

All meeting components can be accessed via the main menu at the top or by clicking the images from the LOBBY page.



LOBBY

- Access all aspects of the event
- Connect with other attendees

SOCIAL WALL

Use #diform2022 or tag @AdvancingDerm to be featured on the wall. Click on the post to re-share to your social channels.

BRIEFCASE

- Download PDF documents from exhibit booths
- Click "Briefcase" to email items to yourself

HELP DESK

- Connect with vFairs support staff to resolve technical issues
- Receive support for navigation questions

SURVEY

Provide feedback in event evaluations





AUDITORIUM

Click on "Auditorium" to enter the main meeting hall. All presentations will be taking place in this location in real time.

LOUNGE

- Chat with attendees
- View attendee list
- Meet the Sponsors
- Connect with AID on Twitter and LinkedIn

Networking Lounge Hosted by

EXHIBIT HALL

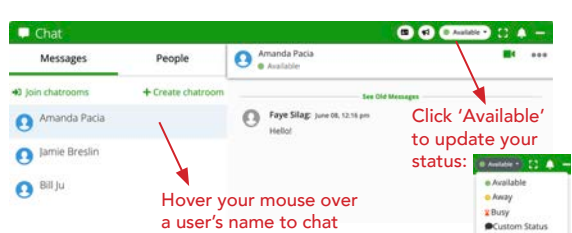
INSIDE A BOOTH

- "Description" tab
- Chat with the exhibitors (if enabled)
- Watch videos
- View documents and save them to your Briefcase
- Click on the option "Back to Floor" (top left corner) to return to the exhibit hall overview

NETWORKING & PLACES TO CHAT

Chat widget (right side of every page)

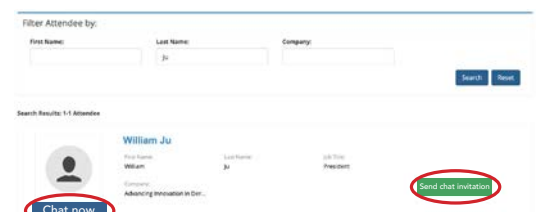
- Main menu **Attendee List** Chat directly or schedule a time
- Exhibit hall booth (if enabled)
- Lounge: 'Chat with Attendees'



Click 'Available' to update your status:

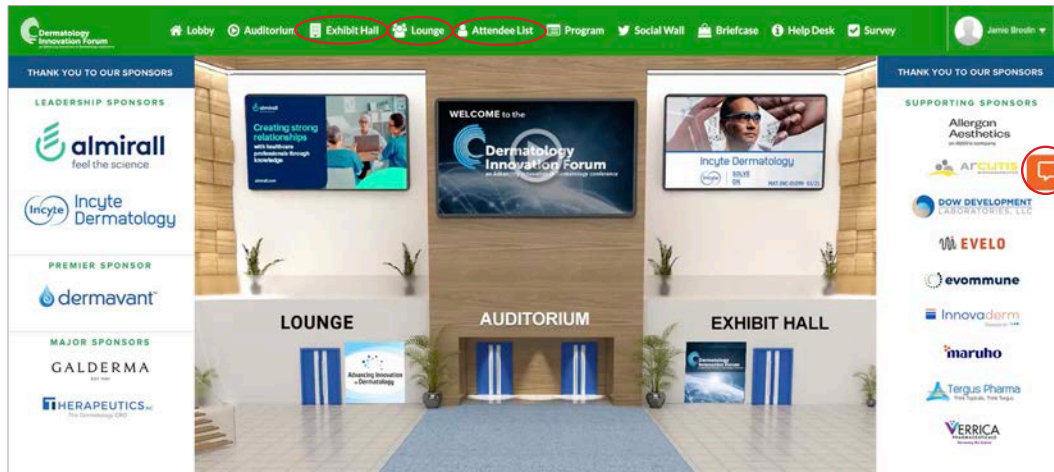
Hover your mouse over a user's name to chat directly with them.

