tmforum dtw

ignite

18–20 June 2024
Copenhagen

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USER GUIDE

ACCESS THE APP AND LOGIN

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Logging in for the first time

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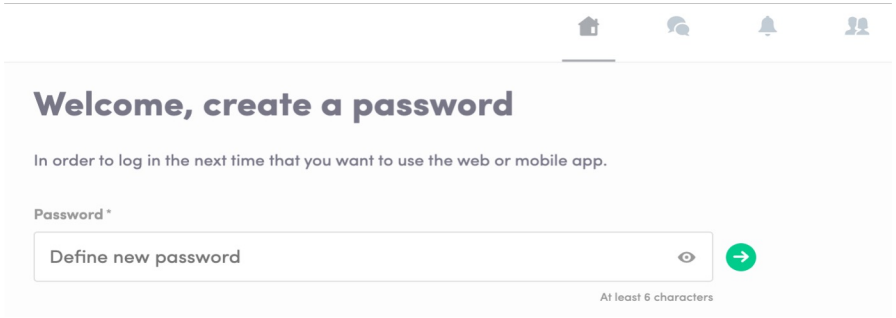
You will receive an email like this one with a button redirecting you to a login page. It will lead to the account that was automatically created for you by the platform after you registered for the event. A window will then suggest creating a password for your account.



DTW24 - Ignite

Hello Lucy,

Get ahead of the game and prepare for **DTW24 - Ignite** to **save yourself time** and **get the most out of your event**.

The DTW24 - Ignite app makes it easy to **access the event content** and **connect with the right people** in advance.

All you have to do is **activate your profile with the tap of the below button**. We'll keep all of your **information and data secure**.

Are you ready to join your event community?

LET'S GET STARTED!

You can also access the event from your phone by downloading the DTW24 - Ignite app (iOS/Androïd)

Notes: If you don't see this email in your mailbox, please check your spam.

Logging in when you already have an account

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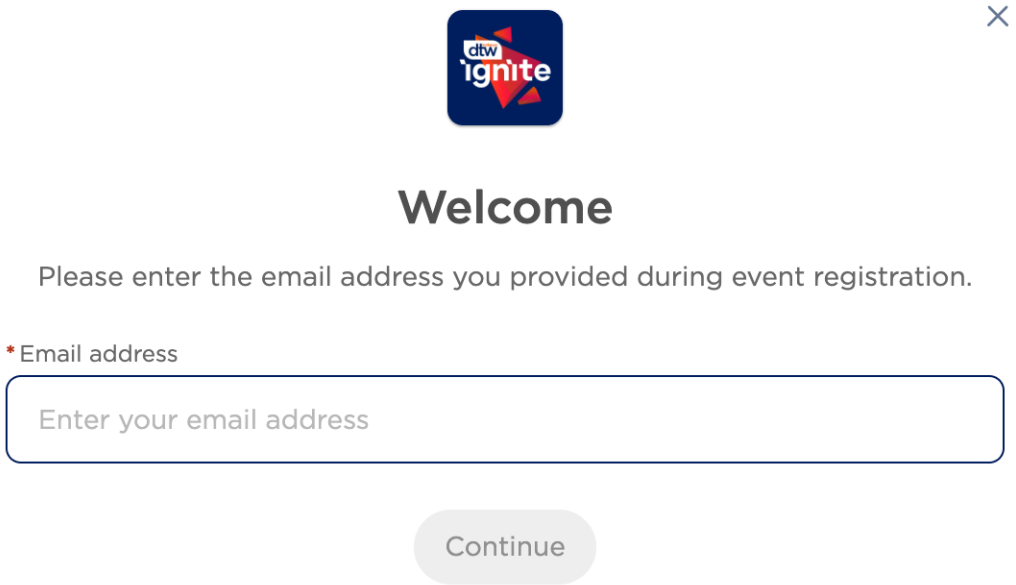
Access your account by going to dtwignite.app.swapcard.com
Enter the email you used to register for your event, then enter your password.
Click the arrow to connect.



Note: If you have forgotten your password after entering your email, click on send me a magic link.
You'll receive an email to reset your password.

