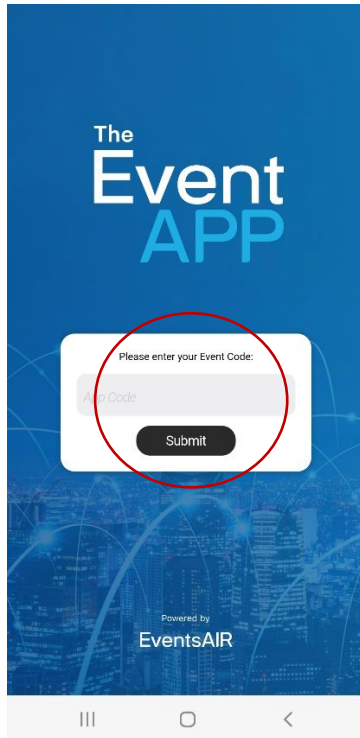


Installing the Conference App

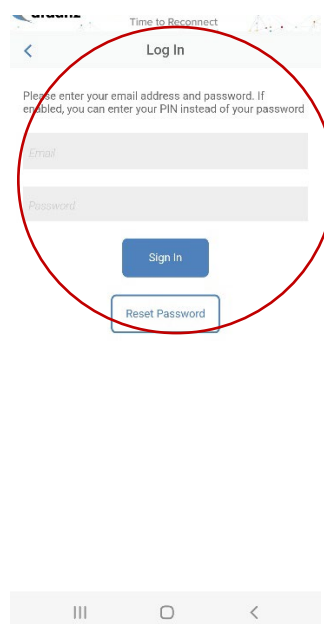
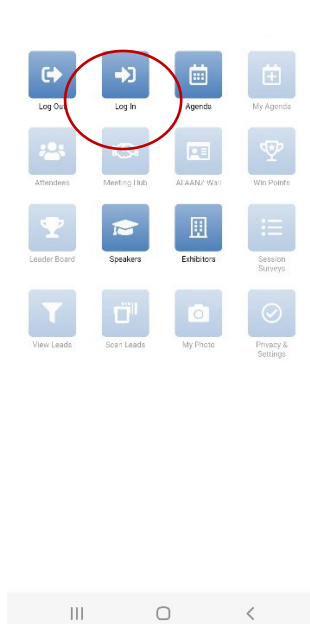
Step 1 – ensure your device is up to date and you have full access to all features

Step 2 – Search for “the event attendee app by eventsair” in your app store and install. If you have installed previously, please ensure it is up to date

Step 3 – Open the app and enter the event code “IPSHA24” (this is not case sensitive) and “submit”

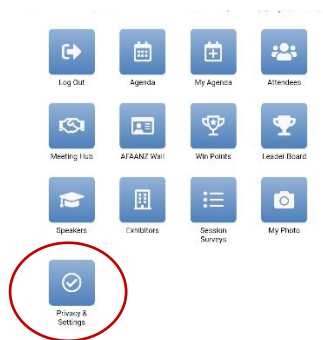


Step 4 – you will be at the main menu page, select “log in”. Enter your email and the pin / password you have been provided with. You will note that some icons will not be available until you have logged in.

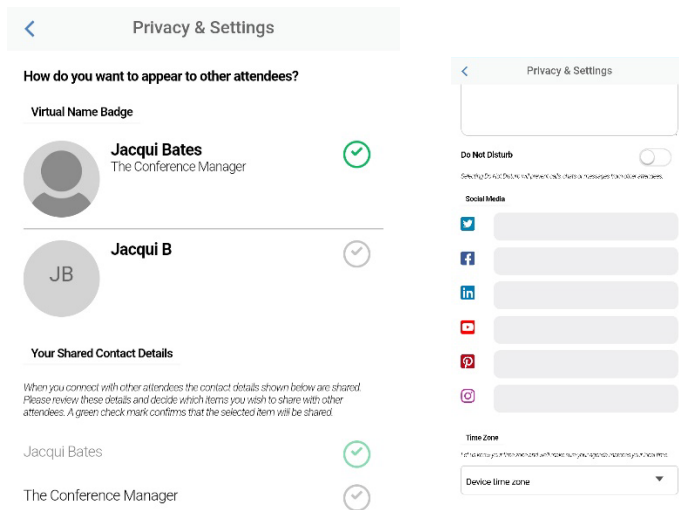


Update your Privacy Sessions - IMPORTANT

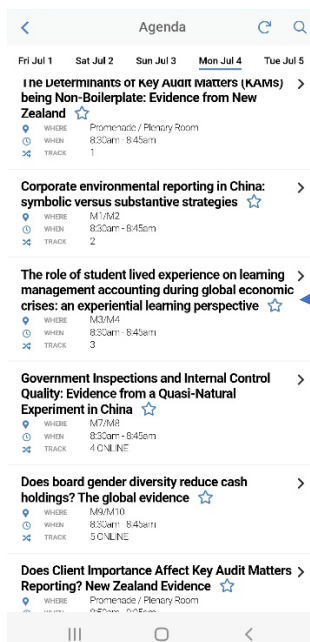
Once you have logged in, all icons should be available to you. Update your privacy settings so that other delegates can find you.



Check the boxes against the information you would like to share with others. This is not public information, these details will only be shared with those you connect with or exchange information with.



Personalise your Agenda



Click the "agenda" icon to view all sessions.

Click on the "star" to add a session to "My agenda".