

VIRTUAL ENGAGEMENT TUTORIAL

Meetingplay Platform



WORLD MICROBE FORUM

20-24 JUNE 2021 | ONLINE WORLDWIDE

An **ASM** & **FEMS** Collaboration

worldmicrobeforum.org |

How to Edit Your Profile

When you first log into the platform, you will be prompted to tell us a bit about yourself by completing your profile. Your profile will be pre-populated for you with data collected during the event registration process. Feel free to edit, remove, or add to the existing data. Don't forget to upload a profile photo!

From the profile page, you can also edit your notification settings, or set your profile to private if you wish to opt out of networking. If your profile is set to private, you will not be visible on the attendee list and other participants won't be able to chat with you.

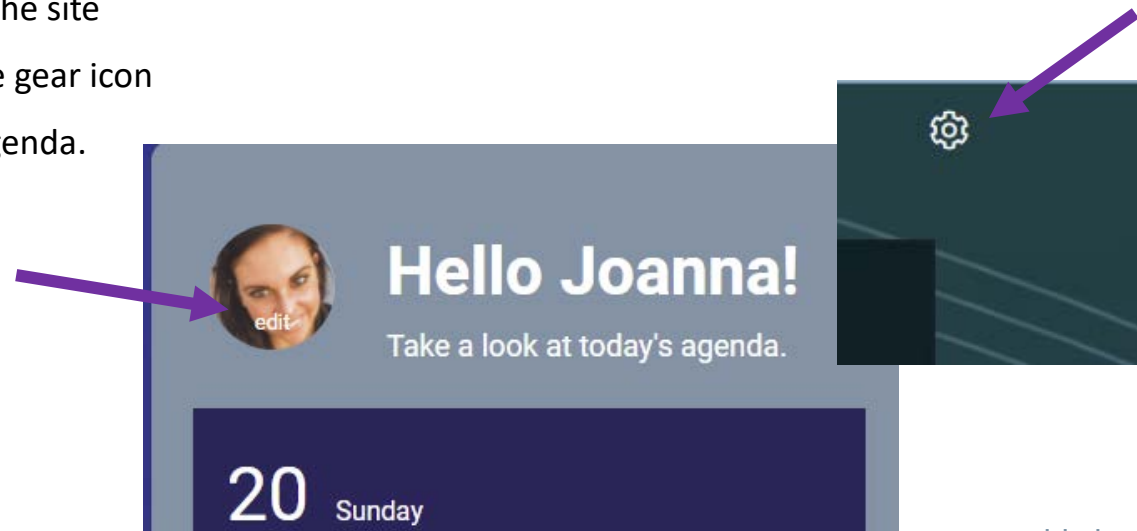
If you didn't complete your profile when you first logged into the site or would like to make edits, simply open the user panel via the gear icon in the top right corner or on the **edit** link located above your agenda.



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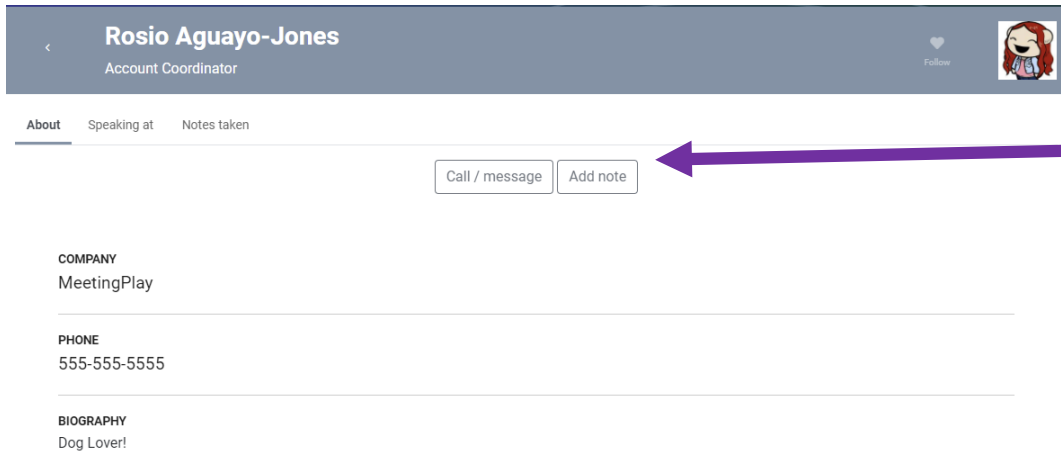
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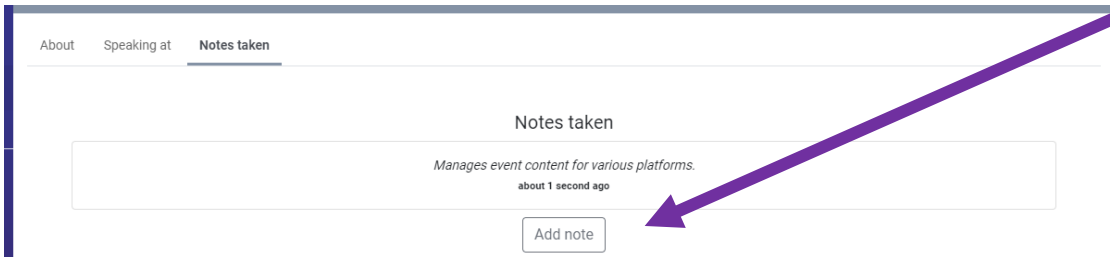
How to Take Notes

