



# SPE INTERNATIONAL POLYOLEFINS CONFERENCE

A FORUM FOR NEW IDEAS AND INNOVATION

Dear Attendees for the 2023 SPE International Polyolefins Conference,

Below are instructions on how to use the Pheedloop the **Mobile App and the Virtual Web Portal** for the SPE Polyolefins Conference. You should use an up to date Browser like Chrome, Edge, Safari, or Firefox for the Virtual Web Portal. **Do not use the old Microsoft Internet Explorer Browser.**

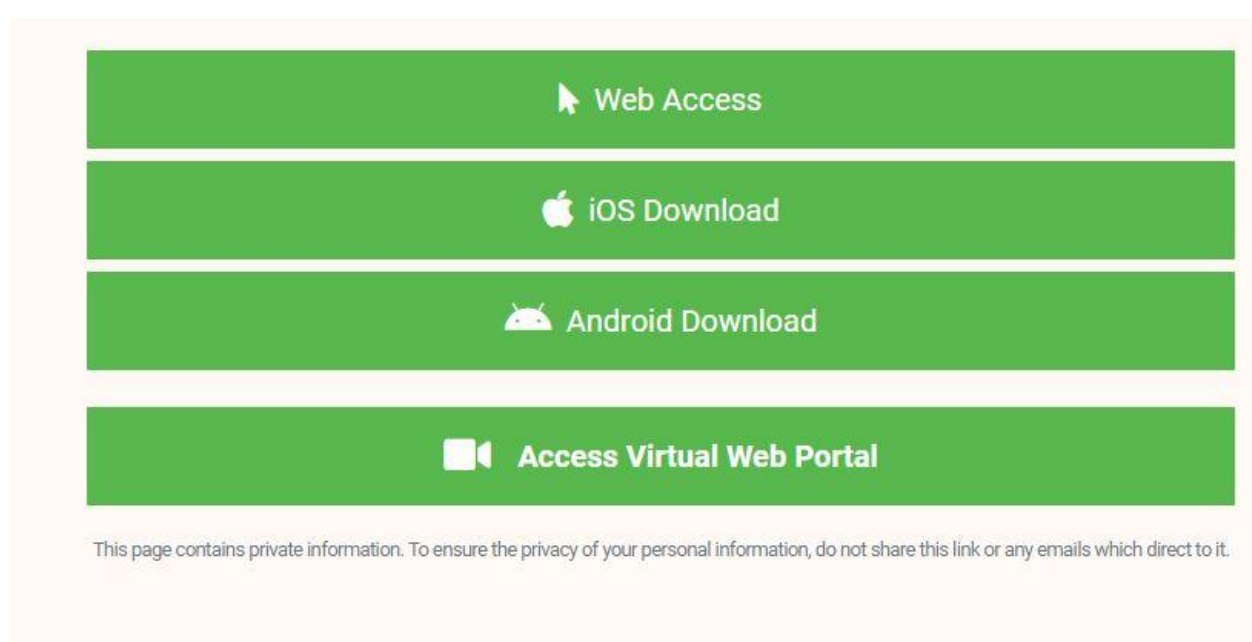
## **Registration**

The first step is to register for the Polyolefins Conference at

**<https://pheedloop.com/PO2023/site/register/>**

You will see a price list for attendee tickets. Click on the green button that says "**Attendee**". You will be asked to complete contact information. You will be required to complete all the fields to proceed. On the second page you will be asked to answer a series of questions about where you heard about the conference and about your company. On the third page you will be asked to pick out the ticket you want to purchase for the conference. On the fourth page you will be asked for information about how you are paying for the ticket. Once this is complete, you will see a page that allows you to print a receipt if you would like. In addition, two e-mails will be sent to your e-mail address automatically. One of the e-mails will be a receipt for your payment. The other e-mail (Thank you for Registering.....) will give you a password and a link to where you can gain access to

