

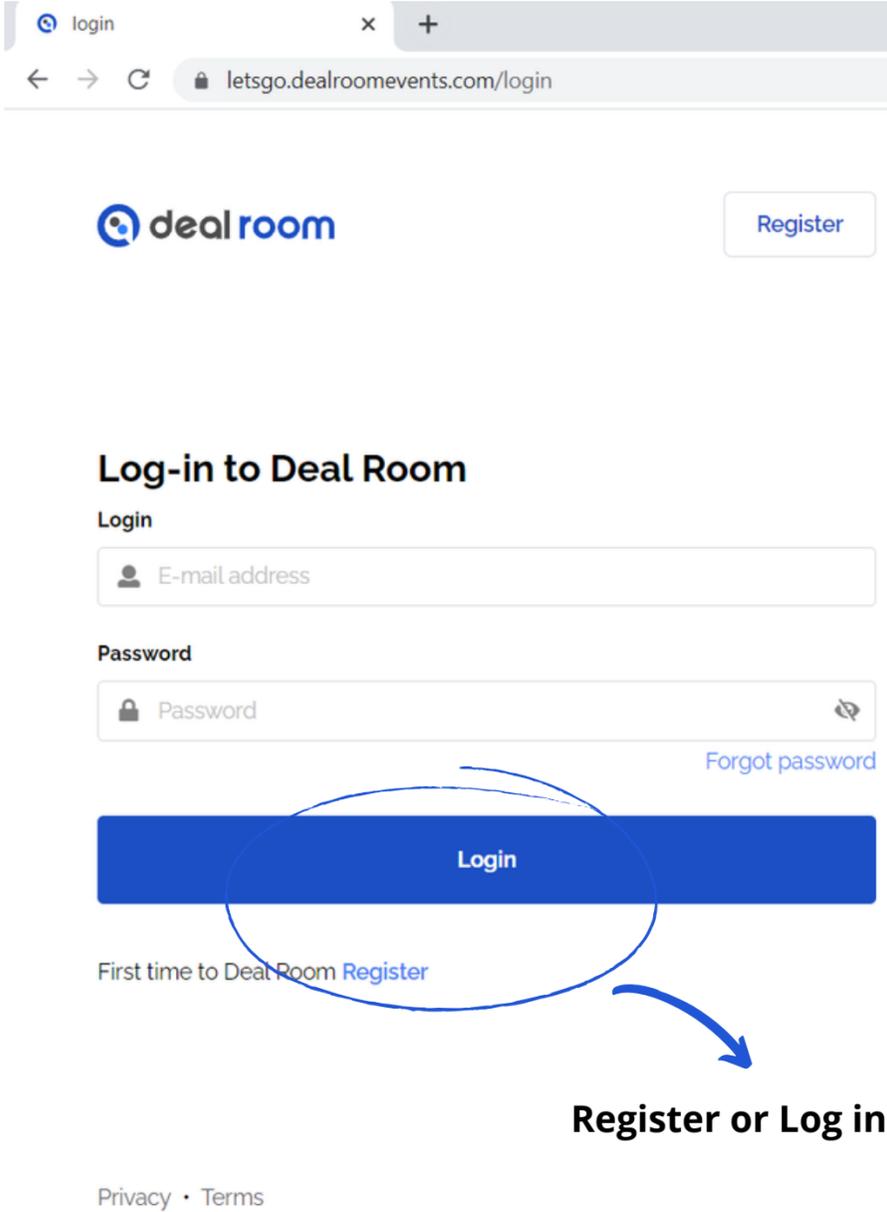


**Attendee Guide**

# Register / login & access the platform

If you are using the platform for the first time, please Register

If you have used Deal Room in the past, please Login



The screenshot shows the Deal Room login page in a browser. At the top left is the Deal Room logo, and at the top right is a 'Register' button. The main heading is 'Log-in to Deal Room'. Below it are two input fields: 'E-mail address' and 'Password'. A 'Forgot password' link is located to the right of the password field. A large blue 'Login' button is centered below the fields. A blue circle is drawn around the 'Login' button, and a blue arrow points from it to the text 'Register or Log in' located below the page. Below the 'Login' button, the text 'First time to Deal Room Register' is visible. At the bottom left, there are links for 'Privacy' and 'Terms'.



The hero banner features a blue background with a white and teal illustration of a woman wearing glasses and a headset, sitting at a desk with a laptop. The text on the banner reads: 'Create engaging virtual in-person and hybrid events.' Below this, it says 'All-in-one event management platform with comprehensive networking functionalities'. At the bottom of the banner, there are three white dots.

# Deal Room – New Event Area

**Update your personal profile**



- Notifications → NOTIFICATION
- Agenda → YOUR PERSONAL AGENDA
- Messenger → MESSENGER
- Invitations → NOTIFICATION, & MEETING INVITATIONS

All events

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**MY EVENT PROFILE**

 Event Success Manager  
Deal Room Events

**OFFER**  
Live, online and hybrid events management.

**SEEK**  
Event, Conference, Summit, Congress organizers

[Edit](#)

---

[Sign out](#)

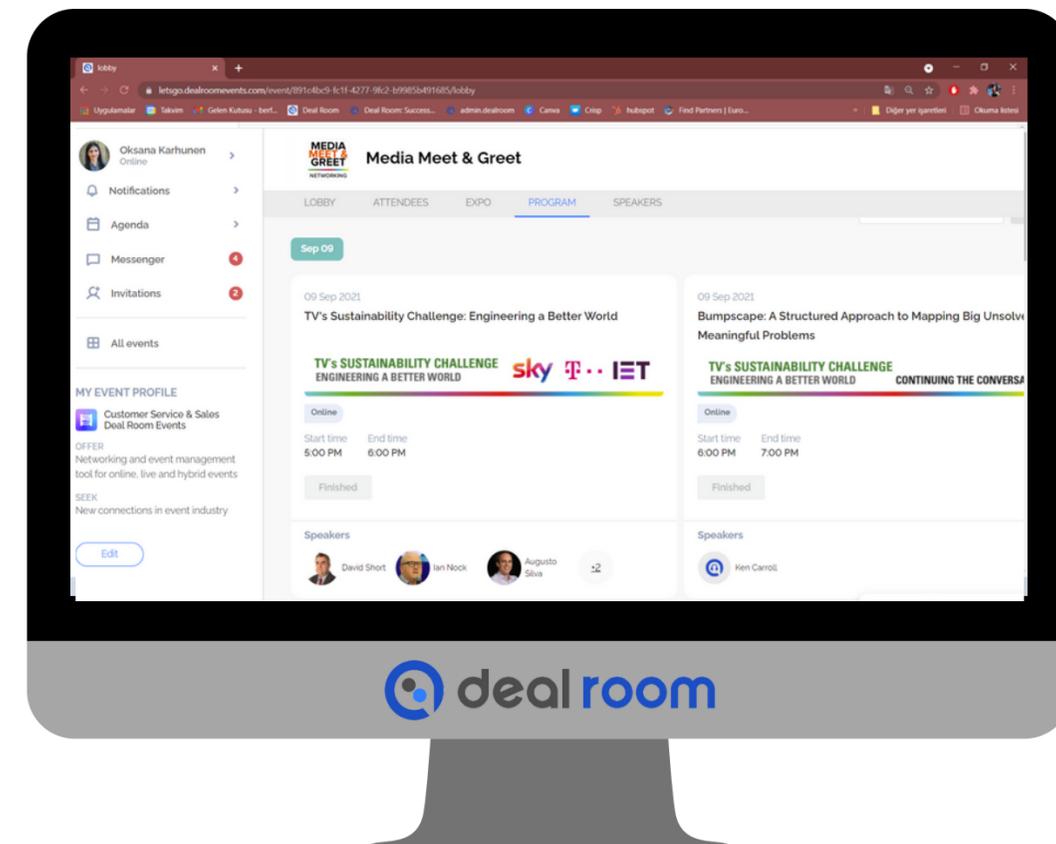
Lobby tab: event overview.

