Visitor how-to guide

Patient Safety
By Informa Markets

Live in-person: 29 Sept - 1 Oct 2022
Online: 22 Sept - 14 Oct 2022

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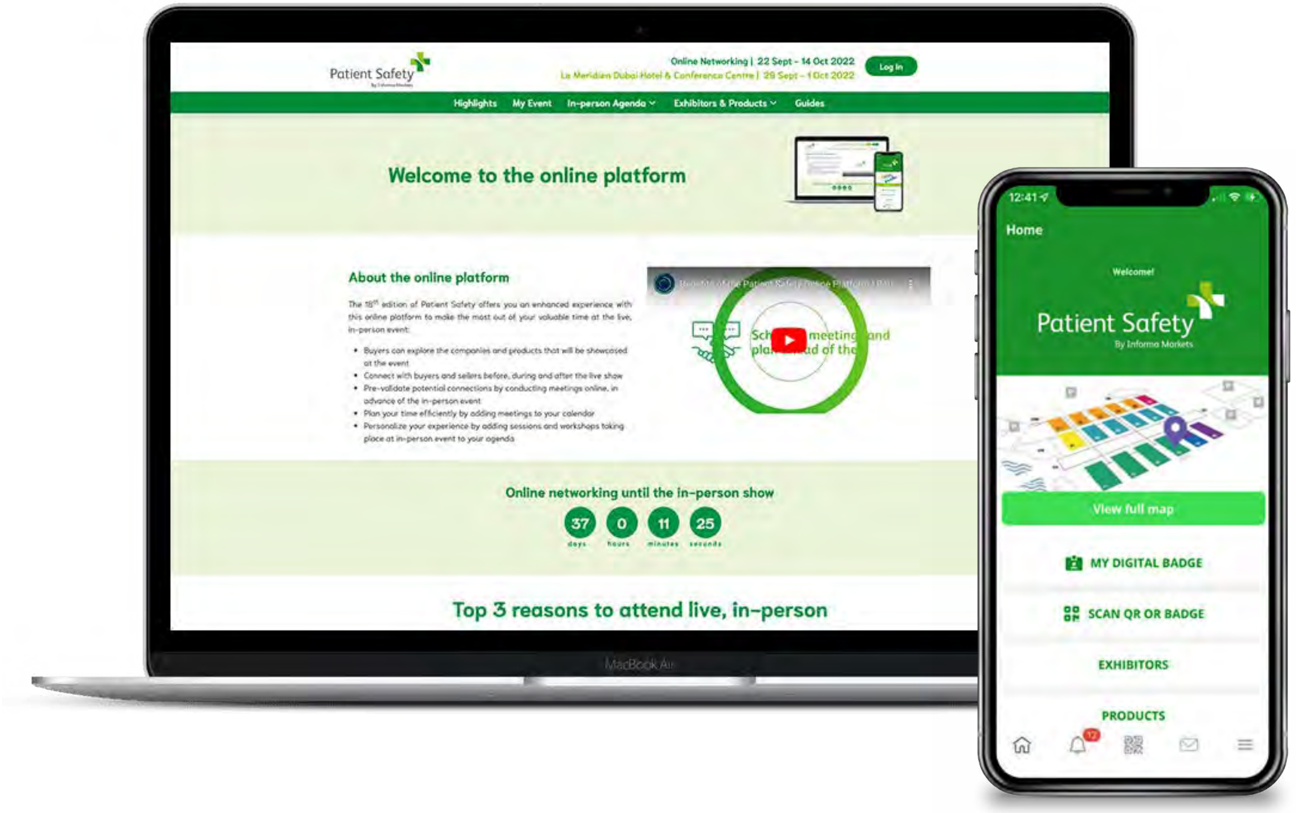
Introduction

Our Patient Safety Online platform has been re-designed to give visitors a more personal, more rewarding experience, creating more opportunities to discover the most relevant companies, products, peers and content.

- View profiles of companies, products
- Interact with exhibitors through in-platform meetings and messaging
- Favorite companies, products and people for easy reference
- Bookmark sessions taking place in-person and add them to your agenda
- Access your digital badge for easy access to the event
- Navigate the show floor using the Onsite Floorplan
- Access the event using your desktop or mobile app for your convenience



Setting up your personal profile

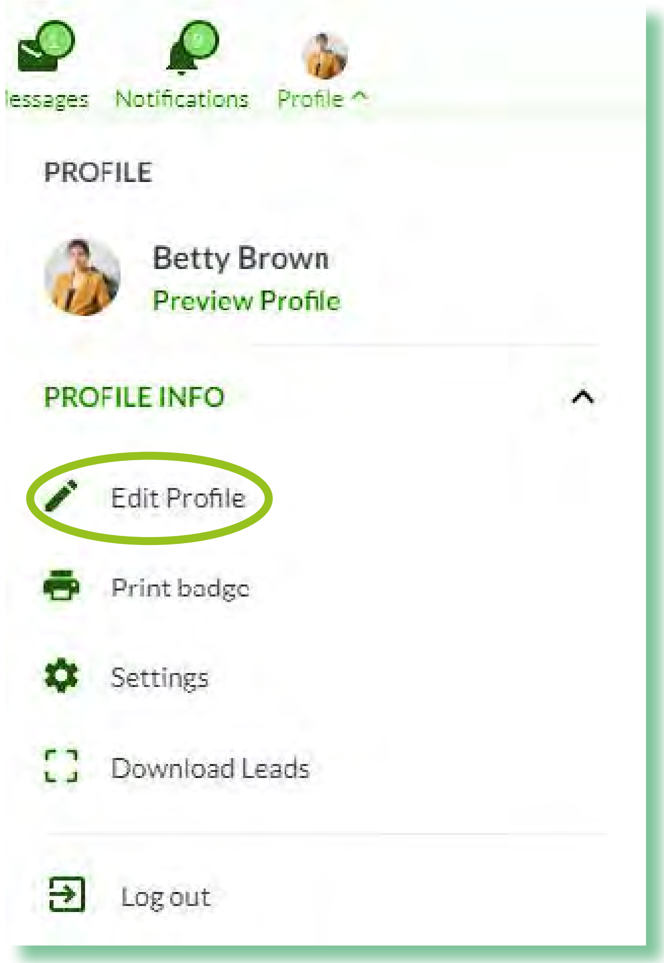
Setting up your profile

Taking a few minutes to update your profile will help you to get the most out of the event. A complete profile ensures that you're getting the most relevant search results

