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DIGITAL EXPERIENCE

15-26 FEBRUARY 2021 | **SHAPING THE FUTURE OF WORKPLACE LEARNING**

🐦 **#LTDX21**

ATTENDEE QUICK START GUIDE

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WELCOME TO
THE LEARNING TECHNOLOGIES DIGITAL EXPERIENCE

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5 steps to get started

Ready to get going?

Check off these 5 easy steps to get started with your Learning Technologies Digital Experience (click on each one for more info)

1. **Step 1: Log in** to the virtual platform
2. **Step 2:** Update your **profile**
3. **Step 3:** View **sessions** and create your personalised agenda
4. **Step 4: Browse our sponsors** and **bookmark** the sessions they contributed to
5. **Step 5 :** Start connecting with other participants

STEP 1: LOGIN

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1 Your **Learning Technologies Digital Experience 2021** account has already been created and pre-populated with information you provided at registration.

You should have received an email with a button directing you to a login page.

If you did not receive an email, please check your spam or junk folder.

2 You may also log in directly via a weblink at:

https://app.swapcard.com/login

using the email address you provided when you registered for LTDX.

3 After you enter your email you will be prompted to create a **password**.

Please keep this password handy for the entire event.

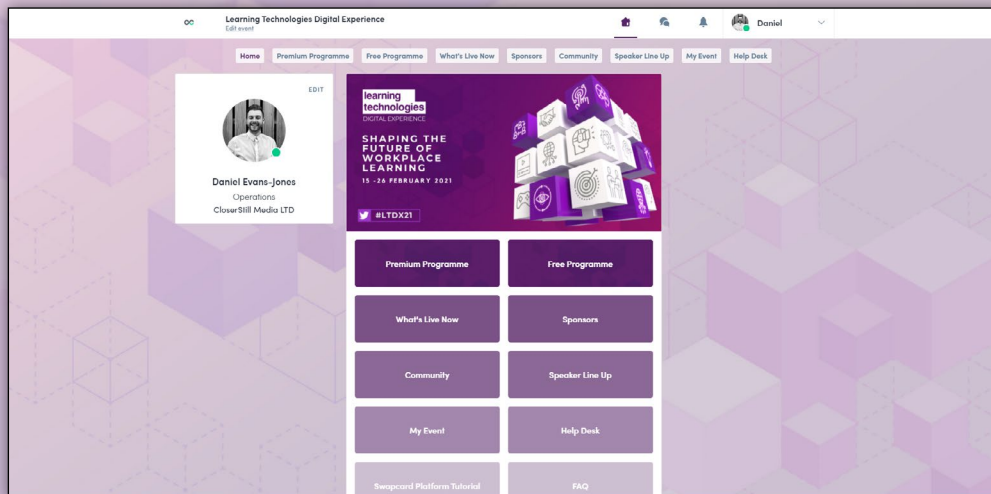**4** Once you log in you will be redirected to the event **Home Page**.

STEP 2: EDIT YOUR PROFILE

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1 From the **Home Page**, look on the left side of the screen, you will see a box with your name, title, company and headshot (if applicable).

2 Click the **Edit** button in the top right of that box.

3 This will take you to your **profile**. Once you are in the profile view you can edit various areas including your name, title, company, headshot, bio, social media, and contact details.

