

# Attendees Navigation Guide



## FINANCE Indaba Network

15<sup>th</sup> October 2020

# Getting Started

This manual shows you how to navigate through the virtual platform as an attendee to make the most of your participation in The Finance Indaba Network Virtual Conference & Expo.

## Main Page

Type in the URL: <https://finance-indaba.vfairs.com/> into your browser to join the conference. For best performance, we recommend you use Chrome, Safari or Firefox.

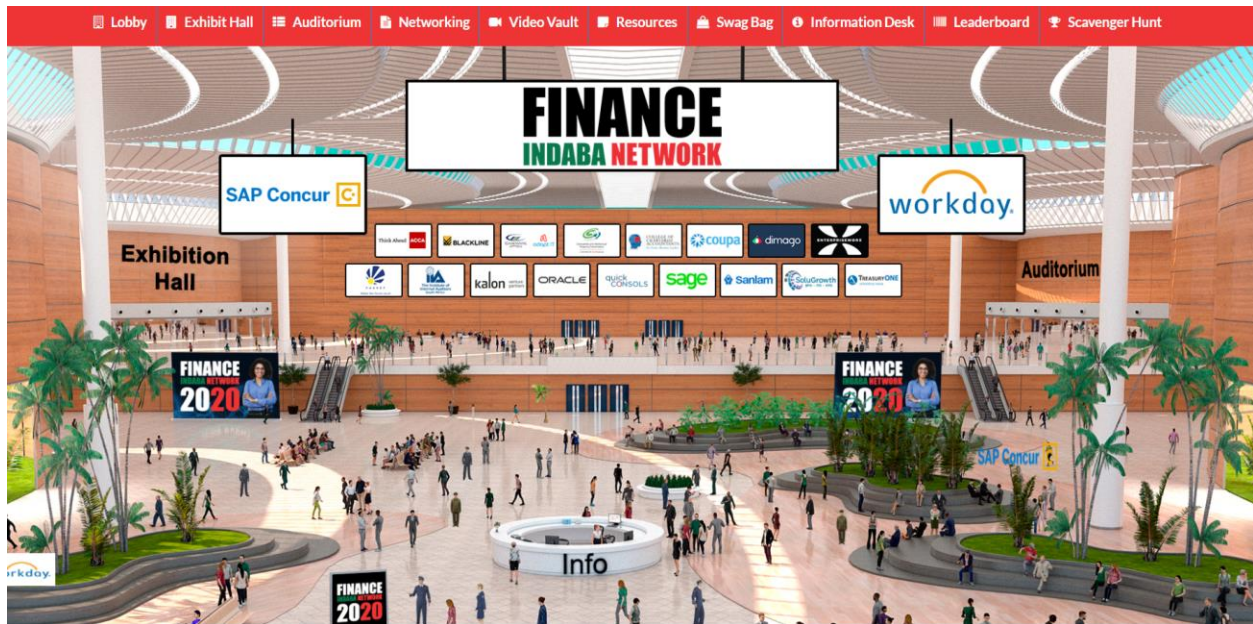
## Login

Click on the 'Login' tab on the Homepage. It will open a pop-up window where you should enter your email, then click 'Login'.

A screenshot of a login pop-up window for the Indaba Network. The window has a red header with the word "LOGIN" in white capital letters and a small red 'X' icon in the top right corner. Below the header, the word "Email:" is followed by a white text input field. At the bottom of the window, there are three buttons: a red button with white text that says "New user? Register now", a white button with a black border and black text that says "Cancel", and a red button with white text that says "Login". The background of the page behind the pop-up is dark with the words "INDABA NETWORK" in large, bold, green and red letters.

