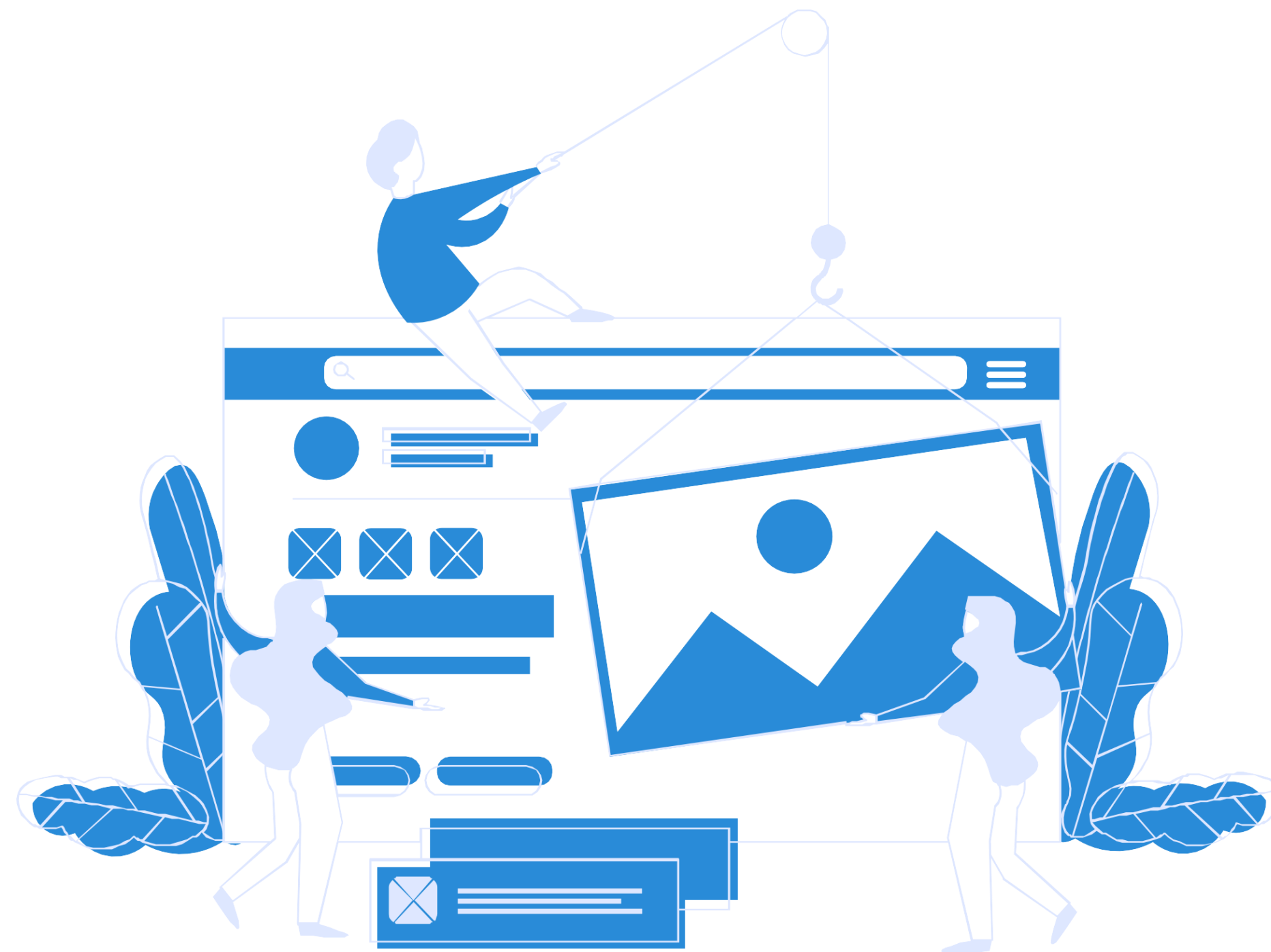


Event Guide for Attendees

Getting to know the platform of Christmas Business Mixer event



Patronat:



Patronat Honorowy
Prezydenta Miasta Katowice
Marcina Krupy



Miasto Gospodarz:



Organizator Główny:





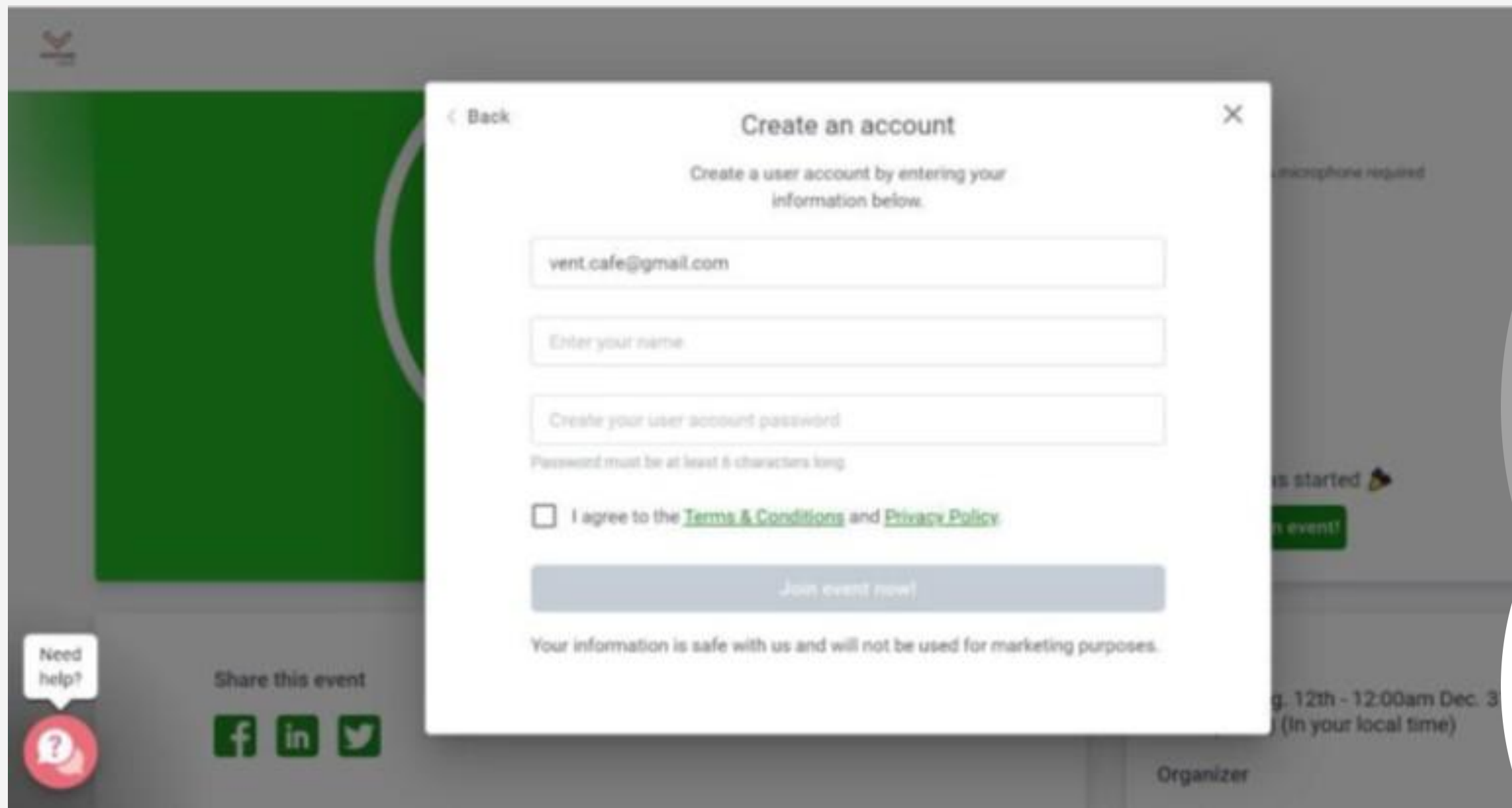
Organizatorzy:



Getting your device ready before the event



- 1 Test your Microphone, camera, speakers, browser, hardware and internet connection. This is essential to have an enjoyable event experience.
 - 2 Please use **only** Chrome browser.
- 
- 

