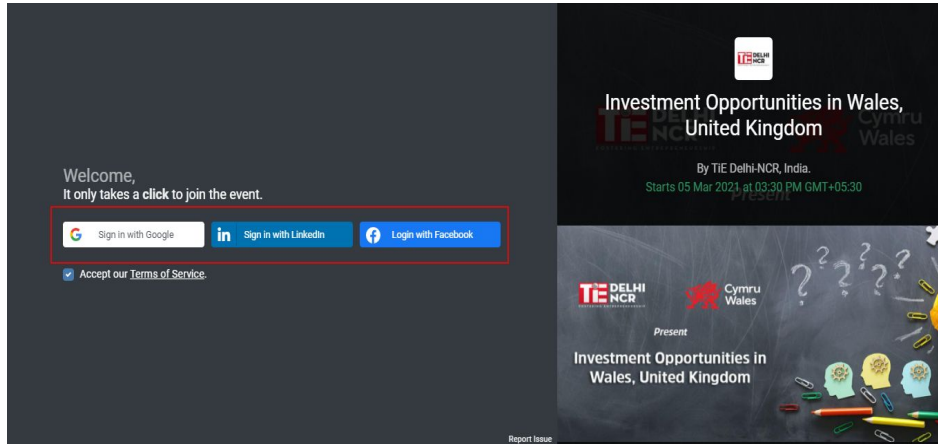




DELEGATE GUIDE

LOGIN PROCESS BY “ DIRECT DELEGATE LINK “



STEP 1 : While you click to join the link shared by the organizer, the page will ask you to sign in with **Google/ LinkedIn/Facebook**

STEP 2 : After signing in you will land to the registration page. Add the details and click on submit, you will be taken to the Live Event.

Please **confirm** and fill in your details.

Name*	Company
<input type="text" value="Raj Chopra"/>	<input type="text" value="10Times"/>
Designation	City
<input type="text" value="Quality Analyst"/>	<input type="text" value="Meerut, Uttar Pradesh, India"/>
Mobile	
<input type="text" value="+91"/>	<input type="text" value="xxxxxxxxx"/>
<input type="submit" value="Submit"/>	

