

Nov. 30 - Dec. 4, 2020

# BUILDINGSWEEK

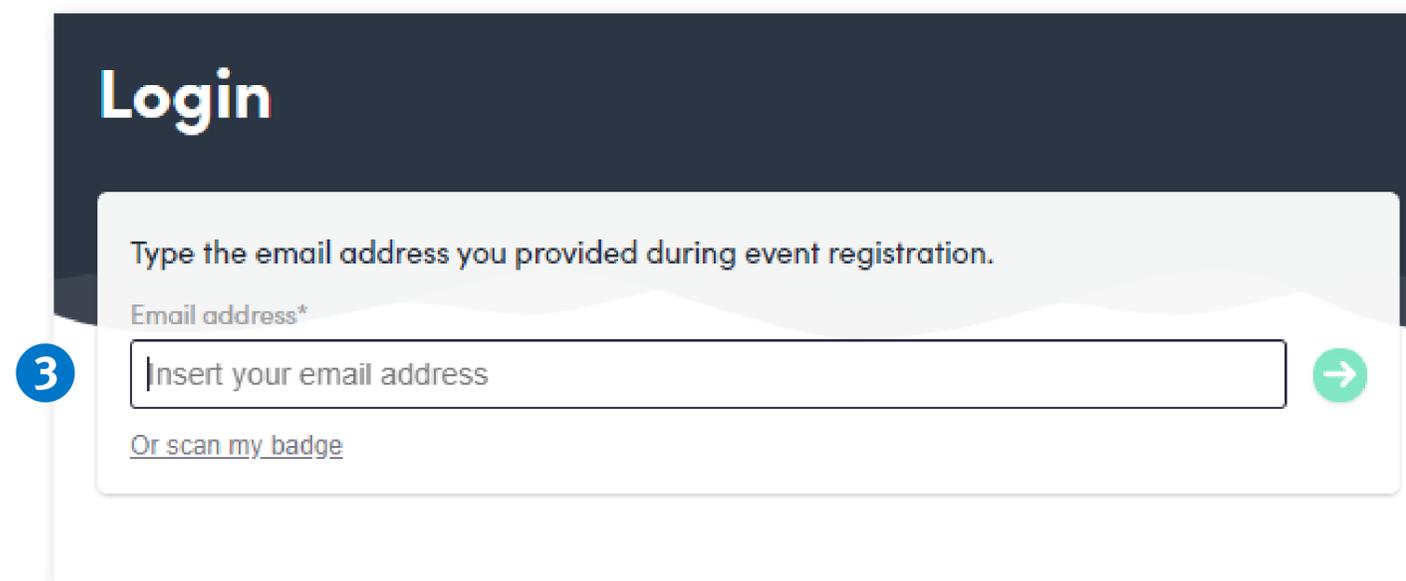
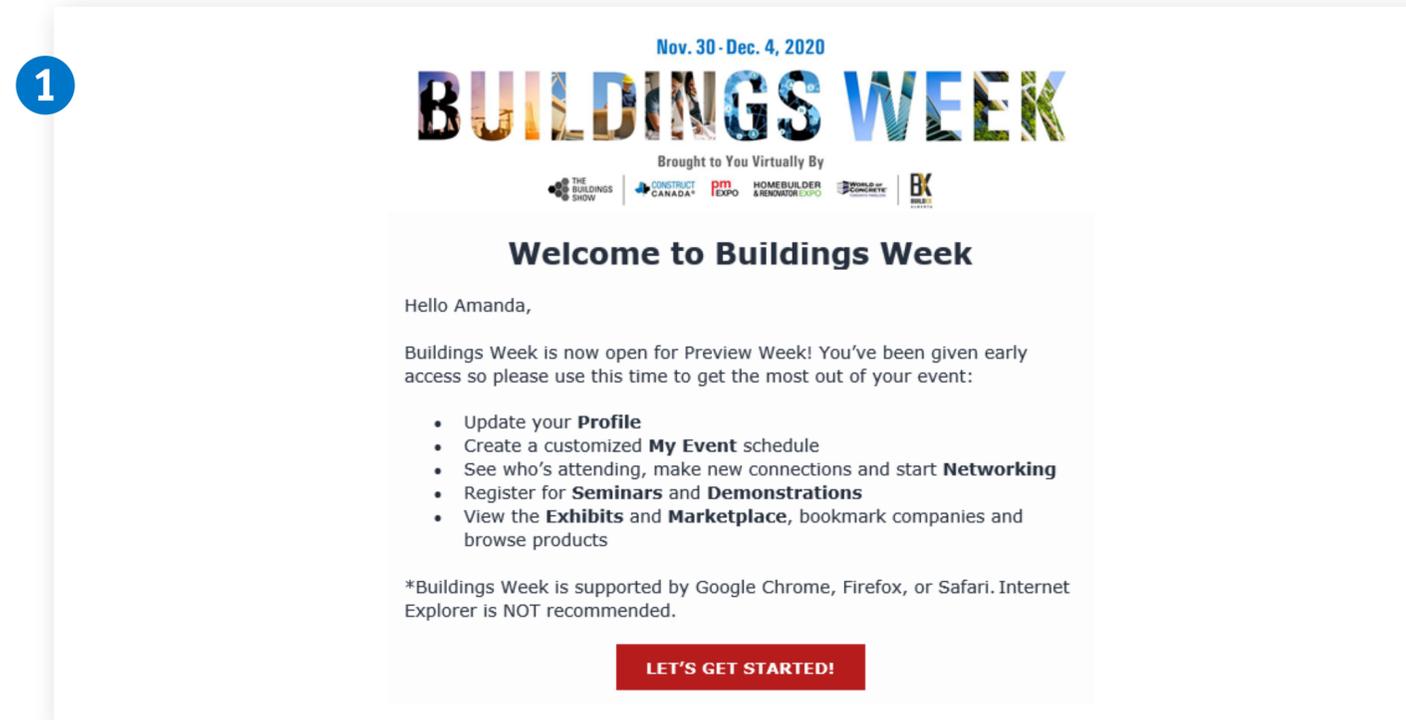
# Attendee Quick Start Guide

