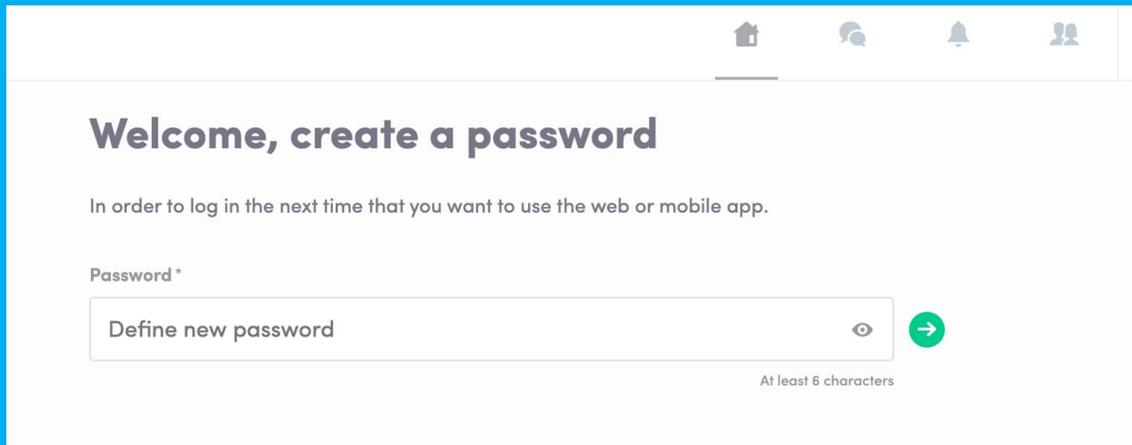


How to login for the first time?

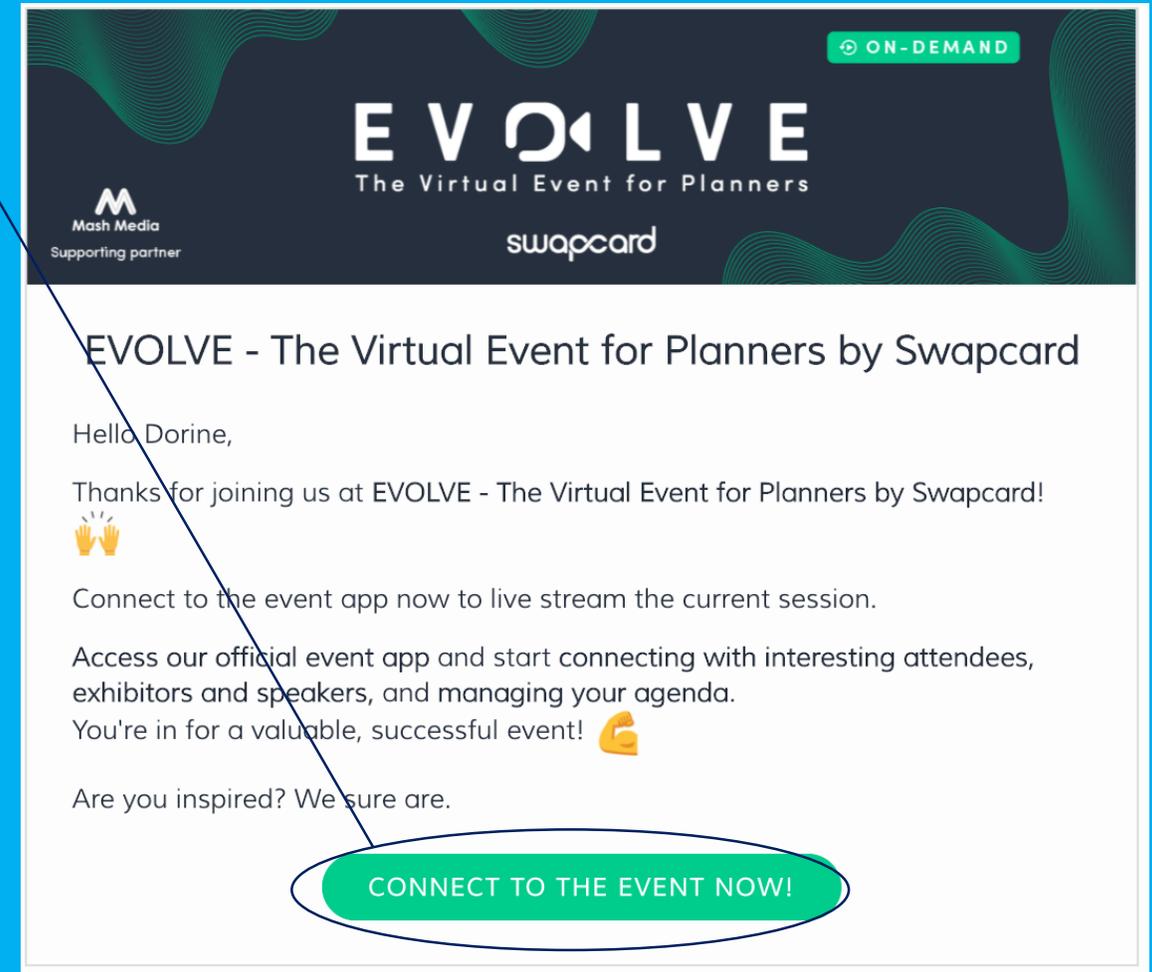
You will receive an email similar to this one with a button redirecting to a login page. Your account is automatically pre-created by the platform after your registered.

