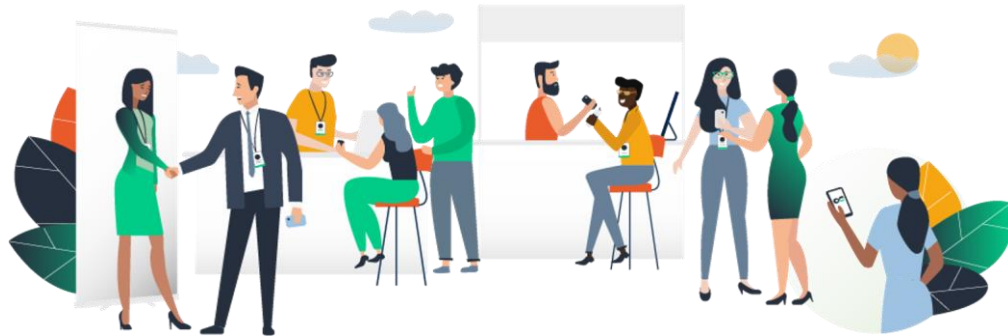




2021 OACA CONFERENCE & AGM – JUNE 8 - 9, 2021

Attendee Guide to
Swapcard

HOW TO GUIDE



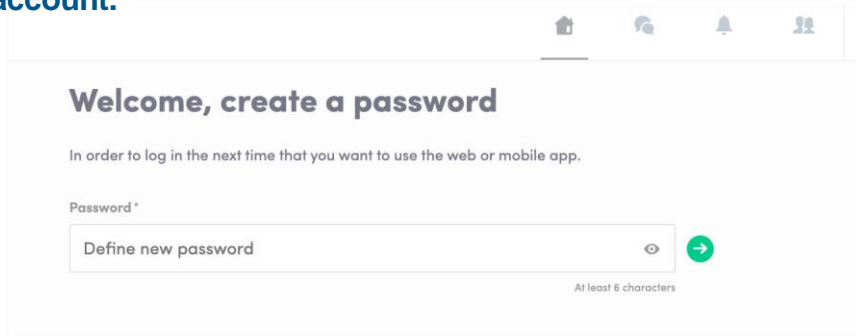
ACCESS THE APP

LOGIN

How to login for the firsttime?

You will receive an email similar to the one on the right, with a button redirecting to a login page. Your account is automatically pre-created by the platform after your registered.

The platform will have you create a password for your account.



Home Messages Notifications Profile

Welcome, create a password

In order to log in the next time that you want to use the web or mobile app.

Password *

At least 6 characters

Note : If you don't see this email in your mailbox, please check your spam for an email from noreply@swapcard.com



2021 OACA Conference

Hello Tricia,

Get ahead of the game and prepare for 2021 OACA Conference to save yourself time and get the most out of your event.

Swapcard app makes it easy to access the event content and connect with the right people in advance.

All you have to do is activate your profile with the tap of the below button. We'll keep all of your information and data secure.

Are you ready to join your event community?

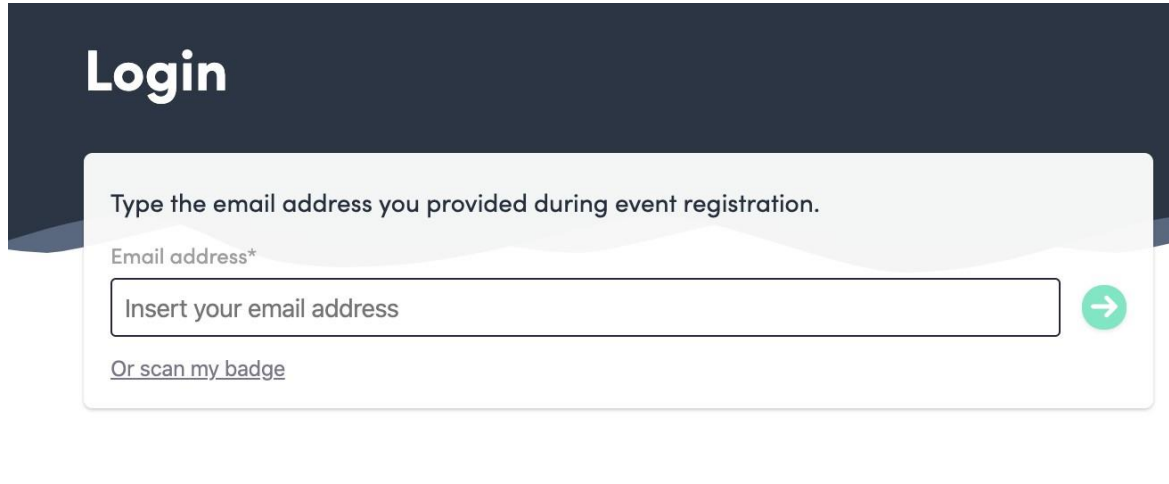
LET'S GET STARTED!

