2024 NABIP ANNUAL CONVENTION APP INSTRUCTIONS FOR ATTENDEES

Welcome to the NABIP Annual Convention! We're pleased to offer a fun way to interact with your fellow conference attendees and our wonderful sponsors. Once you have downloaded the Convention app to your phone, here are some instructions on how to navigate within the app.

Login

When you first open the app, you will be asked to log in with your email and password. Please use the email address with which you registered for the conference. For the password, please use nabip2024

My Profile

You can edit your information by going to My Profile. You will also see any photos you have shared in the app. You can upload a profile picture by tapping on the camera icon. Click the Pencil icon to edit your information. If you are trying to share your contact info with another attendee or exhibitor, tap on the QR code below your profile picture to open it. Your QR code can now be scanned by the app. Note that the attendee or exhibitor attempting to scan will need to use Scan QR/Contacts menu option to perform the scan.

Activity Feed

The Activity Feed is where you can post comments and photos from the event. Be sure to visit here regularly to keep up on what is going on!

Agenda

When you are ready to decide which sessions you want to attend, head over to the Agenda.

Find Your Session - There are several ways to find a session. The first is to simply browse the Agenda. Each day of the event will be broken out across the top. Scroll down the list to see all the sessions for the selected day. You can also find sessions by filtering the Agenda. Click the search icon in the page header. First, select your filter. Then, select the value to filter on. The session list will automatically update with sessions that match your filter. If you are not sure if a session is the one you want, you can tap on it to view the session's details.

- **Join a Session** - When you have found a session you want to join, tap the "plus" button on the right of the session. Alternatively, you can tap the "Join Session" button while viewing a session's details.

My Timeline

When you need to see what you have planned next, go to My Timeline. You will be able to find all of the sessions you have joined as well as any training or custom appointments. Tap on a session or appointment to view its details. Your event may include a direct link to My Timeline. If you do not see one, you can also access My Timeline by going to the Agenda and tapping on the "clock" icon in the top right corner.

Attendees

Trying to reach out to a colleague at the event? Use the Attendees option to look them up! You can use the mail icon in the top right of an attendee's profile to send them a message in the app. All of the attendees' photos which have been shared through the app will be available below their profile picture.

- **Search Attendees** - You can scroll through the entire list of attendees to find the colleague you are looking for, or you can search for them by using the Search bar at the top.

- **Scanner** - When you want to exchange contact info or scan a Golden QR Code for points, use the Scan Booth QR/Scan Contacts menu option. Your camera will be activated, and you will be able to scan another attendee's QR code. If they are having trouble finding their QR code, they can find it in My Profile. Once they tap on it in the top right corner of their profile picture, their code can be scanned. Their information will be saved in the app's Contacts.