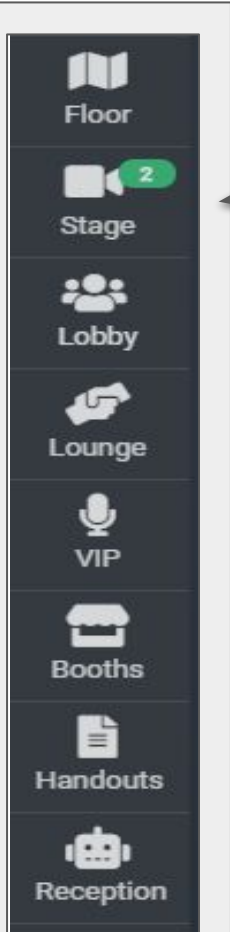
LANDING PAGE



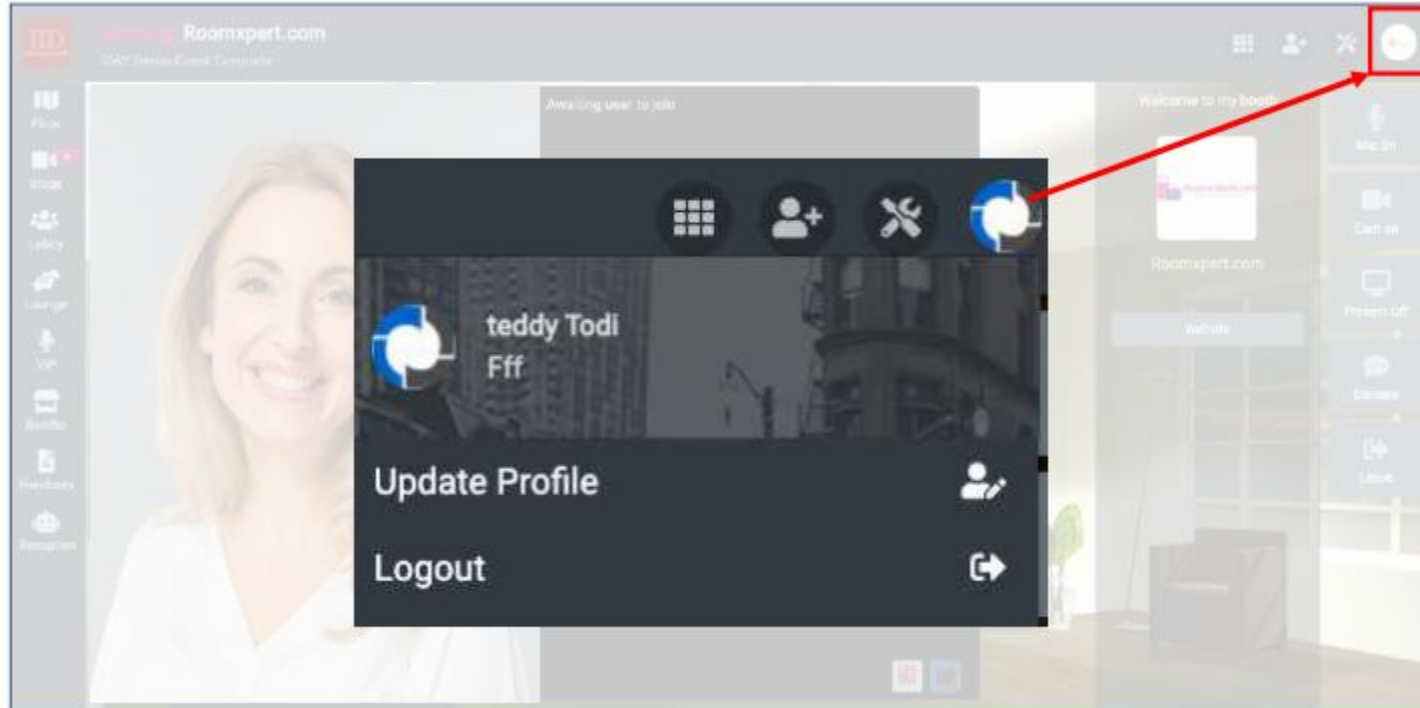
Left Side : Event
FLOOR sections

Settings Buttons

Right Side :
Session Controls



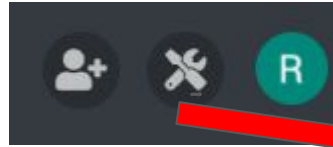
SETTING BUTTONS



Use this button to update your profile.
You can change:

- Profile picture
- User name
- Website
- Location

SETTING BUTTONS



TROUBLESHOOT



When you first login, you would be asked to give camera and mic permission. Kindly make sure you give permission.

