

**PMW** Performance Marketing World

# UNLOCKED

## Event app FAQs

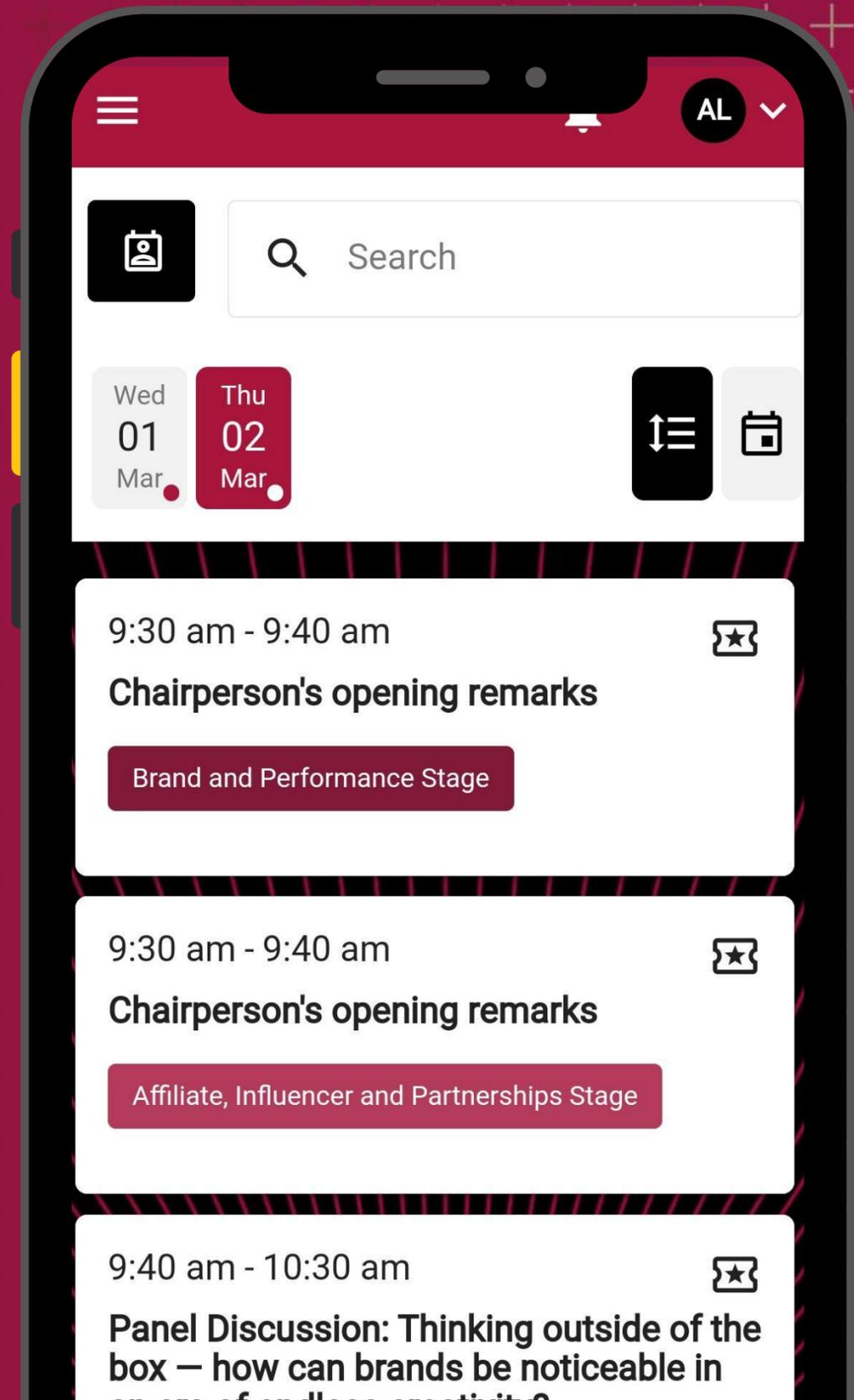


# Agenda and stages

Select **Agenda** on the main menu to see what sessions are happening across the two days, session times and the stages they'll be on.