Attendees tab: explore event attendees and network with them.

Expo tab: virtual stands. Get to know event exhibiting companies.

Program tab: full event agenda, you can join sessions from there.

Speakers: check speakers and their profiles.



# PERSONAL AGENDA & ATTENDEES



## IN THIS PAGE,

- A. Update your profile
- B. Attendees - Profile & Chats
- C. Meeting Requests
- D. Attendees Tabs & Filtering

# Update your profile

Modify and fill your personal profile by clicking the avatar in upper right corner.

- Click the avatar
- Select "my profile"
- Update your picture and information
- Save!

Please remember to select your time zone to be able to save changes and see the agenda items in your local time.

**EDIT YOUR PERSONAL PROFILE**

PROFILE NOTIFICATIONS SECURITY CONNECTED EMAILS

Berfin Tanya Yaraşır Online

Notifications

Agenda

Messenger

Invitations

All events

**MY EVENT PROFILE**

Event Success Manager  
Deal Room Events

OFFER  
CG/VFX studio, Games production,  
Games publisher/ Distribution

SEEK  
Looking for co-production partners  
Seeking information for business...

TIMEZONE  
Turkey

Edit

First Name  
Berfin Tanya

Surname  
Yaraşır

E-mail  
berfin.yarasir@dealroomevents.com

Phone number (optional)  
1 (702) 123-4567

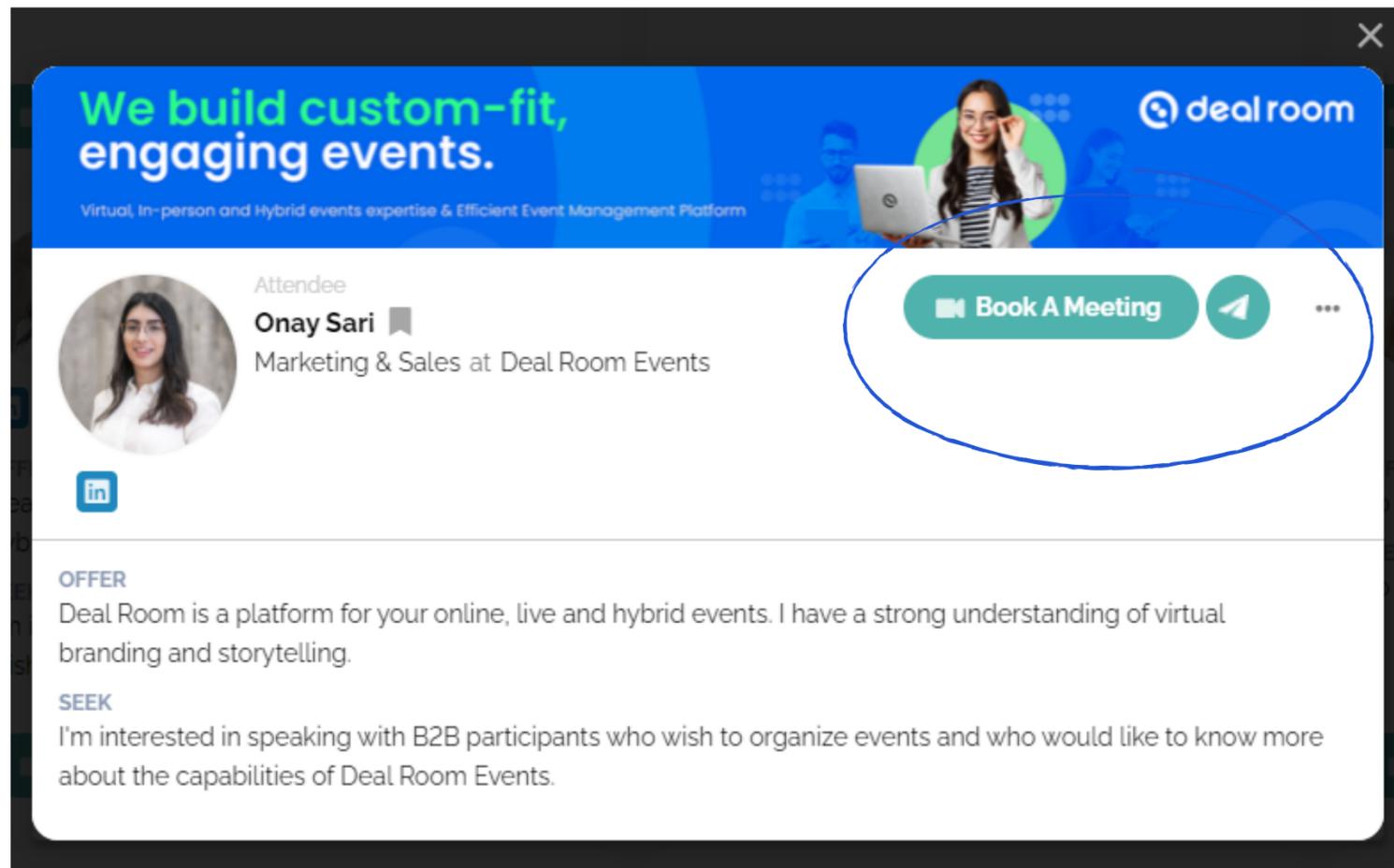
Timezone (optional)  
timezone

Company (optional)  
Deal Room Events

Job title (optional)  
