

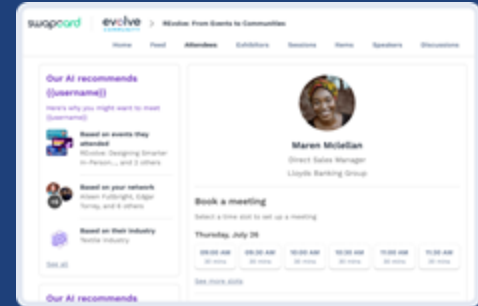
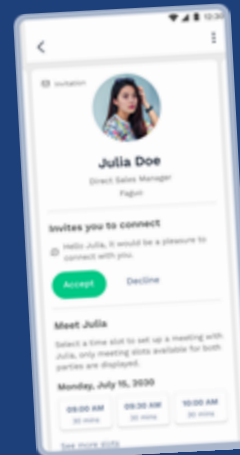


Investing in Africa

AFSIC – Investing in Africa 2024  
The User's Guide

# Event & Meeting App Guide

Event App Sponsored by



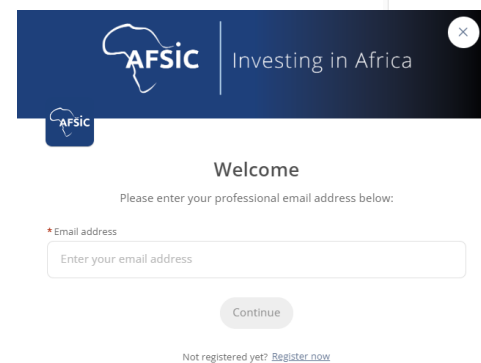
Access the app

Login

# How to login for the first time?

1 You will receive an email similar to **this one** with a button redirecting you to a login page. Your account is automatically created by the platform after you have registered. A window will then prompt you to create a password for your account:

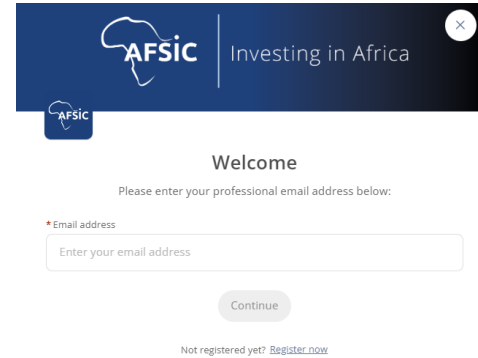
2 You can also access the event from your phone by downloading the Swapcard app ([iOS/Android](#)) or the event branded app.



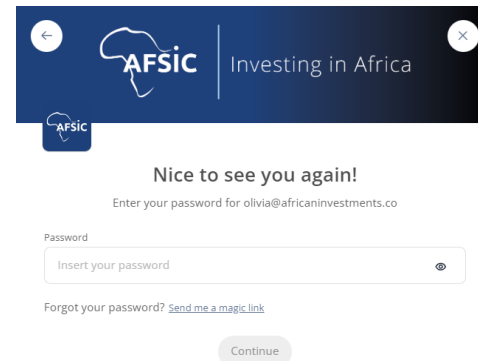
**Note:** If you don't see this email in your mailbox, please check your spam folder. Most of our emails are sent from [noreply@afsic.net](mailto:noreply@afsic.net)

1 Access your account on [connect.afsic.net](https://connect.afsic.net)

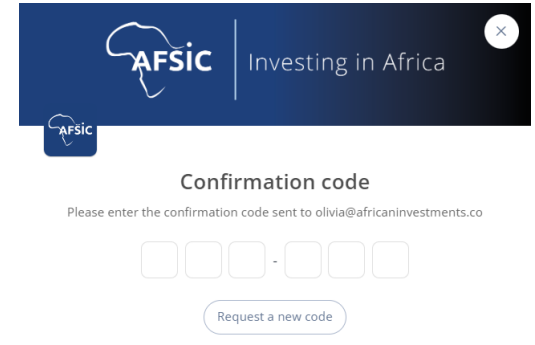
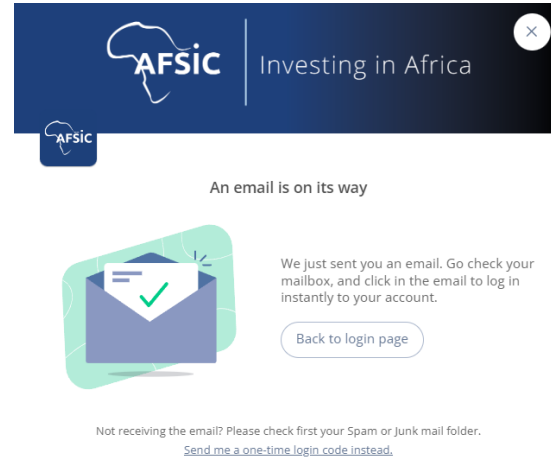
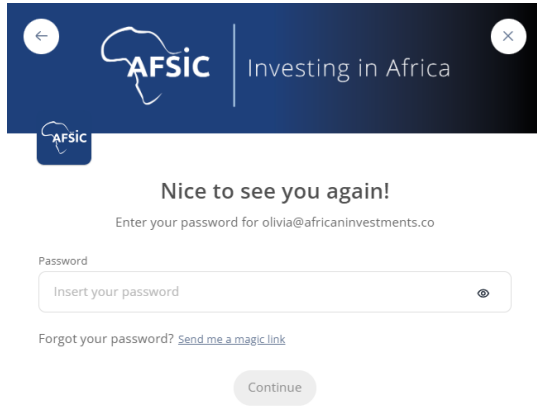
2 Enter the email you used to register from your event and your password. Click on “Continue” green arrow to connect.



