



## CIPMM Virtual Summit Virtual Event Platform User Guide

### How to Create and Update Your Profile

In order to engage with other Summit attendees, exhibitors and speakers through the messaging and one-on-one video chat options, you will need to create and populate your personal profile within the virtual event platform.

#### Step 1

Once the virtual event platform is launched, and/or your registration has been processed, your basic information (name and email) will be imported into the system. You will then receive an email inviting you to set up your profile. Watch your email for a message from “CIPMM Virtual Summit / Sommet virtuel de l'ICAGM < [admin@cipmm-icagm.ca](mailto:admin@cipmm-icagm.ca) > via eventmobi.com” entitled “CIPMM Virtual Summit - Update Your Profile”.

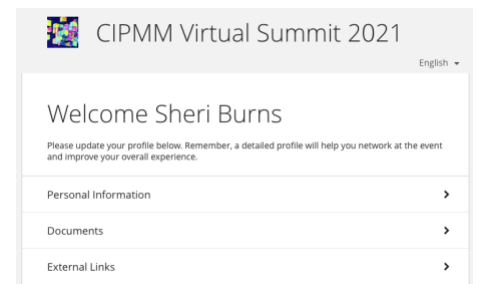
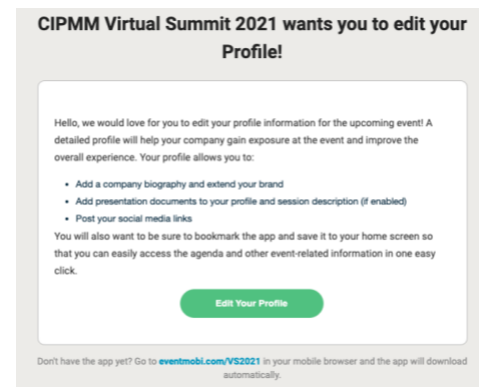
**REMINDER:** Be sure to add [admin@cipmm-icagm.ca](mailto:admin@cipmm-icagm.ca) to your safe list so that you receive all of the event notices and reminders.

#### Step 2

When you click the “Edit Your Profile” link in the email, you will be taken to the virtual event platform (website). On this page you will have several options to update your profile including:

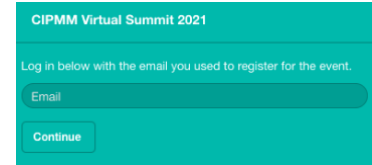
- Language selector. English and French content will be available.
- Personal Information. Here you can upload a photo, bio and social media links. Unless specified, this information will be displayed within the virtual event platform to facilitate networking before, during and after the event.
- Documents. This section is especially important for speakers and exhibitors. Here you can upload any reference documents (DOC, DOCX, PPT, PPTX, XLS, XLSX, PDF, JPEG, or PNG) that you want to be available to all event participants.
- External Links. Another option for speakers and exhibitors to share external links to projects, products, etc. that you want to share with all event participants.

**Remember:** A detailed profile will help you network at the event and improve your overall experience.



### Step 3

When the virtual event platform is launched, and/or your registration has been processed, you will receive an email with your login information. Once logged in, you will be able to navigate through the various sections, build your personal schedule, start networking, etc. (see below for more information)



## Navigating the Virtual Event Platform

Now that you are registered and have access to the virtual event platform welcome to the CIPMM Virtual Summit! This section of the user guide will walk you through the various sections of the platform so that you can maximize your experience during the live event. These features are accessible through both the desktop and mobile app version of the virtual event platform.

### Home Screen and Menu

The same as any website, you are able to navigate throughout the platform using the “buttons” on the home screen or by making your selections from the left-hand menu.

### Event Information

Here you will find presentation dates, and time zone of the event schedule.

### Info Desk

Have a question? We would be happy to help you. Please submit your question and we will assist you.

### Agenda

Within this section, you will be able to view the entire event schedule, access the presentation descriptions, build your custom agenda and, during the live event, watch the presentations. This section can be viewed in a number of different ways, depending on your preference.