Event Success Manager

# Attendees (profile & chats)

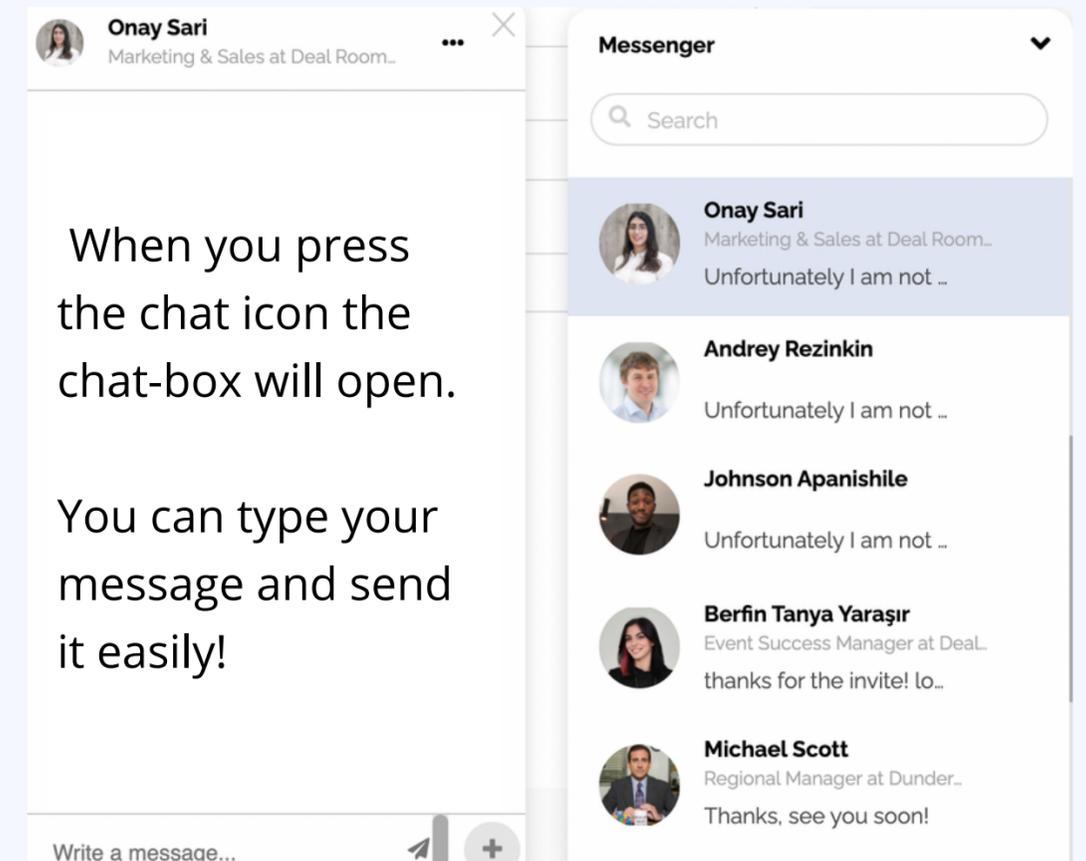
## Profile



**Attendees full profile** will be shown when you click it from the Attendees Tab



## Chat Messages



These images are cropped versions of the screenshots. The event page is located behind the pop-up window..

## Meeting request

When you request a meeting, this message-box will pop-up.

You may add a short cover letter to your meeting request.



**Meeting invitation**

To  Onay Sari

Get the Best out of Your Events

---

Type your introduction message here...

[Send](#)

### Please note!

The one who is sending the meeting request can't select the time.

Tip: You may suggest the time in the cover letter.

After the meeting has been confirmed, it will be visible in both participants personal agenda.

When you received a meeting request, the system will automatically show you the timeframes when you both are available.

**Meeting invitation** Pending

To  Martin Altonen

Get the Best out of Your Events

---

Martin **sent** meeting invitation 1 minute ago

Hi! I would like to meet with you.

Please select a new time slot for the meeting:

< 22 Jun 2021 >

12:20	12:40	13:00	13:20	13:40	14:00	14:20
14:40	15:00	15:20	15:40	16:00	16:20	16:40

Thanks for the invite, I would love to meet!

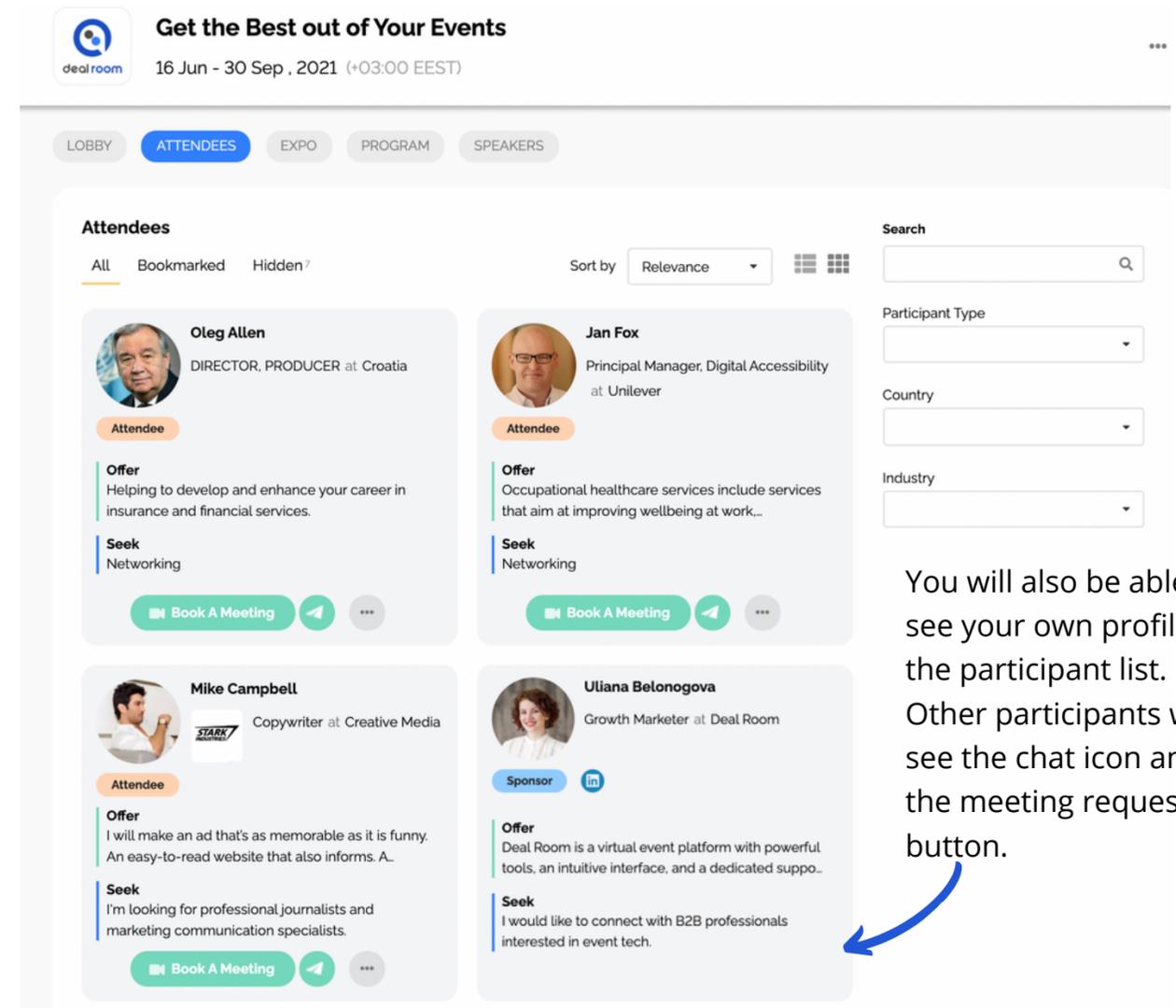
[Back](#) [Accept & Meet](#)

