

AppianGOVERNMENT

DECEMBER 8, 2020 | VIRTUAL

ATTENDEE
USER GUIDE

AppianGovernment EVENT PLATFORM ACCESS

Welcome! You can access the AppianGovernment virtual event platform beginning **Tuesday, December 8 at 8:00 AM EST.**

As an attendee, you will be able to enjoy a unique, interactive learning experience from the comfort and convenience of your home or office.

You can find everything you need to access the event on the event microsite: appiangovernment.com. If you have any questions please contact us at events@appian.com.

Please ensure your internet connection is strong and your computer audio works. For the best virtual event experience, please use the latest version of Chrome or Safari. You also have the opportunity to video chat with other attendees, so ensure your camera and microphone are working.

YOUR PROFILE

Your profile is where you can customize the information shared with your peers when you join the various networking areas and group chats.

Your profile contains your name, job title and company based on the data you entered upon completing your conference registration.

To edit your profile, begin by clicking the “**Profile**” icon on the top right navigation bar. Filling out your profile completely and accurately will help you network with your peers during and after the event.



PROFILE

ATTENDEE INFORMATION

Company

Job Title

Attendee Type

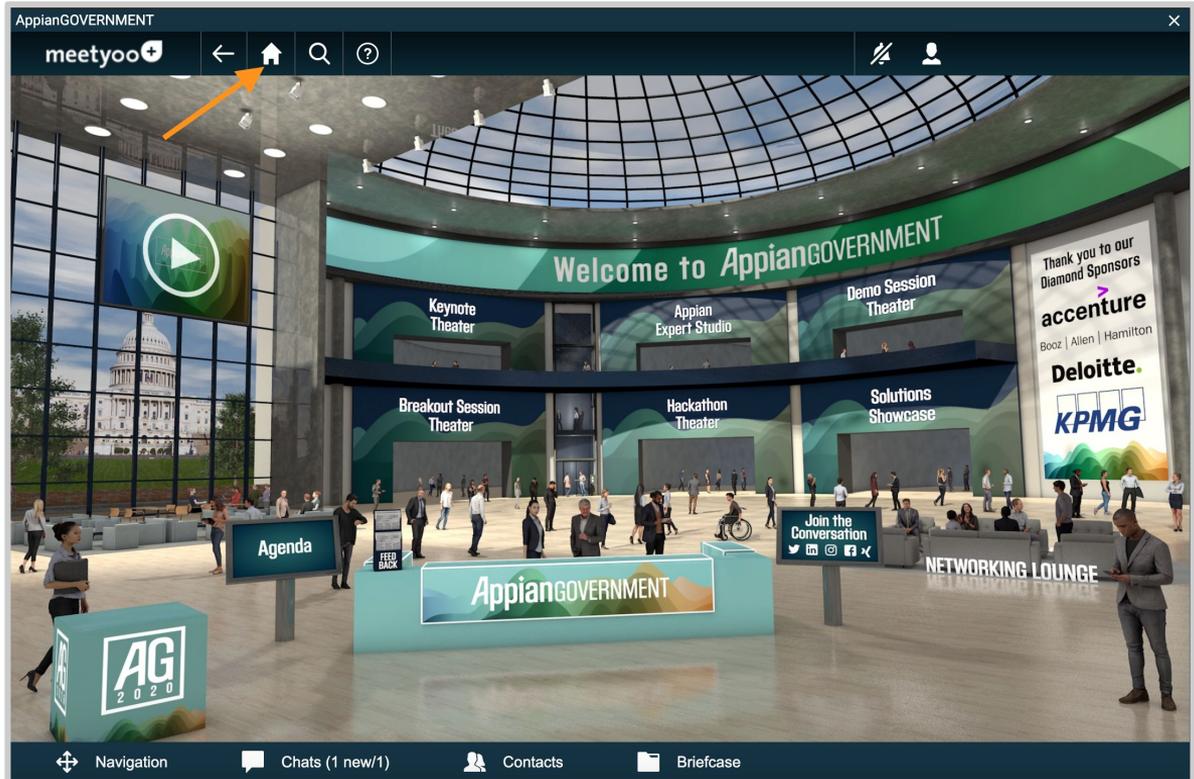
CONSENT TO SEARCH

By checking this box I consent to be included in the user search function at AppianGovernment

LOBBY

The Lobby is your point of entry. From the Lobby, you can visit the main areas of the conference by clicking various doors and locations on the Lobby page. Hover text will appear on clickable items.

