



Transplantation &
Cellular Therapy MeetingsSM
of ASTCT[®] and CIBMTR[®]

The 2021 TCT Meetings Digital Experience

February 8-12, 2021

Virtual Meeting Platform Tips & Tools

How to Edit Your Profile

When you first log into the platform, you will be prompted to tell us a bit about yourself by completing your profile. Your profile will be pre-populated for you with data collected during the event registration process. Feel free to edit, remove, or add to the existing data. Don't forget to upload a profile photo!

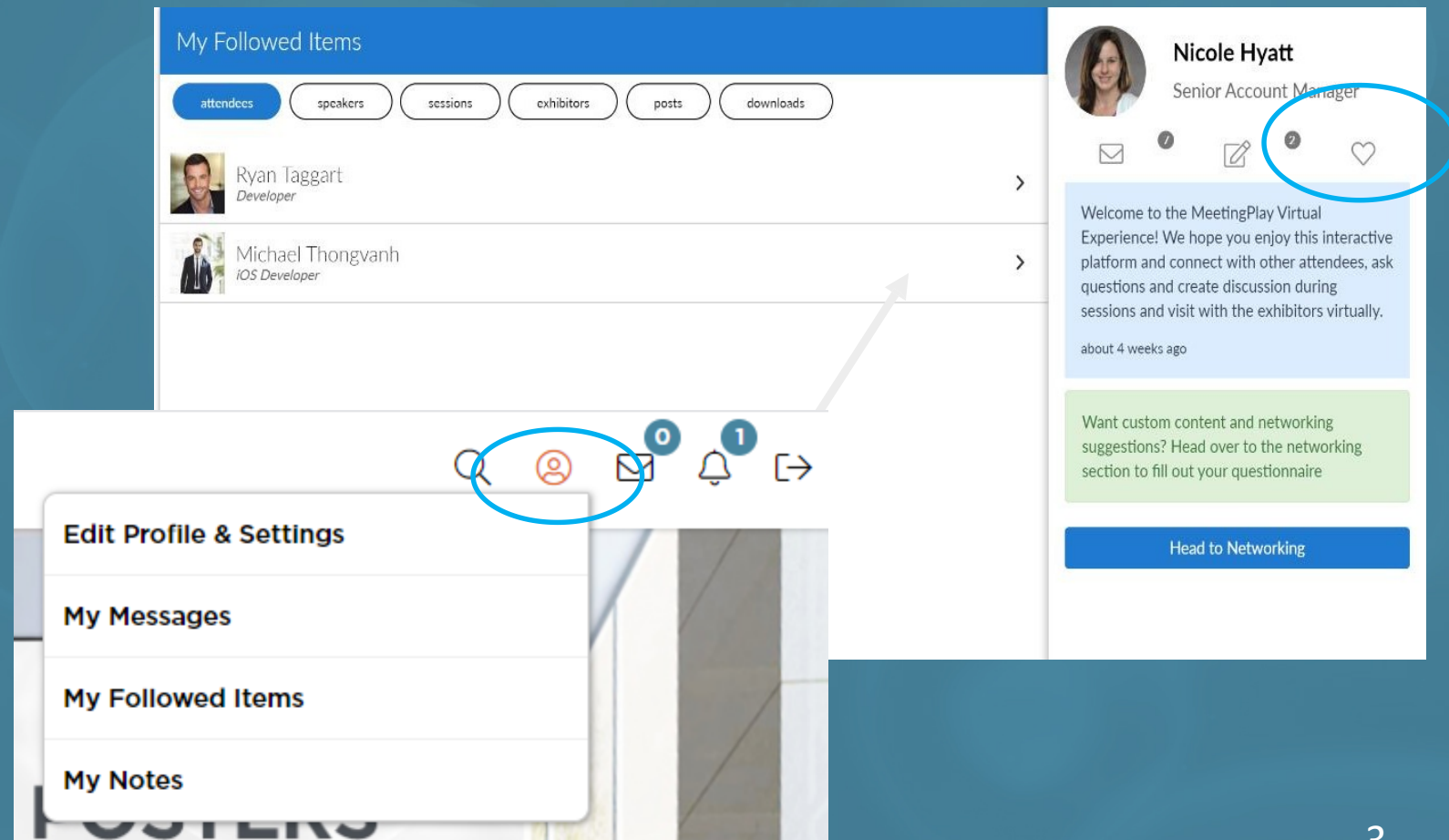
From the profile page you can also edit your notification settings, or set your profile to private if you wish to opt out of networking. If your profile is set to private, you will not be visible on the attendee list and other participants won't be able to chat with you.

