MUTEK
Forum

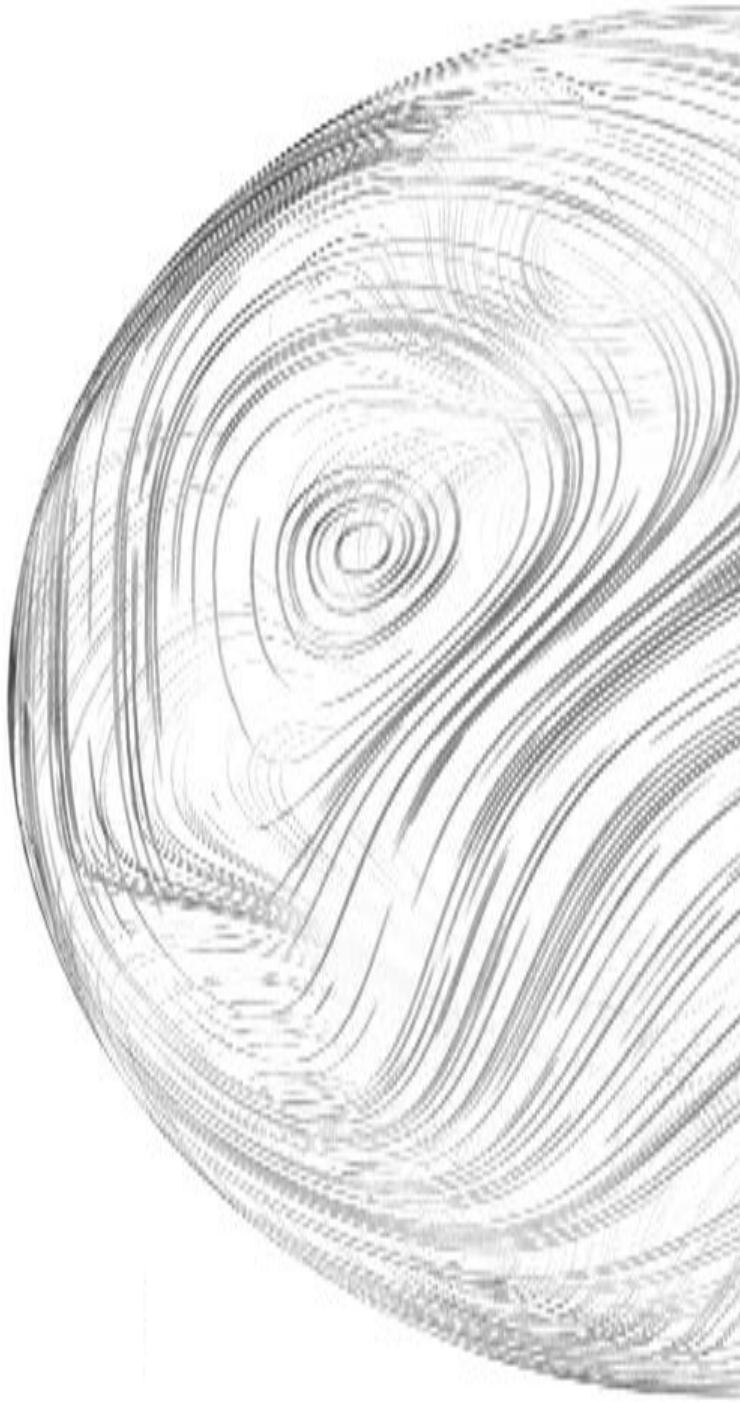
USER GUIDE

Why use the MUTEK Forum app?

Quite simply because it is the networking platform that will save you time, while allowing you to make valuable connections with incredible people.

To do this:

- prepare your event in advance
- connect with the right people
- increase your visibility with a large number of potential prospects
- manage your meetings
- keep track of your contacts
- make your opportunities a reality



