

YOUR DIGITAL EVENT GUIDE

Operational Taxes for Banks London

Infoline

SDS SETTING
DIGITAL
STANDARDS





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**

The image shows two side-by-side login screens. The left screen is titled "It's my first time here!" and asks the user to enter their email and pin. It has a "START YOUR BADGE BUILD" button and a "Talk to support" link. The right screen is titled "I already built my badge!" and asks the user to enter their email and password. It has a "SIGN IN NOW" button and a "Talk to support" link. Both screens also have a "Forgot Password" link.

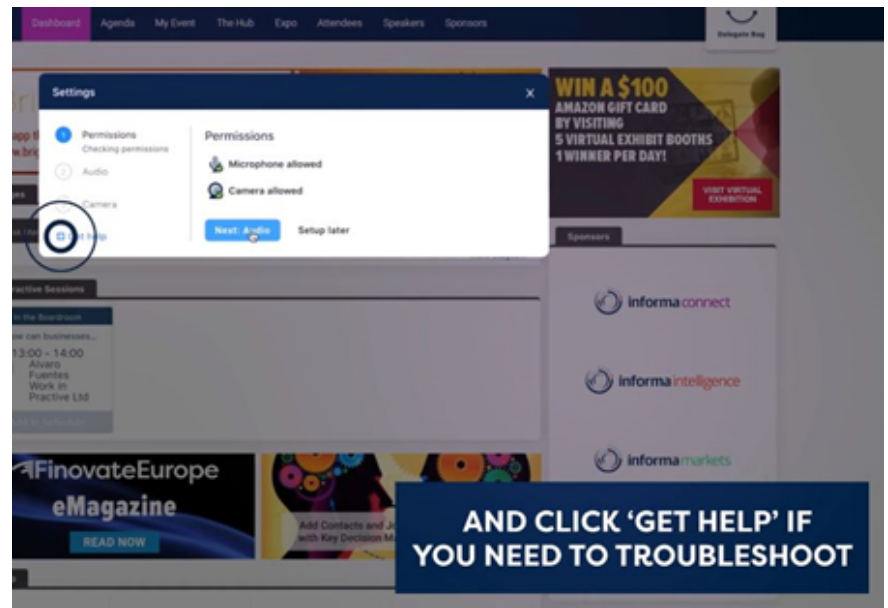
Then build your badge in two easy steps

The image shows a composite of two screens from the badge-building process. The top screen is titled "BUILD YOUR BADGE AND CREATE YOUR PROFILE" and "e build your badge in two steps". It shows "Step 1 - Your Photo" with options to "Take a photo", "Upload Photo", or "Use Avatar". It also has a checkbox for "Agree to the privacy policy" and a "Next" button. The bottom screen shows "Step 2" with fields for "Your Name", "Your Title", "Your Company", and a "FINISH" button. It also has a "DELEGATE" button and a "details" link.