You can access You can access 'Edit Profile' by clicking on the profile picture in the upper right and then selecting Edit Profile

Within your profile you can:

- Update your profile information & contact details
- Give more information about what you are looking for by answering the additional questions
- Add a photo to be easily recognised
- Choose your notification settings
- Find your badge

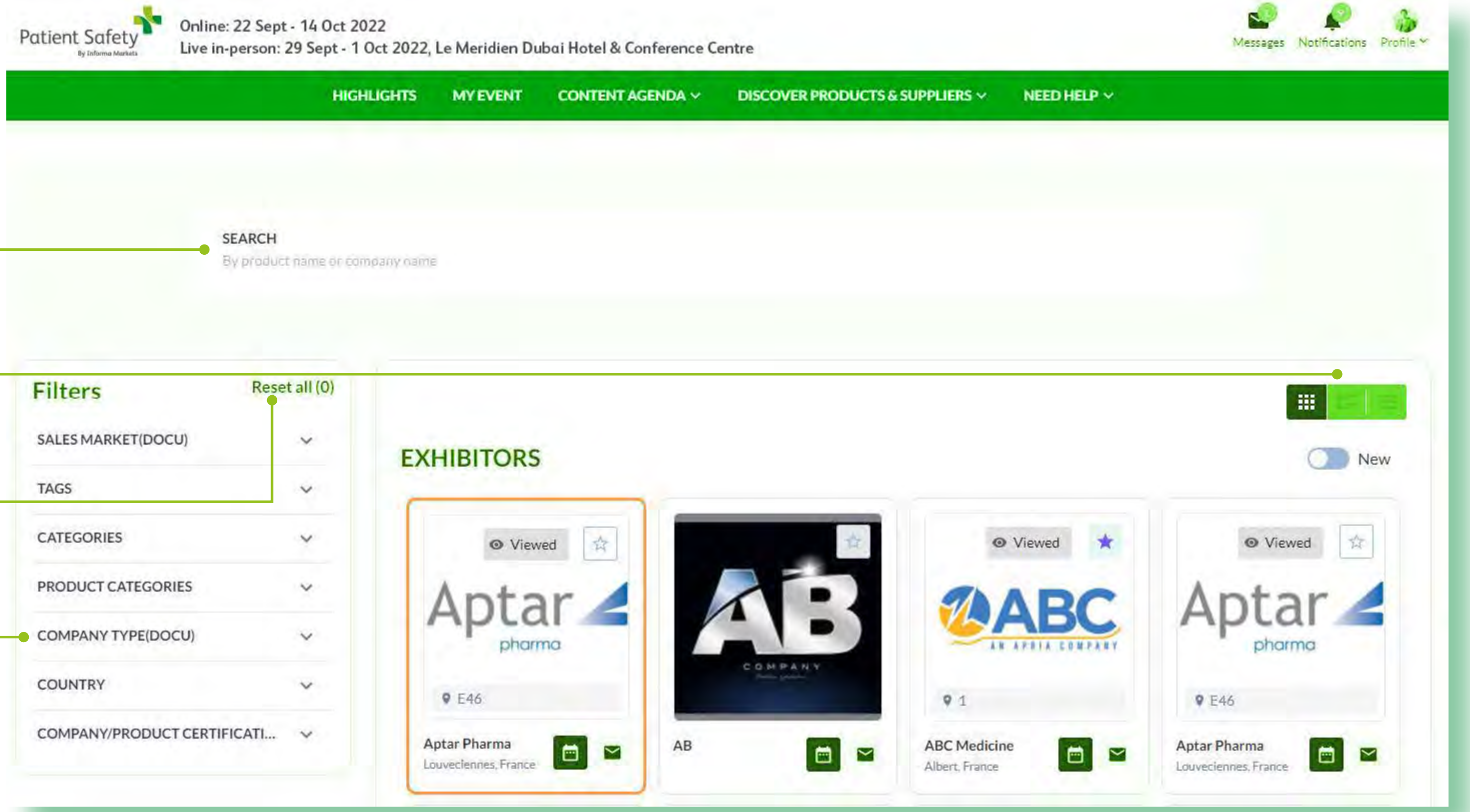


Discovering exhibitors & products

Browsing exhibitors & products

Click on 'Discover Products & Suppliers' in the top navigation.

On this page you can browse all the exhibitors and products at the event. Click on any of the exhibitor profiles to see more detailed information.



Type the company name or product name into the search bar, then press enter to view your search results.

Switch from the exhibitor profile view to a detailed list view or a simple list view.