## STREAM

Filter By Stream/Volet

Plenary Session / Séance plénière

Procurement/ Approvisionnement

Material Management/ Gestion du matériel

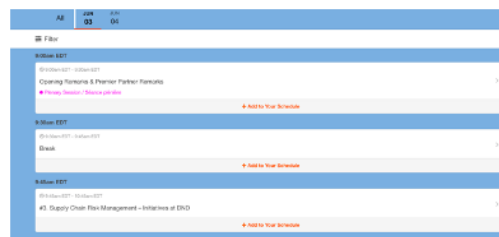
Taking charge of You/ Vous prendre en charge

Inspiring Leadership/ Leadership inspirant

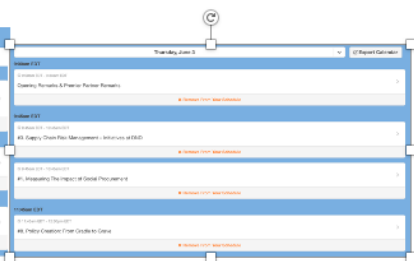
Activity/ Activité

Breaks/ Pauses

## LIST



## YOUR AGENDA



### Favorites

Favorites, can easily distinguish which items from the event were most relevant to you so you can access this content at a later time.

You will also find value in the Favoriting option for events that are heavily focused on sharing knowledge and resources. Documents can be shared through various areas of the app including People profiles, Company profiles, and Document sections – recalling exactly where the attendee found certain resources can become a memory game. Using the Favorites option, attendees can ensure that this content is right at their fingertips when they need it by accessing the files directly from the Documents area of the Attendee Dashboard. Every detail helps contribute to an overall seamless attendee experience.

Favoriting companies, for instance, can become essential at the event. Favoriting offers a simple way for you

to easily identify which ones you connected with most to so that they can follow up with these companies after the event.

### **Notes**

Making use of the **Notes** option within the Company profile can find added value in keeping track of important details such as contact information for representatives you spoke with, and any quotes that you may have received.

### **Keynote Speakers**

Meet your Keynote Speakers. Keynote speakers have provided their bio and photo. Click on the speaker name to read their bio.

### **Speakers**

Meet your speakers. Speakers have provided their bio's and photo's. Click on the speaker name to read their bio.

### **Partners**

Please visit our partners profiles. Social media handles and a description of the services/products they offer, can be found here.

### **Attendees / Participants**

Connect with colleagues, all attendees with visible profiles will be listed here, by clicking on attendee's name, you will be directed to their contact information, along with the opportunity to send a message or schedule a meeting.

*\*Note that attendees have the option to disable their public profile, making them not visible in this section. If you can't find a colleague, they may have disabled their profile visibility.*



### **Activities & Breaks**

All our great networking activities can be found here. Click on the activity you are interested in and get a full description of the activity, date and time the activity is being held.

### **Chat Room**

Attendees can discuss topics here. See what all the buzz is about. Discuss with your colleagues what you have learned, what sessions and activities you are excited to attend.

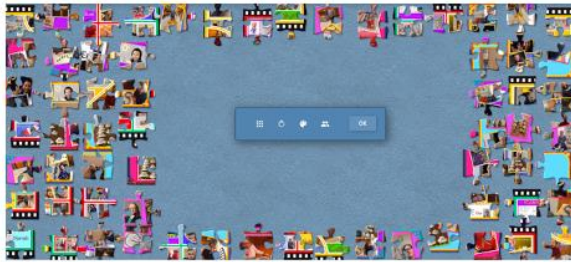
*\*Note that attendees have the option to disable their public profile, making them not visible in this section. If you can't find a colleague, they may have disabled their profile visibility.*

### **Puzzle**

We encourage you to complete a Jigsaw Puzzle. Invite other people to play this puzzle with you over the internet by sharing a special game link. \*There will be a different puzzle each day.

