



COMMUNITY
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2020 CBN vCONFERENCE

Navigating Our vConference

10 September 2020

Empowering You



Welcome to the 2020 CBN vConference



2020 CBN vConference
Navigating your way
through our conference

Thank you for being part of our 2020 vConference, we are excited by the prospect of being able to connect as a Network in a unique and innovative way.

In this pack we will take you through how to navigate your way around our vConference Platform.

Please note:

All internet browsers excluding Internet Explorer will work for our conference.

For our WGIB Brokers please do not access the conference from your RDP.



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Navigating our vConference Marketplace

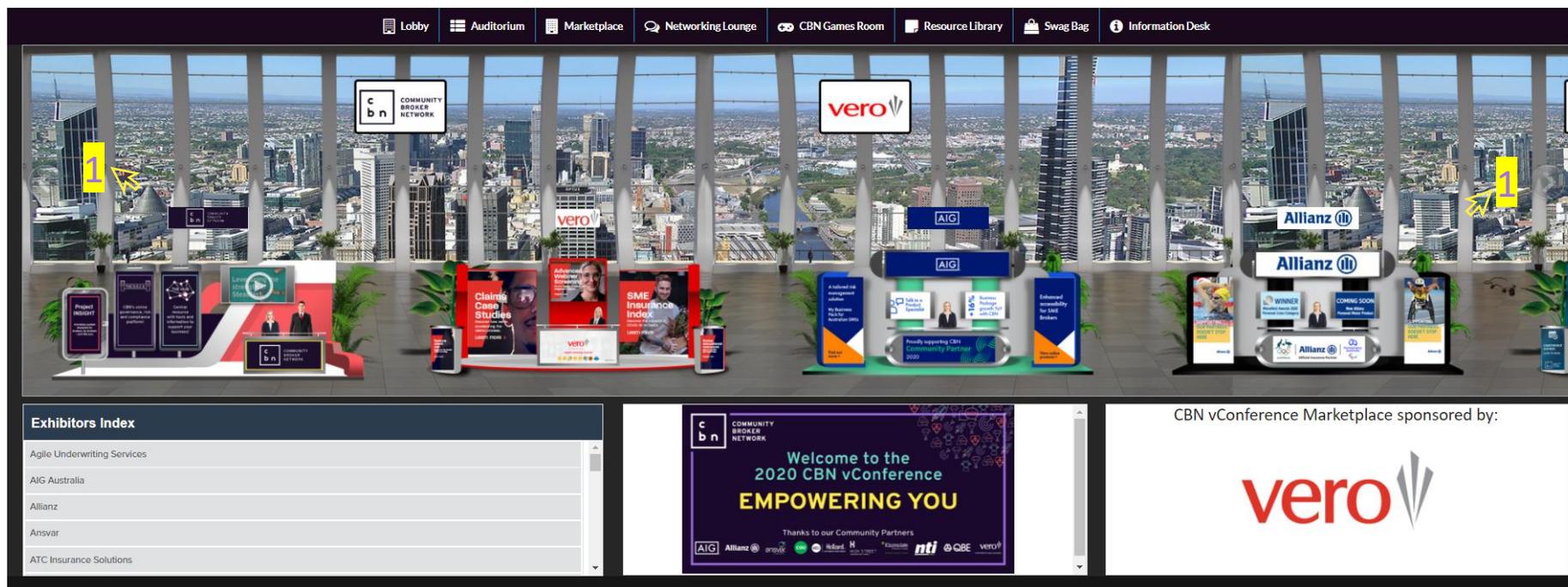
Sponsored by:



Thanking our Community Partners



Marketplace, sponsored by VERO

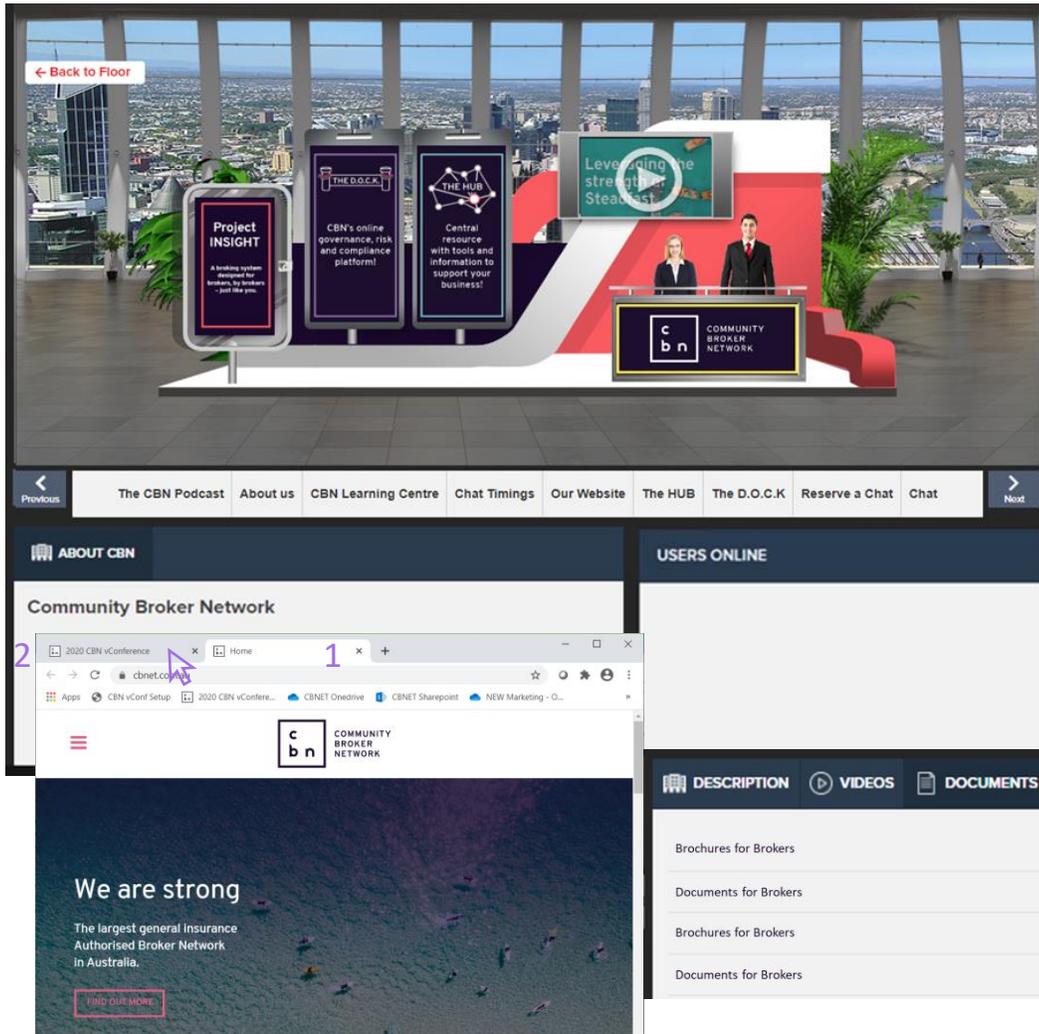


On entering the Marketplace you will find our sponsors waiting for you. To navigate to a particular stand:

1. Place your mouse on the screen of stands in either the left or right sides (you will see faint guide arrows) and the screen will automatically scroll left or right.
2. There is also an alphabetical Exhibitors list for ease of access.

To enter a sponsor's stand, place your mouse on the stand and click or select from the exhibitor list.

