



# Delegate Guide to Swapcard

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## Welcome to NCE Future of Transport 2020

Hello and thank you for confirming your attendance at **New Civil Engineer Future of Transport** which will take place as NCE's **first ever virtual conference** between 17 & 18 September.

We are delighted to be bringing you this event in a virtual format, presenting **expert speakers and offering a chance for networking** like we've never experienced before. This virtual world is new to everyone, but we have chosen a fantastic digital event platform which will make the transition from physical to digital as easy as possible.

We are using **Swapcard**. Swapcard is a digital event platform which uses **artificial intelligence** to matchmake delegates with one another and offers a seamless and simple user interface. Using the system is straightforward and will provide attendees with **networking and learning opportunities**.

**Please read this document** which will walk you through the setup of your account on the platform. This should answer any questions you may have, but in the event that it does not, please contact me directly at [harry.bower@emap.com](mailto:harry.bower@emap.com).

**Thank you again and I look forward to welcoming you to the event.**

## Logging into your Swapcard account

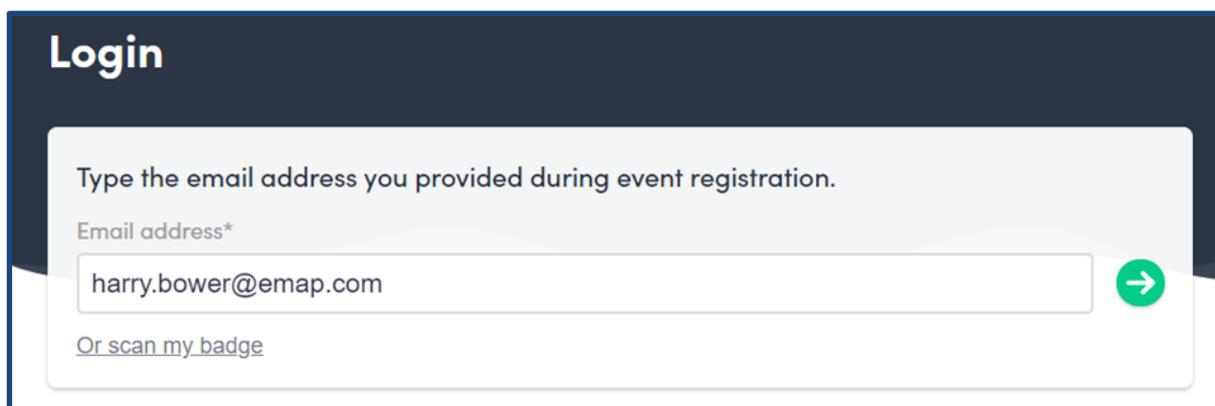
We have created an account for you, using your email address.

To log in, go to [www.swapcard.com](http://www.swapcard.com)

Click the 'login as participant' button in the top right hand corner:



When prompted, enter **your email address**:



Once you click the green arrow, you will see the **following screen**:

## An email is on its way

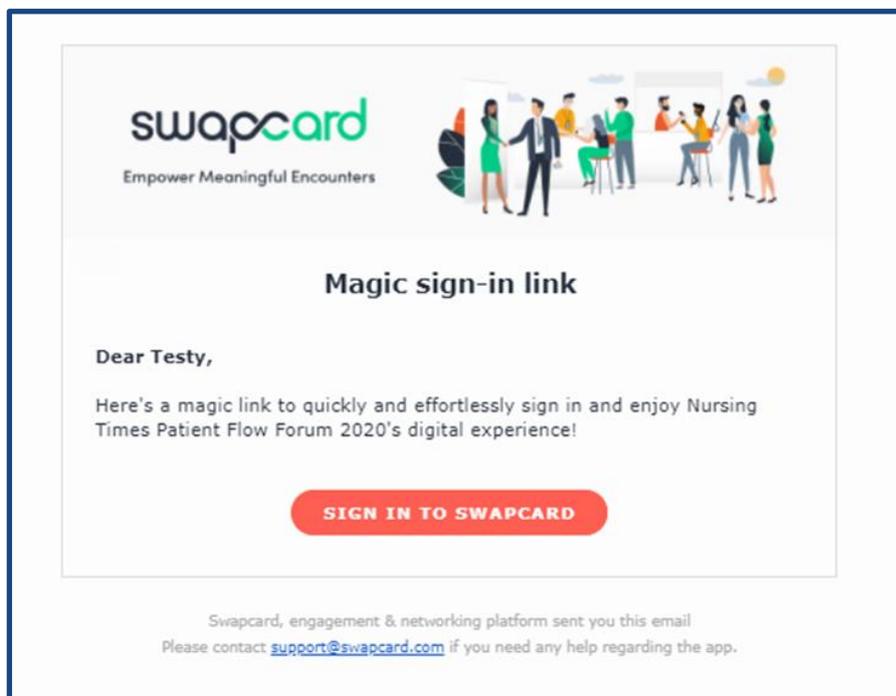
We just sent an email to [harry.bower@emap.com](mailto:harry.bower@emap.com)

