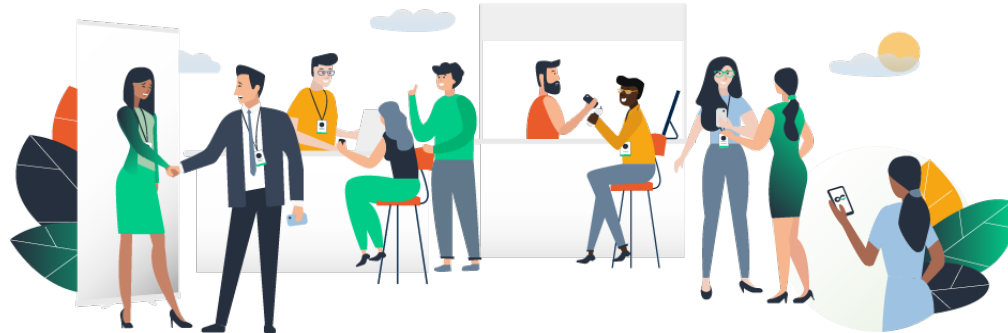




THE AMERICAS LODGING  
THE INVESTMENT SUMMIT

# NETWORKING APP HOW TO GUIDE



**ACCESS THE APP**

LOGIN

# Logging in for the first time



You will receive an email similar to **this one** with a button redirecting you to a login page. It will lead to the account that was automatically created for you by the platform after you registered for the event. A window will then suggest creating a password for your account.

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

ALIS  
THE AMERICAS LODGING  
INVESTMENT SUMMIT

TURNING THE PAGE

JANUARY 24-26, 2022 | JW MARRIOTT/RITZ-CARLTON  
LOS ANGELES L.A. LIVE

Hello Jane,

Get ahead of the game and prepare for 'Event Name' to **save yourself time and get the most out of your event.**

Swapcard app makes it easy to **access the event content and connect with the right people** in advance.

All you have to do is **activate your profile with the tap of the below button.** We'll keep all of your **information and data secure.**

Are you ready to join your event community?

**LET'S GET STARTED!**

**Notes:** If you don't see this email in your mailbox, please check your spam.

# Logging in when you already have an account



Access your account by going to [login.swapcard.com](https://login.swapcard.com)  
Enter the email you used to register for your event, then enter your password.  
Click the arrow to connect.

∞

Welcome,

Please enter the email address you provided during event registration.

Email address

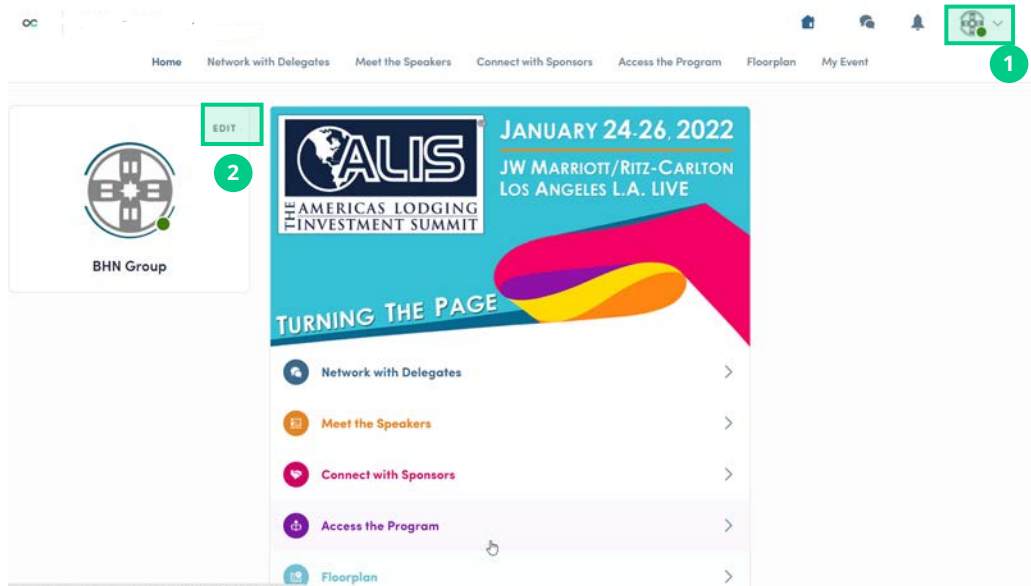
Enter your email address →

**Note:** If you have forgotten your password after entering your email, click on **send me a magic link**.  
You'll receive an email to reset your password. If you need any help, please contact  
[marketing@burba.com](mailto:marketing@burba.com)