You can make your way back to the Lobby from any area of the platform by clicking the **Home** button in the top left hand corner of the screen.

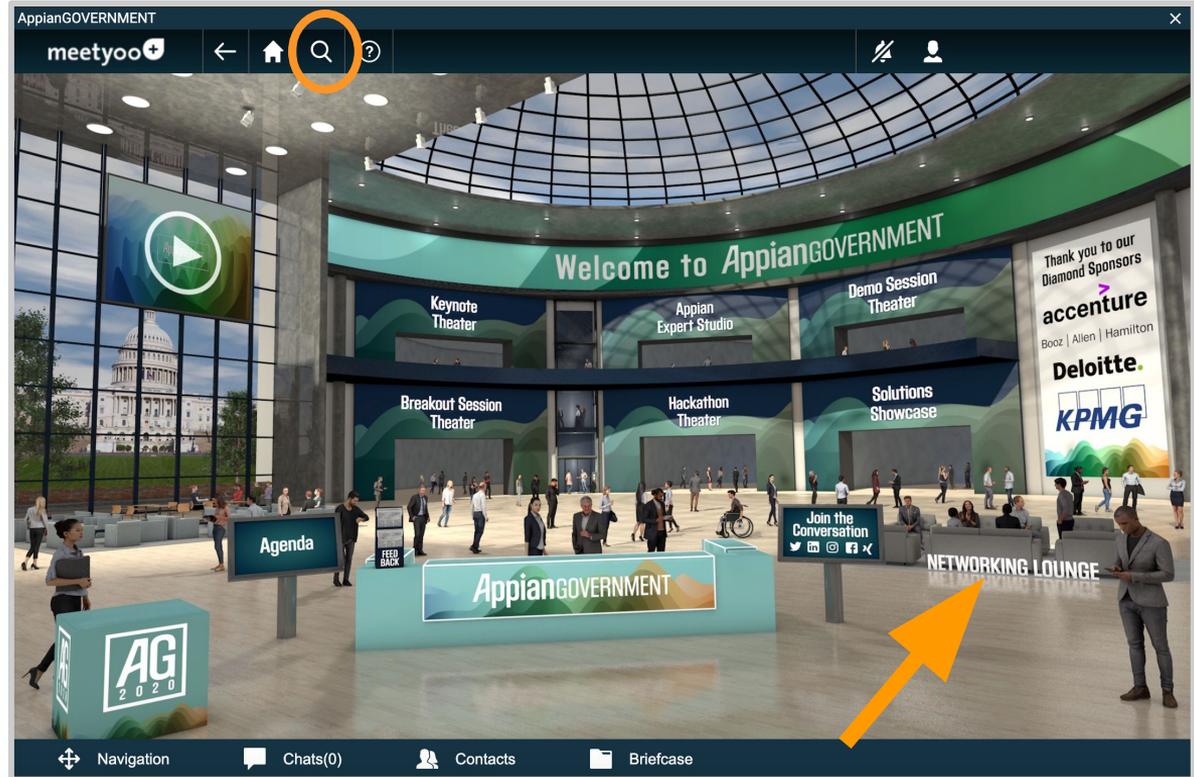


GROUP CHATS & NETWORKING

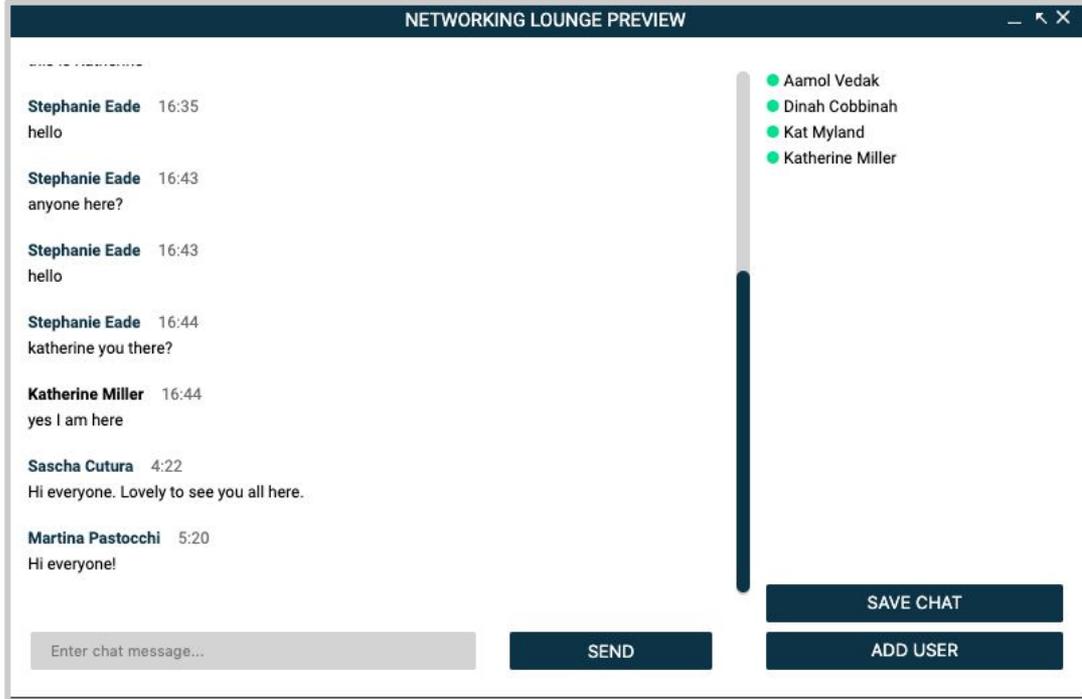
There are 4 areas of the platform that have public group text chats for you to network with attendees and sponsors:

- Networking Lounge (in the Lobby)
- Demo Session Theater
- Breakout Session Theater
- Sponsor Booths