Brought to You Virtually By



# LOGIN

- 1 You should have received an email from [noreply@swapard.com](mailto:noreply@swapard.com) with a button directing you to the Buildings Week login page. If you do not see this email in your inbox, please check your junk mail folder.
- 2 Alternatively, you can use <https://buildingscanada.login.swapcard.com/> to connect directly.
- 3 Use the e-mail address you used to register. You will be prompted to create a password upon login.



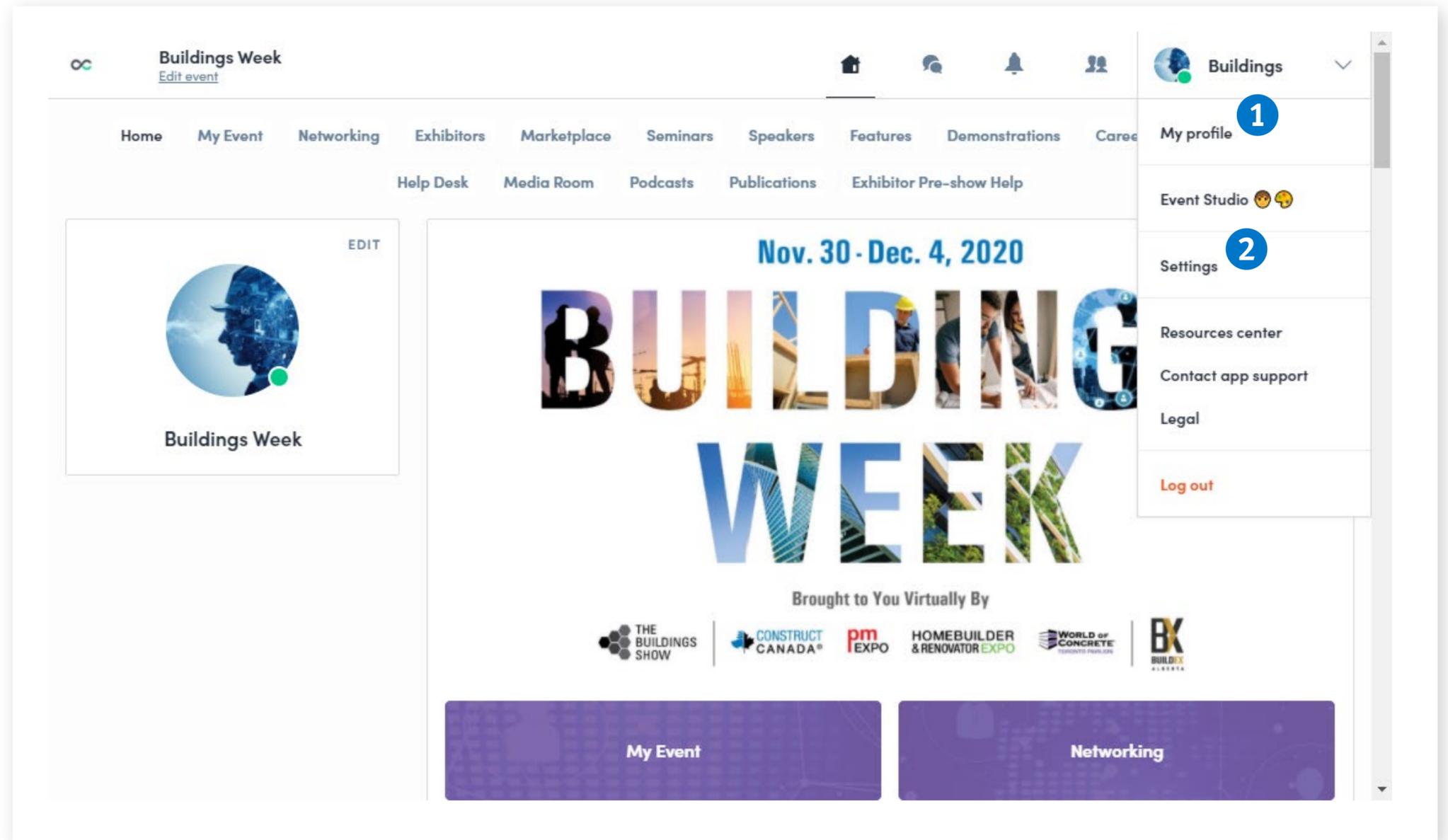
## HOME MENU

- 1 On the homepage you can access all areas of the event using the different buttons or the tabs at the top of the page.
- 2 You can return to the homepage at any time by clicking the house icon in the top right navigation bar, or the **Home** tab at any time.

