Attendee User Guide

In order to access the iFEST 2021 virtual conference, you must be registered. Once registered, you will receive a registration confirmation email that will contain your login and password.
After logging into the virtual platform, you will enter the Lobby. The Lobby is where you will enter the platform each day and gives you access to the different platform rooms including the Expo Hall, Auditorium, Posters, Lounge, eBag, Help Desk, and your Profile.
EXPO HALL

From the Lobby, you can get to the Expo Hall. Within the Expo Hall you can visit all the exhibit booths by clicking on the company logos. Use the Directory dropdown page to search for a specific company and by keyword or product category.
EXHIBIT BOOTH

When you visit an organization’s booth you will see different options on the right-hand navigation pane to see their profile, videos, products, etc. Use the buttons at the bottom of the booth profile to chat with the exhibitor, access or request an appointment, add documents to your eBag, and more.
Within the **Auditorium**, you can access the full list of events, add sessions to your agenda, join live sessions, and watch presentations on demand. You can narrow your search by topic and by day through the dropdown menu.
On the Posters page you will find all posters and their corresponding video presentations. Cast your vote for the People’s Choice Awards for “Best Design” and “Best Narrative” until 12:45 pm EDT on Wednesday, September 1. You can select one poster for each category. Winners will be announced during the Wrap Up session.
LOUNGE

Select **My Agenda** to see the list of events you added to your schedule and access your Appointments.

Visit the **Attendee Lounge**, sponsored by Deloitte, to visit Chat and Discussion groups, access your SmartMatch Appointments, and search for information throughout the platform. You can also access your Agenda through the dropdown menu to see the list of events you added to your schedule.
CHAT AND DISCUSSION GROUPS

Select the **Chat and Discussion Groups** to find the networking chat rooms where you will be able to connect with other attendees, speakers, and exhibitors. Click iFEST Engage! under Social Feeds to find the main conference chat room. Click the “+” sign next to Discussion Groups to join the “Meet the Presenters” Q&A session on Wednesday, September 1 from 2:30 – 3:00 pm EDT. Join the different groups to engage throughout the conference.
eBAG

Any documents, videos, or exhibitor and attendee connections you save throughout iFEST will be saved in your **eBag** for you to easily access.
HELP DESK

Visit the Help Desk, sponsored by Yet Analytics, to check system requirements, FAQs, how to guides, and more. You can also contact conference staff for any questions you may have.
CLICK YOUR NAME

Click on My Profile under your name to edit your badge and upload or edit your photo. This is where you can logout at the end of each day, so you are ready to start fresh the next day!