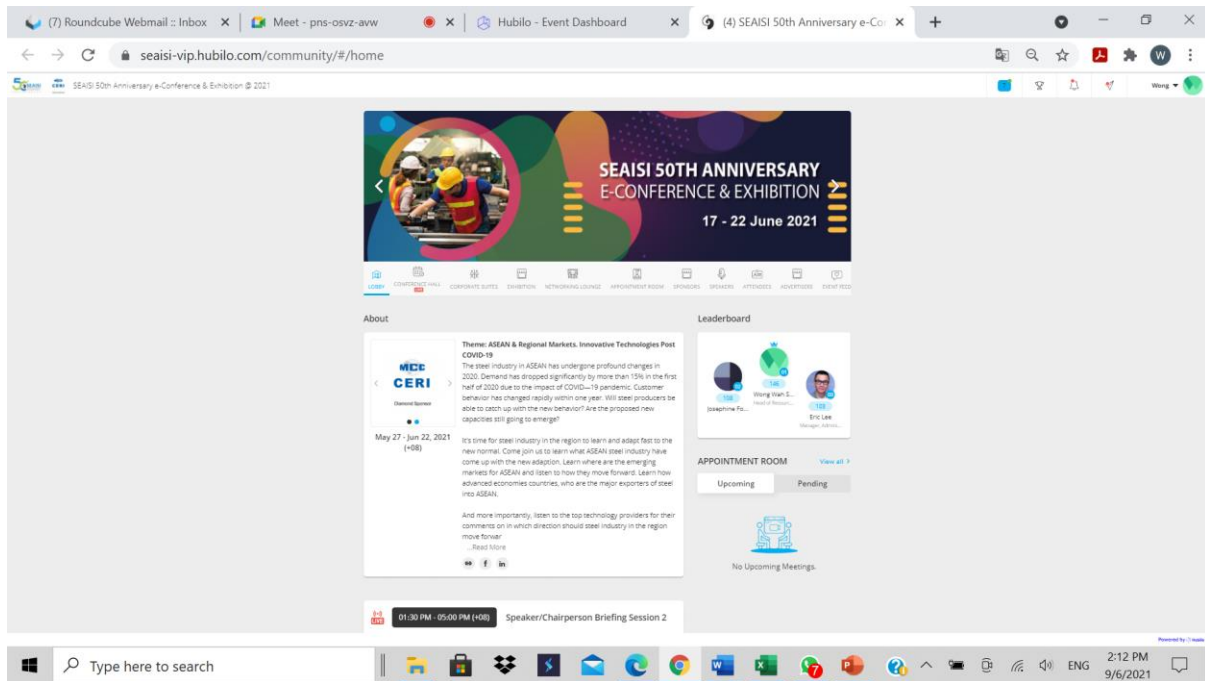




Guide for Attendees

- 1) Lobby
- 2) Conference Hall
- 3) Corporate Suites
- 4) Exhibition
- 5) Networking Lounge
- 6) Appointment Room
- 7) Sponsors
- 8) Speakers
- 9) Attendees
- 10) Advertisers
- 11) Event Feed

1) Lobby



A one stop place for everything about the event. Get quick access to Live Session, Lounge and Check out the featured Exhibition, Sponsors, Advertisers and Speakers.

