ATTENDEE GUIDE:

Australian Assurance Summit 2023

Summit App Powered By:

AUSVEG

Australian **Assurance Summit**
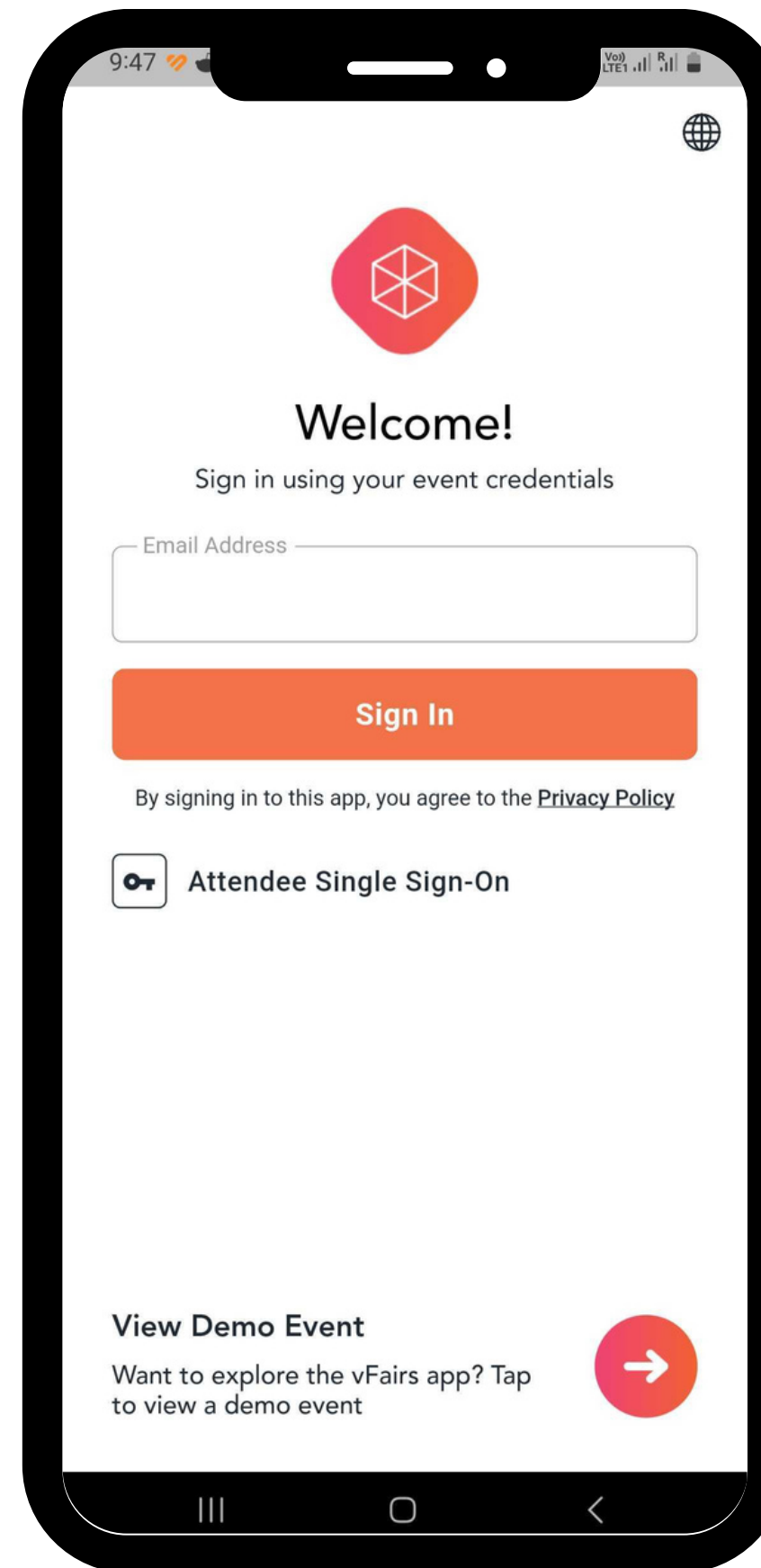
Hosted by **Freshcare**

With simple steps we will show you how to use the mobile app to participate during the live day.

