

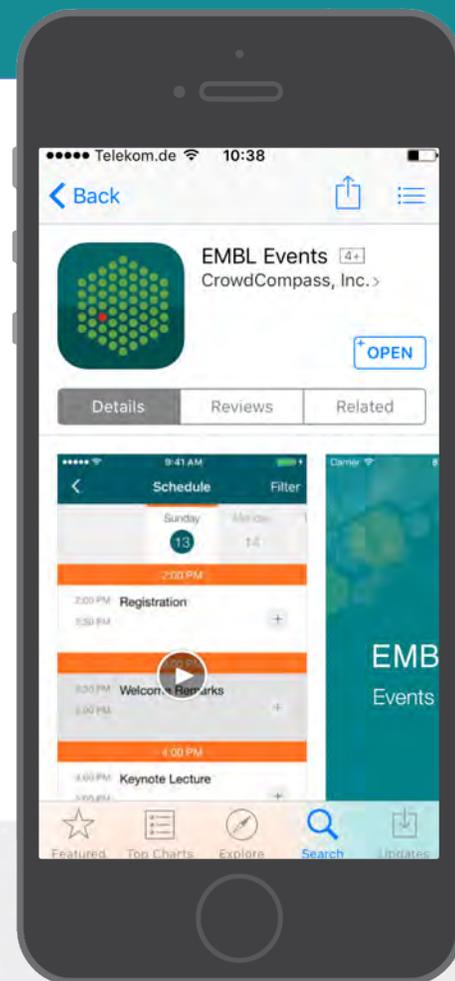
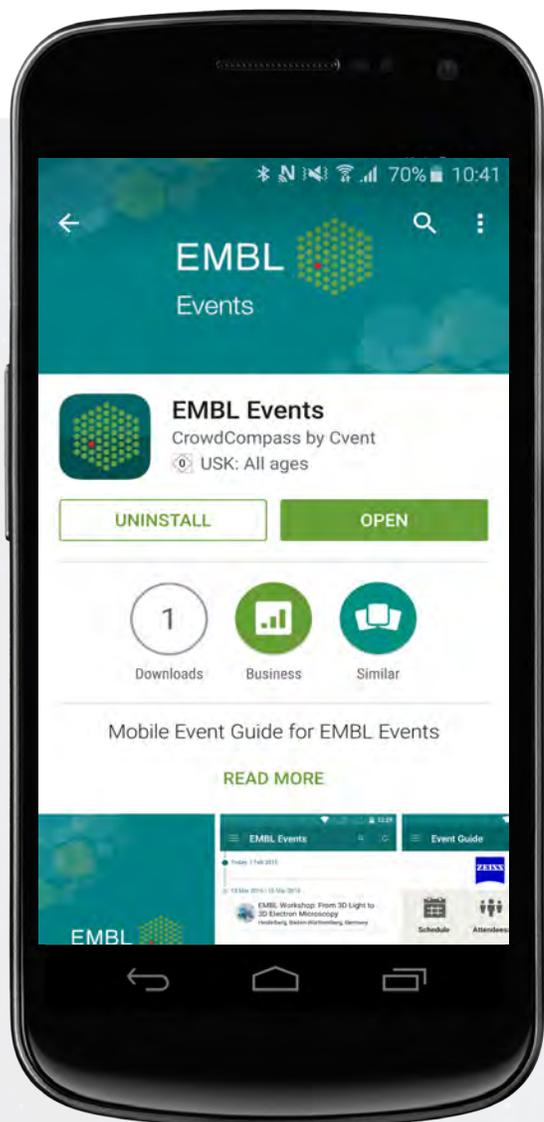
Downloading the App

Get the app

1 Go the right store. Access the App Store on iOS devices and the Play Store on Android.

2 Install the app. Search for EMBL Events or the name of the event. Once you've found the app, tap either **Download** or **Install**.

If you are registered for an event, follow the instructions you received via email (usually 1 week before event starts).



Or scan the QR code

1 Open your QR code app. Scan the QR code below and you will be directed to the EMBL Events app.

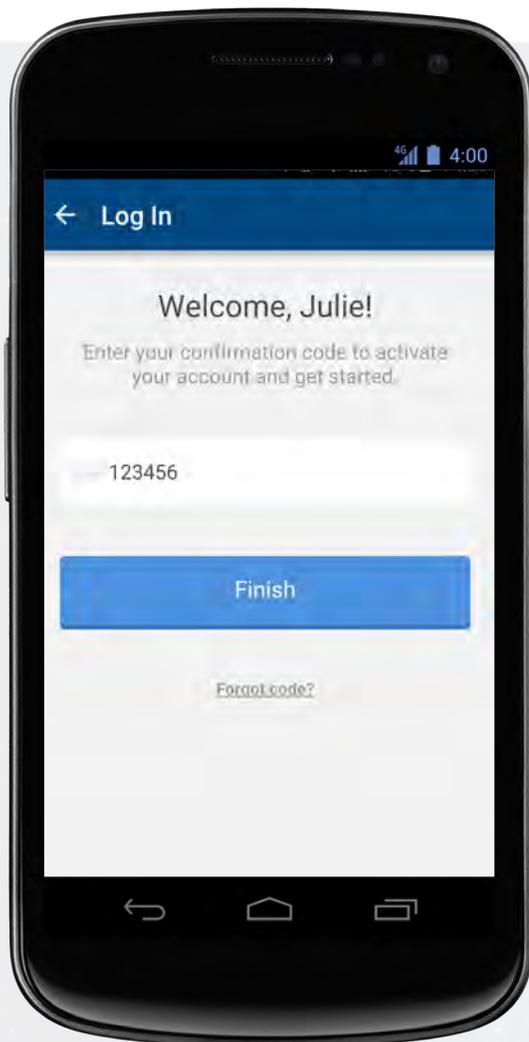


Logging In Via Invitation

Download the App

1 Find your Invitation. Check your email for an invitation message from EMBLEvents.

2 Download the App. Click **Download the App** to be taken to the App Store. Click **Download** and wait for the app to install on your device.



