

# YOU'RE AN ATTENDEE?

How to use the platform



EMERGENCE



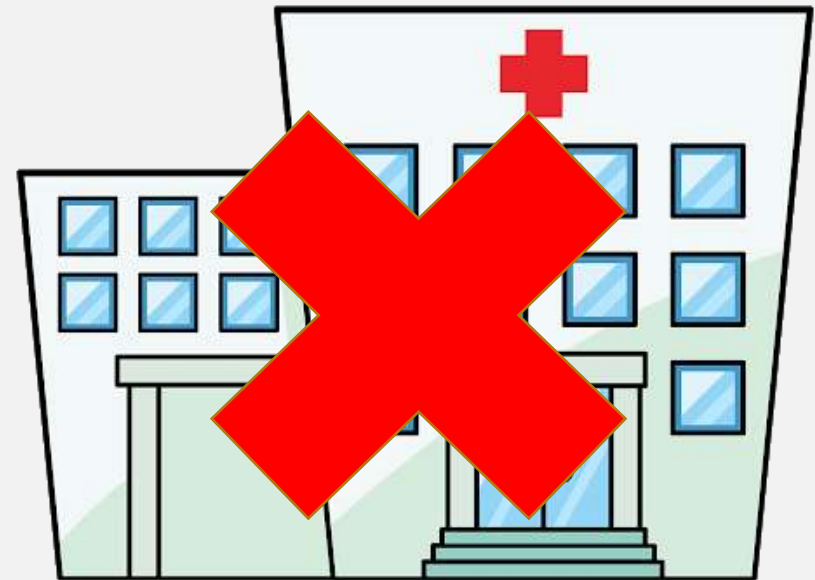
Update 05/01/2021

You don't receive the email confirming your access to the e-congress platform?

You can't connect to the platform with your professional email address?

The Firewalls of your hospital prevent your access?

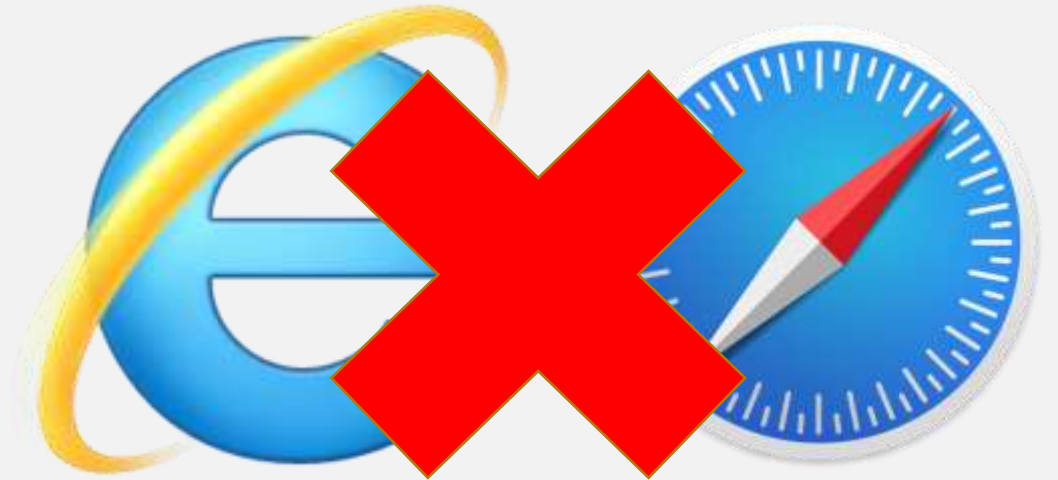
Send us another email address (Gmail, Yahoo, wanadoo etc) to:  
[contact@euroneuro2020.com](mailto:contact@euroneuro2020.com)  
Subject: My New Email Address for SwapCard / your name and lastname



Internet browser:

We strongly recommend using the latest version of **Google Chrome** and/or **Mozilla Firefox**.

The e-congress application does not work on **Internet Explorer** or **Safari**.



