2023 IPEIA Conference & Exhibition App

App Sponsored by Avalanche Integrity

Avalanche Integrity

Manual – How to Use the App

IPEIA

ANDROID APP ON
Google play

Download on the
App Store

Please note, images have been used from an Apple iPhone X device. Views may differ from using different models or with an Android device. App processes will remain the same.
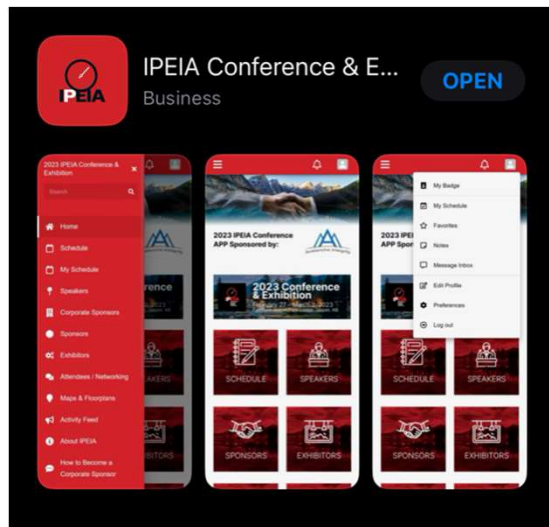
Download the App

Visit the Apple Store

- searchable under '*IPEIA*'
- select '*Get*'
- select '*Open*'

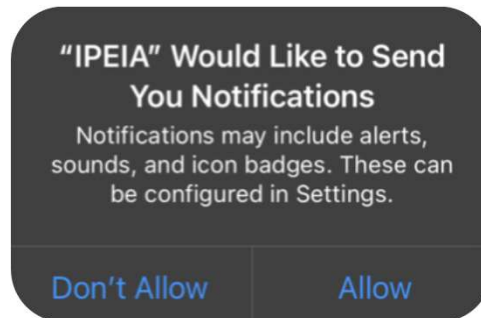**Visit Google Play**

- searchable under *IPEIA*
- select '*Install*'
- select '*Accept*'
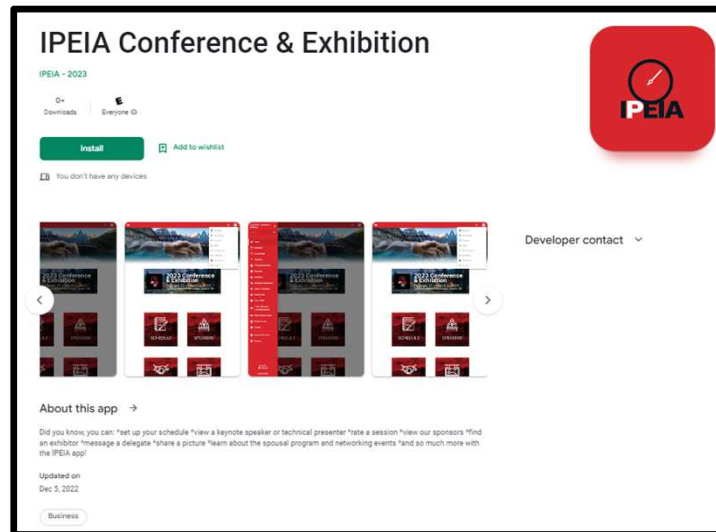
Let's Get Started!

- Select the IPEIA icon to open the app
- *'Allow'* IPEIA to send you Notifications. This way you don't miss any announcements and alerts sent out regarding the 2023 IPEIA Conference & Exhibition in Jasper, AB! You may change your *Push Notifications* at any time in your *Preferences*.

Login to the App

To use the app, users must be registered for the 2023 IPEIA Conference & Exhibition
https://www.ipeia.com/registration/

- To login, enter the email in which the registration for the conference was completed with

- Select '**Continue**'

- You will be directed to create a password

Please read our Privacy Policy to see how your information is used (select 'Click for more information' to view

- select '**Continue**'

- select your '**Timezone**'

- select 'Continue'

Troubles Logging In?

- **Receive the error message:** "*The email address you entered is not permitted to access this event. Make sure to log in with the email registered for 2023 IPEIA Conference & Exhibition.*"

-You must be registered for the Conference to access the app. You must use the email address used to register for the Conference to enter the app.

-Contact admin@ipeia.com for further issues logging in

- **Forgot your password?**

-select *Forgot Password to reset: an email will be sent to your Conference registration email account to reset your password*

-select *Log in using a one-time code instead*: an email will be sent to your Conference registration email account with a code* to enter into the app (*one time use)

Change Your Time zone

- Select your profile icon in the top right corner of the app.

- Profile icon > Preference> General Settings > select Event Time zone (America – Denver GMT-07:00)

- If you are coming to the conference from another time zone, your device with send an alert allowing you to update this automatically

- Please note, we cannot edit this time preference for you. It can only be changed within your own device's app settings