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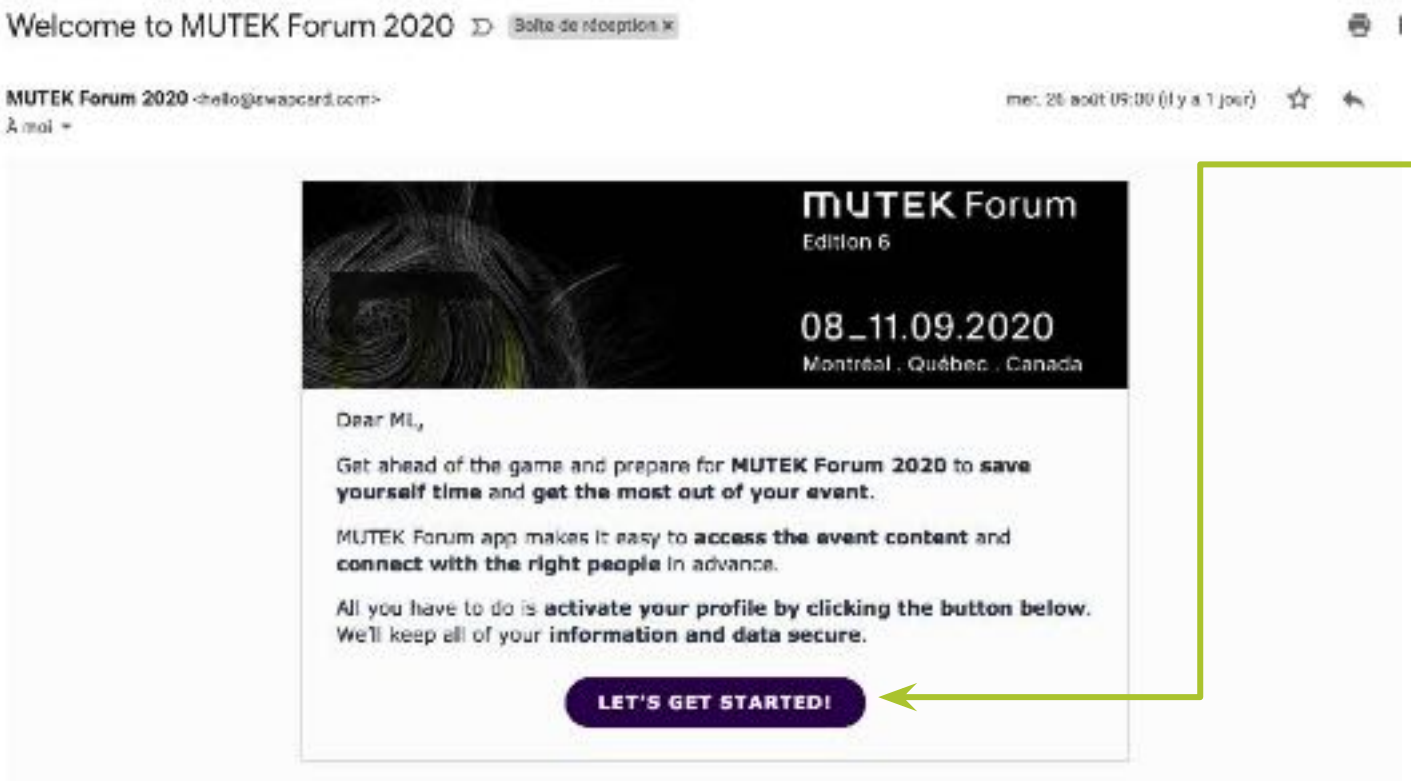
STEP 1
-
LOGIN