Verify Your Account

1 Return to your Invitation. Once the app has finished installing, open your invitation email again.

Click **Verify Account**.

2 Confirm your Verification. Click **Open App** to complete the verification via your brand new mobile app.

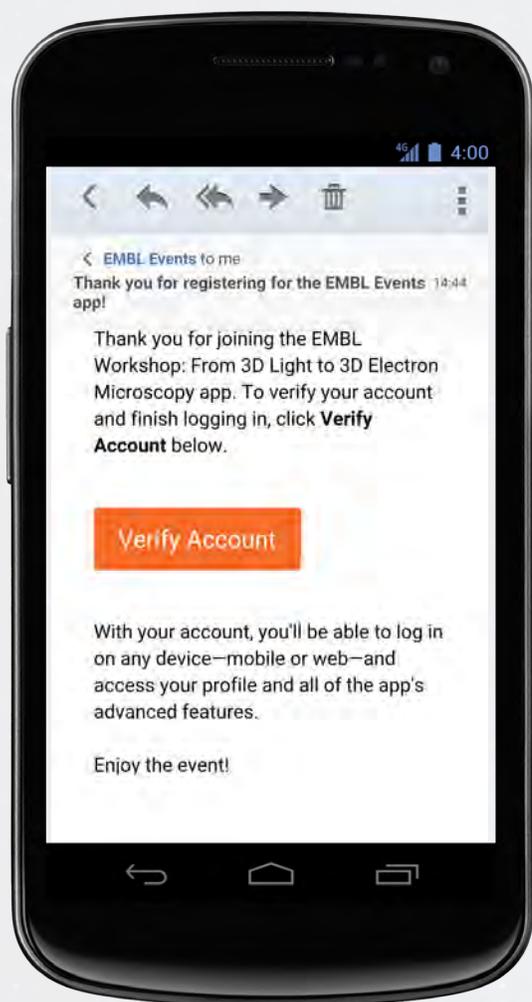
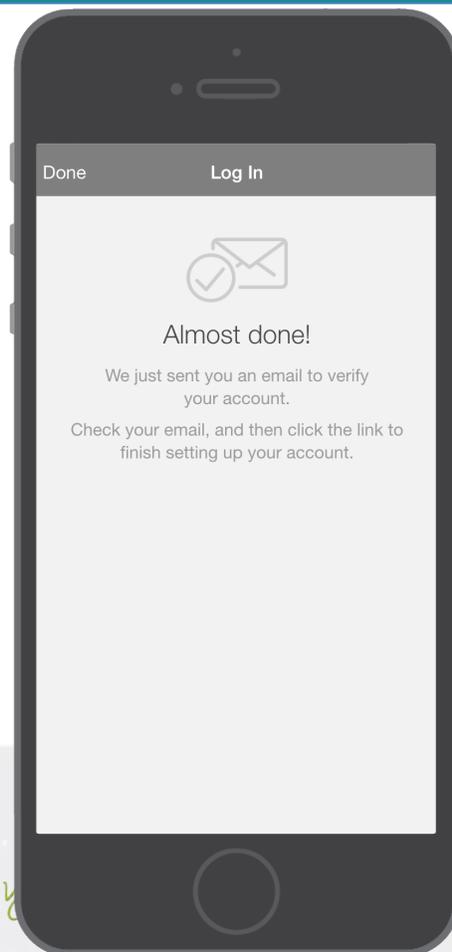
On the next page, you'll see your confirmation code has already been carried over, all you have to do is click **Finish!**

Logging In Via the App

Get the Email

1 Download the App. Find your event's app on the app store and click **Download**. Once it installs on your device, tap its icon on your device's homescreen and click on the menu icon on the top left, then login.

2 Enter your details. Enter your first and last name where prompted, then tap **Next**. Enter an email address where you'd like your verification email sent, then tap **Next** one more time and you should receive an email.



Verify Your Account

1 Return to your Invitation. Exit the app and open your verification email.

Click **Verify Account**.

