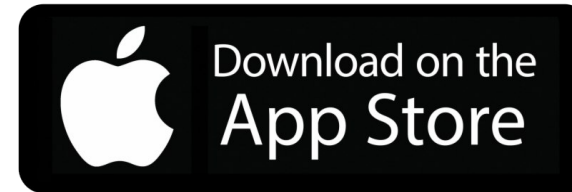


# IPEIA Conference & Exhibition App

App Sponsored by Avalanche Integrity



## Manual – How to Use the App



Please note, images have been used from an Apple iPhone X device. Views may differ from using different models or with an Android device. App processes will remain the same.

# Features of the App

- ✓ View IPEIA's conference schedule and build your own!
- ✓ Learn more about a Keynote Speaker, Student Poster, Special Session, or Technical Presenter!
- ✓ Rate a Presentation!
- ✓ Learn more about our Sponsors!
- ✓ Learn more about our Exhibitors and locate them on our interactive map!
- ✓ Message a Delegate!
- ✓ Share pictures about your experience!
- ✓ Learn about IPEIA's Networking events!
- ✓ Schedule a meeting!

And so much more!

# Download the App

## Visit the Apple Store



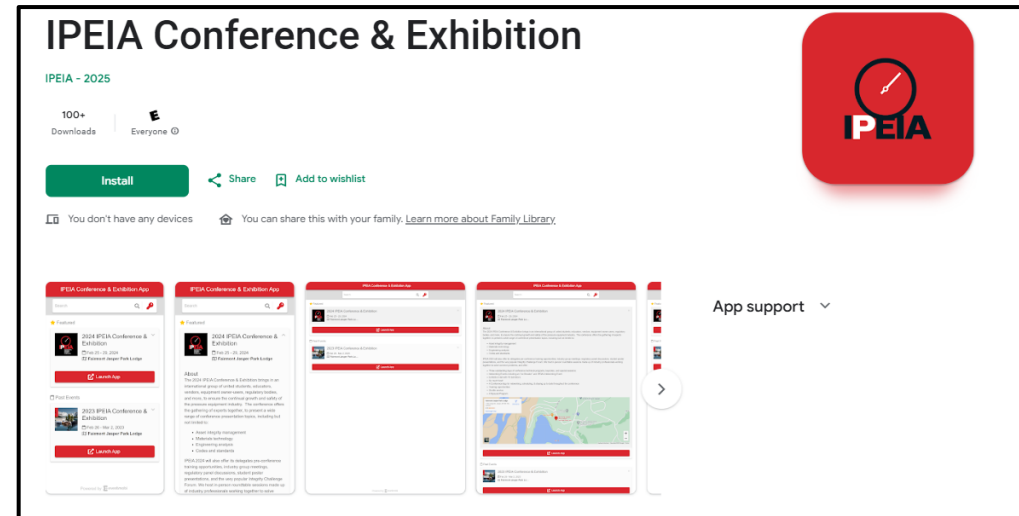
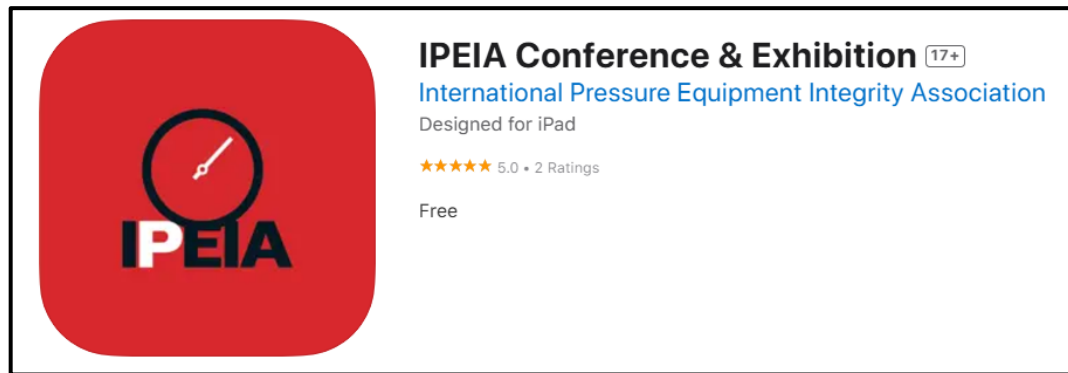
Download on the  
App Store

- searchable under '**IPEIA**'
- select '**Get**'
- select '**Open**'

## Visit Google Play

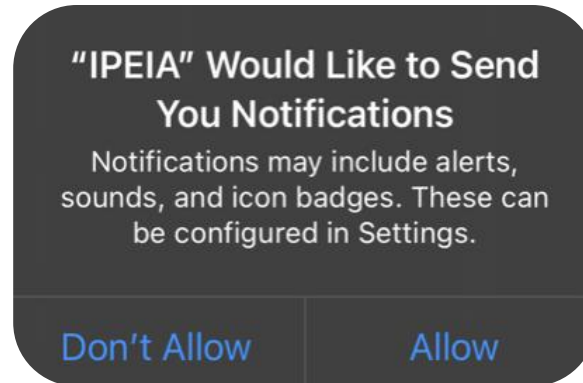


- searchable under **IPEIA**
- select '**Install**'
- select '**Accept**'



