

Global Summit

Event App User Guide

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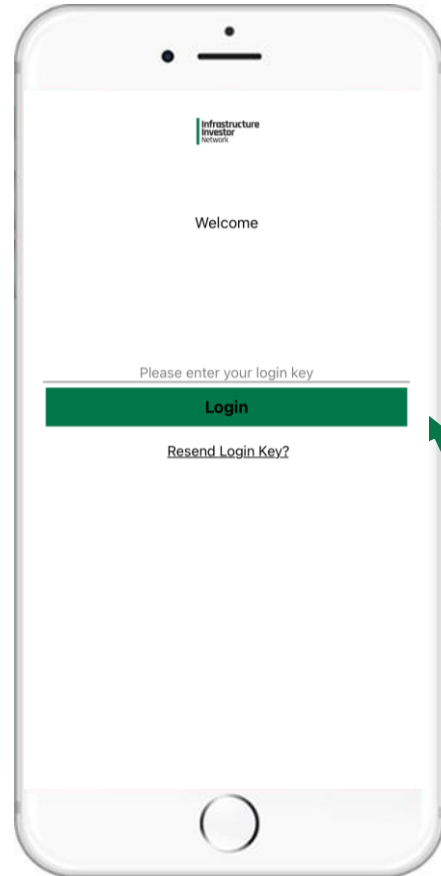
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Logging in



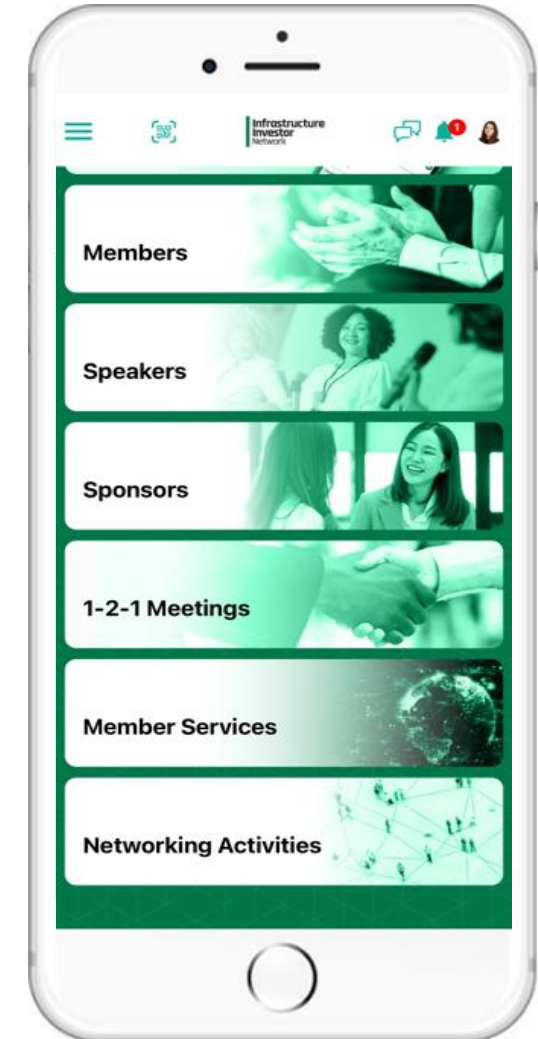
Having difficulties logging in?

If you still can't login, please email us at;
eventsteam@peimedia.com
and a member of the team will get back to you.

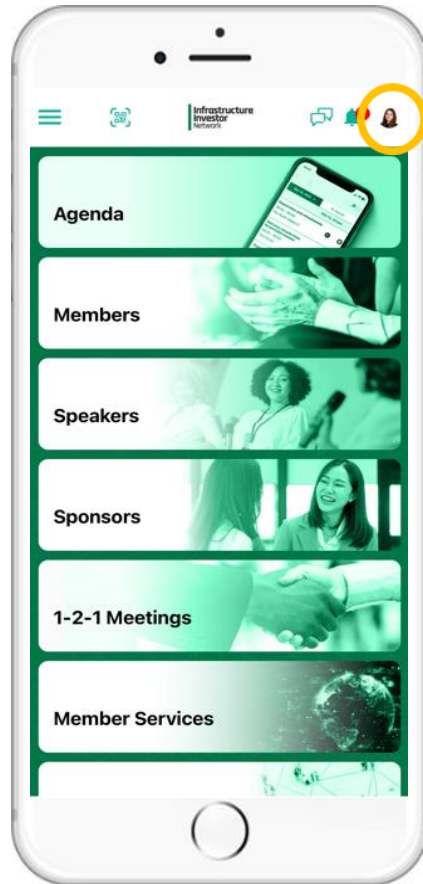
You have been sent a login key which will be your password. Once you login you should remain logged in unless you have hard closed the app

Icon Functions

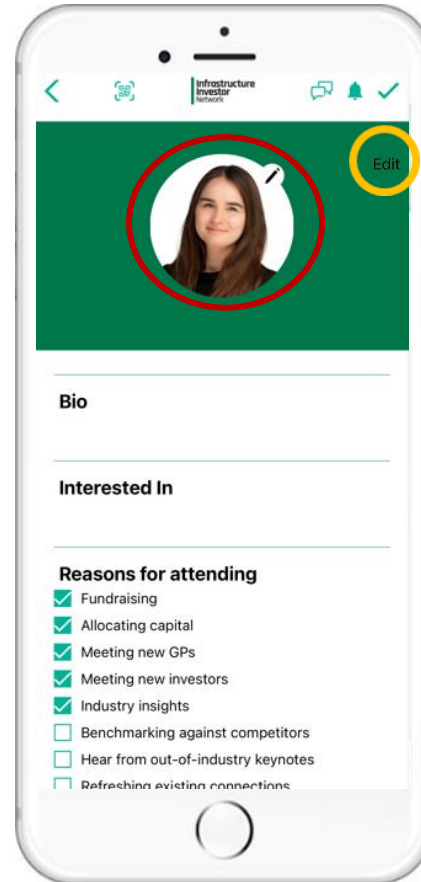
1. **Agenda:** access the schedule for the day
2. **Members:** view Member list and request meetings with your fellow peers.
3. **Speakers:** explore Speaker profiles
4. **Sponsors:** view Sponsor profiles
5. **1-2-1 Meetings:** see your 1-2-1 meeting schedule and pending requests.
6. **Members Services:**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



