



Attendee Guide

Hosted by: **The  Group, Inc.**

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Your Event

Welcome

This is an online event.

We want to make sure your experience is flawless from beginning to end.

Please refer to this guide for help setting up your account and accessing all portions of the event.

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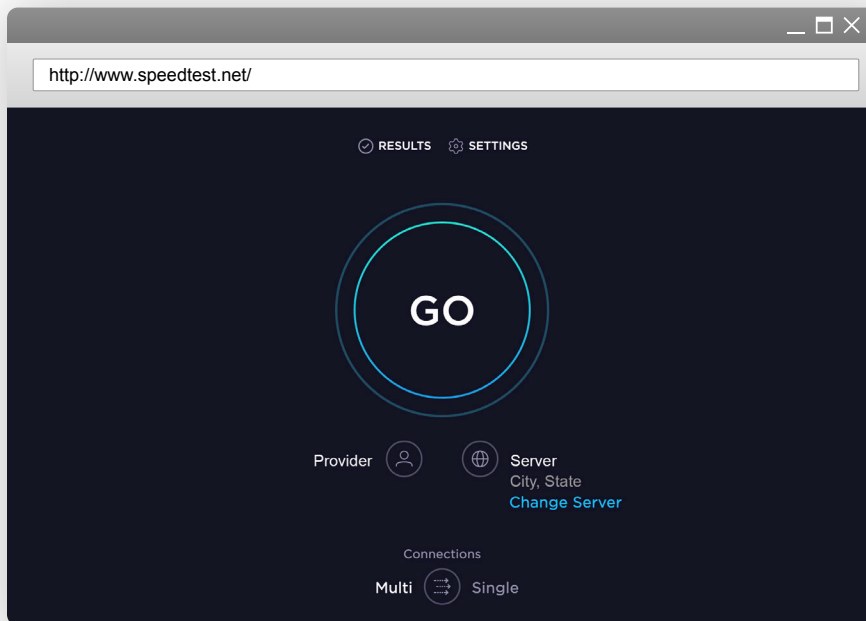
Pre-Event

Pre-Event

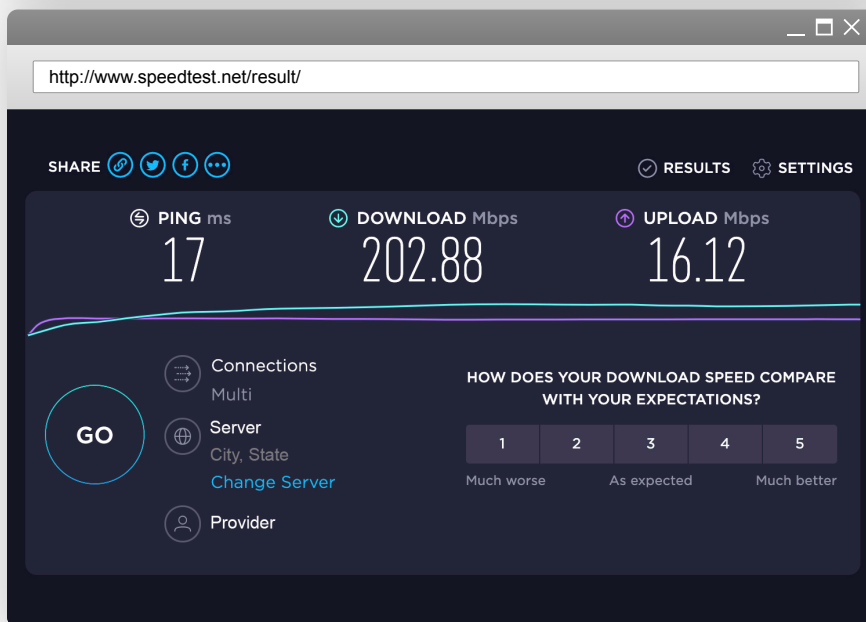
This is an online event.

Take these measures to ensure that you have the best experience!

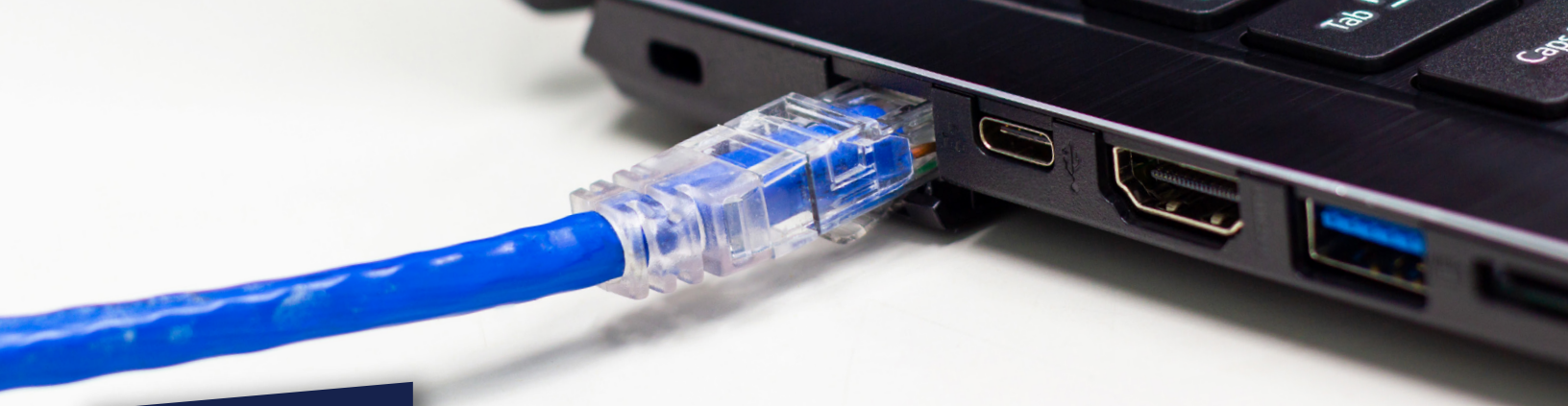
Before the event, we recommend you perform an internet speed test on the device you will use for the event. Go to the following website: <https://www.speedtest.net/>