If you didn't complete your profile when you first logged into the site or would like to make edits, simply open the user panel via the user icon in the top right corner and select the **edit profile** button.

How to Create & Access Favorites

Throughout the platform you can favorite sessions, speakers, attendees, sponsors, exhibitors, social feed posts, and downloads.

- Favorite something by clicking the **Heart** icon to the left of the item.
- Access your favorites at any time by visiting your user panel. Tap the person icon in the top right corner to open the panel.
- Tap the **Heart** icon to view all of your favorited items.



How to Take Notes

Notes can be taken at any time on Sessions, Attendees, or Downloadable Materials.

Attendees

- From the attendee profile page, tap the **Add Note** button to start taking notes.
- Notes taken on that attendee will be visible on their profile and in your Notes page, which is accessible via your user panel.

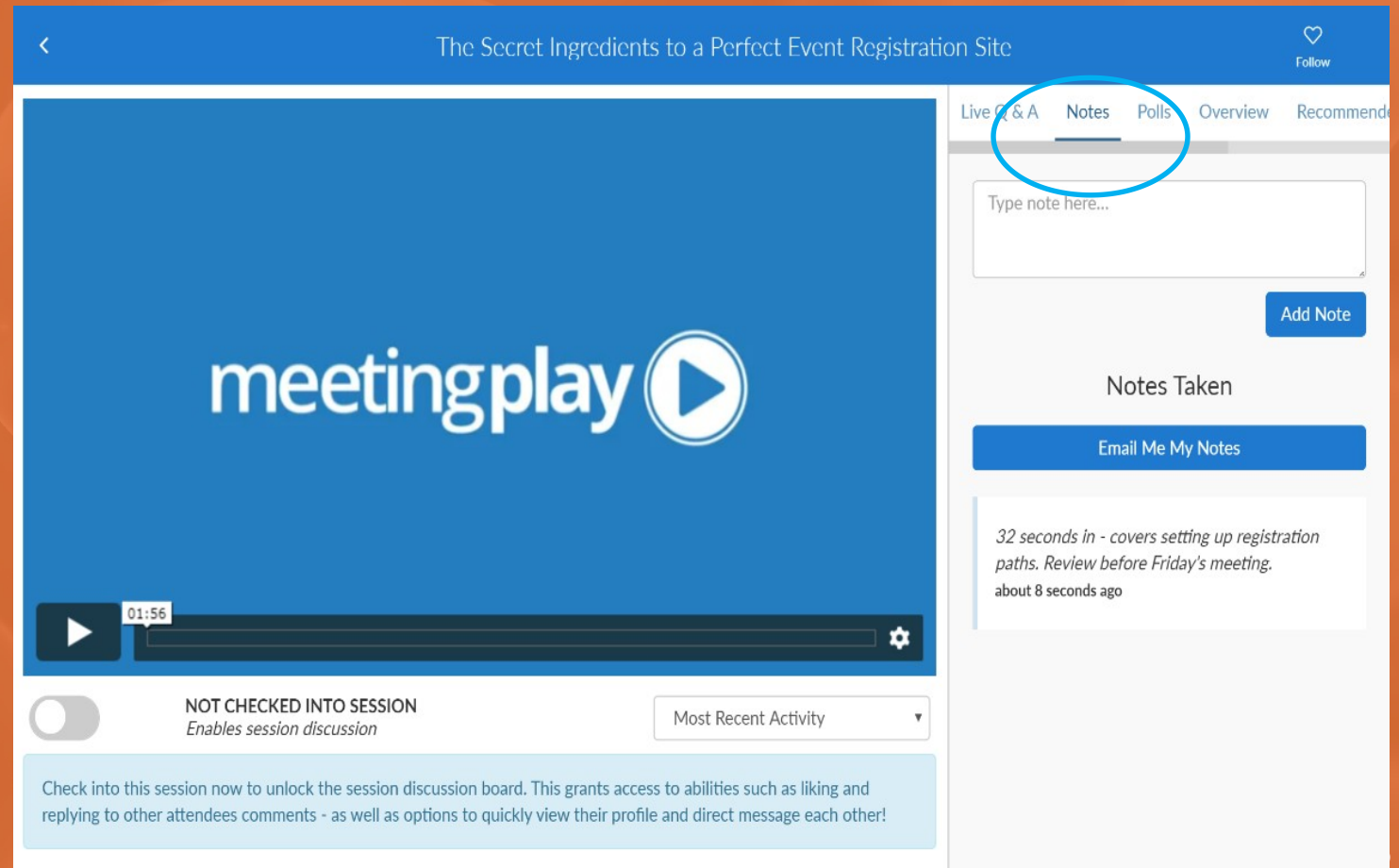
The screenshot shows a mobile app interface for an attendee profile. At the top, a blue header bar contains a back arrow, the name "Mary Hoggatt", her title "Director of Event Services", and a profile picture. Below the header, there are three buttons: "about" (highlighted in blue), "follow", and "speaking at". The profile details are organized into sections: "COMPANY" with the value "Meeting Play", "LOCATION" with "New Orleans LA", and "PHONE" with "5046692690". Below these sections are three horizontal bars: a blue bar labeled "Call/Message", a green bar labeled "Add Note" (circled in blue), and a white bar labeled "Notes:". At the bottom, there is a text box containing the note: "Manages roughly 90 meetings a year, based in New Orleans but travels frequently. Would like to know more about using Facial Recognition during the onsite registration process." followed by "about 1 second ago".

