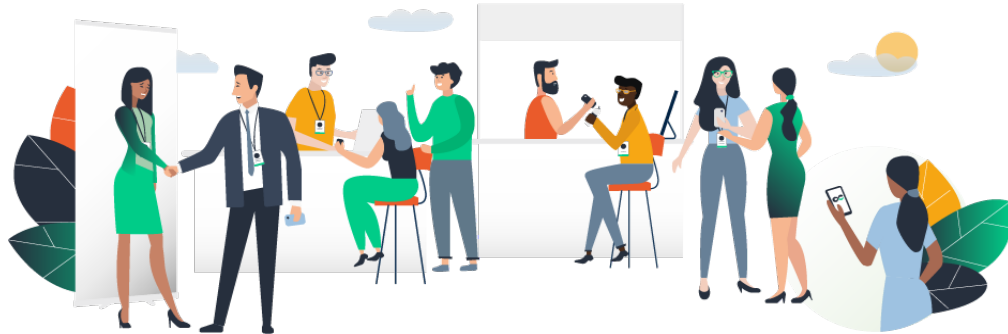


# HOW TO GUIDE



Powered by Swapcard

# SUMMARY

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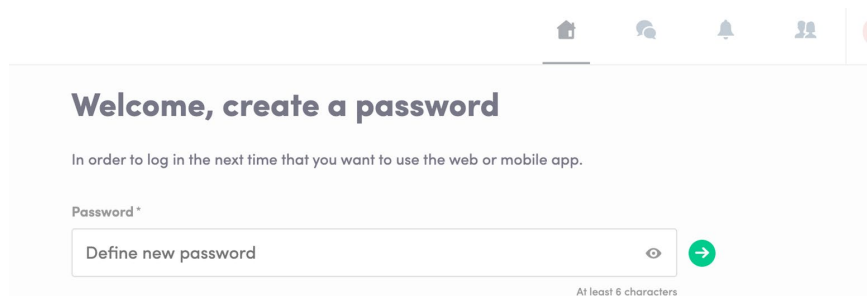
# ACCESS THE APP

## LOGIN

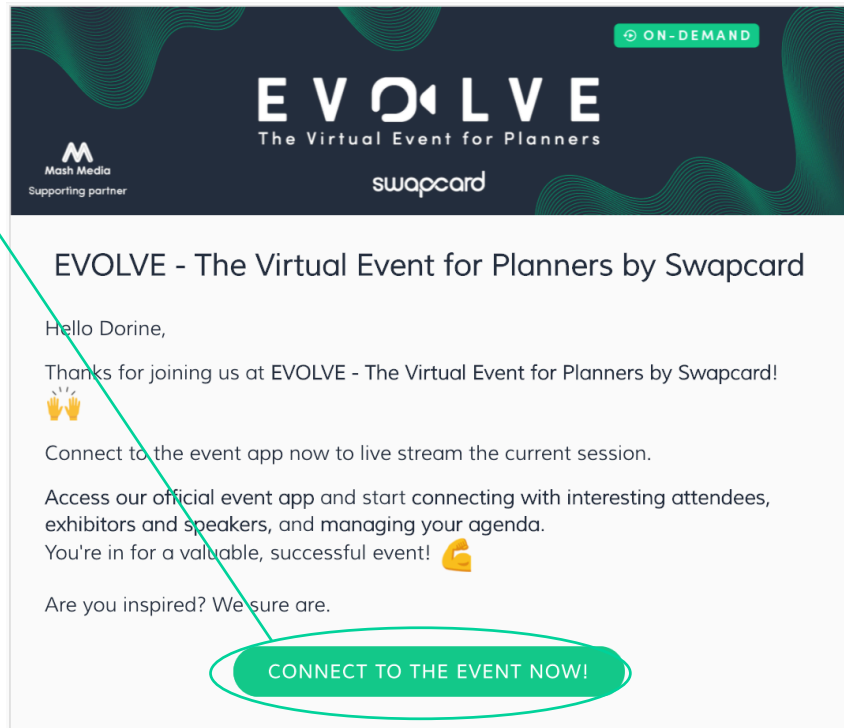
# How to login first the first time?

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.



