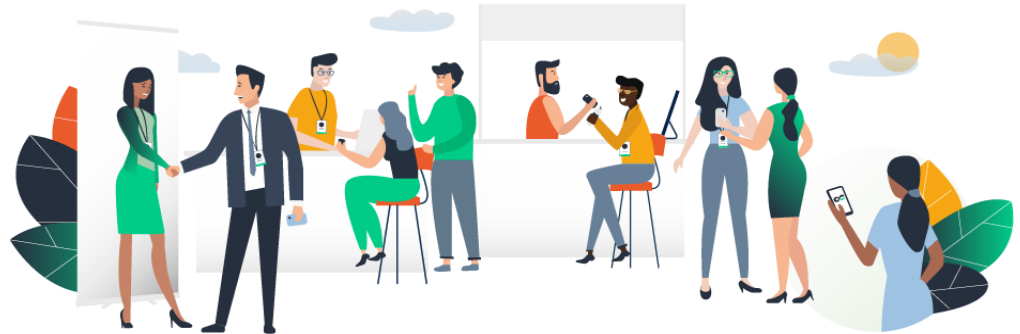


ICE[®]
ASIA

Beyond Tomorrow

Digital

HOW-TO GUIDE



Powered by Swapcard

SUMMARY

Access the app

- How to log in for the first time
- How to log in when I have an account

Available features - Content

- How to edit my profile
- How does the program work
- How to network
- How to follow a live streaming session
- How to interact during a live session

Available features - Networking

- How to make a connection request
- How to request a meeting
- How to do a virtual meeting

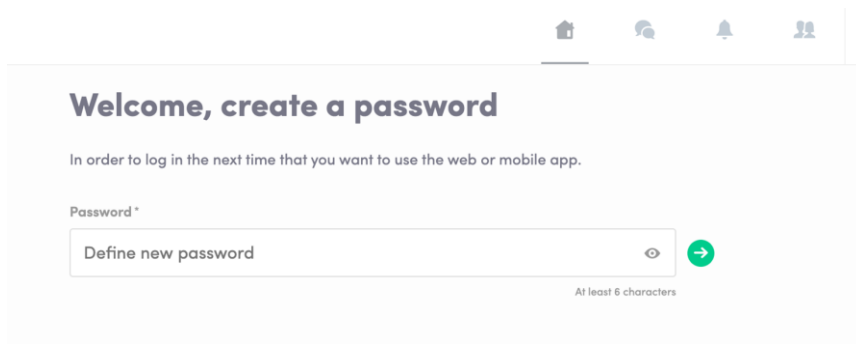
ACCESS THE APP

LOGIN

How to log in for the first time?

You will receive an email similar to this one with a button redirecting to a login page. Your account is automatically pre-created by the event organizer.

A window will then suggest that you create a password for your account.



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



ICE Asia Digital

Hello Andrea,

Get ahead of the game and prepare for **ICE Asia Digital** to **save yourself time** and **get the most out of your event**.

Clarion Gaming Lounge engagement & networking platform makes it easy to **access the event content** and **connect with the right people in advanced**.

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

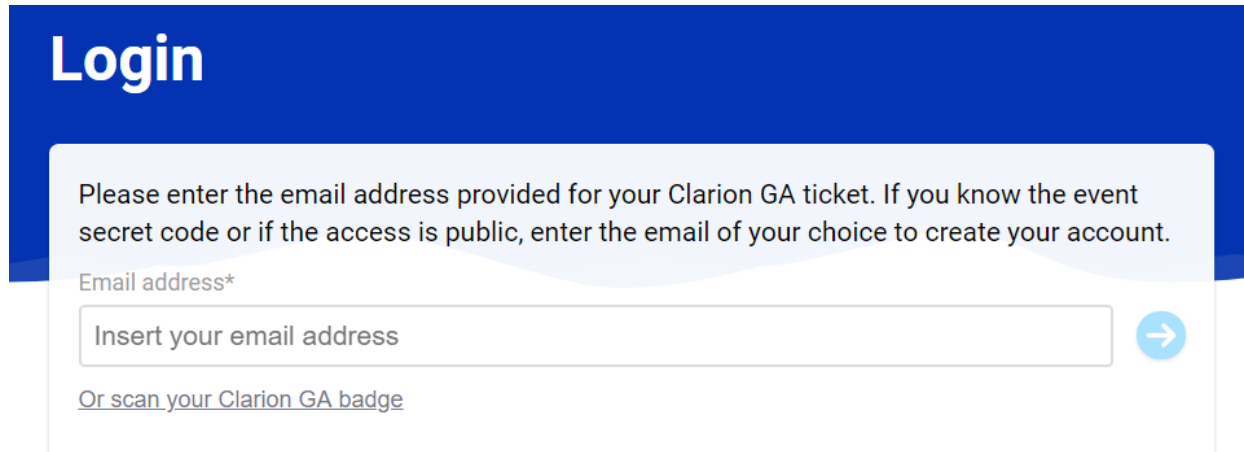
Are you ready to join your event community?

