

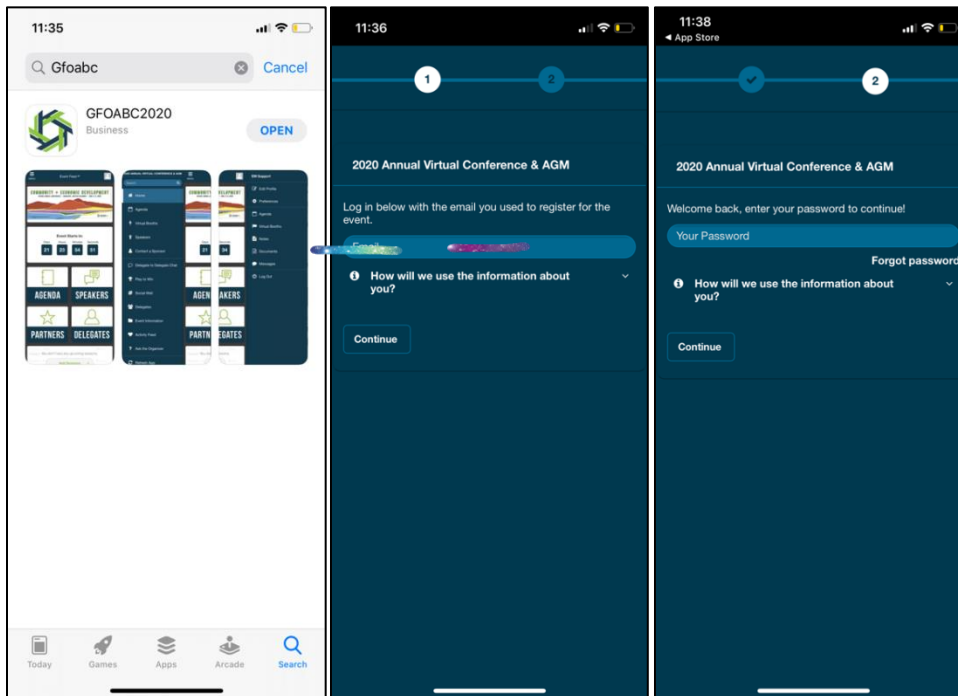
EventMobi – GFOABC 2020 Virtual Conference Platform

How to Guide

A. Download the Guide

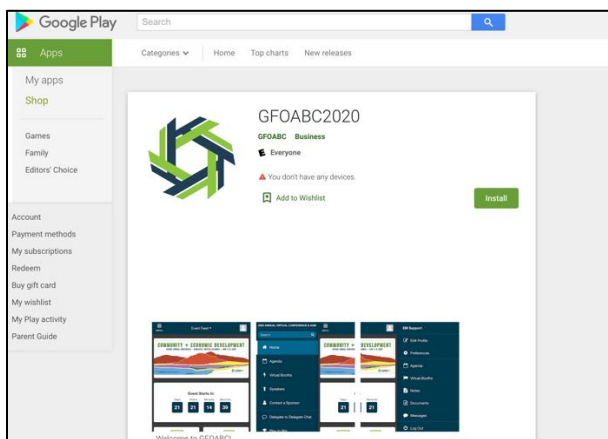
a. From the **APP STORE** :

- i. Search GFOABC 2020
- ii. Download App (it's free)
- iii. Input your email (the email address you registered for the conference with)
- iv. Create a password
- v. You're in!