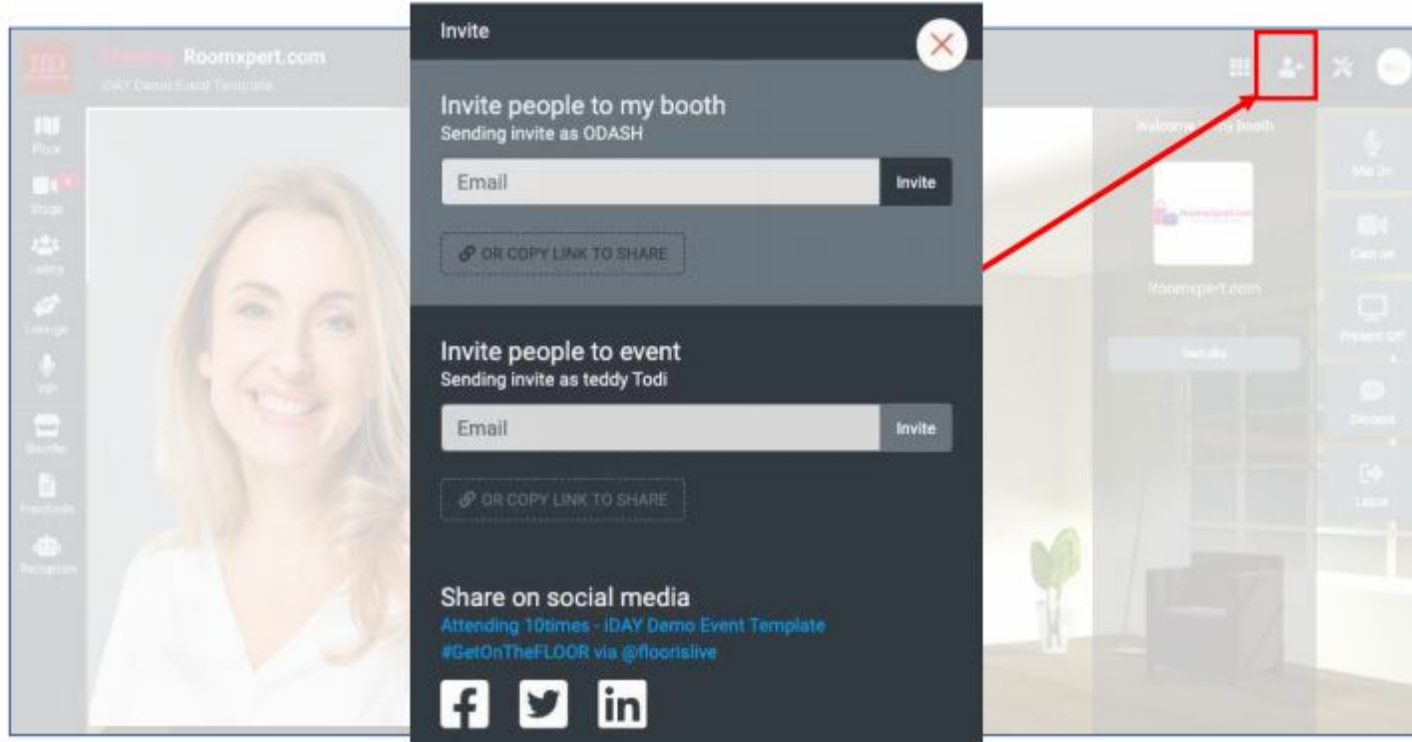
To check for any issue or change settings, click on the second button. It show:

- Internet strength
- Camera being used
- Microphone being user

SETTING BUTTONS



SHARE & INVITE



Each booth comes with its own personal booth link. You can use this link to invite anyone to come visit your booth.

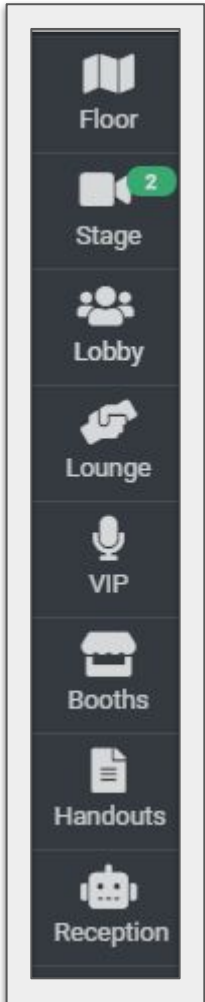
Email – copy the link to share via email

