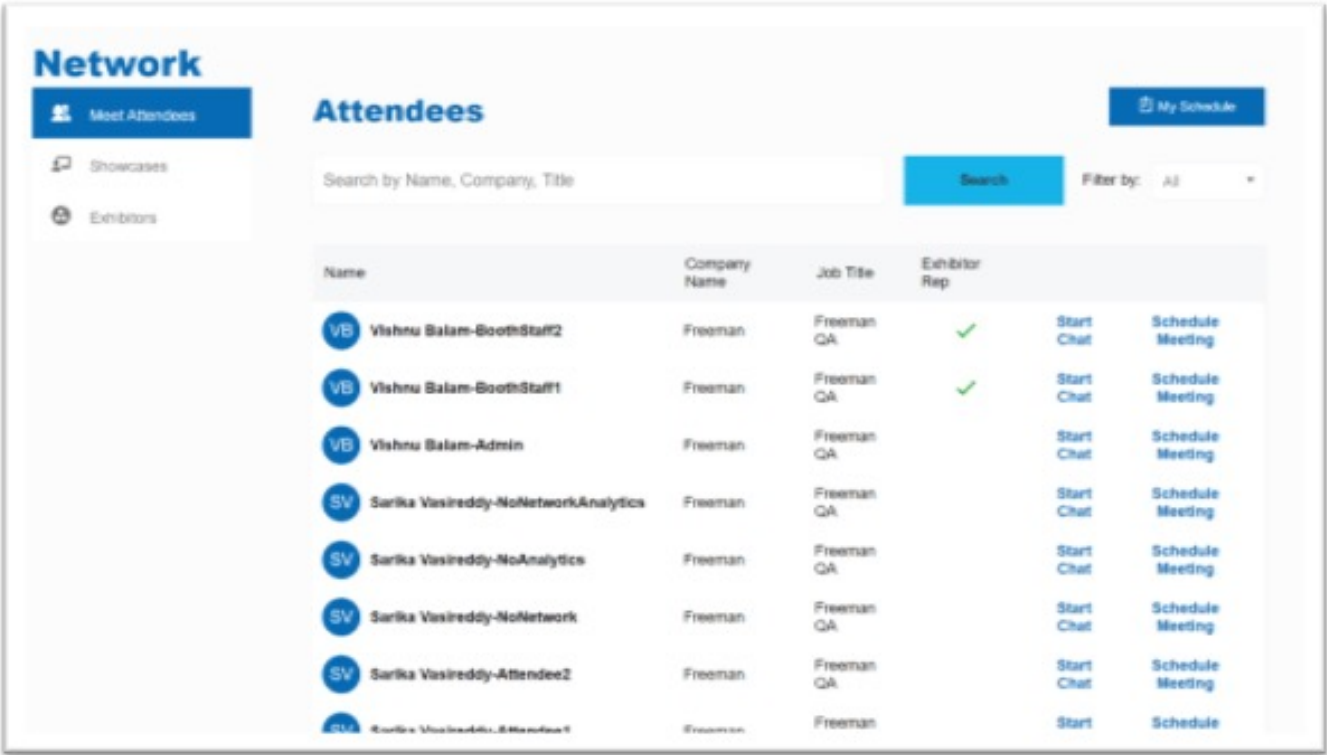


Networking Guide for OnlineEvent Pro

About Networking

Networking can occur in multiple areas of OEPro. A Networking page is provided which can be accessed either from the Top-Level Navigational bar and/or from a Home Page tile based upon setup for the Event. This provides the attendee with the ability to view other attendees and exhibitors. When viewing attendees and exhibitors, the attendee is able to chat or schedule meetings.



Meet Attendees

The Attendees screen is the default window upon entry into Networking. It provides a list of all attendees at the event.