There is also a User Search feature at the top left of the screen which allows you to search for attendees who are live in the platform.



NETWORKING LOUNGE: ENGAGE WITH YOUR PEERS



Network with your peers by clicking on the Networking Lounge in the Lobby. A group chat window will pop up where you can send a message to everyone in the Lounge.

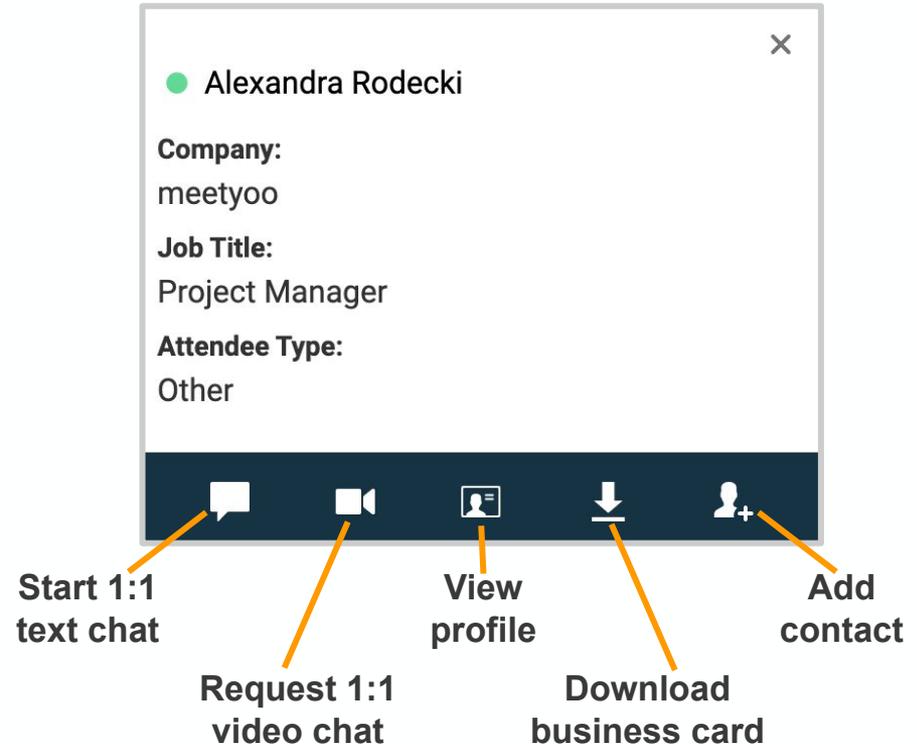
The green dot next to an attendee's name indicates that they are online.