LET'S GET STARTED

How to log in when I have an account

Access your account at clariongaming.login.swapcard.com

Enter the email you used to register to the event and the password you created before. Then, click on the green arrow to connect.



The screenshot shows a login interface with a dark blue header containing the word "Login" in white. Below the header is a light blue box with the following text: "Please enter the email address provided for your Clarion GA ticket. If you know the event secret code or if the access is public, enter the email of your choice to create your account." Below this text is a label "Email address*" followed by a text input field containing the placeholder text "Insert your email address". To the right of the input field is a blue circular button with a white right-pointing arrow. Below the input field is a link that reads "Or scan your Clarion GA badge".

Note : if you have forgotten your password after entering your email, click on [Send me a magic link](#). You'll receive on email to reset your password. f you need any help, please contact support@swapcard.com

AVAILABLE FEATURES

CONTENT

How to edit my profile (1/2)

The screenshot displays the user interface for the ICE-SIGMA Asia DIGITAL 2020 event. At the top, the event name and an 'Edit event' link are visible. A navigation bar includes 'Home', 'ICE Asia LIVE Session', 'ICE Asia Agenda', 'SIGMA Live Sessions', 'SIGMA Agenda', 'Speakers', 'Attendees', and 'Group'. A user profile dropdown menu is open, showing 'My profile' (circled in purple), 'Event Studio', 'Settings', 'Resources center', 'Contact app support', 'Legal', and 'Log out'. On the left, a profile card shows a green circular avatar with 'IS' and the text 'ICE SIGMA', with an 'EDIT' button (boxed in purple) next to it. The main content area features a banner for 'ICE-SIGMA ASIA DIGITAL 2020' with a cityscape background and a person climbing a rope. Below the banner are two event cards: 'SIGMA' (10 AM TO 2 PM CET) and 'DEEP TECH' (2:30 PM TO 4:30 PM CET). At the bottom, there are three menu items: 'ICE Asia LIVE Session', 'ICE Asia Agenda', and 'SIGMA Live Sessions', each with a right-pointing arrow.

There are two ways for you to access your profile :

- On the upper-right corner of your screen, click on **My profile**.
- On the left side of your screen next to your photo, click on **Edit**.

You'll then be redirected to your profile details.

How to edit my profile (2/2)

My profile

The screenshot shows a user profile for 'Clarion Gaming'. The profile is divided into several sections, each with an 'EDIT' or 'ADD' button. The sections are:

- Profile Header:** Features the Clarion Gaming logo and name. An 'EDIT' button is located to the right of the logo.
- Skills:** A section titled 'Skills' with the subtext 'Displaying your skills will increase how many profile views you receive.' An 'ADD' button is to the right.
- Bio:** A section titled 'Bio' with the subtext 'Introduce yourself in a few words'. An 'ADD' button is to the right.
- Social media:** A section titled 'Social media' with the subtext 'Add your social accounts.' An 'ADD' button is to the right.
- Contact details:** A section titled 'Contact details' with several fields: 'Add your mobile phone number', 'Add your landline phone number', '@ marketing@clariongaming.com', 'Add your business website', and 'Add your business address'. An 'EDIT' button is to the right of this section.

