

## Using the WE Conference 2020 app and webpage

### **Community Feed (Your home screen)**

The Community Feed acts like a social media feed, but solely for delegates at WE Conference 2020. Use this feed to communicate with other delegates, post updates and start conversations.

You can also post photos in the Community Feed, let other delegates know which sessions you're excited about or about a speaker you particularly enjoyed.

Announcements will appear in this feed. Think of it as the main lobby of the conference!

Remember: the posts will be moderated at all times by the WEP team.

### **Timetable**

Use this Timetable tab to view the Conference program. Click on a session to see more information, including a description, details about the speaker or workshop lead and any resources relating to the session.

To access the session, you should click on the Zoom URL linked to the session.

You might see different coloured dots next to the session - this indicates which 'track' the session belongs to. Different tracks include panels, workshops, performances and more.

Delegates are also encouraged to use the 'Session Discussion' feature. Users can take part in live conversations with each other by accessing each of the sessions in the app.

**Members:** Party business sessions are only accessible to members. To access the Zoom link for party business sessions, please ensure you're logged in to your account. You will find the party business sessions in the 'My Schedule' page.

### **Check In**

To 'Check In' to the conference, use this tab. You can visit this section of the app to view others who have also checked in. You can then use this feature to connect with other attendees.

You can add a picture and modify your profile (if you would like to share information) and chat with other attendees. When you are checked in to a guide you can be invited to meet other users using [Meeting Booking](#).

## **My Schedule**

Your 'My Schedule' page shows you sessions which are available to you. You don't have to attend all the sessions, but you may be restricted from attending some. For example, if you haven't bought a comedy night fundraiser ticket, you won't be able to attend this session. The same applies to non-members, who aren't able to attend party business sessions. If you are able to attend restricted sessions such as these, they will be found on the 'My Schedule' page.

## **Marketplace**

Use this page to navigate a variety of local businesses and charities.

## **Resources**

The Resources page will house any PDFs, videos, slides or other resources that speakers have shared with us.

## **Speakers**

The speakers page will show you a list of all the speakers at WE conference 2020. Click on a speaker to find a short biography, links to the sessions they'll be speaking at, their social media accounts and more.

## **Sponsors**

This page will show you a directory of our incredible sponsors. Click on their 'sponsor card' to find out more about them.

## **Photo Album**

The Photo Album is a fun place to view and share pictures in the guide. The guide-building team may have enabled user uploads, meaning you can add your own images to the guide. If user uploads are disabled, you will only be able to view images here.

You can scroll through the image here and tap on them to view them enlarged. When viewing an image, tap the menu to Share or Report an image.

To add your own photos, to like photos, and to comment on photos, you will need to log in to your account.

After logging in, tap Add Photos at the bottom of the Photo Album screen. You'll have the option to Choose from gallery or Take a photo.

After you choose or take a photo, you will have the option to add a caption to your picture.

Click Post to proceed.

## **Twitter**

We're encouraging you to use Twitter to post about your experience at WE Conference 2020. All Twitter posts using the hashtag #WEConf2020 will appear on this tab. Take a look through to experience the conversation live!

## **Website**

This page links through to the Women's Equality Party website.

## **Contacts**

Use this tab to contact important people or to get help. There will be a '**Delegate Liaison**' active throughout the conference, who you can ask for support or report a problem. If you're having trouble using the app or finding something, check out the FAQs page first.

To contact them, click on the card labelled 'Delegate Liaison' and you'll find details for getting in touch. Please note, this feature is only available from 8am - 10pm throughout the conference, where you can expect a reply within 1 hour.

## **Notifications**

Any notifications that have been sent to this guide will show in the Notifications feature. If you have signed in to the guide, notifications can be sent directly to you by the guide builder.

## **FAQs**

Find your answers to commonly asked questions here. Please use this page as a first stop if you're confused or can't find something within the app. If the FAQ page doesn't answer your question, navigate to the 'Contacts' page and find the Delegate Liaison.

## **Conference Survey**

Delegates are able to take this survey at any point during the conference. We'll also send you a survey after the conference is over, but we also want to capture delegates' thoughts and feelings throughout the four days.