How to Take Notes

Notes can be taken at any time on Sessions, Attendees, or Downloadable Materials.

Sessions

- In the right hand panel on the session page, click into the **Notes** tab.
- Notes taken on that session will be visible on the session and in your Notes page, which is accessible via your user panel.



How to Take Notes

Notes can be taken at any time on Sessions, Attendees, or Downloadable Materials.

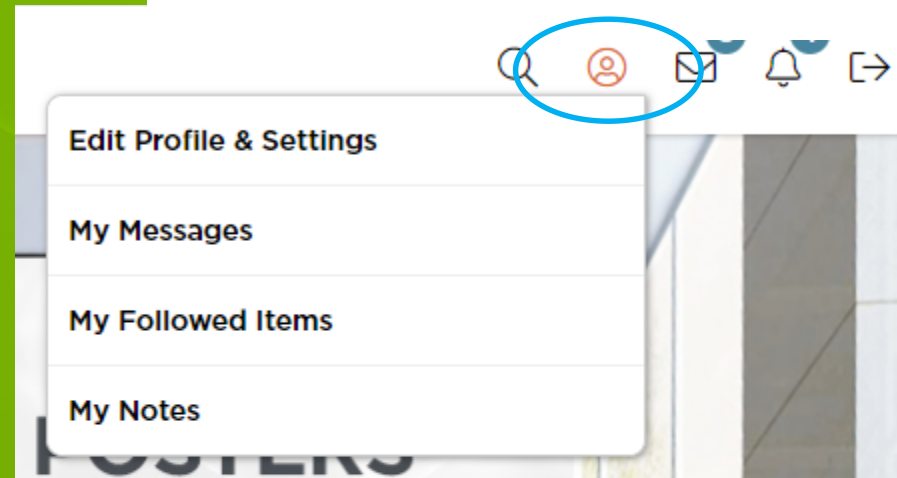
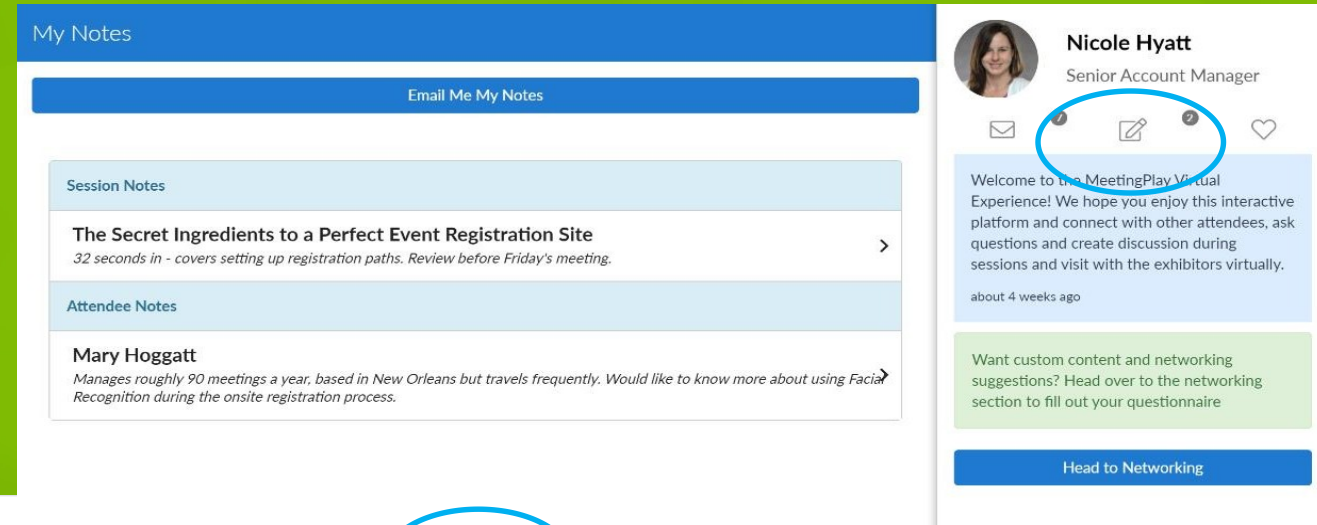
Downloads

- Notes can be taken on any files by using the notes section below the document viewer.
- Notes taken on that file will be visible on the document and in your Notes page, which is accessible via your user panel.