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AVAILABLE FEATURES

CONTENT

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How to edit your profile (1/2)

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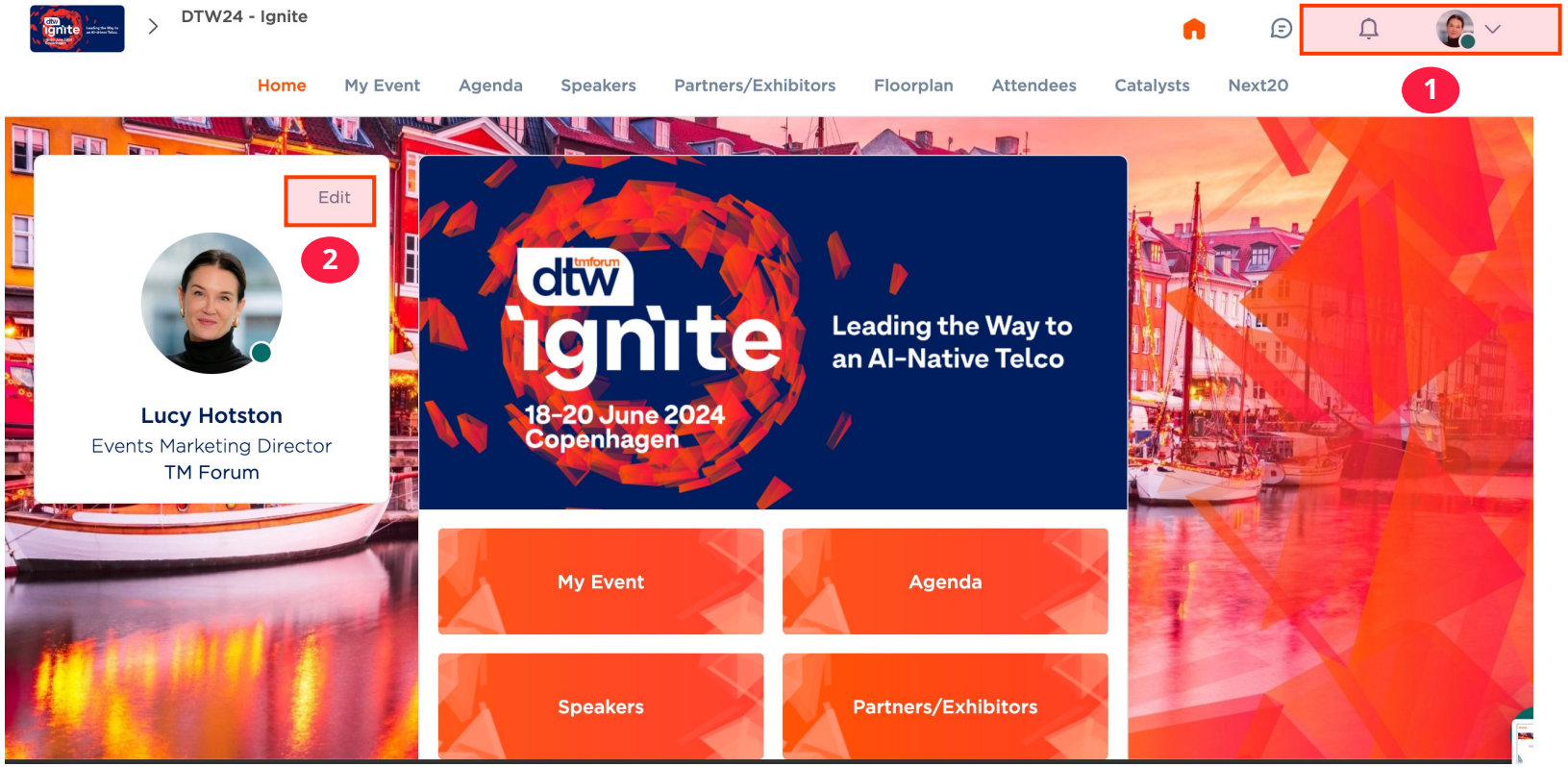

There are two ways of accessing your profile:

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 (2/2)