Click on Reset All To clear your search

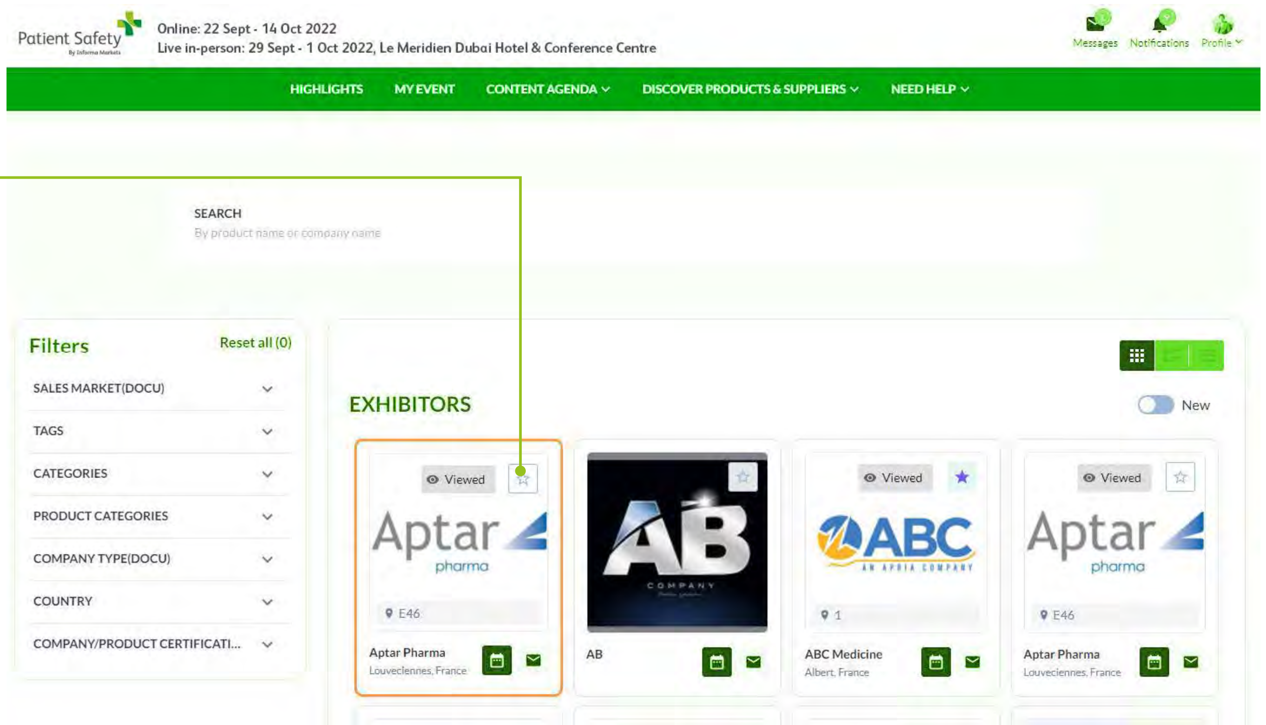
Use the filters to narrow down your search

Saving and viewing your favorites

Throughout the platform you will see a star icon. Clicking the star adds the item to your list of favorites; clicking again removes the item from your list of favorites.

When you've favorited something, you'll notice that the star icon gets colored in.

To view all of your favorites, click on "My Events" in the navigation bar, then click on "Favorites" in the right menu



Messaging & meetings

Sending & viewing messages

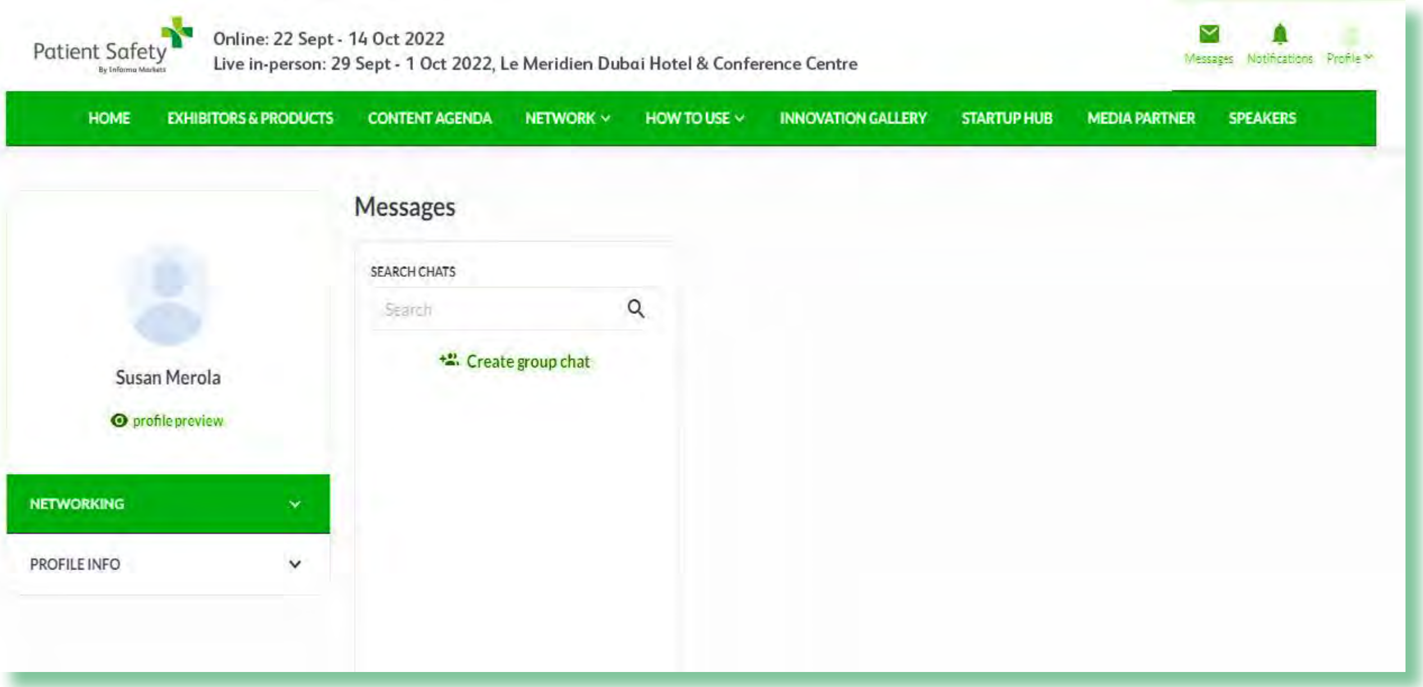
Throughout the platform you will see this Message icon on all company, product and some people cards.