The screenshot shows the event homepage for Buildings Week. At the top left, a '1' callout points to the event title 'Buildings Week' and the 'Edit event' link. At the top right, a '2' callout points to the home icon in the navigation bar. Below the navigation bar, a '2' callout points to the 'Home' tab. The main content area features a 'Buildings Week' event card with an 'EDIT' button, a central banner for the event dates (Nov. 30 - Dec. 4, 2020) and title, and two purple buttons for 'My Event' and 'Networking'. To the right is a promotional banner for Master Builders Solutions with event details.

## YOUR PROFILE

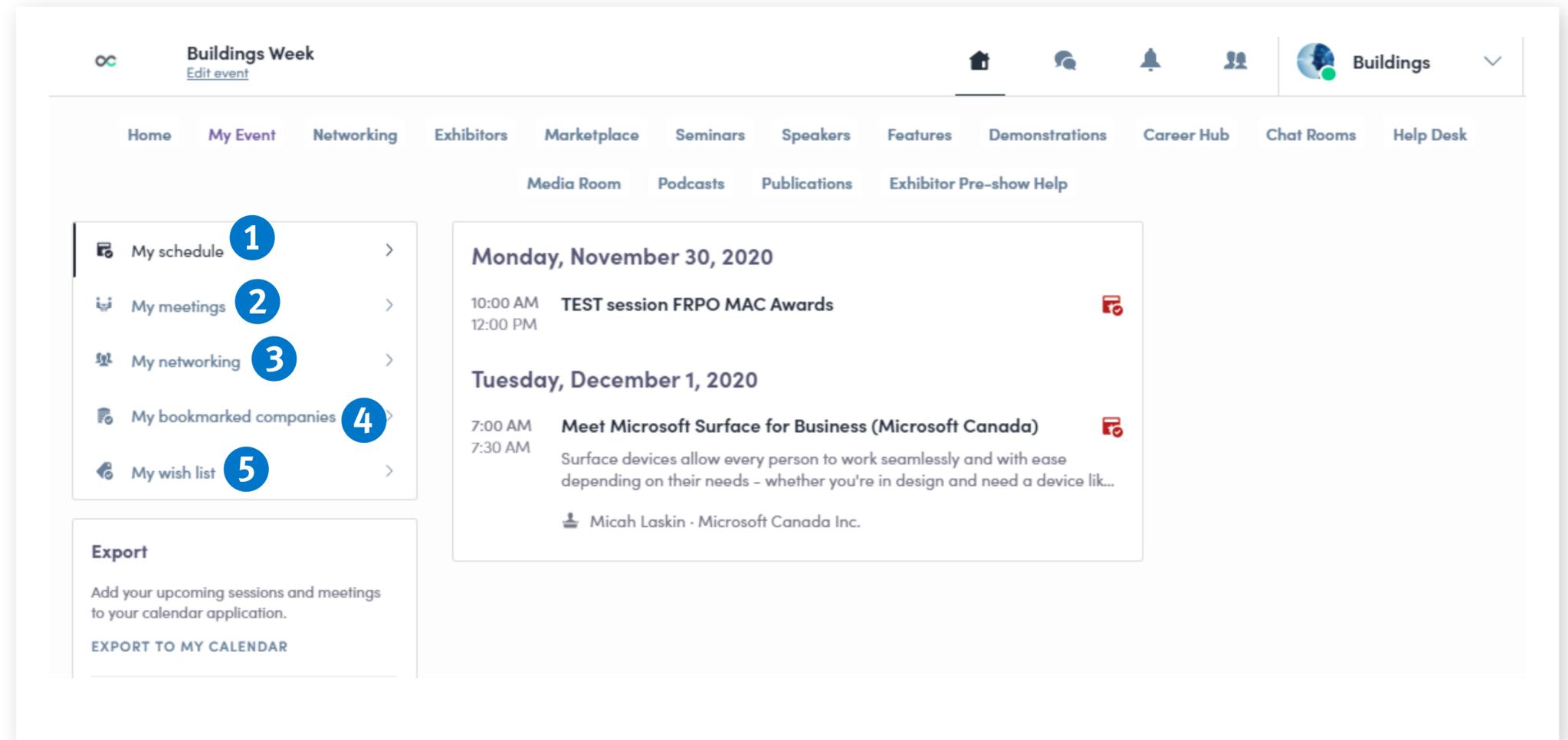
- 1 On the top right of the page is your participant profile. Click on your name, and then click **“My Profile”**. Here you can edit your skills, bio and contact information.
- 2 Under your participant profile you can also change your preferences by clicking **“Settings”**. Here you can manage your notifications and emails sent from the platform. This is also where you can change your password.



