

Welcome to the Dermatology Summit Conference App!

This guide will help you navigate the conference app, schedule 1:1 meetings, and connect with other attendees.



The vFairs app is available on both the App Store and Google Play.



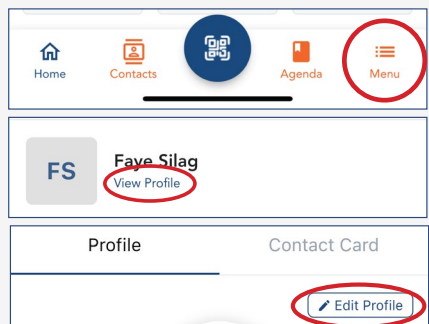
Sign in with the email address associated with your conference registration. You will be automatically logged into the meeting.

Attendee Search: Look up attendees, request a meeting, or send a chat.

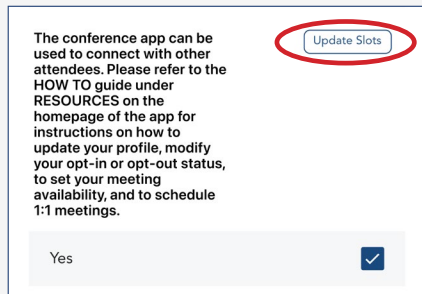
QR code button: In person-- scan an attendee's QR code located on their name badge. Find **your** saved contacts in the 'Contacts' tab in the bottom nav bar.

SET YOUR AVAILABILITY FOR 1:1 MEETINGS

- 1** Click the 'Menu' icon on the bottom navigation bar. Click 'View Profile,' then 'Edit Profile.'



- 2** To set your availability, check 'yes.' The 'Update Slots' button will appear. To opt out of meetings, leave the box unchecked.



- 3** Click the blue **+** button at the bottom of your screen. Add your available time slots on January 8 between 9am and 6pm (PST).

Add Time Slot

Start Date

Start Time

End Date

End Time

- 4** Click the 'Update' button to save your changes.

Update Time Slots

Update

Available Meeting Times:

Start Date	2023-01-08
Start Time	09:00:00
End Date	2023-01-08
End Time	18:00:00
Slot Duration	30 minutes

- 5** To change your meeting availability, click on the box under 'User Meeting Times.' You will be able to edit or delete the time slot.

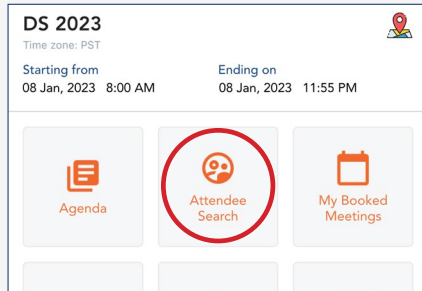
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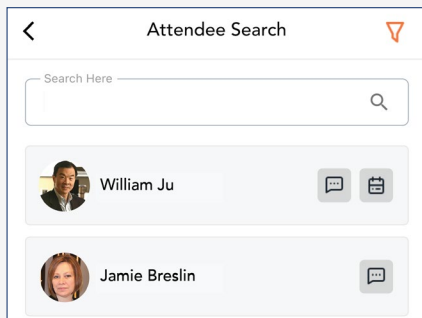
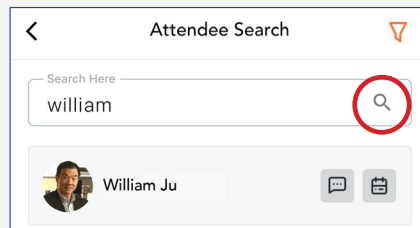
Note: The 30-minute time slots can be added in one or more blocks. For example, you could enter 10am - 1pm, 1:30pm - 2pm, and 4pm - 4:30pm.


SEARCH FOR ATTENDEES TO SCHEDULE 1:1 MEETINGS


- 1** Click the 'Attendee Search' button on the home screen.



- 2** Type in the attendee name and click the magnifying glass on the right side of the search bar. Names will not autofill.



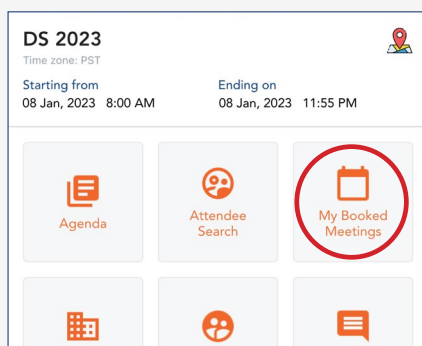
-  **Chat:** Send a message and chat with attendees and contacts

-  **Book a meeting:** Select a time from available slots. When an invitation is successfully sent, the invitee receives an email and a pending request under the 'My Booked Meetings' section on the app. If accepted, please check in at the **Regency Room**, adjacent to the Grand Ballroom, 5 minutes before your scheduled meeting time.

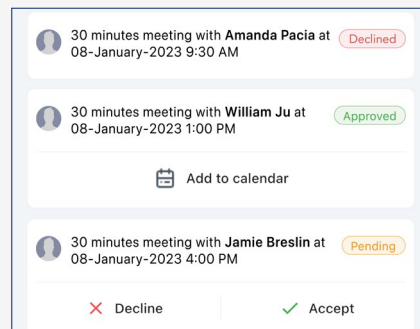
Please note that not all attendees have opted in to 1:1 meetings. They will not have a calendar icon next to their name.

CHECK FOR MEETING INVITATIONS

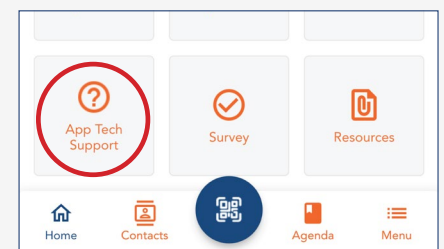
- 1** Check for 1:1 meeting requests in the 'My Booked Meetings' section of the app.



- 2** Meetings will be listed as **pending**, **approved**, and **declined**. Invitations sent to you will be shown as pending until you accept or decline.



- 3** To cancel a meeting, please see AID staff at the registration table, click 'App Tech Support' on the home screen of the app, or email support@advancing-derm.org.



Meeting requests, declines, and confirmations will also be emailed. Be sure to check your spam!

Meetings will be held in the **Regency Room**, adjacent to the Grand Ballroom. Please arrive 5 minutes before your scheduled time to check in with our staff and be shown to your designated table.