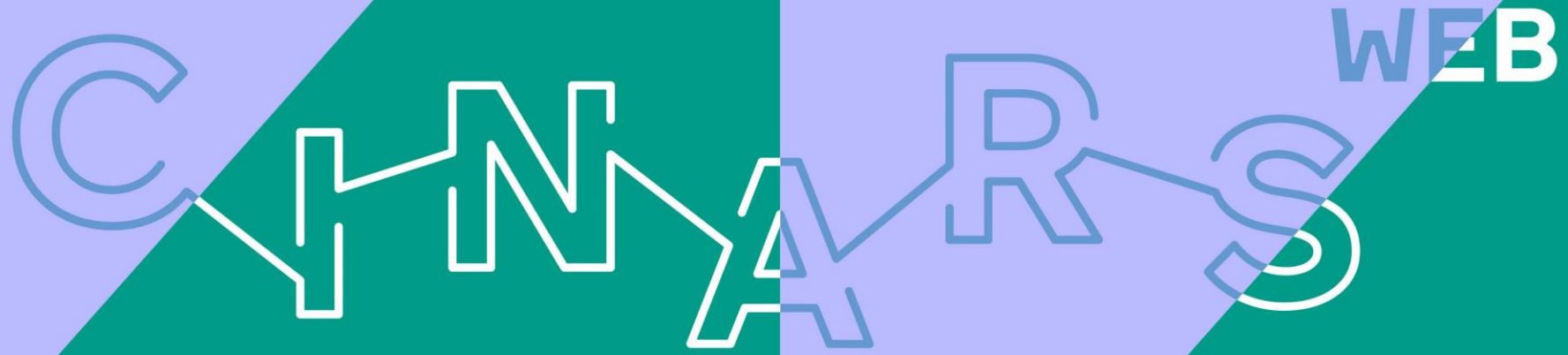


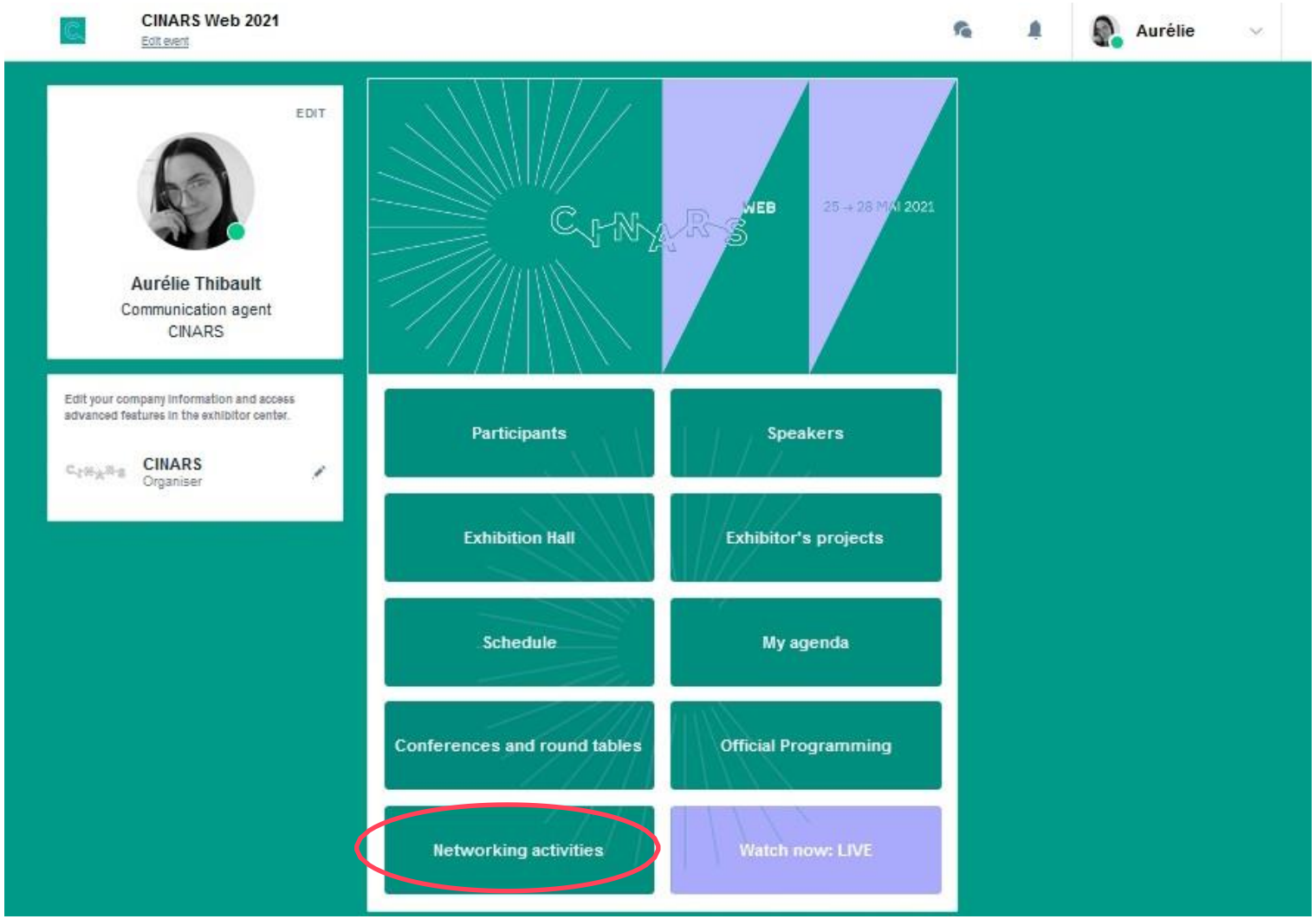
NETWORKING ACTIVITIES GUIDE

Upon reading this guide, do not hesitate to watch our video tutorial on networking activities.

Networking activities

In this section of the CINARS Web platform, you will find a detailed schedule of the different networking activities, such as the opening brunch, the closing cockail and the speed networking sessions.

In this guide, we will explore the different functionnalities to help you naviguate during these activities.