To send a message, click on the icon and begin typing your message.

At the top right of the page you'll see Messages and Notifications. When you receive a message, it will appear in **Messages** and you will receive all notifications under **Notifications.**

You can view and search all of your messages by clicking on the profile picture in the upper right, then choosing Messages in the Networking section of the drop-down menu.

From this page you can also create group chats.



Requesting a meeting

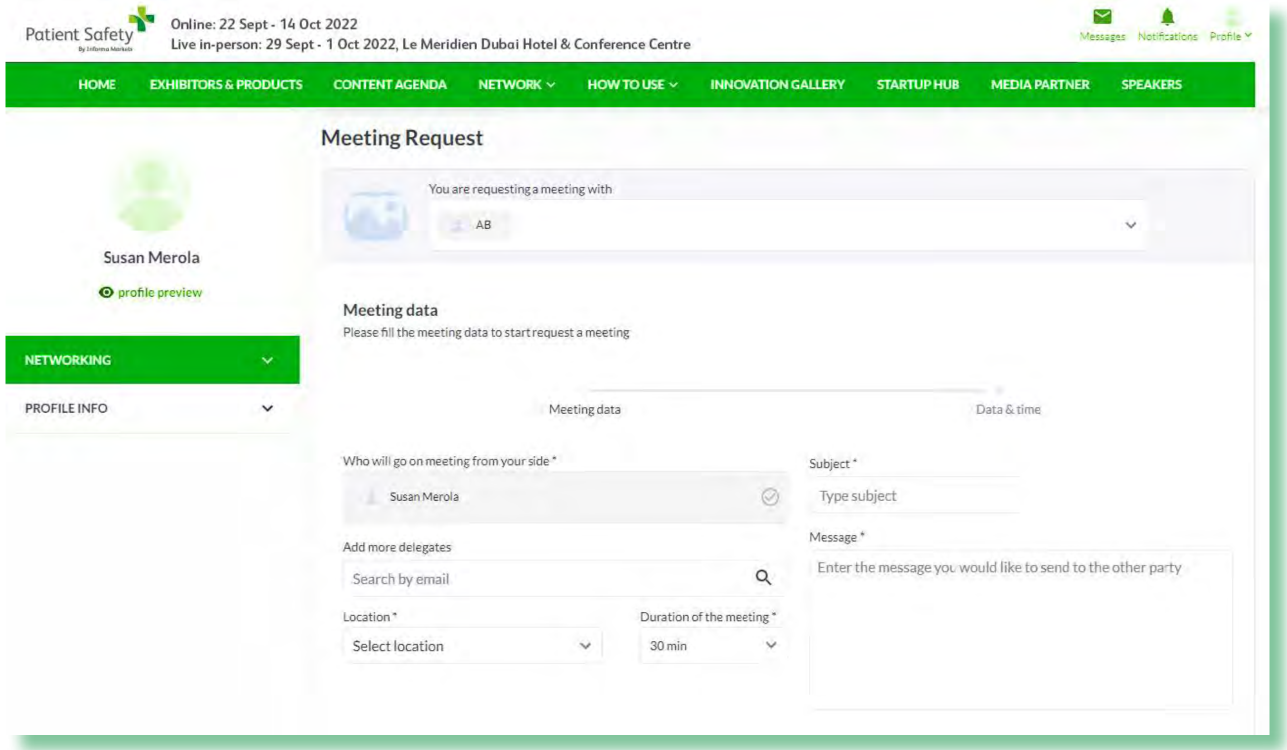
Throughout the platform you will see this Meeting icon on all company, product and some people cards.

To request a meeting, click on the icon and begin filling out the form.

In the first step you'll be asked for:

- Subject - what is the purpose of the meeting?
- Message - a short message about why you want to meet
- Others you wish to invite (optional) - Invite others to join your meeting using their email address
- Location to meet (online or at event)
- Duration of the meeting

In the second step, you'll be asked to select a date and time for the meeting and then your meeting request will be sent to the other party when you click the Request Meeting button.



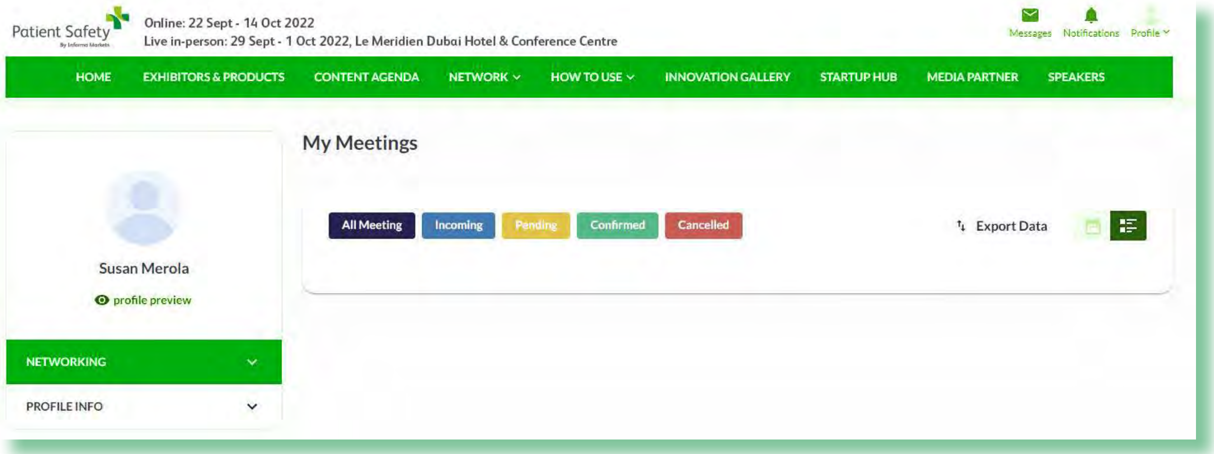
Viewing & managing meetings

On the My Meetings page, you can see all your meeting requests along with the status of each.