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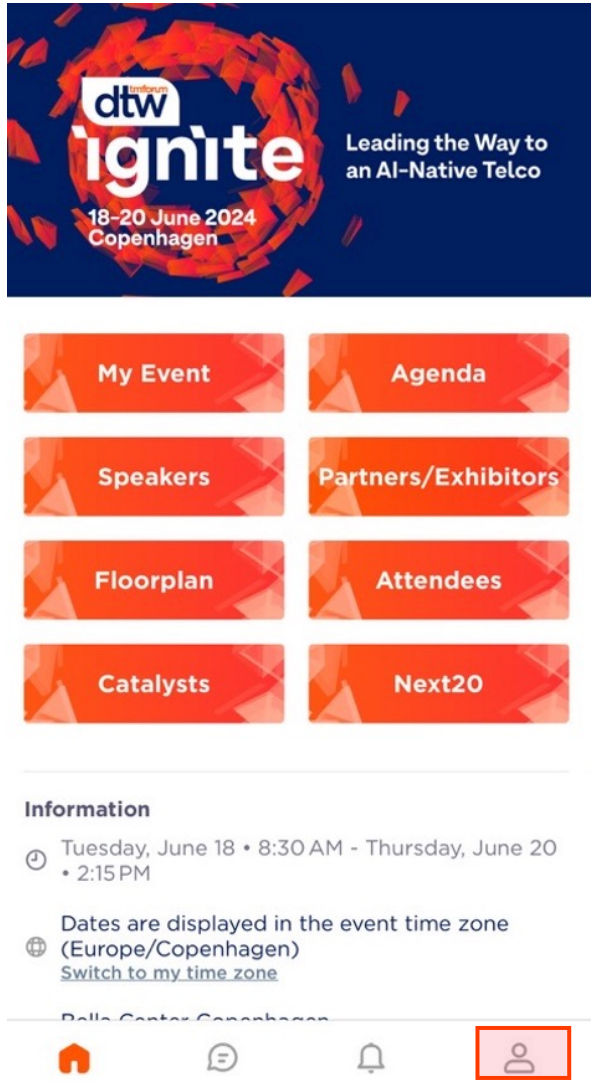

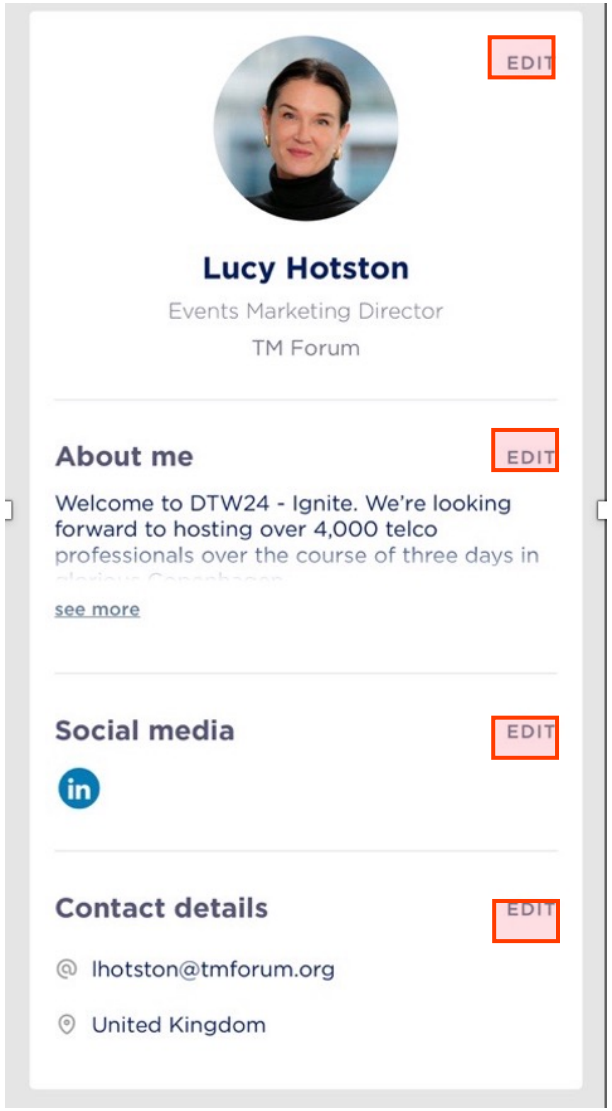

To edit your profile, click "Edit" or "Add" next to the information section you want to edit.

Here is the information you can edit:

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

How the schedule works

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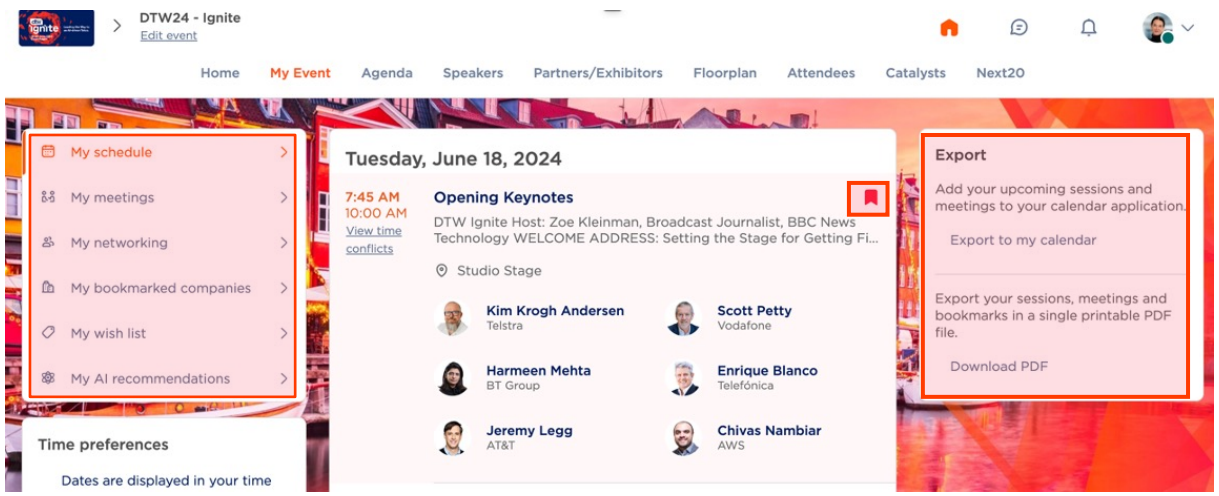
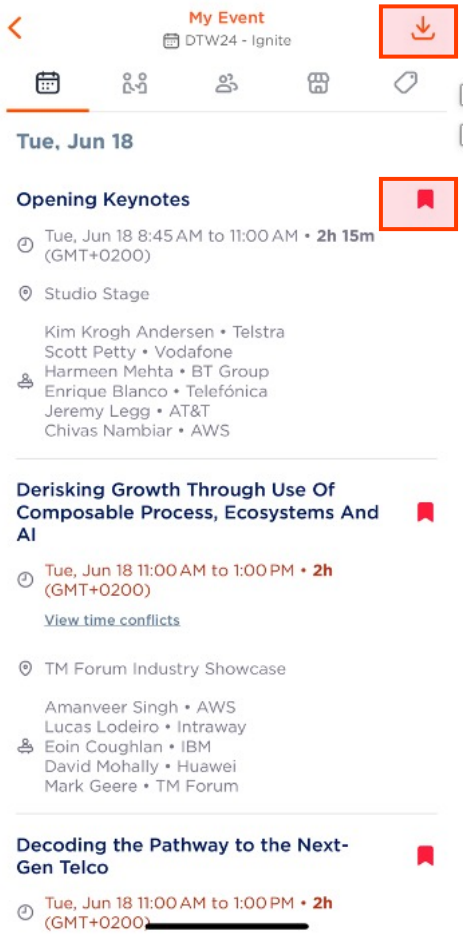


The tab “My Event” allows you to see your own schedule. Here you can find the sessions, sponsors and partners you bookmarked, your confirmed meetings and more.

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

The 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.



AVAILABLE FEATURES

NETWORKING

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Networking

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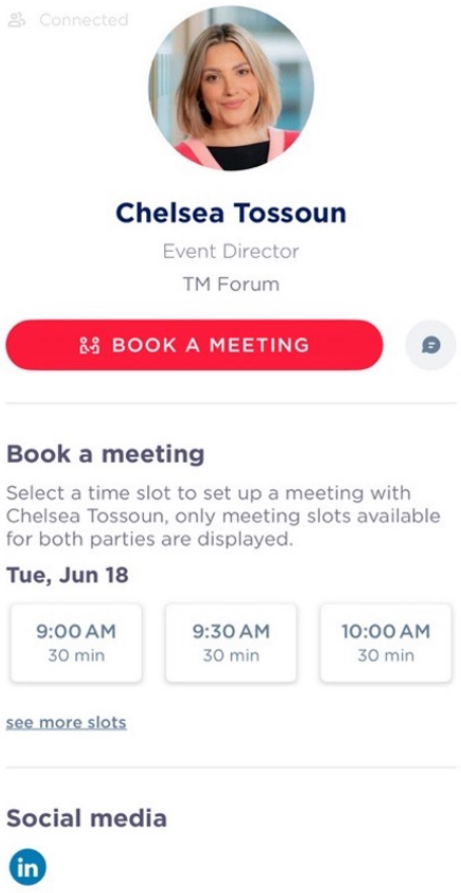
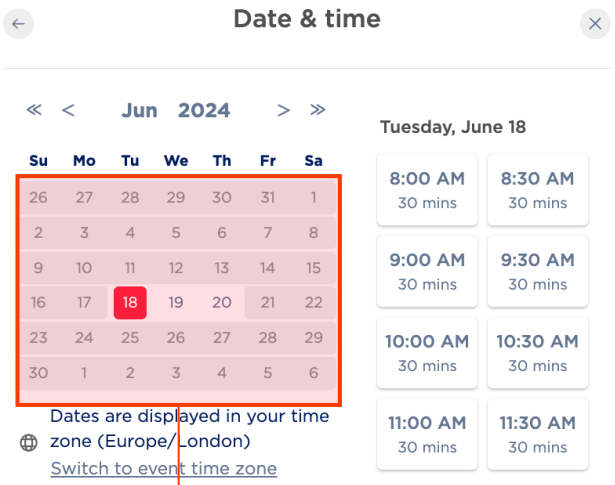