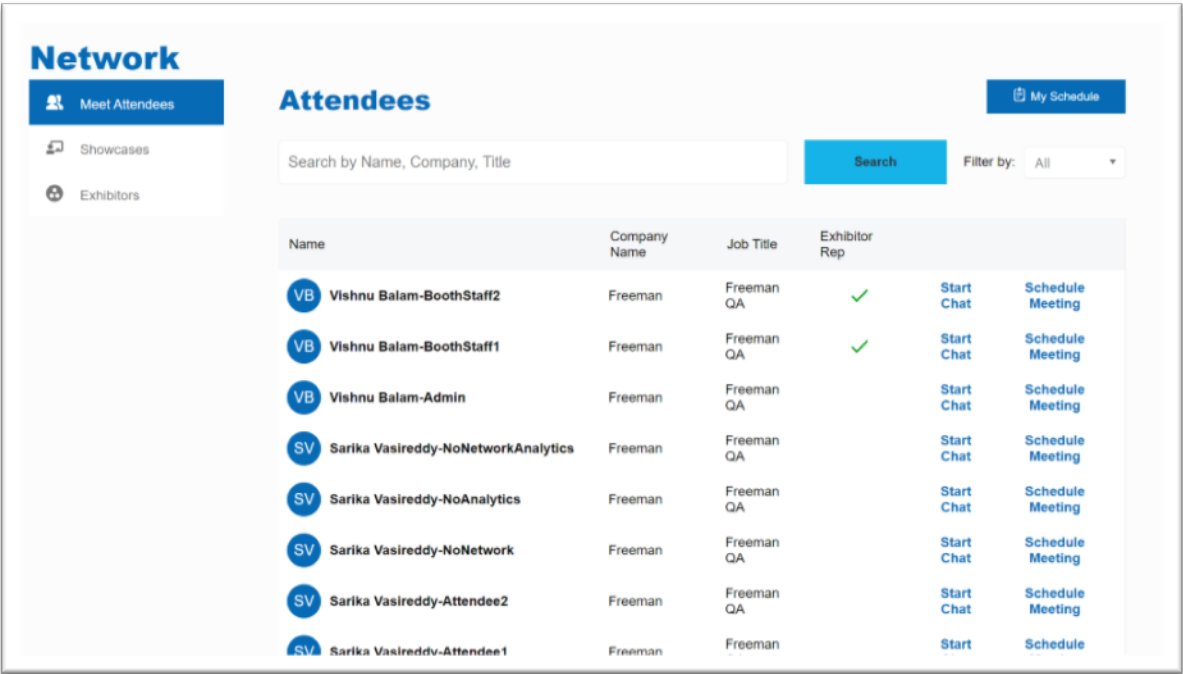
An attendee will only be displayed within this list if both of the following are true:

- Their registration type is allowed networking.
- The attendee has opted in for Networking

My Schedule: Upon selection, the system displays My Schedule.

Schedule a Meeting: Upon selection, the system displays the Host Meeting Modal which allows the user to schedule a meeting with the chosen Attendee.

Start Chat: Upon selection, the system displays the Direct Chat Window allowing the user to begin a 1:1 chat with the chosen attendee.



| Network | | Attendees | | | |
|--|--------------|--------------------------------|---------------|------------|------------------|
| Meet Attendees | | Search by Name, Company, Title | | Search | Filter by: All |
| Showcases | | | | | |
| Exhibitors | | | | | |
| Name | Company Name | Job Title | Exhibitor Rep | | |
| VB Vishnu Balam-BoothStaff2 | Freeman | Freeman QA | ✓ | Start Chat | Schedule Meeting |
| VB Vishnu Balam-BoothStaff1 | Freeman | Freeman QA | ✓ | Start Chat | Schedule Meeting |
| VB Vishnu Balam-Admin | Freeman | Freeman QA | | Start Chat | Schedule Meeting |
| SV Sarika Vasireddy-NoNetworkAnalytics | Freeman | Freeman QA | | Start Chat | Schedule Meeting |
| SV Sarika Vasireddy-NoAnalytics | Freeman | Freeman QA | | Start Chat | Schedule Meeting |
| SV Sarika Vasireddy-NoNetwork | Freeman | Freeman QA | | Start Chat | Schedule Meeting |
| SV Sarika Vasireddy-Attendee2 | Freeman | Freeman QA | | Start Chat | Schedule Meeting |
| SV Sarika Vasireddy-Attendee1 | Freeman | Freeman | | Start | Schedule |

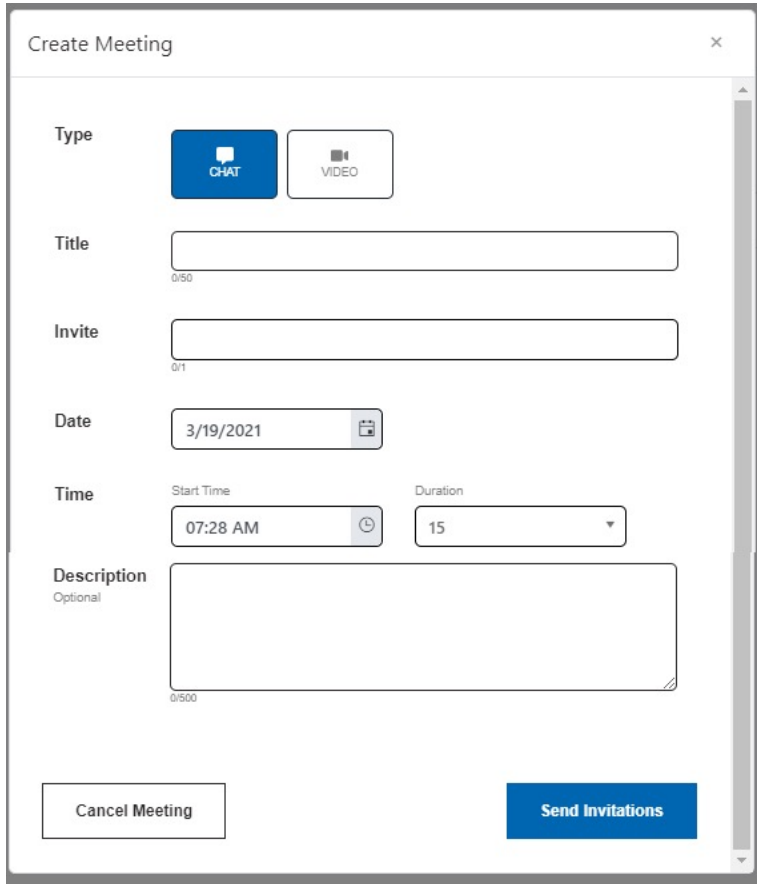
Schedule a Meeting

Meetings can also be scheduled from your Schedule Display by selecting the 'Schedule Meeting' Button.

