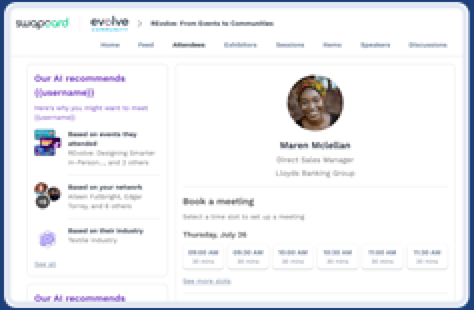
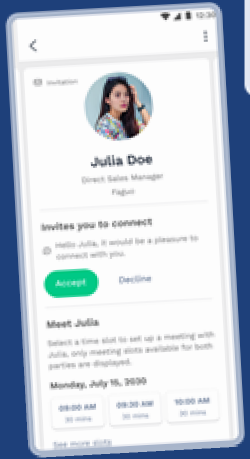
AFSIC | Investing in Africa

AFSIC – Investing in Africa 2024
The User's Guide

Event & Meeting App Guide





Event App Sponsored by

ECONOMIC DEVELOPMENT BOARD MAURITIUS

MAURITIUS INTERNATIONAL FINANCIAL CENTRE

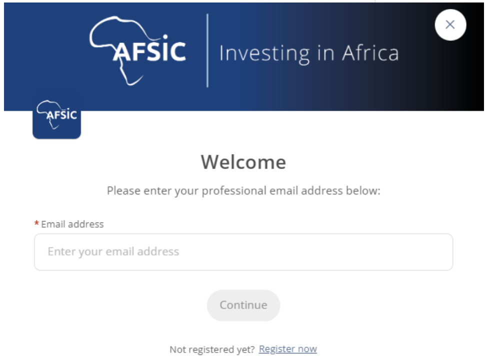
Access the app

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:

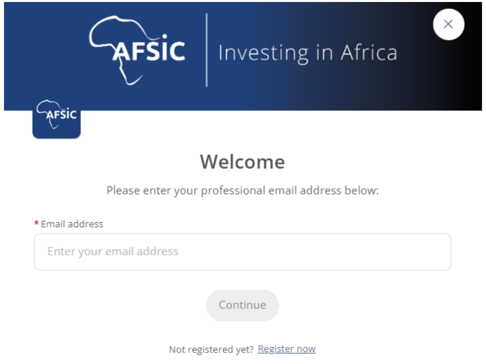
2 You can also access the event from your phone by downloading the Swapcard app ([iOS]/[Androïd]) or the event branded app.



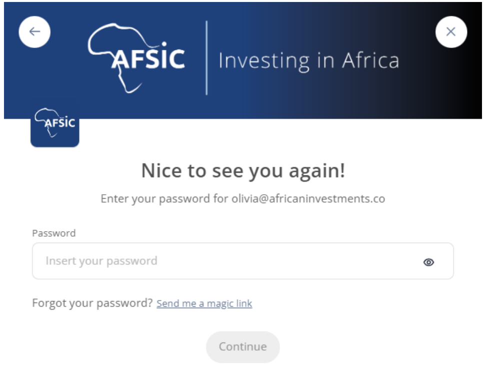
Note: If you don't see this email in your mailbox, please check your spam folder. Most of our emails are sent from noreply@afsic.net

How to login when I have an account?

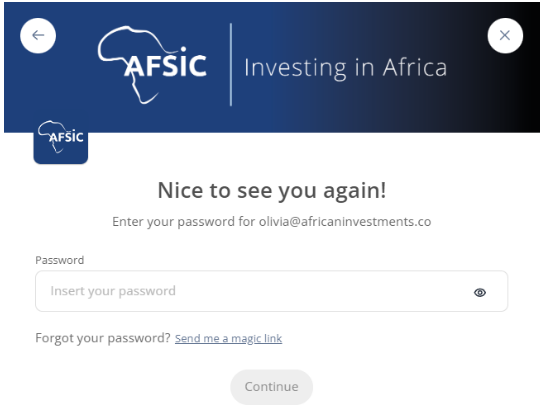
1. Access your account on connect.afsic.net