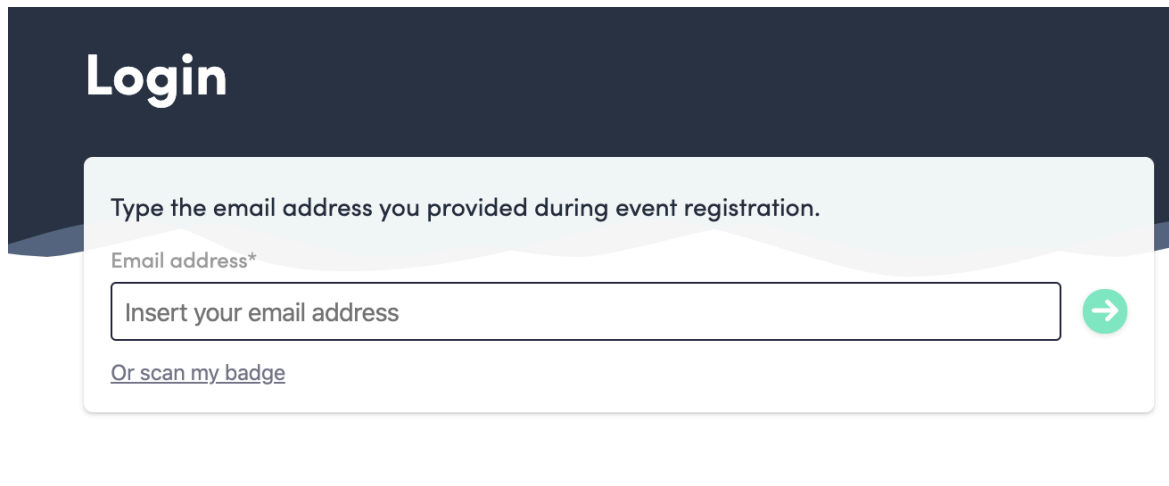
**Note :** If you don't see this email in your mailbox , please check your spam.



# How to login when I have an account ?

Access your account on [login.swapcard.com](https://login.swapcard.com)

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

A screenshot of the Swapcard login interface. The background is dark blue with the word 'Login' in white. A light gray box contains the text 'Type the email address you provided during event registration.' Below this is the label 'Email address\*' and a text input field with the placeholder 'Insert your email address'. To the right of the input field is a green circular button with a white right-pointing arrow. Below the input field is a link that says 'Or scan my badge'.

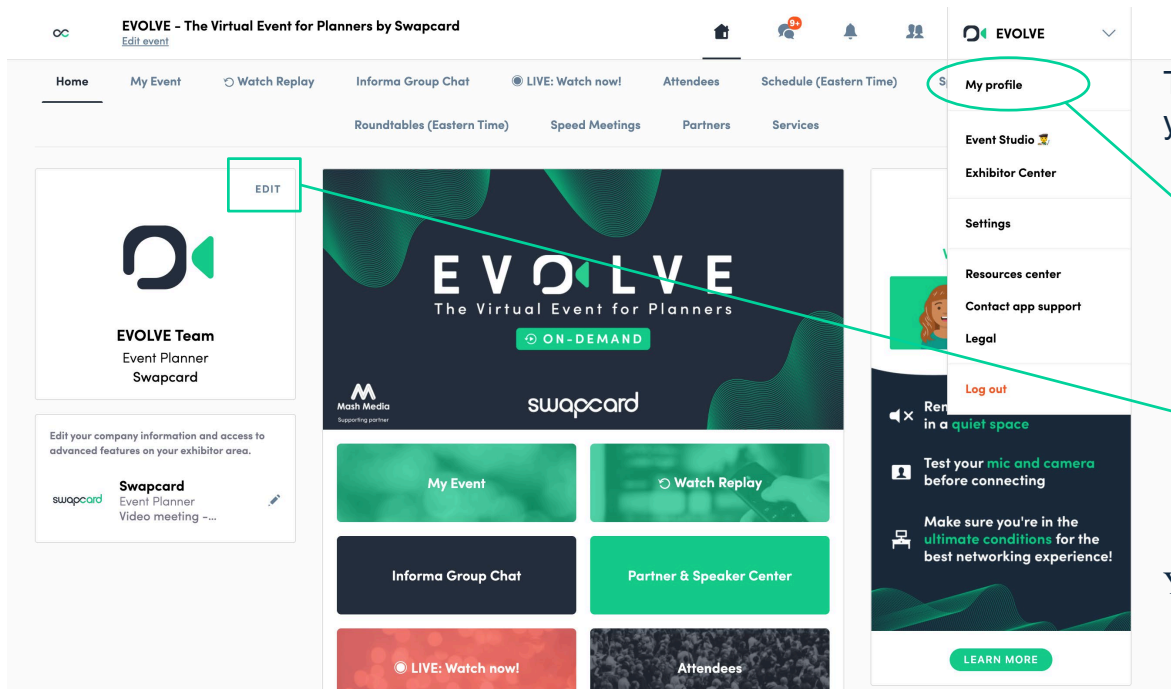
**Note :** if you have forgotten your password after entering your email, click on [send me a magic link](#) . You'll receive in your mailbox an email to reset your password.

If you need any help, please contact [support@swapcard.com](mailto:support@swapcard.com)

# AVAILABLE FEATURES

## CONTENT FEATURES

# How to edit my profile ? (1/2)




There are two ways for you to access to 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 be redirected to your profile details.