# AVAILABLE FEATURES

CONTENT

# How to edit your profile (1/3)



There are two ways of **accessing your profile:**

1

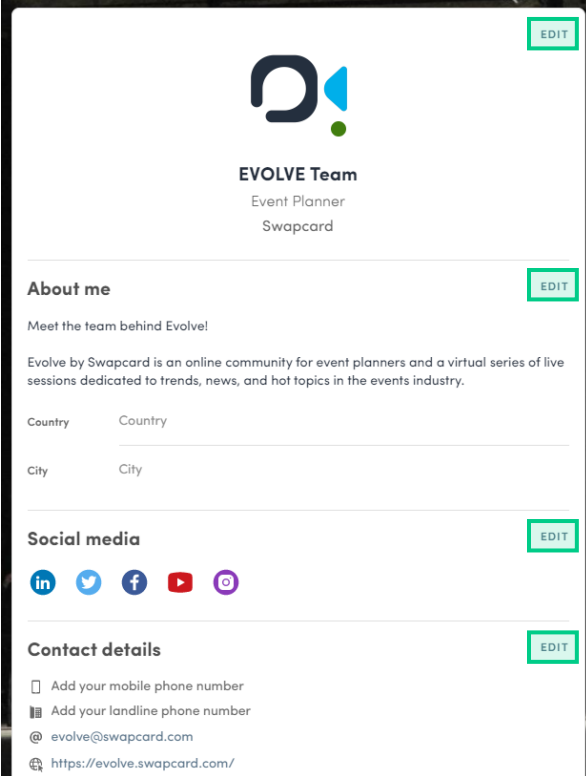
From the drop-down on the upper-right corner of your screen, click **“My profile.”**

2

On the left side of your screen next to your photo, click **“Edit.”**

You'll be redirected to your profile where you can edit your information.

# How to edit your profile (2/3)



**EVOLVE Team**  
Event Planner  
Swapcard

**About me**  
Meet the team behind Evolve!  
Evolve by Swapcard is an online community for event planners and a virtual series of live sessions dedicated to trends, news, and hot topics in the events industry.

Country: Country  
City: City

**Social media**

[in](#) [Twitter](#) [f](#) [YouTube](#) [Instagram](#)

**Contact details**

Add your mobile phone number  
 Add your landline phone number  
@ evolve@swapcard.com  
<https://evolve.swapcard.com/>

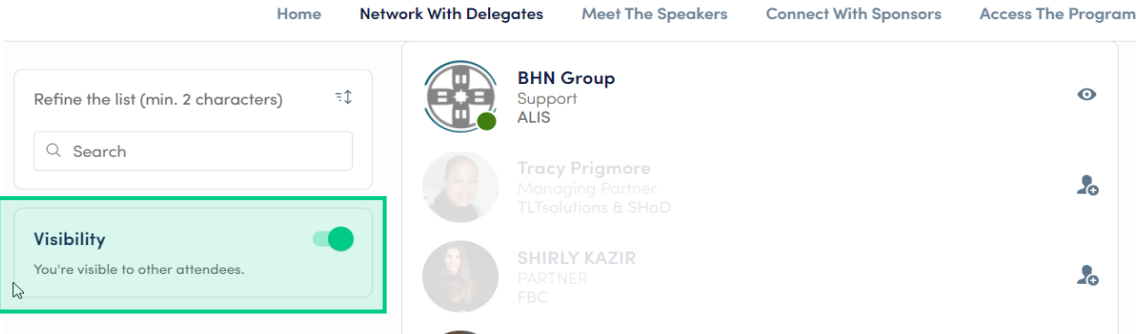
To edit your profile, click “**Edit**” or “**Add**” next to the information section you want to edit.