2) Conference Hall

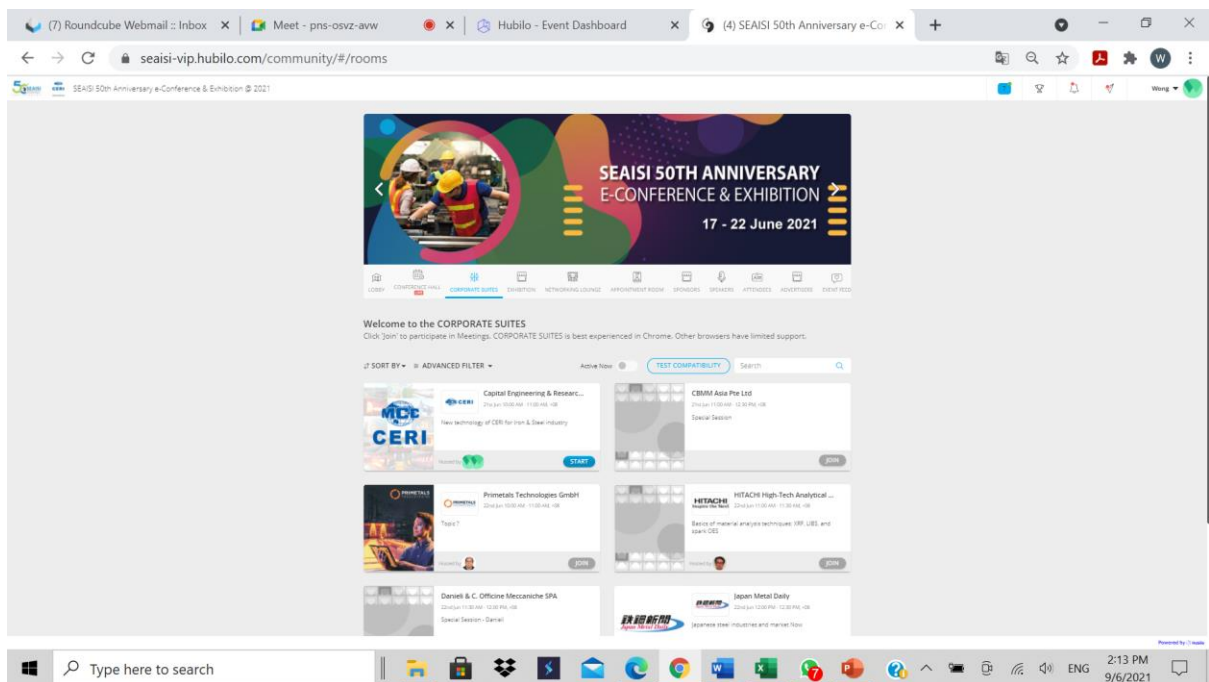
The screenshot shows a web browser displaying the agenda for the SEAI 50th Anniversary E-Conference & Exhibition. The page title is "seaisi-vip.hubilo.com/community/#/agenda". The main banner features the event title and dates: "SEAI 50TH ANNIVERSARY E-CONFERENCE & EXHIBITION 17 - 22 June 2021". Below the banner is a navigation menu with options like "CONFERENCE HALL", "COMPARATIVE STUDIES", "EXHIBITION", "NETWORKING OPPORT", "WORKSHOPS ROOM", "SPONSORS", "SPEAKERS", "ATTACHEES", "ADVERTISE", and "GUEST BOOK". The main content area displays a list of sessions. The first session is "Speaker/Chairperson Briefing Session 2" on June 17, 2021, from 01:30 PM to 05:00 PM. Below this is an "ADVANCED FILTER" section with a search bar and a calendar view for June 2021. The calendar shows sessions for June 17 (01:30 PM - 05:00 PM) and June 18 (11:45 AM - 11:46 AM). The Windows taskbar at the bottom shows the time as 2:12 PM on 9/6/2021.

In Conference Hall tab, a complete day wise event agenda will be displayed along with session detail such as Topic, Speakers, Host & other relevant details.

From this tab attendee can also join the webcast for each session and watch it live & can also interact with speakers.

Attendee can also rate the session by clicking on the rate stars and point accordingly.