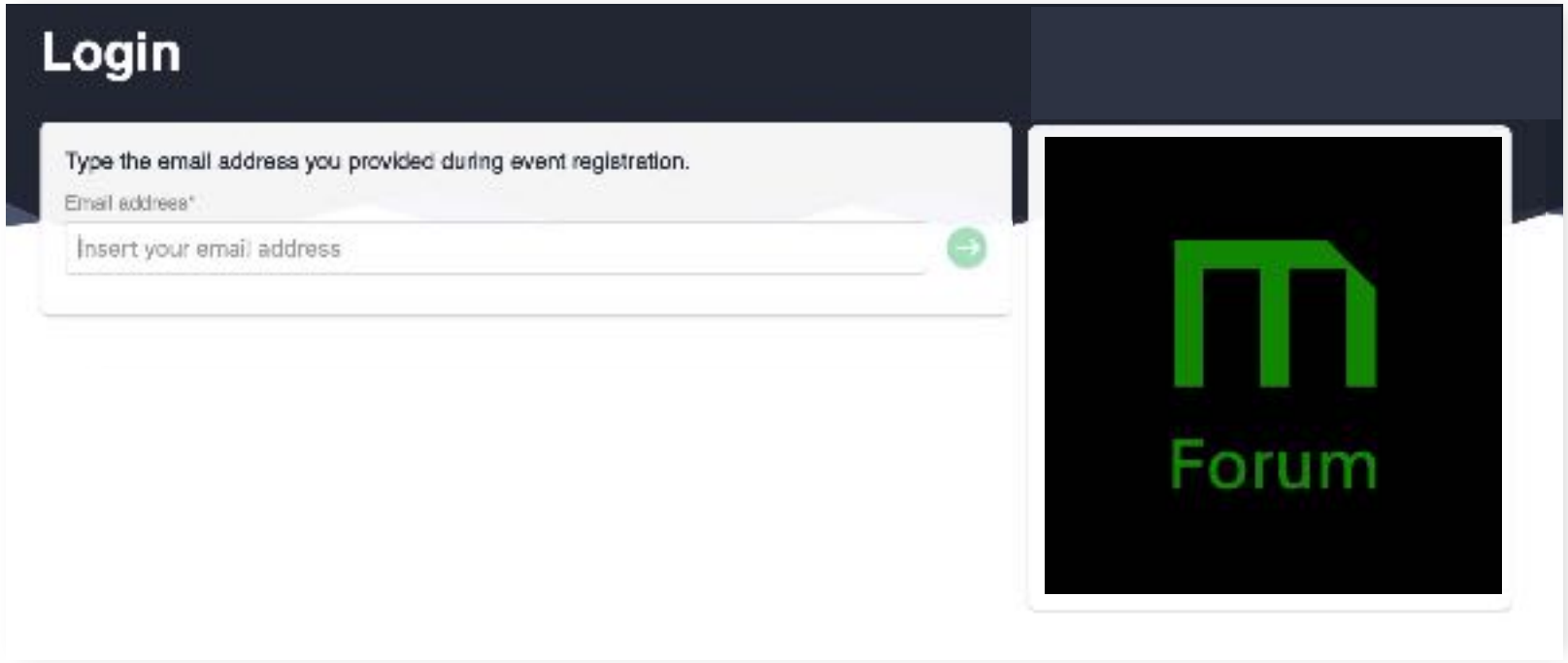
1. Login / Email



You should receive an email with a button redirecting you to the login page. Your account is automatically pre-created by the event organizer. A window will then suggest that you create a password for your account.

If you didn't receive anything, check your spam box.