Click into each session to view further details such as speakers and session descriptions.

Click the  icon to save sessions to your personal schedule.



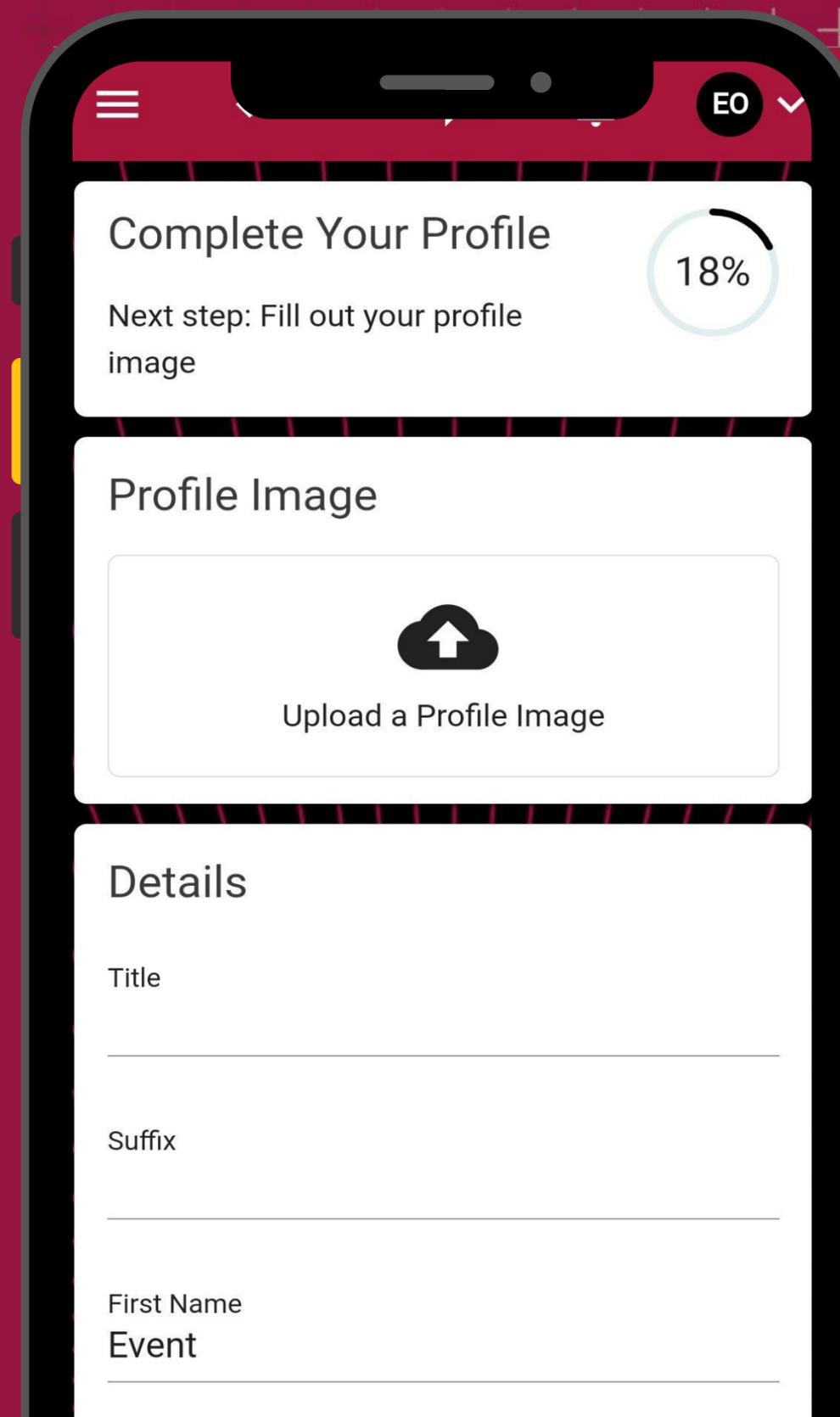
# My profile

**Tell us about yourself! Edit your details and add a photo to network and share virtual business cards**

Edit your profile via clicking on your initials in the top right hand corner or simply click on **My Profile** on the main menu – information you add here will be viewable to other delegates and can be shared through our virtual business card feature.