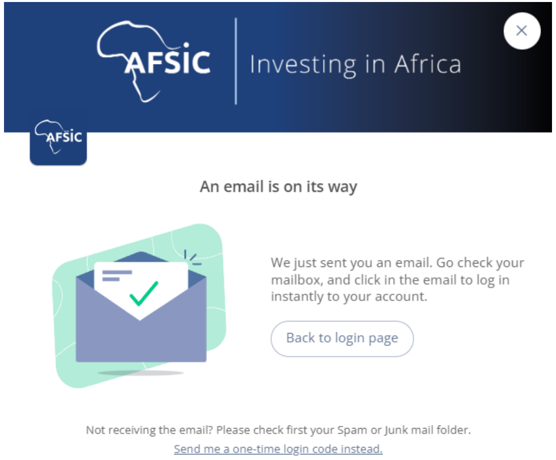


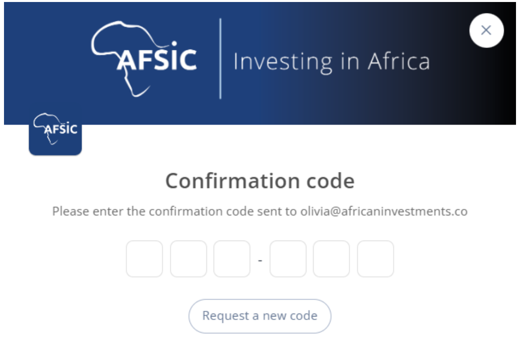
2. Enter the email you used to register from your event and your password. Click on “Continue” green arrow to connect.



How to login when I have an account?







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.

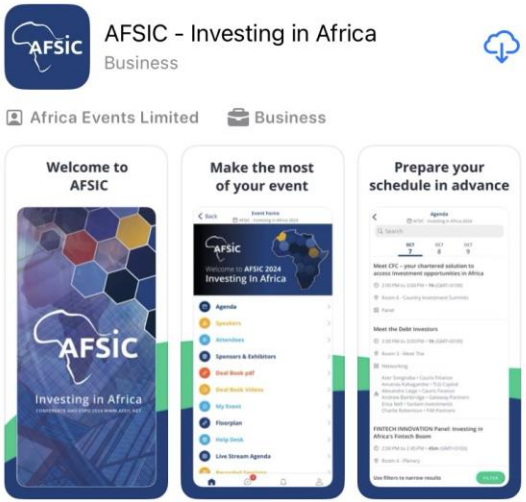
Physical Event

QR code / Scan badge

How to Scan a Badge

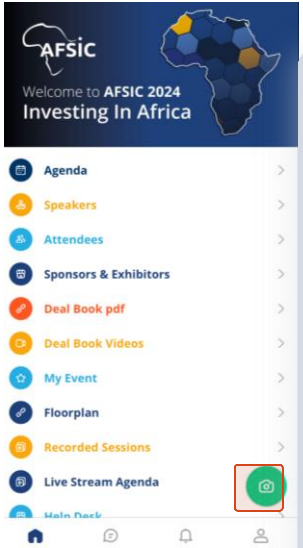
1

Download the AFSIC Event app



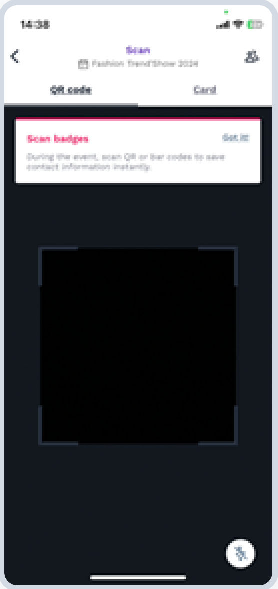
2

Open the camera and scan the QR code.