App Not Working?
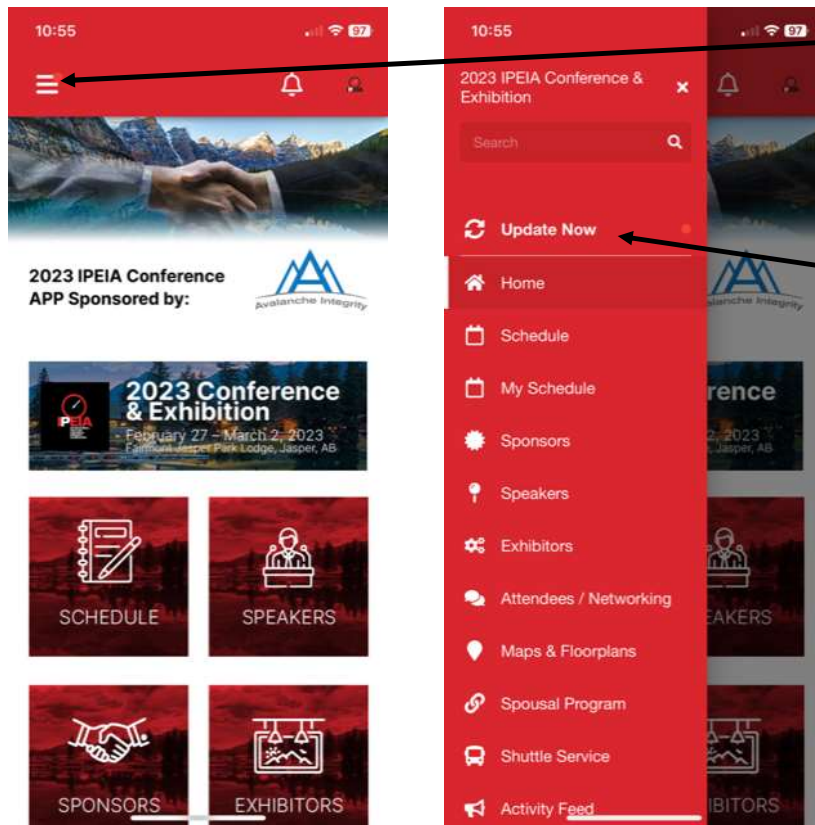
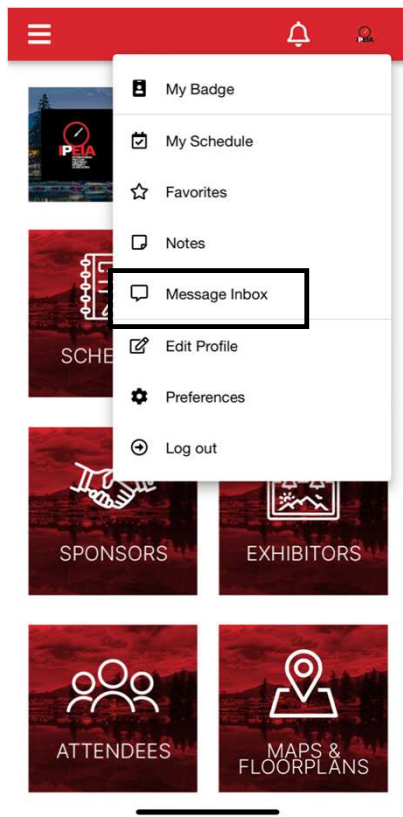

If you find your app isn't fully working, we recommend checking for updates. New app updates are indicated by a red dot on the menu dropdown

Select *Update Now*

Still not working? Ensure your device has the latest iOS update and that you have downloaded the latest edition of the app from your app store

Announcements / Alerts

- Announcements and Alerts will be sent out within the app leading up to, throughout, and following the conference. These are very important messages sent out directly from IPEIA about events happening at the conference, Sponsorship/Exhibitor information, and safety/weather alerts, etc.

- Announcements and Alerts are delivered through a push notification to your device, from the app, and as an email* to you (*if set as a preference)

- You can view all, by selecting your Profile icon > *Message Inbox*

- Settings for notifications can be changed within your Profile icon > *Preferences*