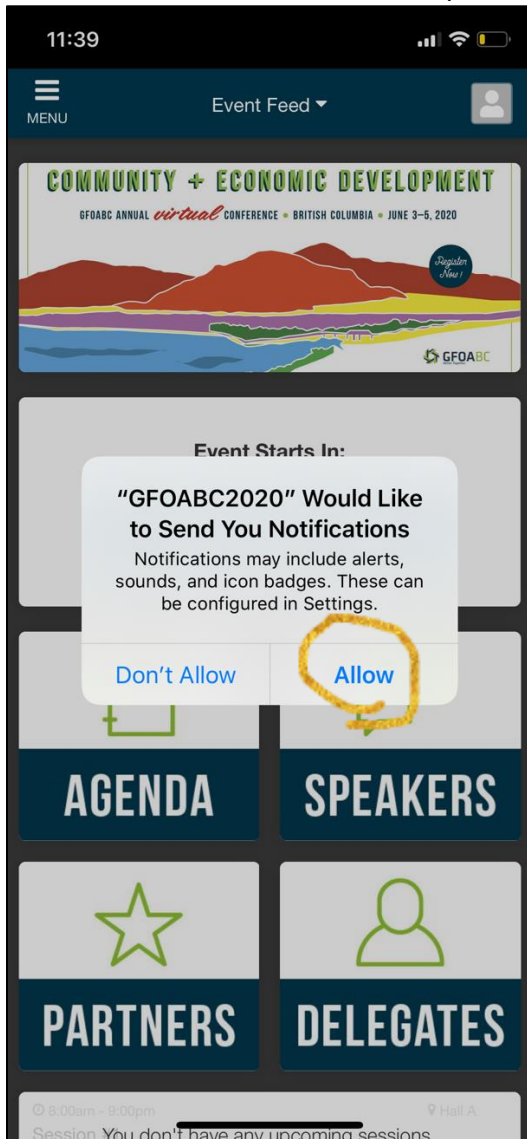


b. From the **Google Store/Android** :

- i. Search GFOABC 2020
- ii. Download Guide (it's free)
- iii. Input your email (the email address you registered for the conference with)
- iv. Create a password
- v. You're in!

