MOBILE APP INFORMATION

USEFUL TIPS WHEN USING THE MOBILE APP:

ATTENDEES:

1 To search for another delegate, go into the *"Attendees"* button.

2 Delegates are listed *alphabetical by Surname (Family Name).* When you use the search function, you can search by first name or family name and it will filter out all delegates with that first or family name.

3 You are able to send a message to other delegates via the mobile app by *selecting their name*, and then scrolling down to the bottom of their profile and selecting *"Send Message".*

MOBILE APP (sponsored by OLDMUTUAL):

We encourage all delegates to install the IAA 2019 mobile app. The mobile app offers you amazing functionality, including:

Communicate with other delegates
• Share contact details with other delegates / collect their details for download later
• Build your own agenda of the sessions you would like to attend
• Session surveys – let your voice be heard

To download the app, search for "The Event App" by EventsAir on your play store, or use the following QR codes:

iOS App	Google Play:	HTML 5:

Event code: IAA2019
Use your email address linked to your registration as your username and your password that you used to login to the registration form or abstract account. If you do not have an online account already, your app PIN was sent to you by email – if you cannot find it, visit the registration desk where they will be able to give it to you again.
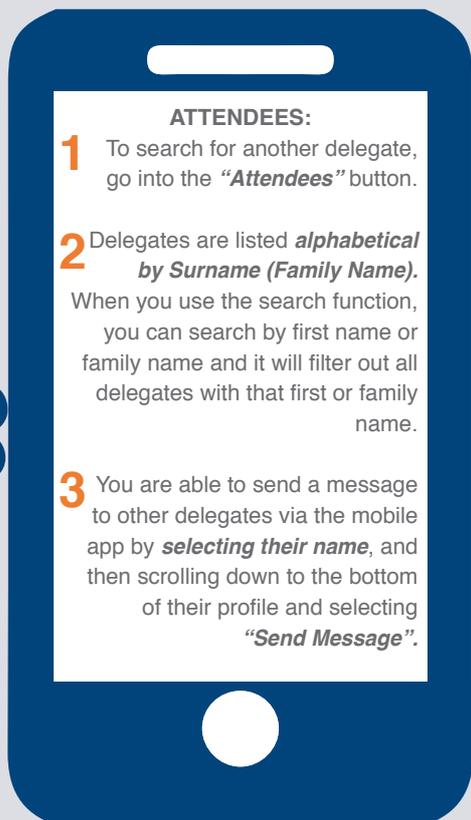
CONTACT EXCHANGE:
This is where you can exchange contact information with other delegates.
Use "Scan contact" to collect other delegates' information (note: only name, company and email address will be collected).
Use "Scan me" for another delegate to scan your contact information.
"Contacts" will show you a list of contacts you have already scanned.
"Export" is a facility for you to email the list of contacts you have scanned to yourself as an Excel spreadsheet.

ALERTS:
This is where the organisers will send notifications of changes to the programme or other important alerts. An alert should appear on your mobile phone home screen, even if your phone is in locked mode.

MY PHOTO:
This is where you can load your photo to your profile on the Attendees list so that other delegates know what you look like.

AGENDA:
The full agenda for all tracks is listed by default in time order.
The tracks are colour coded as per the programme on the website and in the programme book. You can filter the agenda by presentation topic, date, track, location and time. Simply click on the filter button at the top right of the screen and make your selection.
You can add presentations to your agenda – simply select the session, and then select "Add to my agenda" at the bottom of the session listing (scroll down if you are unable to see it).
You will also be able to view a presenter's biography and abstract by selecting their specific talk.

MY AGENDA:
This will only show the sessions that you have selected in the Agenda when you select "Add to my agenda".

SESSION SURVEYS:
These will activate when the session starts and is an optional item. This means that not all sessions will have a session survey.
Please complete the session surveys wherever

possible to help the Programme Committee with valuable feedback.

SPEAKERS:
This is where you can view information on each speaker – including their biography, times and dates of presentations and their abstracts.
Speakers are listed alphabetically by surname (Family Name)

EXHIBITORS:
A list of all exhibitors in alphabetical order showing their stand numbers, an email address and you can also send them a message via the mobile app.

CONTACT QR CODE:
You can open this for an exhibitor or another delegate to scan your contact details.

SPONSORS:
A list of sponsors with their contact details – you can also send them a message.