# How to edit my profile ? (2/2)

**My profile**



**EVOLVE Team**  
Event Planner  
Swapcard

**Skills**  
Displaying your skills will increase how many profile views you receive.

ADD

**Bio**  
Introduce yourself in a few words

ADD

**Social media**  
Add your social accounts.

ADD

**Contact details**

📞 Add your mobile phone number

☎ Add your landline phone number

@ evolve@swapcard.com

EDIT

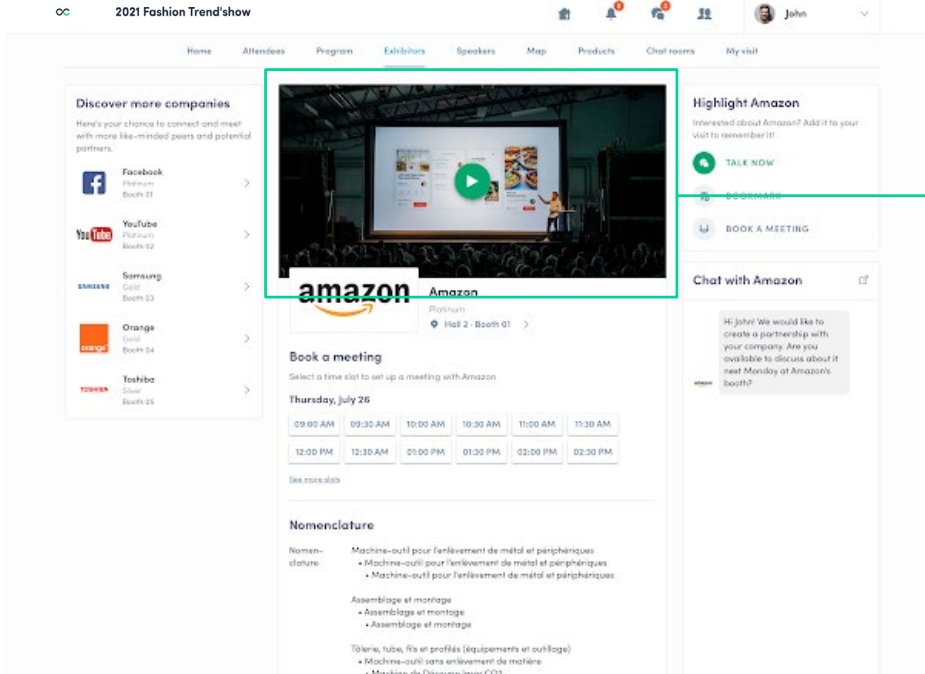
To edit the information on your profile, simply click on the **Edit** or **Add** parts depending on which type of information you want to edit.

Here is the information you can edit on your profile :

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



# How to add a video in my company profile ?

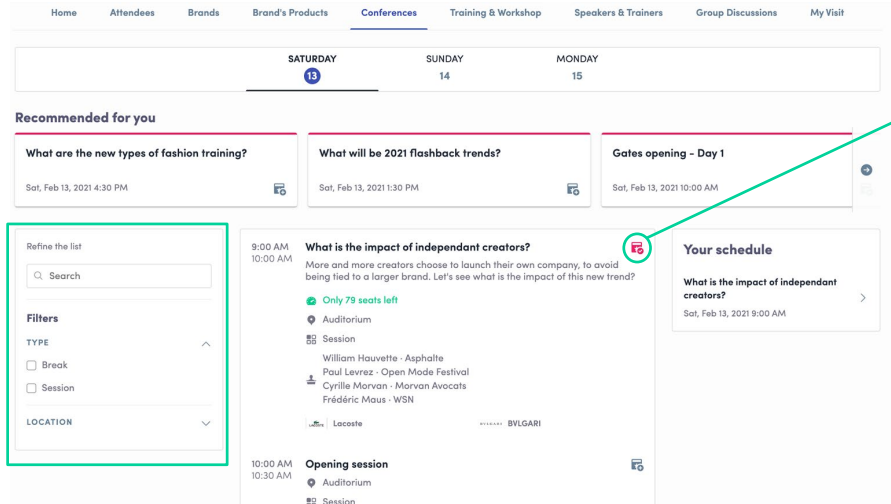


As an exhibitor , you are able to upload an image, a live banner, or a video into your company homepage .

To upload a file, go to your exhibitor center and click on « Company Profile ». In the first part, click on « Edit ».

You will then be able to add your file or your Youtube video ID as a banner.