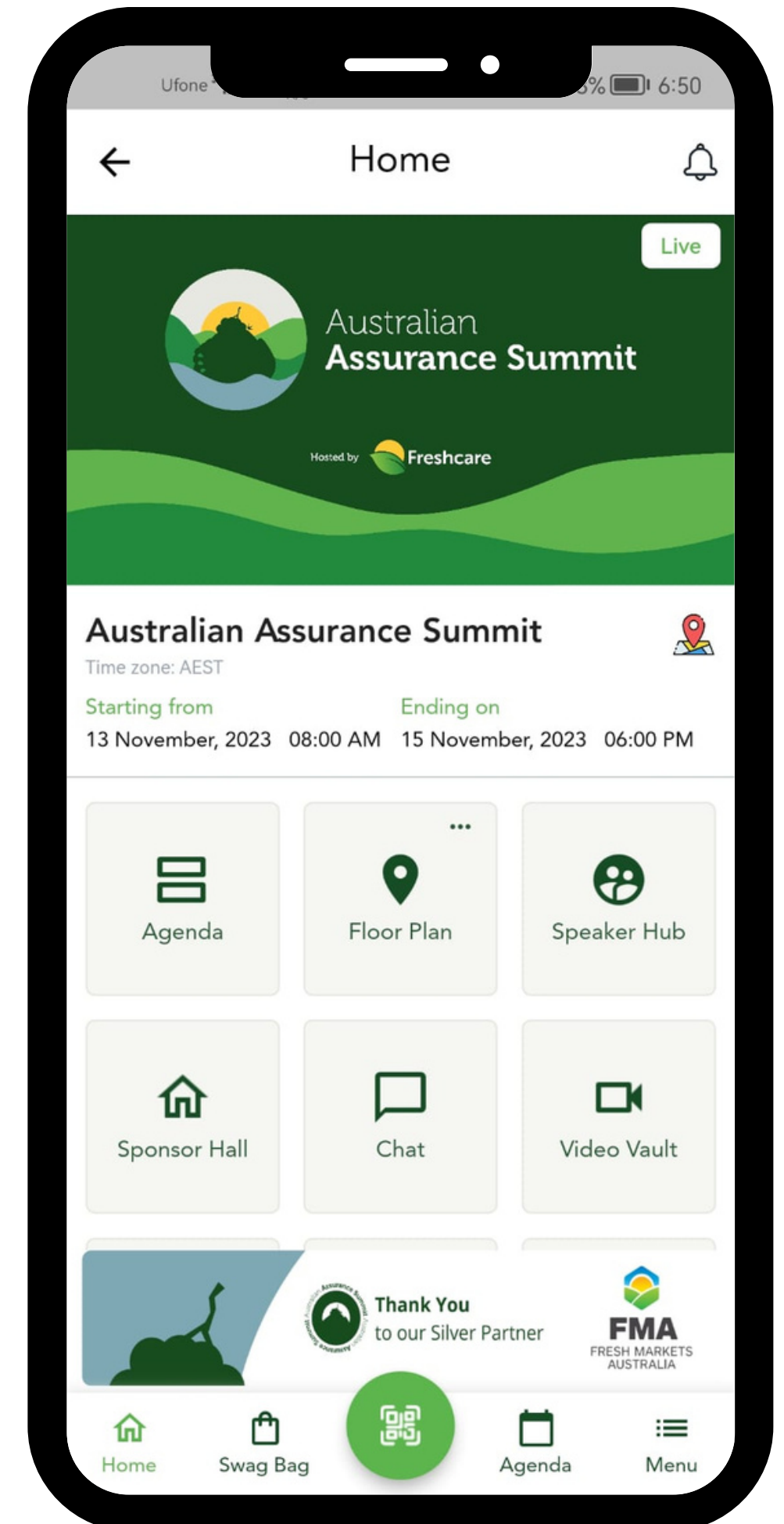# Please download the vfairs mobile app on your device.
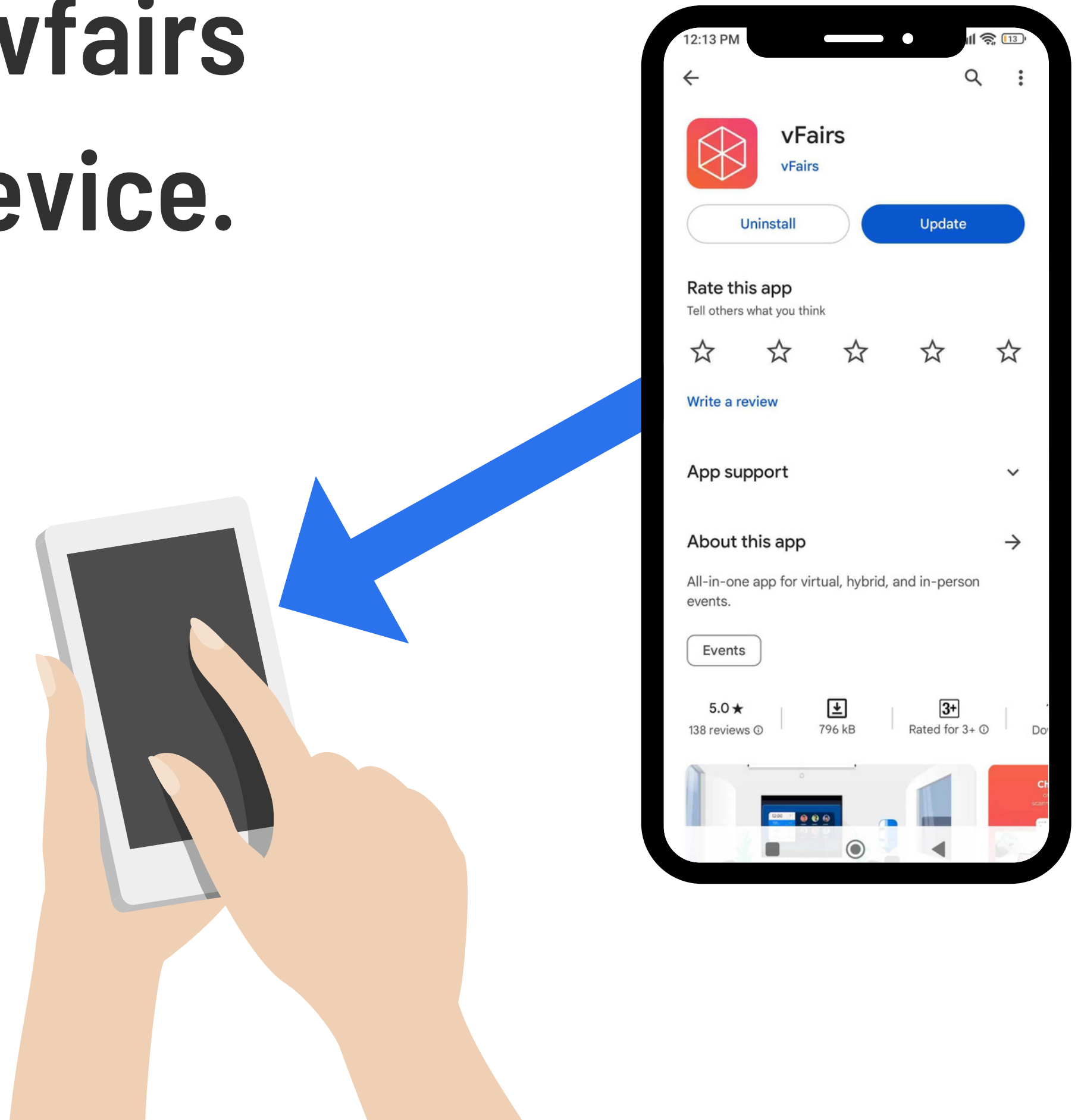
You can log in to the app using the Email Address you registered with.
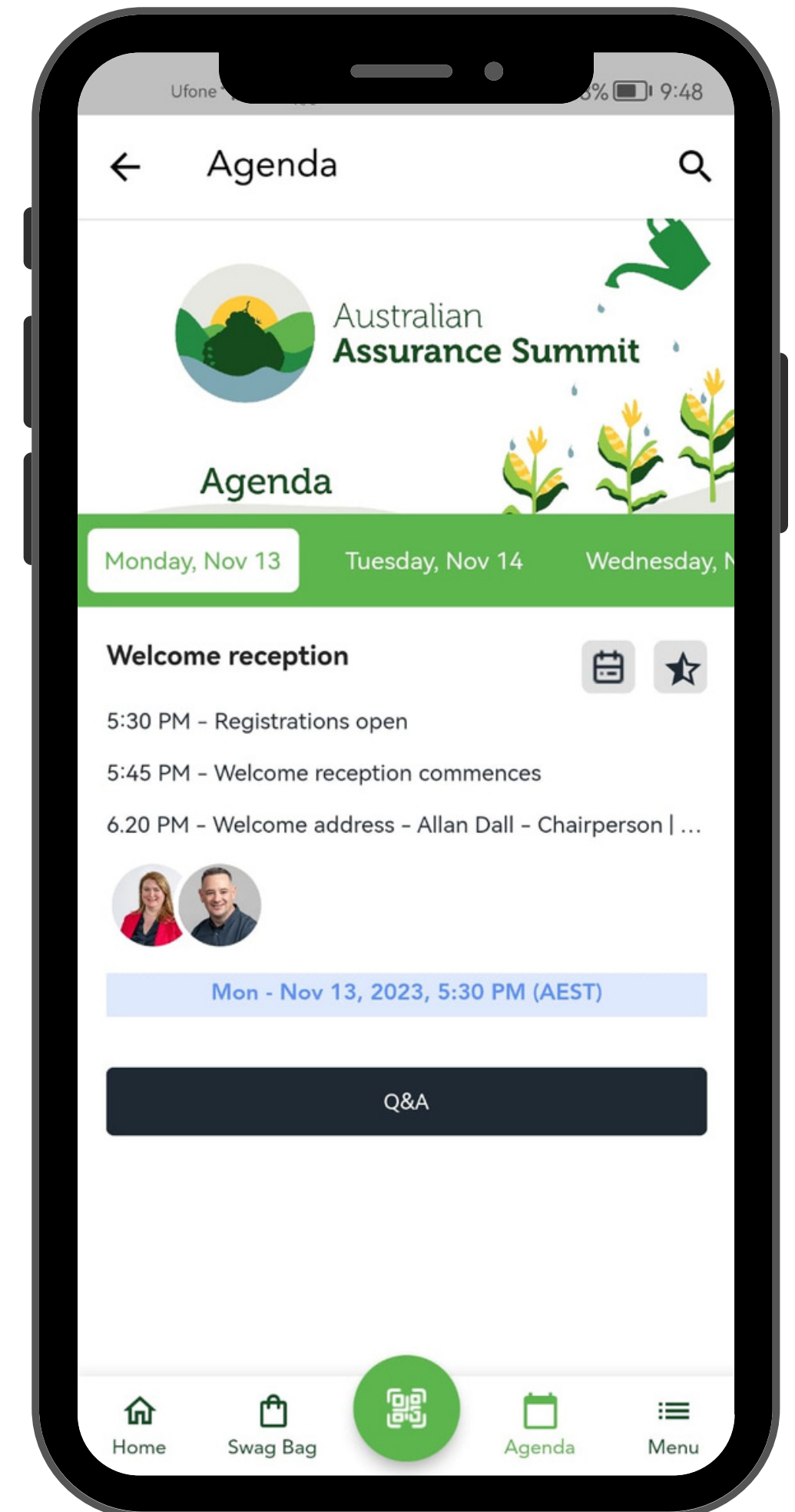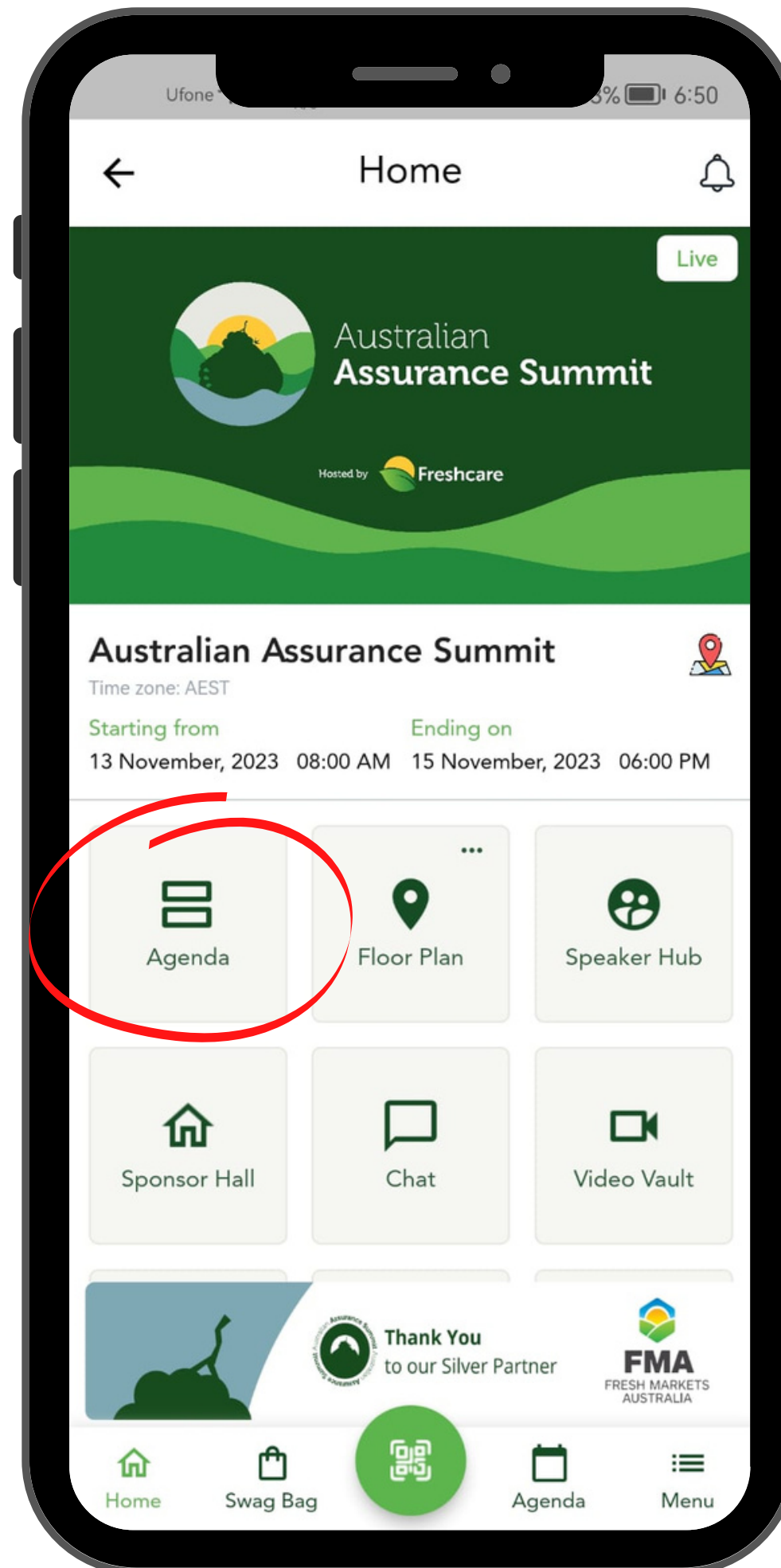
No Password is required for login.

