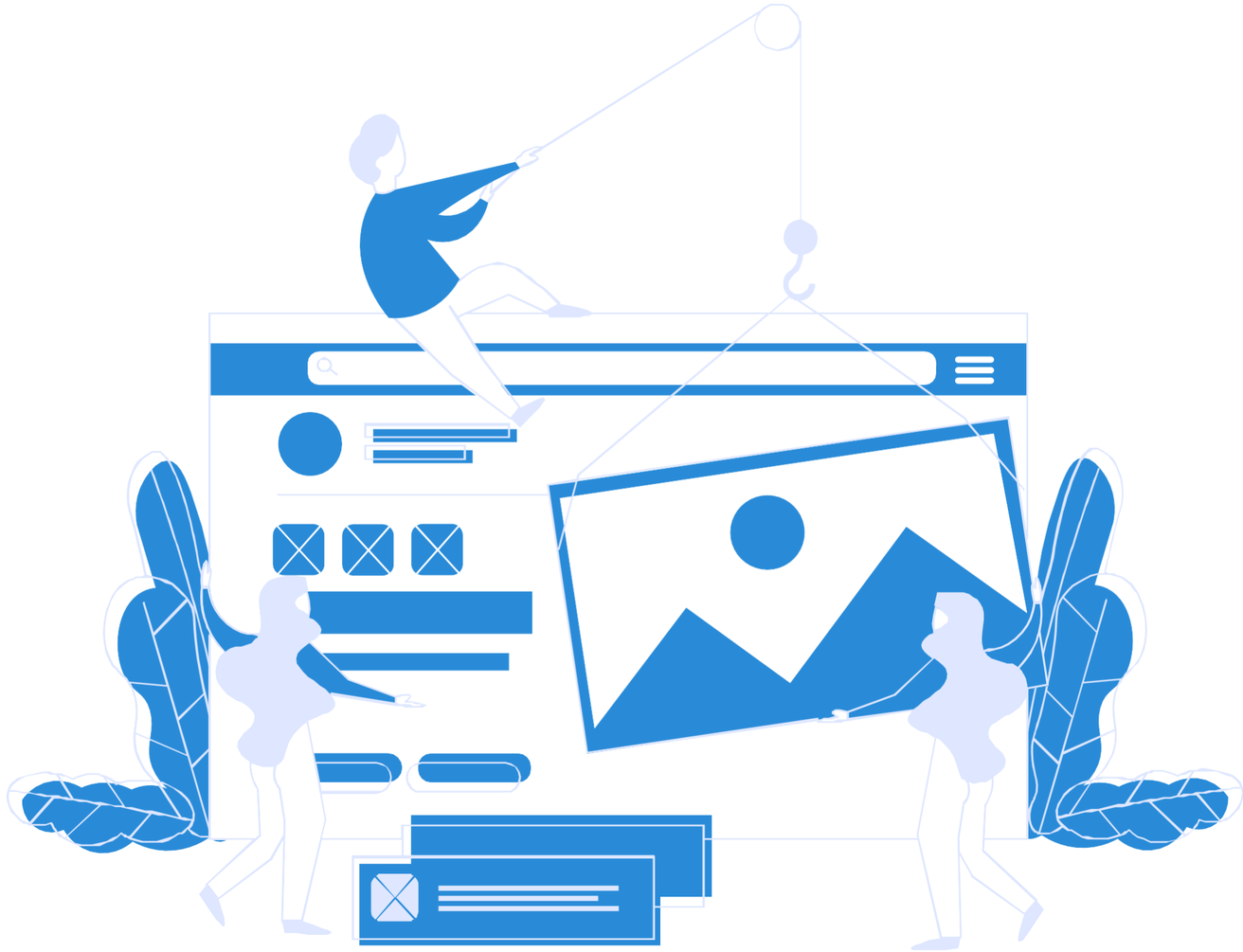
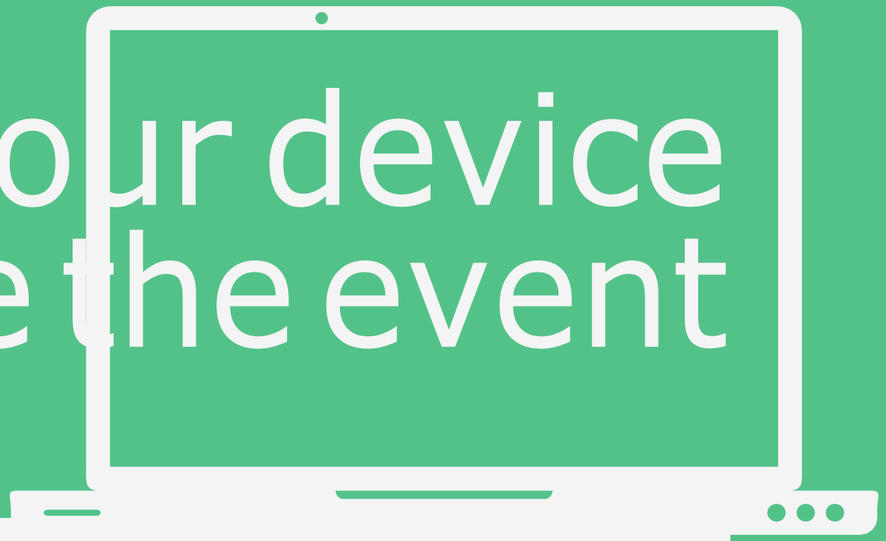
Event Guide for Attendees

