



Lunchpool Virtual Events

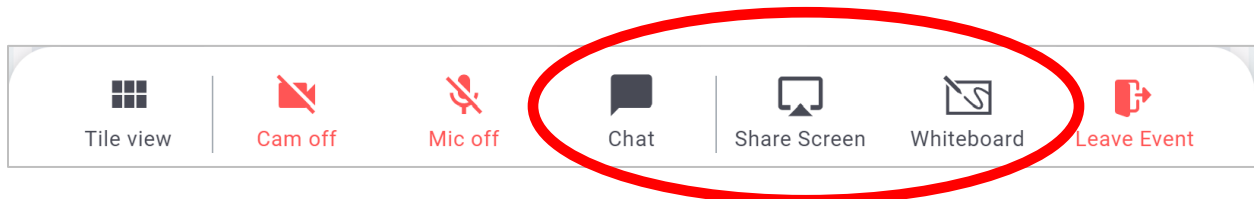
Attendee Guide

Thank you for joining the event. We're so glad you're here!

Virtual Event Functionality How To's

Now that you're all setup and have an understanding of the virtual event room logistics, let's get you ready to participate, here are some tips to help optimize your virtual event experience.

In this guide we'll focus on more details around how to use the Chat, Share Screen, and Whiteboard functionality, as well as a few other items that should be helpful to you as an Attendee of this virtual event platform.



Tip #1: Once again, be sure to have keep your camera and microphone ON for the best virtual face-to-face networking experience during any networking and open forum portions of your event.

Tip #2: If possible, logon to the platform ahead of time to ensure you are setup and that you have your camera and microphone settings configured so they will work on the platform.

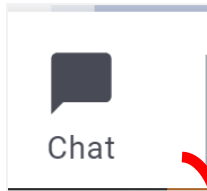
Lunchpool Table

We'll be there to help! Visit the Lunchpool table during your organizers first event. If you have any questions or suggestions regarding the virtual event platform or encounter problems with navigation &/or using the platform during the event, hop over to the Lunchpool table and let us help. However, please bring your own snacks!

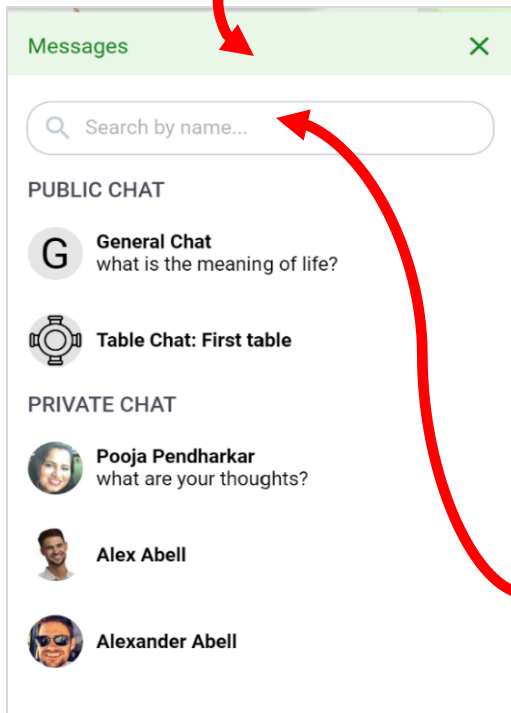
Let's get started....



Chat



As we mentioned in the Navigation Guide, clicking on the Chat menu option opens a chat window that gives several options for messaging. Here's some more detail on how Chats work.



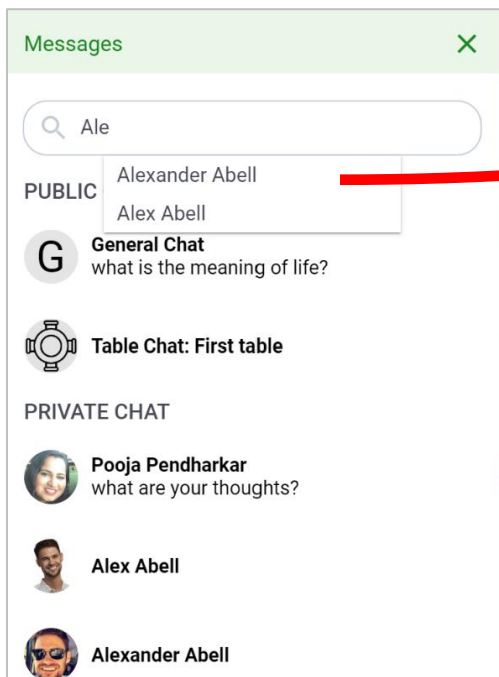
Attendees can send two types of **PUBLIC Chat** messages:

- **General Chat** - Posts are viewable to all event attendees
- **Table Chat** - Posts are viewable to attendees present at the same table

Click on the preferred option to open a message window.