Notes can be taken at any time on Attendees. This is a great way to keep track of who you have spoken to and who you need to follow up with if they request more information from your booth.



Attendees

- From the attendee profile page, tap the **Add Note** button to start taking notes
- Notes taken on that attendee will be visible when you view their profile and in your Notes page, which is accessible via your user panel.
- Notes taken on attendees will not be seen by the attendee you have taken notes on. This is just for your reference.

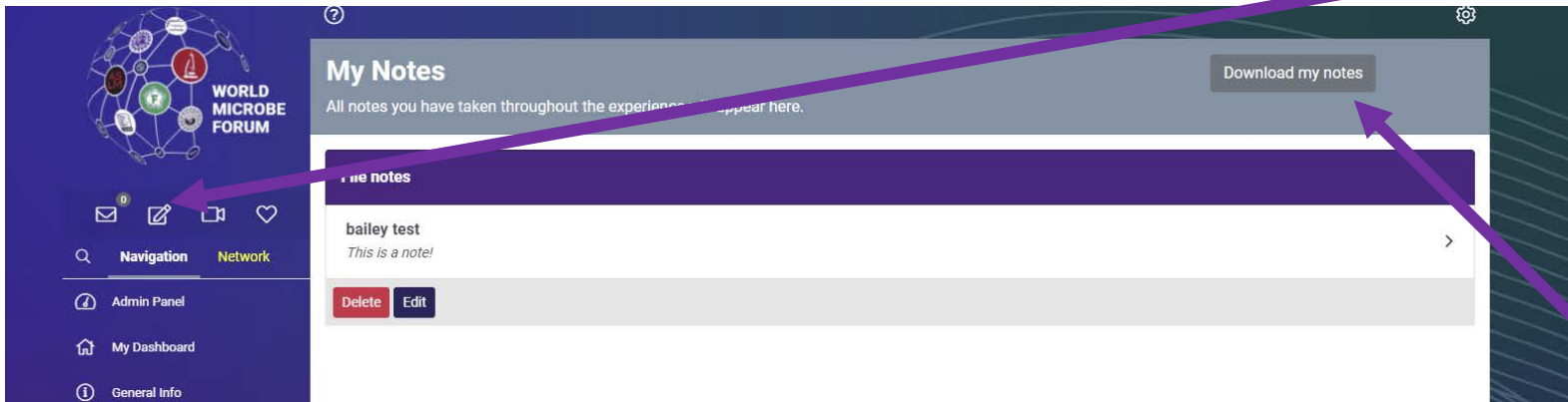


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How to Access Notes



- Your notes can be accessed at any time by visiting the left navigation bar. Tap the pencil on notepad icon in the top left corner.
- Click **My Notes** to open your notes
- Click into the note to view it on the relevant attendee, session, or file.
- To export your notes, click the **Download my Notes** button at the top of the page.

How to Create Your Network

To help you network with the right people during the event, answer a short questionnaire and we'll match you to other like-minded individuals.