2 Activate your account. Click **Open App** to complete the verification via your mobile app.

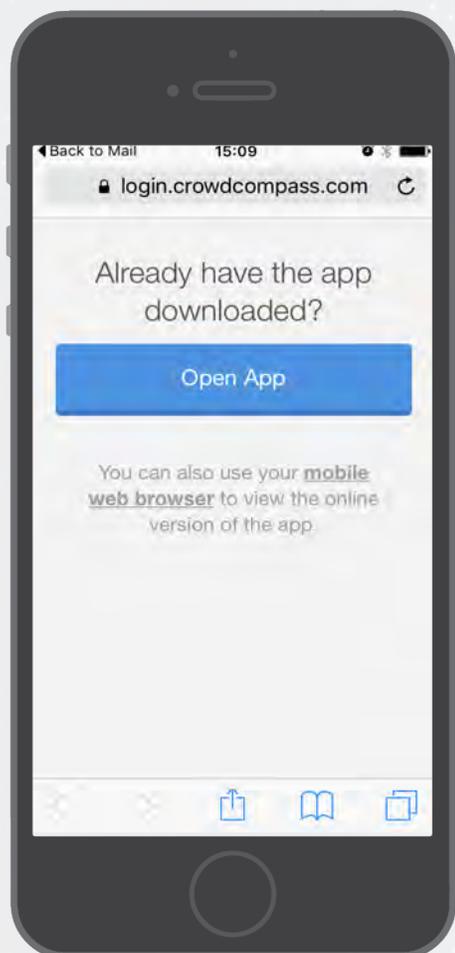
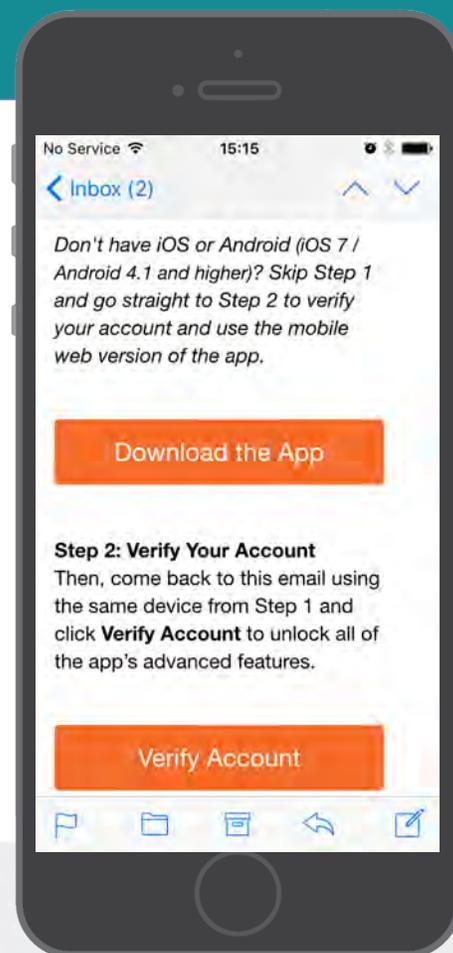
On the next page, you'll see your confirmation code has already been carried over, all you have to do is click **Finish!**

Logging In - Weblink

Navigate to the weblink

1 Find your Invitation. If you are using a Blackberry, a Windows device, or you don't have iOS 7 and higher, or Android 4.1 and higher, you can still access the information via a weblink! Check your email for an invitation message from EMBLEvents.

2 Skip Step 1, go to Step 2. Verify your account by clicking the orange Verify Account button.



Verify Your Account

1 Click on Mobile Web Browser. To view the online version on the event

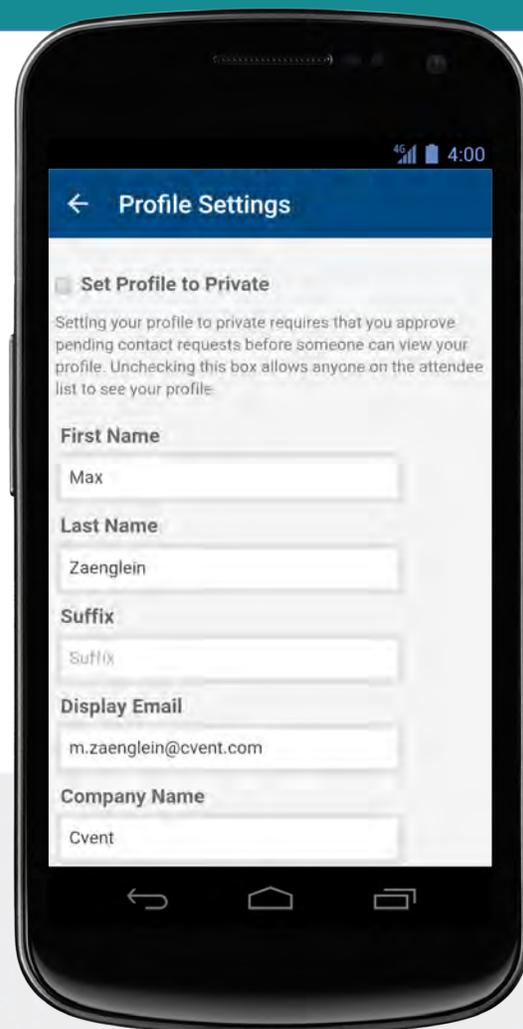
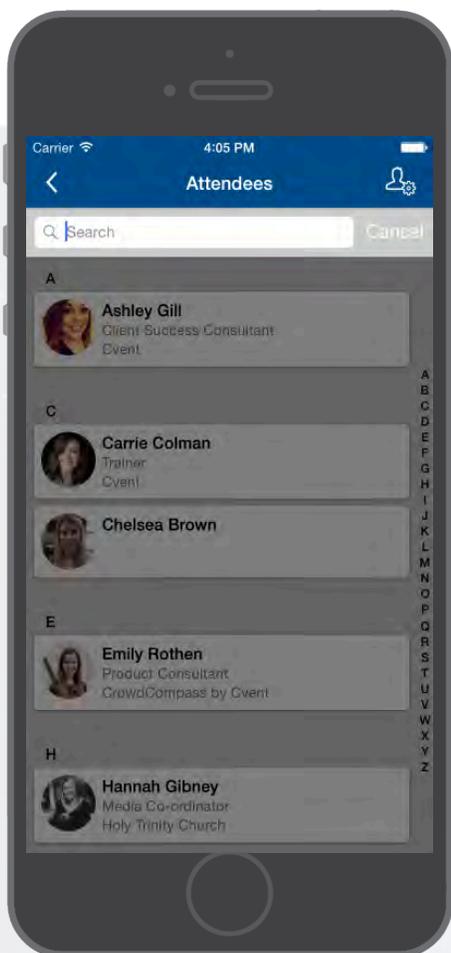
2 Confirm your Verification. On the next page, you'll see your confirmation code has already been carried over, all you have to do is click **Finish!**

Marketing Yourself

Build Your Profile

1 Access your profile settings. After logging in, tap the menu icon in the top left, then tap your name at the top of the screen.