Getting to know the platforм of Speed Business Mixer event

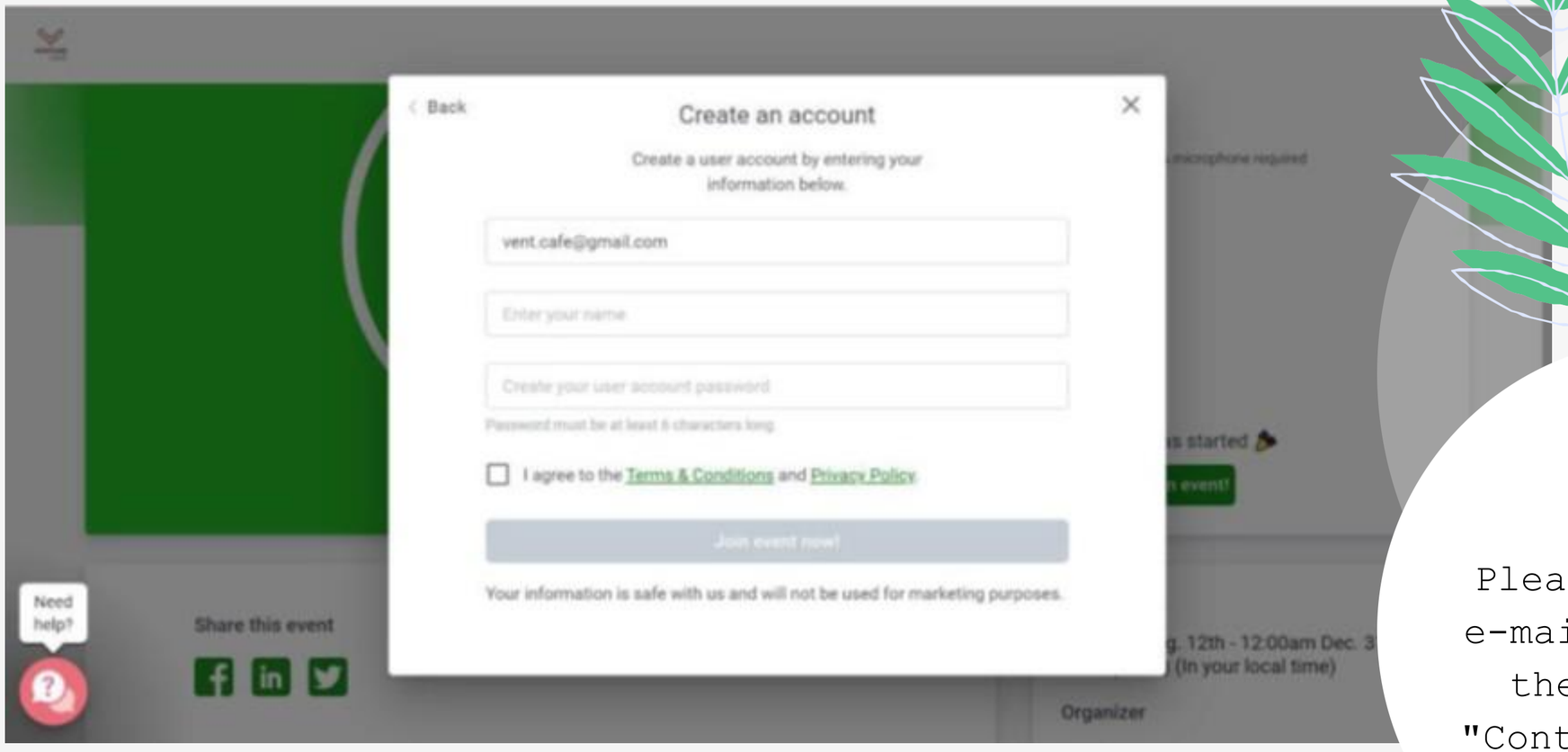


Getting your device ready before the event



1. Test your microphone, camera, speakers, browser, hardware and internet connection.This is essential to have an enjoyable event experience.

