Intrado
Information to Insight

Attendee User Guide

REMOTE: Connected Faculty Summit

July 13-14, 2020

Arizona State University

Confidential and Proprietary

Access

You can enter the event beginning on;

July 13 at 11:45am PST

July 14 at 8:45am PST

- As a REMOTE: Connected Faculty Summit attendee, you will be able to enjoy a unique, interactive learning experience from the comfort and convenience of your home or office.

- You can find everything you need to access the event in the Registration Confirmation email you received upon registration.

- To make sure your computer, internet connection, and sound are ready to go, take a moment to test your system or device in advance.

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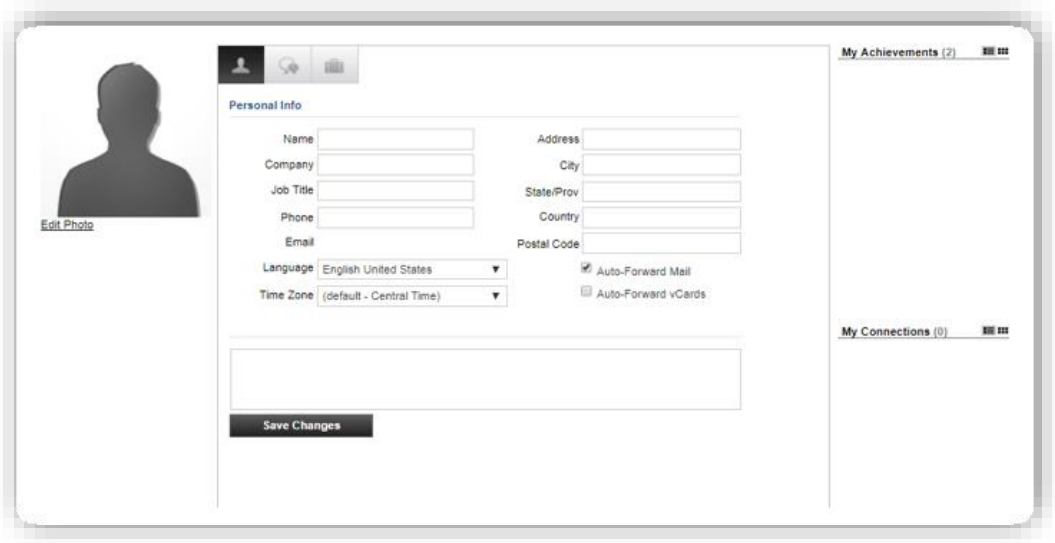
Your Profile

The Profile is where you can customize your information, access documents, and view your connections.