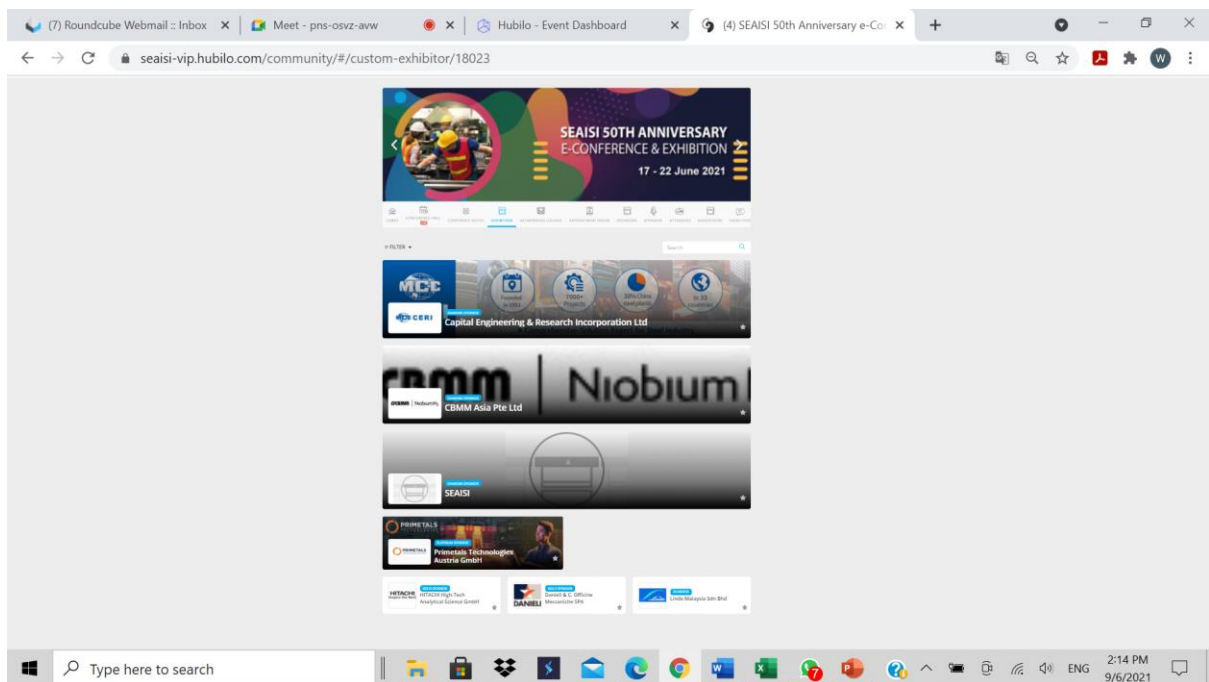
3) Corporate Suites



Corporate Suite is one of the engagement areas on SEAI ViP platform. Wherein users can connect & conduct video sessions. Room is ideally for a Group/Panel discussion, product demo or Closed meetings.

- Before you join the room, check your system compatibility. Click on "Test Compatibility" > Start > Finish.
- In case of a public room session > You will have an option to share your audio & video and join the session as speaker > Click on the Share Audio/Video button > Enable.
- In the case of a Speaker/Moderator session in Room - Attendee can join the session as a viewer once the speaker has started the session.
- You will have the option to view the entire speaker session - you can put your messages in Live Chat - or click on the Raise your hand Icon on the bottom panel - so that speaker/moderator can allow you to join the session

4) Exhibition / Sponsors



This section will display all the virtual booth profiles participating in the event.

- Attendees can view the virtual booth profile by clicking on the name and it will display all the details about the exhibitors along with their contact details, social media links & relevant brochures.
- Scroll down to the people section and you can interact with the booth representatives via chat or Schedule a 1:1 meeting with them by clicking on the Meet button
- You can also connect with the booth representative in the networking lounge tab. Click on the virtual booth table and conduct a meeting with the booth representatives.

5) Networking Lounge

Welcome to the LOUNGE [TEST COMPATIBILITY](#) [HOW TO NETWORK ?](#)

Kindly click on a chair to start or join a meeting. The LOUNGE is best experienced in Desktop on Chrome.