Remember the more complete your profile is, the better your networking experience will be.

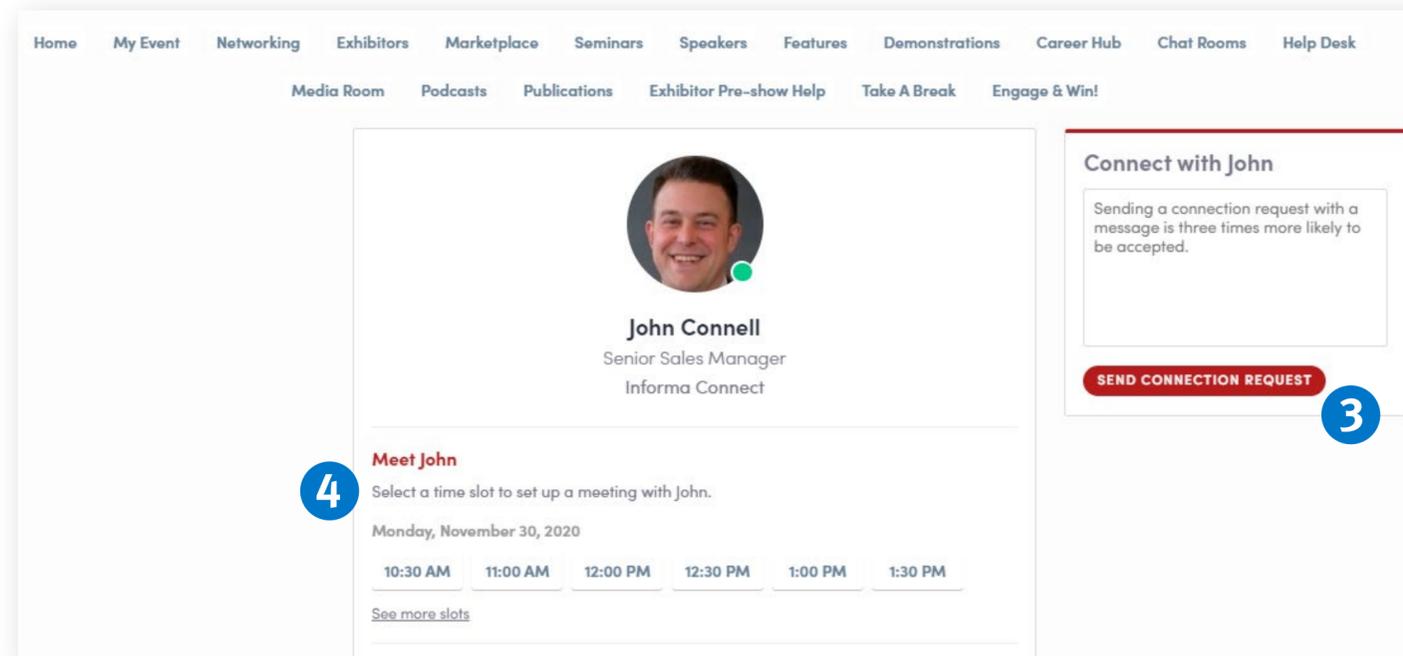
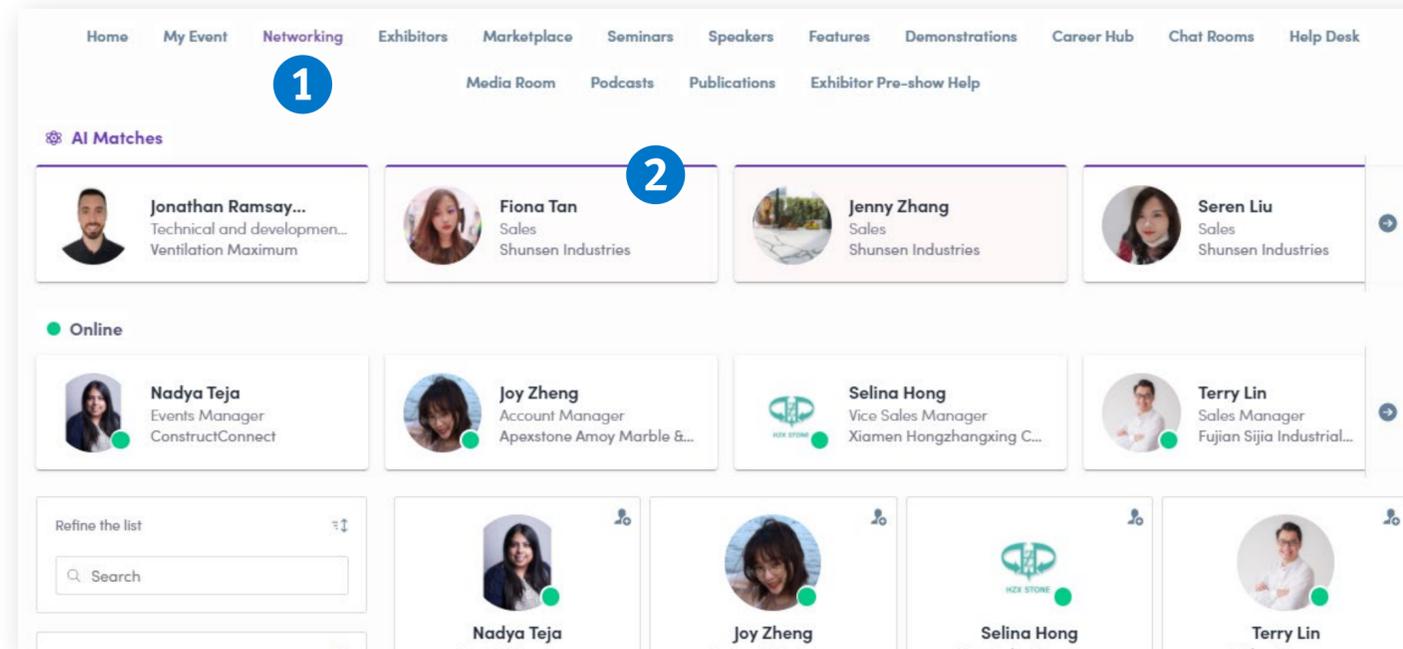
### MY EVENT

