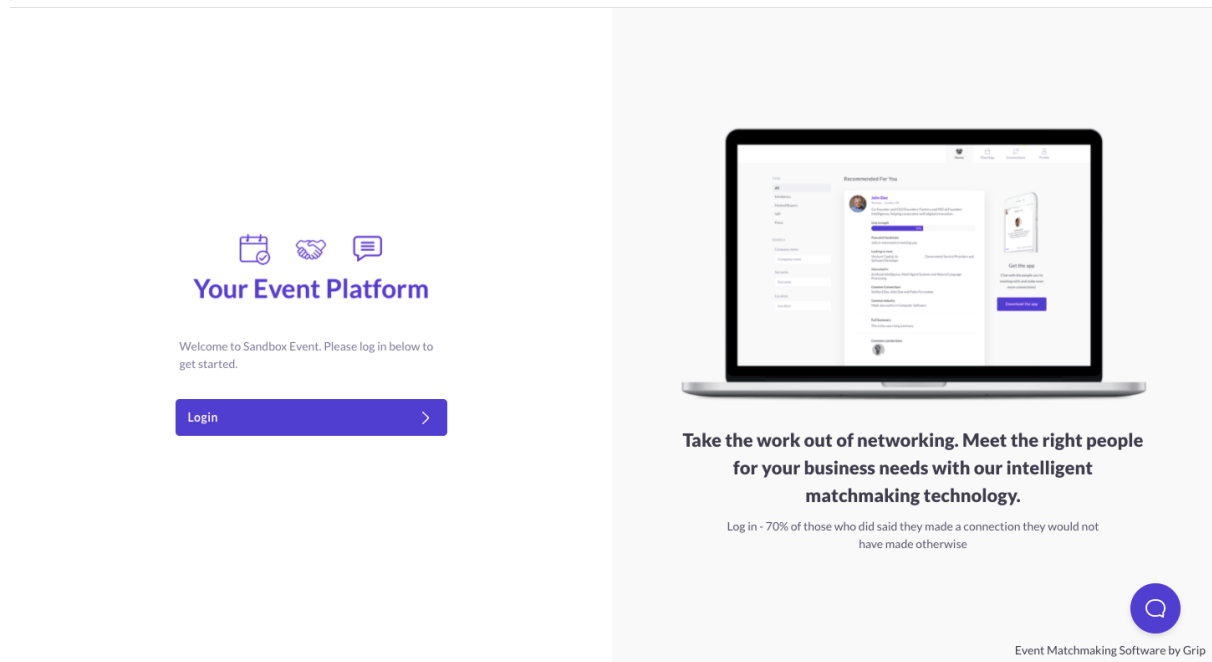


1. Login

You will receive a welcome email from noreply@events.techforge.pub with your login credentials and details to access the event platform.

Navigate to the event platform, click on “Login” and activate your account by using your email and badge/registration ID.

If you did not receive this email, contact: enquiries@techforge.pub



2. Update your profile

Click on ‘Profile’ and make sure your profile is up to date:

- Upload a picture
- Enter your personal information

Having a complete profile will allow you to make more meaningful connections.

The screenshot shows a user profile page for 'John Doe'. The page is titled 'Edit Profile' and features a 'Save' button. The profile information includes: First name: John, Last name: Doe, Job Title: Manager, and Company: (Most Recent) Company. There is a 'Visitors' section with a profile picture of a person. The page also has a navigation menu on the left with options like 'Edit Profile', 'Manage My Availability', 'Change Email', 'Change Password', and 'Manage Notifications'. There is also a 'GET THE APP' section with a 'Text Me a Download Link' button and an 'Or Copy the App Link' button.