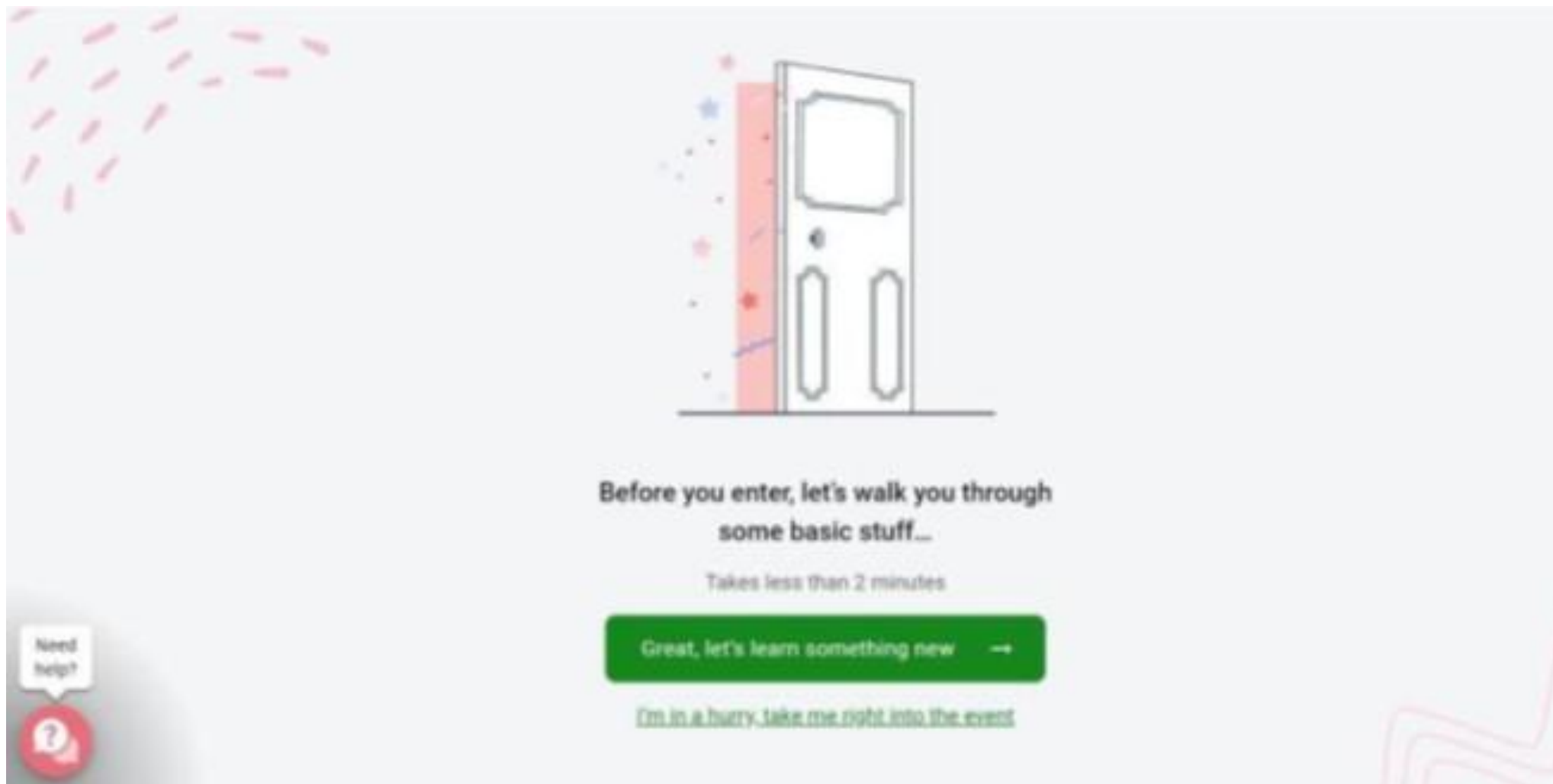


1

Click the "Sign in to join event" button.

2

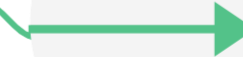
Please enter your e-mail address and then click the "Continue" button.



Please write your **name** and **surname** and the **password** to the account, which will have at least 6 characters.

After checking the **I agree to the ...** box, click the **Join event now** button.

In the next step, select the option **I'm in a hurry, take me right into the event**



Set up your user Account

“Update Profile”, add your
name, picture, LIN, etc.

