

# 'How To' Guide for Delegates

Welcome to the delegate guide for the event on the virtual platform

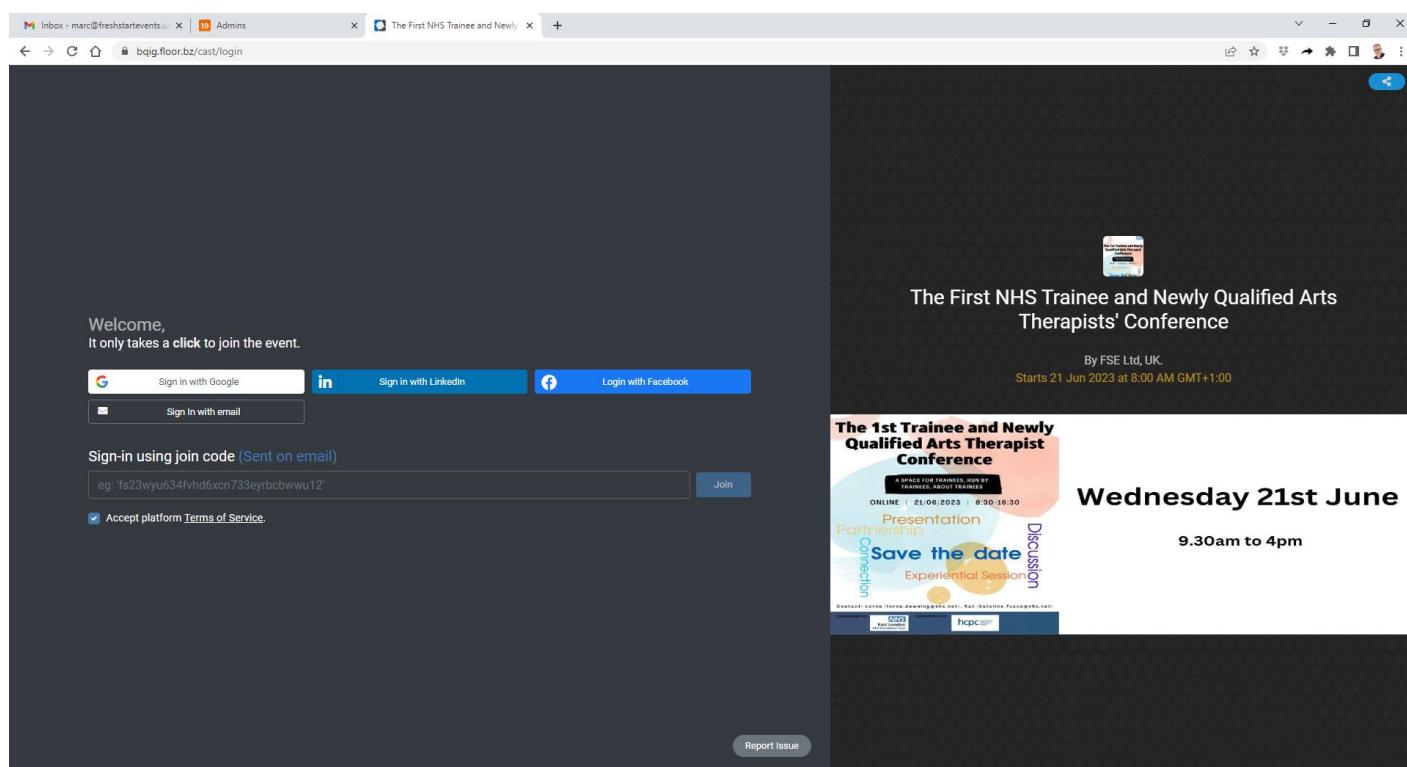
This guide will step you through the process of joining the FLOOR platform and the functions available to you once you have joined.

