NZARB
New Zealand Arboricultural Association Inc.
www.nzarbconference.co.nz

NZ ARBORICULTURAL ASSOCIATION
ANNUAL CONFERENCE
14 - 16 NOV 2019

IN ASSOCIATION WITH
ASPLUNDH

The NZARB Conference Attendee App

The App allows us to communicate directly with all attendees, or selected attendees. When attendees load the app, they can view information such as the conference programme, speaker bios and abstracts, social functions, sponsors and exhibitors. Everything that goes in the printed handbook, can be loaded onto the app. Delegates can also search for attendees, and message one another. We can send out alerts, such as changes to the programme, load local information, such as restaurants and points of interest, just to name a few things.
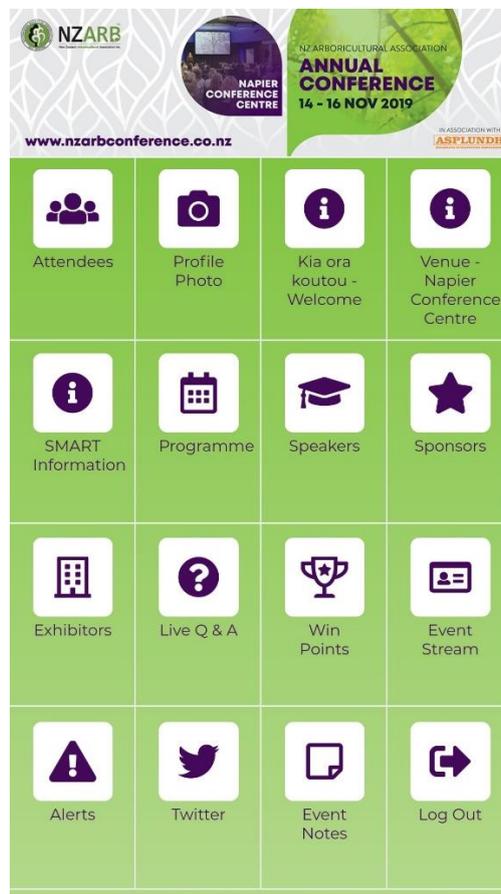
If you wish to have a look around, follow the steps below to Download and Install the Attendee App on Your Android or Apple Smartphone and/ Tablet:

1. Visit the Google Play or Apple App Store on your phone or tablet.
2. Search for eventsair and download the app

3. When it's downloaded enter the event / app code: **nzarb19**

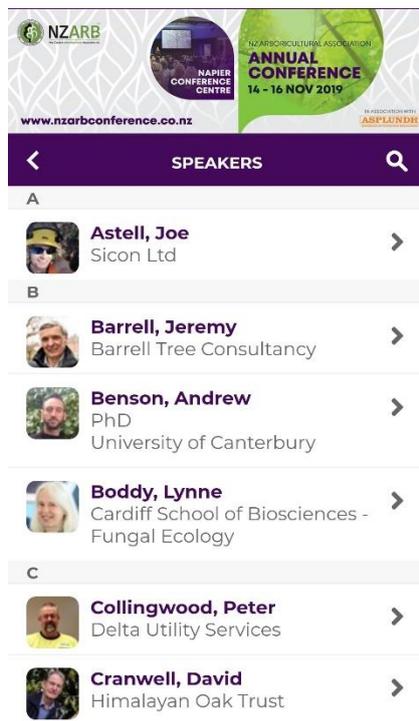Then use the login info below to access the app information:

  Login name: jenna@on-cue.co.nz
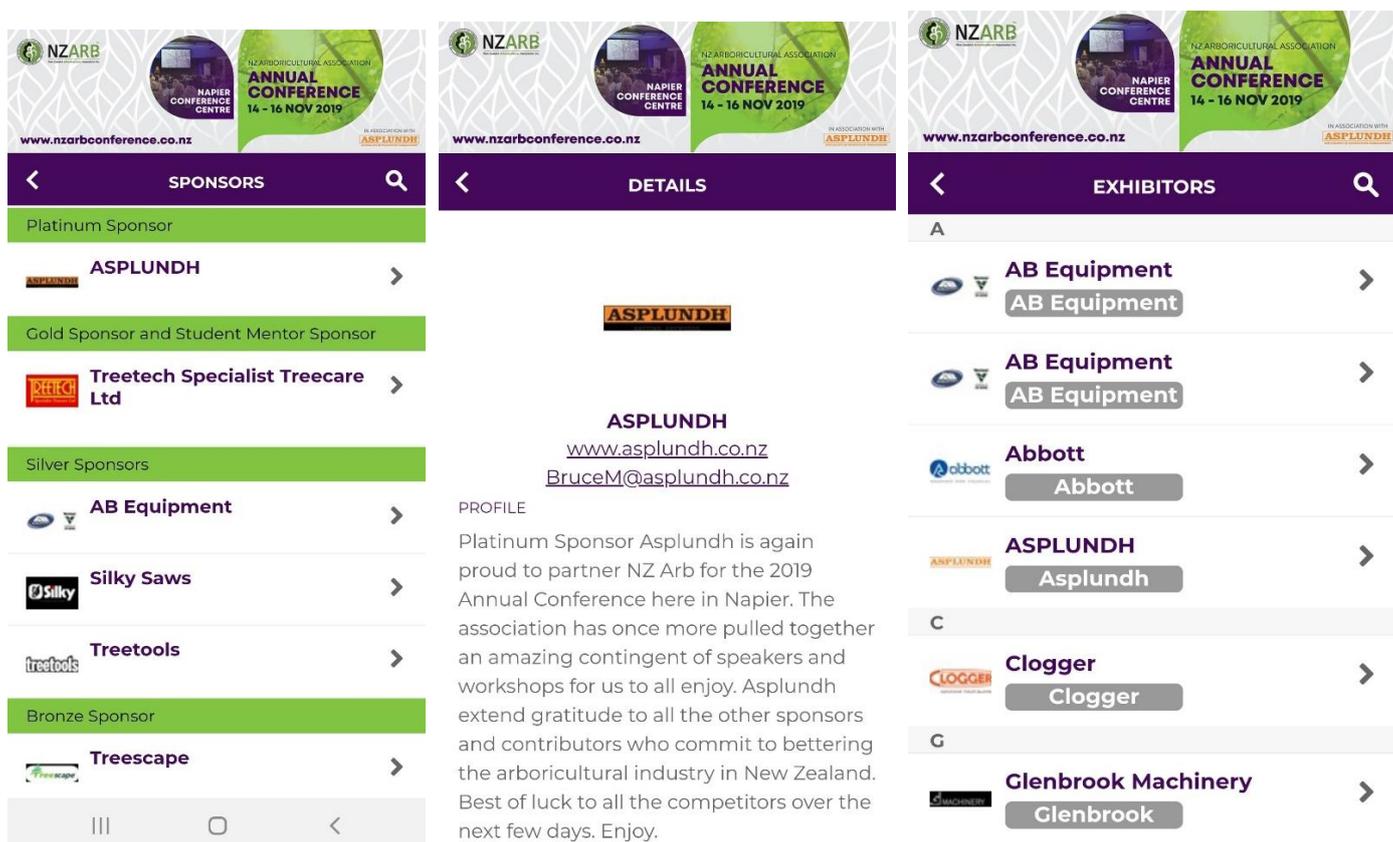 **App Pin:**   **5657**

Attendee Search - Attendee Search lets your attendees view, search, network, and communicate between each other.

Speaker Search - Speaker Search is where your attendees can search the speakers at your event, and if allowed, message them as well.
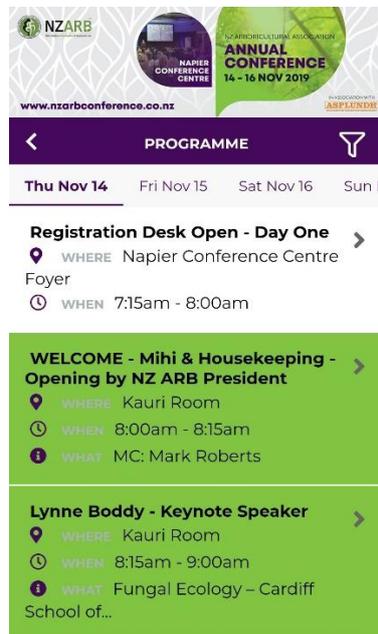

Exhibitor or Sponsor Search - Exhibitor/Sponsor Search is where your attendees can search the exhibitors or sponsors at your event, and if allowed, message them as well. They will be able to view the companies logo, contact details, website and a blurb about the organisation.