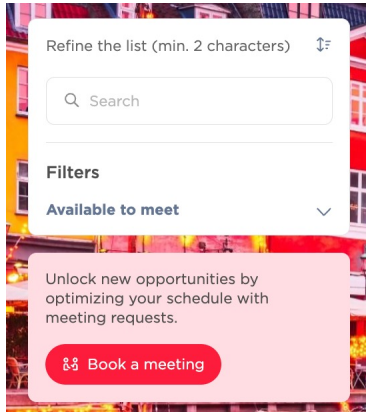
From the home page or the top navigation bar you can access the Attendee list.

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 you can 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

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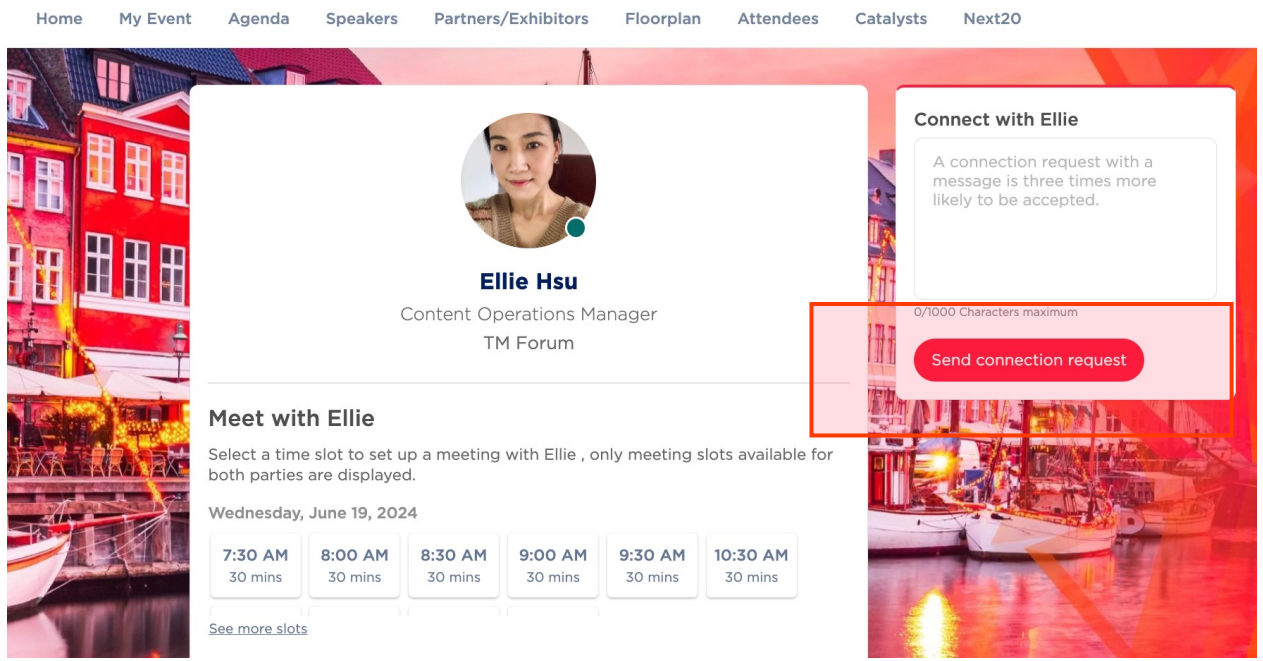

To send a connection request, go to their profile (via the list of participants, speakers or a company profile) and click the “Send connection request” button.