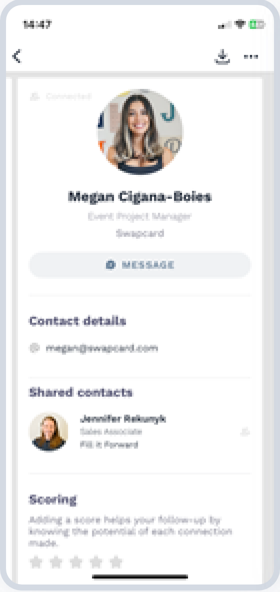
3

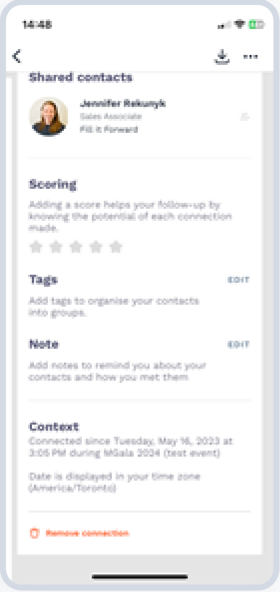
You can also scan a visitor's e-badge on their app homepage, called "My QR Code"



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)*

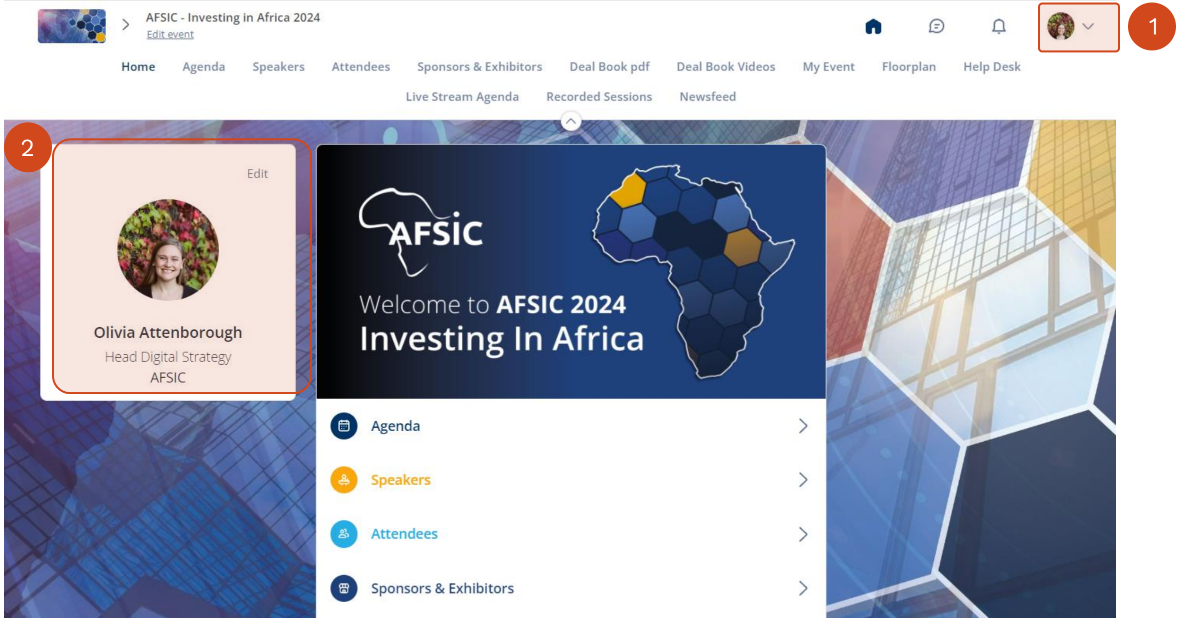




Available Features

Content

How to edit your profile (1/3)



