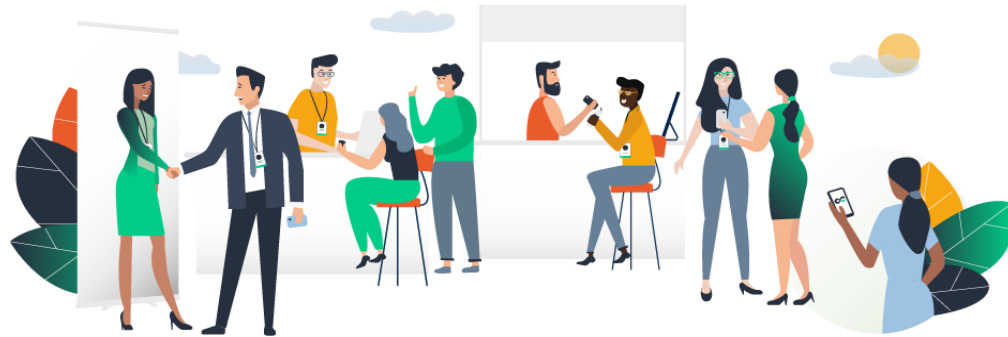


# HOW TO GUIDE



# How does the program work ?

The screenshot shows the 'Conferences' tab with a navigation bar at the top containing 'Home', 'Attendees', 'Brands', 'Brand's Products', 'Conferences', 'Training & Workshop', 'Speakers & Trainers', 'Group Discussions', and 'My Visit'. Below the navigation bar, there are tabs for 'SATURDAY 13', 'SUNDAY 14', and 'MONDAY 15'. A 'Recommended for you' section displays three event cards: 'What are the new types of fashion training?' (Sat, Feb 13, 2021 4:30 PM), 'What will be 2021 flashback trends?' (Sat, Feb 13, 2021 1:30 PM), and 'Gates opening - Day 1' (Sat, Feb 13, 2021 10:00 AM). A green box highlights the 'Filters' section on the left, which includes a search bar and options for 'TYPE' (Break, Session) and 'LOCATION'. A green circle highlights a calendar icon on the right side of the event cards.

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

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

The screenshot shows the 'My Event' tab for 'EVOLVE - The Virtual Event for Planners by Swapcard'. The navigation bar includes 'Home', 'My Event', 'Watch Replay', 'Informa Group Chat', 'LIVE: Watch now!', 'Attendees', 'Schedule (Eastern Time)', 'Speakers', and 'Group Chats'. Below the navigation bar, there are tabs for 'Roundtables (Eastern Time)', 'Speed Meetings', 'Partners', and 'Services'. A sidebar on the left contains a menu with 'My schedule', 'My meetings', 'My networking', 'My wish list', and 'My bookmarked companies'. A green box highlights the 'Export' section, which includes the text: 'Add your upcoming sessions and meetings to your calendar application. EXPORT TO MY CALENDAR', 'Export your sessions, meetings and bookmarks in a single printable PDF file. DOWNLOAD PDF', and 'EXPORT TO MY CALENDAR'. The main content area shows a schedule for 'Tuesday, May 12, 2020' with events like 'Welcome to Evolve with Swapcard', 'Engagement Expert Challenge', and 'Shaping the Future of the Industry with Hybrid Events'.

The tab of **“My Event”** allows you to see your own schedule. You can find there the **sessions** you are interested in, the **sponsors** and **partners** you bookmarked, as well as your confirmed **meetings**.

You can **export your program** by clicking on « Export to my calendar » or « Download PDF ».

# How to network ?

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

Thanks to this, you can identify people of interest. Do not hesitate to contact them through the application to network and schedule **'face-to-face'** meetings with video calls.

**Matthew Donegan-Ryan**  
General Manager  
Event Tech Expert  
Swapcard

**Meet Matthew**  
Select a time slot to set up a meeting with Matthew.

Sunday, January 1, 2023

10:50 AM	11:10 AM	11:30 AM	11:50 AM	12:10 PM	12:30 PM
12:50 PM	1:10 PM	1:30 PM	1:50 PM	2:10 PM	2:30 PM
2:50 PM	3:10 PM	3:30 PM	3:50 PM	4:10 PM	4:15 PM
4:30 PM	4:30 PM				

[See more slots](#)

Skills  
Suzeller Non Member Events Meetings Virtual

Home Attendees Exhibitors Tradeshows Agenda Speakers My Conference Give us your feedback

**EDIT**

**EDIT**

**Dorine LAMOTTE-ALLAIN**  
Event Project Manager  
SWAPCARD

Edit your company information and access to advanced features on your exhibitor area.

swapcard **Swapcard**  
Meet us  
L01 - S02

Attendees Exhibitors  
Tradeshows Agenda  
Speakers Map

If you see time slots appearing on people's profiles, it means that the organizer has allowed scheduling meetings on the event. Don't lose time and ask for meetings to the people of your choice before all their slots are booked. You can manage your availabilities from the **"My Event"** section of the application.

