

Your guide to using the ConnectEd Platform!



Getting Started!

- You'll receive an email after signing up, and you can access the platform **4 weeks prior to the event**
- Update your personal event profile with a profile picture, your contact details and specific areas of interests
- Select and confirm the products and services you are interested in, and we will create meeting recommendations based on your preferences



Schedule Meetings!

- Discover new business connections by selecting who and what you are looking for using the refine results section, drop-down options or the free text search
- Send invitations to contacts you want to connect with and the system will highlight the optimal time to meet
- You can keep track of your scheduled meetings and respond to invitations in your inbox
- Select a location for your meeting depending on what suits you, it can either be held online, at the show at the exhibitor stand or within the ConnectEd lounge (which also provides free coffee and refreshments!)



Plan your day!

- You can create your own agenda and plan your day **2 weeks out from the show**
- The event agenda tab allows you to access live and on demand content
- Add sessions to your schedule to receive email reminders throughout the live show to ensure you don't miss out
- The Exhibitor directory will allow you to search all registered exhibitors at the show, each listing contains full company information and all contacts listed within those companies
- View your complete show schedule including your confirmed meetings and conference sessions within 'my schedule'



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