Here is some of the information you can edit:

- Personal information
- Biography
- Social Media
- Contact details
- Add a Photo

# Networking Opt Out / Visibility (3/3)

- 1 If you Opted Out of Networking during registration, your profile will not be visible to other ALIS Delegates. If this was done in error, or you would like to adjust this, you can adjust your Visibility from the sidebar of Network With Delegates page.



Home Network With Delegates Meet The Speakers Connect With Sponsors Access The Program

Refine the list (min. 2 characters) Search

**1** **Visibility**  
You're visible to other attendees.

**BHN Group**  
Support ALIS

**Tracy Prigmore**  
Managing Partner  
TLTsolutions & SHaD

**SHIRLY KAZIR**  
PARTNER  
FBC



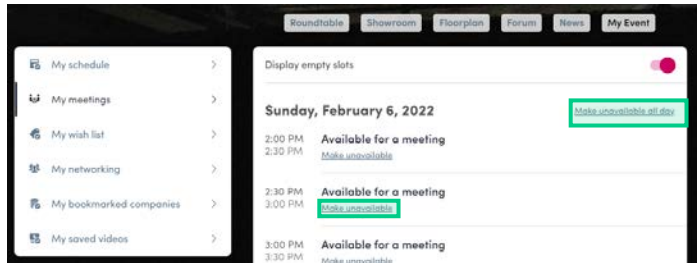
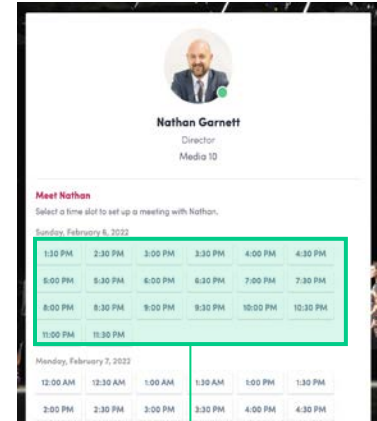
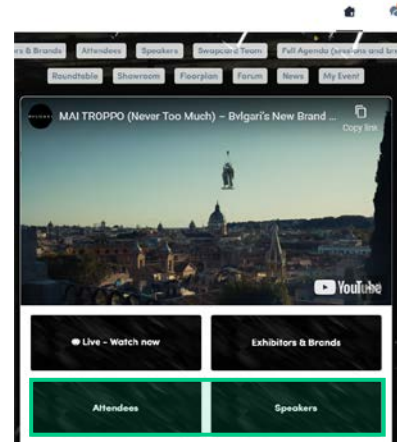
# AVAILABLE FEATURES

NETWORKING

# Networking

From the home page or the top navigation bar you can access the **Speaker** and **Attendee** lists.


Here you can search and find people to connect with. You can chat, have video calls, and book meetings. You can meet virtually or face-to-face.



If you see **time slots** appearing on people's profiles, it means that the organizer has made it possible for you to book meetings with them. Slots disappear once booked.

You can manage your **availability for meetings** by going to the **My meetings** tab in **My Event**. Making yourself unavailable all day or at specific times will remove meeting slots.

# How to send a connection request



**Nathan Garnett**  
Director  
Media 10

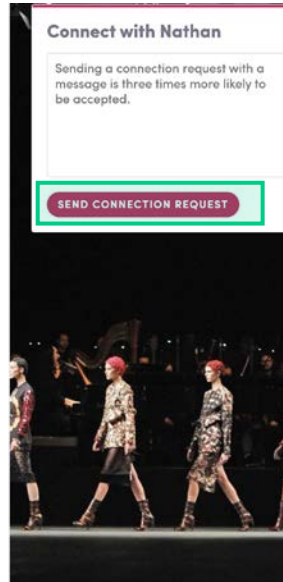
slot to set up a meeting with Nathan.

February 6, 2022

2:30 PM	3:00 PM	3:30 PM	4:00 PM	4:30 PM
5:30 PM	6:00 PM	6:30 PM	7:00 PM	7:30 PM
8:30 PM	9:00 PM	9:30 PM	10:00 PM	10:30 PM
11:30 PM				

February 7, 2022


12:30 AM	1:00 AM	1:30 AM	1:00 PM	1:30 PM
2:30 PM	3:00 PM	3:30 PM	4:00 PM	4:30 PM



To send a connection request, go to their profile (via the list of participants, speakers or a company profile) and click the **“Send connection request”** button.

