

**Private Client**  
**informa connect**



# Farm Tax 2021

**YOUR DIGITAL  
EVENT GUIDE**

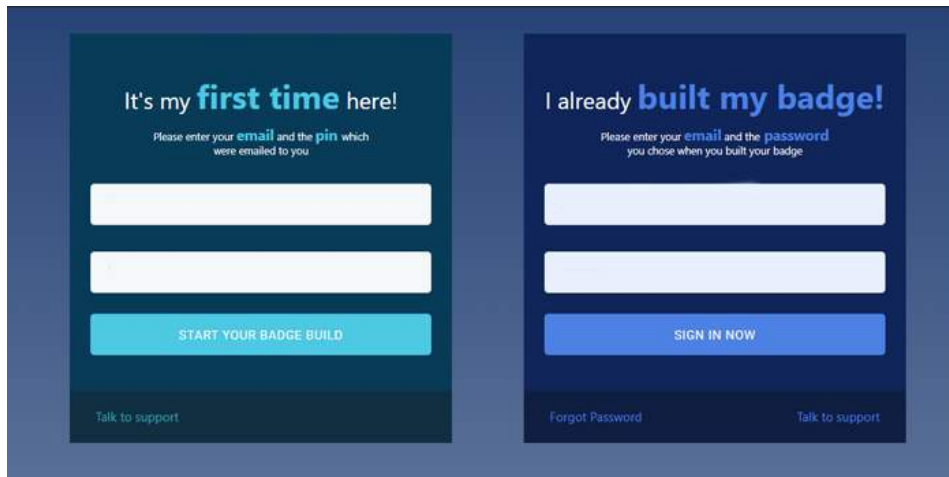