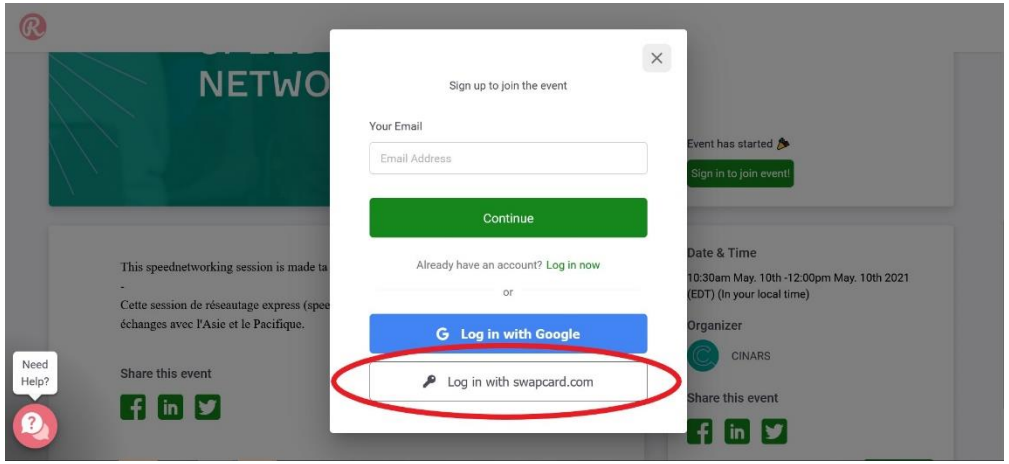


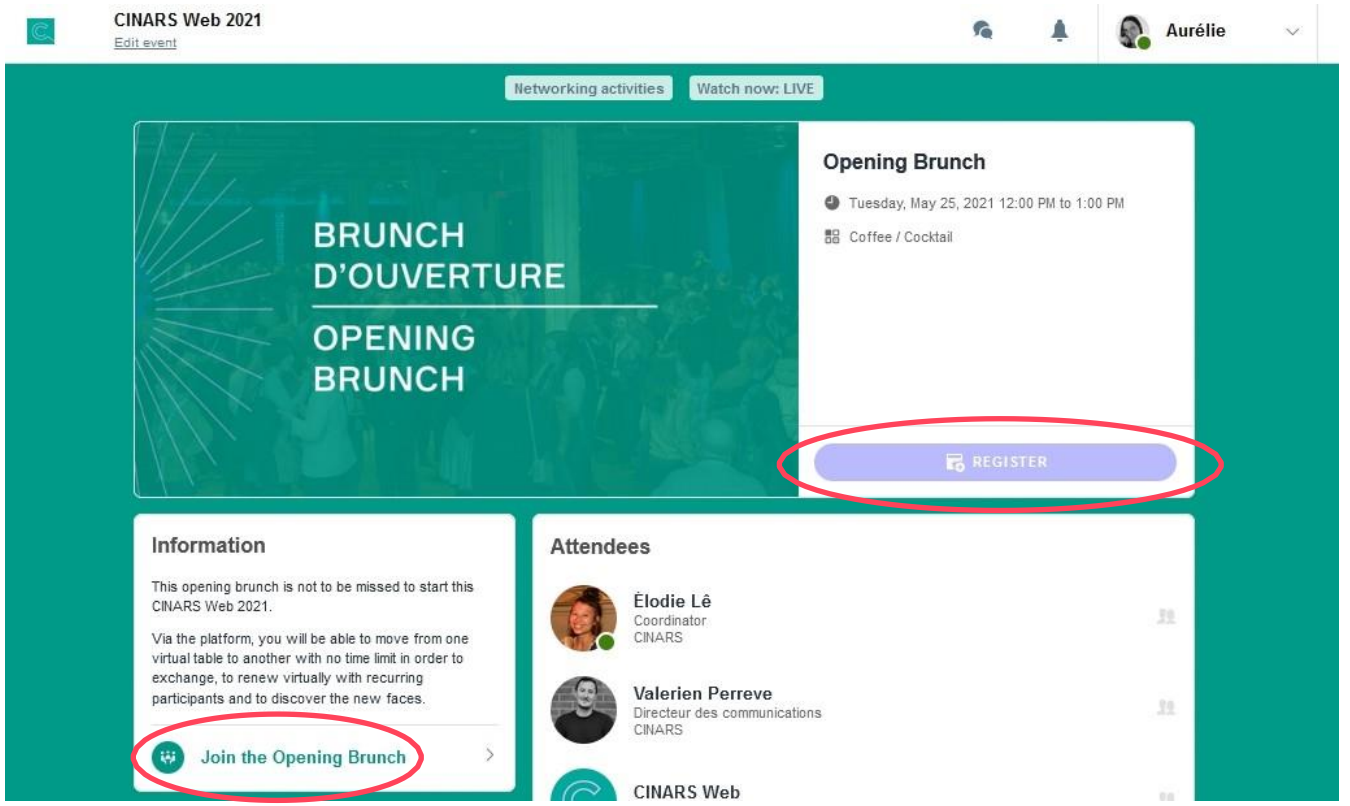
Networking activities

1 Access

First click on “**Register**”, and then to join the event, click on “**Join the**…”.

After, click on “**Sign in to join the event**” and on “**Login with swapcard.com**”.





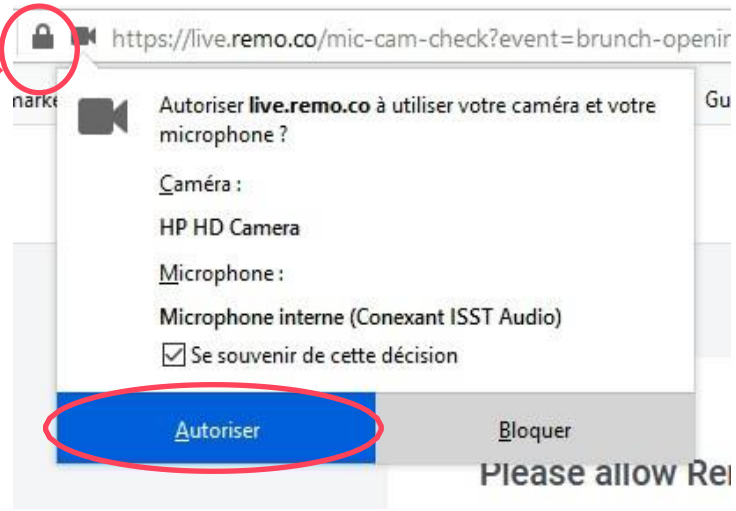
Use the email address and password you used to log in to CINARS Web platform.

