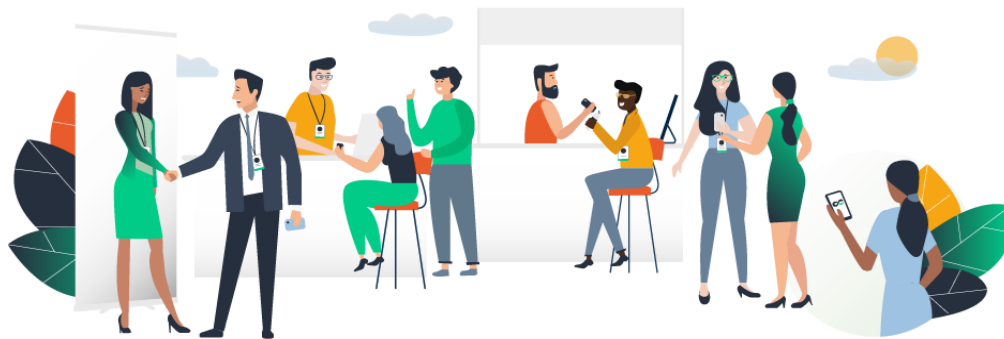




Beyond Tomorrow
Digital

HOW-TO GUIDE



Powered by Swapcard

SUMMARY

Access the app

- How to log in for the first time
- How to log in when I have an account

Available features - Content

- How to edit my profile
- How does the program work
- How to network
- How to follow a live streaming session
- How to interact during a live session

Available features - Networking

- How to make a connection request
- How to request a meeting
- How to do a virtual meeting

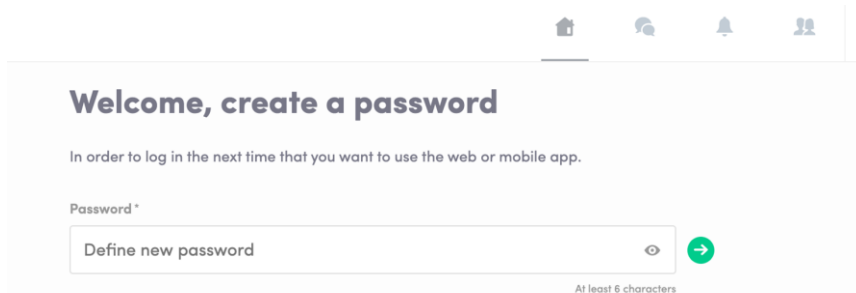
ACCESS THE APP

LOGIN

How to log in for the first time?

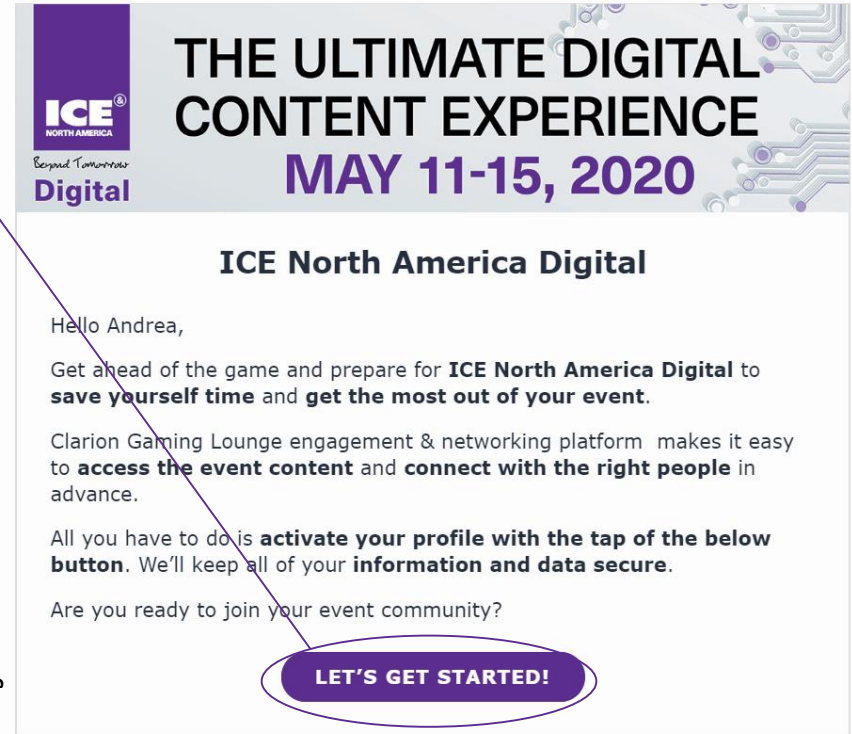
You will receive an email similar to this one with a button redirecting to a login page. Your account is automatically pre-created by the event organizer.

