



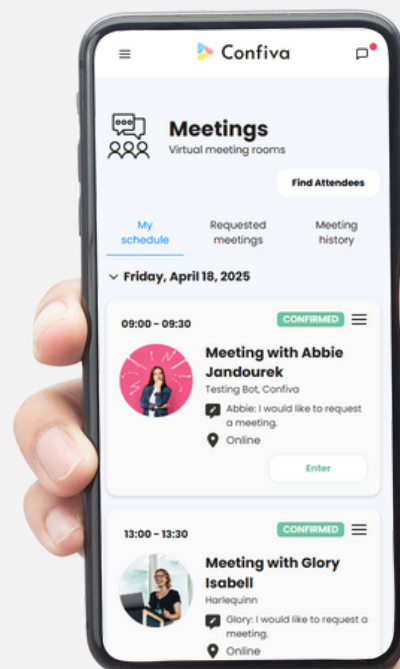
Confiva Connect

Attendee Guide

Confiva Connect is a tool for attendees to network before, during, and after the event.

What you can do:

- Browse attendee profiles
- Schedule 1:1 meetings
- Meet online or in person
- Build your meeting schedule before the event starts
- Chat with other attendees
- Explore digital showrooms



You can access the platform only through the email invitation. *

Once inside:

- **Complete your profile** – Add your photo, bio, and other information about you.
- **Set your meeting availability** – Select default (8:00 – 16:00) or set custom times when attendees can schedule meetings with you.
- **Browse attendees** – Use the search bar or filters to find people you'd like to meet. You can also "bookmark" them to contact later.
- **View attendee profiles** – Click on the attendee you are interested in and view their meeting availability.
- **Send meeting requests** – Choose a time slot and location (online or at the venue). To get the best out of networking, schedule meetings before the event starts. *
- **Accept incoming requests** – Confirm, decline, or edit proposed meetings.
- **Join meetings** – Join via video call or meet in the selected location on-site.

* You can continue networking after the event ends – especially useful for in-person networking follow-ups.

Where do I meet in person or online?

- Select a meeting location when you schedule a meeting based on the event map.
- Online meetings are held within the platform and can be accessed via the "Meetings" tab, where you can join your scheduled meeting.

Check out Showrooms

Click on the "Showrooms" tab to:

- Book meetings with a showroom representative
- Get to know partners and sponsors.
- Send emails, view their websites, download brochures, or view videos.

Need help?

Contact support via email: support@confiva.com.

Happy networking!