



European PF
Patient Summit **2024**
Patients Driving Change



PF PATIENT SUMMIT 2024

How to guide

#PFSUMMIT24



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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.

The screenshot shows a mobile app interface with a navigation bar at the top containing icons for home, messages, notifications, and profile. The main content area has the heading "Welcome, create a password" and a sub-heading "In order to log in the next time that you want to use the web or mobile app." Below this is a "Password*" label and a text input field containing "Define new password". To the right of the input field are an eye icon and a green arrow icon. Below the input field, it says "At least 6 characters".

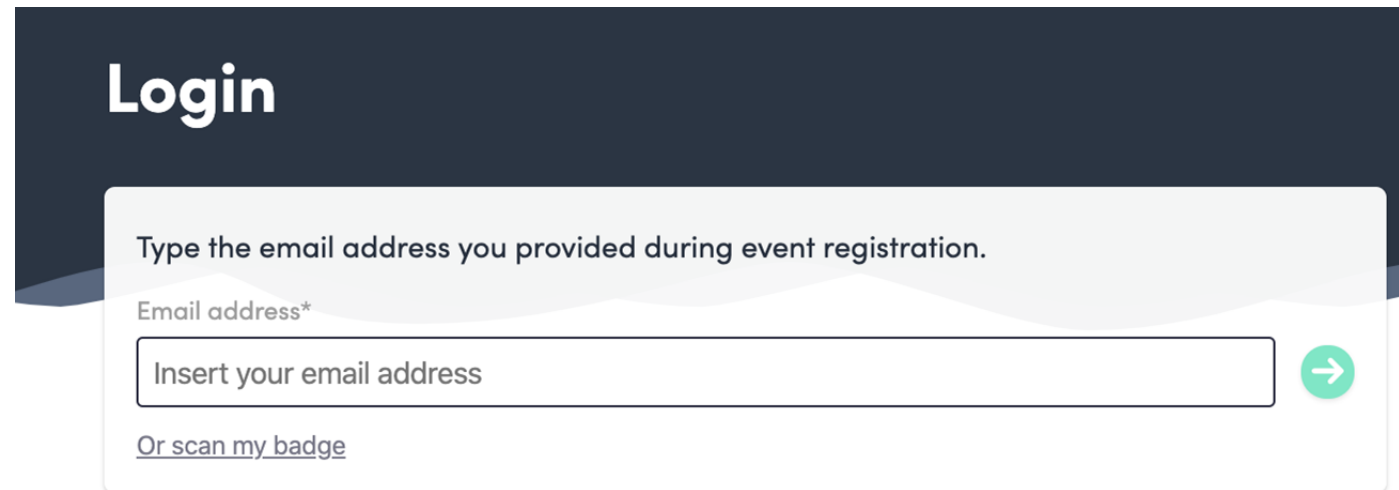
Note: If you don't see this email in your mailbox, please check your spam. If you don't see this email in your mailbox, please check your spam.





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.

A screenshot of a web login form. The form has a dark blue header with the word "Login" in white. Below the header, there is a light gray box containing the text "Type the email address you provided during event registration." followed by "Email address*" and a text input field with the placeholder "Insert your email address". To the right of the input field is a green circular button with a white right-pointing arrow. Below the input field, there is a link that says "Or scan my badge".

Login

Type the email address you provided during event registration.

Email address*

Insert your email address

Or scan my badge

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



CONTENT FEATURES

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

About me

Introduce yourself in a few words

Social media

Add your social accounts.

Contact details

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

Company

Enrich your profile by adding your company data.



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?

Home Agenda Speakers Exhibitors My Event Attendees

FRIDAY 23 SATURDAY 24 SUNDAY 25

Refine the list

Q Search

Filters

TYPE

TOPICS

Person-Centred Care

Policy and Advocacy

Research

Dates are displayed in your time zone (Europe/Madrid)

1:00 PM 2:00 PM **PF Patient Summit Opening Session**

Presentation

Steve Jones - EU-IPFF

Anita Simonds - ERS

Wim Wuyts

Ron Flewett - Pulmonary Fibrosis Trust Trustee

Maxine Flewett - Wife of Ron (Caregiver)

2:30 PM 3:30 PM **Mechanism of action of fibrosis and new insights on antifibrotic drugs**

Presentation

Anna-Maria Hoffman-Vold

Howard Almond - APF UK

Helen Parfrey

Francesco Bonella - Ruhrlandklinik University Hospital (Essen, Germany)

Research

Click to register and add it to your schedule

Register for sessions to make your own program, then find it in your personal agenda

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”.

