

# **Liber 2022**

## **EVENT ATTENDEES**

This document has been created for Liber 2022 participants invited by the organization.

Its objective is to provide guidance and answers on how to find contacts; request, accept and hold private meetings via video call.

## **Index**

1. Login to the app
2. Access to the event
3. Edit your individual profile
4. Networking / Request meetings and connections

## 1. LOGIN TO THE APP

The organization will create your account in advance, as well as your basic profile.

You will receive a welcome email with a link that will redirect you to a login page where you will find two scenarios:

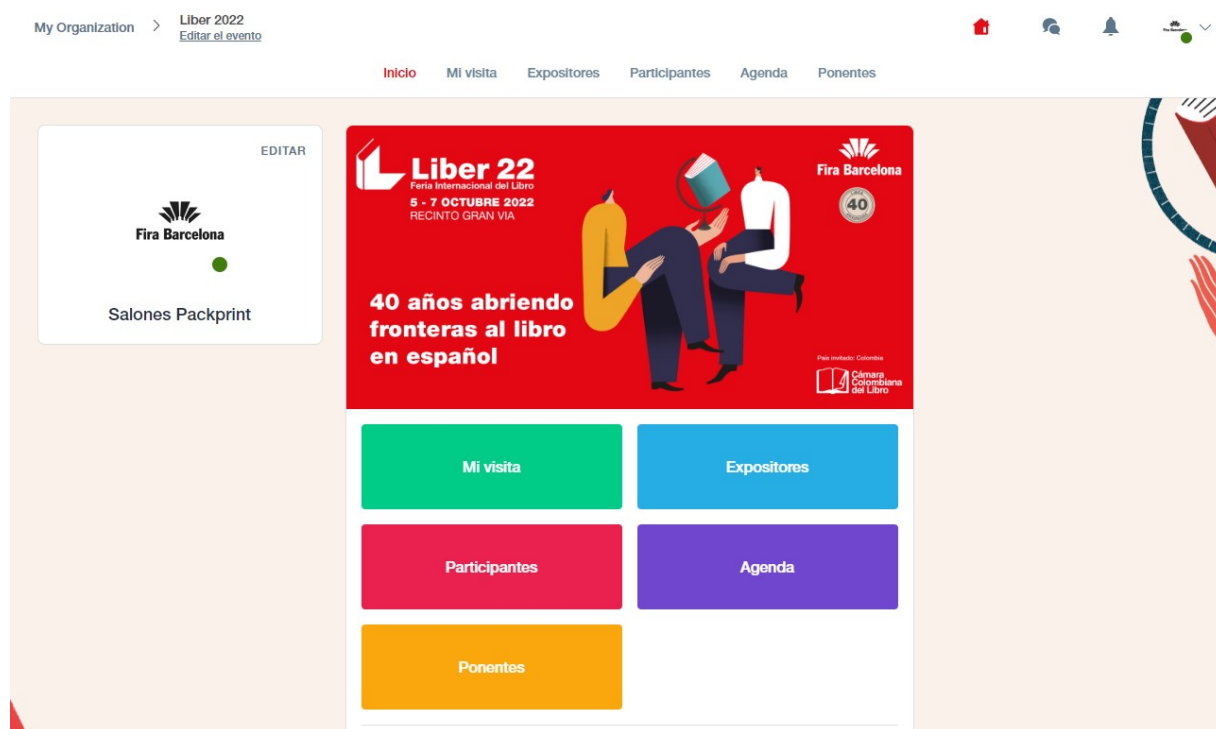
- a. If you were already a user and had an account created in Swapcard (the platform we will use to hold the event), you will simply enter your password.
- b. If you did not have an account in Swapcard, once we create it for you, the platform will ask you to decide what will be your password.



You can also access the event from your cell phone by downloading the Liber 2022 app. ([iOS](#)/[Android](#))

## 2. ACCESS TO THE EVENT

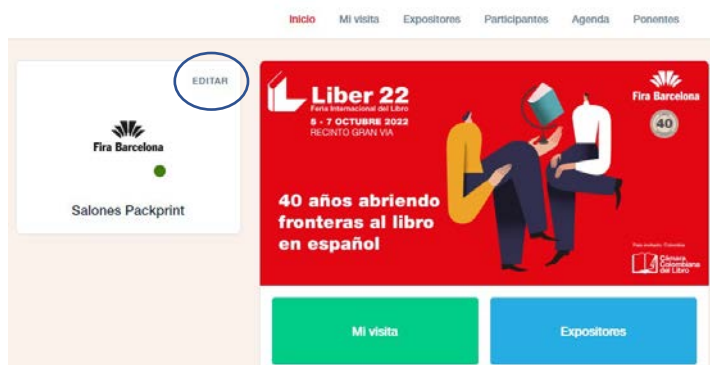
Once logged in, you will access to the event home page.