- 1 Find your personalized agenda with the activities you have registered for and your confirmed meetings in **My schedule**.
- 2 The **My meetings** section allows you to manage your meeting availability.
- 3 **My networking** gives you access to the list of people with whom you have interacted.
- 4 Find your **bookmarked companies** in the next tab.
- 5 Find your bookmarked products in the final **wishlist tab**.



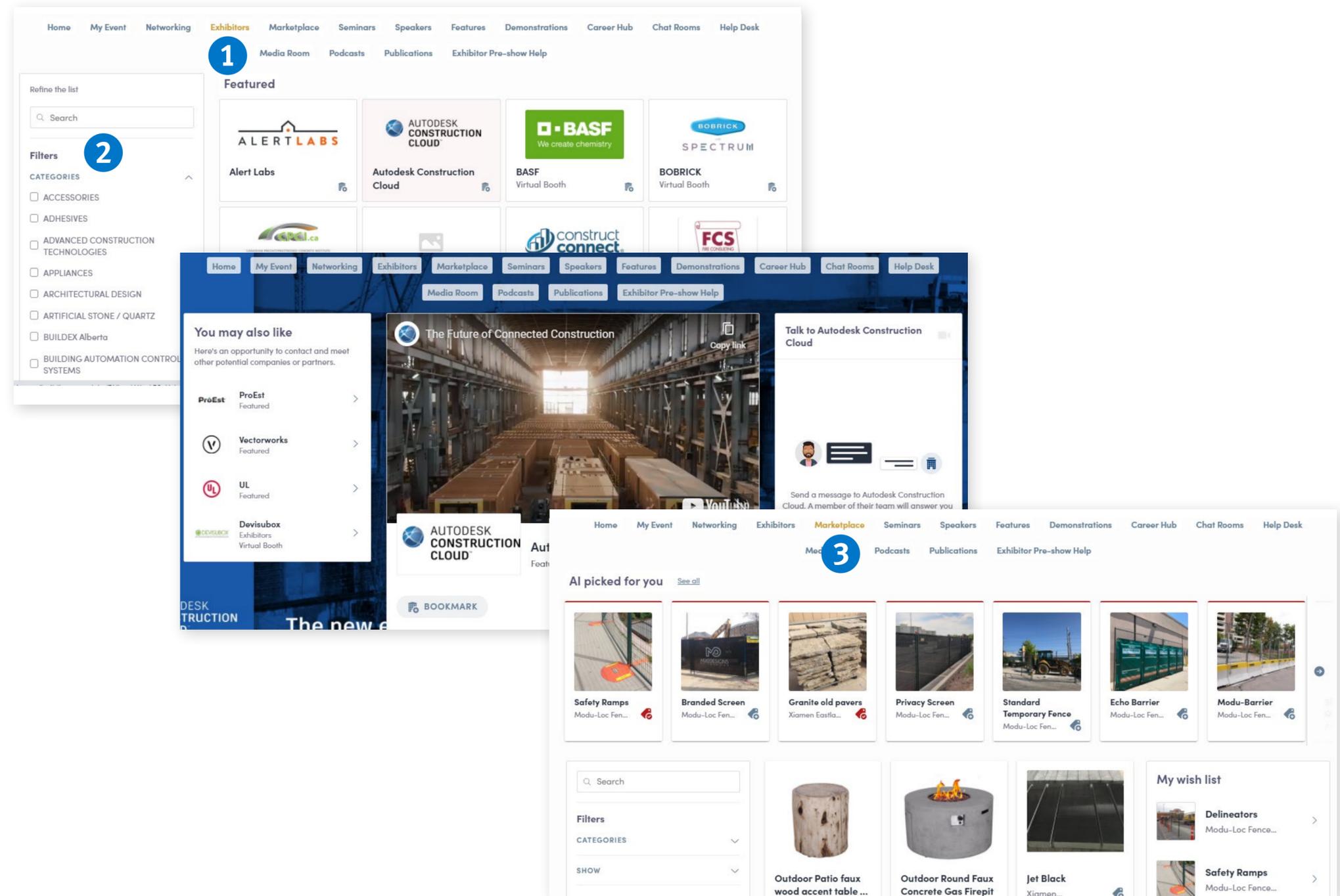
# NETWORKING

- 1 Build connections & network with other attendees by clicking the **Networking tab**.
- 2 Find out more by clicking into specific attendee profiles.
- 3 Send a **Connection Request** to chat and network easily with your peers.
- 4 Schedule appointments for your e-meetings.