Go check your mailbox, and click in the email to log in instantly to your account.



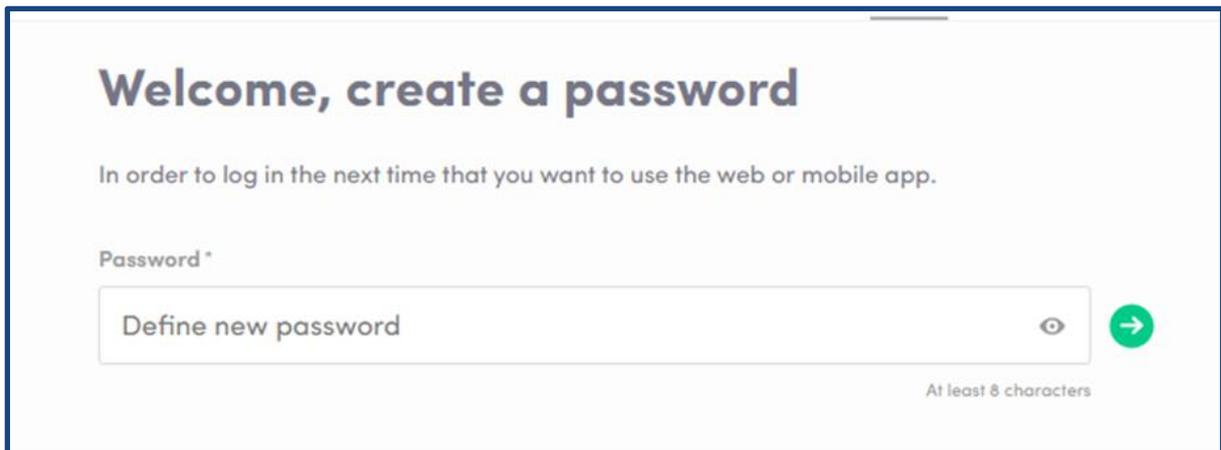
Swapcard will send you an automatic sign-in email. **It may take up to 15 minutes for this to arrive in your account (usually it is immediate).** If it does not arrive, please check your spam filter, and add **'Hello@Swapcard.com'** to your contacts/approved senders, then try again. **If it does not arrive within 2 hours,** please email me directly and I will reset your account.

Your email will look like this:



Click **'sign-in to swapcard'**.

Swapcard will ask you to create a **new password**. Please do so.



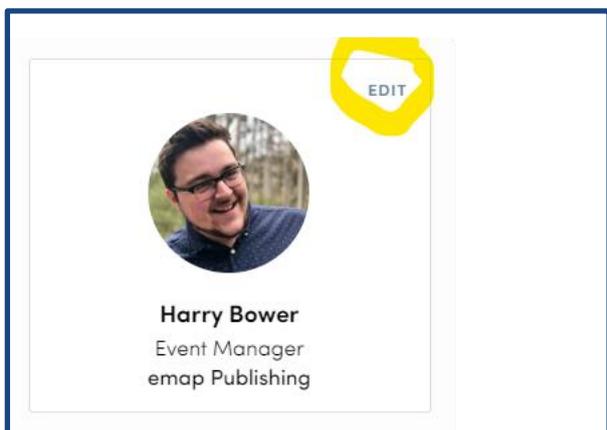
Once you enter your **password (make sure you note this down)** – you will be shown a screen like this:



Click on the event graphic, and boom – you’re in!