Add your profile picture, bio and social media links and update your engagement preferences.

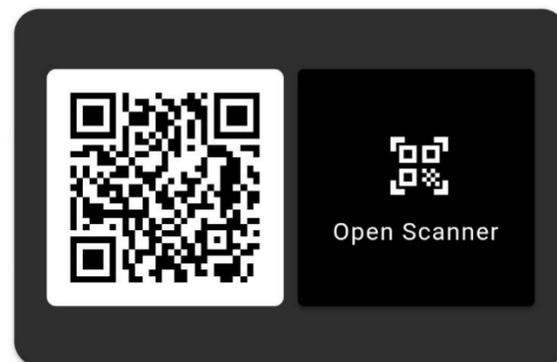
If you do not wish to allow other delegates, speakers or sponsors to contact you via the chat function, you can also disable it in the **Privacy Settings** section (scroll to the end of the My Profile page)



# Business cards

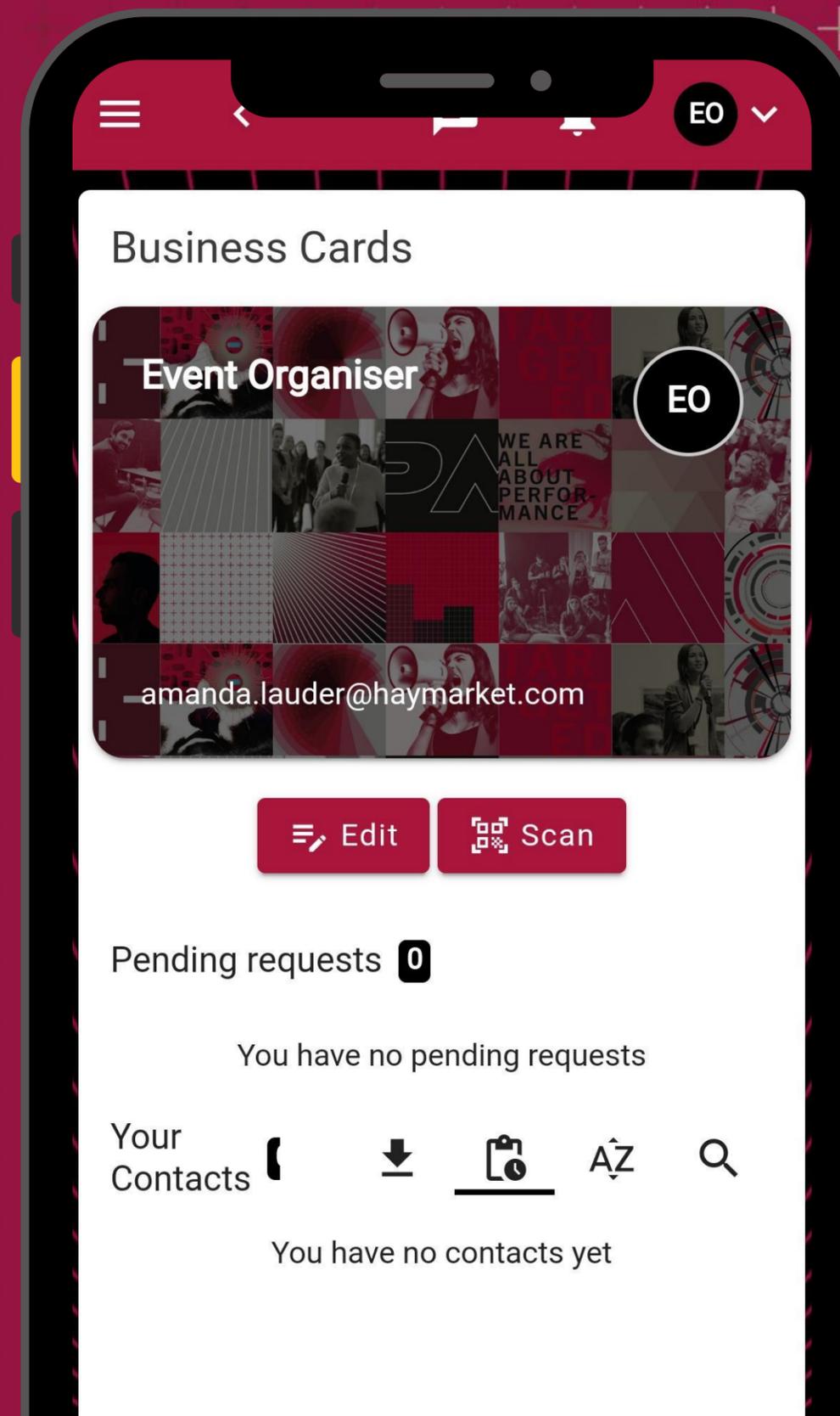
## Use the app to exchange virtual business cards

