

SAPICS

THE PROFESSIONAL BODY FOR
SUPPLY CHAIN MANAGEMENT

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The body
professionalising
supply chain
management
in Africa



All New Online Conference: 23 & 24 November 2020

JOINING AS A DELEGATE

Welcome to the world of Online Eventing. Thank you for joining us as we negotiate this new world. We look forward to being able to meet together face to face soon but in the meantime we hope you will enjoy the experience of THE FLOOR.

When you first use your link you might be confronted with this. Please sign in using your usual email.

Welcome,
It only takes a **click** to join the event.



Sign In with email



Accept our [Terms of Service](#).

Then – please use the code that you have been given via email

Enter **Ticket/Badge/Pin** to continue

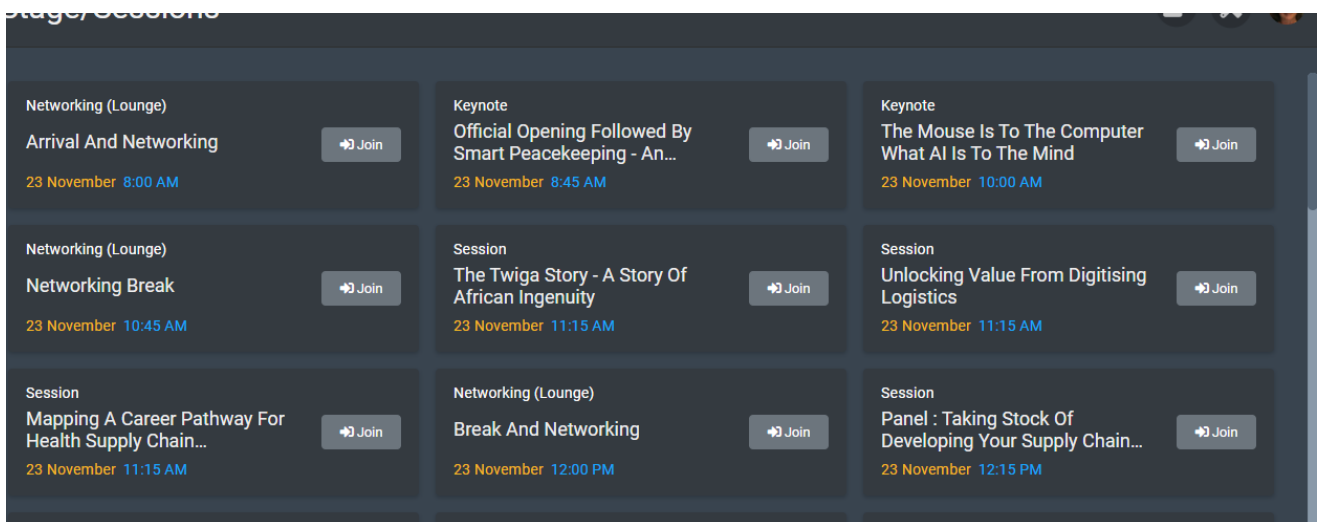
eg: 'a36c2a51'

Join

Alternatively, an email has been sent to your mail with the instruction to join the session.

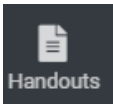
[Resend Mail](#)

Once you have logged in using the link that has been sent to you and included the PIN code you will arrive at this landing site



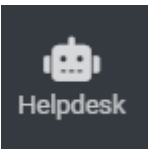
This is the programme page that shows you all the events taking place at a certain time.

There will be a pdf version of the programme saved in the handouts here



A copy of it will also be sent to you via email prior to the start of the event to enable you to plan your participation.

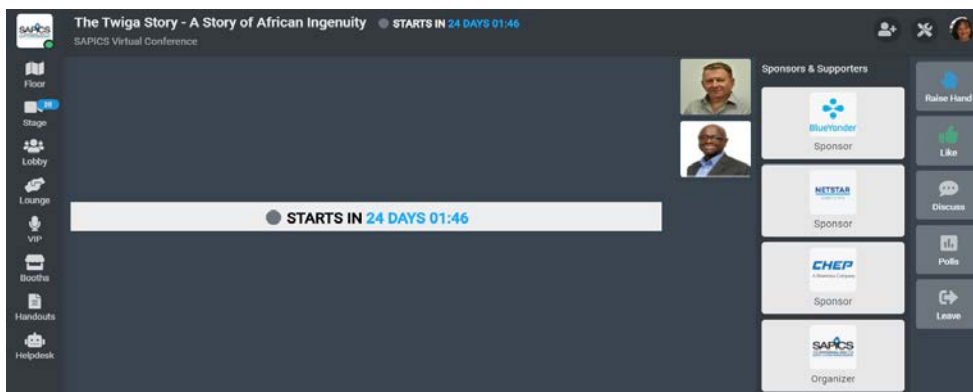
NB – if you land on somewhere different and you lose your way please click immediately on the HELP DESK icon on the bottom left of your screen. Someone will be in this area the entire event and will be able to help you.