The screenshot displays the MeetingPlay Virtual Streaming Engagement Platform interface. At the top, a blue header bar contains the text "< Virtual Streaming Engagement Platform". Below this, a large video player shows a crowd of people with the "meetingplay" logo and a play button. The video player has a control bar at the bottom indicating "Page 1 / 6" and navigation icons. Below the video player, a blue button reads "Click to Download Original". A warning message states "The PDF viewer may not work on all devices". Below this, a "Take a Note" button is circled in blue. Underneath, a "Description:" label is followed by a text input field containing "Page 6 - great overview of different live streaming providers". A "Save Note" button is located at the bottom right of the notes section. On the right side of the interface, a user profile for "Nicole Hyatt" (Senior Account Manager) is shown, including a profile picture, name, title, and a welcome message: "Welcome to the MeetingPlay Virtual Experience! We hope you enjoy this interactive platform and connect with other attendees, ask questions and create discussion during sessions and visit with the exhibitors virtually. about 4 weeks ago". Below the message is a green box with the text "Want custom content and networking suggestions? Head over to the networking section to fill out your questionnaire" and a blue button labeled "Head to Networking".

How to Access Notes

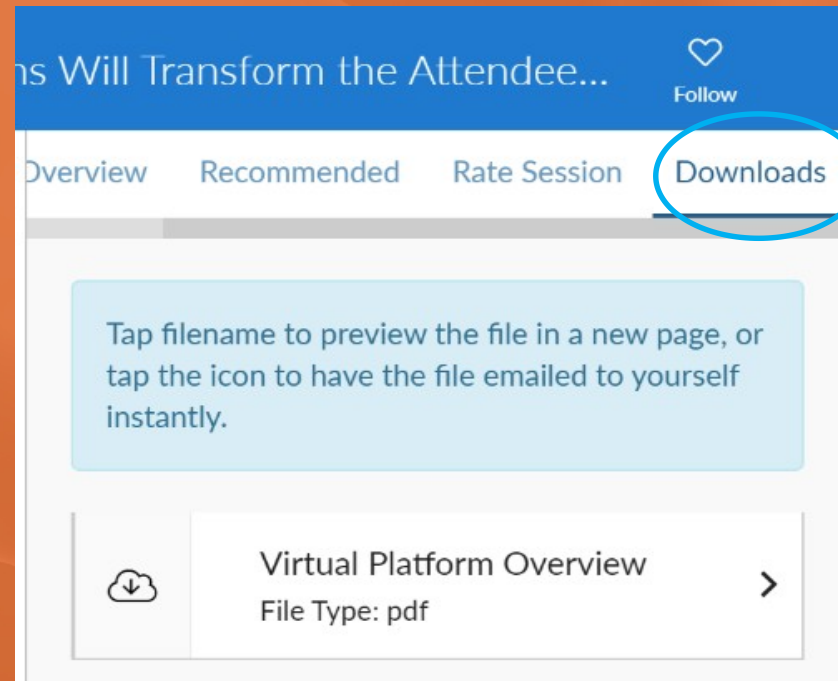
- Your notes can be accessed at any time by visiting your user panel. Tap the person icon in the top right corner to open the panel.
- Tap the **notepad icon** to open your notes.
- Click into the note to view it on the relevant attendee, session, or file.
- To export your notes, tap the **Email Me My Notes** button at the top of the page.



How to Access Files

Downloadable materials can be found on a session page, sponsor page, or the Downloads section of the platform.

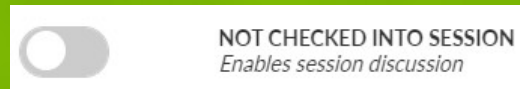
- From the session page, click the **Downloads** tab in the right hand navigation to see all files associated to that session.
- Click into file to preview it and take notes, or click the download button to open and save the original file to your device.



