

This manual aims to guide you on how you can navigate the event app as an Attendee, so you can make the most of your participation in **ISA ALC**

1. Kindly register on the following website:
<https://alc.isa.org/en/event-registration>

2. Download the ISA app on your mobile device using below QR codes or by searching for ISA Events in google/apple store

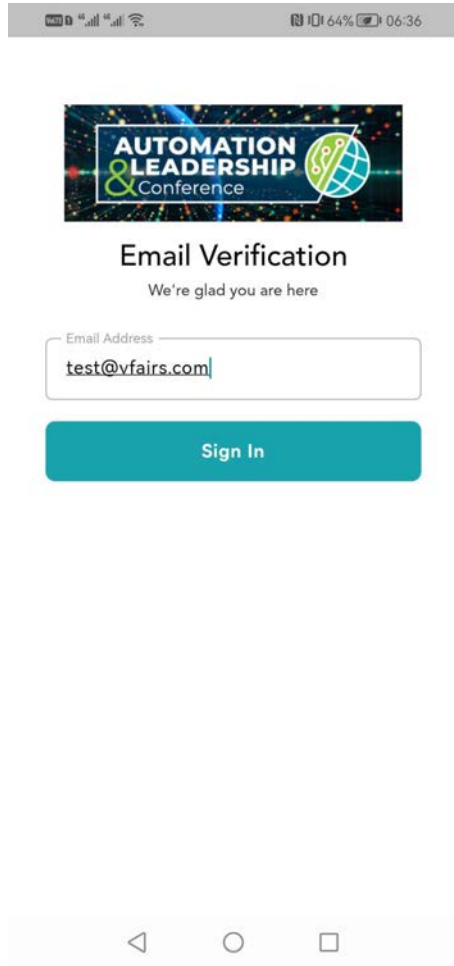
- Apple store - <https://apps.apple.com/us/app/isa-automation-conference/id6443960345>



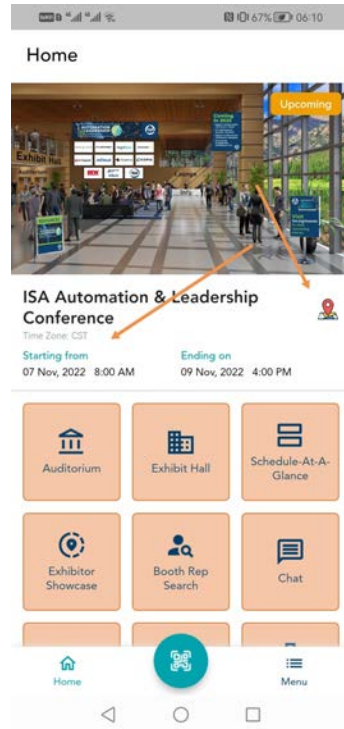
- Android/Google store - <https://play.google.com/store/apps/details?id=com.isa.alc.mobileApp>



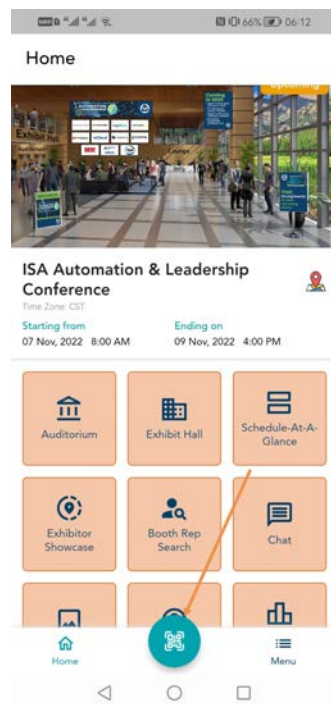
3. Open the ISA app and enter the email you used on the registration page to login.