The screenshot displays the Freeman 'Schedule' interface. On the left is a sidebar with the 'Account' header and navigation links: Profile, Schedule (highlighted), Favorites, Notifications, and Settings. The main content area is titled 'Schedule' and includes a 'Filter By' section with 'Meetings' and 'Showcases' buttons, a 'Clear All' link, a search bar, and a blue 'Search' button. A red rectangular box highlights the 'Schedule a Meeting' button, which features a calendar icon. Below this are legend boxes for 'MEETINGS' (green) and 'SHOWCASES' (red). The bottom section shows a date header 'Monday, April 5', a video icon, the time '12:15 pm CDT', the title 'How to Succeed in Business', and a 'Details' button.

Schedule a Meeting

Host New Meeting Modal



The screenshot shows a 'Create Meeting' modal window. It has a title bar with a close button. The form contains the following fields and controls:

- Type:** Two buttons, 'CHAT' (highlighted in blue) and 'VIDEO'.
- Title:** A text input field with a character count '0/50' below it.
- Invite:** A text input field with a character count '0/1' below it.
- Date:** A date picker showing '3/19/2021' with a calendar icon.
- Time:** Two sub-fields: 'Start Time' with a time picker showing '07:28 AM' and a clock icon, and 'Duration' with a dropdown menu showing '15'.
- Description:** A large text area with a character count '0/500' and a label 'Optional'.
- Buttons:** 'Cancel Meeting' and 'Send Invitations' (highlighted in blue) at the bottom.

The modal contains the following options:

1-Meeting Type: There are two types of meetings available when scheduling a meeting, Chat or Video.

2-Title: Used to enter the meeting title, it has a limit of 50 characters.

3-Invitation Search Box: Used to search on other attendee names to invite to the meeting. The search box contains indices on First/Last Name and Company.

4-Date Calendar Picker: Available dates are based on the Networking dates set up for that event by the show organizer.

5-Time Selector (From/To Times): Available times are based upon the networking times set up for that event by the show organizer. Once a start time is selected, select the duration of the meeting in increments of 15 minutes up to 60 minutes.

6-Description: Used to enter a description for the meeting (limit: 500 characters)

Schedule a Meeting

Host New Meeting Modal (cont'd)

Once the meeting invitation is completed, press Send Invitations and the system will:

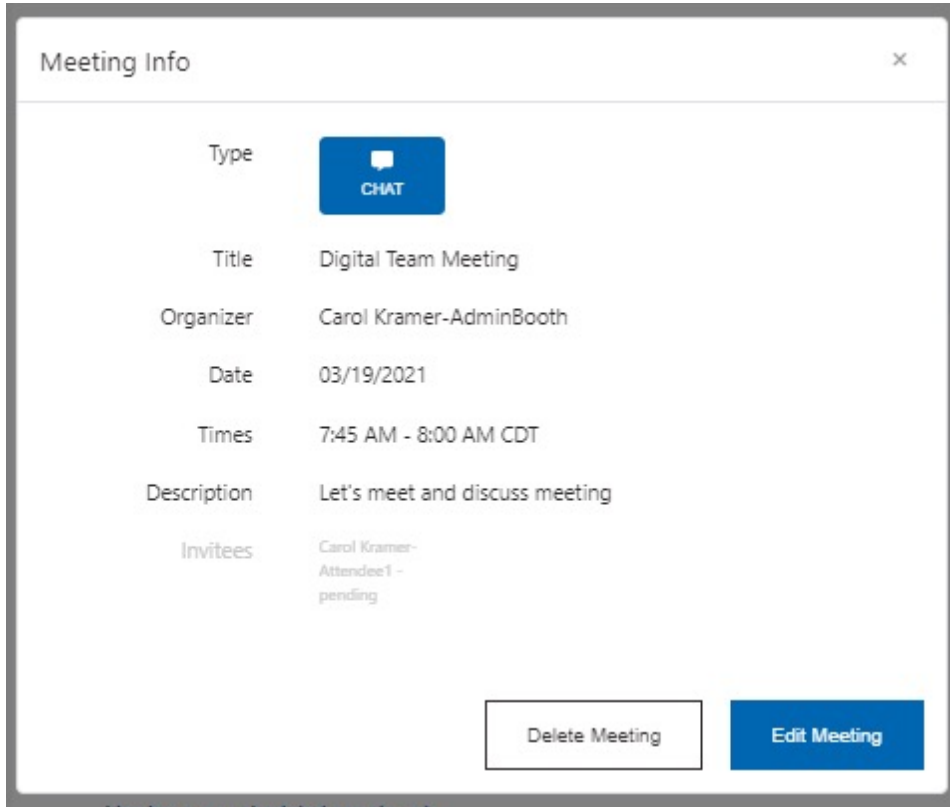
- Send invitation to all invitees; Invitations are sent to ALL invitees every time.
- Mark the invitee's calendar with a Pending Meeting.