# Attendees Tab

In the attendees tab you will find other event attendees, exhibitors, speakers and event organizers.

You can use a search bar to find participants by name or by keywords or you can use filters.

Deal Room matchmaking algorithms will pop up the most relevant attendees in top of the participants' list.



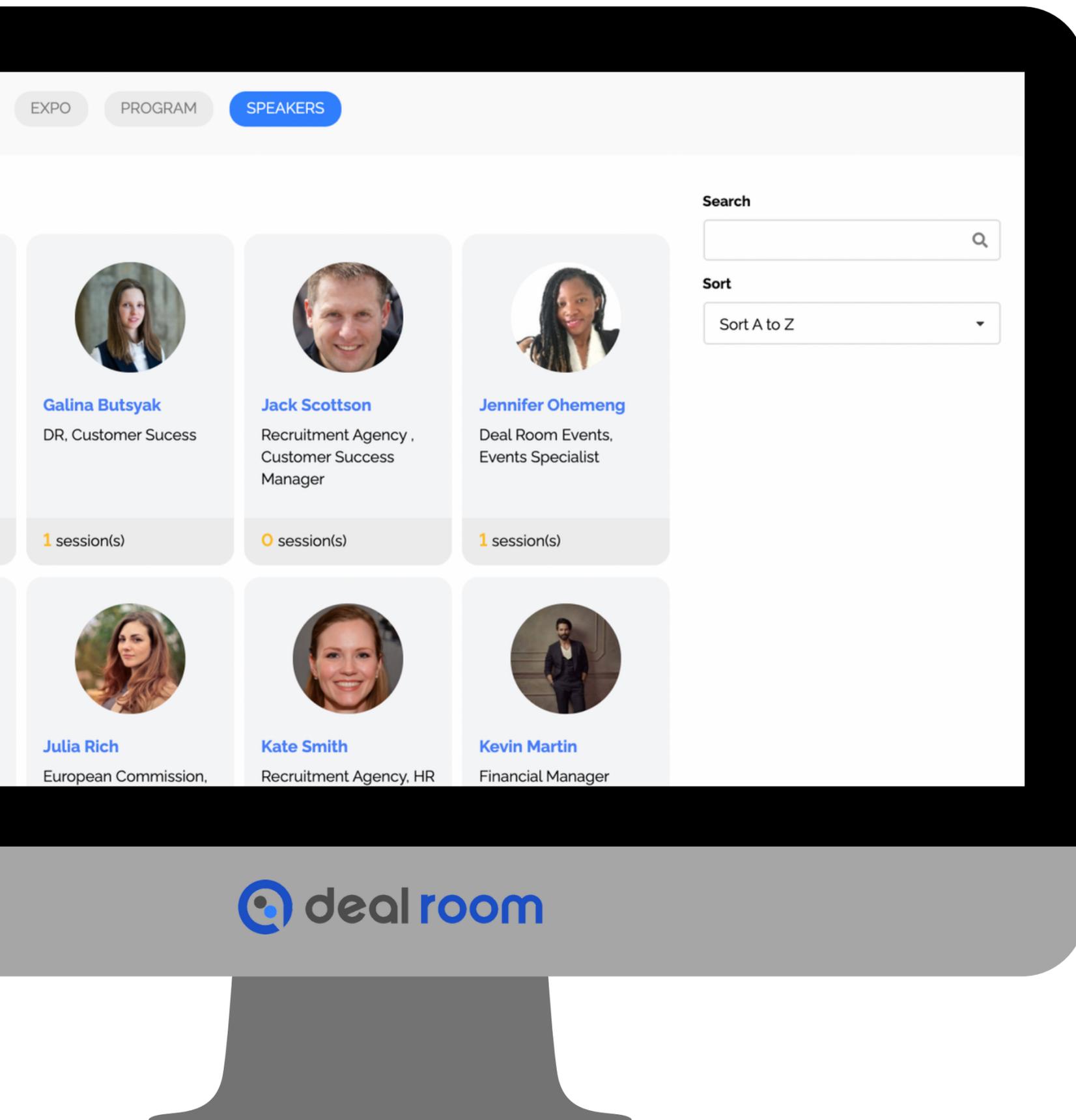
You will also be able to see your own profile in the participant list. Other participants will see the chat icon and the meeting request button.

# Program & Sessions

# 2.

## IN THIS PAGE,

- A.** Speaker Tab
- B.** Program Tab
- C.** Join 1:1 Meeting
- D.** Personal Agenda
- E.** Interactive 1:1 Sessions
- F.** Checklist



## Speaker Tab

On **Deal Room** there is separate menu page for **speakers**.