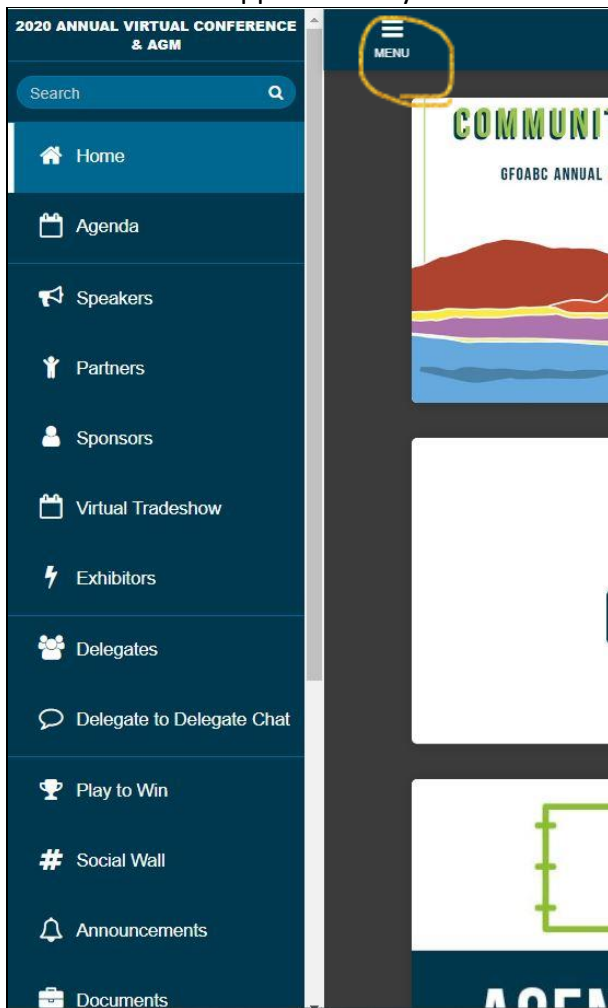


B. Allow PUSH Notifications – It is important to receive reminders



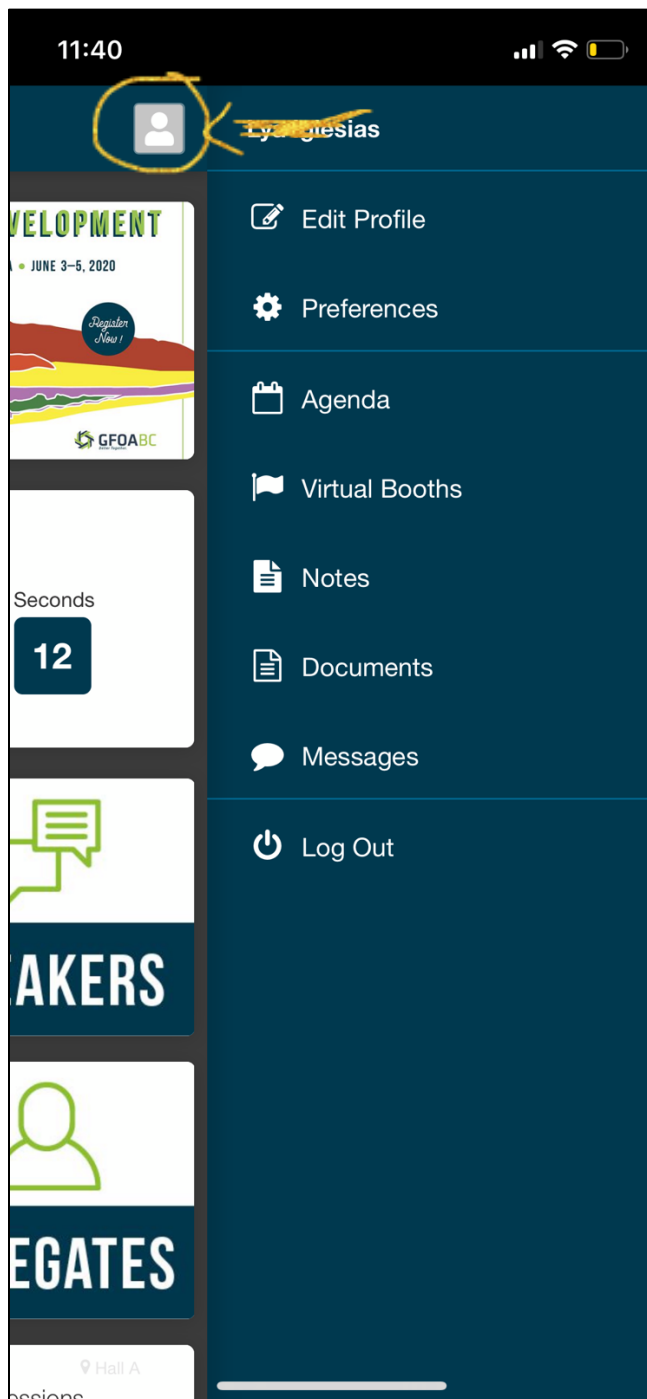
C. Navigate the left end side panel through clicking on menu:

- a. That is where you will find all the tabs:
 - i. Agenda
 - ii. Speakers
 - iii. Partners
 - iv. Sponsors
 - v. Virtual Tradeshow
 - vi. Exhibitors
 - vii. Delegates
 - viii. Delegate to Delegate Chat
 - ix. Play to Win
 - x. Social Wall
 - xi. Announcements
 - xii. Documents
 - xiii. Ask Information
 - xiv. Live Support for Any Technical Difficulties

