

UCITS & AIFMD
London

European Sustainable
Investment Summit
London

Digital event guide

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SETTING UP YOUR ACCOUNT



SIGNING IN

- When you first visit the event platform, you will be asked to **create an account** (or **log in** if you have attended an event on Brella previously).
- Once you have created your account, click on **Start networking**. If you skip networking settings, you will not be able to view the attendee list.

SELECT YOUR INTERESTS

- You can now select your areas of interest and the goals you'd like to achieve for each. Click **Save**. These interests help other delegates understand your perspectives and expertise.

COMPLETE YOUR PROFILE

- You can update your profile by adding an introduction about yourself, as well as adding any regions you may operate in. Once done, click **Start networking** again.

Which days are you available for networking?

I WANT TO NETWORK ON

TUESDAY
28 April 2020

Proceed

What are your goals for Other interest? ×

NETWORKING

Network about this

Save

Start networking

HAVING ISSUES?

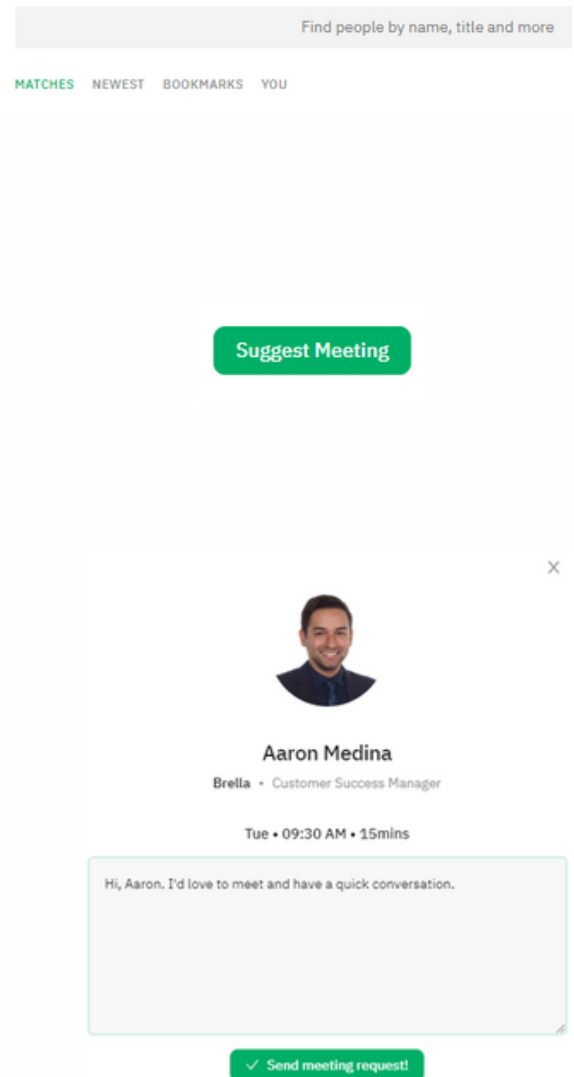
- Brella works best in **Google Chrome**; you will be able to use video, audio and screen sharing
- In Safari, you will be able to use audio-only and watch other screen sharing from others
- Internet Explorer (IE), Firefox and Edge don't support Brella video calls

If you are experiencing issues logging in, please close and re-open your browser. Alternatively, please contact Hannah.Thomas@informa.com.

SETTING UP MEETINGS

SCHEDULING 1:1 VIDEO MEETINGS

- Delegates with similar interests to you will be found under 'Matches' in the 'People' tab.
- To schedule a 1:1 video meeting with a delegate in the platform, click the green 'Suggest meeting' button on the profile of the person you'd like to meet.
- Once you have clicked on **Suggest meeting**, you will be shown available meeting slots which are convenient to you and the other delegate.
- Click on the meeting slot you'd like to use. This will open up the meeting invitation screen, where you can customize your message to the attendee and then click **Send meeting request**.
- Your meetings with delegates will appear in your conference agenda in the **Schedule** tab, and you can sync this with your everyday calendar e.g. Outlook, Google Calendar.



