YOUR DIGITAL EVENT GUIDE:
Global Sanctions Forum

informa connect

Exhibitor

BUREAU VAN DIJK
A Moody's Analytics Company

Supporting Association

ICA
INTERNATIONAL
COMPLIANCE
ASSOCIATION

HOMEPAGE

- This is the home page of your event. There are 5 main parts to the top right navigation:
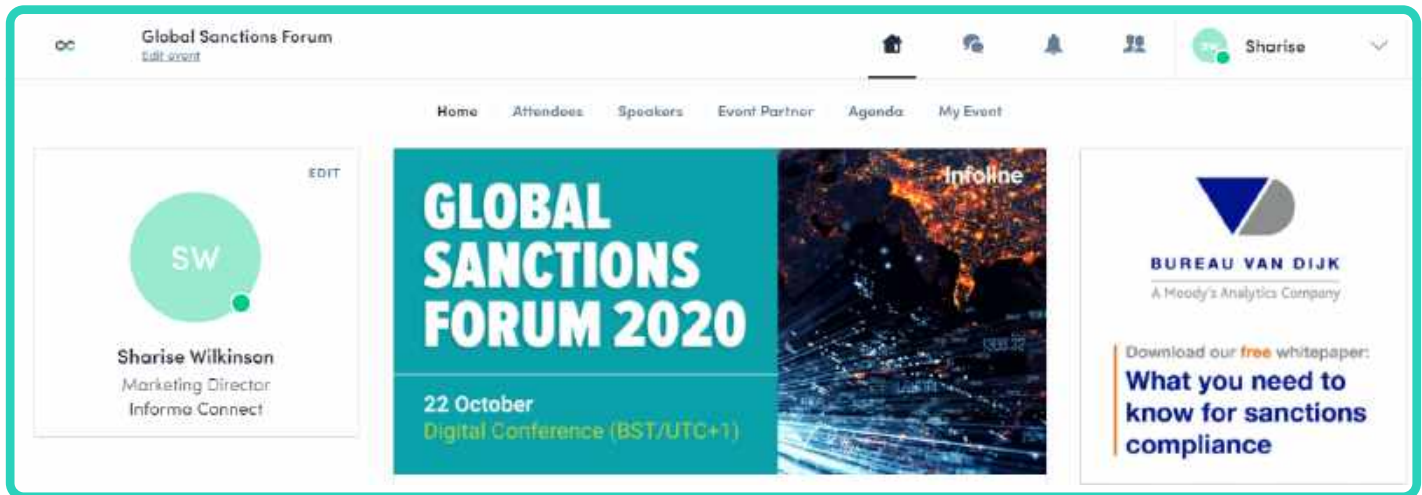
🏠 **Event Home** - this will take you back to the main home screen shown above

💬 **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.

Your Profile - Manage and edit your profile information and settings

ACCESSING THE LIVESTREAM

- Go to the **Live Sessions & Networking Area** tab either through the top menu item or the button on the homepage tab

- You will then be taken to the area where you can view sessions and meet your fellow attendees. Note – if there is more than 24 hours before the session is due to begin, you will not see the session and countdown

- As soon as the session begins, the video will be displayed at the top of the session page and will start automatically (except on Safari for which you will have to click on "Play").

- You will then be able to watch the video, in full screen mode if you wish

GROUP NETWORKING

- From the home screen, go to the **Live Sessions and Attendee Networking Area**. You can easily switch between the conference and group networking

- The lounge will open in a new tab in your browser. This is a separate platform, **if you have not visited the networking lounge yet, you must go through an additional login.** Minimal information is required for this

- 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 availble 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.

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

Live Sessions & Networking Area

Cam Off   Mic Off
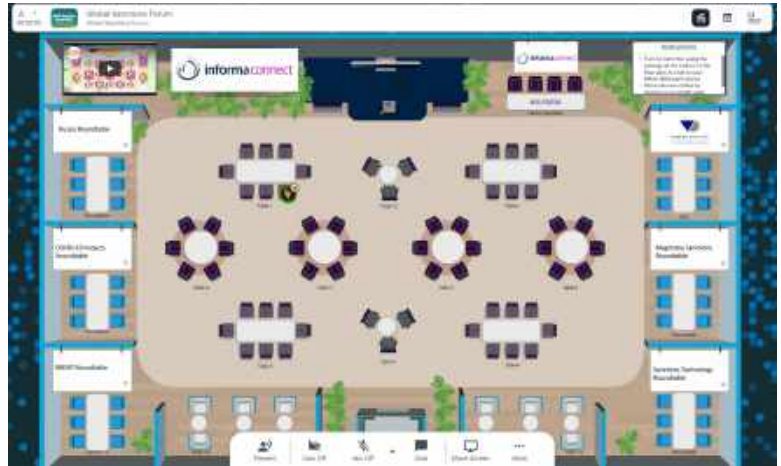
Search by name...