The screenshot shows the AFSIC login interface. At the top, there is a dark blue header with the AFSIC logo and the text 'Investing in Africa'. Below the header, the word 'Welcome' is displayed. Underneath, a prompt asks the user to 'Please enter your professional email address below:'. There is a text input field with the placeholder 'Enter your email address'. A 'Continue' button is positioned below the input field. At the bottom, there is a link for 'Not registered yet? Register now'.



The screenshot shows the AFSIC login interface at the password entry stage. The header is the same as in the previous screenshot. Below the header, the text 'Nice to see you again!' is displayed. Underneath, a prompt asks the user to 'Enter your password for olivia@africaninvestments.co'. There is a password input field with the placeholder 'Insert your password' and an eye icon to toggle visibility. A 'Continue' button is positioned below the input field. At the bottom, there is a link for 'Forgot your password? send me a magic link'.



1 If you have forgotten your password, you can click “**Send me a magic link**” after entering your email. You’ll receive an email to reset your password (valid for 1 hour).

2 If you’d rather receive a code, start by clicking on ‘**Send me a Magic Link**’, then **select** ‘Send me a one-time login code instead’. You’ll promptly receive an email with a code that you can enter into the designated box

3 If you need any help, please contact our [Support Team](#).

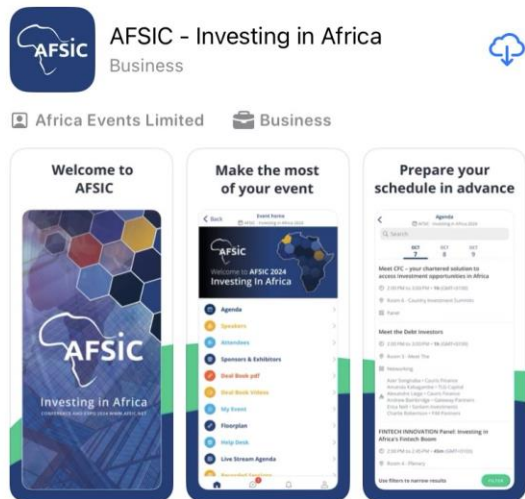
Physical Event

QR code / Scan badge

# How to Scan a Badge

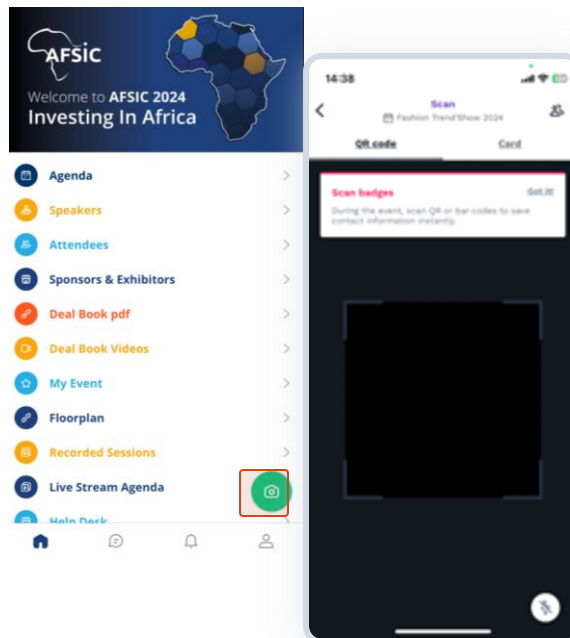
1

Download the AFSIC Event app



2

Open the camera and scan the QR code.

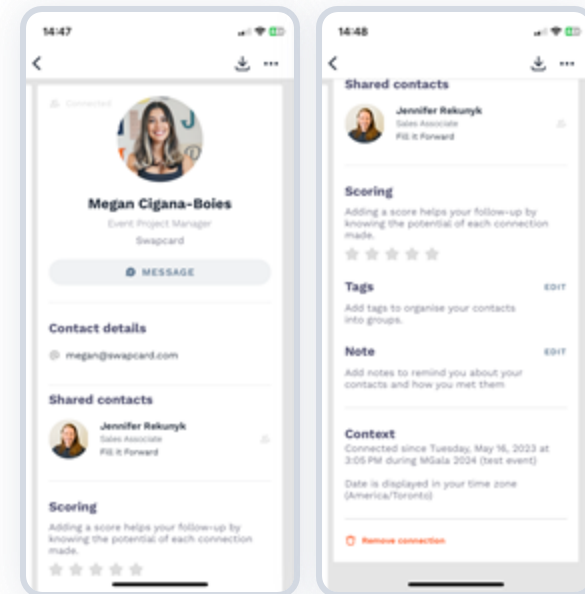


3

You can also scan a visitor's e-badge on their app homepage, called "My QR Code"