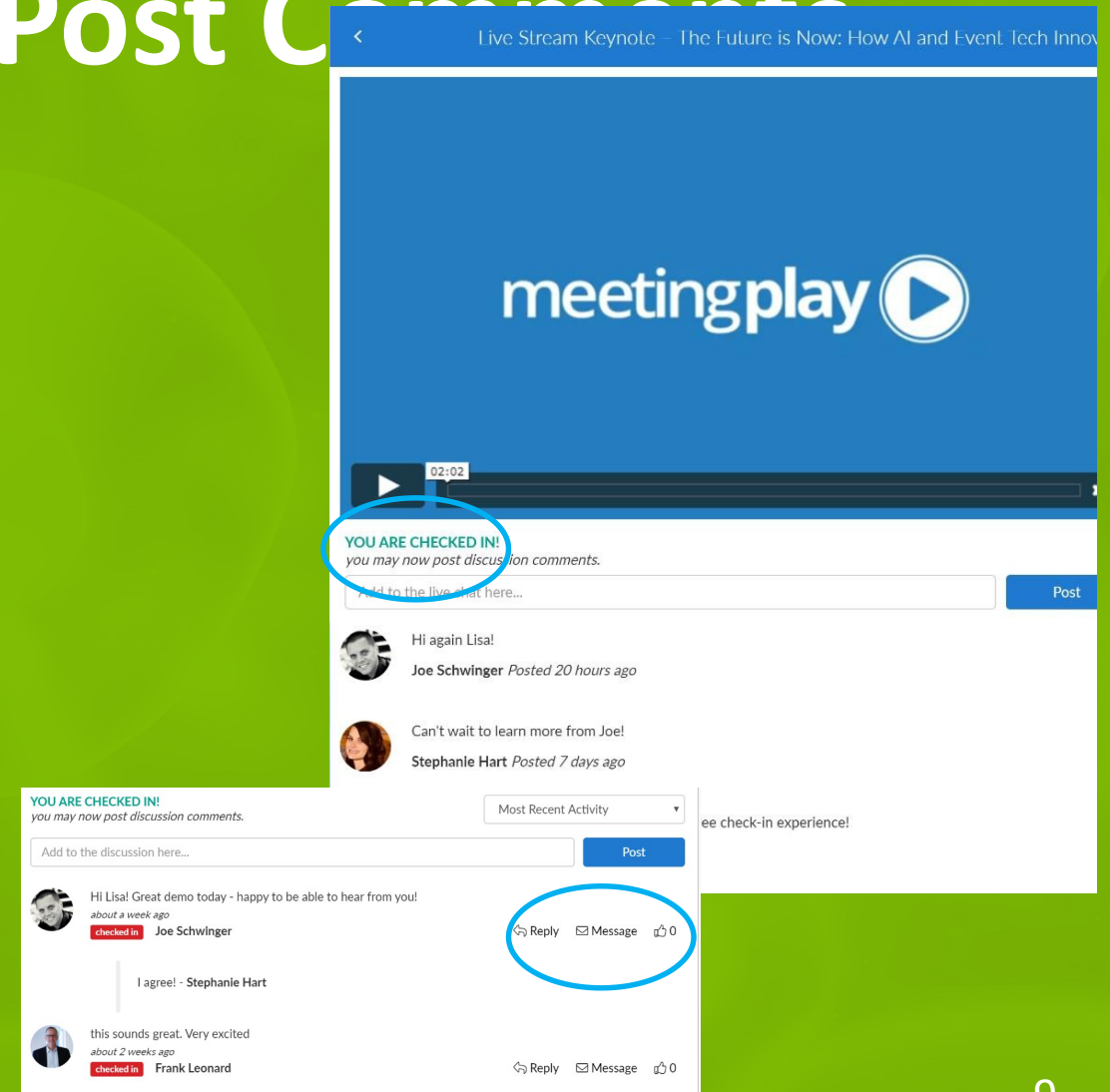
How to Check-In & Post Comments

Check into a live or on demand session to join the session discussion.

- When entering the session, tap the toggle to check into the session and activate the discussion board.