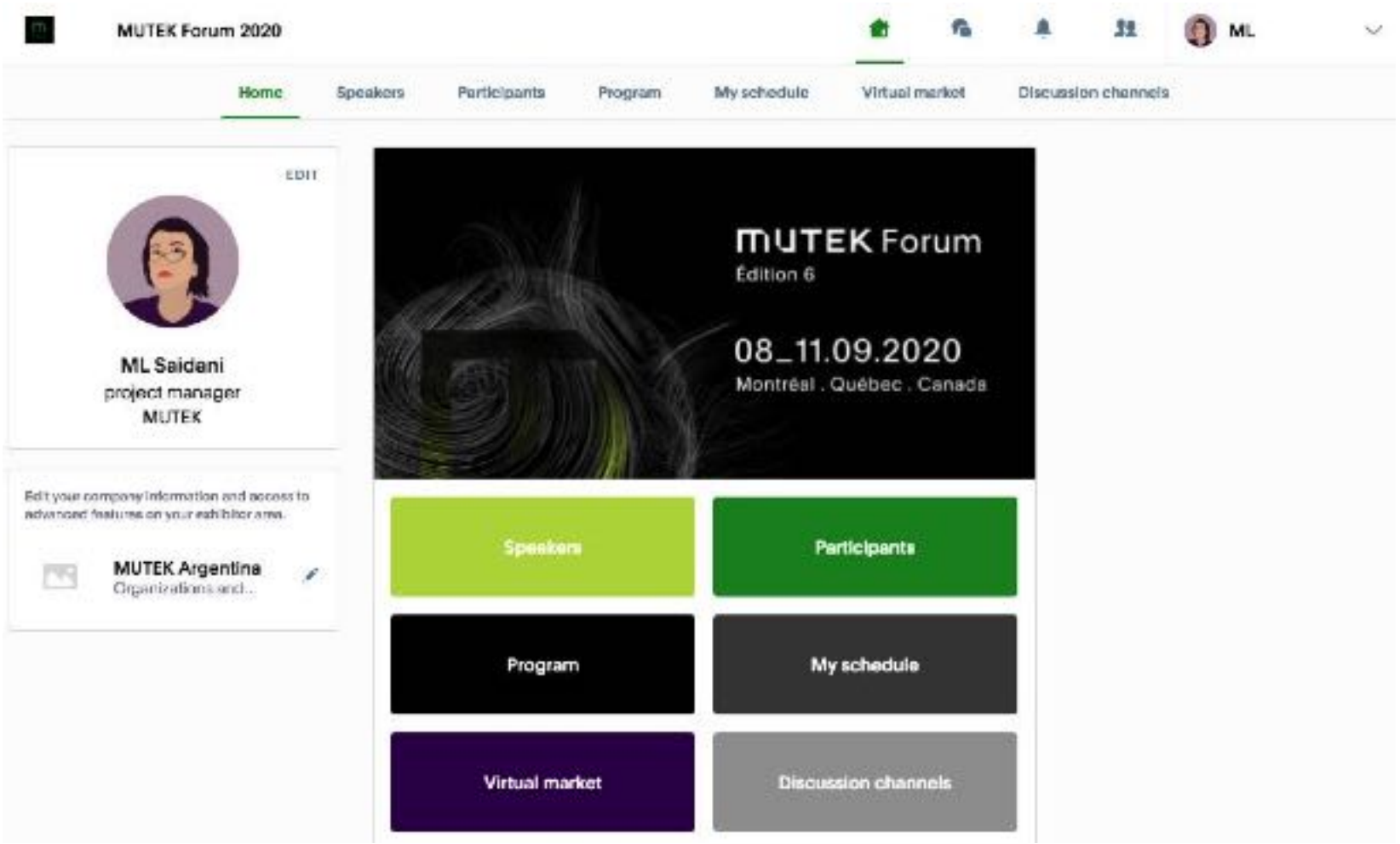
1. Login / Platform



Access your account at https://mutekforum.app.swapcard.com/event/mutek-forum-2020

Enter the email you used to register for the event.

If your address is not recognized, send an email to support@mutek.org .



CONGRATULATIONS! YOU NOW HAVE ACCESS TO YOUR EVENT

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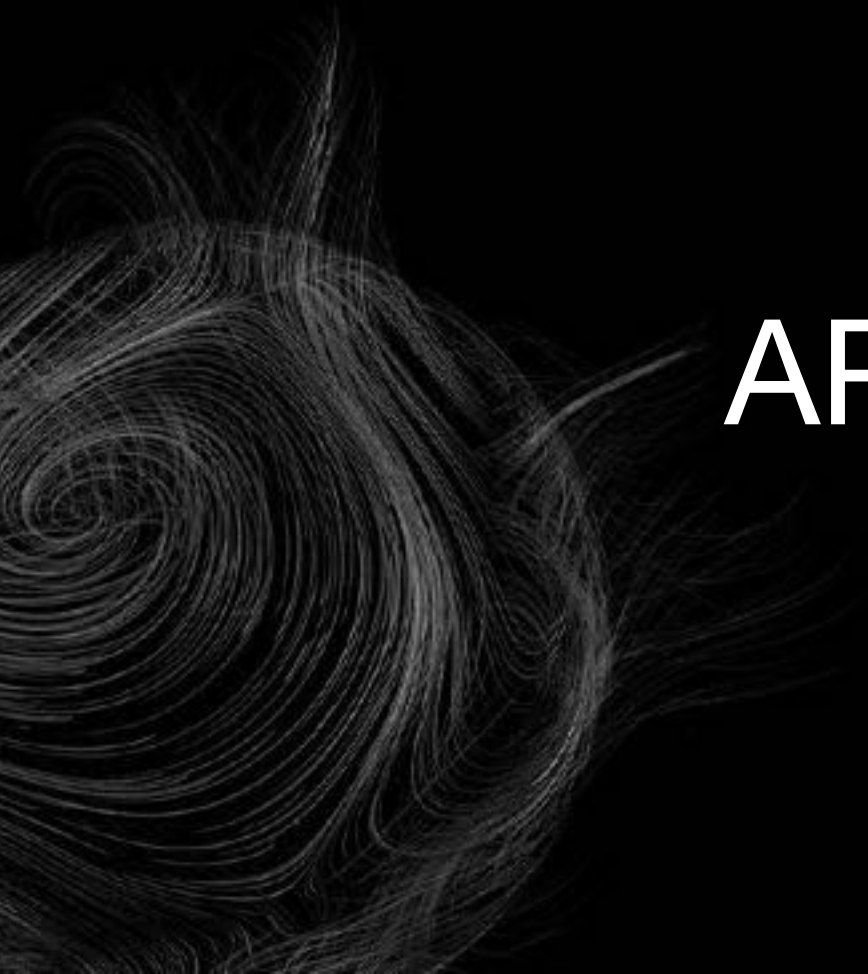

STEP 2
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APP & WEB APP

2. App & web app / Navigation

Web app

Mobile app

This is the homepage of your event.
The main navigation is the same on Web and Mobile.
It is divided into 5 parts:

Home Messages Notifications

Contacts My profile

2. App & web app / Navigation

Web app

Mobile app

To access the different sections of the platform, use the buttons on the home screen. From the web app, navigation is made easier by the presence of a navigation sub-bar. This allows access to the 6 sections of the event:

- Home
- Participants
- Virtual market
- Speakers
- Program
- My schedule

2. App & web app / Attendees & matchmaking

Find out who to meet!

