

# YOUR DIGITAL EVENT GUIDE: RegTech London



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REGULATORY CHANGE MEETS BUSINESS ADVANTAGE



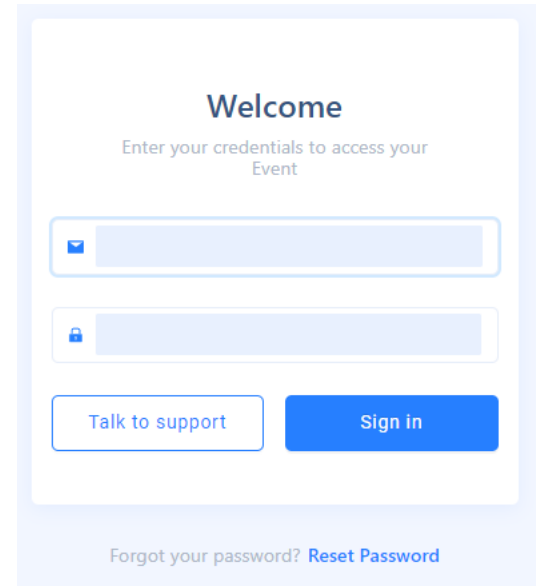
# LOGGING IN AND CREATING YOUR PROFILE

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

## SIGNING IN

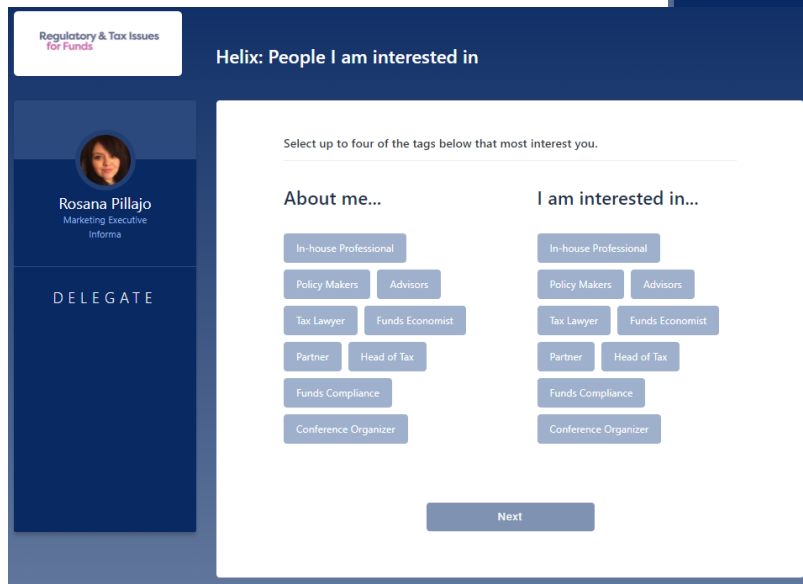
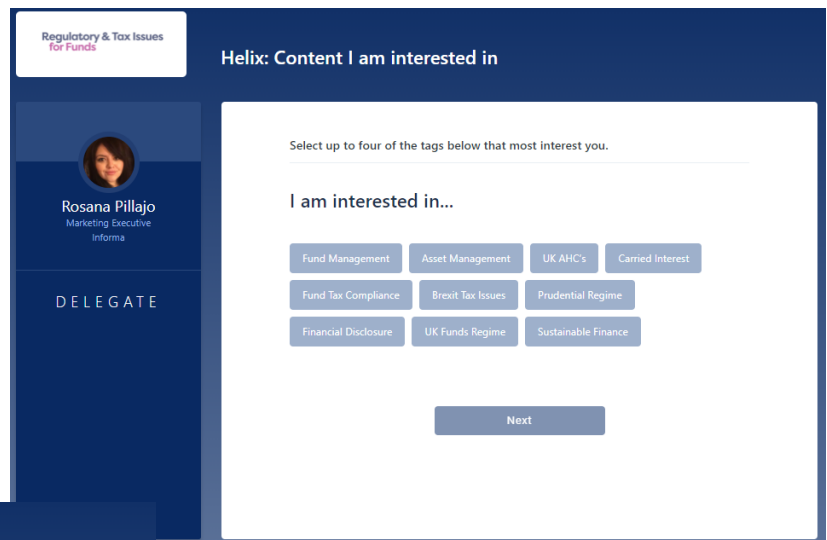
- When you first visit the event platform, you will be asked to **enter your credentials**. Your credential details will be sent via email, search your inbox for emails from [rosanna.petitto@informa.com](mailto:rosanna.petitto@informa.com)