From "Attendee List" tab: chat directly or schedule a time to chat with other attendees

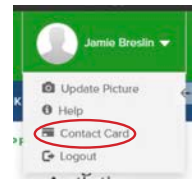


Send your chat invitations before the Forum! Attendees can accept or decline invitations to chat.

HOW TO NETWORK AND CHAT WITH ATTENDEES



Click on your name to update your contact card. This can be shared with other attendees.



4 WAYS TO CHAT

- Chat widget (right side)
- Lounge
- Attendee list
- Chat with booth staff through the Exhibit Hall (if enabled)

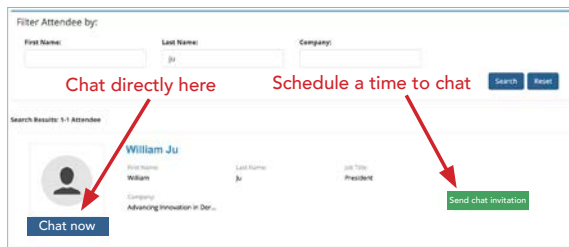
Chat directly with attendees

- Click on a name in **Attendee List**
- Click **Chat Now** to directly chat
- Schedule a time to chat **Send Chat Invitation**

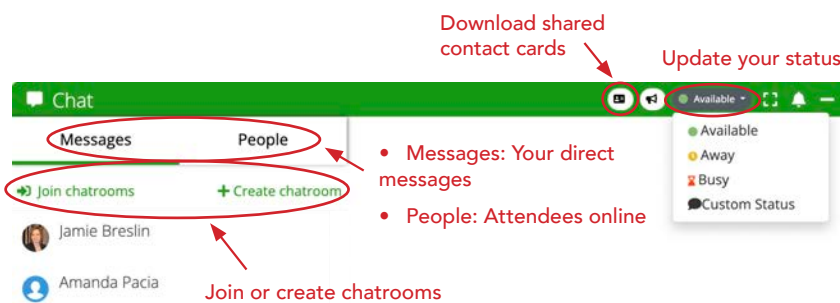


Scheduling a chat

- To send your chat invitation, select the time from available slots.
- When a chat invitation is successfully sent, the attendee **receives an invitation via email** with the option to accept or decline. If declining, the system asks for a reason, e.g. "Can't make 3:15pm, but how about 3:30pm?"
- If accepted: at the scheduled time, click the 'Chat Bookings' widget (right hand side) and click on the name of the individual to initiate the private chat.

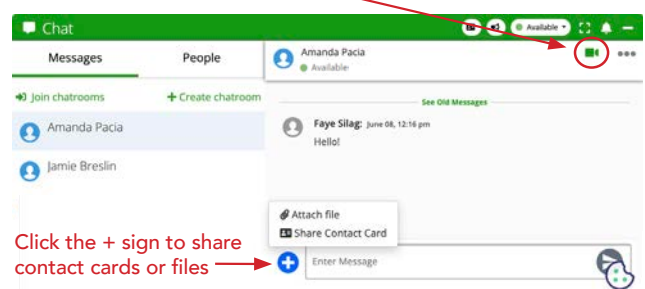


Navigating the chat widget (right side of every page)



Video chatting and sharing contact cards

- Click on a name in **Attendee List**
- Click **Chat now**
- Click on video icon



Click the + sign to share contact cards or files

Chat Bookings widget (right side of every page)

- See who has accepted your chat invitations and who is pending-- **blue** means accepted; **gray** is pending
- Add chats to your calendar



Be sure to check your spam email-- chat invitations may end up there!

Chat with exhibit booth staff

Please note: not all exhibitors have chat capabilities enabled.

- Enter the **Exhibit Hall** through the main menu
- Click 'Chat' to directly chat with booth staff
- Click 'Reserve a Chat Slot' to schedule a time to chat