Click the “Go” button on the center of the screen to start your speed test.



We recommend that you have a minimum of **10mbps download** speed to view the live event and **7mbps upload** speed to participate in sharing your video and audio.



QUICK TIPS

Tips for improving speed (if needed):

1. Move closer to your router
2. Hardwire your device using an ethernet cable
3. Reboot your router or device

What/who is taking your speed?

Netflix, YouTube, Spotify, Video games, Smart TVs (even watching basic television), Tablets, Amazon Alexa, Google Home, or any other device that can connect to your network take up bandwidth.

If you are still having trouble, or believe you are paying for speeds you are not getting, contact your service provider.

Which browsers work best for this online event?

The latest versions of Chrome, Firefox, and Edge Chromium guarantee the best experience on desktop and laptop computers. If you are using an iPad we recommend Safari. Please avoid Brave, Internet Explorer, or Opera since these browsers lack the modern web technologies support necessary for online events to run in a web browser.

Desktops / Laptops

|

iPads





Registration

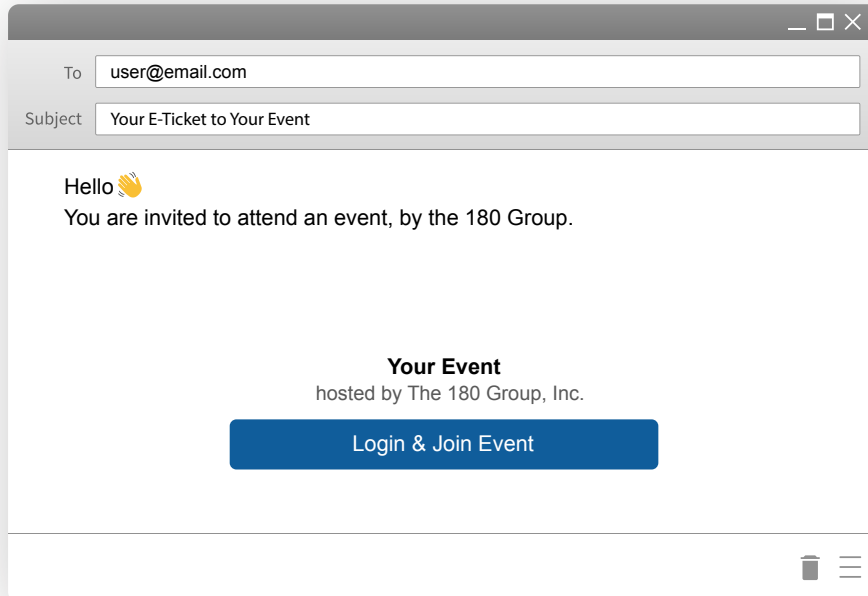
Registration

Getting signed up for an upcoming event.

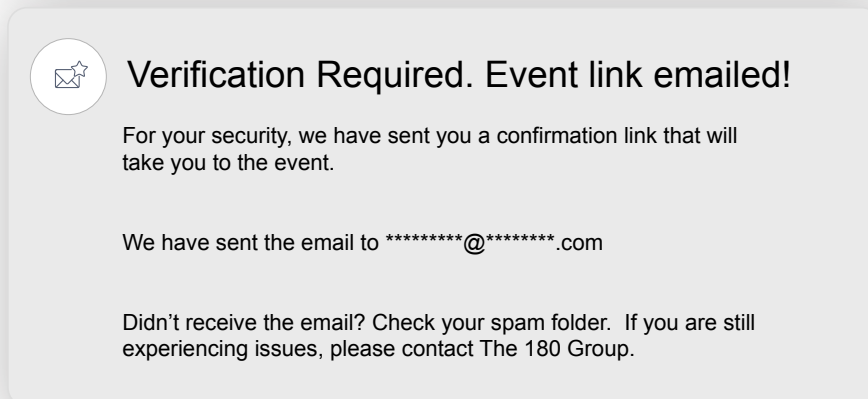
You will receive an email similar to the one below. Inside will be your unique Magic Link for the event. It will automatically sign you up for the specific event you were invited to.