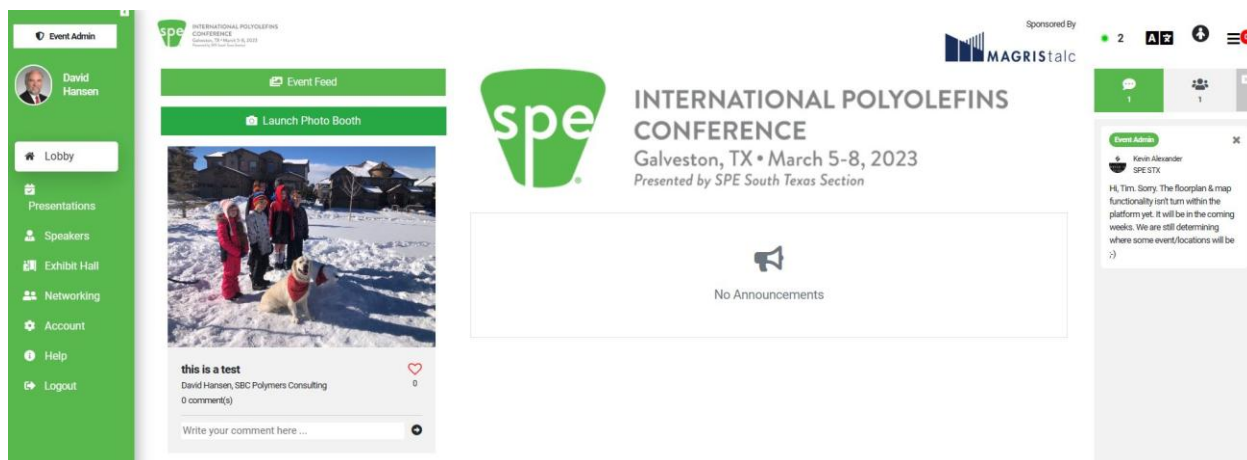
the online conference. **Please save this e-mail for later reference since it has important information.** On this second e-mail click on the green button that says "Open Event App". That will take you to a page where you can download the mobile apps (iOS or Android) or go to one of the web portals for the conference. The **Virtual Web Portal** is recommended for those attending the conference virtually with a desktop computer. The "**Mobile App**" is recommended for those attending the conference.



You will need your e-mail that you registered with and your temporary password to log into the online software for the conference (mobile or web). Once logged in you can access the papers, network with people, watch live streaming, go to virtual Exhibitor booths and more. We would recommend that when you access the conference through the "**Virtual Web Portal**" that you click on the "**Account**" button on the left hand side of the screen and fill in all your profile information including a picture of yourself. In the "**Mobile App**" Click on your name in the list of attendees and fill out your profile information or go to "Settings"

to set up your profile. You can also pick to have times for the conference shown in terms of your local time. There is very helpful for any paper which is live streamed.

## **Navigating the Pheedloop Conference Website with the “Virtual Web Portal” (Recommended for people attending the conference Virtually)**



There are 8 buttons on the left hand side of the screen which you can use to navigate around the virtual conference website:

- 1) **LOBBY** -- In the upper right hand corner of the Lobby, you can pick the language you would like Pheedloop to use, see the list of private notifications (three black horizontal bars), and see the number of people that are online in Pheedloop Virtual Web Portal (next to green dot). Below that, you can see comments that people have posted in the Lobby (you can post your own comment in the Lobby) or you can see the list of people who are in the Lobby ( icon of a group of people). If you click on a person in the Lobby you can start a chat with that person. In the middle of the Lobby, there are announcements for the conference posted by the conference administrator. On the left hand side of the Lobby

is the Event feed which are comments and pictures posted by attendees. You can post your own comment from the "Virtual Web Portal" by first clicking on Launch Photo Booth. If you have not enabled your browser to let Pheedloop use your camera on your computer, you will not be able to take a selfie and post a comment. Instructions on how to give permission to Pheedloop to use the camera and microphone can be found under Help in the Directory on the left hand side and then under "most popular articles". Once you have taken the selfie, you can post a comment in the Event Feed.

- 2) **PRESENTATIONS** – This is where you will find the entire program and list of papers in chronological order. You can search by author or title. You can also filter by Live Now, Track/Topic Area, Room, Dates, or Speakers. If you click on the Green Advanced Schedule View Button (next to filter) you can see the program displayed in various ways to find the paper you are interested in. Click on the title of the paper that you are interested in and you can see detailed information about the paper. Under **FILES** in the information about the paper (you will have to scroll down), authors should have posted a copy of their slides and possibly a video of their presentation.
- 3) **Speakers** – All the speakers are listed in alphabetical order according to their first name. You can see their bio and the title of the paper that they will be presenting. If you click on the title of the paper, it will take you to detailed information about the paper in the PRESENTATIONS section. There is a Start Chat button for each speaker where you can communicate with the speaker.
- 4) **Exhibit Hall** – On the left hand side of the page all the Virtual Exhibitors will be listed. You will have to use the mobile app to see booth numbers and a map of exhibitor

booths for the in-person conference. In the Virtual Exhibit Hall you can see information about the company, literature which you can download, contact information, and you can communicate with people in the booth by typing in messages or setting up a video conference.