If cancel meeting is selected, the modal will be removed, and no meeting is scheduled.

NOTE: A pending meeting limit can be specified for both Attendees and Exhibitors. A pending meeting is defined as a meeting which at least one participant has not accepted/declined. Once this limit is reached, the attendee is unable to schedule any additional meetings until a meeting is no longer pending.

Schedule a Meeting

View a Meeting

A screenshot of a 'Meeting Info' modal window. The window has a title bar with 'Meeting Info' and a close button. The main content area displays meeting details in a list format. The 'Type' field has a blue button labeled 'CHAT'. The 'Title' is 'Digital Team Meeting', 'Organizer' is 'Carol Kramer-AdminBooth', 'Date' is '03/19/2021', 'Times' is '7:45 AM - 8:00 AM CDT', and 'Description' is 'Let's meet and discuss meeting'. The 'Invitees' section shows 'Carol Kramer-Attendee1 - pending'. At the bottom right, there are two buttons: 'Delete Meeting' (white with black text) and 'Edit Meeting' (blue with white text).

| | |
|-------------|----------------------------------|
| Type | CHAT |
| Title | Digital Team Meeting |
| Organizer | Carol Kramer-AdminBooth |
| Date | 03/19/2021 |
| Times | 7:45 AM - 8:00 AM CDT |
| Description | Let's meet and discuss meeting |
| Invitees | Carol Kramer-Attendee1 - pending |

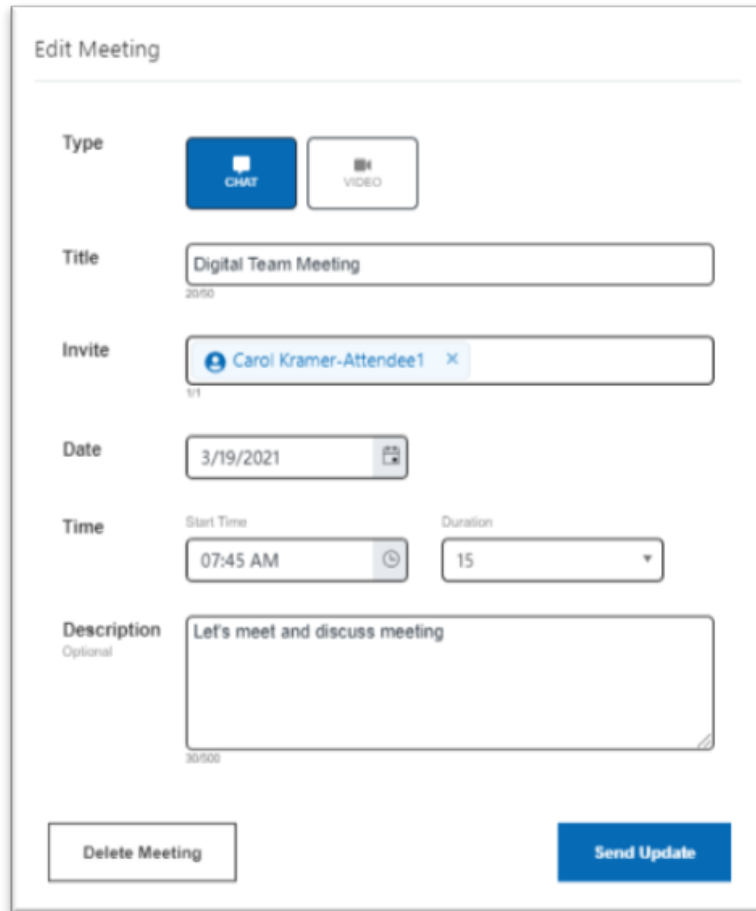
Once a meeting has been scheduled, the Meeting Host is able to view details around the meeting whenever Details is selected.

This modal is read only and displays the Invitees along with their response to the invitation.

The Host is able to Delete a Meeting or to Edit a Meeting from this view.

Schedule a Meeting

Edit a Meeting



The 'Edit Meeting' modal form contains the following fields and controls:

- Type:** Two buttons, 'CHAT' (highlighted in blue) and 'VIDEO'.
- Title:** A text input field containing 'Digital Team Meeting'.
- Invite:** A list of invitees showing 'Carol Kramer-Attendee1' with a close button.
- Date:** A date picker showing '3/19/2021'.
- Time:** Two fields: 'Start Time' (07:45 AM) and 'Duration' (15 minutes).
- Description:** A text area with the text 'Let's meet and discuss meeting'.
- Buttons:** 'Delete Meeting' and 'Send Update' (highlighted in blue).

When Edit Meeting is selected, the Host New Meeting Modal is displayed but with different CTA buttons.