A window will then suggest that you create a password for your account.



The screenshot shows a web interface for creating a password. At the top, there are navigation icons: a home icon, a speech bubble, a bell, and a group of people. Below these is a header 'Welcome, create a password'. The main text says 'In order to log in the next time that you want to use the web or mobile app.' Below this is a 'Password *' label and a text input field with the placeholder 'Define new password'. To the right of the input field is an eye icon and a green arrow icon. Below the input field, it says 'At least 6 characters'.

Note : If you don't see this email in your mailbox, please check your spam.

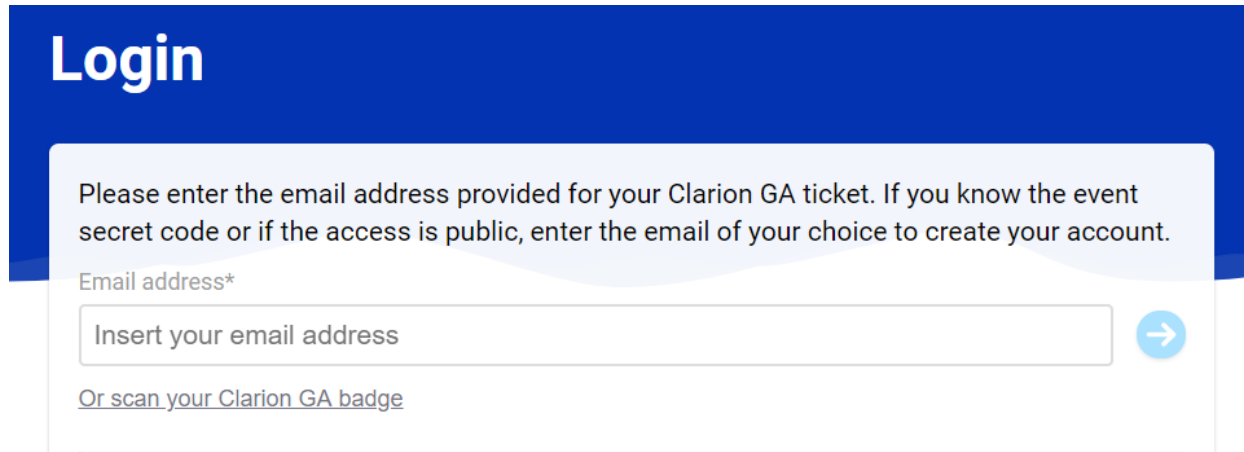


The screenshot shows an email titled 'THE ULTIMATE DIGITAL CONTENT EXPERIENCE' with the dates 'MAY 11-15, 2020'. The email is from 'ICE North America Digital'. The body of the email says: 'Hello Andrea, Get ahead of the game and prepare for **ICE North America Digital** to **save yourself time** and **get the most out of your event**. Clarion Gaming Lounge engagement & networking platform 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?' At the bottom, there is a purple button with the text 'LET'S GET STARTED!'. A purple line points from the button to the 'activate your profile' text in the email body.

How to log in when I have an account

Access your account at clariongaming.login.swapcard.com

Enter the email you used to register to the event and the password you created before. Then, click on the green arrow to connect.