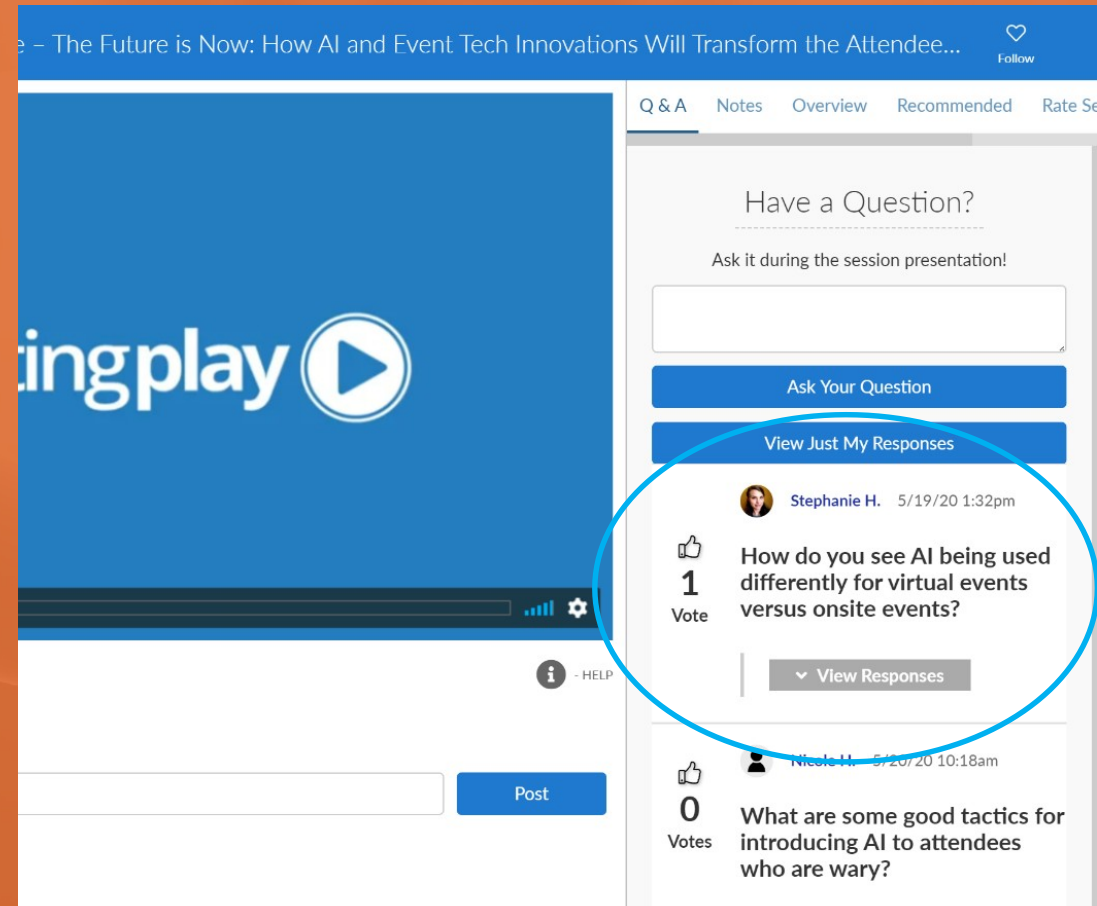
- Live Sessions:** Once checked into a live session, you can add a new post to the discussion, and view posts from other attendees.
- On-Demand Sessions:** Once checked into an on-demand session, you will have the ability to add new posts to the discussion. You can also view and interact with other attendee's posts by liking, replying, or hitting the message button to message or start a video call with them.



How to Take Part in Q&A

Submit questions to the presenter during a session.

- In the right hand panel of the session, visit the Q&A tab to take part in Q&A.
- From this tab you can submit new questions, or vote up another attendee's question if you have the same one. Questions with the most votes will filter to the top of the list.
- If the presenter has responded to your question, you will see a "View Responses" button below the question. Tap that button to view the presenter's response. You will also be able to view the presenter's responses to other attendee's questions.
- Use the "View Just My Responses" button to filter the list of questions to just yours.



How to Create Your Network

To help you network with the right people during the event, answer a short questionnaire and we'll match you to other like-minded individuals.





- Visit the 'Network' tab and complete the short questionnaire, which is tailored to the event. After completing the questionnaire, hit generate network to view your matches.
- Once generated you will see recommended attendees to network with based on your responses.
- Click on an attendee to see why you were matched.
- Tap the **Chat** button on an attendee to send them a message, or start a video call.
- Your matched attendees will update as more participants respond to the survey, so check back to see new matches!
- Want to change your responses on the questionnaire? Hit **Rebuild your network** to clear your current matches and start over.

The screenshot displays the 'My Network' interface. At the top right is a blue button labeled 'Rebuild your network'. Below the title 'My Network', a message reads: 'Thanks Nicole! Based on your responses, we think you might enjoy these channels and people.' The interface is divided into two main sections: 'RECOMMENDED NETWORKING SESSIONS' and 'LIKE MINDED INDIVIDUALS'.