ATTENDEE TABLE **VIRTUAL BOOTH TABLE**

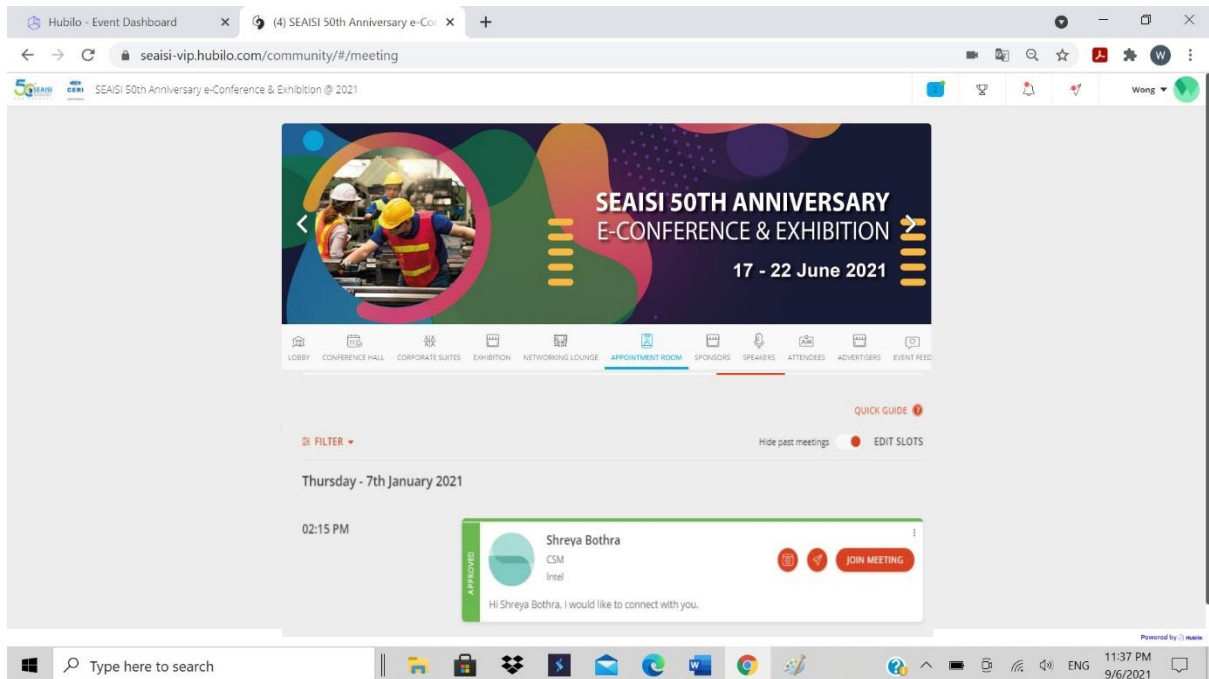
- TURKISH**
Crypto Trading
- BREAKOUT**
Discussion on productivity Working from Home
- ROUNDTABLE**
HUBILO
Discussion on how to conduct Virtual Events
- NETWORKING**
COFFEE BREAK
Networking

The Networking Lounge is used for Networking among the attendees, users can join and socialize with fellow peers.

The Networking Lounge can also be used by Exhibitors and Sponsors to engage with general attendees.

- In order to conduct meeting - please provide allow permission to Mic & Camera usage on the event page.
- Click on the address bar > Lock Icon > Allow Mic & Camera
- Now Grab a seat by clicking on the chair to join the meeting, Once others participate would grab a seat then you will be able to interact with them.

6) Appointment Room



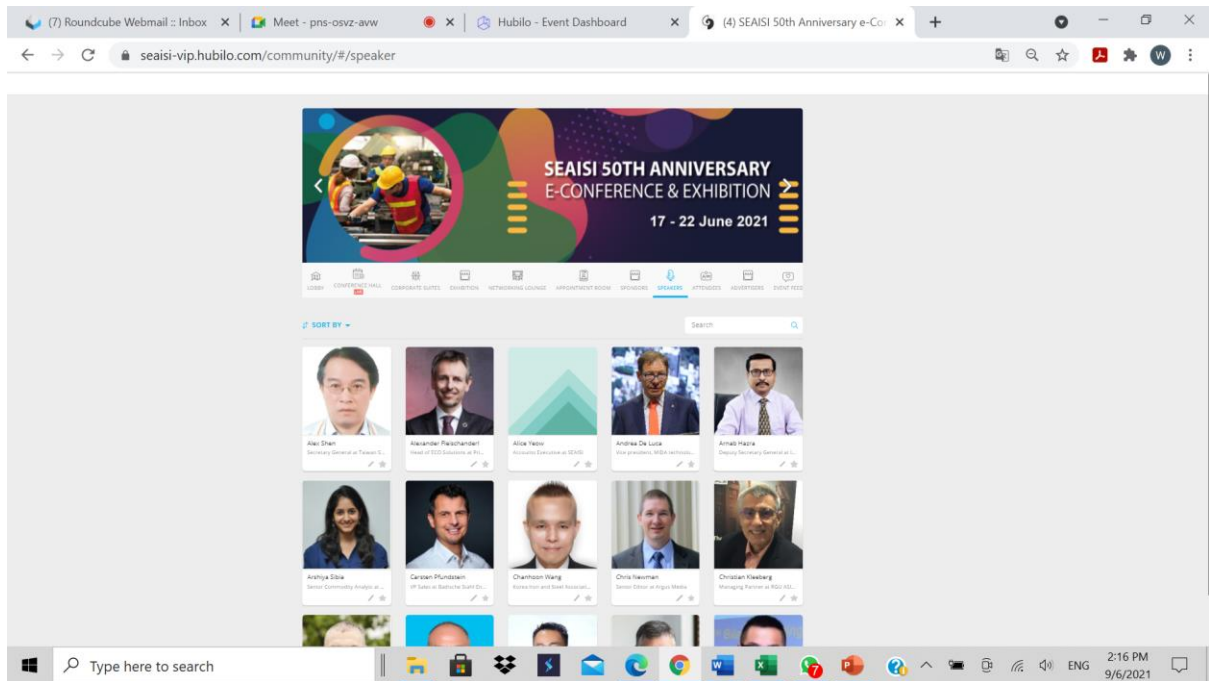
An Appointment Room is a One-One meeting, dedicated space on the event platform wherein a meeting can be scheduled between two participants during the event.