# EXHIBITORS & MARKETPLACE

- 1 Connect with exhibiting companies in their virtual booths by clicking on the **Exhibitor tab**.
- 2 Filter companies by show or by category. Chat and connect with exhibitors, schedule an appointment to e-meet and view products/services.
- 3 View and search products by clicking the **Marketplace tab**.



# SEMINARS & SPEAKERS

- 1 Find the sessions you registered for under the **“My Event”** tab at the top of the page. This is where you click-in and enter your seminar.
- 2 Browse all Buildings Week seminars under the **“Seminars”** tab at the top of the page.
- 3 To add additional seminars to your schedule — access and update your registration here: <https://www.microspec.com/reg/BW2020/>

This screenshot shows the 'My Event' page. The 'My Event' tab is highlighted with a circled '1'. The page displays a calendar view with seminars for Monday, November 30, 2020 (TEST session FRPO MAC Awards) and Tuesday, December 1, 2020 (Meet Microsoft Surface for Business (Microsoft Canada)).

This screenshot shows the 'Seminars' page. The 'Seminars' tab is highlighted with a circled '2'. The page displays a list of seminars with filters (SHOW, STREAM, PRICE) and a 'Your schedule' sidebar. The seminars listed include 'Building Facade Conditions: A Practical Evaluation Guide', 'Project Management: Project Management Bootcamp', and 'Stop Working For Free: How To Get Paid For Your Estimates'.

This screenshot shows the registration page. The 'New Registration' section offers options to 'Register Socially' (Connect with LinkedIn, Connect with Facebook, Sign in with Google) or 'register with your email address' (Register with your Email). The 'Already Registered?' section offers an 'Access My Registration' button and provides instructions on how to use the access link.

### SESSIONS

- 1 Once entering a session, you can view the seminar, description, speaker profiles, sponsors and other attendees.
- 2 On the right side of your screen you will see the **Live Discussion** board. Here you can toggle between the **Live Chat** and the **Question Tab** to interact in real-time.

The screenshot displays the event interface with a navigation menu at the top including Home, My Event, Networking, Exhibitors, Marketplace, Seminars, Speakers, Features, Demonstrations, Career Hub, Chat Rooms, and Help Desk. Below this is a secondary menu with Media Room, Podcasts, Publications, Exhibitor Pre-show Help, Take A Break, and Engage & Win!.

The main content area features a session card for "Interior Design Roundtable: Shifting the Pendulum of Engagement" on Wednesday, December 2 from 10:00 am to 11:30 am. The card lists five speakers: Trevor Kruse (Moderator), Lisa Fullard-Roy, Ian Robinson, Tara Whittington, and Suzanne Wilkinson. It also includes the hashtag #BUILDINGSWEEK and the IDC logo.

Below the session card, the title "Interior Design Roundtable: Shifting the Pendulum of Engagement" is repeated. The session is scheduled for Friday, November 20, 2020 from 6:30 PM to 6:40 PM, with streaming starting at 6:15 PM. A timer shows 00:04:21.

The "Information" section contains a paragraph starting with "How we move through interior spaces has been altered significantly..." and a "See more" link. The "Speakers" section is partially visible at the bottom.

On the right side, a "Live discussion" board is active, indicated by a blue circle with the number 2. It has tabs for Chat, Questions, and Polls. Below the tabs, there are icons for chat and a prompt: "Chat with participants. Be the first to send a message to start the discussion and encourage other participants to react."

## FEATURES

- 1 Find Partner Events & Roundtables under the **Features Tab**. Click into any session for more information.
- 2 Take A Break and access social hours, quick fitness tips, food & lifestyle videos.

The screenshot shows the 'Features' tab selected in the top navigation menu. Below the navigation is a calendar for December 2020, with the 1st highlighted. The main content area displays two events:

- 6:00 AM - 7:30 AM: International Architectural Roundtable - Innovation in Architecture: Imagining the Possibilities**. This is a seminar featuring speakers: Christian Benimana (MASS Design Group), Robert Wright (University of Toronto), Quang Truong (POLYTECHNICA), Eric Phillips (NBBJ), and Alexander Josephson (Partisans). Sponsors include Ontario Association of Architects (OAA), Canadian Precast/Prestressed Concrete Institute, STONHARD, and ConstructConnect.
- 8:00 AM - 9:00 AM: BUILDDEX Construction Keynote: How Can Procurement Change and Modernize to Better Serve the Building Industry?**. This is a seminar featuring speakers: Marion LaRue (Dialog), Shannon Fitzsimmons (City of Edmonton), Tim Coldwell (Chandos Construction Ltd.), and Stephani Carter (EcoAmmo).

