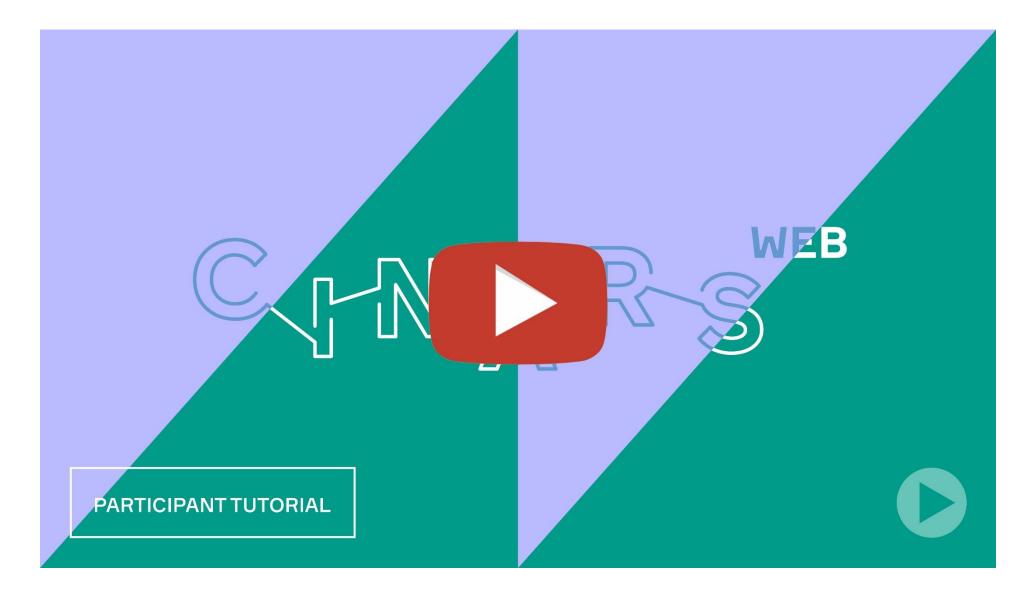
ZB PARTICIPANT GUIDE



Upon completion of this guide, do not hesitate to watch our participant video tutorial.

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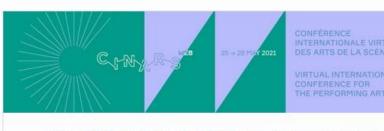
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1. Login / Email

CINARS Web 2021 <noreply@swapcard.com> à moi *



The CINARS Web platform is now open!

Hello Aurélie,

You can now connect to the CINARS Web platform to complete your profile.

CINARS Web's intelligent algorithm will be able to better accompany you throughout the event if your profile is completed **before May 25th.**

To do so, create your CINARS Web account today.

Attention ! The link is only valid for a 48h duration.

You'll receive an email on **Tuesday May 18** with a **button** redirecting you to the login page of CINARS Web. Your account is automatically pre-created by the team of CINARS.

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

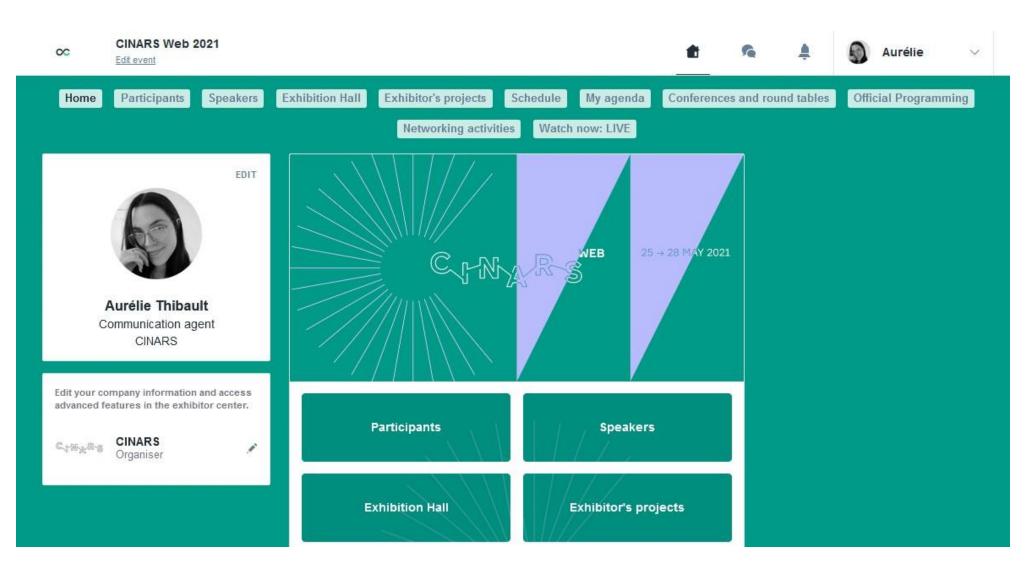
If you didn't receive anything, check your spam box.

1. Login / Platform – with an account

	\sim
	Welcome,
Please enter the em	ail address you provided during event registration.
Email address	
Enter your email ad	ddress 😔

Once your account is created, access it again at app.swapcard.com. Enter the email you used to register for the event and the previously chosen password.

