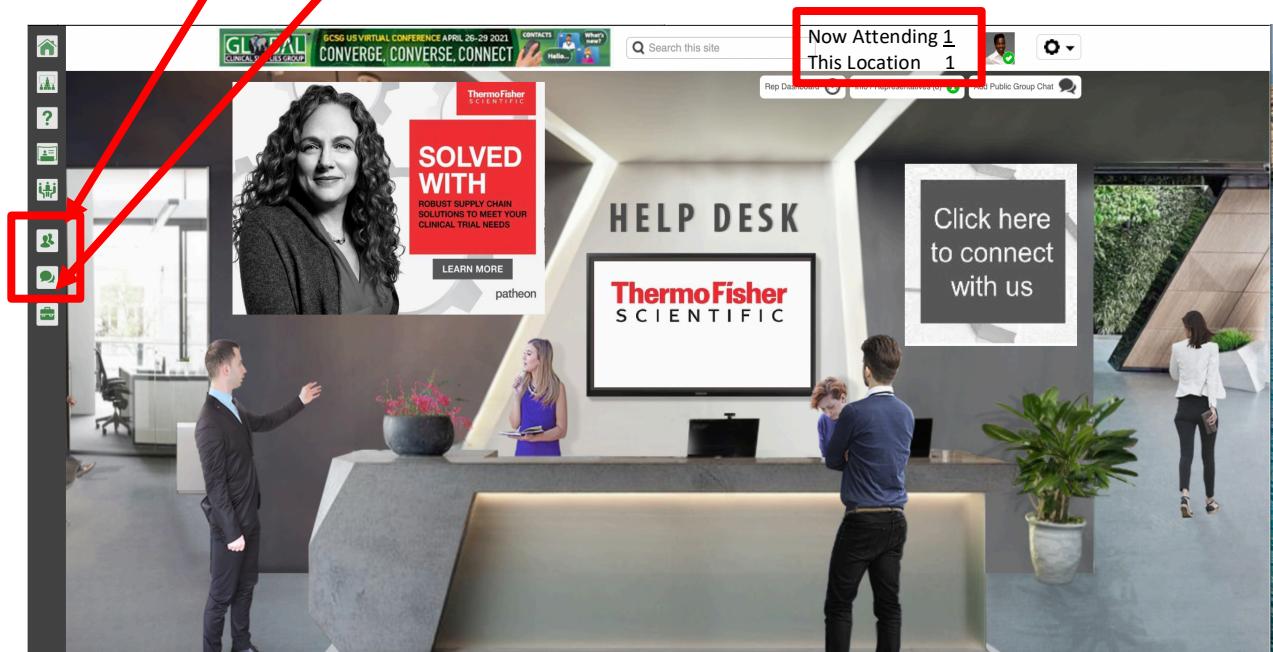




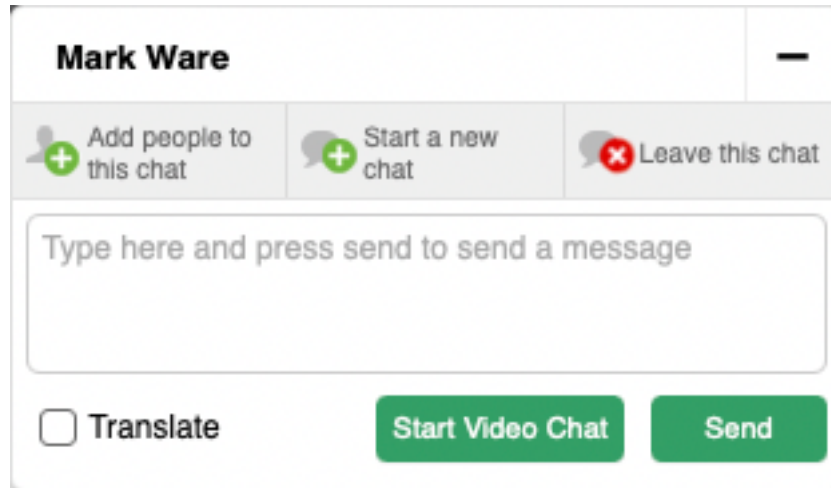
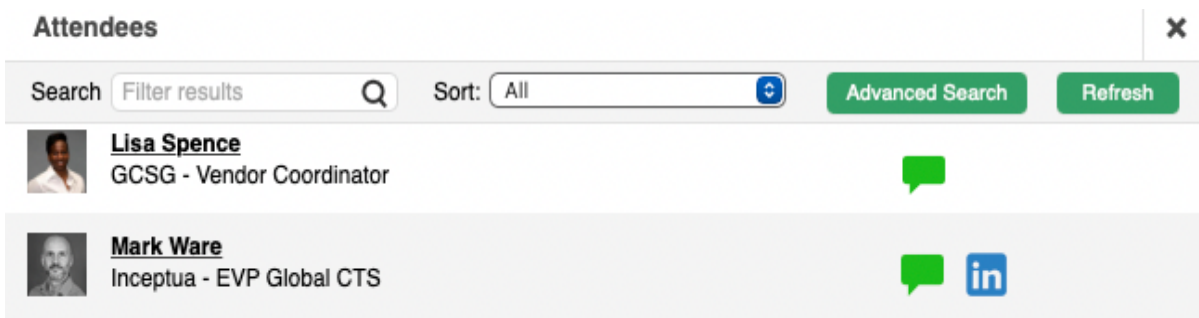
How do I connect with *conference attendees* inside the virtual environment?

You can easily view and connect with others in the virtual environment. Simply click on the **Now Attending** or **This Location**. Or click the **Attendees** or **Chat** icons in the navigation bar. These options will be present on every page.



Once you open an **Attendee** list:

- Click the green chat bubble to initiate a 1:1 chat or video chat (*if available*)
- Click the LinkedIn icon to view a public profile (*if available*)
- Click on an attendee's name for an expanded view and an option for email