Please do not share your link as you won't be able to login if someone has already registered with your link.

If Google Chrome is not your default browser, please right click on "enter event" copy the link, and then, paste it into your Google Chrome browser.



Click on "Login & Join Event" in your email.

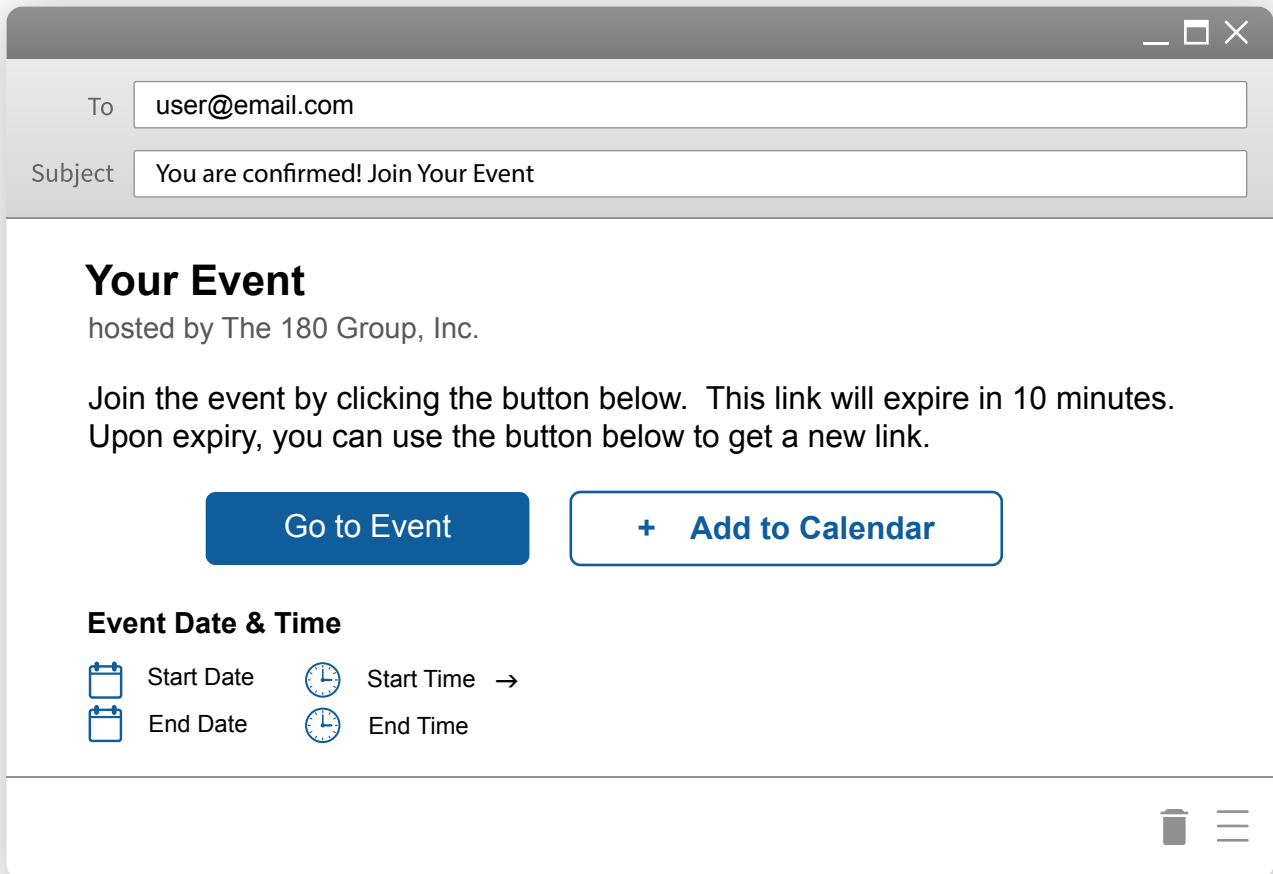


When you click your Magic Link for the first time you will be redirected to this verification page.


Check your email again.

An automated secondary email is sent to verify your account.

You will need to click the link in this second email within 10 minutes in order to access the event. If the secondary email link has expired, you will need to trigger the secondary verification email to be re-sent again by clicking the Magic Link in the original Magic Link Invitation email.



QUICK TIPS

Clicking  will allow you to add this event to your favorite calendar application of choice. Doing this will automatically add your magic link to your schedule so you can click that link without having to go back to these emails.



Profile

Your Profile


Your profile is your digital business card for the event.

Once you are in the event, a new window to the meeting reception page will open. Click “Create your profile”

This profile will be visible to everyone at the event. Please upload your photo.

