



CIPMM NATIONAL WORKSHOP - VIRTUAL EVENT PLATFORM USER GUIDE

How to Create and Update Your Profile

In order to engage with other Workshop attendees, partners 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 National Workshop” admin@cipmm-icagm.ca > via eventmobi.com titled “CIPMM National Workshop - Update Your Profile”.

REMINDER: Be sure to add 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 partners. 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 partners 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 National Workshop! 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.

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 *Favorites* 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 bios and photos. 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.*

Wellness Activities & Breaks

All our great wellness 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.

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!

#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 National Workshop hashtag to share your experience with us! 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 on the “Event Information” tab.