

YOUR DIGITAL EVENT GUIDE:

India Disputes

Platinum Partner



ONE ESSEX COURT

Gold Partner



Silver Partner

ESSEX COURT CHAMBERS
BARRISTERS

Bronze Partners

COOKE, YOUNG & KEIDAN
COMMERCIAL DISPUTES LAWYERS



HOWARD
KENNEDY

MINTZ
GROUP
Clarity in a complex world



KHAITAN
& CO
Advocates since 1911

RAJAH & TANN ASIA
LAWYERS
WHO
KNOW
ASIA

LOGGING IN AND CREATING YOUR PROFILE



Please use **Google Chrome** to open the platform

SIGNING IN

- When you first visit the event platform, you will be asked to **enter your credentials**. Your credential details will be sent via email, search your inbox for emails from **rosanna.petitto@informa.com**

Note! If you have signed into this platform previously then enter the password that you chose at that time - if you've forgotten this password click on 'Reset Password'

The image shows a 'Welcome' login screen. It has a title 'Welcome' and a subtitle 'Enter your credentials to access your Event'. There are two input fields: one for email (with an envelope icon) and one for password (with a lock icon). Below the fields are two buttons: 'Talk to support' and 'Sign in'. At the bottom, there is a link 'Forgot your password? Reset Password'.

SELECT YOUR INTERESTS

- To help ensure you meet people who share your professional interests and goals, please tell us a bit more about yourself
- Please select the options that are most relevant for you and that you would like others to see

The image shows a screen titled 'Helix: Content I am interested in'. It has a header 'Regulatory & Tax Issues for Funds' and a user profile for 'Rosana Pillajo, Marketing Executive, Informa'. Below the profile is a 'DELEGATE' button. The main content area says 'Select up to four of the tags below that most interest you.' and 'I am interested in...'. There are nine tags: 'Fund Management', 'Asset Management', 'UK AHC's', 'Carried Interest', 'Fund Tax Compliance', 'Brexit Tax Issues', 'Prudential Regime', 'Financial Disclosure', 'UK Funds Regime', and 'Sustainable Finance'. A 'Next' button is at the bottom.

The image shows a screen titled 'Helix: People I am interested in'. It has a header 'Regulatory & Tax Issues for Funds' and a user profile for 'Rosana Pillajo, Marketing Executive, Informa'. Below the profile is a 'DELEGATE' button. The main content area says 'Select up to four of the tags below that most interest you.' and has two sections: 'About me...' and 'I am interested in...'. Each section has a grid of tags: 'In-house Professional', 'Policy Makers', 'Advisors', 'Tax Lawyer', 'Funds Economist', 'Partner', 'Head of Tax', 'Funds Compliance', and 'Conference Organizer'. A 'Next' button is at the bottom.

TAGS

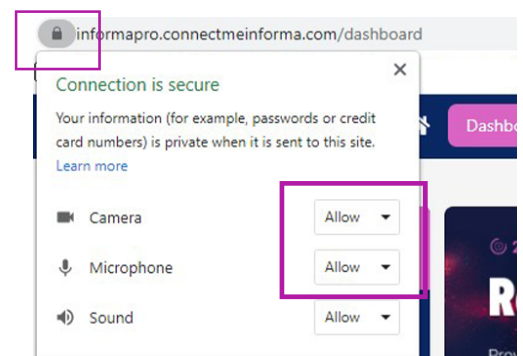
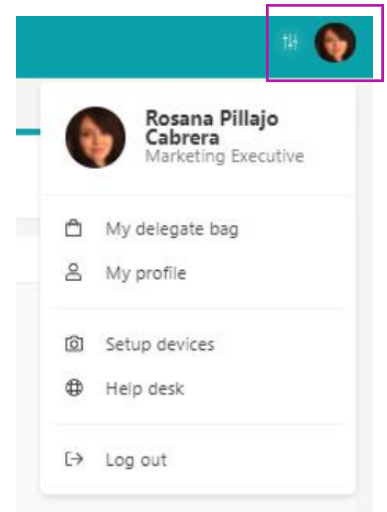
- Please note you can **select up to four** tags per section