Once you log into the mobile app, you will be directed to the Main Menu.

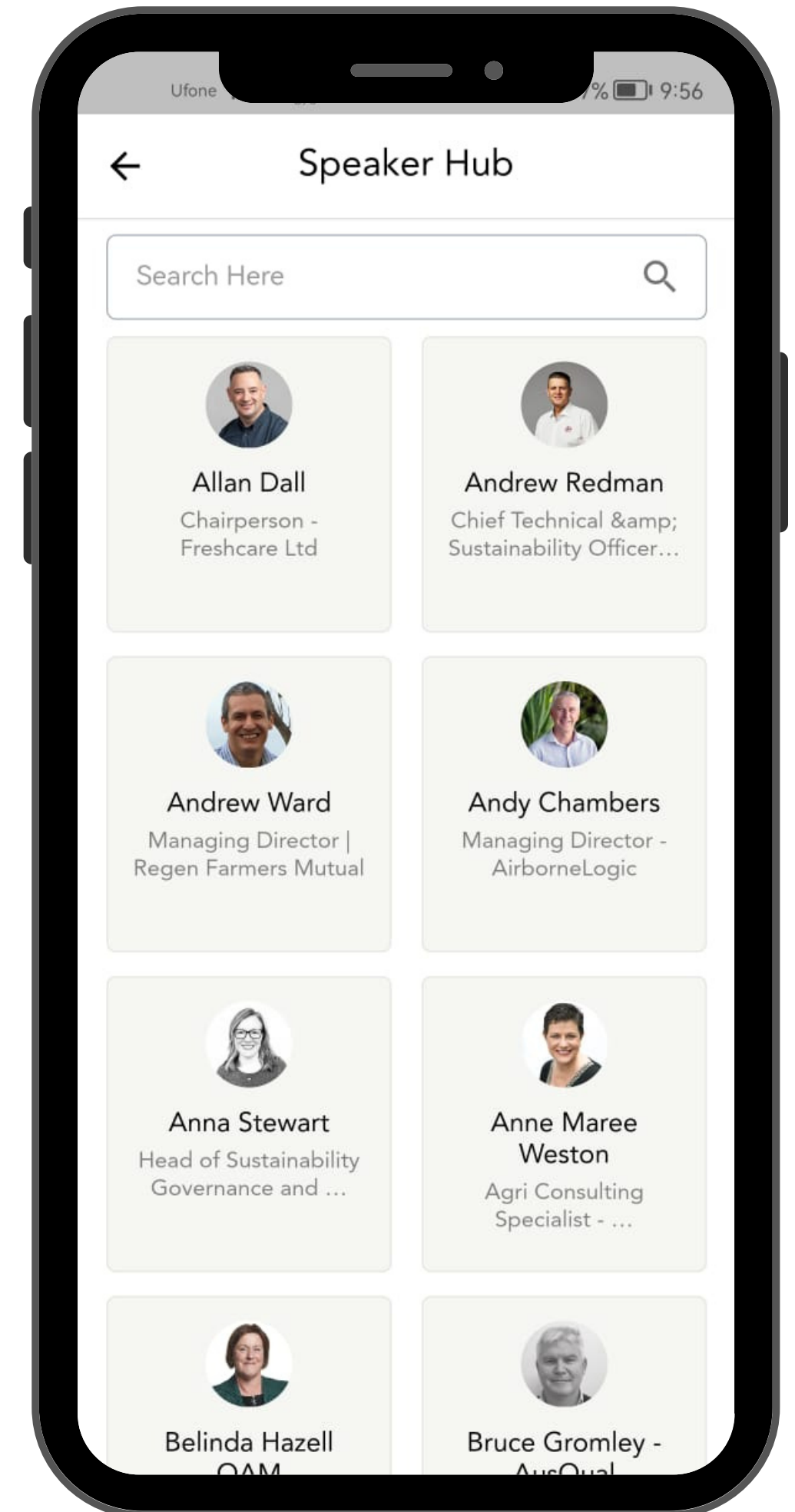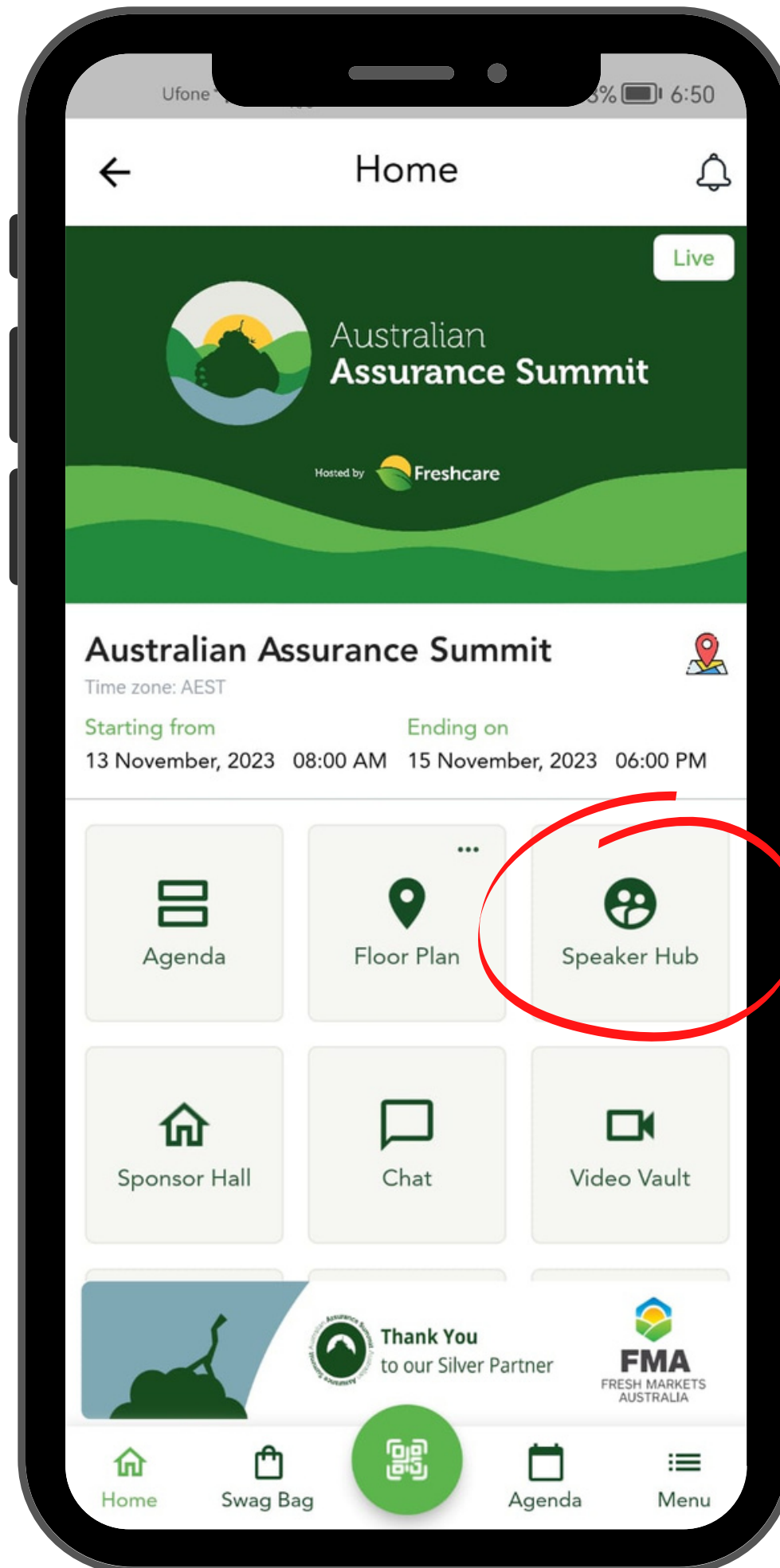The **Agenda** button is where attendees can view the list of Upcoming Sessions.