**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'**



## 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



## TAGS

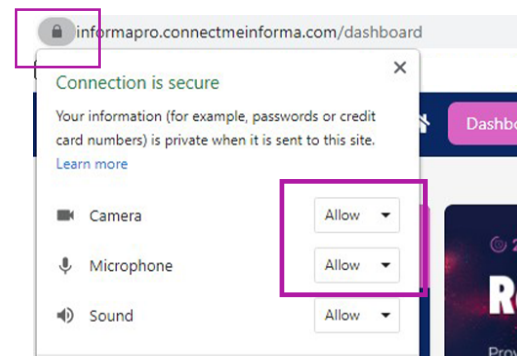
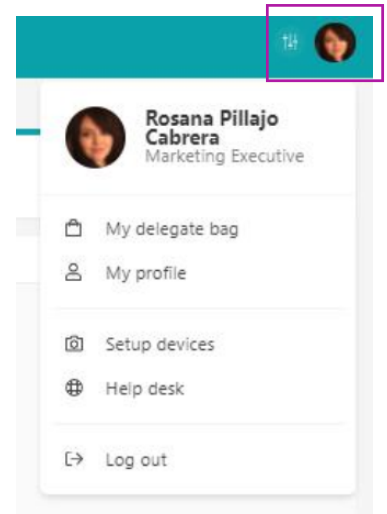
- Please note you can **select up to four** tags per section



## CAMERA AND MIC

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

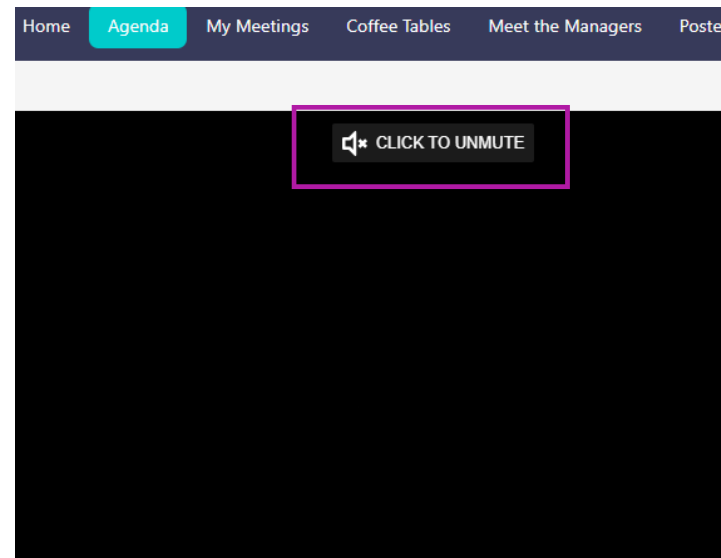
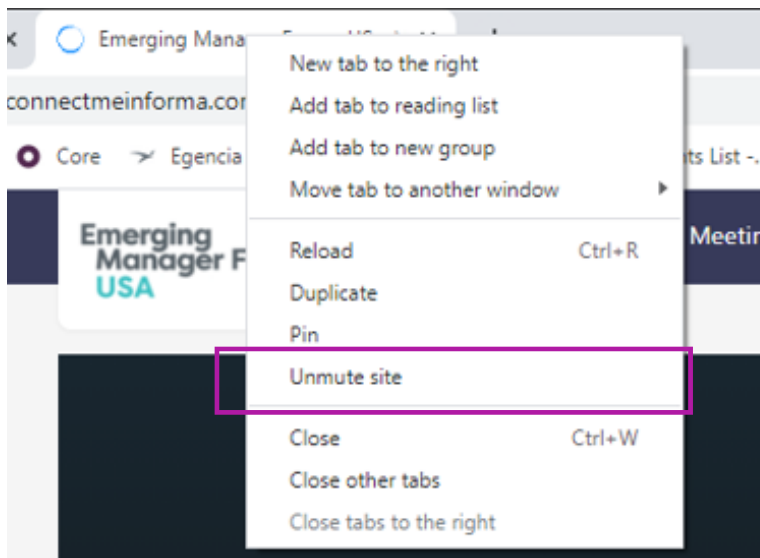
- On the top right of the menu bar, you'll see a little circle with your profile picture. Click on it to:
  - Amend your profile picture and the details that are visible to others and set the times that you're available for meetings, click on '**My profile**'
  - View speaker presentations that have 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