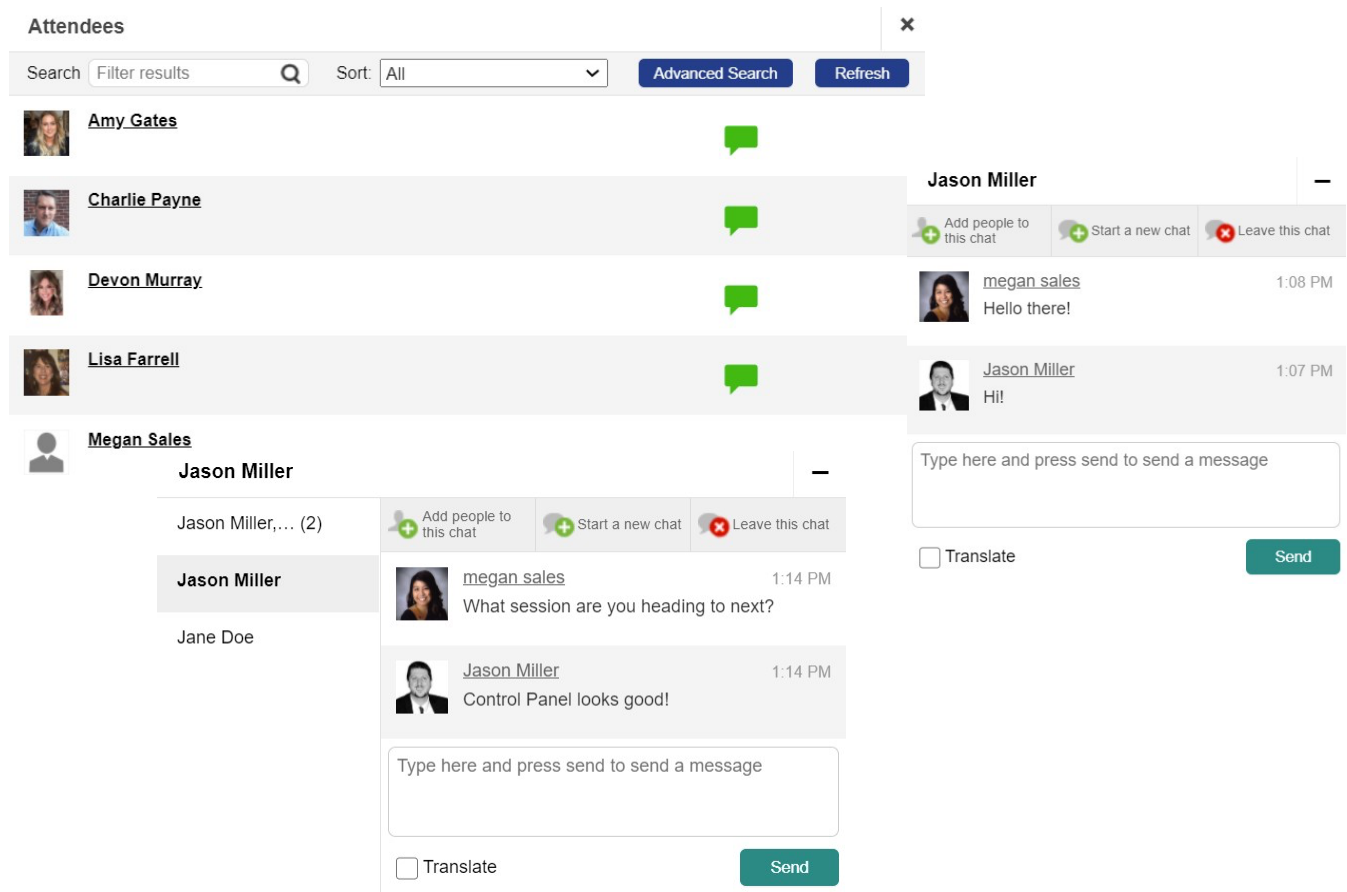


What are my options for chat?

- a) 1:1 and Small Group Chat
- b) Public Chat
- c) Booth Rep Dashboard (via Chat Queue)

1:1 and Small Group Chat

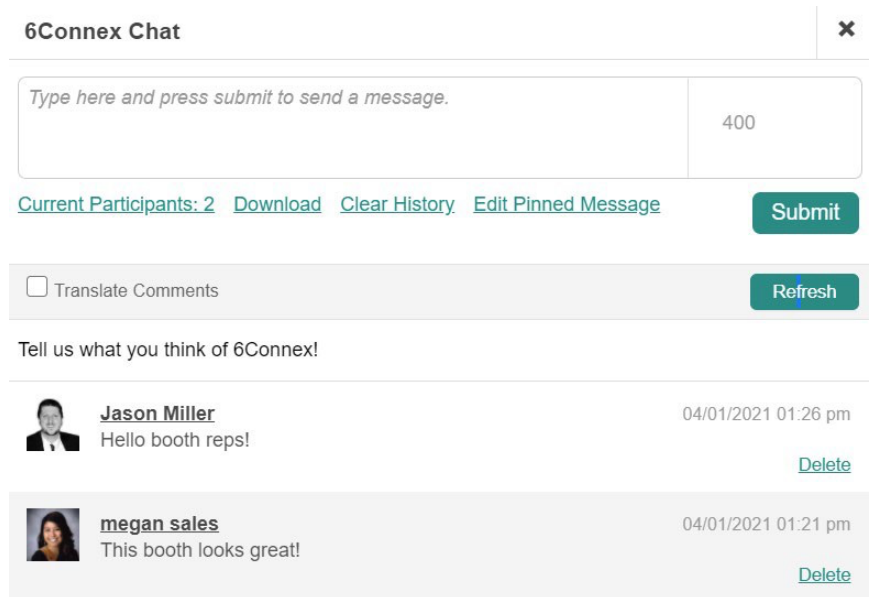
- Invite others to chat by clicking on the green chat icon; attendees who are away will have a yellow icon and attendees who do not wish to be disturbed will have a red icon.
- Add people to a chat one at a time to create a small group conversation
- Start multiple 1:1 chats
- Leave any chat when you are finished
- Introduce your peers to other attendees and leave the chat
- Translate a chat conversation to the language of your choice
- Keep track of all chats via the left sidebar
- Note the headshot icon to identify any Staff or Representatives