To collect or exchange business cards, both of you will need to click on **Scan/view business cards** on the menu then the **scan** button to open the app's QR code reader.



The QR code that appears will be your virtual card which can be scanned – the other person should choose the **scan card** option which will open a QR code scanner they can use to scan your QR code.

Your collected business cards can then be viewed from this same page and also downloaded for your reference.



# Book a meeting

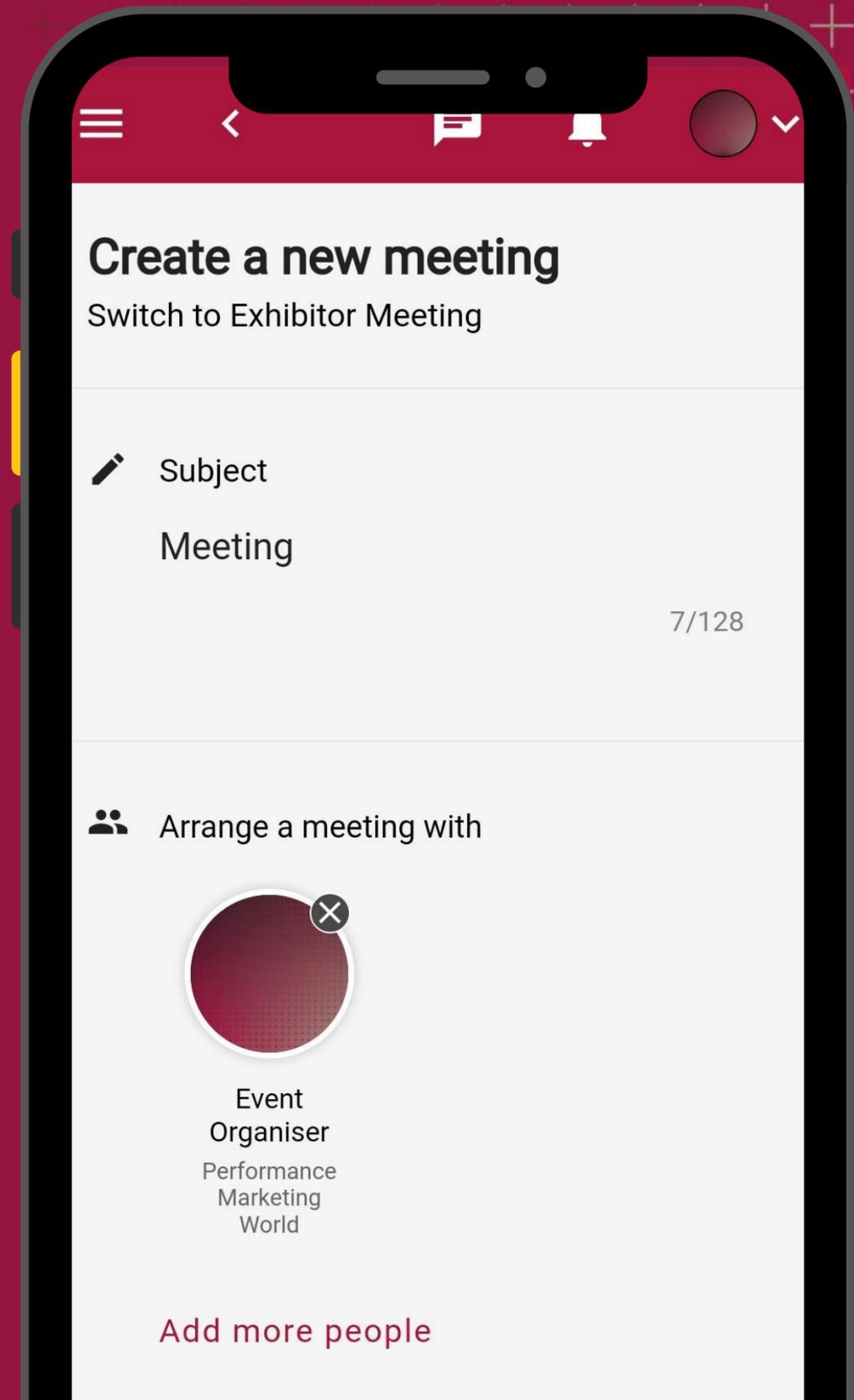
## Book a meeting with an exhibitor or another delegate