Update your profile ✕

Avatar



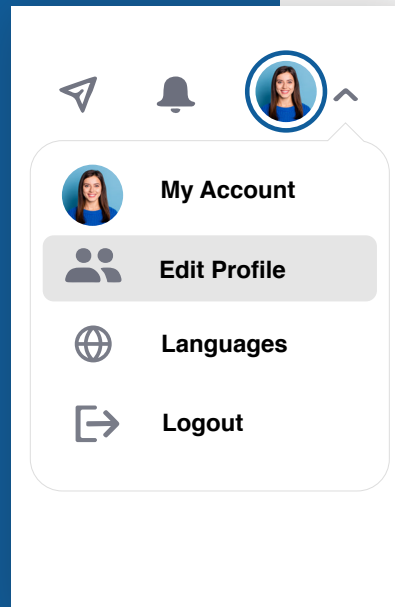
Click to choose new image
File types: jpg, jpeg, png

First Name (required)	Twitter
<input type="text" value="First"/>	<input type="text" value="http://www.twitter.com/username"/>
Last Name (require)	LinkedIn
<input type="text" value="Last"/>	<input type="text" value="https://www.linkedin.com/in/username"/>
Headline (required)	Website Link
<input type="text" value="Title"/>	<input type="text" value="https://www.180group.com"/>

[Save](#)

Did you forget to update your profile at the beginning of the event, or was the event already in progress after registration?

Don't worry, you can access your account at the top right of the page and change your profile at any time.



A user account menu is shown at the top right of the page. It features a navigation arrow, a notification bell, and a circular profile picture of a woman. Below these are four menu items: 'My Account' with a profile picture icon, 'Edit Profile' with a person icon, 'Languages' with a globe icon, and 'Logout' with an exit door icon.



Alice Lee

Team Lead



I am a highly motivated and ambitious individual who has the ability to work with multiple team members to give them the guidance, support, and training they need to succeed.

[Invite to a video call](#)

[Schedule a meeting](#)

[Send message](#)



Reception

Reception

The Reception area is the welcome page or “lobby” of your event. Here you can quickly find out what’s happening at the event.

This page will include the Organizer’s welcome message, event description, agenda, and any useful links for the event. Check back as important messages and updates will be on this page.



A 180 Event

Below will be the Event Schedule (what’s happening, when, and which segment to follow) as well as a Speakers list (who is speaking at the event).

Schedule		Search segment <input type="text"/>
12:30PM-1:00PM		Master of Ceremonies Welcome
Stage		
1:00PM-2:00PM		Keynote Speaker Creating Memorable Events
Stage		
2:10PM-3:00PM		Team Leader Breakouts Long Lasting Client Connections
Sessions		
3:00PM-3:30PM		Networking Break Networking Break
Networking		



Reception



Stage



Sessions



Networking

You can think of the Reception area as the information hub and a venue's lobby.

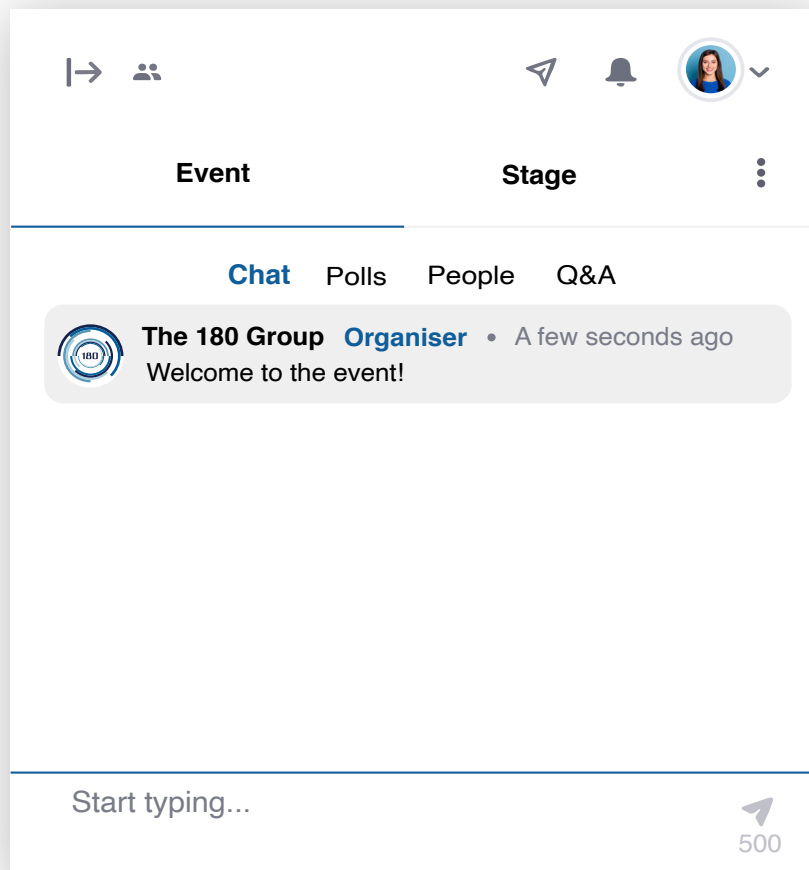
The other areas (segments) in the venue are on the left sidebar. These include the Stage, Sessions, and Networking.

Keep a close eye on the right hand side where you can interact with other attendees at the event.

This is where you will be able to communicate with everyone at the event. Pay attention to what tab is currently highlighted as that will be where your communication and responses will take place. Event level chat will be seen by everyone no matter where they are. Chat specific to a Stage or Session will only be visible to those participating in that area of the event.