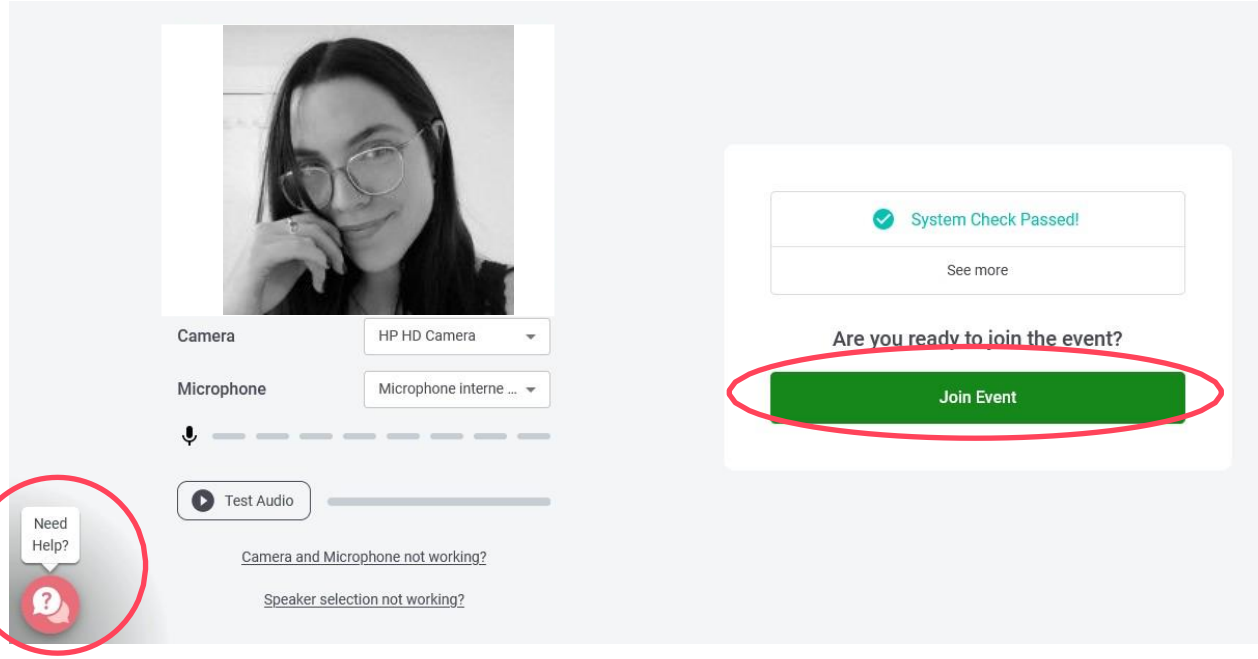
Networking activities

2 Join the event

- Allow the **camera** and **microphone** of your computer;
- If it does not work, click on the **padlock** in the left upper corner of your web browser.
- **Autorise** the access to your camera and microphone to activate them;
- Then, click on "**Join event**". You will be redirected on a virtual floor.

Ask help in the "Need Help" chat box service.