## Joining the FLOOR Platform

Join the Live event by clicking on this webcast link sent to you a week in advance of the meetings

This will then direct you to a web page, like the one below

Ideally please use **Chrome**, Other browsers have security issues with the FLOOR platform and often don't work correctly



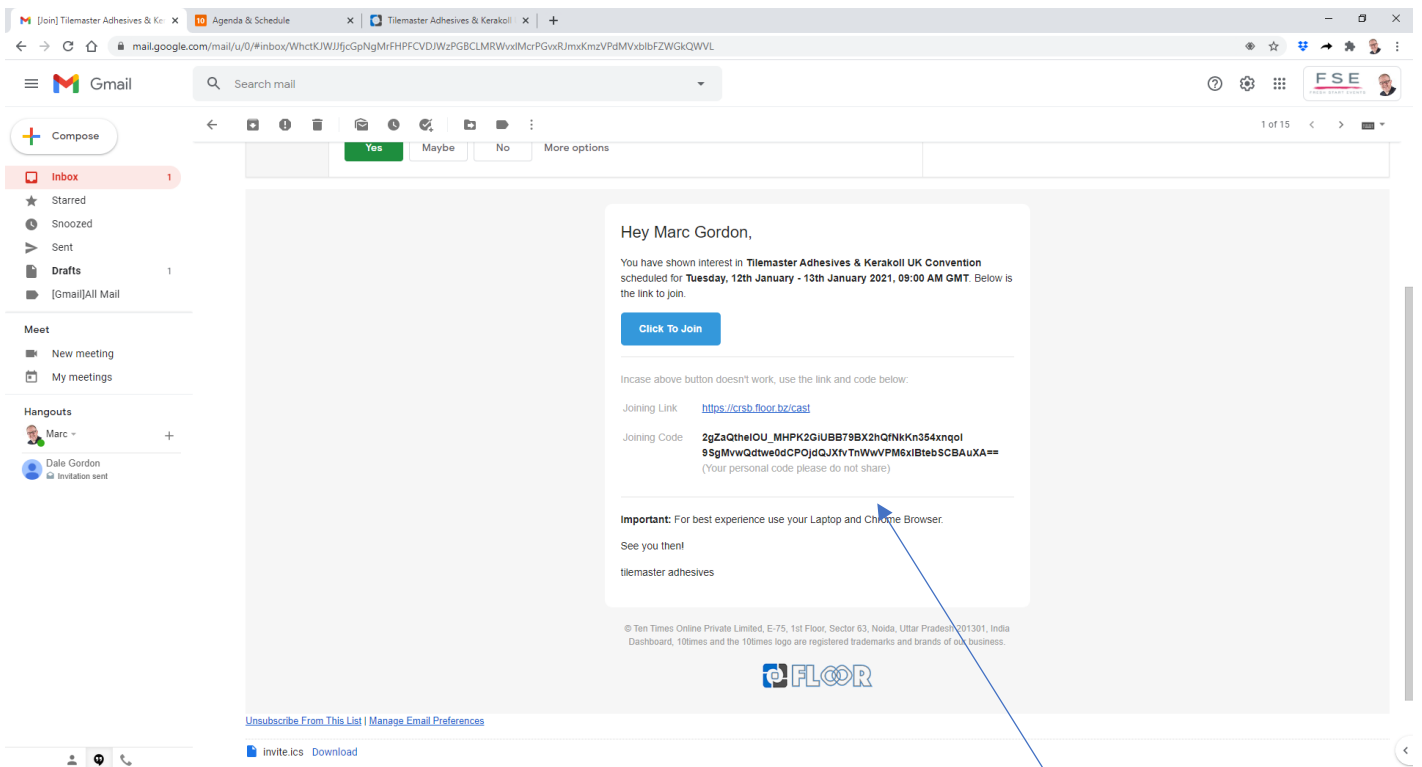
The form asks you to register in one of four ways,

1. Google
2. Facebook
3. LinkedIn
4. eMail

Please note, if you choose Google, Facebook or LinkedIn the form will try to extract your information directly from your profile on that platform.