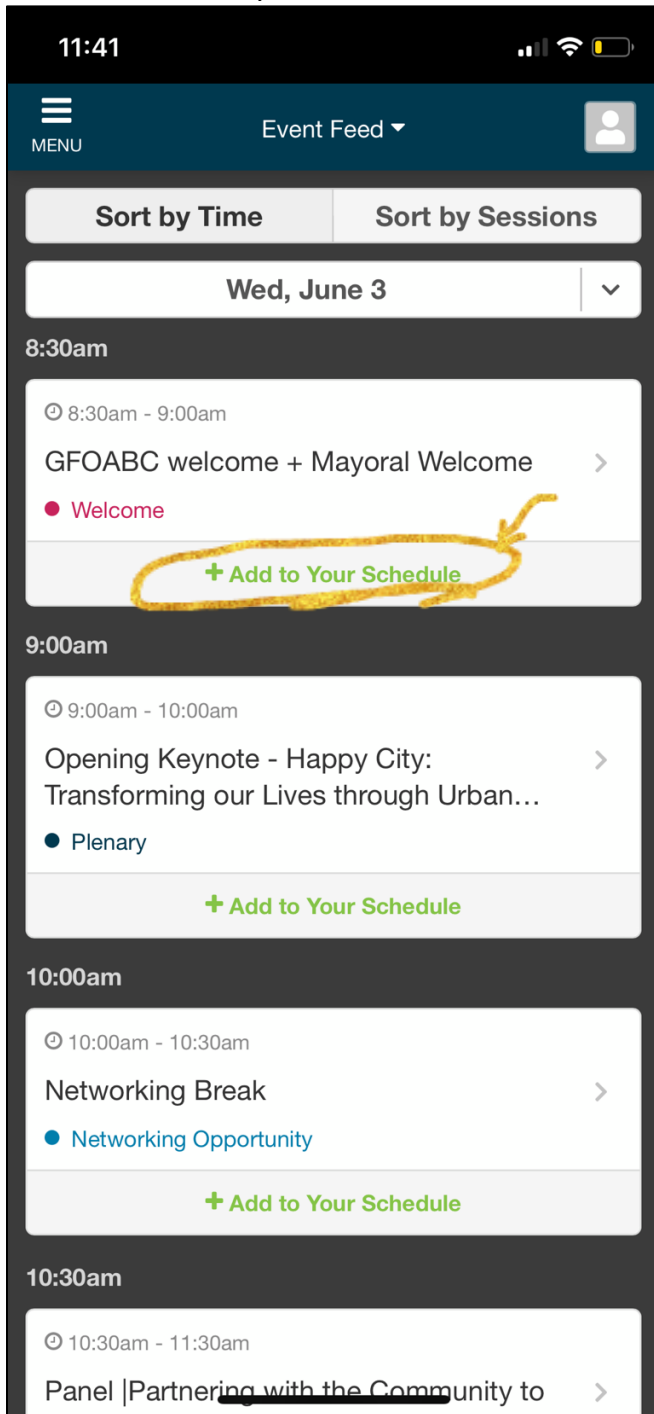


D. On the right-hand side panel you can:

- a. **Edit your profile**
- b. Access your selected agenda session
- c. Access your favorite exhibitors
- d. Access your virtual briefcase
- e. Chat

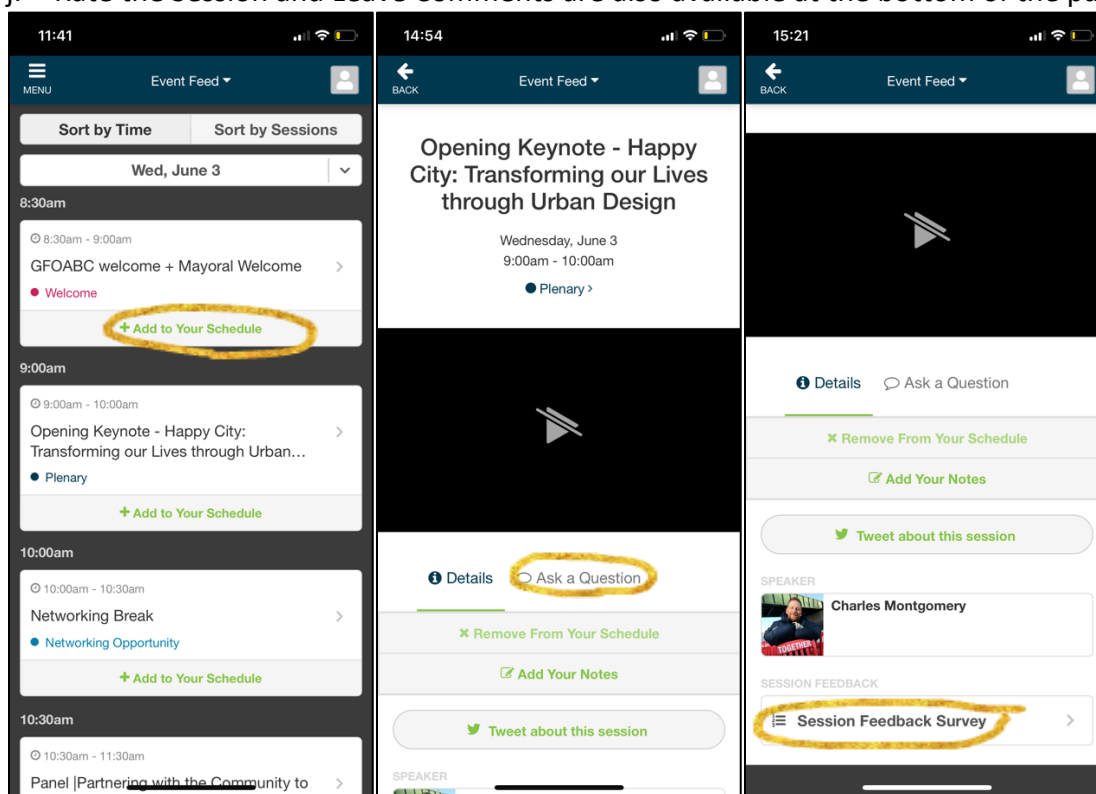


- E. Create your own schedule by
 - a. Going to Agenda
 - b. Click on Add to your Schedule