# How does the program work ?

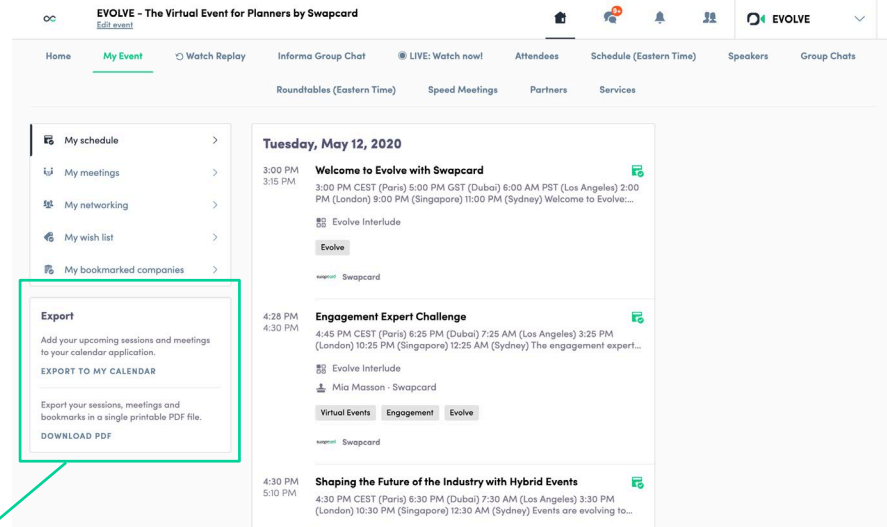


The program tab gathers all sessions of the event. You can easily register to sessions by clicking on this logo.

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

The tab of “**My Event**” 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.



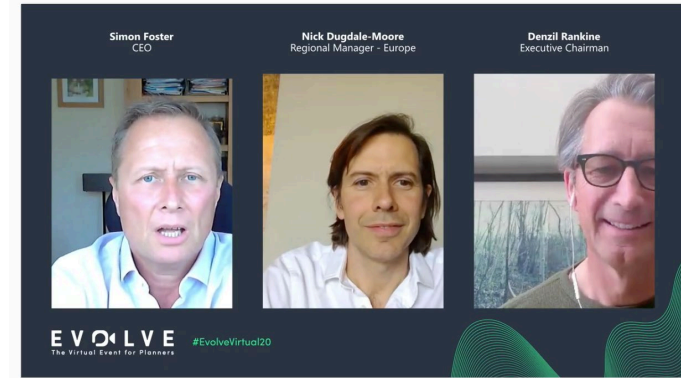
# How to present a live streaming session ?

Before the event, we recommend you to follow these instructions :

- Setup and test your equipment (computer, microphone, webcam,...)
- Make sure you sound good for the session
- Make sure you look good on the camera (background, shirt, lighting )
- Review your process for the Conference Day
- Create your polls in advance (*See: How to create polls during a live session?*)

During the event, follow the instructions of your organizer (tasks may vary). Make sure to get access to these two tabs, this is why having two screens could be useful :

- Connect to the streaming tool
- Connect to your live session on Swapcard



# How to create polls during a live session ?

Both the organizer and the speaker(s) of a session can launch polls at any moment. These polls can be created beforehand or live.

To create a poll, go to your session page, and in the Poll tab click on « Create a poll ».

You can choose between Quiz or Opinion, and Single or Multiple choice.

Once it is created, you can edit or delete it.

During your session, publish the poll when you are ready.

At the end of your session you will be able to export the results.

The screenshot shows the '2021 Fashion Trend'show' interface. The top navigation bar includes Home, Attendees, Program, Exhibitors, Speakers, Map, Products, Live discussions, and My visit. The 'Live discussions' tab is active, showing a list of sessions on the left and a detailed view of the 'Astronomy' session on the right.

**Left Sidebar (Sessions):**

- Robots & A.I.**: Hello John! Nice to meet you, are you available to
- Astronomy**: Hi, I'm also going to the event, could we meet
- Blockchain**: Ok, interesting. Looking forward to meet you to...
- Sustainability**: The Emerald Buddha is a figurine of a sitting
- Event industry**: Ok, see you there then. Have a lovely day!
- Energy**: Ok, see you there then. Have a lovely day!
- Healthcare**: Ok, see you there then.

**Main Content (Astronomy Session):**

- Header**: Astronomy (21 people joined)
- Chat**: This poll is not yet published. Share results instantly after vote.
- Polls**:
  - Four**: No vote yet. You can't answer your own quiz.
  - Five**: No vote yet. You can't answer your own quiz.
- What interests you most about space?** (15 hours ago - Share results when poll is closed):
  - 0% Discovering new stars, exoplanets or black holes
  - 0% Search for traces of life around planet Earth
  - 25% The work of astronauts
  - 75% Following the technologies we are creating to explore the universe.
- Share your experience about this session** (4 hours ago - Never share results):
  - Average results 3.9/5 - 97 votes - Final results
  - You can't answer your own quiz
- Suggest your ideas to the speakers** (35 mins ago - Never share results):
  - 49 votes - 12 mins left
  - You can't answer your own quiz

**Right Sidebar:**

- WHO'S NEXT**:
  - Astronomy**: Astronomy is a natural science that studies celestial objects and phenomena. It uses mathematics, physics, and chemistry in order to explain their origin and evolution. [See more](#)
  - How to boost your ROI through our Platform ?**: Friday, December 9, 2020 - 08:00 AM
  - Our Event Team For On Site & Off Site Support**: Friday, December 9, 2020 - 09:00 AM
  - Artificial Intelligence & Matchmaking**: Friday, December 9, 2020 - 09:30 AM
- Members**:
  - Virendra Sana**: Regional Sales Executive, Anhauser-Busch InBev
  - Rey Mibourne**: Business Analyst, Freddie Mac
  - Lacarra Jones**: Trainer, J.P. Morgan Chase
- Stay tuned**: By activating this option, you will be kept informed of news. ☒

