Infoline

Algorithmic Trading Controls and Governance

traderserve

AlgoGuard

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SETTING UP YOUR ACCOUNT

SIGNING IN

- When you first visit the event platform, you will be asked to **create an account** (or **sign in** if you have attended an event on Brella previously).

- Once you have created your account, click on **Start networking.** If you skip networking settings, you will not be able to view the attendee list.

SELECT YOUR INTERESTS

- You can now select your areas of interest and the goals you'd like to achieve for each. Click **Save.** These interests help other delegates understand your aims and perspective at the event.

COMPLETE YOUR PROFILE

- You can update your profile by adding an introduction about yourself, as well as adding any regions you may operate in. Once done, click **Start networking** again.

HAVING ISSUES?

- Brella works best in Google Chrome; you will be able to use video, audio and screen sharing
- In Safari, you will be able to use audio-only and watch other screen sharing from others
- Internet Explorer (IE), Firefox and Edge don't support Brella video calls

If you are still experiencing issues logging in, please close and re-open your browser. For any further problems please use the chat function at our Informa Connect booth and our staff will be able to assist you. Alternatively, please contact Hannah.Thomas@informa.com.

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AGENDA, SPEAKERS & PRESENTATIONS

THE AGENDA

- To view the conference agenda, click on **Schedule** on the left-hand navigation bar. Clicking a session on the agenda will show you any additional information attached to that session (e.g. speakers, talking-points).
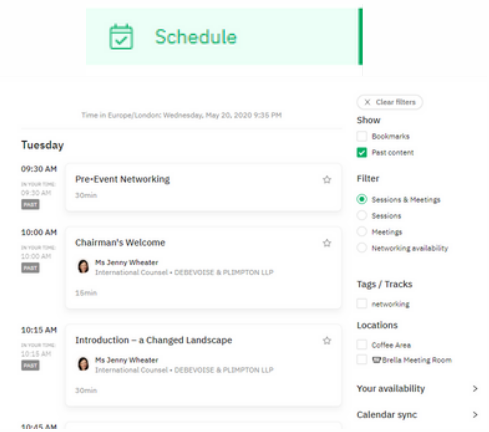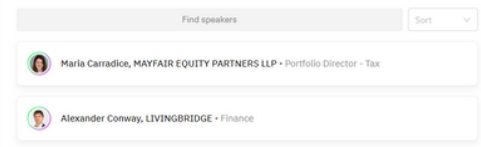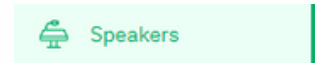
MANAGE YOUR AVAILABILITY

- You can change your availability for meetings with delegates by clicking on the availability drop down on the right.
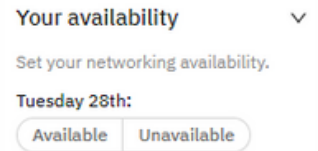
SPEAKERS' DETAILS

- To learn more about the presenters, go to **Speakers** on the left-hand side navigation menu. Clicking on a speaker will show you the sessions that speaker is attached to as well as their biography.

VIEW LIVE PANEL DISCUSSIONS

- To view the live sessions, go to **Stream** on the left-hand side navigation menu.
- You will be taken to the the **conference room** where all sessions and networking breaks will take place.

ROUNDTABLE NETWORKING LOUNGE

NETWORK WITH DELEGATES AND SPEAKERS

- In the **Stream** tab, you'll see a bird's eye view of a conference room with a number of roundtables and chairs.

- Each delegate is represented by a circular icon. **Hover over delegates' icons** to see who each person is.

- During networking breaks, you can have **video calls with those around your table**. Simply turn on your microphone and camera to join the discussion at your table.

When you enter you'll be sitting at a virtual table

Move to another table by double clicking on it

Table 2

The bottom panel can switch on your mic and camera

You can also use you it to chat privately or publicly and to share your screen

Cam Off   Mic Off   Chat   Share Screen   Whiteboard   Quit Event

- If you want to move tables to speak to new delegates, **double-click on another table** with a spare seat to move there.

- When the live panel sessions are taking place, this room is where you will be able to **see and hear the panels**, and engage in Q&A with the speakers.

- If you are having problems, please join the Help desk in the top right corner, or email Hannah.Thomas@informa.com

SCHEDULING 1:1 VIDEO MEETINGS

- Delegates with similar interests to you will be found under '**Matches'** in the 'People' tab.

- To schedule a 1:1 video meeting with a delegate in the platform, click the green '**Suggest meeting'** button on the profile of the person you'd like to meet.

- Once you have clicked on **Suggest meeting**, you will be shown available meeting slots which are convenient to you and the other delegate.

- Click on the meeting slot you'd like to use. This will open up the meeting invitation screen, where you can customize your message to the attendee and then click **Send meeting request.**

- Your meetings with delegates will appear in your conference agenda in the **Schedule** tab, and you can sync this with your everyday calendar e.g. Outlook, Google Calendar.

Find people by name, title and more

MATCHES   NEWEST   BOOKMARKS   YOU

Suggest Meeting

Aaron Medina

Brella • Customer Success Manager

Tue • 09:30 AM • 15mins

Hi, Aaron. I'd love to meet and have a quick conversation.

✓ Send meeting request!