-Emails: to no longer receive, toggle off *Event Emails*

-Push Notifications: to no longer receive, toggle off *Event Notifications*
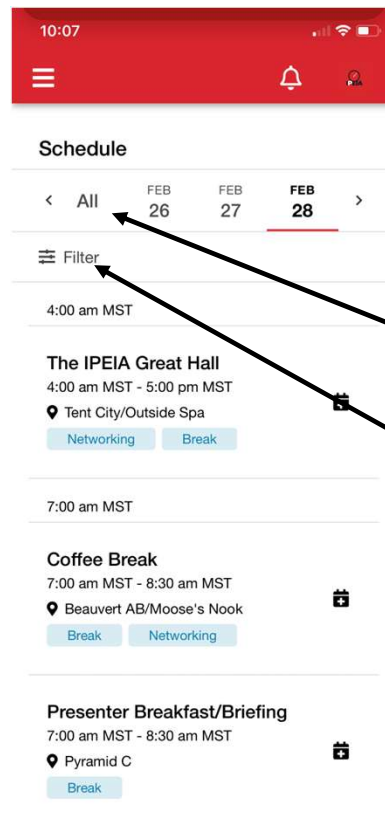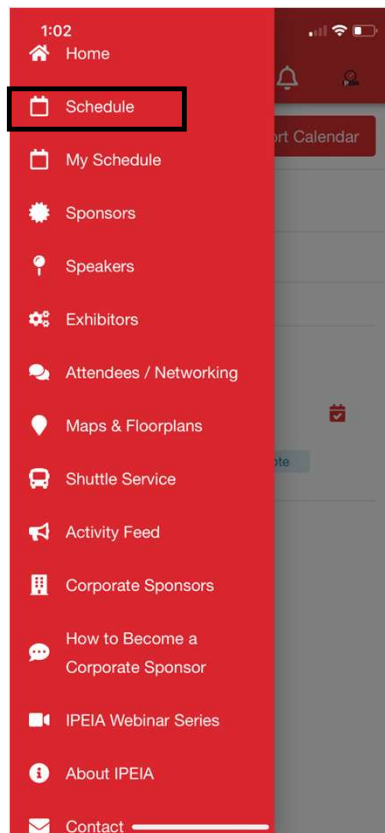
Navigating the Side Menu
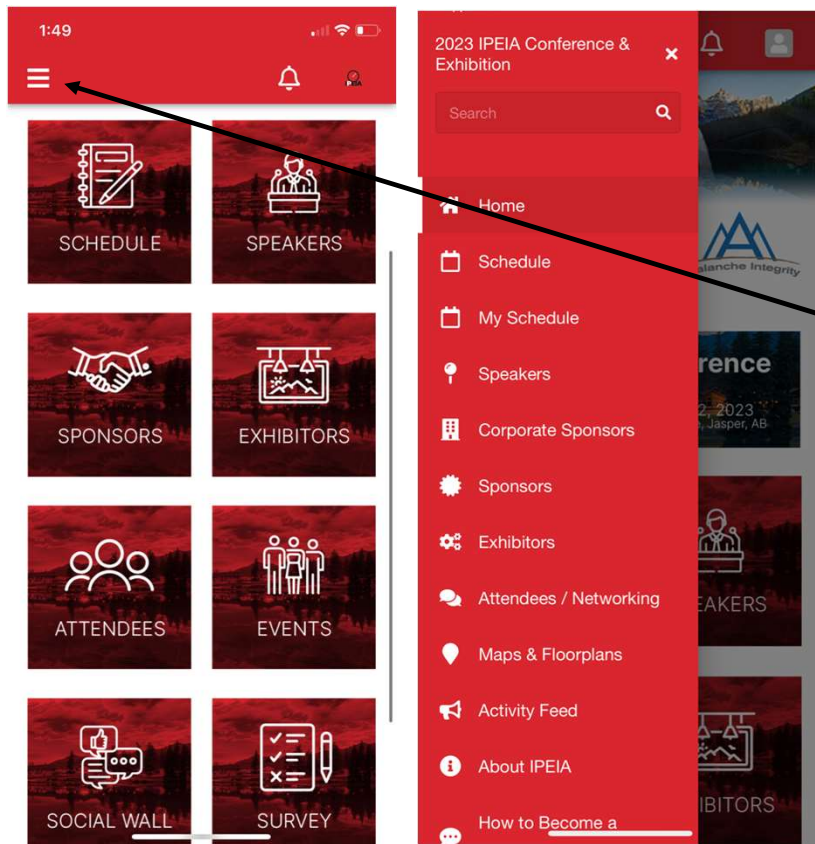
- The side menu is the main navigation point for everything within the app.

- Select the ☰ on the left side of the virtual space to expand the navigation menu.
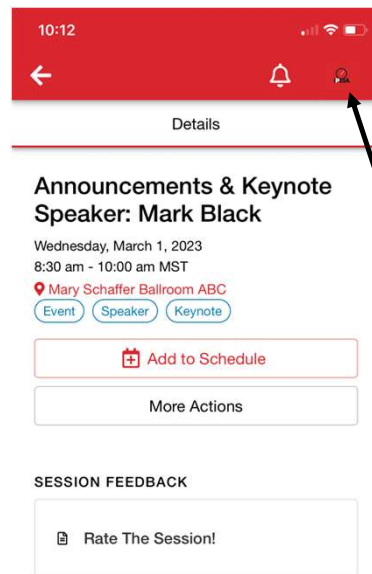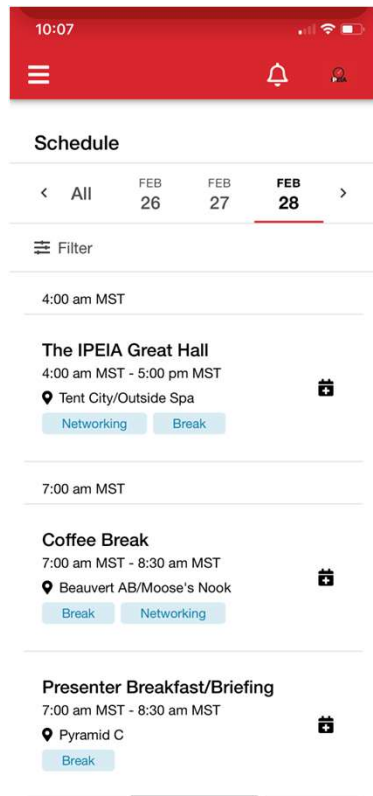
The Schedule

- The *Schedule* includes all of the Conference sessions.

- The *Schedule* can be found via the homepage widget or within the left side menu. You can sort by Time or by Filter (also known as *Tracks*).

- To sort by time: View *'All'* of the *Schedule* at once or by date

- To Filter: *Tracks* are an easy way to see an entire grouping for a session type. Select *'Filter'*, then select the boxes for the *Tracks* wanting to be viewed, then select *'Apply'*. To undo, select *'Clear Filter'*.

Customize Your Personal Schedule

2 Ways to add events to your personal schedule

1. From the main Schedule, select the 📅 icon. A message will appear confirming it has been added.

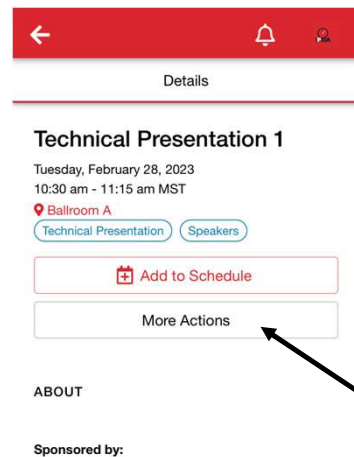2. Select the event from the schedule, then within the event details, select the [📅 Add to Schedule] button. A message will appear confirming it has been added.