**Note: IPEIA uses the same app annually. Images in stores may appear from previous years.**

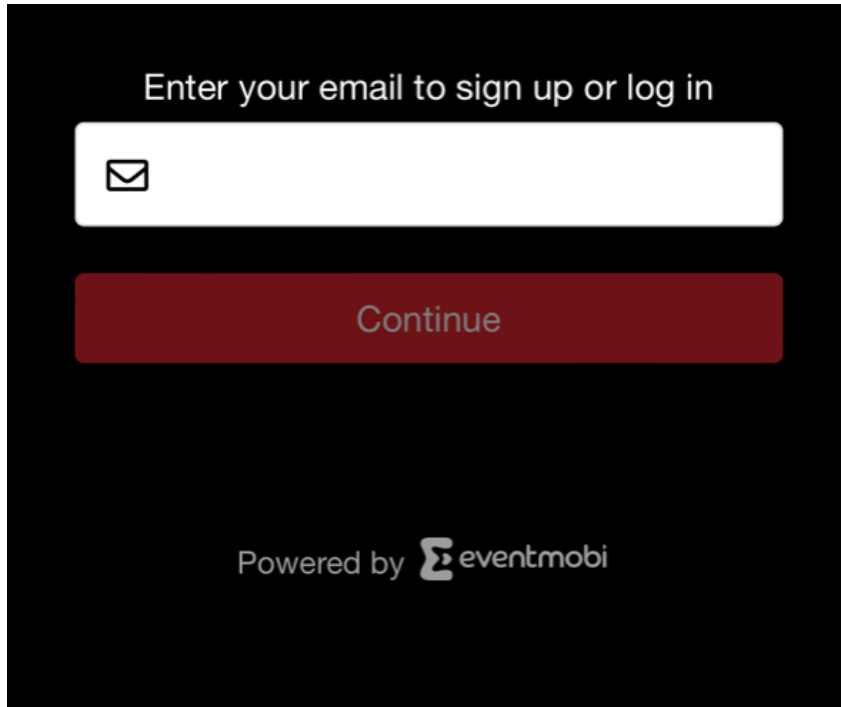
# Getting Started



Select the IPEIA icon to open the app.


*Select **'Allow'** to allow IPEIA to send you notifications. This way you don't miss any announcements and alerts sent out regarding the IPEIA Conference & Exhibition! You may change your *Push Notifications* at any time in your *Preferences*.*

# Log into the App



Enter your email to sign up or log in

Continue

Powered by  eventmobi

*\*Please read our Privacy Policy to see how your information is used (select 'Click for more information' to view).*

***\*To use the app, users must be registered for the upcoming IPEIA Conference & Exhibition - <https://www.ipeia.com/registration/>***

1. To login or signup, enter the email in which the registration for the conference was completed with.
2. Select 'Continue'.
3. You will be directed to create a password.
4. Select 'Continue'.
5. Select your 'Time zone' (MT).
6. Select 'Continue'.

# Troubles Loggin In?

**Receive the error message:** *'The email address you entered is not permitted to access this event. Make sure to log in with the email registered for the IPEIA Conference & Exhibition.'*

You must be registered for the Conference to access the app and you must use the email address used to register for the Conference to enter the app.

It looks like you have an existing account. Sign in to continue.

admin@ipeia.com  
Not Correct? Go back

Password (required)

Forgot Password?

Read the privacy policy to see how your information is used. Click for more information.

Continue

Log in using a one-time code instead

## Forgot your password?

A) select *'Forgot Password'* to reset your password. An email will be sent to the email account used to register for the conference prompting you to reset your password .

B) select *'Log in using a one-time code instead'*. An email will be sent to the email account used to register for the conference with a one-time code to enter into the app.

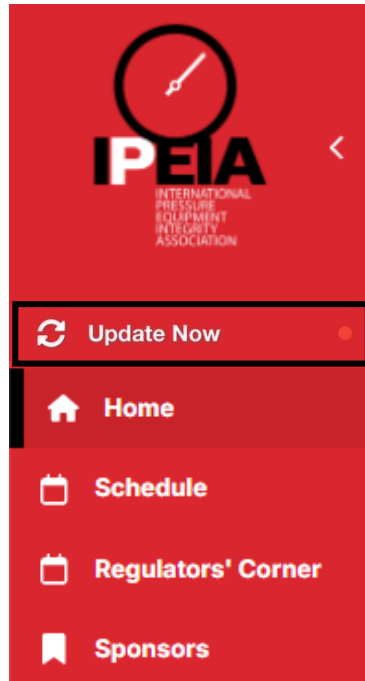
If you are still having difficulties, please email [admin@ipeia.com](mailto:admin@ipeia.com) or visit the registration desk onsite during the conference.