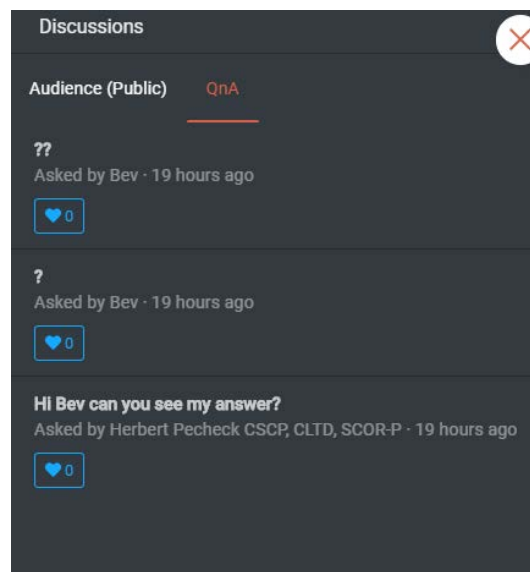
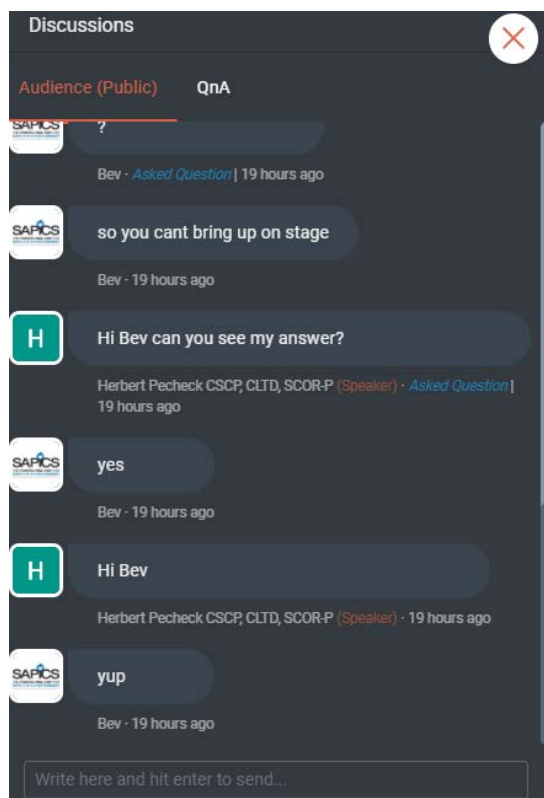
NB – IF YOU HAVE ANY PROBLEMS LOGGING IN PLEASE WHAT'S APP GUGU ON +27 (0)74 608 3403 OR TELEPHONE THE SAPICS OFFICE ON +27 (0)11 023 6701

Once you have identified the event that you would like to attend you click on Join and it will take you the “venue” where you will wait for the presentation to start.

See below



During the sessions you will only be able to see the presenter(s) on the stage. You will not be able to see or talk to people face to face who have also joined the session. You are encouraged however to participate in the Discussion box – You can chat to the Audience – public chat - or to the Presenters directly and privately



Keynote sessions. You will be moved automatically from one session to the next. The other sessions you will physically need to click on the leave button to leave and then go to the Stage again and select your next presentation. We have allowed 15 minutes between each session to give you ample time.

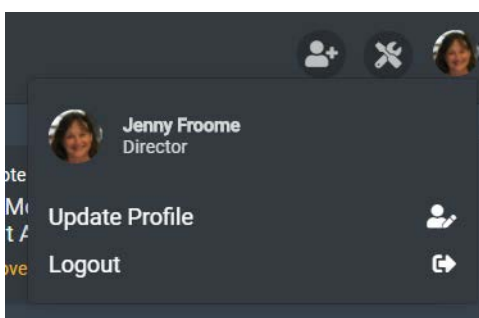
We recommend that you arrive early. By doing so you will give yourself time to do the following:

1. Update your profile



Click on the icon on the right which will have your initial if you have not yet done your profile – for now it is Jenny’s face.