Selecting email as the registration type will then ask for your email address, once supplied it will then send you an email and an invite code

Return to your inbox and search for an email like this from 10Times –

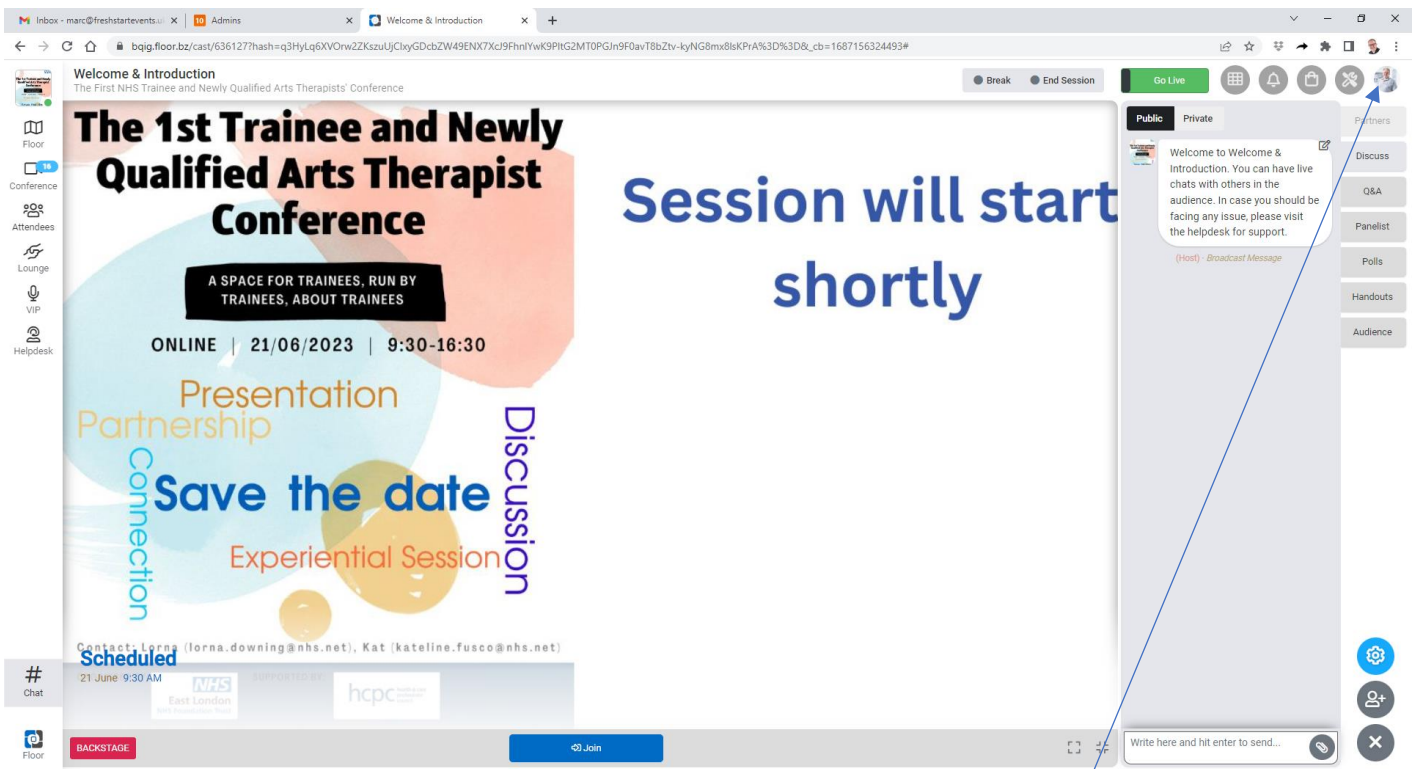


In the email you have received there is a long joining code, copy that code and return back to the platform login screen where you clicked on join with email, post that code in the box that says *sign in using join code*