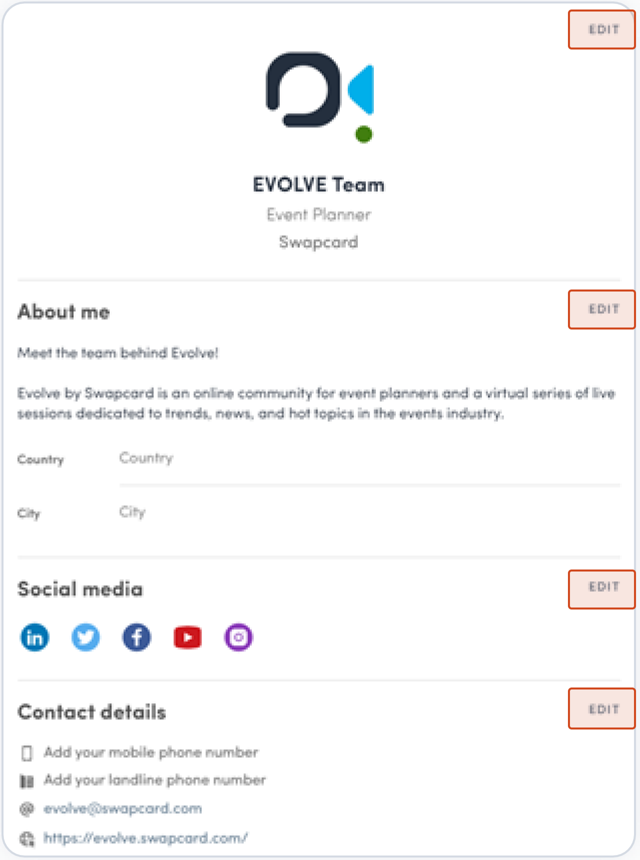
There are two ways of accessing your profile:

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.

How to edit your profile (2/3)

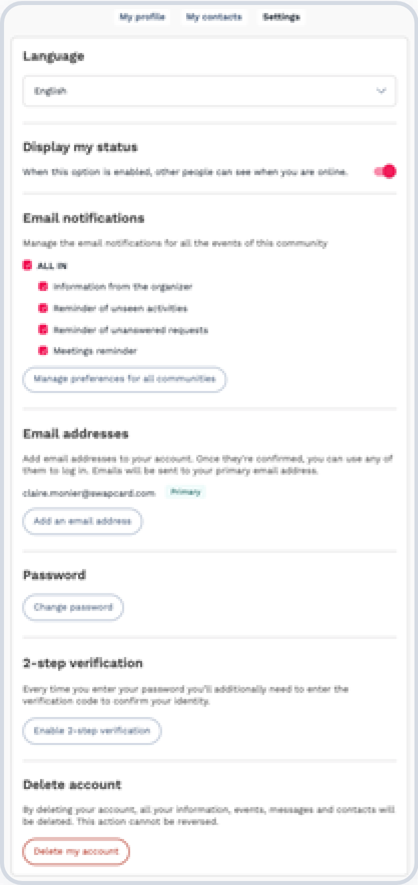


To edit your profile, click **“Edit”** or **“Add”** next to the information section you want to edit.

Here is the information you can edit:

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

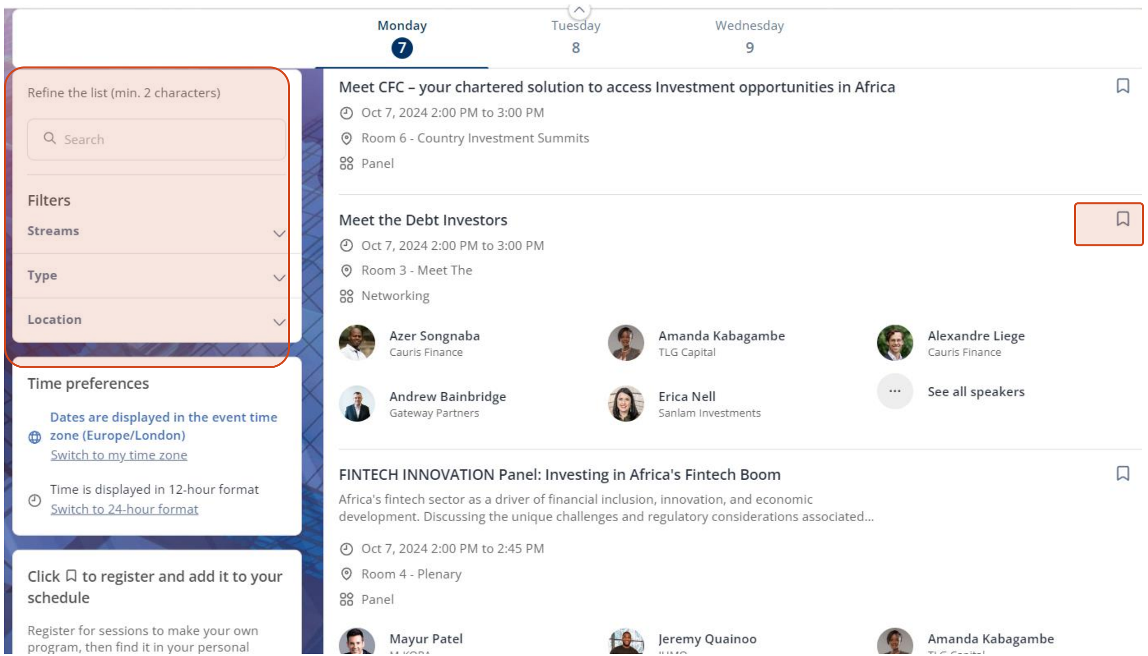
How to edit your profile (3/3)