Social Media – click and share on your social channels



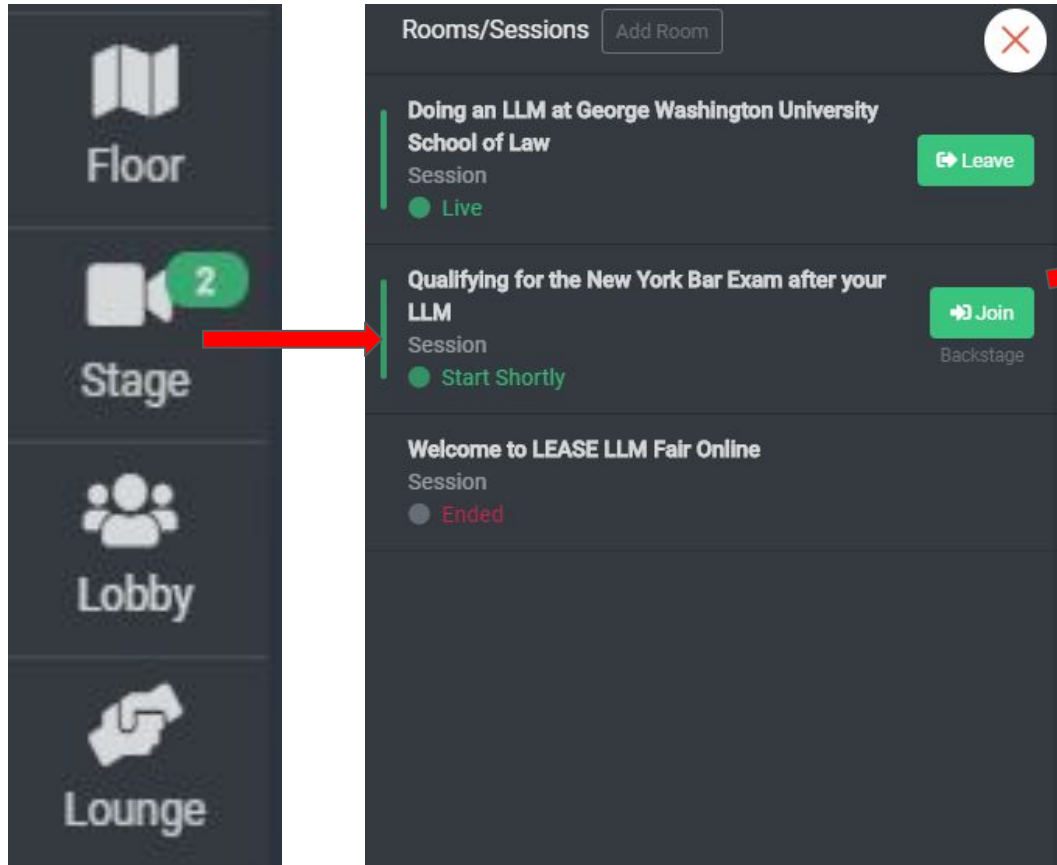
EVENT BUTTONS

Left Bar is the Navigation bar for the FLOOR.