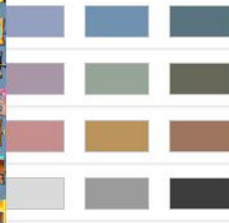
Player simply chooses a puzzle subject they like. Invite other people to play this puzzle with you over the internet by sharing a special game link. Enter a nickname that will identify you to the other players. The player creates a web link that can be sent via email to invite people to participate in the assembly of the puzzle. When recipients receive the game link and click it, their web browser joins them to the game. The joined players can see the puzzle piece movements of all of the other players on their screens. If the players leave the puzzle unfinished, they can use the game link to return to it later and complete it.

## Jigsaw Puzzle



## Pick a Theme

Theme colors:



## Number of Pieces Invite Other Players

Number of puzzle pieces:

8	10	18
21	32	36
50	55	72
78	98	105
128	136	162
171	200	210
242	253	288
300	338	351
392	406	450
465	512	578
595	648	722
800	882	968
1058		

### Invite other players

Invite other people to play this puzzle with you over the internet by sharing a special game link.

Enter a nickname that will identify you to the other players

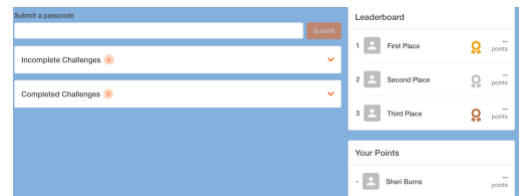
Create Game Link

## Play to Win

To get the most out of your experience, we encourage you to participate in the games.

**Challenges** – Here you will find a list of challenges that will be available over the course of the two-days. Once you have collected your code, find your challenge, enter the code.

**Leaderboard** – Bring your competitive edge, this is where you will see attendees on the leader board and your position (Rank and points). There are great prizes to be won. Game on!



## Lunch Contests

We've also added 2 new competitions to take place on Lunch time on both days. Head to the "Lunch Competitions" tab or click on the icons below on the homepage for more details on how to participate, and a list of the prizes to win.

## Speakers Lounge

Many of our speakers will be hosting pre or post session meetings, right on EventMobi! If you didn't have time to attend their session, or if you did and wanted a face-to-face conversation, click on the Speakers Lounge button on the homepage (also found on the left side menu) and check out the available lounges! Space is limited.

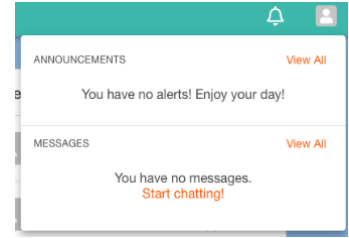
## #Connect with CIPMM

Here you can connect with the CIPMM's social media platforms (LinkedIn, twitter, facebook). Follow us on LinkedIn,

Facebook and twitter. Use our Summit hashtag to share your experience with us on #CIPMM21! Stay up to date on our upcoming events, webinars and all the latest CIPMM news.

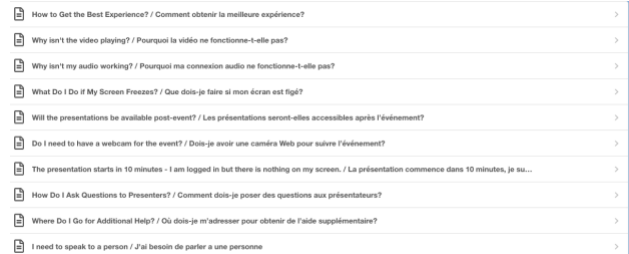
### Announcements

You will find all the important event notices, gamification notifications. Simply click on the bell and review the alerts.



### FAQ

Frequently asked questions can be found here. Should you not find your question here, click on the “Event Information” tab and submit your question.



### Documents

Any handouts(pdf) shared by presenters and all the presenter bio's, will be found under the “Documents Tab”.

CIPMM would like to thank you for attending the 202 CIPMM Virtual Summit. We hope you had fun, and we look forward to seeing you at the next event. We truly appreciate your support. Please let us know if you have any questions.

[admin@cipmm-icagm.ca](mailto:admin@cipmm-icagm.ca)