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

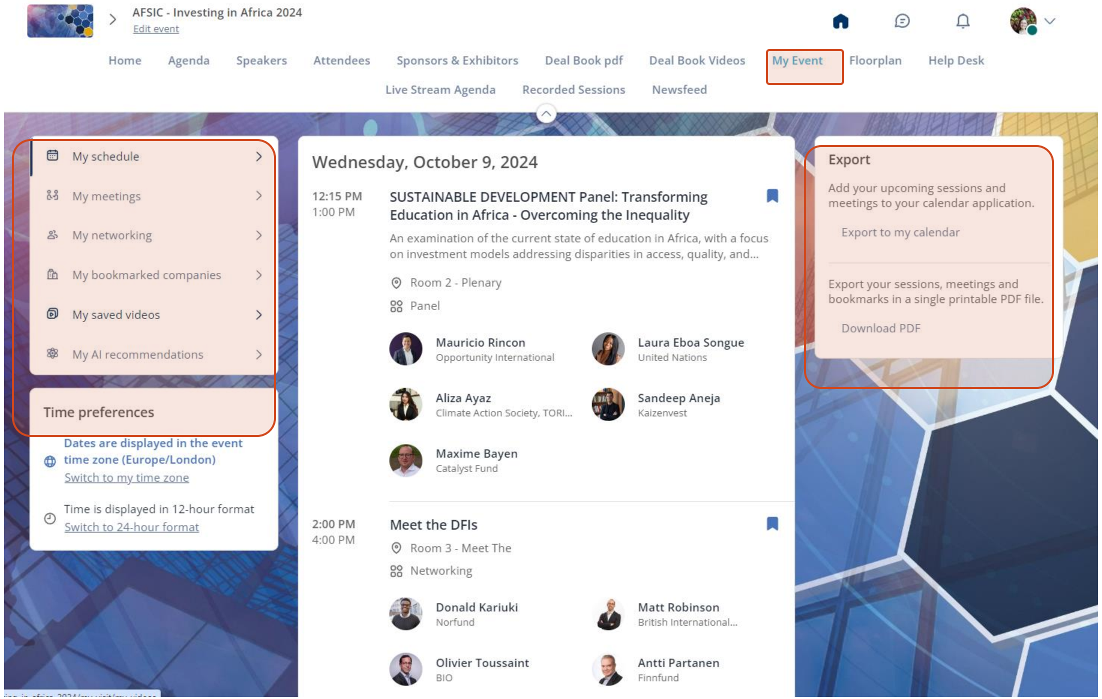
How the schedule works



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.