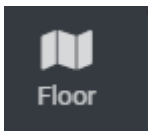
You are then given the opportunity to update your profile or log out. For this exercise we will be updating our profile:



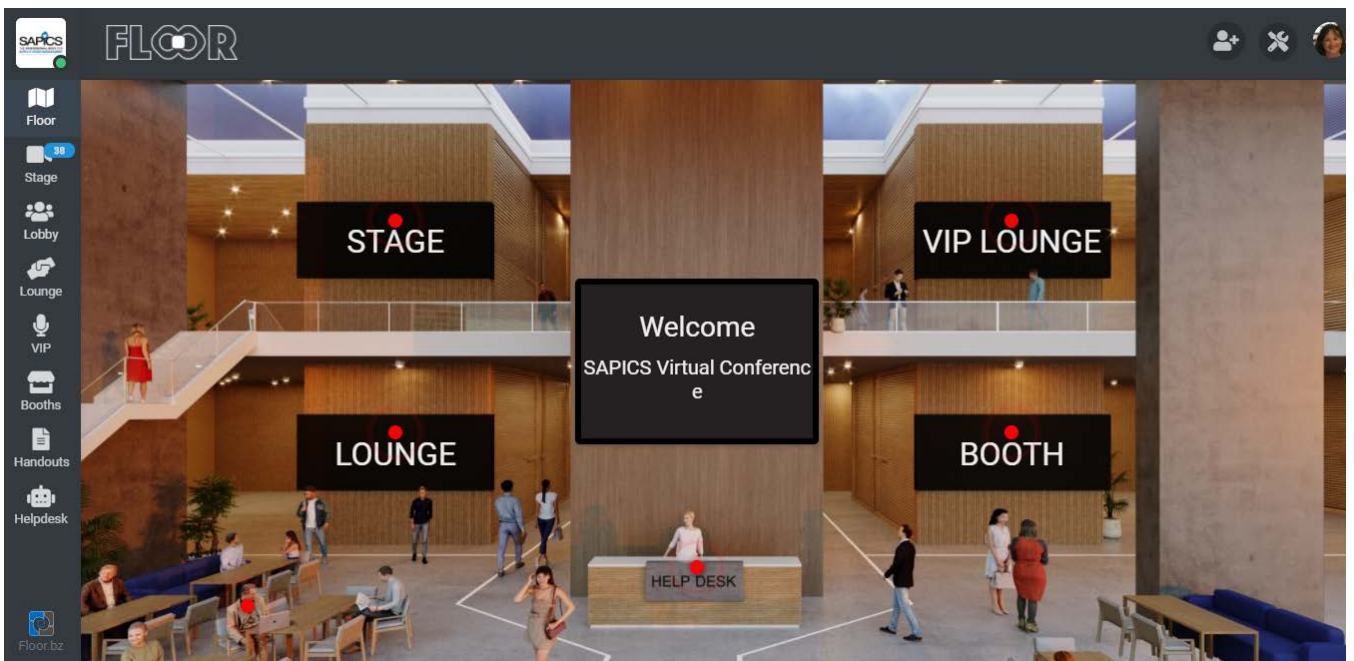
Complete the fields and update and your details will be saved. This is important so that other attendees can identify you and connect with you.



You should then click on the icon on the top left of your screen – the Floor



This will take you to the FLOOR graphic from which you can navigate your way around the event.



You can either click on the red beacons that will be flashing at you to go to your selected area or on the icons running down the left-hand section of the page. As outlined below.



If you get lost on the platform (people do – don't be embarrassed), you can visit either the **Help Desk** as outlined above or message someone and arrange to meet them on a particular table in the lounge eg “meet me at table 1 please and if full meet me at table 10”. It's often a good way to get grounded and refocused.

Make the most of the networking opportunities.

This is what will make the difference to your event success. This is NOT just another webinar. There are terrific networking opportunities – use them!