2 Tell us about you. Fill out the text fields to give other attendees a sense of who you are. You can write a short bio, provide your contact information, or direct people to your website or social media accounts.



Take it Public

1 Access your profile settings. If you don't mind fellow attendees seeing your profile, you can set it to public.

After logging in, tap the menu icon in the top left, then tap your name at the top of the screen.

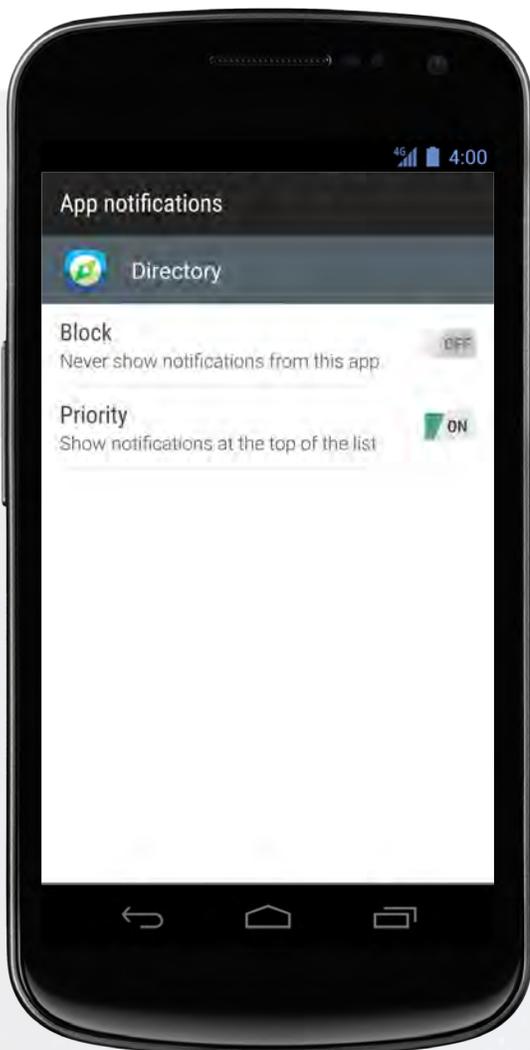
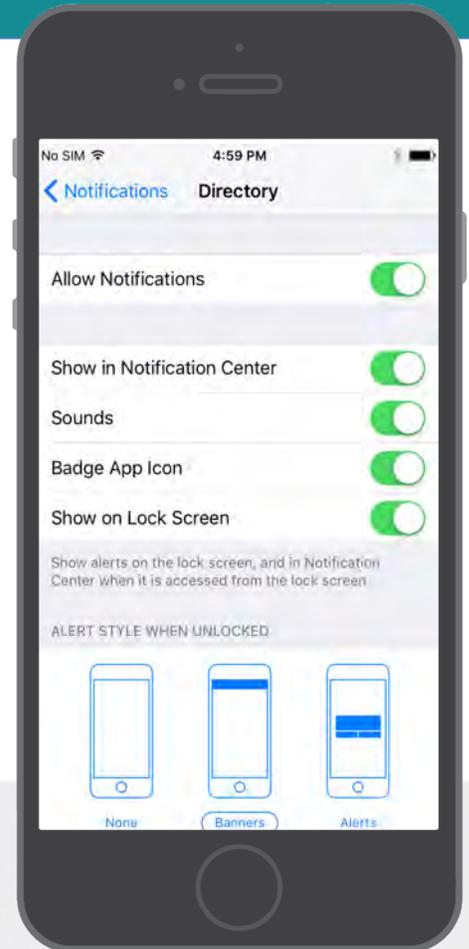
2 Uncheck the box. At the top of your Profile Settings, make sure that the box marked "Set Profile to Private" is unchecked.

Allowing Push Notifications

Allowing Notifications on iOS

1 Access the Notifications menu. From the home screen, tap **Settings**, then **Notifications**.

2 Turn on Notifications for the app. Find EMBL Events app on the list and tap its name. Switch Allow Notifications on.



Or Android

Note: Not all Android phones are the same. The directions below walk you through the most common OS, Android 5.0.

1 Access the Notification menu. Swipe down on the home screen, then click the gear in the top right. Tap **Sounds and notifications**.

2 Turn on Notifications for your event's App. Scroll down and tap **App notifications**. Find the EMBL Events app on the list. Switch notifications from off to on.