Event leader and organizers will have highlighted text boxes to draw your attention.

They will often have updates as well as provide notifications on upcoming sections of the event.





Stage

Stage

All the main presentations, keynotes, panels, fireside chats, or performances will stream live on this tab.

The Stage is where you will view the main scheduled presentations given by the leaders of your event streamed live. The icon will include the **LIVE** badge when a presentation is currently underway.

Please head to the Stage if you are currently in a different section of the event.



Stage

Opening Keynote



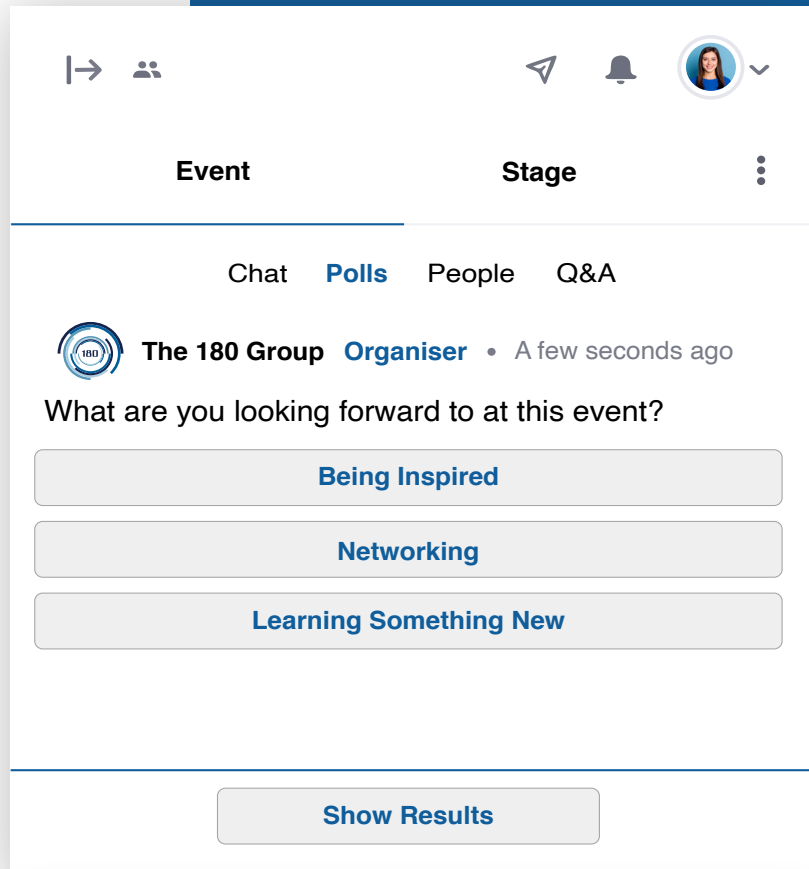
▶ 🔊 ● LIVE

📺 ⚙️ 🗉

Your leaders and event organizers will sometimes want live feedback from all of the attendees at the event.


There will be polls that you can leave your responses to throughout the event.

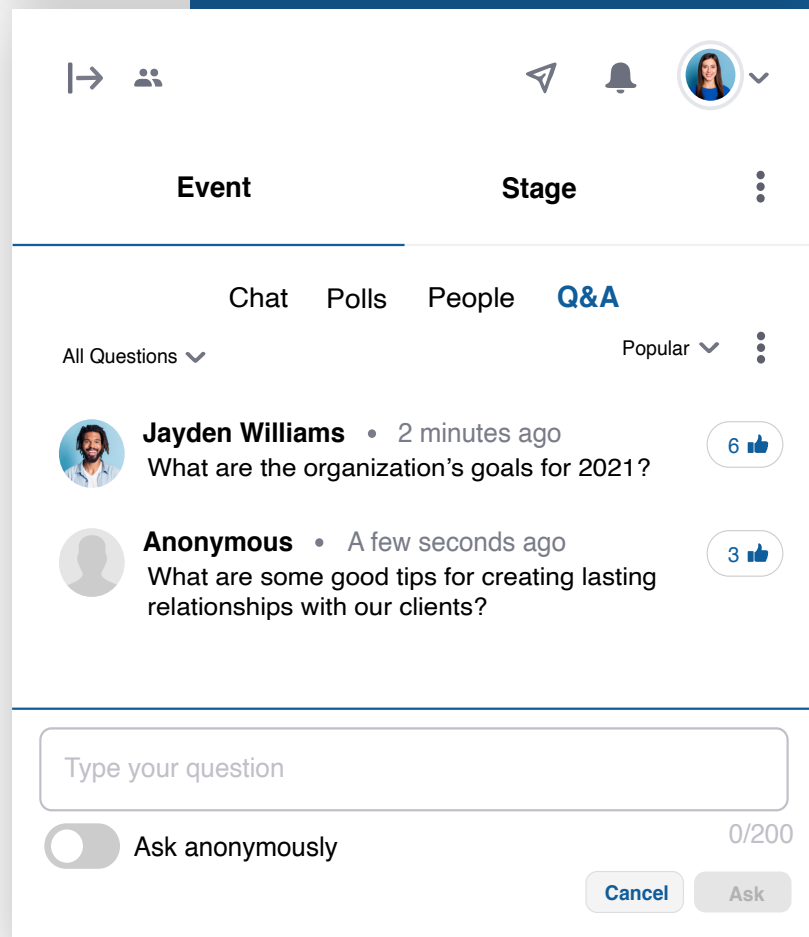
Some of the polls can be event-wide or some can be specific to the Stage and current presentation so be sure to check both tabs.