# Main Lobby

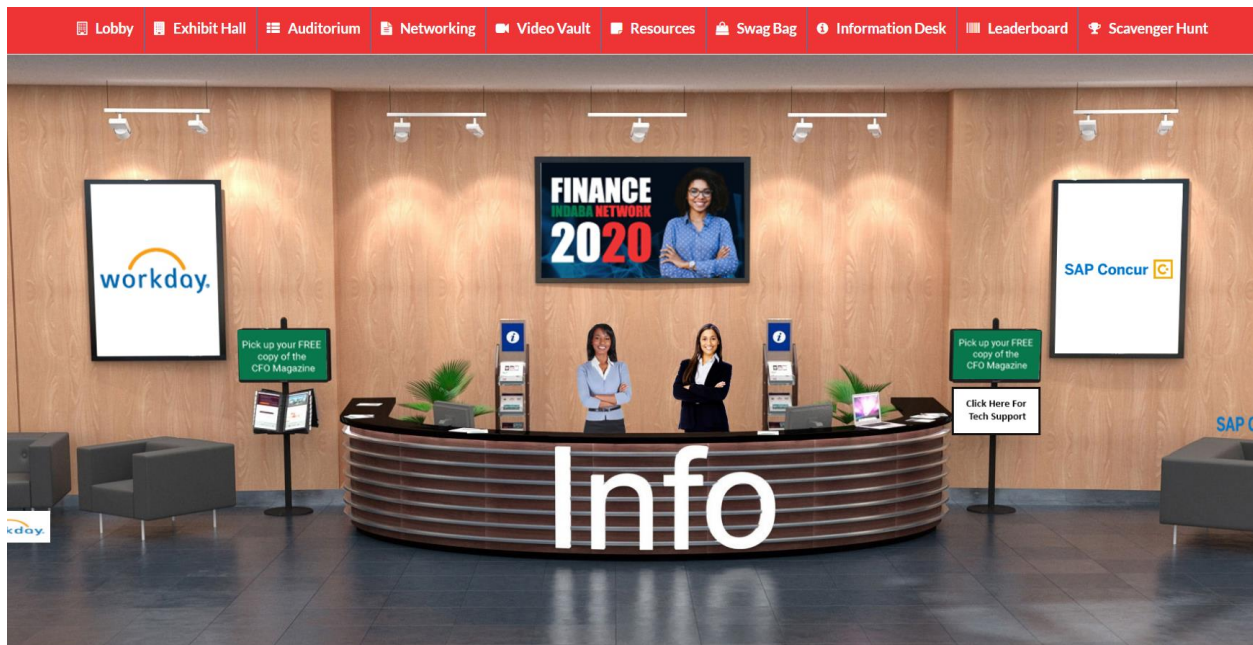
Once you log in, you will enter the virtual lobby where you can use the buttons on the top navigation bar or the links in the lobby design to enter the Auditorium, the Exhibit Hall or the Networking Chat area.



# Information Desk

In case you have any technical queries, please visit the Info Desk to talk to the technical reps available online to help you. In the event of additional questions, please email us at

[finance-indaba@getvfairs.io](mailto:finance-indaba@getvfairs.io) and we will be happy to assist you.





