NEPIC VIRTUAL EVENTS & CONFERENCES

User Guide for Delegates & Guests

Welcome to the Delegate User Guide for NEPIC online events.

NEPIC have teamed up with an events management company (Fresh Start Events) to use their FLOOR online event, conference and exhibition platform.

This guide will step you through the process of joining the FLOOR platform and the functions available to you once you have joined.

Joining the FLOOR Platform

IMPORTANT: Please ensure you have registered and accessed the event platform before the day of the event. If you have any issues (e.g. corporate firewall blocking access) it will be challenging to resolve this on the day itself.

You will receive an invitation from the event organiser with a URL link to join and register as a delegate. Click on this link.
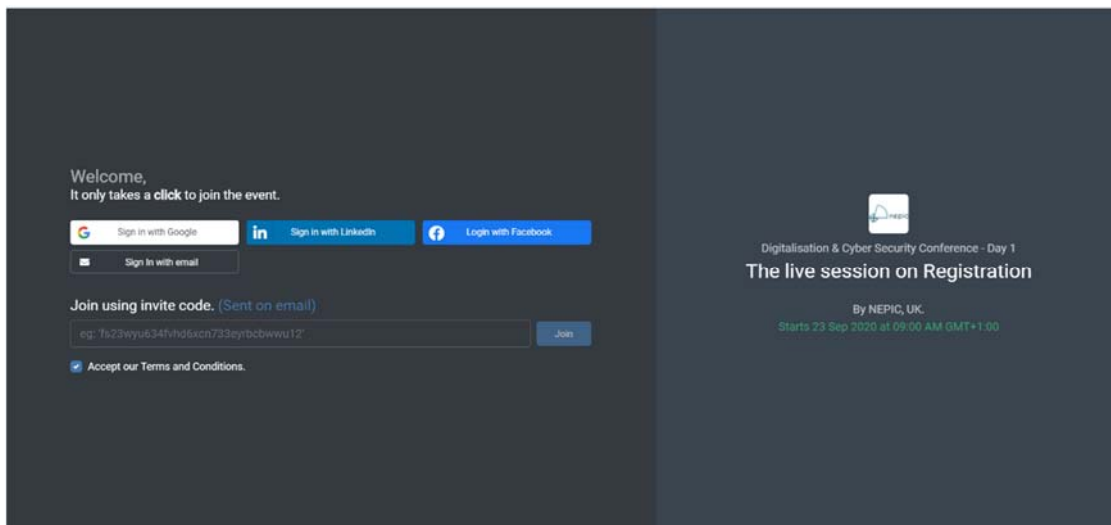
IMPORTANT: Ideally please use **Chrome** or **Safari**. Other browsers have security issues with the FLOOR platform.

This will then direct you to the web page below (seen through a browser)

The form asks you to register in one of four ways:

1.   Google
2.   Facebook
3.   LinkedIn
4.   Email

Please note: If you choose Google, Facebook or LinkedIn the form will try to extract your information directly from your profile on that platform. This may be your personal profile and not your business profile.

Selecting Email as the registration type will then send you an email with a button that says 'Click to Join'