Attendees can use the **Add to Schedule** option to choose the sessions they are interested in. The **Add to Schedule** button will be available on the live day.
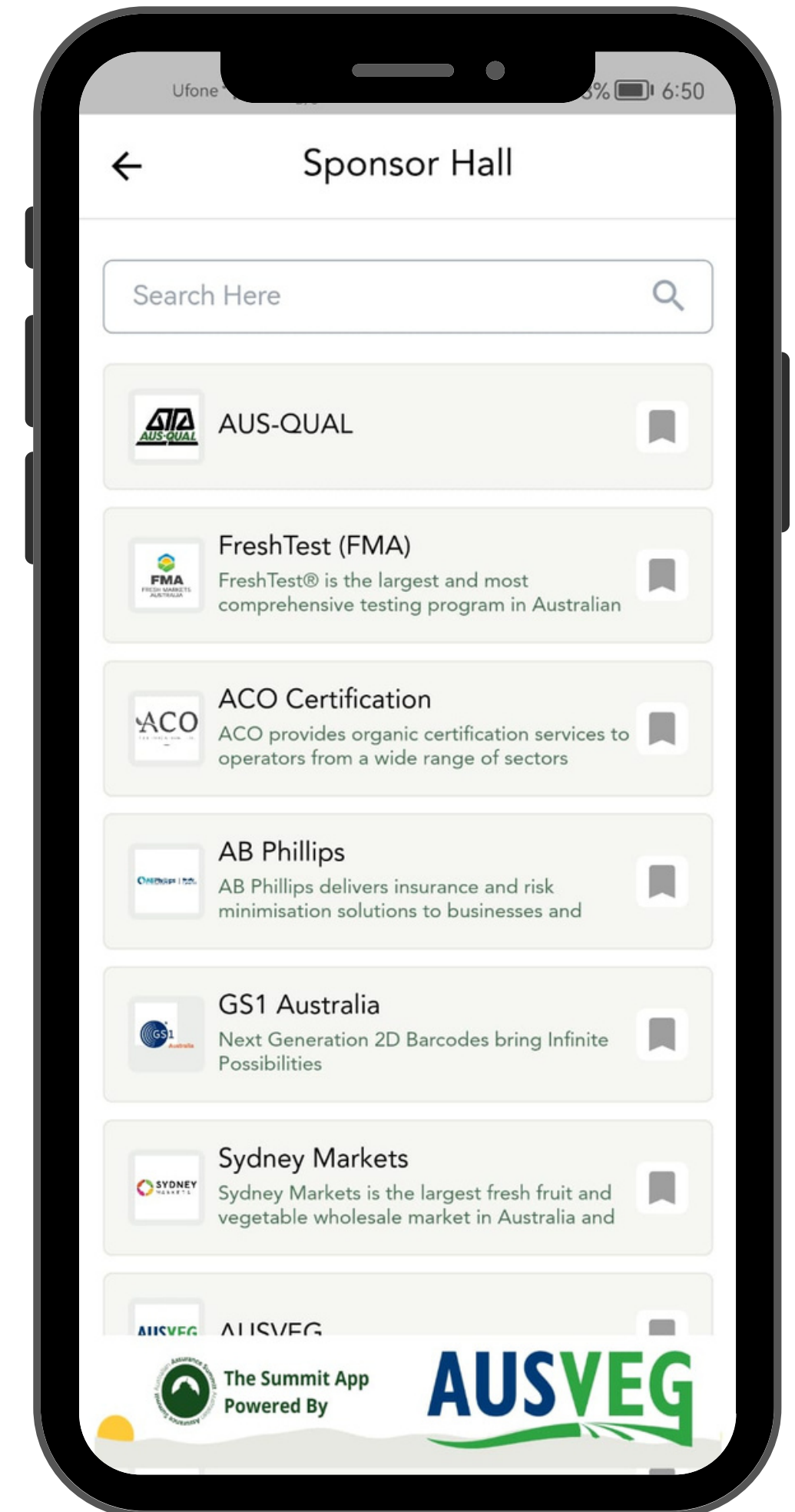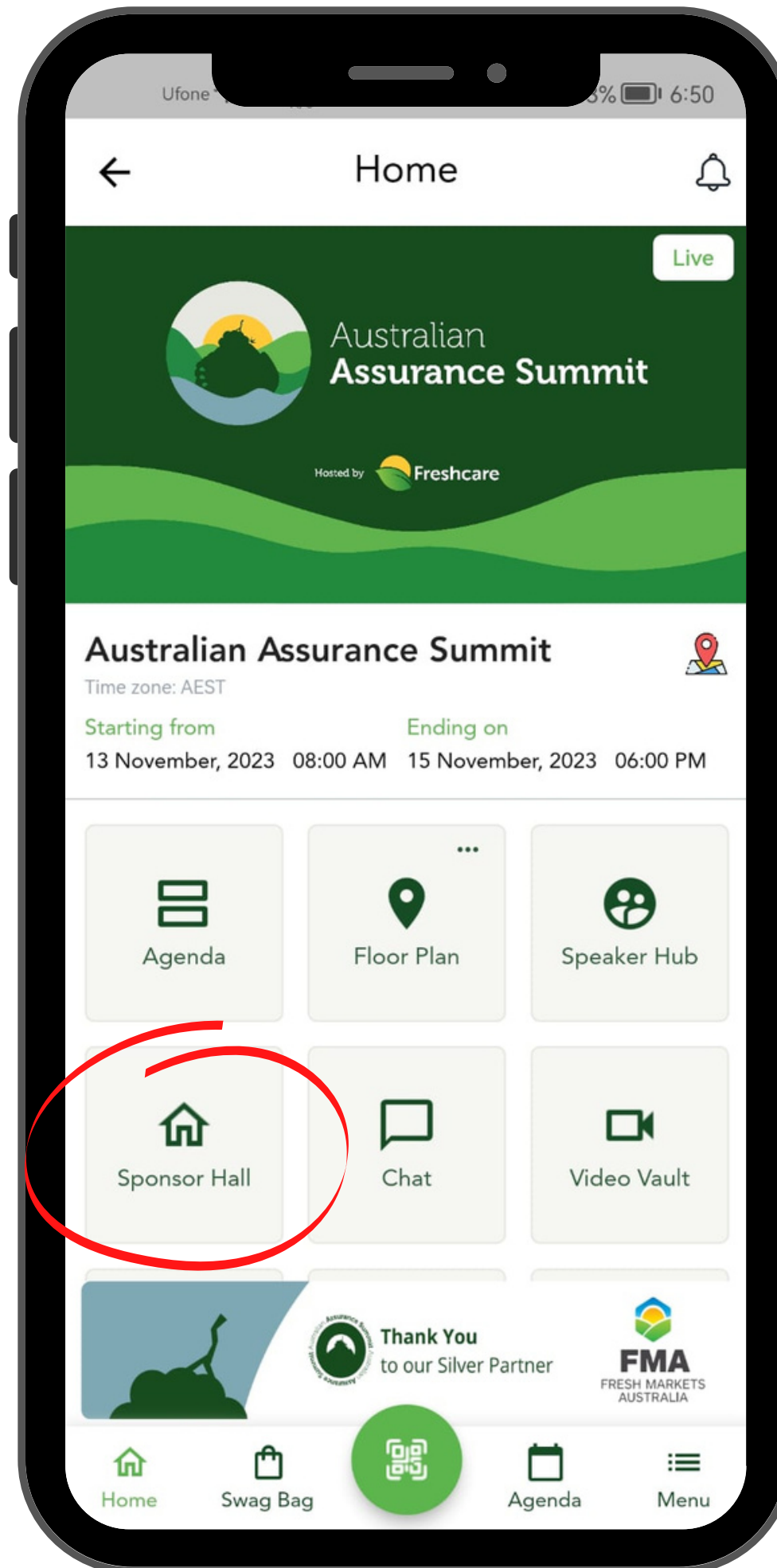
Click on **Floor Plan** to see
