

Help Guide – Networking

Search attendees & exhibitors

Prior to the event (and/or during), begin searching the virtual conference platform on your computer. Your experience will be more valuable if you can make connections in advance.

WAYS TO NETWORK

Go to the "Attendee" or "Exhibitor" tab. You will see the following icons to the right of each attendee and company name.



ADD TO CONTACTS



Add an attendee or company to your contact list.

To view your saved contacts, click "Contacts" in the menu on the left of the homepage under profile icon.



REQUEST MEETING

Schedule a meeting with an attendee or company.

Choose a date, time & location as well as a message regarding the purpose of the meeting.

To view your list of meeting requests and scheduled meetings, click "Meetings" in the menu on the left of the homepage under your profile icon. Learn how to schedule a 1:1 meeting.



SEND MESSAGE

Send a private message to an attendee or company.

The recipient will be notified via email & push notification on the app if enabled.

To view your new, sent and archived messages, click "Messages" in the menu on the left of the homepage under your profile icon.