

# Using the ACG Annual Meeting App on a Mobile Device

To access the app, you will need the username and password provided in an email that ACG will send to all registered attendees before the meeting.

## INSTALLING THE ANNUAL MEETING MOBILE APP

### Where can I find the app?

Shortly before the meeting, ACG will provide all attendees with personal usernames and passwords necessary to log into the app, as well as information on how to find the app on the Apple App, Google Play, and Amazon App stores. You may need your Apple, Google, or Amazon account information to successfully download the app.

### How do I know if my mobile device is compatible?

The app is supported on a variety of mobile platforms, however, for best results, users should ensure their mobile device's operating system is 4.4.2 or later for Android, and 8.0 or later for iOS. Attendees should avoid using the app on the following devices: iPad 2, any non-retina devices, and Kindles with an OS older than 4.4.2.

## USING THE MOBILE APP

### Will WiFi be available at the Convention Center?

The Convention Center will have complimentary Wi-Fi in the meeting spaces. Information about the network and password will be provided to all attendees on-site.

### Are all the presentations available in the app?

We make every effort to provide the most current versions of speakers' slide presentations prior to the meeting, but not all presenters may have provided presentation slides in advance. Slides will be added to the app as we receive them. Periodically refreshing the app (both before and during the meeting) will ensure you have the latest content. Refresh by clicking the Menu icon (3 bars) in the top right corner of the app's main screen, then selecting "Refresh Schedule."

Attendees should also be aware that the *on-site version of a speaker's slides may differ from what is available in the meeting app*, as speakers often make last-minute adjustments to their presentations.

### Where can I find information about all of the sessions?

To view all presentations and the schedule, select the "Schedule" tile on the main screen, then filter by selecting from one of the "Browse By" options. Select "My Schedule" to see a list of sessions that you have marked as favorites. During the meeting, the "Happening Now" tile on the main screen will show sessions that are about to start or are in progress.

## **How can I create a personal list of my favorite presentations? (How to build "My Schedule")**

Clicking the star next to a presentation changes the star to yellow and "favorites" that presentation, and adds it to the "My Schedule" tile.

If you use the online Itinerary Planner to create a personal itinerary and 'favorite' presentations, they will sync to the app on your mobile device.

## **How do I download presentation slides to the app?**

A Wi-Fi or cellular data connection is required to download presentation files or any PDF documents, and in order to take notes. You will only be able to view slides for the course(s) that you have registered for.

**DOWNLOAD ALL SLIDES:** Before you arrive at the meeting, you can download all of the available presentations at once. Verify that your cellular data connection is on if necessary. Click the Menu icon (3 bars) in the top right corner of the app's main screen. Click "Schedule" then click "Download All." (Note that not all presenters may have provided presentation slides in advance.)

Once you are on-site at the meeting, you may not want to use the "Download All" option, as this will prevent your use of the App until the slides have all downloaded, which may take a considerable amount of time if Wi-Fi is slow.

**Download Single Presentations:** Presentations can be downloaded individually through the "Schedule" title, and if slides are available, you will see an image of that presentation's first slide. Clicking on the slide itself or clicking "View Slides" will then bring up a new screen allowing you to click through each slide in the presentation.

## **How do I print the presentation slides?**

Click a presentation title, and if slides are available, select the "PDF Slides" button. (A WiFi or data connection is required to download presentation files as well as any PDF documents.)

## **How do I take notes or draw on presentation slides?**

In order to take notes or draw on presentation slides, you must first download the slides. Use "Schedule" to navigate to a presentation. Select "View Slides," then "Notes." Use the "Notes" mode to type notes adjacent to the slide. To return to the full slide view, select "Nav." Notes are automatically saved. Use the "Pen" to draw directly on the slide and the "Marker" to highlight areas of the slide.

## **How do I take notes when there are no slides?**

Use "Schedule" to navigate to a presentation. Select "Take Notes," then select the "Notes" mode to type notes adjacent to the blank slide. To return to the full view, select "Nav." Notes are automatically saved.

## **How do I print or save the notes that I have taken?**

To access your notes for printing while in the app, select "My Notes" to launch your personal summary web page (a WiFi or cellular data connection is required), or email yourself the link by selecting the "E-Mail My Notes" tile from the main screen.

Within the “My Notes” tile, select “Presentation Notes” to see the titles of presentations you have taken notes on. Select a title to view your notes and annotations for that title and “Print” to print either all of the presentation slides or just the slides for which you have taken notes. Users on computers with Adobe Acrobat Pro and Macs also have the option to print to PDF.

### **Can I connect with other attendees at the meeting?**

Attendees using the app can elect to share their contact information with other app users, and can also be messaged directly from within the app. The list of app users can be found in the “People” tile in the app.

### **How do I get the updated slides after the meeting?**

Within 10 business days after the meeting, the on-site versions of all course presentations will be made available in the app. Tapping ‘Refresh Schedule’ within the Menu section (three bars on the top right of the App) will update the app to make any new slides available.

If new slides are available for a presentation, the triangular “View Slides” icon will say either “New Slides” or “View Slides (new)”. Tap this icon to view the new slides, or tap “PDF Slides” for a PDF of the new slides. (Depending on your WiFi/data connection, it may take a few seconds for the new handout to load. If you get an error message, tap “back”, then tap “PDF Slides” again.)

(If the PDF is not for the updated slides and you are using an Android device, you will need to delete the pre-meeting PDFs from both the Download folder on your device and also from the app itself. Within the app, tap “Settings” in ACG Mobile app, then tap “Manage Content” which displays all the downloaded files, then tap a presentation to delete it.)

## **TECHNICAL QUESTIONS**

### **Do I need an Internet connection to use the app?**

A Wi-Fi or cellular data connection is required to download the app and download documents within the app (PDF documents and presentations), but once documents have been downloaded inside the app, Internet is NOT required to use the app on an ongoing basis, access materials, and take notes. Internet is required to use or view websites, etc.

When you install the app, you are given the option to use your data or a Wi-Fi connection (when available) to download slides.

If at any time, you want to change your data or Wi-Fi use options, change your preference from the “Settings” button at the bottom right hand corner of the app’s main screen.

### **Who do I contact for app technical support?**

**BEFORE OR AFTER THE MEETING:** Please contact the conference app provider, CadmiumCD, directly by phone (877) 426-6323 (toll free), or email at [support@cadmiumcd.com](mailto:support@cadmiumcd.com).

**ON-SITE AT THE MEETING:** Visit the app help desk in the ACG Registration area.