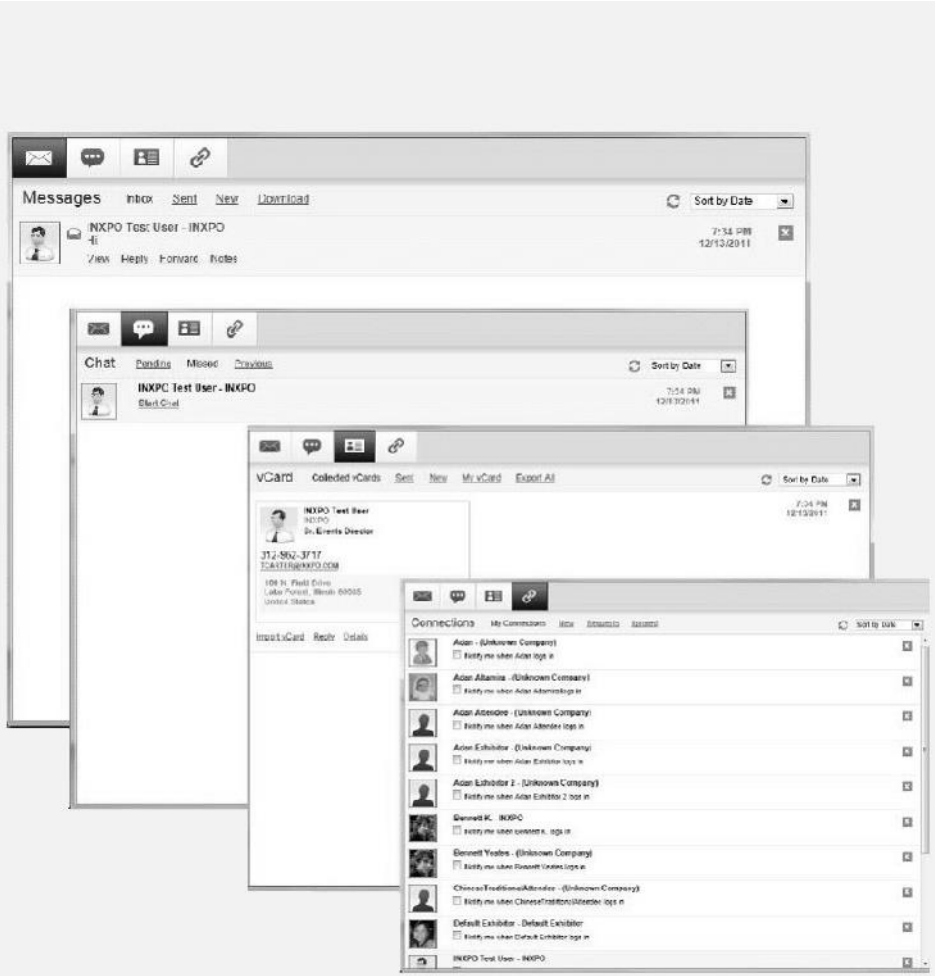


To edit your profile, begin by clicking “Profile” < / Insert Alternative Location> in the upper navigation at any time. Your profile contains your name and several other fields that you may have filled out upon registering.

You may choose an image to help identity yourself during the event (select from a list of stock images, or upload your own photo). Filling out your profile completely and accurately will help you while networking with attendees in the event.

The briefcase is located within your profile under the third tab. This is where you may retrieve documents and links that you have saved from the Resource Center, sponsor spaces, presentations, or meetings.

Communication Center



If you receive an email, vCard, chat request, connection, or announcement, you will be notified via a communication bubble that will display in the upper right-hand corner of your screen. By clicking on the communication notification, you will be taken to the indicated item.

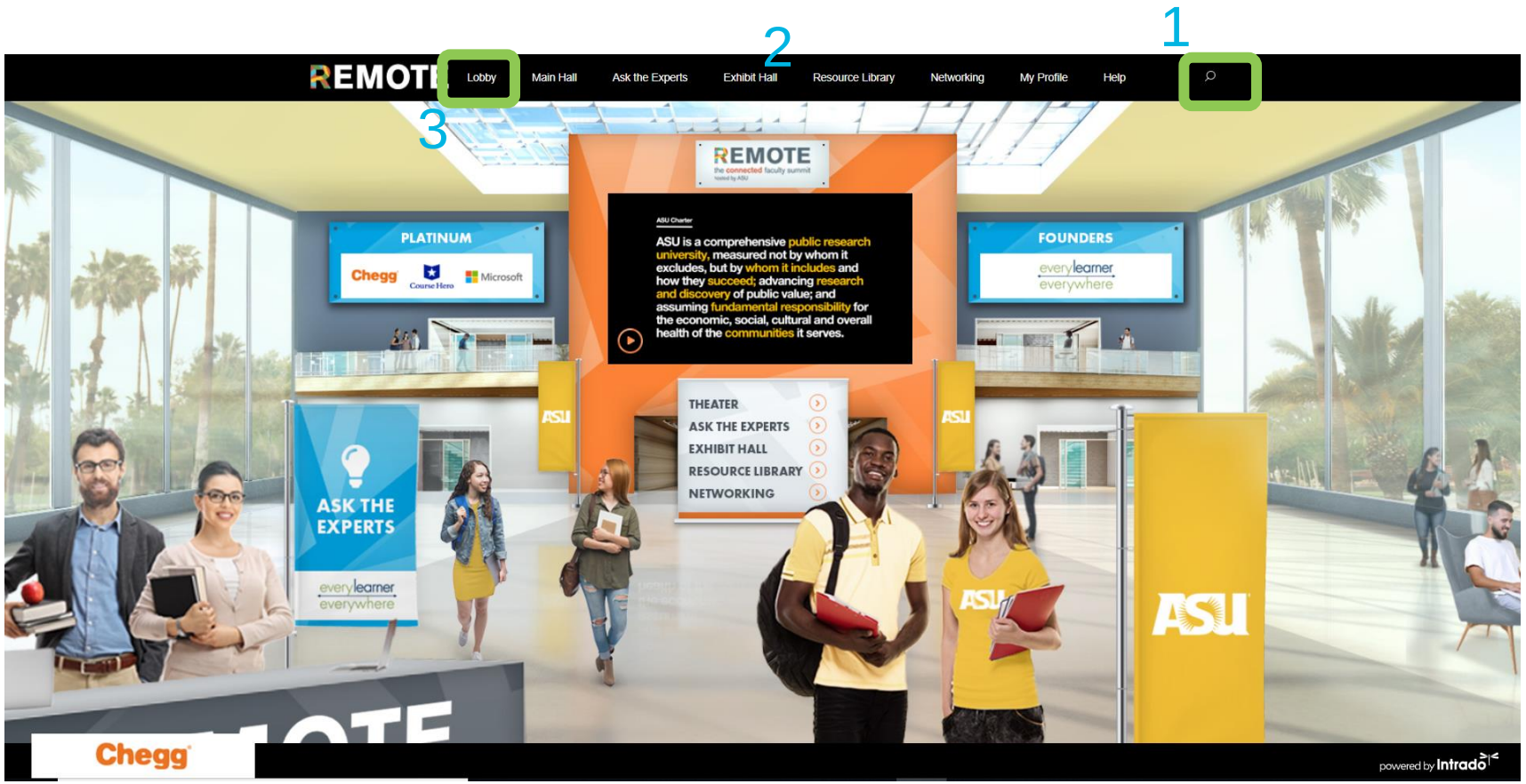
There are 4 types of private communication:

1. **Email messages** –The notification will display you have an unread email. Click on the notification window to view.
2. **Chats** – If you receive a chat request you will be able to accept or decline the request. You may also send a short message to the chat requester when declining a chat.
3. **vCards** – The notification will display you have a new vCard. Click on the notification window to view.
4. **Connections** – The notification will display that you have a new connection. You can click on accept or ignore directly from the request window.

Lobby

After logging into the event you will be taken to the Lobby area.

From the Lobby, you can visit the main areas of the event by clicking on their listing or utilizing the navigation bar.



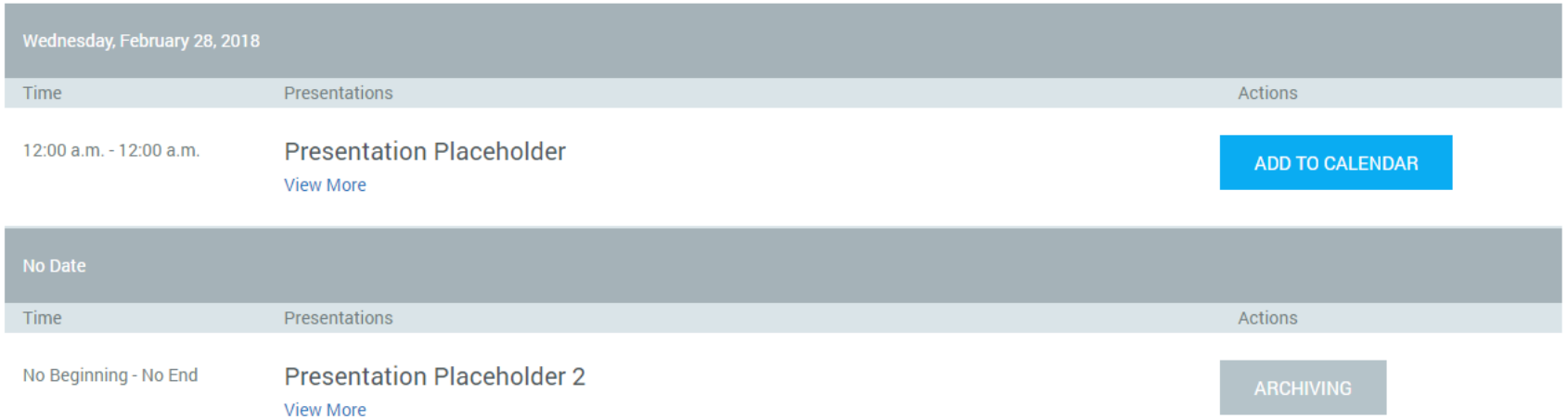
1. Search: You can use the search feature to find attendees, sponsors, documents/links and presentations/webcasts within the event.

2. Navigation: Access the different spaces in the event.

3. Lobby: You can return to the lobby by clicking on “Lobby’ on the top toolbar.

*Agenda Builder

This tool allows you to add sessions that you are interested in attending to your agenda.