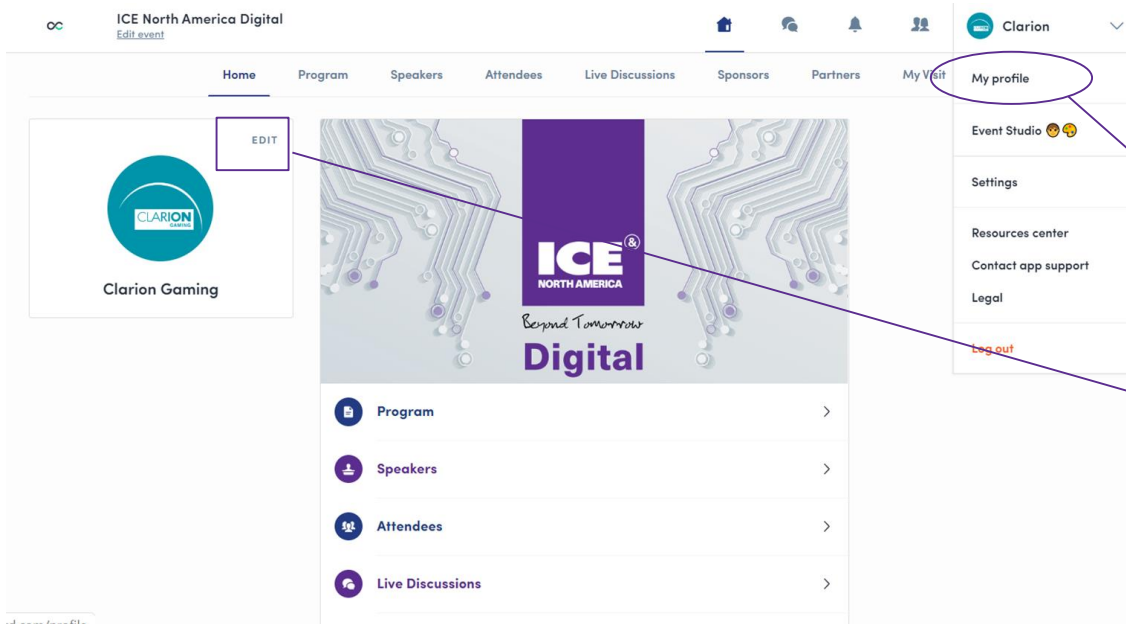
The image shows a login form with a blue header containing the word 'Login' in white. Below the header, a light blue box contains the text: 'Please enter the email address provided for your Clarion GA ticket. If you know the event secret code or if the access is public, enter the email of your choice to create your account.' Below this text is a label 'Email address*' followed by a text input field with the placeholder 'Insert your email address'. To the right of the input field is a blue circular button with a white right-pointing arrow. Below the input field is a link that says 'Or scan your Clarion GA badge'.

*Note : if you have forgotten your password after entering your email, click on **Send me a magic link**. You'll receive on email to reset your password. if you need any help, please contact support@swapcard.com*

AVAILABLE FEATURES

CONTENT

How to edit my profile (1/2)



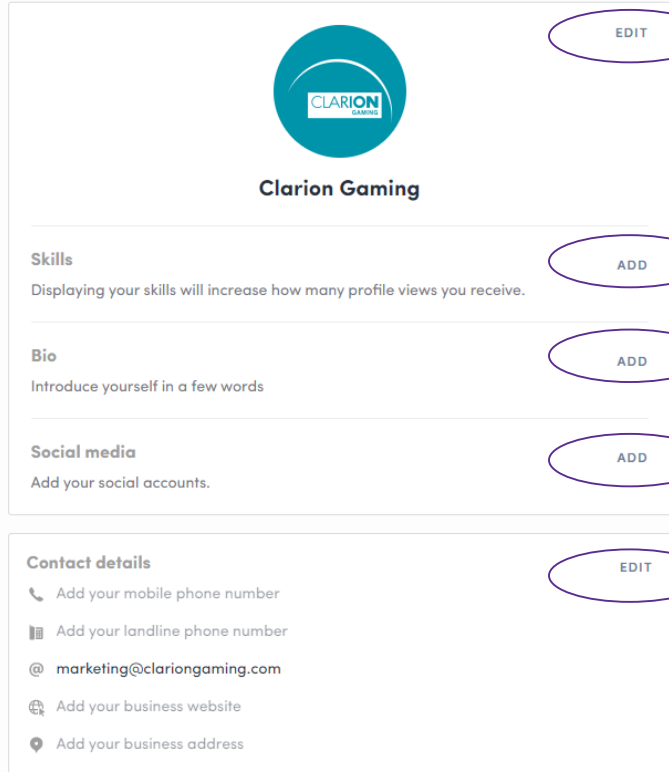
There are two ways for you to access your profile :