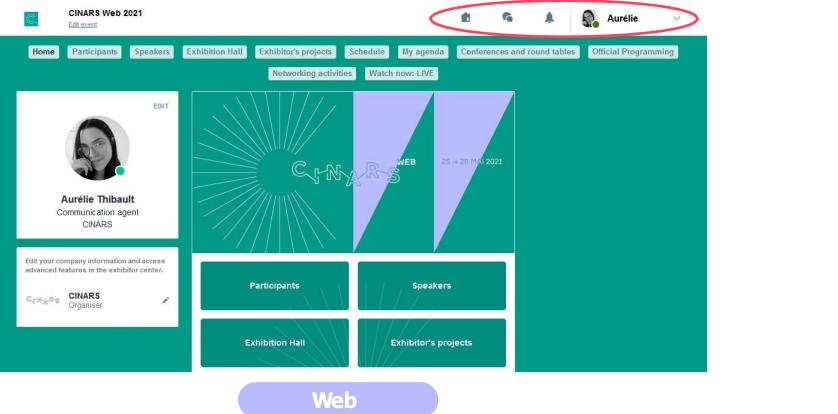
If your address is not recognized, send an email to <u>arts@cinars.org.</u>

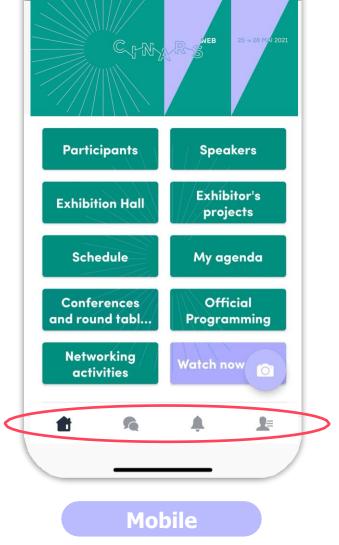


Congratulations! You now have access to CINARS Web's platform.

STEP 2 WEBSITE AND MOBILE APP

2. Website and Mobile App/ Navigation



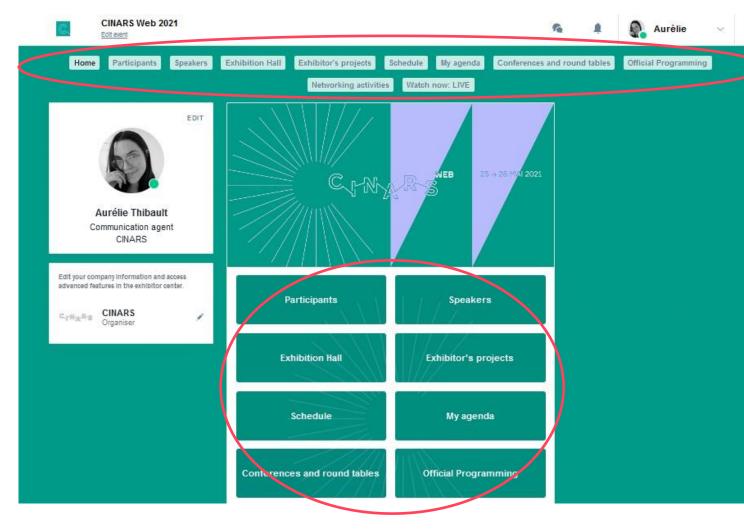


navigation is the same on Web and Mobile.

It is divided into 4 parts :

This is the home page of CINARS Web. The main 🛛 🏦 Home 🐔 Messages 🌲 Notifications 🎩 My profil

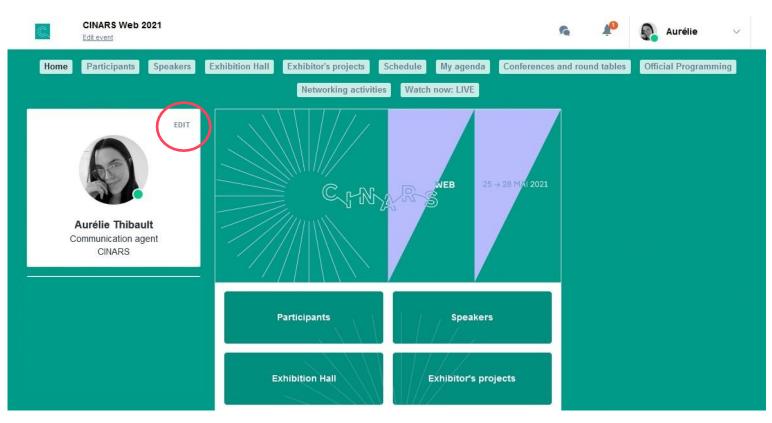
2. Website and Mobile App/ Navigation



To access the different sections of the platform, use the **buttons** on the home screen. From the Web, navigation is made easier by the presence of a navigation subbar. This allows access to the **11 sections of the event**:

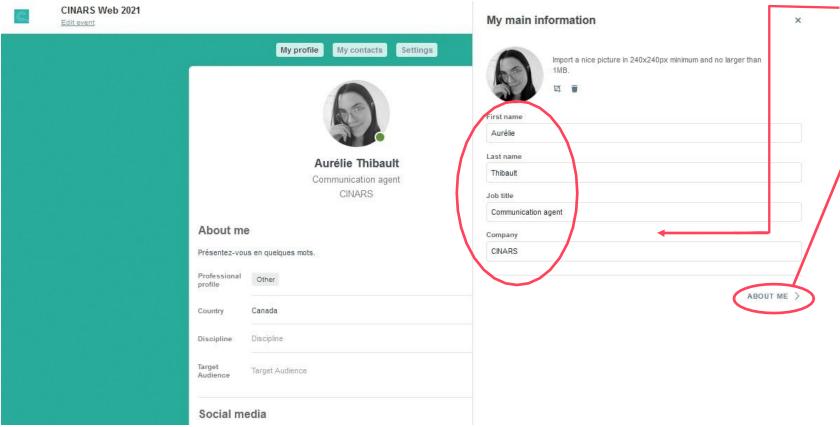
- Home
- Participants
- Speakers
- Exhibition Hall
- Exhibitor's projects
- Schedule
- My agenda
- Conferences and round tables
- Official Programming
- Networking activities
- Watch Now: LIVE

2. Website and Mobile App/ Profile



You can update the information displayed in your profile.