# LOGGING IN AND BUILDING YOUR BADGE

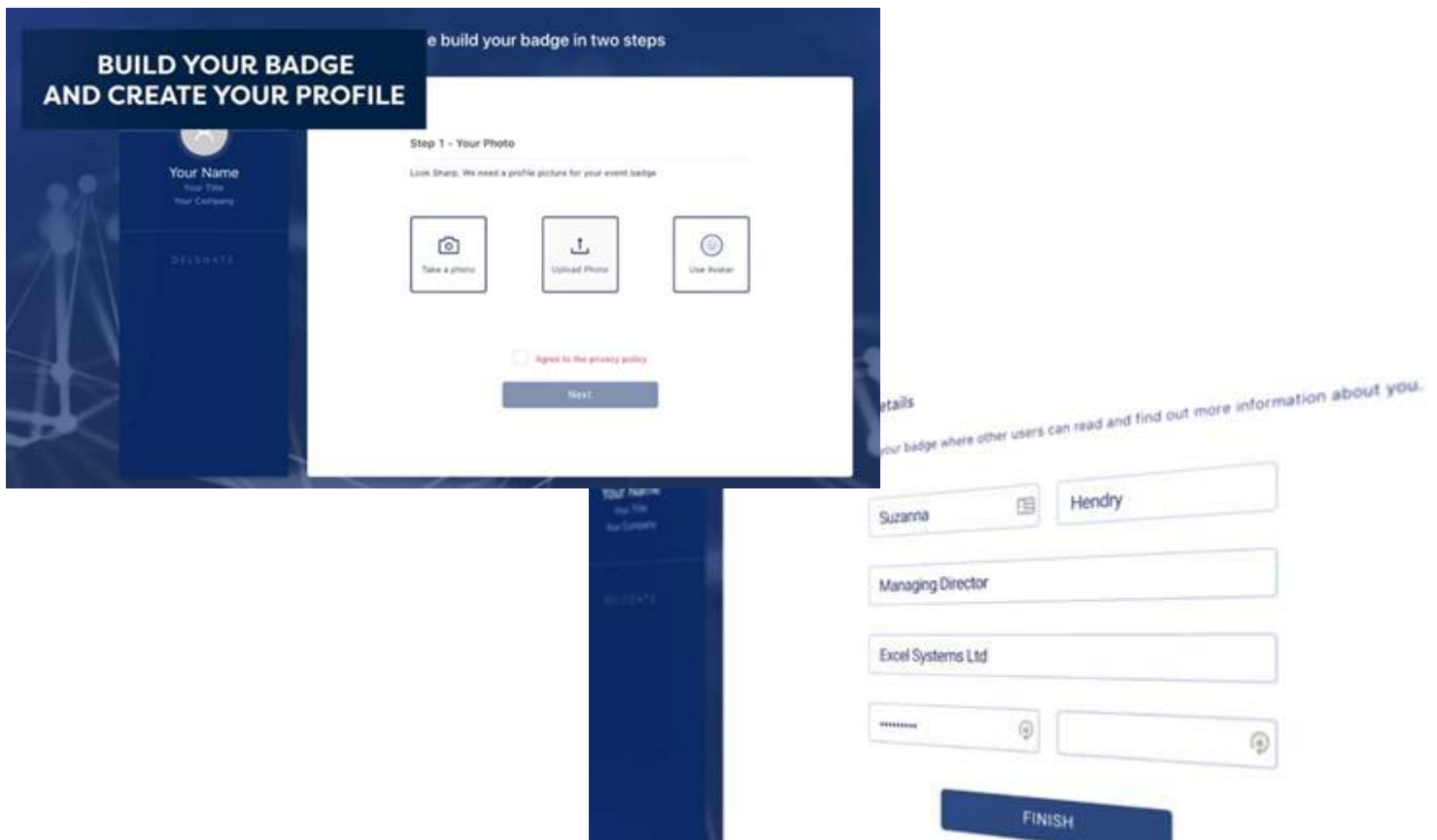
Make sure you choose the correct log-in box