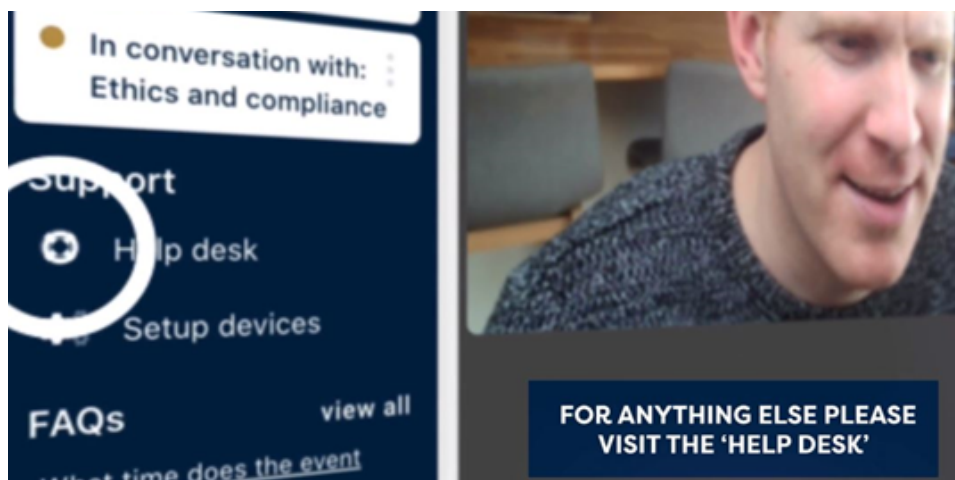


CAMERA AND SOUND

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



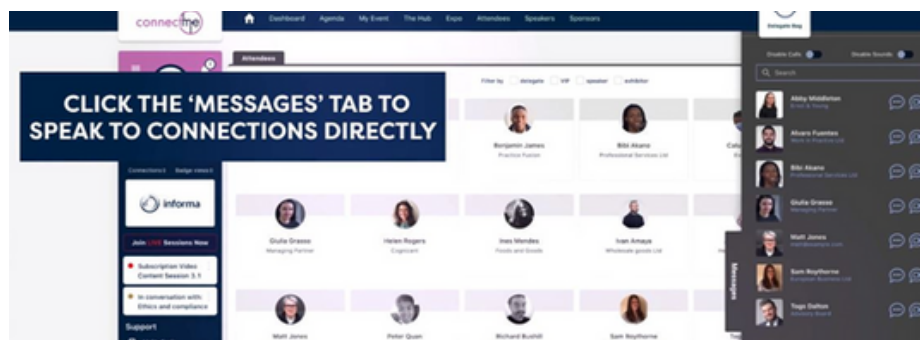
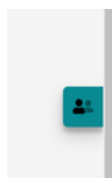
If you run into technical problems at any point throughout the conference, or if you're just not sure how to do something, you can get in touch using the helpdesk



CONNECTIONS AND MEETINGS

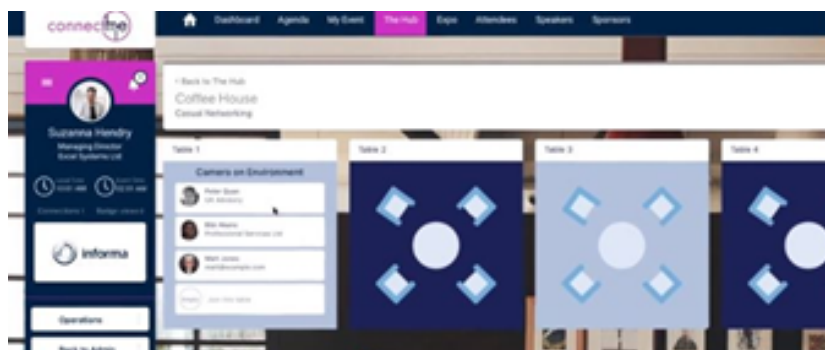
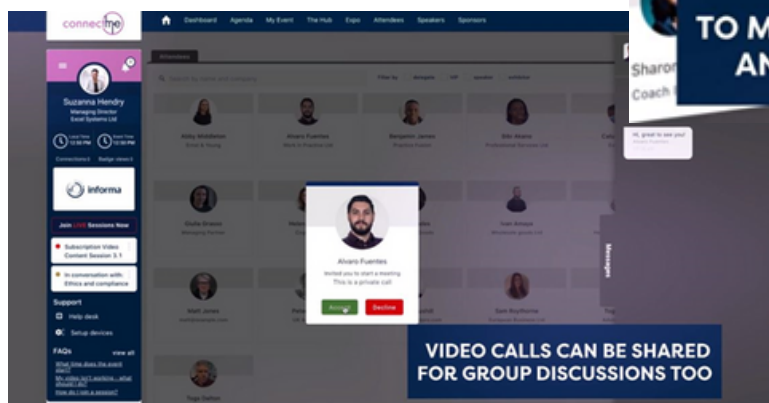
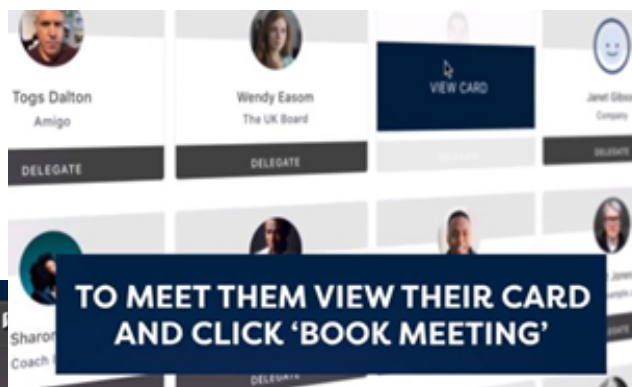
You can talk directly with other delegates, the speakers and the event partners.