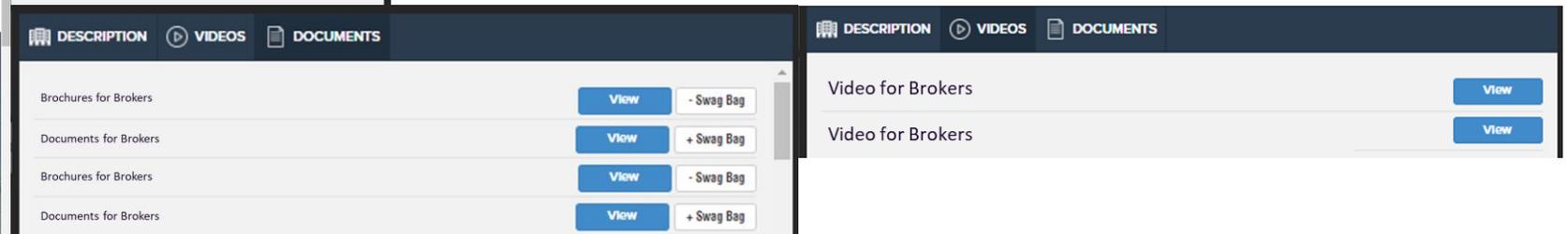
Sponsor Stands



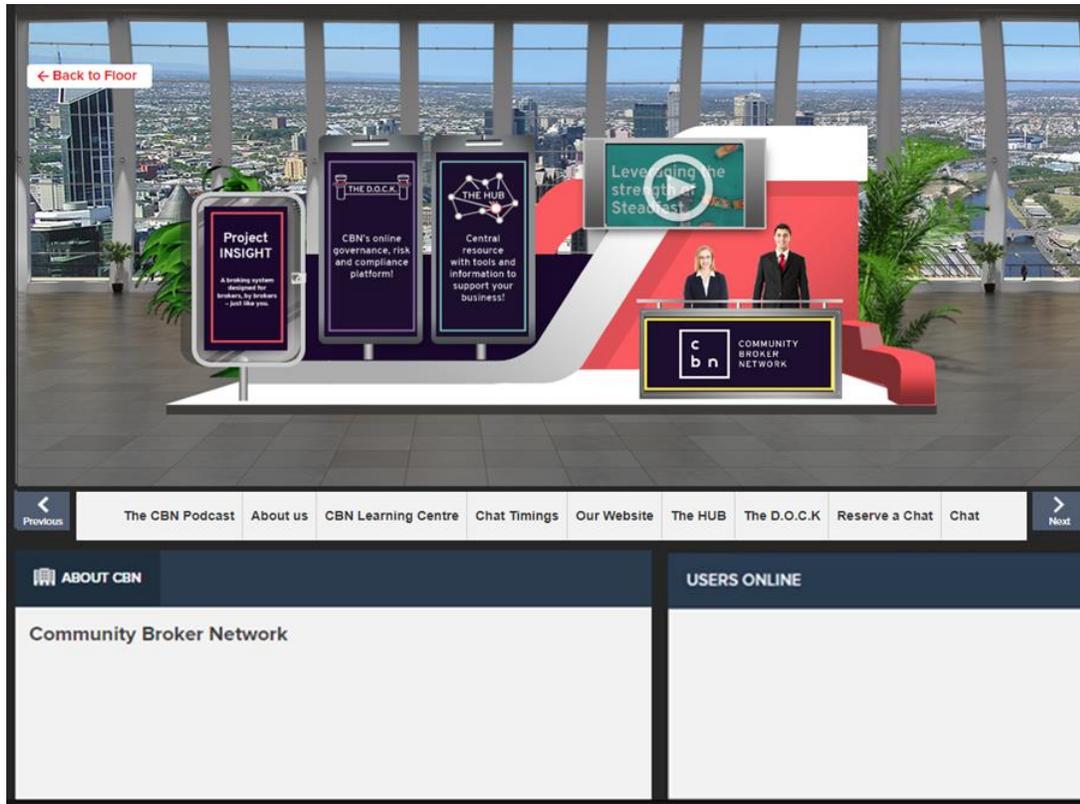
After entering the stand, browse through the different windows and menus available to you.

You can click on the stand windows and the content menus, and they will open new windows in your browser. To navigate back to the conference select the 2020 CBN vConference tab in your browser located at the top of your screen (see 1 & 2).

The Description, Video and Document tabs will provide you with access to content that you can view within the stand space.