the Floor plan of the event
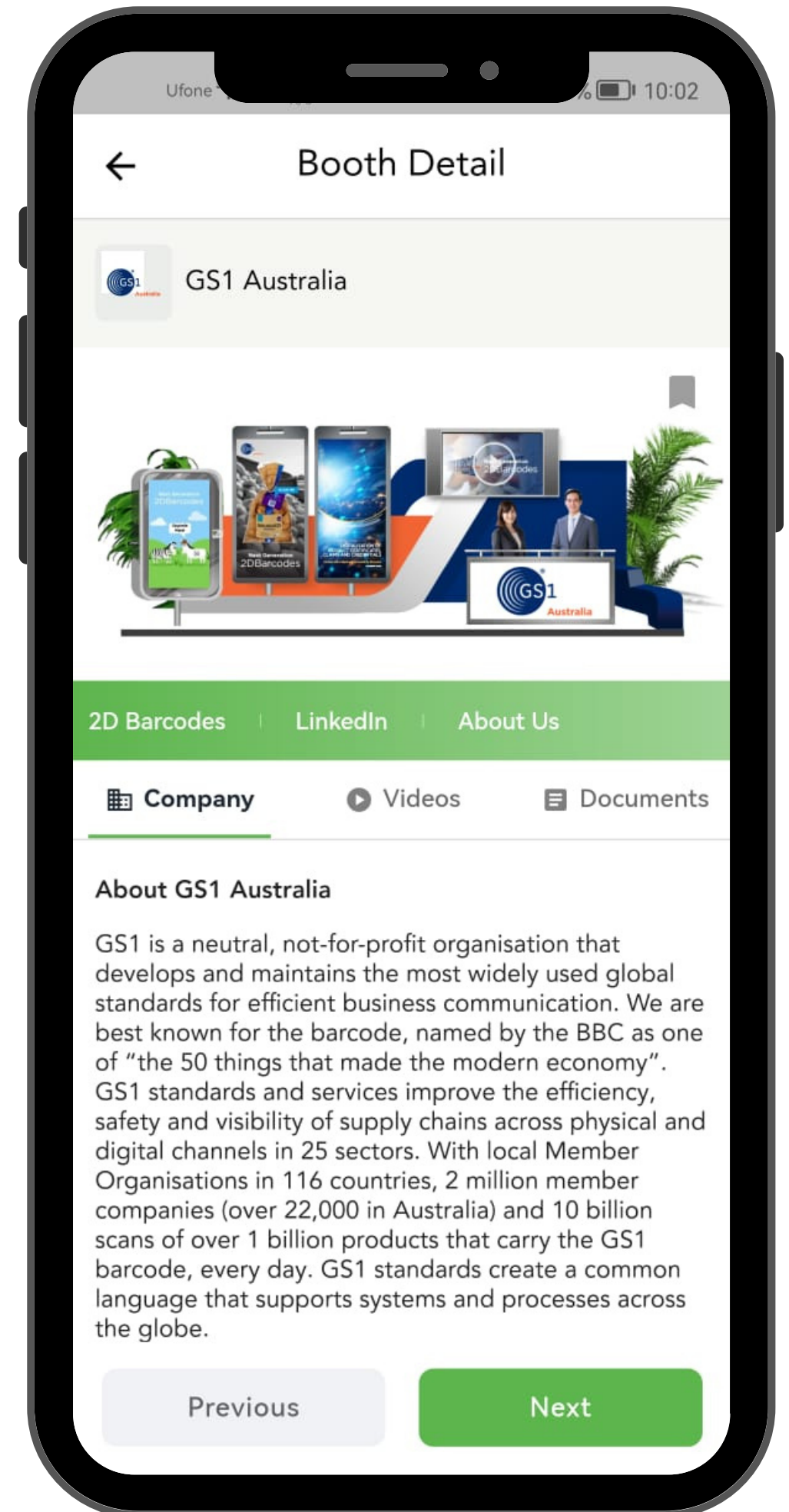and search where all the booths
are set up.
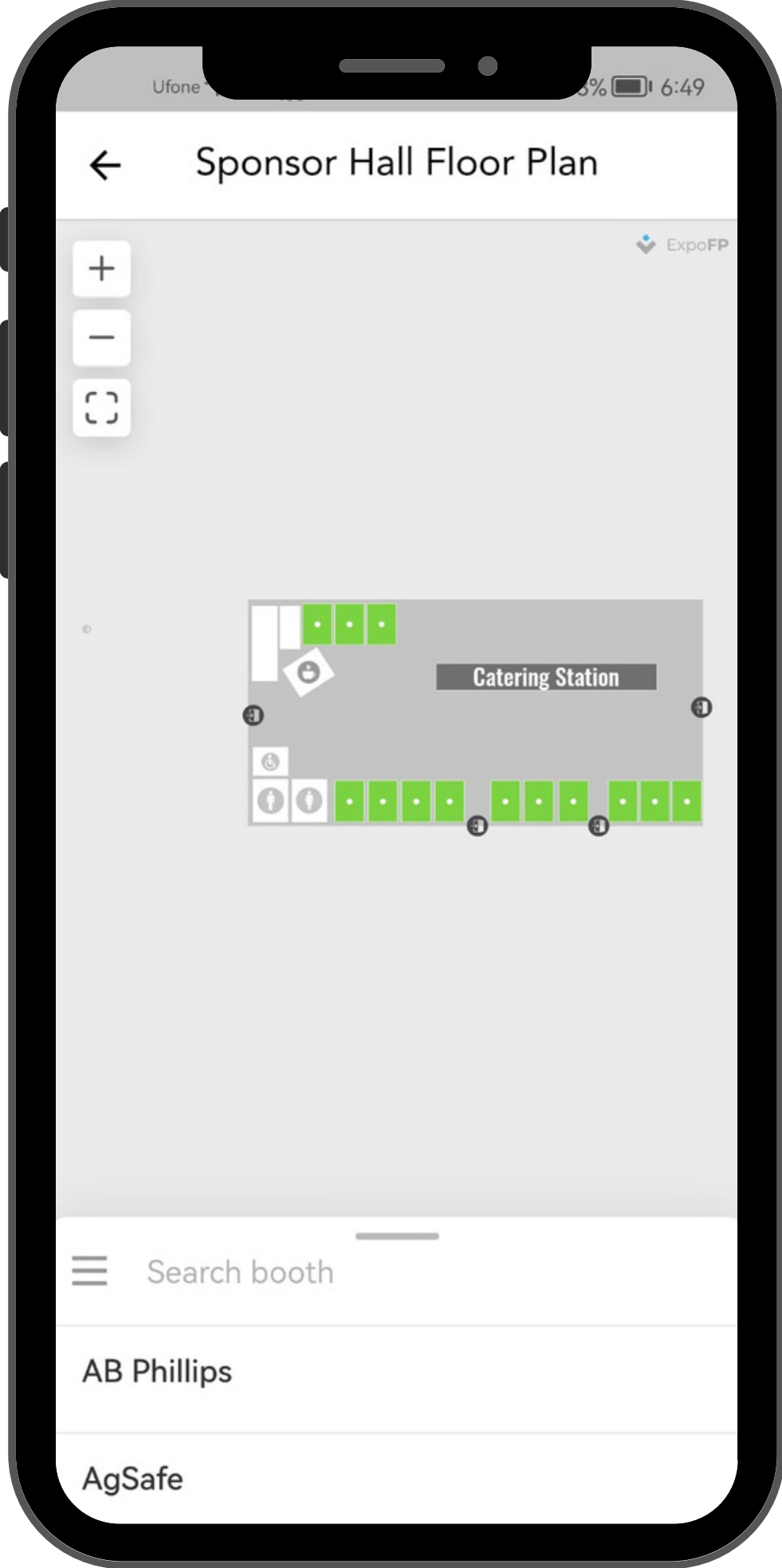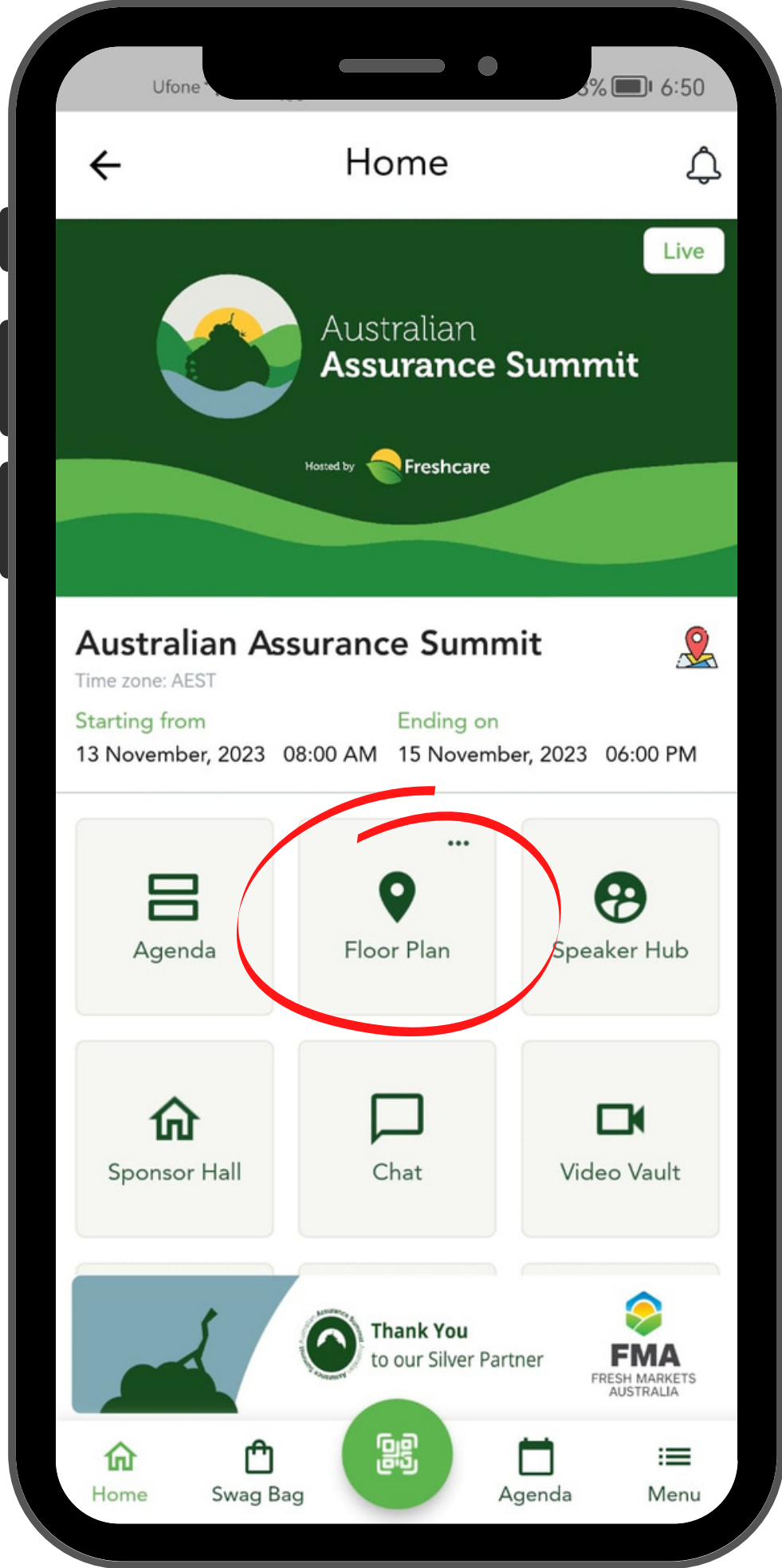
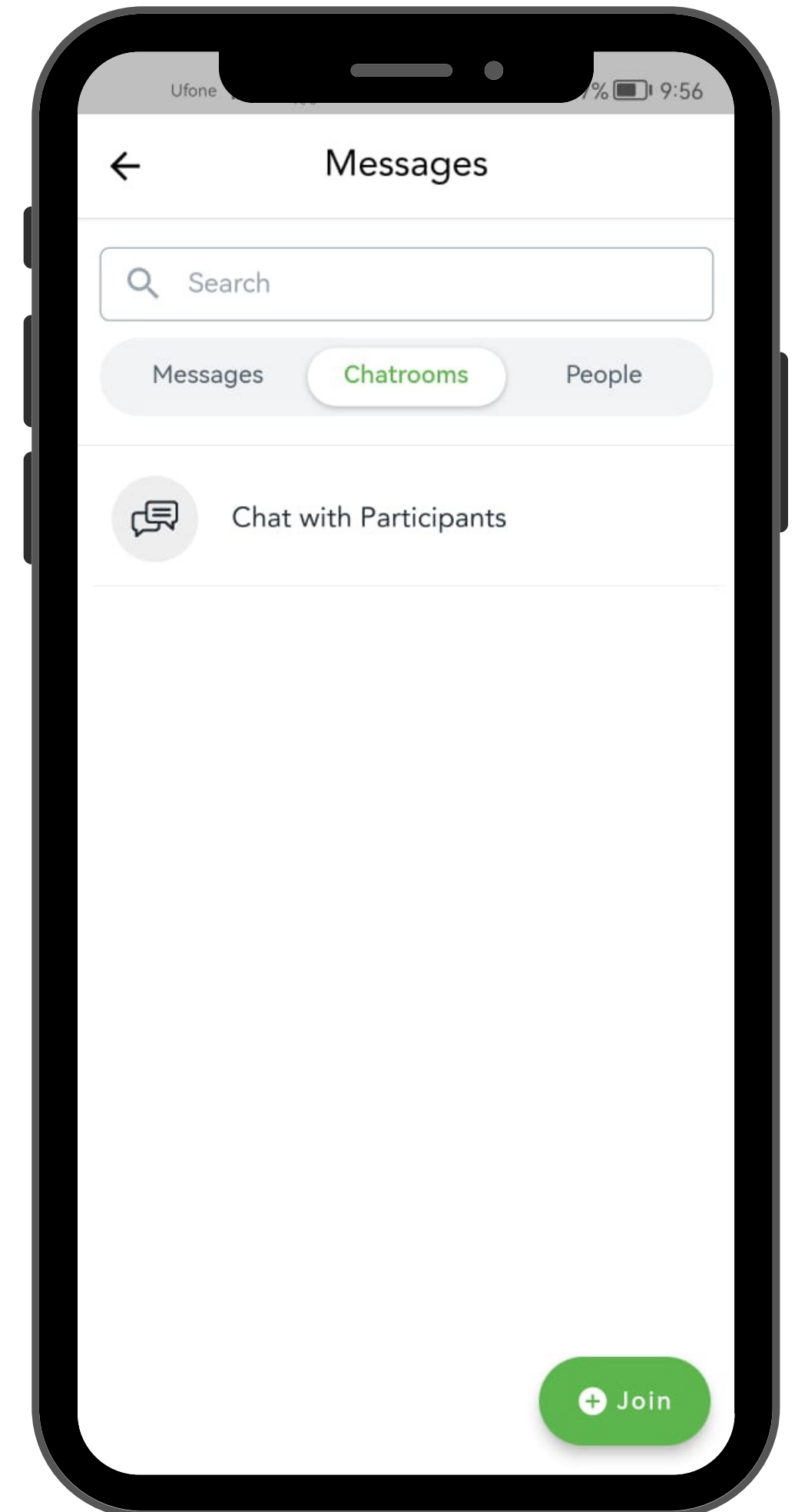The **Speaker Hub** button is where attendees can view the list of Speakers.