PUBLIC CHAT

G   General Chat

Table Chat: First table

PRIVATE CHAT

AUDIENCE INTERACTION

- On the right-hand side of the stream, you will notice a **Live discussion** section

- In the **Chat** tab, you will be able to live chat with the other attendees of the session

- The **Questions** tab will allow you to post your questions to the esssion speakers

- If the speaker has polls during their session, you will be able to particpate in these through the **Polls** tab

- React on other people's messages or delete your message by clicking on the three dots next to it

- You can also upvote a Question which will bring the question towards the top of the screen.
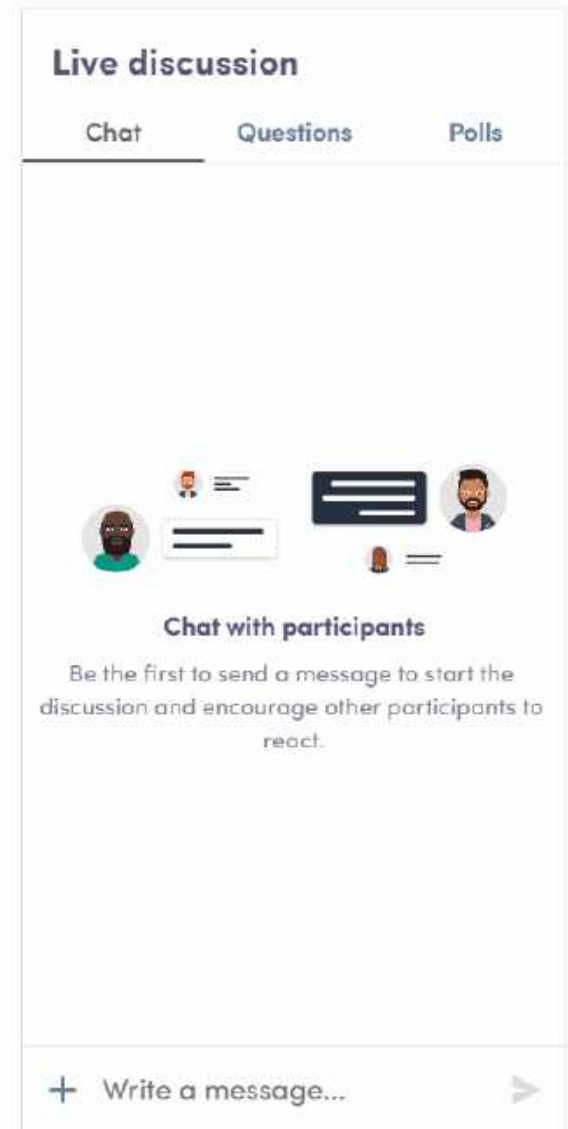
MAKING CONNECTIONS

- 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

Ioana Covrig
Head of Private Client Commercial Partnerships
Informa Connect
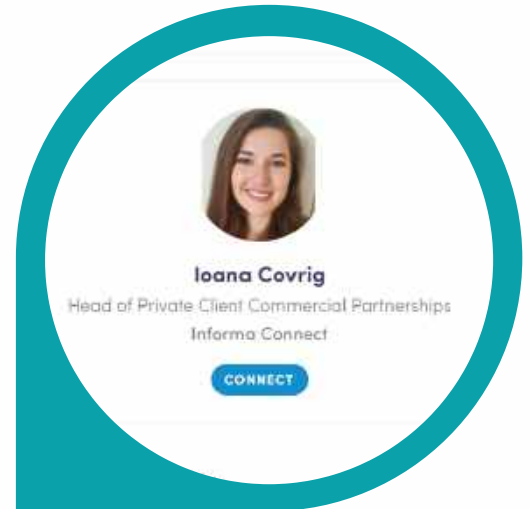
CONNECT

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.

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

Thursday, 16th July • 11:00 AM to 11:20 AM   Edit

Virtual Networking • Video Calls   Edit

Message (optional)

Introduce yourself and the purpose of the meeting

SEND MEETING REQUEST

STARTING YOUR MEETING - NOTIFICATIONS

- The simplest way to start your meeting is to go to the notifactions 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 esnd your contact a message

New meeting

Congratulations! Charley accepted your meeting.

Mon, July 20 • 11:40 AM to 12:00 PM

Video Calls

CR **Charley Rountree**
Conference Producer
Informa Connect

■◀ **MEETING CALL**

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

Send message

■◀ Start a video call
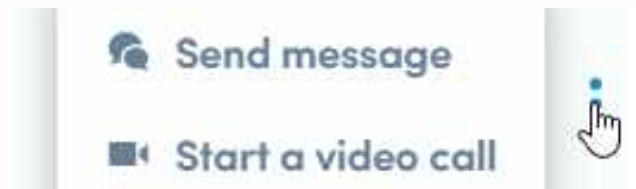
Talk with Charley

CR Charley Rountree
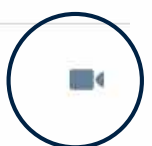
YOUR VIDEO CALLS

- 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.