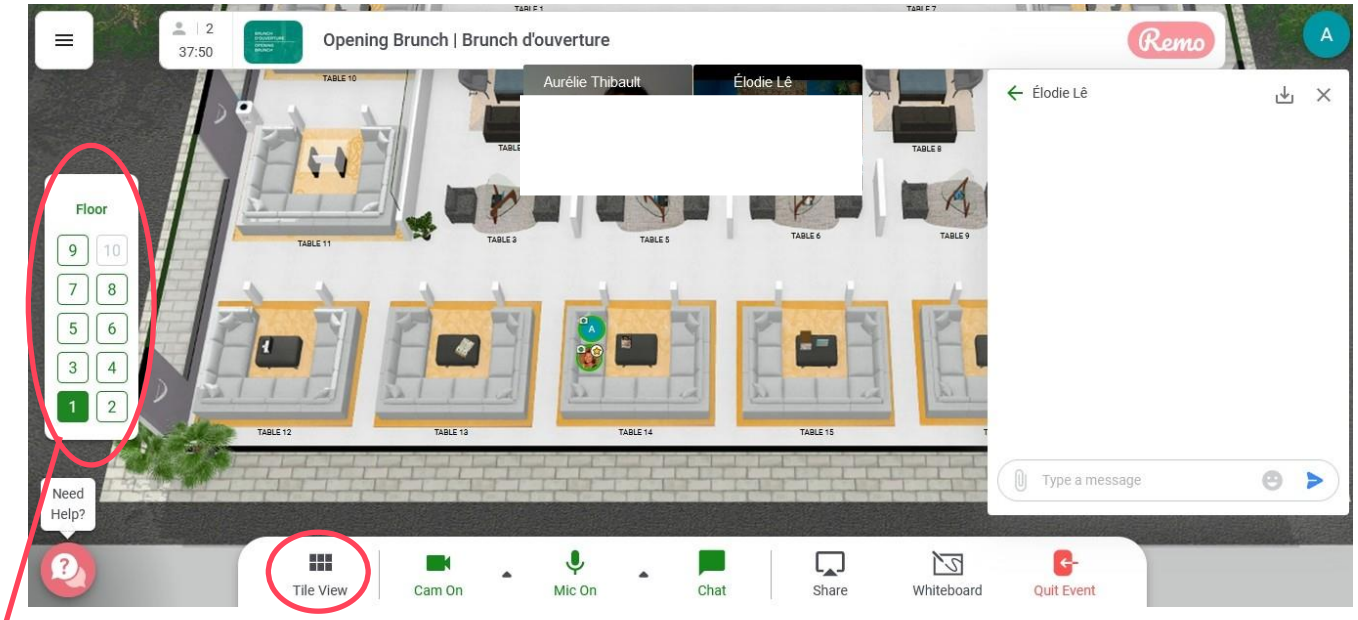




Networking activities

3 Naviguate

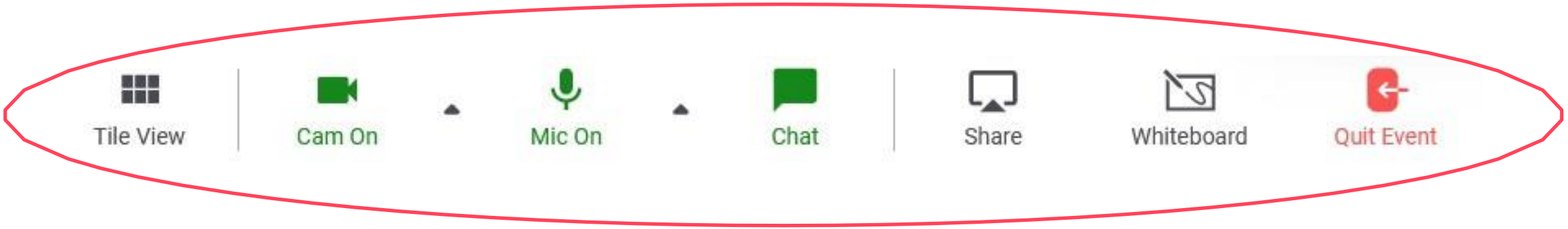
- Slide your **cursor** to change the overview of the floor;
- Zoom in and out with **CTRL+** and **CTRL-** (PC) or **Apple+** and **Apple-** (MAC);
- **Double-click** on a table to move around;
- Each table works as a private video conversation amongst people sitted at the same table. Click on "**Tile view**" to modify the overview of the conversation.
- To change floor, click on an available **number** on the left menu, then on "**Yes, go to another floor.**"



Networking activities

4 Interact

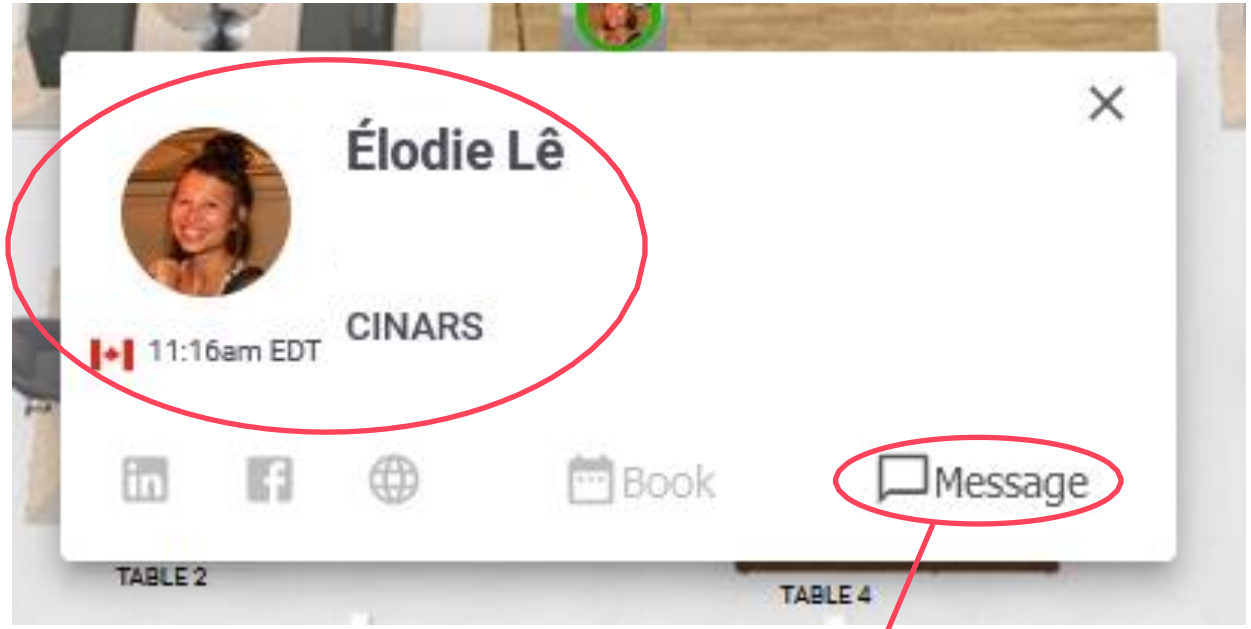
- In the bottom of the screen, there are **7 buttons** to allow you to interact with others, such as “**tile view**”, “**camera**”, “**microphone**”, “**chat**”, “**share screen**”, “**whiteboard**” and “**quit event**”.