2. Website and Mobile App/ Profile

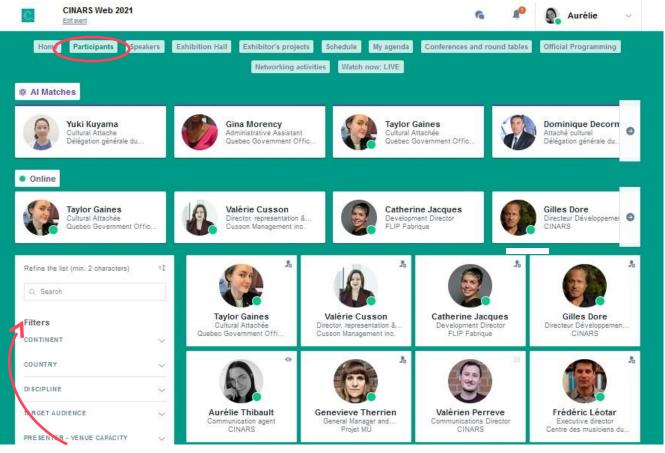


You can change your name, job title, and company name.

In the "**About me**" section, you can add a short biography of your professionnal background.

You can also add your social media links and full contacts details in the sections below.

2. Website and Mobile app/ Participants



Filters

Feel free to use this feature to refine your search and find the desired participants faster. Thanks to its intelligent algorithm, the CINARS Web platform offers you first profiles of participants sharing the same interests as you.

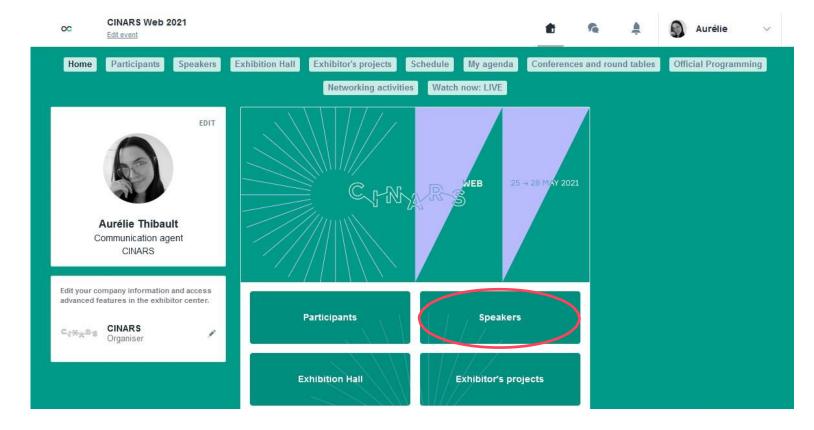
Thanks to this intelligent pairing, the development of your network is quick and easy!

The more data you enter into the platform, the more efficient the matchmaking will be.

2. Website and Mobile app/ Speakers

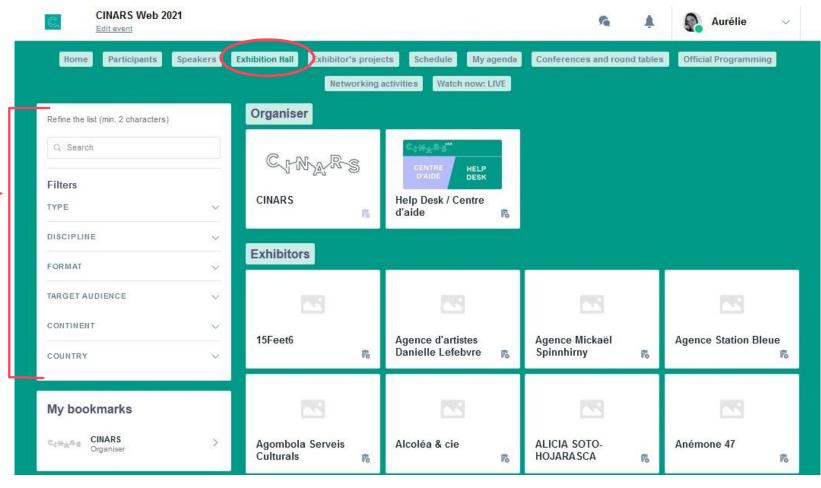
Find the list of all CINARS Web speakers.

You can access a speaker's profile to learn more about them.



2. Website and Mobile app/ Exhibition Hall

This section lists all the exhibitors present during CINARS Web.

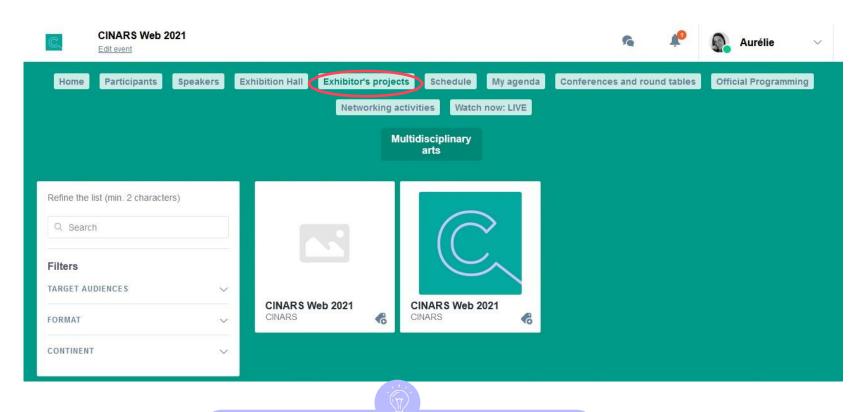


2. Website and Mobile app/ Exhibitor's projects

You will find here all the artistic projects presented **by all the exhibitors** during CINARS Web.

