

³iFEST 2021

August 31 – September 2

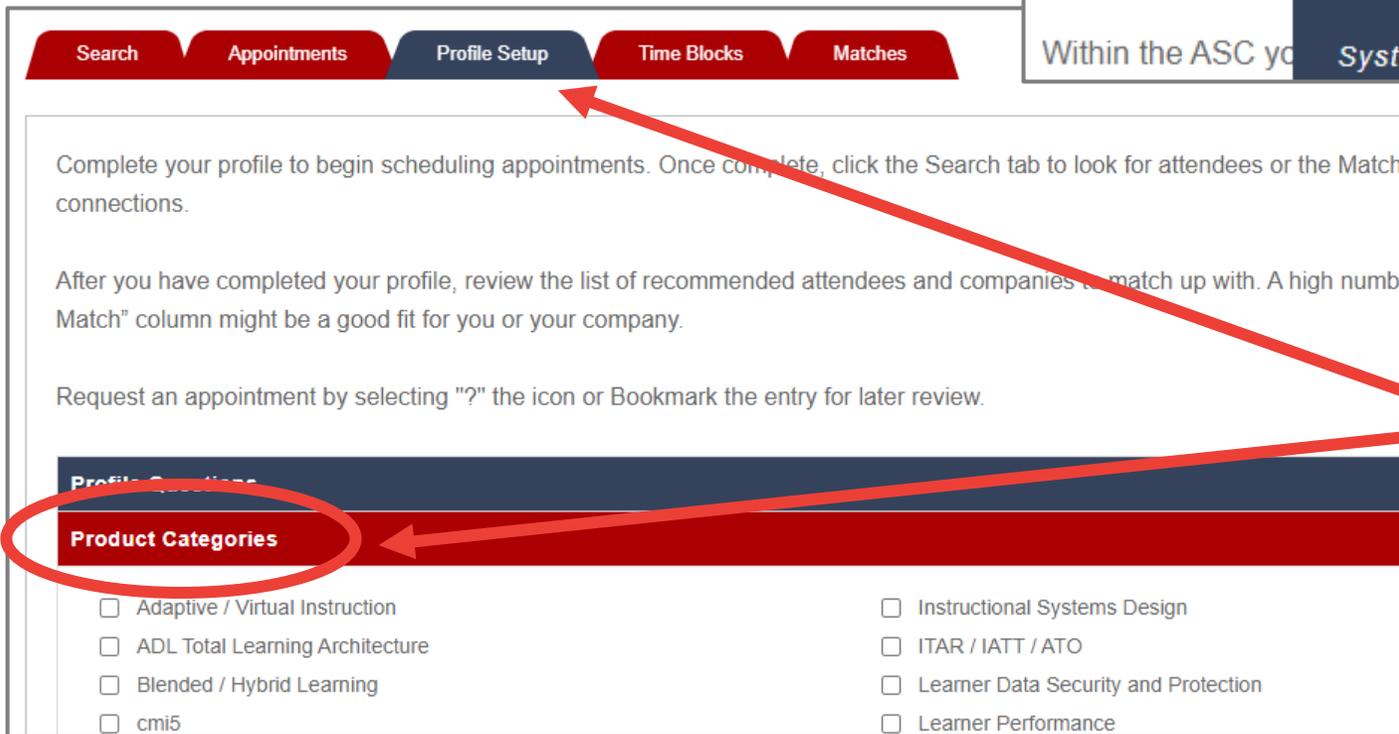
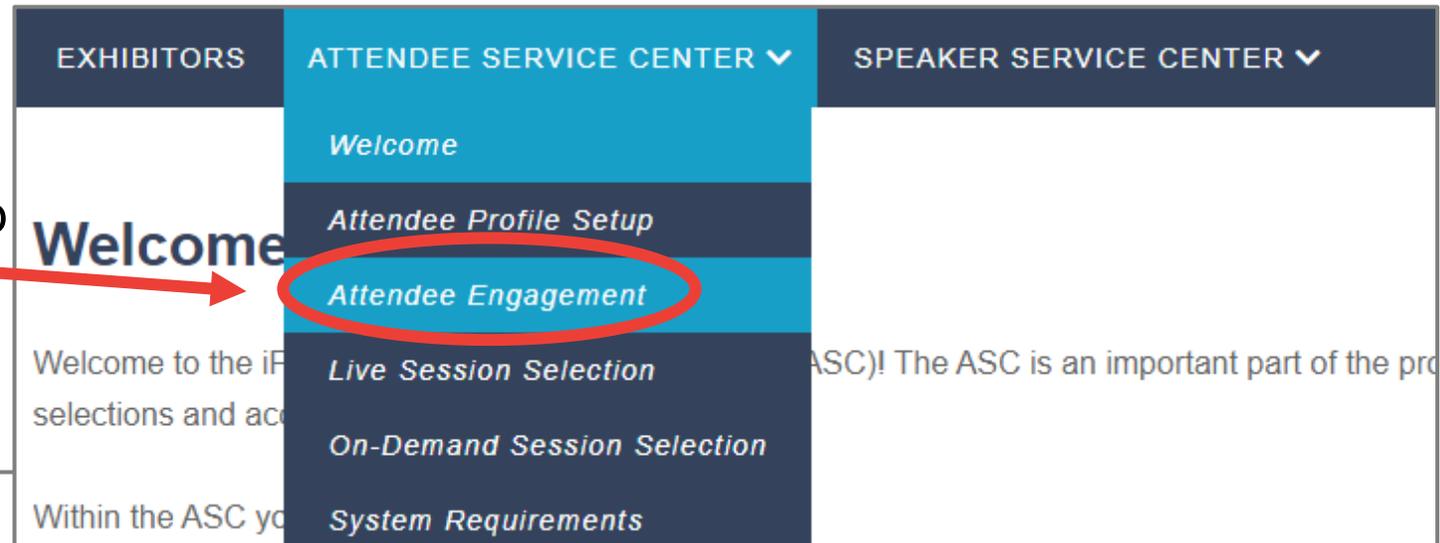