Networking activities

4 **Interact (follow-up)**

- When you click a participant's profile picture, a window with basic information appears, such as their **name**, **surname**, **organization,** the **flag** of their location and their **timezone**.

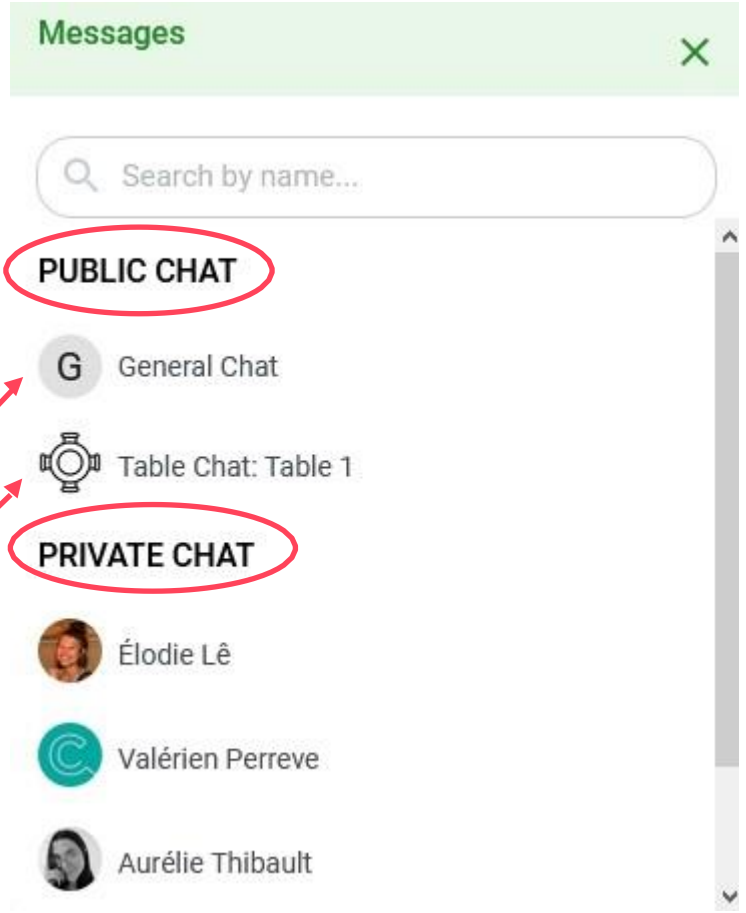


Click on « **Message** » to chat with the participant.

Networking activities

5 Chat

- You can send instant messages to other participants, either by **public** or **private chat**;
- The **private chat** is meant for only one other person selected in the drop-down menu;
- The **public chat** is meant for either the members of your current table or either with every participant of the actitivity. Select “**general chat**” to talk to all participants of the activity or “**table chat**” followed by the number of your table to talk to the members of your current table.