PRIVATE Chat messages are viewable between individual attendees only.

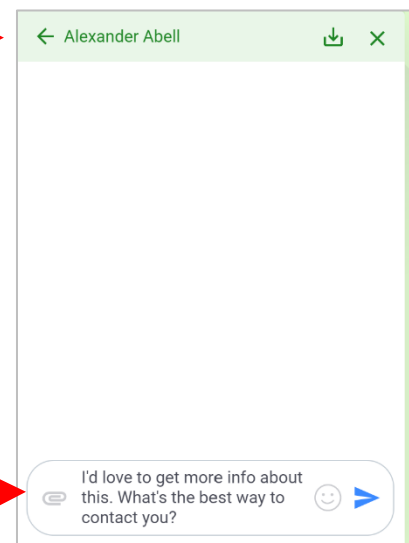
Attendees can search for another attendee by typing their name into the "Search by name..." field.

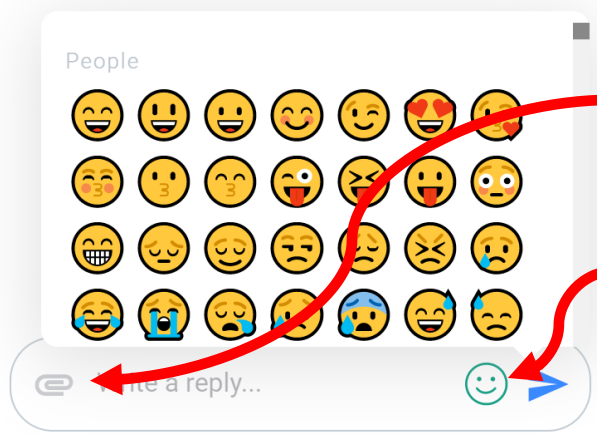


As a name is typed into the search field, all available options are displayed.

Select the name you are looking for and a message window with the selected person's name opens.

To send a **PRIVATE** message, type in the "Write a Reply" field at the bottom of this window and click the send icon.

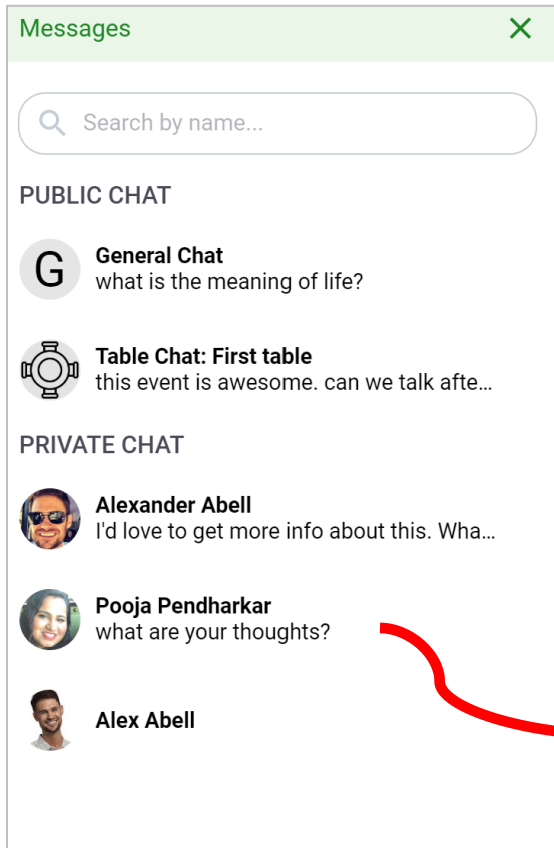




Attachments can be added to your messages by clicking on the paper clip.

Emoticons can be added to your messages by clicking on the smiley face and scrolling through the options.

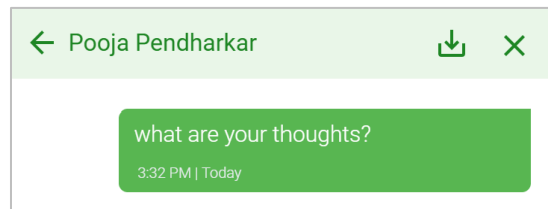
General Chat and **Table Chat** messages work in the very same way described above. However, these messages will be **PUBLIC** to either all event attendees (General Chat) or all table attendees (Table Chat).



If there are existing chat messages in any of the chat options, attendees will see a snippet of the last message under that chat category.