If you have a great question for your leaders or presenters, feel free to ask a question in the Q&A section.

You are able to leave your question anonymously if you wish.

If you like a question that someone else has asked, be sure to click . This will rank those questions higher, making them more likely to be seen and responded to during the presentation or event.





Sessions

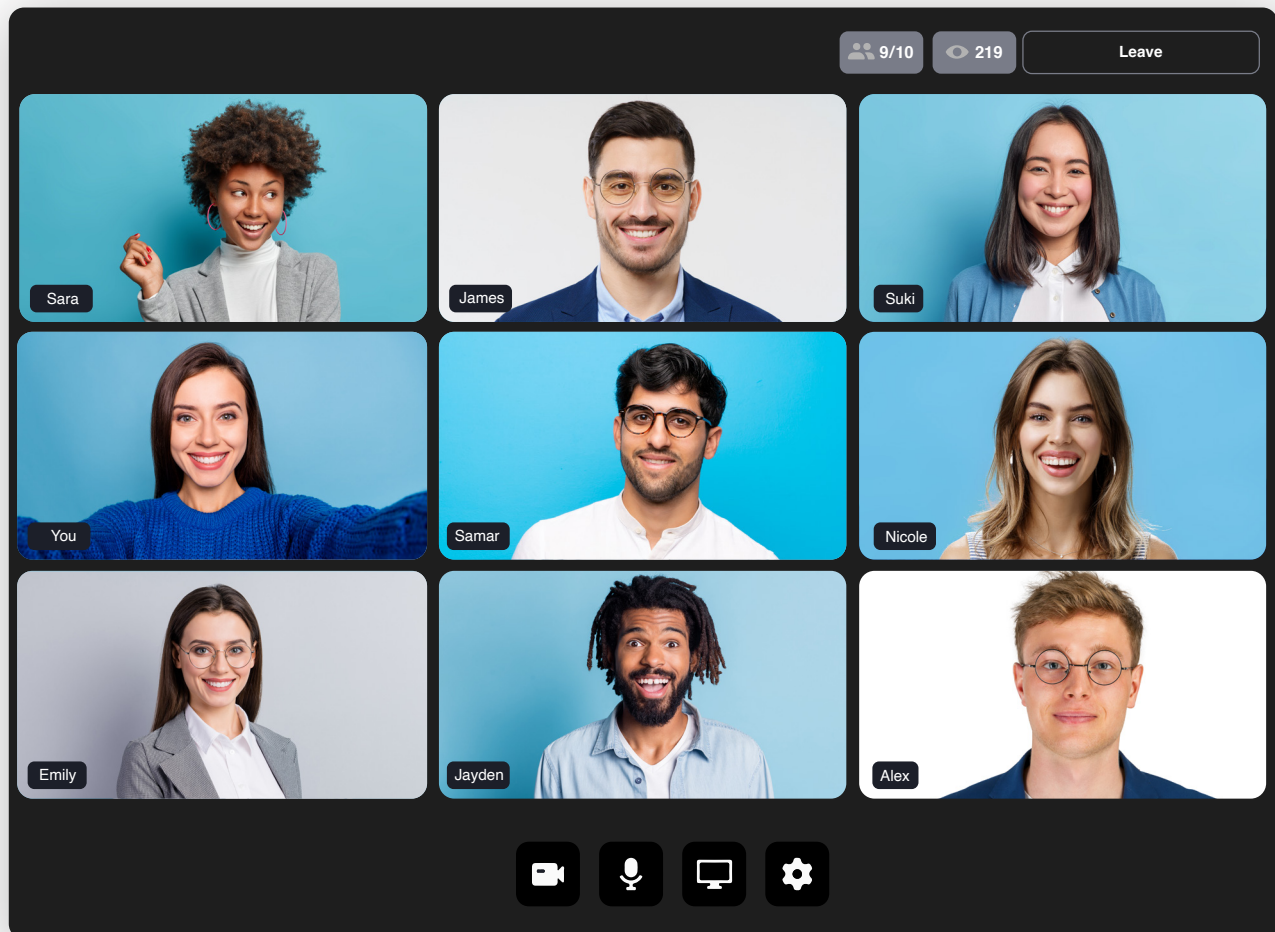
Sessions

Sessions deliver the best experience for group discussions, multi-track conferences, training workshops, hackathons, breakout rooms, webinars, and teams.

