

Global Insight Conferences Delegate Joining Instructions for Virtual Events

Virtual Platform Details

Please follow the instructions in the email in order to log into the virtual platform. If possible, please use a Chrome Browser.

You can log in any time from now in order to start scheduling meetings with those already registered, or to edit your profile under your name in the top right hand corner and add your interests, goals and even a profile picture if you wish.

If you experience any difficulties with logging on, or with the platform itself, please drop me an email, or contact support@allintheloop.com

Negotiating The Platform

Down the left-hand side of the screen, you can find the agenda for the day, information on the speakers, sponsors and attendees as well as your My Meetings tab and the Social Feed.

Watching The Speaker Presentations

In order to join in with the sessions as they take place throughout the day, please following these steps:

1. On your home screen, click the **Agenda** tab on the left-hand panel
2. Click on the session you would like to view at the time that it is taking place
3. Click **VIEW VIDEO FEED** to partake in the session
4. When moving onto the next session, simply click the banner image below each video, reading "Click here to access the next session".

As soon as you log onto the site on the morning of the event, please click into the **Agenda** tab and select 'Welcome From GIC'. If you then click **VIEW VIDEO FEED** you shall be able to watch a pre-recorded GIC welcome introduction and speech with more details on how to negotiate the platform and how the day shall run (you can view this at any time).

Asking Questions

Next to the speakers' screen is a **Discussion** tab for you to share thoughts with your peers during the session. Next to this is a **Q&A** tab, where you can pose questions to the speakers which they shall be able to answer after their presentations. You can also 'upvote' others questions that you would like to see answered in order to highlight the relevance of their question.

Discovering Other Attendees

Click on the **Attendees** tab and you shall be able to see the other delegates at the event. You can search for a particular attendee, either by name or by company. Additionally, you can also filter your search more specifically, by clicking on the drop down filter arrow and selecting those interests of importance to you.

Attending Lunchtime/Breaktime Discussions

Any discussions taking place during the breaks can be found in the **Networking** tab on the left-hand panel. From here, you can select the discussion you would like to attend. If you are within the first 14 attendees in your particular discussion, you shall be able to use your video and microphones to join the discussion if you so wish, additional attendees will be able to listen in on the conversation and share their input using the chat text feature.

Getting The Most Out Of The Day

Don't forget to explore all aspects of the platform – there are many useful features to discover besides listening to the great content and presentations.

Networking & Meetings

We encourage you to log in a few days before the event so you can schedule in meetings with those delegates you would like to network with during the breaks on the conference day.

In order to arrange meetings, please following these steps:

1. Find the delegate you wish to meet, by searching in the **Attendees** tab
2. Click on the delegate's name
3. Then, you can either send them a message, or set up a meeting straight away with a time of your choosing. The times of the networking breaks can be found in the **Agenda** tab.
4. Once the other delegate has accepted, and the time of your scheduled meeting comes around, you shall receive a notification to remind you that it is about to start. This shall appear in the bell symbol at the top of your screen (please accept "allow notifications" when you first log onto the platform in order for these to appear)
5. To start an accepted meeting, go to the **My Meetings** tab and click the **Virtual Meeting** button next to the meeting that you would like to begin. You can join your meeting 5 minutes before it starts.
6. Please allow the platform access to your camera and microphone when you first enter, then you shall be able to see the other delegate on web cam and speak to them through your microphone.

For more detailed information on setting up meetings, managing meetings, launching meetings and inviting additional participants, please read through the attached **[How to set-up Virtual Meetings in the app](#)** PDF document.

When accessing the delegate list, please do not replicate, reproduce or distribute in any way. Please note that we do not sell data lists to third parties or share contact details of any of our attendees under any circumstances.

Exhibition Booths

Take a look at our partner's exhibition booths by clicking on their company names on the left-hand side of the screen. Here you can find out more about each company and connect with the exhibitors by sending them a message or booking in a meeting.

Conference Timings

Be ready to begin by:	08.50am
Conference start time:	09.00am approx.
Networking breaks:	As per the programme timings – but there shall be scheduled coffee breaks in the morning and afternoon and 1 hour planned in for lunch
Approximate end time:	17.15 (subject to speakers running over time and final Q&As)

Speaker Changes

Sometimes speakers are unable to attend for personal or business reasons and whilst we make every effort to find a direct replacement, occasionally this is not possible within the timeframes we are given. GIC reserves the right to alter or modify the advertised speakers and/or topics if necessary.

Speaker Presentations

We shall be asking all of our speakers for permission to share their PowerPoint presentations after the event. For those that allow us to do so, they shall be shared on our conference website and the password and URL for this site shall be emailed out to you a few days after the event has taken place. Recordings may also be available, again, subject to speaker disclosure.

Get Involved

It is easy to upgrade your delegate package and add an exhibition stand to create a focal point for your organisation. Should this be of interest, please contact us for more information on **+44 (0)20 3479 2299** or email info@globalinsightconferences.com.

Any Other Questions?

Our friendly team would be delighted to speak to you on **+44 (0)20 3479 2299** or on email info@globalinsightconferences.com. Alternatively, we have a comprehensive 'Frequently Asked Questions' section on our website or perhaps your query would be answered via our terms and conditions section at www.globalinsightconferences.com/terms-conditions.

We wish you an enjoyable and fruitful virtual conference experience. We are on hand to help you both during and after the conference and will be available for any advice or help we can offer.