It will then prompt you for additional information,

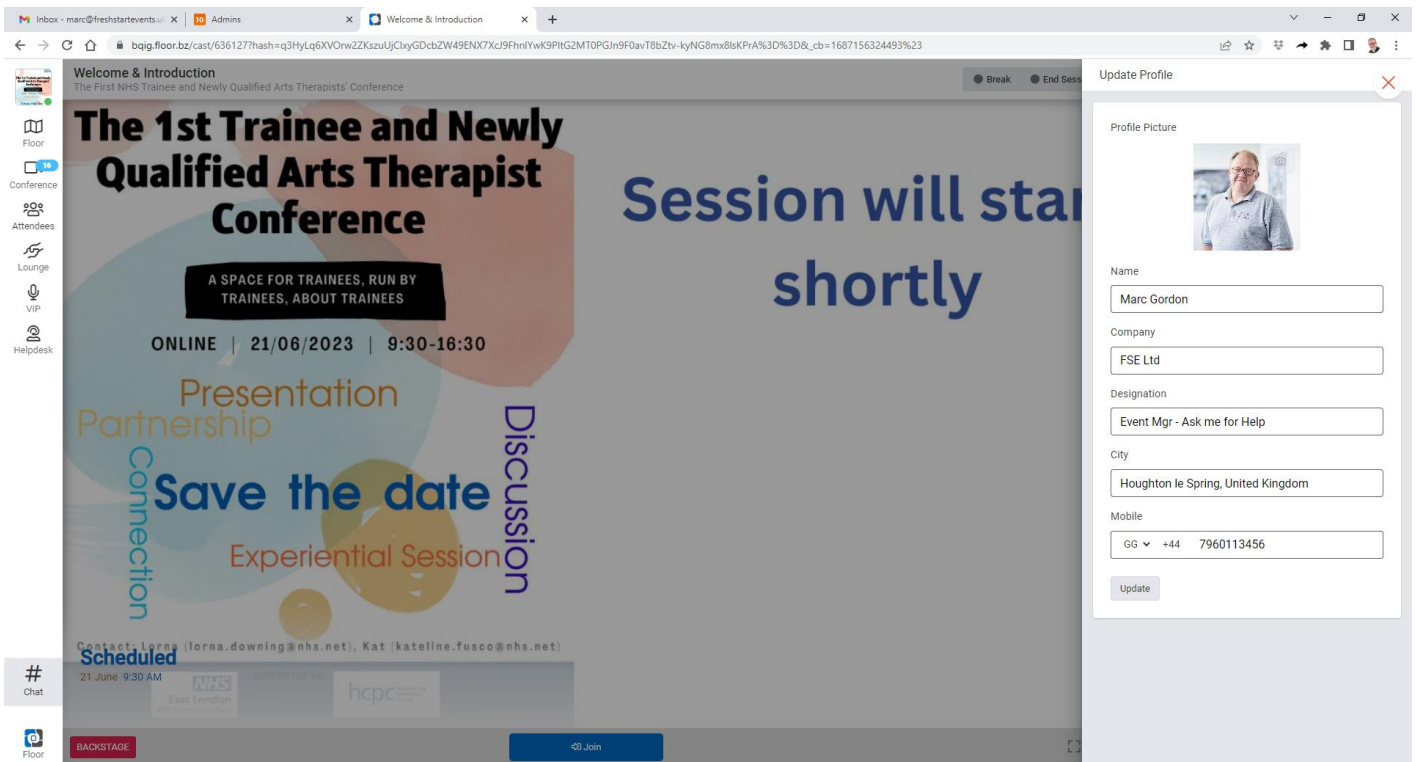
- Your name
- Your organisation or company
- Your designation (job role)
- City
- Country
- Phone number (plus country code)

Once you have completed registration, the event FLOOR platform will open and you will arrive in the section called registration.