Networking/SmartMatch Appointments

A step-by-step process on how to connect with attendees and companies at iFEST 2021.

1. Complete Your Profile

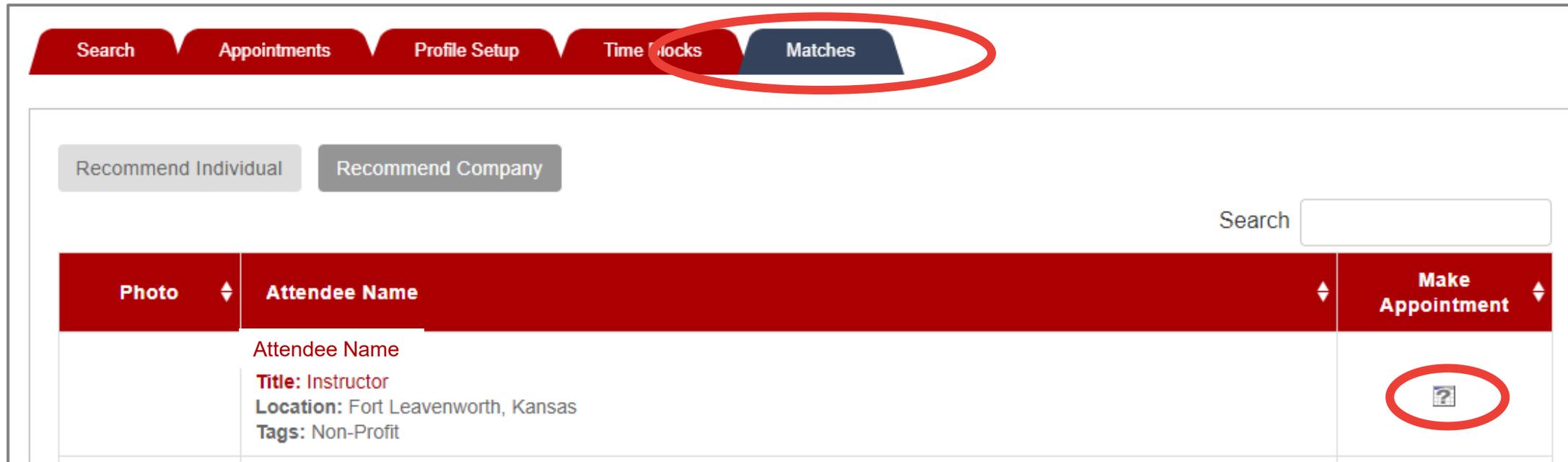
Login to your Attendee Service Center and select **Attendee Engagement** from the top navigation dropdown.



In order to find the best matches for you with other attendees and exhibitors, you should select from the **Product Categories** options on the **Profile Setup** tab.

2. Connect with Your Matches

Select the **Matches** tab to review the list of recommended attendees and companies to match up with. These will populate based on the Product Categories you selected on the Profile Setup tab. Request an appointment by selecting **?** the icon.



