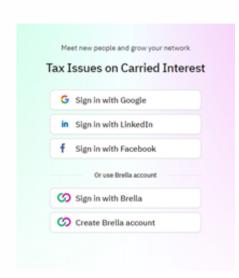


# SETTING UP YOUR ACCOUNT



# 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 <u>Financeteam@Informaconnect.com</u>
- 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

# Which days are you available for networking? I WANT TO NETWORK ON TUESDAY 28 April 2020 Proceed Select the items you're interested in Search What are your goals for Other interest? NETWORKING NETWORKING Network about this Save

# 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

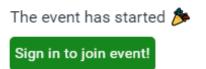
Start networking



# HOW TO USE THE CONFERENCE ROOM

- To view live session and socialize during the breaks go to the STREAM tab
- Stream

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

# Ezecastic. Exercises to the second s

# 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

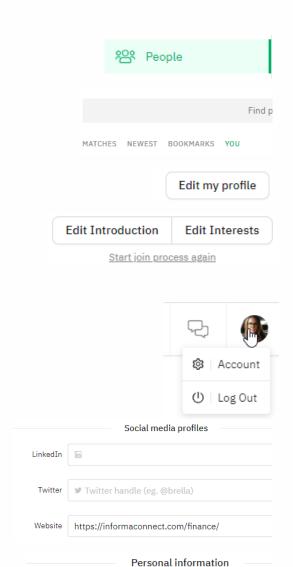


# **EDITING YOUR PROFILE**

- 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 wether you would like to have your email displayed to other attendees



\* Email



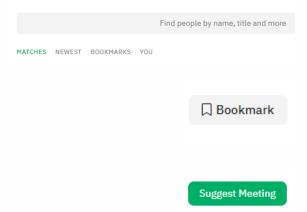
Let others see your email

# SETTING UP MEETINGS



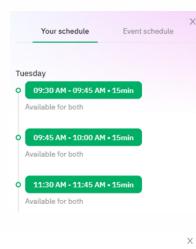
# YOUR MATCHES

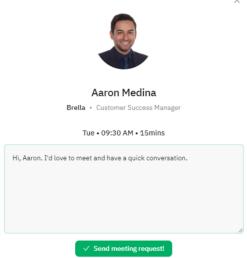
- Your matches will all be shown under Matches
- You can add bookmarks to people to be able to quickly find their profiles later
- If you would like to set up a meeting during any of the networking breaks, you can do so by clicking on Suggest meeting on the profile of the person you'd like to meet



# 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







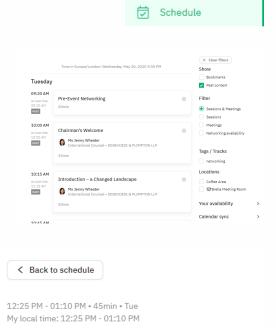
# **EVENT AGENDA**



# 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



# **Income Based Carried Interest**

#### **SPEAKERS**

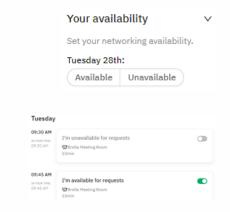


#### DESCRIPTION

- Introduction
- · Interaction with DIMF and employment related securities
- · Considerations for specific funds
- Ambiguity and HMRC guidance

# 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





# **EVENT SPEAKERS**& PRESENTATIONS

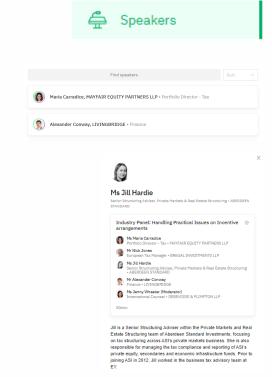


# VIEWING SPEAKERS

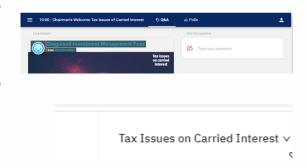
- To view the presenters, you will go to Speakers on the lefthand side navigation menu
- Here you will find a full list of the event speakers. You can use the Find speakers search bar to search for a specific speaker
- Clicking on a speaker will show you the sessions that speaker is attached to as well 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 lefthand 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 mutiple 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