RECOMMENDED NETWORKING SESSIONS
Join these collaborative rooms to network with other attendees with similar interests

Channel	JOIN
Virtual Networking Happy Hour to Discuss AR	JOIN
Virtual Networking Happy Hour to Discuss Registration and Check-in	JOIN

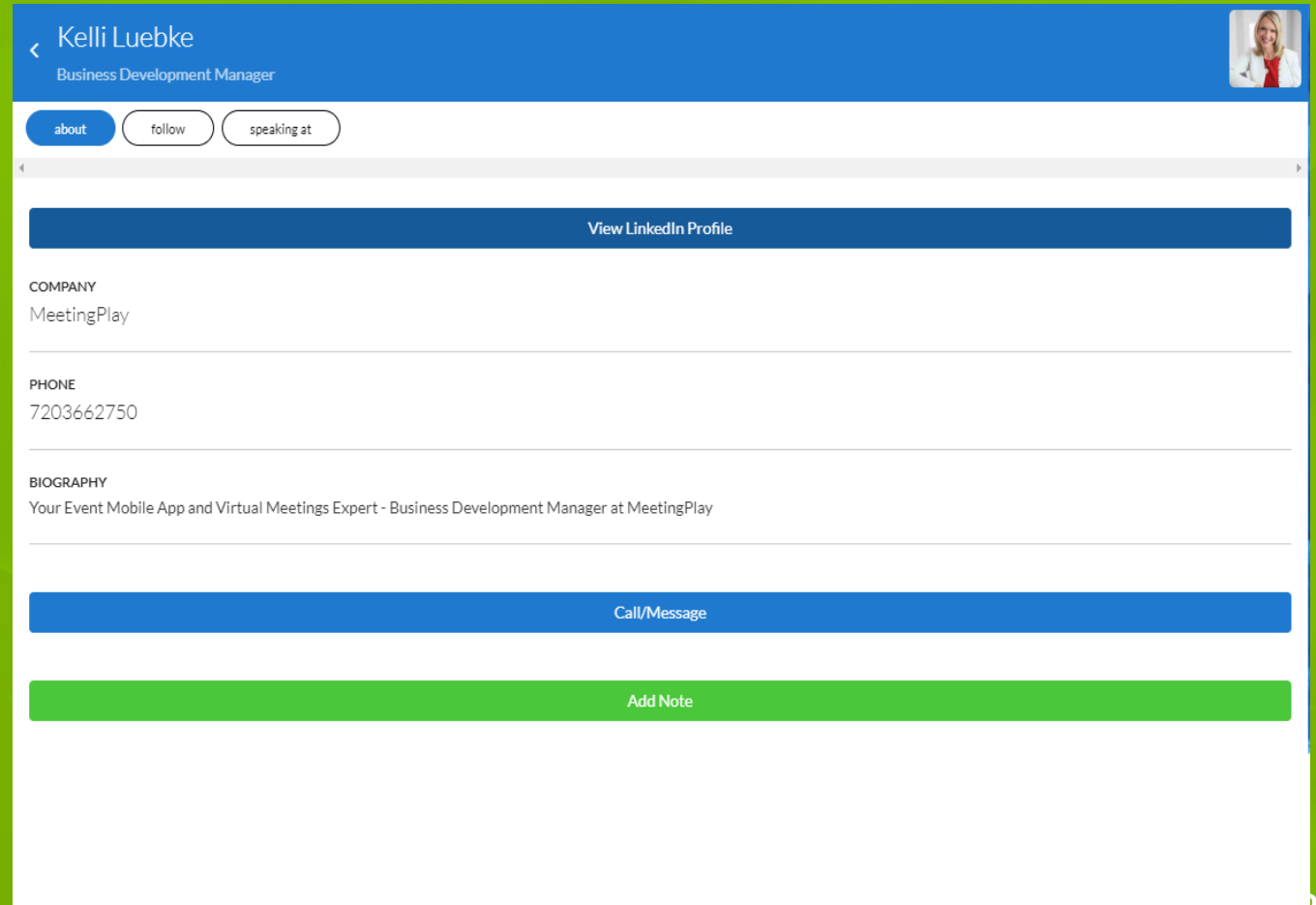
LIKE MINDED INDIVIDUALS
These attendees share similar interests as you. Get to know them by shooting them a message or having a video call!

 ALLIE DIGIOIA MeetingPlay Inside Sales and Training Manager	Chat
 BECKY BILTZ MeetingPlay Business Development Manager	Chat
 BRAD COLE Conference for Women Event Planner	Chat
 BRANDEE PLOTT MeetingPlay Director of Marketing	Chat

How to Chat with Attendees

Reach out to other meeting attendees to connect virtually via messaging or video chat.