Text Actions / Options that may appear in Agenda Builder

- **Add to Agenda** – Add sessions to your agenda up until 30 minutes prior to their start time
- **Add to Calendar** – After adding a session to your agenda, download a calendar reminder
- **Remove from Agenda** – Remove sessions from your agenda up until 30 minutes prior to their start time
- **Live Now** – A session is currently live
- **Archiving** – A live session has finished and is archiving
- **On Demand** – A session is available to view
- **Starting Soon** – A session will be beginning shortly (displays 30 minutes prior to Early Entrance)
- **Early Entrance** – The session is beginning shortly - you may click into the session

Main Hall

Navigate to the Main Hall tab to view the sessions and demos, live and on-demand.

Clicking on a session you will see more detail on content & speakers.

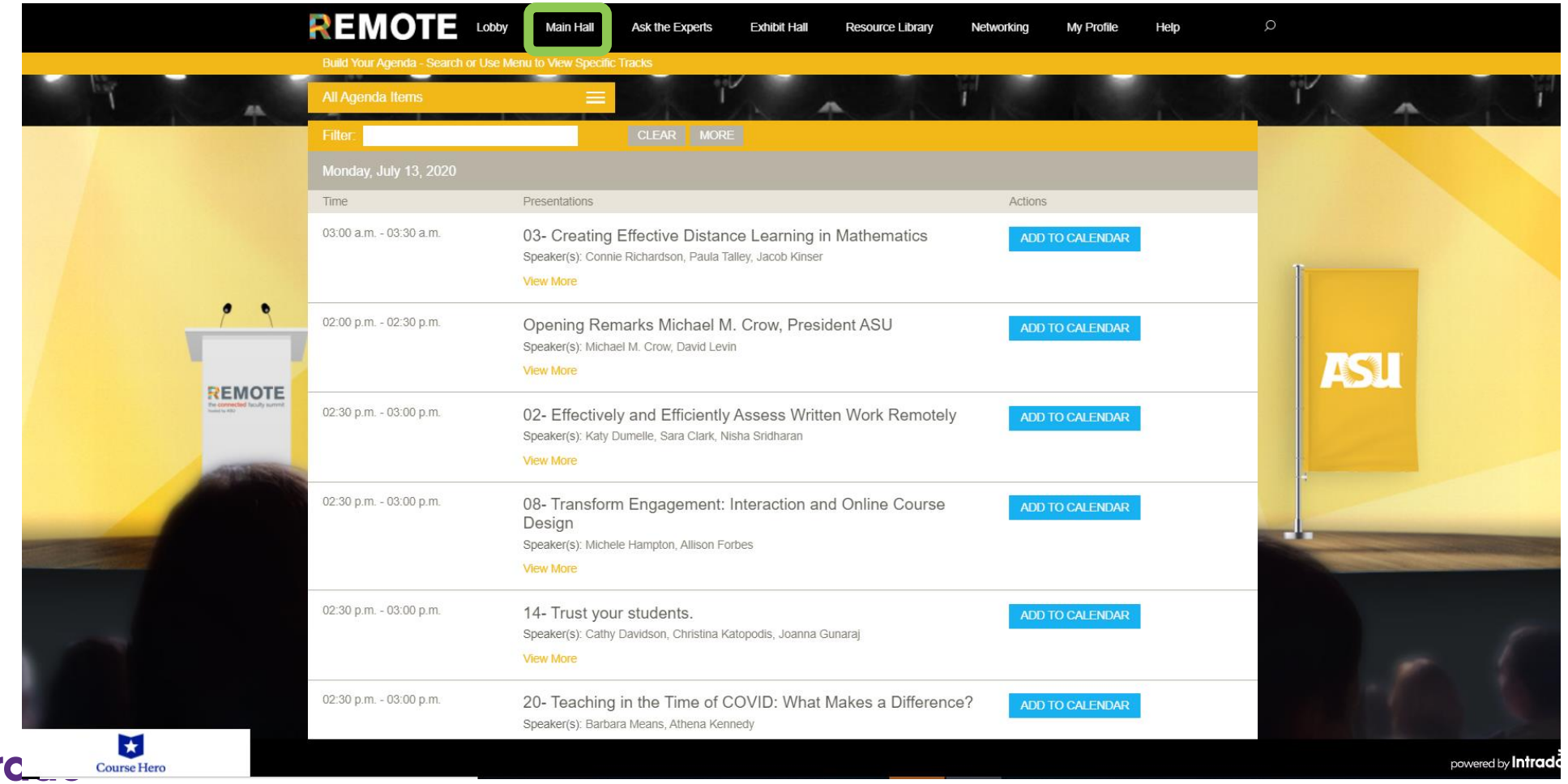
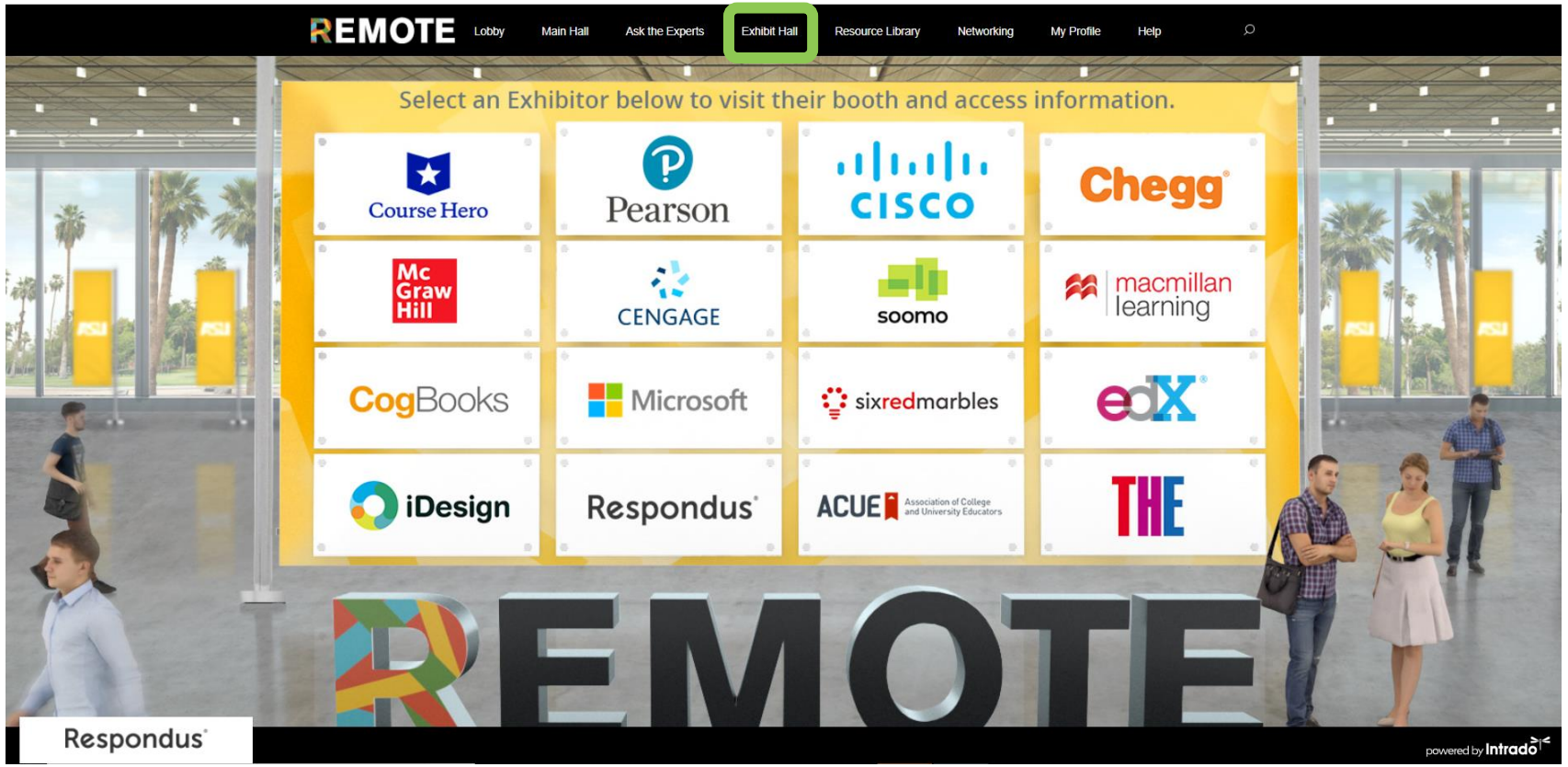