The attendees can send meeting requests to other attendees, also the organizer can schedule the meeting between two attendees from the dashboard.

The duration of each one-one meeting is 15 minutes.

- Open the event platform > Go to the attendee tab.
- Click on the "meet" button present in the attendee profile box you wish to connect with.
- Select Date, Time and Type Message >> Send.
- Once you have sent the meeting request the meeting would show in pending status under Meeting tab, until and unless the attendee accepts your request.
- Once the attendee accepts your request your meeting would fall under "approved" status and you can now connect with them by clicking on "Join Meeting":
- Once you click on join meeting, allow your system to use a microphone and camera.
- Enter Your Display name and Join The meeting. You can turn on/off video camera and mike.

7) Speakers



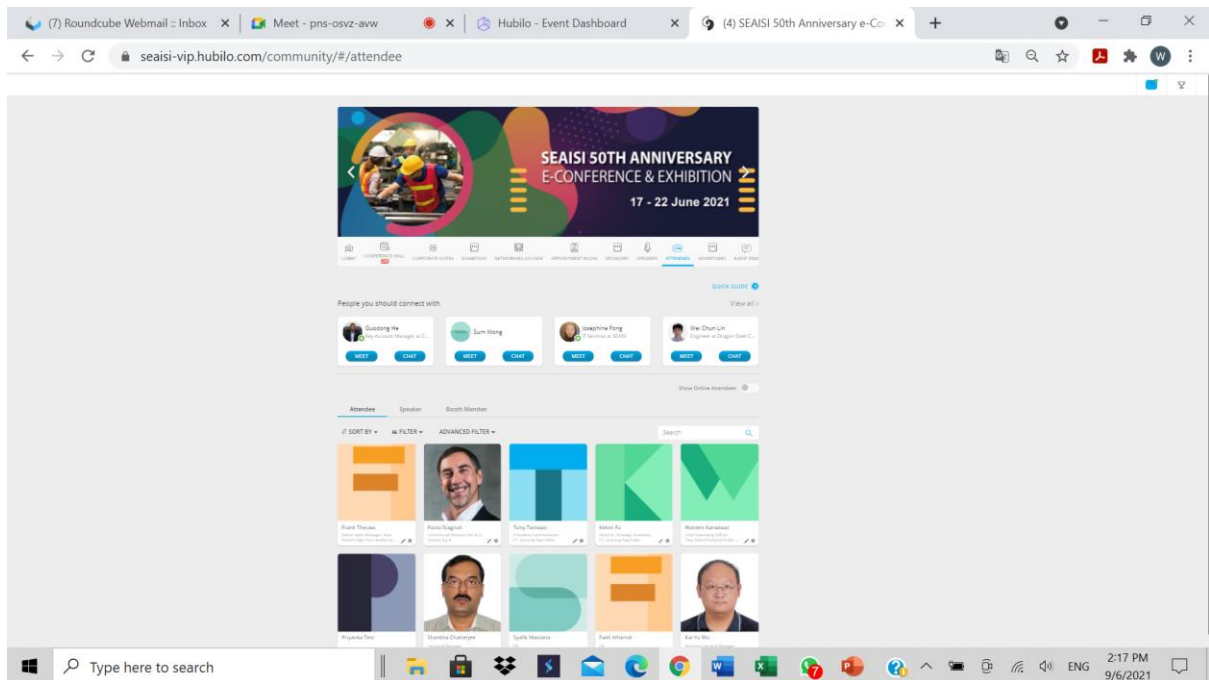
The screenshot shows a web browser displaying the SEAI 50th Anniversary E-Conference & Exhibition website. The page features a header banner with the event title and dates (17 - 22 June 2021). Below the banner is a navigation menu with various event sections. The main content area displays a grid of speaker profiles, each with a photo, name, and title. The profiles are arranged in a grid format, and each profile includes a small icon for bookmarking or taking notes. The browser's address bar shows the URL: seaisi-vip.hubilo.com/community/#/speaker. The Windows taskbar is visible at the bottom of the screen, showing the search bar and various application icons.