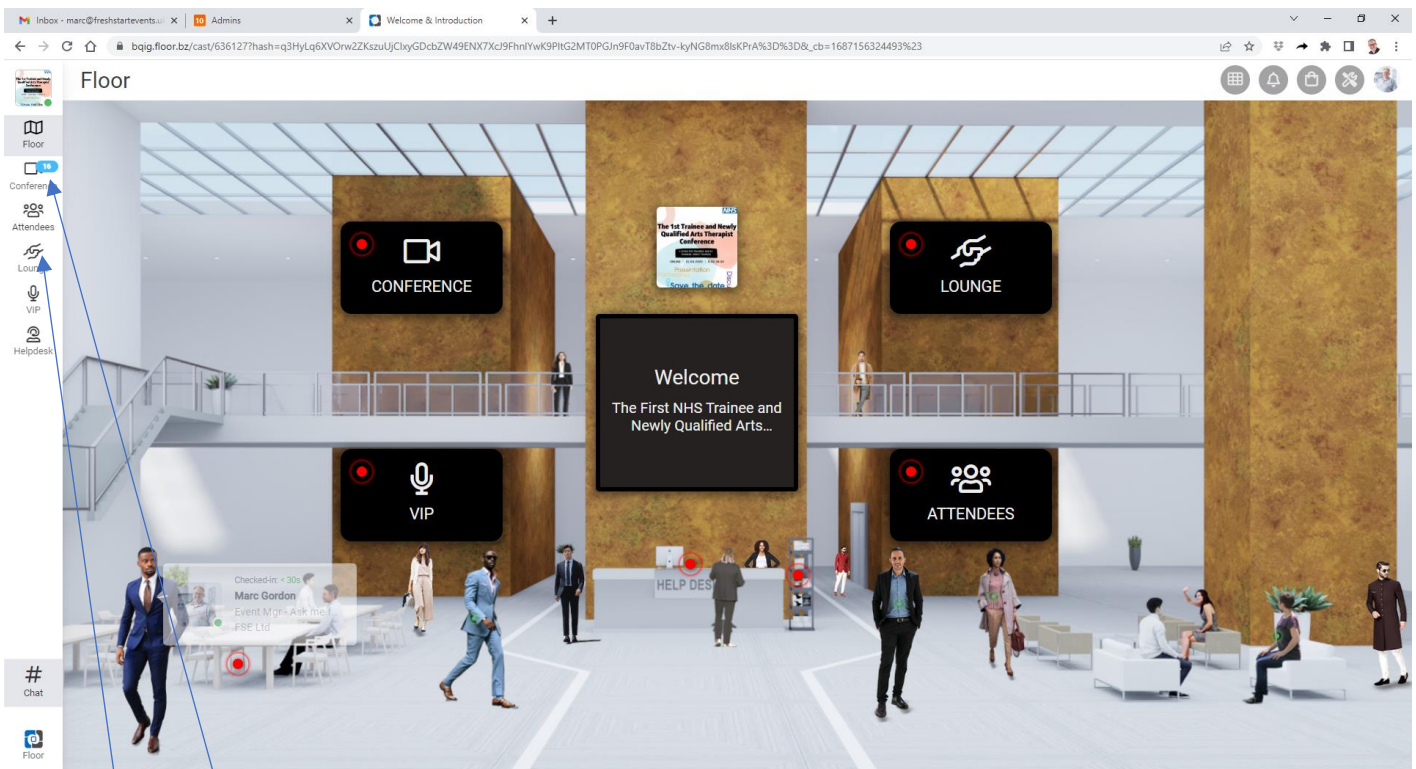


You can check (and edit) your profile by clicking your image at the top right of the screen. If you would prefer you can create an avatar (cartoon) of yourself - <https://edu.pixton.com/solo/>

In the Update profile option we recommend you update all of your info including your profile image so your colleagues can easily connect with you.



Once your profile is updated click on the Floor/Entrance icon in the top left corner, this will open a 3D image of the event layout