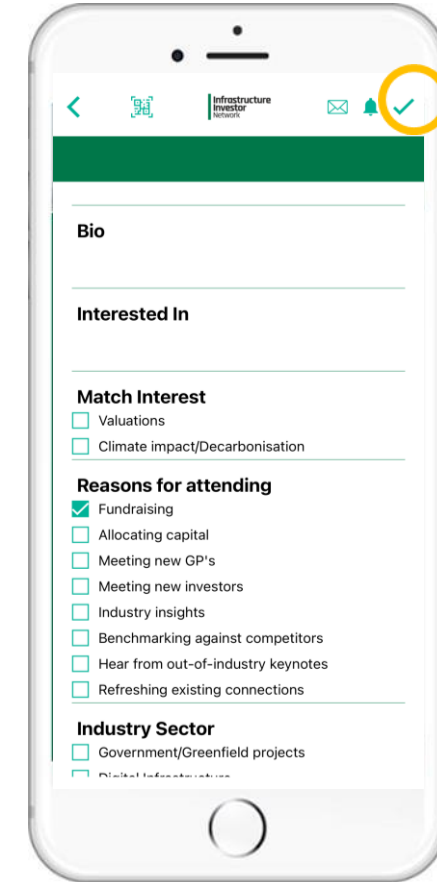
Your Profile



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



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, **remember to hit the tick icon in the top right.**

***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.**

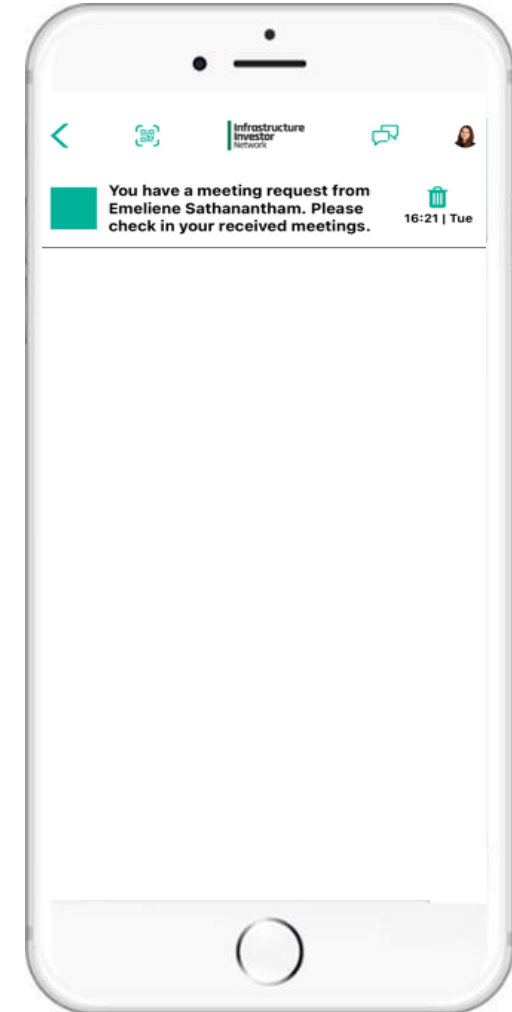
Notification Bell



The notification bell will display all meetings, chat messages and agenda reminder



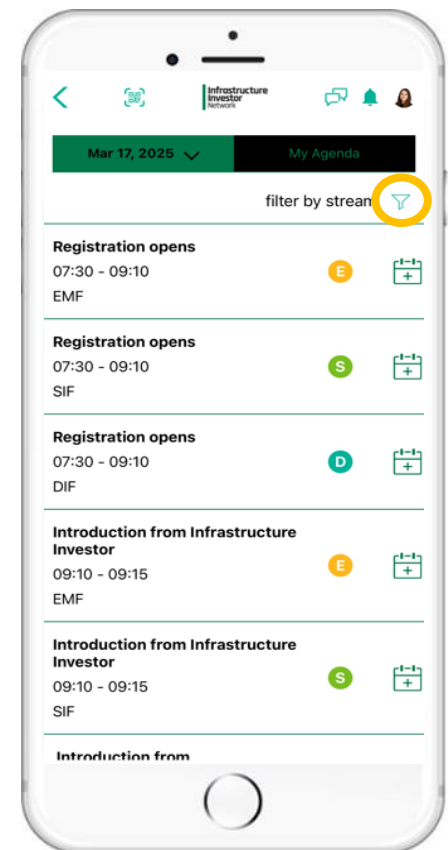
There will be a red notification that pops up which list all your notifications when clicked on i.e. booked meetings.



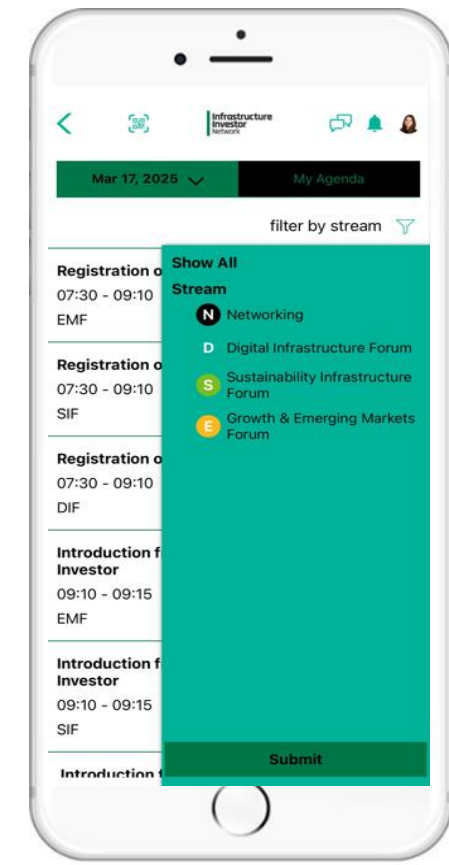
Agenda



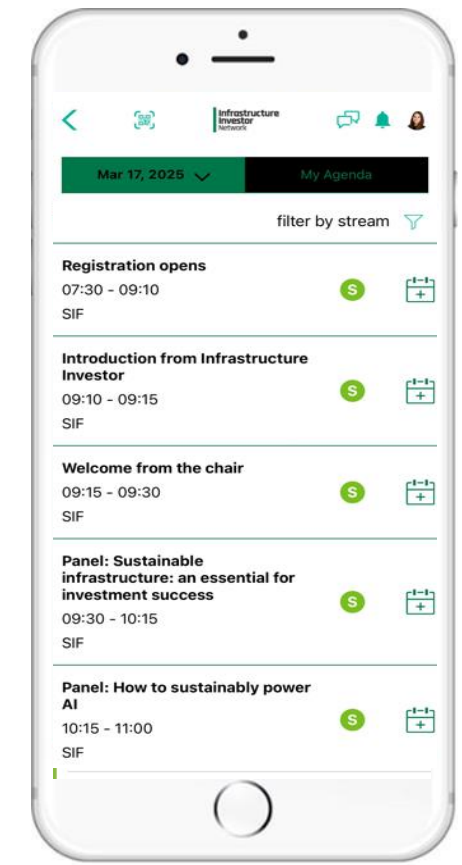
Here you can view the event day agenda.