This is where you will find **all the shows** that exhibitors have added to their booths.

Learn more about the shows that interest you by consulting their description sheets.



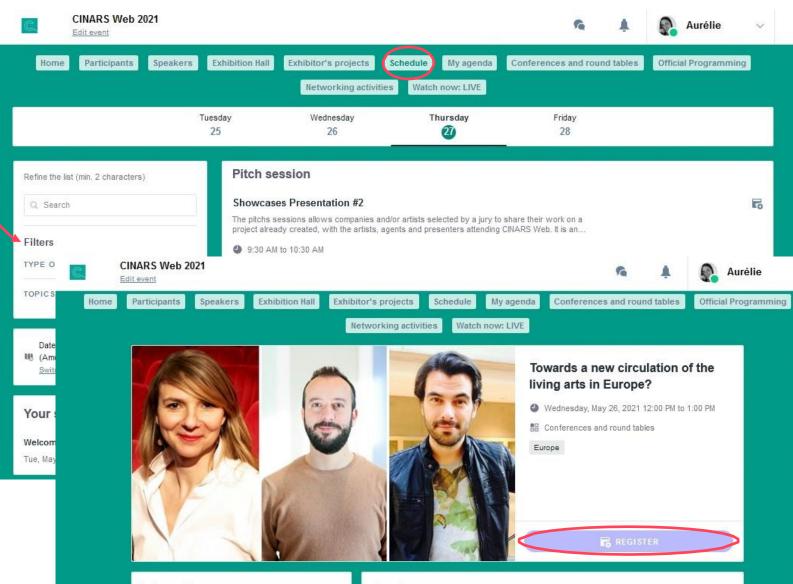
Click on the different disciplines buttons to filter the exhibitors' projects and find easily the ones that interest you more.

2. Website and Mobile app/ Schedule

Find in this section, the complete schedule of CINARS Web.

Use the filters to find more quickly the activities that may interest you.

Click on the "REGISTER" button to reserve your place at the activities you wish to attend.

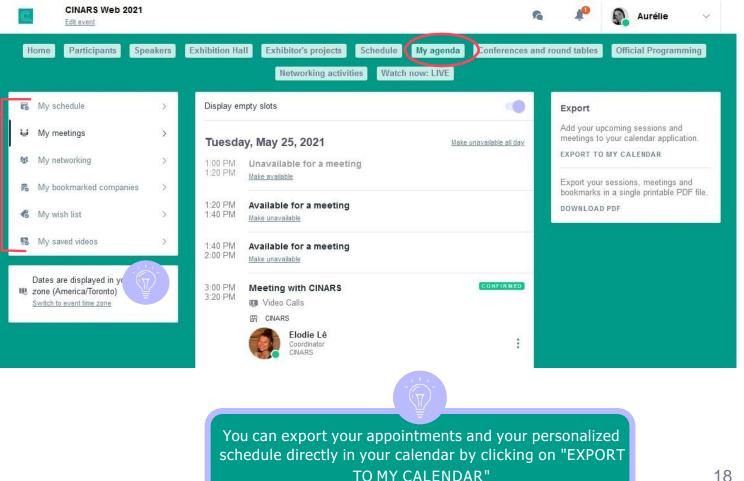


Information

2. Website and Mobile app/ My agenda

Your agenda is divided into 4 sections:

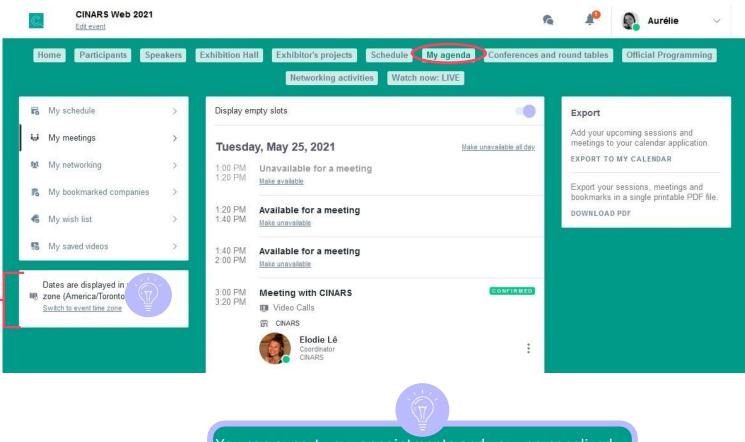
- schedule which includes all the Mv activities you have registered for.
- My meetings which includes all vour meetings scheduled during CINARS Web. This is also where you can update your availability as a participant for B2B networking sessions.
- My networking which includes all the contacts made during CINARS Web.
- Mv bookmarked compagnies which gathers all the organizations you have bookmarked on the platform.
- My wishlist which includes all the shows you favorited.
- My saved videos which includes all the videos you liked or want to watch later.



2. Website and Mobile app/ My agenda

Please note that by default the platform _ displays the schedule of activities according to your time zone.