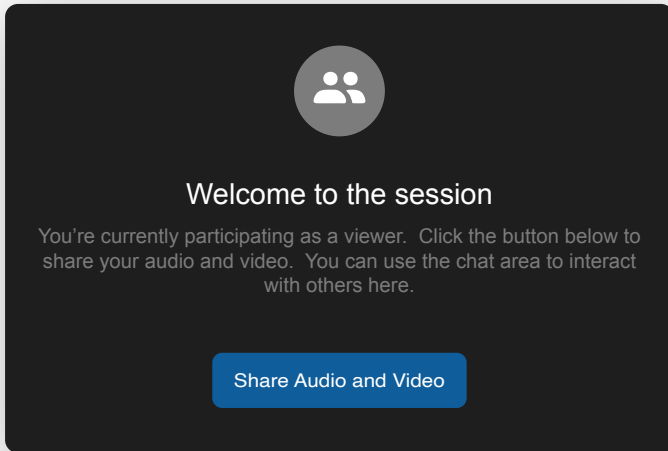
In Sessions, you will see virtual roundtables for speakers and attendees to interact. This is often where attendees ask questions to the speakers on camera.

Once you switch to the Sessions segment on the left side panel and open a specific Session, you will have two modes: watching and participating.

Watching is simple, just join any Session and watch the Speakers talk or engage in a dedicated Session chat on the right-side panel.



At the top of a session, you'll notice the number of people speaking/max number allowed and the number of people watching the Session.

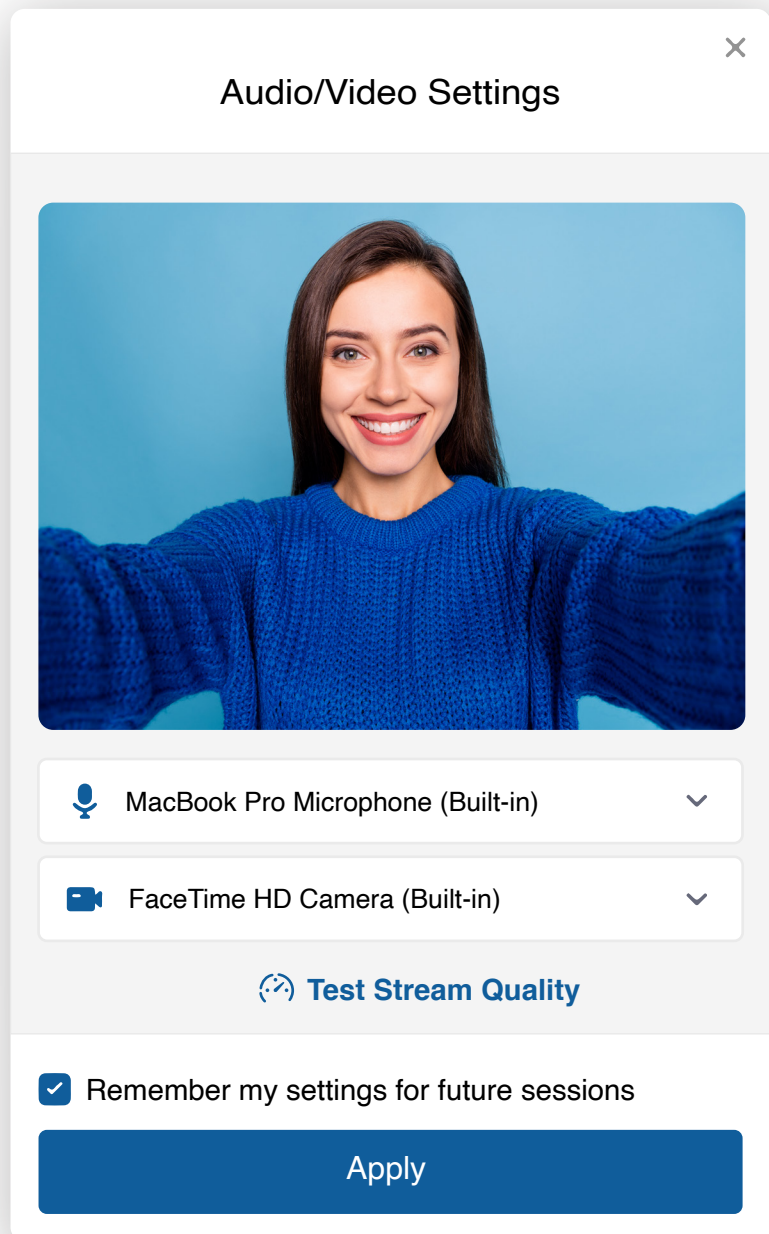


Clicking Share audio and Video or Ask to Share Audio and Video means you want to participate on live video — people will be able to see and hear you in the session.

The first time you want to join a session will be prompted to select your camera and microphone inputs, as well as check the Stream Quality.

You will see a live preview of your camera to check image quality, lighting, and camera position.

Once you are happy with the preview click the Apply button to join the session.





Networking

Networking

Whenever we have break time, connect with your colleagues face-to-face using speed networking.

These are quick 3 minute live interactions with other attendees that can be both fun and engaging, with the possibility of creating new lasting connections.

Are you ready?

Click the button below to meet someone.

Ready


When you are ready to meet someone click the “ready” button. You will automatically get matched up with someone from the event that is also in the networking session.