### 3. EDIT / COMPLETE YOUR INDIVIDUAL PROFILE

Make your individual profile as complete as possible. Think of it as your extended business card.

This is the information that all event attendees and exhibitors will see when they click on your name and/or photo.



You can do this by clicking on the **EDIT** button in your participant box in the upper left corner.

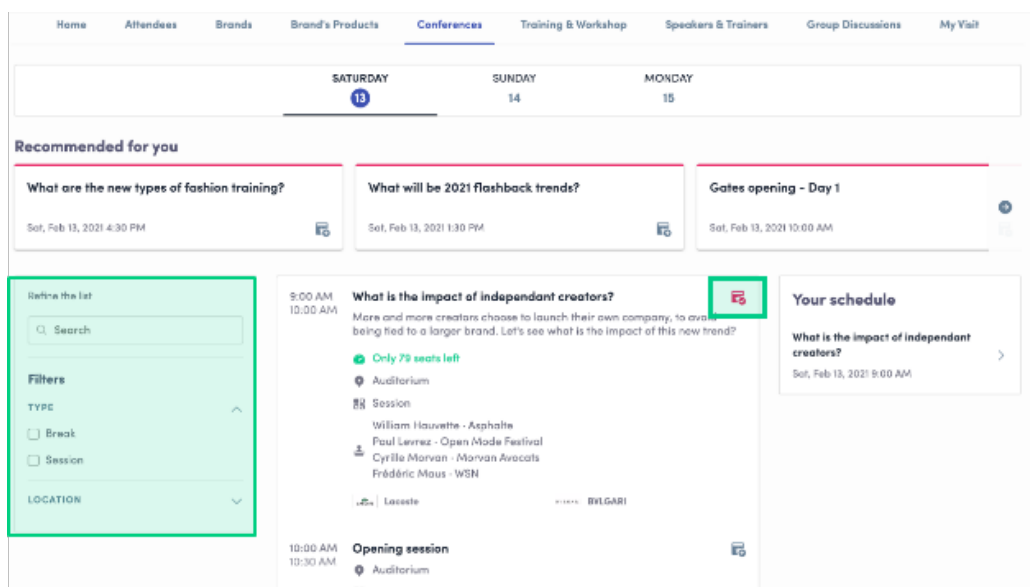
This is the information you can edit:

- Personal information
- Biography
- Social networks
- Contact data
- Company

## 4. PROGRAM & AGENDA

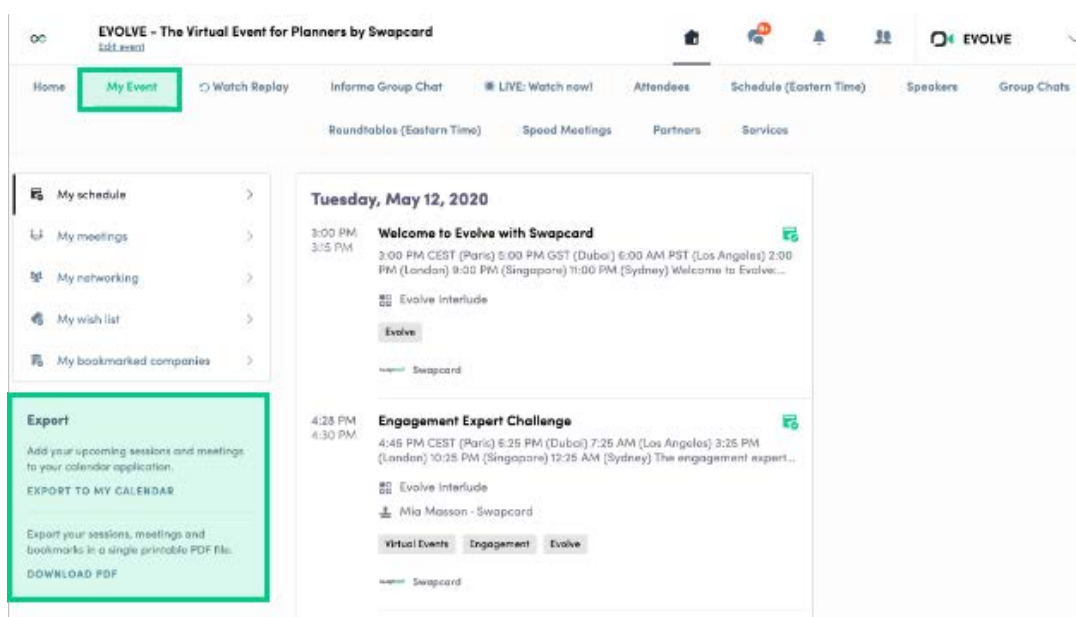
The program section gives you an overview of the Liber 2022 sessions.