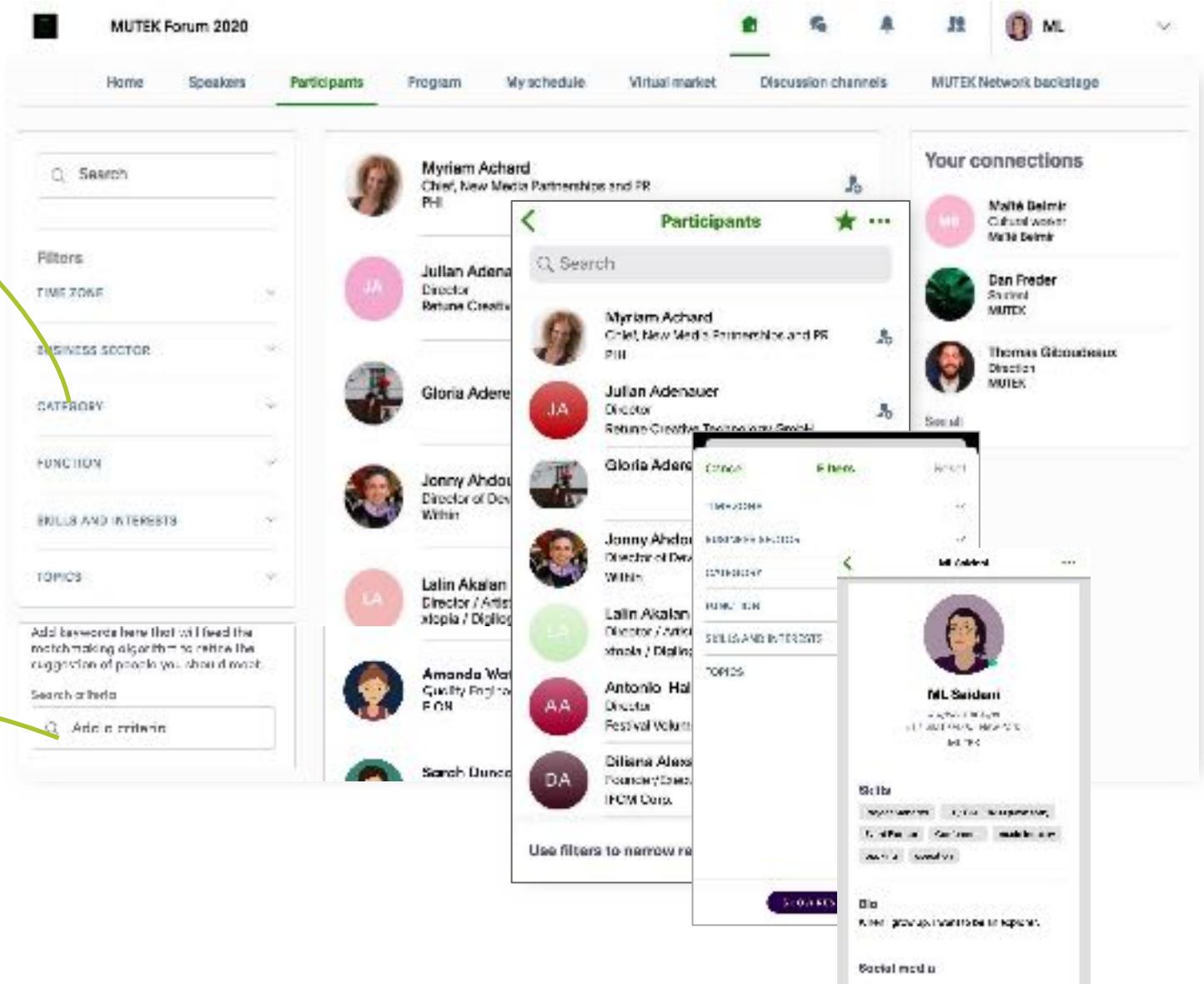
1. Sort the attendees to see the most relevant results.
2. Click on a name to view their information.
3. Connect with qualified profiles.

