ARPA-E Energy Innovation Summit
A user guide for the official networking platform
Welcome to the ARPA-E Energy Innovation Summit, a members only networking application.

This powerful app brings the event to your mobile device and allows you to:

- Create and maintain a public profile
- Request meetings with other attendees
- Manage a personalized schedule of event sessions
- Send private in-app messages to other members
- Receive important updates and announcements from the conference organization team
- Access event documentation and content

Please note: Login details will be sent to the email address which was used to register for the event.

There are two ways that you can access the event app:

1. Via your smartphone or tablet, referred to as the app
2. Online, via your laptop or desktop computer, referred to as the web portal
The app dashboard or “home” screen is the main screen of the app. From this screen, you can see all of the features that are available within the app, edit your profile, logout, and see a listing of the current sessions that are “Happening Now”.

**Editing Your Profile**

To view and make changes to your profile, click the edit icon on the right side of the dashboard. Here, you can change how your profile appears in the attendee list by adding a short biography, uploading a profile photo (file size for profile photos must be less than 4MB), or adding your social media links. To streamline the process, you can choose to import your profile from LinkedIn, as shown below.
SETTING UP A MEETING

To arrange a meeting, click on the meetings tab from the home screen. Click “Send Request”. In the next window, you will be able to select up to 10 people for a one-to-one meeting or group meeting. Once the participants are selected, click the “Add” button to add them to the invitation. You will then need to select and fill in all of the details about the meeting. **Please note: You will need to select the information in the order in which it appears.** Once the details have been filled in, click the “Invite” button at the bottom. At this time, the invitation will be sent and the recipient will receive an email with the meeting details and will be prompted to log in to respond.

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**MEETING TIP**
You can also request a meeting with a specific person when browsing the “Profiles” section of the app. For this method, while browsing, chose the icon to the right of the person you wish to meet with. You will be presented with action items for that person. Select “Request Meeting” and fill out the meeting details as stated above.
You are able to indicate to other conference attendees what your availability at the event will be. Other attendees will be unable to arrange meetings with you at any times you have indicated yourself to be unavailable (this will show in red). From the meetings tab, choose “Availability” from the top menu bar. On the next screen, toggle your meeting availability for each day/time.
Messages from within the app and web portal act as a typical email inbox would. In addition to being notified of a new message within the app, a recipient will also be notified via email that there is a message waiting for them. To send a message to another attendee, click on the ‘Messages’ tab from the home screen. From this window you will be able to view all your messages and send messages to attendees. Select the “Compose Message” button from the top menu bar. Click the add attendee icon to select the attendee you would like to send the message to.

You can adjust your message settings by clicking on the settings/gear icon on the top right.

MESSAGING TIP
You can also send a message to a person when browsing the “Profiles” section of the app. For this method, while browsing, chose the icon to the right of the person you wish to message. You will be presented with action items for that person. Select “Send a Message” and compose the message.
The full event agenda can be found within the app or on the web portal. To browse the full agenda, you can select the agenda tab from the dashboard, then select “Agenda at a Glance”. This will give a complete one page agenda listing that you can browse, print, email, or search. Select “Detailed Agenda” to view a complete agenda that can be filtered by day, time, and track. You can select an agenda item for complete item details. Here, you can add it to your personal schedule, set a reminder, and more!

Creating Your Personal Schedule

You can create a personal schedule by adding both items from the agenda list (see above) and also personal items. From the agenda tab, select “My Schedule” from the top menu bar. Here, you can plan your day, then print, email, or export your personal schedule to your device calendar!
The social feed will have posts, photos, videos, and information from event administrators and other attendees. To get the latest updates and stay engaged, it’s recommended that you are active on the social feed. You can choose to post a status update, upload a photo or document, or post a link to a YouTube or Vimeo video. You can also follow, like, and comment on other attendees’ posts, which is another great way to network!

Select the social feed tab from the home screen.

Tap an icon at the top to update your status, upload a photo, upload a video link, or search the social feed.
For more information, please email dave@jujama.com or call (570) 209-7670.