CAMERA AND MIC



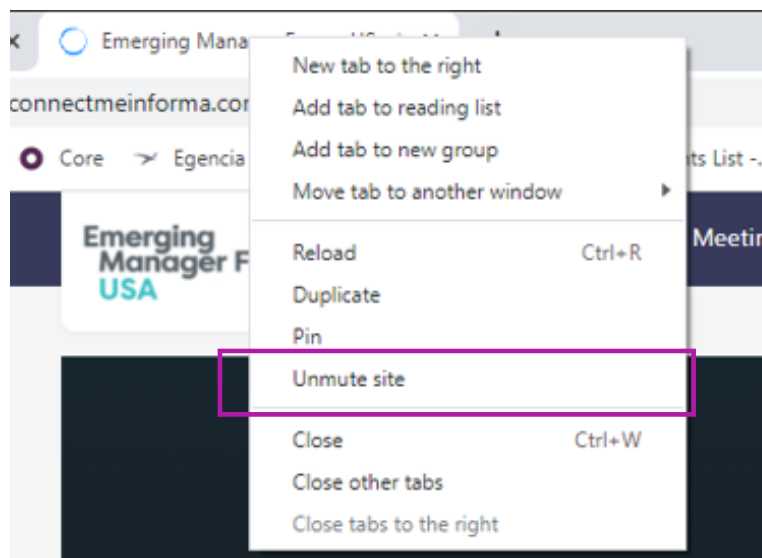
Before the conference starts, it's best to check there are no issues with your audio

- On the top right of the menu bar, you'll see a little circle with your profile picture. Click on it to:
 - Amend your profile picture and the details that are visible to others and set the times that you're available for meetings, click on '**My profile**'
 - View speaker presentations that have been made publicly available and any other documents you collect during your visit, click on '**My delegate bag**'
 - Enable your camera and microphone, click on '**Setup devices**'
 - Access calibration tools and raise any technical issues, click on '**Help desk**'
- You'll also want to ensure that your camera and microphone are set to '**Allow**' in your browser

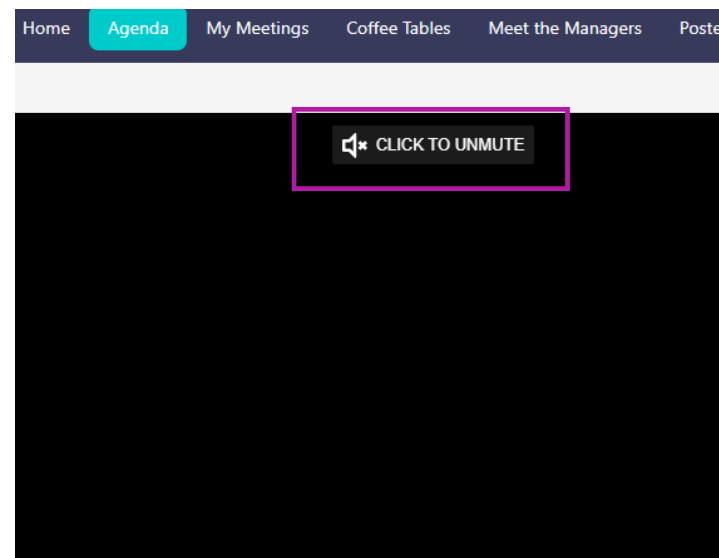


If you experience any problems hearing the sessions please try these two steps:

1. Right-click on your browser tab, make sure you don't have the site muted



2. Hover near the centre top of the video till an unmute button appears



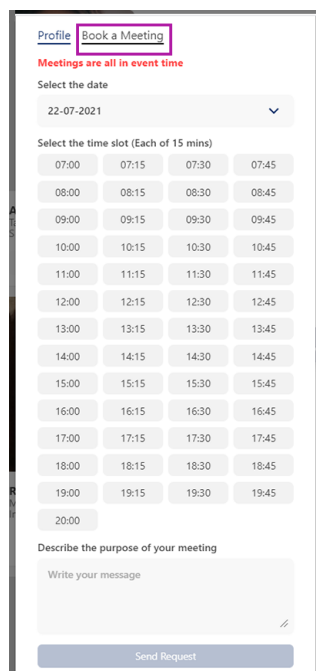
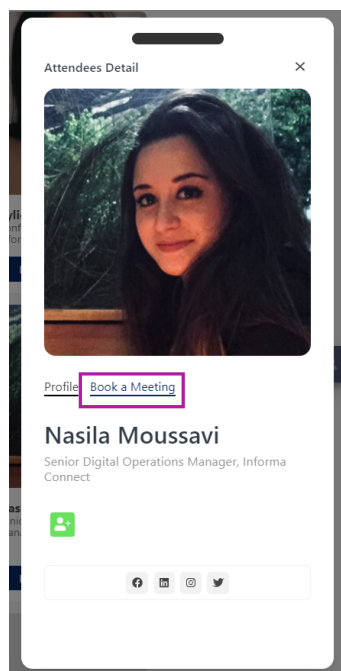
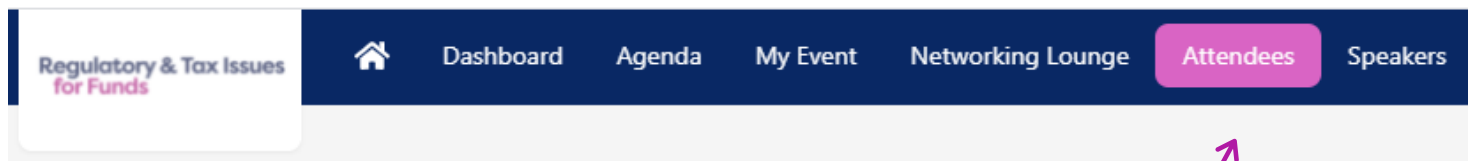
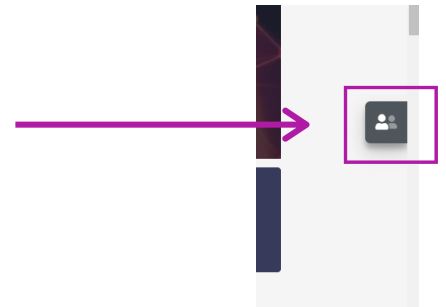
INSTANT MESSAGING & VIDEO CALLS



Network directly with delegates, speakers and event partners throughout the conference

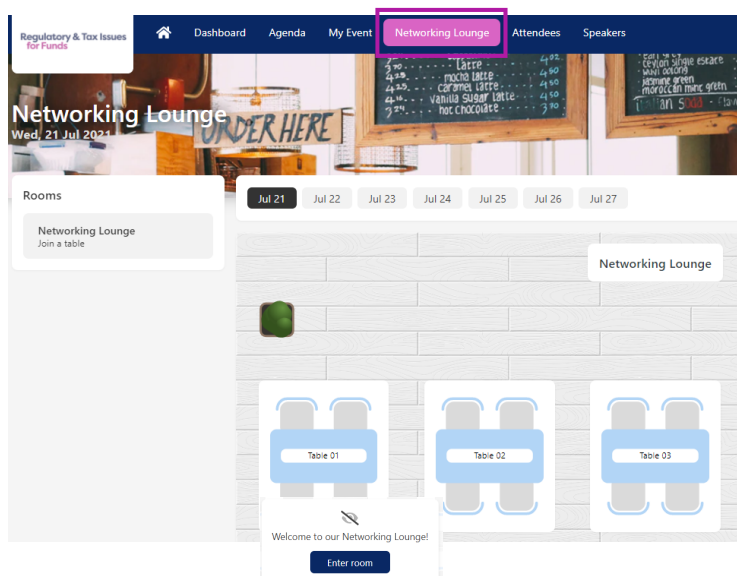
Chat Via Text Message or Video Call

- You can spontaneously connect via chat message or video call by clicking on the **people icon** that appears to the right of your screen



Booking Meetings

- Go to the '**Attendees**' tab at the top of your screen
- Find someone you'd like to meet and click on '**Book Meeting**' to find a mutually suitable time for you to meet via video call hosted on the platform. No need to set up a call elsewhere!