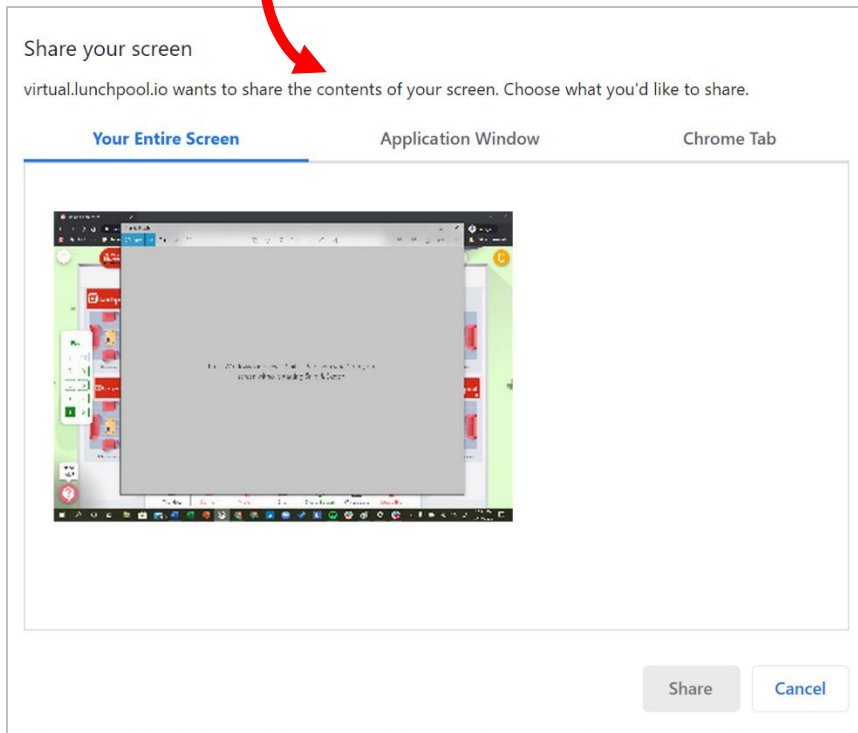
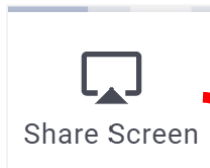
To read the full content or continue with messaging, simply click on that option (General or Table) and a chat window will display the full content,

If it's a private chat, click on the person's name to read the full content.



Share Screen

When you click on the Share Screen menu option, a screen will open that asks you to select what you'd like to share.



Your options are:

Your Entire Screen – this allows viewers to see everything on your screen. So, if you need to hop around between applications, this can be seen by others.

Application Window – Viewers will only see what is happening on the application you select.

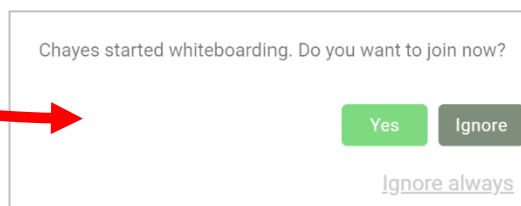
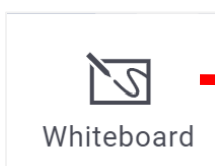
Chrome Tab – If you need to move from tab to tab on Chrome, this will allow viewers to follow along. Chrome tabs.

Everyone at your table will then be able to see whatever you've opted to share.