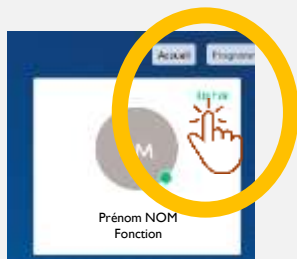


You can download the app on

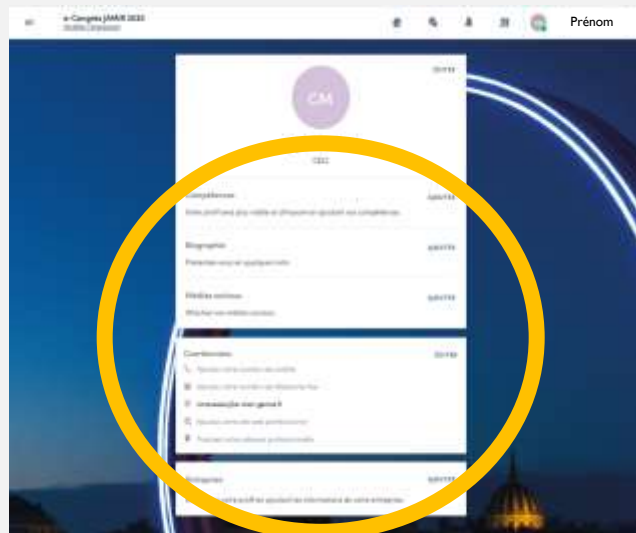


## 1 EDIT YOUR PROFIL

1 - HOME :  
click on **EDIT**



Fill in the useful information that you wish to make visible, for a better communication with all the actors of the Congress!

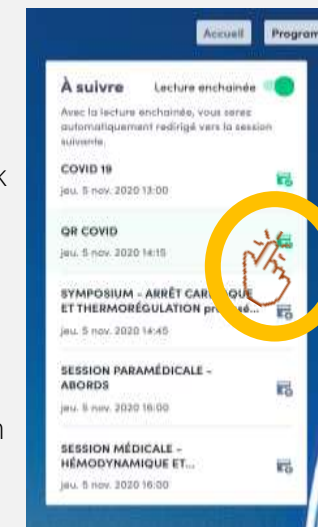
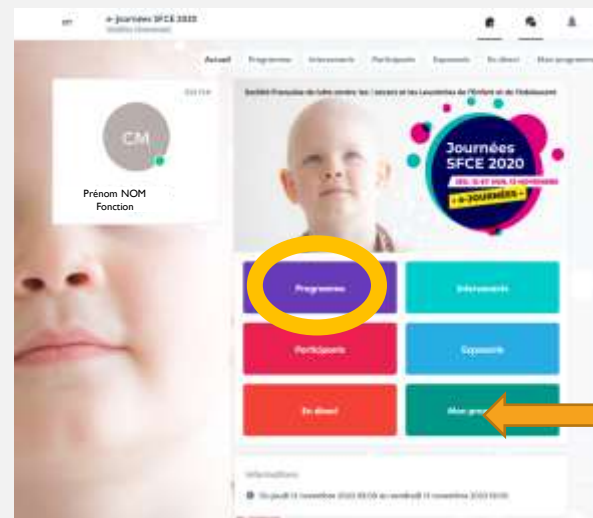


## 2 PREPARE YOUR PROGRAM BEFORE THE CONGRESS

1 - Consult the  
**program**

2 - Select the sessions you wish to attend (click on "+" ). It becomes **green** if selected).

3 - **Your customized program** will automatically update the session displayed in **MY PROGRAM**.



## 3 ACCESS TO THE PROGRAM'S SESSIONS

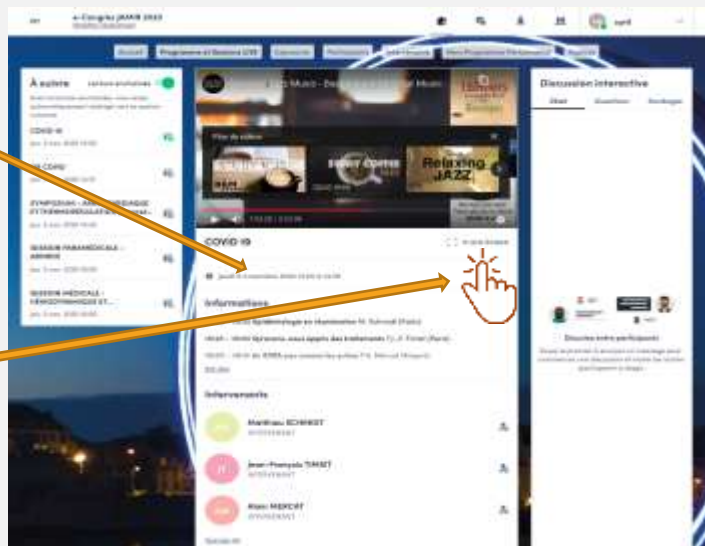
1 - Click on "Live access" on the HOME page.

or

2 - In PROGRAM, Select the desired session (available from the time of the session).