Home Agenda Speakers Exhibitors My Event Attendees

My schedule >

My meetings >

My networking >

My bookmarked companies >

Dates are displayed in your time zone (Europe/Madrid)

Friday, April 23, 2021

1:00 PM 2:00 PM **PF Patient Summit Opening Session**

Presentation

Steve Jones - EU-IPFF

Anita Simonds - ERS

Wim Wuyts

Ron Flewett - Pulmonary Fibrosis Trust Trustee

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Francesco Bonella - Ruhrlandklinik University Hospital (Essen, Germany)

Research

Export

Add your upcoming sessions and meetings to your calendar application.

EXPORT TO MY CALENDAR

Export your sessions, meetings and bookmarks in a single printable PDF file.

DOWNLOAD PDF



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.

FRIDAY 23 SATURDAY 24 SUNDAY 25

Refine the list

Search

Filters

TYPE

TOPICS

Dates are displayed in your time zone (Europe/Madrid)

1:00 PM - 2:00 PM **PF Patient Summit Opening Session**

Presentation

Steve Jones - EU-IPFF
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Ron Flewett - Pulmonary Fibrosis Trust Trustee
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2:30 PM - 3:30 PM **Mechanism of action of fibrosis and new insights on antifibrotic drugs**

Presentation

Anna-Maria Hoffman-Vald
Howard Almond - APF UK
Helen Parfrey

Your schedule

PF Patient Summit Opening Session
Fri, Apr 23, 2021 1:00 PM

Mechanism of action of fibrosis and new insights on antifibrotic drugs
Fri, Apr 23, 2021 2:30 PM

EDIT

Alba Ubide
Project Manager
EU-IPFF

European PF Patient Summit 2021
Patients Driving Change

Agenda

Speakers

Exhibitors

My Event

Attendees

Posters

LIVE! Watch now!





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.

The screenshot displays a live stream interface with a navigation bar at the top containing links for Home, Agenda, LIVE! Watch now!, Speakers, Exhibitors, My Event, and Attendees. The main content area is divided into three sections:

- You may also like:** A list of recommended sessions with titles, dates, and times, and right-pointing chevrons. The sessions listed are:
 - Self-management of ILD (Fri, Apr 23, 2021 4:00 PM)
 - Pulmonary rehabilitation for IPF patients (Sun, Apr 25, 2021 11:00 AM)
 - Next generation ILD researchers (Sun, Apr 25, 2021 12:30 PM)
 - Non-pharmacological management of IPF/ILD and evaluation for lung... (Sat, Apr 24, 2021 11:00 AM)
 - Breaking barriers: How to optimize communication between physician... (Fri, Apr 23, 2021 7:00 PM)
- Video Player:** A large video player showing a countdown timer: "The live stream will start in 02:35". A red circle highlights the full screen button in the bottom right corner of the video player.
- Patient/Caregiver:** A section featuring two profile cards:
 - Steve Jones**, President of EU-IPFF.
 - Ron Flewett**, Patient Representative.
- Live discussion:** A section with tabs for Chat, Questions, and Polls. Below the tabs, there are icons for chat, questions, and polls, and a prompt: "Chat with participants. Be the first to send a message to start the discussion and encourage other participants to react."





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).

The screenshot displays a live event interface with a navigation bar at the top containing links for Home, Agenda, LIVE! Watch now!, Speakers, Exhibitors, My Event, and Attendees. On the left, a 'You may also like' section lists several sessions with their titles and dates. The central video player shows a woman speaking, with a language selection menu overlaid on the bottom right corner. The menu lists: English, Deutsch, Nederlands, Español, and Français. A red circle highlights the headphone icon in the video player's control bar. To the right of the video player is a 'Patient/Caregiver' section listing Steve Jones (President, EU-IPFF) and Ron Flewett (Patient Representative). On the far right, a 'Live discussion' section includes tabs for Chat, Questions, and Polls, and a prompt to 'Chat with participants'.



NETWORKING FEATURES

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 the application to network and schedule **'face-to-face'** meetings.

Matthew Donegan-Ryan
General Manager
Event Tech Expert
Swapcard

Connect with Matthew
Sending a connection request with a message is three times more likely to be accepted.