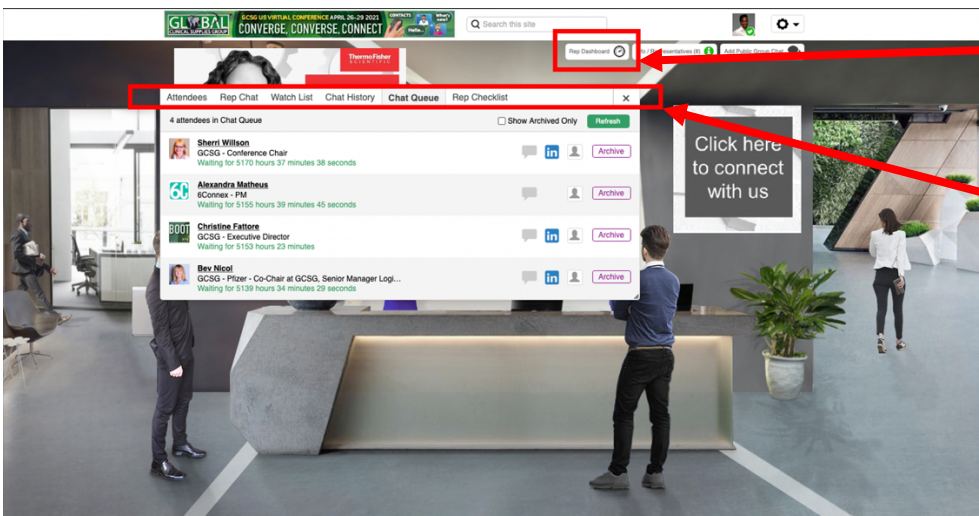
The screenshot displays a chat application interface. On the left, there is an 'Attendees' sidebar with a search bar and a 'Sort: All' dropdown. Below the search bar, a list of attendees is shown, each with a profile picture and a green chat icon: Amy Gates, Charlie Payne, Devon Murray, Lisa Farrell, and Megan Sales. A chat window is open for 'Jason Miller', showing a list of participants: Jason Miller, ... (2), Jason Miller, and Jane Doe. The chat history includes a message from 'megan_sales' at 1:14 PM: 'What session are you heading to next?' and a response from 'Jason Miller' at 1:14 PM: 'Control Panel looks good!'. At the bottom of the chat window, there is a text input field with the placeholder 'Type here and press send to send a message', a 'Translate' checkbox, and a 'Send' button. On the right side of the chat window, there are controls for 'Add people to this chat', 'Start a new chat', and 'Leave this chat'. Below these controls, a message from 'megan_sales' at 1:08 PM says 'Hello there!', and a message from 'Jason Miller' at 1:07 PM says 'Hi!'. At the bottom right of the chat window, there is another text input field with the placeholder 'Type here and press send to send a message', a 'Translate' checkbox, and a 'Send' button.

Public Chat

- If a public chat is available, click on the relevant sign within the room, or click the public chat button in the upper right of the page
- Post a comment for viewing by all attendees in the chat
- Browse previous comments
- View a list of who's participating in the chat
- Translate all chat comments to a language of your choice



Booth Rep Dashboard



Rep Dashboard

Functional Tabs



Chatting with Conference Attendees

- During the live event, Booth Reps will have access to the Booth Rep Dashboard from within the booth. The dashboard provides the Booth Rep with access to the following: -
 - a) Attendee List – This will provide a view of all attendees within the booth real time. This view includes the ability to view basic profile information and proactively chat with attendees. The attendee card also displays activity for attendees such as the number of booth visits, chat history and notes
 - b) Rep Chat – Enables booth reps to privately chat with each other
 - c) Watch List – Allows Booth Reps to save attendee information for future follow-up
 - d) Chat History – Available to all booth reps and is downloadable
 - e) Chat Queue – This is another option that can be used to chat with visitors to your booth. The attendee clicks to be placed into the chat queue. Available Booth Reps can then respond to individuals in the queue.
 - f) Rep Checklist – This is a handy organizational tab that can be used to record Booth Rep information. Key information is populated by the “Booth Admin” during your booth build.

Note: Transcripts of 1:1 chats are only available for event admins from the control panel.