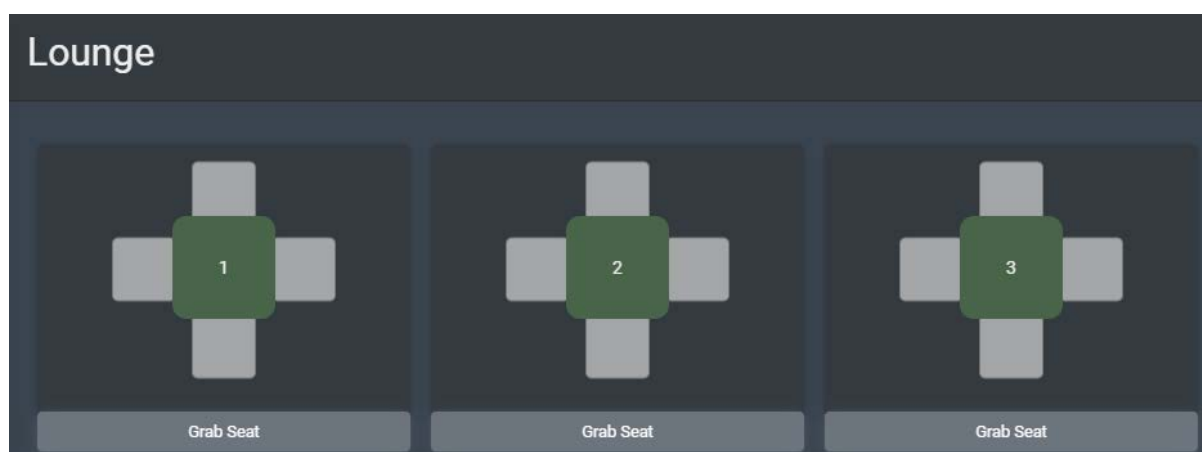
Don't be frightened. You are not going to break the system. If you get “kicked out” just log back in again.

Review the programme and understand how it works.

Please ask questions. This is new for all of us and no question is a silly question!

THE LOUNGE AND NETWORKING TABLES

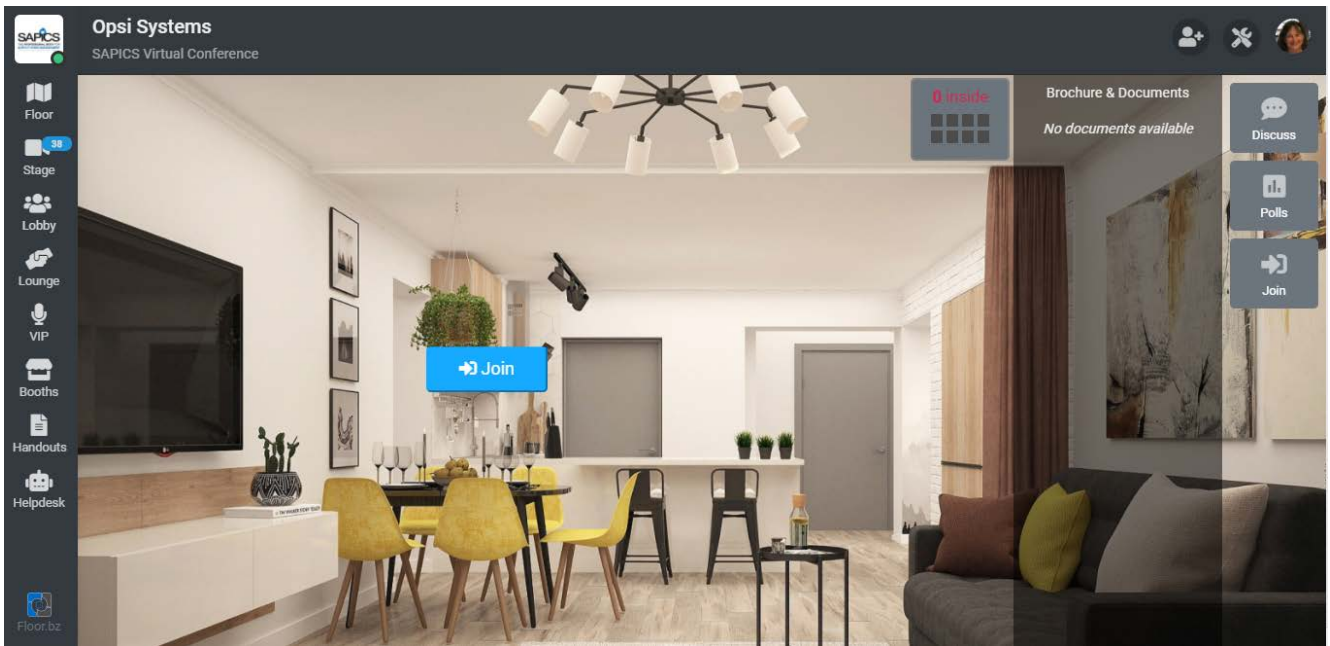
There are 100 tables with 4 seats at each. Attendees can meet and chat in a face to face environment.



VISIT THE BOOTHS

There are a number of exhibitors at the event who are all able to meet with you in their own booths.

See below an example of one of the booths:



There are also going to be some smaller workshop type sessions and other presentations taking place in the VIP rooms so keep an eye on the programme for these activities.

There will be polls to participate in and plenty of opportunity meet up with people. By continually checking the Lobby are you can keep up to date with who is attending and you are able to chat with anyone privately.