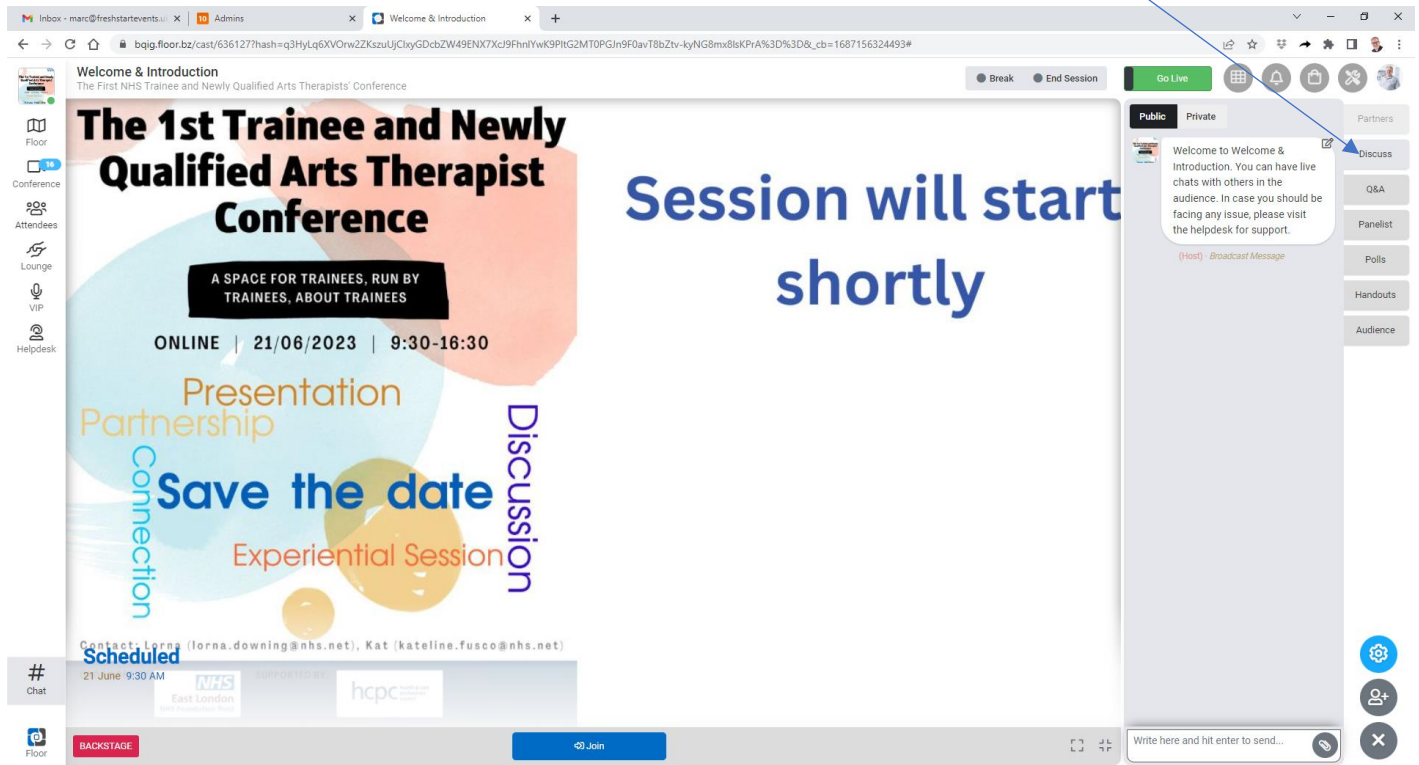
## Areas on the FLOOR Platform

- Conference** – Overview of scheduled sessions  
 This lists the agenda of the seminars and presentations at the event, click to enter each session ready for it to commence at the given start time.
- Attendees** – see all participants  
 See who else is attending the event and click on their profile, start a chat/interaction with them. Arrange to catch up in the Lounge/Network area
- Lounge** – Tables for Networking  
 You will find several tables, each accommodating up to four people available for 'virtual' meetings. Ask another delegate to meet you at a table or join in with an existing conversation
- Exhibition/Virtual Booths** – space to share view information  
 You will find several exhibitors with booths in this area, drop in and view each one and chat with each of them or download their info
- Support** – Platforms Helpdesk  
 This is where you will find details of the event hosts and can reach out if you have any queries or issues