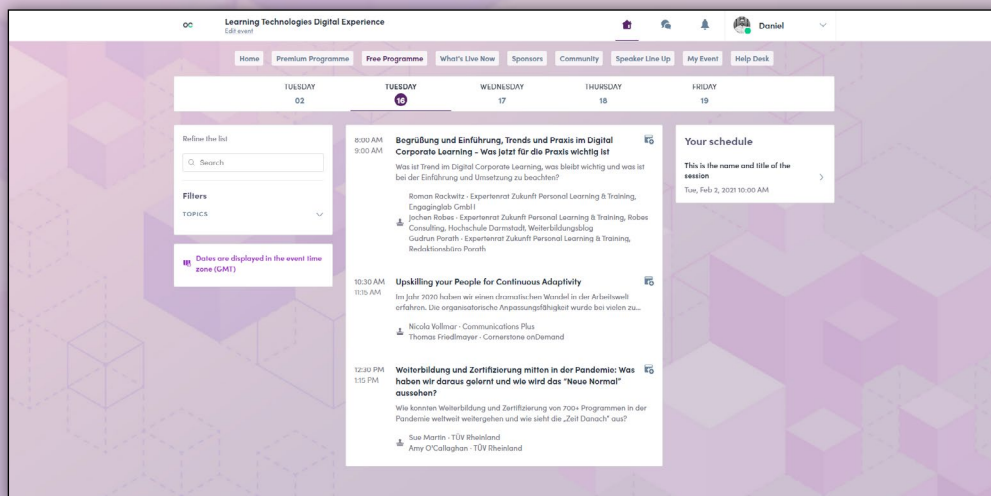**4** Click any of the **Edit** buttons to edit that section.

STEP 3: VIEW SESSIONS

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① Use the **Home Page** buttons or **Top Menu**, to navigate to any of the session categories – **Live from Monday 15th of February until Friday 26th of February.**

② This will take you to a list of sessions for that day.

③ Once you are in the **Session List View** you can scroll to **browse sessions** or use the **Search / Filter** field on the left.

④ Find any session and then **click on it** to view details.

PREMIUM AND FREE SESSIONS OVERVIEW

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At **Learning Technologies Digital Experience 2021** we are offering **FREE** interactive sessions in English, French and German, and **PREMIUM experiences** in English (for PREMIUM PASS holders only).

FREE SESSIONS

- Free sessions' speakers will be available to answer your questions live in the chat or during the Q&A at the end of each session.

- If you miss a session, you will be able to watch it OnDemand at any time after the live session.

Note: If you miss a LIVE session, it will be available to watch OnDemand

PREMIUM SESSIONS

- 30 immersive experiences are available for **PREMIUM PASS** holders. More info **here**

STEP 4:
PREMIUM EXPERIENCES

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The Premium Pass costs **£250** plus VAT and gives you **full access to 30 immersive experiences and workshops** in addition to all 70 free interactive sessions.

We will be using Adobe Connect for the immersive experiences.

Click here to upgrade to PREMIUM

Click here to explore the PREMIUM programme

1 To access Adobe Connect, login to swapcard. Go to the **Premium Programme** and click on the **Premium Session** you would like to access. Then, click on the purple link to **'Enter the Adobe Connect Session'**

2 The login screen is pictured below. You just have to **enter your name (Login) as a Guest**. No ID or password is required.

3 The Adobe Connect rooms open **10 MINUTES BEFORE THE START TIME**. When it's time, enter the room and say hello via the chat box!
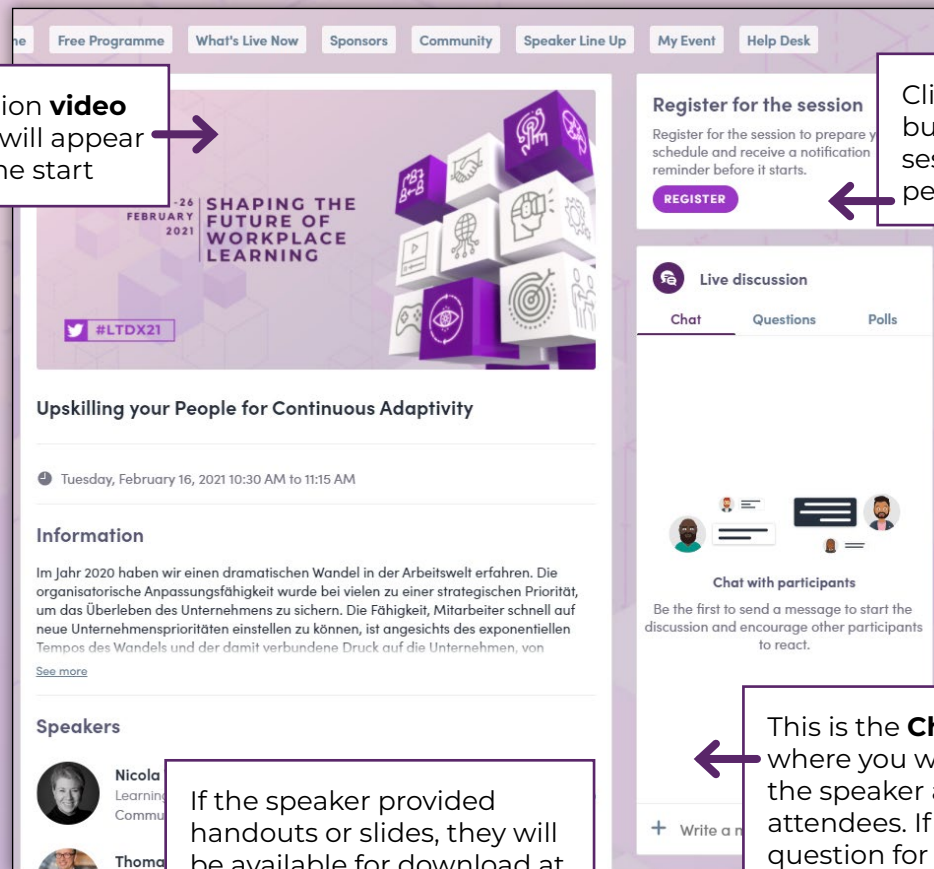
FREE SESSION DETAILS