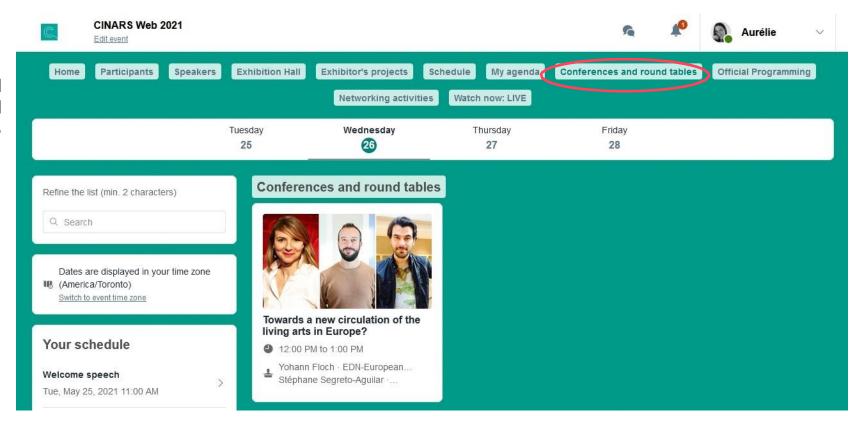
You can validate the time zone applied to your account in the Time zone section.



You can export your appointments and your personalized schedule directly in your calendar by clicking on "EXPORT TO MY CALENDAR"

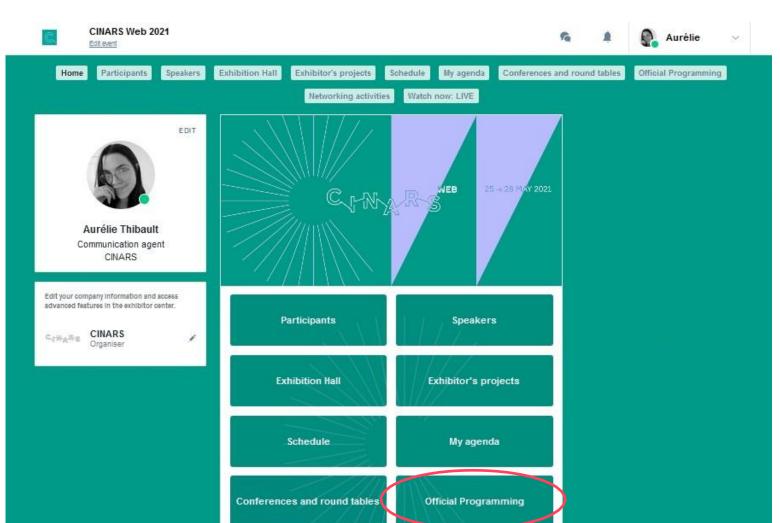
2. Website and Mobile app/ Conferences and round tables

In this section, you will find the detailed schedule of all the conferences and round tables presented during CINARS Web.

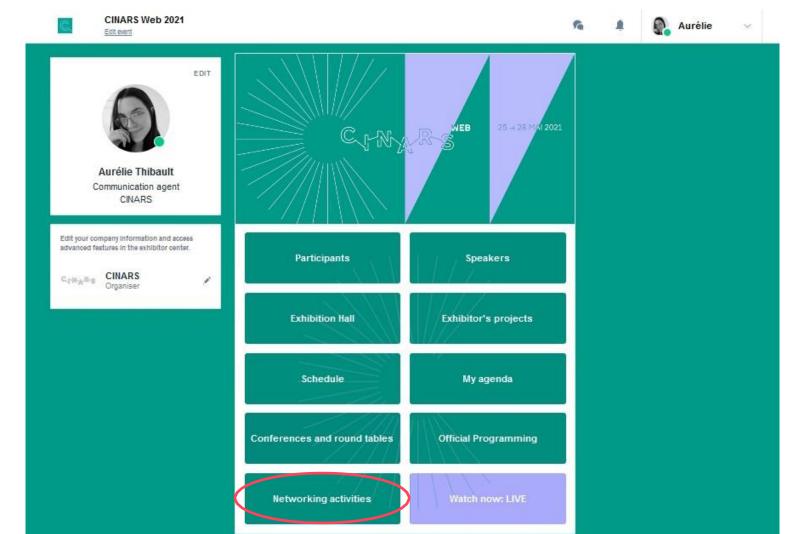


2. Website and Mobile app/ Official Programming

Like the "Conferences and round tables" section, this section provides you with a detailed schedule of pitch sessions of work in progress or shows ready to tour, that were initially selected in the official program of the 19th edition of the CINARS Biennale and that will take place during CINARS Web.



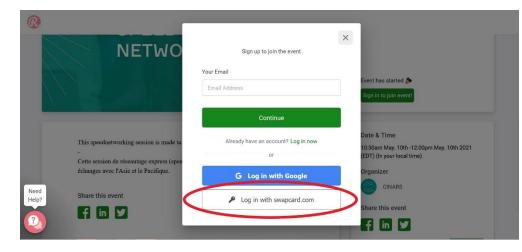
In this section, you will find a detailed schedule of the different networking activities during CINARS Web, such as the opening brunch, the closing cockail and the speed networking sessions.

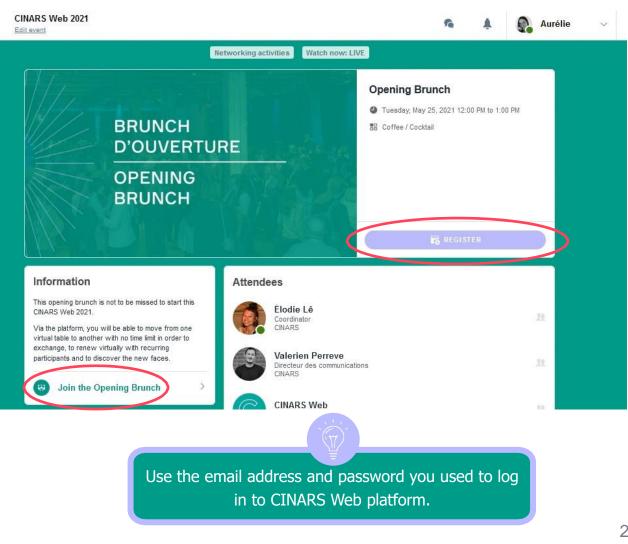


1 Access

First click on "**Register**", and then to join the event, click on "**Join the**...".