To navigate to My Meetings, click on the profile picture in the upper right, then click on My Meetings in the drop-down menu under Networking.

On this page you can accept or decline a meeting request, as well as reschedule or cancel a confirmed meeting. It is good business etiquette to action all meeting requests that you receive.

There is both a list view and a calendar view.



Starting your virtual meeting

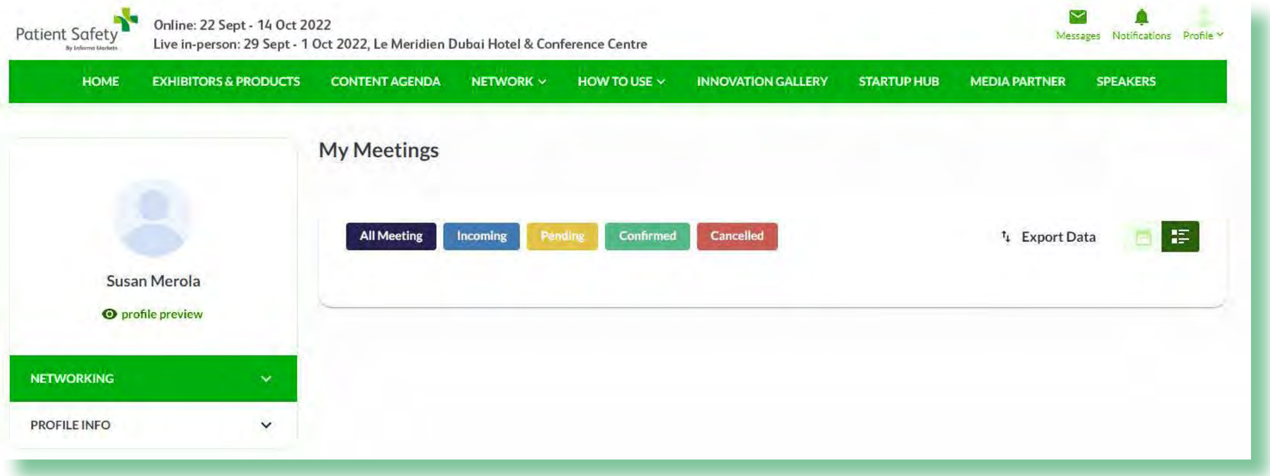
The My Meetings page is also where you'll go to join your meetings.

For each of your meetings you'll see a countdown clock and a greyed out Join button as seen here:

When it's time for a meeting, the Join Room section will turn green, and you can simply click it to join your meeting.

On the next screen, click Continue so a quick microphone and camera check can be done, then on the next screen click Join Room.

Please note, you can join up to 10 minutes before the start of your meeting. The meeting room will also stay open should the meeting run over.