Exhibit Hall

By clicking on Exhibit Hall tab on the top navigation, you will be taken to the Exhibits Hall, where you can visit booths, download/view content and engage with booth staff.



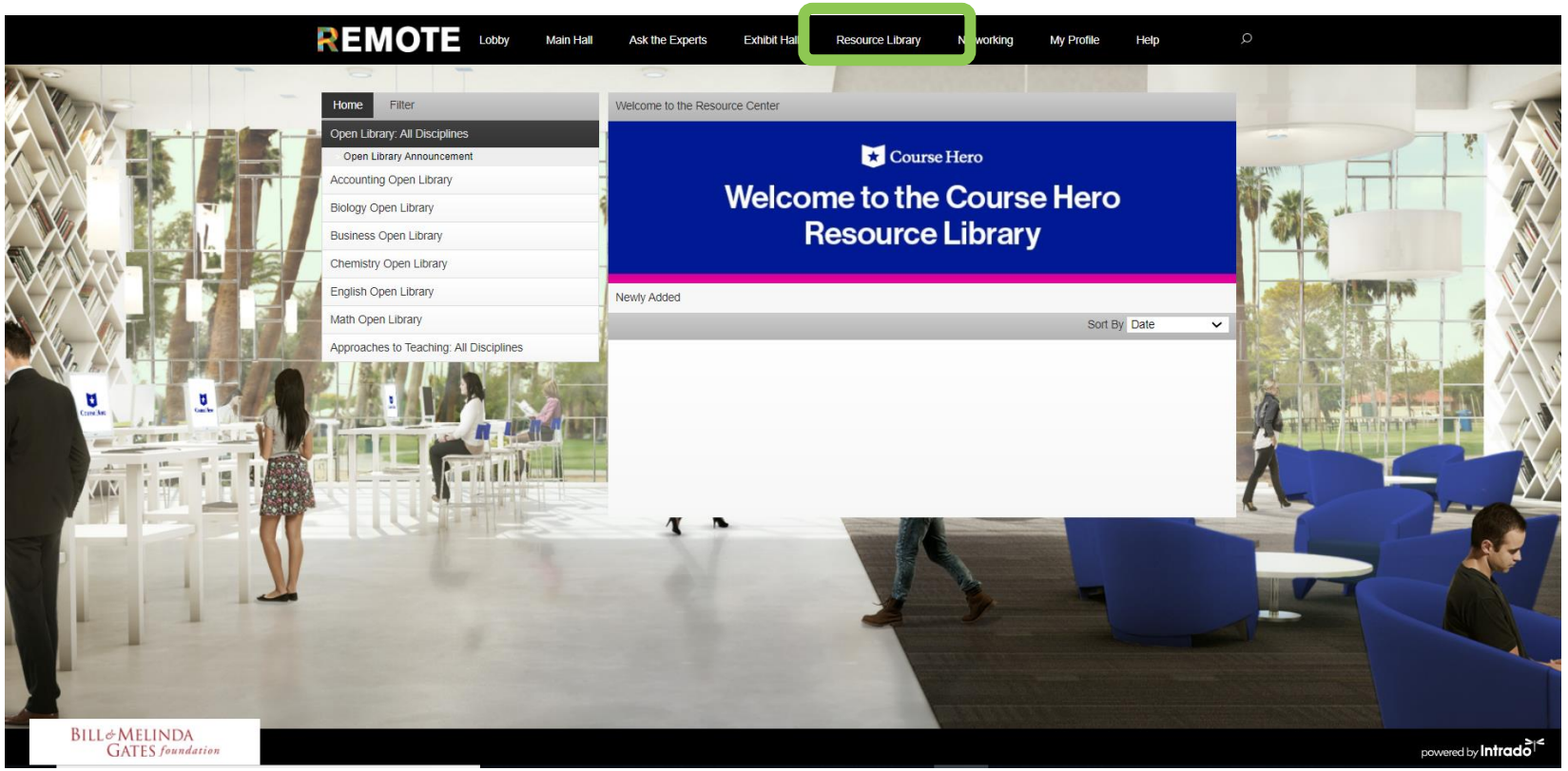
Once you've entered a booth, you may click through the content tabs on the right hand side to view collateral and other assets and information provided by the Sponsors.

The sponsor staff listed in the staff tab (click on icon highlighted in red below) will be standing by in the space to chat with you and answer your queries.

Resource Library

The Resource Library is your digital library to browse content by subject across the different areas of the event.

Select the content for immediate viewing or save to your briefcase for review or download at your convenience.



