

Start-up Festival



19-20 May 2022

Information for attendees

The event platform is now open, please find joining instructions below.

We are using Swapcard as our main event platform for this event, with 1-1 workshops, partnering and video meetings hosted within the platform.

The educational sessions will be held on Zoom and are accessed through the agenda on Swapcard - please make sure you have downloaded the [latest version](#) of Zoom.

It is recommended you attend using a device with a webcam and microphone, otherwise you will not be able to participate in the 1-1 video meetings.

The mobile app is available on iPhone and Android. To download it, use the following link: <https://www.swapcard.com/app/swapcard>

How to access the platform:

- You will receive an e-mail from Swapcard with a button redirecting to a login page. We have already created an account for you.
- Click the button 'Let's get started'
- When the browser window loads, enter the email which the BIA have used to contact you.
- You will then be prompted to create a password or insert your password if you have used the platform previously.



Welcome,

Please enter the email address you provided during event registration.

* Email address

CONTINUE

Please check your junk folder if you don't receive this email. You can also login directly at <https://app.swapcard.com/login>

Main navigation

This is the home page of the event. It is divided into 4 parts:

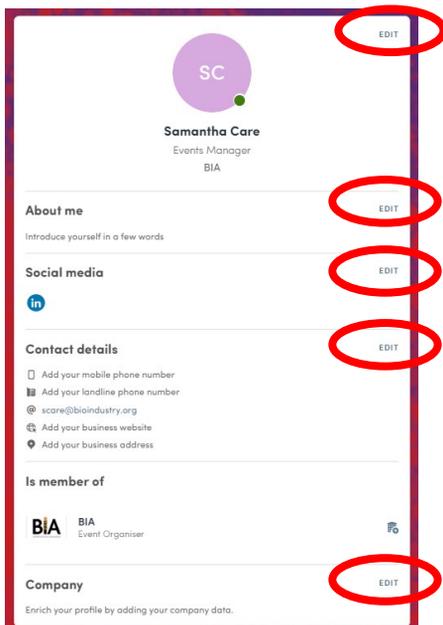
- Home
- Messages
- Notifications
- My profile



Edit your profile

From the event home page you can access your profile in two ways:

1. On the left side of your screen next to your name and the profile image
2. In the top right corner of your screen by selecting My profile from the drop-down menu



To update your profile simply click 'edit' next to the relevant sections.

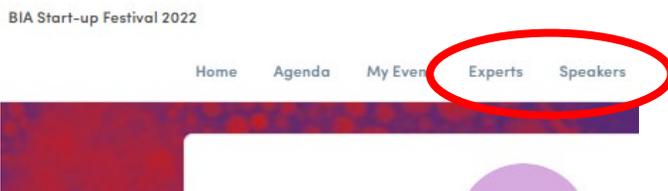
We recommend that as a minimum you add a profile photo, short 'About me', and some information about your company.

It may also be beneficial to include your contact details, if you are happy for attendees, experts, or speakers to contact you outside of the Swapcard platform.

Book your 1:1 meetings with experts or speakers

To view the companies offering their expertise through 1:1 meetings, or to see the list of speakers, please use visit the 'experts' or 'speakers' pages on Swapcard.

To find out more information about these companies and see which of their team members are available for meetings, please click onto the individual company profiles.



You can choose to request a meeting either through the company profile, or through the individual team member's profile.

Make sure to start booking your meetings early, before the experts are fully booked!

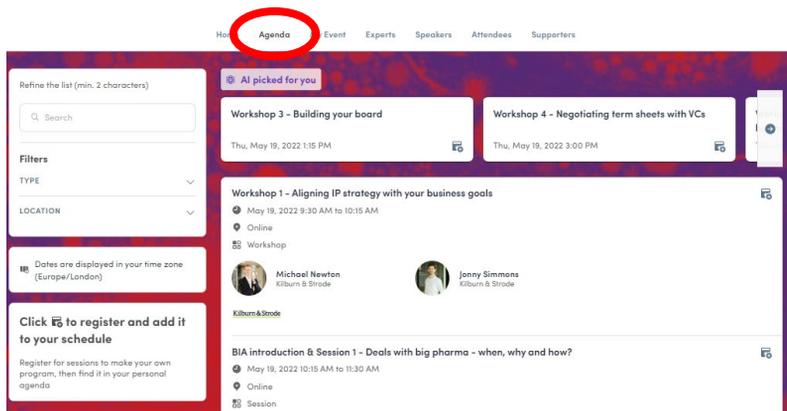
IMPORTANT - your browser must allow Swapcard access to your webcam and microphone to participate successfully in the 1-1 video meetings. Please be sure to do this ahead of time.

Manage your meetings

To manage your meetings for the event, please go to the 'My event' tab and then on the left-hand side select 'My meetings'. **Please make sure to update your availability ASAP.**

Attending workshops

Workshops will be held on the Swapcard platform. You can view and select the relevant workshop under the Agenda tab.



The link to join the workshop will not become live until the workshop start time. At this point, please refresh your page and click 'Join' to enter.



At the end of each workshop, attendees will be invited to turn on mics and cameras for a Q&A session. To do this please use the raise hand function and a moderator will allow you access to the stage.

Please make sure you have allowed Swapcard access to your webcam and microphone.

Attending sessions

Sessions will be held on Zoom. The link for each session can be found within each session heading.

You can add any relevant sessions or workshops to your schedule ahead of time by clicking the 'Add to my schedule' button. Your saved sessions and workshops can be found under the My event tab.

For Zoom sessions, please use the Q&A and chat box for queries/comments.

The screenshot shows the BIA Start-up Festival website. The navigation bar includes Home, Agenda (circled in red), My Event, Experts, Speakers, Attendees, and Supporters. The main content area features a session titled "BIA introduction & Session 1 - Deals with big pharma - when, why and how?". The session details include the date "Thursday, May 19, 2022 10:15 AM to 11:30 AM", the location "Online", and the session type "Session". A red circle highlights the "Enter the session here!" button at the bottom left of the session card. The "ADD TO MY SCHEDULE" button is also visible.

If you have any queries about the use of the platform, please contact Sam Care, Scare@bioindustry.org or 07864 902 868

For queries on the day of the event only please contact:

Marzia Sguazzin, biaevents@bioindustry.org or 07884 665 540

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