Sessions & speakers

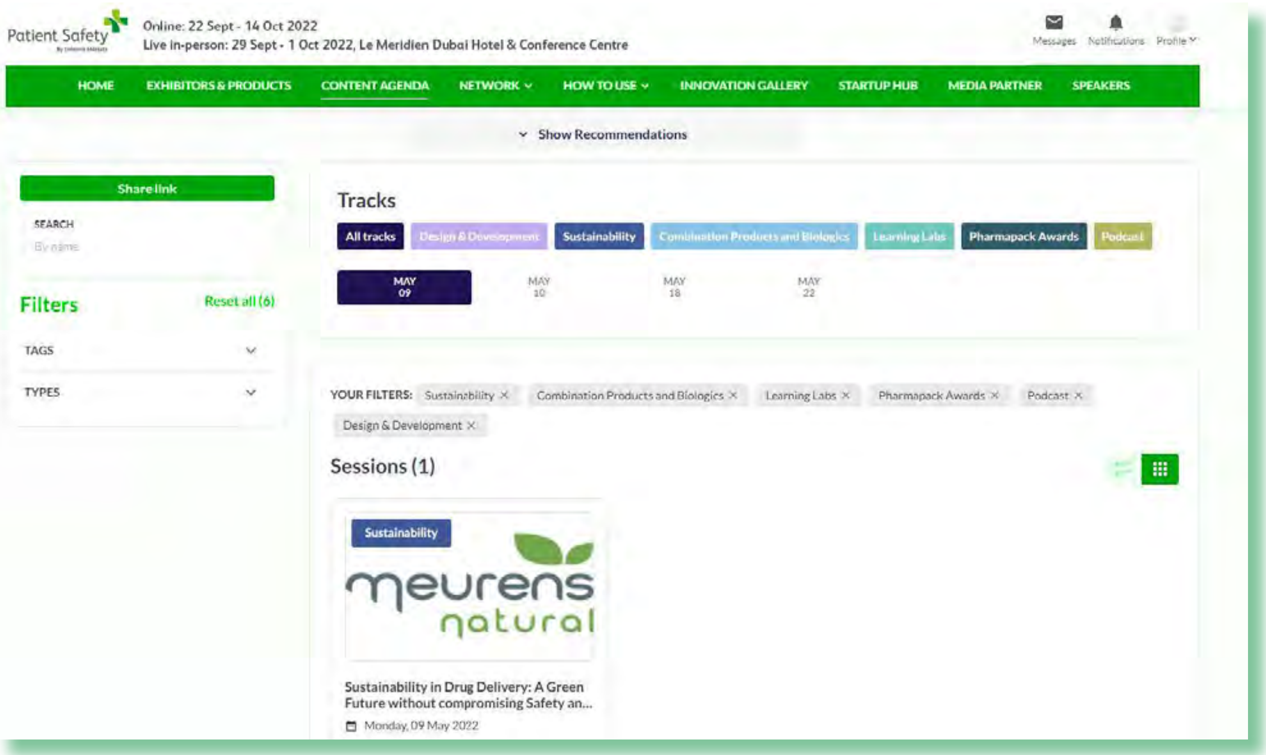
Finding sessions

To see the sessions being offered click on Content Agenda in the top navigation.

On this page you can then view sessions by:

- Track
- Day
- Tags
- Types

You can also use the search bar on the left to search for a particular session and you can view your personalized session recommendations at the top of the page.

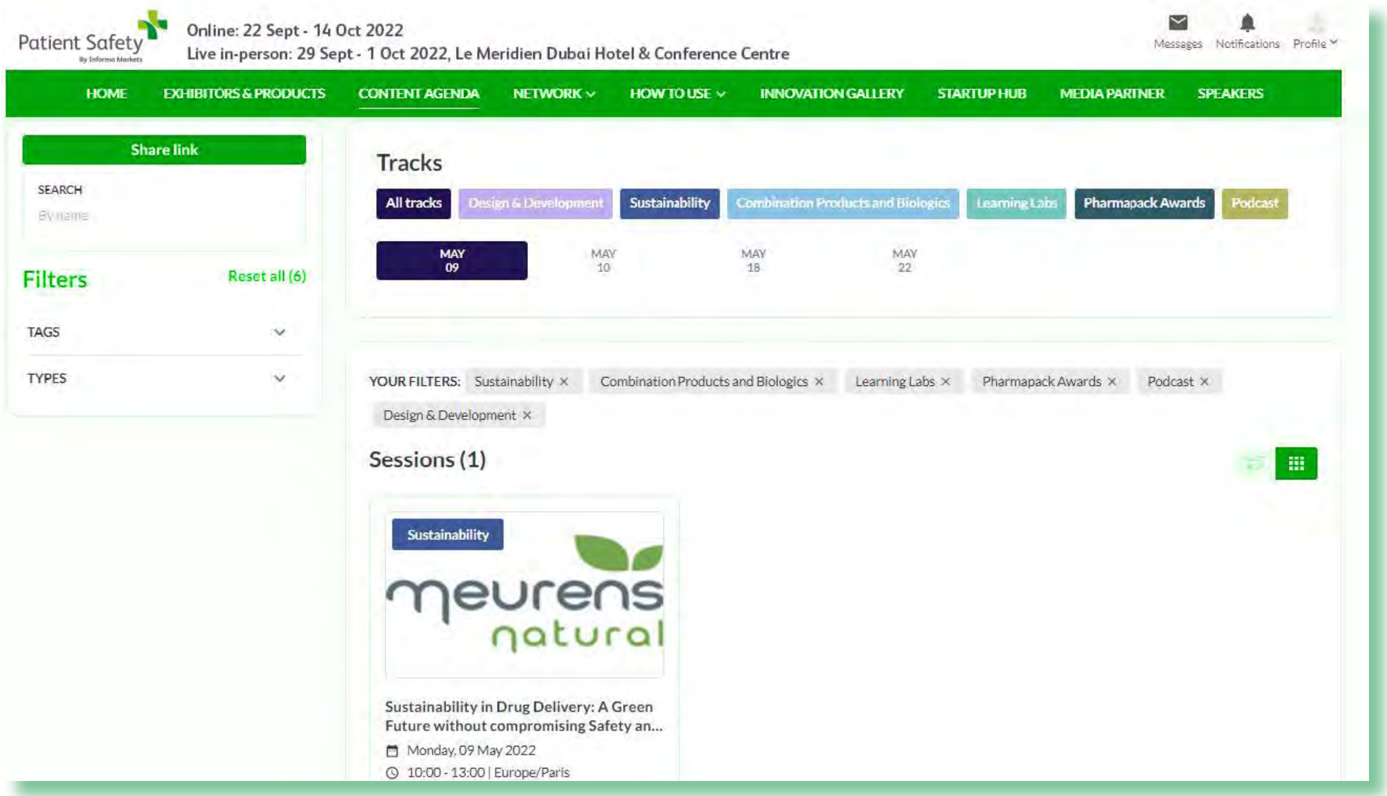


Adding sessions to your schedule

From the Content Agenda page you can easily add sessions to your personal schedule.

When you find a session that you'd like to attend, just click on the + My Schedule button at the bottom of the session card:

+ My Schedule



Joining a session

NOTE: This is only applicable for Online sessions. The majority of sessions at Patient Safety take place live in person at the venue and not Online.

On the My Schedule page you can see all of your scheduled session and join each session at the scheduled time.