Check your inbox and Spam folder for this email. Once you click it then asks you

- Your name
- Your organisation or company
- Your designation (job role)
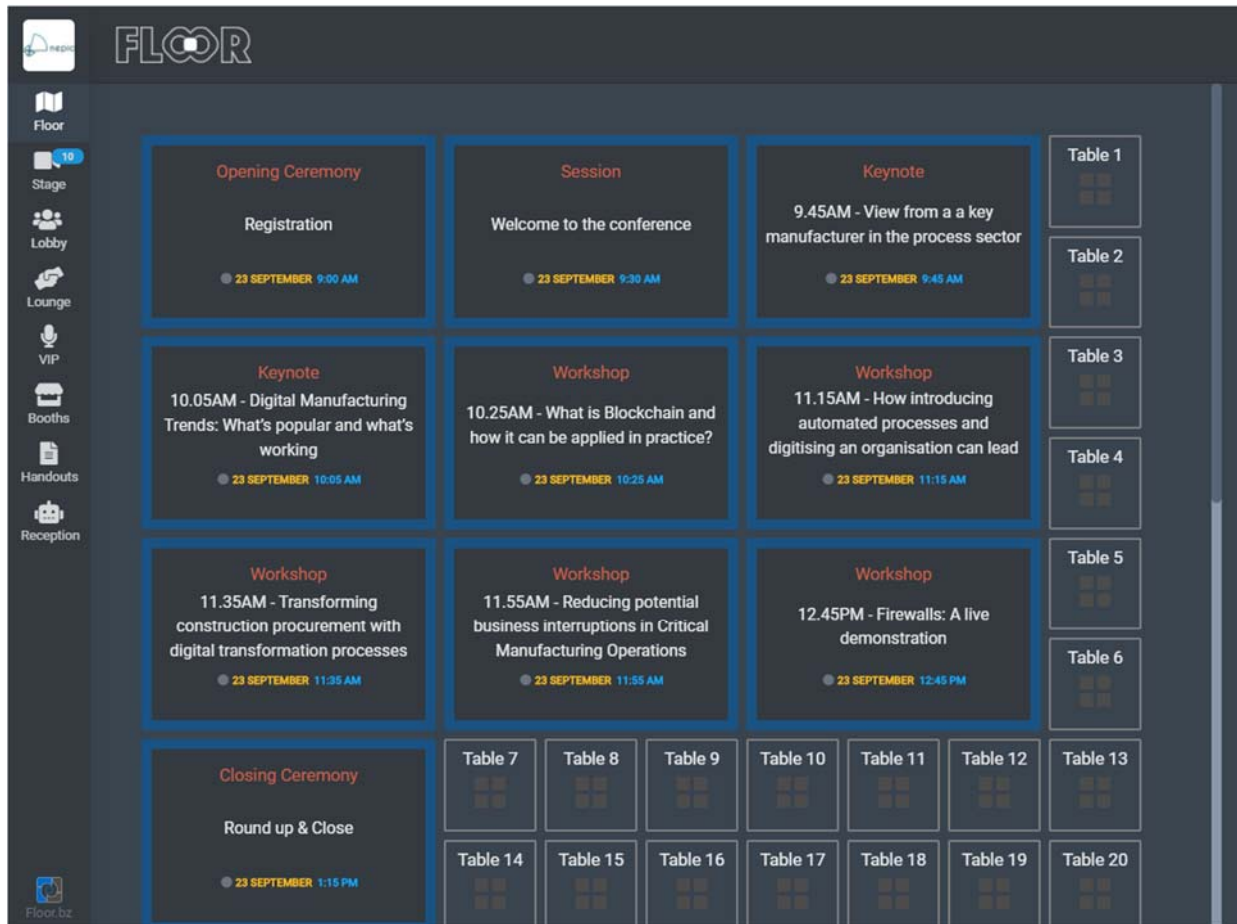- City
- Country
- Phone number (plus country code)

Once you have completed registration, the event FLOOR platform will open and you will arrive in the section called registration.

Edit your profile
You can check (and edit) your profile by clicking your image (this will most likely be a coloured circle with the first letter of your name) at the top right of the screen.