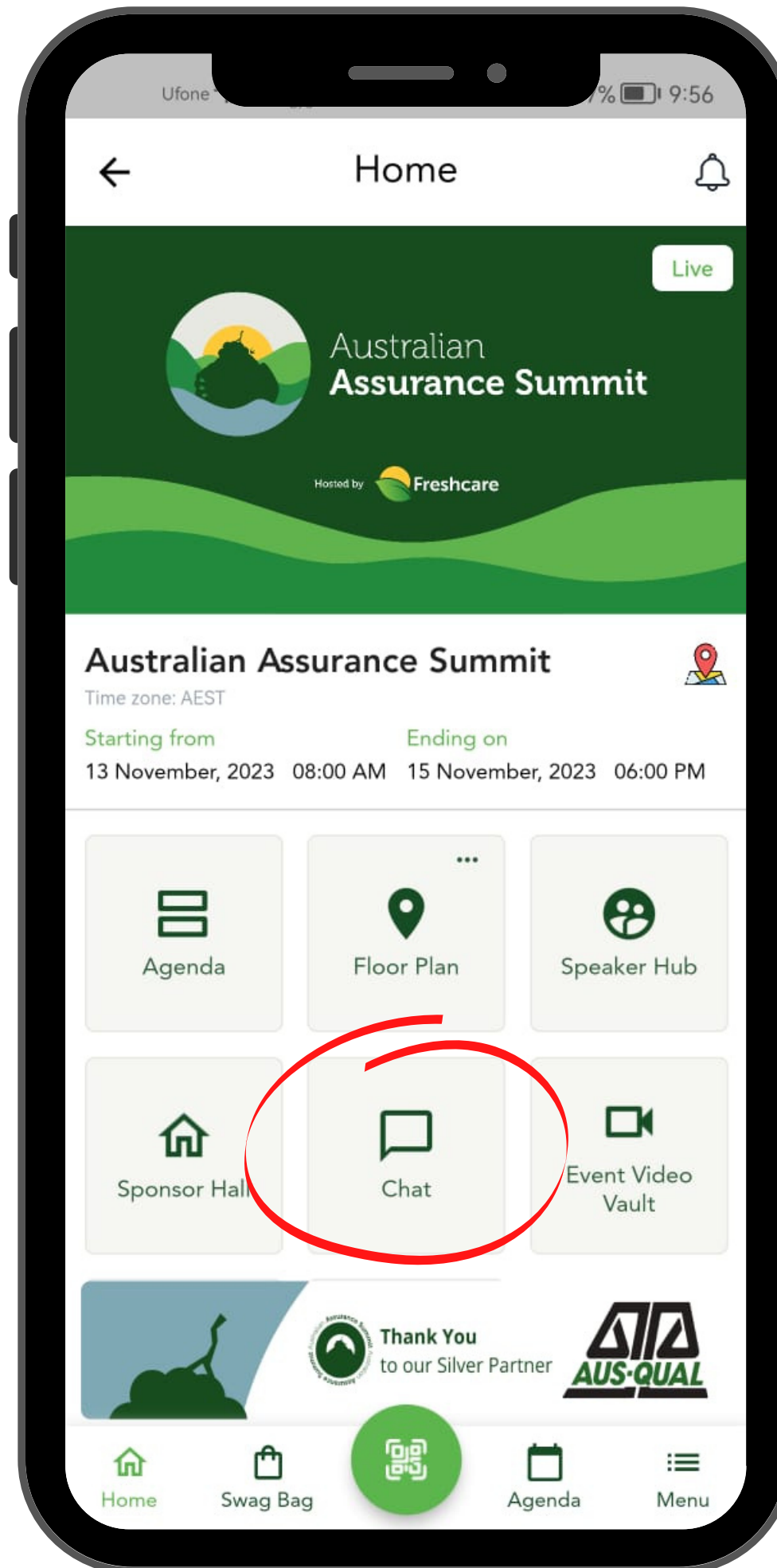
The **Sponsor Hall** button is where attendees can view the list of participating sponsors.
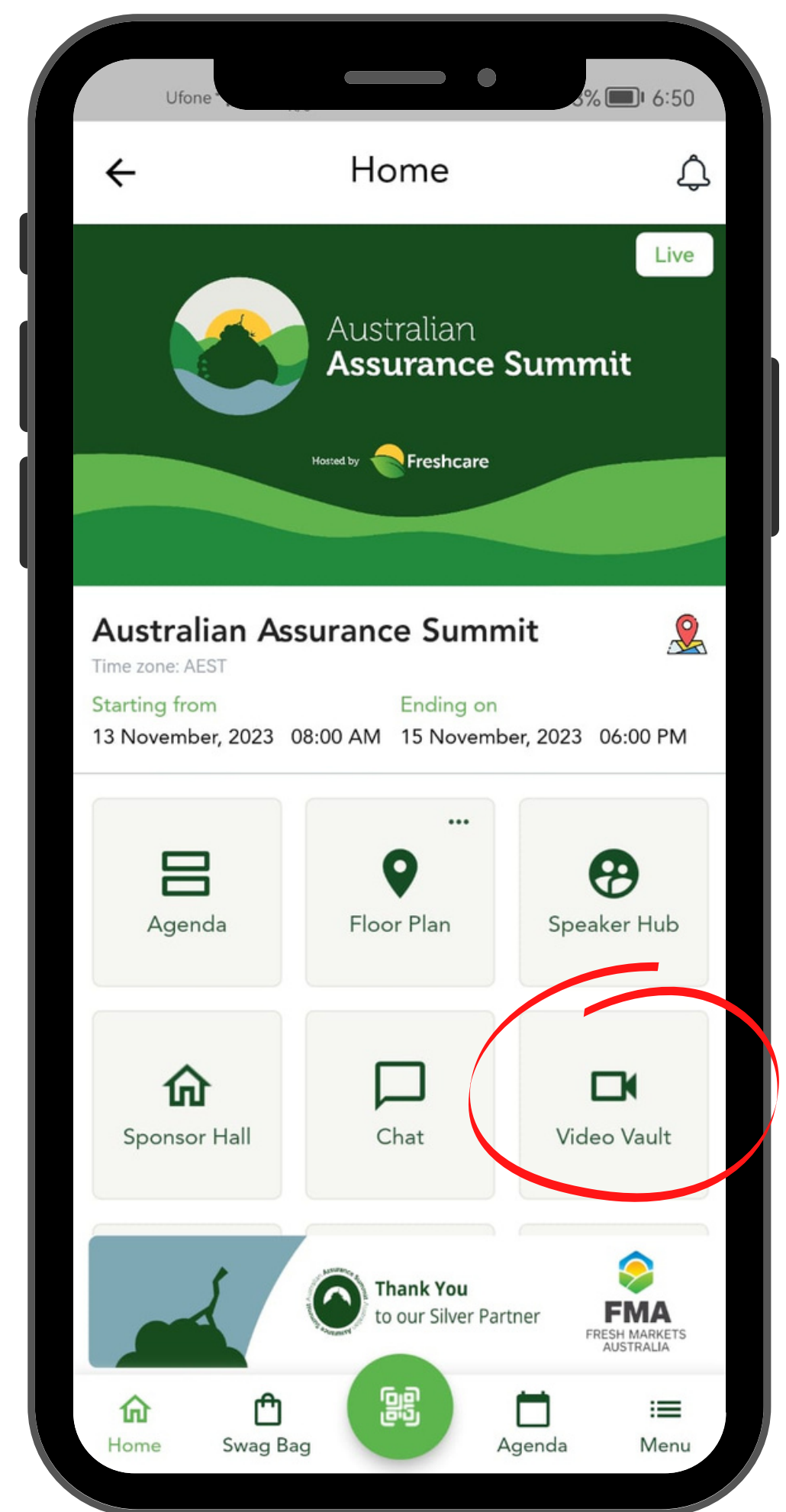
As an Attendee, you can click on a Booth to view the extended information related to that sponsor.

