

# Attendee Networking

Only attendees who have opted in to share their contact information are able to use the **Message Board** feature.

To connect with other attendees, use the Networking button on the Conference Platform's home page.

Browse the full list of attendees. Those without the lock icon next to their name are available to be contacted by clicking on their name. (You must also be opted into the networking feature to send and receive messages. You opt in when you create your profile account and select yes for the "share your contact information and profile with other attendees" option.)

If you have trouble using the Message Board, please contact Technical Support at 443-819-2366 (long distance charges may apply), or submit an online support ticket by clicking on the Technical Support link on the bottom of the Conference Platform home page.

## Message Board:

To send a Message, click on an attendee's name, then click the Message Board button to type a message. The recipient will receive an email notification that you have sent a message -- the Platform does not send alerts that you have messages.

If you receive an email alert that you have a message on the Platform, return to the Platform and click the Show Only My Chats button on the Attendees section. You must be logged into the Platform to view messages. To view new messages, you may have to close out of the message chat and/or refresh.

If you're in the Attendees section of the Platform, click the Show Only My Chats button to see all attendees you are having a conversation with. Chat icons will display for those you're messaging with.