How to login if I already have an account with Swapcard?

Access your account from login.swapcard.com

Enter the email you used to register for the event and the password you've created before.

Then, click enter to connect.

A screenshot of the Swapcard login interface. The background is dark blue with the word "Login" in white. A white rounded rectangle contains the login form. At the top of the form, it says "Type the email address you provided during event registration." Below this is the label "Email address*" and a text input field with the placeholder text "Insert your email address". To the right of the input field is a green circular button with a white right-pointing arrow. Below the input field is the text "Or scan my badge" with a small blue link icon.

Note : If you have forgotten your password after entering your email, click on **Send me a magic link**. You'll receive in your mailbox an email to reset your password.

If you need any help, please contact support@swapcard.com

AVAILABLE FEATURES

CONTENT FEATURES

How to edit my profile ?(1/2)

The screenshot shows the user interface for the 2021 OACA Conference. At the top left, it says "2021 OACA Conference" and "Edit event". In the top right corner, there is a user profile dropdown menu showing a profile picture with the initials "TS" and the name "Tricia". A green circle highlights this dropdown menu. On the left side of the page, there is a user profile card for "Tricia Simmons" with a profile picture showing the initials "TS". A green box highlights an "EDIT" button next to the profile picture. The main content area features a banner for the "2021 OACA CONFERENCE & AGM - JUNE 8 - 9, 2021" with the OACA logo. Below the banner are four navigation buttons: "AGENDA", "MY EVENT", "SPEAKERS", and "ATTENDEES". On the right side, there is a promotional image for "SEE YOU IN 2022" at Blue Mountain Resort, dated "JUNE 5-8, 2022".


There are two ways for you to access your profile :

- On the upper-right corner of your screen, click on My profile.
- On the left side of your screen next to your photo, click on Edit.

You'll be redirected to your profile details.

How to edit my profile ?(2/2)

My profile



CD Virtual
Project Manager
ConferenceDirect

Skills
Displaying your skills will increase how many profile views you receive.

Bio
Introduce yourself in a few words

Social media
Add your social accounts.

Contact details

- 📞 Add your mobile phone number
- 📠 Add your landline phone number
- @ virtualmeetingsCD@gmail.com

(Note: The image shows 'EDIT' buttons for the profile picture, Skills, Bio, Social media, and Contact details sections, and 'ADD' buttons for the Skills, Bio, and Social media sections. A green line connects these buttons to the explanatory text on the right.)

To edit the information on your profile, click on “Edit” or ”Add” depending on which type of information you want to edit.

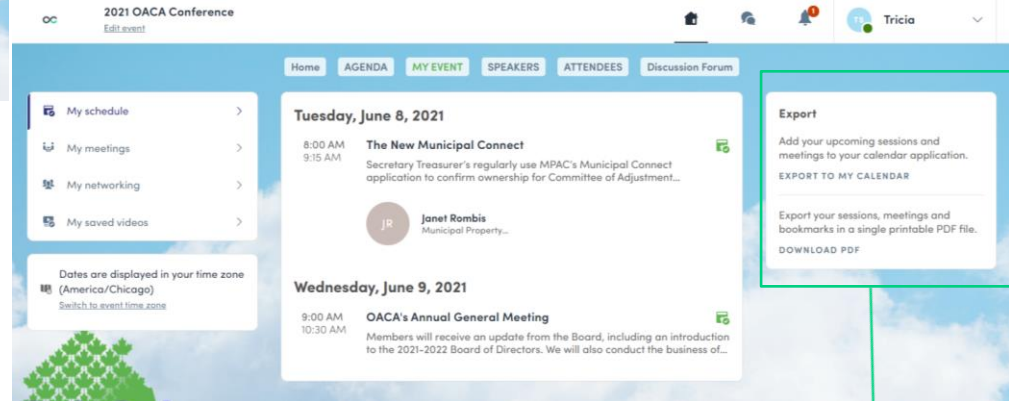
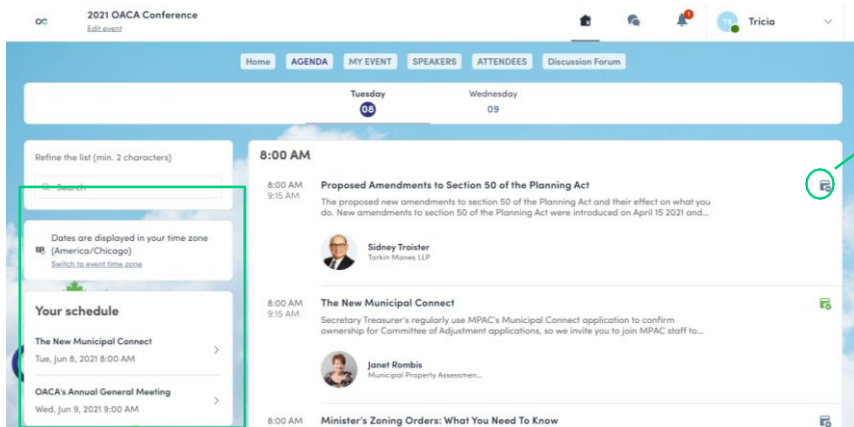
The following information is an example of some of the things you can edit edit in your profile :

