HOW-TO GUIDE FOR ATTENDEES

• Login, Event Page
• Ask Questions
• Request Meetings
• Take Notes
• Share Slides

and much more…
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2. Click on ‘LOGIN’.

3. Enter your email and password when prompted.

4. Forgot your password? Click on “Forgot your password?”. Enter your email and a link will be sent to reset your password.
1. To login, go to: https://www.ampslide.com/e/aerospike-summit-2022-mission-now

2. Click on ‘LOGIN’.

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1. Once logged in, the Event Page is also your personalizable Agenda/Schedule.

2. You can scroll to see every session that is available to attend with their corresponding dates and times.

3. The default view is the **CARD view**.

4. You can also view this Event Page in **LIST view**.
1. Once logged in, the Event Page is also your personalizable Agenda/Schedule.

2. You can scroll to see every session that is available to attend with their corresponding dates and times.

3. The default view is the CARD view.

4. You can also view this Event Page in LIST view.
1. Select ‘+ ADD TO’ button to:
   - Add session title, date, and time to your calendar (Microsoft, Google, Apple, Yahoo!).
   - Add session to your Bookmarks to show in your personalized agenda / schedule.

2. Select Bookmarks icon to show your personalized agenda / schedule.

EVENT PAGE - Personalized Agenda (Bookmarks)

1. Select ‘+ ADD TO’ button to:
   • Add session title, date, and time to your calendar (Microsoft, Google, Apple, Yahoo!).
   • Add session to your Bookmarks to show in your personalized agenda / schedule.

2. Select Bookmarks icon to show your personalized agenda / schedule.

1. Select '+ ADD TO' button to:
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1. Select the ‘Speakers’ tab to view the list of speakers at the event.
2. Speakers are searchable.
3. Select ‘SHOW SESSIONS’ to see the title, date, and time of the sessions.
4. Select ‘+ADD TO’ to add the speaker’s session to your calendar or bookmark as a favorite to your personalized agenda / schedule.
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1. Select the ‘i’ icon to view information (description) about the Session.
2. Click the ‘i’ icon again to close.
3. Hover over desired Session and select “Open Session” to open a new tab for the session’s Audience Page.
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1. After opening the session, this page will appear if the session has not started yet.
2. Select the 'Chat' icon anytime to open/close the Chat room.
3. You can make public chat comments or select an individual in the ‘People’ tab to have a private chat.
4. Once speaker/moderator starts the session, the presentation will open.
5. To see the see and hear the speaker, click ‘Join Audio by Computer’.
6. Successfully connected to session.
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1. In a LIVE Presentation, the ‘Take Notes’ button will be visible.

2. Select ‘Take Notes’ button to record a note for the active slide. Your note will be saved and can be emailed to yourself later.
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1. Access all of your notes for every session by selecting the Profile icon on the top-right corner.

2. Select the ‘Your Session Notes’ and a new tab opens with Your Session Notes page.

3. Navigate to the event and select the session you want to see your notes.

4. Select ‘Email Notes’ to have that session’s notes sent to your inbox as a single email.
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AUDIENCE PAGE - Request Meeting

1. Select ‘Request Meeting’ to request a meeting with the speaker or someone at Aerospike from the drop-down list.

2. Select a contact and ‘Meeting Type’ from the drop-down lists.

3. Add a note to be sent with your request. Your note will be sent to the contact.
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AUDIENCE PAGE - Ask a Question

1. Select ‘? Ask A Question’ to open the questions module.
2. Enter your question and click ‘Submit’ to confirm your entry.
3. You can view other audience questions, sorted by popularity by # of upvotes / ❤️.
4. Select the ❤️ icon next to a question to upvote it.
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2. Select one of the options (e.g. LinkedIn) which opens a share window that connects to the service. Follow the instructions to share the slide.
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**AUDIENCE PAGE - Rewind Slide and Sync**

1. Ever want to rewind a slide when a speaker moves ahead and you wanted to spend more time on the previous slide?
2. Just use your keyboard arrows (< or >) to rewind slides or advance up to the speaker’s current slide.
3. When you are ready, select the ‘Sync’ button to return to synchronized back to the speaker’s current slide.