

## AIME 2022 MEETING PLATFORM GUIDE



## Accessing your Account & Profile Set Up

All you need to access your account is for your email address to be registered with the event, besides that, just follow the steps below.

### Enter your Email

This needs to be the email that you registered with for the Event. If your email is not registered, contact the organiser or support@grip.events

### Enter your Badge / Registration ID

As part of registering for the Event you'll have received a unique Registration or Badge ID enter it to claim your account.

### Create a Password

You'll use this password moving forward to access your account on Grip. You can always reset it in case you forget it.



Enter the email address you provided when you registered for the event

E-mail

Badge / Registration ID

Continue



### Complete your profile

Please complete your profile as thoroughly as possible. The more we know about you, the better we can match you to the best people to meet.

Website

www.grip.events



Company Activity

Blockchain, 2nd screen/Social TV



Program Category

Non-Scripted Formats, Kids & Teens, Music



Programme Subcategory Kids

Pre-School, Docs for Kids



Next



### Complete your Profile

The first time you login you will see your on-boarding steps. This includes completing your profile.

This enables you to share information about yourself for others to see, and enables Grips AI software to generate Smart Recommendations of other participants attending the event.

### Editing from your profile

If you skip this on-boarding step, you can find it later within "My Profile" section of the platform.



## Preferences & Meetings

Preferences are selecting who you are most interested in meeting at the event. You have a period of time to make these preferences. The more you make, the higher quality your meetings will be!

### Recommendations

Start by looking at your Recommendations. This will be a curated list of participants who Grips AI software has determined you would be most likely interested in.

### Select your Meeting choices

Choose who you want to meet with. Select “Must Meet”, “Meet” or “No Thanks”. These preferences will determine who you have a final meeting schedule with!

### Provisional schedules

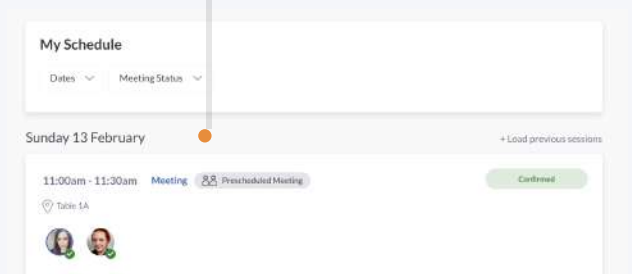
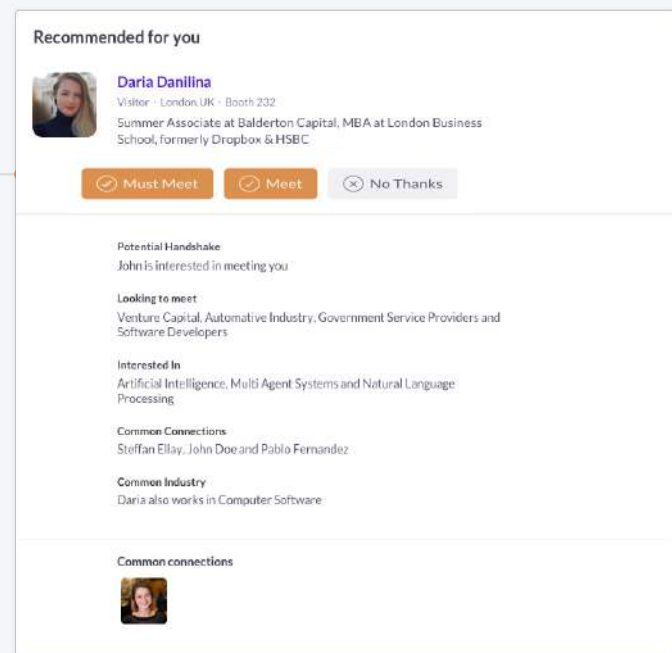
After you have selected your preferences, on a date advised by the Organiser, the platform will close to generate your pre-scheduled meetings agenda.

### Review Schedule

You will have a short period of time to review your Provisional meeting schedule. This will be the time to contact the Organiser if you need to change any of your meetings.

### Finalised Schedule

You now have your finalised schedule. Check “My Schedule” to see these meetings and ensure you save them to your personal calendar to not miss them! Remember, you won’t be able to edit these meetings.



#### PRO TIP

Making choices on who you want to meet with is one of the most important steps. This will determine who you meet with. Check back regularly for new participants and review your preferences before the phase closes!

Don't hesitate to “No Thanks” someone if you do not want to meet them. It's anonymous

# Meetings

Once your final schedule has been confirmed, you will be able to view this in the “my schedule” area of the platform. This is available on both desktop and mobile browser.

- Adding Additional

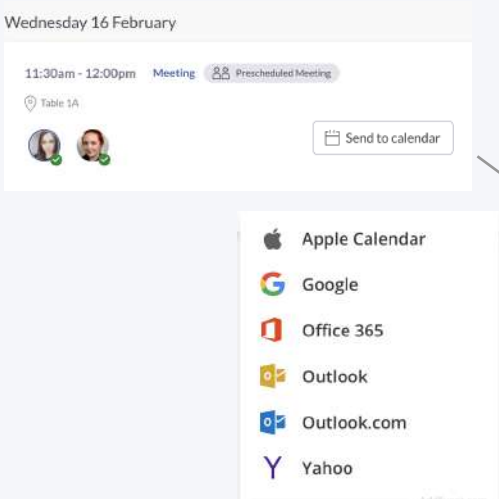
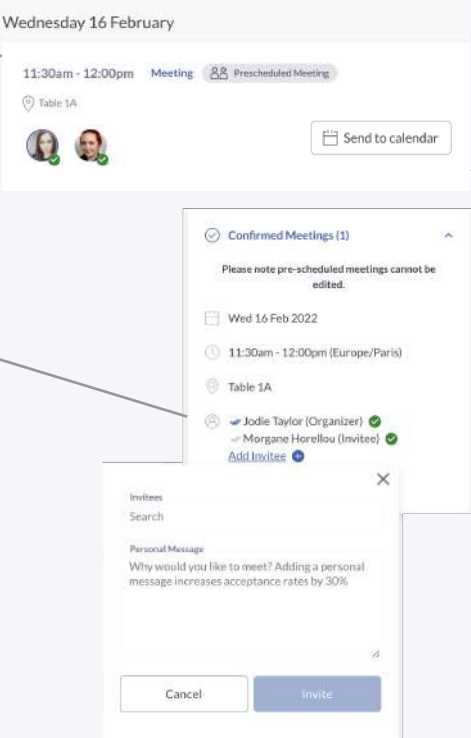
Once meetings are finalised you will be able to add shares or additional participants. go to “My Schedule” and select the meeting you want to add too.

- Invite

Once you have selected the meeting you wish to add too, you can click “Add Invitee”, simply search for their name and send them the invitation.

- Respond

The invitee will then be sent the meeting invitation which will show in their schedule, and they can accept or decline this invitation.



- Adding Agenda to your personal Schedule

Once the meetings are finalised, you will be able to send your VIP schedule to your personal calendar

- My Schedule

Go to “My Schedule” and for your pre-scheduled meetings, you will see a “Send to Calendar” button.

- Send to Calendar

Use the button to select your calendar of choice, and once you have recieved this invite in your personal inbox you will be able to save it!