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.

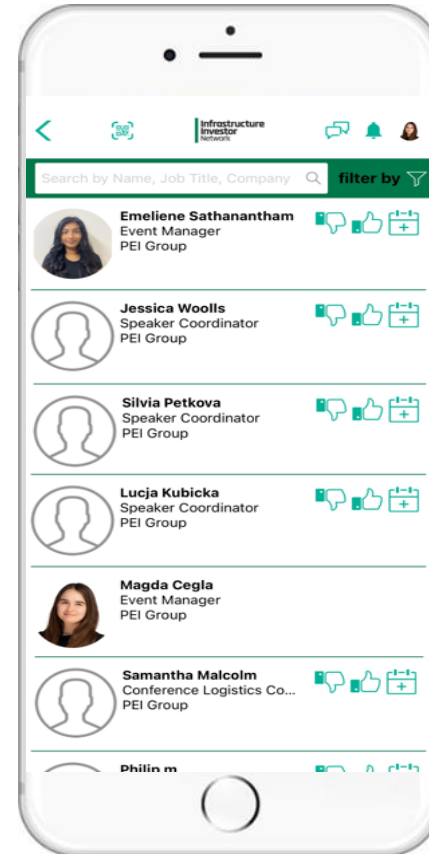


Once you have chosen what Forum or Stream you want to see and clicked 'submit', it will show on your 'my agenda' page.

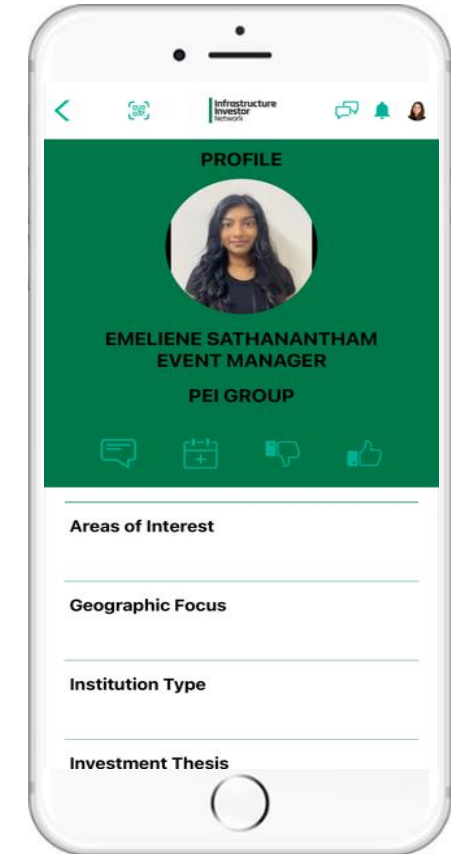
Members



Here you can view the members list.

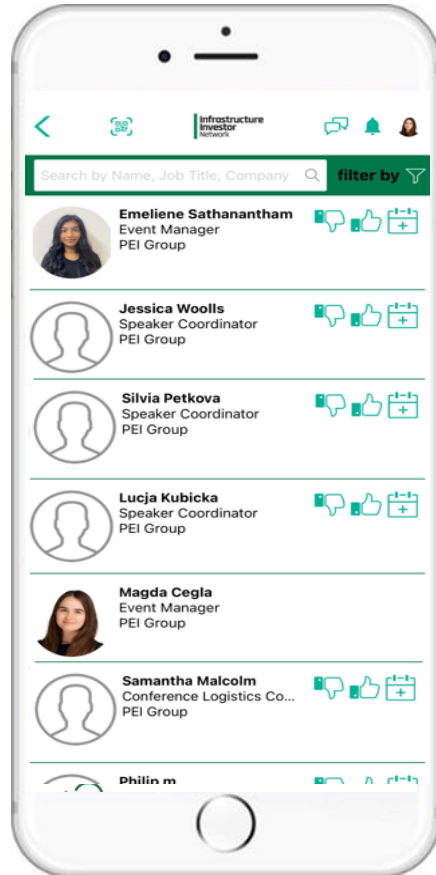


You can search using the "free-text" search bar i.e. search via company name, job title, surname etc.

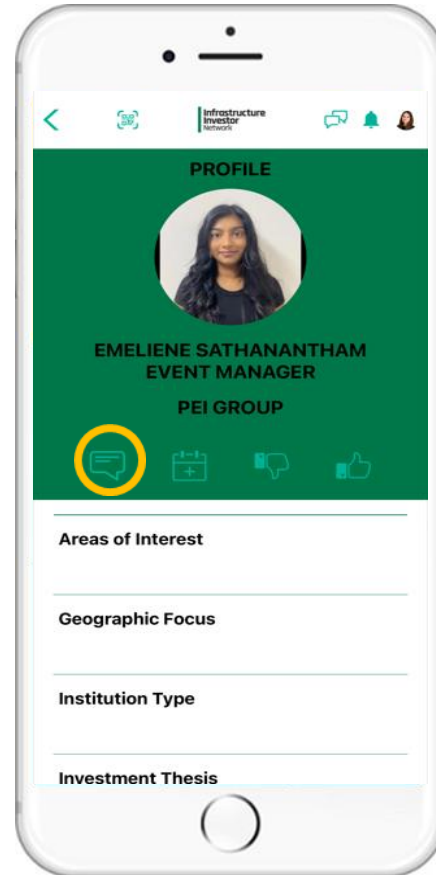


Select a member to view their full profile.