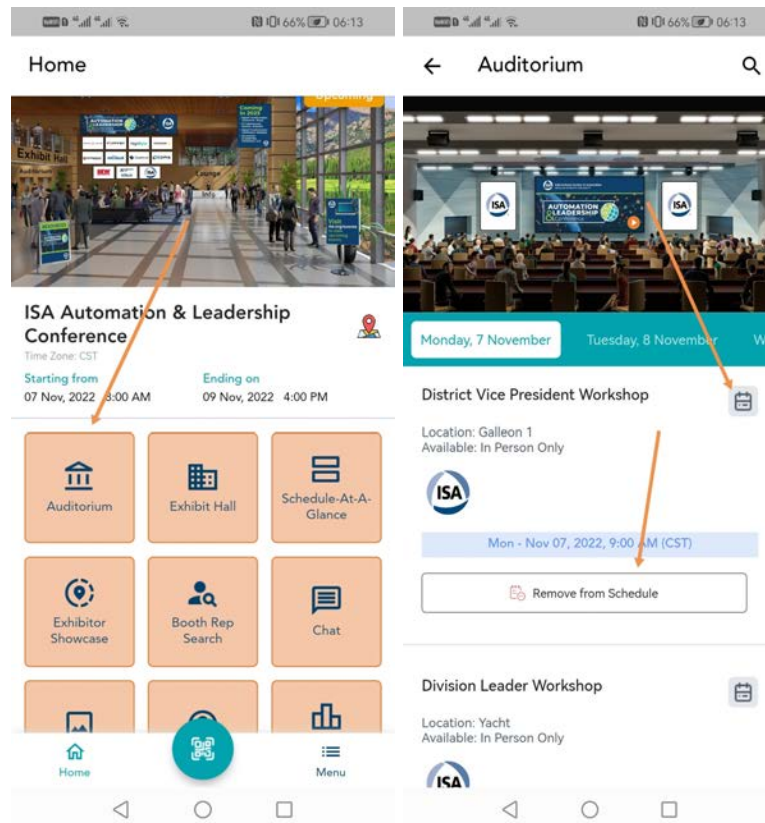
4. Once you have signed in with your email, you will see a **welcome video**. After viewing the video, kindly click in the **top left corner** to close the video player and see the event home page.
5. Navigating through the mobile app menu. **Time zone and dates** are available in the main menu, followed by the **Event Location**.



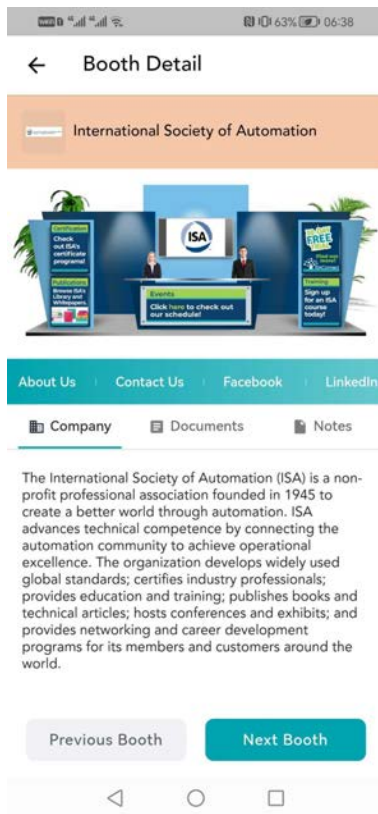
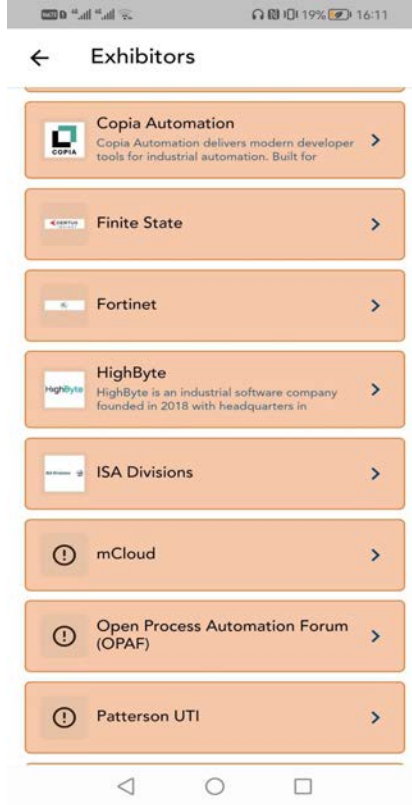
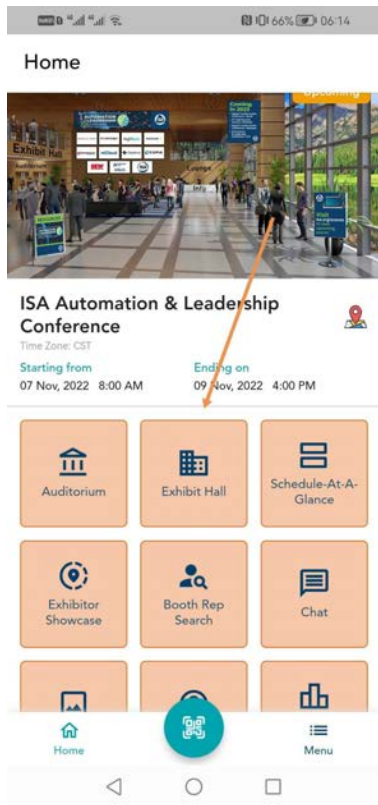
6. Event Check in - Show your QR code in app to be checked in by event admin on the venue for event and sessions



7. **Auditorium** : Click on the Auditorium icon to view the sessions and add them to your calendar and create your own personalized schedule.