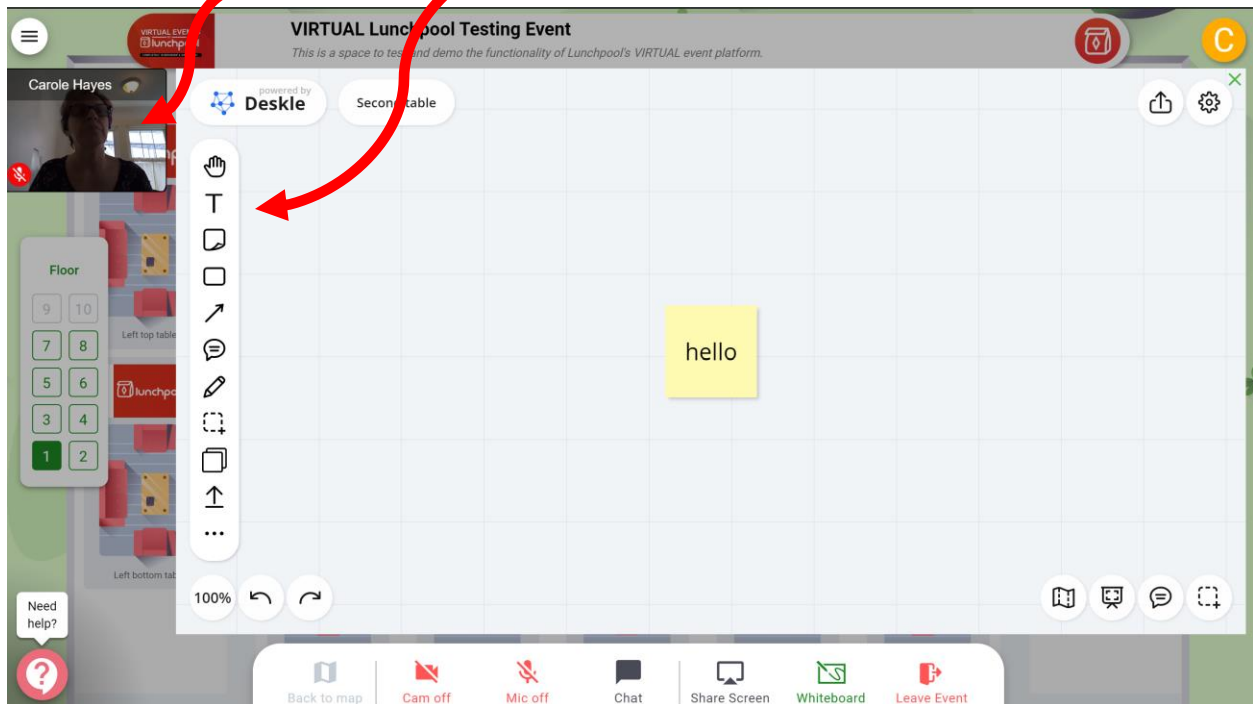
Whiteboard

When you click on the Whiteboard menu option, a whiteboard screen opens to you.












An invitation will be sent to other attendees at your table asking them if they'd like to join the whiteboard session. Since this is a collaborative tool, accepting the invite allows them to view and use the whiteboard.



The whiteboard view provides some collaborative tools, but still allows you to view the video cam of table participants.



The following whiteboard tools are available for participants to use and collaborate with:

-  Grab tool can grab and move items. Clicking on this alternates between the grab tool and a mouse pointer.
-  Text tool is used to add text to the whiteboard
-  Add colored Stickers (sticky notes)
-  Select and add a variety of Shapes
-  Add Arrows, with options to customize how they appear
-  Add comments
-  Pen/Drawing tool, with options to customize color, thickness, and erase
-  Select an Area of the whiteboard
-  Add a Nested board
-  Upload allows the whiteboard to be uploaded. There are several options such as My Device, Google Drive, Dropbox, and more
-  Provides additional options for Templates, Widgets and Icons to select from

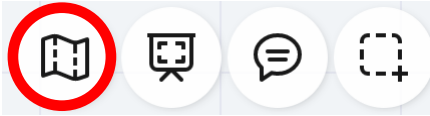


Located in the bottom left of the whiteboard:

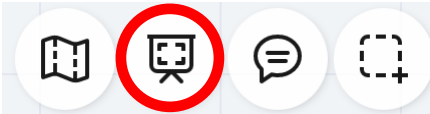


Undo and Redo items that were added to the board

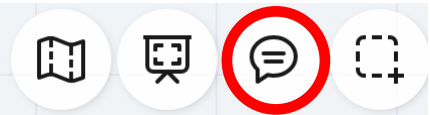
In the bottom right corner there are additional function buttons:



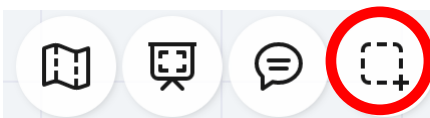
Add mini-map to the board



Presentation mode

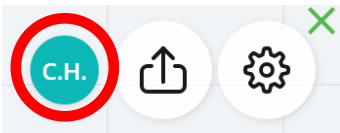


Add Comments

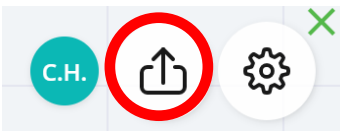


Select areas

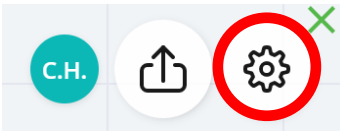
In the upper right corner are some additional features:



Informs who is using the whiteboard

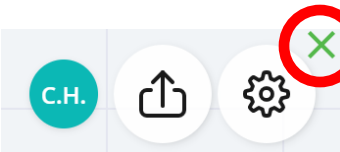


Allows saving as an image and exporting the whiteboard



Board settings. Clicking on this provides these options

- Board settings
- Board members
- Navigation mode
- Shortcuts



Clicking on this closes the whiteboard



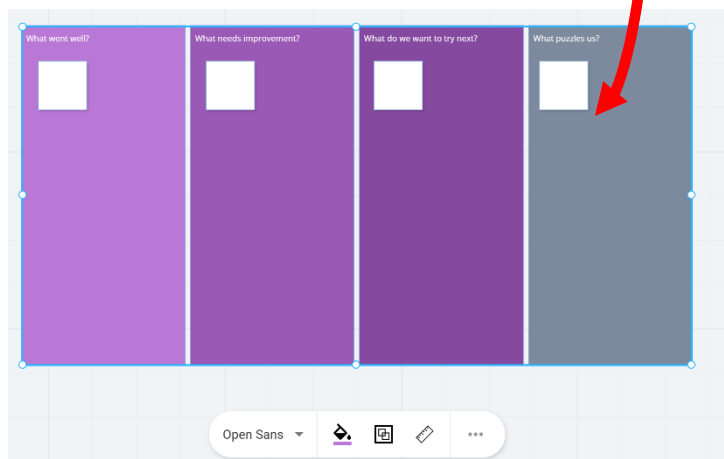
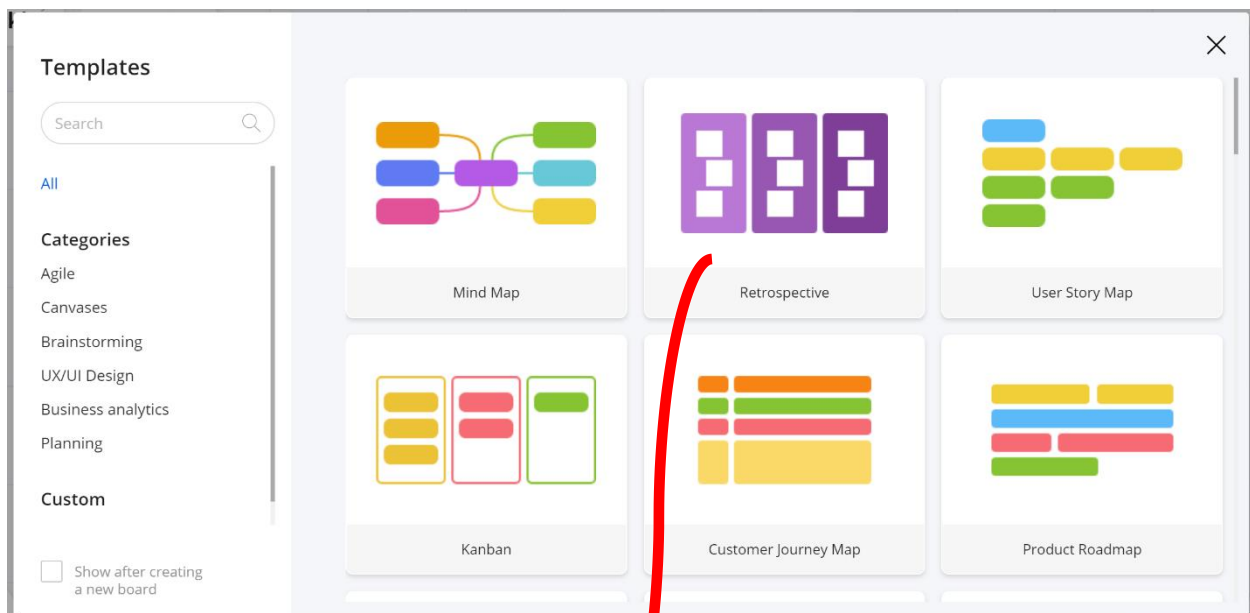
Templates, Widgets and Icons

Clicking on the 3 dots at the bottom of the whiteboard tool menu gives you additional options to select Templates, Widgets or Icons.



Templates

Selecting Templates opens a pop up that provides a wide array of templates attendees can select from and use.



To select a template just click on it.

