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How to log in for the first time?

You’ll receive an email similar to this one with a button redirecting to a login page. Your account is automatically pre-created by the event organiser.

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 log in when I have an account?

Access to your account on cpeurope.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.

Note: If you’ve forgotten your password after entering your email, click on Send me a magic link. You’ll receive an email to reset your password. If you need any help, please contact support@swapcard.com
AVAILABLE FEATURES

CONTENT FEATURES
How to edit my profile? (1/2)

There are two ways for you to access your profile:

- On the upper right-hand 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)

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

Here’s a list of information you can edit on your profile:

- Personal information
- Skills
- Biography
- Social Media
- Contact details
- Company
How does the agenda work?

The agenda tab displays all the sessions in the event. You can easily register for sessions by clicking on this logo.

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

The tab of “My Event” allows you to see your own schedule. You can find the sessions for which you’ve registered, the sponsors and exhibitors you have bookmarked, as well as your confirmed meetings.

You can export your agenda by clicking on “Export to my calendar or Download PDF”.
How to interact during a live session?

You can **chat** with other attendees, ask **questions** to the speakers, and respond to different **polls** organizers and speakers send out.

React to other people’s messages with emojis and “upvote” your favourite speaker questions with a thumbs-up sign.
How to watch a session on demand?

On Demand access is only available to attendees with the Everything + On-Demand Pass.

To access the on-demand sessions, go to your Event Home where the button “Agenda” should be displayed and click on the session within the agenda you would like to watch.

Sessions can be accessed on demand until March 2021.

If you would like to upgrade to on-demand access post-event, please contact cpeuregistration@informa.com.
AVAILABLE FEATURES

NETWORKING FEATURES
How to network?

On the homepage of the event, you can access the Speaker and Attendee lists.

This is a great tool for identifying people you want to meet. Don’t hesitate to contact them through the application to network and schedule ‘face-to-face’ meetings.

If you see time slots on people's profiles, it means that the organiser has allowed scheduled meetings on the event. Note: this feature is limited based on your registration package.

You can manage your own availabilities from the "My Event" section of the application.
How to send a connection request?

To send a connection request to a person, go to their 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. People enjoy a personal greeting!

You’ll 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:** Click on a person’s profile from the list of attendees, 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”.

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

To set up your 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 colored "**Meeting call**" button that will launch the video call (only available if the meeting is confirmed).