You can find sessions using the search engine and filters on the left side of the screen.



The "My visit" section allows you to view your own agenda. Here you can find the sessions, sponsors and companies you have selected as favorites, your confirmed meetings and much more.

You can export your calendar by clicking on "Export to my calendar" or "Download PDF".



## 5. NETWORKING

On the event's home page, you can find the exhibitors list.

This will help you to find the companies managers that you are interested in.

If time slots appear in people's profiles, it means that the organizer allows you to book meetings with them. The time slots disappear once booked. Feel free to contact them through the application to chat, make video calls or organize meetings. Manage your meeting availability in "My Meetings" under "My Visit". If you are not available during the whole day or during some hours, these slots will be deleted.

### *How to apply for a connection?*

Visit an attendee's profile through the participant list or a company profile and click on:

**ENVIAR SOLICITUD DE CONEXIÓN**

We recommend you writing a message before sending the connection request to introduce yourself and explain the reason of the request.

### ***How do I request a meeting?***

1. Enter a person's profile - through the list of participants or exhibitors.
2. Select one of the 30-minute meeting slots. If you want to see more timetables, click on "See more timetables"
3. After selecting a meeting space and location, write a message to the person you want to meet.
4. Then, select: Send meeting request



**Paulo Martins**

Project Manager

Barter

#### **Conocer a Paulo**

Seleccionar un hueco para organizar una reunión con Paulo.

miércoles, 5 de octubre de 2022

9:00 30 mins	9:30 30 mins	10:00 30 mins	10:30 30 mins	11:00 30 mins	11:30 30 mins
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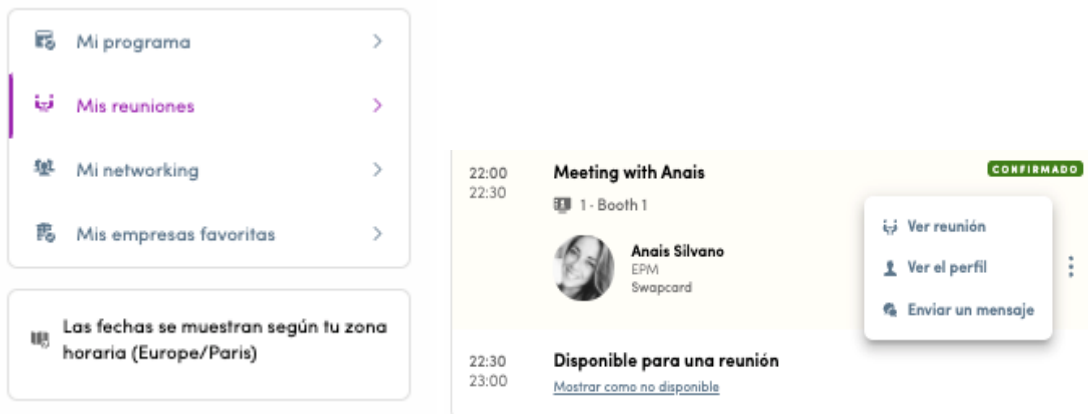
[Ver más franjas](#)



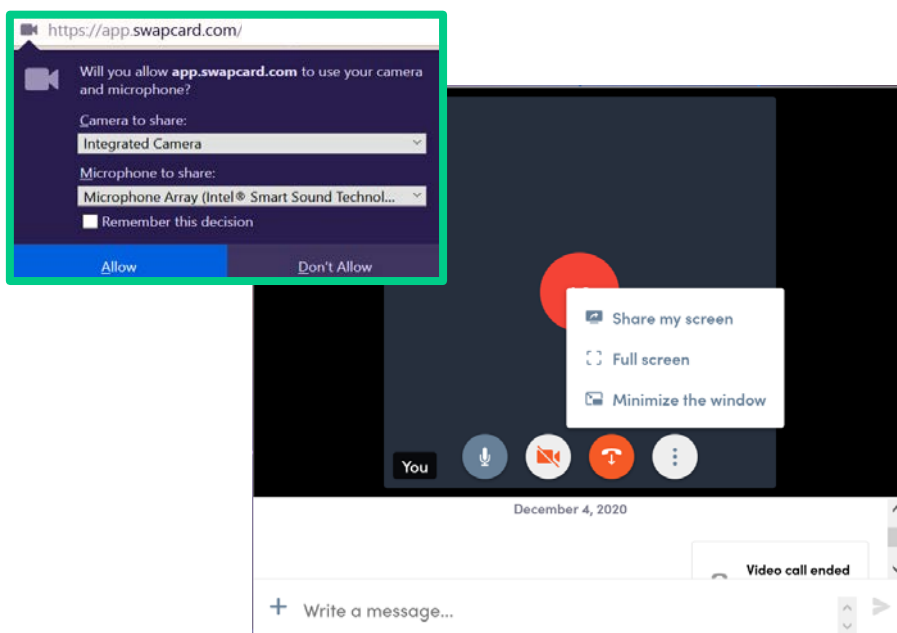
### How to make a virtual meeting?