Search Appointments Profile Setup Time Blocks **Matches**

Recommend Individual Recommend Company

Search

Photo	Attendee Name	Make Appointment
	Attendee Name Title: Instructor Location: Fort Leavenworth, Kansas Tags: Non-Profit	

3. Make More Connections

Go to the **Search** tab on the Attendee Engagement page to look for more connections and request appointments. Click on **List All** to see a complete list of registered attendees.

The screenshot shows a web interface with a top navigation bar containing tabs for Search, Appointments, Profile Setup, Time Blocks, and Matches. The Search tab is active. Below the navigation bar, there is a text block explaining the search functionality. Underneath, there are filter buttons for Attendees, Exhibitors, and Session. A 'Networking Search' section contains several input fields: Attendee Last Name, Company Name, Attendee City, Attendee State (dropdown), Attendee Country (dropdown), and Product Categories (dropdown). At the bottom of this section, there are two buttons: 'Search' and 'List All'. The 'List All' button is circled in red.

Search Appointments Profile Setup Time Blocks Matches

The Search tab allows you to look for fellow attendees, exhibitors, and speakers. Once you find someone you want to connect with, click on the "?" icon to request an appointment. You will need to complete your Profile before you can make appointments.

You can also search for sessions on this page as well to build your schedule for the week of iFest.

Attendees Exhibitors Session

Networking Search

Attendee Last Name

Company Name

Attendee City

Attendee State

Attendee Country

Product Categories

Search List All

Select the **Attendees** or **Exhibitors** buttons to find specific people or companies. Type in the search field and when the attendee or company is shown, click the name and then the **Email** button in their profile to contact them. Other attendees can do the same to connect you.

Attendees Exhibitors Session

Networking Search

Attendee Last Name	<input type="text" value="Dwyer"/>
Company Name	<input type="text"/>
Attendee City	<input type="text"/>
Attendee State	<input type="text"/>
Attendee Country	<input type="text"/>
Product Categories	<input type="text"/>

Photo	Attendee Name	Make Appointment
	Carol Dwyer @ National Training & Simulation Association Title: Associate Director - Member Services Location: Arlington, Virginia	<input type="button" value="Make Appointment"/>

Attendee Profile

Carol Dwyer



Carol Dwyer, CMP
Associate Director - Member Services
National Training & Simulation Association
Arlington, VA