# App Not Working?



## Check for updates

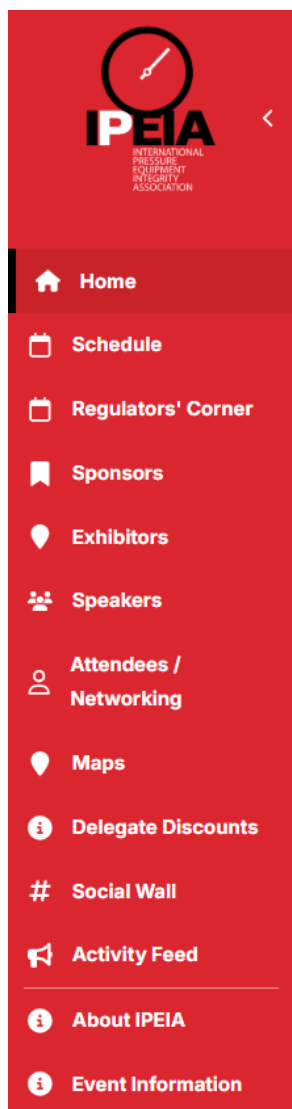
New app updates are indicated by a red dot on the menu dropdown. Select '*Update Now*' to update your app.



**Still not working?** Ensure your device has the latest iOS update and that you have downloaded the latest edition of the app from your app store.

If you are still having difficulties, please email [admin@ipeia.com](mailto:admin@ipeia.com) or visit the registration desk onsite during the conference.

# How to Navigate the App



Everything you need to navigate the conference is at the tip of your fingers!

You can view the conference schedule, maps, event information, and more from accessing the **homepage widgets** or the **menu on the left-side** of your screen.

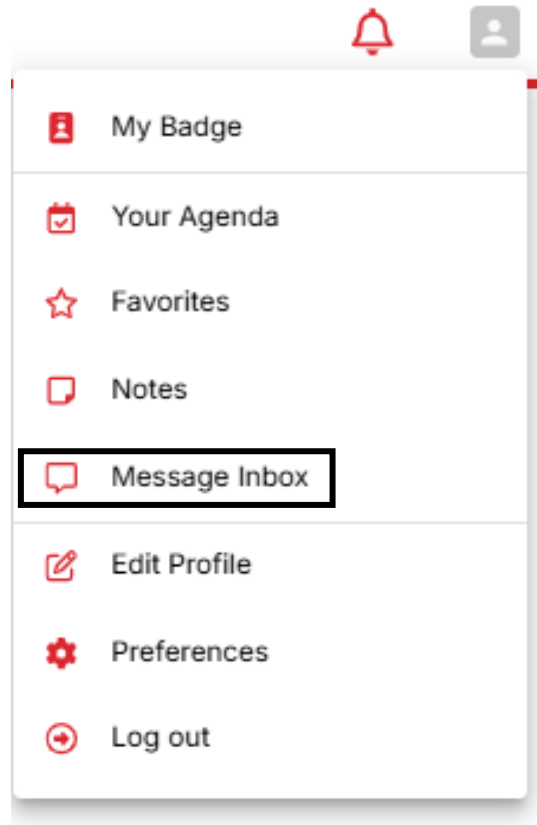


2026 IPEIA Conference  
App Sponsored by:





# Announcements & Alerts



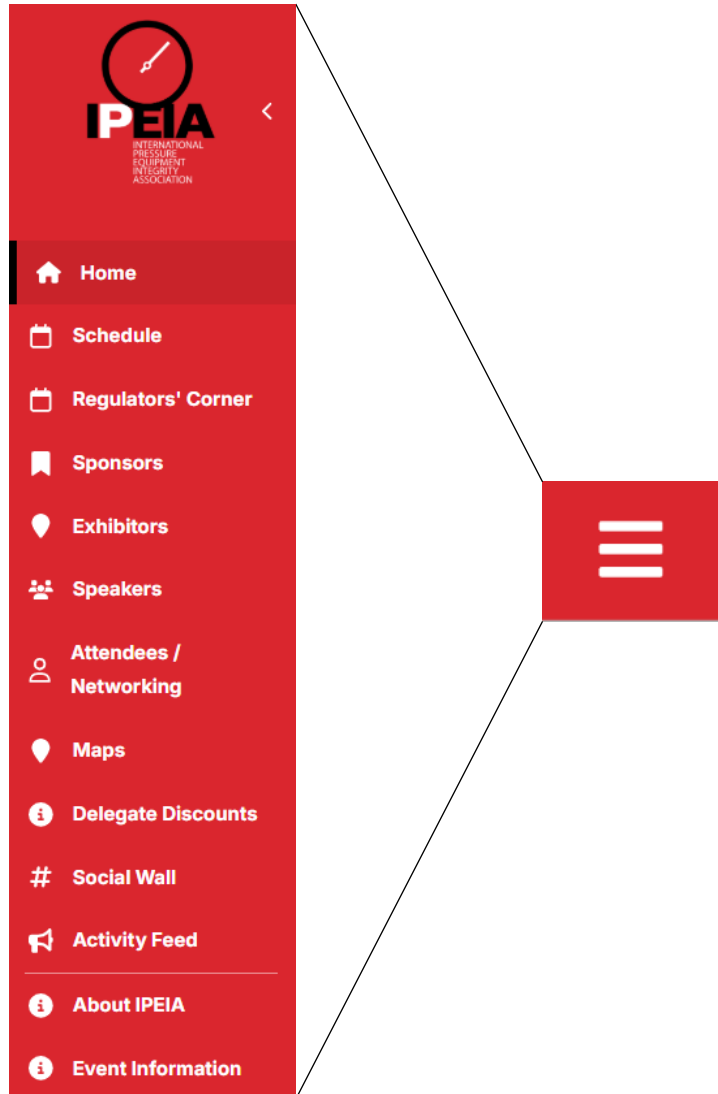
**Announcements & Alerts** will be sent out within the app leading up to, throughout, and following the conference. These are very important messages sent directly from IPEIA about events happening at the conference, sponsorship/exhibitor information, safety/weather alerts, and more.

