

YOUR DIGITAL EVENT GUIDE

Emerging Manager Forum USA



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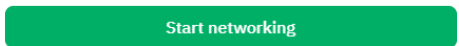
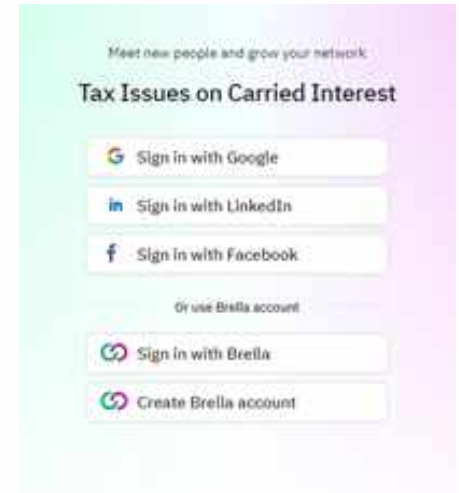


SETTING UP YOUR ACCOUNT



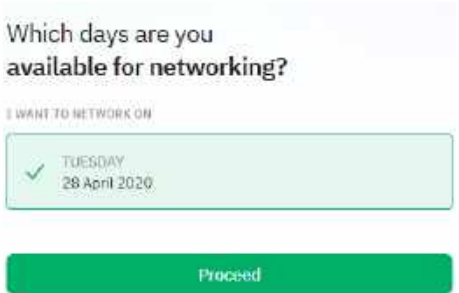
SIGNING IN

- You will have been provided a link to the event you are attending. If you have not received your link, please contact our Customer Services team Financeteam@Informaconnect.com
- When you visit the event page you will be asked to **create an account** or **sign in** if you have attended an event on Brella previously



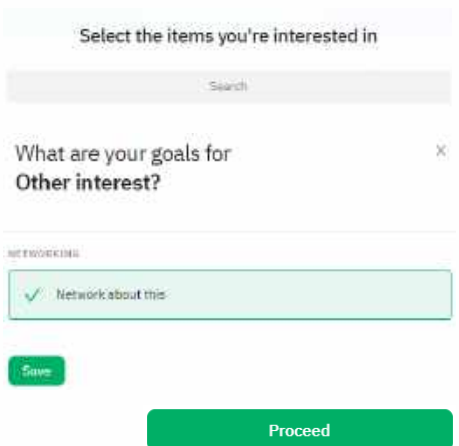
SET UP NETWORKING

- Once you have created your account, click on **Start networking** to set up your interests
- Now select the day(s) you are available for networking. Then click **Proceed**



SET UP YOUR INTERESTS

- You can now select your areas of interest and the goals you'd like to achieve for each. Click on **Save**
- Once you have selected all your areas of interest, click **Proceed**



COMPLETE YOUR PROFILE

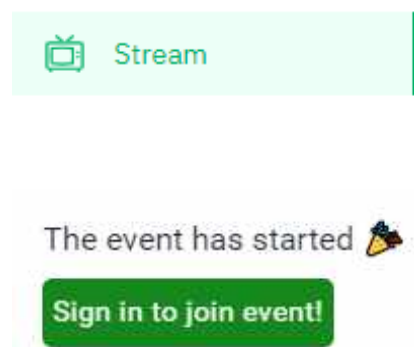
- You will now be able to update your profile by adding an introduction about yourself as well as adding any regions you may operate in. Once done click **Start networking**



HOW TO USE THE CONFERENCE ROOM



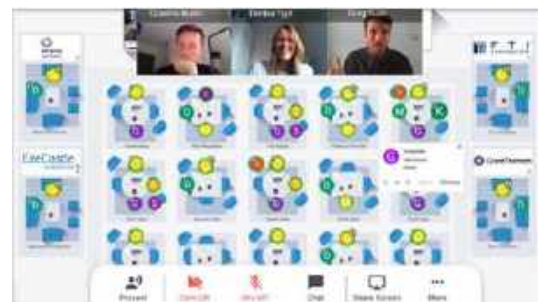
- To view live session and socialize during the breaks go to the **STREAM** tab
- When you visit the event page you will be asked to **create an account** or **sign in** if you have attended an event on Brella previously



CHATTING TO OTHERS

Once in the room you will be randomly assigned to one of the tables

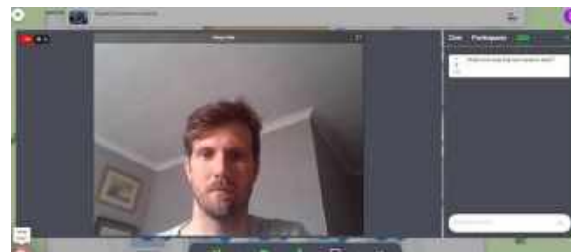
- **Activate** your microphone and camera to speak to others at your table
- Click on the **icons** to see info about others and send them a **private message**
- Landed at an **empty table**? Finished with your chat? don't want to speak to them? Switch table by double clicking on the table you want to move to