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When viewing a free session, here's a quick overview of the content / layout.

Note: This view/info refers to free sessions only.

LIVE session **video streams** will appear here at the start

Click the **Register** button to add the session to your personalised agenda.

This is the **Chat Box** where you will chat with the speaker and other attendees. If you have a question for the speaker, use the **Questions** tab.

If the speaker provided handouts or slides, they will be available for download at the bottom of the session in the **Documents** section.

Screenshot content:

Free Programme | What's Live Now | Sponsors | Community | Speaker Line Up | My Event | Help Desk

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Register for the session

Register for the session to prepare your schedule and receive a notification reminder before it starts.

REGISTER

Live discussion

Chat | Questions | Polls

Chat with participants

Be the first to send a message to start the discussion and encourage other participants to react.

Write a m...

Upskilling your People for Continuous Adaptivity

Tuesday, February 16, 2021 10:30 AM to 11:15 AM

Information

Im Jahr 2020 haben wir einen dramatischen Wandel in der Arbeitswelt erfahren. Die organisatorische Anpassungsfähigkeit wurde bei vielen zu einer strategischen Priorität, um das Überleben des Unternehmens zu sichern. Die Fähigkeit, Mitarbeiter schnell auf neue Unternehmensprioritäten einstellen zu können, ist angesichts des exponentiellen Tempos des Wandels und der damit verbundenen Druck auf die Unternehmen, von

See more

Speakers
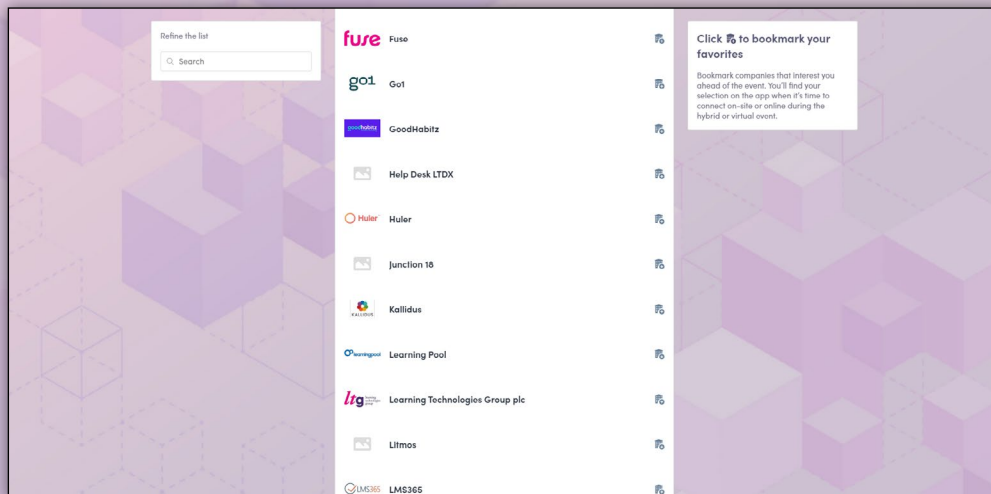
Nicola
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Commu...