Five purple ovals with lines pointing to them are placed over the 'EDIT' and 'ADD' buttons in the original image, indicating where to click to edit the profile.

To edit the information on your profile, simply click on the **Edit** or **Add** parts depending on which type of information you want to edit.

Here is the information you can edit on your profile :

- Personal information
- Skills
- Biography
- Social Media
- Contact details
- Company

How does the program work ?

The screenshot shows the 'Conferences' tab of the event website. At the top, there are navigation tabs: Home, Attendees, Brands, Brand's Products, Conferences (selected), Training & Workshop, Speakers & Trainers, Group Discussions, and My Visit. Below the navigation, there are tabs for SATURDAY 13, SUNDAY 14, and MONDAY 15. A 'Recommended for you' section displays three session cards: 'What are the new types of fashion training?' (Sat, Feb 13, 2021 4:30 PM), 'What will be 2021 flashback trends?' (Sat, Feb 13, 2021 1:30 PM), and 'Gates opening - Day 1' (Sat, Feb 13, 2021 10:00 AM). A sidebar on the left titled 'Refine the list' contains a search bar and filter sections for 'TYPE' (Break, Session) and 'LOCATION' (Lacoste, BVLGARI). The main content area shows a session card for 'What is the impact of independent creators?' (9:00 AM - 10:00 AM) with details about the topic and speakers (William Hauvette, Paul Levrez, Cyrille Morvan, Frédéric Maus). A 'Your schedule' section is also visible, showing the user's current schedule for the event.

The program tab gathers all sessions of the event. You can easily register to attend sessions by clicking on this logo.

Note : You can refine your search by using filters located on the left side of the screen.

The screenshot shows the 'My Visit' tab of the event website. At the top, there are navigation tabs: Home, Attendees, Brands, Brand's Products, Conferences, Training & Workshop, Speakers & Trainers, Group Discussions, and My Visit (selected). The main content area displays a detailed view of the session 'What is the impact of independent creators?' for Saturday, February 13, 2021, from 9:00 AM to 10:00 AM. It includes the session description, location (Auditorium), and a list of speakers. A note indicates that the session has a limited number of seats (Only 79 seats left). Below the session details, there is a 'Meeting' section for 12:50 PM to 1:10 PM, which is confirmed. The user's profile 'Dorine' is visible in the top right corner. A sidebar on the left shows the user's schedule, including 'My schedule', 'My meetings', 'My wish list', 'My networking', and 'My bookmarked companies'. An 'Export' section is also visible, allowing the user to export their sessions and meetings to their calendar application or download a PDF file.

The "My Visit" tab allows you to see your own schedule. You can find the sessions you are attending, the sponsors and partners you have bookmarked, as well as your confirmed meetings. You can export your program by clicking on the Export to my calendar or Download PDF.

How to follow a live streaming session

Less than 24 hours before a live stream starts a countdown will appear on the session page.

Streaming will start Monday, April 20, 2020 4:40 PM

06 03 1/18

As soon as the session begins, the video will be displayed at the top of the session page and will start automatically (note: if you are using Safari, you will need to click on "Play").

You will then be able to watch the video, in full-screen mode if you wish, or continue to browse the app.

The screenshot shows a mobile application interface for a live streaming session. At the top, there's a navigation bar with icons for home, notifications, and user profile (Dorine). Below the navigation bar, there's a menu with options: Home, Attendees, Program (selected), Exhibitors, Speakers, Map, Products, Chat rooms, and My visit.

The main content area is divided into three columns:

- Left Column:** A list of sessions. The top session is "The 3 Golden Rules Professional Graphic Designers Don't Want You..." with a green progress bar and a play button. Below it are "Next sessions" with titles like "How to boost your ROI through our Platform?", "Our Event Team For On Site & Off Site Support", "Artificial Intelligence & Matchmaking", "Use our Widgets to Display the Information on your Website", and "Can we detect cancer before it strikes?".
- Middle Column:** A video player showing a woman speaking. Below the video is the title "The 3 Golden Rules Professional Graphic Designers Don't Want You To Know About" and tabs for Details, Partners, Speakers, Documents, and Participants. Below the tabs, there's a date and time "Thursday, October 10, 2019 - 09:00 AM to 09:30 AM", a location "Hall 1 - Main stage", and a "Conference" section with tags for "Energy" and "Mobility". At the bottom of this section is a "Case study" link.
- Right Column:** A "Live discussion" section with 21 people joined. It shows a question "subject really interesting. I'm glad to attend to the live stream." and a poll "Can you give us a quick definition of blockchain please?".

