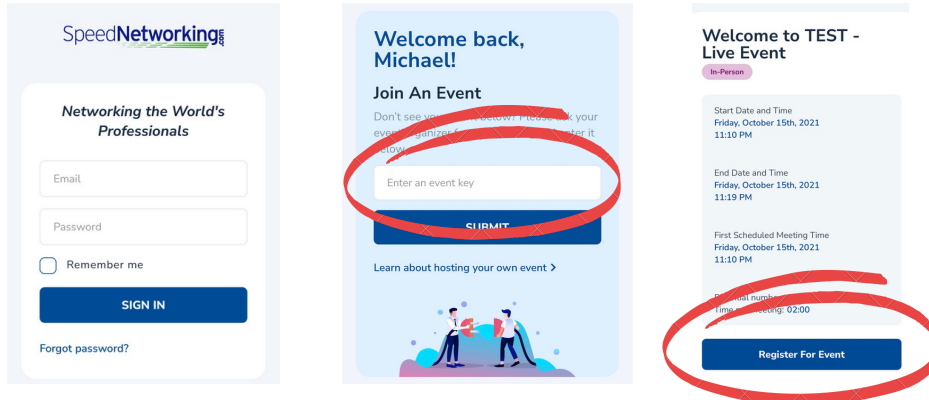


Quick Start Guide for In Person Meetings

Confirm you are connected to Wifi or your service provider Network?
Visit app.speednetworking.com & Register or Sign In

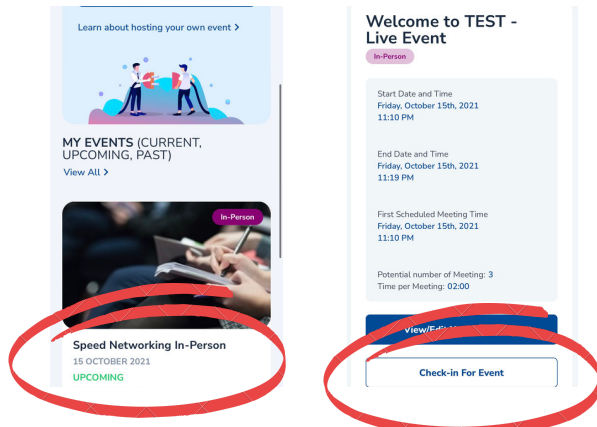
Step 1: Join An Event And Register

Enter Event Key (provided in your invitation email), Submit and click "Register for Event"



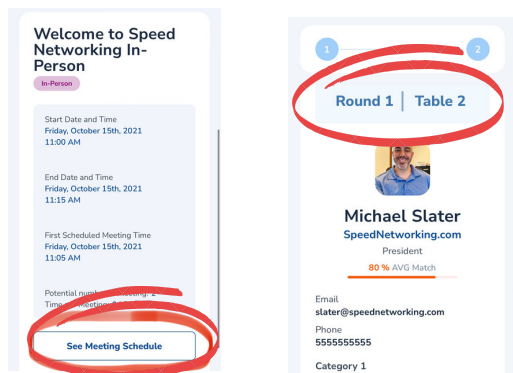
Step 2: Check In Process - **REQUIRED FOR PARTICIPATION**

- After you completed registration return to the home page and navigate to your event & select it and select "Check In"
- "Check In" is often open within 24 hours of the event. If you miss your check in period you will not be matched with other participants.**



Step 3: Prepare For Your Meetings!

- Approximately 5 Minutes before your event begins make sure you are logged into the application and your event.
- Select "See Meeting Schedule" once your facilitator announces the schedules are ready.
- Your "Schedule of Meetings" will guide you through the Round and Table number assignment - scroll to see meetings.
- Your event Moderator will inform you when it's time to rotate to the next meeting assignment.



ENJOY!!

Tips:

- Listen for additional instructions from your facilitator
- Review your partners profile briefly
- You never know what someone knows
- You never know who someone knows
- Split time evenly
- Not every meeting will be "the perfect" meeting
- Rotate when it's time!

PREPARE FOR YOUR EVENT - TIPS AND TROUBLESHOOTING

- **POWER**
 - Prior to the event, please make sure your mobile device is charged and working properly.
- **CONNECTIVITY**
 - Is your mobile device connected to the wifi or hot spot and do you have a strong signal?
 - Once you reconnect, log out and then back in to the application and rejoin the event and your meetings.
- **LOG IN ISSUES**
 - If you can't remember your password, feel free to reset and then log in from the landing page at <https://app.speednetworking.com>.
- **PHONE JUST ISN'T WORKING!**
 - In the event your phone isn't working, ask your moderator for assistance. Our platform provides the organizer a list of all the matching assignments and they can also print out your schedule.
- **NO PARTNER**
 - If your partner does not show up, there could be several reasons. Please allow them a couple of minutes. If they don't arrive, raise your hand and your on-site moderator will attempt to reassign you with another participant or take a short break until the next round.
- **PAIRED WITH SOMEONE YOU KNOW**
 - Unfortunately we can't change a scheduled meeting once created. However, if you are partnered with someone you know take a few minutes to talk about industry topics until your next scheduled meeting.
- **MOBILE BROWSER**
 - iPhone Users - Safari or Chrome are the preferred browsers
 - Android Users - Chrome is the preferred browser