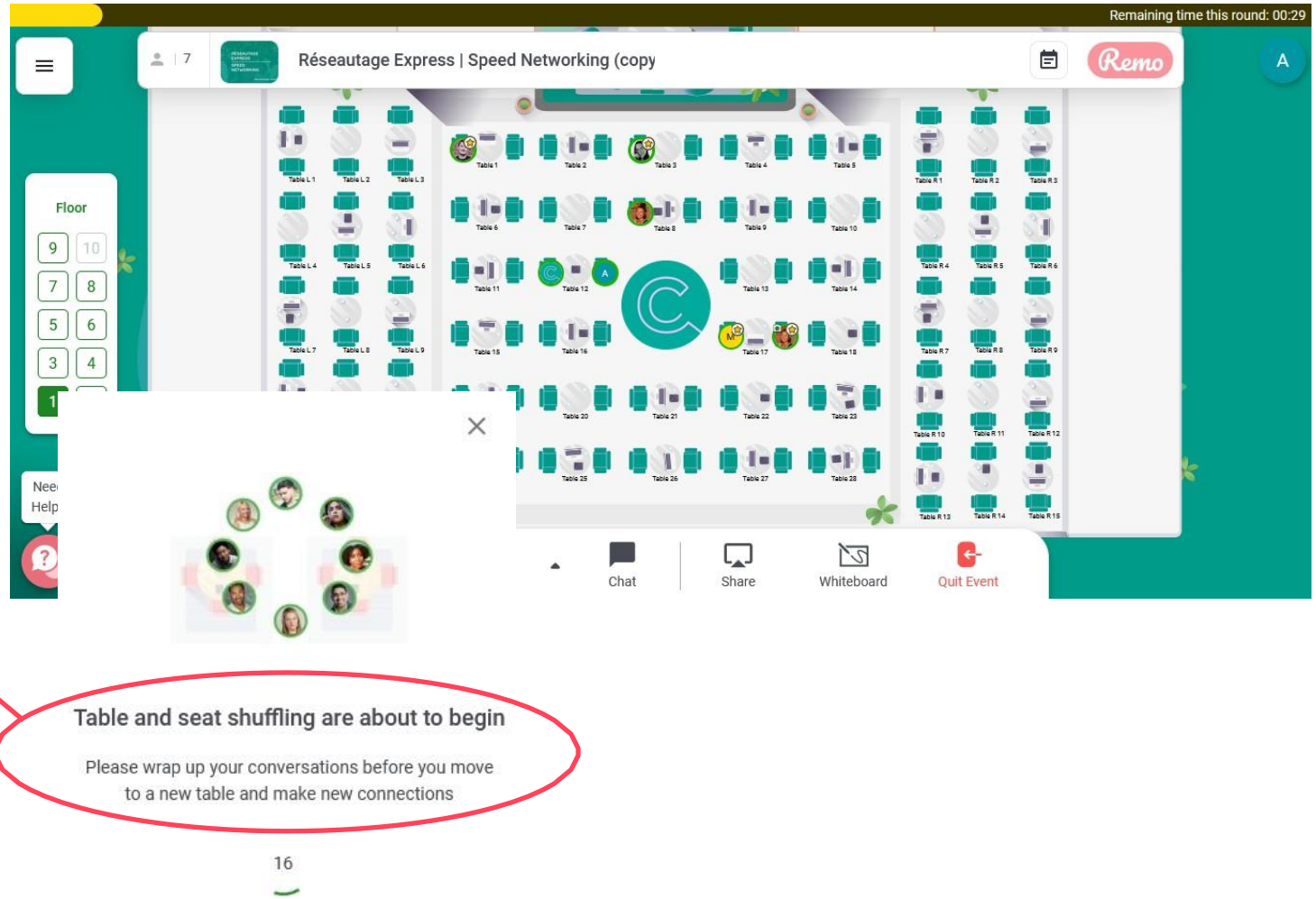


You can insert URL, upload documents or images by clicking on the paper clip icon on every chat.

Networking activities

6 Speed networking

- During the speed networking, you will be **randomly connected** to another person to discuss with them during a limited time period of 7 minutes;