**Bottom Bar**: A green button labeled 'CREATE A POLL' is visible at the bottom of the main content area.

# How to interact during my live session?

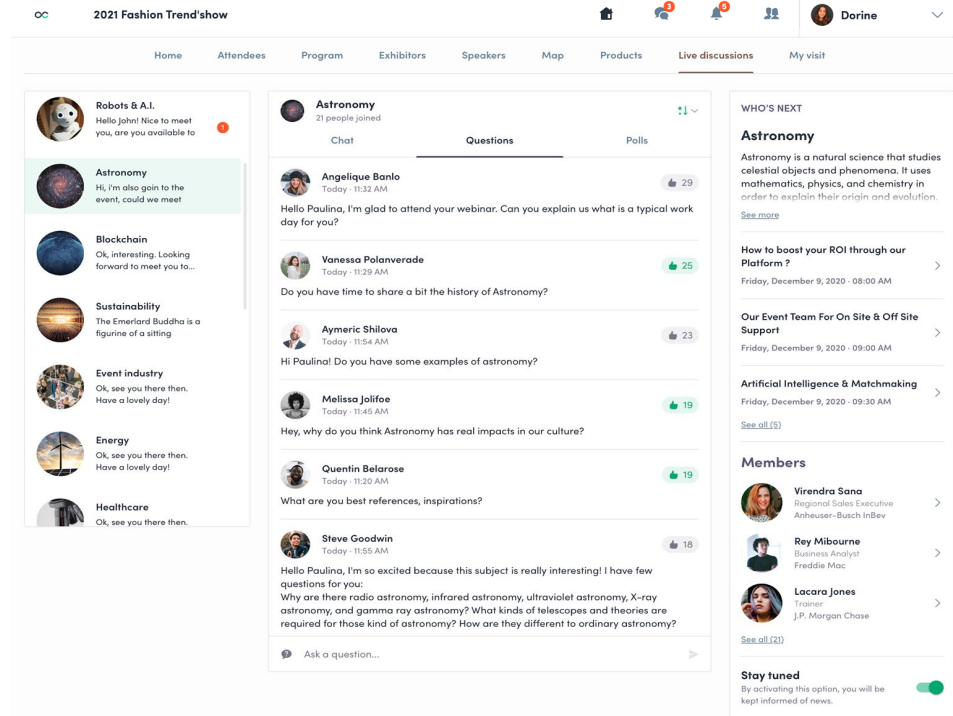
When recording your live session, you'll probably have a tab in background that captures yourself, so you can give your attention on the Swapcard screen to see and manage interactivity.

*Tip : If you have the equipment, the best for you would be to have 2 screens.*

Thanks to the interactivity part, you are able to answer questions asked from your audience, and create polls they will answer.

Questions will be sorted by upvotes to help you choose the most relevant.

*Note : The organizer can play the role of moderator regarding the audience posts.*



# How to access a live streaming session ?

There are two ways to access a live streaming session.

From your **Event Home**, click on the « **Live session** » button which should be displayed .

You will get redirected to the current session, or the following one if nothing is happening at that time.

From your **Event schedule** or **My Event** tab, click on the current session you want to follow . You are now to the session page where the live session is taking place.

The screenshot displays the EVOLVE event interface. At the top, navigation links include Roundtables, Speed Meetings, Partners, and Services. The main header features the EVOLVE logo with the tagline 'The Virtual Event for Planners' and an 'ON-DEMAND' button. Below this, a grid of buttons includes 'My Event', 'Watch Replay', 'Informa Group Chat', 'Partner & Speaker Center', 'Attendees', 'Speakers', and 'Schedule'. A red circle highlights the 'LIVE: Watch now!' button. On the left, a sidebar shows the event schedule for Tuesday, Wednesday, and Thursday, with a search bar and filters. The 'Your schedule' section lists sessions like 'Welcome to Evolve with Swapcard' and 'Opening Keynote with Denzil Rankine'.

# How to follow a live streaming session ?

Less than 24 hours before : a countdown will be added to 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 (except on Safari for which you will have 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 live streaming session interface for '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 'Dorine' is logged in.