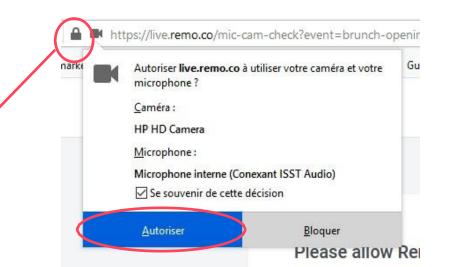
After, click on "Sign in to join – the event" and on "Login with swapcard.com".

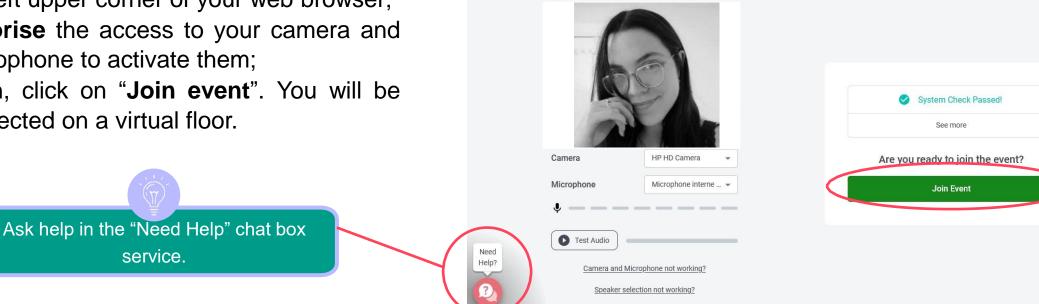




2 Join the event

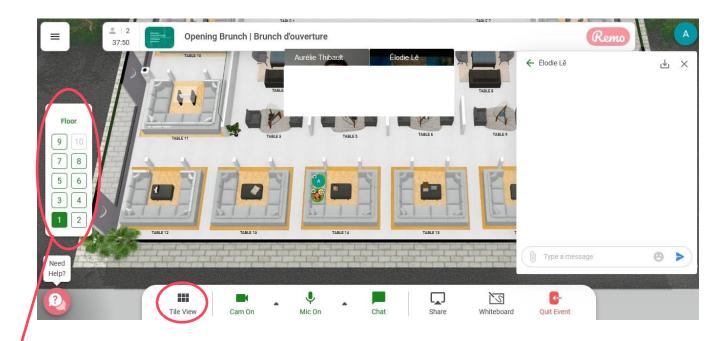
- · Allow the camera and microphone of your computer;
- If it does not work, click on the **padlock** in the left upper corner of your web browser;
- Autorise the access to your camera and microphone to activate them;
- Then, click on "Join event". You will be redirected on a virtual floor.





3 Naviguate

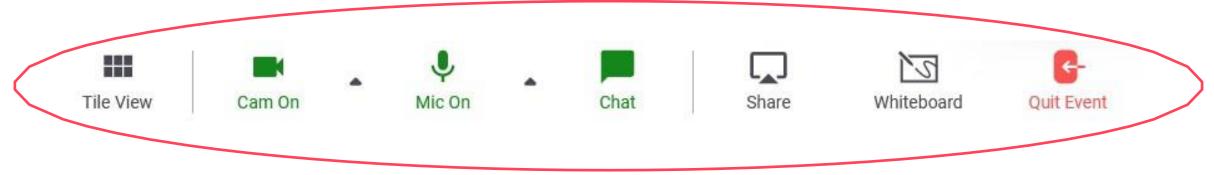
- Slide your **cursor** to change the overview of the floor;
- Zoom in and out with CTRL+ and CTRL- (PC) or Apple+ and Apple-(MAC);
- **Double-click** on a table to move around;
- Each table works as a private video conversation amongst people sitted at the same table. Click on "Tile view" to modify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



4 Interact

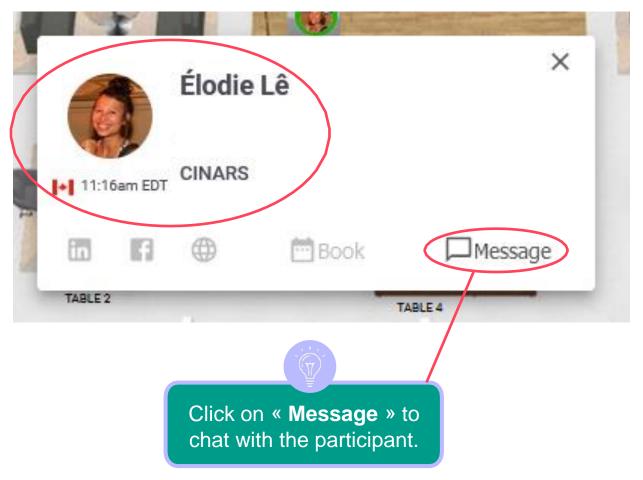
 In the bottom of the screen, there are 7 buttons to allow you to interact with others, such as « tile view », « camera », « microphone », « chat », « share screen », « whiteboard » and « quit event ».

Note that the buttons for networking activities are displayed only in English.