- 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 then be redirected to your profile details.

How to edit my profile (2/2)

My profile



The screenshot shows a user profile for 'Clarion Gaming'. The profile includes a circular logo with the text 'CLARION GAMING'. Below the logo, there are four sections: 'Skills', 'Bio', 'Social media', and 'Contact details'. Each section has an 'ADD' or 'EDIT' button to its right. The 'Skills' section has an 'ADD' button. The 'Bio' section has an 'ADD' button. The 'Social media' section has an 'ADD' button. The 'Contact details' section has an 'EDIT' button. Purple lines connect the circled buttons to the text on the right.

Clarion Gaming

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.

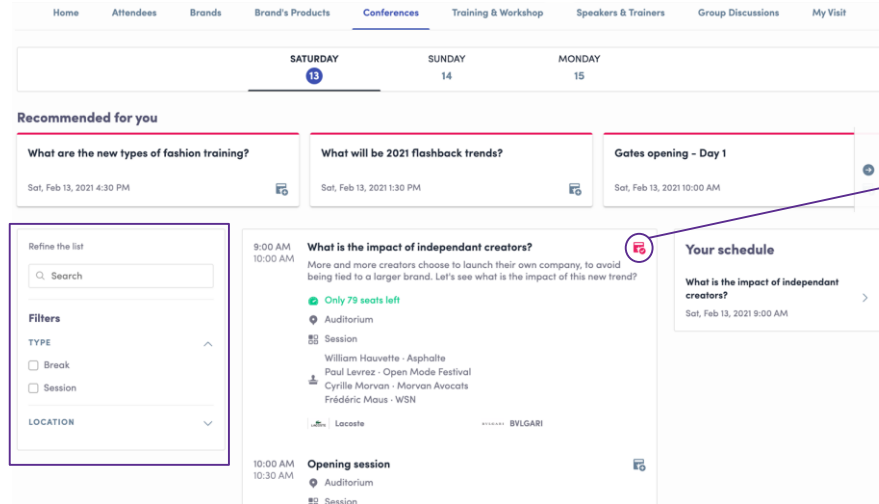
Contact details
📞 Add your mobile phone number
☎ Add your landline phone number
@ marketing@clariongaming.com
🌐 Add your business website
📍 Add your business address

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

Here is the information you can edit on your profile :

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

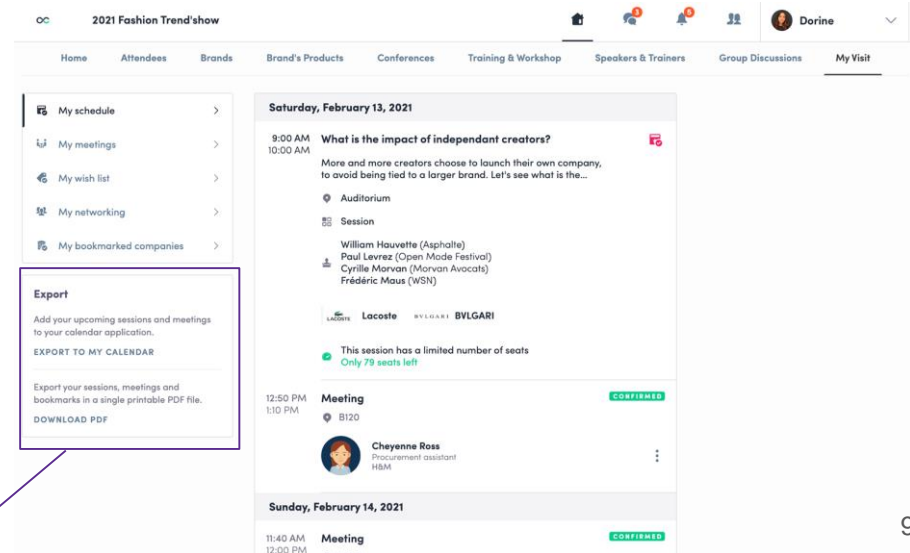
How does the program work ?



