



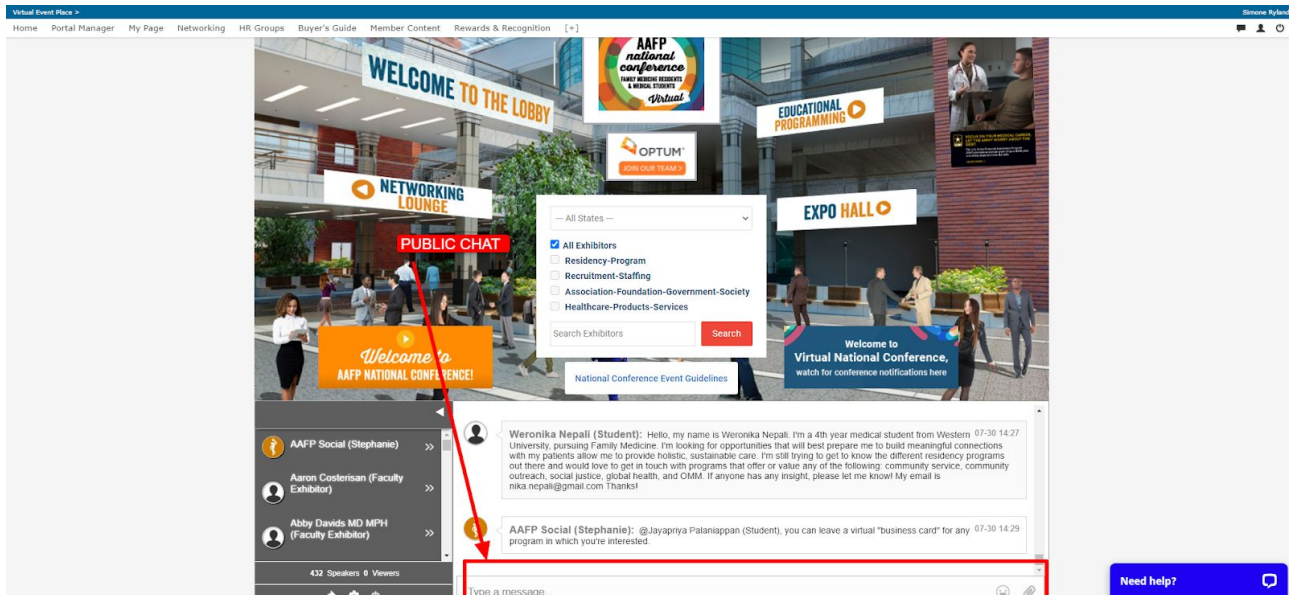
# HOW TO CHAT CHEAT SHEET

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## Chatting at the event:

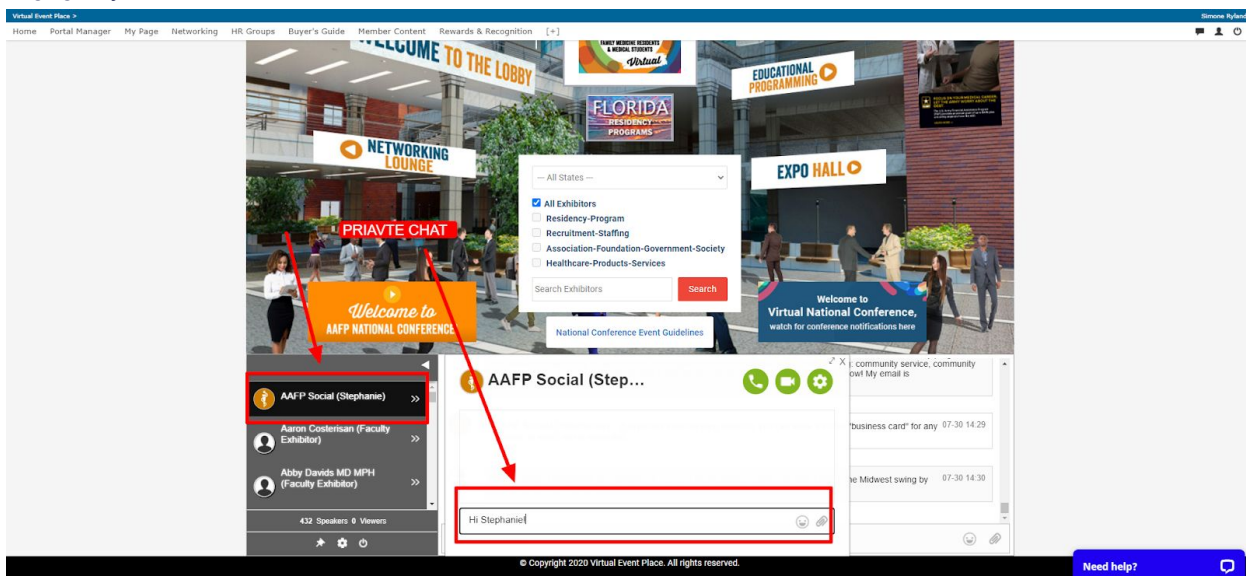
Chat is available in each area of the event, as well as each exhibitor booth. You can chat to everyone in the room using text, or have private one-on-one text, audio, or video chat! Here's how it works:

**Chat to all** - use the text bar at the bottom of the chat window to type a message. Simply hit send and your message will be public and visible to all.