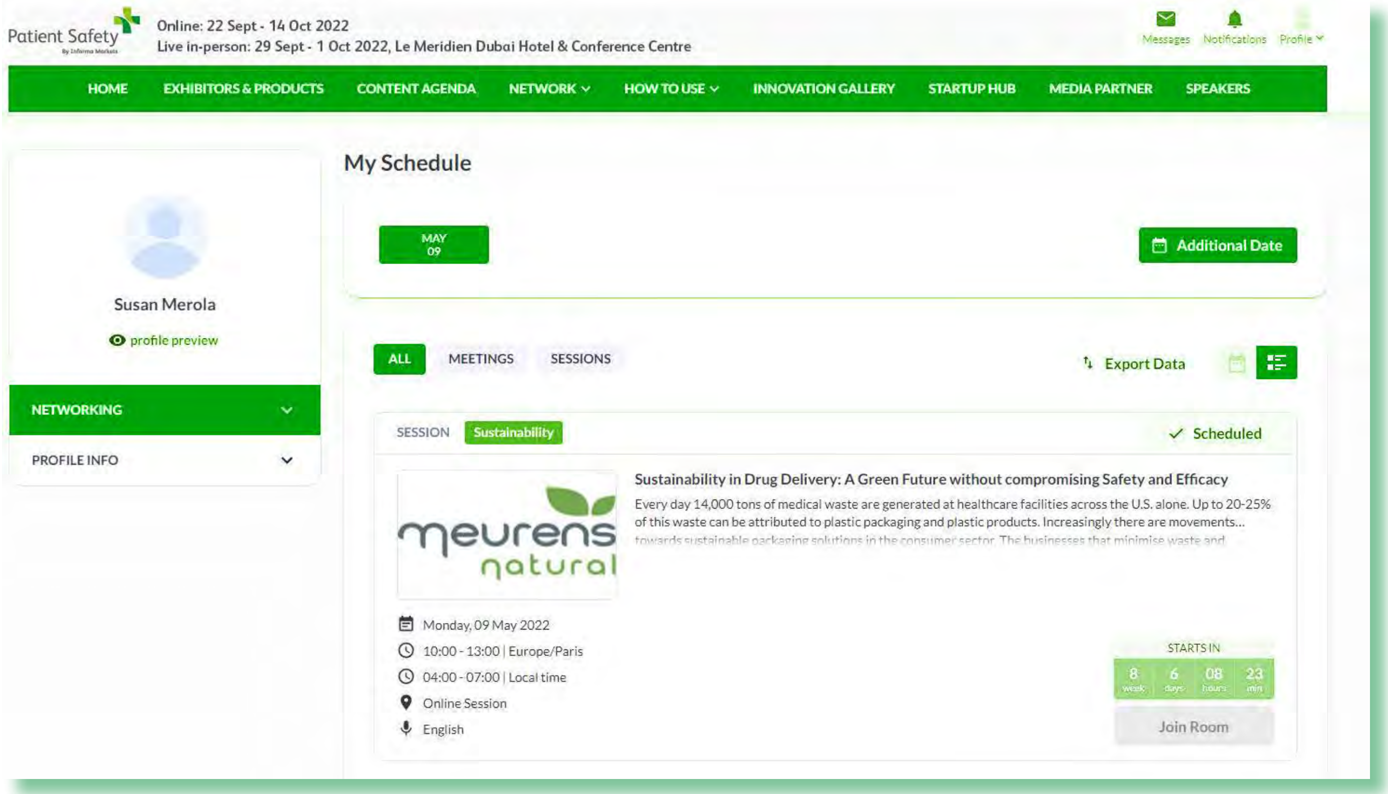
To navigate to the My Schedule page, click on the profile picture in the upper right and then choose My Schedule in the Networking section of the dropdown menu.

For each of your sessions you'll see a countdown clock and a greyed out Join button as seen here:

When it's time for a session, the Join Room section will turn green and you can simply click it to join.

On the next screen, click Continue so a quick permissions check can be done, then on the next screen click Join Room. Should you need to do any quick troubleshooting, click on the I in the upper left of the screen.

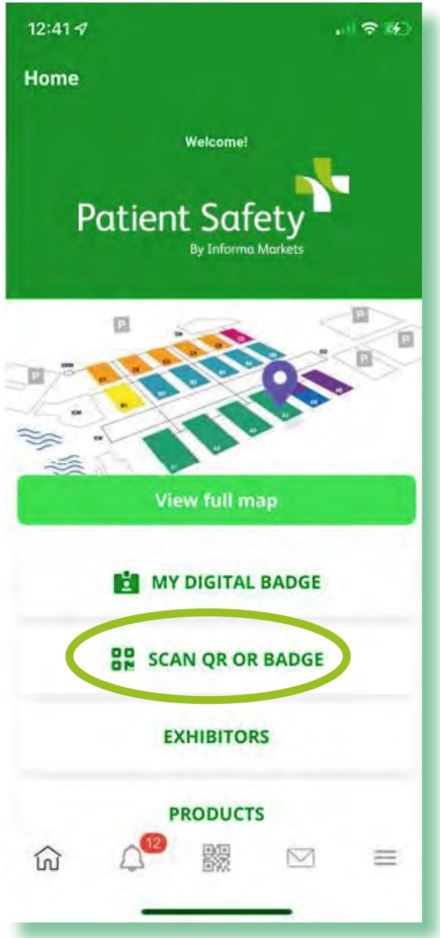
Please note, you can join up to 10 minutes before the start of your session.