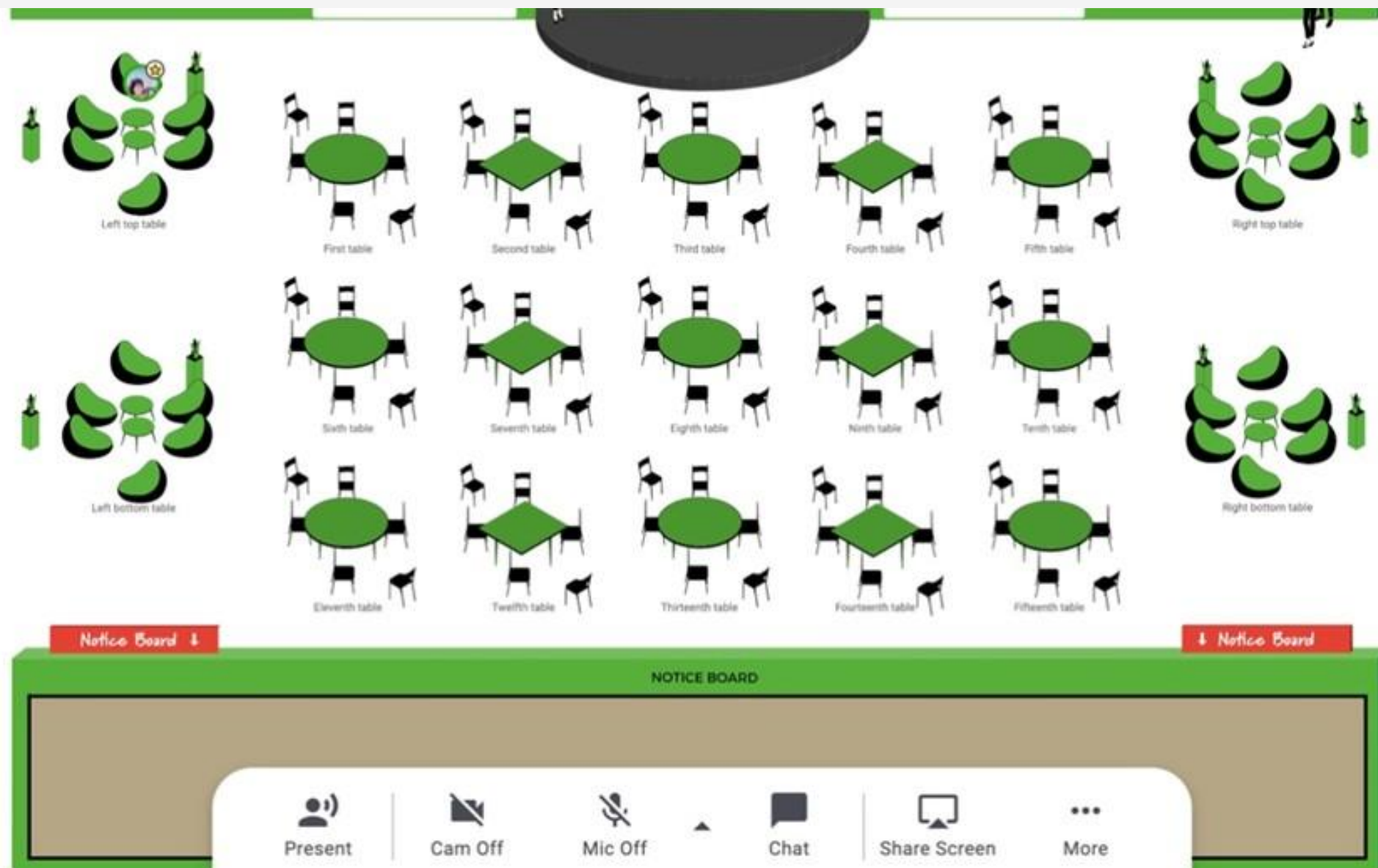


Watch the video on how to use
the platform of Christmas Business Meeting
<https://www.youtube.com/watch?v=O7hmoIe9Yxo&feature=youtu.be>