A personalized connection request (with message) will be 4 times more likely to succeed.

AI & matchmaking

1. Fill in your profile information.
2. Enter your search criteria.
3. Add the profiles that interest you.

The more data you enter into the platform, the more efficient the matchmaking will be.

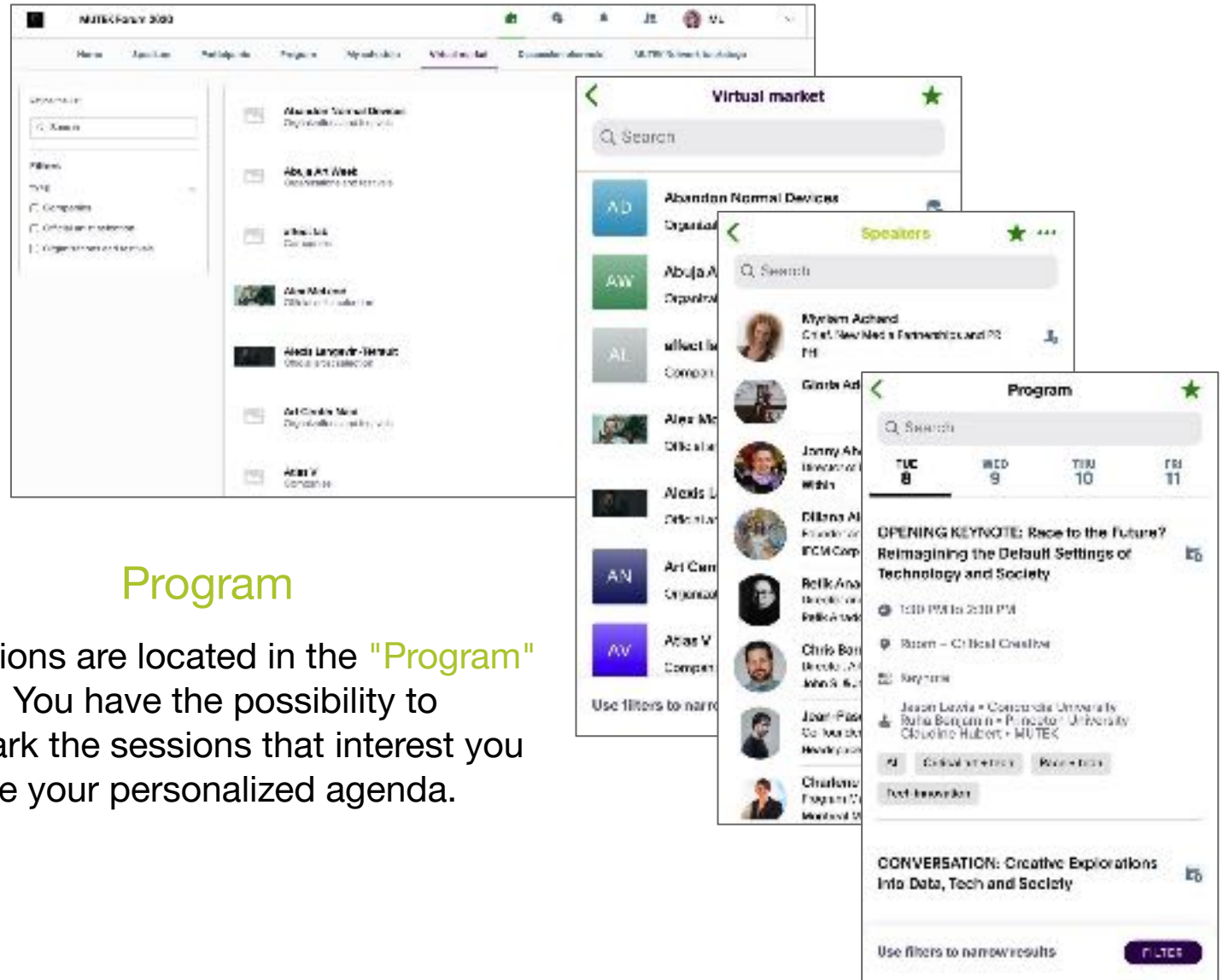


2. App & web app / Exhibitors, speakers, & program

The virtual market

Artists (official selection of the virtual market), buyers, companies, and public partners are included in this list, both on the mobile app and on the web app.

You can then access an exhibitor's or your own record and its description.