You can click on an attendee's name to chat directly with an attendee and more!

1:1 Networking

By clicking on an attendee's name, you have the option to:

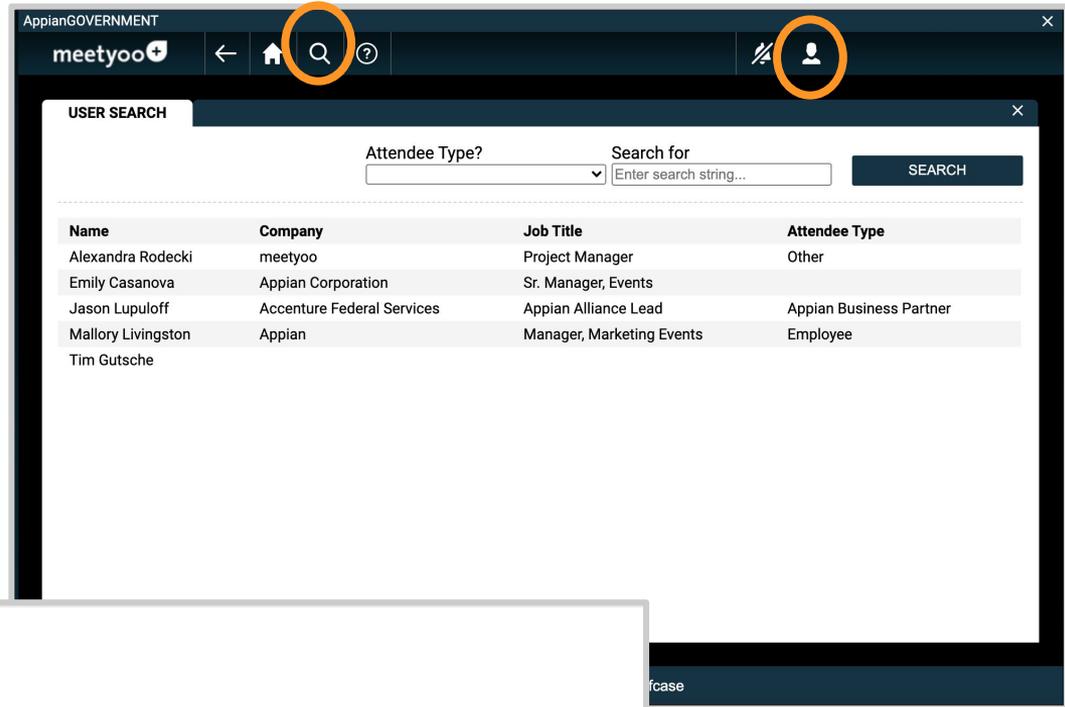
- Start a 1:1 text chat with them
- Request a 1:1 video chat.
 - Please ensure your camera and microphone are working should your request be accepted.
- View their profile
- Download their business card
- Add them as a contact
 - By adding someone as a contact, you have the option of adding them to any 1:1 chat that you are having with someone else. If you have colleagues attending the event, it is recommended that you add them as a contact.