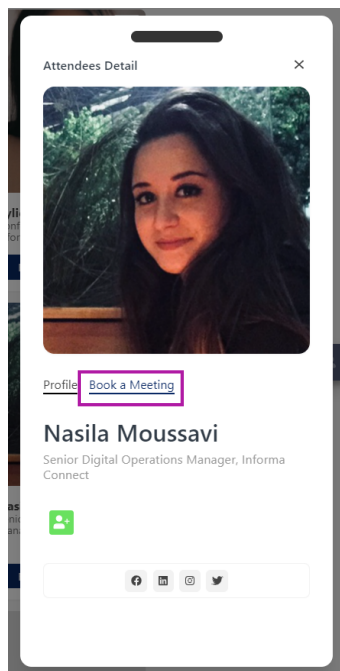
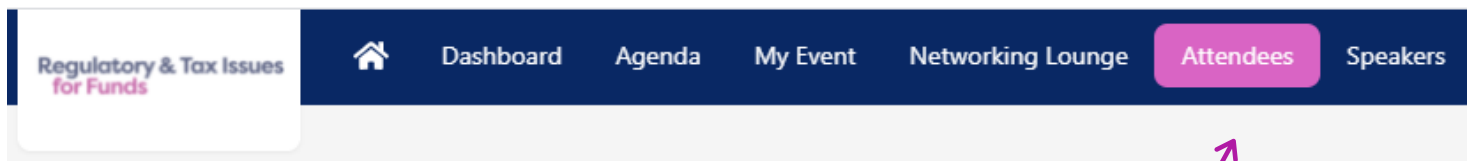
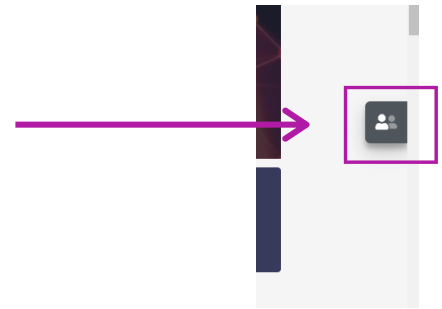