To book or view your upcoming meetings, go to **Book a meeting** on the menu and then click the **Schedule New Meeting** button to book a new meeting.

Complete the form and select the attendee/s you'd like to invite to the meeting. When selecting a time, you'll be able to view your attendee's availability to select the best time to meet.

Choose your place to meet – one of our meeting zones or if you're meeting with an exhibitor, meet at their stand to check in and then you can head over to the exhibitor meeting area together.

Send your invitation – your attendee will receive an alert through the app and can accept/decline your meeting request.



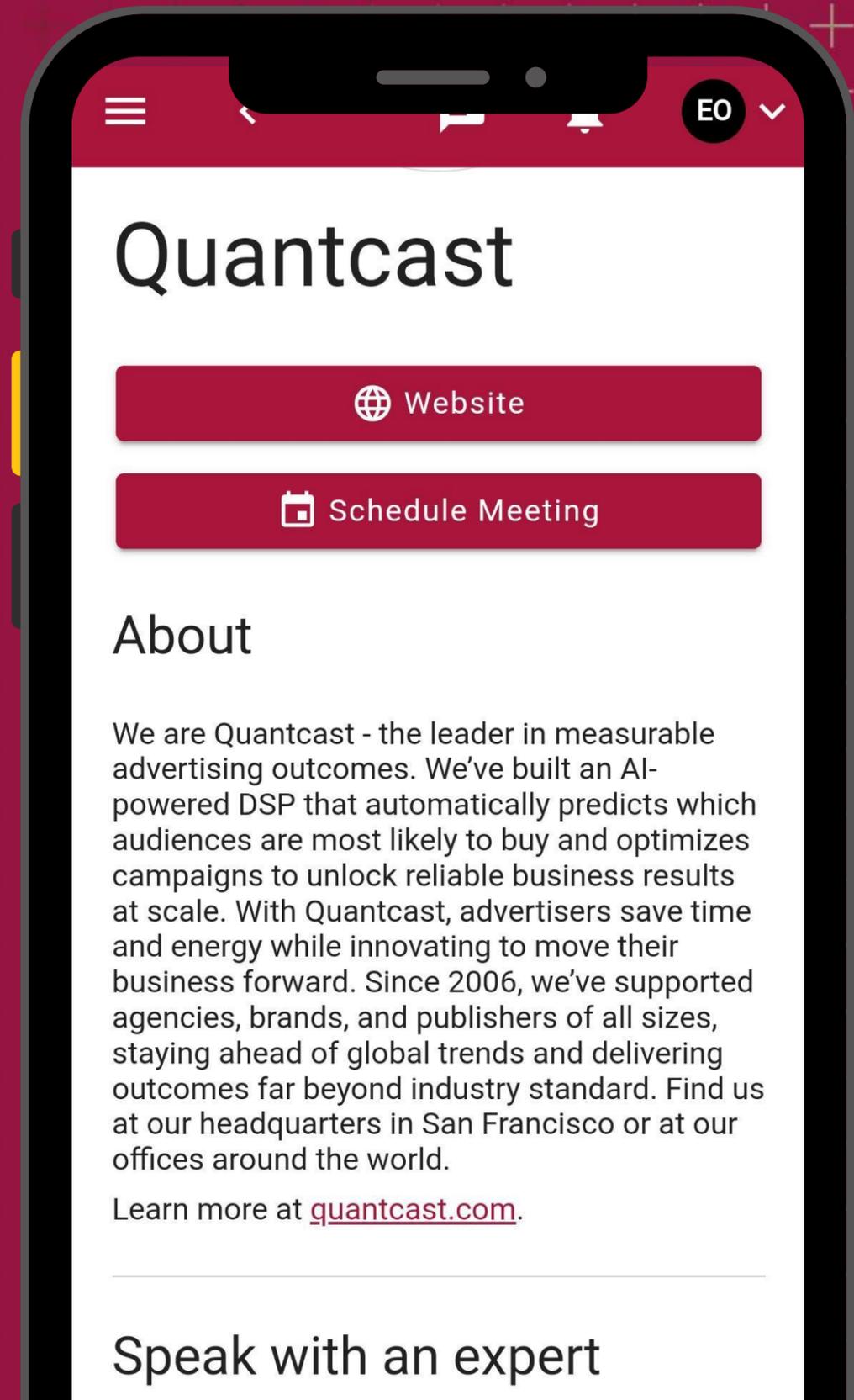
# Meet the experts

Find out about the latest services and products, get an expert advice  
- brought to you by our event sponsors and supporters

Go to **Meet our partners** and select our partner's page you'd like to view

Click on the **Schedule a meeting** button to send a meeting request to the representative of your choice. You can then meet them at the designated time at their exhibition stand to check in, and then you'll head across to the exhibitor meeting area together.

You can also send a message directly to a company representative under the **Speak with an expert** section to get the conversation started or ask any questions you may have.



