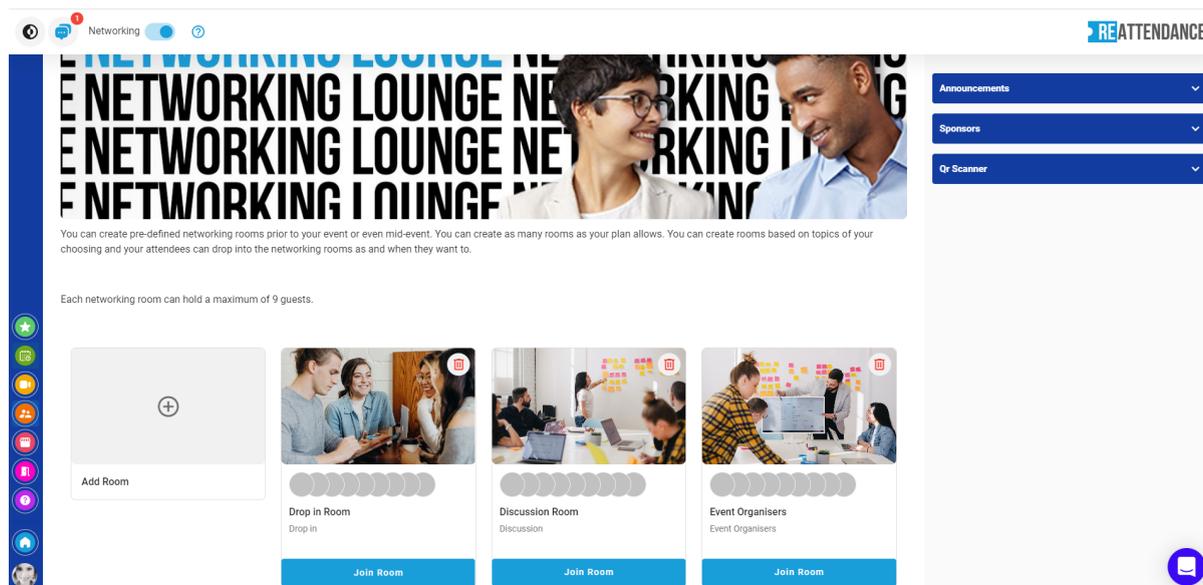


REATTENDANCE

When using Reattendance, we recommend that you use either Google Chrome or Firefox. If you are using Safari, please make sure you have the latest version of OS to date. If you are not updated to the latest version of OS, it may not have the functionality that Reattendance requires to run efficiently.

Networking Rooms

The networking rooms on Reattendance work like drop ins. If you are heading to the networking area for the first time, when you click on 'Networking' on your navigation bar, it will take you to the schedule. You will need to find the networking session you would like to join in the schedule (as there may be multiple). Please click 'join event' and you will be inside the networking area. **Please make sure your Networking switch is turned on before trying to join a room, you can find this switch at the top left hand corner of your screen. You can toggle this on and off when you like. You will also need to ensure that your camera and mic have been allowed. You can double check this by clicking on the padlock symbol next to the URL at the top of your browser:**



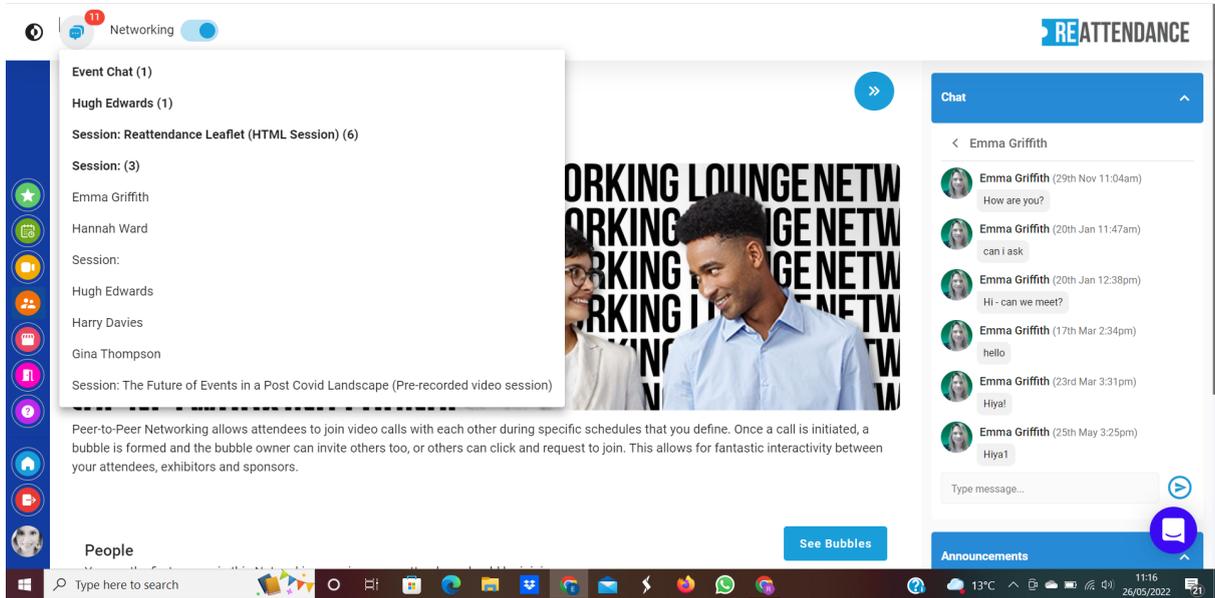
Here you will see various networking rooms that have been created. Simply click 'Join Room' and you will be put into a video call with other delegates. Don't be shy, just join a room and start making connections!