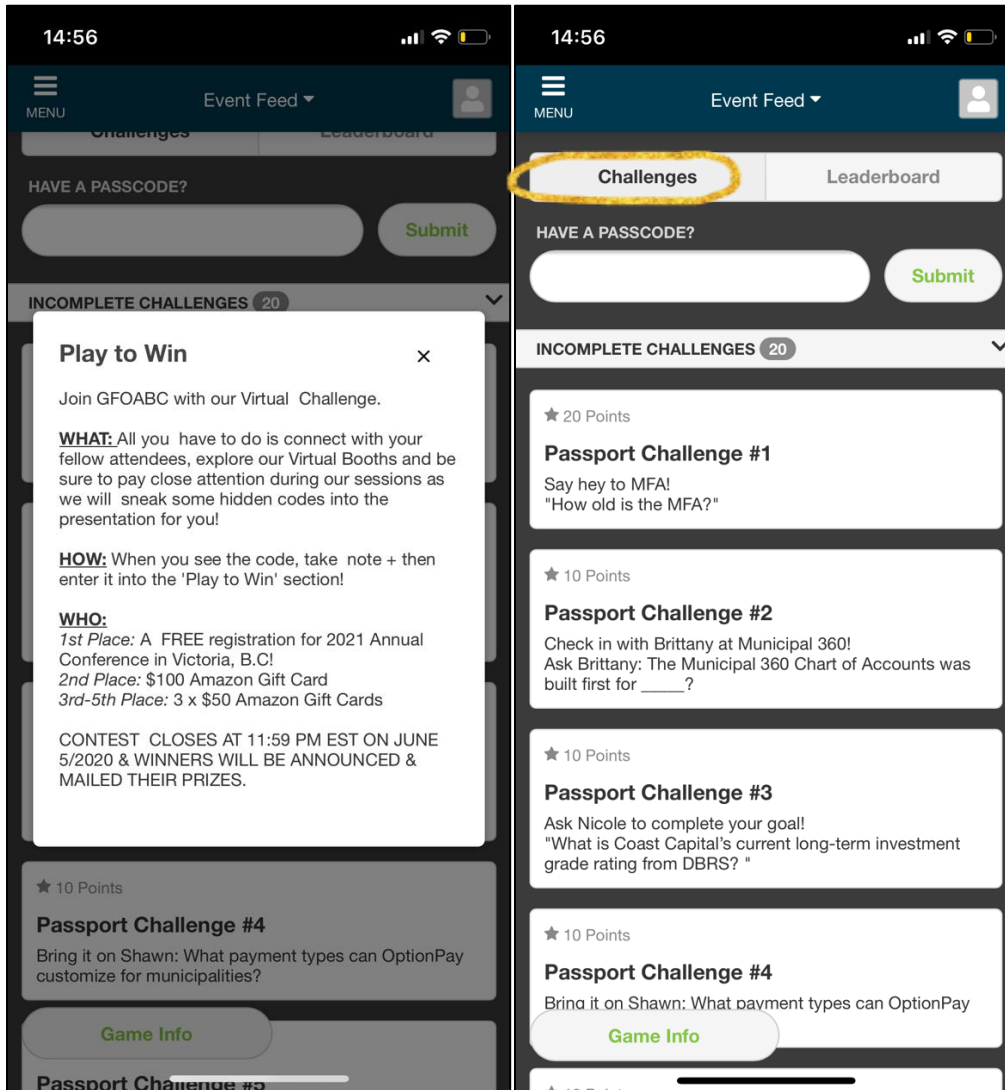
F. How to Access the Session, Ask a Question, Vote in Polls or Submit a Survey?

- a. Once you have created your schedule (not necessary but preferable so you can access the sessions you are interested to attend on the right end side panel, under my agenda).
- b. Click on the session, and you will see the details of the sessions with the embedded video.
- c. Click Play to start the session.
- d. Slides will be on the screen as well as the presenter.
- e. Each session page will contain direct links at the bottom where attendees can click to access the Ask a Question feed, Live Poll or Session Feedback form.
- f. Use the Ask A Question to ask your questions for the LIVE Q&A – Happening at the end of the session with the speaker. Once you have typed your question, you can use the arrows next to the questions to vote for questions you are interested in.
- g. Ask a question: All questions will be moderated by a moderator.
- h. You will also see the Live Polling Button, click on it to be able to vote in the Polls.
- i. Polling results will be presented by the speaker if enabled (*not pictured here*)
- j. Rate the Session and Leave Comments are also available at the bottom of the page.