Networking
A custom tailored experience so you can chat with like minded attendees

What is Your Primary Scientific Track/ Topic?
Select your answer

What is Your Primary Reason for Attending World Microbe Forum?
Select your answer

Match with Participants with Similar Employer Types
Select your answer

Match with Participants Sharing Your Career Focus
Select your answer

Which of the following topics interest you?
Select your answer

Generate network

My Network
Thanks Joanna! Based on your responses, we think you might enjoy these channels and people. [Rebuild network](#)

People Event sessions

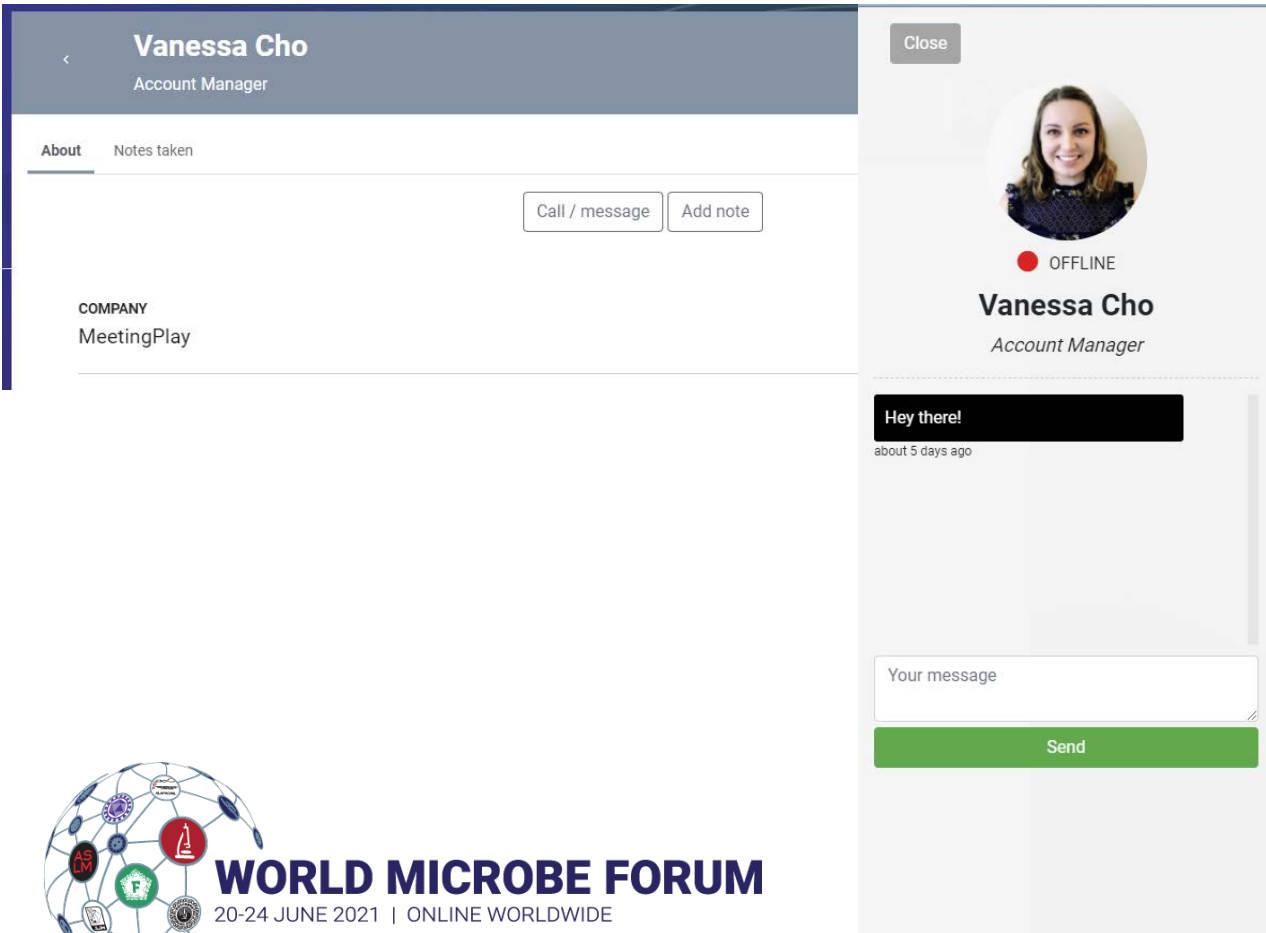
LIKE MINDED INDIVIDUALS
These attendees share similar interests as you. Get to know them by shooting them a message or having a video call!

