

Conference APP - Cheat Sheet

Privacy Settings - making your contact information visible

To ensure your contact details are visible to other attendees you will need to update your **Privacy Settings** by following the below instructions. Select what information you would like visible (phone number, email, photo etc.) and scroll down and select **Update**.

Conference 2024 30 october - Naverbar 30 Museum of New Zeoland Ter Museum of New Zeoland Ter	14 Papa Tongarewa, Wellingt			Manacona soorry Marchana Marc	UBLOGGCA SOCIETY WASHING AND
0				Privacy & Settings	C Privacy & Settings Selecting Do Not Disturb will prevent calls, chats or messages from other
U		U		How do you want to appear to other attendees?	attendees.
My Photo	My QR Code	Alerts	Agenda	Virtual Name Badge	Social Media
				Melanie Robinson 🥥	
Ē	8	LSI		Senior Project Coordinator ForumPoint2 Conference Partners	f
My Agenda	Attendees	Meeting Hub	Speakers	Melanie R 🔗	in
		U	U	Your Shared Contact Details	Ø
Sponsors	Exhibitors	Programme Download	Health & Safety	When you connect with other attendees the contact details shown below are shared. Please review these details and decide which items you wish to share with other attendees. A green check mark confirms that the selected item will be shared.	
			\bigcirc	Melanie Robinson	
U	U		S	Senior Project Coordinator	Time Zone
Doctor Hospital	Need help? or	Event Notes	Privacy & Settings	ForumPoint2 Conference Partners	your local time.
	Transport Options			melanie@fp2.co.nz	Device time zone
			$\mathbf{\vee}$	0211130289	
				0211130289	Update



Meeting Hub - connecting with your peers

Select **Meeting Hub**, then **Scan**. Click on **Scan and Connect** under Add Connection or show your QR code for scanning by your peer.

Click **Connections** to view your peers details.

Post event **Export** will allow you to download the details of your connections they have chosen to share.