## Auditorium

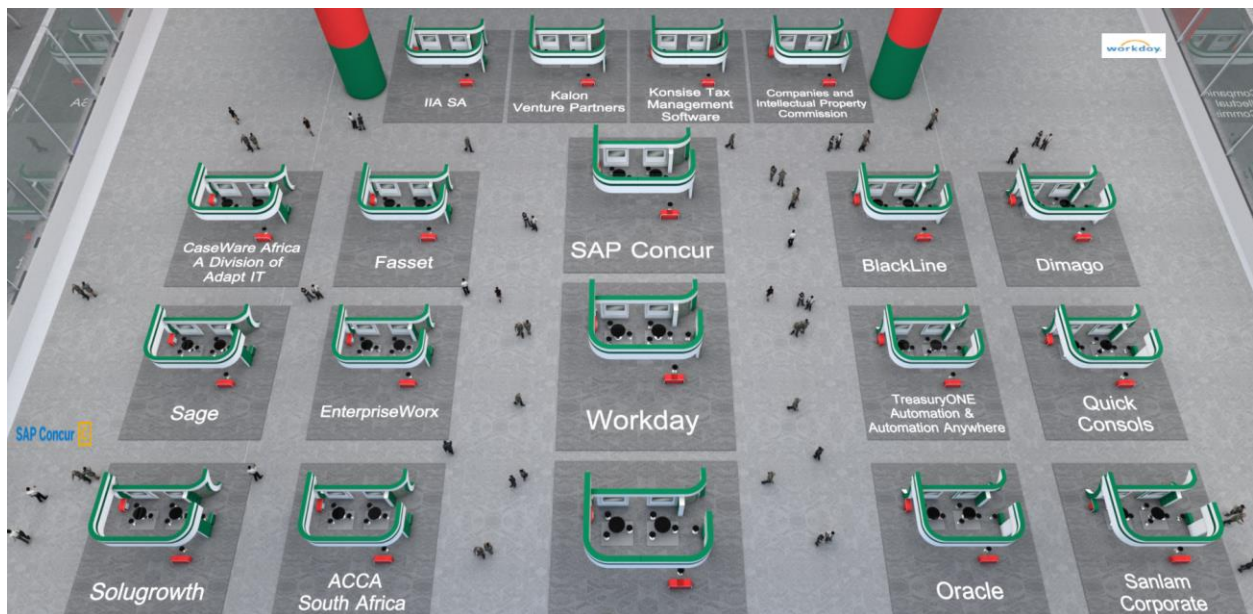
Click on the 'Auditorium' tab in the top navigation bar to access the live presentations. Once inside the auditorium, click on the main slide to see the agenda. Select the session in progress to join the live program.

**Note: The Play button will appear next to a session only at the time when the session is in progress. Click on the play button to join the live session.**



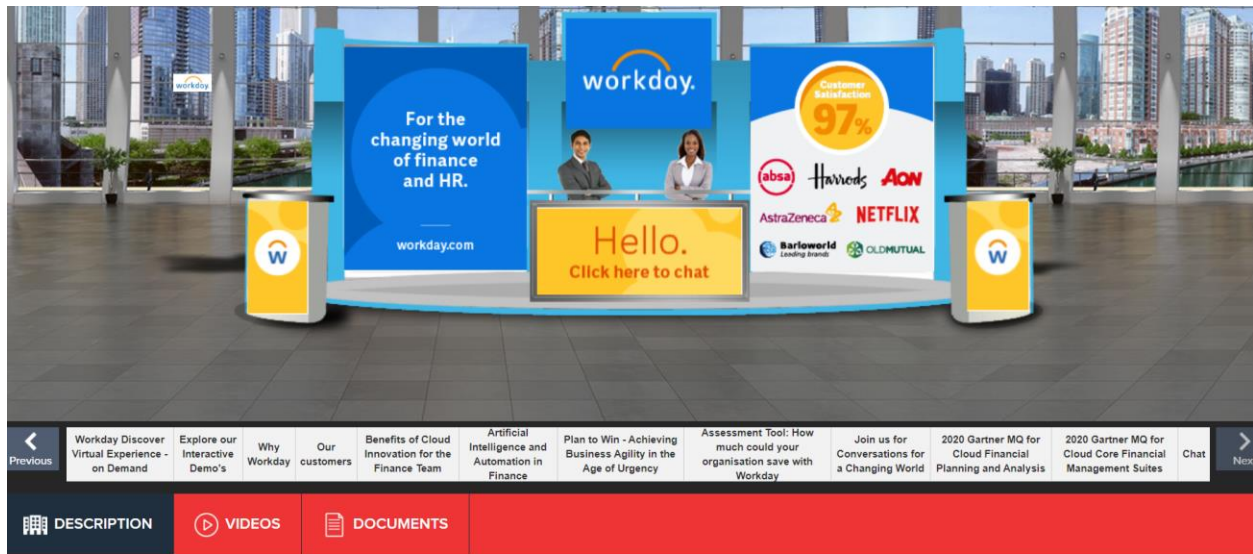
## Exhibition Hall

The Exhibit Hall will be open from 8am – 7pm (+2CAT). Once you enter the exhibit hall, click on the booth thumbnail to get to the full view of the booth.



