PF PATIENT SUMMIT 2024

How to guide

#PFSUMMIT24

Summary

Access the App

How to log in for the first time?

You'll receive an email similar to this one with a button redirecting to a login page. Your account is automatically pre-created by the event organizer.
A window will then suggest that you create a password for your account.

Welcome, create a password

In order to log in the next time that you want to use the web or mobile app.
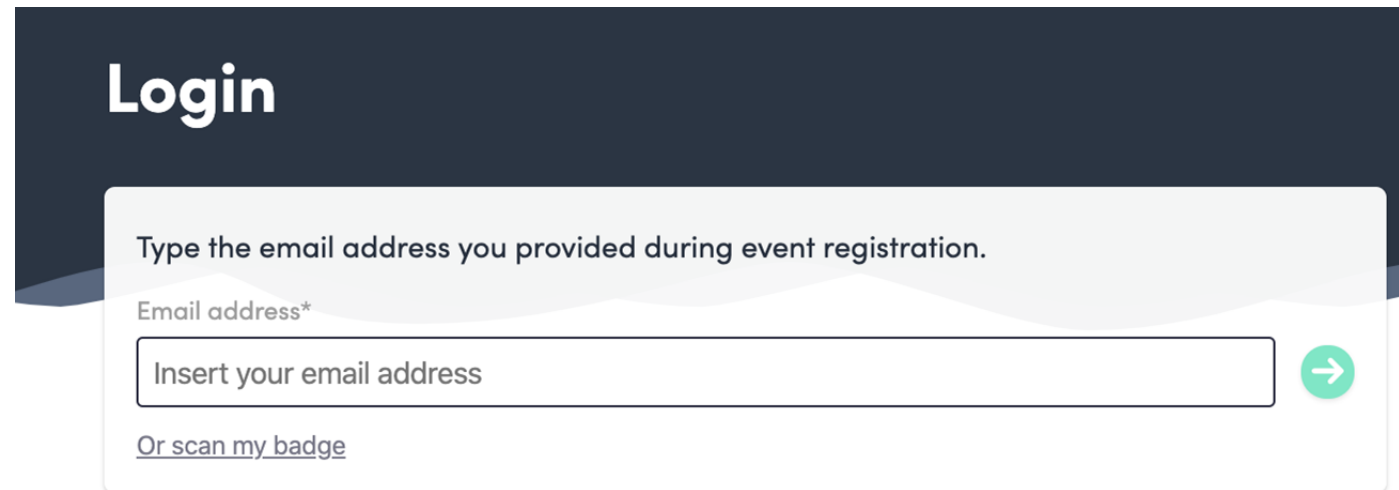
Password *

Define new password

At least 6 characters

Note: If you don't see this email in your mailbox, please check your spam. If you don't see this email in your mailbox, please check your spam.

European PF Patient Summit 2021
Patients Driving Change

European PF Patient Summit

Hello Alba Ubide ,

Get ahead of the game and prepare for the **European PF Patient Summit** to **save yourself time** and **get the most out of your event.**

Swapcard app makes it easy to **access the event content** and **connect with the right people** in advance.

All you have to do is **activate your profile with the tap of the below button.** We'll keep all of your **information and data secure.**

Are you ready to join your event community?

If you have any questions please reach to: secretariat@eu-ipff.org

LET'S GET STARTED!

How to log in with my account?

Access your account on www.login.swapcard.com
Enter the email you used to register to your event and the password you've created before. Then, click on the green arrow to connect.

Note: If you've forgotten your password after entering your email, click on **Send me a magic link**. You'll receive an email to reset your password. If you need any help, please contact support@swapcard.com

How to Access the Summit platform?

Swapcard

Login to WebApp

https://app.swapcard.com/

Download the phone App

Available on the App Store

ANDROID APP ON Google play

Available features

How to edit my profile? (1/2)

There are two ways to access your profile:

- On the upper right-hand corner of your screen, click on **My profile**

- On the left side of your screen next to your photo, click on **Edit.**

You'll be redirected to your profile details**.**

How to edit my profile? (2/2)

Alba Ubide
Project Manager
EU-IPFF

EDIT

About me

Introduce yourself in a few words

EDIT

Social media

Add your social accounts.

EDIT

Contact details

- Add your mobile phone number
- Add your landline phone number
- @ alba@patvocates.net
- Add your business website
- Add your business address

EDIT

Company

Enrich your profile by adding your company data.

EDIT

To edit the information on your profile, simply click on the **Edit** or **Add** parts depending on the type of information you want to edit.

Here's a list of information you can edit on your profile:
- Picture
- Personal information
- Biography
- Social Media
- Contact details
- Company

How does the programme work?

The **Agenda** tab displays all the sessions in the event. You can easily register for sessions by clicking on this logo.

Note: You can refine your search by using **filters** located on the left of the screen.

The tab **"MyEvent"** allows you to see your own schedule. You can find the **sessions** for which you've registered, the **sponsors** and **partners** you have bookmarked, as well as your confirmed meetings. You can **export your program** by clicking on "Export to my calendar or Download PDF".

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How to access a live-streamed session?

There are two ways to access a live streaming session.

From your **Event Home**, click on the **"LIVE! Watch Now!"** button which should be displayed.

You will be redirected to the current session, or the following one if no live stream is taking place at that time.

From the **Agenda** or **My Event tab**, click on the current session you want to follow. You'll be taken to the page where the live session is taking place.

How to watch a live stream?

As soon as the session begins, the video will be displayed at the top of the session page and will start automatically (except on Safari where you will have to click on "Play").

You will then be able to watch the video in **full screen** by pressing the full screen button.

How to listen to the live Translation ?

From the player, click on the **Headphone bottom** to select the audio language. A menu will appear with the options available.

English will be set as default but you can select the required audio. (Spanish, French or Italian).

Available features

How to network?

On the home page of the event, you can access the **speaker** and **attendee** lists.

This is a great tool for identifying people you want to meet. Don't hesitate to contact them through he application to network and schedule **'face-to-face'** meetings.

If you see time slots on people's profiles, it means that the organizer has allowed scheduled meetings on the event (attendees are not allowed to contact directly exhibitors).
Don't waste time, request meetings before all their slots are booked!
You can manage your own availabilities from the **"My Event"** section of the application.

How to send a connection request?

To send a connection request to a person, go to their profile (via the list of participants, speakers, or a company profile) and click on "Send connection request".

Tip: We encourage you to write a message before sending your connection request to introduce yourself and explain the reason for the connection. People enjoy a personal greeting!

You'll find all the people you have been in contact with during an event in the **"My Visit"** button, **"My Contacts"** tab.

How to request a meeting?

Step1: Click on a person's profile from the list of participants or speakers.

Step2: Click on one of the proposed meeting slots. If you want to see other slots, click see more slots.

Step3: After selecting a slot and the virtual location, write a message to the person you want to meet. Once done, click "Send meeting request".

How to start your virtual meeting?

To set up your virtual meeting, you must select the **virtual location** when requesting a meeting. (See "How to request a meeting?")
A few minutes before the meeting, go to the profile of the participant you're going to meet, and click on the colored "Meeting call" button that will launch the video call (only available if the meeting is confirmed).

CONTACT: SECRETARIAT@EU-PFF.ORG

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