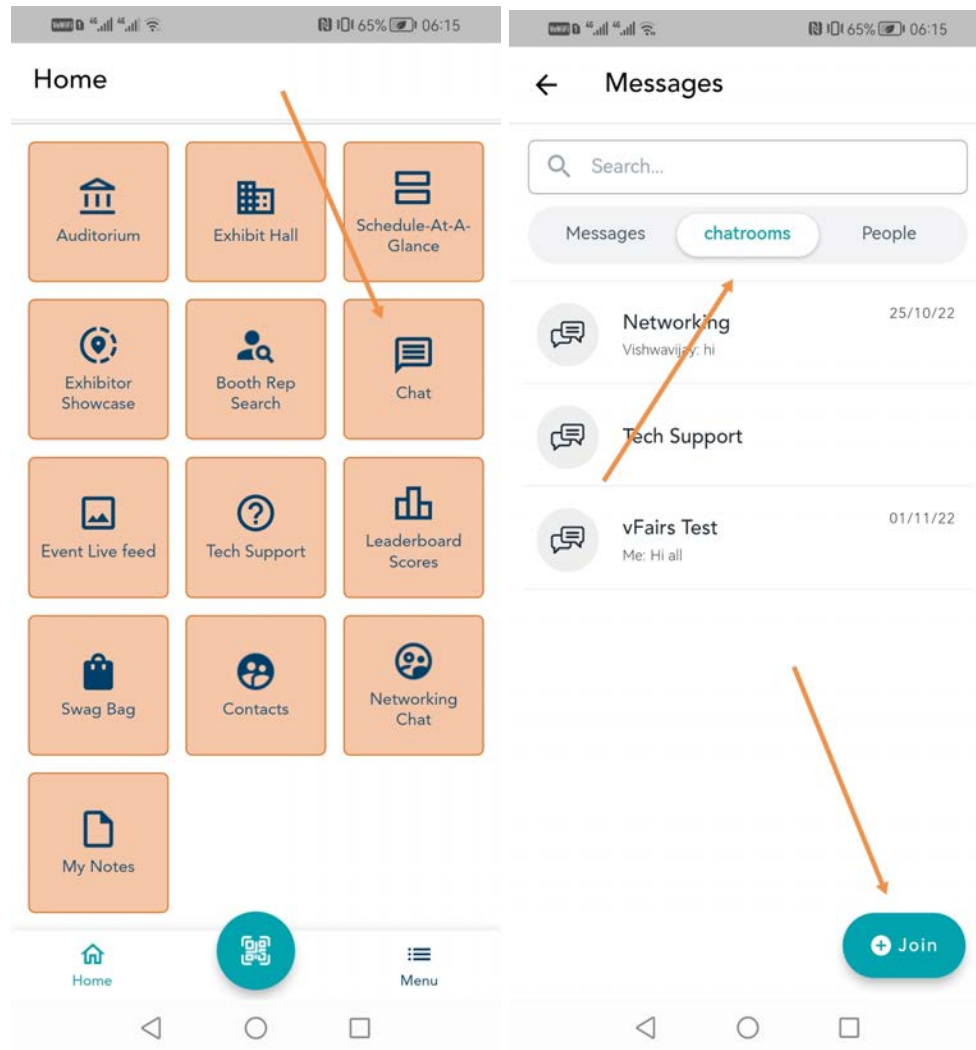
8. Click on the **ExhibitHall** to join the online booths or visit the exhibit hall in the physical venue and scan the Booth's QR code to see the documents and videos available on the app.



9. Chat feature: Join the networking room or tech support chat



9.1 Join booth chatrooms by clicking on the chat button and then Join chat rooms to chat with Booth reps/attendees in the public chat room.



10.1 Share your profile: Steps for sharing your profile and keeping your contacts saved. Let other person scan your QR code to share your contact details or Scan any other person's QR code to get his/her contact details.

10.2 Click in the right bottom corner menu so you can edit your profile and add your contact card. Click update and enter your preferred social media links, job title, company, phone number and any additional contact information you would like to share.

10.3 Scan someone's QR code or get yours scanned to exchange contact information. You can also send your code to the organizing team so that they can check you in.

10.4 Once you have exchanged contact cards via the QR code, go to the Contacts section to see all your new contacts.

10. **Event Floor Maps:** you will find maps of the event

11. **Live Feed:** Check the Live feed for posts from other attendees.

Post pictures, add captions and comment on other attendees' posts as well.

You can also post pictures and thoughts here and share them on social media if you would like!

12. **Notes:** Add personal notes of any relevant information you would like to keep from the sessions, booths and general event details.

13. **An Event Survey** will be available . Please fill in the Event Survey

14. **Technical Support:** Join the Technical Support chat in case you face any tech issues during the live days, a vFairs Rep will be able to guide you and provide the needed support.