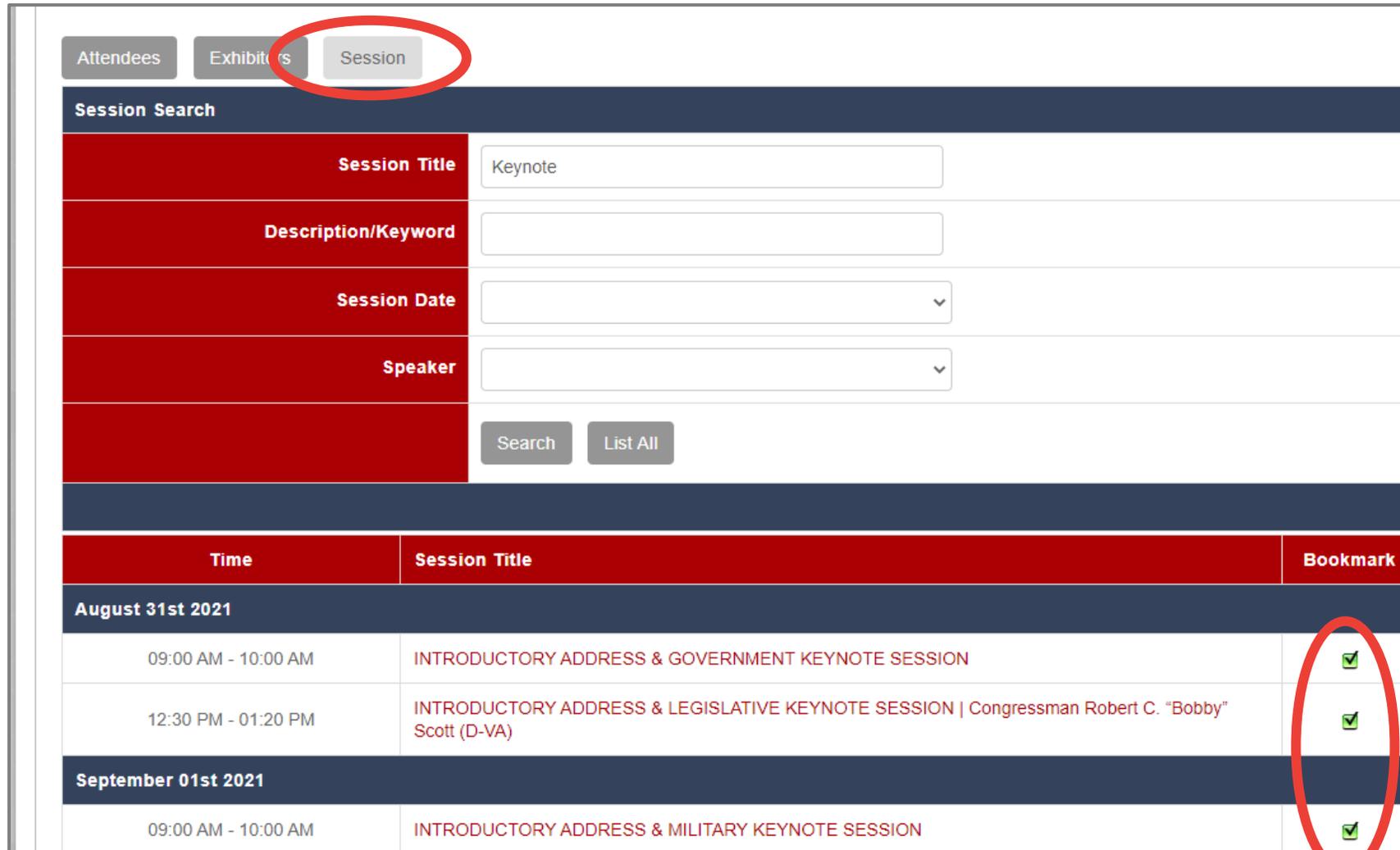
Exhibitor Profile

National Training & Simulation Association Booth Virtual



National Training & Simulation Association
2101 Wilson Blvd
Suite 700
Arlington, VA 22201
United States

Select the **Sessions** button to search live sessions and on-demand presentations. If you check the **Bookmark** boxes these will be saved to your personal agenda.



The screenshot shows a web interface for searching sessions. At the top, there are three tabs: 'Attendees', 'Exhibitors', and 'Sessions'. The 'Sessions' tab is highlighted with a red circle. Below the tabs is a 'Session Search' section with a red header. It contains four search criteria: 'Session Title' (with a text input field containing 'Keynote'), 'Description/Keyword' (with an empty text input field), 'Session Date' (with a dropdown menu), and 'Speaker' (with a dropdown menu). Below these fields are 'Search' and 'List All' buttons. The search results are displayed in a table with a red header. The table has three columns: 'Time', 'Session Title', and 'Bookmark'. The results are grouped by date: 'August 31st 2021' and 'September 01st 2021'. Each session row has a green checkmark in the 'Bookmark' column, which is highlighted with a red circle.

Time	Session Title	Bookmark
August 31st 2021		
09:00 AM - 10:00 AM	INTRODUCTORY ADDRESS & GOVERNMENT KEYNOTE SESSION	<input checked="" type="checkbox"/>
12:30 PM - 01:20 PM	INTRODUCTORY ADDRESS & LEGISLATIVE KEYNOTE SESSION Congressman Robert C. "Bobby" Scott (D-VA)	<input checked="" type="checkbox"/>
September 01st 2021		
09:00 AM - 10:00 AM	INTRODUCTORY ADDRESS & MILITARY KEYNOTE SESSION	<input checked="" type="checkbox"/>

4. Manage Your Availability

Select the **Time Blocks** tab to mark when you're available for appointments. Check the boxes to indicate when you are **NOT** available. An unchecked box means you **ARE** available.

Search Appointments Profile Setup **Time Blocks** Matches

Check the boxes to indicate when you are NOT available. An unchecked box means you ARE available.

Please note that all times are listed in EDT.

Tuesday, August 31

Block	Start Time	End Time	APT
<input type="checkbox"/>	08:00 AM (EDT)	08:15 AM (EDT)	
<input type="checkbox"/>	08:15 AM (EDT)	08:30 AM (EDT)	
<input type="checkbox"/>	08:30 AM (EDT)	08:45 AM (EDT)	
<input type="checkbox"/>	08:45 AM (EDT)	09:00 AM (EDT)	

5. Manage Your Appointments

Select the **Appointments** tab to manage your appointments. From here you can **accept**, **deny**, **cancel** or **update** an appointment. Click the icons to update the status of an appointment. You can also add your appointments to your Google and/or Outlook calendars.

Search Appointments Profile Setup Time Blocks Matches

Be sure to update your appointment availability under the Time Blocks tab.

Click on Pending Appointments to Accept or Reject.