Enter your details on the **LEFT** if:  
you are **not a speaker**, and  
this is **your first event on  
this platform**

Enter your details on the **RIGHT** if:  
you **are a speaker**, or  
you **have attended an event  
on this platform before**



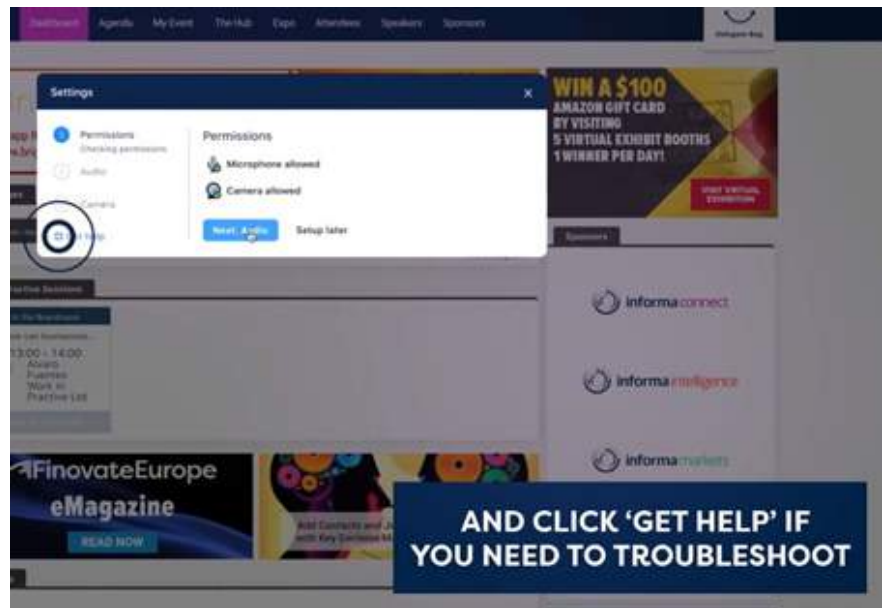
Then build your badge in two easy steps



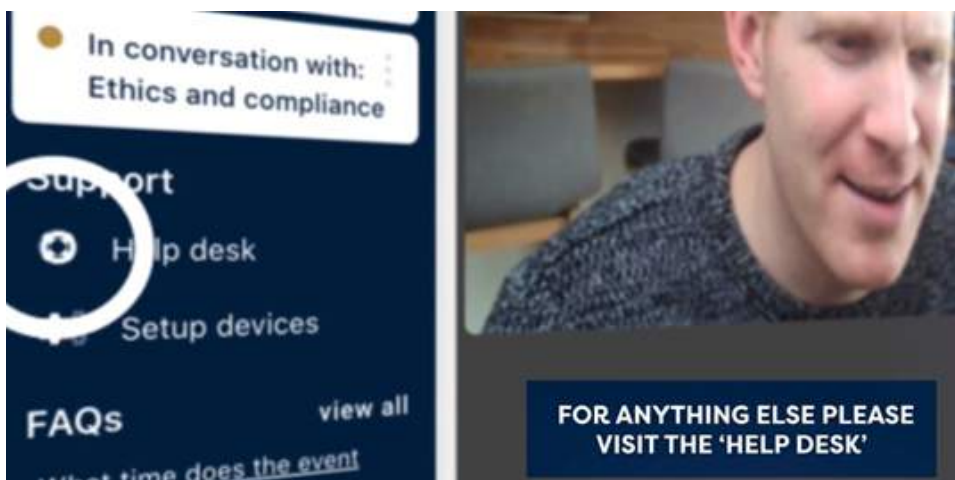


## CAMERA AND SOUND

Before the conference starts, it's a good idea to check your audio and camera



If you run into technical problems at any point throughout the conference, or if you're just not sure how to do something, you can get in touch using the helpdesk







# CONNECTIONS AND MEETINGS

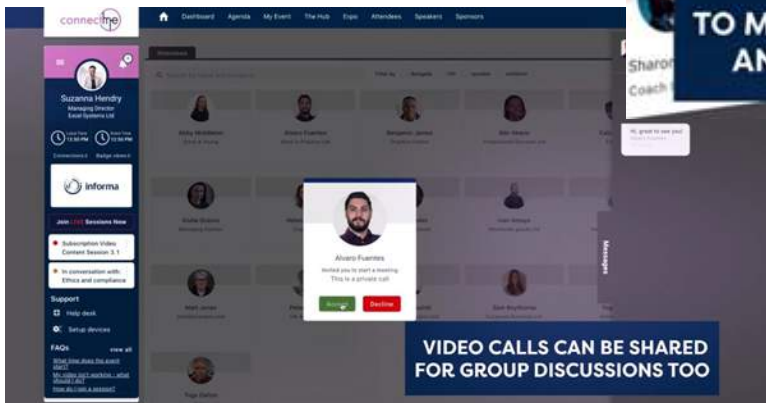
You can talk directly with other delegates, the speakers and the event partners.

You can connect via text message or video call by clicking on the **'Messages Tab'** (little people icon that appears to the right on your screen).



You can also book a scheduled meeting.

Go to the **'Attendees Tab'**, find someone you'd like to meet with and click on **'Book Meeting'**



And you can spark spontaneous conversations with anyone at the event!


Simply click on the **'Networking' tab**, join a table with an empty seat, switch your camera and mic on (or just your mic if you prefer) and join the conversation.