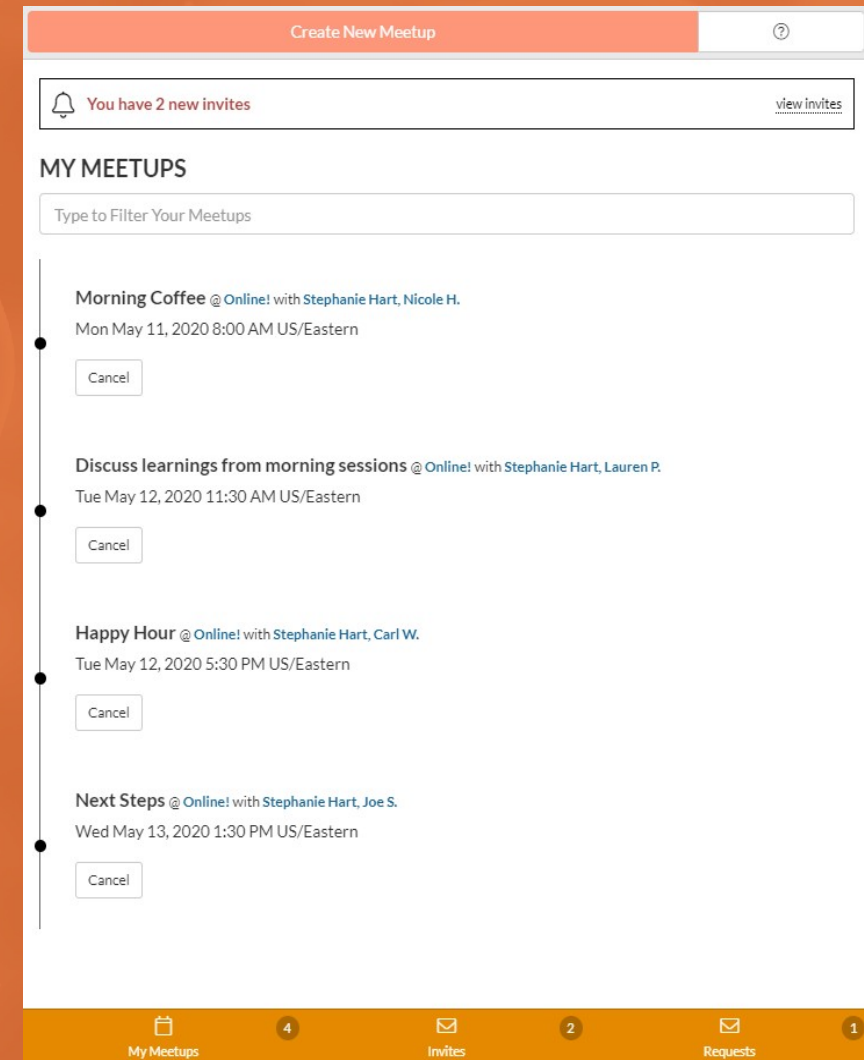
- If an attendee is in your network, you can tap the **Chat** button directly from the networking page to send them a message or start a video call.
- You can also visit the attendee list to start a conversation with other users. Use the search function to find who you are looking for, or simply click on a profile.
- Once in a profile, click the **Call/Message** button.
- Simply type in your message to send them a note, or click the **Start Video Call** button to chat over your webcam.



How to Request a Meeting with an Attendee

Use the meet-ups function to schedule time to meet with like-minded attendees.

- Visit the Meetups tab and click **Create New Meetup**, or visit an attendee's profile and click Request Meetup.
- Enter a title for your meeting, select a date and time, and search for the attendee you would like to invite. They will be notified that a meetup has been requested.
- Once you send the meetup invite, all recipients will need to accept for it to be officially booked.
- To view the status of your invitations, click the **Requests** tab.
- To view and manage invitations sent to you by others, click the **Invites** tab. New invites will also show in a notification banner on the Meetups page.
- To view and manage scheduled meetings, click the **My Meetups** tab. They will also be listed on your agenda.
- When it is time for the meeting to occur, simply start a video call with the other attendee.



How to Participate in a Collaborative Session

Collaborative sessions allow presenters camera and participate in the discussion. Presenters can share their screens, and a presenter leading the conversation can "take over" and move their video feed to the top right corner of the page.

- Enter the appropriate session via the Agenda.
- You can also take notes, view information about the session, see recommended sessions, take polls, and participate in Q&A via the right side panel.
- You may also post in the **discussion thread** beneath the video feed.

