The Attendee App (The Event App)

The event attendee app is now available to install onto your smart phone or tablet.

This app contains a variety of useful information and tools to help you network, see the agenda, search for exhibitors/attendees, message others and more.

The EVENT APP

Download the conference app here:
(Event App Code: tos2025).

HTML5 App	IOS App	Android App

In this document:

Before the conference

1. The app will ask you for the event code: tos2025

2. Log into the app using the email address and password you set when you registered. If you have forgotten your password use the Reset Password/Get Pin button.

3. Use the Hamburger Menu in the top right corner to access **Privacy & Settings** and choose how you wish to:

   a. Display your virtual name badge;

   b. Add your bio and any social media handles you wish to share;

   c. Toggle Do Not Disturb on/off; and

   d. Set/change your timezone.

4. **My Photo**: add a profile picture.

5. Select which sessions you want to attend by using the star icon next to the session in the **Full Agenda**. You can then view them in **My Agenda**.

6. When searching for the app on your mobile device you may need to search for "Attendee App".

Checking-In via the Attendee App

1. Ensure you have downloaded the app and logged in.

2. Open the app when you arrive at the **Marble Foyer** on **Level 1**.

3. Click on the **EVENT CHECK-IN** icon

4. Scan the QR Codes displayed in the Foyer.

5. Show your phone screen to an ASA staff/volunteer to collect your bag and name tag.

   OR

6. Click on the **CHECK-IN** icon

7. Present your **Contact QR Code** at the Registration Desk for ASA staff/volunteers to check you in

PLEASE NOTE: ASA staff and volunteers will be available to assist with this process, or to assist those without a smart phone. They will be wearing pink Hi-Vis vests.

Navigating the Attendee app

Agenda

- View session information and participate in session engagement options such as **Live Q&A** and **My Session Notes**.

- Search for keywords, tracks, locations and times, as well as keep session notes, and export the notes for use outside of the app.

- Select individual presentations as a "favourite" to save that presenter to **My Agenda**.

My Agenda

- View your own personalised agenda. Use the start icon next to sessions and presenters to save them to **My Agenda**.

- View sessions within **My Agenda** and participate in session engagement options such as **Live Q&A** and **My Session Notes**.

- Search **My Agenda** for keywords, tracks, locations and times, as well as keep session notes, and export the notes for use outside of the app.

Event Notes

Take general notes about any topic you wish to document. Each note is automatically saved, with the first line becoming the title. A few words from the entered note and the date and time the note was taken is also recorded.

All notes can be exported for further use (excel document) and the export is combined with session notes on separate tabs on a spreadsheet. The app will remain open after the conference to allow you time to export your notes.

Resource Gallery

Provides searchable views of Exhibitor and Presentation content (if provided).

Meeting Hub

Search for other attendees, request connections and engage with voice calls, video calls, text messages chats and scheduled video meetings.

Meeting Hub also includes a scan function where connections can be made at live events using your device's camera to scan bar and QR codes from another attendee. They can display a QR code to be scanned as well.

EventStream

A private social network for the conference. Post photos, videos (up to 10 seconds), comments, and share in the social experience.

Attendee Search

View, search, network, and communicate with other attendees. While similar to **Meeting Hub**, Attendee Search can be filtered to show specific attendees and you can insert multiple components for filtered searches.

News

News updates from the conference.

Speaker Search

Search for speakers.

Sponsor & Exhibitor Search

Search for sponsors/exhibitors. Browse their profiles, download brochures or request information from an exhibitor.

Contact QR Code

Displays a QR Code specific to you (the attendee) which can be used to gain access to sessions, ticketed events, and more.

Privacy & Settings

- Choose how you wish to display your virtual name badge
- Add your bio and any social media handles you wish to share,
- Toggle Do Not Disturb on/off
- Set/change your timezone.

My Photo

Take or choose a phone to use as your profile picture.

Live Support

Post questions to the live support team.

Alerts

Conference-wide messages and updates.