Speakers

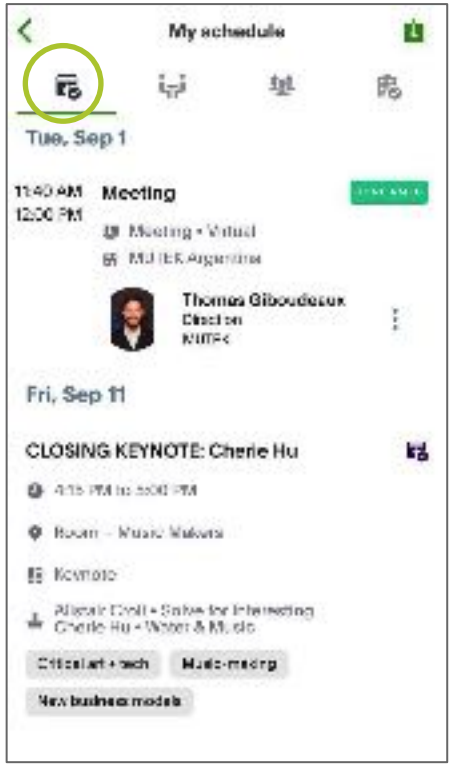
Find the list of different speakers at the event, and get in touch with them!

In addition to their general profile information, you will also find the list of sessions they are speaking at..

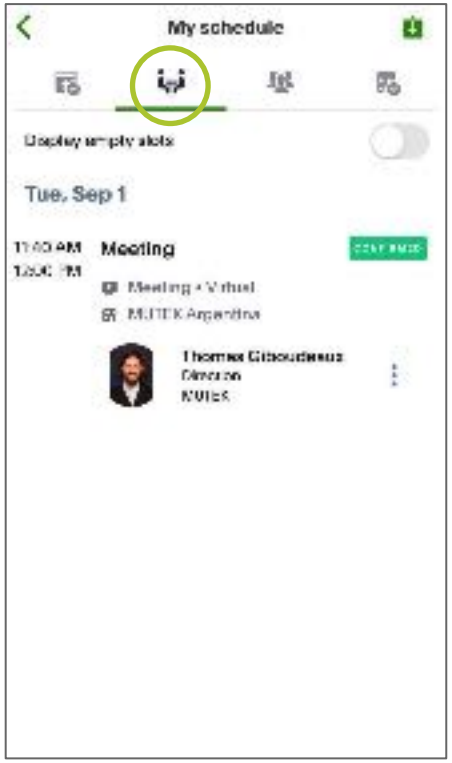
Program

All sessions are located in the "Program" section. You have the possibility to bookmark the sessions that interest you to create your personalized agenda.

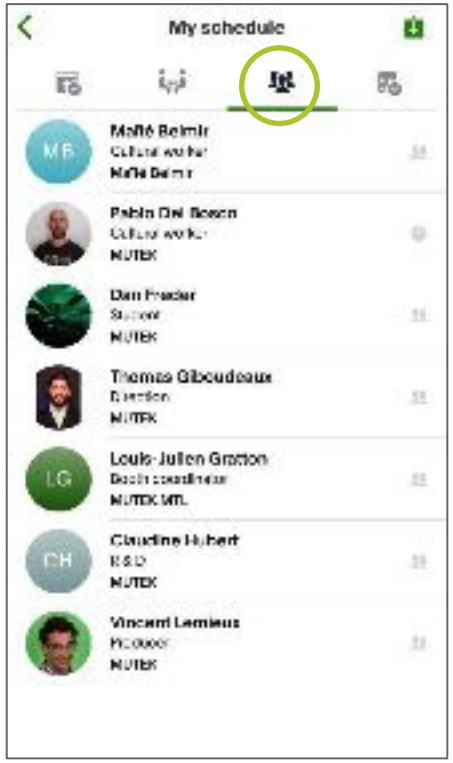
2. App & web app / My schedule



My schedule



My meetings



My contacts

Find your meetings, the people you met online, and your personalized schedule.

You can export your appointments and your personalized schedule directly to your calendar by clicking on the icon:

2. App & web app / Send a meeting request

1 Select a slot

By clicking on a participant,
you can view the appointment slots
for which he or she is available.
Select your preferred slot.