If you have not setup your camera and microphone yet, you will be prompted to do so.

QUICK TIPS

Your video, and yourself, will look best in a well lit room. Avoid being in a room with lights or windows directly behind you.

Audio/Video Settings



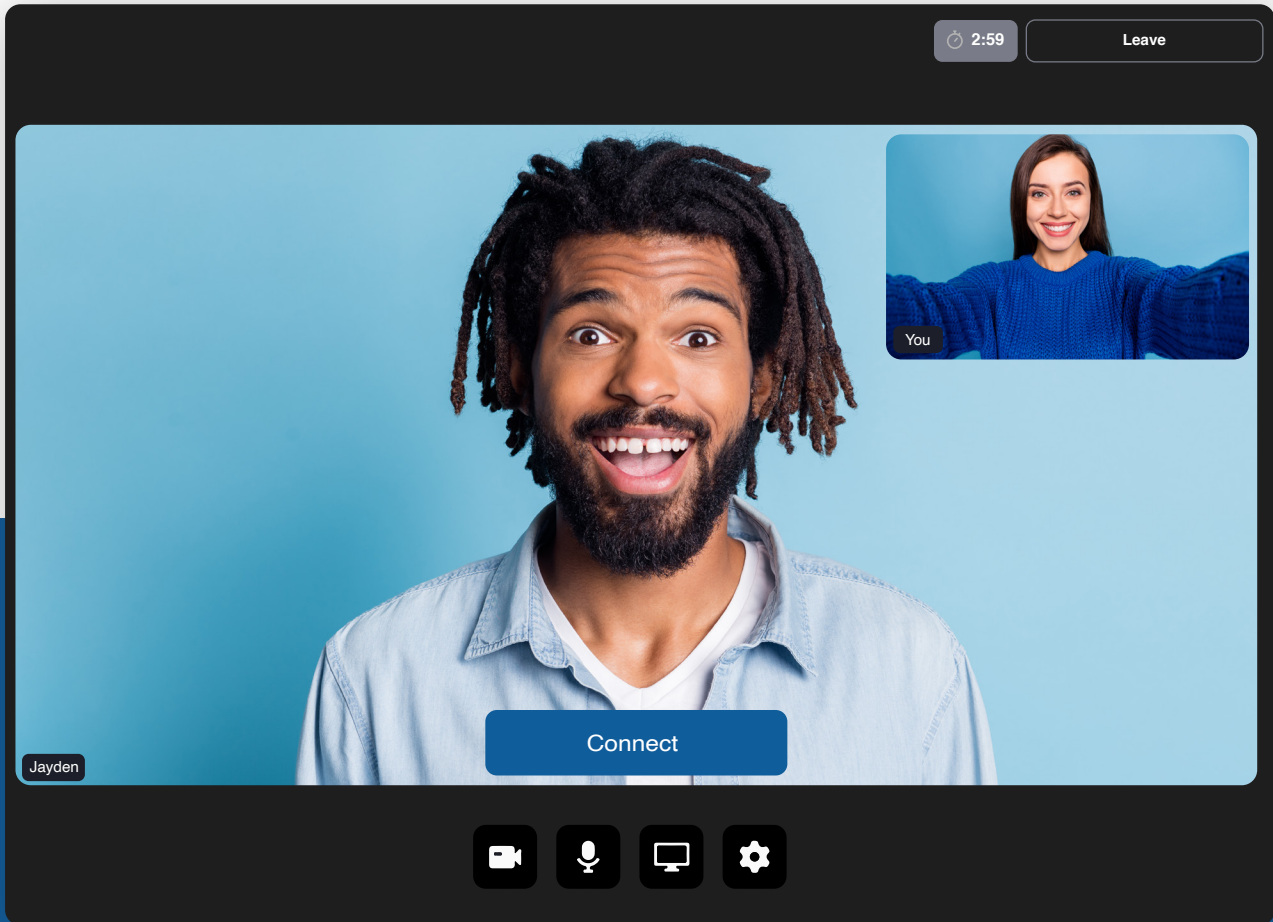
Microphone: MacBook Pro Microphone (Built-in)

Camera: FaceTime HD Camera (Built-in)

[Test Stream Quality](#)

Remember my settings for future sessions

Apply



At the top right you will notice the timer. Once the timer runs out, you will automatically get matched with someone else.

Note: you will not connect with an individual more than once.



Are you both having a great conversation? Click the extend button to continue your networking time. If both parties agree, your network session will continue longer than three minutes.



In a Networking meeting, the Connect button gives users the ability to quickly and easily exchange contact information, similar to exchanging business cards at a physical event.

If both people click Connect, a connection registers. When a connection registers, both people will see the others' contact info on Connections tab of their Profile. Attendees will not know if the other person clicked Connect until the end of the event. The purpose is to allow users to un-awkwardly avoid giving out their contact information if they do not wish to.



Support

Support

We are here to help.

If you have questions or are having issues with the meeting platform, you can go to the Event Support booth located in the “Sessions” icon.

This session will be staffed throughout the event.



Event Support

Get your questions answered



If you have trouble logging into the event please email: Support@180group.com



Thank you

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