Event participants need to click on speaker's picture to be able to check speaker's profile



Speaker  
**Onay Sari**  
Deal Room Events, Marketing & Sales



### Sessions with Onay:

Upcoming:

[How to work in an online setting](#)

August-08, 14:00

Add to agenda

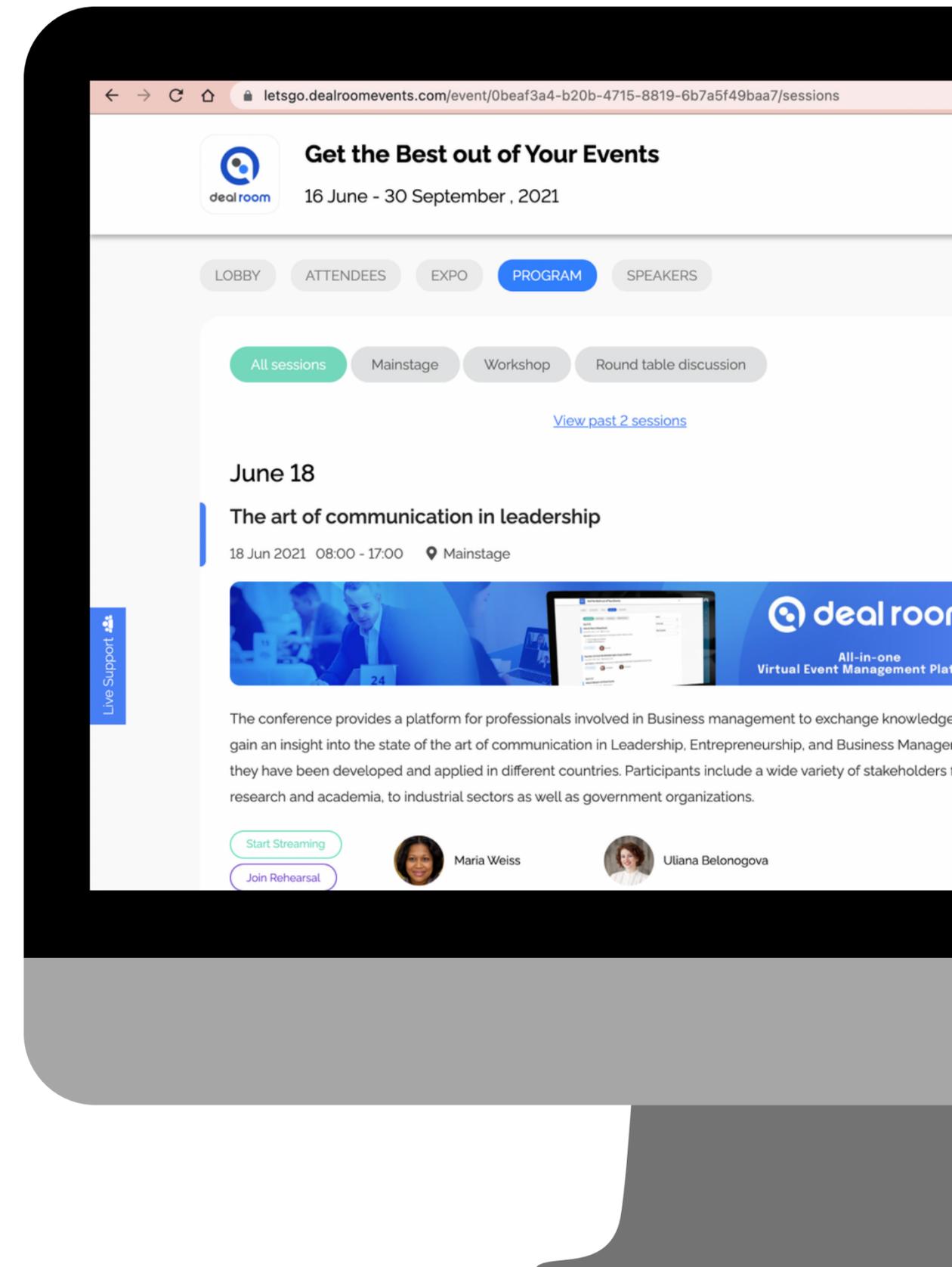
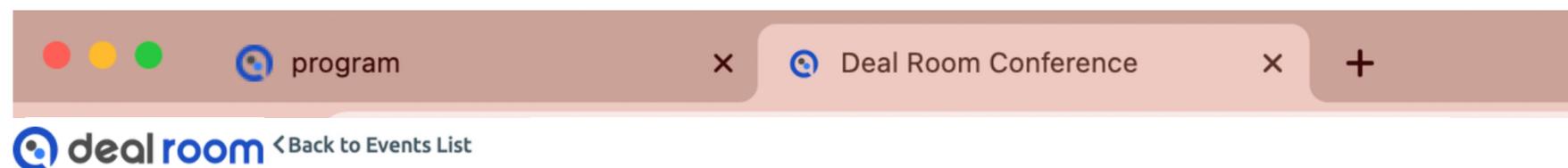
# PROGRAM TAB

In the Program tab you can find all the sessions and start building up your agenda.

You can add event sessions to your personal agenda by clicking on [Add to agenda](#)

When the session starts it will change to [Join now](#)

Video stream is happening in the Deal Room conference subpage, which will open when you press 'Join now'



# Personal Agenda

In your personal agenda tab, you can see:

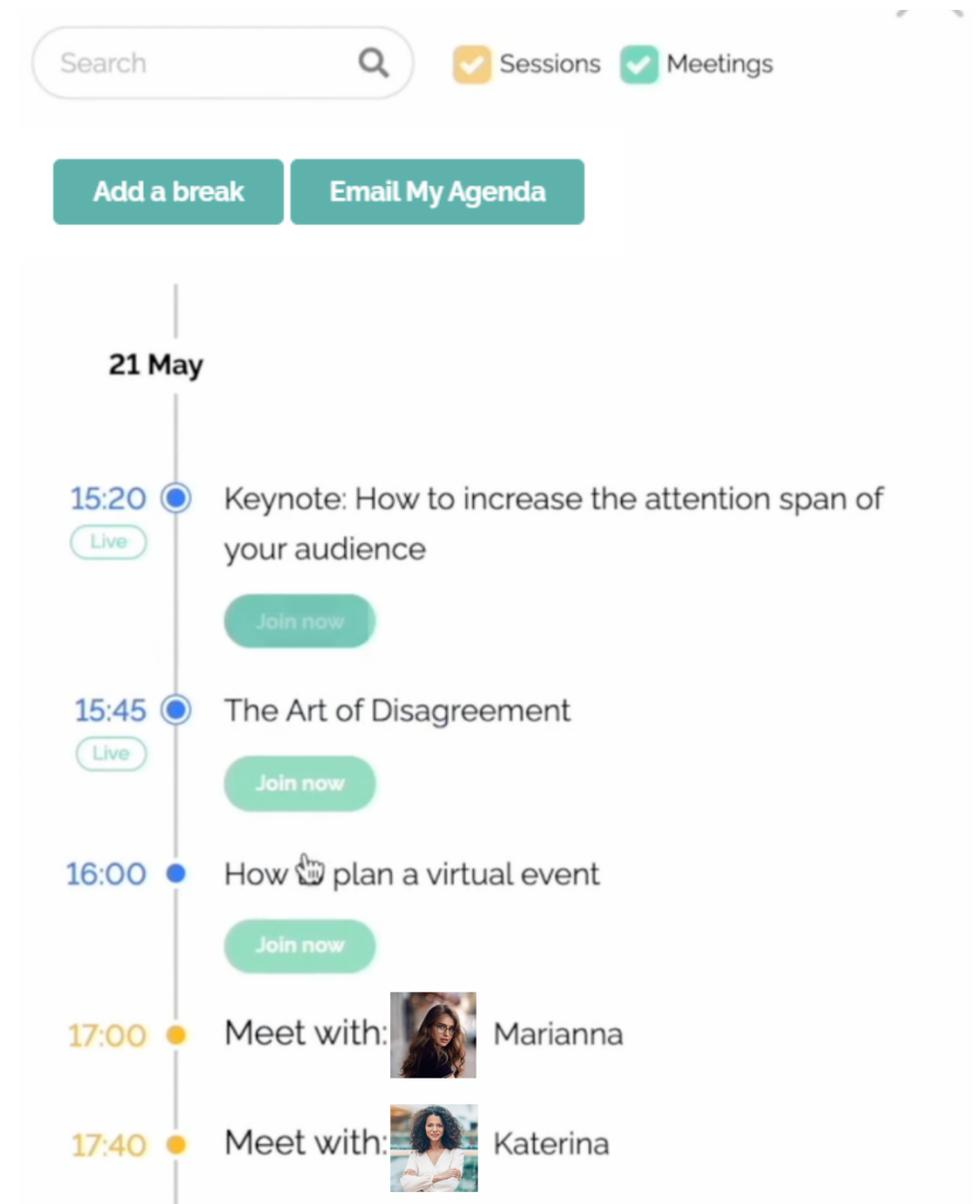
- Sessions you have added to your agenda
- Confirmed 1:1 meetings
- Your "off-time" if you decided to block your calendar for a certain period of time.

## Entering 1:1 meetings

When you have sent a meeting request, and other participants have accepted it, it will show in your personal agenda.

Press "Start meeting" to enter to 1-on-1 session.

Both participants can add guests, so the max number of participants in the 1-1 meeting room is 8 people. You will see the same screen when entering the 1-1 room as in the roundtable session.

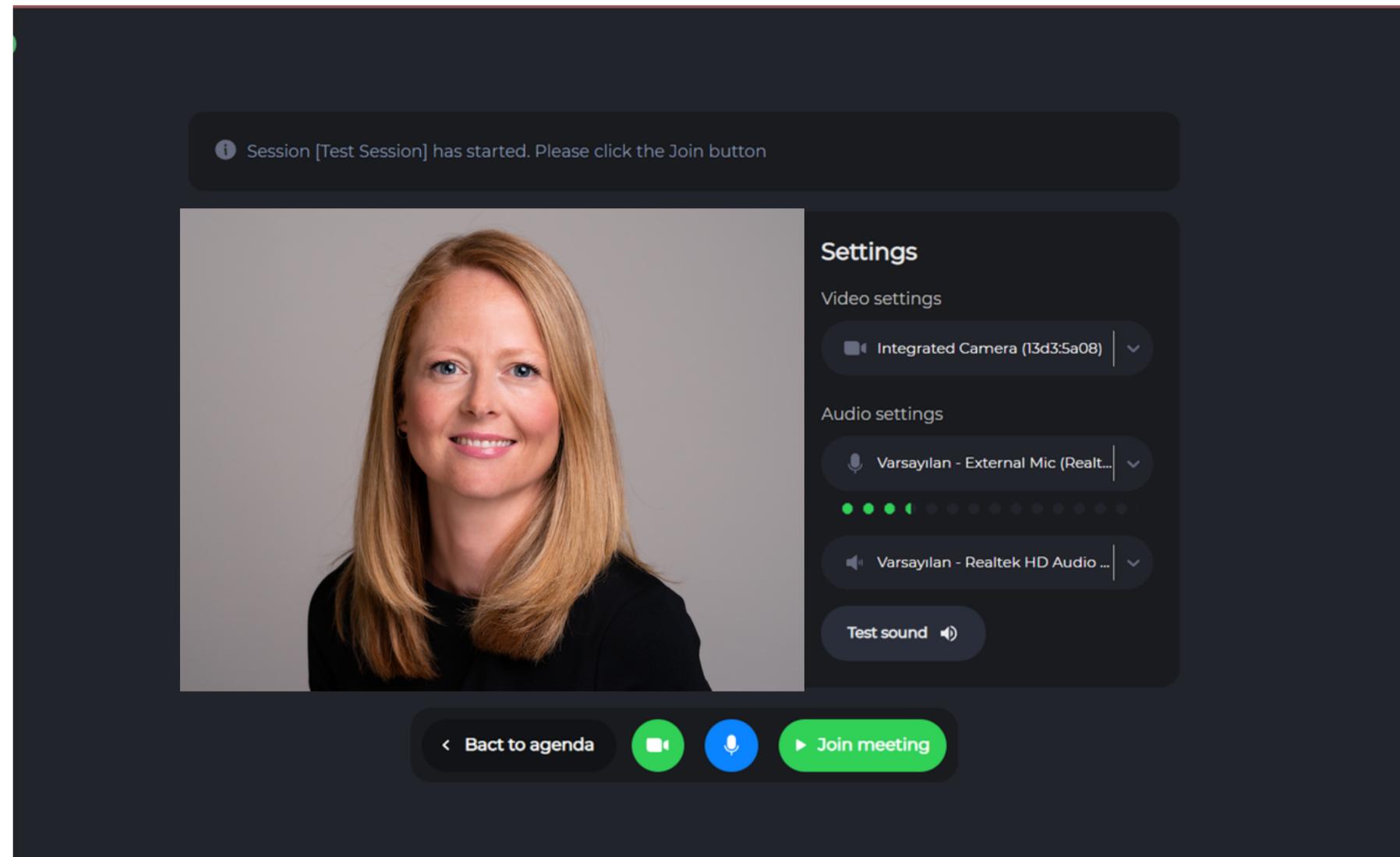


# 1-1 Meeting Session

Video stream is happening in the Deal Room conference subpage which will open when you press 'Start meeting'

**If you are using Deal Room for the first time, your browser will ask permission to use camera and microphone.**

**Please allow.**



**Check your microphone and camera settings.**

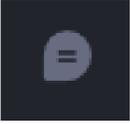
**Make sure you are ready and click on the "Join meeting" button.**

**After that system will automatically connect you to session.**

# 1-1 MEETING ROOM



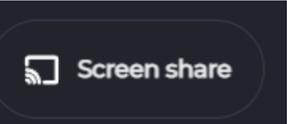
**Attendees**



**Chatbox**



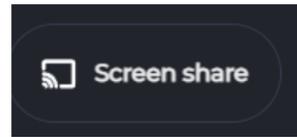
**Your Technical Equipments**  
- Video (computers camera our outsource)  
- Audio (computers audio or headphones)



**Screen Share**



# How to show presentation (screensharing)



Screen Share

We highly recommend to use Google Chrome or Safari browsers.