The Host is able to make changes to any of the Meeting information and send an update or Delete the Meeting.

On Send Update the system will:

- Send invitations to ALL invitees
- Mark the invitee's calendar with Pending Meeting

Schedule a Meeting

Delete a Meeting

To delete a meeting, the host selects the Delete button on the Host Meeting Modal. Upon selection, the system will replace the Delete button with a Confirm Delete button.

Once selected, cancellations will be sent to all invitees and the meeting will be deleted from their schedule.

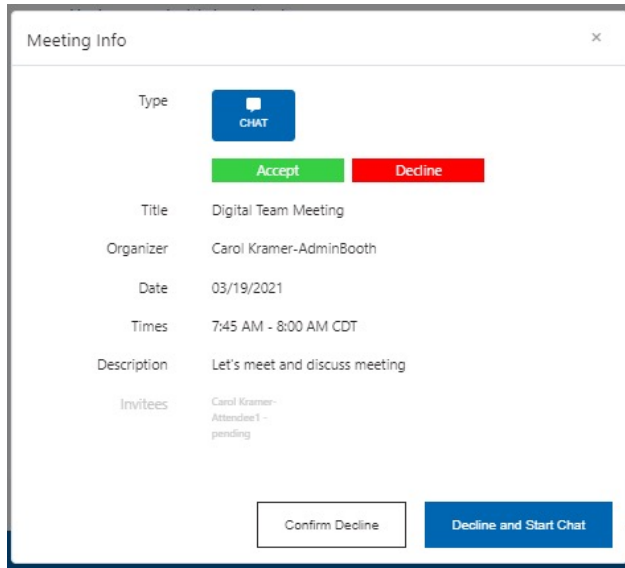
Accept/Decline a Meeting

Accept Meeting

When Accept is chosen, your schedule as well as the Host's schedule is updated to reflect an Accept Response, and the modal closes.

Decline Meeting

Upon the selection of the Decline button, new buttons appear on the modal to Confirm Decline or Decline and Start Chat.



The screenshot shows a 'Meeting Info' modal window. At the top, there is a 'CHAT' button. Below it are 'Accept' (green) and 'Decline' (red) buttons. The modal contains the following information: Title: Digital Team Meeting, Organizer: Carol Kramer-AdminBooth, Date: 03/19/2021, Times: 7:45 AM - 8:00 AM CDT, Description: Let's meet and discuss meeting, and Invitees: Carol Kramer - Attendee 1 - pending. At the bottom, there are two buttons: 'Confirm Decline' and 'Decline and Start Chat'.

Confirm Decline

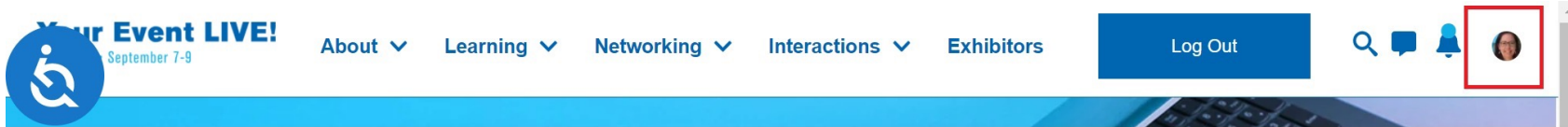
- Removes the meeting from your calendar.
- Sends a decline notification to the Host.
- Updates your response for the meeting.

Decline and Start Chat

- Removes the meeting from your calendar.
- Sends a decline notification to the Host.
- Updates your response for the meeting.
- Opens the Direct Chat Window.

Join a Meeting

To view your schedule, access the Account menu by selecting the profile icon within the Header navigational bar.