## How do I customise my profile?

Click on the ‘edit’ button, above your name and job title/company:



## What should I change on my profile?

### **\*This is important\***

Swapcard uses **sophisticated artificial intelligence** technology to match your delegate profile with things at the event which may interest you.

#### An example of how this might work is below:

- You log into the platform and click on the Agenda page. You look specifically at a session about carbon reduction.
- You click on the attendees tab and find a profile of a delegate who specialises in carbon reduction
- When you click on the sponsors tab, you click on a sponsor profile which mentions carbon reduction.
- The AI will learn very quickly what you're interested in at the event according to your behaviour and activity. When you next visit the 'Agenda' page, the system may suggest you attend a specific session which is tagged with the same interests as that which you've been interacting with throughout your time at the event. The platform will promote networking with certain delegates which fit your activity profile, and certain sponsors too.

Of course, you can ignore all of this, but we think it will make your experience at the event more productive, particularly searching through lots of delegates.

### **Importantly, you will only get out of this experience what you put in.**

So, when it comes to populating your profile with detail: this is integral.

#### We recommend that you follow this checklist on your profile:

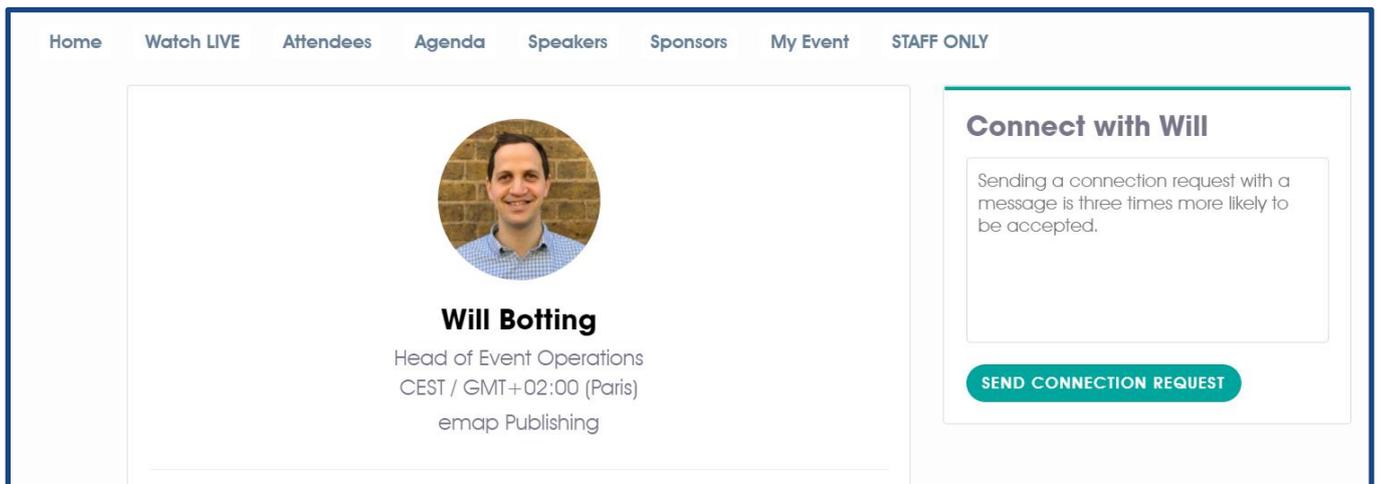
- Check your personal details are correct (name, job title, organisation)
- Add a selection of 'skills' to your profile. These can be actual skills relating to the content of the event (i.e Carbon Reduction, Partnership Building, Engaging Communities etc) or they can be areas of responsibility (i.e Air Quality, Waste Economy, Flood Risk etc).
- Add a biography. The speakers have one, and so should you! Enter in a paragraph or two about who you are, what you do, and why you're attending this event.
- Add any relevant social media links. Now is the perfect time to boost that Twitter following.
- If it's displayed, check your company details are correct.

