

BEST PRACTICES: NETWORKING

Network in live time with senior level executives and industry leaders. To make the most of our Networking platform please review some best practices below.

Please use a desktop or laptop computer and Chrome browser for the most optimal Summit experience.

Open Your Networking Chat Tab

- Stay connected and engaged throughout the Summit. Select **"Networking"** from the navigation toolbar. A new tab will open in your web browser. Ensure this tab is open at all times so you don't miss out on important announcements and/or networking opportunities!

Networking Lounge

- The **"Networking Lounge"** is located in the **"Exhibition Hall"** and is already pinned as a Chatroom in your **Networking Chat** Tab. Here we will send you important updates throughout the Summit.
- All attendees attending the Summit can be found in the Networking Tab.
- If ever you are looking to speak with a specific attendee, the Networking Lounge is the best place to find them.
- To message an individual, hover over their name and click **"Chat"**, which will prompt a **"Direct Message"**. Say "Hello" and ask if they would like to engage in a video-chat.
- Please note that all messages typed in any main Chatroom will be seen by all parties present in that Chatroom.

1-2-1 Meetings

- Meetings take place in the Networking Chat Tab.
- You will automatically be brought inside your Public Booth Chatroom.
- Meetings Itineraries are sent via email prior to the Summit. Please contact a representative at the **"Info Desk"** or email eventoperations@generisgp.com if you have any questions regarding your 1-2-1 Meetings Itinerary.
- As Attendees will enter your booth, you will see them on the right hand side of your Networking window under **"Online Users"**
- Move your cursor over the attendees name and select the "Chat Now" button once it appears. This action will start a **"Direct Message"** with the attendee.

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Meeting Tips

- If you wish to share documents within the Chat window, please do so using a link prior to your meeting.
- Screen Sharing Capabilities are not supported within the Networking Tool
- Direct Message capabilities in the Networking Tool can only accommodate 1-on-1 chats. If you wish to have another team member join you in the meeting we recommend generating a Zoom link to send to the meeting attendee during your scheduled meeting time.

Zoom Tips

- Generate a zoom meeting link using your Company Zoom account.
- If you do not have a company account, simply follow the steps below:
 - Go To Zoom's [signup page](#) and create a free account.
 - Once logged in, select **Meetings** and click **Schedule a New Meeting**
- Once you have finalized your meeting details, copy and past the meeting link to a direct message with the scheduled meeting attendee.