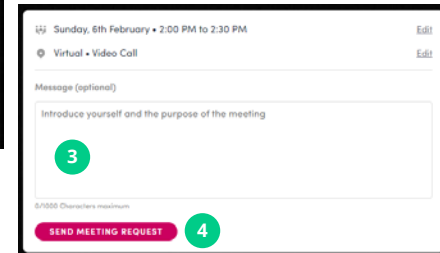
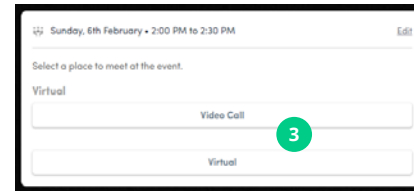
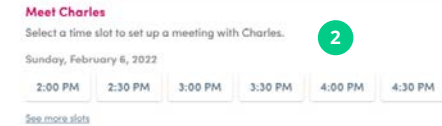
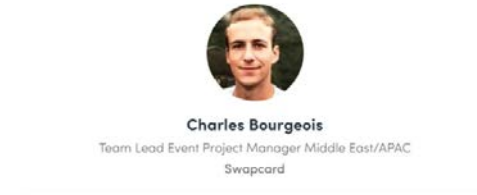
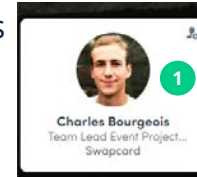
**Tip:** Add a note to your connection request to introduce yourself and explain the reason for your request.

You will be able to find a full list of your connections in **“My Event”** under **“My Networking.”**

 **Note:** Accepting a meeting will automatically make the person who requested the meeting one of your connections with access to your complete profile.

# How to request a meeting

- 1 Access a person's profile (i.e.: from the Network With Delegates button)
- 2 Click on one of the suggested meeting slots. For more slots click "see more slots"
- 3 After selecting a slot and choosing a location for the meeting, write a note to the person you would like to meet.
- 4 Once done, click "Send meeting request"



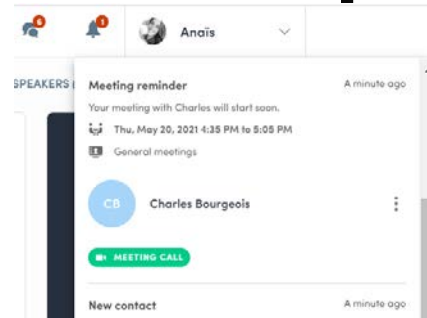
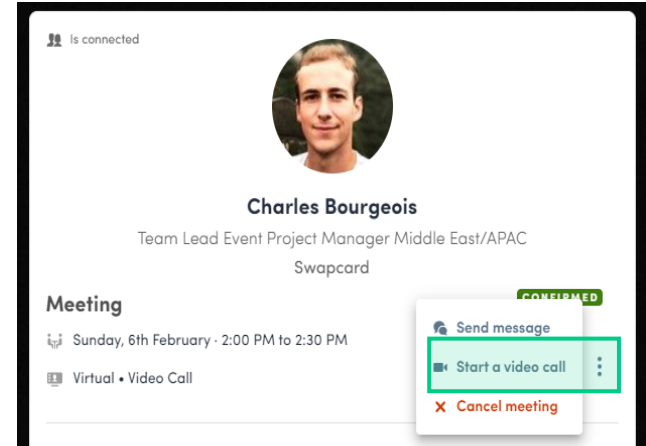
**i Note:** If you plan to meet virtually, select Online or Virtual Meeting when choosing the location.

# How to have a virtual meeting?

5 minutes before a virtual meeting and 15 minutes before a face-to-face meeting you will receive a reminder email from which you can click to access the meeting.

If you are already on the platform you can start the meeting by going to the profile of the person you have a meeting with, and click the **“Meeting call”** button.

This will launch the video call. This button is only available if the meeting is confirmed.



**i Note:** You can also access a meeting directly from the meeting notification.

**Maximize your experience at the conference by  
accessing the ALIS Networking App today.**

If needed, contact  
[marketing@burba.com](mailto:marketing@burba.com)  
to ask our team for support.

**GET READY !**