4

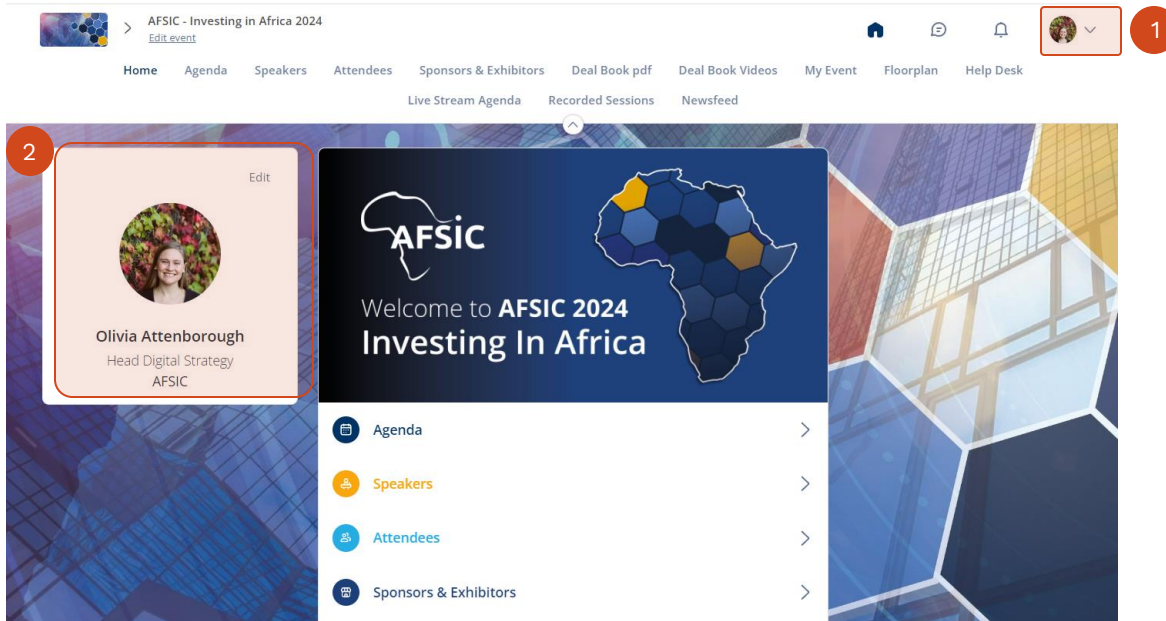
You will have access to the participant's information (From the My Event > My Contacts button found on the homepage of the app, or the Profile icon > My contacts)



Available Features

Content

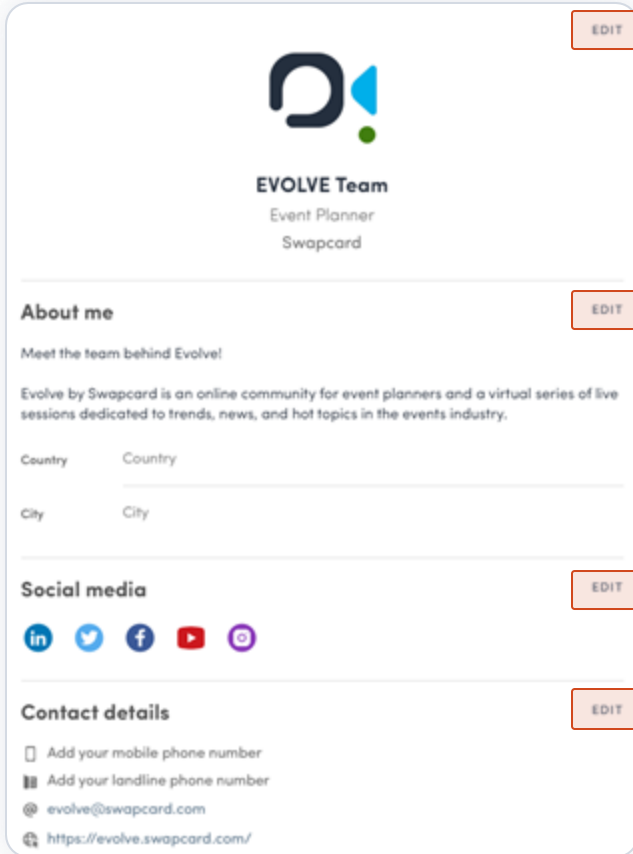




There are two ways of accessing your profile:

1. From the drop-down on the upper-right corner of your screen, click **“My profile”**
2. On the left side of your screen next to your photo, click **“Edit”**

You'll be redirected to your profile where you can edit your information.



**EVOLVE Team**  
Event Planner  
Swapcard

**About me** EDIT

Meet the team behind Evolve!

Evolve by Swapcard is an online community for event planners and a virtual series of live sessions dedicated to trends, news, and hot topics in the events industry.

Country

City

**Social media** EDIT

[in](#) [Twitter](#) [f](#) [YouTube](#) [Instagram](#)

**Contact details** EDIT

Add your mobile phone number

Add your landline phone number

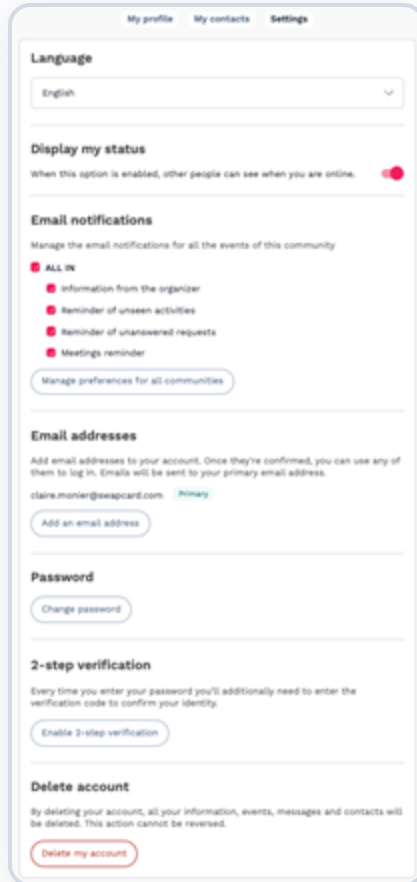
@ evolve@swapcard.com

<https://evolve.swapcard.com/>

To edit your profile, click **“Edit”** or **“Add”** next to the information section you want to edit.