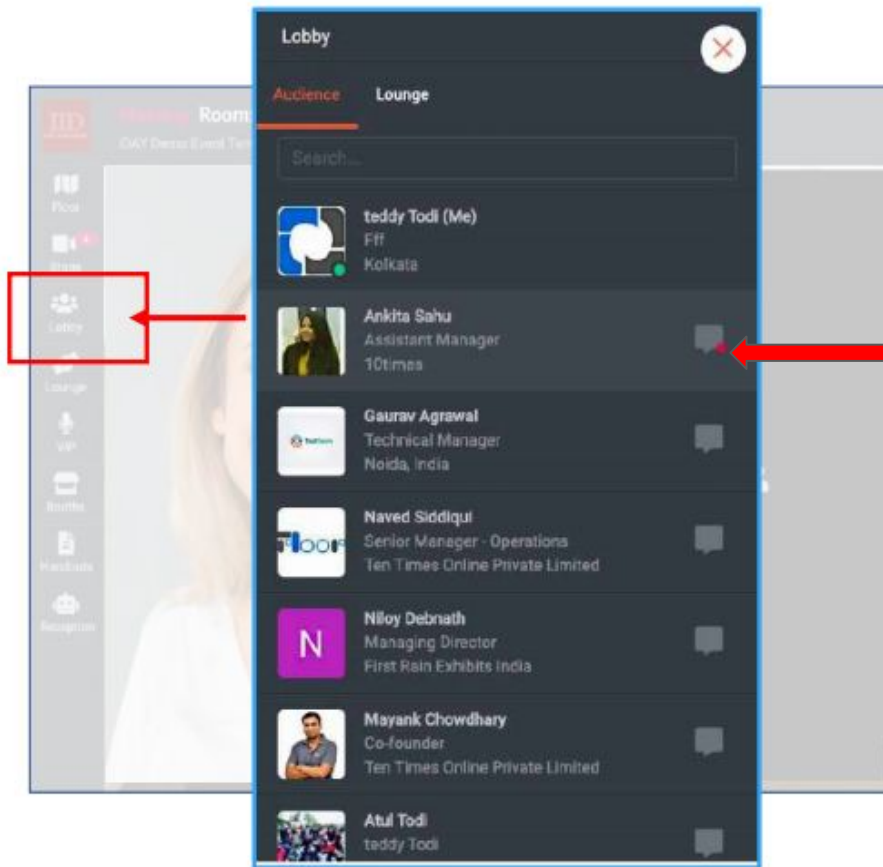
- **FLOOR** – Map for easy navigation
- **STAGE** - List of all sessions happening in the entire event.
Please join any LIVE session through this button.
- **Lobby**– see all the live audience and have live chats.
- **Lounge** – Networking tables.
- **VIP** – Exclusive lounge, Grab meeting with speakers if available
- **Booths** – Expo area for exhibitors, Grab Meeting with exhibitors in their booths.
- **Reception** – Helpdesk for any issues

STAGE



JOIN any live session using the stage option on left, it opens up the session list for entire event. In case you want to navigate yourself please click on join tab in front of the session name

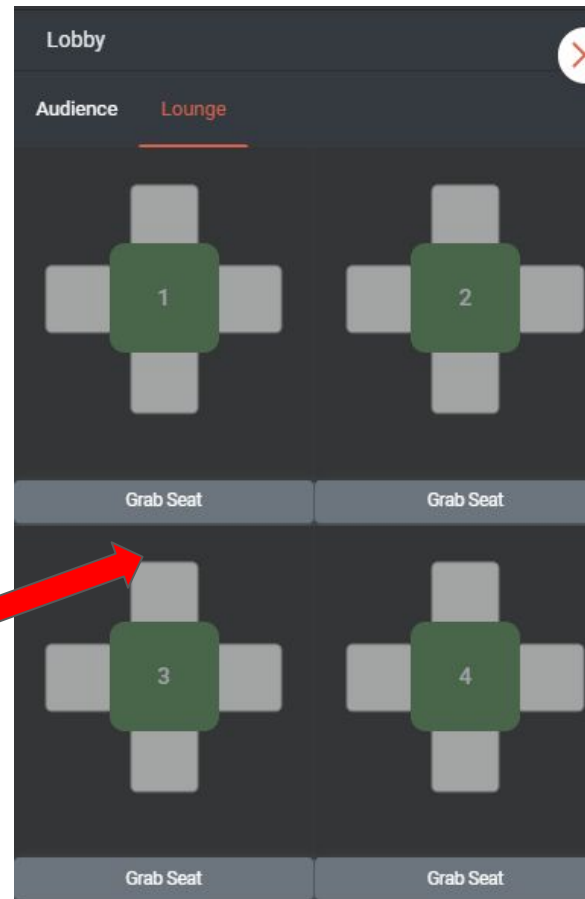
LOBBY & LOUNGE



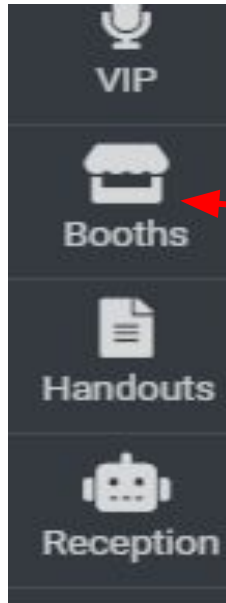
Do live chat
with the
audiences live
on FLOOR.