User Search

The User Search is another great feature for connecting with attendees and sponsors on an individual basis. Simply click the **magnifying glass icon** at the top of the screen to open the User Search.

In order to be visible in the User Search you must check the **Consent to Search** box within your profile.



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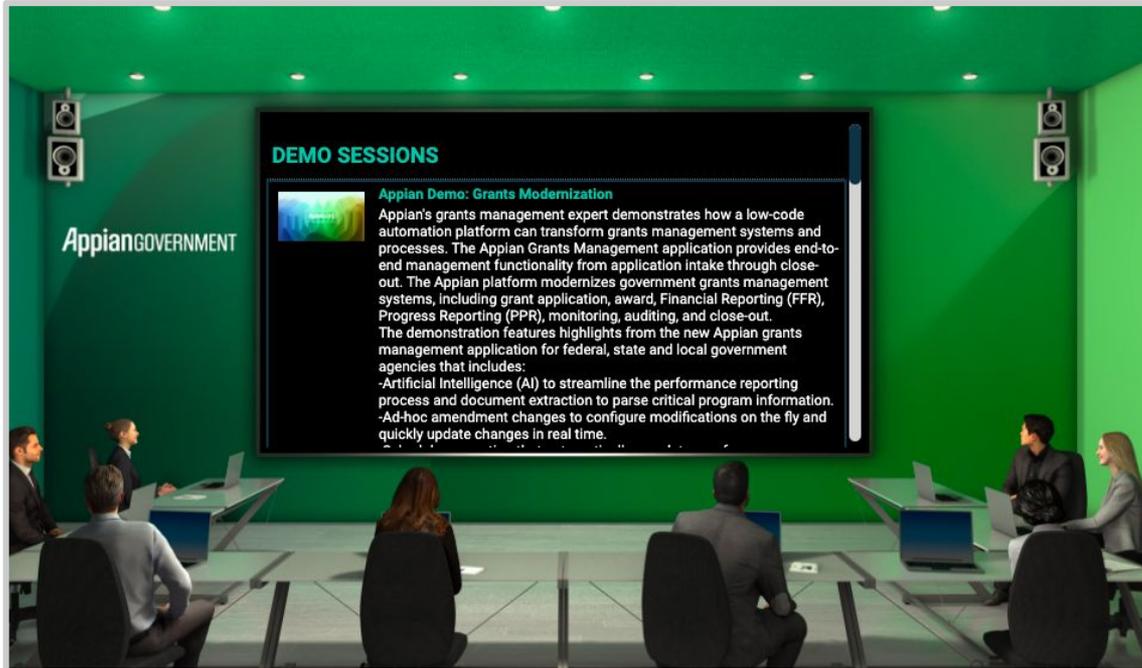
Attendant Type? Search for [Enter search string...] SEARCH

Name	Company	Job Title	Attendee Type
Alexandra Rodecki	meetyoo	Project Manager	Other
Emily Casanova	Appian Corporation	Sr. Manager, Events	
Jason Lupuloff	Accenture Federal Services	Appian Alliance Lead	Appian Business Partner
Mallory Livingston	Appian	Manager, Marketing Events	Employee
Tim Gutsche			