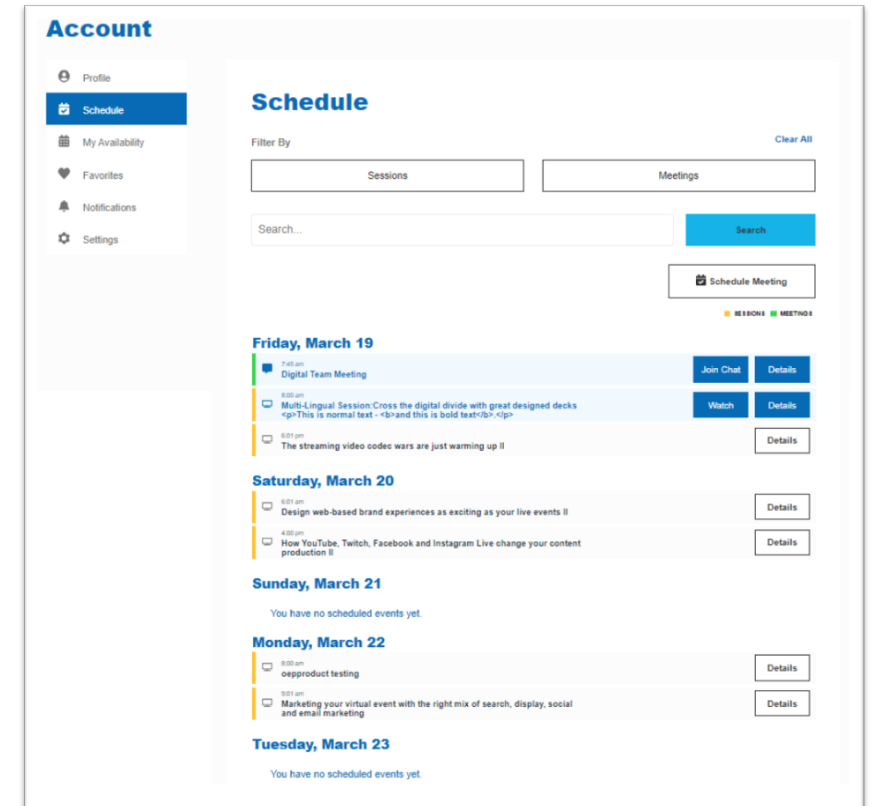


Upon selection, the Account menu is displayed; Press Schedule to view your schedule. The schedule provides a list of all calendar bookings beginning either with the current date or the first day allowed for networking for the event, whichever is later. It is segmented by day and will display all dates until the end of the event even if no bookings have been made.

The buttons on each detail booking line are defined by the type of booking.

For a Meeting, the following buttons are available:

- **Start/Join Button:** Based on the user this button will display 'Start' for the Meeting Creator or 'Join' for the Meeting Invitees. It will display 5 minutes before the meeting start time and will continue to display throughout the meeting. Once the meeting is over, it will be removed from the display.
- **Details Button:** This button will display either the Host Meeting Modal or Invitee Meeting Modal based upon the user.



Video Meetings

Joining a Video Meeting

When joining a video meeting, you are first placed in the Waiting Room where you can select device specific audio and video settings to use during the meeting. Once you are ready, select 'Join'.

Test Meeting with CarolBeth Kramer-AdminBooth

Choose Device Settings

Audio

Microphone

Default - Microphone Array (2- Realtek Audio)


Microphone Activity

Speakers

Default - Speakers / Headphones (2- Realtek Audio)

Test Speakers

Video



Camera

Integrated Webcam (1bcf.2b96)

Video Quality

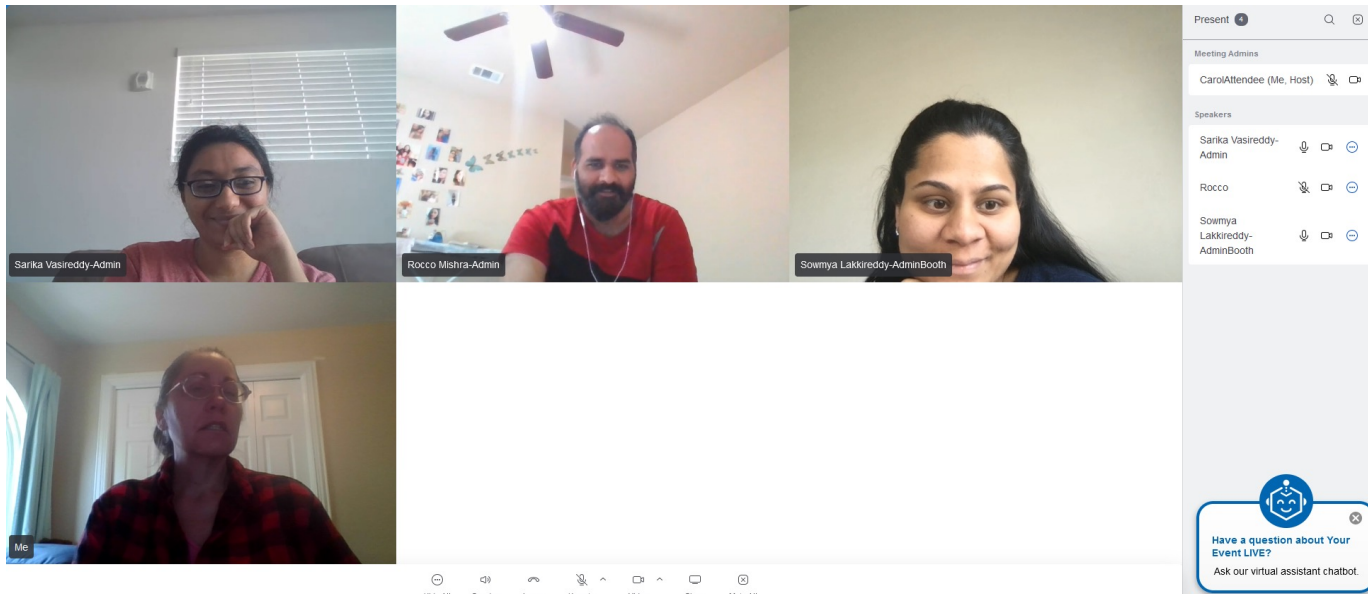
Select video quality

Join

Video Meetings

Meeting View

If no other participants have joined the meeting, you will be in the Single View. This view displays the Title of the meeting along with the meeting host. Either a live picture if your camera is on or your profile image if camera is off will be displayed. As additional participants join the meeting the view will display either a live picture of the participant or their profile image.