You can invite
others to the
Networking
tables via chats

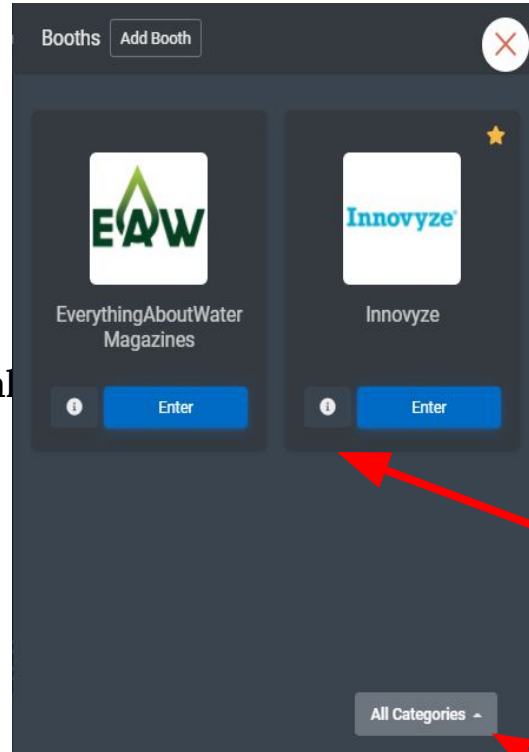
Go to **LOUNGE**
TAB and **GRAB**
SEAT to join a
table



GRAB MEETING WITH “EXHIBITORS”



Visit the BOOTHS section and explore all the exhibiting companies.



CLICK ON ENTER BUTTON
you can have one on one meeting with exhibitors once the booth representative is AVAILABLE in booth.

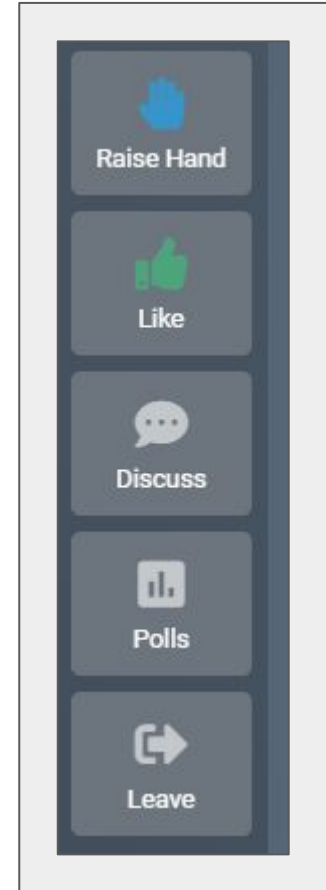
VIEW PROFILE
You can View the company profile

You can filter Booths on the basis of the categories

SESSION CONTROLS



- **HAND RAISE** - In case you want to be part of live stage to ask questions.
- **LIKE**- Give a Thumbs Up while enjoying the sessions.
- **DISCUSS** - Audience chat box and QnA box to put up your questions for speakers.
- **POLLS** - Submit your votes to different polls raised.
- **LEAVE**- To leave the current session / stage.



REQUIREMENTS



- ❖ The Event is best experienced from your Laptop/ Desktop and on latest Chrome Browser (preferably).
- ❖ Please maintain a good internet connection throughout to have a good experience.
- ❖ Kindly keep the mic/camera allowed.
- ❖ If there is any Proxy server , firewall , VPN Installed , kindly remove it else use another system

THANK YOU



*"Life is a series of **Events**. Make it large on the **FLOOR**"*