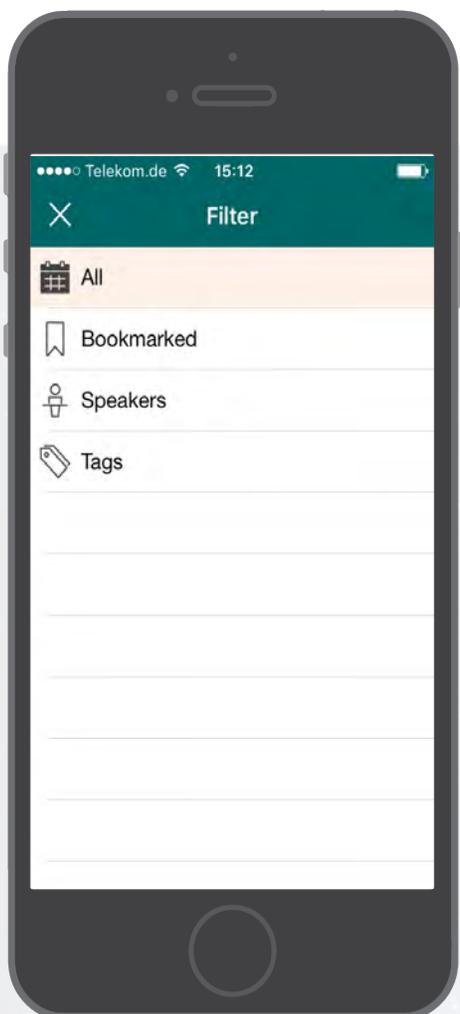
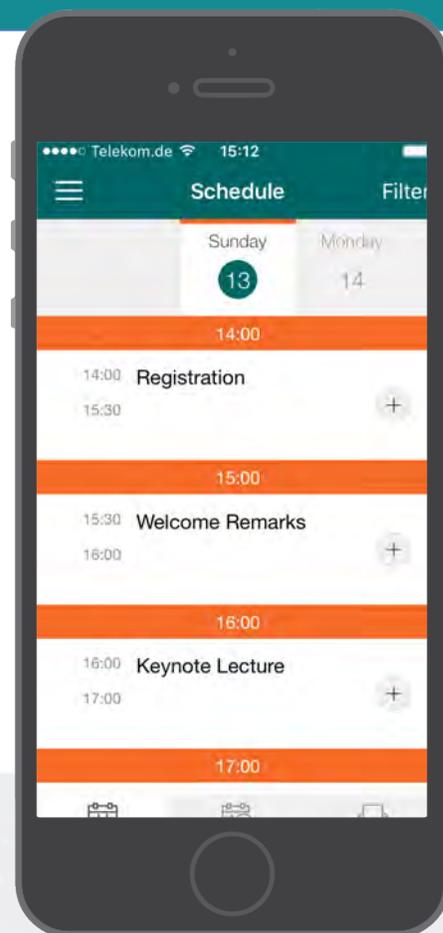
Navigating the Schedule

Browse Around

1 Open the Schedule. After logging in, tap the **Schedule** icon.

2 Browse the Calendar. Switch days by using the date selector at the top of the screen. Scroll up and down to see all the sessions on a particular day.

See something interesting? Tap the plus sign to the right of its name to add it to your personal schedule.



Or Filter and Search

1 Access the filter. Pick and choose what your schedule displays by tapping **Filter** in the top right corner of the screen.

2 Search for your content. You'll see a list of different types of content. Select one to filter by bookmarked sessions, speakers and tags.

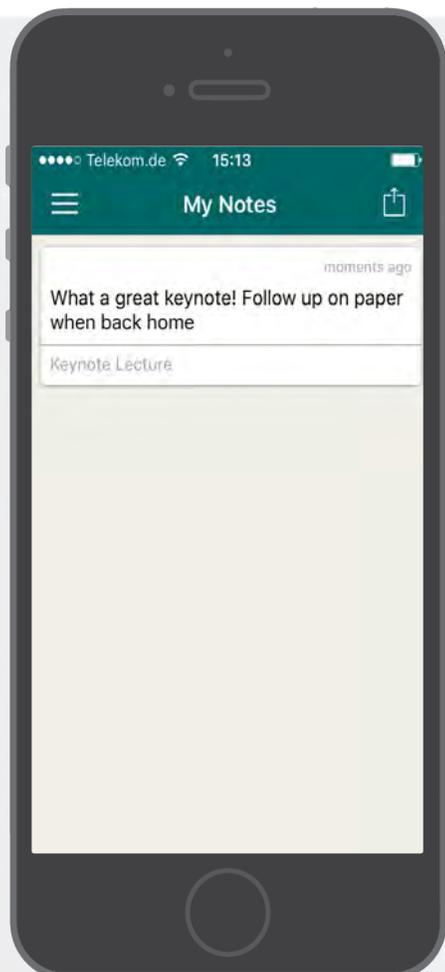
Creating Notes

Write Your Thoughts

1 Find your Event Item. After logging in, find the session, speaker, or attendee you'd like to create a note about by tapping on the appropriate icon in the Event Directory, then scrolling through the item list.

Once you've found the item you're looking for, tap on it..

2 Write your note. Tap the pencil icon to bring up a blank page and your keyboard. Enter your thoughts, observations, and ideas. Tap **Done** when you've finished.



Then Export Them

1 Navigate to My Notes. Tap the menu icon in the top left, then My Notes.

Here you'll find all the notes you've taken organized by session.

2 Choose where to send your notes. Tap the share icon in the top right and CrowdCompass will automatically generate a draft of an email that contains all your notes. All you have to do is enter an email address, then tap **Send**.