SEND CONNECTION REQUEST

Meet Matthew
Select a time slot to set up a meeting with Matthew.
Sunday, January 1, 2023

10:50 AM	11:10 AM	11:30 AM	11:50 AM	12:10 PM	12:30 PM
12:50 PM	1:10 PM	1:30 PM	1:50 PM	2:10 PM	2:30 PM
2:50 PM	3:10 PM	3:30 PM	3:50 PM	4:10 PM	4:15 PM
4:30 PM	4:30 PM				

[See more slots](#)

Alba Ubide
Project Manager
EU-IPFF

European PF Patient Summit 2021
Patients Driving Change

Agenda

LIVE! Watch now!

Speakers

Exhibitors

My Event

Attendees

Posters

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?

The screenshot shows a user profile for Matthew Donegan-Ryan, General Manager, Event Tech Expert, and Swapcard. Below the profile is a 'Meet Matthew' section with a meeting slot selection grid for Sunday, January 1, 2023. To the right is a 'Connect with Matthew' section with a 'SEND CONNECTION REQUEST' button circled in red.

Matthew Donegan-Ryan
General Manager
Event Tech Expert
Swapcard

Meet Matthew
Select a time slot to set up a meeting with Matthew.
Sunday, January 1, 2023

10:50 AM	11:10 AM	11:30 AM	11:50 AM	12:10 PM	12:30 PM
12:50 PM	1:10 PM	1:30 PM	1:50 PM	2:10 PM	2:30 PM
2:50 PM	3:10 PM	3:30 PM	3:50 PM	4:10 PM	4:15 PM
4:30 PM	4:30 PM				

[See more slots](#)

Connect with Matthew
Sending a connection request with a message is three times more likely to be accepted.

SEND 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?

Matthew Donegan-Ryan
General Manager
Event Tech Expert
Swapcard

Connect with Matthew

Sending a connection request with a message is three times more likely to be accepted.

[SEND CONNECTION REQUEST](#)

Meet Matthew

Select a time slot to set up a meeting with Matthew.

Sunday, January 1, 2023

10:50 AM	11:10 AM	11:30 AM	11:50 AM	12:10 PM	12:30 PM
12:50 PM	1:10 PM	1:30 PM	1:50 PM	2:10 PM	2:30 PM
2:50 PM	3:10 PM	3:30 PM	3:50 PM	4:10 PM	4:15 PM
4:30 PM	4:30 PM				

[See more slots](#)

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".

Select location

← ×

👤 Steve Goodwin [Add](#)

📅 Thu, July 26 · 11:00 to 11:30 AM [Edit](#)

Select a place to easily find them at the event.

MAIN STAGE

CHALLENGE STAGE

📺 ONLINE MEETING

📅 Wednesday, 13th May • 10:30 AM to 11:00 AM [Edit](#)

📍 Main Exhibition Hall • Match! Arena [Edit](#)

Message (optional)

Hey ! I'd like to meet you to talk about your solution.

[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).

Connected

SE

Swapcard Event

Meeting CONFIRMED

Monday, 6th April · 10:00 AM to 10:30 AM

Virtual meeting

MEETING CALL [Cancel meeting](#)

2021 Fashion Trend'show

Display Live Discussions

Search

Steve Goodwin 2 hours
Hello John! Nice to meet you, are you available to talk...

Mable Love, ... 3 hours
Hi, I'm also going to the event, could we meet there?

Amy Lambert Yesterday
Ok, interesting. Looking forward to meet you to...

Ophelia Doyle May 18
The Emerlard Buddha is a figurine of a sitting Buddha...

Travis Meyer, ... May 15
Ok, see you there then. Have a lovely day!

Nice to meet you John! I'm Steve, Direct Sales Manager at Konex. I would like to discuss with you about your new project Low-Teck. Are you available during the event?

Wed, Oct 24, 2020

Nice to meet you John! I'm Steve, Direct Sales Manager at Konex. I would like to discuss with you about your new project Low-Teck. Are you available during the event?

case-study.pdf

You launched a call Started 2 mins ago JOINED

Type a message...

Steve Goodwin
Direct Sales Manager
Business Developer
Konex

BOOK MEETING

Scoring
Adding a rate helps your follow-up by knowing the potential of each connection made.

★★★★★

Tags
Add tag to organize your contacts
CEO × 2018 ×

Note
Add note to remind you about your contacts and how you met them

[SEE FULL PROFILE](#)
[DELETE CONVERSATION](#)



CONTACT: SECRETARIAT@EU-PFF.ORG

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