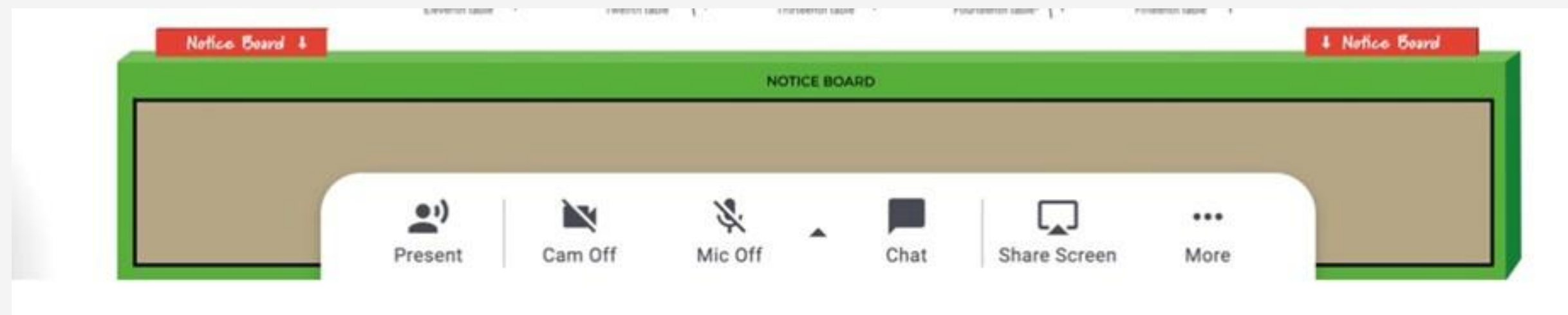
During the event



After logging in to the platform, the participant is assigned to a random table. Find a table to sit at during the first round and double-click it to take a seat. We sit at the tables branded with the name of the Chamber you are the member of.



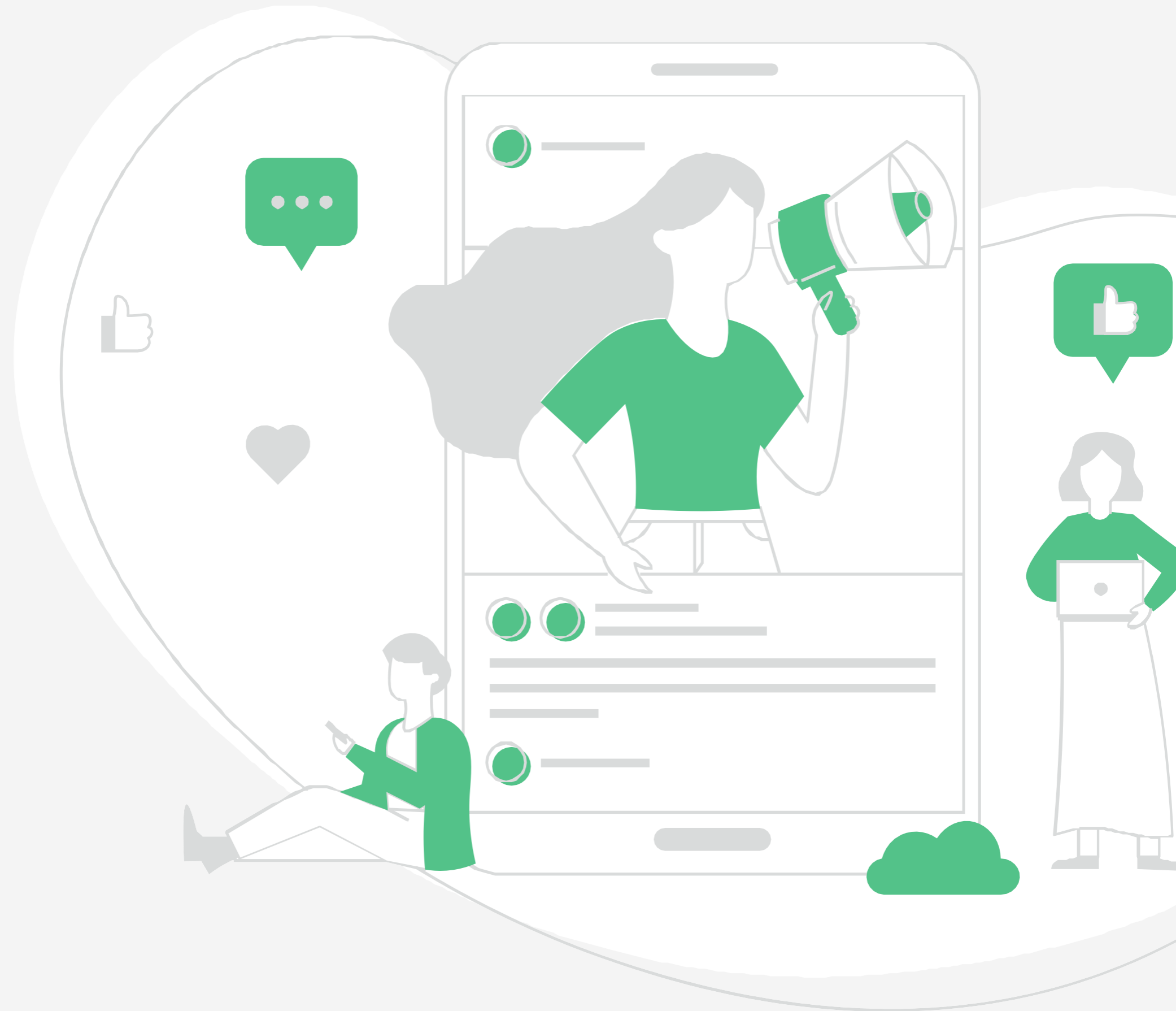
There can be up to 6 people at one table at the same time. At the bottom of the screen, on a white background, there are control buttons - consecutively camera, microphone, chat, sharing your computer screen, whiteboard.