Chatting with our Sponsors



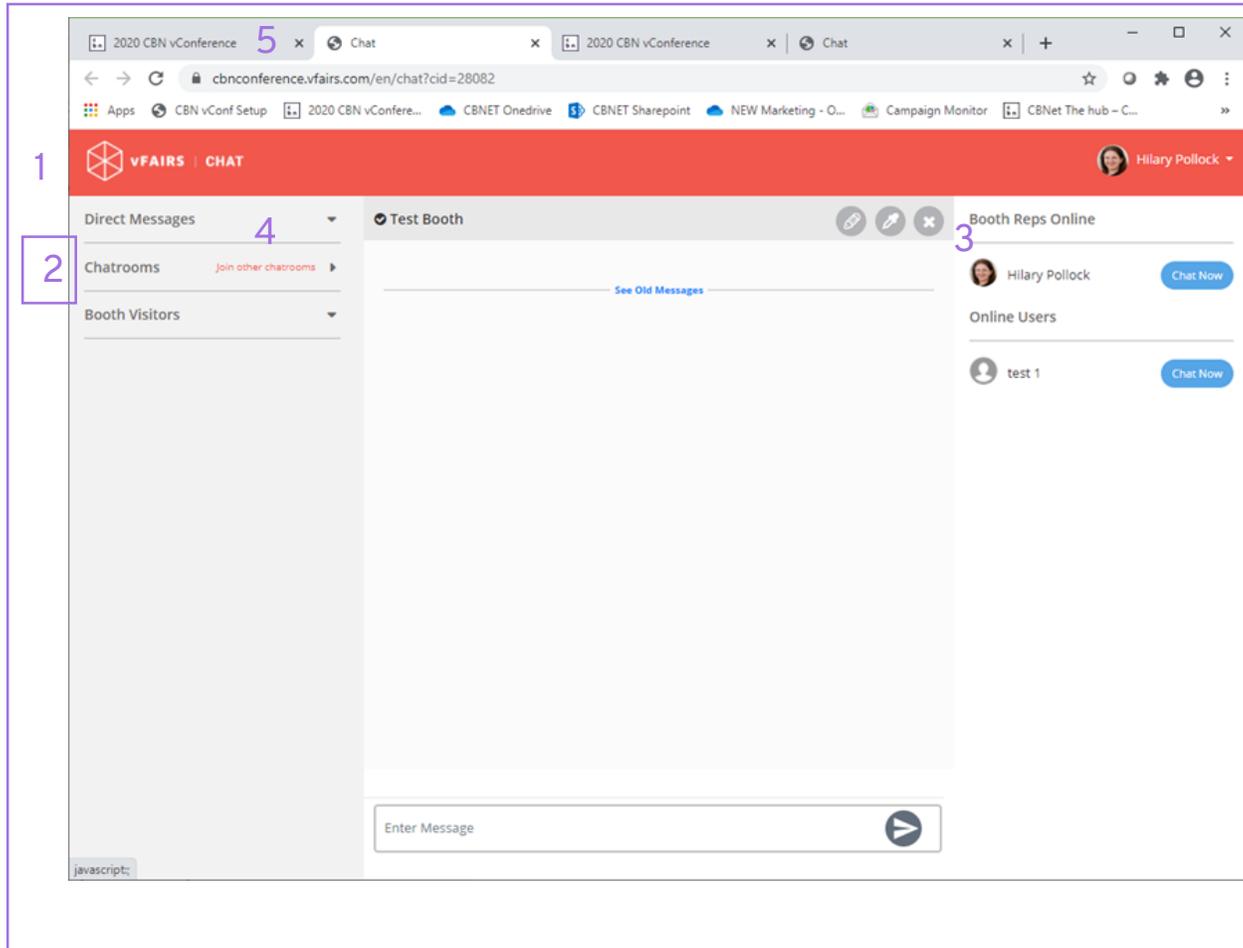
As a delegate, you can see who from the sponsors are online in the “Users Online” window at the bottom of the screen. To start a conversation, use the Chat link in the content bar.

The chat platform is the same for all chat spaces in the event platform. By selecting the chat button on a sponsors page, it will open up into their chat room. Here you can engage with our Sponsors in Private 1:1 or Group chat conversations.

In your Private Chat room, you can choose between voice, video or text messaging conversations.

In the Group Chat, you only have the text function and anyone in the chat room can see the messages posted.

