

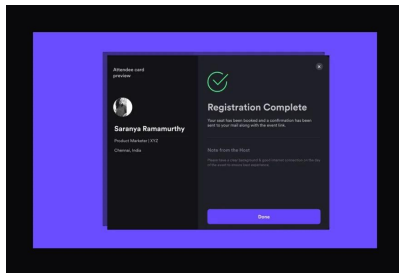


The team at the PWN Summit (Celebrating Inspirational Women) wants to ensure you have a wonderful event experience. So now, we'll help you get familiar with the platform by covering some basics of Airmeet.

Step 1: Click on your registration link & Enter Airmeet

Sign-in is possible only on the day of the event. Use the attendee registration link provided to you, it will arrive 48 hours in advance of the event from emma@unitedeventsglobal.com

Once you click the link provided, it will act as an authentication itself. You will only be required to fill in your name, organisation, and designation details to take you straight to the event. Please use the same email address on which you have received the link.



At this point, you will have a seamless entry to the event. Ensure you have used 1. Google Chrome or Mozilla Firefox as your search engine. 2. If you are using ios, the app is available on the app store, however by using ios, you may not get the full use of the platform such as networking tables.

Google Chrome is the first preference for event platforms. A tip to use if you are using another engine and are having difficulty: you could attempt to enter the link using an incognito tab on your url search bar. However the optimum experience is on either Chrome or Firefox.

For those using work devices, there can be many security restrictions when using any platforms outside the business' usual sites. It is important to inform your IT department to input www.airmeet.com as a trusted site, so permissions are granted via your IT administration.

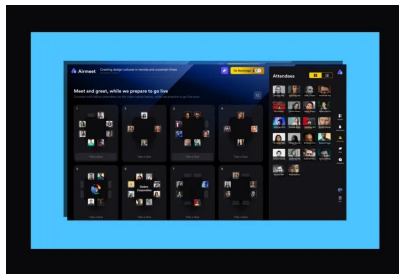
Step 2: Interactions in the Networking Lounge

Now that you've entered the Airmeet, you can check if the session is live or yet to start. If the session is live, you will directly see the stage/session upon login. If you land in our networking lounge, it means that the session is yet to start. Please make the most out of the lounge during this time and enjoy mixing with fellow PWN members and Industry peers. The area allows you

to interact with other participants of the event and hop between tables to meet new people and have conversations.

The Lounge is active before a live session, during session breaks, and after the live session ends.

Networking Lounge: This opens 30 mins before the first session (16:30 CET)

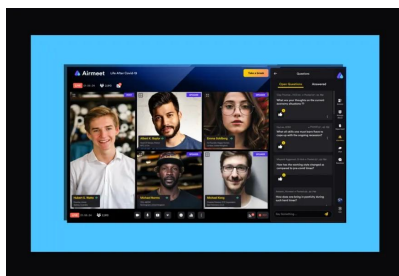


Join tables: Tables will have labels from all of our collaborating cities, our # and our keywords. You may enter any table you wish. Typically, an Airmeet virtual table has between six to eight seats each. Once you decide which table you'd like to be seated at, select the “Take a seat” button below the table. If you want to leave the conversation, say bye to the table participants, and click on the “Leave the table” button in the bottom right.

View profiles: Click on the display picture of any participant to view their participant profiles.

Table chat: You can interact with the other members seated at the table in a virtual mini-conference. You can also have a private table chat. Anyone that joins the table will be able to view this chat in the bottom control bar.

Step 3: Interactions during the Session



A countdown will be displayed when there are 15 seconds left for the session to commence. Once the session begins, you will no longer be able to access the Lounge. You can initiate the following actions while the session is on:

React with Emojis: You can quickly react and offer motivation or applause to the speaker using emojis. We encourage this at all stages.

Chat: This can be public event chat or direct/private chat. All the participants can view the general chat. To have a private chat with a particular participant, hover over their display image on the “Attendees” section or a message they have posted - from the menu, select “Direct message.” Any participant can choose to “Accept” or “Decline” the request for a private chat.

Report a message: If you come across a message with objectionable content, you can report it to the host.

Help: Once inside, The “Help” button (**Question mark icon**) on the bottom right takes you to Airmeet Whatsapp support and FAQs to assist you in any issues during the Airmeet. Enter the 24/7 support lounge for any concerns or issues you are having during the event. Tip: Refresh your page if it freezes or loses sound.

Quick Tips

For a flawless visualizing experience on Airmeet, do keep the following in mind:

Use a Laptop or desktop and Google Chrome to join.

Have a stable and good internet connection. Once inside the event if you see a red wifi sign, it is indicating your connection is unstable or low. You will find a small white box across the bottom. Choose HD for strong signals, or LD if you have low bandwidth.

If you have difficulty seeing the speaker’s feed, refresh the page/restart browser, and ensure that you close any other video conferencing tool you may have used recently.