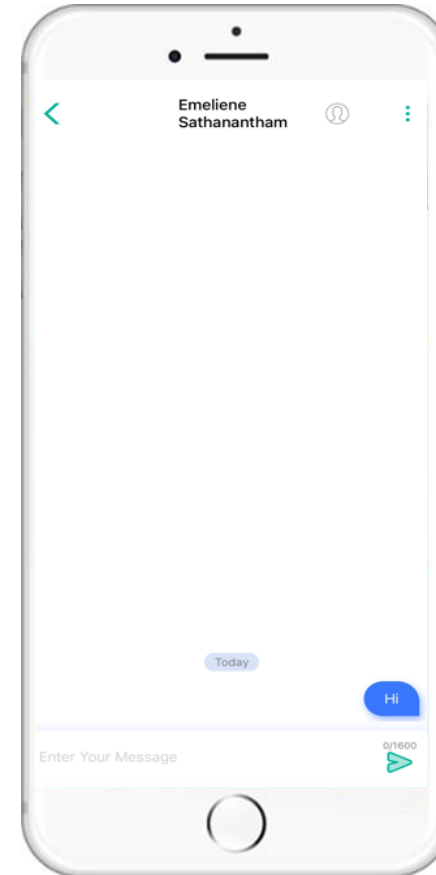
Chat



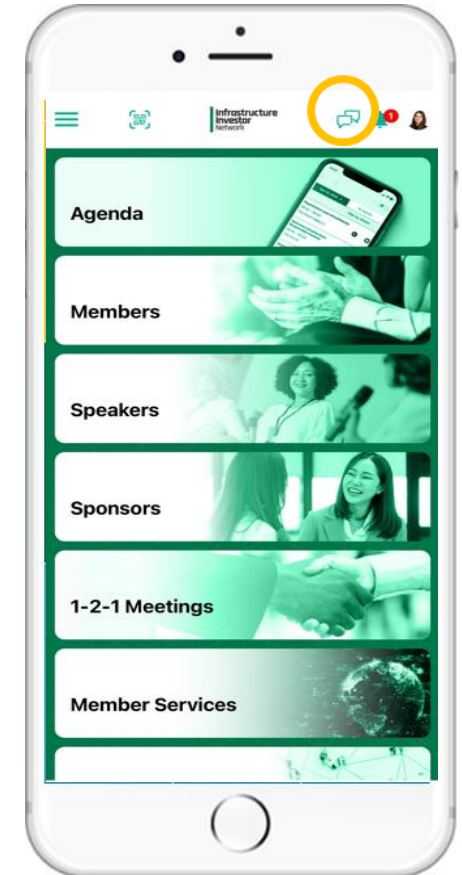
From the member list, you can select an attendee to start a conversation



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.

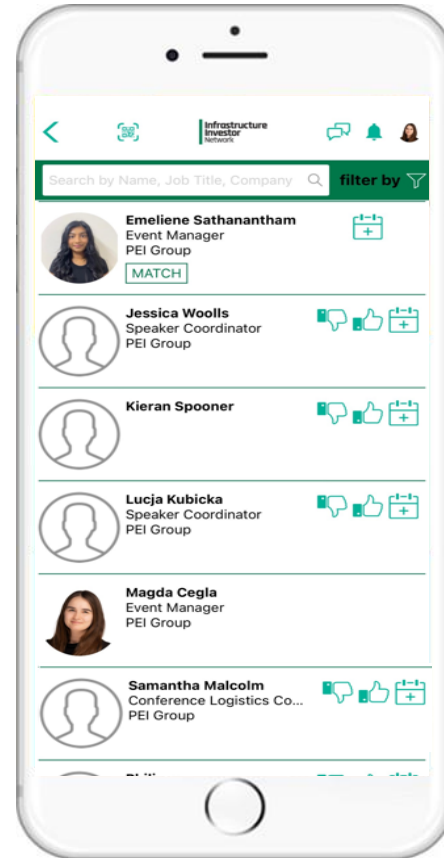
Matchmaking



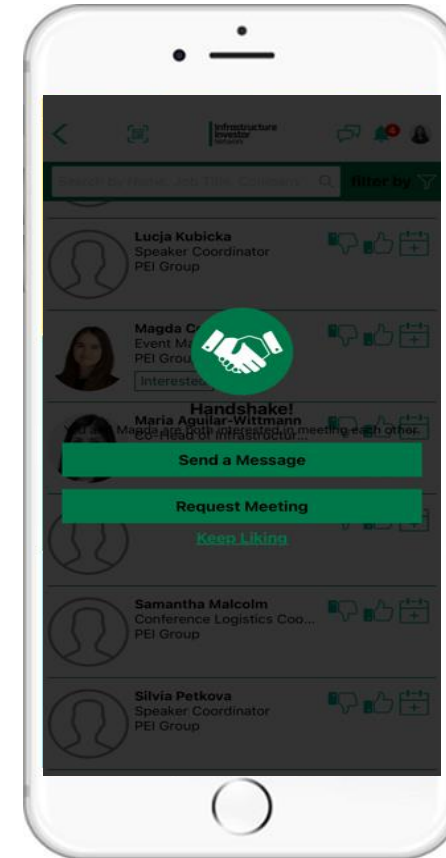
The 'Thumbs up' allows you to let the member know you are interested in connecting.



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.