All Chat Rooms



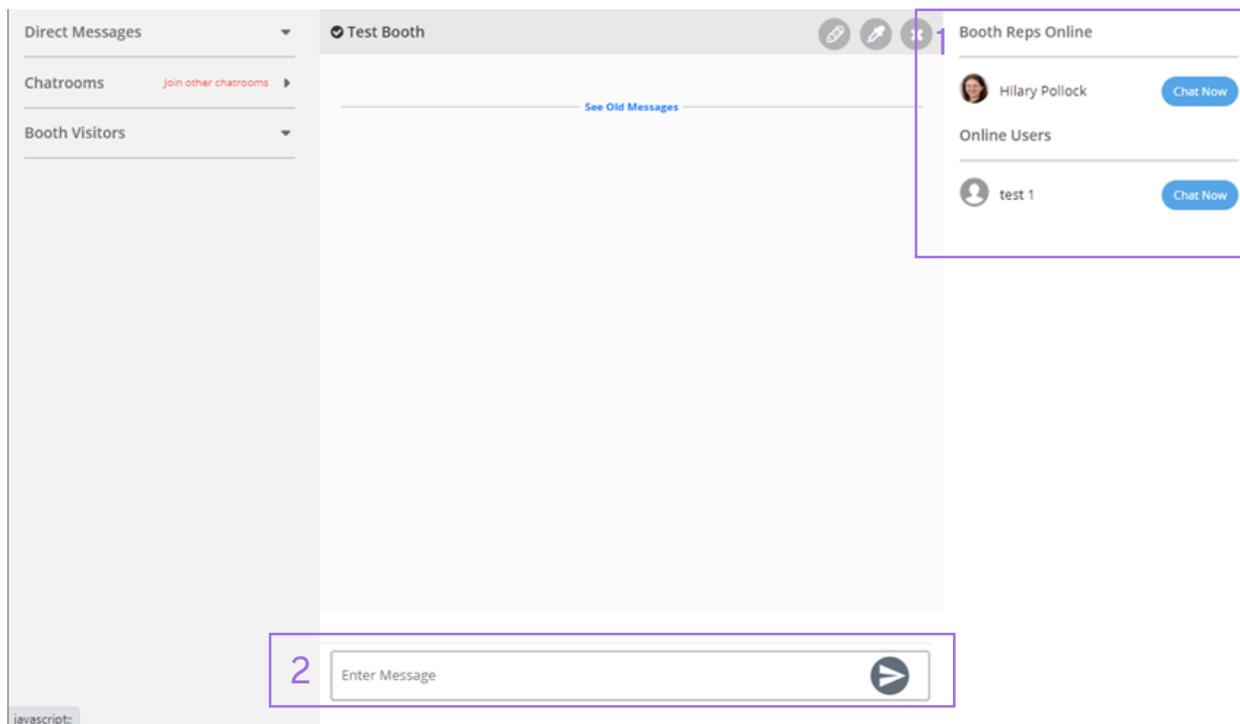
After you have selected the chat link on a sponsor's stand:

1. The chat room will open up and look similar to this image.
2. Any chat rooms you have engaged with will be shown here.
3. You can see who is online from the Sponsor and delegates
4. Any direct message notifications will show in this drop-down box.
5. Navigate back to the conference pages by selecting the conference tab in your browser.

Note:

Both Sponsors and Delegates can engage in a group or private chats by selecting the chat now button.

Engaging: Group Chat



You can engage in a Group Chat either from a sponsor's booth or from the networking lounge.

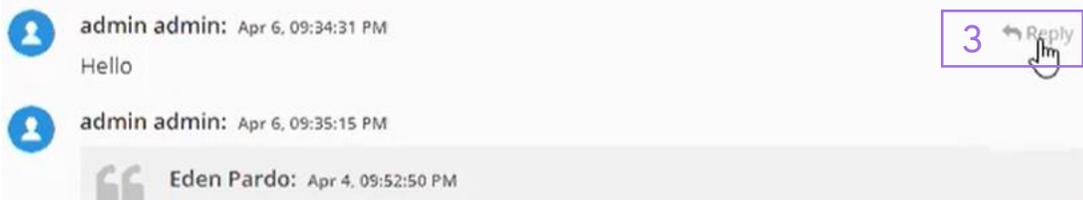
Group Chat

1. On the right hand side of your screen, you can see who is online from the sponsor and the other delegates in your chat room.
2. To begin a group chat, start typing your message in the "Enter Message" bar and press the arrow to submit the question or comment.
3. To reply to a specific question or comment, press the reply button.

All text conversations placed in the group chat area are visible to those who are in the chat room only.

Note:

All text messages (group or private) are recorded and transcripts are available.