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

Note : You can refine your search by using filters located on the left side of the screen.

The “My Visit” tab allows you to see your own schedule. You can find the sessions you are attending, the sponsors and partners you have bookmarked, as well as your confirmed meetings. You can export your program by clicking on the Export to my calendar or Download PDF.



How to follow a live streaming session

Less than 24 hours before a live stream starts a countdown will appear on the session page.

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

06 03 17

As soon as the session begins, the video will be displayed at the top of the session page and will start automatically (note: if you are using Safari, you will need to click on "Play").

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

The screenshot shows a mobile app interface for a live streaming session titled "2021 Fashion Trend'show". The top navigation bar includes icons for home, attendees, program, exhibitors, speakers, map, products, chat rooms, and my visit. The user's name "Dorine" is visible in the top right corner.

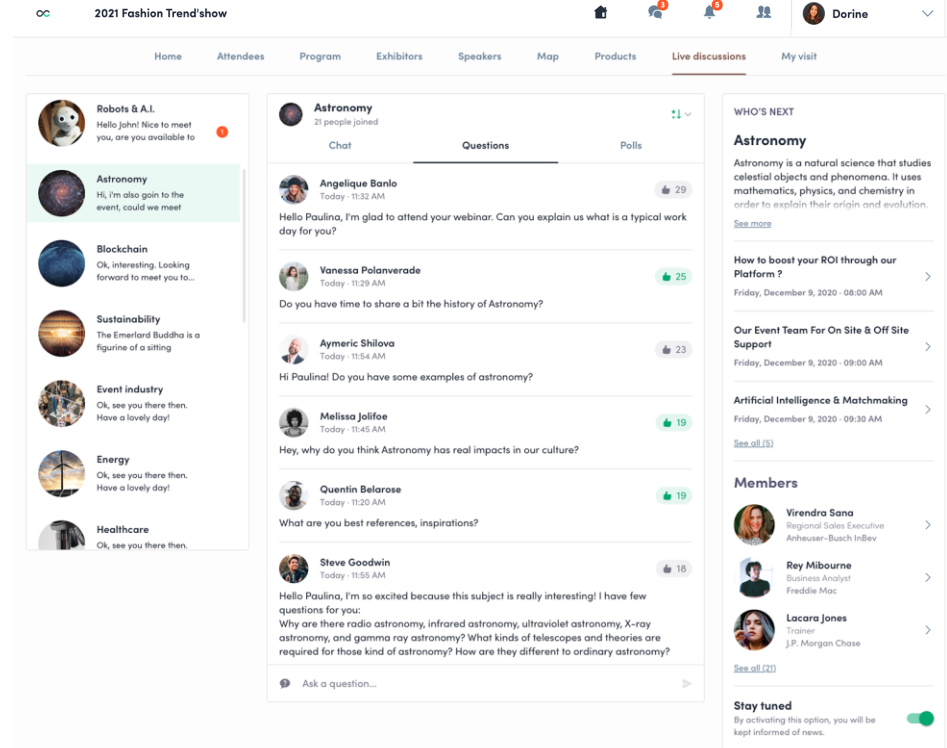
The main content area is divided into three sections:

- Left Sidebar:** Contains a list of "Next sessions" with titles and times. The first session is "The 3 Golden Rules Professional Graphic Designers Don't Want You..." starting at 09:00 AM on Friday, December 9, 2021. Other sessions include "How to boost your ROI through our Platform?", "Our Event Team For On Site & Off Site Support", "Artificial Intelligence & Matchmaking", "Use our Widgets to Display the Information on your Website", and "Can we detect cancer before it strikes?".
- Center Video Player:** Displays a live video of a woman speaking. Below the video is the title "The 3 Golden Rules Professional Graphic Designers Don't Want You To Know About" and tabs for "Details", "Partners", "Speakers", "Documents", and "Participants". The "Details" tab is active, showing the date and time "Thursday, October 10, 2019 - 09:00 AM to 09:30 AM" and the location "Hall 1 - Main stage". There are also tags for "Energy" and "Mobility", and a "Case study" link.
- Right Sidebar:** Contains a "Live discussion" section with 21 people joined. It includes a "Questions" tab with a list of questions and answers. One question is "Can you give us a quick definition of blockchain please?" with 29 votes. There is also a "Poll" section with the question "What is the best definition of Blockchain among these below?".

At the bottom of the right sidebar, there is a "Register to the session" section with a message: "Be sure to get the mobile app to receive a notification reminder 10 minutes before it starts!" and a link to "UNREGISTER FROM THE SESSION".

How to interact during a live session

The interactive element means you can speak to other attendees, ask questions of the speakers, and reply to any polls that are created. You can also react to other people's messages.




AVAILABLE FEATURES

NETWORKING

How to network

On the home page of the event, you can access the **Speakers and Attendees lists**.

Thanks to this, you can identify people of interest. Reach out to them through the application to network and schedule meetings.



Andrea Di Benedetto
PM
Event Industry
Swapcard

Meet Andrea
Select a time slot to set up a meeting with Andrea.
Wednesday, May 13, 2020

10:00 AM	10:30 AM	11:00 AM	11:30 AM	12:00 PM	12:30 PM
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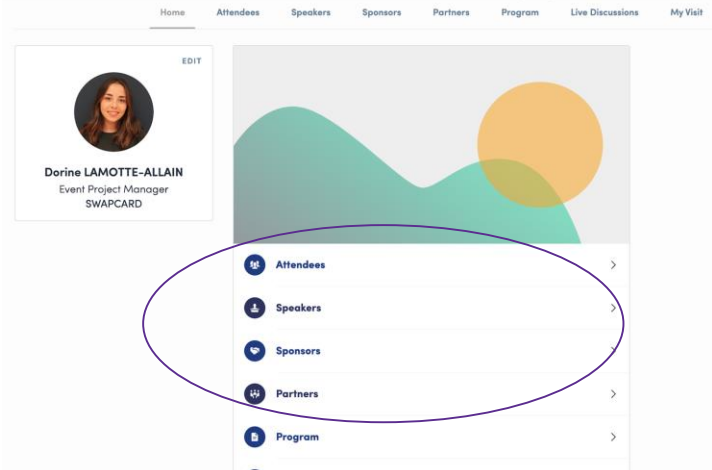
Skills
Startup

Bio
Project manager working in France and Dubai for Swapcard.

Connect with Andrea

Sending a connection request with a message is three times more likely to be accepted.

