Global Summit

## **Event App User Guide**





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# Logging in



You have been sent a login key which will be your password. Once you login you should remain logged in unless you have hard closed the app

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# **Icon Functions**

- 1. Agenda: access the schedule for the day
- 2. Members: view Member list and request meetings with your fellow peers.
- 3. Speakers: explore Speaker profiles
- 4. Sponsors: view Sponsor profiles
- 5. 1-2-1 Meetings: see your 1-2-1 meeting schedule and pending requests.
- 6. Members Services: view the membership benefits page
- 7. Networking Activities: view the social activities taking place over the course of the conference.







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You can view your profile information in the small icon in the top right

## **Your Profile**



Edit your details by clicking on 'edit' and select the pen icon to add a **photo**\*



Complete your profile with all the required information. Once completed, <u>remember to hit</u> <u>the tick icon in the top right.</u>

\*Please note that uploading a passport style photo is a required step. This photo will be used on your badge and will allow you entry to the event.



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## **Notification Bell**



reminder



There will be a red notification that pops up which list all your notifications when clicked on i.e. booked meetings.





Here you can view the event day agenda.

## Agenda



Click the filter stream to streamline your agenda view.

You will then be able to
filter the agenda to only
view a specific Forum or
Stream.

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filter by stream

Digital Infrastructure Forum

Sustainability Infrastructure Forum

Growth & Emerging Markets

Submit

Mar 17, 2025

Registration o

07:30 - 09:10

Registration o

07:30 - 09:10

**Registration** o

07:30 - 09:10

Introduction f

09:10 - 09:15

Introduction

09:10 - 09:15

Introduction

Investor

Investor

EMF

SIF

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EMF

SIF

Show All

Networking

tream

< 😹	Infrastructure Investor Network	¢2 🛊	٥
Mar 17, 2025 💊	e i	My Agenda	
	filte	er by stream	V
Registration opens	2		
07:30 - 09:10		S	[+
SIF		871.0	_
Introduction from I Investor	nfrastructur	•	c1-
09:10 - 09:15		S	+
SIF			
Welcome from the	chair		
09:15 - 09:30		S	[+
SIF			
Panel: Sustainable infrastructure: an e investment succes	essential for s	9	<u>[</u>
09:30 - 10:15			L
SIF			
Panel: How to sust Al	ainably powe	r	cl-
10:15 - 11:00		S	+
SIF			

Once you have chosen what Forum or Stream you want to see and clicked 'submit', it will show on your 'my agenda' page.





Here you can view the members list.

## **Members**



You can search using the "free-text" search bar i.e. search via company name, job title, surname etc.



Select a member to view their full profile.

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From the member list, you can select an attendee to start a conversation



Chat

Click on the member you wish to message and click on the 'speech bubble' icon.



A chat box will open as above. Please note group chat is not available



You can then access your chats' by clicking on the 'speech bubble' icon on the top right.

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Matchmaking

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The 'Thumbs up' allows you to let the member know you are interested in connecting.

The 'Thumbs down' informs the app's algorithm about profiles you are not interested in



From the Member list give a 'thumbs up' to connect with another member through matchmaking.



The member will receive a notification when you both have matched





Here you can view the

event day speakers.

## **Speakers**



Use the 'free-text' search bar to quickly find a speaker. You can search by name.

You can click on the speaker to view their profile. You can see what session they will be speaking on by clicking on 'Events' above their profile.

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## **Sponsors**



event day sponsors.

Click on the sponsor to see their profile.

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## **1-2-1 Meetings**



You can schedule meetings with other members during the conference via the event app. You have the ability to schedule up to <u>20 meetings</u> across the 4-day conference (we recommend 5 per day). Please note: pending requests count towards your 20-request limit. If a request is rejected or not accepted within 72 hours, the meeting slot will be released, freeing up space for a new request.

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Tuesday Table 1 -18 Mar 2025 08:20 - 18 Mar 2025

Meeting With

08:40

Emeliene Sathanantham

Designation: Event Manager

Meeting Purpose: Meeting

Company: PEI Group





You will see the meetings you have requested and the meetings that have been booked



You can see here how many meetings you have used up out of your meeting limit





## 1-2-1 Meetings: Booking a meeting



To book a 1-2-1 meeting with another member, please click on their profile in the Members list



Click on the icon circled above.

Enter the meeting purpose and click on 'Select Date'.

**Create Meet** 

Request Meeting

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Select your date and hit 'OK'





# 1-2-1 Meetings: Booking a meeting



Click on 'Select Time Slot' and 'Confirm



Click on 'Select Location', pick your table and 'Confirm'



Double check all details are correct. Click 'Create Meet'

Note: Meetings are only available on the days of the event, please do not try and book a meeting on another day.





You will then see a pop up "Meeting Requested" 1-2-1 Meetings: Booking a meeting







You can manage your bookings on this page. You can see what meetings you have received, sent and booked as well as reschedule/cancel a booked meeting.



If your meeting limit has been exhausted, you will see "Your meeting request limit has been reached"

Please select 1-2-1 from the menu to view meeting request and booked meetings.





# 1-2-1 Meetings: Booking a meeting



Once your meeting request is accepted, you can find it in the booked meetings tab. ClobalSumm Your meeting is booked with Emeliene Sathanantham. Please check in your booked meetings.

You will also receive a notification that your meeting has been booked.





other members.

# **Peer to Peer Scanning**



Click on 'My Guest Pass' on your profile to show your QR code to be scanned by another member.



# **Member Services**



٠ 14:08 .... 🤶 58 Infrastructure 🗗 🌲 🚨 Member Services Benefits of your 12 month membership During the Roundup Post Roundup Meet the right members through our exclusive peer-matching service PEI Network team Our Network Team, stationed by registration, will match you to attending members based on your preferred investment criteria. Not sure who to meet? Or looking for someone in particular? Come and find us and we can help. Our monthly newsletter highlights member connection requests that will help you to match with peers. Seen one that you're interested in? Come and find us or email us here. Meet our network team to find your match

Click on "Member services" to view the membership benefits and network.





# **Networking Activities**





Click "Networking activities " to see all the social networking activities happening throughout the conference





If you have any further questions, please contact us <u>eventsteam@peimedia.com</u> or visit us onsite at the Helpdesk located on the 1<sup>st</sup> floor.

