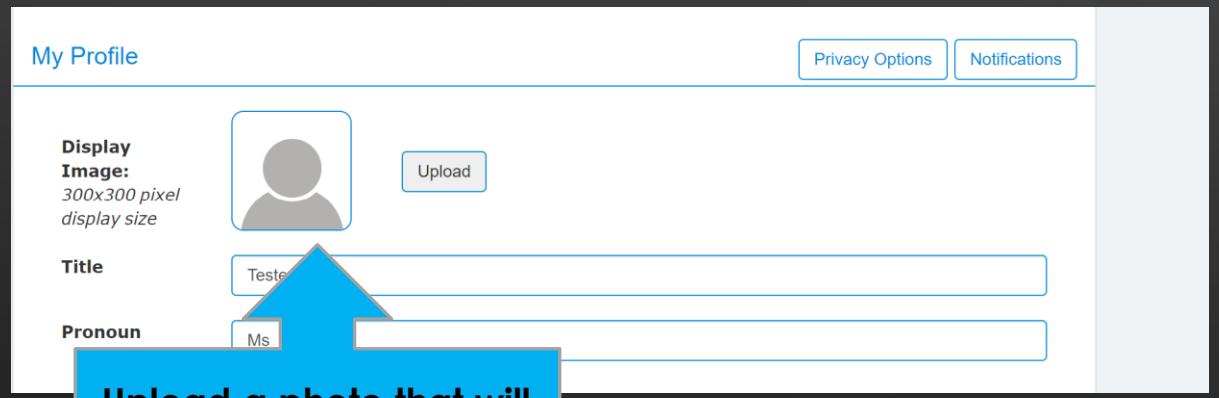
INFORMATION



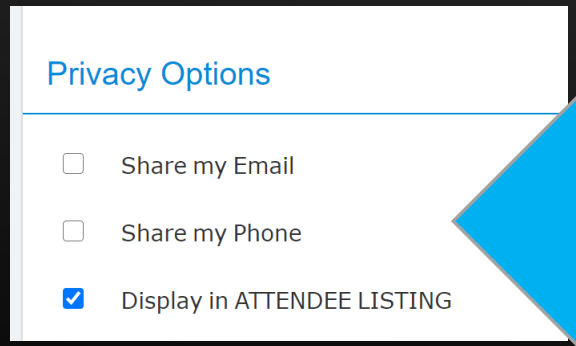
Select the ‘Information’ option to see all important event information. The event organizer will use this section to post event specific information

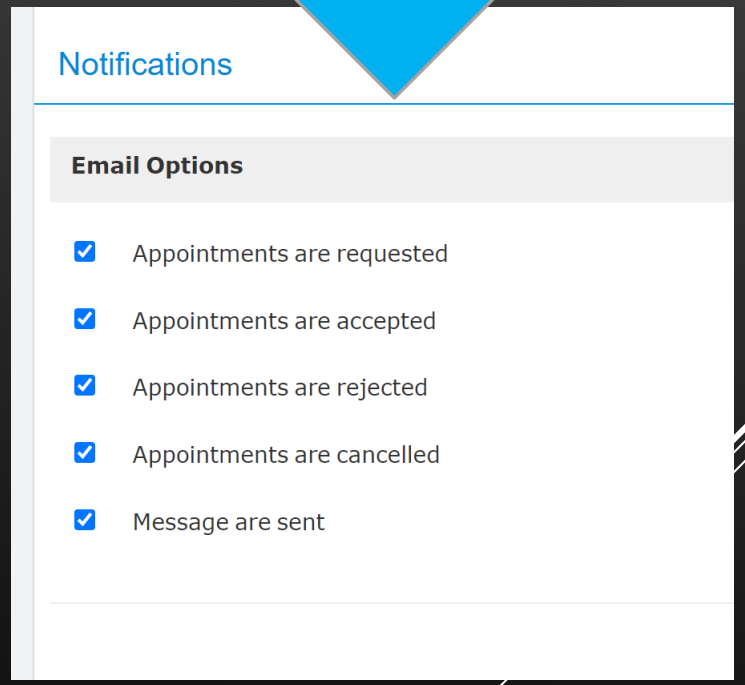


MY PROFILE



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