Up to 16 live images can be displayed within the screen, if there are more participants than 16 who have their camera on, the first 16 are displayed. The only exception is when a participant is speaking, their image will be moved to the display. Each image will also note the name of the participant.

Video Meetings

Meeting Controls: Host / Moderator

Controls for the meeting are available under the image(s).

- **Hide all:** hides left sidebar for Chat and Attendees controls and right sidebar if Chat/Attendees is open
- **Speaker:** allows participant to change speaker settings or mute speaker
- **Microphone:** allows participant to change their microphone settings or mute themselves
- **Camera:** allows participant to change their camera settings or turn their video off
- **Share:** allows participant to share their screen.
- **Mute all:** Mutes all participants.
- **Leave:** When selected, the Host is presented with a separate modal.
 - Leave Meeting: Since this option does not close the meeting for all participants, the host is unable to Leave a Meeting until promoting another participant to Moderator.
 - End Meeting for All: Closed meeting for all participants

Video Meetings

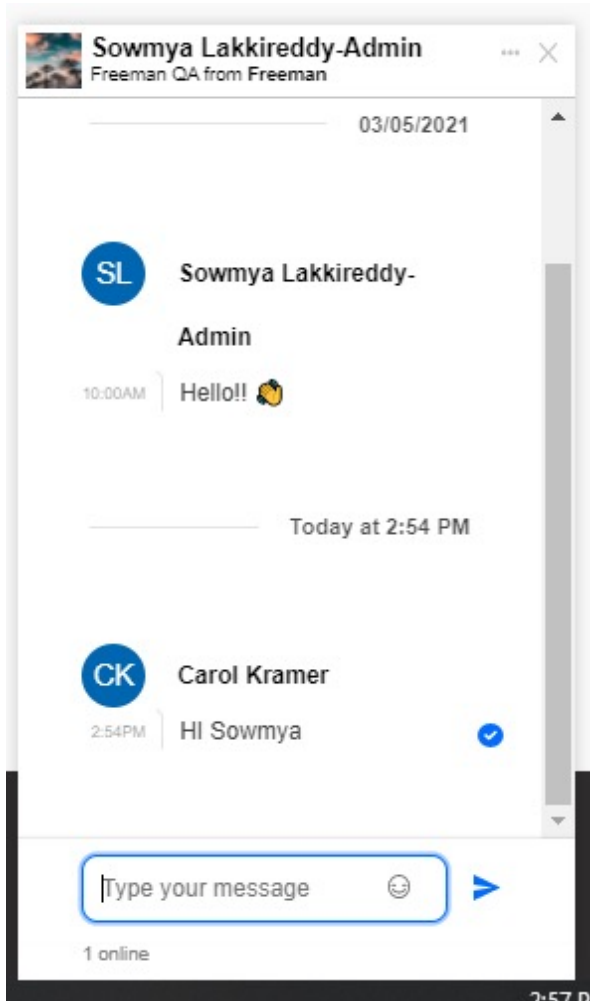
Meeting Controls: Attendee (Invitee)

Controls for the meeting are available under the image(s).

- **Hide all:** hides left sidebar for Chat and Attendees controls and right sidebar if Chat/Attendees is open
- **Speaker:** allows participant to change speaker settings or mute speaker
- **Leave:** allows participant to leave the meeting
- **Microphone:** allows participant to change their microphone settings or mute themselves
- **Camera:** allows participant to change their camera settings or turn their video off
- **Share:** allows participant to share their screen.

Direct Chats

Direct Chat is accessed from the speech bubble icon in the Top Navigational bar.



The Direct Chat Window is composed of a Title area, Conversation area and Message area.

Title Area

- The title area displays the Image, Name and Company of the other person chatting.
- The ellipsis on the right allows the user to **block** the other chat participant from future chats.
- You are able to close the chat window by selecting the 'X'.

Conversation Area

- The conversation area displays the messages which have been posted. The chat stream is constantly moving with each chat entered, but the area is scrollable to see prior messages.