## How to network with other attendees

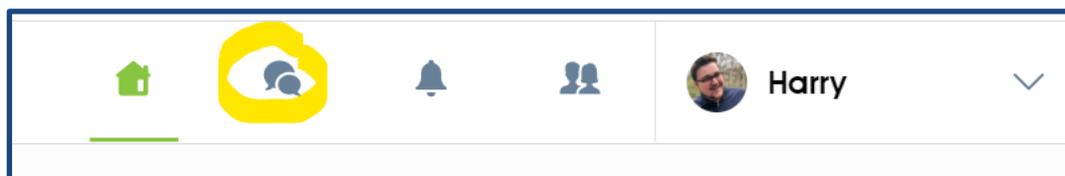
Networking is one of the best bits about a physical event, so we have made sure it's just as easy for you to do in our virtual environment.

The Swapcard platform **in many ways works like LinkedIn**, but for an event. Navigating to the **'attendees' tab** will show you a full list of attendees including sponsors, speakers, delegates and guests. In order to 'chat' with another delegate, **you must first send them a 'connection request'**. Do this by **navigating to their profile** and clicking the 'send connection request' button on the right hand side.

Of course, we would recommend you add a little line about **yourself/why you want to connect**:

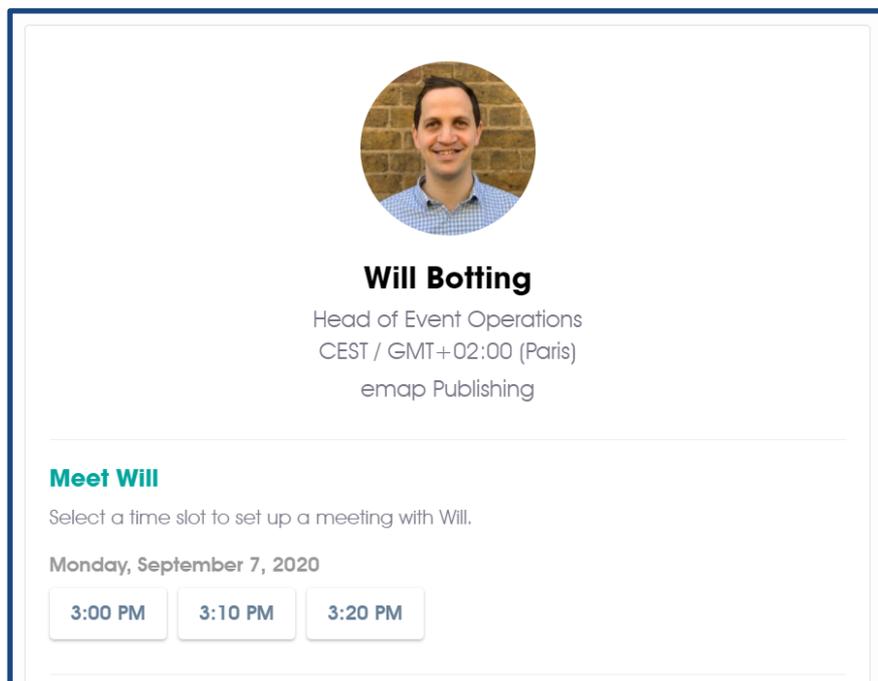


Once your connection request is accepted at the other end, you can chat freely with the delegate from **either their profile or the 'messages' section** of your profile, accessible via the tab at the top of your screen which looks like this:



## Setting up 1 to 1 meetings with attendees

A chat function is all well and good, but hopefully you will want to network face-to-face with the other attendees. In this circumstance, you can **use the Swapcard platform to set meetings** with delegates and have private video chats. Navigate to an attendee's profile, and their available times will be displayed:

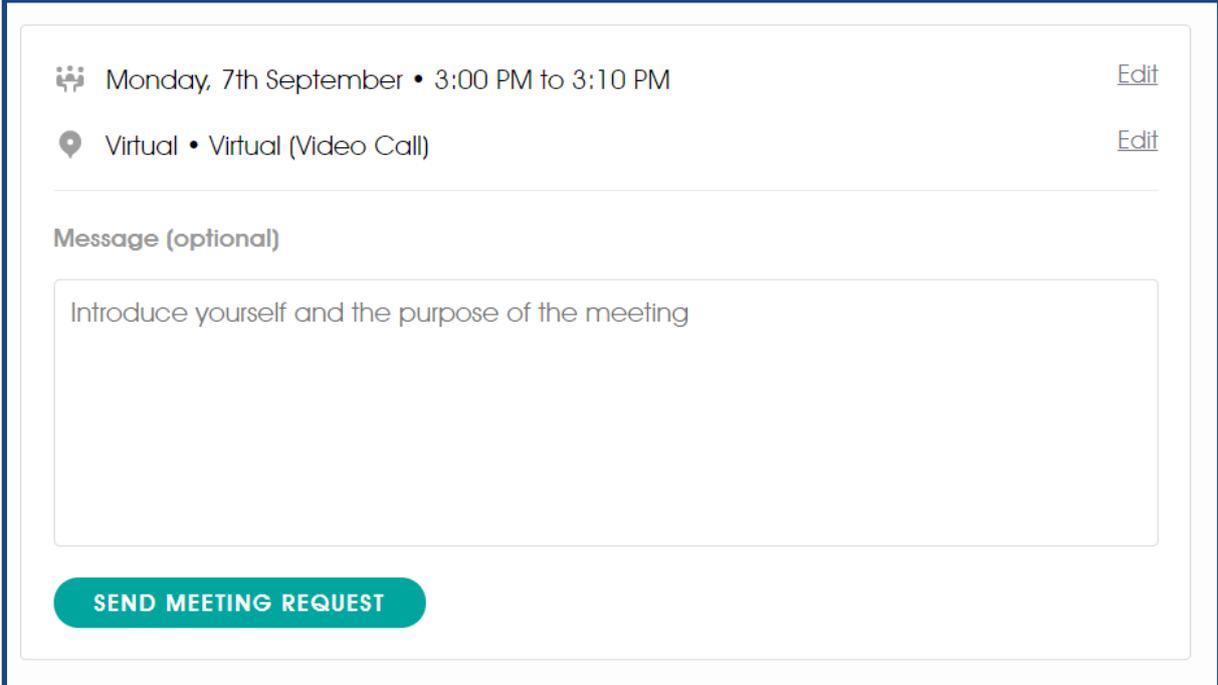


Click the time you wish to meet.

Select the location as **'Virtual (Video Call)'**.

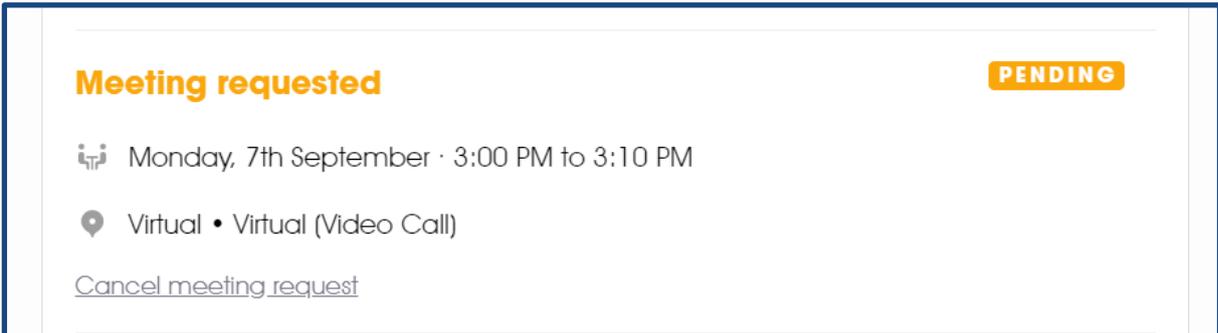
You will be invited to introduce yourself and the purpose of the meeting. **All meetings during the event are 10 minutes** and you cannot change this. However, if you wish to have **longer discussions we invite you to swap contact information** and do this after the event has finished.