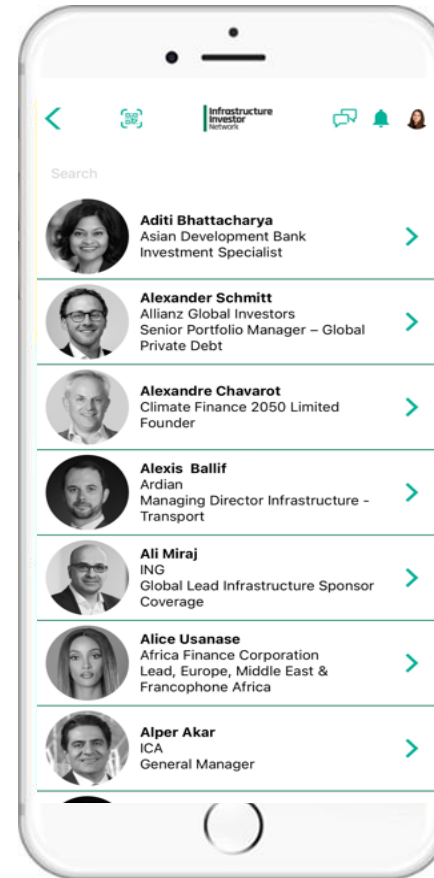


The member will receive a notification when you both have matched

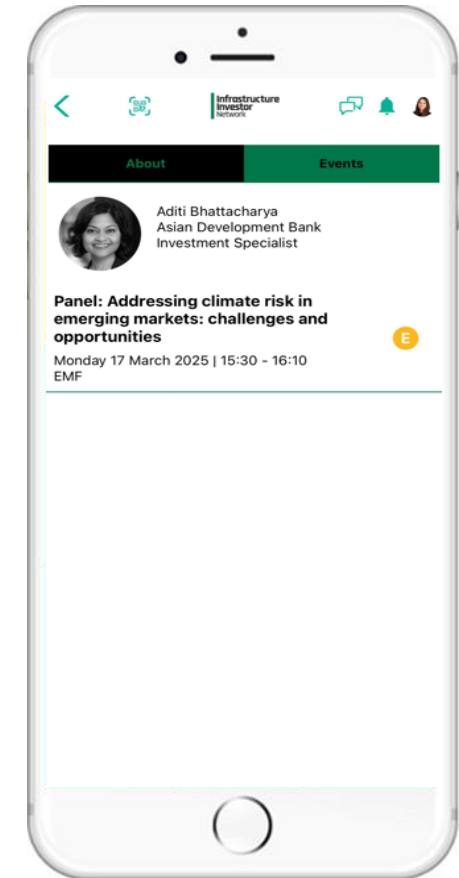
Speakers



Here you can view the event day speakers.

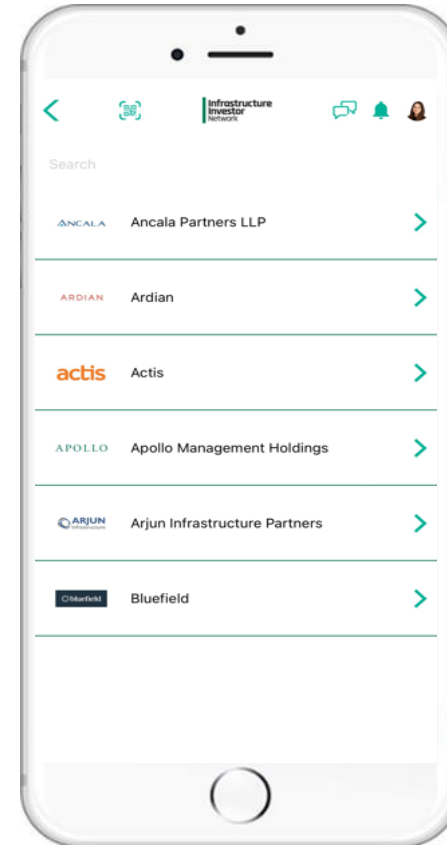


Use the 'free-text' search bar to quickly find a speaker. You can search by name.



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.

Sponsors



Here you can view the event day sponsors.

Click on the sponsor to see their profile.

1-2-1 Meetings



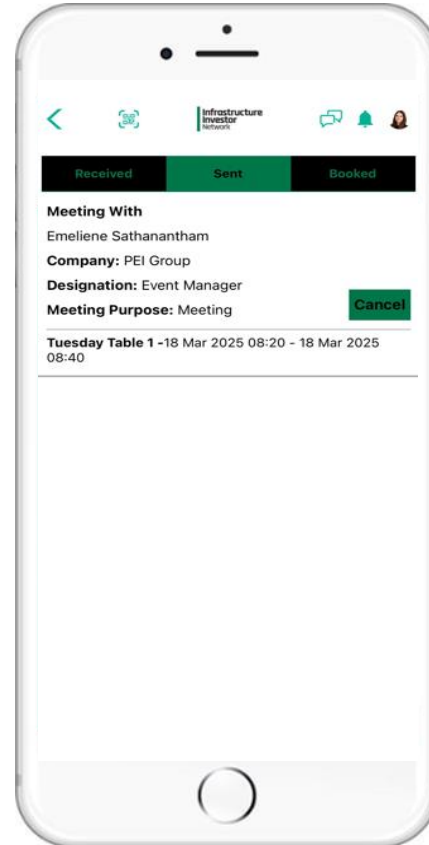
You can schedule meetings with other members during the conference via the event app. You have the ability to schedule up to 20 meetings across the 4-day conference (we recommend 5 per day). Please note: pending requests count towards your 20-request limit. If a request is rejected or not accepted within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

1-2-1 Meetings

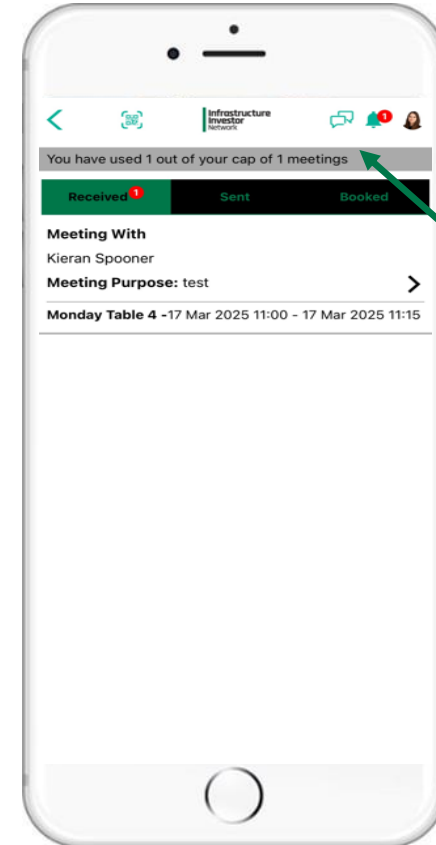
1-2-1 Meetings



Here you can view the 1-2-1 Meetings you have sent and booked

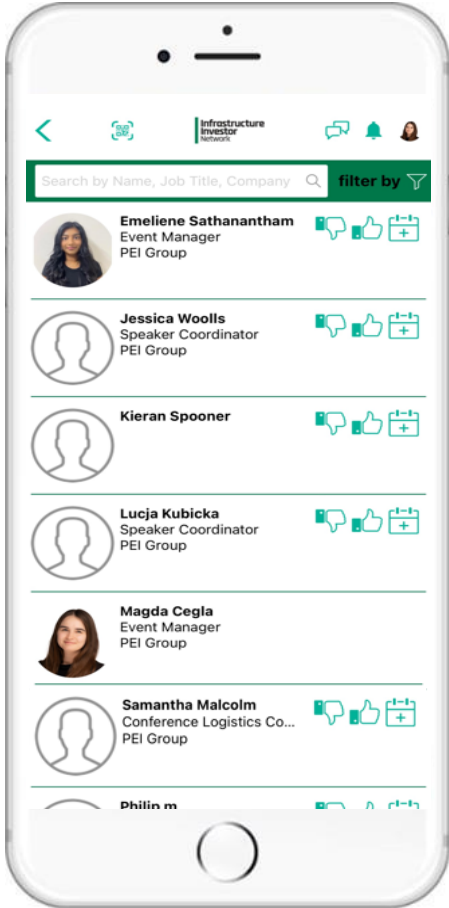


You will see the meetings you have requested and the meetings that have been booked