Engaging: Private Chat

1 Test Booth Booth Reps Online
Hilary Pollock Chat Now
Online Users
test 1
Enter Message

2 test 1 Online
Hilary Pollock
test 1
Profile
Email: hilary.test@vfairs.com
First name: test
Surname: 1
Download Profile
View Full Profile
4 Enter Message

Private Chat

To engage in a private chat simply:

1. In the main chat room, you can see who is online and to chat to any of them, place your mouse over the name of the person you and select “chat now”;
2. This will open a new window where both parties can engage with each other in a 1:1 situation – with the profile of the person you are engaging with will be shown here;
3. To connect select either voice, video; or
4. Use the chat function.

** Private chats are only 1:1 and video and voice are not recorded.

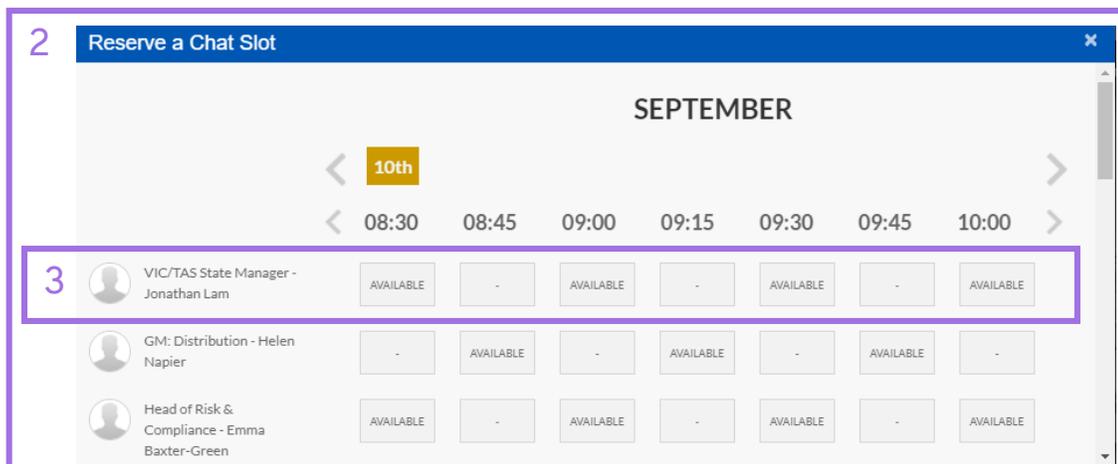
Depending if the delegates have elected to share their details, the profiles of both will be seen once you select their name.

Engaging – Booking an Appointment



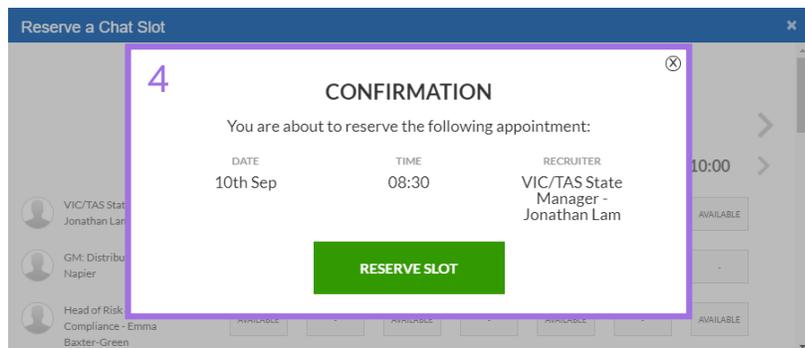
If you need to meet with a sponsor simply:

1. Select “Reserve a Chat” link from the their stand page.
2. A window will open showing the available times of each representative.
3. Select the delegate and an available time.
4. A confirmation window will open, select “Reserve Slot” to book in the meeting



An email is sent to both parties to either accept or decline the invitation with the response being sent to the requestor.

At the confirmed time, enter the Sponsors chat room and connect with the Representative you have requested to see by selecting “chat now” against their name.



Note:

It is the responsibility of both parties to log in to the chat space for the conversation at the booked time. CBN is not responsible for any meetings being missed. We encourage sponsors not to be in a 1:1 conversations close to a booked timeslot.



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Thank you

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