Meetings can be organised up to one week post-event.



The screenshot shows a meeting request form. At the top, it displays the date and time: "Monday, 7th September • 3:00 PM to 3:10 PM" with an "Edit" link. Below that, the location is set to "Virtual • Virtual (Video Call)" with another "Edit" link. A section titled "Message (optional)" contains a text input field with the placeholder text "Introduce yourself and the purpose of the meeting". At the bottom of the form is a teal button labeled "SEND MEETING REQUEST".

Once you send the request, the attendee will receive a notification inviting them to accept the request. Your screen will now look like this:



The screenshot shows a notification for a "Meeting requested". The title "Meeting requested" is in orange, and a "PENDING" status is shown in an orange box. The date and time are "Monday, 7th September • 3:00 PM to 3:10 PM". The location is "Virtual • Virtual (Video Call)". A link labeled "Cancel meeting request" is visible at the bottom.

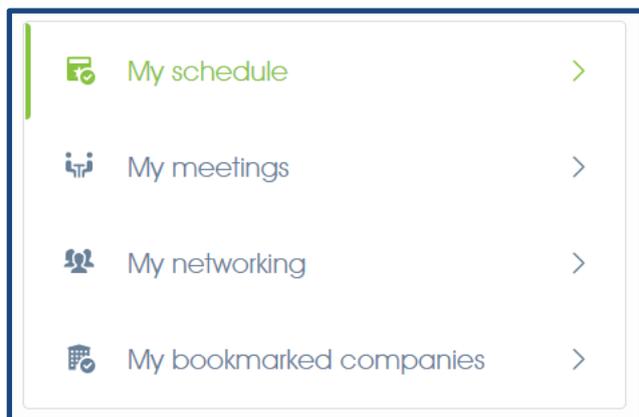
Once accepted, the text will change and the colour of this request will change to green.

## Using the 'My Event' tab

It can be difficult to keep a track of everything going on at an event. This problem is resolved, with the 'My Event' tab.

This tab automatically keeps a track of **everything relevant to you** at this event.

On the **left of the page** once clicked, is a short mini-menu:



### My Schedule

This is exactly as it reads: a run down of the sessions you are due to attend. Clicking the sessions will take you to the session page and you may receive notifications reminding you when sessions are about to begin.

### My Meetings

An overview of your available meeting slots, and which meetings you have pending, accepted, or rejected. You can also manage which slots you are available for requests for. So, if you don't want other attendees requesting a meeting at a specific time, you can just turn this slot off.

This tab is key to managing your 1 to 1 networking at the event.

### My networking

This tab is a list of your connections made at the event.

### My bookmarked companies

On the exhibitor/sponsor pages you can bookmark an individual company to have quick access from this tab. This is non-essential but a handy shortcut.

## Joining a content session

At any stage in the event you can click the 'Watch LIVE' button, which will take you to the session currently happening. If you navigate away from this page, the **stream should minimise** on the screen so that you can still watch the content while networking and exploring the event.

Alternatively, **once streamed live**, sessions will be available to **watch back on-demand**. To do this, navigate to the session page via the Agenda tab. Note that some sessions will only be available as presentations **without the Q&A**. This will be temporary. Once the event has finished, everything will

be added to the platform and you will be able to watch the entire conference back at your leisure within 24 hours.

## Having troubles or have questions?

This document will be made available via the **New Civil Engineer Sponsor Booth** at the event.

**NCE team members** will be available throughout the event from this booth (or via connection requests). There's also a **'Help' discussion forum** available throughout the event for any queries you might have.

Finally, there will be a **demonstration webinar available** for you to join, the details of which will be provided to you in a separate communication. This will be **available on-demand for you to watch** if required.

Thank you again for your participation and **we look forward to seeing you** at the event.

**Harry Bower**

Event Manager

[Harry.Bower@emap.com](mailto:Harry.Bower@emap.com)