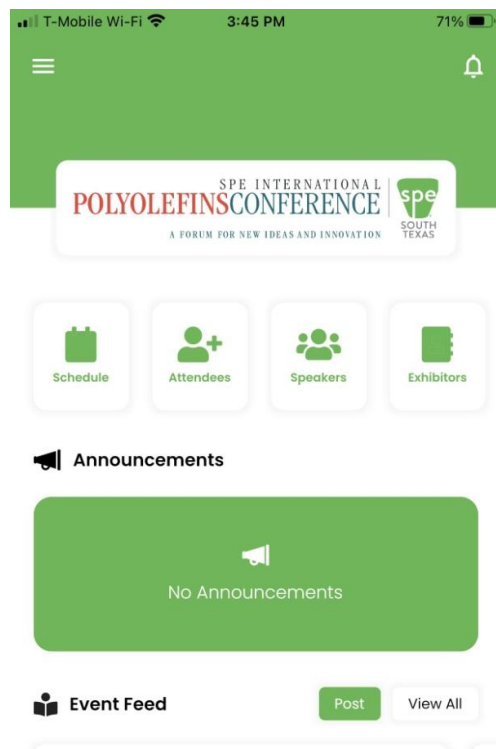
- 5) **Networking** – When you click on the networking button you will see a list of people listed in alphabetical order according to their first name. Scroll down until you find the person you are interested in and click on their name. You will see their picture, title, and bio. You can initiate a contact (text or video) with them by clicking on the “Start Chat” button. If you click on the “Groups” button in the Networking section, you can click on one of the groups to join (video or text) or you can create a new Group. At this point you can only create new “Groups” in the “Virtual Web Portal” and not the “Mobile app”. That may be change by March. If you click on the “Match” button you can then click on the “Matchmaking Survey” button to pick your areas of interests and submit/save your list. It will then identify people who also completed the survey and picked the same interest. The last survey you submit will be saved in your profile for future matches.
- 6) **Account** – When you click on the “Account” button you will see all your profile/picture/contact/bio/contact information which other people can see in other parts of Pheedloop. You can also reset your password.
- 7) **Help** – This is a great place to find out how to do things in Pheedloop. For instance, “How to allow Camera, Microphone, and screen share permissions” on your browser.

For detailed instructions on how attendees can navigate around the website using the “virtual web portal”, please watch the below 24 minute video.

<https://pheedloop.com/more/virtual-attendee-training>

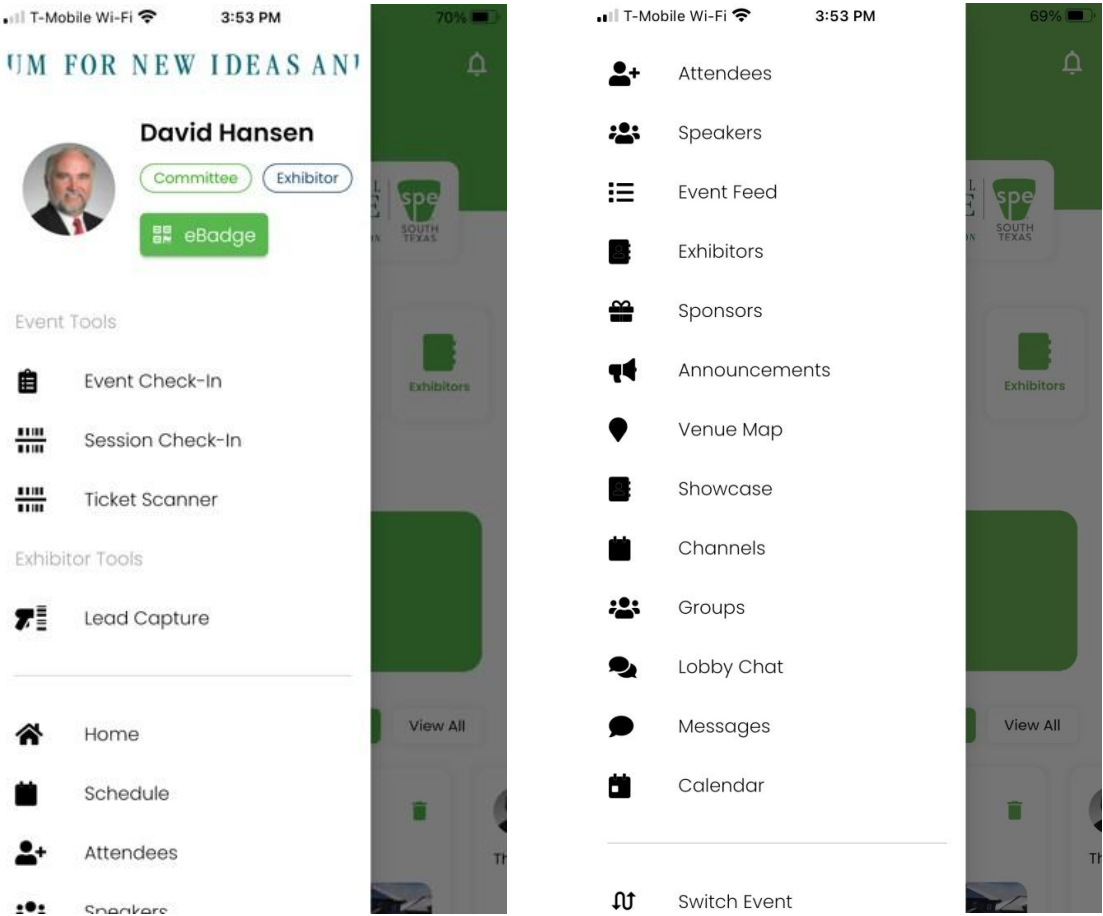
## Navigating the Pheedloop Conference Website with a “Mobile App” (Recommended for people attending the conference in-person)