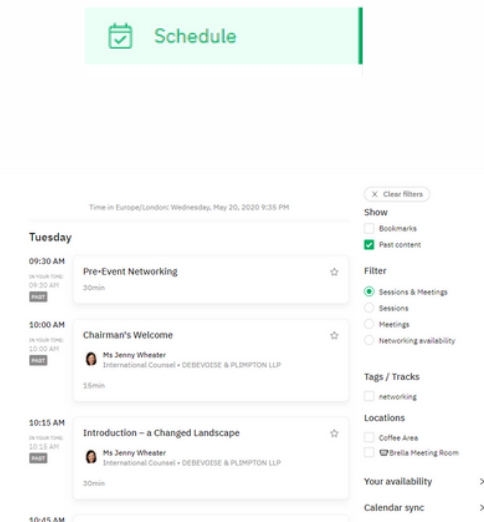
AGENDA, SPEAKERS & PRESENTATIONS

THE AGENDA

- To view the conference agenda, click on **Schedule** on the left-hand navigation bar. Clicking a session on the agenda will show you any additional information attached to that session (e.g. speakers, talking-points).

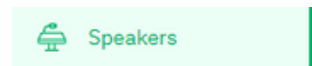
YOUR AVAILABILITY

- You can change your availability for meetings with delegates by clicking on the availability drop down on the right.



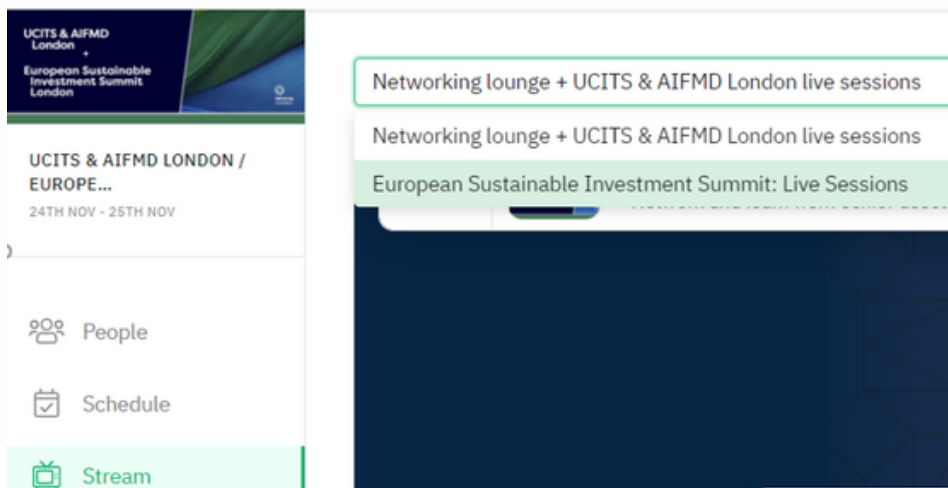
SPEAKERS

- To learn more about the panellists, go to **Speakers** on the left-hand side navigation menu. Clicking on a speaker will show you the sessions that speaker is attached to as well as their biography.



VIEW LIVE PANEL DISCUSSIONS IN THE STREAM TAB

- To view live sessions and visit the networking lounge, go to **Stream** on the left-hand side menu.
- You will be initially taken to a room called **Networking lounge + UCITS & AIFMD London live sessions**; this is where UCITS & AIFMD London sessions and all **networking breaks** for both conference streams will take place.
- To watch the European Sustainable Investment Summit sessions, click the drop down menu at the top of the screen and select '**European Sustainable Investment Summit**'. You can switch between stream channels as you wish throughout the event days.



NETWORKING LOUNGE

NETWORK WITH DELEGATES AND SPEAKERS

- In the **Stream** tab, during the Networking breaks, you'll see a bird's eye view of a conference room with a number of roundtables and chairs.
- Each delegate is represented by a circular icon. **Hover over a delegate's icon** to see who each person is (their name, job title, company, LinkedIn).
- During networking breaks, engage in **spontaneous, unscheduled video calls with those around your table**. Simply turn on your microphone and camera to join the discussion at your table.

When you enter you'll be sitting at a virtual table



Move to another table by double clicking on it



The bottom panel can switch on your mic and camera

You can also use you it to chat privately or publicly and to share your screen



- If you want to move tables to speak to new delegates, **double-click on another table** with a spare seat to move there.
- If you are having problems, please join the Help desk in the top right corner of the **Networking Lounge**, or email Hannah.Thomas@informa.com