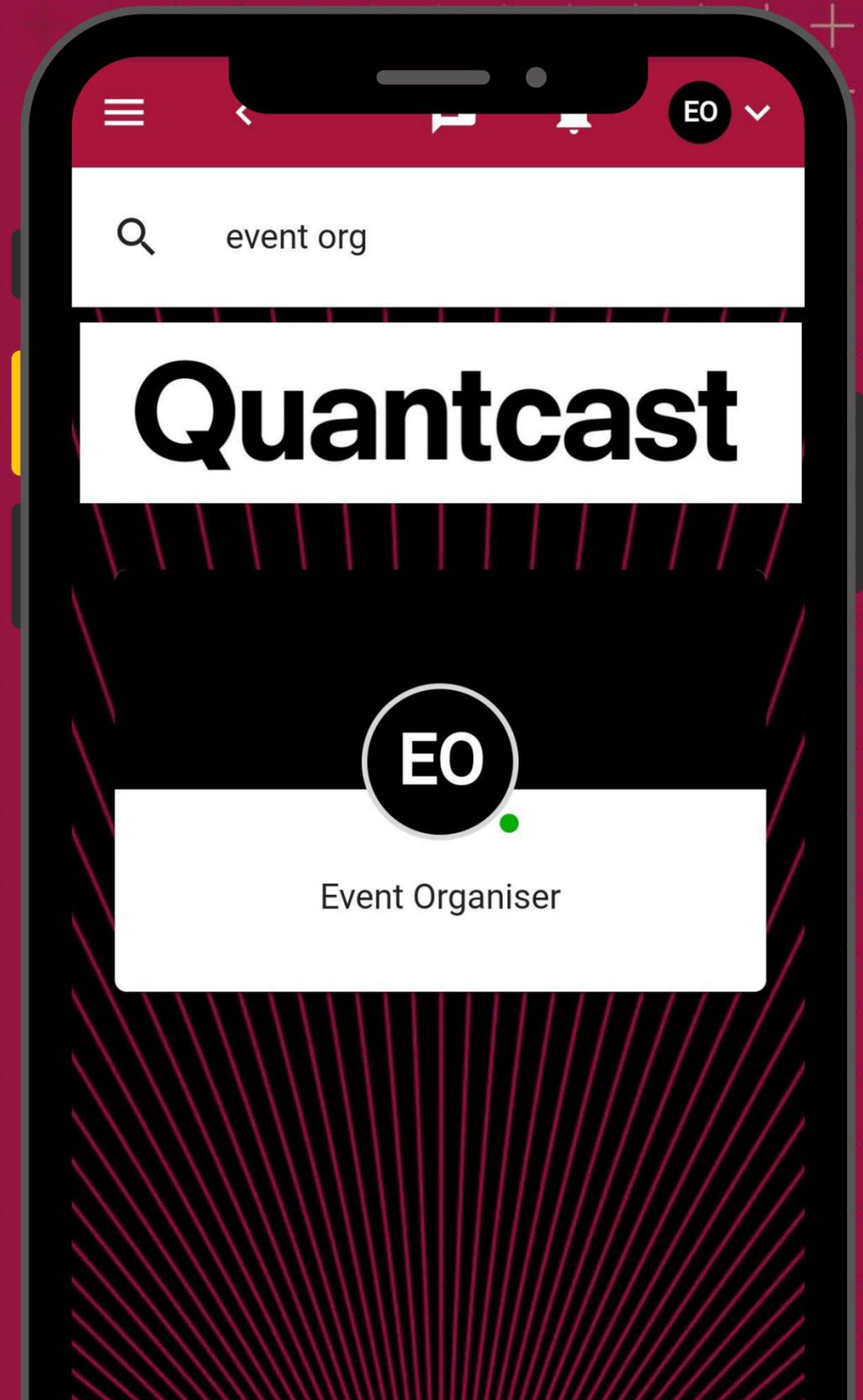
# Networking

Find like minded people to connect with before, during and after the event

Select the **Attendee list and networking** and scroll through the delegate list or you can search the list by name, job title or company.

A green dot next to the delegate's name indicates that they're online and actively using the app.

Choose a delegate to network with and select **chat** to send them a message. On receiving a chat message, you will receive a notification on your chat icon located on the top right of the platform.