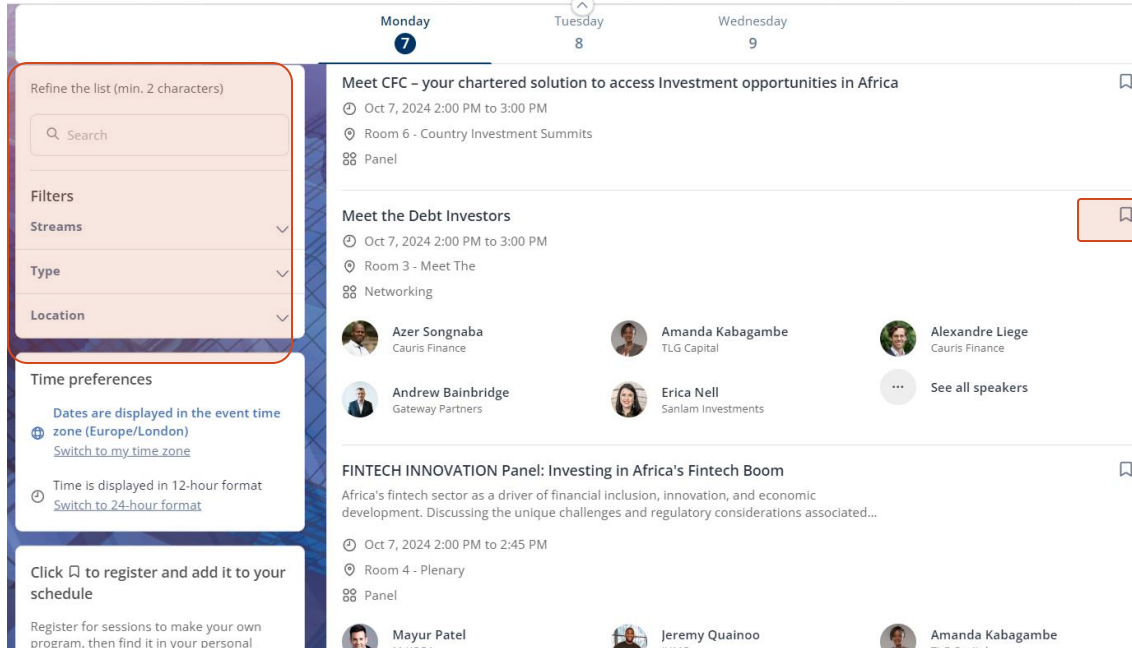
Here is the information you can edit:

- Personal information
- Biography
- Social Media
- Contact details
- Company
- Additional fields added by the organizer



From the “My Settings” tab, you can update your account preferences:

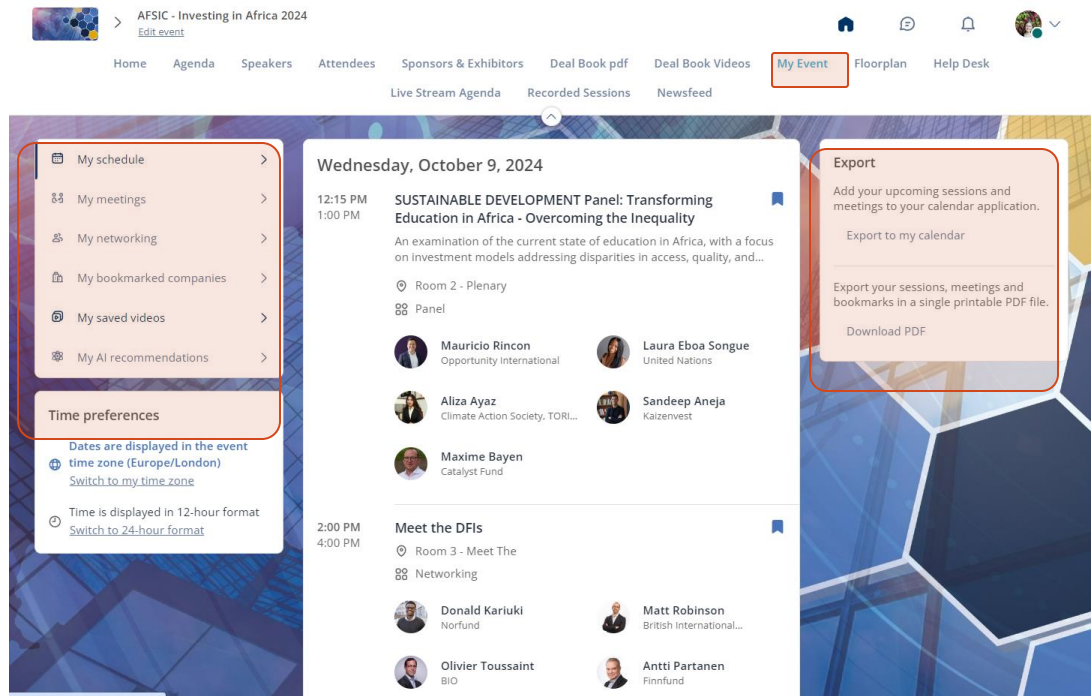
- Language
- Display my status
- Email notifications
- Email addresses (add secondary email) details
- Update my password
- 2-steps verification
- Delete my account



