

PAYMENTS INTERNATIONAL 2020

DIGITAL EVENT GUIDE



Organised By



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NAVIGATION

HOMEPAGE

- This is the home page of your event. There are 5 main parts to the top right navigation:

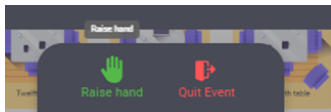


- Event Home** - this will take you back to the main home screen shown above
- Messages** - here you can access the contacts you have made and the messages you have exchanged
- Notifications** - in this area you will be able to view all notifications sent by the organisers as well as notifications of meeting and connection requests
- Contacts** - All of your contacts (accepted connections) will be stored here. You can view their profiles and initiate conversations.
- Sharise** **Your Profile** - Manage and edit your profile information and settings

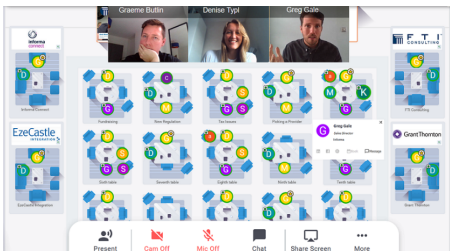
MAIN CONFERENCE, NETWORKING LOUNGE & Q&A

ACCESSING THE LIVESTREAM & HOW TO USE THE ROOM

- Go to the **Main Conference & Networking Lounge** tab either through the top menu item or the button on the homepage tab
- When you enter the room, if a presentation or panel discussion is currently running you should be able to see it automatically. If you think a presentation should be running, but can't see the video then check the chat box. We will be posting there as soon as sessions begin and also when breaks begin
- If you are having problems, please join the Informa Connect table or email Matthew.vilain@informa.com
- During the sessions, there are two ways you can ask questions. You can raise your hand and you will then be permitted to speak and can choose whether you wish to have both your mic and camera on, or just your mic. Alternatively, you can send questions through the Q&A function that appears to the right of your screen



- If no presentation is playing then the room will look like this. Hover over each circle to see who each person is and join the table of your choice!

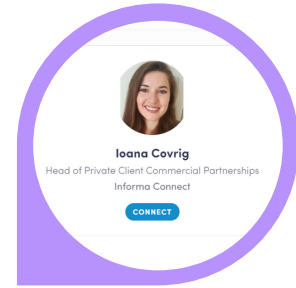




MEETINGS & NETWORKING

MAKING CONNECTIONS

- Go to the **Attendees** tab
- Click on the attendee you would like to meet and connect with
- You will now be able to connect with the attendee by clicking on the **connect** button. This will enable direct chat with the attendee



Meet Ioana

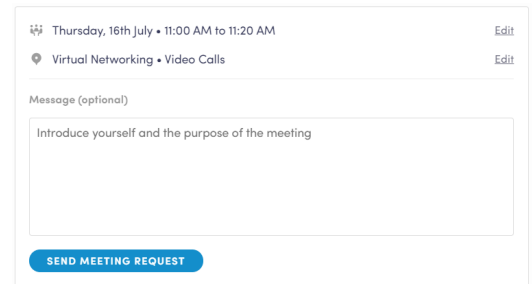
Select a time slot to set up a meeting with Ioana.

Thursday, July 16, 2020

10:00 AM	10:20 AM	10:40 AM	11:00 AM	11:20 AM
12:20 PM	12:40 PM	1:00 PM	1:20 PM	1:40 PM
2:40 PM	3:00 PM	3:20 PM	3:40 PM	4:00 PM

BOOKING A MEETING

- Go to the **Attendees** tab
- Click on the attendee you would like to meet and connect with
- You will now be able to see all of their available meeting slots
- Next you will pick the location for the meeting, in this instance **Video Calls**
- Now add a personalised message to the attendee. Meeting requests with a personal message are more likely to get accepted.
- Click on **send meeting request**
- You will get a notification that the meeting is pending until the other party has accepted the meeting.



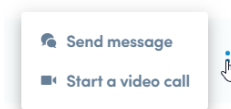
STARTING YOUR MEETING - NOTIFICATIONS

- The simplest way to start your meeting is to go to the notifications tab in the top right-hand menu
- You will see your meeting reminders and accepted meetings within the notification
- To start your meeting, click on **Meeting call**
- Within this same screen, if you click on the 3 dots, you can also start your meeting by clicking on Start a video call or send your contact a message



STARTING YOUR MEETING - CONTACTS

- Another way to access your meeting is to go to the contacts tab in the top-right hand menu and click on the contact you wish to meet with
- On the left-hand side of the screen you will see a **Talk with** box
- You can send chat messages from this screen or if you click on the screen expansion icon, you will be taken to a full screen view of your chat history and you will find a camera icon to initiate the video call

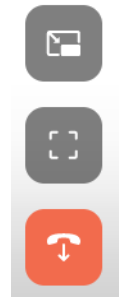
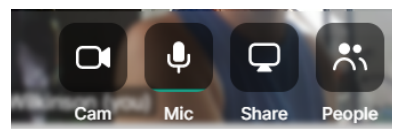
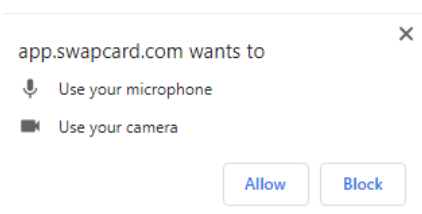




MEETINGS & NETWORKING

YOUR VIDEO CALLS

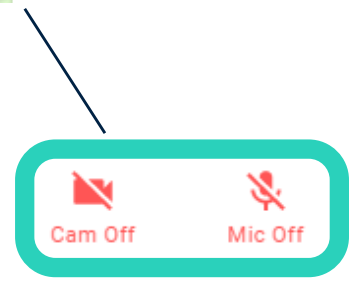
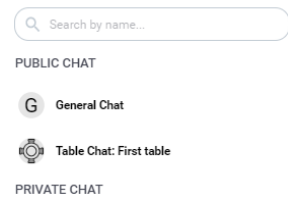
- You may need to enable swapcard to access your Microphone and camera before you can conduct any video meetings
- Once you have joined the meeting, you will a control panel at the bottom of the screen with options to switch your camera off and on, mute and unmute your microphone, share your screen or add additional people to the call
- To end the call, use the red hang up button.



GROUP NETWORKING

- From the home screen, go to the **Networking Lounge**
- The lounge will open in a new tab in your browser
- This is a separate platform so **the first time you access the lounge, you will need to sign in**
- Once you have entered the lounge, you will automatically be placed at a table
- You can view who is at the table by hovering your mouse of the person's initial
- If you'd like to move to a new table, simply double click on the table you want to join. You will be placed on the table provided there is an available seat.
- To text chat with your peers, select the chat button in the bottom navigation bar. By using General, you can message everyone within the room. To message just the people at your table, you will select Table Chat. You can also private message anyone within the whole room by searching for them in the Private Chat section.

Networking Lounge



- **To join the table in a video call, switch your camera and microphone on**

HAVING ISSUES?

- Our digital platform works best in 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

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, contact our team on Alessandra.DeMaria@informa.com