- Announcements and alerts are delivered through a push notification to your device, and optionally as an email (if set in your *preferences*).
- You can view all announcements by selecting your *Profile icon* then '*Message Inbox*'.
- Settings for notifications can be changed within your *Profile icon* then '*Preferences*'.

*To no longer receive emails, toggle off 'Event Emails'.*

*To no longer receive push notifications, toggle off 'Event Notifications'.*

# Navigating the Left-Side Menu

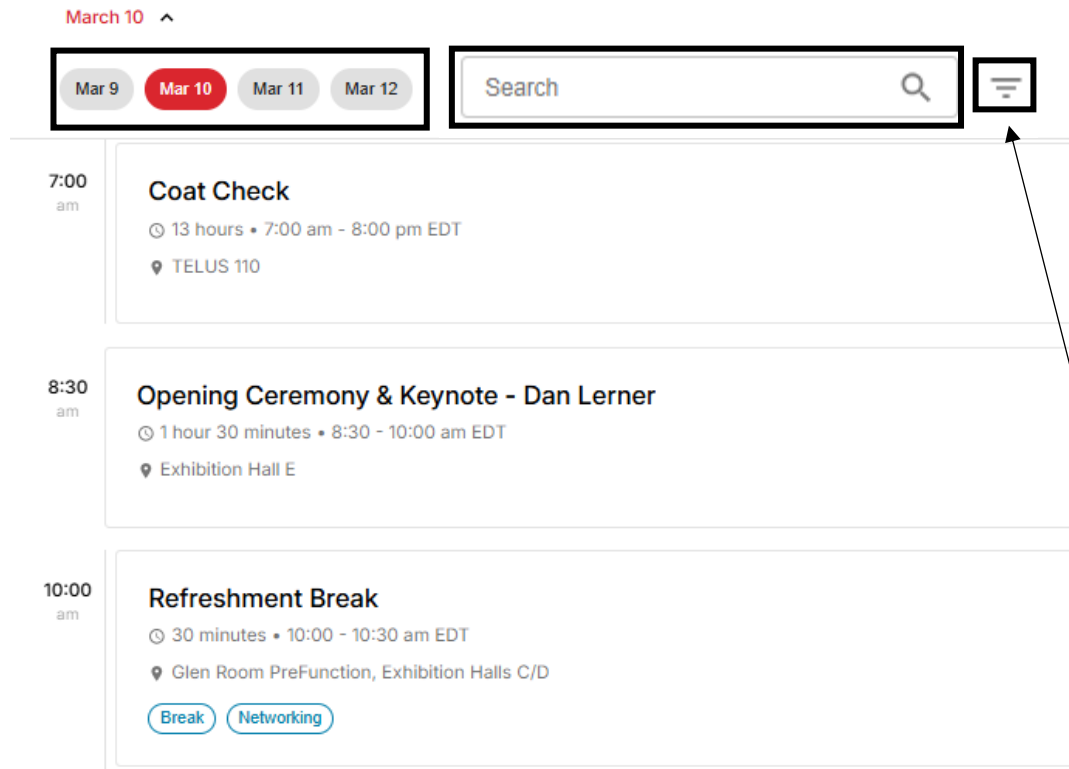
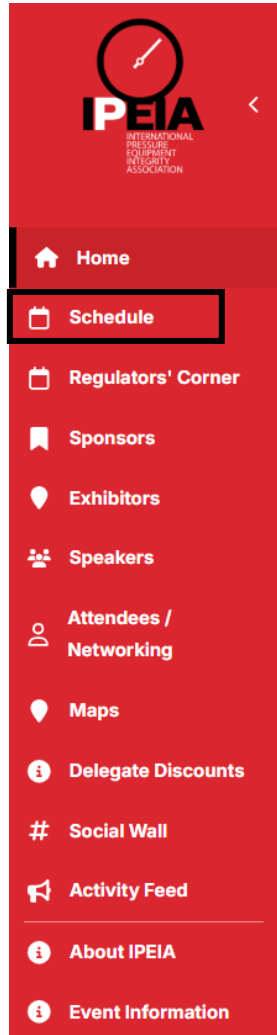


The **left-side menu** is the main navigation point for everything within the app.

