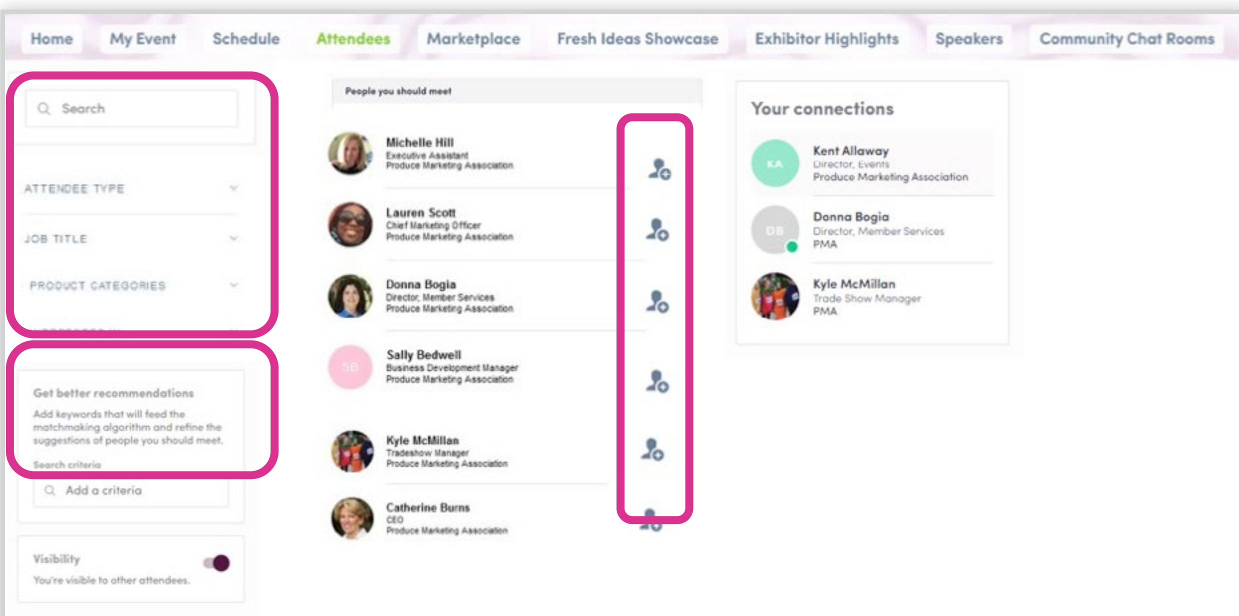
START CONNECTING

1. From the Home Page or Top Menu, click on “Attendees”. The attendee list includes everyone registered for Fresh Summit: attendees, speakers, and exhibitors.
2. Once you are in the attendee list, you can browse, search or use filters.

PRO TIP:
Using artificial intelligence, the platform will automatically suggest people for you to meet based on a variety of features. You can tweak the suggestions by adding specific terms to the “Get Better Recommendations” box. Adding more information to your profile will also help.