At the bottom of the screen, there's an "Information" section with text: "Amazon is a multinational technology company focusing on: E-commerce, Cloud computing, Artificial intelligence. Bas in Seattle, Washington, Amazon is one of the Big Four or 'Four Horsemen'." and a "See less" link.

How to interact during a live session

The interactive element means you can speak to other attendees, ask questions of the speakers, and reply to any polls that are created. You can also react to other people's messages.

The screenshot shows a live session interface for '2021 Fashion Trend'show'. The top navigation bar includes 'Home', 'Attendees', 'Program', 'Exhibitors', 'Speakers', 'Map', 'Products', 'Live discussions', and 'My visit'. The user 'Dorine' is logged in. The main content area is divided into three sections:

- Attendees:** A list of participants with their avatars and names. The 'Astronomy' session is highlighted in green. Other attendees include Robots & A.I., Blockchain, Sustainability, Event industry, Energy, and Healthcare.
- Astronomy Session:** A chat window for the 'Astronomy' session (21 people joined). It shows a 'Chat' tab and a 'Questions' tab. The chat history includes:
 - Angelique Banlo (11:32 AM): Hello Paulina, I'm glad to attend your webinar. Can you explain us what is a typical work day for you? (29 likes)
 - Vanessa Polanverade (11:29 AM): Do you have time to share a bit the history of Astronomy? (25 likes)
 - Aymeric Shilova (11:54 AM): Hi Paulina! Do you have some examples of astronomy? (23 likes)
 - Melissa Jalife (11:43 AM): Hey, why do you think Astronomy has real impacts in our culture? (19 likes)
 - Quentin Belarose (11:20 AM): What are you best references, inspirations? (19 likes)
 - Steve Goodwin (11:55 AM): Hello Paulina, I'm so excited because this subject is really interesting! I have few questions for you: Why are there radio astronomy, infrared astronomy, ultraviolet astronomy, X-ray astronomy, and gamma ray astronomy? What kinds of telescopes and theories are required for those kind of astronomy? How are they different to ordinary astronomy? (16 likes)
- WHO'S NEXT:** A list of upcoming sessions:
 - Astronomy:** Astronomy is a natural science that studies celestial objects and phenomena. It uses mathematics, physics, and chemistry in order to explain their origin and evolution. [See more](#)
 - How to boost your ROI through our Platform?:** Friday, December 9, 2020 - 08:00 AM
 - Our Event Team For On Site & Off Site Support:** Friday, December 9, 2020 - 09:00 AM
 - Artificial Intelligence & Matchmaking:** Friday, December 9, 2020 - 09:30 AM [See all \(5\)](#)

At the bottom right, there is a 'Members' section with profiles for Virendra Sana, Rey Mibourne, and Lacara Jones. A 'Stay tuned' toggle switch is also visible, which is currently turned on.