Select ☰ on the left side of the virtual space to expand the navigation menu.



# The Schedule



The **Schedule** includes all of the conference sessions, including: presentations, special events, student posters, exhibition, and more.

You can find a session by sorting by date and filters, or by searching for the event.

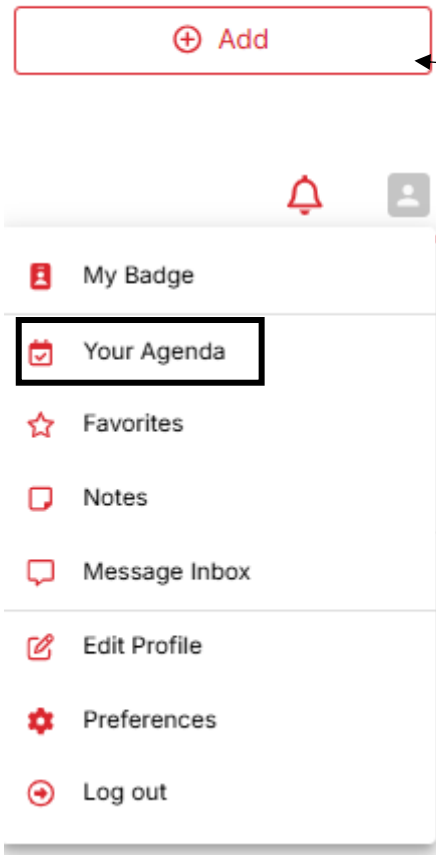
**To Filter:** Select the '*Filter*' icon beside the search bar then select the boxes for the filters wanting to be viewed, then select '*Apply*'. To undo, select '*Clear Filter*'.



# Customize Your Personal Schedule

## Add events to your personal schedule

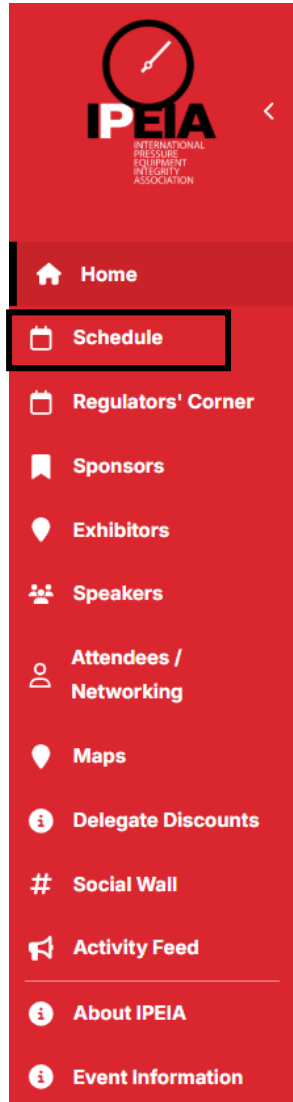
From the main Schedule, select the *'Add'* button.



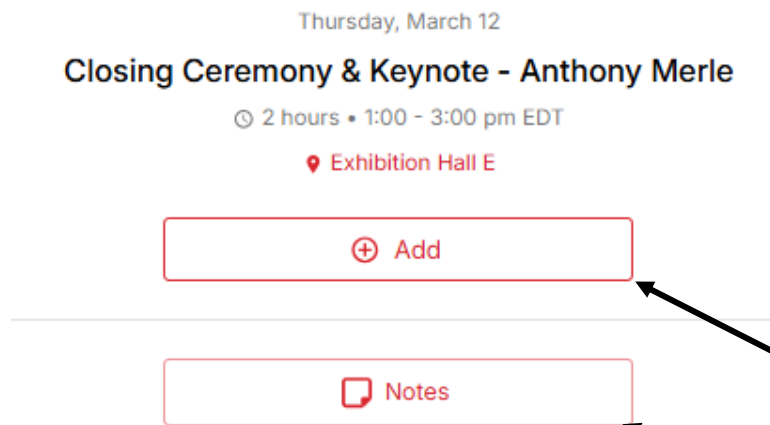
To view your personal schedule, select your profile icon at the top right corner of the screen then select ***'Your Agenda'***. You may also access your agenda from the left-hand side menu. View your personal conference calendar directly in the app or choose the option to *'Export Calendar'*.



# View the Technical Presentations & Keynotes



Access the Conference Technical Presentations and Keynotes through the **Schedule**, located in the left-side menu or homepage widget.



- Select the event from the schedule you wish to learn more about.
- Here you will find the detailed information including date, time, abstract summary, speaker, sponsors, and more.
- Don't forget to check out our valued Sponsors by selecting the '*Sponsors*' tab.
- Can't miss it? Don't forget to select '*Add to Schedule*'!
- Select '*Add Notes*' for your future reference.

# Session Feedback

## SESSION FEEDBACK

 Rate The Session!



### Rate The Session!

Answers cannot be changed once they are submitted.