# Once the event is active and has begun – 21st June

## Attending the conference session online

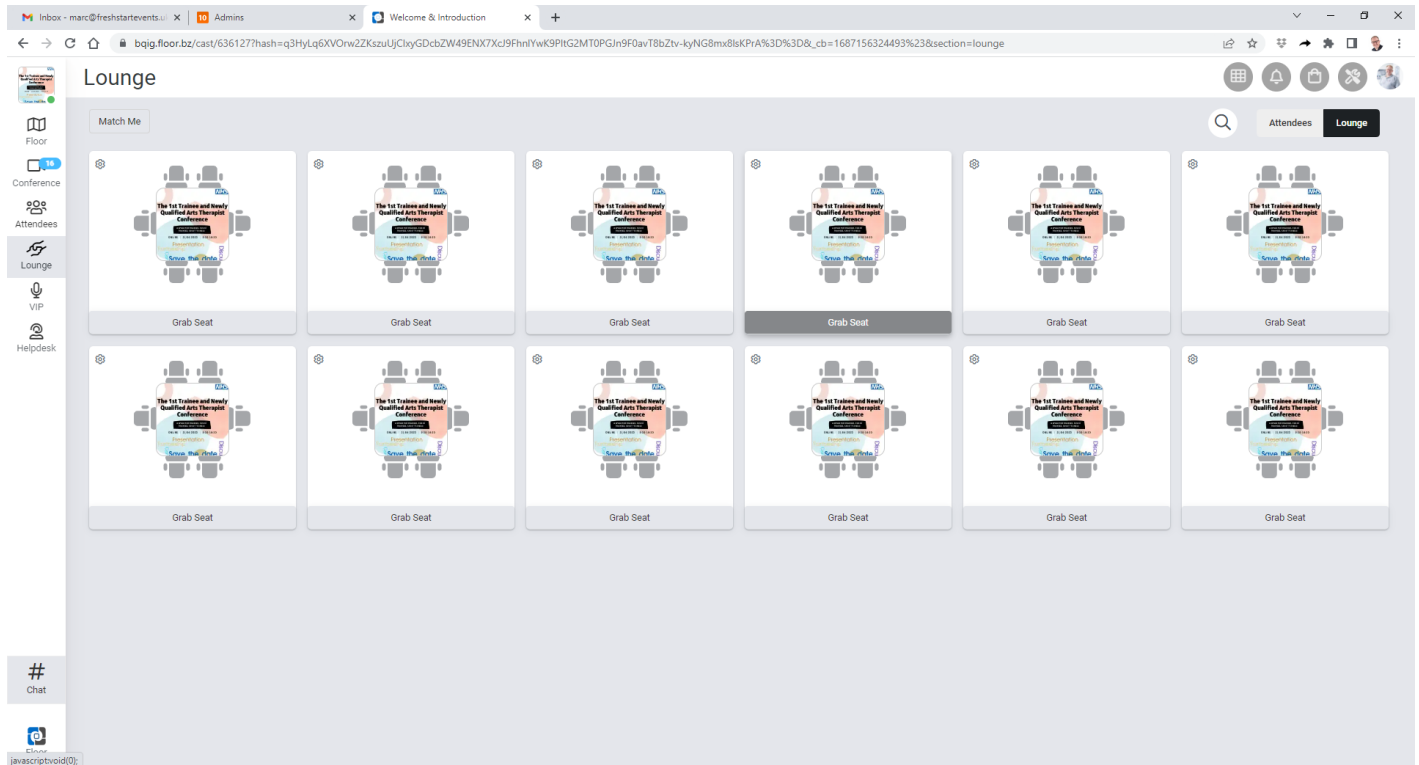
Once you have clicked to join the conference session, you end up in the audience ready for that presenter to go live with their presentation. Once they start you can interact with them via the Discuss and Q & A tabs to ask questions, offer feedback or chat with other users at the same session as you.



Click the tabs on the right to access these options through a session - Discuss/Q & A/Handouts/Audience

The audience tab allows you to see who else is live in the session with you and connect and swap chat messages

## Meet and Interact at tables in the Network/Lounge



Select a table and grab a seat and be joined by up to 7 other people. Whilst at a table you can invite others to join you, share your screen, Swap details via the guestbook and make the table private if you need confidentiality.

### Meet other delegates at the event

Feel free to reach out to other delegates that are live on the platform and interact with them. Arrange to meet them at tables in the lounge or in exhibitors booths.

Keep an eye out for chats and reply messages they will appear on the left side of your screen against the attendee icon.