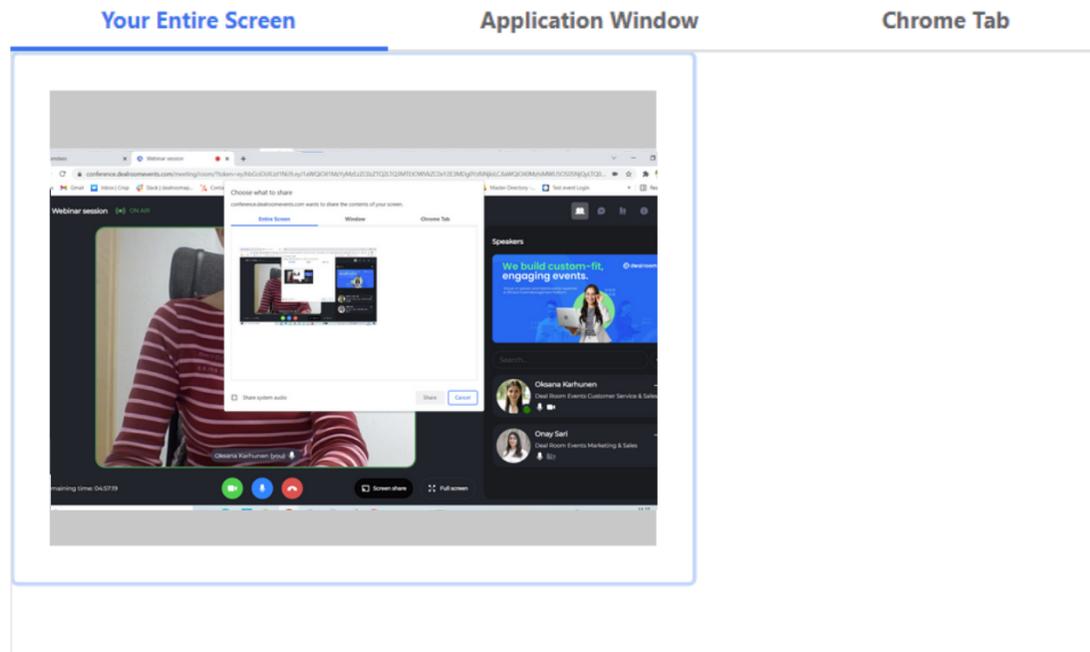
In Safari browser you won't have this selection. It will ask your permission to share entire screen.

If you are using Google Chrome these windows will pop up.

You can select to share entire screen or just one certain window example PowerPoint.

Share your screen

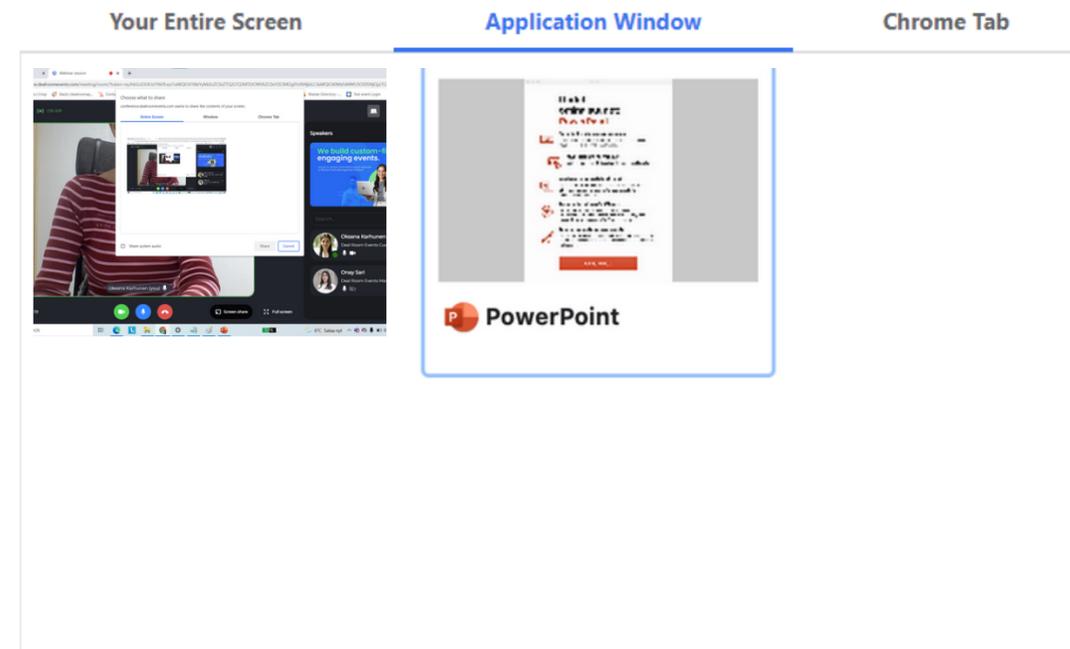
conference.dealroomevents.com wants to share the contents of your screen. Choose what you'd like to share.



Share Cancel

Share your screen

conference.dealroomevents.com wants to share the contents of your screen. Choose what you'd like to share.



Share Cancel

You need to click the window to "activate" it. The Blue frame will show the window you have selected. After you have selected right window, press "Share".

# 1:1 meetings checklist

1.

Check that you have a microphone (preferably outsource) and your camera is working.

2.

Make sure that you have operating internet connection and it's stable. Especially if you are going to show presentations or videos.

3.