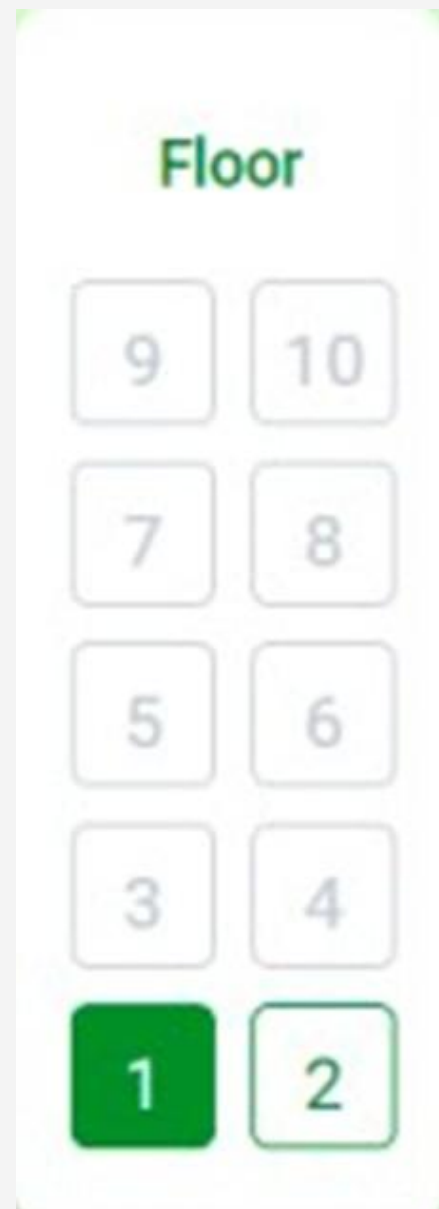


After logging in to the event, **the camera and microphone are turned off.**

You can unlock them by clicking on the marked buttons in the control panel

Please note that Chrome will ask for permission to use the microphone and camera, the request will appear in the upper left corner of the page, **press allow.**