- A **banner** that indicates the **remaining time** is located on the top of the screen.
- A **message** indicating the remaining 30 seconds will appear on your screen.



Support

Tutorials and guides

Watch our video tutorials and consult our different guides on cinars.org.

Help Center

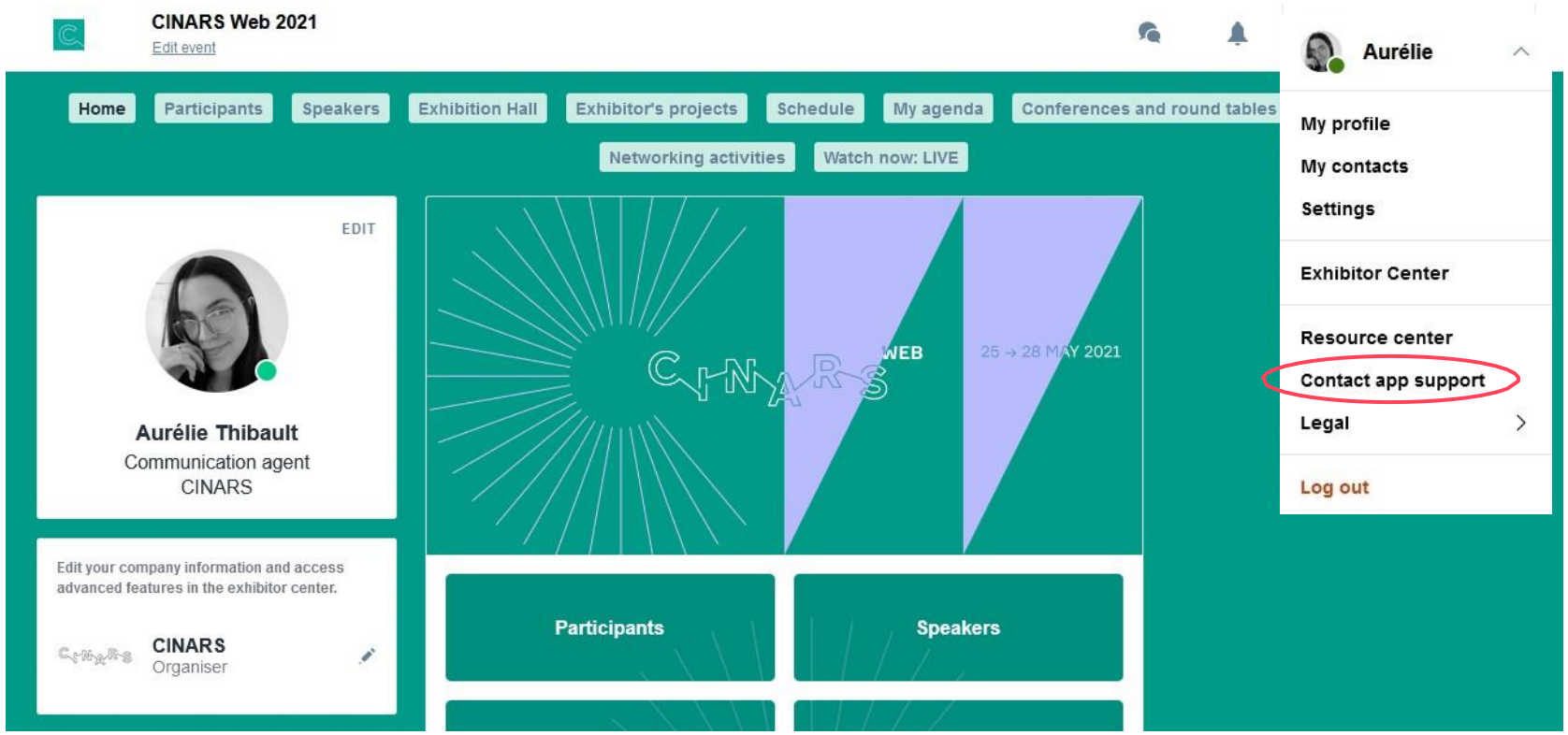
Visit the Swapcard Help Center.