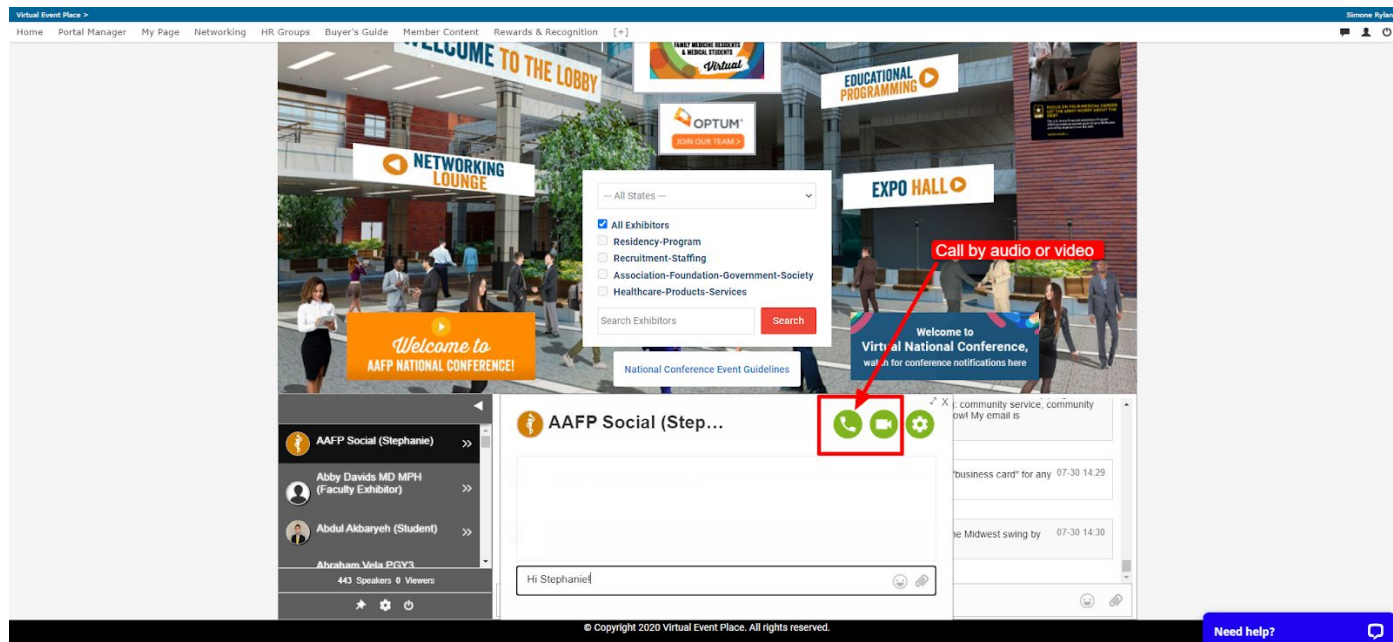
**TIP:** To tag someone in your message simply use the @ symbol to search for their name. The chat will automatically populate names of those who are in the same chat.

**Private text chat (1:1)** - To have a private text conversation select the person you would like to chat with from the right hand side of the screen. When you click their name a private message window will pop up. From here you can engage by text, audio, or video.



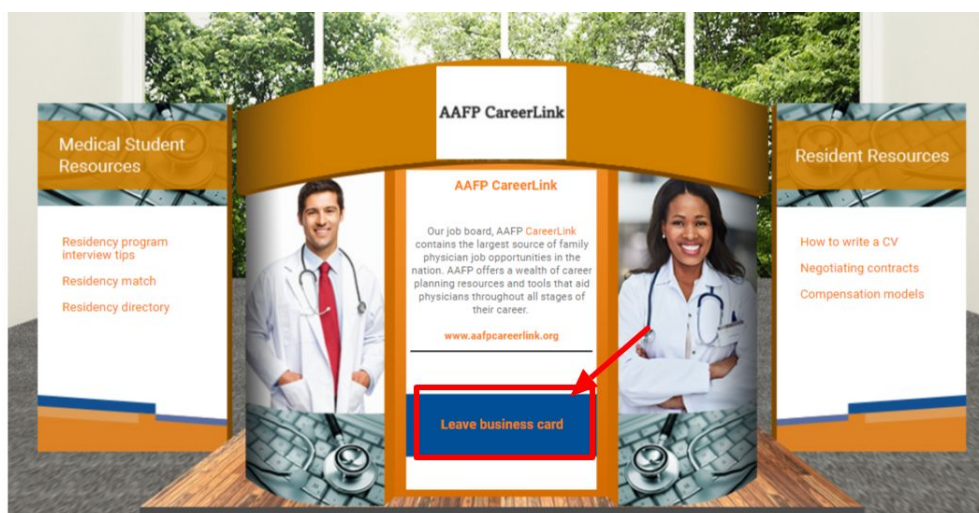
**Audio & Video calls:** To make a 1:1 audio or video call follow the steps above to pull up who you would like to connect with. Once you are in your private chat window you will be able to see a phone icon (voice only) and a video camera icon (video call). Click on the corresponding icon to initiate your call.

*TIP: Use the group or private text chat to confirm someone has time and is ready to connect by phone or video.*



### Don't have time to chat?

The event is full of great content and lots to do, and we could all use more time in the day! You can always drop off a business card at any time during the event. Simply navigate to the booth and click "leave a business card".



Once you click “leave a business card”, your profile information will automatically populate. Simply leave a message and hit send. The exhibitor will receive your information and be able to follow up! They will most likely reach out by email, as that will be the fastest way to connect.

### Need help?

If you have any questions, the Virtual Event Place has an online support chat tool managed by real people that can help you during show hours, or 9am-5pm EST during non-show hours.