A few minutes before the meeting, go to "My visit" and select "My meetings" or go directly to the participant profile with whom you have a meeting.

Click on the 3 dots situated in to the right of the meeting details to join the call.

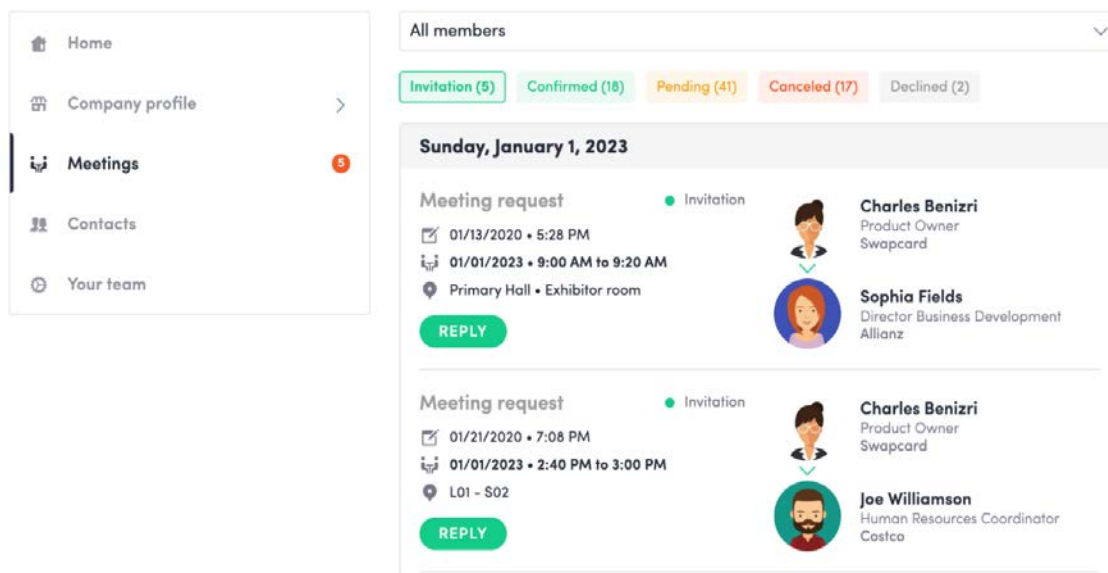


1. Once you have selected the video call button, the meeting will start.
2. By clicking on the camera and microphone buttons, you can turn them on or off, or mute them.
3. By clicking on the three dots on the right side, you can also share your screen, enable full screen or minimize the window.



## Manage meetings

- Filter meetings by status: Pending, Confirmed, Canceled or Rejected.
- Accept or reject requests, or cancel an existing meeting.
- Export the entire meetings list.



The screenshot displays the 'Manage meetings' interface. On the left is a sidebar with navigation options: Home, Company profile, Meetings (highlighted with a red badge), Contacts, and Your team. The main content area shows a filter for 'All members' and a status summary: Invitation (5), Confirmed (18), Pending (41), Canceled (17), and Declined (2). Below this, a section for 'Sunday, January 1, 2023' lists two meeting requests. Each request includes a 'Meeting request' title, a date and time, a location, and a 'REPLY' button. The first request is for 01/13/2020 at 5:28 PM in the Primary Hall, with participants Charles Benizri (Product Owner, Swapcard) and Sophia Fields (Director Business Development, Allianz). The second request is for 01/21/2020 at 7:08 PM in L01 - S02, with participants Charles Benizri (Product Owner, Swapcard) and Joe Williamson (Human Resources Coordinator, Costca).

Don't hesitate to contact us for any question about the platform. We are at your service from today until the celebration day.

[Atención al usuario](#)

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