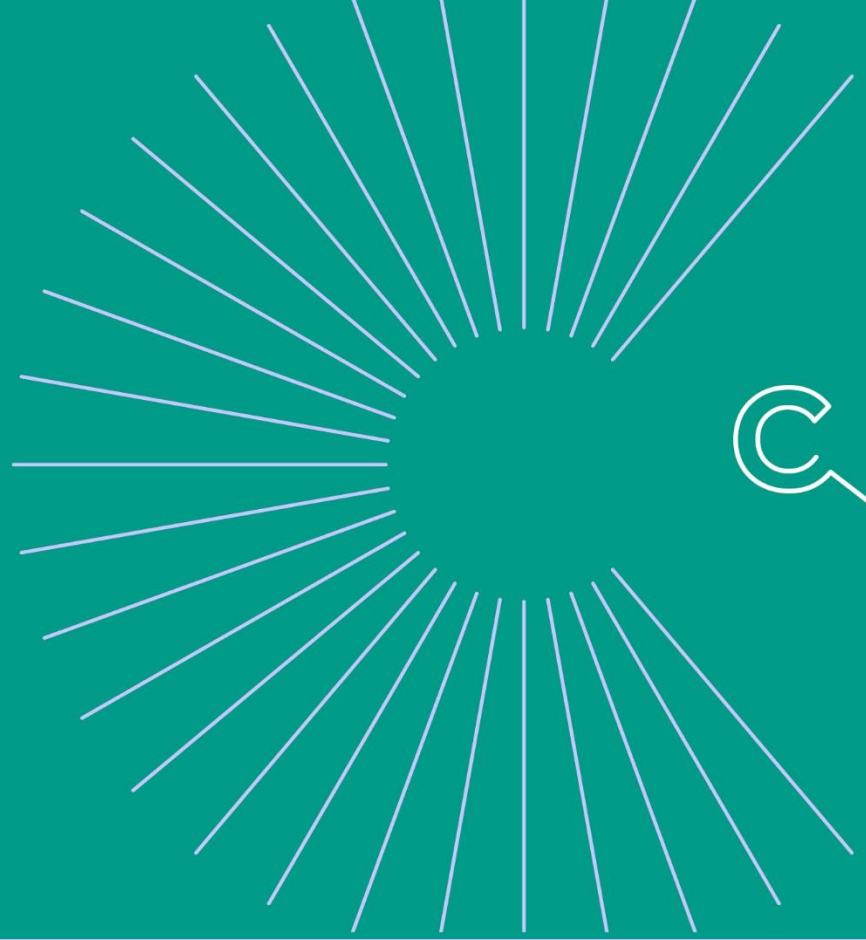
Email

Email us at support@swapcard.com.

Support

If you have any other questions, you can contact the support directly from your CINARS Web account.





CINARS WEB

25 → 28 MAY 2021

Enjoy the event!