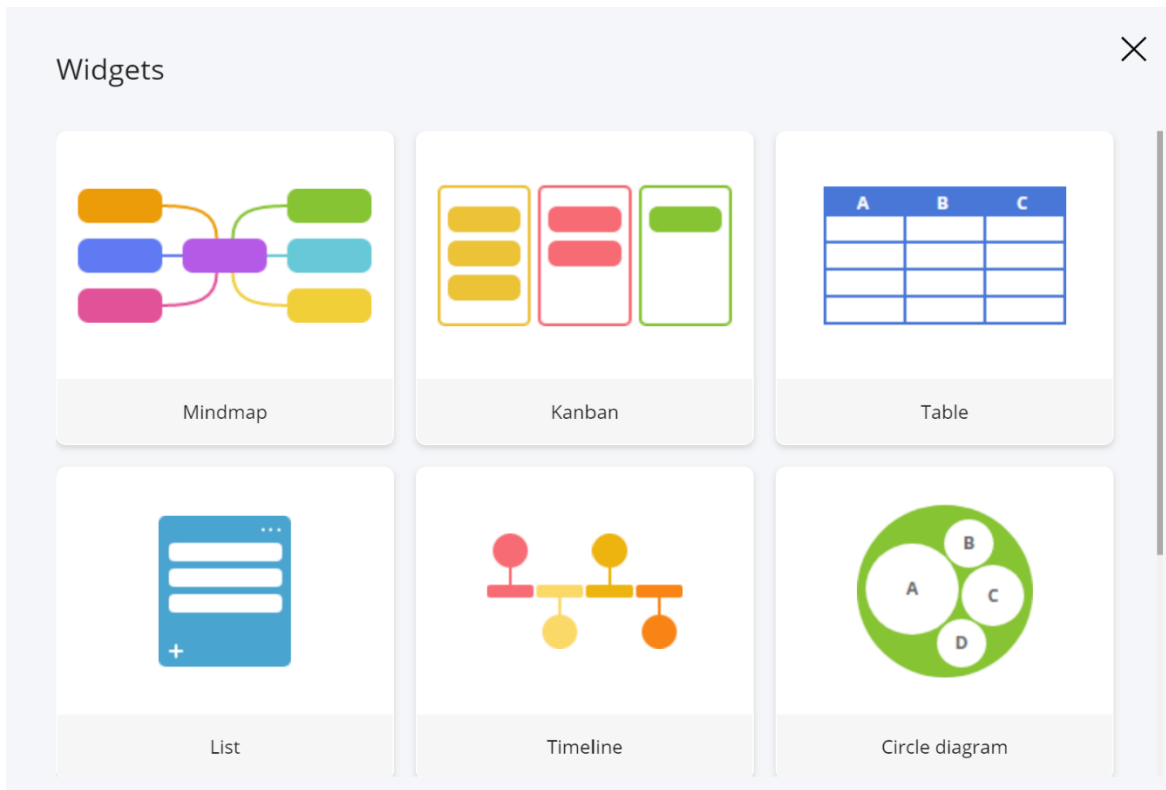
THEN

Click on the whiteboard next and the template be added.



Widgets

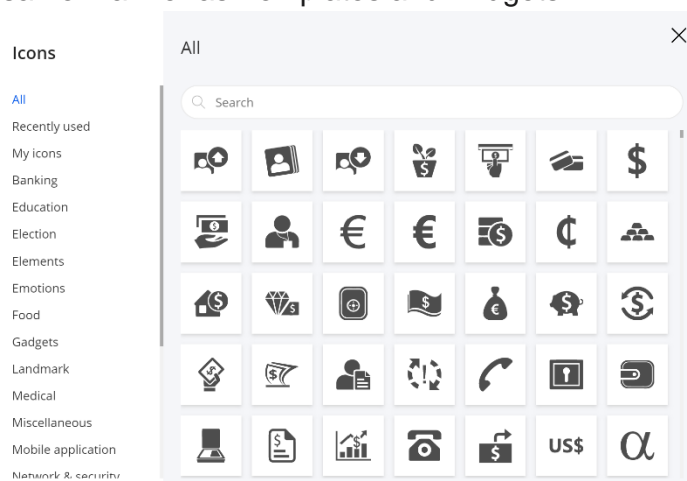
Likewise, selecting Widgets will open a pop up offering several options to select from.



In the same manner, to select a Widget just click the option, then click on the whiteboard to have it populate for use.

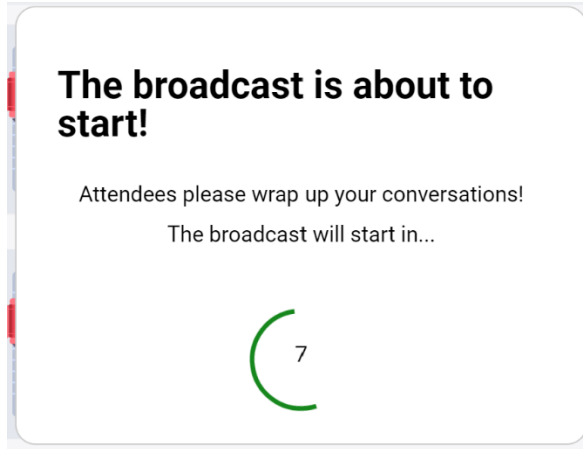
Icons

Clicking on this option provides a window with a wide array of icons to select and use on the whiteboard in the same manner as Templates and Widgets.



Presentations

Once a presentation is about to begin and a speaker is ready to go into Present mode, you may see a 30 second warning pop up on your screen



This is your cue to wrap up any discussion or that be going on at your table.

Once a presentation/event begins, the map view of the virtual meeting room will disappear.

Any discussion underway is automatically stopped so attendees can hear/see the speaker(s).

Only 7 seconds left in this example!

Once the live presentation begins attendees will have their screen automatically populate with the video screen of the presenter(s).



Attendees can engage during presentations while the presentation is going on in several ways.



At the bottom of the Presentation screen is an option to raise your hand. If you would like to speak to the presenter or audience.

