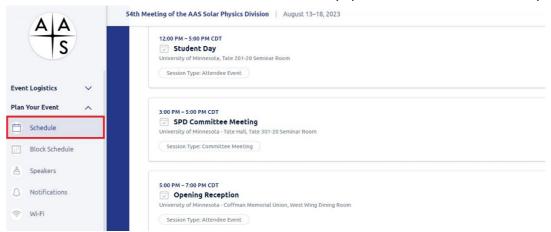
## Creating your personal itinerary / planning your event

With a meeting as busy as the 54<sup>th</sup> SPD, it helps to plan your day before you arrive at the venue. With the AAS meeting app, you can create your own personal schedule before you arrive, including choosing your sessions and exhibitors to visit. On the day, you'll be ready to go and know what's coming up next/where you need to be to maximize your day!

- 1. Log in to the app or the desktop virtual platform.
- 2. In the left-hand menu, select "Schedule" at the bottom of the screen on a mobile device or under "Plan Your Event" on a desktop (see the screenshot below).

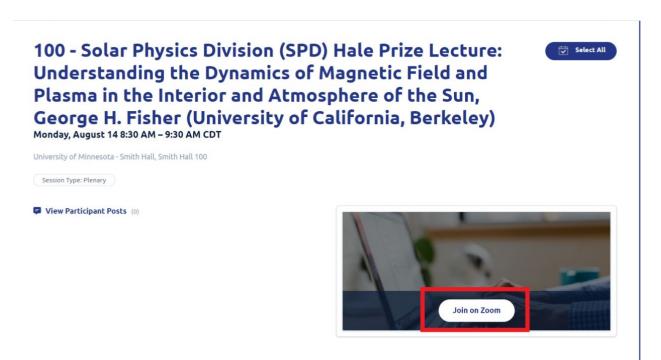


- 3. View session descriptions, speaker information, and other details by clicking/tapping the session names or using the search bar.
- 4. To add a session to your schedule, open it and click the "Select Session" icon to the right on a desktop or tap the calendar icon on a mobile device.
- 5. To review your personal schedule on a desktop, click "My Schedule" on the Schedule page. To do so on a mobile device, tap "Schedule", go to "Filters" at the top right, tap "Selected", and tap Apply. You can also view events in your schedule in the Dashboard on your mobile device.

## Viewing live sessions

You will use the 54<sup>th</sup> SPD meeting app or the desktop meeting platform to view the livestreams of sessions.

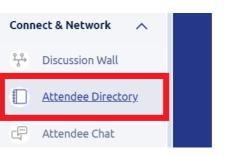
- 1. Go to the meeting app on your mobile device or the <u>virtual platform</u> on your computer and sign in if necessary.
- 2. Click or tap on the session you wish to view in the schedule and go to the session details.
- 3. Click or tap on the "Join on Zoom" link to join the live session.





## **Connect with Colleagues**

See who's attending by visiting the Attendee Directory. You can favorite your colleagues by tapping the checkmark icon next to their names, then message them via the Attendee Chat menu item or directly by tapping a name and the Message icon in the upper right corner of the screen.

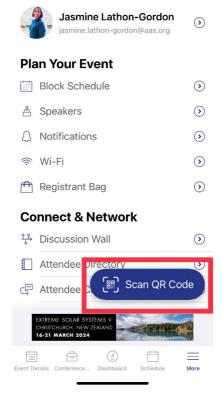






## **How to Exchange Digital Business Cards**

Once you've set up your Account Profile and preferences (top of the main app menu), tap the "Scan QR Code" button on the bottom right of the menu and scan the QR code of the person you wish to connect with.





- 1. Tap the "Scan QR Code" button on your main app screen.
- 2. Scan a name badge or phone to exchange cards.
- 3. Tap "Confirm" to save your scan.
- 4. Go to "Registrant Bag" under "Your Personal Resources" to see all your connections.