On the right side, there is a 'Your schedule' section listing upcoming sessions like 'TEST session FRPO MAC Awards' and 'Meet Microsoft Surface for Business (Microsoft Canada)'.

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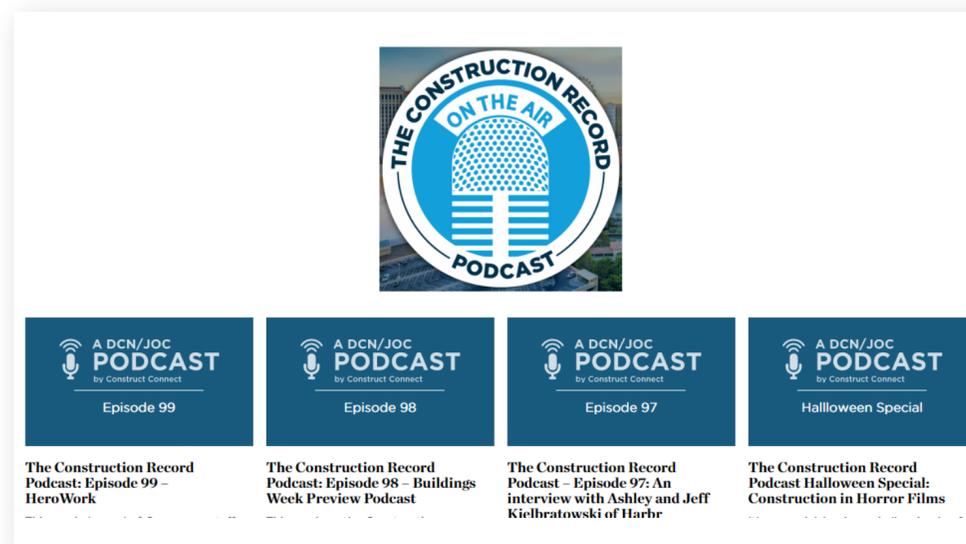
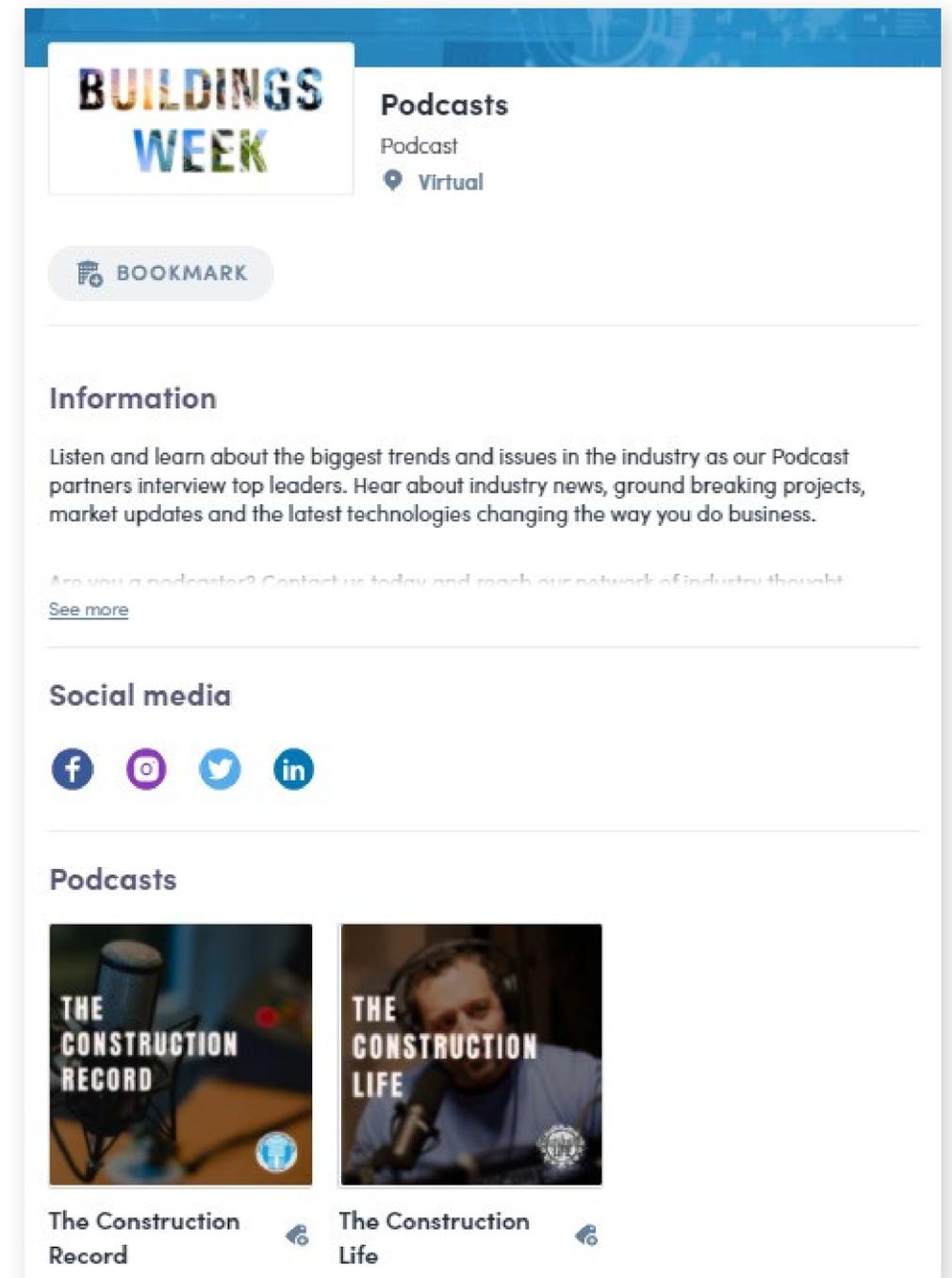
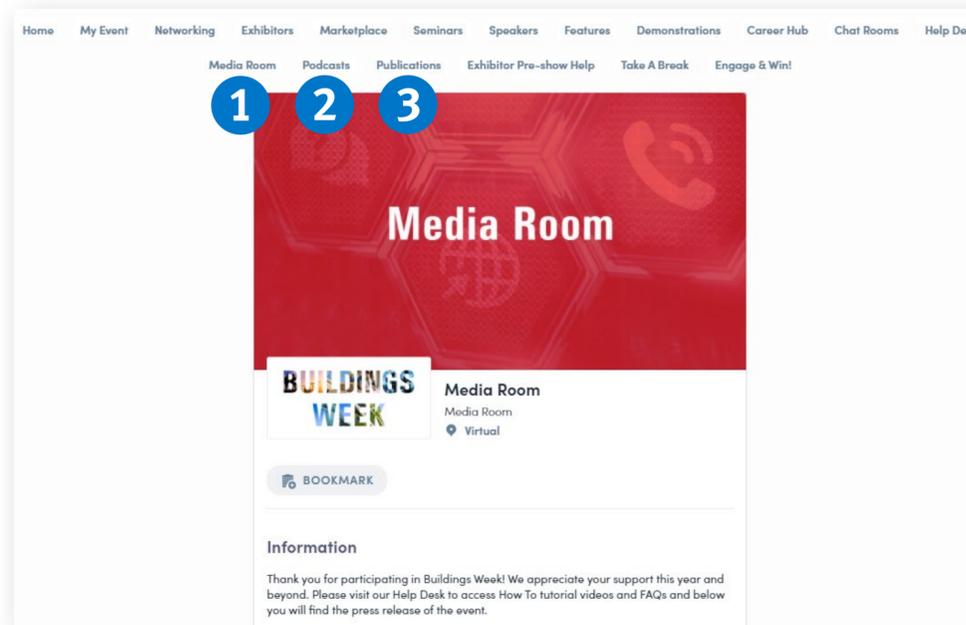