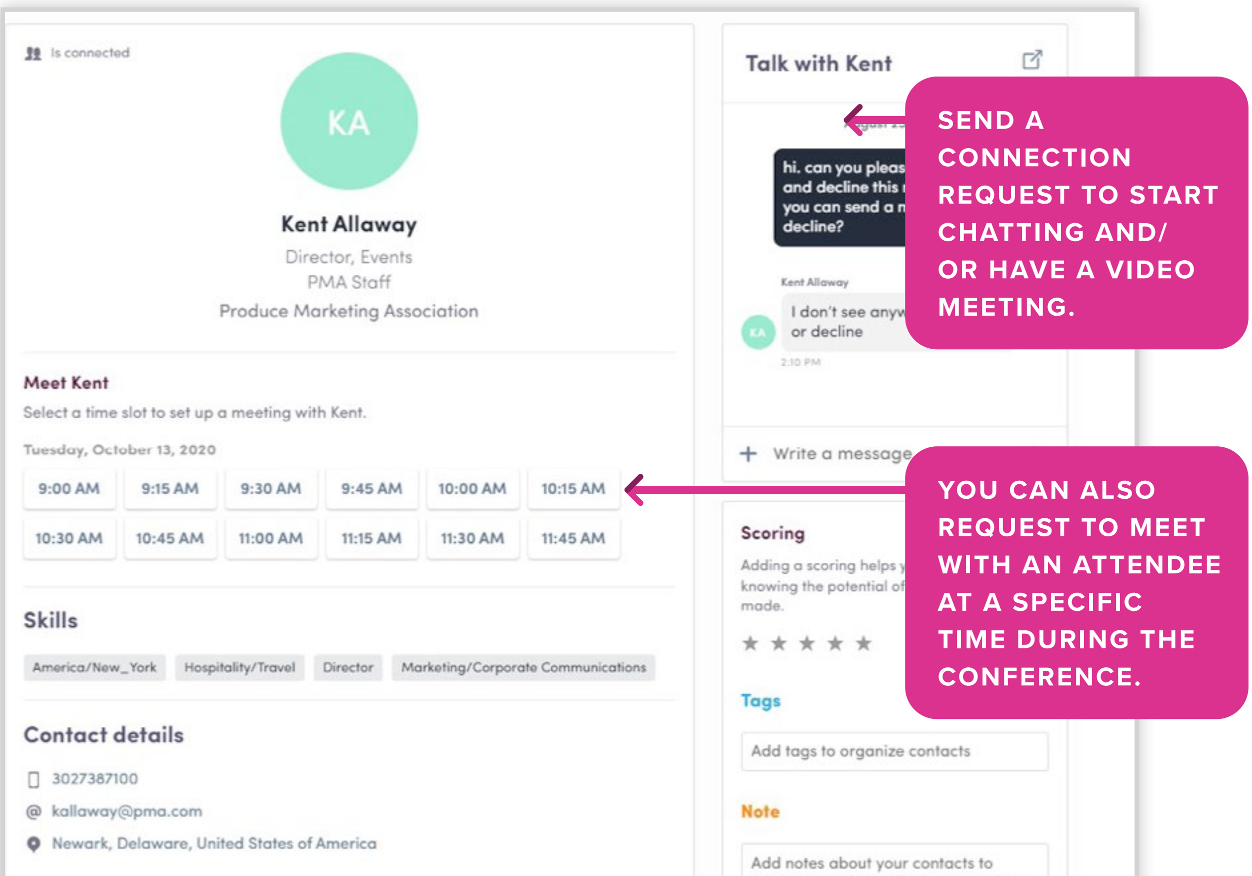
3. To view someone’s profile and/or connect with them, click the person icon next to their profile



SEND CONNECTION REQUESTS

1. After you click on a person's profile, you can send them a **connection request** (similar to a 'friend request' on social media). Once they accept your connection request, you can now chat and/or have a video meeting.
2. You can also select a time from the **"Book a meeting"** section to request a video meeting with the person at a specific time during the event.

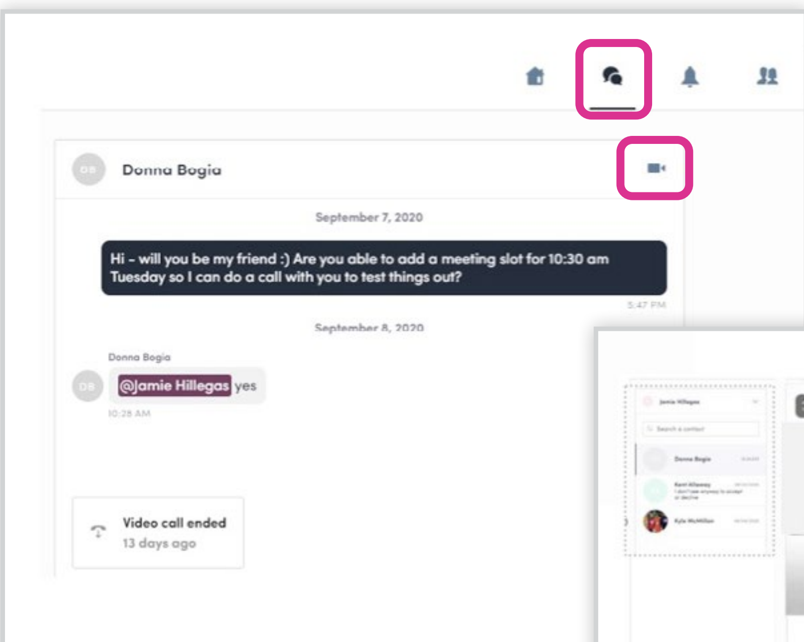
REMINDER:
Check to see if others have requested to connect with you or have sent a meeting request by looking at the notifications section. Click on the 🔔 Bell icon at the top of any page. The best practice is to always respond even if you cannot or do not care to meet, so the meeting organizer can set up additional meetings during that time.