The screenshot shows a web interface for an event schedule. At the top, there are navigation tabs for Monday (7), Tuesday (8), and Wednesday (9). On the left side, there is a sidebar with several sections: 'Refine the list (min. 2 characters)' with a search bar; 'Filters' with expandable sections for 'Streams', 'Type', and 'Location'; 'Time preferences' with options for 'Dates are displayed in the event time zone (Europe/London)' and 'Time is displayed in 12-hour format'; and a 'Click to register and add it to your schedule' button with a registration instruction below it. The main content area displays a list of event sessions. The first session is 'Meet CFC – your chartered solution to access Investment opportunities in Africa', scheduled for Oct 7, 2024, 2:00 PM to 3:00 PM in Room 6 - Country Investment Summits. The second session is 'Meet the Debt Investors', also on Oct 7, 2024, 2:00 PM to 3:00 PM in Room 3 - Meet The, with a 'Networking' tag. Below this session, there are six speaker profiles: Azer Songnaba (Cauris Finance), Amanda Kabagambe (TLG Capital), Alexandre Liege (Cauris Finance), Andrew Bainbridge (Gateway Partners), Erica Nell (Sanlam Investments), and a 'See all speakers' button. The third session is 'FINTECH INNOVATION Panel: Investing in Africa's Fintech Boom', scheduled for Oct 7, 2024, 2:00 PM to 2:45 PM in Room 4 - Plenary. Below this session, there are three speaker profiles: Mayur Patel, Jeremy Quinoo, and Amanda Kabagambe. Red boxes highlight the search bar and filters in the sidebar, and the bookmarking icon next to the 'Meet the Debt Investors' session.

The schedule/agenda button gives you an overview of the event sessions. You can register for sessions by clicking on this **bookmarking icon**.

You can find sessions by using the **search bar and filters** located on the left side of the screen.



AFSIC - Investing in Africa 2024  
[Edit event](#)

Home Agenda Speakers Attendees Sponsors & Exhibitors Deal Book pdf Deal Book Videos **My Event** Floorplan Help Desk

Live Stream Agenda Recorded Sessions Newsfeed

**My schedule**

- My meetings
- My networking
- My bookmarked companies
- My saved videos
- My AI recommendations

**Time preferences**

Dates are displayed in the event time zone (Europe/London)  
[Switch to my time zone](#)

Time is displayed in 12-hour format  
[Switch to 24-hour format](#)

**Wednesday, October 9, 2024**

12:15 PM  
1:00 PM

**SUSTAINABLE DEVELOPMENT Panel: Transforming Education in Africa - Overcoming the Inequality**

An examination of the current state of education in Africa, with a focus on investment models addressing disparities in access, quality, and...

Room 2 - Plenary

Panel

**Mauricio Rincon**  
Opportunity International

**Laura Eboa Songue**  
United Nations

**Aliza Ayaz**  
Climate Action Society, TORI...

**Sandeep Aneja**  
Kaizenvest

**Maxime Bayen**  
Catalyst Fund

2:00 PM  
4:00 PM

**Meet the DFIs**

Room 3 - Meet The

Networking

**Donald Kariuki**  
Norfund

**Matt Robinson**  
British International...

**Olivier Toussaint**  
BIO

**Antti Partanen**  
Finnfund

**Export**

Add your upcoming sessions and meetings to your calendar application.

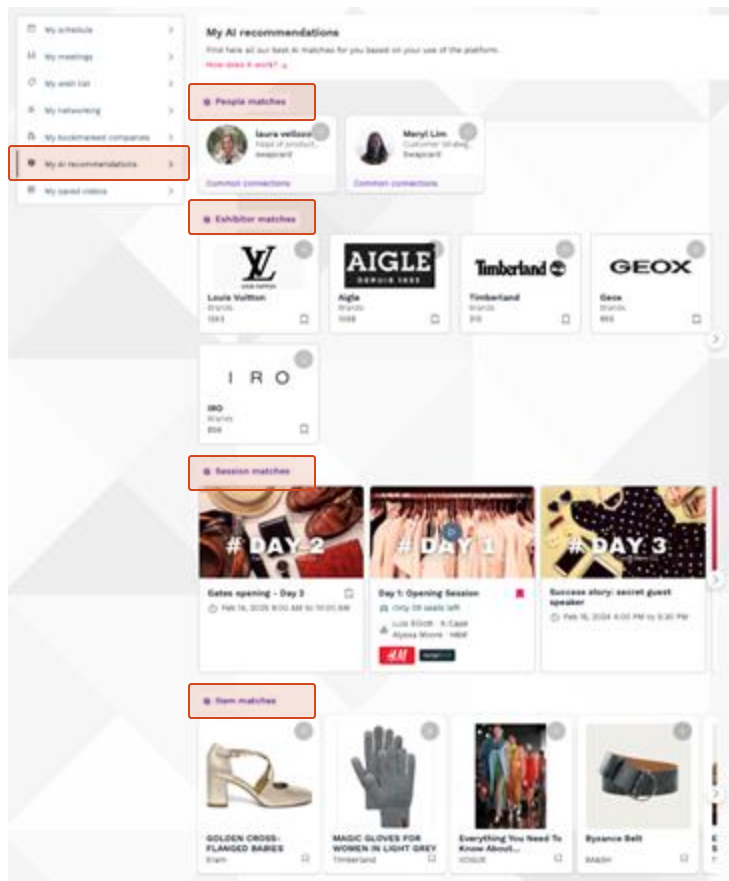
[Export to my calendar](#)

Export your sessions, meetings and bookmarks in a single printable PDF file.