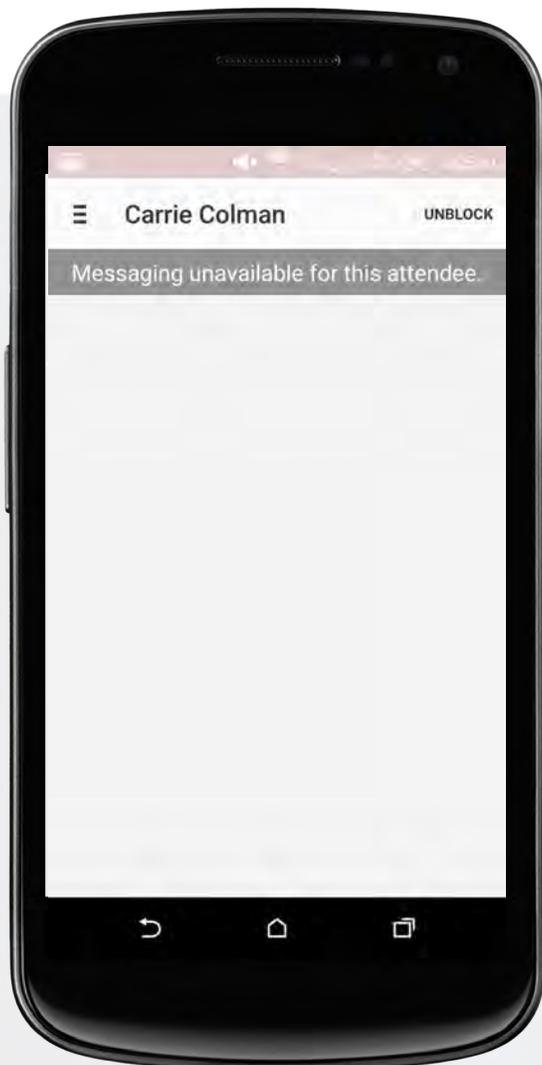
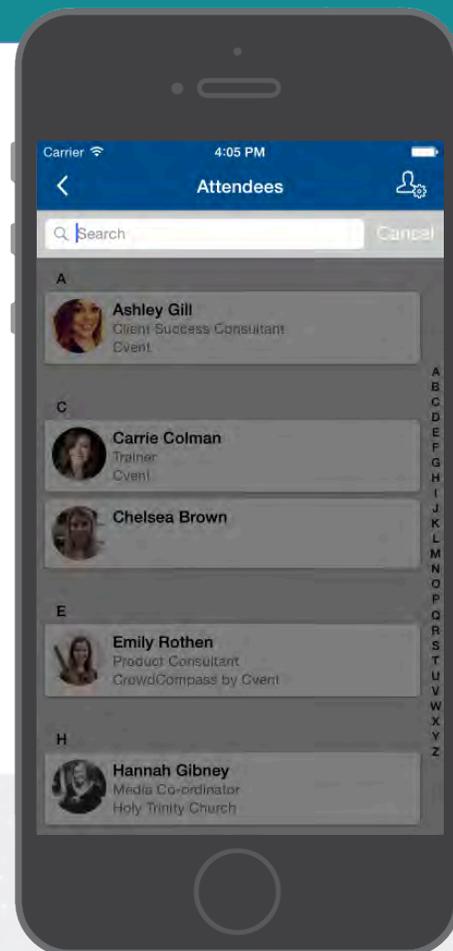
Messaging Attendees

Get to Chatting

1 Access the Attendee List. After logging in, tap the **Attendees** icon.

2 Send your message. Find the person you want to message by either scrolling through the list or using the search bar at the top of the screen.

Tap their name, then the chat icon to start texting. If you want to pick up a chat you previously started, tap the menu icon in the top left, then **My Messages**.



Or Be a Hermit

1 Access the Attendee List. Rather focus on the conference? Just as before, log in and tap the **Attendees** icon.

2 Block the person. Find the Chatty Cathy you're worried about by scrolling through the list or using the search bar at the top of the screen.

Tap their name, then the chat icon. But, don't type anything, instead tap **Block** in the top right.

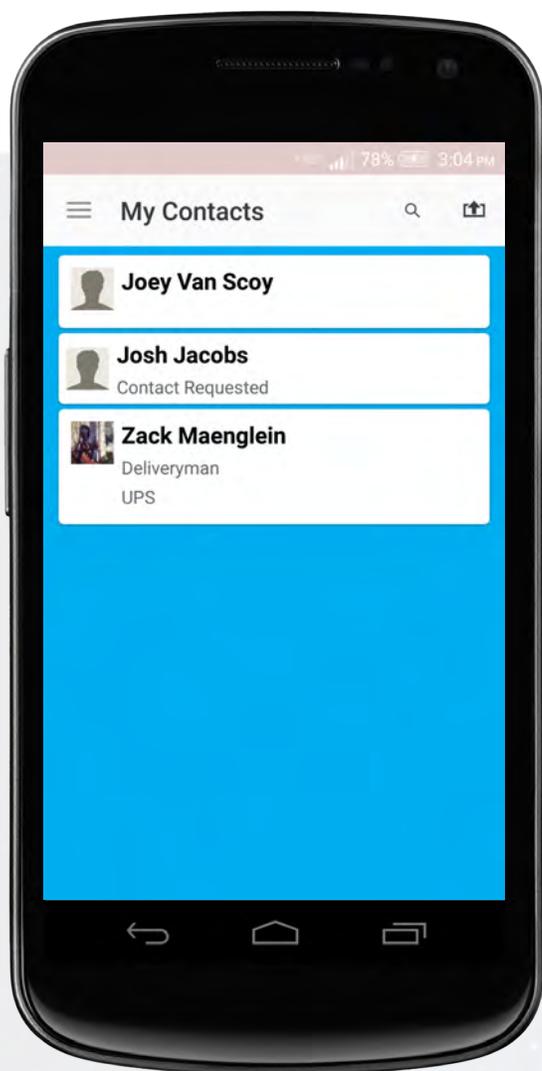
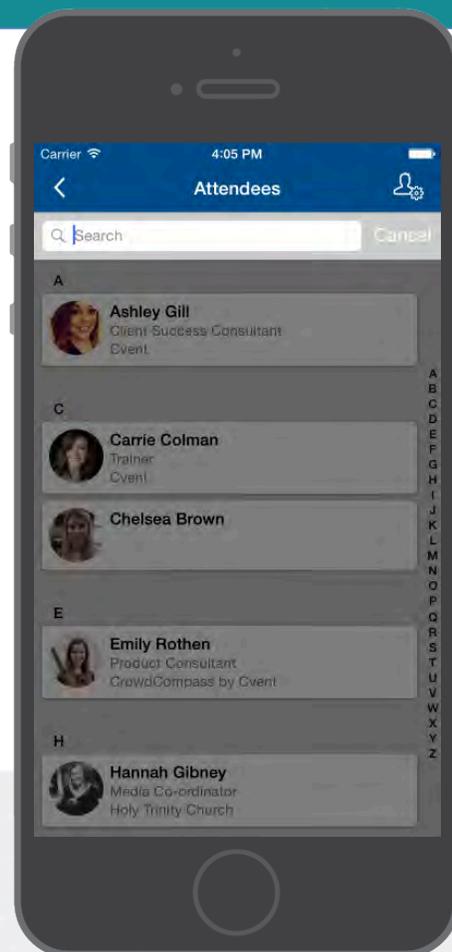
Networking

Share Your Info

1 Access the Attendee List. After logging in, tap the **Attendees** icon.

2 Send a request. Find the person you want to share your contact information by either scrolling through the list or using the search bar at the top of the screen.