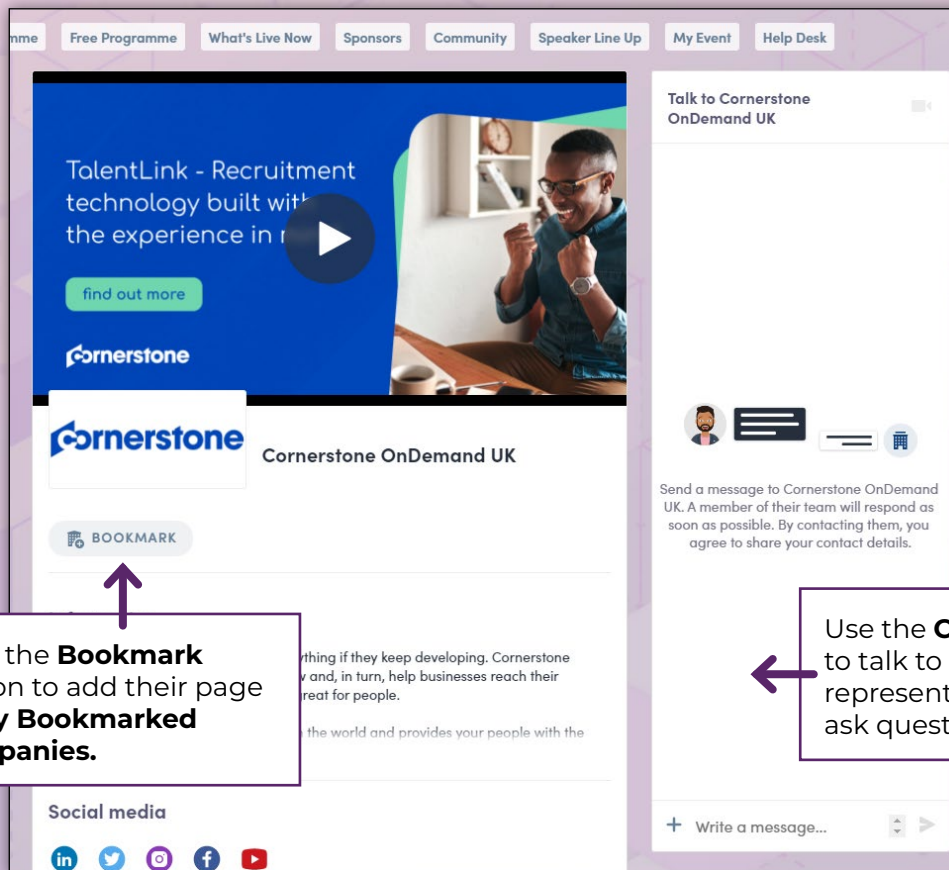Thoma...

STEP 5: VIEW SPONSORS

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1 From the **Home Page, browse our sponsors.**

You can get here via the **Top Menu navigation** at the top of the page, or the **buttons** in the center of the home page.

2 You can **explore our sponsors** by scrolling the page or using the **Search/Filter** field on the left.

3 Find any Sponsors and **click on the company** name to view details.

SPONSOR DETAILS

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Click the **Bookmark** button to add their page to **My Bookmarked Companies.**

Use the **Chat Box** to talk to company representatives and ask questions.

REMEMBER – THIS IS JUST THE BEGINNING! THERE ARE MANY MORE INTERACTIVE FEATURES AVAILABLE IN THE PLATFORM.

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We can't wait to "see you" at **Learning Technologies Digital Experience 2021**!

Technical Support

If you have any issues or queries, please email
LTmarketing@closerstillmedia.com

Please note that due to the volume of emails, response times may be slow. We encourage you to use the resources listed above for a faster answer.

learningtechnologies.co.uk/LTDX

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