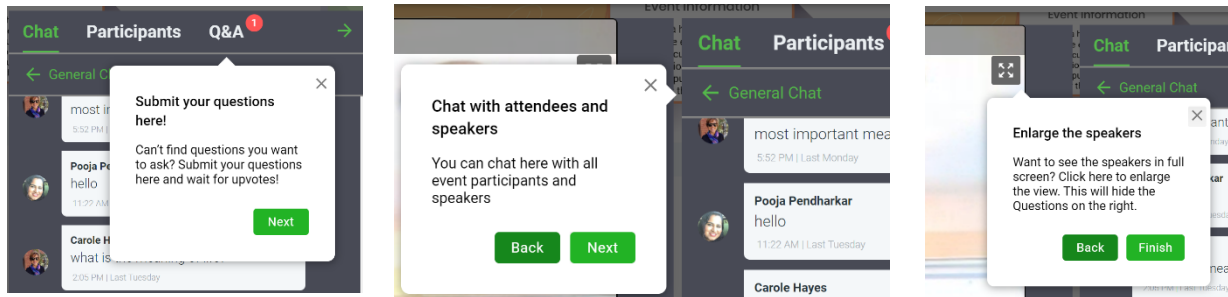
There is also an option to leave the event. Please don't go!



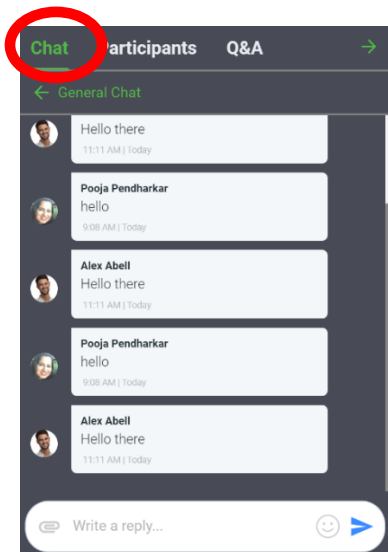
Note: Presenters have the option to make you a speaker. Presenters may not see your hand raised right away. You may need to wait for this to happen.

During “Present” mode, a screen to the right of the live video will be pointed out to attendees when the presentation begins.

Clicking on “Next” will take you through a brief tutorial to familiarize you with this new screen. Click “Finish” when the end of the tutorial is reached.



Now let's go over what new menu options are provided when a presentation begins.



Chat:

General Chats can be viewed here.

This allows attendees to message during Presentation mode.

General Chats are PUBLIC posts and comments that can be made by any attendee and are viewable by ALL participants.

Participants:

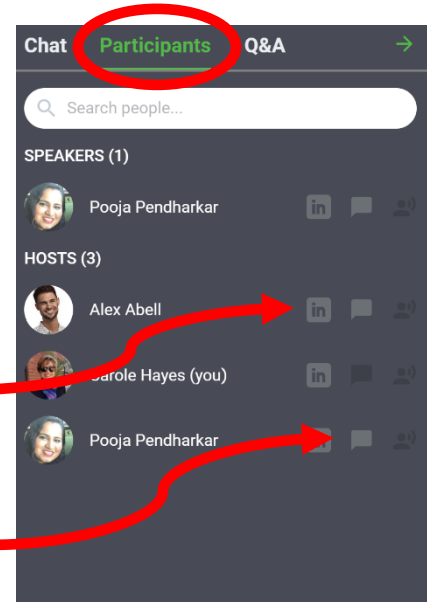
All Participants in the event can be viewed here.

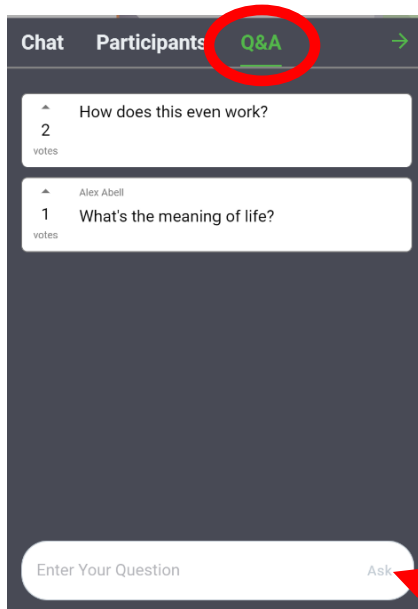
The list will be grouped by role in the event and the list is scrollable.

Participants can connect with each other via LinkedIn's InConnect here

OR

They can send a message directly to another attendee by clicking on the chat icon.