- **Personal information**
- **Skills**
- **Biography**
- **Social Media**
- **Contact details**
- **Company**

How does the program work ?

The Agenda gathers all sessions of the event. You can easily register to sessions by clicking on this logo.

Note : You can sort options by using the filters located on the left side of the screen.



The "My Event" Tab allows you to see your own schedule. There you can find the sessions you registered for, the sponsors and partners you bookmarked, as well as your confirmed meetings. You can export your program by clicking on "Export to my calendar" or "Download PDF".

How to follow a live streaming session ?

Less than 24 hours before: a countdown will be added to the session page

Streaming will start Monday, April 20, 2020 4:40 PM

06 03 1/1R

As soon as the session begins, the video will be displayed at the top of the session page and will start automatically.

You will then be able to watch the video, in full screen mode if you wish, or continue to browse the app while watching the session.

The screenshot shows a web interface for a live streaming session. At the top, it says "2021 OACA Conference" and "it.event". Below this is a navigation bar with tabs: Home, AGENDA, MY EVENT, SPEAKERS, ATTENDEES, and Discussion Forum. The main content area features a large banner with a blue sky and white clouds. On the left of the banner is the OACA logo, and on the right is the text "The New Municipal Connect". Below the banner, there is a green button that says "YOU ARE REGISTERED". To the right of the banner is a "Live discussion" panel with tabs for "Chat", "Questions", and "Polls". The "Chat" tab is active, showing a message input field and a "Write a message..." button. Below the banner, there are two columns of text. The left column is titled "Information" and contains text about the Secretary Treasurer's regularly use MPAC's Municipal Connect application. The right column is titled "Speakers" and features a profile picture of Janet Rombis, with her name and title "Municipal Property Assessment Corporation" listed below.

How to interact during a live session?

Thanks to the live discussion, you are now able to speak with other attendees, ask questions to the speakers, and answer to different polls they will create.

React on other people's messages or delete your message by click on the three dots next to it. Questions will be sorted by upvotes.

The screenshot displays a live session interface for "2021 Fashion Trend'show". The top navigation bar includes "Home", "Attendees", "Program", "Exhibitors", "Speakers", "Map", "Products", "Live discussions", and "My visit". The user profile "Dorine" is visible in the top right.

The main content area is divided into three columns:

- Left Column (Attendees):** A list of attendees with their avatars and names. The "Astronomy" attendee is highlighted in green. Other attendees include "Robots & A.I.", "Blockchain", "Sustainability", "Event industry", "Energy", and "Healthcare".
- Middle Column (Chat):** A chat window for the "Astronomy" session. It shows a list of messages from attendees: "Angelique Banlo" (11:32 AM), "Vanessa Polanverade" (11:29 AM), "Aymeric Shilova" (11:54 AM), "Melissa Jalife" (11:45 AM), "Quentin Belarose" (11:20 AM), and "Steve Goodwin" (11:55 AM). Each message includes a timestamp, a thumbs-up icon with a count, and a three-dot menu icon. The chat is sorted by "Questions".
- Right Column (Promotions):** A section titled "WHO'S NEXT" with several promotional cards for "Astronomy", "How to boost your ROI through our Platform?", "Our Event Team For On Site & Off Site Support", and "Artificial Intelligence & Matchmaking". Below this is a "Members" section listing "Virendra Sana", "Rey Mibourne", and "Lacarra Jones". At the bottom, there is a "Stay tuned" toggle switch.

AVAILABLE FEATURES

NETWORKING FEATURES

How to network ?