LISTEN TO LIVE SESSIONS

You will get a 30 second notice of when a session is about to start so that you can wrap up your chat

- Once the session starts the presenter/s will take over your screen
- During the session you can **comment** in the chat or **ask questions** in the Q&A section
- Once the session ends you'll go back to the floor view and be able to keep chatting

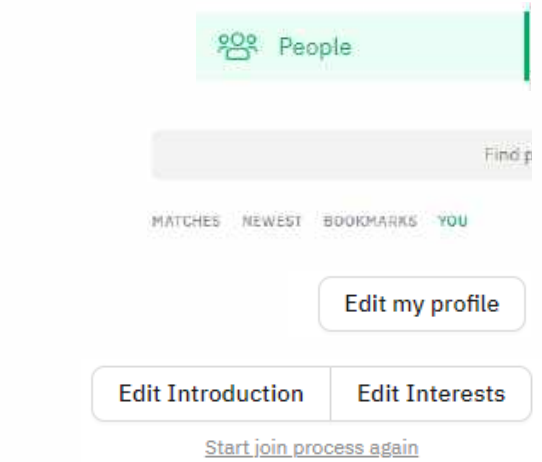


EDITING YOUR PROFILE



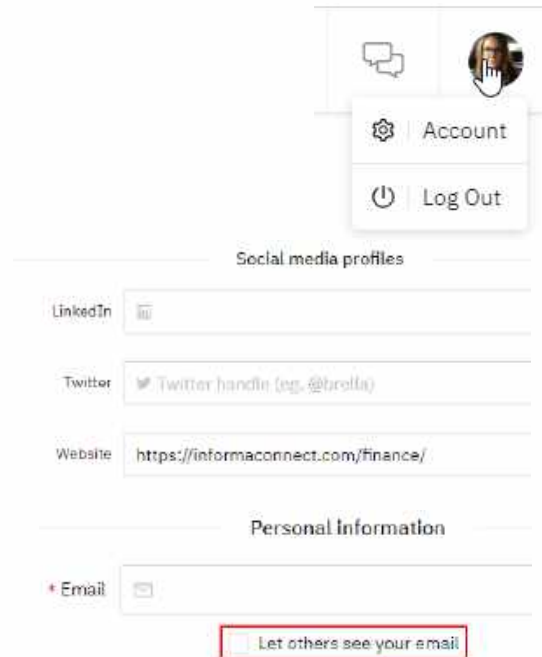
EDITING YOUR PROFILE

- If you would like to amend your profile, go to **People** in the main menu on the left hand side of your screen
- Now go to **You** and **Edit my profile**
- You will now be able to **Edit Introduction** text or **Edit Interests**. You will also have the option to **Start join process again**



ADDING SOCIAL MEDIA PROFILES

- If you would like to add LinkedIn, Twitter or your company website to your profile, go to the top right hand corner of the screen and click on **Account**
- You will now have the option to add in your profiles
- You will also be able to select whether you would like to have your email displayed to other attendees

