

## Using the ACG Annual Meeting App on a Computer

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.

### USING THE ONLINE VERSION OF THE ANNUAL MEETING APP

#### **How can I access the online version of the app?**

Shortly before the meeting, ACG will provide all attendees with a link to the online app, along with personal usernames and passwords necessary to log into the app. Users should strive to use Chrome, Firefox, or Safari with the PC version of the app. Anyone using Internet Explorer (IE) should be running IE10 or above in order to avoid issues.

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

Yes, Internet connection is required in order to use the computer version of the meeting app, as this is a live website.

#### **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.

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.

Updated slides after the meeting: Within 10 business days after the meeting, the on-site versions of all course presentations will be available. From the main menu, click "Education Sessions," then "Browse by Presentations" to view the updated slides. The pre-course versions of slides can still be accessed by clicking "Summary" from the main menu.

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

Once you have logged in, navigate your way through the laptop version of the app by clicking on the Menu icon in the upper left-hand corner of your screen. From the Menu, you will be able to access the course agenda, information about speakers, exhibitors, and other attendees, as well as view any available presentation slides.

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

To view all presentations and the schedule, select "Education Sessions" from the Menu, 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.

### **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" section.

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

### **How do I view presentation slides?**

Please note that you will only be able to view slides for the course(s) you have registered for.

Internet connection is required in order to view and use the laptop version of the meeting app, as this is a live website. While free wireless networking will be available on-site in all the meeting rooms, please note that wireless networking is provided as a benefit to attendees, but availability is not guaranteed. Users should also be aware of security considerations when using any unencrypted, public-access wireless network.

Once you have selected a presentation from either "My Schedule" or "Education Sessions," 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 take notes for presentation slides or bookmark slides?**

Select "My Schedule" or "Education Sessions." Click a presentation, then select "View Slides," then "Notes." Use the "Notes" mode to type notes, which are automatically saved. The Bookmark feature is available within the Notes mode. Bookmarks can be applied to slides instead of or in addition to making notes. By bookmarking slides, you will be able to access and print all of your bookmarked slides later.

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

Print a single presentation: Select a presentation from either "My Schedule" or "Education Sessions." If slides are available, you will see an image of that presentation's first slide. Click on the presentation. On the next screen, click the "Handout" icon at the top of the page to open a new screen from which you can print the slides or save them as a PDF.

Print multiple presentations or print notes: Click "Summary" in the Menu section. A new screen will launch your personal summary web page, where you can access and print your notes and/or a copy of all the presentation slides.

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

Yes, click on the Menu icon in the upper left-hand corner of your screen, then click People and Browse App Users. If attendees have elected to share their contact information with other app users, you will see that information and can send a message or an email.

## **TECHNICAL QUESTIONS**

### **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.