The main content area is divided into three sections:

- Left Sidebar:**
  - The 3 Golden Rules Professional Graphic Designers Don't Want You...** (09:00 AM - 09:30 AM)
  - Next sessions**
    - You will be automatically redirected to the upcoming session when the current one ends.
    - How to boost your ROI through our Platform ?** (Friday, December 9, 2021 - 09:30 AM)
    - Our Event Team For On Site & Off Site Support** (Friday, December 9, 2021 - 10:00 AM)
    - Artificial Intelligence & Matchmaking** (Friday, December 9, 2021 - 11:30 AM)
    - Use our Widgets to Display the Information on your Website** (Friday, December 9, 2021 - 11:45 AM)
    - Can we detect cancer before it strikes?** (Friday, December 9, 2021 - 02:00 PM)
- Center Video:**
  - The 3 Golden Rules Professional Graphic Designers Don't Want You To Know About**
  - Video player with a green play button.
  - Details** (selected), Partners, Speakers, Documents, Participants
  - Thursday, October 10, 2019 - 09:00 AM to 09:30 AM**
  - Hall 1 - Main stage**
  - Conference**
  - Energy** (selected), **Mobility**
  - Case study**
  - Information**
    - Amazon is a multinational technology company focusing on:
      - E-commerce
      - Cloud computing
      - Artificial intelligence
    - Bas in Seattle, Washington, Amazon is one of the Big Four or "Four Horsemen".
    - [See less](#)
- Right Sidebar:**
  - Live discussion** (21 people joined)
    - All** (selected), Questions, Polls
    - subject really interesting I'm glad to attend to the live stream.
    - 5:49 PM
    - Loetitia Aghiba
    - Hello John, welcome to this discussion! Feel free to ask your questions to the speaker during the live stream, he'll answer you as soon as he can. Oh and don't forget to upvote the questions you find interesting, popular ones will be easily accessible for him.
    - 5:52 PM
  - Question** (29)
    - Can you give us a quick definition of blockchain please?
    - 5:54 PM
    - Monique Belancou
    - Poll** (VOTE)
      - What is the best definition of Blockchain among these below?
      - 6:01 PM
  - Register to the session**
    - Be sure to get the mobile app to receive a notification reminder 10 minutes before it starts!
    - [UNREGISTER FROM THE SESSION](#)



# How to interact during a live session?

Thanks to the **interactivity** part, you are now able to **speak** with other attendees, ask **questions** to the speakers, and answer to different **polls** they will create.

React on other people's messages. Questions will be sorted by upvotes.

The screenshot displays a live session interface for '2021 Fashion Trend'show'. The top navigation bar includes Home, Attendees, Program, Exhibitors, Speakers, Map, Products, Live discussions (active), and My visit. The user 'Dorine' is logged in.

**Left Sidebar (Topics):**

- Robots & A.I.**: Hello John! Nice to meet you, are you available to...
- Astronomy**: Hi, I'm also going to the event, could we meet
- Blockchain**: Ok, interesting. Looking forward to meet you to...
- Sustainability**: The Emerald Buddha is a figurine of a sitting
- Event industry**: Ok, see you there then. Have a lovely day!
- Energy**: Ok, see you there then. Have a lovely day!
- Healthcare**: Ok, see you there then.

**Main Chat Area (Astronomy topic):**

**Questions:**

- Angelique Banlo** (Today - 11:32 AM): Hello Paulina, I'm glad to attend your webinar. Can you explain us what is a typical work day for you? (29 upvotes)
- Vanessa Polanverade** (Today - 11:29 AM): Do you have time to share a bit the history of Astronomy? (25 upvotes)
- Aymeric Shilova** (Today - 11:54 AM): Hi Paulina! Do you have some examples of astronomy? (23 upvotes)
- Melissa Jolifoe** (Today - 11:45 AM): Hey, why do you think Astronomy has real impacts in our culture? (19 upvotes)
- Quentin Belarose** (Today - 11:20 AM): What are you best references, inspirations? (19 upvotes)
- Steve Goodwin** (Today - 11:55 AM): Hello Paulina, I'm so excited because this subject is really interesting! I have few questions for you: Why are there radio astronomy, infrared astronomy, ultraviolet astronomy, X-ray astronomy, and gamma ray astronomy? What kinds of telescopes and theories are required for those kind of astronomy? How are they different to ordinary astronomy? (18 upvotes)

**Right Sidebar:**

- WHO'S NEXT**
  - Astronomy**: Astronomy is a natural science that studies celestial objects and phenomena. It uses mathematics, physics, and chemistry in order to explain their origin and evolution. [See more](#)
  - How to boost your ROI through our Platform?**: Friday, December 9, 2020 - 08:00 AM
  - Our Event Team For On Site & Off Site Support**: Friday, December 9, 2020 - 09:00 AM
  - Artificial Intelligence & Matchmaking**: Friday, December 9, 2020 - 09:30 AM. [See all \(5\)](#)
- Members**
  - Virendra Sana**: Regional Sales Executive, Anheuser-Busch InBev
  - Rey Mibourne**: Business Analyst, Freddie Mac
  - Lacarra Jones**: Trainer, J.P. Morgan Chase. [See all \(10\)](#)
- Stay tuned**: By activating this option, you will be kept informed of news. ☒