From the home page of the event, you can access the Speakers and Attendees lists. From here, you can identify people of interest. Connect with them through the application to network and schedule 'face-to-face' meetings with video calls and chat back and forth.

The screenshot shows a user profile for Brent Arnold. At the top, there is a navigation bar with links: Home, AGENDA, MY EVENT, SPEAKERS, ATTENDEES, and Discussion Forum. The profile features a profile picture of Brent Arnold, a man with glasses and a suit. Below the photo, his name "Brent Arnold" and affiliation "Gowling WLG" are displayed. The "About me" section identifies him as a "Partner, Technology Sub-Group Leader (Com Lit)". The "Is speaking at" section lists a presentation titled "Cybersecurity and COVID19 Issues" on Tuesday, June 8, 2021, from 2:00 PM to 3:15 PM, with Brent Arnold from Gowling WLG as the speaker.

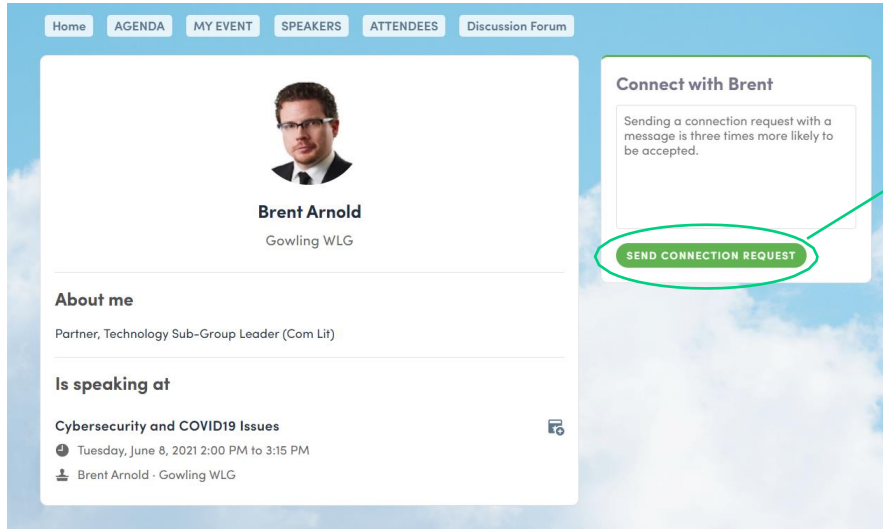
The screenshot shows the main event page for the "2021 OACA Conference". The page has a blue header with the event title and "Edit event" link. A navigation bar includes Home, AGENDA, MY EVENT, SPEAKERS, ATTENDEES, and Discussion Forum. A central banner features the OACA logo and the text "2021 OACA CONFERENCE & AGM - JUNE 8 - 9, 2021". Below the banner, there are four main content blocks: AGENDA, MY EVENT, SPEAKERS, and ATTENDEES. A green circle highlights the "MY EVENT" and "SPEAKERS" blocks. On the right side, there is a promotional image for "SEE YOU IN 2022" at Blue Mountain Resort, dated June 8-9, 2022. A user profile for Tricia Simmons is visible in the top left corner.

If you see time slots appearing on people's profiles, it means that the organizer has allowed scheduling meetings on the event.

Don't lose time and ask for meetings to the people of your choice before all their slots are booked.

You can manage your availabilities from the "My Event" section of the application.

How to make a connection request ?



The screenshot shows a user profile for Brent Arnold, Gowling WLG. The profile includes a photo, name, and company. Below the profile, there are sections for 'About me' (Partner, Technology Sub-Group Leader (Com Lit)) and 'Is speaking at' (Cybersecurity and COVID19 Issues, Tuesday, June 8, 2021 2:00 PM to 3:15 PM). On the right side of the profile, there is a 'Connect with Brent' section with a text box and a green 'SEND CONNECTION REQUEST' button. A green circle highlights the button, and a green arrow points from the text on the right towards it.

To send a connection request to a person, go to someone's profile (via the list of participants, speakers, or a company profile) and click on **SEND CONNECTION REQUEST**.

Tip : We encourage you to write a message before sending your connection request to introduce yourself and explain the reason of your request for better success.

You will be able to find all the people you have been in contact with in the “My Visit” button, in My Contacts tab.

How to request a meeting ?

Step 1: Go to a person's profile - by going to the list of participants, speakers, or a sponsor's profile.

Step 2 : Click on one of the suggested meeting slots. If you want to see other slots, click on “see more slots”.

Step 3 : After selecting a timeslot, write a message to the person you want to meet. Once done, click on “send meeting request”.