If you want to, you can create your own networking room. Perhaps you want to start a discussion with other delegates about what you are learning at the conference? You can click 'Add Room' and give it a name and description. Join your room and wait for other delegates to join you.

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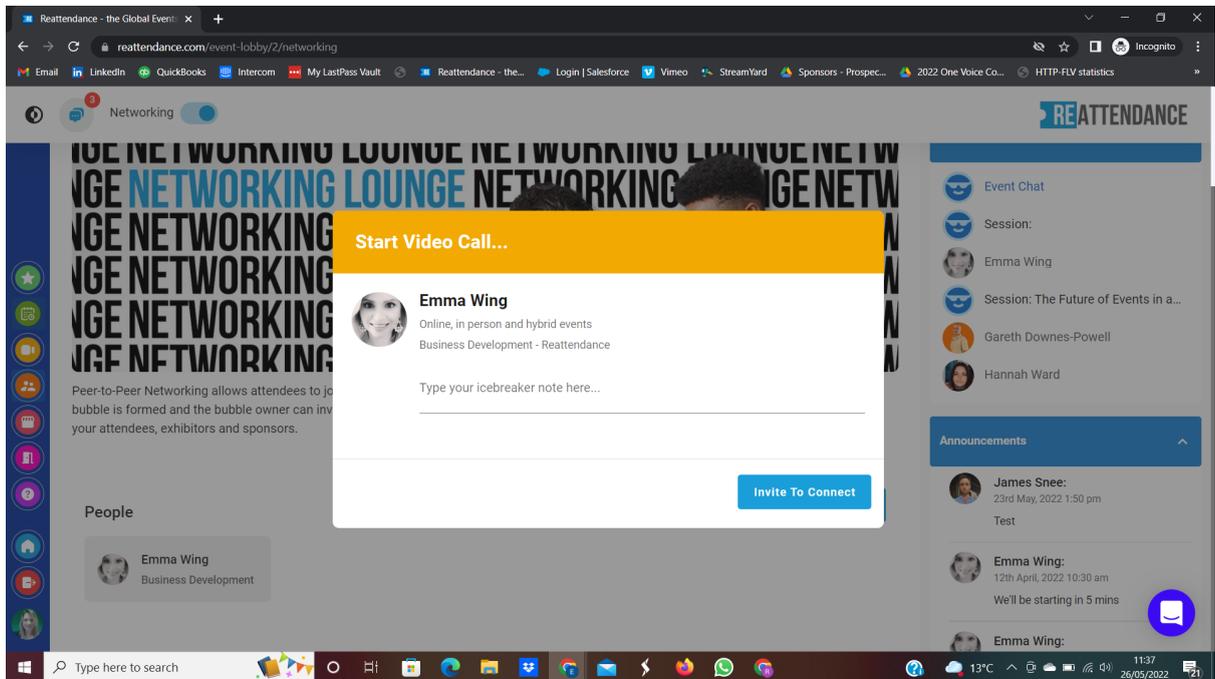
Start Chat

This starts a private written chat between you and the person requested. This will show in the “chat” section of the right hand navigation bar. Any new messages that you haven’t read will show as a number in the chat envelope at the top left of the screen.



Start Video Call

When starting a video call with someone, you’ll get a pop up with the opportunity to send an optional icebreaker message before you “invite to connect”.



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The other person will get a notification (with a ringing phone sound) and the opportunity to accept or decline. If they accept, you will then join a video call on camera with the person requested. As the person who initiated the call (called a bubble), you will also have the opportunity to invite other people from the networking session, to a maximum of 9. You can also turn the call to private, if you wish. This means you won't appear in the "bubbles" area,

Bubbles

All public video calls will be shown in the "Bubbles" area. From here, if you click on a bubble, you can request to join the other people in that current video call. You can have up to 9 people in one bubble.

Exhibitor Networking

To connect with an exhibitor, you will first need to head to the exhibition area. Here you will need to scroll down the page and find the exhibition company stand. Simply click on the stand to view their exhibition booth. You can look through their company information, downloads and special offers (if applicable). To speak to an exhibitor, click on the 'Talk to us' button along the top of their stand. Here you will see the icons of the exhibitors who are available to talk with on the stand.

Simply hover over their icon and choose to start a video call. If you wish, you can send them an ice breaker message to go alongside your video call request.

The exhibitor will either accept or decline the call. Your call with the exhibitor will be 1-1 only.

If you are having any trouble with your camera or microphone, please make sure your browser is allowing Reattendance to use these. If you are still experiencing problems connecting your camera/video or if you can't see or hear others, this may be an individual poor connection or company firewall issue. You will need to change your Wi-Fi to your personal hotspot.