3. Start networking

Click on "Home" and under the 'Network' section, you will find your networking features:

1. **Recommended for You:** Review and take action on the recommendations we have made you. Here are the actions you can take on people:
 1. **Skip:** you are not interested in this person
 2. **Interested:** you are interested and would like to spark a conversation
 3. **Meet:** you want to request a meeting with that person
 1. Here is an article on how to request meetings:
<https://grip.helpscoutdocs.com/article/99-how-do-i-request-a-meeting>
2. **Interested In You:** See the people who have shown interest in you
3. **My Connections:** Once you have a mutual interest with someone or a scheduled meeting, you will be able to open a chat with them
4. **My 'Interested' List:** See a list of people who you have shown interest in
5. **My 'Skip' List:** See a list of people who you have skipped

4. Review the Event Agenda

Go to the "Event Agenda" tab. In this section, you can discover our unmissable line-up and bookmark the sessions you are interested in attending.

5. Review your personalised schedule

Go to "My Schedule". In this section, you will be able to keep track of the meetings you have requested and scheduled and the sessions you will be attending.

Your Event Platform

NETWORK

- Recommended for You
- Interested In You
- My Connections 1
- My 'Interested' List
- My 'Skip' List

SCHEDULE

- My Schedule**
- Event Agenda

MORE

- Speakers
- Exhibitors
- Exhibitor Representatives
- Visitors

My Schedule

Dates Meeting Status

All times shown in Europe/London

Happening Now

3:30pm 5:00pm

Opening Remarks

Live Stream **LIVE**

Watch Live Stream

Later Today

4:00pm 4:30pm

Meeting: Mark Zuckerberg (Facebook) ✓ Seen

Video Call VIRTUAL MEETING

Monday 11 May

11:00am 12:30pm

Microsoft handing over the reigns to a new CEO Recommended

Live Stream STREAM

6. Watch the sessions you have bookmarked

Go to "My Schedule". At the date and time of the session you are attending, click on the "Watch Live Stream" button to access the session.

Your Event Platform

NETWORK

- Recommended for You
- Interested In You
- My Connections 1
- My 'Interested' List
- My 'Skip' List

SCHEDULE

- My Schedule**
- Event Agenda

MORE

- Speakers
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My Schedule

Dates Meeting Status

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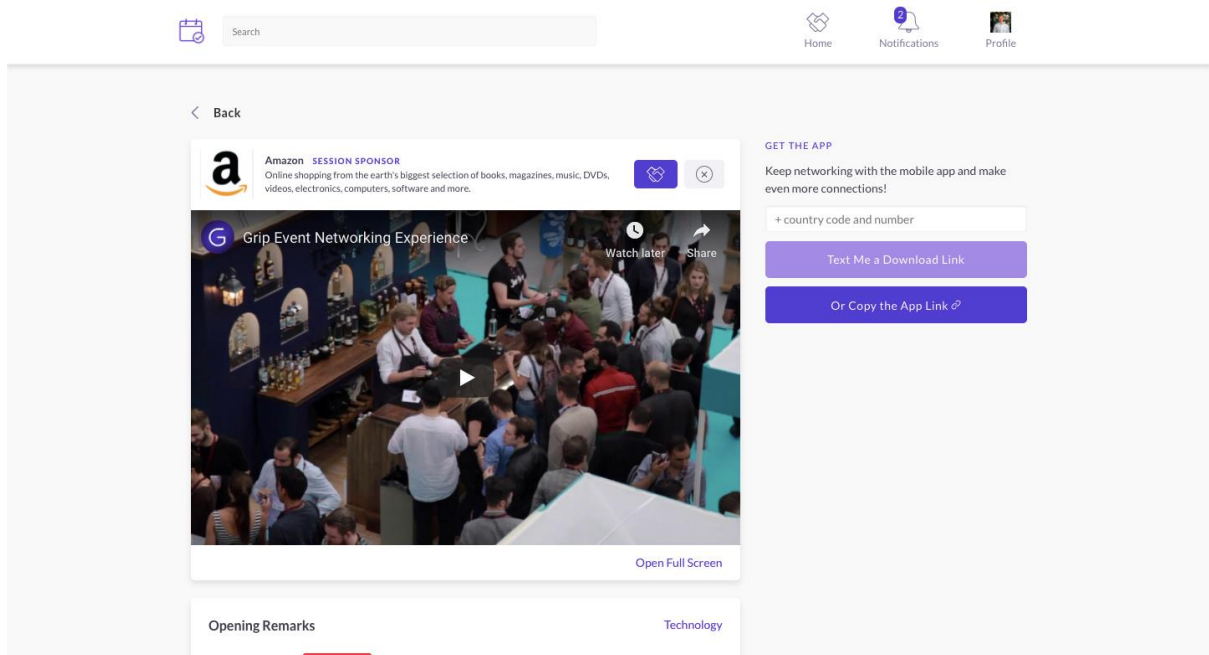
Microsoft handing over the reigns to a new CEO Recommended