A window will then suggest you to create a password for your account.



The screenshot shows a web interface with a navigation bar at the top containing icons for home, chat, notifications, and user profile. The main heading is "Welcome, create a password". Below it, a message states: "In order to log in the next time that you want to use the web or mobile app." There is a "Password*" label above a text input field containing "Define new password". To the right of the input field are an eye icon and a green arrow icon. Below the input field, it says "At least 6 characters".

Note : If you don't see this email in your mailbox, please check your spam folder.



How to follow your live streaming session ?

Less than 24 hours before: a countdown will be added to the session page

Streaming will start Monday, April 20, 2020 4:40 PM

06 03 17 1R

As soon as the session begins, the video will be displayed at the top of the session page and will start automatically.

You will then be able to watch the video, in **full screen** mode if you wish, or continue to browse the app while watching the session.

The chat panel is located on the right side of the screen.

The screenshot shows a mobile application interface for a live streaming session titled "2021 Fashion Trend'show". The top navigation bar includes icons for home, attendees, program, exhibitors, speakers, map, products, chat rooms, and my visit. The user's name "Dorine" is visible in the top right corner. The main content area is divided into three columns:

- Left Column:** A list of sessions. The current session is "The 3 Golden Rules Professional Graphic Designers Don't Want You..." with a progress bar showing 09:00 AM to 09:30 AM. Below it are "Next sessions" including "How to boost your ROI through our Platform?", "Our Event Team For On Site & Off Site Support", "Artificial Intelligence & Matchmaking", "Use our Widgets to Display the Information on your Website", and "Can we detect cancer before it strikes?".
- Center Column:** A video player showing a woman speaking into a microphone. Below the video is the title "The 3 Golden Rules Professional Graphic Designers Don't Want You To Know About" and tabs for "Details", "Partners", "Speakers", "Documents", and "Participants". The "Details" tab is active, showing the date "Thursday, October 10, 2019 - 09:00 AM to 09:30 AM", location "Hall 1 - Main stage", and categories "Energy" and "Mobility". There is also a "Case study" section and an "Information" section about Amazon.
- Right Column:** A "Live discussion" panel with 21 people joined. It includes a "Question" section with a question "Can you give us a quick definition of blockchain please?" and a "Poll" section with the question "What is the best definition of Blockchain among these below?".

How to interact during my live session?

Thanks to the **live discussion**, you are now able to **chat** with other attendees, see the **questions** they ask, and launch different **live polls**.

When recording your live session, you'll probably have a tab in the background that captures yourself, so you can give your attention on the Swapcard screen to see and manage interactivity.

Tip : If you have the equipment, the best for you would be to have 2 screens.

Note : The Informa staff can play the role of moderator regarding the audience posts.

The screenshot displays a live event interface for "2021 Fashion Trend'show". The top navigation bar includes "Home", "Attendees", "Program", "Exhibitors", "Speakers", "Map", "Products", "Live discussions", and "My visit". The user profile "Dorine" is visible in the top right.