 KELLY ANDREWS ASM Logistics Manager	 LAURA BREWER MeetingPlay Associate Account Manager	 VANESSA CHO MeetingPlay Account Manager
 View profile	 View profile	 View profile
 Contact user	 Contact user	 Contact user

- Visit the Networking tab and complete the short questionnaire, which is tailored to the event. After completing the questionnaire, hit generate network to view your matches.
- Once generated you will see recommended sessions and attendees to network with based on your responses.
- Click on a session to learn more about it; or click on an attendee to see why you were matched.
- Tap the **Chat** button on an attendee to send them a message; or start a video call.
- Your matched attendees will update as more participants respond to the survey, so check back to see new matches!
- Want to change your responses on the questionnaire? Hit **Rebuild your network** to clear your current matches and start over.

How to Chat with Attendees

Reach out to other meeting attendees to connect virtually via messaging or video chat.



Vanessa Cho
Account Manager

About Notes taken

Call / message Add note

COMPANY
MeetingPlay

Hey there!
about 5 days ago

Your message

Send

- If an attendee is in your network, you can tap the **Call/message** button directly from the networking page to send them a message or start a video call.
- You can also visit the attendee list to start a conversation with other users. Use the search function to find who you are looking for, or simply click on a profile.
- Once in a profile, click the **Call/Message** button
- Simply type in your message to send them a note; or click the **Start Video Call** button to chat over your webcam.
- The attendee must be online for you to video call with them.



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How to Request a Meeting with an Attendee

Use the meet-ups function to schedule time to meet with like-minded attendees.

The screenshot shows the 'My Meetups' interface. At the top, there is a header with a back arrow, the title 'My Meetups', a subtitle 'Manage your meetings with other attendees.', and a 'Create new meetup' button. Below the header is a navigation bar with three tabs: 'My meetups' (4), 'Invites' (0), and 'Sent Requests' (2). A search bar is present with the placeholder text 'Type to Filter Your Meetups'. The main content area displays a list of upcoming events:

- Upcoming Events (Test)** @ Platform Video Chat with Joanna Shealy, Rosio A.
Sun June 20, 2021 9:15 AM US/Eastern
Call / message
"Let's chat about upcoming events!"
Cancel
- Testing!** @ Platform Video Chat with Vanessa Cho
Sun June 20, 2021 9:45 AM US/Eastern
Call / message
"Testing!"
Cancel
- Test** @ Platform Video Chat with Joanna Shealy, Bailey W.
Sun June 20, 2021 11:45 AM US/Eastern
Call / message
"Testing!"
Cancel

- Visit the Meetups tab and click **Create New Meetup**; or visit an attendee's profile and click Request Meetup.
- Enter a title for your meeting, select a date and time, and search for the attendee you would like to invite. They will be notified that a meetup has been requested.
- Once you send the meetup invite, all recipients will need to accept for it to be officially booked.
- To view the status of your invitations, click the **Sent Requests** tab.
- To view and manage invitations sent to you by others, click the **Invites** tab. New invites will also show in a notification banner on the Meetups page.
- To view and manage scheduled meetings, click the **My Meetups** tab. They will also be listed on your agenda.
- When it is time for the meeting to occur, simply start a video call with the other attendee.

How to Post to the Social Feed

Find the Social Feed on the left navigation tools. Take advantage of this feature to tell attendees to visit your booth and let them know what you have to offer! *(Limit to one post a day, no spamming)*

The screenshot shows the 'Social Feed' interface of the World Microbe Forum. On the left is a navigation sidebar with icons for home, messages, and social feed, and a list of menu items including 'Admin Panel', 'My Dashboard', 'General Info', 'Search Program', 'Participant Search', 'My Profile', 'My Meetups', 'Sponsor & Exhibit Hall', 'Exhibitor Directory', 'Poster Hall', 'Speaker Directory', 'On-Demand Library', and 'Downloads'. The main area is titled 'Social Feed' and contains a list of posts. The first post is from Kelly Andrews, followed by Joanna Shealy, System Admin, and Rosio Aguayo-Jones. A 'NEW POST' button is located at the bottom center. A modal menu is open on the right side of the feed, listing options: 'Post comment', 'Post photo', 'Search', 'Filter', 'Refresh', and 'Close Menu'. A blue arrow points from the 'NEW POST' button to the modal menu.

- Select “New Post”
- Select to either post a comment or a photo
- You can also sort by selecting comments to see all comments or Photos to see all the photos posted to the social feed.

Other Ways to Engage on Platform

Attend Sessions

Meet
Presenters in
Poster Hall

Attend Lounges

Attend
Community
Corners

Give a prize to
attendee(s) who
views booth



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