

ALIGN APP GUIDE



GETTING THE APP

From either the Apple App Store for iOS devices or the Google Play Store for Android, search “BizLibrary ALIGN” and download. Once downloaded, please open the app and login.

You can also access a web version of the app by going to <https://eventmobi.com/align18/>

NAVIGATING THE APP

Login:

Login to the app to edit your attendee profile, save sessions to your agenda, take notes, save documents, play the ALIGN game, and participate in discussions. This will allow you a personalized app experience and allow BizLibrary to send you messages and updates throughout the conference.

Remember to complete your profile so others can search for you based on your interests, experiences, industry, and location.

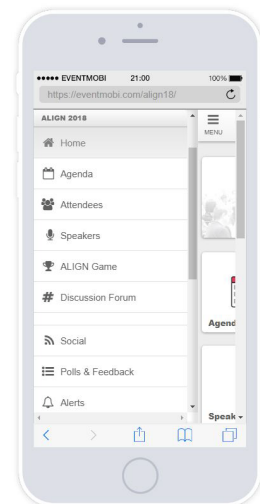
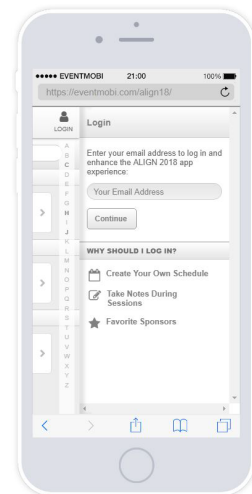
Event Feed:

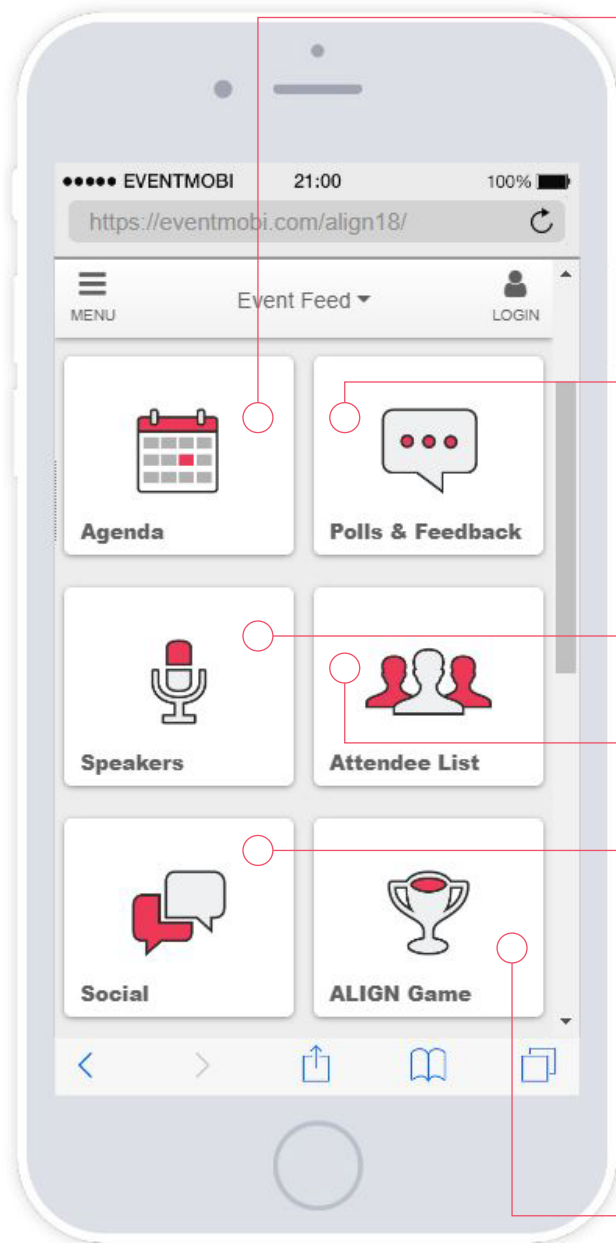
Here you can see any alerts from BizLibrary or messages from other attendees wanting to connect with you.

Menu:

Navigate throughout the app easily from the menu bar. The menu allows you to access a few items not on the homepage:

- *Search* – search the entire Event App by keyword.
- *Maps* – maps of the 4th and 18th floor, where the conference takes place.
- *Infobooth* – general information about the conference and our app provider, EventMobi.
- *App help* – turn on hints to help navigate the app.
- *Refresh* – force an app refresh.





Agenda:

See a detailed agenda with sessions, times, speakers, and room locations. You can choose to view the agenda by time or track. Some (but not all) sessions are tagged with tracks. Whereas there are no set tracks for ALIGN attendees, these are meant to help guide attendees who need help choosing sessions based on specific conference goals and needs.

- Click on "Add to Your Schedule" to add specific sessions to your personal schedule, which can be accessed from your profile in the top right-hand corner.
- Click on a specific session to access the session materials, take notes, and Tweet about the session.
- Fill out the feedback ratings from each session you attend to give the presenter valuable feedback on their presentation.
- Answer live poll questions during the presentation.

Polls and Feedback:

This section will be used for keynote and general session feedback forms, as well as the overall ALIGN evaluation at the end of the conference. For breakout sessions with live polling, you can access polls here during the presentation.

Speakers:

View a complete list of the conference speakers' biographies and sessions. Add a specific speaker's session to your agenda from this page.

Attendee List:

View the complete list of attendees. Click on "Search This Section" to search attendee profiles by keywords to find others for networking. Message other attendees with a direct message to collaborate and connect. Don't forget to click on social buttons to connect on social media!

Social:

Connect with BizLibrary via social platforms and see what others have posted with #ALIGN18. Don't forget to link the app to your own accounts so you can Tweet about your favorite sessions and takeaways.

ALIGN Game:

Everybody loves a little competition! Win points by gaining and entering passcodes throughout the conference in the ALIGN game. Prizes will be awarded Wednesday morning to the top three players. To play, complete each challenge by entering the secret passcode (given to you by a person or at a location) to receive points. The leaderboard, and your standing, can be seen at the bottom of the app home screen.

Discussion Forum:

Network with other attendees by joining in on the discussion! Various channels will be available for attendees to discuss, connect, and collaborate on specific topics throughout the conference. See the most recent discussions at the bottom of your home screen or use the menu to view everything being discussed by clicking on Discussion Forum.