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

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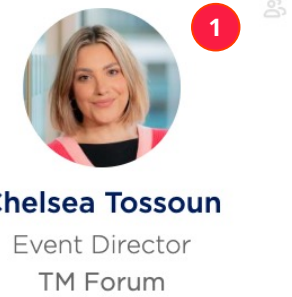
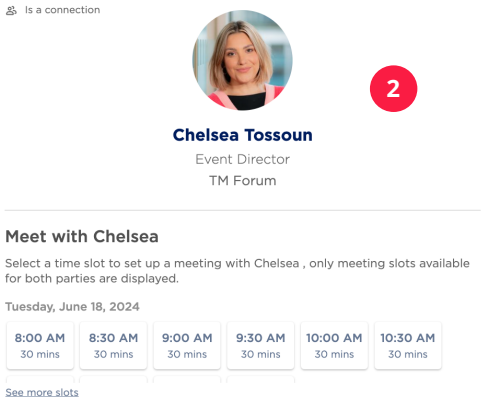
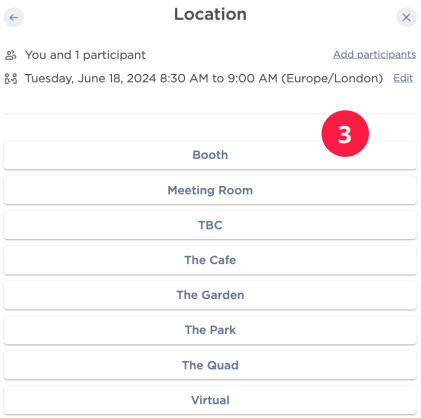
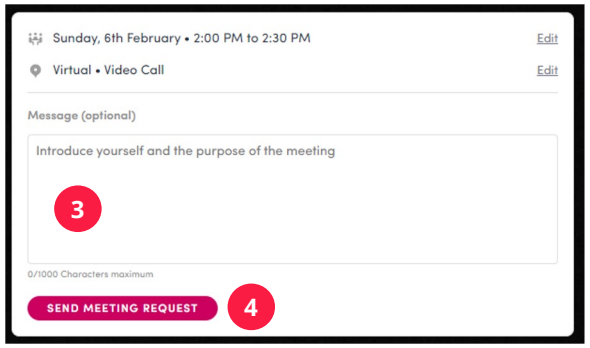
1. Access a person's profile (i.e. from the Attendees button)
2. Click on one of the suggested meeting slots. For more slots click “see more slots”
3. After selecting a slot and choosing a location for the meeting, write a note to the person you would like to meet.
4. Once done, click “Send meeting request”









Note: If you plan to meet virtually, select Online or Virtual Meeting when choosing the location, then use the video call function.

How to have a virtual meeting?

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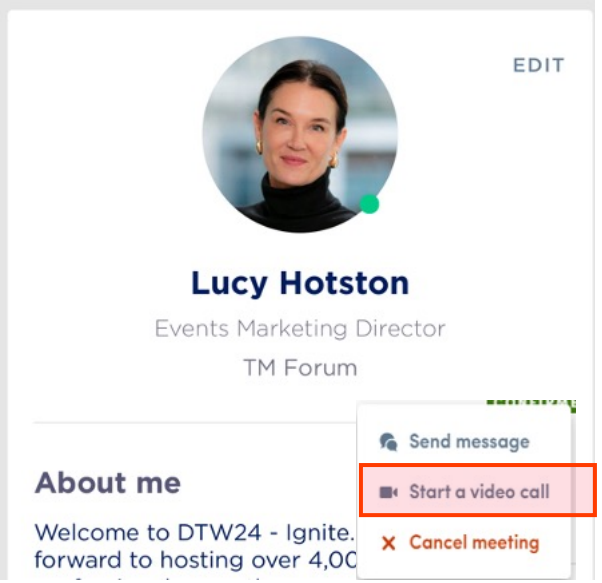
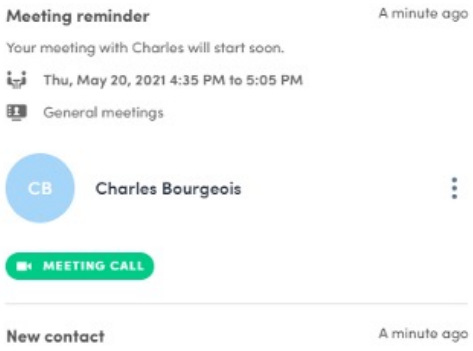
5 minutes before a virtual meeting and 15 minutes before a face-to-face meeting you will receive a reminder email from which you can click to access the meeting.

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.



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



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Thank you for taking the time to read this guide.

GET READY !

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