



# Lunchpool Virtual Events

## Navigation & Logistics

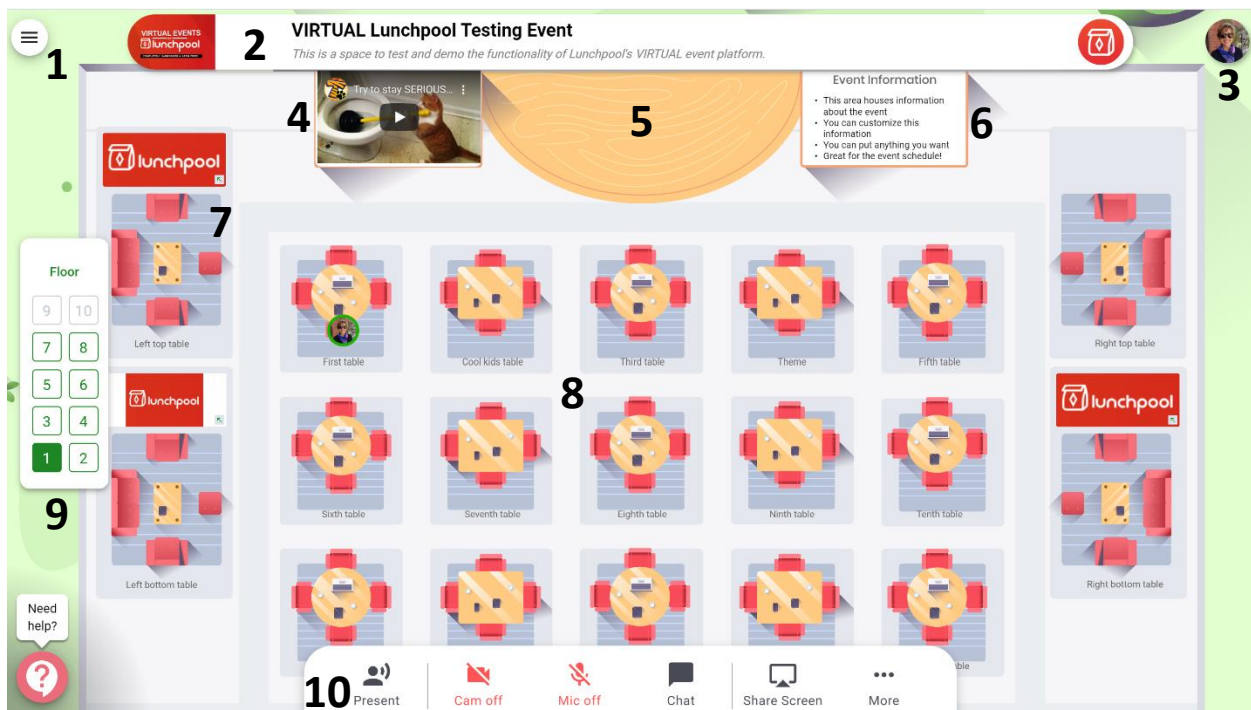
### How to Navigate and Network During the Event

Now that you're all setup and ready to participate, here are some platform navigation and logistics tips to make help optimize your virtual event experience.

**Tip #1:** Be sure to have keep your camera ON for the best virtual face-to-face networking experiences during the networking and any open forum portions of the event.

### Event Layout

Below is a view of the virtual event platform and a numbered list of its components with a brief description of each. This layout is called the "Map View" of the room.



**1 – Event Platform Menu:** Options on this menu include My Events (events you have access to), My Profile, Support, Settings, as well as Logout.

**2 – Event Name and Description Banner:** Located at the top of the virtual event platform this banner contains the name of the event and a brief tagline or description.

**3 – Profile Picture:** Clicking on this allows you to either update your profile or logout. (The Setup User Guide contains details on updating your profile.)

**4 – Left Presentation Banner:** This banner can have verbiage or video.

**5 – Center Stage:** Can be used by presenters. Multiple presenters or a panel can be on stage to present or speak to attendees

**6 – Right Presentation Banner:** This banner can be verbiage or video.

**7 – Sponsor Table:** Sponsor tables can display a logo that provides attendees with more details about them when clicked on. A sponsor rep should also be in attendance at the table to give you more information about them.