To view your personal schedule, select your profile icon at the top right corner of the screen. From the drop-down list, select *My Schedule*. You may also access your *My Schedule* from the left-hand side menu. View your personally chosen scheduled events from here or choose the option to Export Calendar. By selecting this options, it will link and open to your device's personal calendar for adding.

View the Technical Presentations & Keynotes
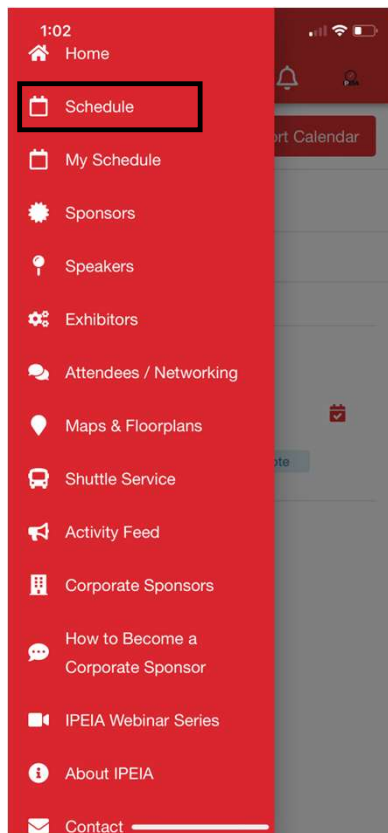
Access the 2023 Conference Technical Presentations and Keynotes through the Schedule left side menu or homepage widget

- Select the event from the schedule you wish to learn more about

- Here you will find the Technical Presentation names, information on the Presenters/Keynotes, when and when the event is happening and the Abstract/Presentation summaries

- Don't forget to check out our valued Sponsors!

- Can't miss it? Don't forget to select *Add to Schedule*

- Select *More Actions* to tweet about this event or add notes for your future reference

Session Feedback Ratings

SESSION FEEDBACK

📄 Rate The Session!

← 🔔 (icon)

Rate The Session!
Answers cannot be changed once they are submitted.

Question 1 of 1
Rate 1-5
☆☆☆☆☆

Submit

We want YOUR feedback!

Following a Technical Presentation, Student Poster, and Keynote, within the scheduled event, select *Rate The Session* on event page.

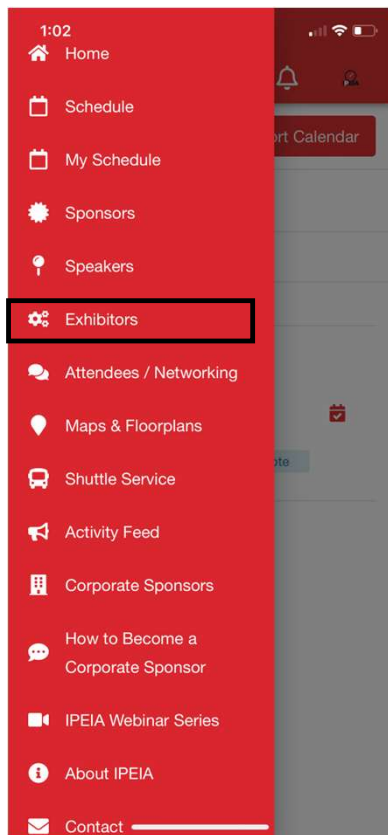Provide your ratings by selecting the number of stars you prefer

1- Poor

5- Outstanding

Then select *Submit*

EXHIBITORS

View the Exhibitors by selecting the widget icon, or by entering through the left side menu

- Search for companies

- Learn more about the Exhibitors by reading through their company overviews and connecting to their websites by selecting the links
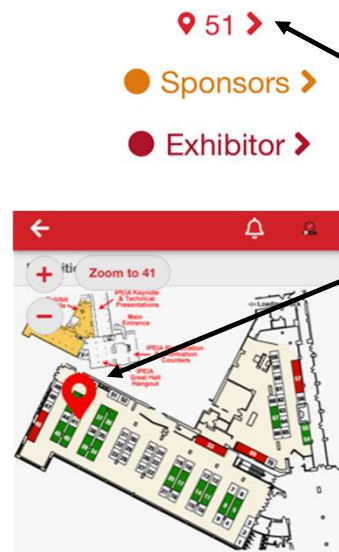
Select to add Exhibitors to your *Favourites*

Select to add notes about Exhibitors for future reference

Q Search This Section

☆ Add to Your Favorites

✎ Add Your Notes

1:02
⌂ Home
📅 Schedule
📅 My Schedule
✴ Sponsors
📍 Speakers
⚙ Exhibitors
💬 Attendees / Networking
📍 Maps & Floorplans
🚌 Shuttle Service
📣 Activity Feed
🏢 Corporate Sponsors
💬 How to Become a Corporate Sponsor
🎥 IPEIA Webinar Series
ⓘ About IPEIA
✉ Contact
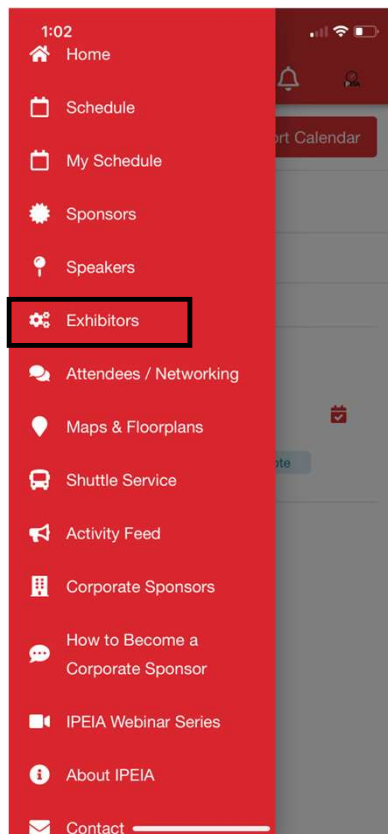
EXHIBITORS