3 - Activate the full screen by clicking on " FULL SCREEN ".

4 - Reduce the full screen: Tick the **CROSS** at the top **LEFT** of your screen



## 4 ASK A QUESTION TO THE MODERATOR

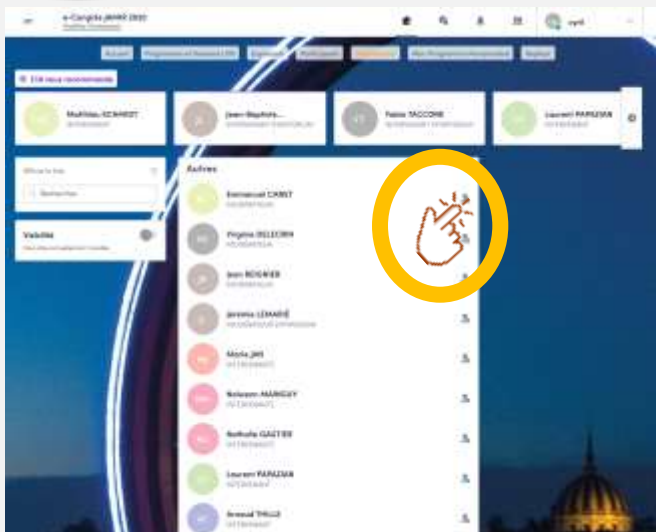
1 - Click on **QUESTIONS** (and not "chat") on the right of the screen. The question will be visible by the moderator who will ask it (or not) to the speaker at the end of the interventions (on live).

2 - **CHAT** allows you to interact with the other attendees of the session, live.



# 5

## INTERACT WITH A SPEAKER



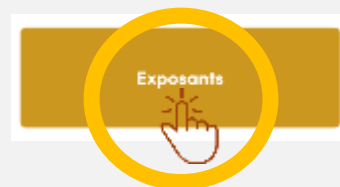
- 1 - Click on **SPEAKERS**
- 2 - Select the people with whom you wish to interact by clicking on the top right-hand side of the thumbnail,
- 3 - You are redirected to the profile of the selected person. You will find her/his intervention program during the e-congress and can choose an available **appointment slot** or **send a request**.



# 6

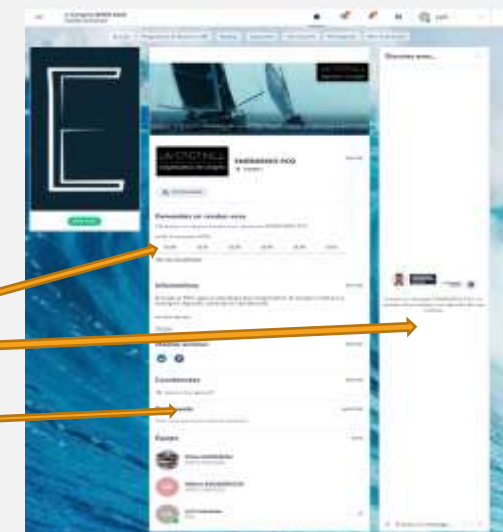
## VISIT AN EXHIBITOR'S BOOTH

- 1 - HOME : click on **EXHIBITORS**



- 2 - Choose the booth you wish to visit

- 3 - You can:
  - Request an appointment (select a slot)
  - Discuss with a representative
  - Discover and Download their brochures or view a REPLAY or a video (click on **DOCUMENTS**)
  - Consult their website, representative business cards etc...



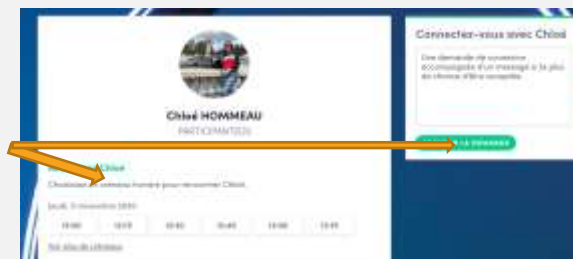
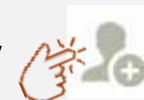
# 7

## INTERACT WITH THE OTHERS ATTENDEES



- 3 - You are redirected to the profile of the selected person. You choose an available **appointment slot** or **send a request**.

- 1 - Click on **ATTENDEES**
- 2 - Select the people you wish to interact with by clicking on : the top right of the thumbnail, which becomes **green**.



Thank you



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