Question 1 of 1

Rate 1-5



Submit

## We want YOUR feedback!

Following a Technical Presentation or Student Poster, select '*Rate The Session*' on event page.

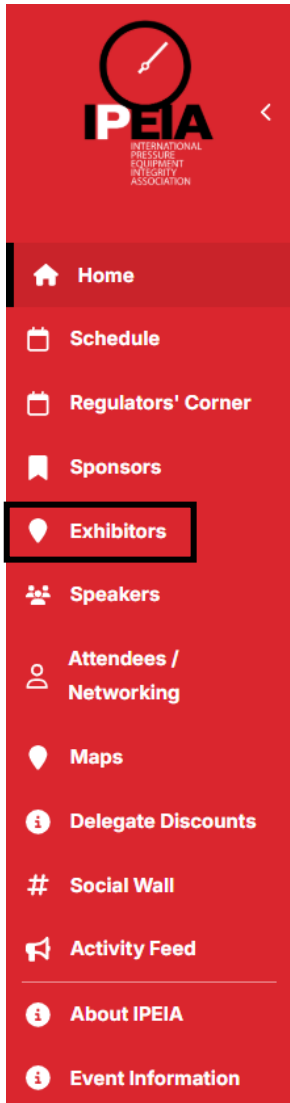
Provide your ratings by selecting the number of stars you prefer and then select '*Submit*'.

1 = Poor

5 = Outstanding



# Explore the Exhibition



View the Exhibitors by selecting the *'Exhibitors'* widget or by entering through the left-side menu.

Use the search bar to search for exhibitors:

All

Exhibitor

Search

🔍

🏠

☰

Select *'Add to Your Favourites'* or *'Add Notes'* for future reference.

☆

Add to Favorites

📝

Add Notes



# Explore the Exhibition



Select the **booth number** under an Exhibitor's profile to see where their booth is located on the map. This will bring you to the Exhibition Floorplan and show the location of the Exhibitor's booth with a red pin.



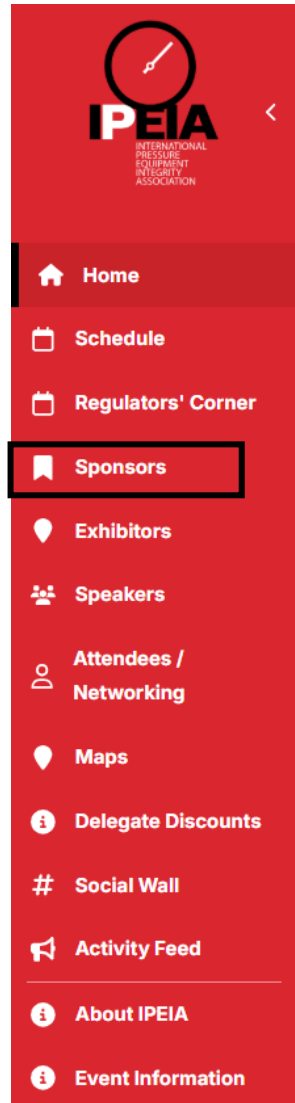
To view the **Exhibition Floorplan**, select 'Maps' from the homepage widget or the from the left-side menu.

 **Maps**





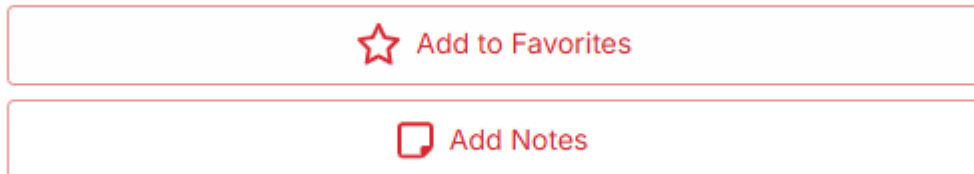
# View the Conference Sponsors



Select '*Sponsors*' from the homepage widget or left-hand side menu to view our **Conference Sponsors!**

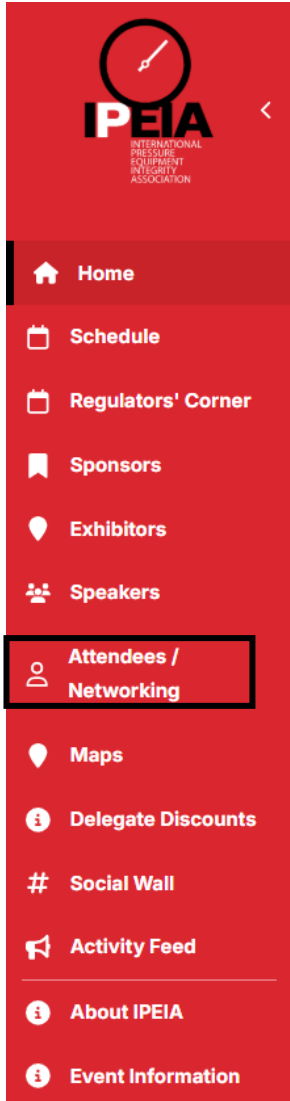
Here you can read sponsor profiles to learn more about their company and presence at the conference.