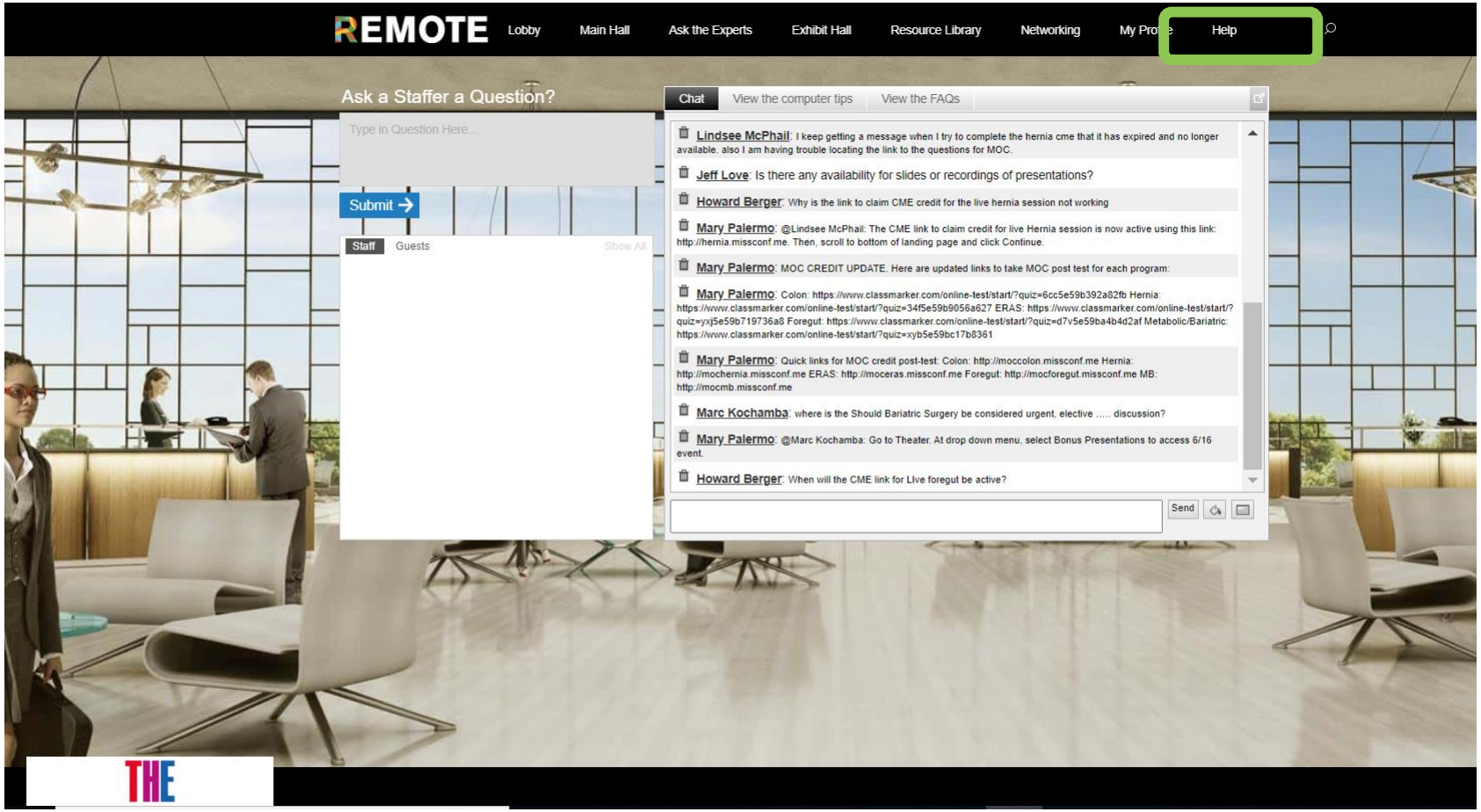
Filter: Categorize resources by subject matter.

View/Save: View a document. Or save a document to your briefcase for review at your convenience.

Briefcase: Saving to your briefcase is not the same as saving the document to your computer. Please click on ‘Download’ in your briefcase to do so.

Help Desk

The Help Desk is available for any technical support issues you have while interacting in the virtual event. There are helpful resources available to you such as guides, FAQs, and support documentation to aid in troubleshooting support requests.