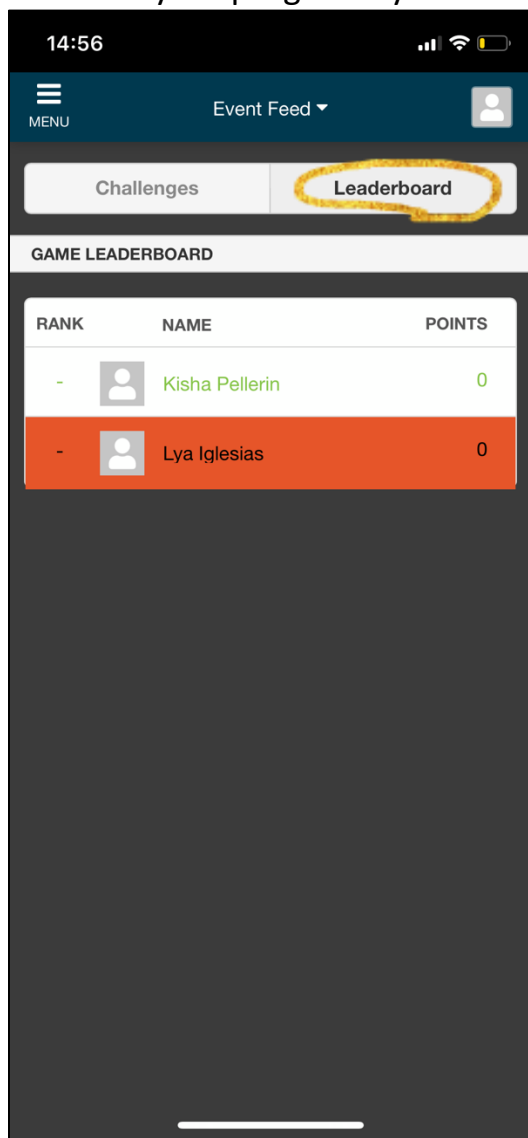


G. PLAY TO WIN, Passport Challenge and GFOABC Prizes

- a. There are two types of Challenges that you can access through the Play to Win tab:
 - i. PASSPORT challenges: Take Part in the (FREE!) Passport Challenge by completing the requests listed corresponding to each exhibitos. Follow the direction described in the challenge and enter the passcode.
 - ii. GFOABC challenges: Win great prizes by answering questions about GFOABC.



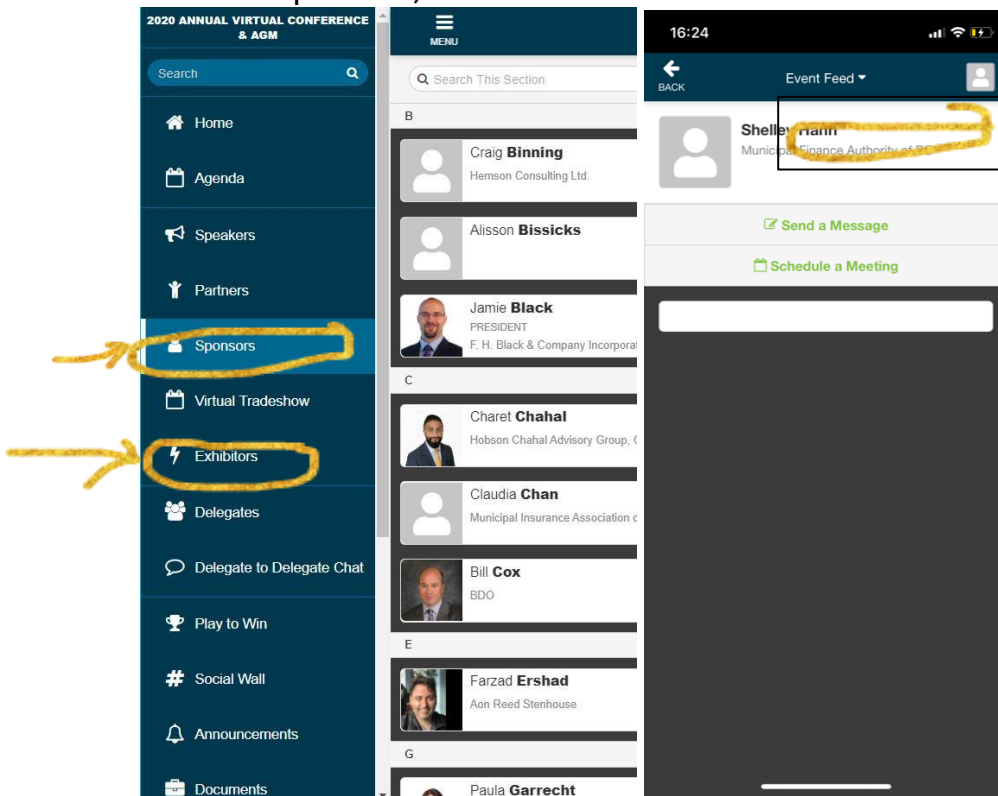
b. Check your progress by accessing the leaderboard:



c. Prizes to win include:

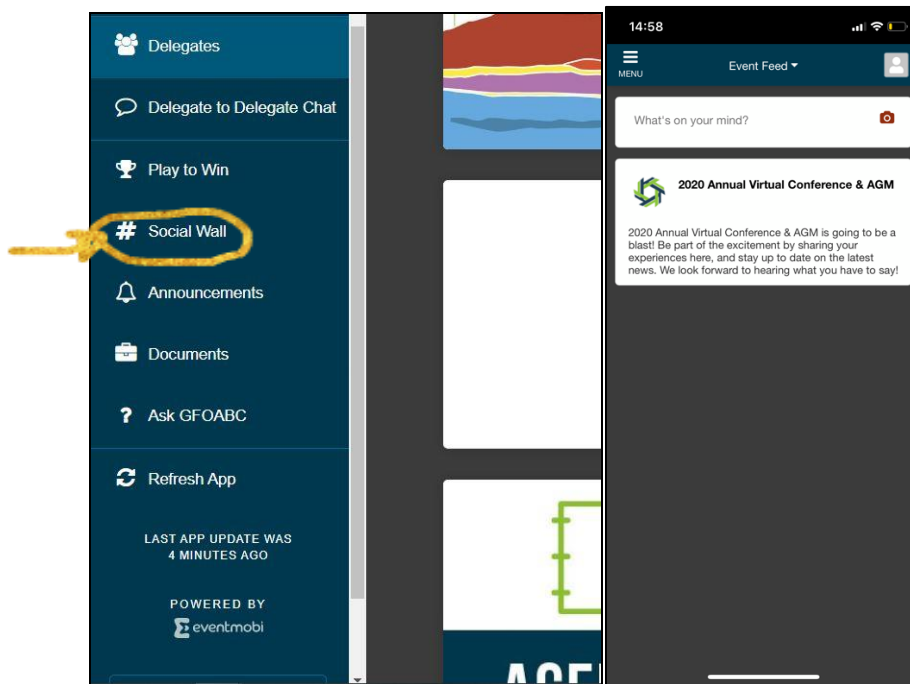
- i. 1st Place: A FREE registration for 2021 Annual Conference in Victoria, B.C.!
- ii. 2nd Place: \$100 Amazon Gift Card
- iii. 3rd-5th Place: 3 x \$50 Amazon Gift Cards