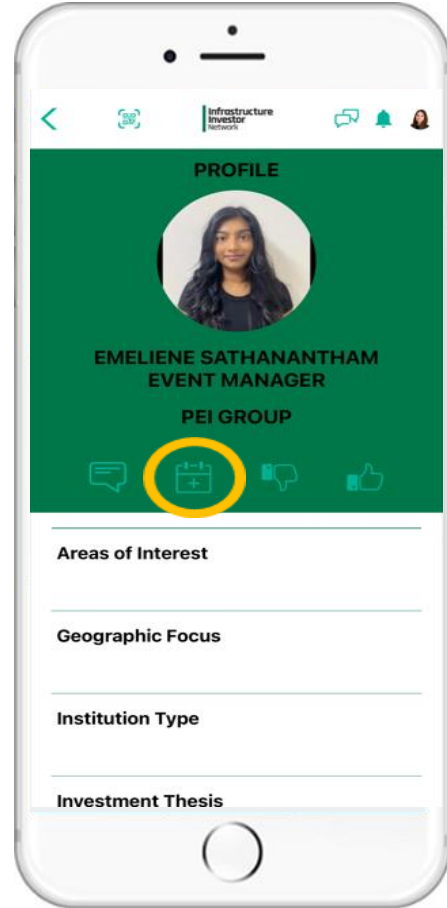


You can see here how many meetings you have used out of your meeting limit

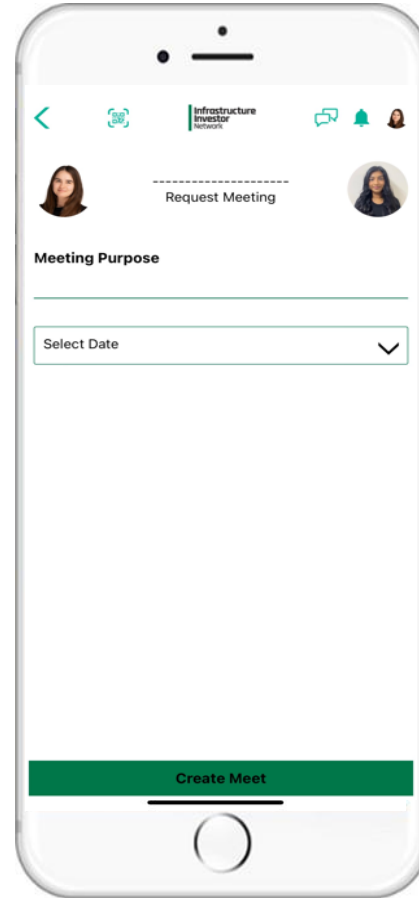
1-2-1 Meetings: Booking a meeting



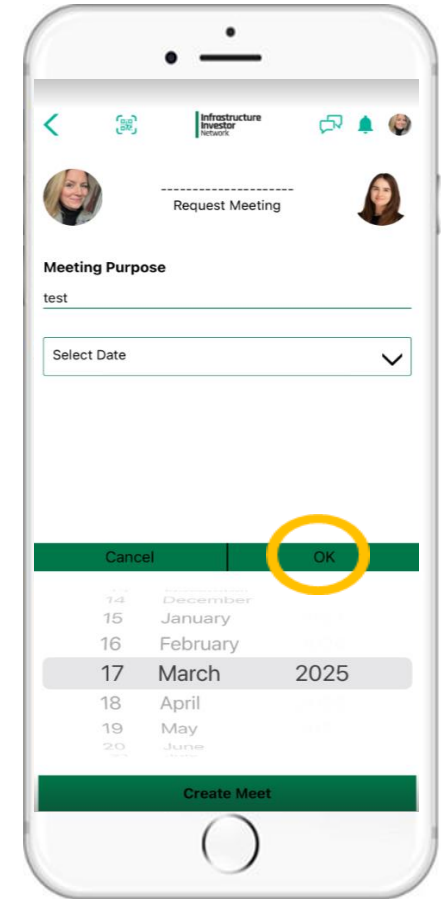
To book a 1-2-1 meeting with another member, please click on their profile in the Members list



Click on the icon circled above.

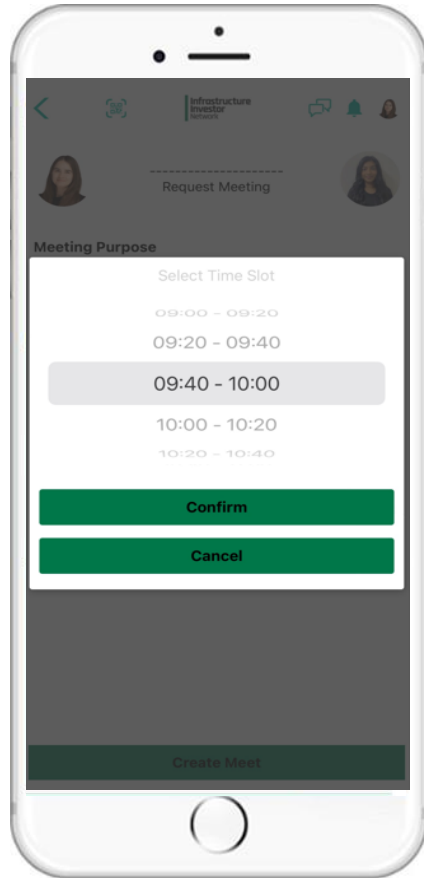


Enter the meeting purpose and click on 'Select Date'.