Select '*Add to Favorites*' or '*Add Notes*' to reference a company later.





# Networking



Network with other attendees at the conference through the app! Here you can **send messages** and **schedule meetings**!

To filter and search for a contact, select the filter beside the search box to filter by *First & Last name*, *Title*, or *Company*:

First & Last Name

Search

Q

Select '*Send a Message*' to contact an attendee, or '*Schedule a Meeting*' to request your own personal meeting with an attendee. You can also save a contact for later by selecting '*Add to Favorites*'.

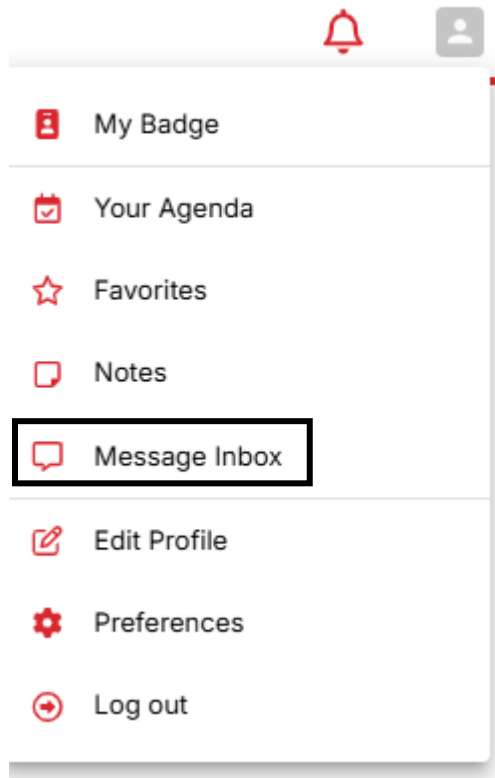
☆ Add to Favorites

Send a Message

📅 Schedule a Meeting



# Networking – Messaging



To check your messages, select your profile icon from the top right corner of the screen then select '*Message Inbox*'.

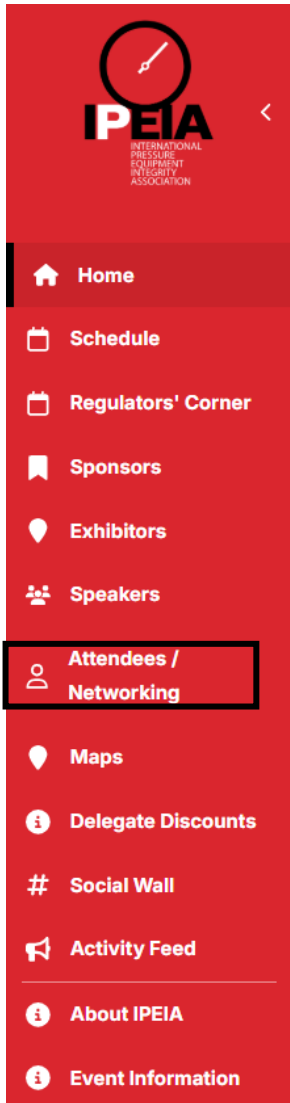
Select '*Start a New Conversation*' to begin a new chat:

[Start a New Conversation](#)

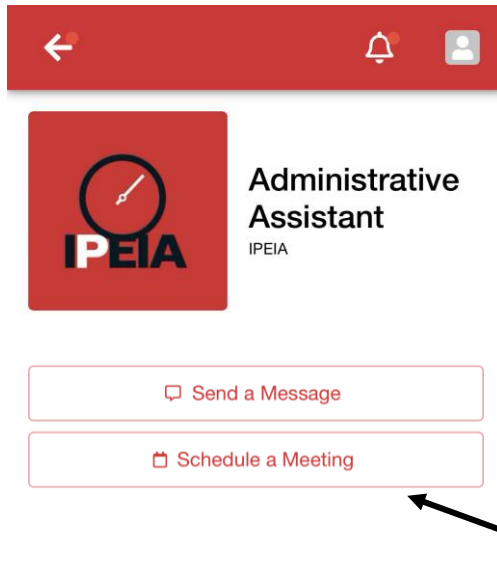
*\*\* You may disable email notifications and messaging (the ability for other delegates to message you within the app) through your 'Preferences'.*



# Networking – Schedule a Meeting



Scheduling a personal meeting with an attendee is easy!



1. Select 'Attendees/Networking' from the homepage widget or left-hand menu.
2. Search by First & Last Name, Title (note that not all contacts have personally added this field to their profiles), or Company.
3. Select the contact from the list you would like to schedule a meeting with.
4. Select 'Schedule a Meeting'.