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**.



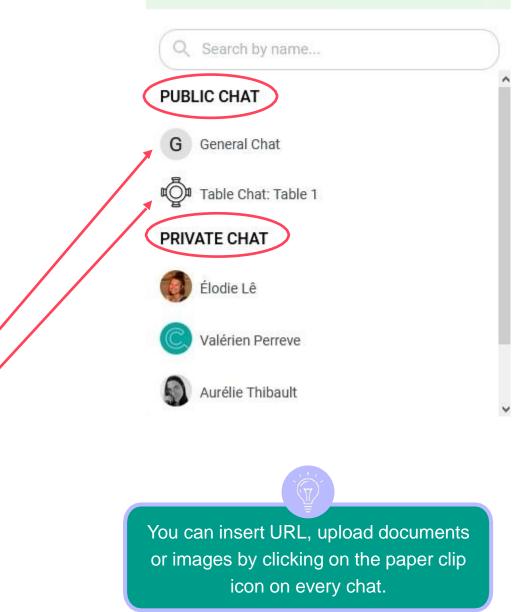
Messages

X

2. Website and Mobile app/ Networking activities

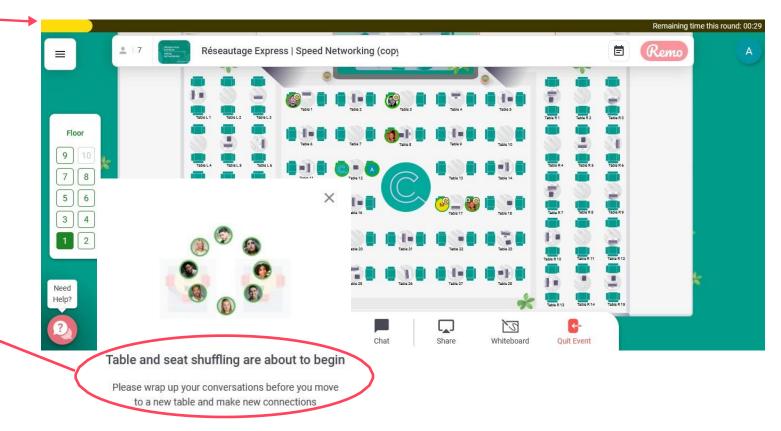
5 Chat

- 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.



6 Speed networking

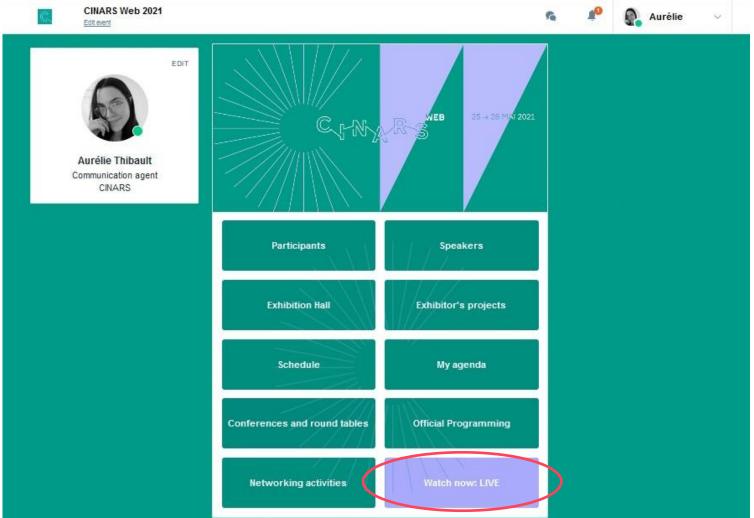
- During the speed networking, you will be randomly connected to another person to discuss with them during a limited time period of 7 minutes;
- A **banner** that indicates the **remaining time** is located on the top of the screen.
- A **message** indicating the remaining 30 seconds will appear on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



16

2. Website and Mobile app/ Watch Now: LIVE

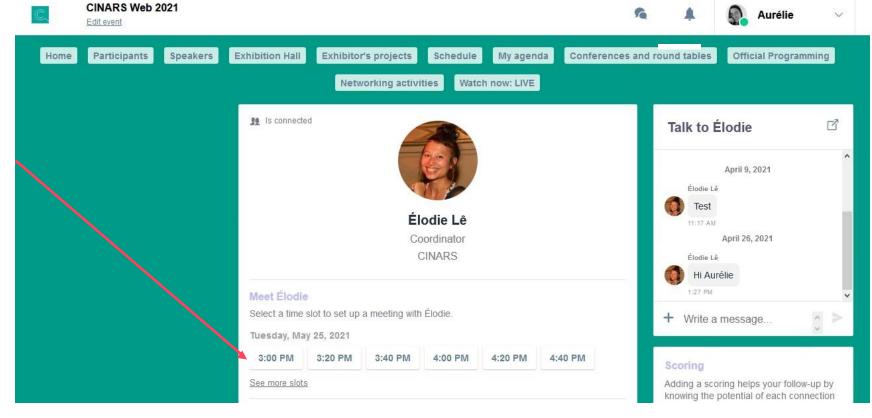
Thanks to this button, view in a single click the activity that is currently taking place live without having to go through the detailed schedule or your agenda.



1 Sel

Select a slot

By clicking on a participant profile, you can view the appointment slots for which he or she is available. Select the timing that interests you. Click on "See more slots" if needed.





Select the "Video Call" option.