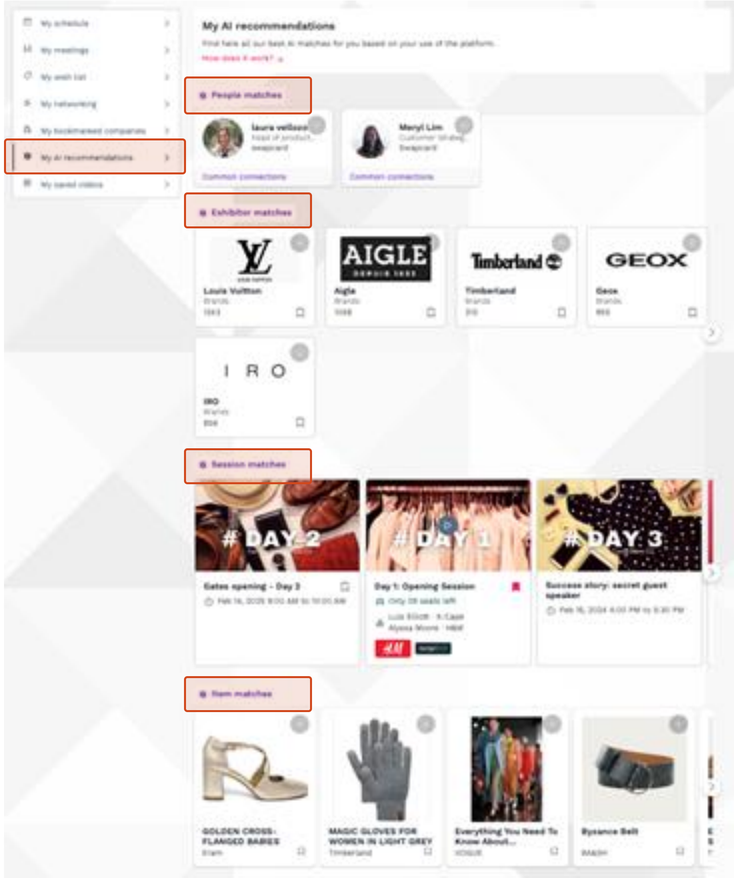
How the schedule works | **My Event**



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.”

How the schedule works | **My AI Recommendations**



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.

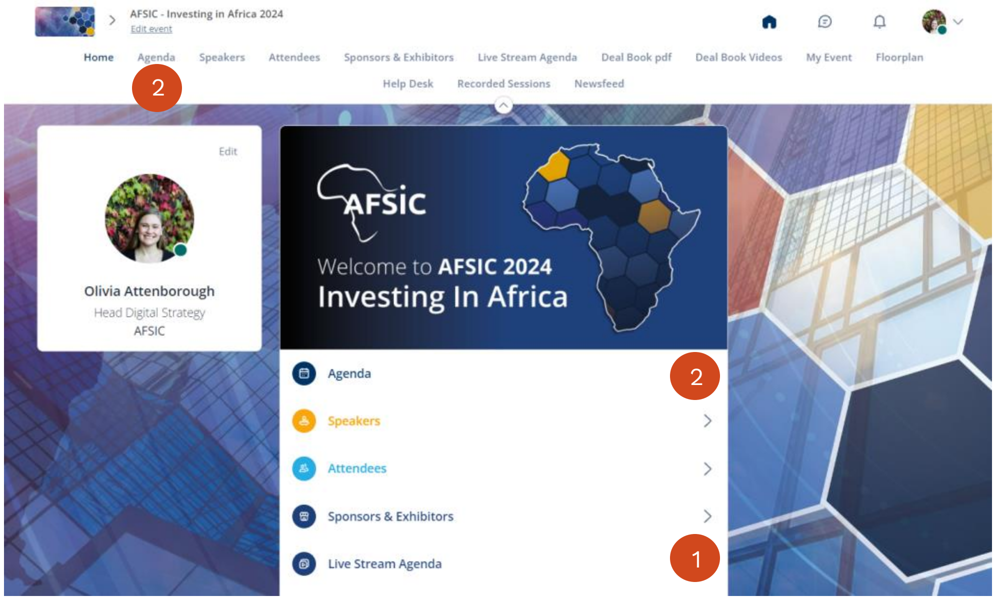
How to access an ongoing live session

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.