Message area

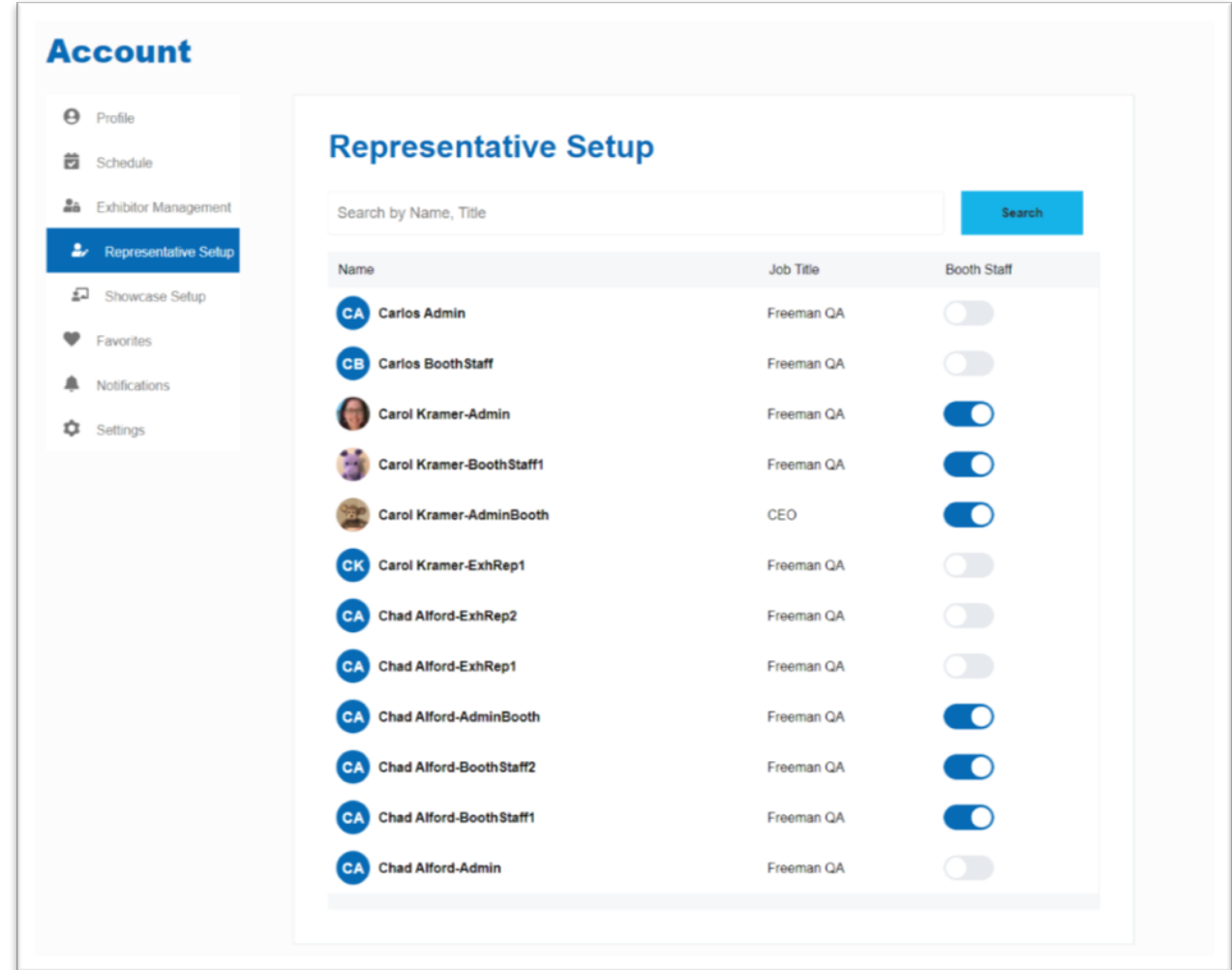
- The message area is listed below the conversation area.
- To post a message, type in the message and hit enter. The post is automatically posted and moved to the Conversation area.

Representative Setup




When the Attendee elects to Schedule a Meeting with an Exhibitor, they are able to choose the Sales Representative with which to meet. Exhibitor Admins must designate these Sales Representatives as Booth Staff by navigating to the Representative Setup Option on their Account Menu.

This setup screen lists all of the attendees who are registered under the Exhibitor's Company ID.

By turning the Booth Staff toggle 'on', the sales representative will show in the list for selection by attendees when scheduling a meeting.



The screenshot shows the 'Account' menu on the left with 'Representative Setup' selected. The main area is titled 'Representative Setup' and features a search bar. Below the search bar is a table listing attendees with their names, job titles, and a 'Booth Staff' toggle switch.

| Name | Job Title | Booth Staff |
|--|------------|-------------------------------------|
| CA Carlos Admin | Freeman QA | <input type="checkbox"/> |
| CB Carlos BoothStaff | Freeman QA | <input type="checkbox"/> |
|  Carol Kramer-Admin | Freeman QA | <input checked="" type="checkbox"/> |
|  Carol Kramer-BoothStaff1 | Freeman QA | <input checked="" type="checkbox"/> |
|  Carol Kramer-AdminBooth | CEO | <input checked="" type="checkbox"/> |
| CK Carol Kramer-ExhRep1 | Freeman QA | <input type="checkbox"/> |
| CA Chad Alford-ExhRep2 | Freeman QA | <input type="checkbox"/> |
| CA Chad Alford-ExhRep1 | Freeman QA | <input type="checkbox"/> |
| CA Chad Alford-AdminBooth | Freeman QA | <input checked="" type="checkbox"/> |
| CA Chad Alford-BoothStaff2 | Freeman QA | <input checked="" type="checkbox"/> |
| CA Chad Alford-BoothStaff1 | Freeman QA | <input checked="" type="checkbox"/> |
| CA Chad Alford-Admin | Freeman QA | <input type="checkbox"/> |