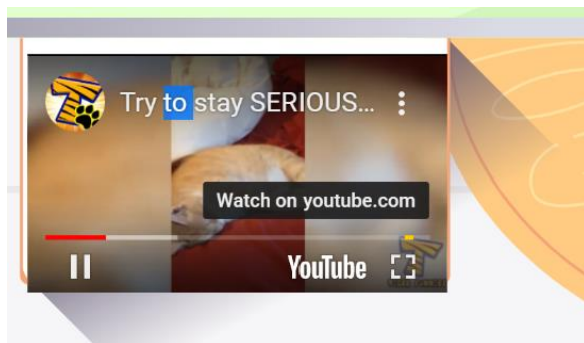
**8 – Event Attendee Tables:** Attendees at each table can network, discuss or collaborate with each other via video and/or chat. They can also share a white board. Attendees can move between tables.

**9 – Event Floors:** An event may have more than 1 floor available. If that is the case this item will display. Attendees can move between floors by clicking on the desired floor.

**10 – Participation Menu Bar:** Attendees engage in the event by utilizing this bar to select options available to them.

## Event Logistics

Let's discuss how to use some of the items you might see in your event layout.



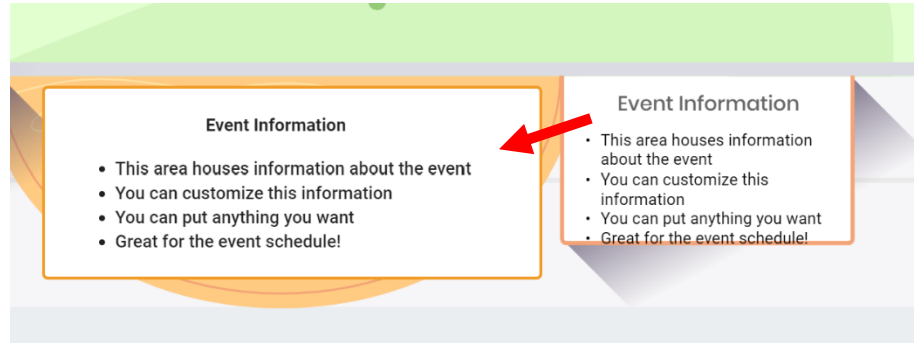
### Tip #2

To watch any videos presented on a billboard, just Click on them.



### Tip #3

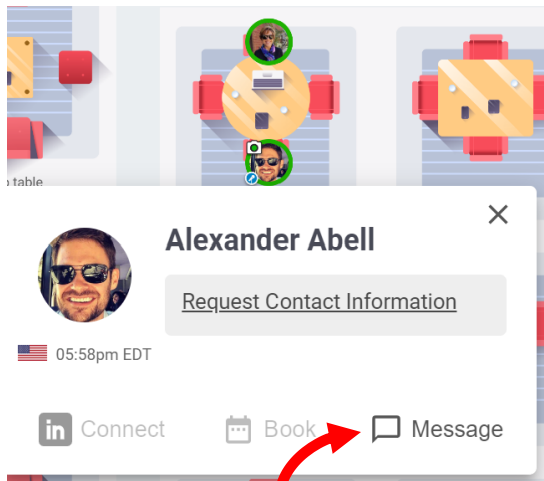
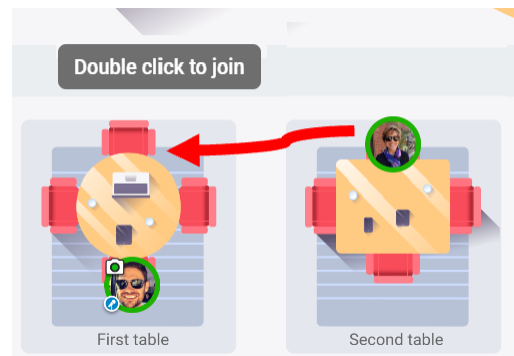
Hover over any billboard with verbiage to see the full details.



### Networking or Table Hopping

To join a table just Double Click on that table and you'll automatically be moved to a seat at that table.

**Note:** Seating capacity at each table is limited. (Current capacity is 8 per table, despite the visible 4 chairs)



### Tip #4

Hover over an attendee's icon to see their name.

Click on their picture/icon to gain more details.

From here you can request more contact information, send a LinkedIn connection request or send an in-event message to them.

