



Help Guide – Networking

WAYS TO NETWORK:

Search attendees

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.

View the “Attendees” tab

You will see the following icons below each attendee name.



ADD TO CONTACT LIST

Add an attendee to your contact list

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



REQUEST A MEETING

Schedule a meeting with an attendee.

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 “My Schedule” 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.

The recipient will be notified via email.

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