 Pending Approved Cancelled Declined

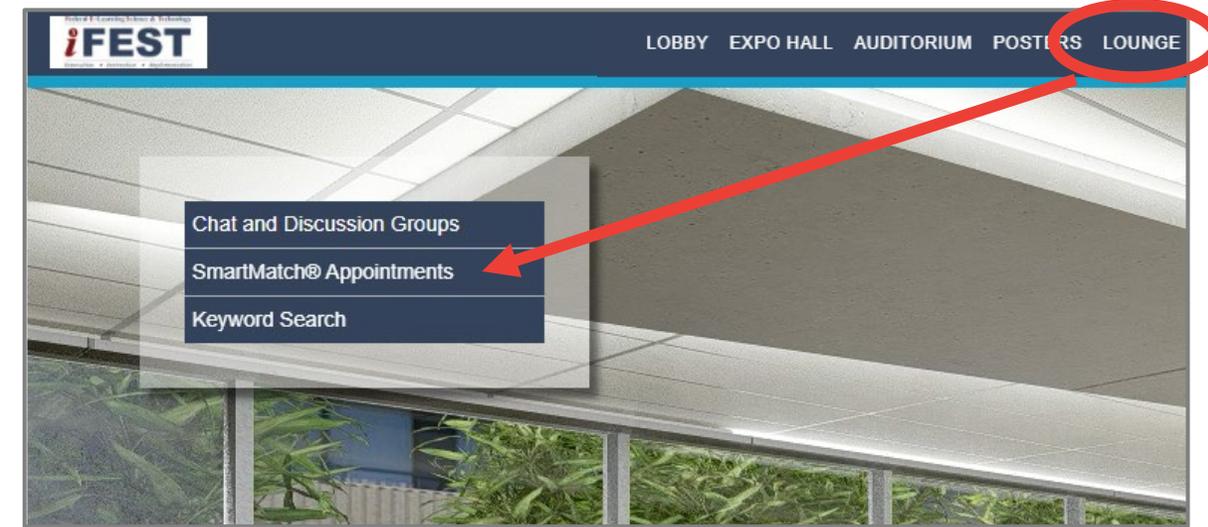
Individual Appointments

Description	Time	Appt
Tuesday, August 31		
<p>National Training & Simulation Association Booth #: Virtual Appointment Owner: Reneé Despot Appointment Contact: Not Assigned Chat button will take you the Exhibitor's General Chat Room</p> <p><input type="button" value="Add to Google"/> <input type="button" value="Add to Outlook"/></p>	12:00 PM (EDT)	

Pending Approved Cancelled Declined Booth Staff

6. During the Conference

After you log into the virtual platform, navigate to the **Lounge** page. Select **SmartMatch Appointments** and you will find the sessions you added to your agenda in the ASC.



The screenshot shows the 'My Agenda' page in the virtual platform. The page has two tabs: 'My Agenda' and 'Appointments'. The 'My Agenda' tab is active. The page displays a list of sessions for August 31, 2021, and September 1, 2021. The 'Remove from My Agenda' button for the 'INTRODUCTORY ADDRESS & GOVERNMENT KEYNOTE SESSION' is circled in red.

My Agenda	
August 31, 2021	
09:00 AM - 10:00 AM EDT INTRODUCTORY ADDRESS & GOVERNMENT KEYNOTE SESSION Session will open 15 minutes prior to start of session. Remove from My Agenda →	INTRODUCTORY ADDRESS & GOVERNMENT KEYNOTE SESSION Dates: August 31, 2021 9:00 AM - 10:00 AM EDT Speakers: Dustin Brown, SES RADM James Robb, USN (Ret) Sae Schatz
12:30 PM - 01:20 PM EDT INTRODUCTORY ADDRESS & LEGISLATIVE KEYNOTE SESSION Congressman Robert C. "Bobby" Scott (D-VA) Session will open 15 minutes prior to start of session. Remove from My Agenda →	
September 1, 2021	
09:00 AM - 10:00 AM EDT INTRODUCTORY ADDRESS & MILITARY KEYNOTE SESSION Session will open 15 minutes prior to start of session. Remove from My Agenda →	

The **Appointments** tab on this page will display your itinerary. Click on the Chat balloon to enter the **Unified Communication** page for your scheduled 1:1 appointments.

My Agenda Appointments

Individual Appointments

Description	Time	Appt	Chat
Tuesday, August 31			
National Training & Simulation Association Booth #: Virtual Appointment Owner: Reneé Despot Appointment Contact: Not Assigned Chat button will take you the Exhibitor's General Chat Room Add to Google Add to Outlook	12:00 PM (EDT)		

Pending Approved Cancelled Declined Booth Staff

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UNIFIED COMMUNICATION

SOCIAL FEEDS

iFEST Engage!

EXHIBITOR BOOTHS +

National Training & Simulation Association