2. Please use only Chrome browser.

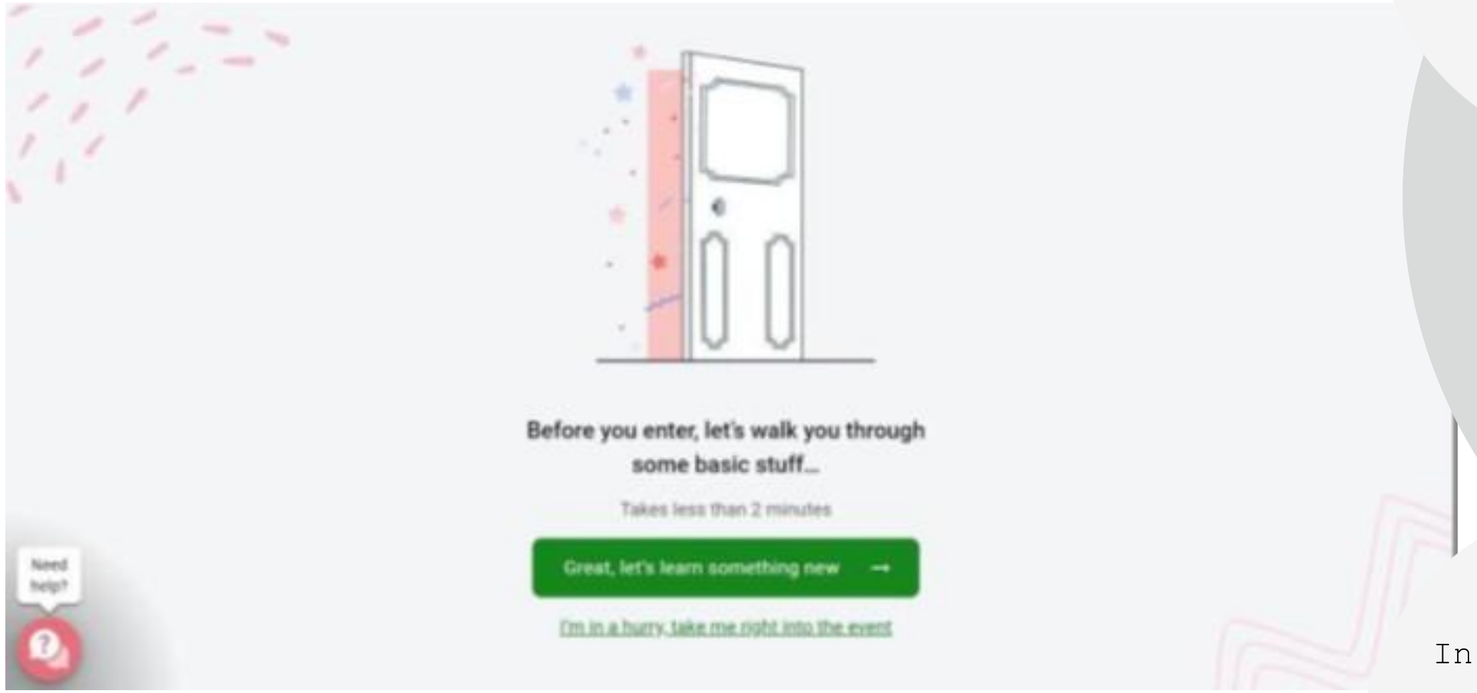


1

Click the "Sign in to join event" button.

2

Please enter your e-mail address and then click the "Continue" button.



Please write your **name** and **surname** and the **password** to the account, which will have at least 6 characters.

After checking the **I agree to the ...** box, click the **Join event now** button.

In the next step, select the option **I'm in a hurry, take me right into the event**