C,	CINARS Web 2021 Edit event		G Å	
Home	Participants Speakers	Exhibition Hall Exhibitor's projects Schedule My agenda Networking activities Watch now: LIVE	Conferences and round tab	les Official Programming
		₩ Tuesday, 25th May • 3:40 PM to 4:00 PM	Edit	
		Select a place to meet at the event.		
		Video Calls		

3 Send a message

It is **important** to send a personalized message to the participant you wish to contact in order to increase your chances that the request will be accepted.

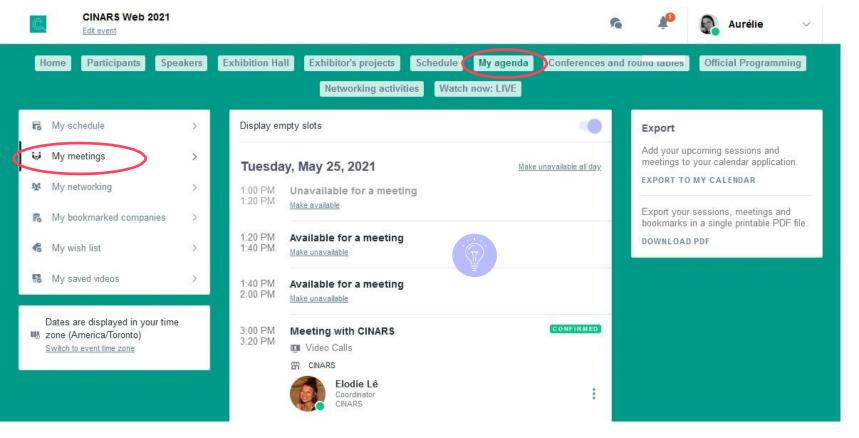
Then click on the button "SEND MEETING REQUEST".

C,	CINARS Web 2021 Edit event) X	2	¥0	Aurélie	~
Home	Participants Speakers	Exhibition Hall Exhibitor's projects Schedule My agenda Networking activities Watch now: LIVE	Conferences	and rou	ind tables	Official Programm	ing
		₩ Tuesday, 25th May • 4:20 PM to 4:40 PM	Edit				
		Video Calls	Edit				
		Message (optional) Introduce yourself and the purpose of the meeting					
		0/1000 Characters maximum SEND MEETING REQUEST					

Manage your meetings

In "My Agenda", you can view your appointments, cancel them and manage your availability in the "My Meetings" sub-section.

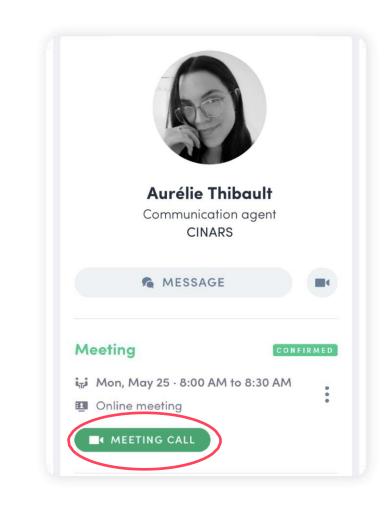
Be careful! A meeting slot is blocked when a request is made or received, even if it is not validated.



To update your availabilities, click on "Make unavailable" or "Make available" for each open time slot.

5 Video Meeting

When your meeting request is confirmed, the button "Meeting call" will appear 1 hour before your meeting on your profile (only if the meeting is confirmed).



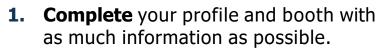
STEP 4 BEST PRACTICES AND SUPPORT

4. Best practices



Before





- 2. Connect with qualified attendees.
- **3. Send** your first meeting requests.
- **4. Answer** to your first meeting requests.

- **1. Hold** your **online meetings.**
- **2. Chat** with participants directly on the application.



- **1. Continue** to chat with your new contacts.
- **2. Export** your contact list.
- 3. Materialize your business opportunities thanks to the new contacts developed during CINARS Web.

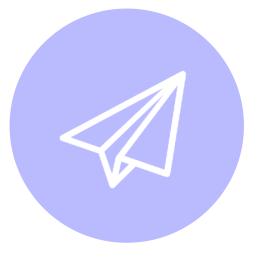
4. Support



Tutorials and guides

Watch our <u>video tutorials</u> and consult our different guides on <u>cinars.org</u>.





Help Center

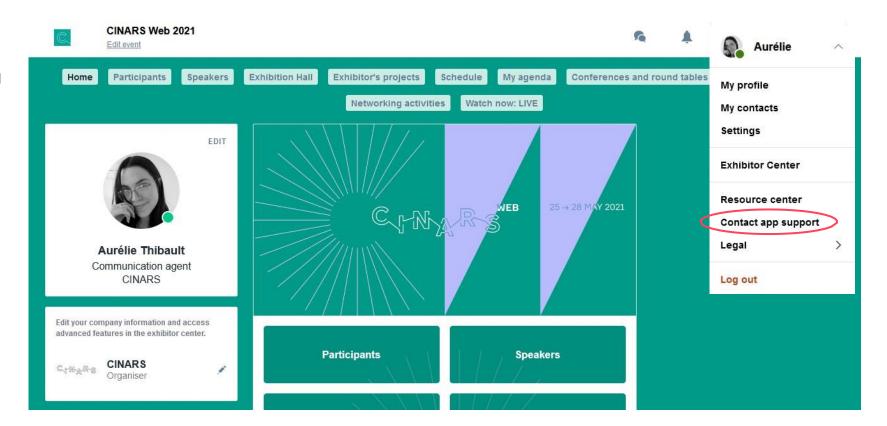
Visit the <u>Swapcard Help Center</u>.

Email

Email us at support@swapcard.com.



From your CINARS Web account, you can contact support directly.





Enjoy the event!