View where on the Exhibition Floorplan Exhibitors are located by selecting their booth #
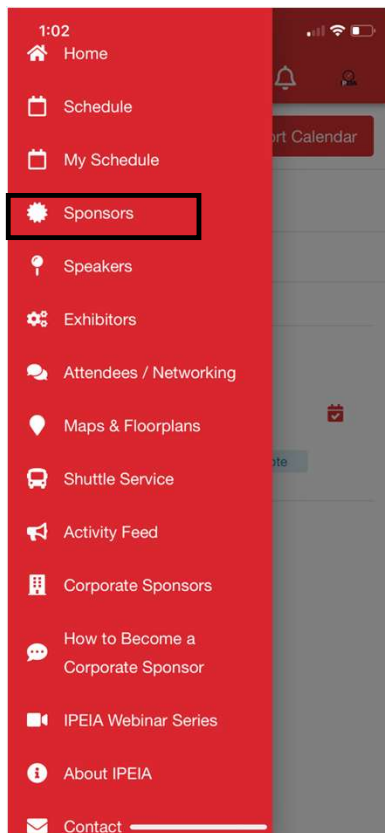
The location icon will indicate where on the map the Exhibitor's booth is located

The Exhibitor Floorplan is also viewable through the left-hand menu *Maps & Floorplans* and through the homepage widget

View the 2023 Conference Sponsors

From the left-hand side menu, or using the Homepage widget, view our 2023 Conference Sponsors!

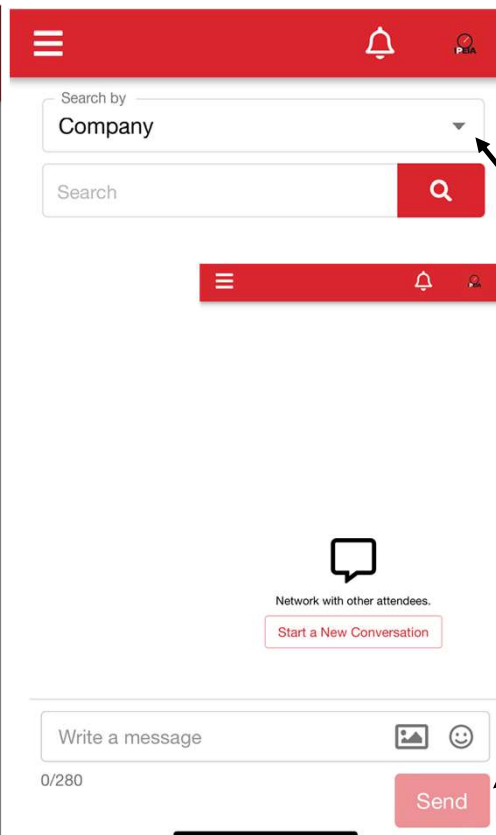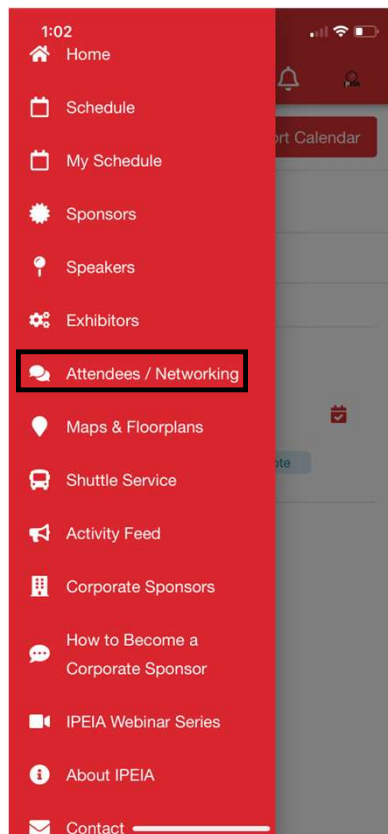☆ Add to Your Favorites → • Select to add them to your *Favourites*

✎ Add Your Notes → • Select to add notes for future reference

- Read sponsor profiles to learn more about them as a company
- Select their link to connect to their website, to contact them
- Review their profile to find out more about their presence at the conference

Networking – Messaging Part 1 of 2

- To send a message, select *Attendees/Networking* from the left side menu or from the homepage widget *Attendees*

- Search for contacts by *First & Last name, Title, or Company*

- Select the contact from the list you wish to message

- Alternatively, you may select your profile icon from the top right corner of the screen, select *Message Inbox*, then select *Start a New Conversation*. This will take you to *Attendees/Networking* section.