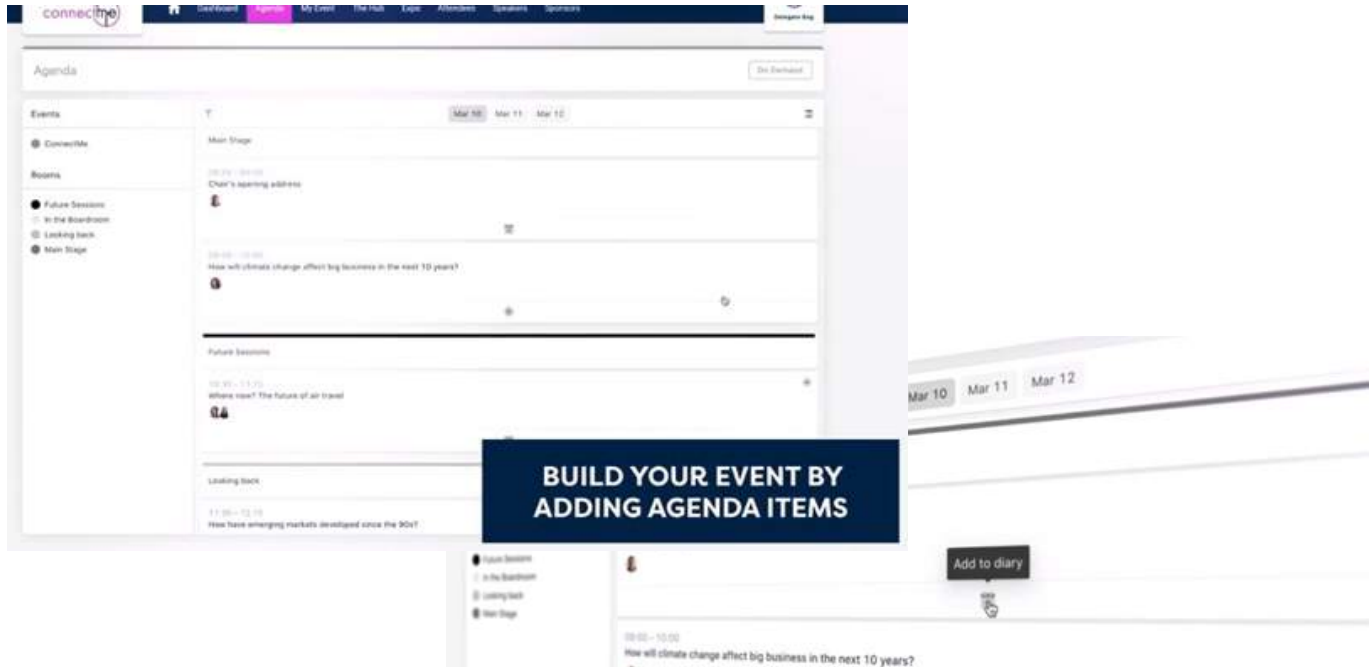




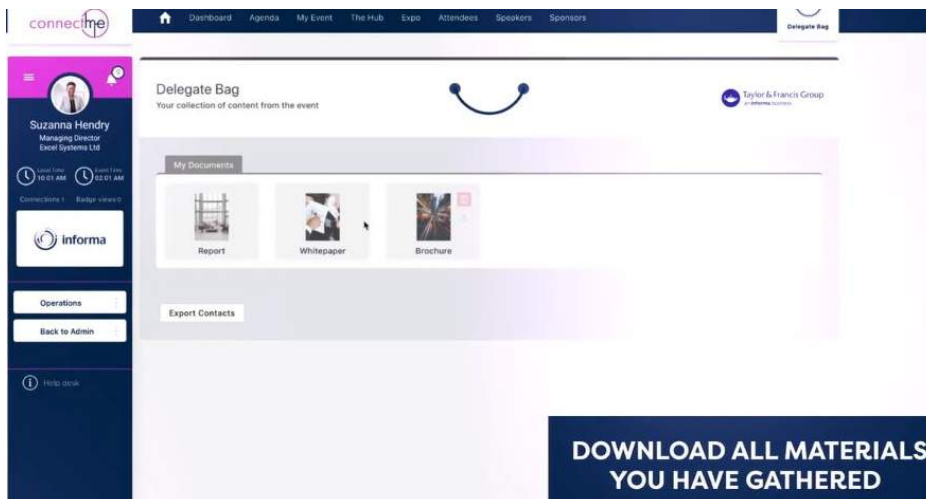
# YOUR AGENDA

Create your own custom agenda.

Go to the **'Agenda'** tab to view the conference programme and bookmark your favourite sessions using the little calendar icon . Your unique agenda will then appear on the **'My Schedule'** tab.



You'll also be able to review your accepted, sent and requested meetings on the **'My Schedule'** tab.



Don't forget to visit the **'Partners'** tab where you can read white papers, reports and other materials related to the conference topics.

Click **'Add to Delegate Bag'** to have all your materials gathered in one place.