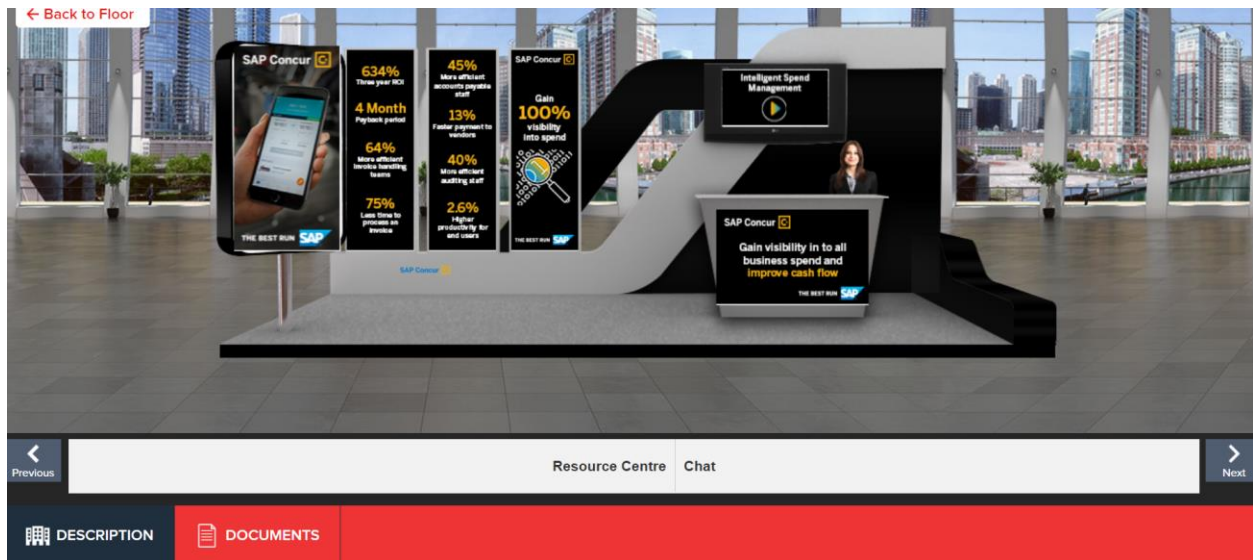
## Booth View

Clicking on the booth image will take you inside the booth as shown below.



### Workday

We started by asking questions.



### SAP Concur

## Swag Bag

The Swag Bag is your virtual briefcase. As you go through the event, you can add documents and videos to your personal Swag Bag for future viewing up to 90 days after show date.

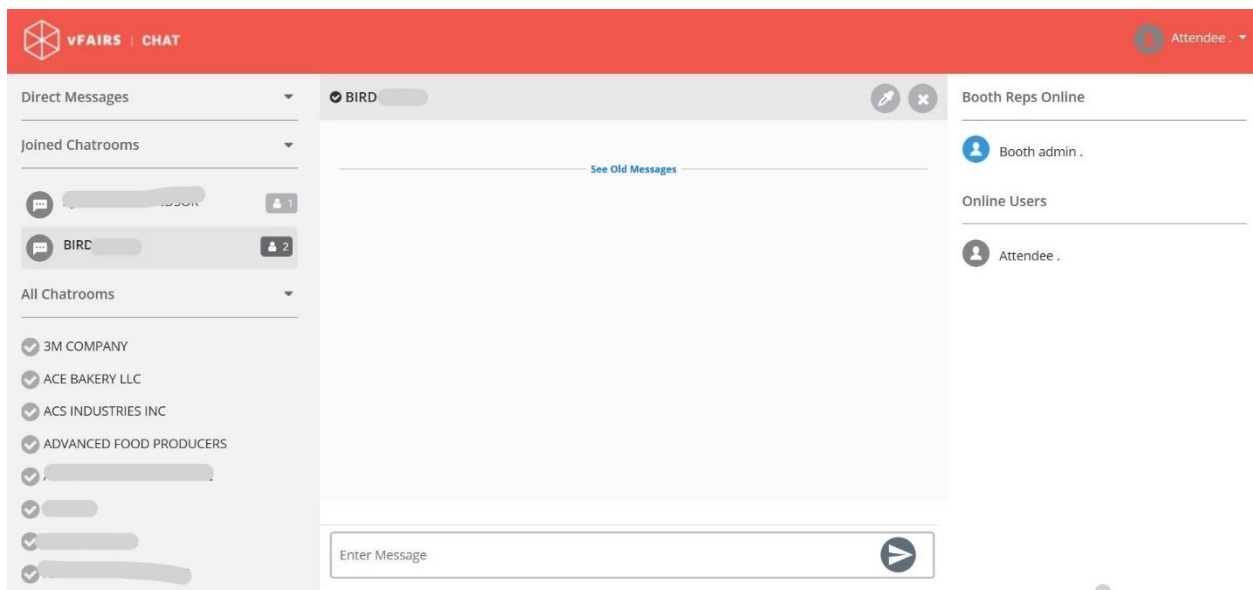
While visiting a booth, you can add documents to your Swag Bag. To view available document, click “Documents” under the booth. Add documents to your Swag Bag by clicking “+ Swag Bag” to the right of the file. Once an item has been added, the button will read “- Swag Bag” to show it was successfully added. To access your Swag Bag, click “Swag Bag” in the top navigation bar. Documents in your Swag Bag can also be emailed. While in your Swag Bag, simply click on the checkbox next to each document and click on “email” to the far right. You will be mailed a link where the files can be downloaded