Name	Title
Alex Chan	Secretary General at Taiwan S...
Andreas Paschardien	Head of ECD Solutions at P&L
Alice Yee	Executive Executive at SEAI
Andrew De Loo	Vice president, SEAI Technical...
Arnold Pabre	Deputy Secretary General at S...
Anvaya Saha	Senior Community Engage...
Carsten Plunzian	HR Director at SEAI
Charphoon Wang	Production and Quality Manag...
Chris Swartz	Senior Director at Project Media
Christian Kueberg	Managing Director at SEAI

This section will display all the speaker's profiles along with the session details they will be attending.

Attendees can bookmark the profile or take a personal note by clicking on the respective icons.

8) Attendees

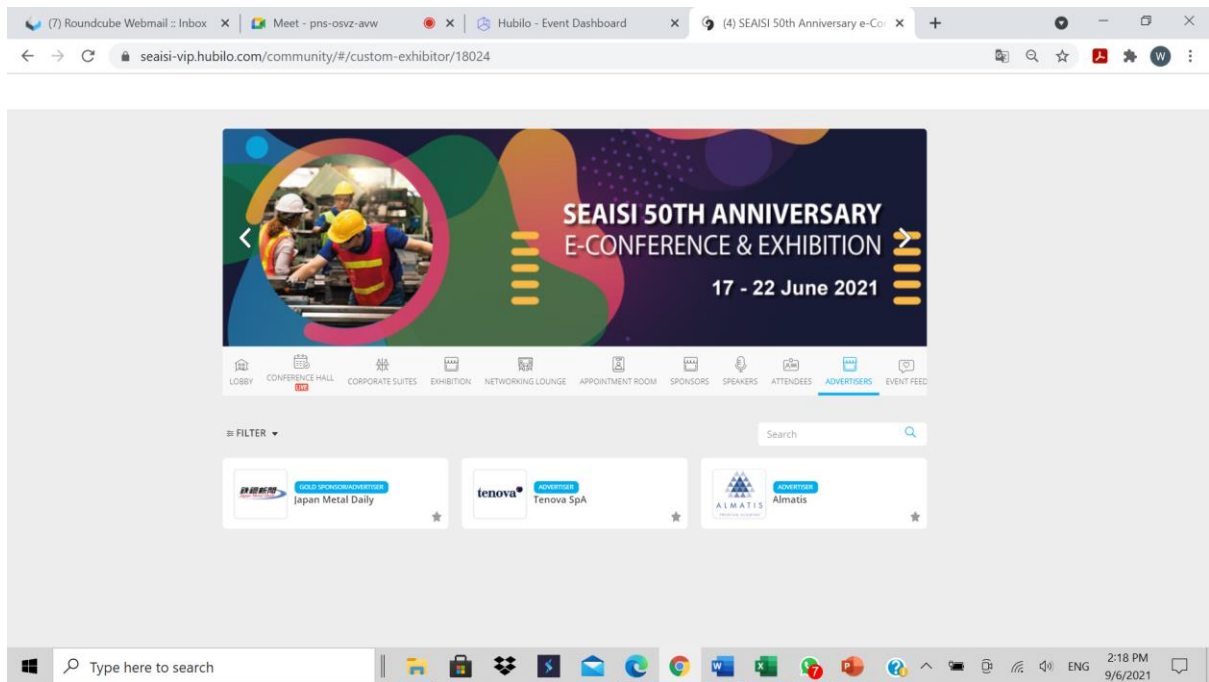


In the attendee tab, all participating attendees profiles are displayed. To view the attendees' profile, click on their picture & their profile will be displayed along with their profile picture, interests & basic details.