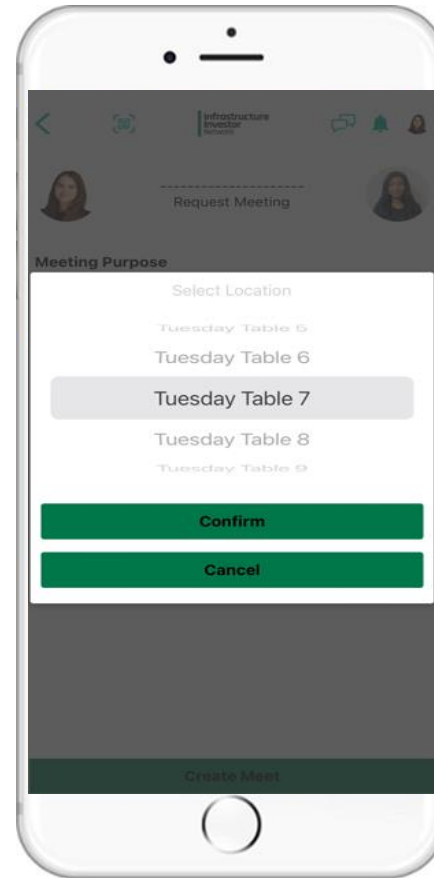


Select your date and hit 'OK'

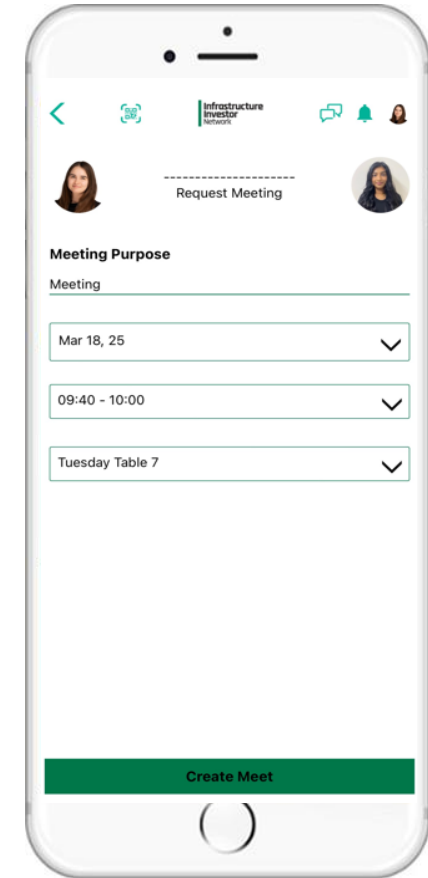
1-2-1 Meetings: Booking a meeting



Click on 'Select Time Slot'
and 'Confirm'



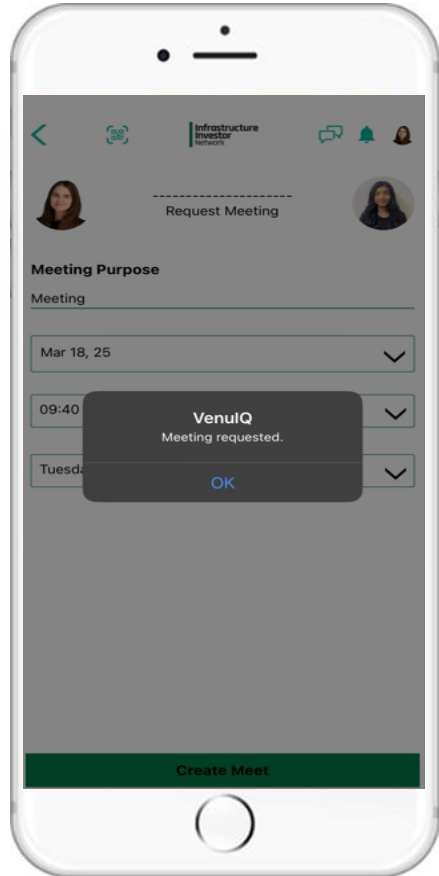
Click on 'Select Location', pick
your table and 'Confirm'



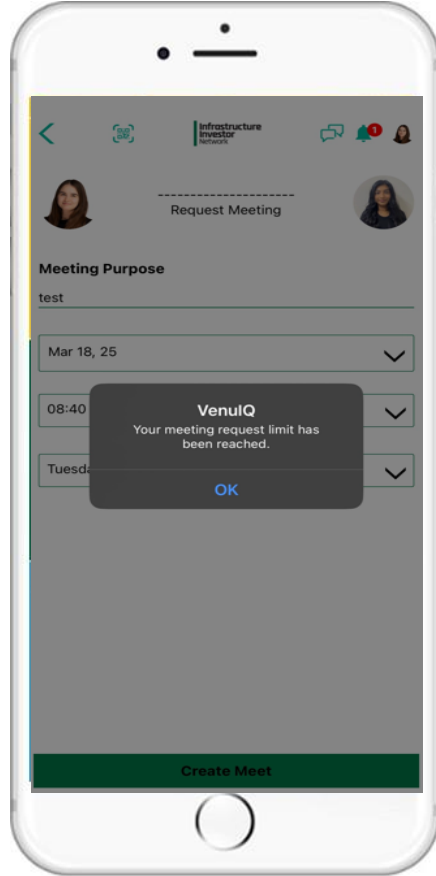
Double check all details are
correct. Click 'Create Meet'

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

1-2-1 Meetings: Booking a meeting



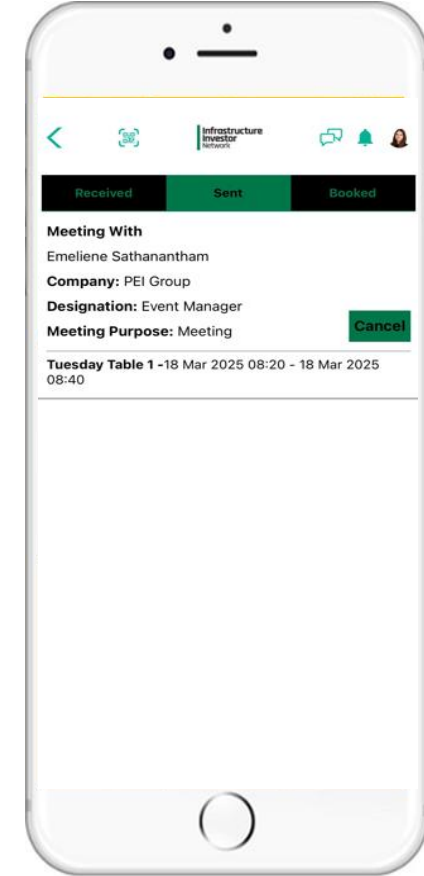
You will then see a pop up “Meeting Requested”