## Networking:

To get to the Networking Chat area, either click on the Networking tab (in the top navigation bar) and you will be taken to the chat platform. Once in the chat platform you will see all the booth chat rooms listed on the left grey panel- click on any to join that specific booth's chatroom.

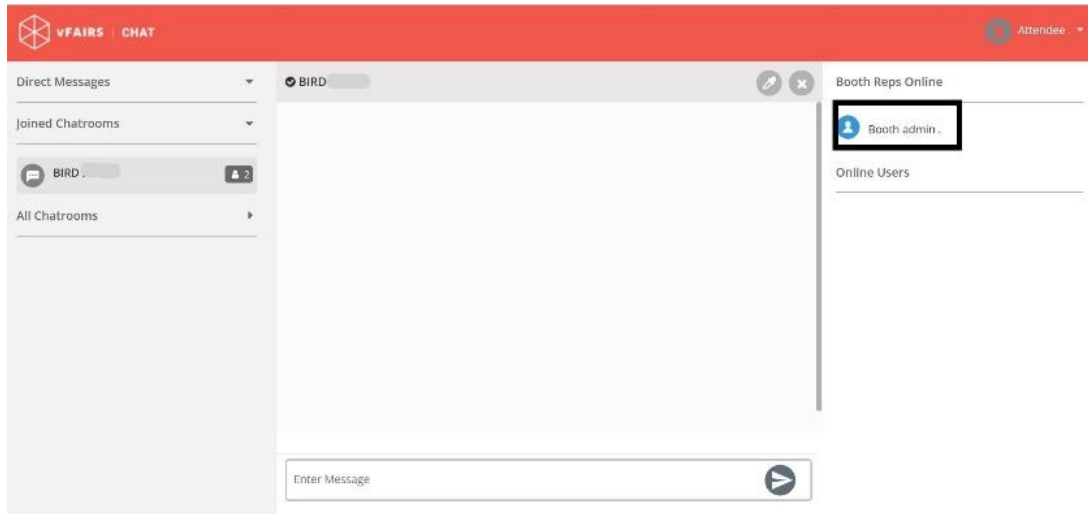
Or You can also get to the chat platform from within the booths. Once inside the booth, click on the **'Chat'** tab and you'll be taken straight to the chatroom for that specific booth.