The **Chat** button is where attendees can view the participants to chat with.

Click on **Video Vault** to view videos and resources regarding the booths present at the event.

Click on **Sponsor Documents** to have a look at the information related to the sponsor booths.
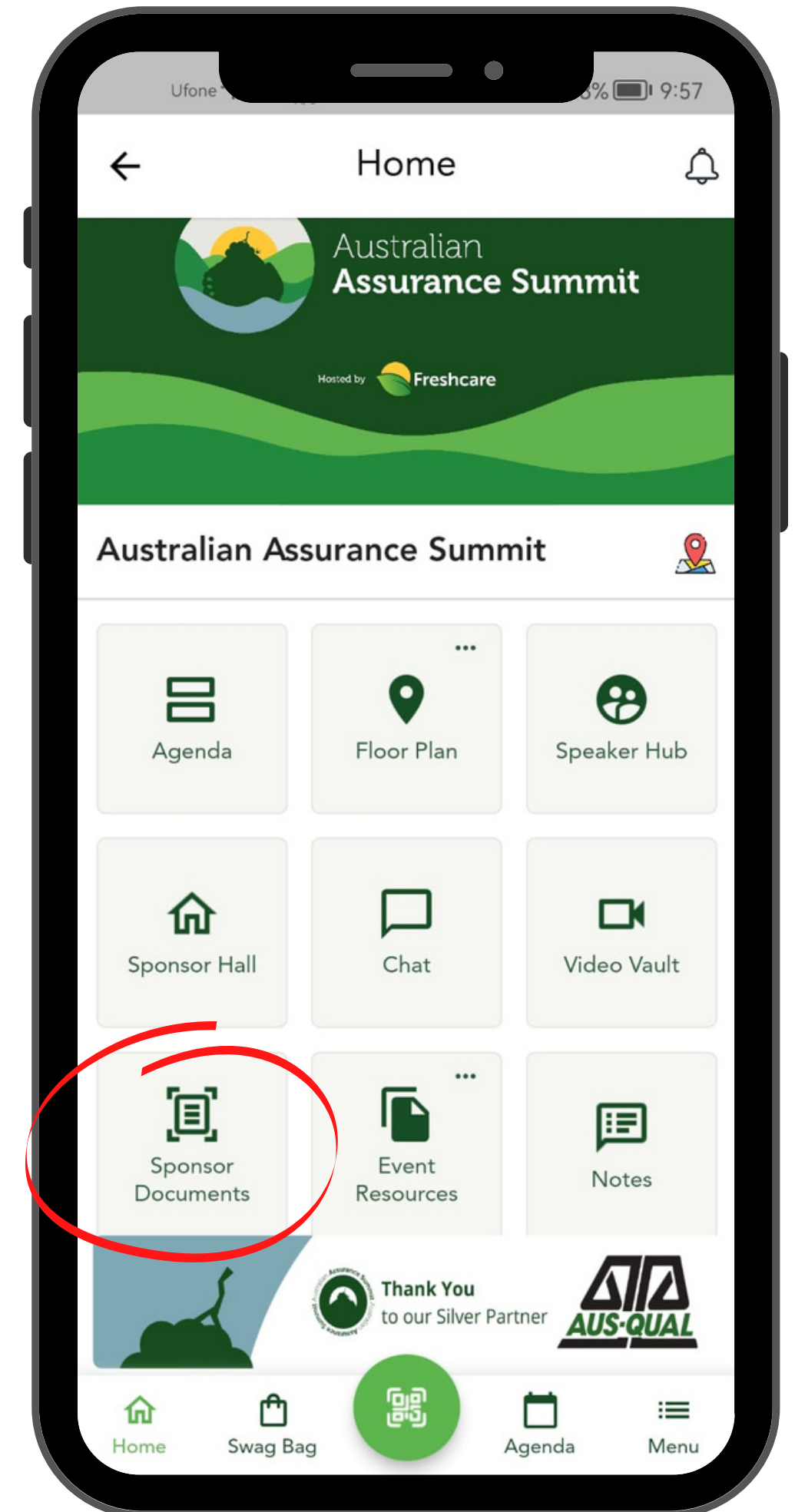
Click on **Event Resource** to have a look at the PDF Agenda and Summit Survey.