- 1) **Home** - Once you have logged into your “Mobile App” (e-mail and password). You will see a screen that looks like below:



This allows you to see Announcements, Event Feed postings, Post your own pictures and comments to Event Feed, and to quickly access the Schedule (program), Attendees, Speakers, and Exhibitors.

**2) Directory** - One of the most powerful buttons to click on the home page is in the upper left hand corner (the three parallel white line icon). If you click on this you will see a comprehensive list of all the things you can do in the Mobile App. You can also see the QR code for yourself (ebadge) which will show up on your printed badge for people/exhibitors to scan to get your complete contact information if you so desire.



- 3) Schedule (Program)** - Pick out the day you want to examine, scroll down until you find the paper you want and you will see information about the paper (title, time, room, abstract, author, and any attached files like a copy of the presentation or possibly a video. You can find more information about the Speaker by clicking on the speaker's name. You can add the paper to your personal schedule, type in messages to people in the room (chat), see who is in the room, click on people in the room to have a private conversation, answer a poll, or submit a question for the speaker. You cannot see the "live streamed" presentations. You will need to go to the "Virtual Web Portal" to see that. You can also use searches (authors and titles) or filters (tracks & rooms) to find the presentation you are interested in. **Once you are in a paper, start at the left hand edge of the screen and swipe to the right to get back to the list of papers for that day.**
- 4) Attendees** - Once you click on "Attendees" you will see a list of people registered in the conference by alphabetical order according to the first name. You can search by name, title, and company or filter by tag category (such as Exhibitor). You can click on Start Chat to communicate with that person. You will be able to see their title, picture, and bio. **When you are in the Attendee list, you can also scan the QR code of peoples badges (with their permission) to get detailed contact information about that person by clicking on "Scanner " at the bottom of the page in the Attendee section.** Your app will keep a list of all people whose badges you scanned under "My Scan" in the Attendee section.



- 5) **Speakers** – Once you click on “Speakers” you see the list of speakers listed in alphabetical order according to first name. You can use the search and filter buttons to help find people. Click on the person that you are interested in and you can see their bio and the paper they are presenting.
- 6) **Exhibitors** – When you click on this button you will see a list of Exhibitors in no particular order. You can also use the search and filter function to find the exhibitor you want to see. Click on the Exhibitor that you are interested in and you will see a description of the company, **booth number**, and a list of the virtual booth personnel. You can start a chat with the booth personnel and people in the virtual exhibitor room. You can also see who else is in the virtual exhibitor room.
- 7) **Event Feed** – Event feeds are fun. Event Feeds are post by various attendees who have uploaded a picture (often taken somewhere in the conference) and who made a comment to go along with the picture. Anyone can post an event feed. You can also delete your event feed posting if you want by clicking on the green garbage can next to the picture.
- 8) **Announcements** – Announcements about the conference will be posted by administrative staff and will show up prominently on the home page of the mobile app.
- 9) **Lead Capture for Exhibitors** - Exhibitors can click on the “Lead Capture” button to scan the QR codes on badges to get detailed contact information for that person. The “Lead Capture” button is listed in the directory that you can access by clicking on the icon with three white lines in the upper left hand part of the home screen. Any attendee can capture contact information of another attendee by clicking on “Scanner” at the bottom of the page in the Attendee section and scanning the QR code on the badge.

- 10) Sponsors** - You can see the list of sponsors and information/contact information about the sponsors by going to the table of contents (click on three white horizontal bars in the upper left hand corner of the screen) and clicking on Sponsors.
- 11) Groups** - You can see "Groups" listed in the directory. Click on a group where you would like to join in the discussion. At this time you cannot create a new Group in the Mobile App and you must go to the "Virtual Web Portal" to set up a new group. Pheedloop will be working on adding this capability to the Mobile App and hopefully it will be available by March.
- 12) Settings** - If you click on settings you will see your profile which you can edit/update. You can also access and edit your profile by clicking on your name in the list of Attendees.