[Download PDF](#)

The tab **“My Event”** allows you to see your own schedule. Here you can find the **sessions, sponsors and partners** you bookmarked, your confirmed meetings and more.

You can **export your schedule** by clicking **“Export to my calendar”** or **“Download PDF.”**



The "My AI Recommendations" tab, if enabled, curates a personalized list of People, Exhibitors, Sessions, and Items based on our advanced AI matching system.

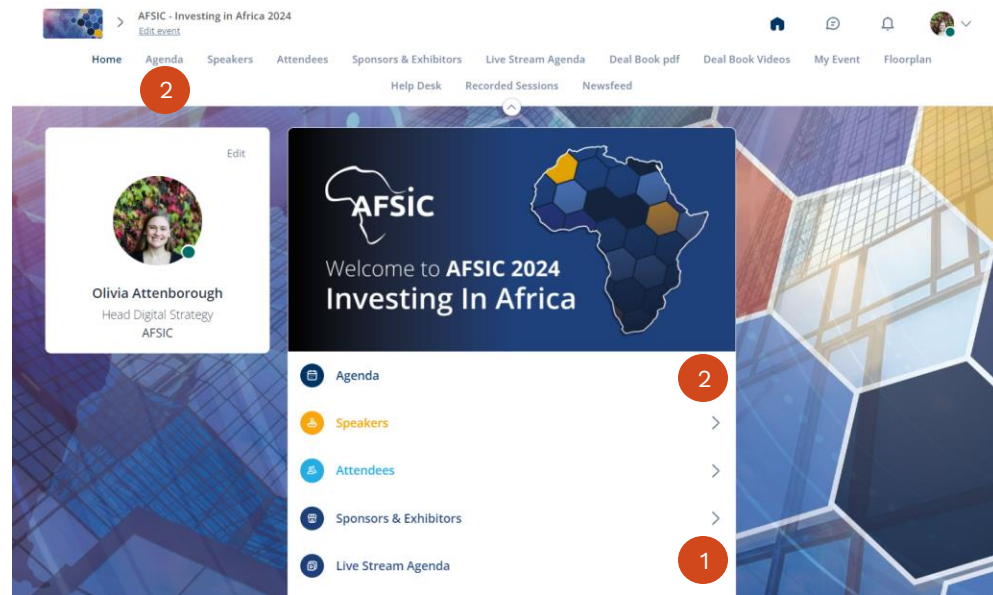
The completeness of your profile significantly enhances the quality of recommendations, while your platform activity further refines the results.

There are several ways to access an ongoing live session.

- 1 From **Event Home**, click the “**Live stream agenda**” button. If there is a live session, the live button should also be present as a tab on the top navigation bar.

You will get redirected to the ongoing session, or the following one if nothing is happening at that time.

- 2 You can also access it from the “**Event schedule**” or “**My Event**” tab. Click on the ongoing session to reach the session page.



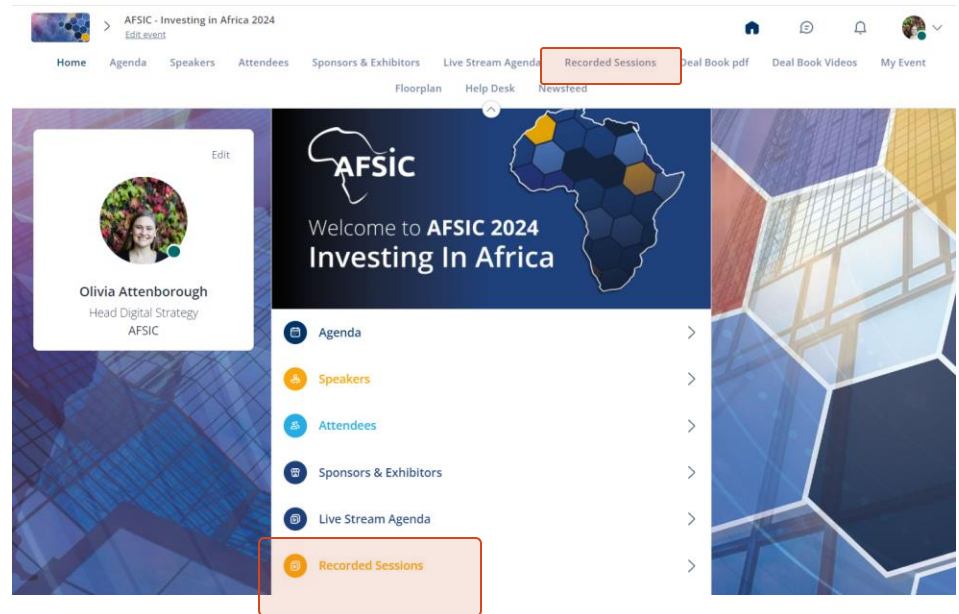
As soon as the session begins, the video will be displayed at the top of the session page and will start automatically. You can refresh the page if it does not.

You will then be able to watch the video, in **full screen mode** if you wish, or continue to browse the app while watching the session in a **pop-out window**.

The event organizer can make sessions available to watch **on-demand**.

You can access on-demand sessions through the schedule by clicking on past sessions.

There is a recorded sessions button on the homepage. This is where content is available to watch after the event has ended.