While using Deal Room for attending sessions and meetings, please make sure that you don't have any open applications which may block your camera. (e.g. FaceTime, Camera App, Teams or Zoom)

# Virtual Booths

# 3.

## **IN THIS CHAPTER,**

- A. What is a virtual booth
- B. Functions of the virtual booth



Get the Best out of Your Events

16 Jun - 30 Sep, 2021 (+03:00 EEST)

LOBBY

ATTENDEES

EXPO

PROGRAM

SPEAKERS

Expo

Partners

Sponsors

Exhibitors

Search



deal room

Deal Room Events

Meet



+1



Broadcast Projects

Meet



Dunder Miiflin

Meet



Stark Industries

Meet



+3

Ambitious Africa

Ambitious Africa

Meet



Hipporello

Meet

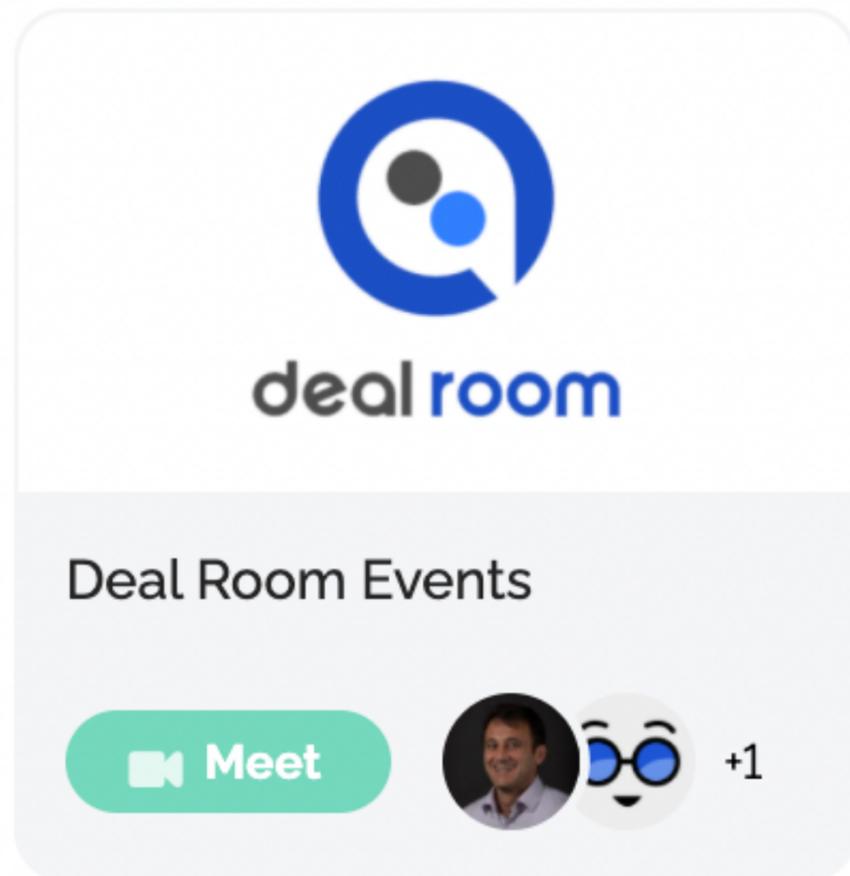


## WHAT IS A VIRTUAL BOOTH?

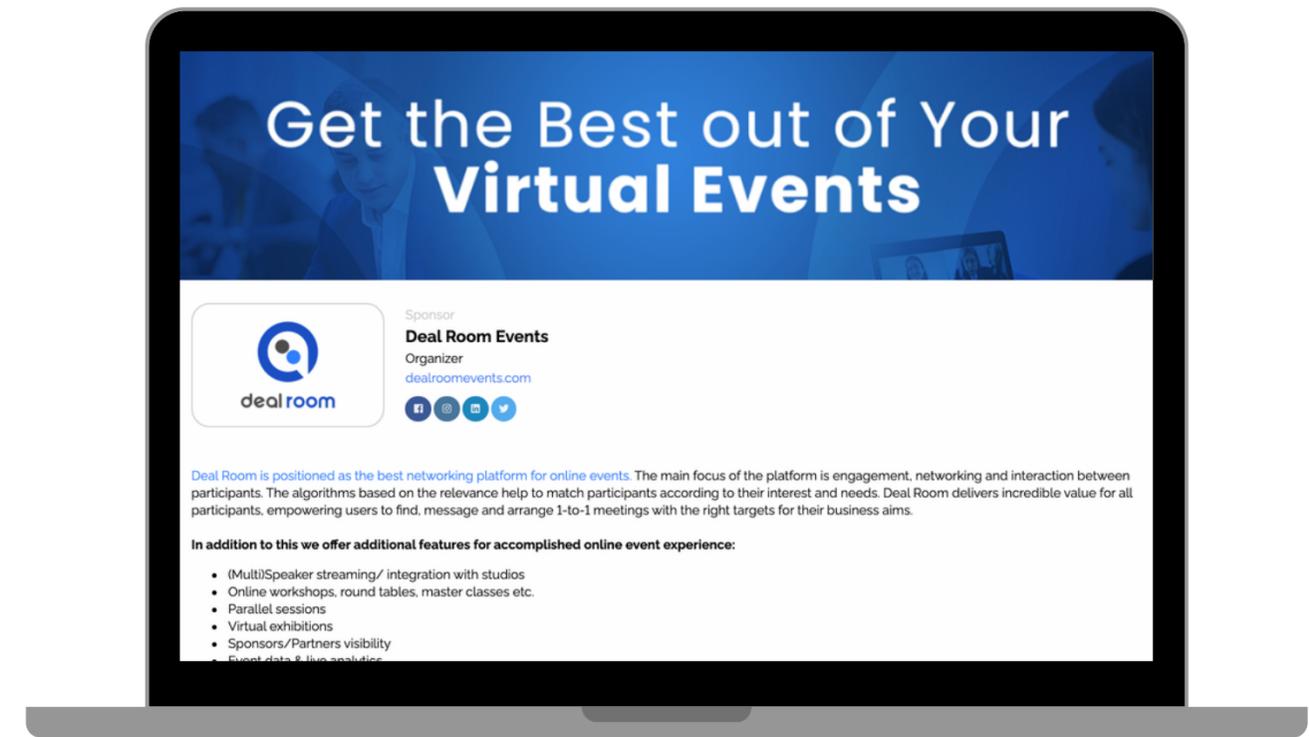
You will find exhibitors and their virtual booths on the "exhibitor, sponsor or partner" tab.

If you click the logo a company profile will open up.

## Functions of the virtual booth



When participant press the "Meet" - button, the booth representative(s) will receive a meeting request



If you would like to chat or request meeting with particular booth member, click their image and and open their profile.

THANK YOU!



HAVE AN ENGAGEMENT EVENT