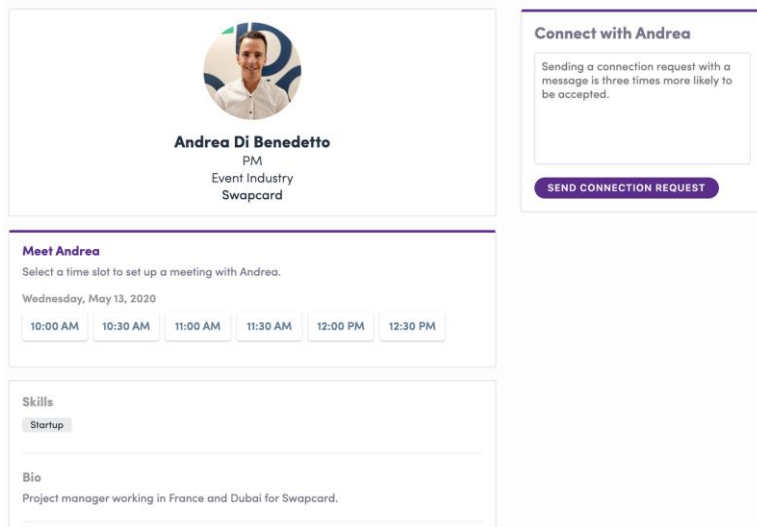
AVAILABLE FEATURES

NETWORKING

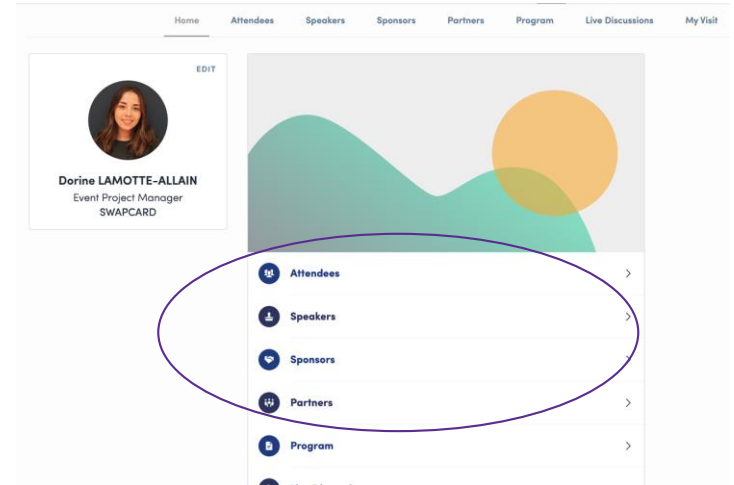
How to network

On the home page of the event, you can access the **Speakers and Attendees lists**.

Thanks to this, you can identify people of interest. Reach out to them through the application to network and schedule meetings.



The screenshot shows a user profile for Andrea Di Benedetto, PM at Event Industry Swapcard. It includes a 'Connect with Andrea' section with a 'SEND CONNECTION REQUEST' button and a 'Meet Andrea' section with a meeting scheduler for Wednesday, May 13, 2020, showing time slots from 10:00 AM to 12:30 PM. Below are 'Skills' (Startup) and a 'Bio' section stating he is a project manager in France and Dubai.



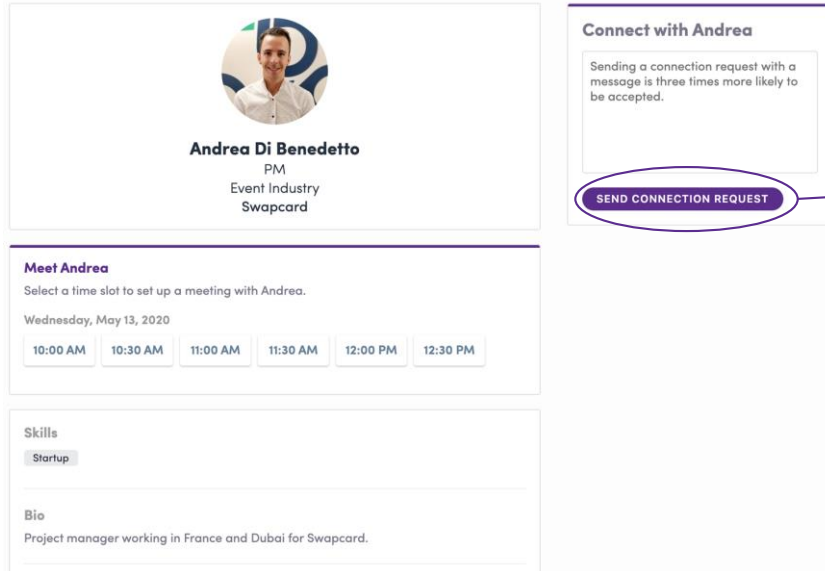
The screenshot shows the event navigation menu with options: Home, Attendees, Speakers, Sponsors, Partners, Program, Live Discussions, and My Visit. A purple oval highlights the 'Attendees', 'Speakers', 'Sponsors', 'Partners', and 'Program' options.

