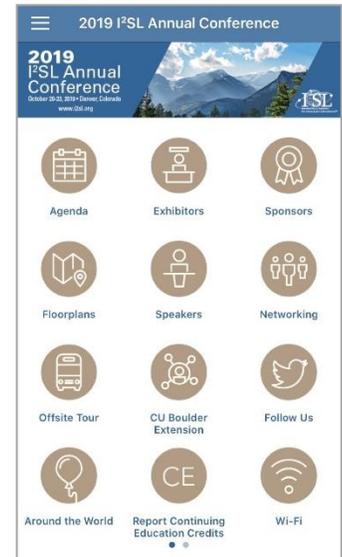# USER GUIDE FOR I²SL'S ONSITE MOBILE APPLICATION (APP)

The 2019 I²SL Annual Conference is once again going high-tech. The onsite mobile app will help connect attendees, speakers, exhibitors, and sponsors, and will put all conference offerings in the palm of your hand. Install the app before the conference so you can take advantage of all the features it has to offer.

INSTALL THE APP

To install the app for iOS and Android devices, search "I²SL" in the App Store, or visit **www.i2sl.org/getapp**. When you open the app for the first time, be sure to accept push notifications to receive important updates during the conference from I²SL.

If you downloaded the app last year, check for and install any updates, then open the app and select the 2019 I²SL Annual Conference icon.
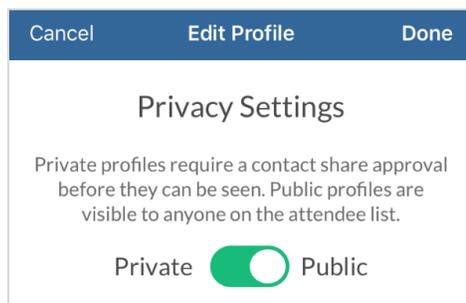
USING THE APP

App features are displayed as icons on the event guide (pictured above), including:

- **Agenda**: Search the conference schedule by day, topic, or speaker. Access event pages where you can rate sessions, take notes, and add sessions to your personal schedule.

- **Exhibitors**: Find out about the exhibitors in the Technology and Services Fair.

- **Sponsors**: Learn about the organizations that are sponsoring this year's conference.

- **Floor Plans**: Use the floor plans to help navigate the event.

- **Speakers**: Search a list of speakers to read their biographies and see when they present.

- **Networking**: Connect with fellow attendees by exchanging your contact information through the app. Create a profile to share your contact information (see the next page for information on how to create your profile). All new contacts will be saved in the "My Contacts" section of the app.

- **Offsite Tour**: Learn more about the CPP Wind Tunnel Laboratory Tour on Tuesday afternoon.

- **Follow Us**: Find us on Twitter, Facebook and LinkedIn. Use #I2SL2019 to join the conversation with fellow conference attendees.

- **Around the World:** Mark off each exhibitor you visit at the Technology and Services Fair to be entered into a raffle to win a free registration for the 2020 I²SL Annual Conference.

- **Report Continuing Education Credits**: Mark off each session attended to earn continuing education credits.

- **Search**: Search the app for keywords.

- **About**: Learn more about the event and how to use app features.

- **Get Involved**: Become an I²SL Member or join a local chapter.
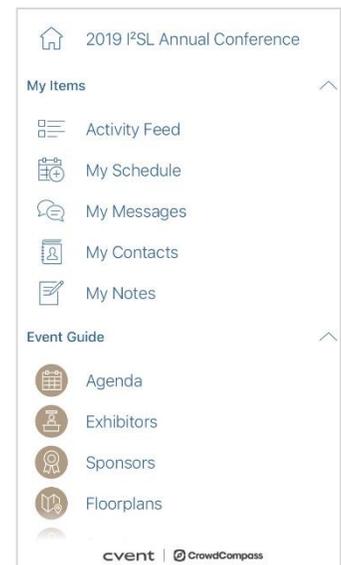
CREATE A PROFILE FOR NETWORKING

- **Edit your profile:** After logging in, tap the menu icon in the top left, then tap your name at the top of the screen.

- **Tell us about you:** Write a short bio, provide your contact information, or connect to social media.

- **Take it public:** If you want fellow attendees to see your profile, you can make it public by going to the Privacy Settings section of the Edit Profile page (pictured at left) and set the privacy setting slider to the "Public" option.

THE SIDEBAR

View "My Items" in the app's sidebar (pictured at right) to access your personalized conference information.

- **Activity Feed**: Check your feed for items you bookmarked and sessions and reminders you added to your schedule.

- **My Schedule**: See events you bookmarked.

- **My Messages**: See messages exchanged with other attendees.

- **My Contacts**: View connections made through the app's Networking feature.

- **My Notes**: Read notes you took during the event.

REPORT CONTINUING EDUCATION CREDITS

Help us save paper by reporting session attendance for continuing education credits in the mobile app. Select the Report Continuing Education Credits icon and complete the survey to report attendance. Answers will be saved when you exit the survey before submitting, so you can track attendance after each session.

AFTER THE CONFERENCE

When you are back in the office, the app becomes a powerful tool to recall the sessions you attended and the contacts you made. It is also a great way to share your experience with others.