SEND CONNECTION REQUEST



Home Attendees Speakers Sponsors Partners Program Live Discussions My Visit

Dorine LAMOTTE-ALLAIN
Event Project Manager
SWAPCARD

Attendees

Speakers

Sponsors

Partners

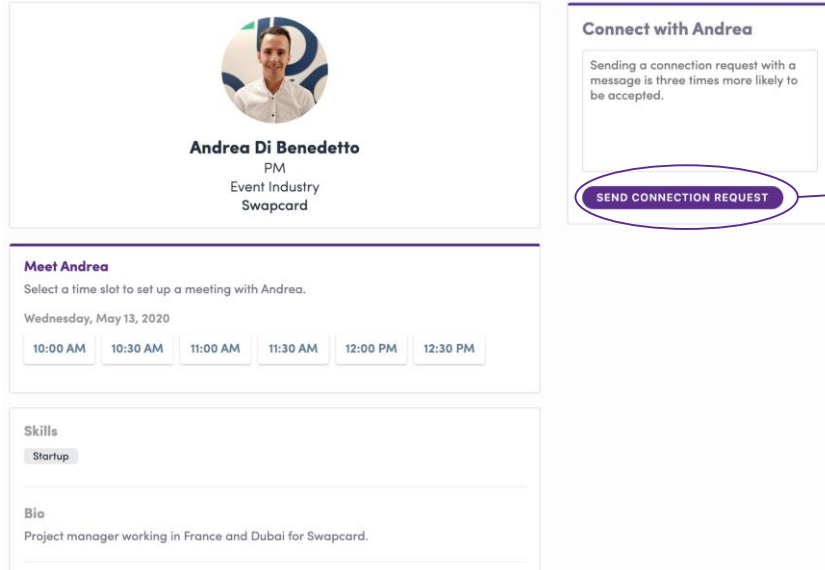
Program

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

Don't forget to request a meeting with anyone of interest to you before all their slots are booked.

You can manage your availability from the **"My Visit"** section of the application.

How to make a connection request



The image shows a user profile for Andrea Di Benedetto, PM at Event Industry Swapcard. Below the profile is a 'Meet Andrea' section with a meeting scheduler for Wednesday, May 13, 2020, showing time slots from 10:00 AM to 12:30 PM. The 'Skills' section lists 'Startup'. The 'Bio' section describes him as a project manager working in France and Dubai for Swapcard. To the right of the profile is a 'Connect with Andrea' box containing a message about connection requests and a 'SEND CONNECTION REQUEST' button, which is highlighted with a purple oval and a line pointing to the explanatory text on the right.

Andrea Di Benedetto
PM
Event Industry
Swapcard

Meet Andrea
Select a time slot to set up a meeting with Andrea.
Wednesday, May 13, 2020
10:00 AM 10:30 AM 11:00 AM 11:30 AM 12:00 PM 12:30 PM

Skills
Startup

Bio
Project manager working in France and Dubai for Swapcard.

Connect with Andrea
Sending a connection request with a message is three times more likely to be accepted.
SEND CONNECTION REQUEST

To send a connection request to someone, go to their 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 for the connection.

You will be able to find all the people you have been in contact with during an event in the **"My Visit"** button, **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 proposed meeting slots. If you want to see other slots, click **see more slots**.

Step 3: After selecting a slot and the virtual location, write a message to the person you want to meet. Once done, click **send meeting request**.

Select location

Steve Goodwin
Thu, July 26 - 11:00 to 11:30 AM

Select a place to easily find them at the event.

- MAIN STAGE
- CHALLENGE STAGE
- ONLINE MEETING**

Wednesday, 13th May • 10:30 AM to 11:00 AM
Main Exhibition Hall • Match! Arena

Message (optional)

Hey ! I'd like to meet you to talk about your solution.

SEND MEETING REQUEST

Andrea Di Benedetto
PM
Event Industry
Swapcard

Meet Andrea
Select a time slot to set up a meeting with Andrea.

Wednesday, May 13, 2020

- 10:00 AM
- 10:30 AM
- 11:00 AM
- 11:30 AM
- 12:00 PM
- 12:30 PM

See more slots

Skills
Startup

Bio
Project manager working in France and Dubai for Swapcard.

*Note: If you plan to do a virtual meeting, select **Online Meeting** when choosing the location.*

How to do a virtual meeting

To carry out a virtual meeting, you must select the virtual location when requesting a meeting.
(See : *How to request a meeting*)

A few minutes before the meeting, go to the profile of the participant you're going to meet, and click on the colored "Meeting call" button that will launch the video call (*only available if the meeting is confirmed*).