Live Stream STREAM

Bill Gates
Founder at Microsoft

Add to schedule Skip

Tuesday 12 May



7. Attend your virtual meetings

There is no need to download any additional software. You will be able to access the virtual meeting room for any given scheduled meeting directly within the web platform via the "My Schedule" tab.

Virtual meeting rooms are only available for scheduled meetings (if the meeting is pending or cancelled, the virtual meeting room will be unavailable).

A Virtual Meeting Room will be clickable 5 mins before the scheduled meeting.

Click on "Open Virtual Meeting Room" to attend your meeting.

You can go in and out of the Virtual Meeting Room within the scheduled meeting time, however, once the meeting time has expired you will be unable to access the Virtual Meeting Room.

The meeting duration is not limited once you are in the virtual meeting room.

Inside the virtual meeting room, you'll be able to

- Review the profile of the person you are meeting
- Send a message to the person you are meeting
- Share your screen

The screenshot shows the desktop interface of the Data Centre Congress platform. At the top right, there is a search bar and navigation icons for Home, Notifications, and Profile. The main content area is divided into several sections:

- Your Event Platform:** A section with icons for a calendar, heart, and chat.
- My Schedule:** A section with dropdown menus for 'Dates' and 'Meeting Status'. Below it, it says 'All times shown in Europe/London'.
- Happening Now:** A section showing a meeting with Mark Zuckerberg (Facebook) from 4:00pm to 4:30pm. It includes a 'Video Call' icon and a 'VIRTUAL MEETING' label, with a button to 'Open Virtual Meeting Room'.
- Monday 11 May:** A section showing a live stream titled 'Microsoft handing over the reins to a new CEO' from 11:00am to 12:30pm, featuring Bill Gates. It includes a 'STREAM' icon and buttons for 'Add to schedule' and 'Skip'.
- Tuesday 12 May:** A section for the following day.

On the left side, there is a sidebar menu with categories: NETWORK (Recommended for You, Interested In You, My Connections, My 'Interested' List, My 'Skip' List), SCHEDULE (My Schedule, Event Agenda), and MORE (Speakers, Exhibitors, Exhibitor Representatives, Visitors).

The screenshot shows a virtual meeting interface. At the top, there is a header for 'Meeting with Mark Zuckerberg 16:00 - 16:30' and a message: 'Video call not working or an issue with camera & audio permissions? Try opening the meeting in a new tab.' Below the header, there are two video feeds of participants. On the right side, there is a profile card for Mark Zuckerberg, including his name, a 'Chat' button, and a 'Profile' link. The profile card lists his role as 'Founder & CEO at Facebook', his location as 'Mountain View, USA', and his company size as '10,000 - 50,000'. It also includes a 'Seniority Level' of 'Founder', an 'Objective' of 'Network with fellow founders', a 'Sector' of 'Social Media', and a 'Summary' describing him as an American technology entrepreneur and philanthropist. At the bottom of the meeting interface, there are control buttons for 'Cam', 'Mic', 'Share', and 'People'.

For any questions regarding the Data Centre Congress' desktop platform and/or App please contact:

- Data Centre Congress Team: enquiries@techforge.pub
- Grip: support@grip.events

Here is a link to our FAQ articles for any general enquiries:
<https://grip.helpscoutdocs.com/collection/90-grip-networking>