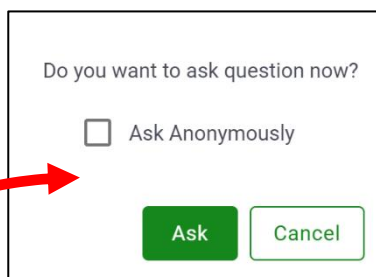
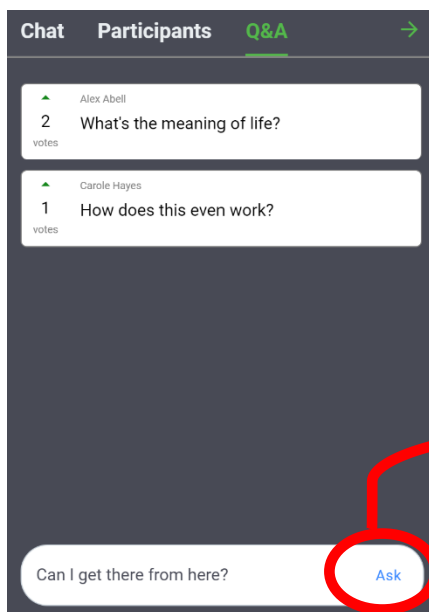
Q&A:

From Q&A attendees can post comments via the “Ask” window at the bottom of this view.

This view provides functional options that may be useful in a variety of event types. For example, here attendees can:

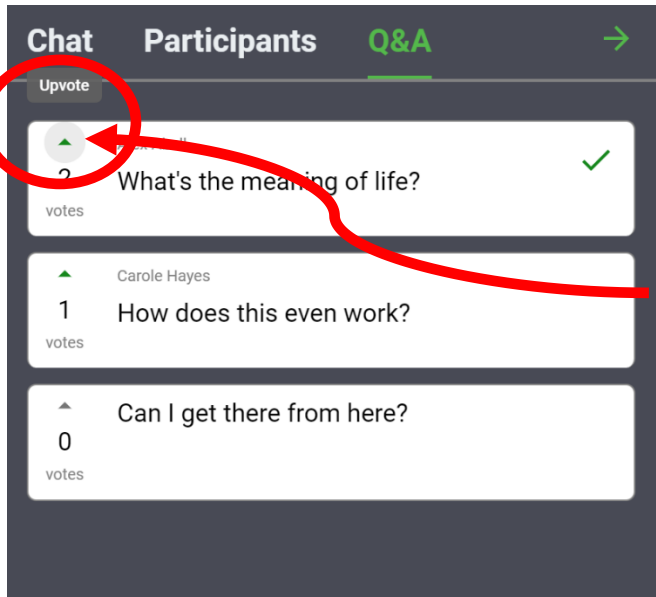
- Ask questions for presenters or a panel to respond to.
- Post brainstorming ideas
- Make suggestions
- List discussion topics or agenda items
- Vote on posted items
- Mark items completed/responded to

When an attendee clicks “Ask” to submit their post, a window pops up giving them the option to make their post anonymous. and a Q&A section.



Simply click on the “Ask Anonymously” box before clicking on “Ask” to make a post anonymous.



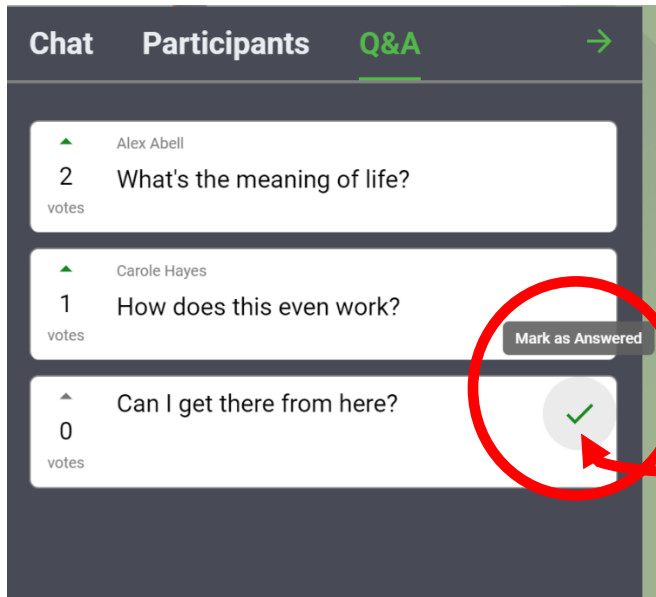


Voting:

Attendees can vote on items by hovering over the caret in the upper left section of the post.

The word “Upvote” will display. Click on the caret to upvote that post.

Note: Attendees can vote for more than one item. However, they can only vote once on each item.

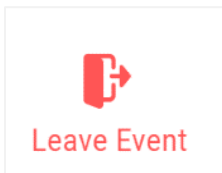


Completed/Answered items:

Once posts are discussed, answered or resolved, they can be marked as “Answered” by hovering over the post until a green check mark, along with the words “Mark as Answered”, displays.

Click on the check mark and that post will be removed from the list.

Leaving the Event



To leave the event, simply click on the “Leave Event” icon from the Attendee Menu bar or Presentation mode screen.

You can also Logout of the event using the Logout option displayed when you click on either your profile pic (upper right corner) or the hamburger menu (upper left corner) of the virtual event screen.