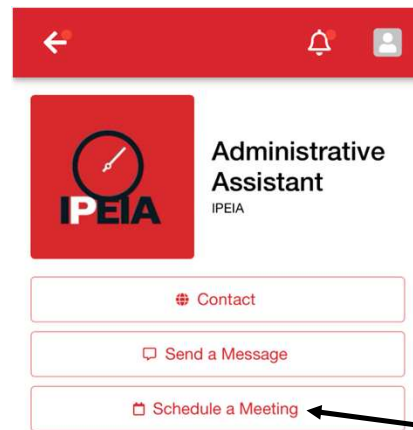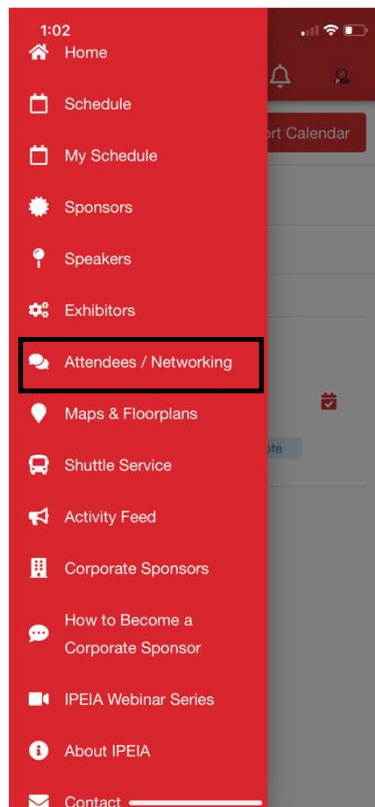- Type your message then select *Send* button

Networking – Messaging Part 2 of 2

ATTENDEES
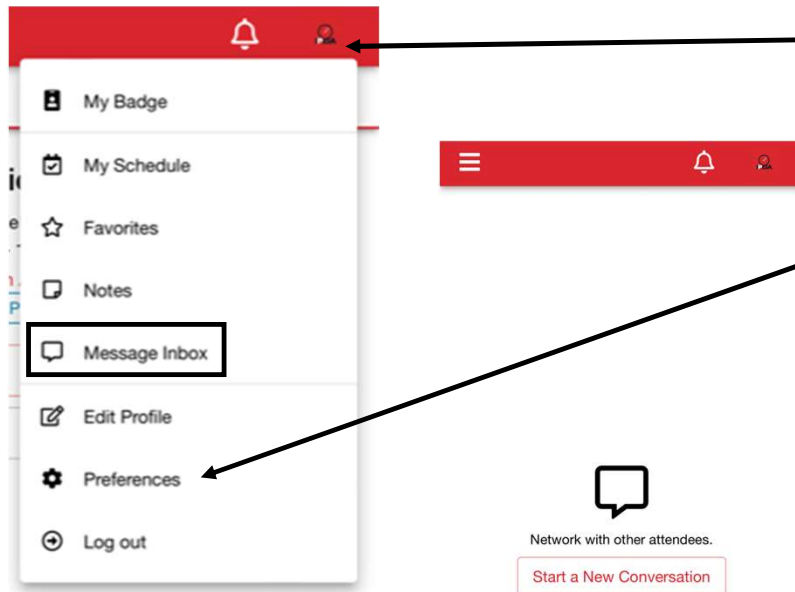
- To check your messages, select your profile icon from the top right corner of the screen
- Select *Message Inbox* from the drop-down list
- You may disable email notifications and messaging (the ability for other delegates to message you within the app) through your *Preferences*

My Badge
My Schedule
Favorites
Notes
Message Inbox
Edit Profile
Preferences
Log out

Network with other attendees.
Start a New Conversation

ATTENDEES

- Select Attendees /Networking from the left hand menu

- Search by First & Last Name, Title (note: not all contacts have personally added this field to their profiles), or Company

- Select the contact from the list you would like to schedule a meeting with

- Select *Schedule a Meeting*

**Please note, email notifications for sending/receiving meeting invitations can be changed in your Profile Icon > Preferences

**To disable Messaging & Meeting invitations from being sent to you, toggle off the option in your Profile Icon > Preferences

ATTENDEES

Suggest a Meeting

Title (required)

| Meeting - Administrative Assistant |

Date

| 02/28/2023 |

Start Time | **End Time**

| 11:15 AM | | 11:30 AM |

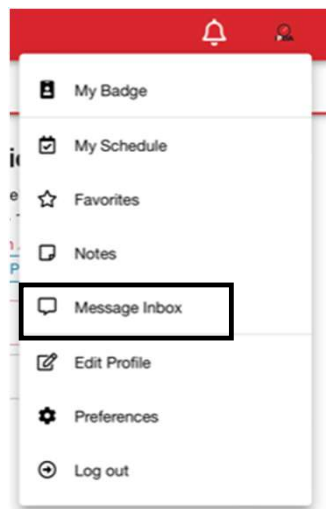**Location**

| The Great Hall |

Note

| Add a message |

Cancel   Send Invite

- Suggest a Meeting:
-edit *Title (required field)*
-select *Date* of meeting
-select *Start & End Time* for meeting
-enter the *Location* for the meeting (this is a typed field, to your preference)
-add a *Note* (optional)
-select *Send Invite*

- a notification will be sent to the contact you suggested the meeting to

ATTENDEES

My Badge

My Schedule

Favorites

Notes

Message Inbox

Edit Profile

Preferences

Log out

Decline | Accept

See you there !