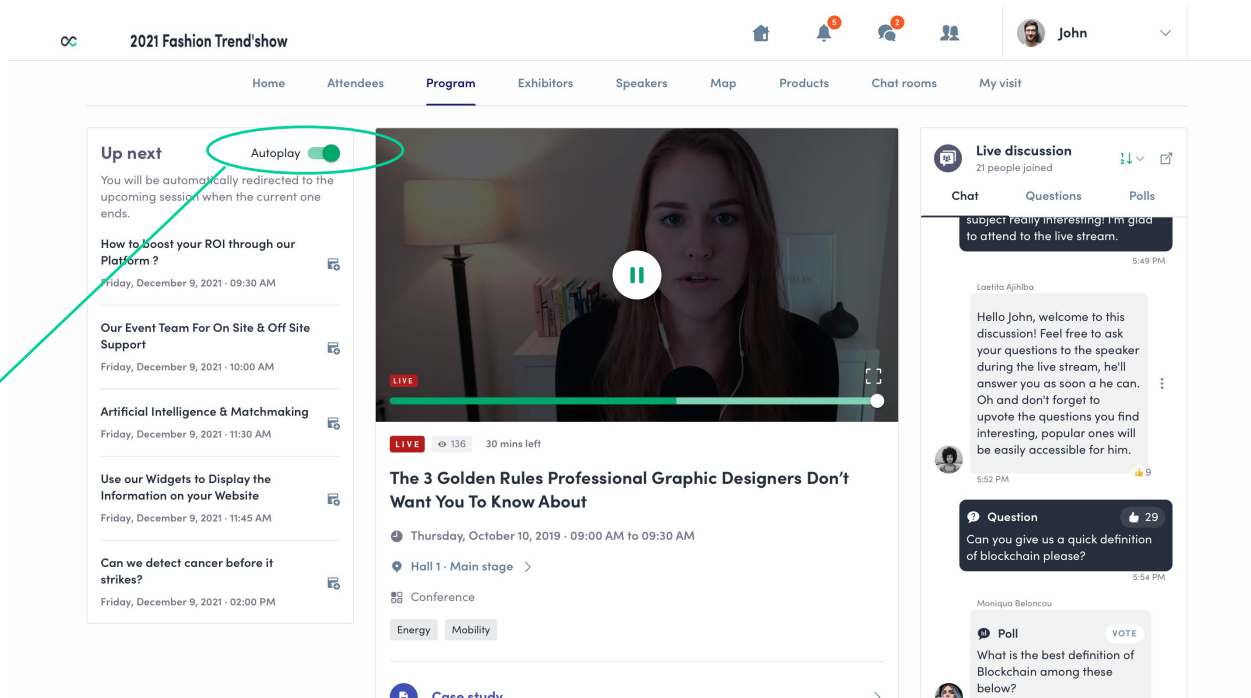


# What's the autoplay ?

The autoplay feature is automatically activated when you click on a “live” agenda button.

This feature allows a seamless experience when watching sessions since it takes you from one session to another at the end of the first one.

To deactivate it, simply click on the « Autoplay » button on the upper left side of your screen.



# How to watch a replay session ?


The organizing team, if they decide it, will make the sessions available on the event for people who want to watch them on demand.

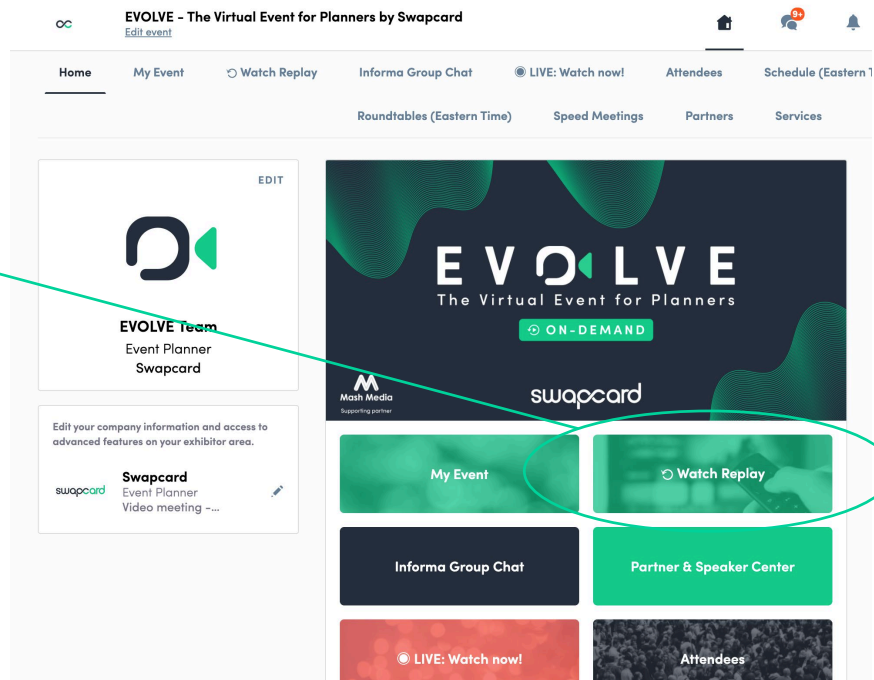
To access the replay , go to your Event Home where the button « **Replay** » should be displayed .