# How to make a connection request ?

The screenshot shows a user profile for Matthew Donegan-Ryan, General Manager at Swapcard. Below the profile is a 'Meet Matthew' section with a meeting scheduler for Sunday, January 1, 2023, showing various time slots. At the bottom, there is a 'Skills' section with tags for 'Supplier Non Member', 'Events', 'Meetings', and 'Virtual'. To the right, a 'Connect with Matthew' box contains a message and a 'SEND CONNECTION REQUEST' button, which is highlighted with a red oval and a red arrow.

**Matthew Donegan-Ryan**  
General Manager  
Event Tech Expert  
Swapcard

**Meet Matthew**  
Select a time slot to set up a meeting with Matthew.

Sunday, January 1, 2023

10:50 AM	11:10 AM	11:30 AM	11:50 AM	12:10 PM	12:30 PM
12:50 PM	1:10 PM	1:30 PM	1:50 PM	2:10 PM	2:30 PM
2:50 PM	3:10 PM	3:30 PM	3:50 PM	4:10 PM	4:15 PM
4:30 PM	4:30 PM				

[See more slots](#)

**Skills**

Supplier Non Member Events Meetings Virtual

**Connect with Matthew**

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

**SEND CONNECTION REQUEST**

To send a connection request to a person, go to someone's 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 of your request.

You will be able to find all the people you have been in contact with in the "My Visit" button, in 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 suggested meeting slots. If you want to see other slots, click on « 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 on « send meeting request ».

← **Select location** ×

👤 Steve Goodwin [Add](#)

📅 Thu, July 26 - 11:00 to 11:30 AM [Edit](#)

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 [Edit](#)

📍 Main Exhibition Hall • Match! Arena [Edit](#)

Message (optional)

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

**SEND MEETING REQUEST**



**Matthew Donegan-Ryan**  
General Manager  
Event Tech Expert  
Swapcard

---

**Meet Matthew**

Select a time slot to set up a meeting with Matthew.

Sunday, January 1, 2023

10:50 AM	11:10 AM	11:30 AM	11:50 AM	12:10 PM	12:30 PM
12:50 PM	1:10 PM	1:30 PM	1:50 PM	2:10 PM	2:30 PM
2:50 PM	3:10 PM	3:30 PM	3:50 PM	4:10 PM	4:15 PM
4:30 PM	4:30 PM				

[See more slots](#)

---

**Skills**

Supplier Non Member Events Meetings Virtual


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

# How to do a virtual meeting ?

To do 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 have a meeting with, and click on the colored "**Meeting call**" button that will launch the video call (only available if the meeting is confirmed).


Connected





**Andrea Di Benedetto**  
PM  
Event Industry  
Swapcard

---

**Meeting** CONFIRMED

 Monday, 6th April · 10:00 AM to 10:30 AM

 Virtual meeting

 **MEETING CALL** [Cancel meeting](#)

2021 Fashion Trend'show

Display Live Discussions


Steve Goodwin 2 hours  
Hello John! Nice to meet you, are you available to talk...

Mable Love, ... 3 hours  
Hi, I'm also going to the event, could we meet there?

Amy Lambert Yesterday  
Oh, interesting. Looking forward to meet you to...

Ophelia Doyle May 18  
The Emerald Buddha is a figure of a sitting Buddha...

Travis Meyer, ... May 15  
Oh, see you there then. Have a lovely day!




Nice to meet you John! I'm Steve, Direct Sales Manager at Konex. I would like to discuss with you about your new project Low-Teck. Are you available during the event?

2:18 PM

Wed, Oct 24, 2020

Nice to meet you John! I'm Steve, Direct Sales Manager at Konex. I would like to discuss with you about your new project Low-Teck. Are you available during the event?

case-study.pdf



You launched a call  
Started 2 mins ago JOINED

Type a message...

**Steve Goodwin**  
Direct Sales Manager  
Business Developer  
Konex

[BOOK MEETING](#)

**Scoring**  
Adding a rate helps your follow-up by knowing the potential of each connection made.

★★★★★

**Tags**  
Add tag to organize your contacts  
CEO × 2018 ×

**Note**  
Add note to remind you about your contacts and how you met them

[SEE FULL PROFILE](#)  
[DELETE CONVERSATION](#)