

EventsAir Attendee App – Conference Attendee Guide

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Your Attendee App

Dear Conference Attendee – your event attendee app is now available to install onto your smart phone or tablet.

This app contains a variety of useful information and tools to help you network, see your agenda, search for exhibitors/attendees, message others and more.

- You can find the app by searching for "EventsAir" in your Android or Apple App Store.
- Then download and install it. (It's called "The Event App by EventsAir".)
- The first time you open the app, enter the event code we've given you.
- When your app opens, enter your email address and the 6–digit App PIN we've sent you.
- Finally, you may wish to add the app to your home screen.

After that, you're all set!

Please let us know if you're having any difficulty downloading or installing your Attendee App.

We hope you have a fantastic time at the conference!

Each feature of the attendee app is briefly explained below.

Your attendee app may not include all of these elements and icons may look slightly different.



Log In/Log Out

Log in or out of your personalized app. Enter your email and app PIN to log in and enjoy all the EventsAir Attendee App has to offer; log out when you're finished.



Attendee Privacy

Create and edit your preferred app privacy settings and add social media handles you want to share.



Auto Event Check-In

Check into events, sessions and functions easily. If enabled, and Bluetooth is switched on, a beacon can check you in automatically (when you're within range). Or might be asked to scan a check-in QR code instead.



Live Support

Select this option to get help and chat to event organizers or support staff if needed.



My Photo

You can add your profile photo here, or edit/change it if this feature's been enabled.



Meeting Hub

Connect, chat and schedule meetings with other attendees at the event; see your scheduled meetings.



Session Survey

See and respond to surveys about a session, either during or after the session.



Contact QR Code

Tap this to show your personal QR code for instant scan at the check-in kiosk, by an event organizer for access, or to connect with other attendees/exhibitors.



Contact Barcode

Your Contact Barcode works in the same way as your Contact QR code (above). Use this option if available.



Resource Gallery

In the resource gallery, you'll find relevant papers, brochures, handouts and more if these are available.



Event Notes

A place to write down a number, an email or take notes in session.



Agenda

See event sessions, past and upcoming, and take part in Q&A and Live Polls during presentations; watch live-streamed sessions if these are available.



My Agenda

This is where you can see any sessions you've 'favorited' or starred to indicate you especially want to attend.



Attendee Search

Find other attendees and request connections with them, and see their requests. (What you and others see also depends on privacy/visibility settings.)



EventStream

This is your in-event private social media platform, only visible to event attendees. See posts, like and comment and post your own pictures and videos.



EventStream Leader Board

If enabled, you'll be able to see who's earned the most points (if your event includes the chance to do this).



Win Points

You'll be able to see here if your event organizer has set up badges, goals and other opportunities to go for gold at this event!



Function Ticket Purchase

You can buy tickets here for functions, tours, and other activities taking place within the event.



Table Selection

Use this feature to see what table you've been allocated to, to choose a table, or invite someone to your table.



Meetings

View and manage any meetings you've lined up for the day. See current and upcoming meetings.



Missed Meetings

If you've missed a meeting you can see it here.



Speaker Search

View a list of speakers at the event. Search for specific presenters and check out their bios.



Exhibitor Search

Search for specific Exhibitors and find out more about them.



Sponsor Search

Search for event Sponsors and find out more about them.



Alerts

Read any important messages from event organizers on upcoming or canceled sessions.



News

Check out event updates or re-caps and see any important information event organizers would like to show.



Interactive site

Your event organizer may have added a registration site for extra bookings/changing your details.

You may also see the below, but only if you're an Exhibitor at the event, and these features are enabled for you.



Scan Leads

Capture sales leads from this event based on conversations with attendees. Just scan an attendee's badge to add their details and enter answers to customer questions.



View Leads

Review leads that you've captured during the event, from all booths.