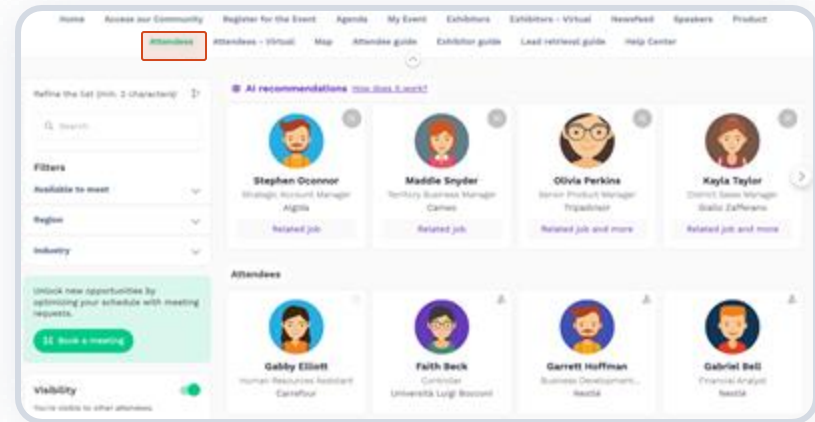


Available Features

Networking

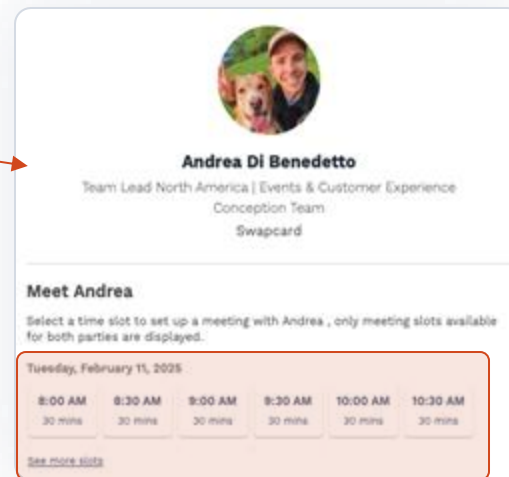
From the home page or the top navigation bar you can access the **Speaker** and **Attendee** lists.

Here you can search and find people to connect with. You can chat, have video calls, and book meetings. You can meet virtually or face-to-face.



If you see **time slots** appearing on people's profiles, it means that the organizer has made it possible for you to book meetings with them. Slots disappear once booked.

You can manage your **availability for meetings** by going to the **My meetings** tab in **My Event**. Making yourself unavailable all day or at specific times will remove meeting slots.



**Andrea Di Benedetto**  
Team Lead North America | Events & Customer Experience  
Conception Team  
Swapcard

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**Meet Andrea**

Select a time slot to set up a meeting with Andrea , only meeting slots available for both parties are displayed.

Tuesday, February 11, 2025

8:00 AM 30 mins	8:30 AM 30 mins	9:00 AM 30 mins	9:30 AM 30 mins	10:00 AM 30 mins	10:30 AM 30 mins
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[See more slots](#)



My schedule >  
**My meetings** >  
My wish list >  
My networking >

See my team's meetings >

Display empty slots

**Saturday, March 30, 2024** [Make unavailable all day](#)

10:00 AM Meeting with Denise past

**Manage your meeting availability**

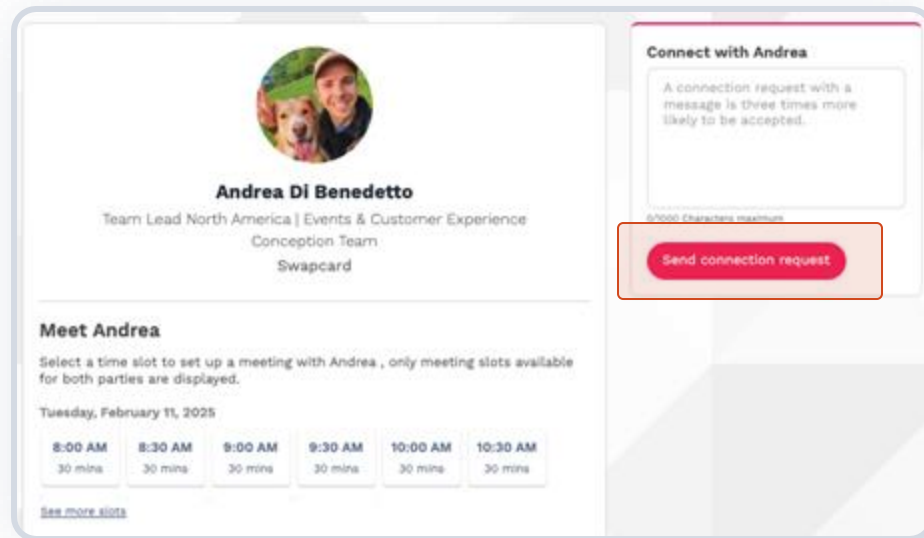
Select the time slots when you want to receive meeting requests from participants.

Manage availability

To send a connection request, go to their profile (via the list of participants, speakers or a company profile) and click the **Send connection request** button.

**Tip:** Add a note to your connection request to introduce yourself and explain the reason for your request.

You will be able to find a full list of your connections in **“My Event”** under **“My Networking”**.