Then you will be able to find all the sessions available .

If there is no « Replay » button , go to our schedule and look for session is this icon saying the replay is available in the session details .

(this is a custom field )

 <b>Replay</b> Available	<b>Yes</b>
--	------------



# AVAILABLE FEATURES

## NETWORKING FEATURES

# How to network ?

In the home page of the event, you can access 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.

**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

Connecting Your Meetings: In-person, Virtual

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

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

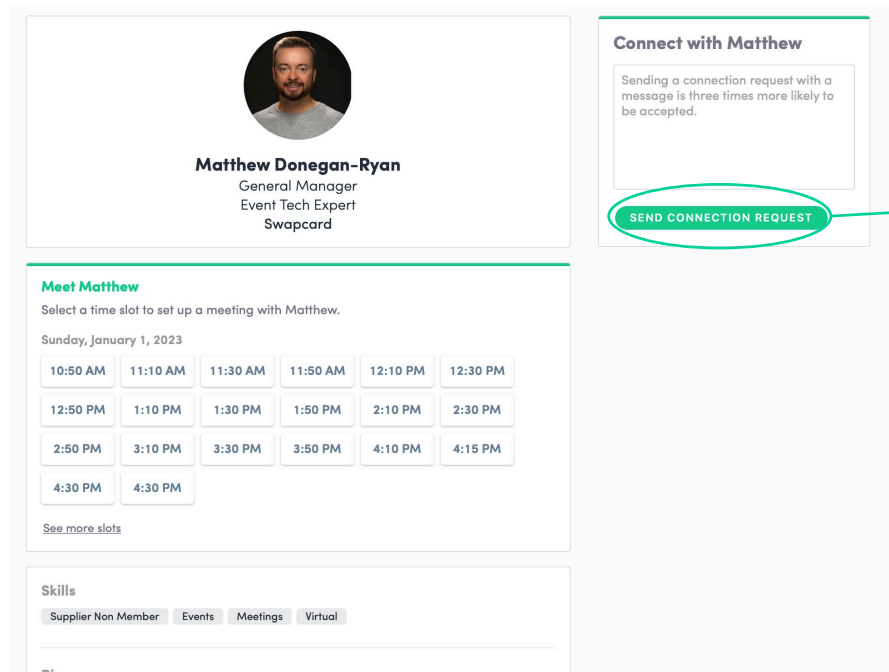
Edit your company information and access to advanced features on your exhibitor area.

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 with 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 and Event Tech Expert at Swapcard. The profile includes a circular profile picture and a bio. Below the bio is a 'Meet Matthew' section with a grid of time slots for a meeting on Sunday, January 1, 2023. To the right of the profile is a 'Connect with Matthew' section with a text box for a message and a green '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

To send a connection request to a person , go to a person'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 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 [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're going to meet, and click on the coloured "**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

Hello John! Nice to meet you, are you available to talk...

Mable Love, ...

Hi, I'm also going to the event, could we meet there?

Amy Lambert

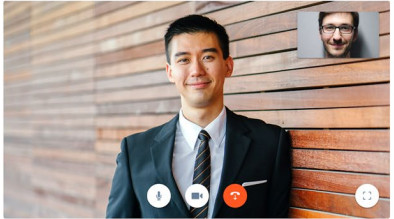
Ok, interesting. Looking forward to meet you...

Ophelia Dayle

The Emerald Buddha is a figurine of a sitting Buddha...

Travis Meyer, ...

Ok, 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-Tech. Are you available during the event?

2:15 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-Tech. 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

Information Classification: General

23

# How to assign a teammate to a meeting ?

The screenshot displays the 'EVOLVE - The Virtual Event for Planners by Swapcard' interface. On the left, a sidebar menu includes 'Home', 'Company profile', 'Meetings' (highlighted), 'Team's contacts', and 'Your team'. The main area shows a list of meetings for Wednesday, May 13, 2020, and Thursday, May 14, 2020. Each meeting entry includes a date, time, duration, and a 'Video call' icon. A green dot indicates a 'Confirmed' status. A green circle highlights the 'Meetings' tab in the sidebar. A green arrow points from the 'Meetings' tab to the 'Meeting' details panel on the right. The 'Meeting' panel shows the meeting title, date, time, and duration. It also displays the 'Requester' as Aliénor AL-MALLAK, Event Project Manager, Swapcard. The 'Host' is listed as the EVOLVE Team, Event Planner, Swapcard. A green circle highlights the 'Host' section, and a green arrow points from the 'Host' section to the 'Meetings' tab in the sidebar. Below the 'Host' section, there is a red button labeled 'CANCEL THE MEETING'.

In your exhibitor center, you can manage your teammates' meetings.

Go to the « **Meetings** » tab and see all your team meetings during the event.

To assign or change a teammate to a meeting, click on the meeting and choose the team member you want to assign.