Registration
You can immediately see the event agenda and icons to navigate around the FLOOR platform. Hover over the Registration details and click 'Join Room' to access registration.
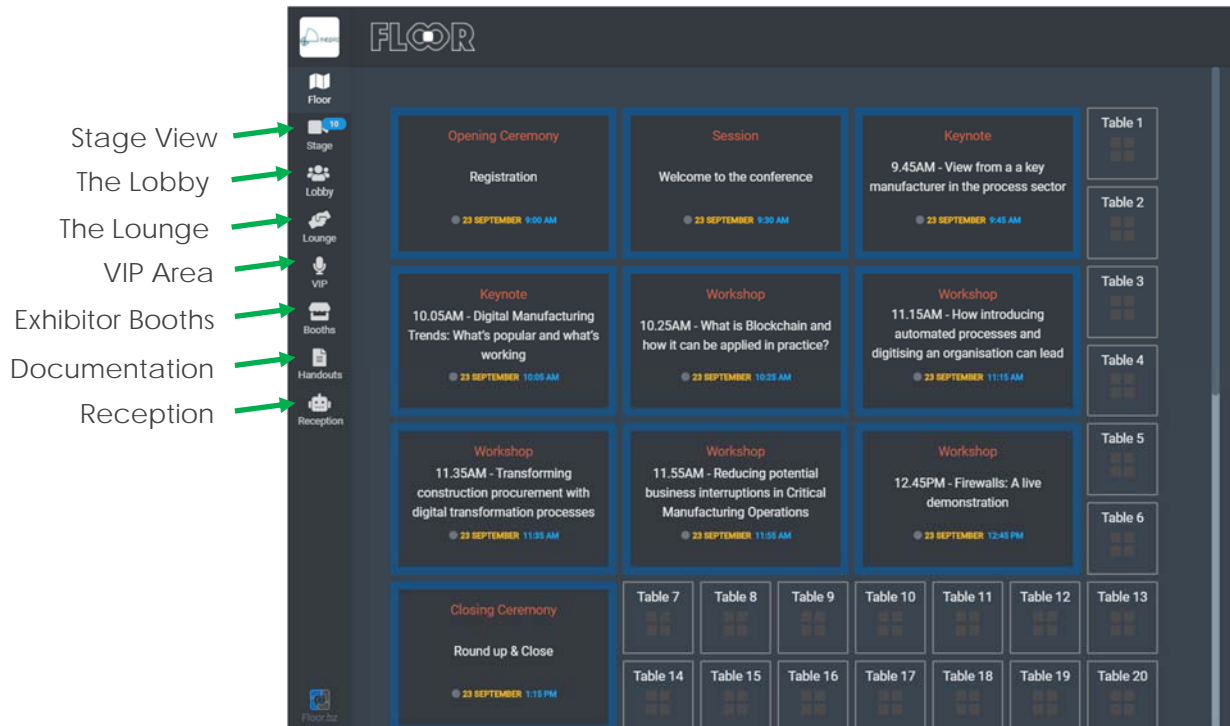
Navigation Around the FLOOR Platform

Explanation of the platform areas:

Stage View
The Lobby
The Lounge
VIP Area
Exhibitor Booths
Documentation
Reception

Floor

- This a snapshot view of the overall event.
- You can see the seminars, workshops and sessions being held on the day along with the presenter details, the session title and the start time.
- To attend any of the sessions hover over the session details and click "Join Room".
- You are now in the virtual room for that session and will be greeted by a background image with session details if the session has not yet started, or you will see the presenter if the session has begun.
- The presenter cannot see you enter (or leave) the session, nor can they hear you, so you do not need to be quiet!
- Over on the right side of the screen you have a block of icons:
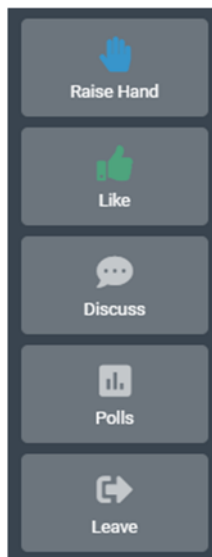
Raise Hand | If the presenter has allowed it, you can raise your hand to ask a question

Like | Give a thumbs up if the presenter says something you like or agree with

Discuss | A chat box where you can message the presenter. Everyone in the audience can see your message.

Polls | If the presenter runs a poll, you can cast your vote here.

Leave | Exit this session to move elsewhere on the FLOOR platform.

Explanation of the platform areas: *(continued)*

Stage View

- See just the agenda of speakers and presentations at this event
- In this view you won't see the tables in the lounge area or the Exhibitors and VIPs.

The Lobby

- See who else is on the FLOOR Platform and chat/interact with them.
- Click on Audience to see who is there.
- Click the chat speech bubble next to another delegate to send them a message.

The Lounge

- The FLOOR Platform has twenty tables of four are available for 'virtual' meetings
- Ask another delegate to meet you at a table or join in with an existing conversation
- Once in a meeting room you can leave your meeting public (so others can see your room and join the meeting) or click private to block other delegates from entering.

VIP Area

- Reserved for speakers and sponsors
- Delegates can message VIPs who are showing as available and arrange a meeting or chat in their private booth

Exhibitor Booths

- See who is exhibiting at the event and who is available for a meeting.
- Exhibitors are a great source of useful information, so it is highly recommended that you drop by for a visit and short meeting.
- If an exhibitor is showing as busy (i.e. in another meeting) hover over their logo and click the chat box to message them.
- If an exhibitor is showing as unavailable, they are away from their booth but can still be messaged to arrange a meeting.

Handouts and documentation

- Check this area to see if any handouts have been provided by the event organisers, the speakers, event sponsors or the exhibitors.

Reception

- Reception is where you will find details of the event hosts and can reach out if you have any queries or require support.