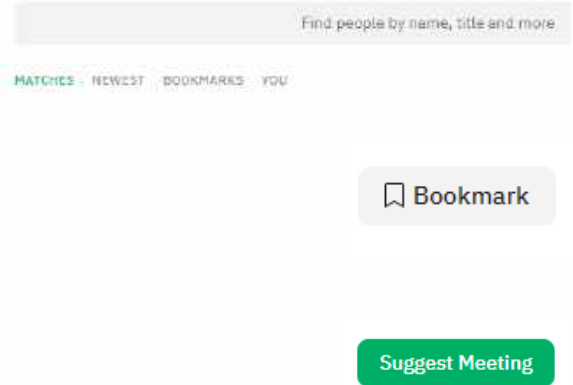


SETTING UP MEETINGS



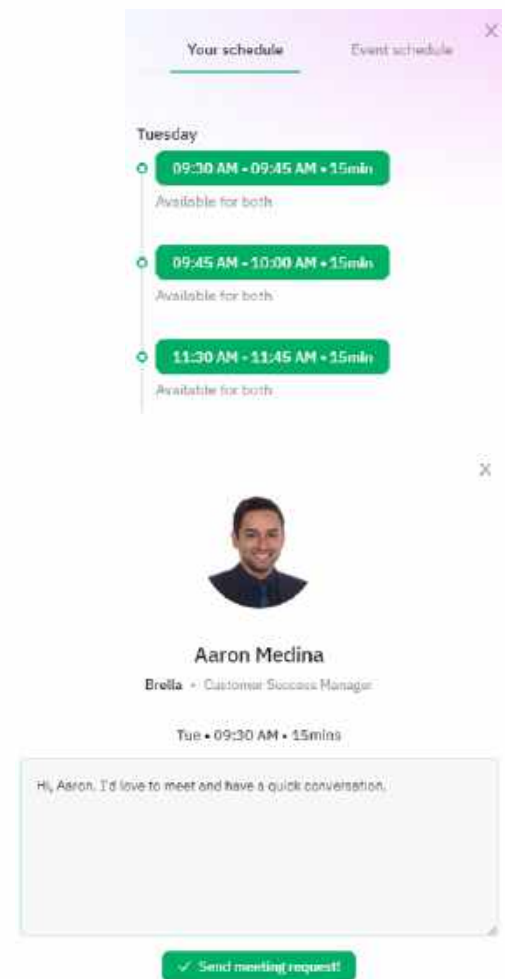
YOUR MATCHES

- Your matches will all be shown under **Matches**
- You can add **bookmarks** to people to be able to quickly find their profiles later
- If you would like to set up a meeting during any of the networking breaks, you can do so by clicking on **Suggest meeting** on the profile of the person you'd like to meet



SENDING MEETING REQUESTS

- Once you have clicked on **Suggest meeting** you will be shown the available networking slots
- Click on the meeting slot you'd like to use. This will open up the meeting invitation screen where you can customise your message to the attendee and then click **Send meeting request**



EVENT AGENDA



YOUR SCHEDULE

- To view the full agenda, click on [Schedule](#) on the left-hand navigation bar
- This will take you to a full view of the agenda and filtering options
- From here you can bookmark particular sessions you are interested in by using the ☆ function
- Clicking into a session will show you any additional information attached to that session.
- You can navigate back to the full agenda by clicking [Back to schedule](#)

The screenshot shows a mobile application interface for an event agenda. At the top right, there is a green 'Schedule' button with a calendar icon. Below it, a list of sessions for Tuesday is visible, including 'Pre-Event Networking', 'Chairman's Welcome', and 'Introduction - A Changed Landscape'. The 'Introduction - A Changed Landscape' session is selected, showing its details: '12:25 PM - 01:10 PM - 45min - Tue', 'My local time: 12:25 PM - 01:10 PM', and the title 'Income Based Carried Interest'. Below the title, there is a 'SPEAKERS' section with two profile pictures and a 'DESCRIPTION' section with a bulleted list: 'Introduction', 'Interaction with DIMF and employment related securities', 'Considerations for specific funds', and 'Ambiguity and HMRC guidance'. A 'Back to schedule' button is located above the session details.

YOUR AVAILABILITY

- You can change your availability for the whole event by clicking on the availability drop down
- You can also change availability for individual sessions by using the toggle on each session

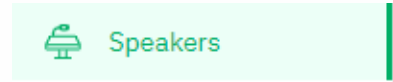
The screenshot shows the 'Your availability' settings in the application. It includes a dropdown menu for 'Your availability' and a section for 'Tuesday 28th:' with 'Available' and 'Unavailable' buttons. Below this, a list of sessions for Tuesday is shown, each with a toggle switch for availability. The first session, '12:25 PM - 01:10 PM - 45min - Tue', is currently set to 'Unavailable'. The second session, '11:45 AM - 12:30 PM - 45min - Tue', is set to 'Available'.

EVENT SPEAKERS & PRESENTATIONS



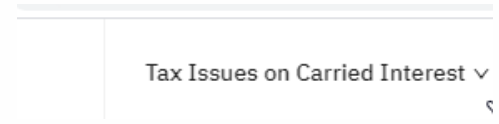
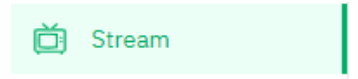
VIEWING SPEAKERS

- To view the presenters, you will go to **Speakers** on the left-hand side navigation menu
- Here you will find a full list of the event speakers. You can use the Find speakers search bar to search for a specific speaker
- Clicking on a speaker will show you the sessions that speaker is attached to as well as their biography. You can bookmark the session by clicking on the ☆



VIEWING PRESENTATIONS

- To view the presentations, you will go to **Stream** on the left-hand side navigation menu
- This will open the stream for the event and the current session will be displayed (**if you cannot see the video playing during a scheduled session try refreshing your page or go to the People page and then back to Stream**)
- If your event has multiple tracks / streams, you will be able to move through these streams by clicking on the drop down at the top of the stream and selecting the relevant tracks



HAVING ISSUES?

- Brella 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.
- Internet Explorer (IE), Firefox and Edge don't support Brella video calls.

If you are still experiencing issues, please use the chat function at our Informa Connect booth and our staff will be able to assist you. Alternatively, contact our team on digital.support@informa.com

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