Click on **Notes** in the menu section to share notes or comments regarding the sessions.

Use the **Swag Bag** option if you have want to add any documents or videos in your swag bag. Each sponsor might have documents and videos added to their booths, so you can use the Swag Bag to collect such digital resources.
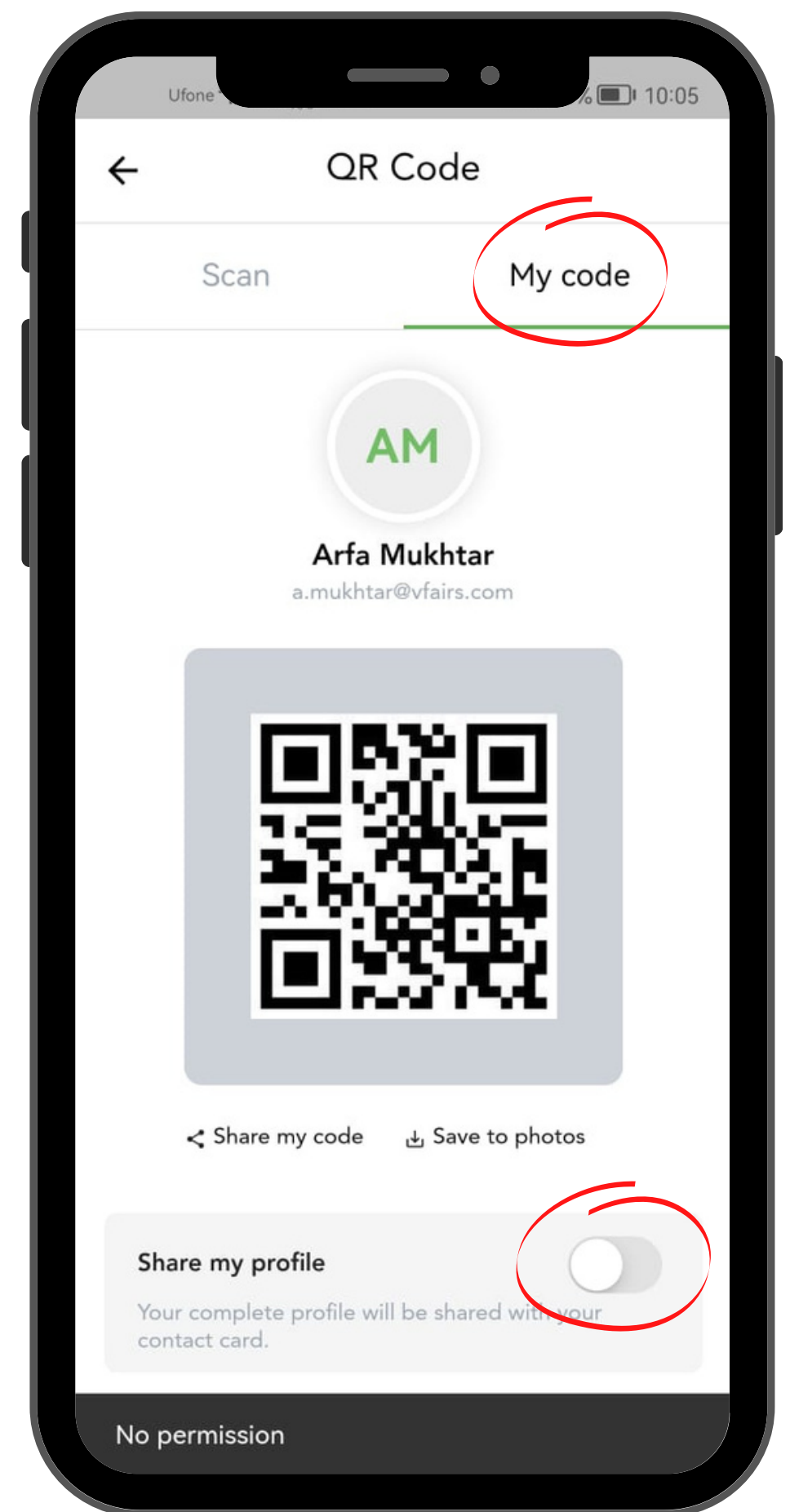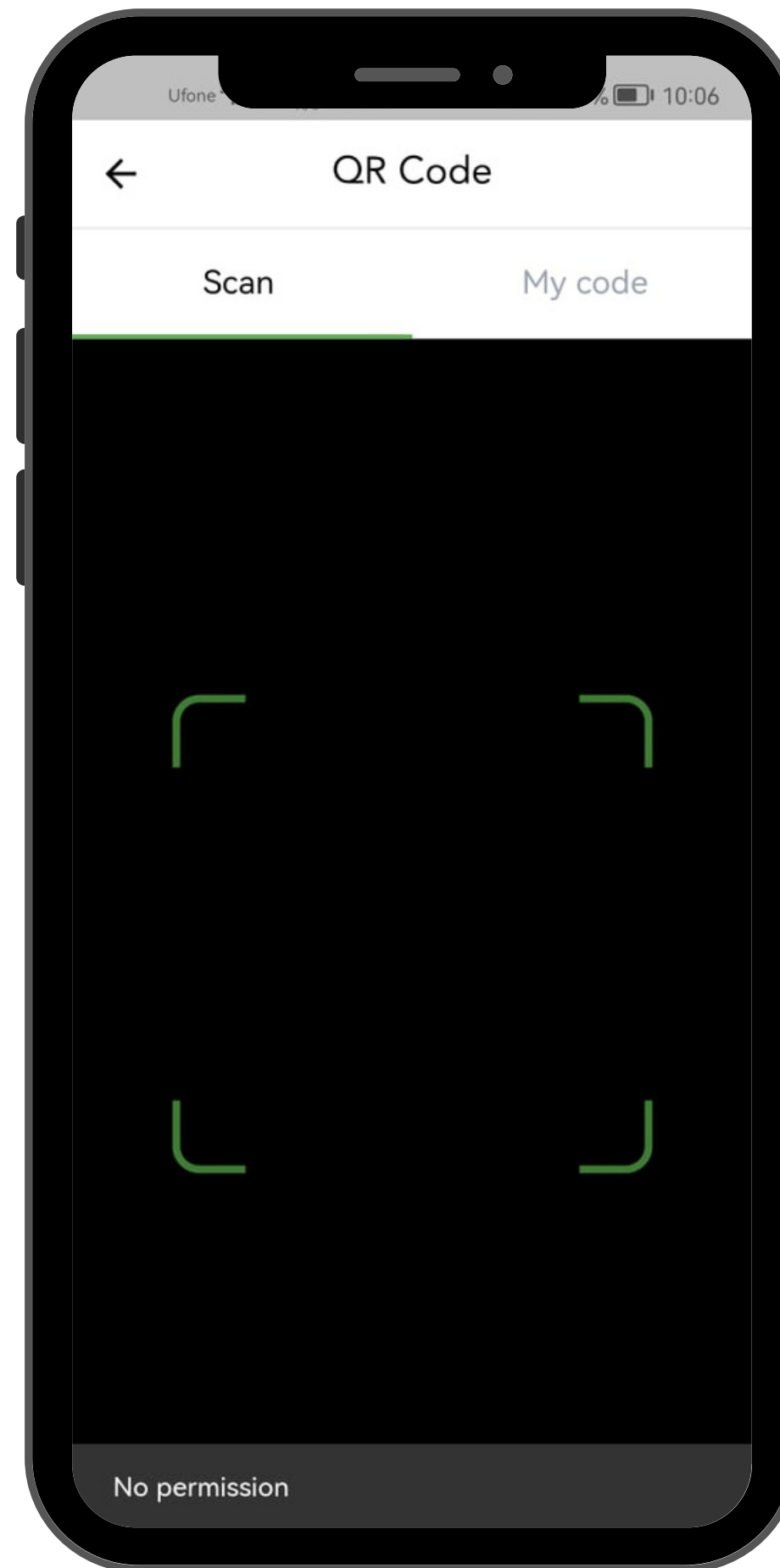
Tap on the green **QR Code** button to start **scanning the QR codes** of fellow attendees, and to **share your own QR Code** to check-in at all events.

Use the Scan option to scan the QR Code of fellow attendees to network, and to save their contact card.

The My code option will show your unique QR code. It is this QR code that will be scanned by fellow attendees, and admins who will check you in to the event.

If you want to share your profile and other information, while scanning other attendee QR Codes, you can enable the toggle Share my profile.

Thank you!