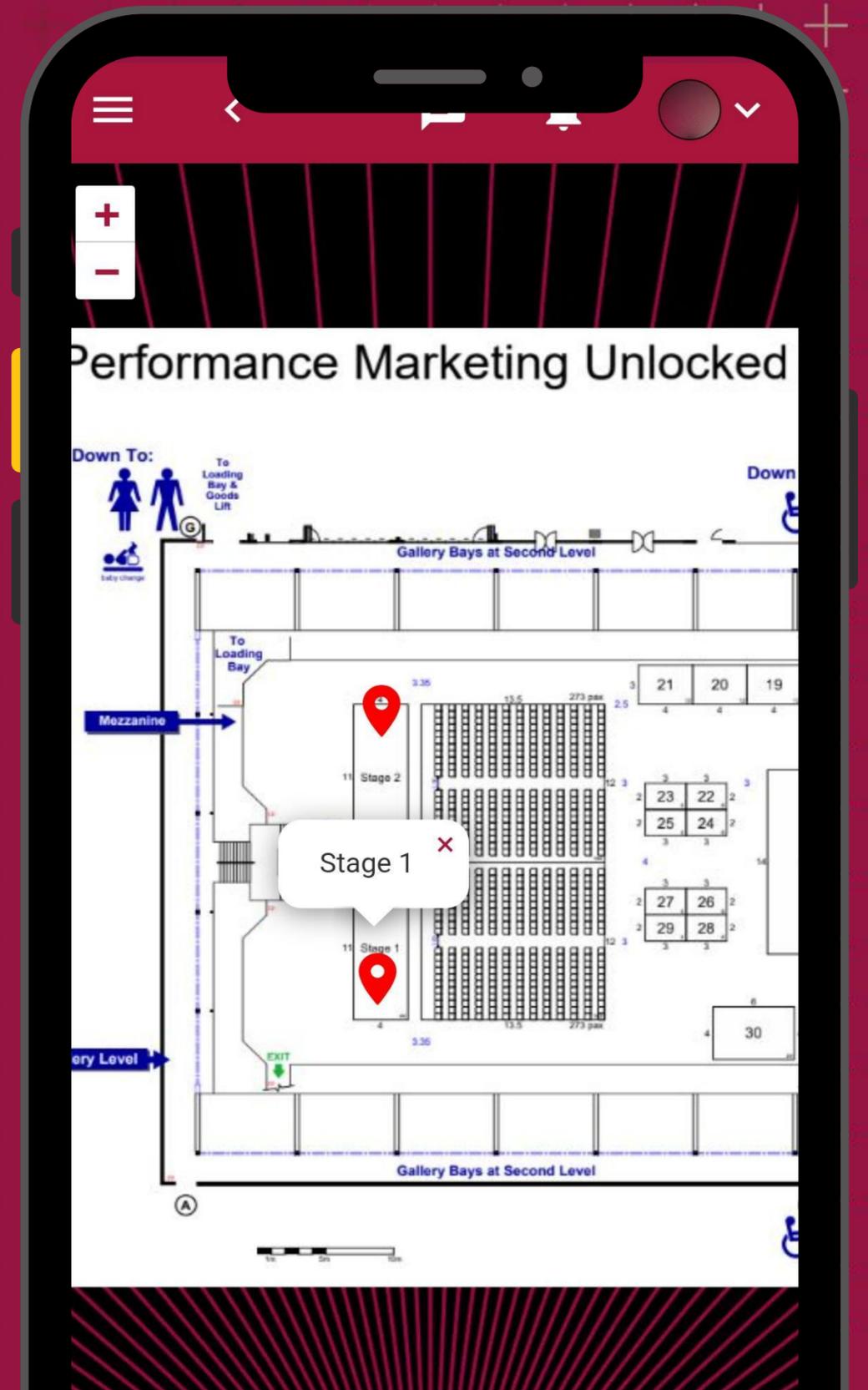


# Floorplan

Use our virtual floorplan to find our stages, exhibitor and amenities

Go to **Floorplan** and click on **Performance Marketing Unlocked 2024** to open the floorplan.

You can use two fingers to zoom in/out and browse/scroll around the floor plan – if you click on the markers, this will also let you know what the items are.



# Need help?

If you have any questions or need any assistance at all, please contact us using the ask the organiser feature to send us an instant message.

Frequently asked questions about the event may be addressed on our **Event FAQs** page within the app.

We also have an information desk on site at the event you can visit if you need any help with our event app or have any questions at all.

Alternatively, you can also contact us email:  
[exhibitors@performancemarketingworld.com](mailto:exhibitors@performancemarketingworld.com)