15/280

Send

- **Follow-up on invitations** by selecting your profile icon, then your *Message Inbox*

-unanswered invitations will show as *'Awaiting response...'*

- **Received an invitation?** (displayed in *Message Inbox*)

-select the invitation, then select *Decline / Accept.* You may also enter a message you would like to include (optional)

-<u>Decline:</u> a message will be sent to the invitee stating the invitation has been declined

-<u>Accept:</u> a message will be sent to the invitee stating the invitation has been accepted. You may view your accepted meetings by selecting your profile icon, then selecting *My Schedule*

-<u>Cancel a Meeting:</u> enter the calendar event through *My Schedule,* select *Cancel Meeting,* confirm cancellation. An update will be send to the other person.
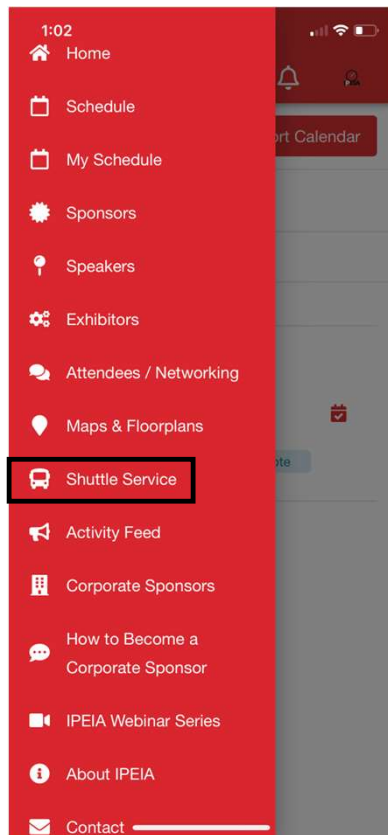
View Your Favourites

☆ Add to Your Favorites
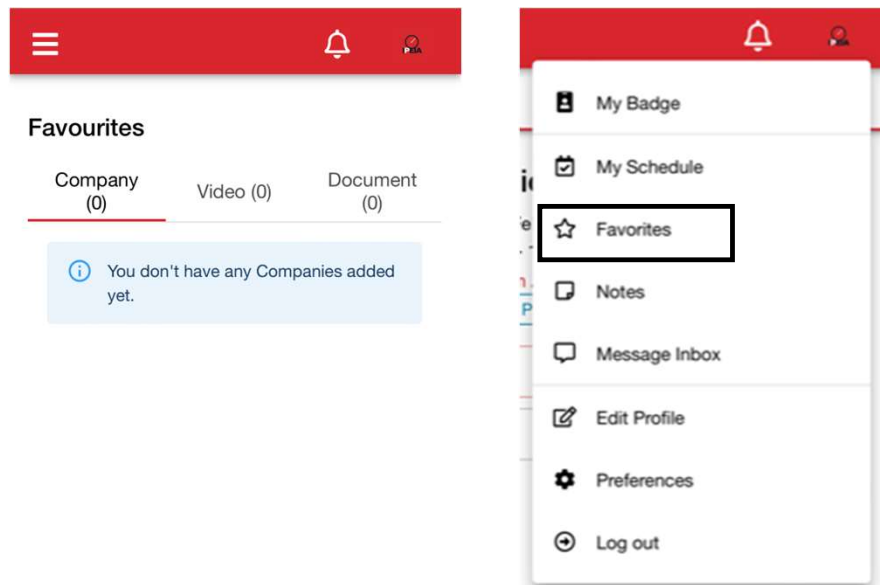
Collect a network of contacts using this useful tool

- Select the star icon ☆ to add a contact to your *Favourites*

- Access your *Favourites* by selecting your profile icon, and then selecting *Favourites*

☰   🔔 ⚲

Favourites

Company (0)	Video (0)	Document (0)

ⓘ You don't have any Companies added yet.

🔔 ⚲

| 🪪 | My Badge |
🗓	My Schedule
☆	Favorites
🗋	Notes
💬	Message Inbox
✐	Edit Profile
⚙	Preferences
⊕	Log out

View the Shuttle Service

To view the IPEIA Conference Shuttle Schedule, select the option from the left-hand menu. This will link you directly to our website where the shuttle schedule and additional information can be found.

Can also be viewed by visiting
https://www.ipeia.com/shuttle-service/

IPEIA Conference Feedback - Survey
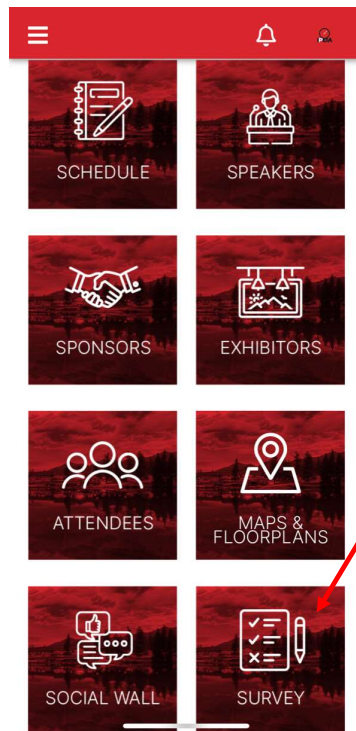
Like something – didn't prefer – want to see more??
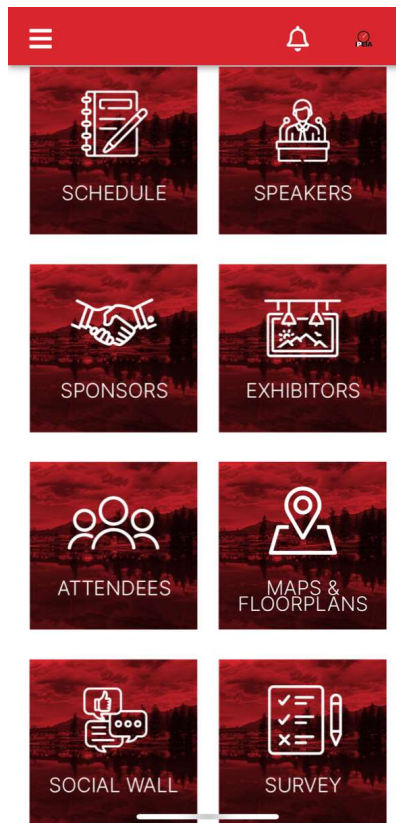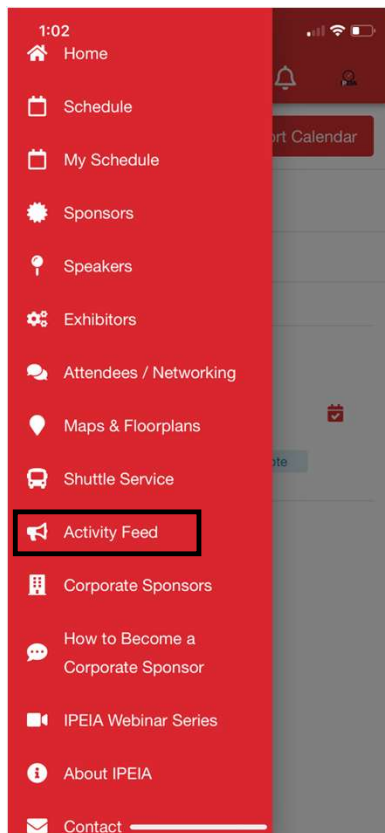
We want to hear from you!