H. Visit our Sponsors, Exhibitors and chat with them:

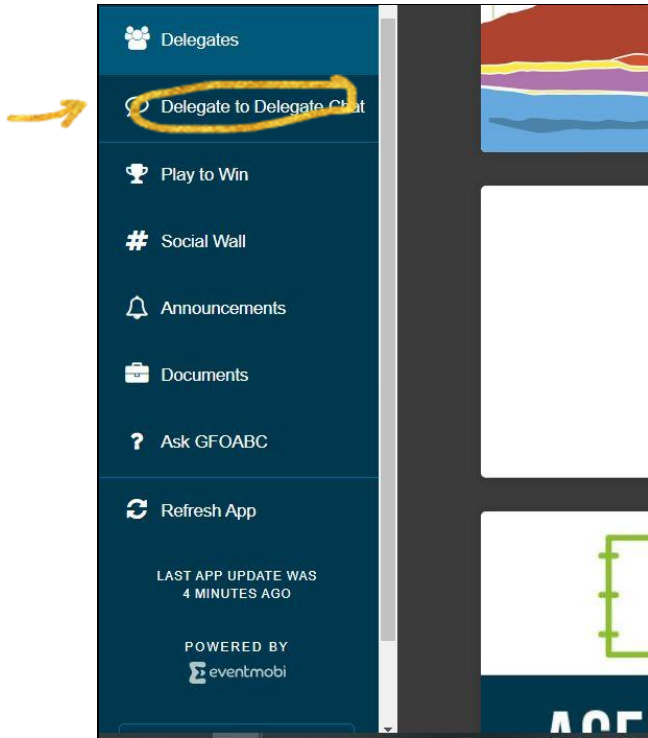


Don't forget to ask them questions from the Passport Challenge

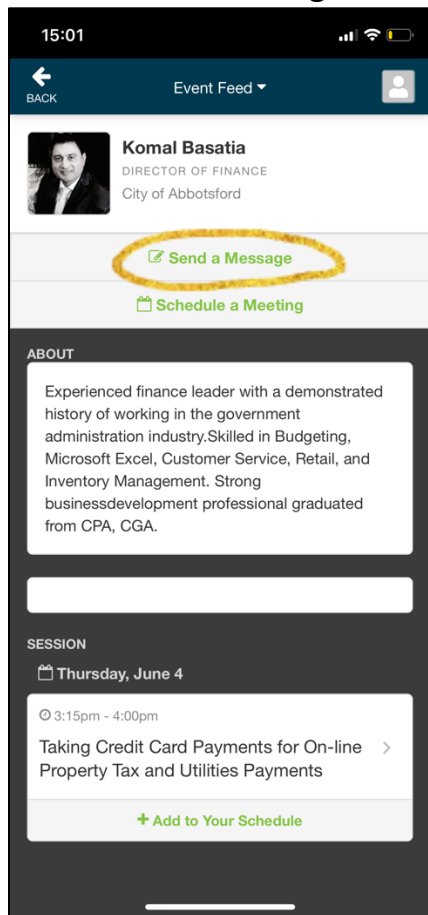
I. Post on our Social Wall:



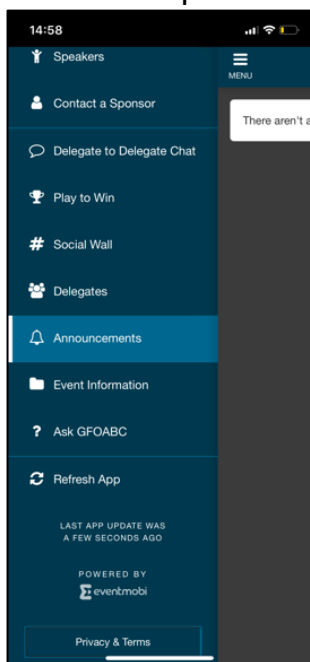
J. Communicate with Delegates:



K. Communicate with Speakers – click on Speaker Tab, then click on the speaker you would like to send a message to:

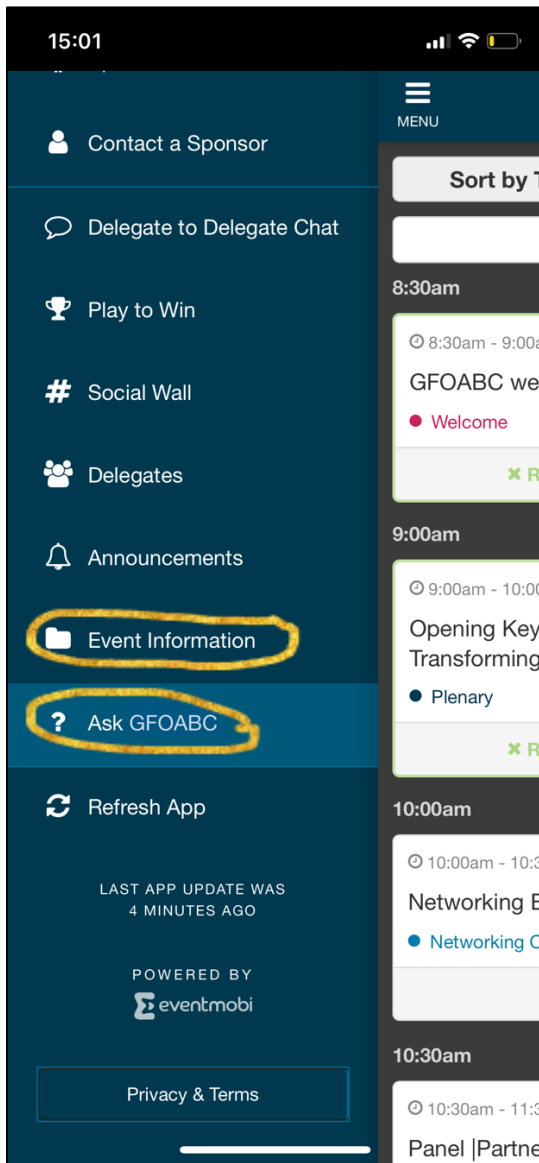


L. Find all the push notifications received under the Announcements tab:



M. Find more information– under the Event Information tab and Ask GFOABC tab

a. To Communicate with the GFOABC Team



b. FOR ANY TECHNICAL DIFFICULTIES & ISSUES PLEASE CONTACT EVENTMOBI UNDER THE EVENT INFORMATION TAB