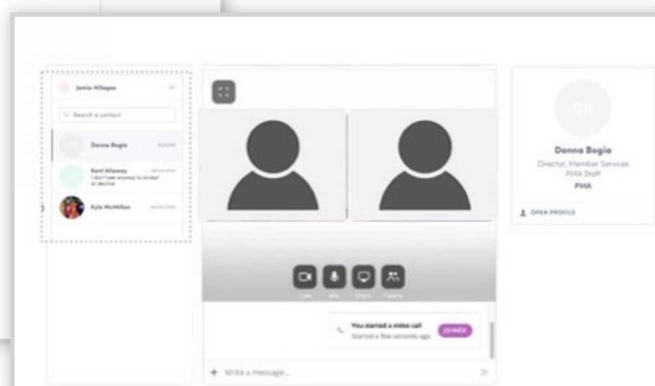
CONNECT VIA CHAT OR VIDEO

1. Once another attendee accepts your connection request, you can easily chat with them via text chat or video. Click the Chat message icon in the top right area of the menu/navigation and begin typing in the chat box.
2. To start **video chatting**, click the Video Icon and a video call will be placed. You will then be able to have a video conference within the platform. This does require that all parties have a working webcam and microphone.
3. You may also schedule a specific time to meet via video conference and it will be added to both parties' calendars once confirmed.

PRO TIP:
Once connected, you can add tags and notes to each contact so you can stay organized and remember specific details later on.

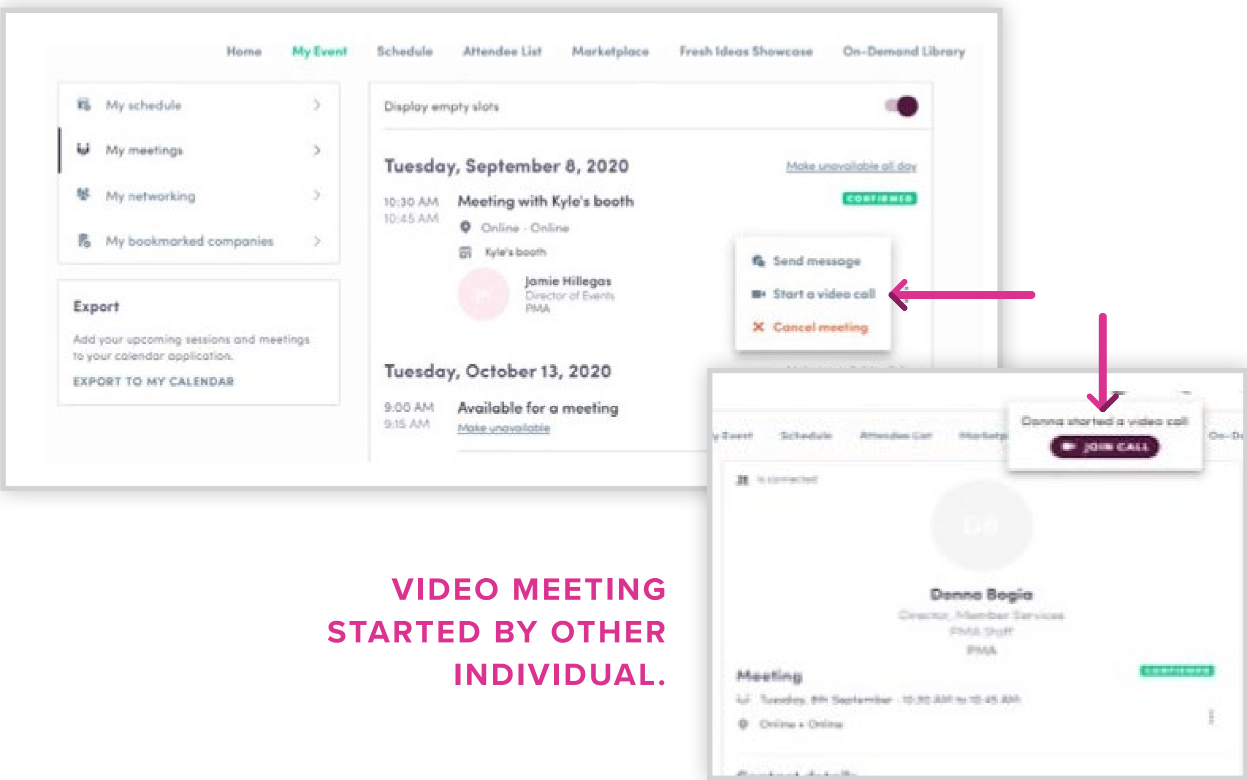


VIDEO CHAT



ATTENDING YOUR SCHEDULED VIDEO MEETINGS

1. The first time you attend a **video meeting**, you will be prompted to give **permission** to use your camera and microphone. If either party does not give permission, only their initials will show during the call.
2. Below the camera view, you will find options to **turn off/on** your camera or mute the microphone.
3. Select the **share** button below the camera view if you wish to share your screen/presentation.
4. You may have the video call on full screen, or minimize it to a smaller size so that you may see any meeting materials or other screens behind it.