Select the *Survey* widget from the app's homepage

- Select the *2023 IPEIA Conference & Exhibition – Event Survey*
- Fill out the event survey with your feedback
- Select *Submit* button

Activity Feed & Social Wall

SOCIAL WALL

View/Add to our Activity Feed!

- Select *Activity Feed* from the left hand menu to view all postings

- Want to share a photo with everyone at the Conference?

-Type the message you would like to share

-Add an image by selecting the camera icon, then choosing *Photo Library/Take Photo/Choose File*

Post to IPEIA's Social Wall!

- Send a Tweet and make it Facebook official! Use our hashtag **#IPEIA2023** when posting within your own social media accounts

- View #IPEIA2023 posts by selecting the widget on the app's homepage or from the left hand menu

Preferences
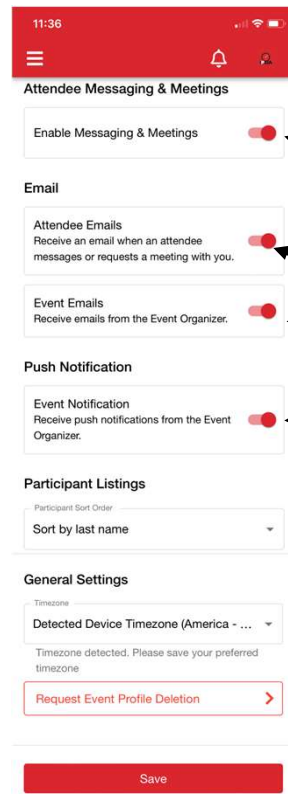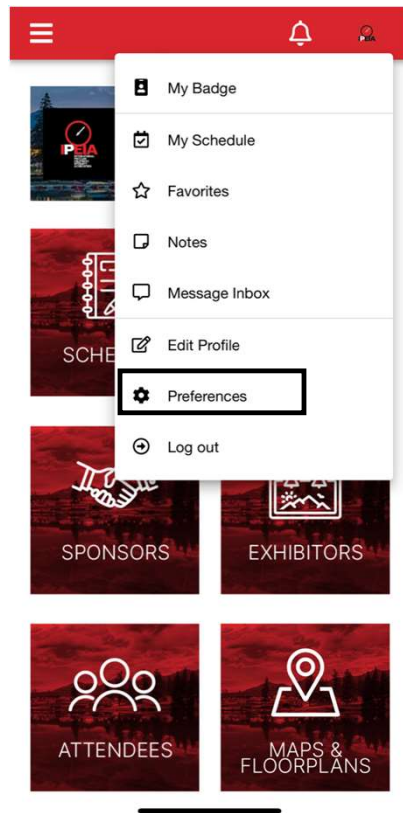
To access your *Preferences*, select your profile icon, from the top right corner, then select *Preferences* from the drop-down menu

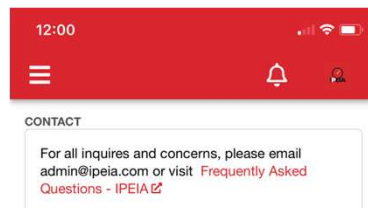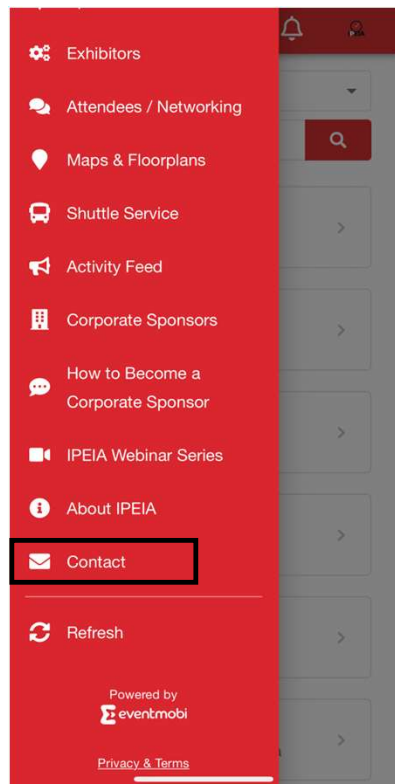Select to disable other delegates from messaging you

Select (2) to disable email notifications

Select to disable event notifications within the IPEIA app

Change time zone

Request your profile be removed from the IPEIA Conference App

Need Help?

- Select *Contact* from the left side menu to be directed to IPEIA's contact resources

- Please email admin@ipeia.com for all inquiries and concerns relating to the app or visit https://www.ipeia.com/frequently-asked-questions/ for more information on the Conference