Consent to Search

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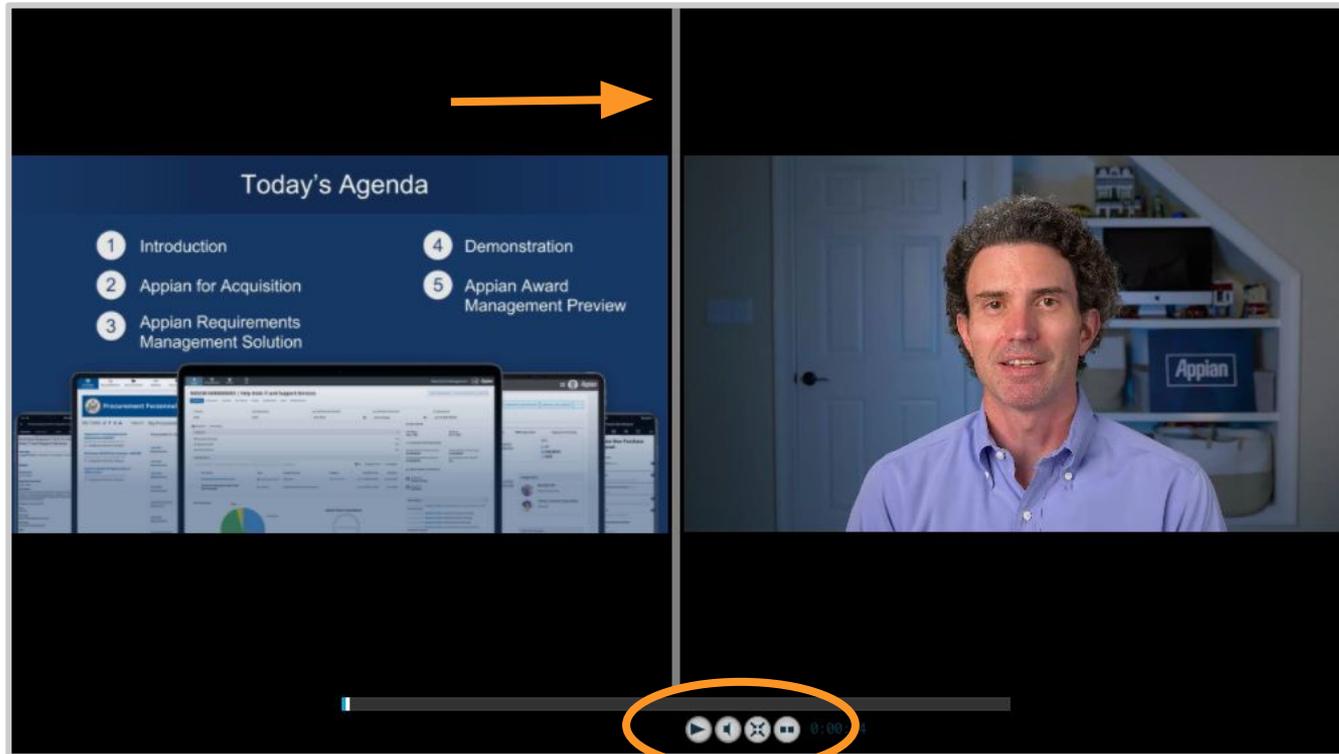
SESSION THEATERS



When you enter the Session Theatres, you will see the list of sessions available. Click on the session title to open and watch the video.

A public group chat function will be available in the Demo Session Theater and Breakout Session Theater so that you can engage with speakers. You can send a question to the speaker in the group chat. You can also click on the speaker name to text or video chat the speaker directly.

ON-DEMAND SESSIONS



While watching a session, you can use the buttons along the bottom of the video to transition the video into full screen viewing mode.

You can also move the center bar to adjust the size ratio of the slides and video.

SOLUTIONS SHOWCASE



In the **Solutions Showcase**, you can visit partner sponsor booths as well as the Appian Pavilion.

Take the **AG20 Trivia Challenge** for a chance to win an Amazon Gift Card.



Solutions Showcase Booths

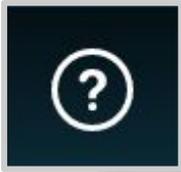


Within the booths, you can download documents and links from the monitor on the counter and resources stand. You can save documents to your briefcase that can be accessed in the bottom navigation bar.

Engage with booth staff by clicking on the booth staff avatars to start a 1:1 chat. Sponsor booths will also have a public group text chat window where you can engage with booth staff and attendees that are in the booth.

HELP DESK & TECH SUPPORT

The Help Desk is available for any event questions you have while attending the conference. If you have technical platform questions, please email support@ubivent.com or click the question mark icon at the top of the screen to obtain this email address.



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QUESTIONS? Email us at events@appian.com

Thank you for attending #AppianGovernment!