The main content area is divided into three columns:

- Left Column (Topics):** A list of topics with icons and brief descriptions:
 - Robots & A.I.**: Hello John! Nice to meet you, are you available to
 - Astronomy**: Hi, I'm also goin to the event, could we meet
 - Blockchain**: Ok, interesting. Looking forward to meet you to...
 - Sustainability**: The Emerlard Buddha is a figurine of a sitting
 - Event industry**: Ok, see you there then. Have a lovely day!
 - Energy**: Ok, see you there then. Have a lovely day!
 - Healthcare**: Ok, see you there then.
- Middle Column (Astronomy Questions):** A list of questions and answers under the "Astronomy" topic (21 people joined).
 - Angelique Banlo** (Today - 11:32 AM): Hello Paulina, I'm glad to attend your webinar. Can you explain us what is a typical work day for you? (29 likes)
 - Vanessa Polanverade** (Today - 11:29 AM): Do you have time to share a bit the history of Astronomy? (25 likes)
 - Aymeric Shilova** (Today - 11:54 AM): Hi Paulina! Do you have some examples of astronomy? (23 likes)
 - Melissa Jolifoe** (Today - 11:45 AM): Hey, why do you think Astronomy has real impacts in our culture? (19 likes)
 - Quentin Belarose** (Today - 11:20 AM): What are you best references, inspirations? (19 likes)
 - Steve Goodwin** (Today - 11:55 AM): Hello Paulina, I'm so excited because this subject is really interesting! I have few questions for you: Why are there radio astronomy, infrared astronomy, ultraviolet astronomy, X-ray astronomy, and gamma ray astronomy? What kinds of telescopes and theories are required for those kind of astronomy? How are they different to ordinary astronomy? (18 likes)
- Right Column (Promotions & Members):**
 - WHO'S NEXT Astronomy**: Astronomy is a natural science that studies celestial objects and phenomena. It uses mathematics, physics, and chemistry in order to explain their origin and evolution. (See more)
 - How to boost your ROI through our Platform?** (Friday, December 9, 2020 - 08:00 AM)
 - Our Event Team For On Site & Off Site Support** (Friday, December 9, 2020 - 09:00 AM)
 - Artificial Intelligence & Matchmaking** (Friday, December 9, 2020 - 09:30 AM) (See all (5))
 - Members**:
 - Virendra Sana**: Regional Sales Executive, Anheuser-Busch InBev
 - Rey Mibourne**: Business Analyst, Freddie Mac
 - Lacara Jones**: Trainer, J.P. Morgan Chase (See all (21))
 - Stay tuned**: By activating this option, you will be kept informed of news. (Toggle is ON)

How to create live polls during my live session ?

Both Informa staff and the speaker(s) of a session can launch polls at any moment. These polls can be created beforehand or live.

To create a poll, go to your session page. In the Polls tab, click on « Create a poll ».

You can choose between Quiz or Opinion, and Single or Multiple choices.

Once it is created, you can edit or delete it. During your session, publish the poll when you are ready.

At the end of your session you will be able to export the results.

The screenshot displays the Informa live session interface for a session titled "2021 Fashion Trend'show". The interface is divided into several sections:

- Left Sidebar:** A list of session topics with circular icons and brief descriptions:
 - Robots & A.I. (Hello Jahn! Nice to meet you, are you available to...)
 - Astronomy (Hi, i'm also goin to the event, could we meet)
 - Blockchain (Ok, interesting. Looking forward to meet you to...)
 - Sustainability (The Emerlard Buddha is a figurine of a sitting)
 - Event industry (Ok, see you there then. Have a lovely day!)
 - Energy (Ok, see you there then. Have a lovely day!)
 - Healthcare (Ok, see you there then.)
- Main Content Area:** A poll titled "Astronomy" (21 people joined) is being created. The poll question is "What interests you most about space?". The poll is currently unpublished. A dropdown menu is open, showing options: "Close voting", "Export results", "Edit poll", and "Delete poll". The poll options are:
 - 0% Discovering new stars, exoplanets or black holes
 - 0% Search for traces of life around planet Earth
 - 25% The work of astronauts
 - 75% Following the technologies we are creating to explore, understand and understand the universe.
- Right Sidebar:** A section titled "WHO'S NEXT" with a sub-section "Astronomy" containing a brief description of the science. Below this are several upcoming sessions:
 - "How to boost your ROI through our Platform?" (Friday, December 9, 2020 - 08:00 AM)
 - "Our Event Team For On Site & Off Site Support" (Friday, December 9, 2020 - 09:00 AM)
 - "Artificial Intelligence & Matchmaking" (Friday, December 9, 2020 - 09:30 AM)