Tap their name, then the plus icon to send a contact request. If they accept, the two of you will exchange info.



Continue the Convo

1 Access My Contacts. Tap the menu icon to open up the side navigation, then **My Contacts**. Here you'll find a list of all the attendees you've exchanged contact info with.

2 Connect outside the app. Find that interesting person you just met and tap their name.

You'll be taken to a page that shows all the social networks that attendee has linked to their CrowdCompass account. Tap any of their logos to connect to that attendee's page.

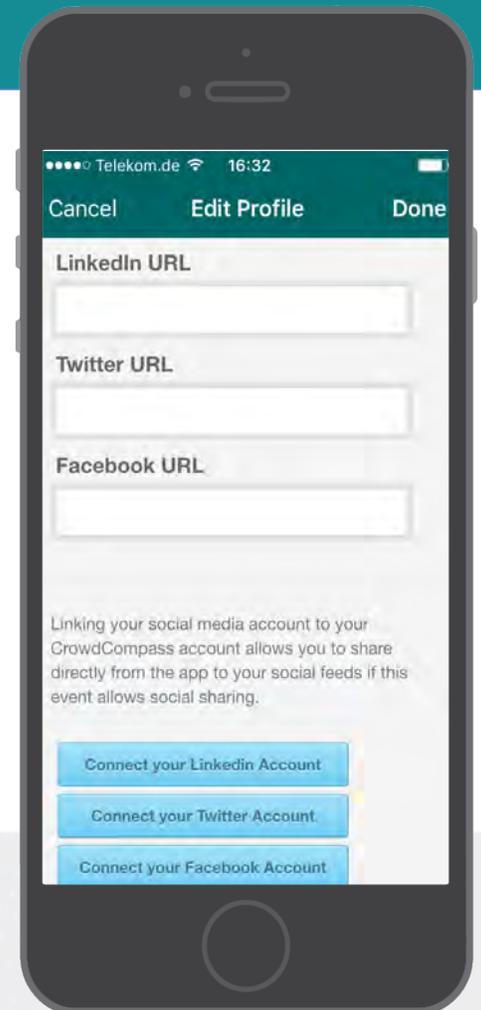
Sharing on Social Media

Connect your account

1 Access your profile settings. After logging in, tap the menu icon in the top left, then your name to access your profile settings.

2 Add social media accounts. Scroll down to find a set of buttons that you can use to connect to your accounts.

Tap the appropriate button, enter your username and password, and tap **Authorize app** or **Connect Account**.



Start posting

1 Access the Activity Feed. After logging in, tap the menu icon in the top left, then **My Items** and **Activity Feed**.

2 Post your creation. Tap the plus sign in the top right corner on the screen and choose whether you'd like to upload a photo or text to the activity feed. Activity feed is built into the app, and posts can only be seen by other event participants.

Once you've finished, you can use the Twitter and LinkedIn icons to select which accounts you want to share this on, then tap **Post**.

Just remember, no photos are to be taken of the posters!

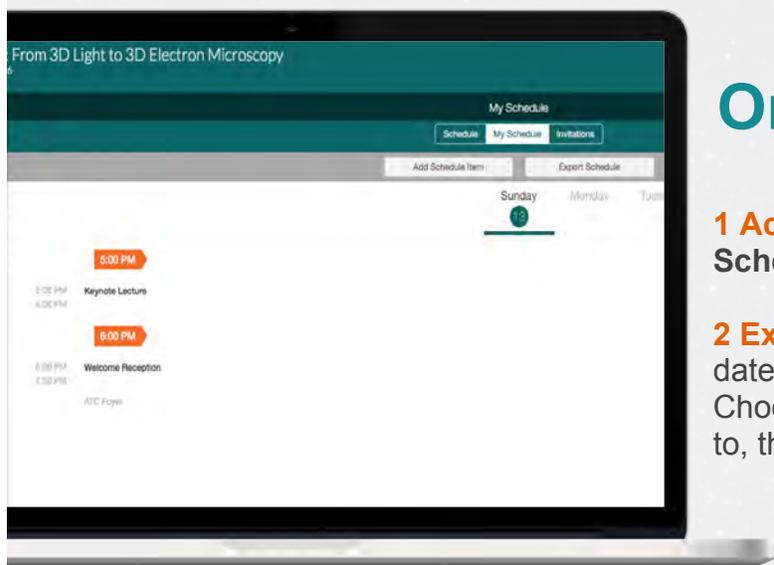
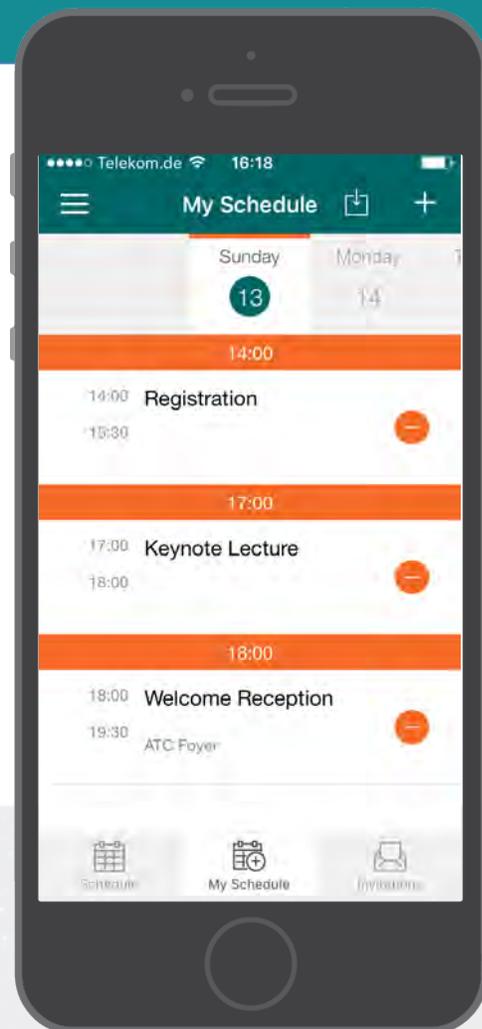
Exporting Your Schedule