Attendees can interact with fellow attendees either via chat or meeting.

- To send out a message via chat:
 - Click on the chat button, type message & click on send.
- To connect with the fellow attendee:
 - Click on the meet button
 - Select the date & time
 - Enter a message and click on send.
 - > A meeting request will be sent to the attendee, once it is accepted by the later, both the attendees will get a confirmation notification.

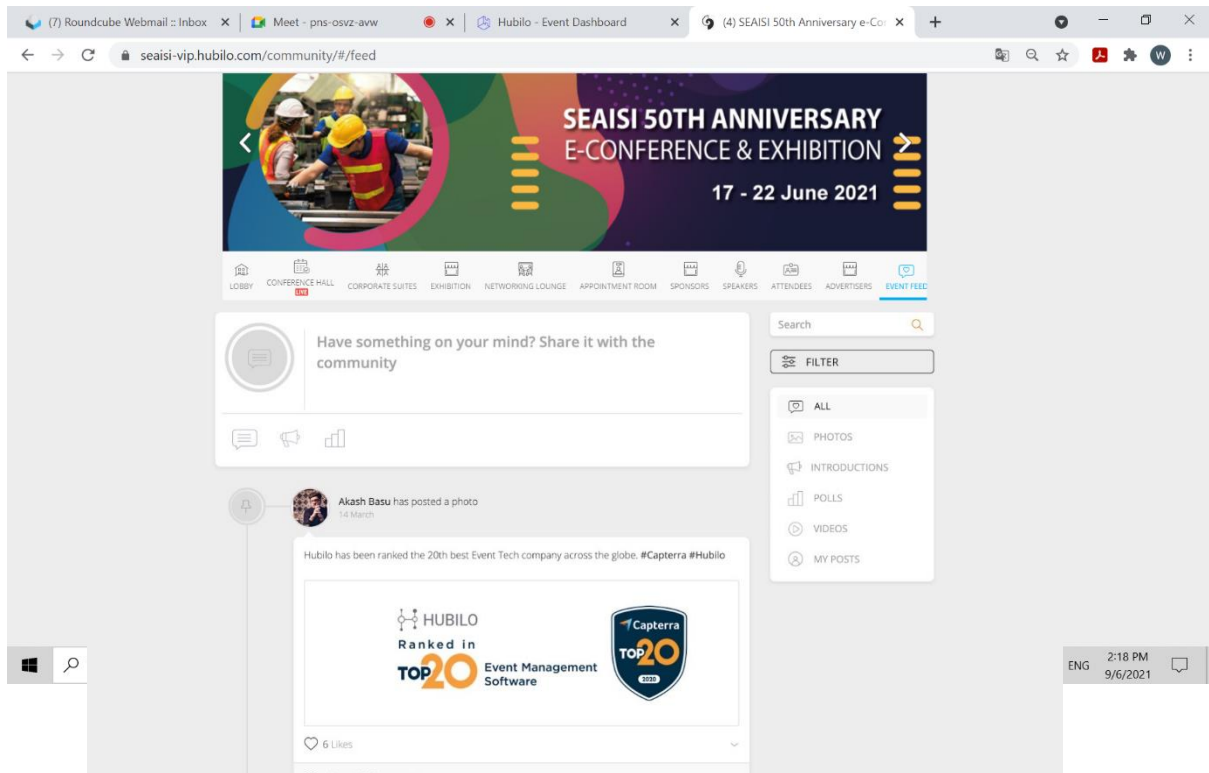
9) Advertisers



This section will display all the advertiser profiles participating in the event.

- Attendees can view the advertisers' profile by clicking on the name and it will display all the details about the advertisers along with their social media links & relevant brochures.

10) Event Feed



On event feed, attendees can interact with other participants by posting photos or videos on the feed or engage with other attendees by liking or commenting on their post.

- On the event feed, click on the status box
- Click on the attach icon to attach Photos or videos along with your post
- Click on the Introduce icon, to create an introduction post and select the option accordingly.
- Click on the Poll icon, to create a Live Poll
- Add the basic details such as: Question & Options End Date & Time