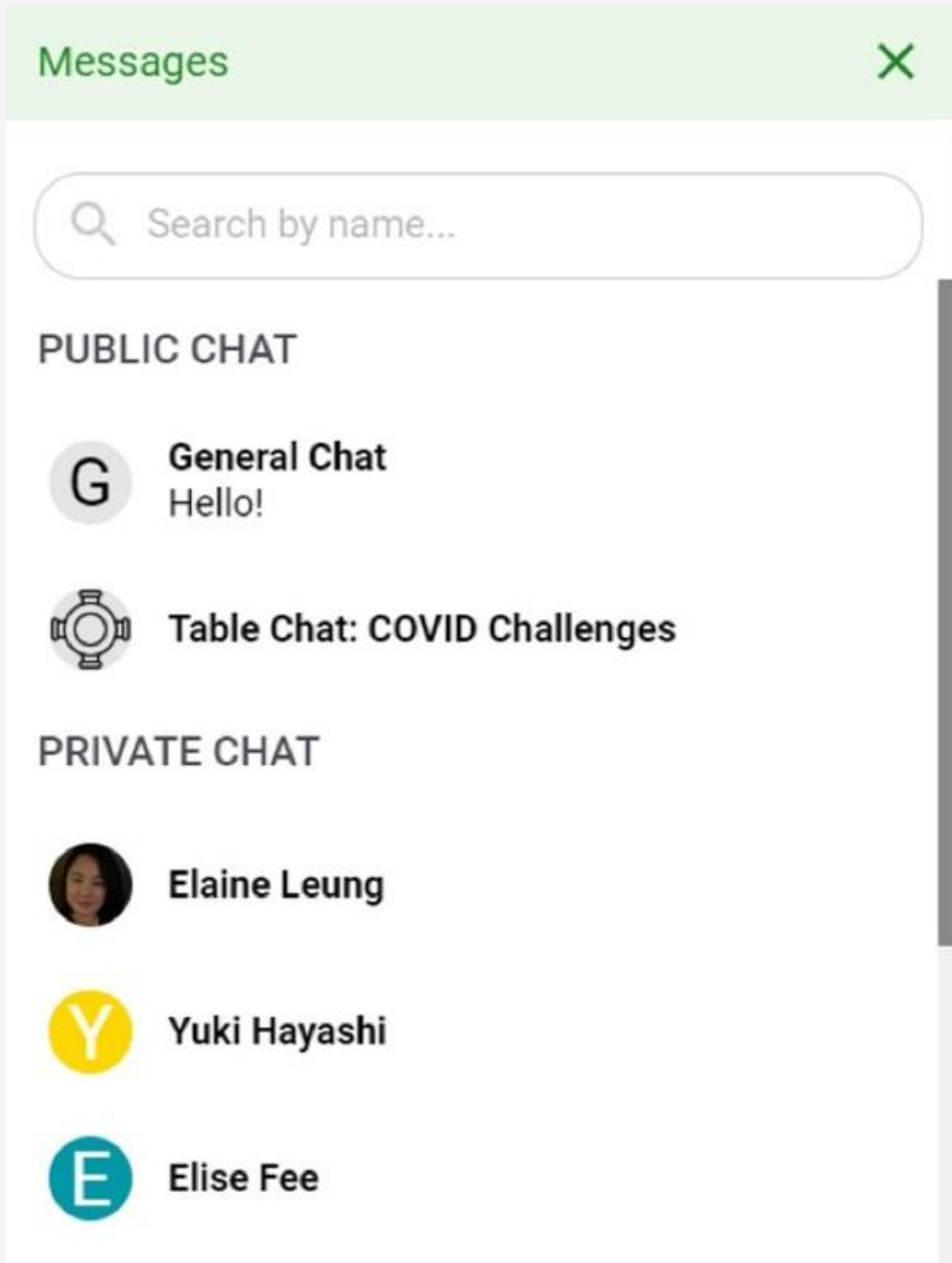




Elevator

You can navigate between floors using the elevator dial on the left side of your screen

Chat

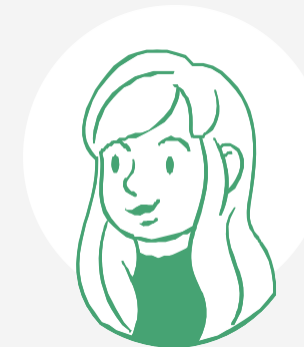


Step 1 :

Just click on the ' chat' button in the Menu on the bottom of your screen

Step 2 :

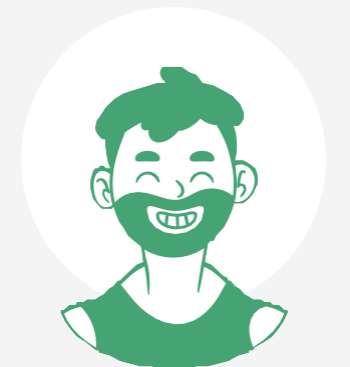
Select one of the 3 chat options:



1. GENERAL CHAT
Visible to all attendees

2. TABLE CHAT

Visible to only Members in your current table



3. PRIVATE CHAT

Direct private Message to selected recipients
(You can search using the search bar)



Chat support

If at any point during the event you experience difficulties, feel free to contact us – on the general chat and/or by sitting at the “Technical assistance/Information table”.



Enjoy your
networking!