### swapcard

# USER'S GUIDE



## AVAILABLE FEATURES

NETWORKING

#### **Networking**

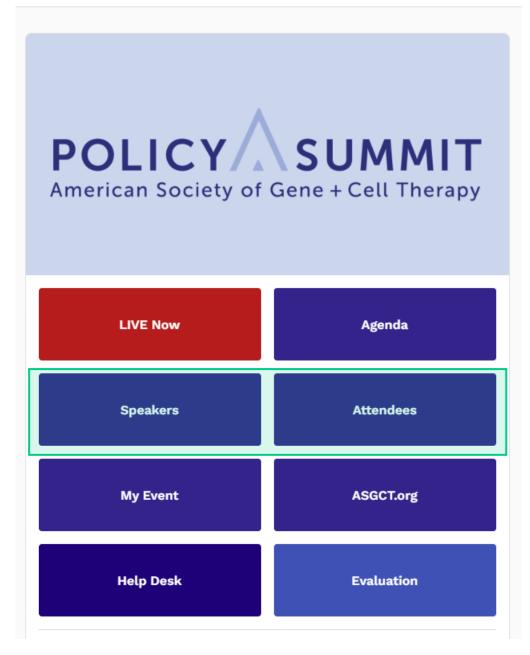
From the home page or the top navigation bar you can access the **Speaker** and **Attendee** lists.

Here you can search and find people to connect with. You can chat and have video calls.





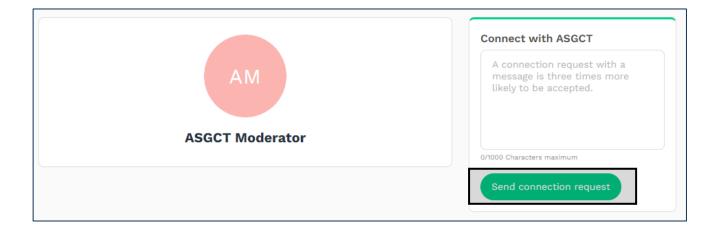
ome LIVE Now Agenda Speakers Attendees My Event Help Desk



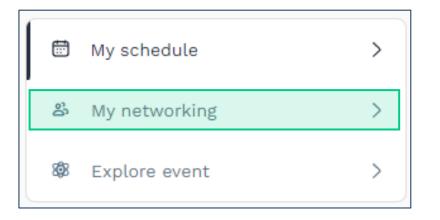
#### How to send a connection request

To send a connection request, go to their profile (via the list of participants, speakers or a company profile) and click the "Send connection request" button.

**Tip:** Add a note to your connection request to introduce yourself and explain the reason for your request.



Note: You will be able to find a full list of your connections in "My Event" under "My Networking."



#### How to communicate with your connections



- 1 Access a person's profile (i.e.: from "My Networking" under the "My Events" tab)
- Enter in your message into the chat box on the right hand side and send
- To start a video chat, expand the chat box does and click the camera icon in the upper right hand corner