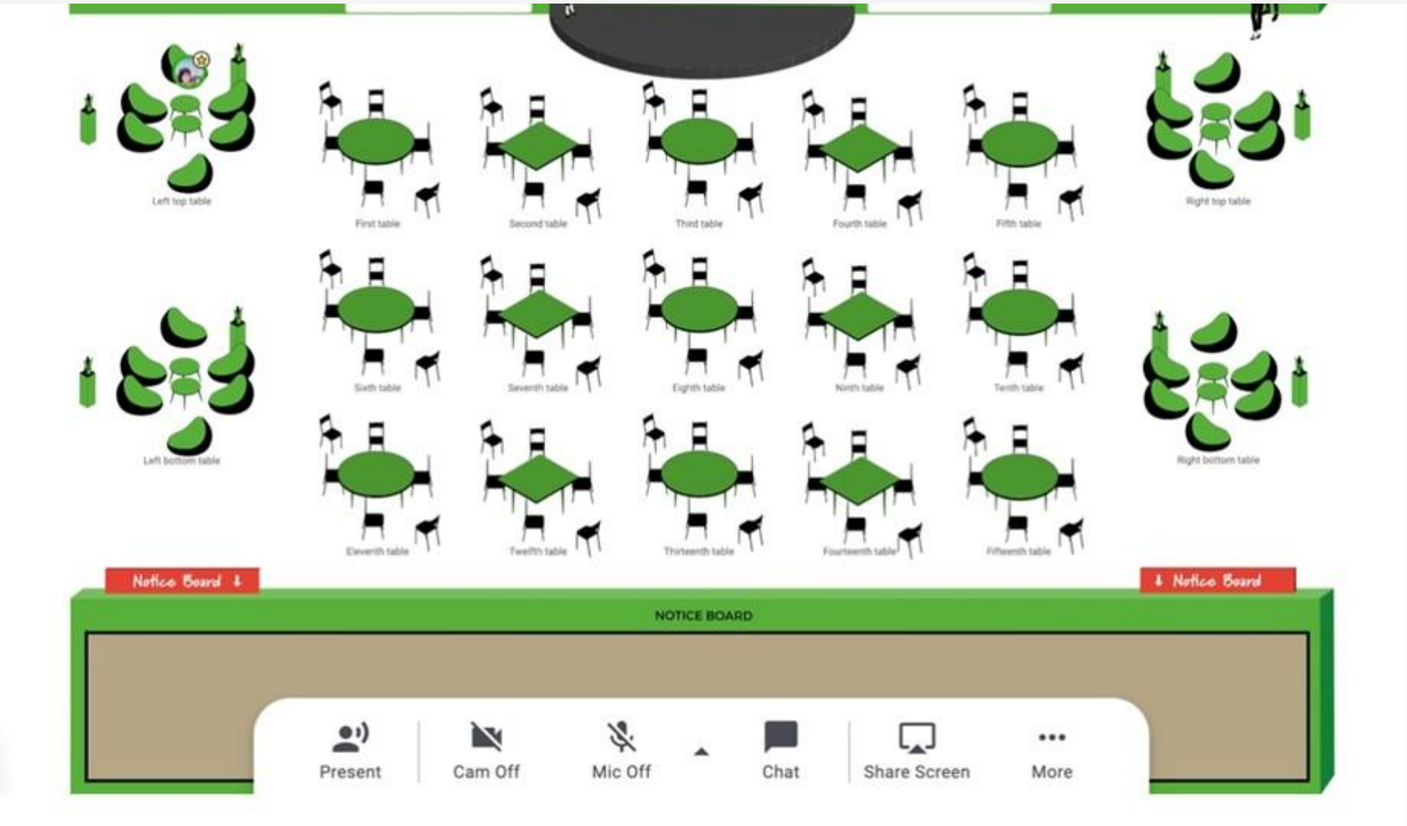
Set up your user Account

"Update Profile", add your name, picture, LIN, etc.

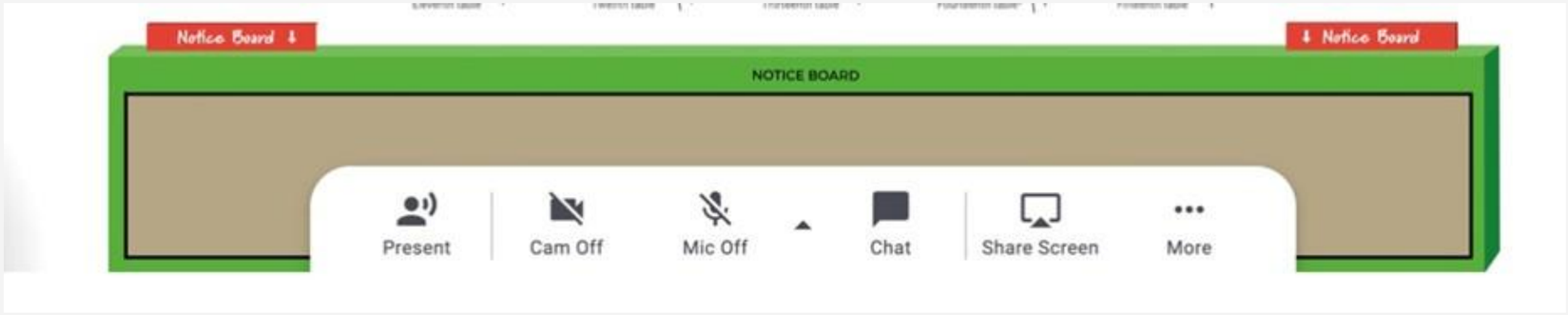
Watch the video on how to use
the platforм of Speed Business Meeting
https://www.youtube.com/watch?v=O7hmoIe9Yxo&feature=youtu.be

During the event

After logging in to the platforм, the participant is assigned to a randoм table. Find a table to sit at during the first round and double-click it to take a seat. We sit at the tables, according to the schedule sent by the organizer.