Lead retrieval

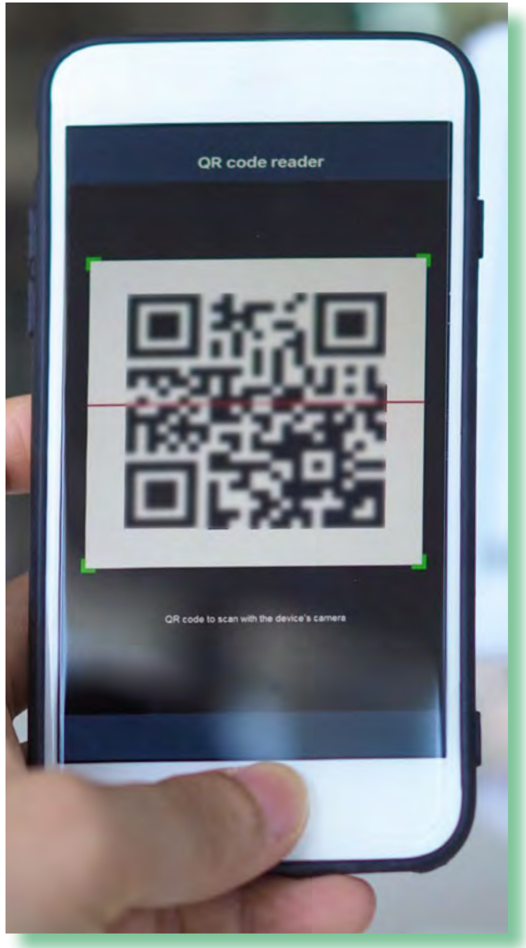
Scanning badges & QR code

Visitors at the event will be able to scan company and product QR codes while onsite, but will also be able to scan exhibitors and other attendee badges.



- once logged into the app, click “scan QR or badge” tab on main screen.
- This will open your camera so you can scan the badge. When the camera is pointed at the badge, it will automatically scan.
- When scanning and the QR code for a company or product, use your phone’s camera to scan and it will open the app automatically.

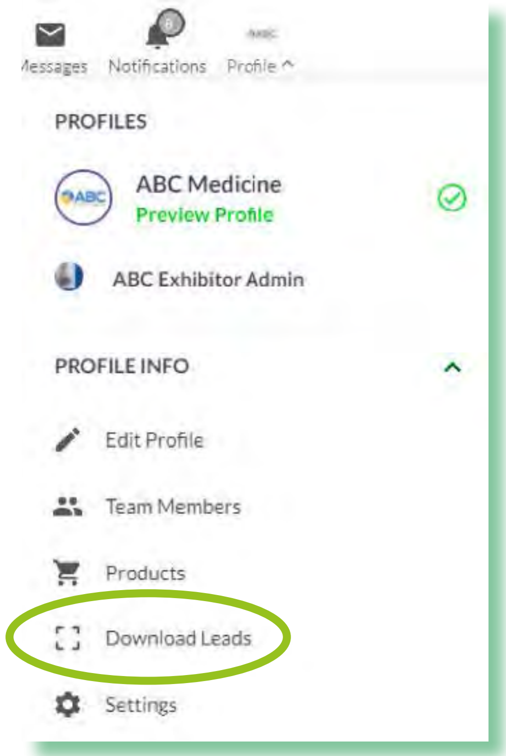
Any badges or company/product QR codes that you scan will automatically be added to your favorites.



How to download my leads?

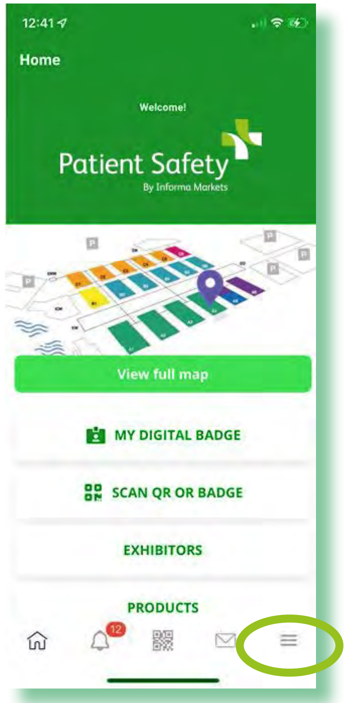
Leads can be downloaded from your desktop.
From your personal profile you can only download your own leads.

On your desktop go to your profile & download leads

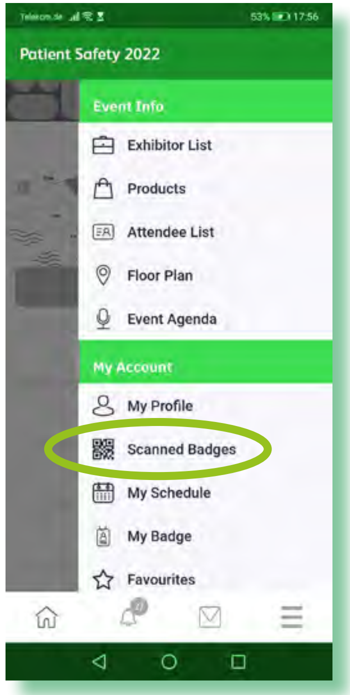


In the mobile app:

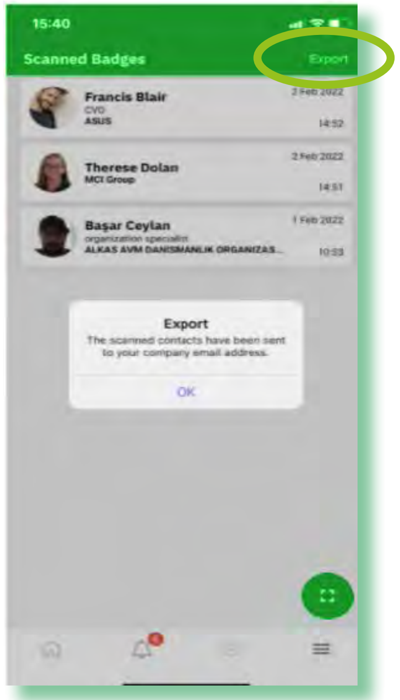
Step 1: Go to menu in the bottom right of your screen



Step 2: click on scanned badges



Step 3: click on export



Note: Visitors will also be able to scan exhibitor badges. If a visitor scans your badge then they will be captured as one of your leads.

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