If you see slots appearing on people's profiles, it means that the organizer has allowed **scheduling meetings** on the event.

Don't forget to request a meeting with anyone of interest to you before all their slots are booked.

You can manage your availability from the "My Visit" section of the application.

How to make a connection request



The image shows a user profile for Andrea Di Benedetto, a PM in the Event Industry at Swapcard. Below the profile is a 'Meet Andrea' section with a meeting time selection for Wednesday, May 13, 2020, with slots from 10:00 AM to 12:30 PM. The 'Skills' section lists 'Startup'. The 'Bio' section states 'Project manager working in France and Dubai for Swapcard.' To the right, a 'Connect with Andrea' box contains a tip: 'Sending a connection request with a message is three times more likely to be accepted.' Below this tip is a purple button labeled 'SEND CONNECTION REQUEST' which is circled in purple.

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

Tip : We encourage you to write a message before sending your connection request to introduce yourself and explain the reason for the connection.

You will be able to find all the people you have been in contact with during an event in the “My Visit” button, My Contacts tab.

How to request a meeting

Step 1: Go to a person's profile - by going to the list of participants, speakers, or a sponsor's profile.

Step 2: Click on one of the proposed meeting slots. If you want to see other slots, click **see more slots**.

Step 3: After selecting a slot and the virtual location, write a message to the person you want to meet. Once done, click **send meeting request**.

← **Select location** ×

Steve Goodwin Add

Thu, July 26 - 11:00 to 11:30 AM Edit

Select a place to easily find them at the event.

- MAIN STAGE
- CHALLENGE STAGE
- ONLINE MEETING


Wednesday, 13th May • 10:30 AM to 11:00 AM Edit

Main Exhibition Hall • Match! Arena Edit

Message (optional)

Hey ! I'd like to meet you to talk about your solution.

SEND MEETING REQUEST



Andrea Di Benedetto
PM
Event Industry
Swapcard

Meet Andrea
Select a time slot to set up a meeting with Andrea.

Wednesday, May 13, 2020

10:00 AM 10:30 AM 11:00 AM 11:30 AM 12:00 PM 12:30 PM

[See more slots](#)

Skills
Startup

Bio
Project manager working in France and Dubai for Swapcard.

*Note: If you plan to do a virtual meeting, select **Online Meeting** when choosing the location.*

How to do a virtual meeting

To carry out a virtual meeting, you must select the virtual location when requesting a meeting. *(See : How to request a meeting)*

A few minutes before the meeting, go to the profile of the participant you're going to meet, and click on the colored "Meeting call" button that will launch the video call *(only available if the meeting is confirmed)*.

Connected

Andrea Di Benedetto
PM
Event Industry
Swapcard

Meeting CONFIRMED

Monday, 6th April · 10:00 AM to 10:30 AM

Virtual meeting

MEETING CALL Cancel meeting

2021 Fashion Trend'show

Display Live Discussions

Steve Goodwin 2 hours
Hello John! Nice to meet you, are you available to talk...

Mable Love, ... 3 hours
Hi, I'm also going to the event, could we meet there?

Amy Lambert Yesterday
Oh, interesting. Looking forward to meet you to...

Ophelia Doyle May 18
The Emerald Buddha is a figure of a sitting Buddha...

Travis Meyer, ... May 19
Oh, see you there then. Have a lovely day!

Steve Goodwin
Direct Sales Manager
Business Developer
Konex

BOOK MEETING

Scoring
Adding a rate helps your follow-up by knowing the potential of each connection made.

★★★★★

Tags
Add tag to organize your contacts

CEO × 2018 ×

Note
Add note to remind you about your contacts and how you met them

SEE FULL PROFILE

DELETE CONVERSATION

2021 Fashion Trend'show

Nice to meet you John! I'm Steve, Direct Sales Manager at Konex. I would like to discuss with you about your new project Low-Teck. Are you available during the event?

2:18 PM

Wed, Oct 24, 2020

Nice to meet you John! I'm Steve, Direct Sales Manager at Konex. I would like to discuss with you about your new project Low-Teck. Are you available during the event?

case-study.pdf

You launched a call
Started 2 mins ago

JOINED

Type a message...