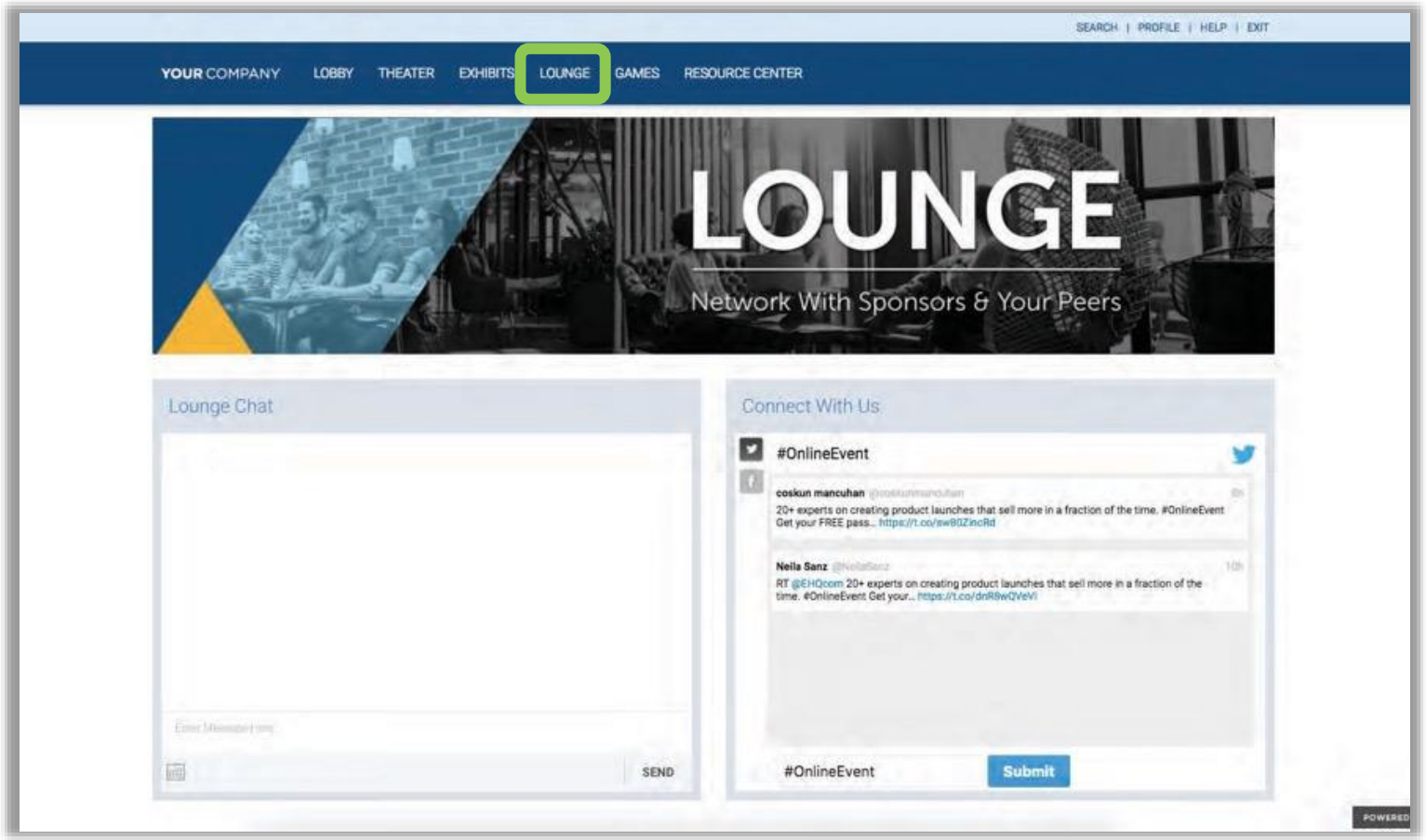
Chat: Will allow you to chat with Intrado support staff available to help assist with any questions you may have.

Email: If you have additional concerns after live support has ended, you can email the Intrado support box at eventsupport@inxpo.com.

Computer Tips: Available to view helpful resources in troubleshooting potential issues such as chat or communication problems, security prompts, FAQs, etc.

Lounges

The Lounges is great places to communicate and network with attendees, speakers and sponsors.



Join the public chat and network with various staff and guests.

There will be X lounges focused on a specific topic;

- Arts, Humanities & Social Sciences
- Business
- Engineering & Computer Science
- English
- Equity
- Math
- Natural Sciences
- Unconference
- Virtual Happy Hour

Sounds of the Event

The event uses audio to notify you when certain events occur.

This is especially helpful if you are logged into the event but are working in another application.

Chat Accepted

When someone responds to a chat request that you initiated, you will hear this sound. Click on the icon at the left to play the sound.

Communication Received

You will hear this sound when you receive a new Email, chat request or VCard Click on the icon at the left to play the sound.

Event Support

Live Event Date:	**July 13-14, 2020**
Available On-Demand:	July 14 at 2:00pm PST
Login Link:	https://onlinexperiences.com/Launch/Event.htm?ShowKey=97610

Contact Support: INXPOeventsupport@west.com

www.west.com

Thank You