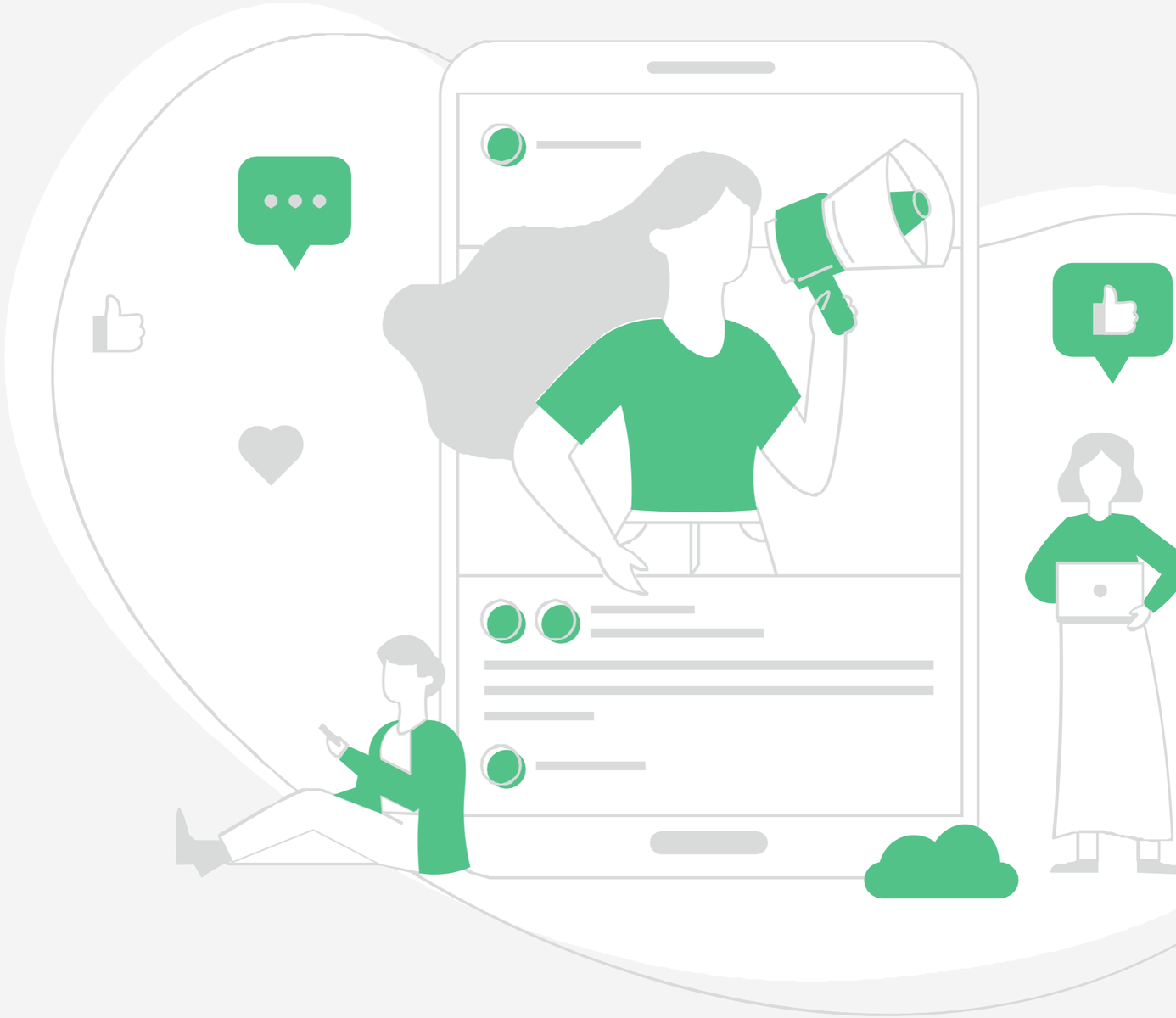
There are 6 people at one table at the saMe tiMe.
At each table there is a Moderator, i.e. a person on behalf of the Organizer / Partner, who will support you during the event.
At the bottoM of the screen, on a white background, there are control buttons - consecutively caMera, Microphone, chat, sharing your coMputer screen, whiteboard.