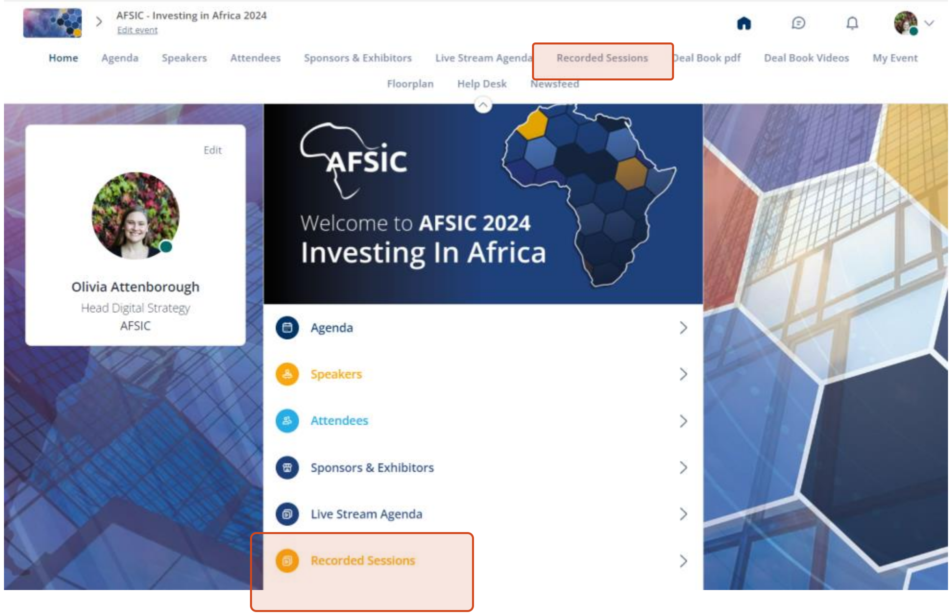
You will then be able to watch the video, in **full screen mode** if you wish, or continue to browse the app while watching the session in a **pop-out window.**

How to watch session on-demand?

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

Networking

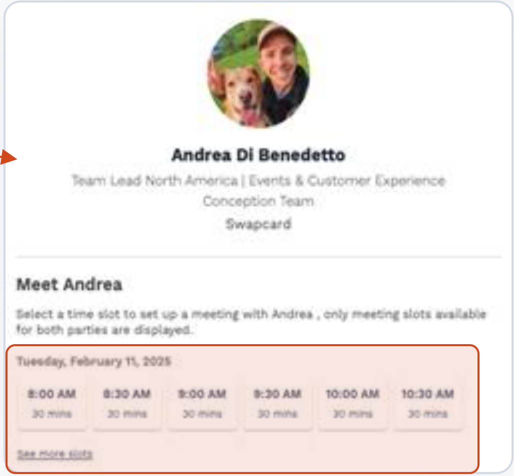
From the home page or the top navigation bar you can access the **Speaker** and **Attendee** lists.

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.

Networking

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.