Event Notes - Allows attendees to take general notes about any topic they wish to document. Each note is automatically saved, with the first line becoming the title. A few words from the entered note and the date and time the note was taken is also recorded. All notes can be exported for further use and the export is combined with session notes on separate tabs on a spreadsheet.

Agenda and My Agenda / Programme - The Agenda option lets you view a programme, and My Agenda lets your attendees view their selected agenda items, and add new agenda items specific to their interests. Attendees are also able to search both the Agenda and My Agenda for keywords, tracks, locations and times, as well as keep session notes, and export the notes for use outside of the app. Another feature gives attendees the abililty to select individual presenters as a "favourite" and save that presenter to their My Agenda.

My Photo - The **My Photo** element lets your attendees use their phone or tablet's camera to add or replace a headshot for inclusion in the Attendee Search function. The only optional setting is to allow a photo capture or upload when a photo is not present. This is important in cases where you have previously required photo submissions for name badges or other uses in EventsAIR. When your attendee selects this option, they will be able to view their current photo. Selecting Edit will let them import a new photo, even one they have just taken with their smartphone or tablet. When selected, they are able to crop the image appropriately. See Attendee Photo Management for more details.

Live Poll - Include a Live Poll component to allow presenters to ask questions of their audience members, collect the responses (via the Mobile Attendee App), and display the results immediately back to the audience, in a bar graph or pie chart format. Presenters can control all this on-site with the Audience Live Poll App.

Live Q&A - Live Q&A lets your attendees submit questions in a real-time format to the presenter. The Live Q&A App offers numerous management options including moderation and question flags such as next question, starred, answered and delete. Attendees also have the ability to upvote and downvote questions.

Scan Leads - Scan Leads will enable exhibitors with Exhibitor Lead Management enabled to use their Attendee Mobile App to scan leads at their booth or stand. It is useful to note that the same Attendee App can be used for everyone even if they do not have Exhibitor Lead Management services; only Exhibitors with Lead Management enabled will see the functionality on their phone or tablet.

View Leads - This function will display a list of all attendees that have been scanned when visiting the booth or stand.

EventStream Social Network Options - A private social network for your events and meetings, EventStream provides a platform for your attendees to post photos, videos, comments, and share in the social experience exclusive to your event. Your attendees can participate in EventStream through their Attendee App as well as view the EventStream Wall, which is a scrolling event announcement display you can project in public areas and in meeting rooms.

EventStream Engage Gamification Platform Options - EventStream Engage is a comprehensive gamification platform to provide you with numerous games and goals to encourage interactions and engagement with your attendees, speakers, sponsors, and exhibitors. Using the Attendee App, your attendees can engage via games and activities that you define. Examples of games that attendees can do through the Attendee App include:

- Connecting with other attendees
- Installing the Attendee App
- Visiting with exhibitors
- Participating in social networking
- Participating in Live Polling
- Answering trivia questions
- Checking into sessions and functions
- Much more!

These games or activities are built around goals, which are the specific engagements or actions you want to see happen. Attendees can earn points, accumulate badges, win prizes, and redeem coins to purchase items and gifts.

Networking and Interaction Options

- **Contact Bar Code** - this option displays a 1D bar code specific to the attendee, and can be used to gain access to sessions, ticketed events, and more.
- **Contact QR Code** - this option displays a QR Code specific to the attendee, and can be used to gain access to sessions, ticketed events, and more.
- **Contact Exchange** - this option lets an attendee scan another attendee's badge (or QR Code/Bar Code in App) and automatically capture their contact details. You are also able to:

  - Email or call your new contact directly from the Contact Exchange window

  - Directly message from within the Contact Exchange window

  - Enter notes about your new contact

  - Export your list of contacts with a direct email sent to yourself or any other party you designate

- **Messages** - attendees can receive messages from other attendees, or conference organizers through the Mobile App. Note that message trails between attendees can also be viewed directly in an Attendee view found in the Attendee Search function.

Additional Content for the Mobile App

- **Alerts** - these are conference-wide messages and updates that the organizer can send out to the Mobile App.

- **News** - this option is useful for sending out news updates on a scheduled basis to all the users of the Mobile App.

- **Twitter** - this option will collect Twitter feeds from all attendees and display them in real time in the Mobile App.

- **Advertising** - this block lets you insert banner ads from sponsors. You will be able to insert multiple ads and organise them to rotate on a scheduled basis.