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

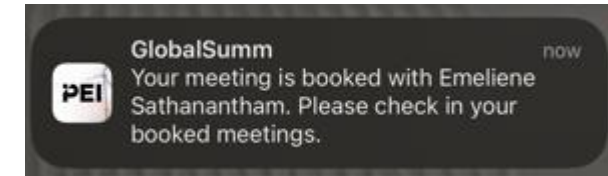
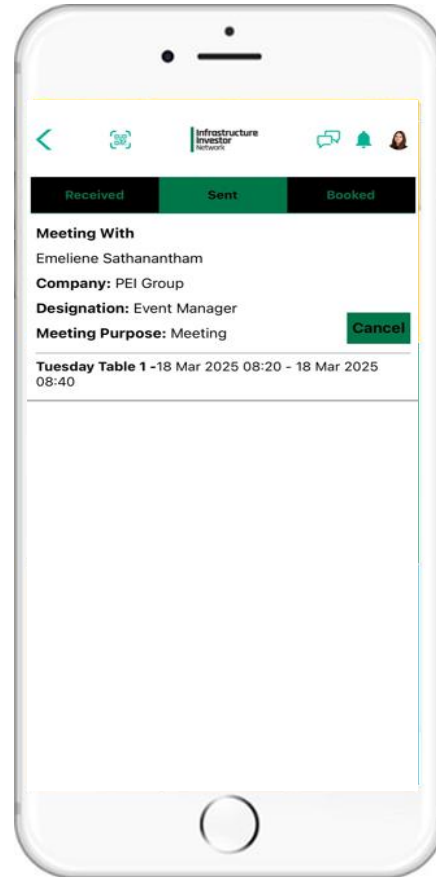


Please select 1-2-1 from the menu to view meeting request and booked meetings.



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.

1-2-1 Meetings: Booking a meeting

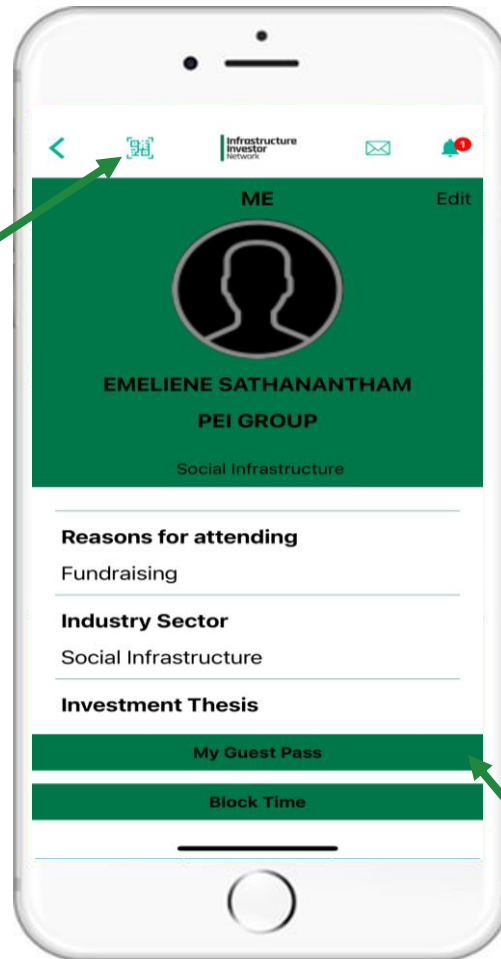


You will also receive a notification that your meeting has been booked.

Once your meeting request is accepted, you can find it in the booked meetings tab.

Peer to Peer Scanning

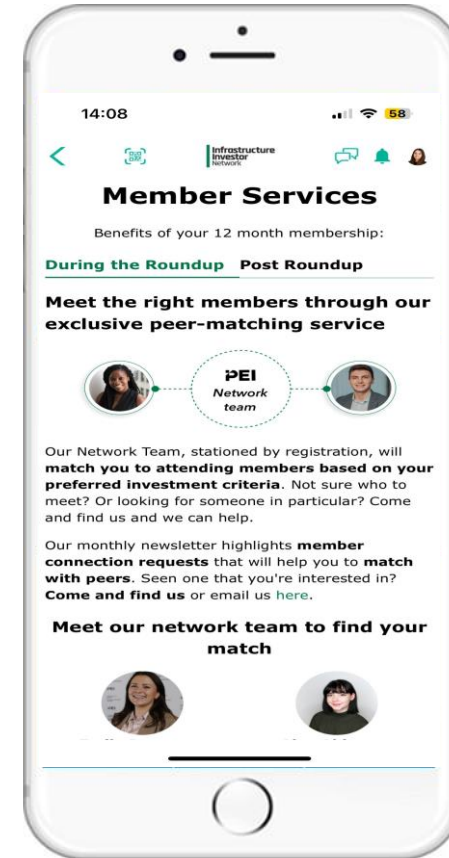
Click here to scan a QR code and connect with other members.



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

Member Services

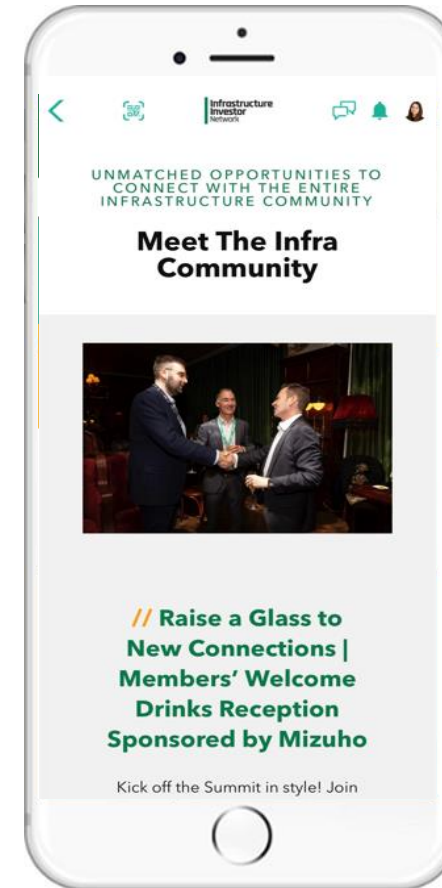
Member services



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

Networking Activities

Networking
activities



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

Global Summit

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