Export in the App

1 Access your schedule. After logging in, tap the menu icon in the top left, then **My Schedule**.

Here you'll see a personalized calendar of the sessions you'll be attending. You can tap a session to see more details.

2 Export it. Tap the download icon at the top right of the screen. A confirmation screen will appear. Tap **Export** and your schedule will be added directly to your device's calendar.



Or Use the Weblink

1 Access your schedule. After logging in, click **My Schedule** under Event Extras on the left.

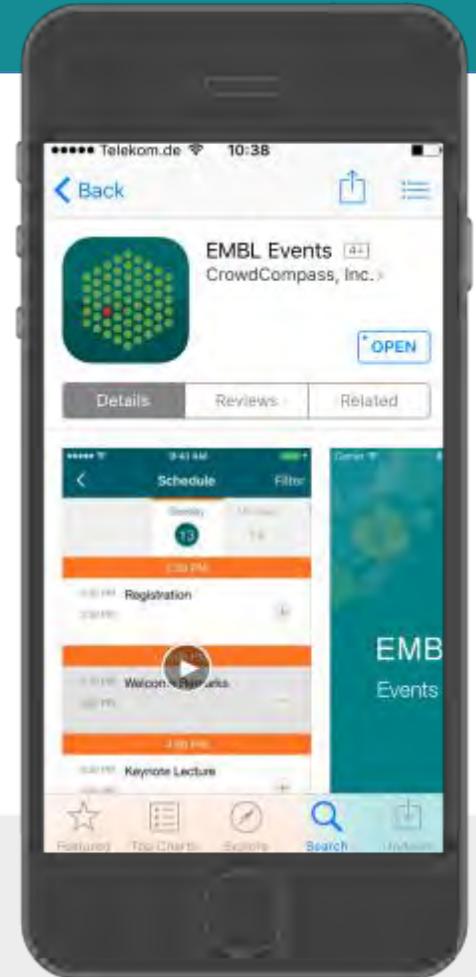
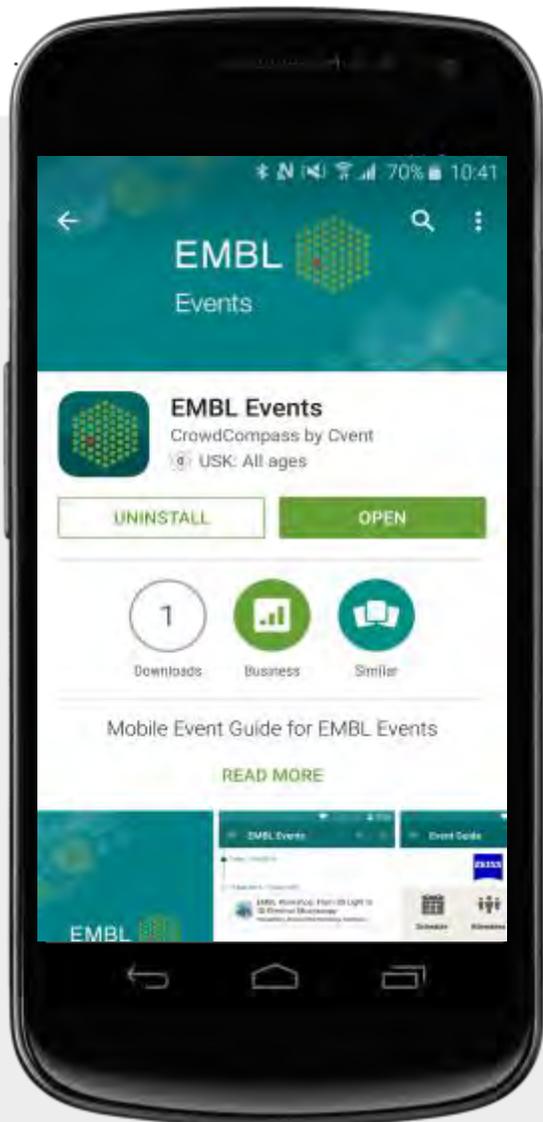
2 Export it. Click the **Export Schedule** button above the dates and to the right. A confirmation screen will appear. Choose which mailbox you'd like to export your schedule to, then click **OK**.

Who can access the app?

EMBL Events App Privacy

1 Anyone can download the app, but some information is blocked. We don't share your information with the public. Only the people who are attending the event will have access to the schedule, abstracts, attendees, notifications and detailed profile information

2 Install the app. You can check out general information about the event without having a login. Please check out what we have to offer at EMBL Events and be sure to attend a conference in the future! www.embl.org/events



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