## DEMONSTRATIONS & CHAT ROOMS

- 1 Click the **Demonstrations Tab** to access free demo content.
- 2 Remember to click into the session and **register** so it is added to your **“My Event”** page.
- 3 Check out the **Chat Rooms Tab** to discuss Industry Topics with your peers.

## MEDIA ROOM, PODCASTS & PUBLICATIONS

- 1 Check out the **Media Room** where you will find the most up to date Press Releases.
- 2 Click on the **Podcast Tab** to listen to the latest episodes from our partners.
- 3 Find all Buildings Week Publication partners listed under the **Publication Tab**.



## HELP DESK

- 1 Find **Frequently Asked Questions & How-To Videos** by clicking on the banner on the left.
- 2 Chat with our live support using the **Chat Box** on the right.

The screenshot displays the Buildings Week Help Desk interface. At the top, a navigation menu includes: Home, My Event, Networking, Exhibitors, Marketplace, Seminars, Speakers, Features, Demonstrations, Career Hub, Chat Rooms, and Help Desk. Below this, a secondary menu lists: Media Room, Podcasts, Publications, Take A Break, and Engage & Win!.

On the left, a banner with a blue background and the text "Frequently Asked Questions" is marked with a circled "1". A red "LEARN MORE" button is located at the bottom of this banner.

In the center, a red banner with the text "Help Desk" is marked with a circled "2". Below this banner is a card for "BUILDINGS WEEK Buildings Week Help Desk" with an "EDIT" button, a "BOOKMARK" button, and an "Information" section with an "EDIT" button. The information text reads: "Welcome to the Buildings Week Help Desk. Find Frequently Asked Questions by clicking on the Banner on the left."

On the right, a chat window titled "Talk to Buildings Week Help Desk" is marked with a circled "2". It shows a chat history for November 22, 2020, with a user asking "Hello there, Can you help me find my registered sessions?" at 12:24 PM and a support response at 12:25 PM stating: "Hello, you can find and click into the sessions you have registered for under the 'My Event' tab."

**Enjoy the show!**

**BUILDINGSWEEK**