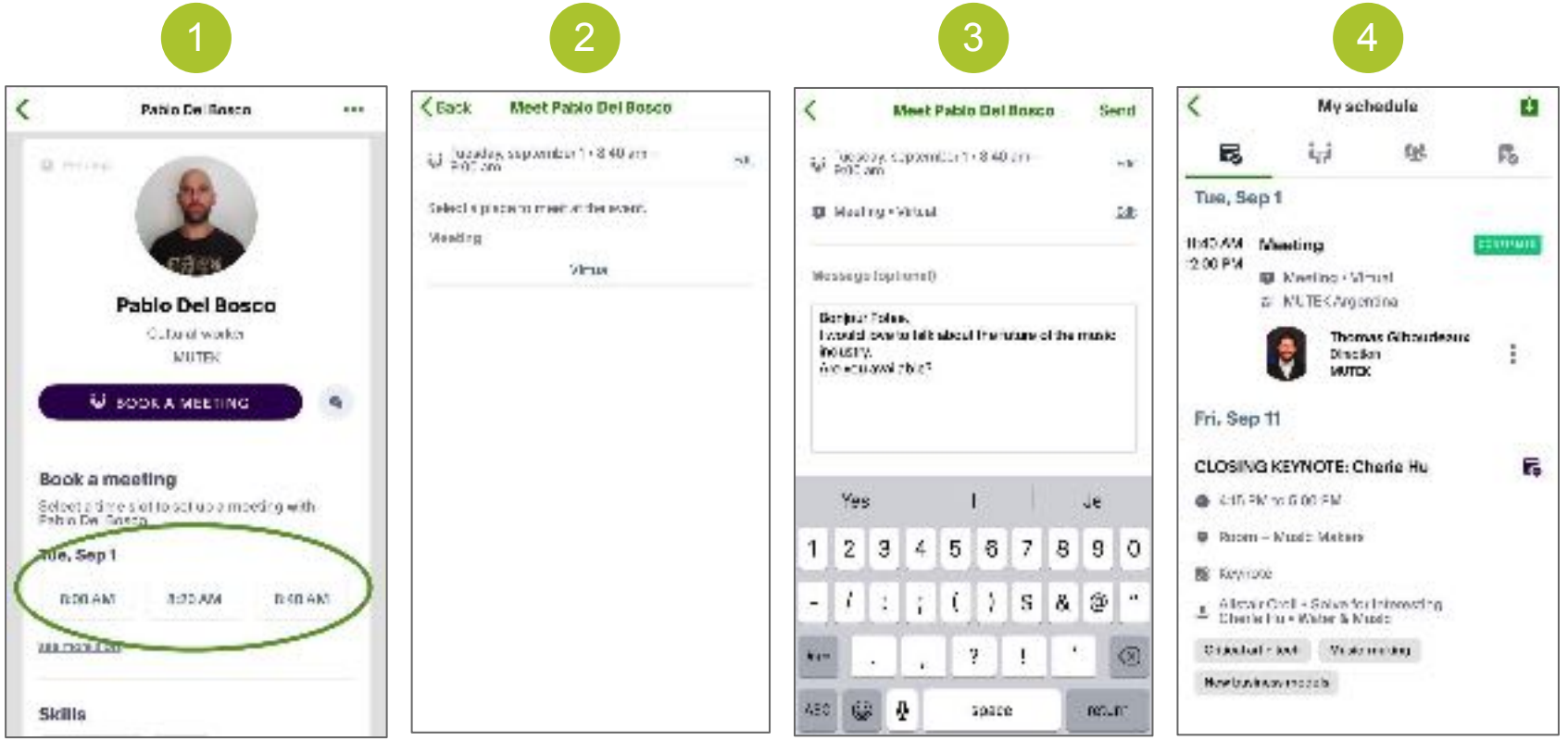
2 Select video meeting

3 Send a message

It is very important to send a
personalized message to the
participant you wish to contact so
that the meeting can take place.

4 Manage your meetings

In "My schedule," you can view
your appointments, cancel them,
and manage your availability. Note: a meeting
slot is blocked when a request is made or
received, even if it is not validated.



2. Mobile app / How to start your virtual meeting

To set up your virtual meeting, you must select the virtual location when requesting a meeting. (See “Send a meeting request.”)
A few minutes before the meeting, go to the profile of the participant you’re going to meet, and click on the "Meeting call" button that will launch the video call (only available if the meeting is confirmed).

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STEP 3
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BEST PRACTICES

3. Planning ahead

Before

1. Edit your profile
2. Connect with qualified attendees
3. Send your first meeting requests
4. Answer your first meeting requests

During

1. Save and tag your new contacts
2. Chat with them directly on the application

After

1. Continue to chat with your new contacts
2. Export your contact list

4. Support / Online

FAQ
https://montreal.mutek.org/en/forum-faq

Email
support@mutek.org

THANK YOU