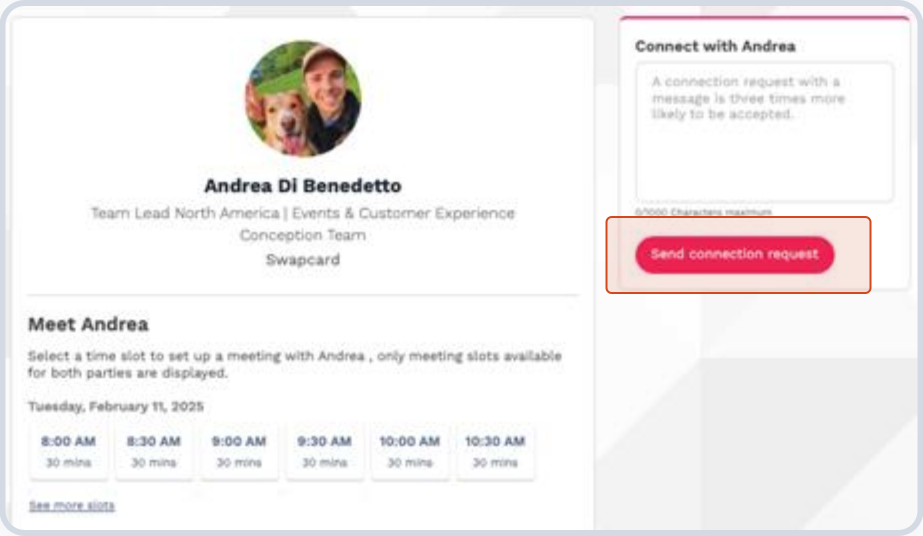


How to send a connection request

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".**

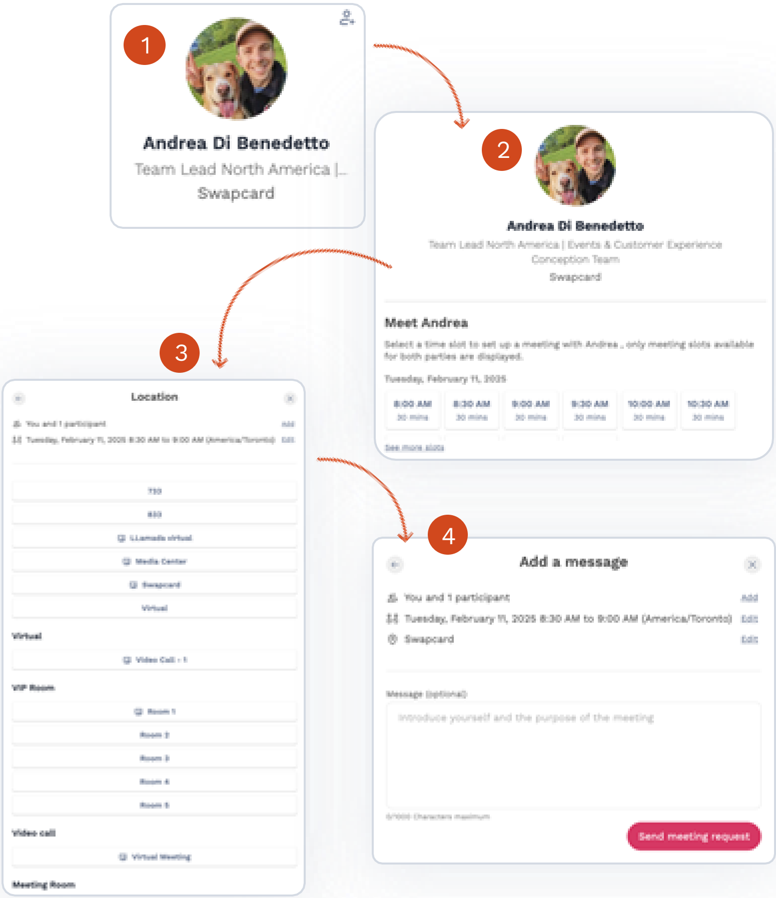


Note: Accepting a meeting will automatically make the person who requested the meeting one of your connections with access to your complete profile.

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)



How to have a virtual meeting?

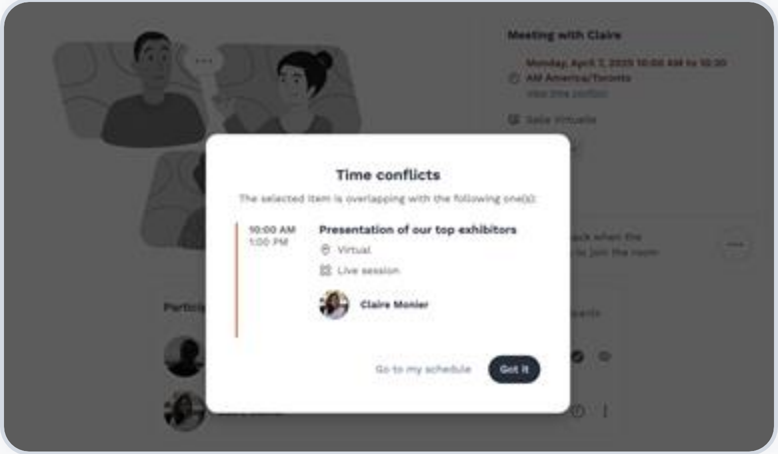
5 minutes before a virtual meeting and 15 minutes before a face-to-face meeting you will receive a reminder email from which you can click to access the meeting.

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 <u>Support Team</u> if you need assistance.

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