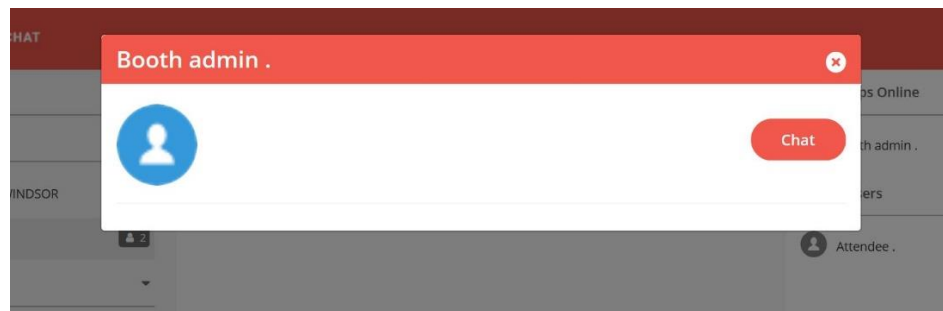
Center space seen above is for public chat where anyone can send a message. Messages sent in public chat area will be visible to all.

Once you are in the chatroom,

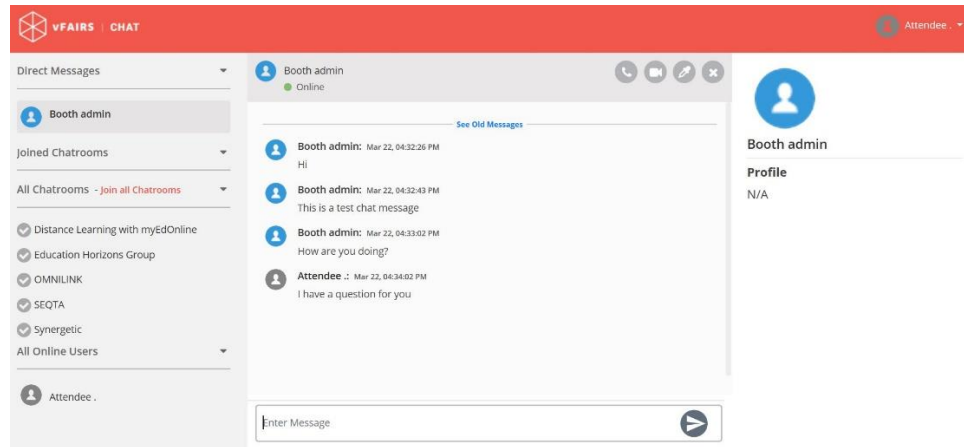
- The list of the booth reps that are online for that booth will be visible to you in the right panel



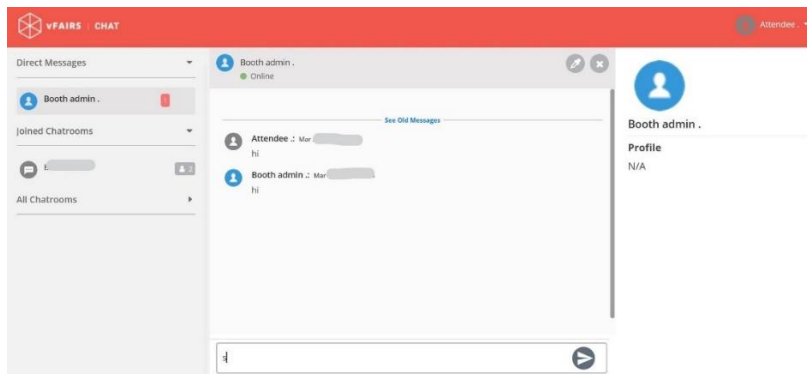
- To initiate a private chat with a booth rep you can send them a direct message by either
- Hovering over their name and clicking on the 'Chat now' button that appears
  - Or by clicking on the online booth rep you wish to chat with. Doing this will display a pop-up



Click on the **'Chat'** tab and you can start exchanging messages with the booth rep



- If the booth rep wishes to initiate chat with you, he/she will be able to send you a direct message. Message notification will appear under the **Direct Messages** label.



Click on the booth rep's name in the **Direct Messages** list and you can start exchanging messages with the booth rep.

After you have finished the conversation, click on the Exit Button to end that chat.

To initiate Audio/Video chat, click on the audio/video icon at the top-right of the private chat area.