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**'




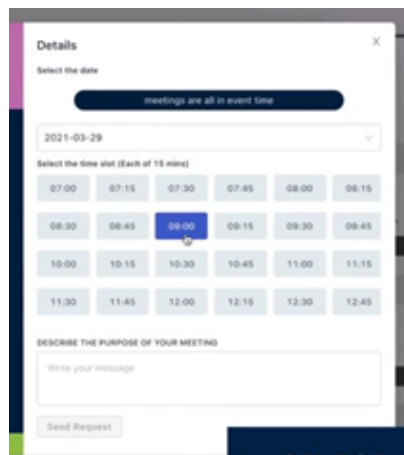
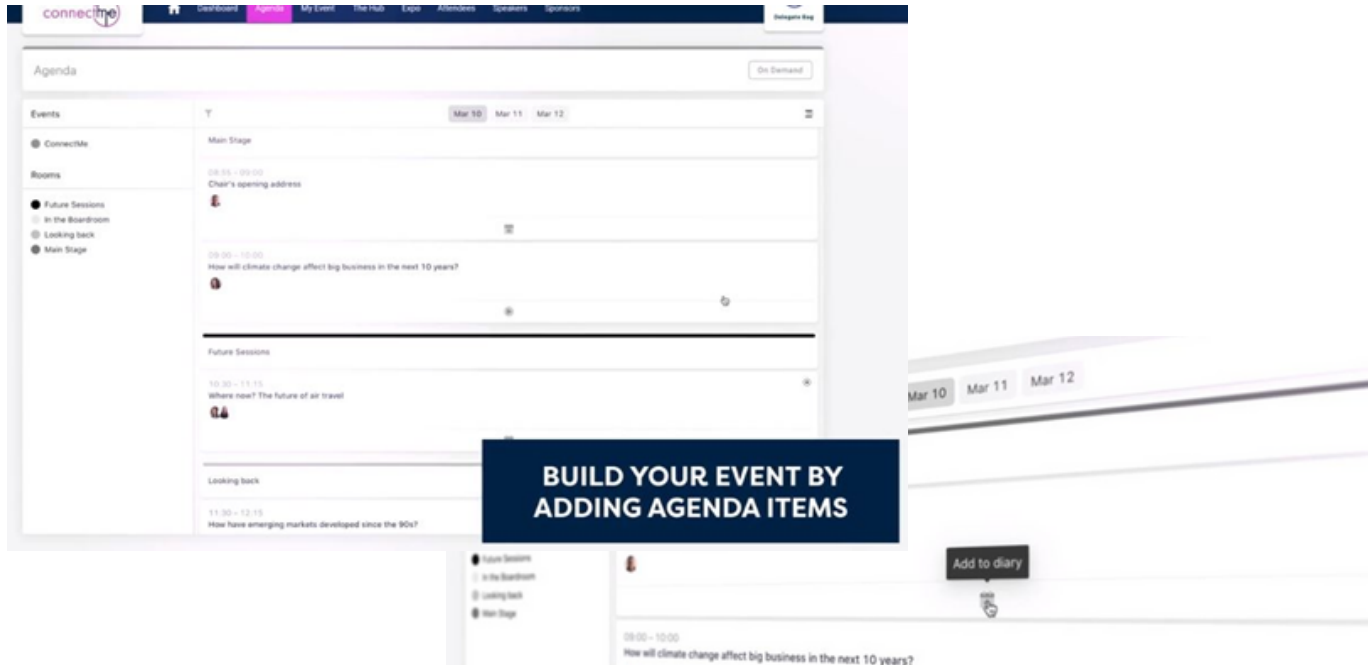
And you can spark spontaneous conversations with anyone at the event!

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.

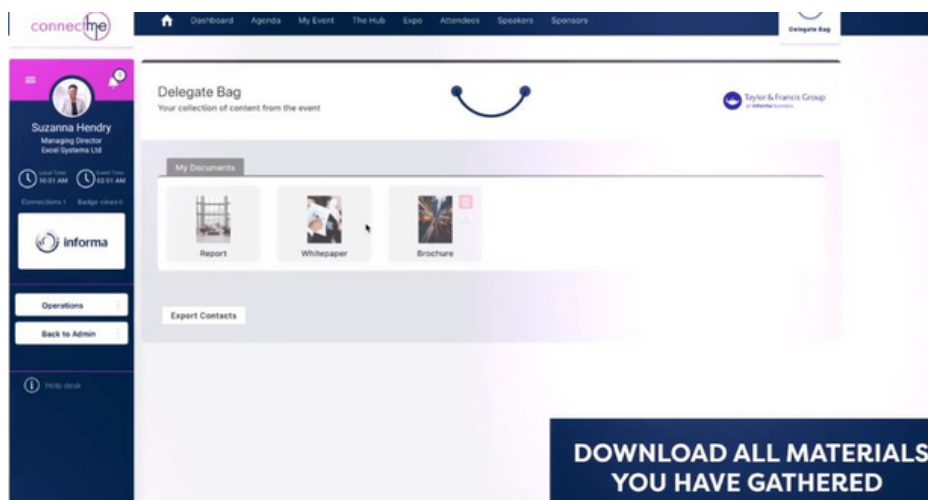
YOUR AGENDA

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.