- Plus**, spark spontaneous conversations with anyone at the event!
- Click on the '**Networking Lounge**' button
- Click on the '**Enter Room**' button
- Join a table with an empty seat, switch your camera and mic on (or just your mic if you prefer) and join the conversation

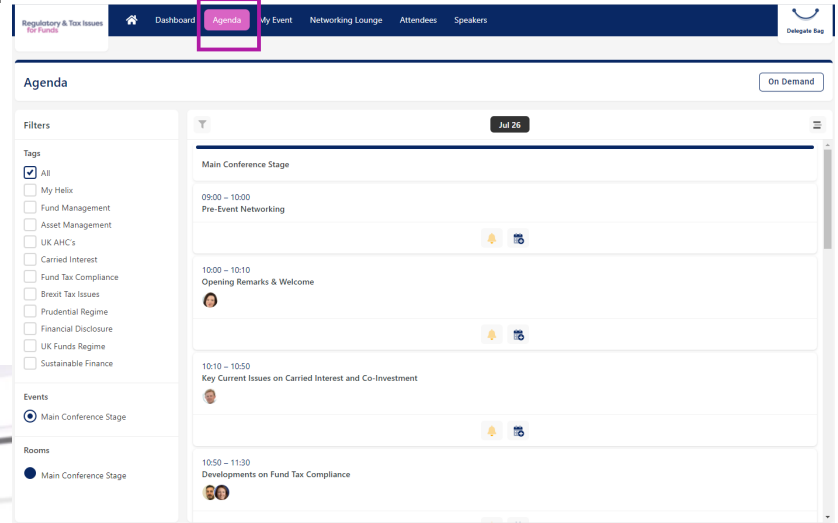
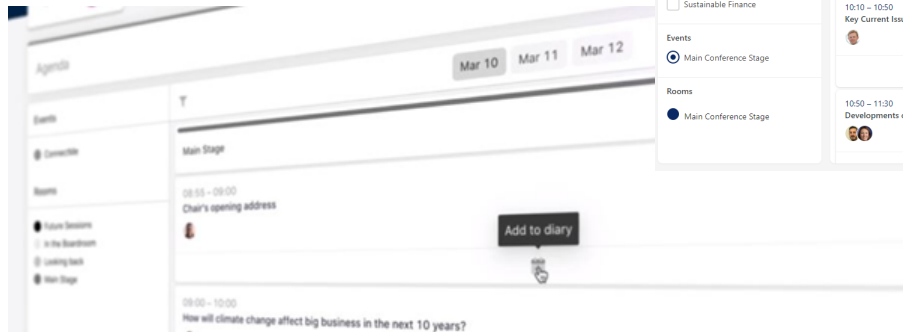
THE AGENDA & 1:1 MEETINGS



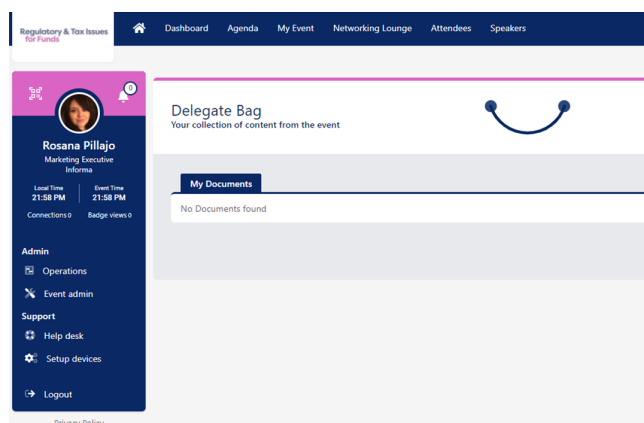
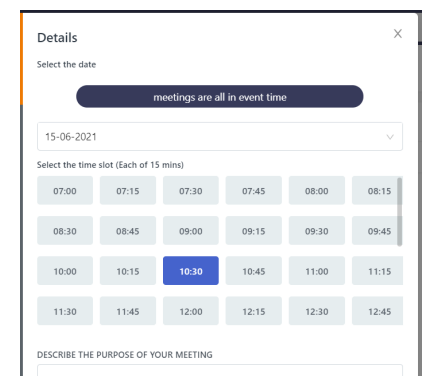
Create your own custom agenda.

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 whitepapers, reports and other materials related to the conference topics
- Click '**Add to Delegate Bag**' to have all your materials gathered in one place
- When a speaker has sent us their presentation slides you will find these already sitting in your delegate bag and available for you to download.

If you have any queries or need any assistance, please email

rosanna.petitto@informa.com