# INSTANT MESSAGING & VIDEO CALLS

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

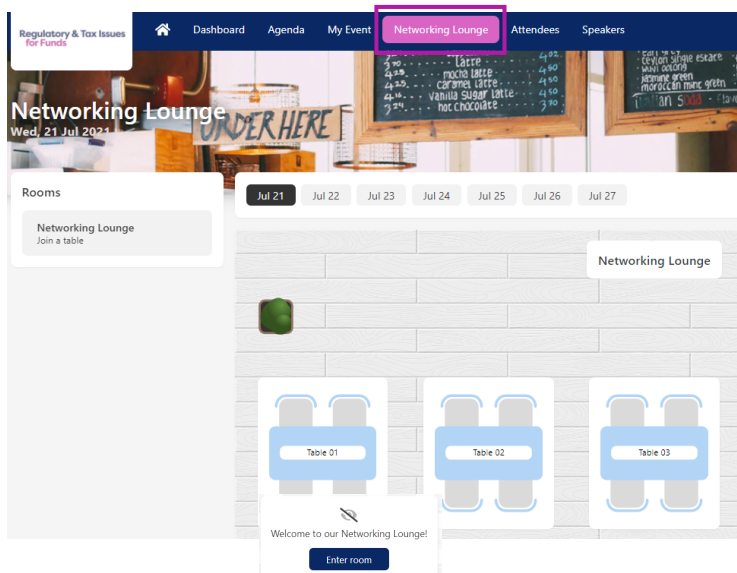
## Chat Via Text Message or Video Call

- 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



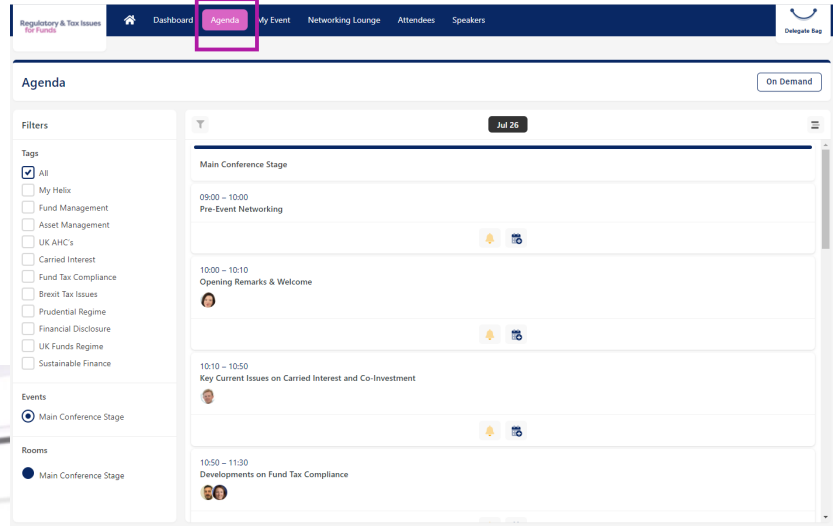
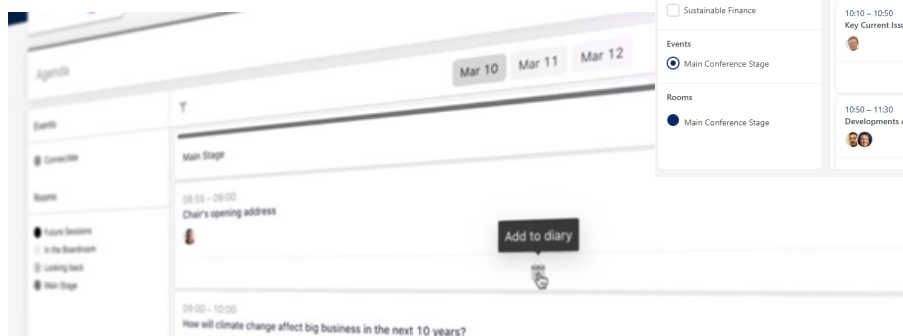


## THE AGENDA & 1:1 MEETINGS

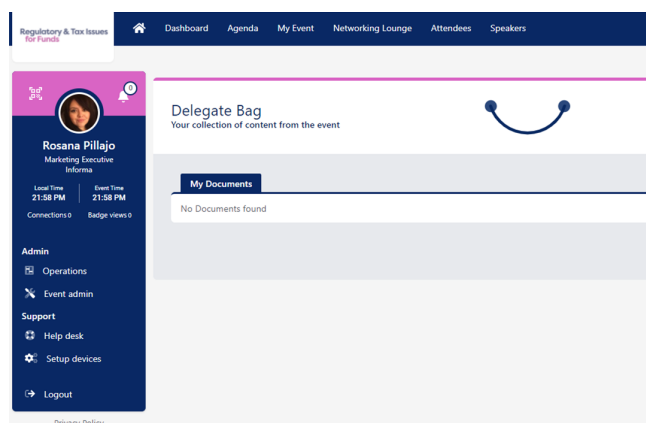
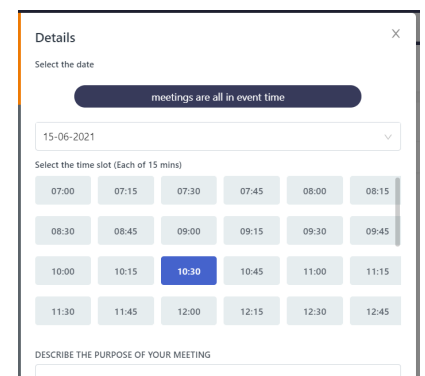
Create your own custom agenda.

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](mailto:rosanna.petitto@informa.com)