**Note:** Attendees will need to connect their LinkedIn profile to their event profile for LinkedIn's inConnect to work. (See "How to Update Your Profile" instructions in your Setup User Guide)

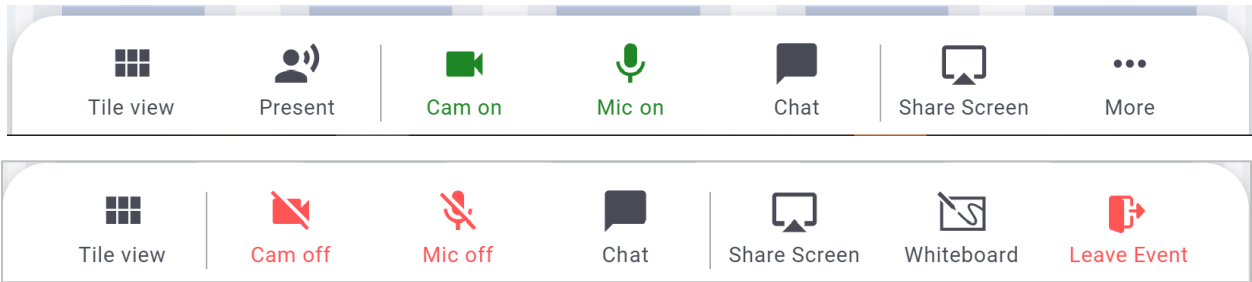
### Tip #5

If the LinkedIn connect is not in place for that person, message them directly and ask for their contact information.

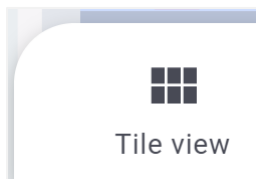


## The Attendee Menu Bar

During the event attendees will see one of these menu bars at the bottom of their virtual meeting room screen.

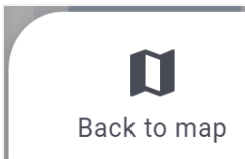


Let's break these Menu items down:

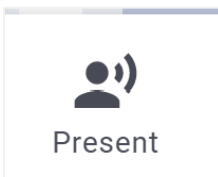


Clicking on “Tile view” enlarges the live chat video windows of participants at your table into large tiles that fill the available screen space.

The menu will then display the option “Back to map”

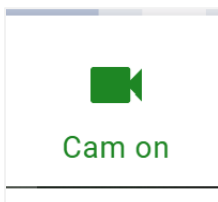


Clicking on “Back to map” will return the live stream videos into smaller windows at the top of the screen and back to the “Map View”.



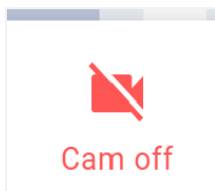
Only attendees designated as presenters will see this on their Menu bar, clicking on it will bring them into the presenter mode.

See our Presenter Guide for more details around this option.



When your video camera is ON, the “Cam on” icon will show on the menu bar. Keeping your video camera on provides optimal interaction. (See Tip #1)

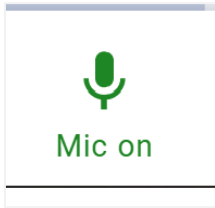
To turn off the video camera, simply click on this icon.



When your video camera is OFF, the “Cam off” icon will show on the menu bar.

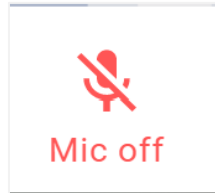
To turn on the video camera, simply click on this icon again.





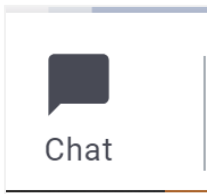
When your microphone is ON, the icon “Mic on” will display on the menu bar.

To turn your mic off, simply click on this icon.

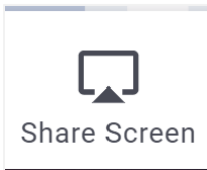


When your microphone is OFF, the icon “Mic off” will display on the menu bar.

To turn your mic on, simply click on this icon again.

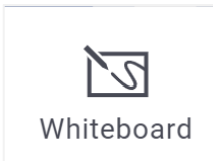


Clicking on the Chat icon opens a chat window that gives several options for messaging.

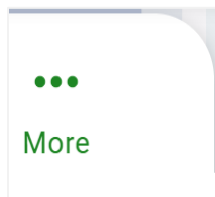


Clicking on this allows you to share your screen with either your table.

Options for sharing are either your entire screen, an application window or Chrome tab

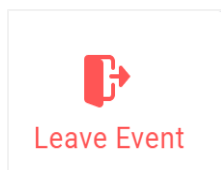


Clicking on this gives all attendees at a table access to a whiteboard. This is a great tool providing many options and templates to help participants collaborate during an event.



Only attendees designated as presenters will see this on their Menu bar. Clicking on “More” presents the attendee with a pop up giving more functionality options. These include Announcement, Whiteboard, Timer and Mute All.

See our Presenter Guide for more details around these options.



Clicking on this menu item allows attendees to leave the event. A pop up will ask the attendee if they are sure they want to leave the event and logout, allowing them to select Leave or Stay.