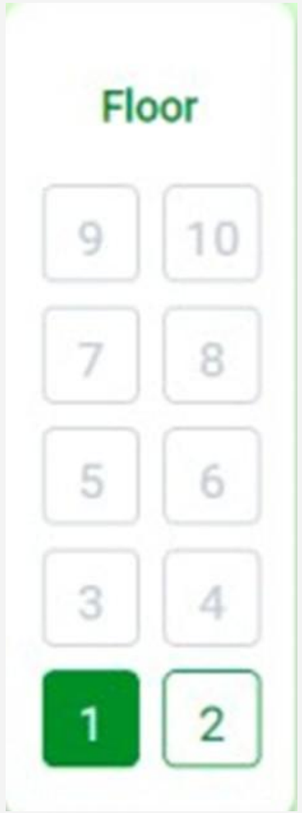


After logging in to the event, **the camera and microphone are turned off.**

You can unlock them by clicking on the marked buttons in the control panel

Please note that Chrome will ask for permission to use the microphone and camera, the request will appear in the upper left corner of the page, press allow.

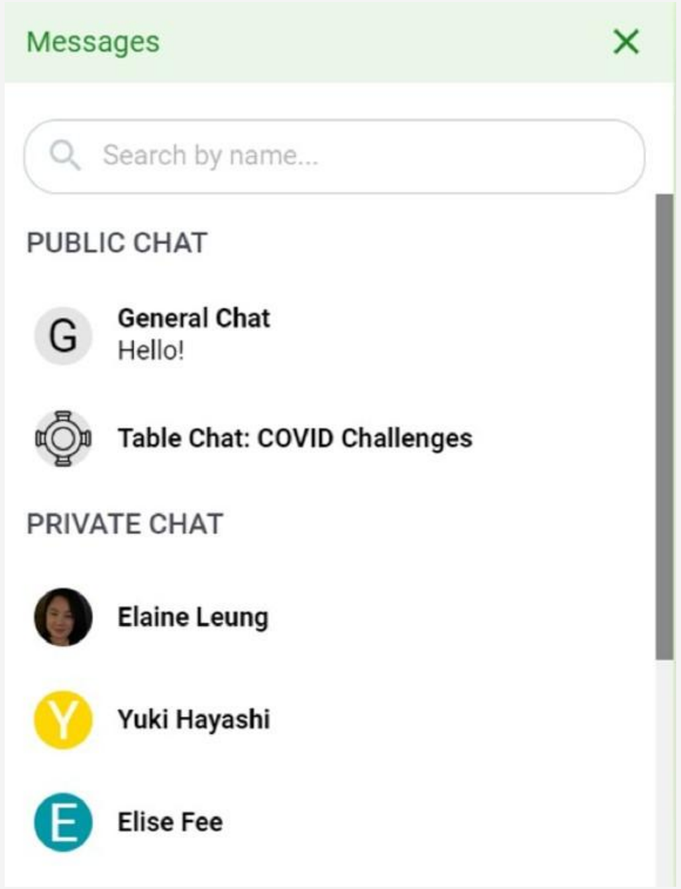




Elevator

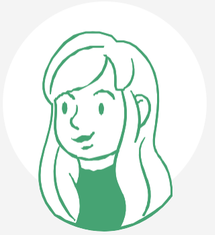
You can navigate between floors using the elevator dial on the left side of your screen

Chat



Step 1 :
Just click on the' chat' button in the Menu on the bottom of your screen

Step 2 :
Select one of the 3 chat options:



1. GENERAL CHAT
Visible to all attendees

2. TABLE CHAT
Visible to only Members in your current table

3. PRIVATE CHAT
Direct private Message to selected recipients
(You can search using the search bar)

Chat support

If at any point during the event you experience difficulties, feel free to contact us.

Enjoy your networking!