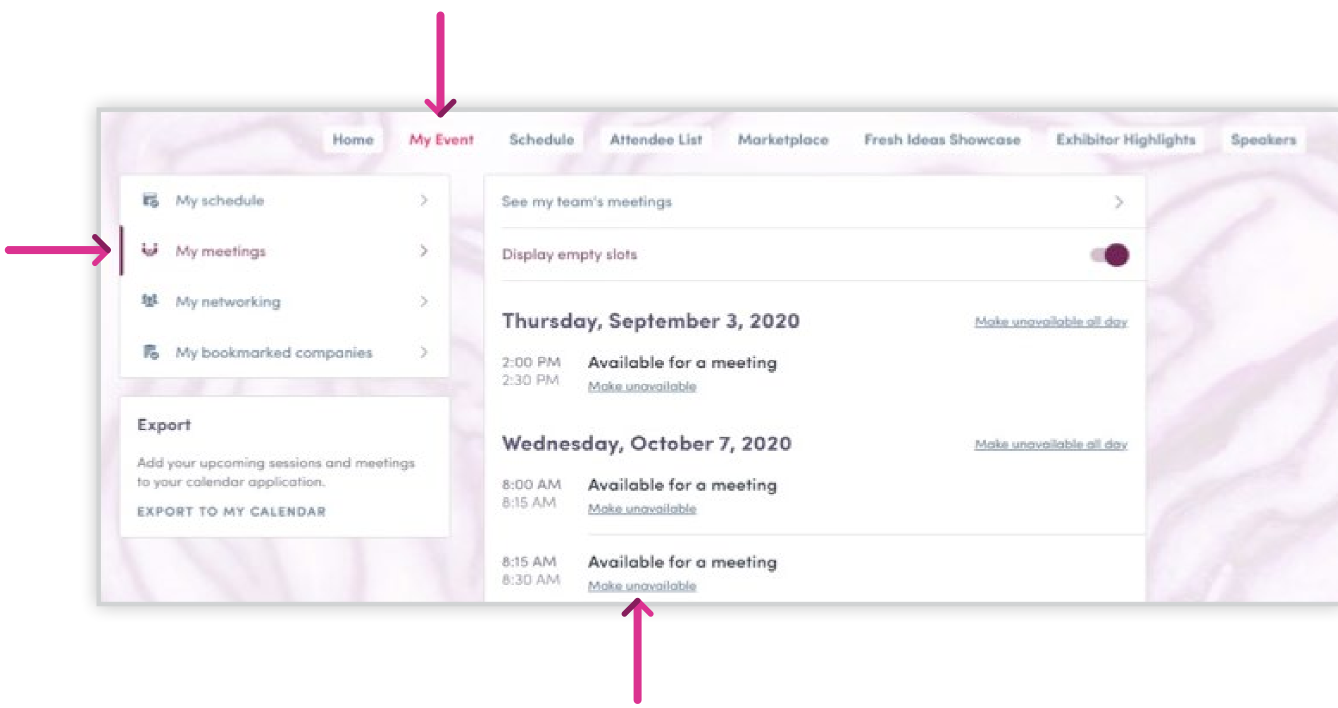


VIDEO MEETING STARTED BY OTHER INDIVIDUAL.

UPDATING YOUR MEETING AVAILABILITY

The meeting times that initially show up for each attendee are all days and times of the event. If you are unavailable during certain times, you can mark yourself as unavailable, so you do not receive requests for those times.

1. Go to **"My Event"** tab in the top navigation and select **"My Meetings"** from the left navigation menu.
2. You will see the full list of availability meeting times. Click **"Make unavailable"** under any meeting time you are not available to meet.



STAY ORGANIZED

EXPORT YOUR CONFIRMED MEETINGS AND SESSIONS

Easily add them to your calendar on your computer.

1. Go to **"My Event"** and then click on **"My Schedule"** or **"My Meetings"** section.
2. Click on **"Export to My Calendar"** on the left side of your screen to download your confirmed meetings or sessions.
3. Once you export, you can then open the downloaded iCal file to save to your calendar.

EXPORT YOUR CONTACTS:

1. In the top right corner of the platform, click on the icon directly to the left of your name to see a full list of your contacts.
2. Use the **"Export My Contacts"** button on the left to download an Excel file with all of this information