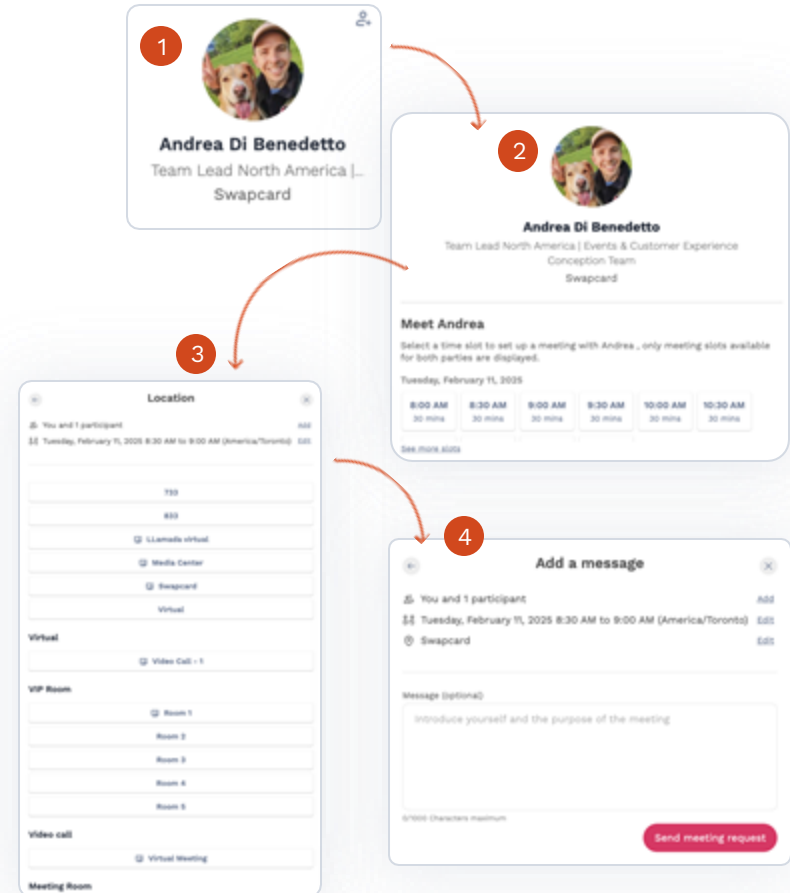
*Note: Accepting a meeting will automatically make the person who requested the meeting one of your connections with access to your complete profile.*

# How to request a meeting

- 1 Access a person's profile (i.e.: from the Attendees button)
- 2 Click on one of the suggested meeting slots. For more slots click “see more slots”
- 3 After selecting a slot and choosing a location for the meeting, write a note to the person you would like to meet.
- 4 Once done, click “Send meeting request”. At both stages 3 and 4, you can add more people to the meeting and change the meeting’s date/time.



**Note:** The Roundtable sessions can't be accessed through the mobile app, only the web app (from a browser)



1

Andrea Di Benedetto  
Team Lead North America |...  
Swapcard

2

Andrea Di Benedetto  
Team Lead North America | Events & Customer Experience  
Conception Team  
Swapcard

Meet Andrea  
Select a time slot to set up a meeting with Andrea , only meeting slots available for both parties are displayed.  
Tuesday, February 11, 2025  
8:00 AM 30 mins  
8:30 AM 30 mins  
9:00 AM 30 mins  
9:30 AM 30 mins  
10:00 AM 30 mins  
10:30 AM 30 mins  
See more slots

3

Location  
You and 1 participant  
Tuesday, February 11, 2025 8:30 AM to 9:00 AM (America/Toronto) Edit  
750  
833  
Lombard virtual  
Media Center  
Swapcard  
Virtual  
Video Call - 1  
VP Room  
Room 1  
Room 2  
Room 3  
Room 4  
Room 5  
Video call  
Virtual Meeting  
Meeting Room


4

Add a message  
You and 1 participant  
Tuesday, February 11, 2025 8:30 AM to 9:00 AM (America/Toronto) Edit  
Swapcard  
Message (optional)  
Introduce yourself and the purpose of the meeting  
Send meeting request

5 minutes before a virtual meeting and 15 minutes before a face-to-face meeting you will receive a reminder email from which you can click to access the meeting.

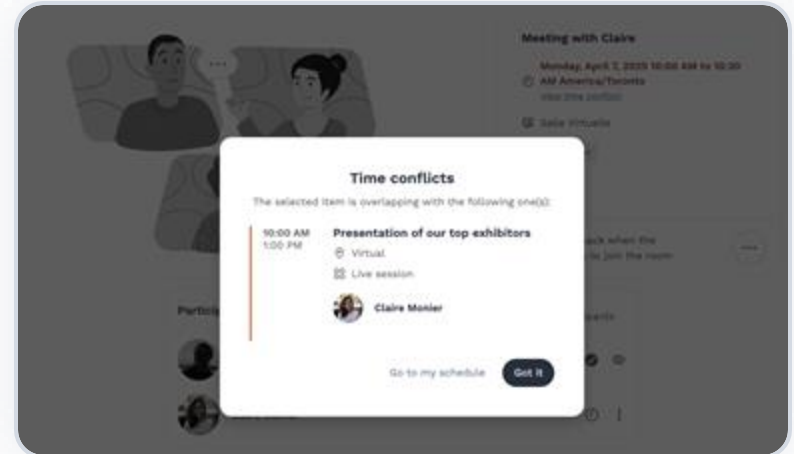
If you are already on the platform you can start the meeting by going to the profile of the person you have a meeting with, and click the **“Meeting call”** button.

This will launch the video call. This button is only available if the meeting is confirmed.

 If you are already committed for another event (session or meeting), you will be notified by a red text on the meeting's page and in the 'My Event' tab to indicate the time conflict.



**Note:** You can also access a meeting directly from the meeting notification.





Thank you for taking  
the time to read this  
presentation.

Feel free to contact our [Support Team](#) if you need  
assistance.

swapcard



Investing in Africa