*\*\*Please note, email notifications for sending/receiving meeting invitations can be changed in your Profile Icon > Preferences*

*\*\*To disable Messaging & Meeting invitations from being sent to you, toggle off the option in your Profile Icon > Preferences*



# Networking – Schedule a Meeting

## Suggest a Meeting

Title (required)

Meeting - Administrative Assistant

Date

02/28/2023



Start Time

11:15 AM



End Time

11:30 AM



Location

The Great Hall

Note

Add a message

Cancel

Send Invite

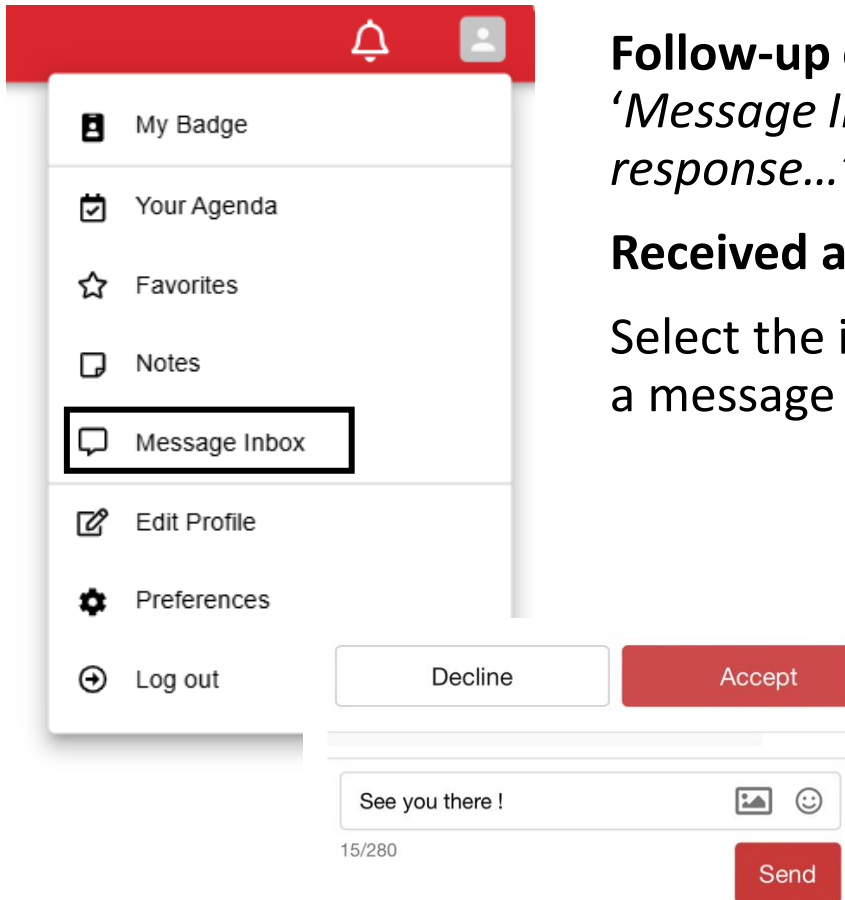
Before the meeting is confirmed, you must suggest the meeting details.

- *Title (required field)*
- *Date* of meeting
- *Start & End Time* for meeting
- *Location* for the meeting (this is a typed field, to your preference)
- *Note* (optional)

When ready, select ‘*Send Invite*’. A notification will be sent to the contact you suggested the meeting to.



# Networking – Schedule a Meeting



**Follow-up on invitations** by selecting your profile icon, then your *'Message Inbox'* (unanswered invitations will show as *'Awaiting response...'*).

**Received an invitation?** (displayed in *'Message Inbox'*)

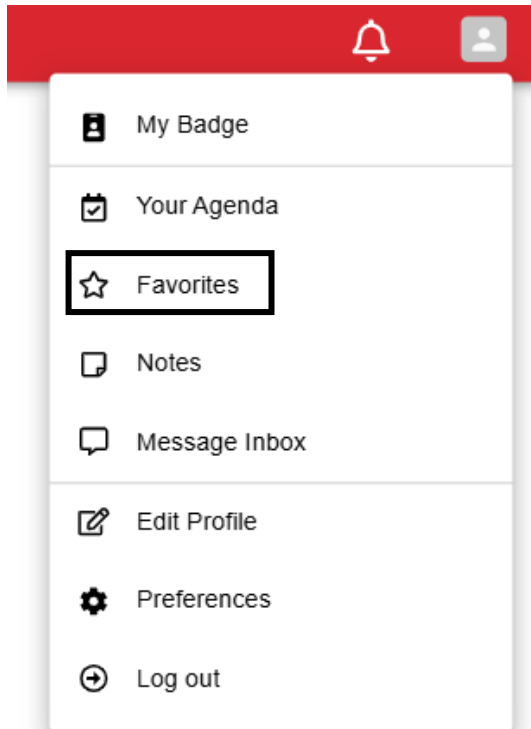
Select the invitation, then select *'Decline'* or *'Accept'*. You may also enter a message (optional).

Decline: a message will be sent to the invitee stating the invitation has been declined.

Accept: a message will be sent to the invitee stating the invitation has been accepted. You may view your accepted meetings by selecting your profile icon, then selecting *'My Schedule'*.

Cancel a Meeting: enter the calendar event through *'My Schedule'*, select *'Cancel Meeting'*, then confirm cancellation. An update will be sent to the other person.

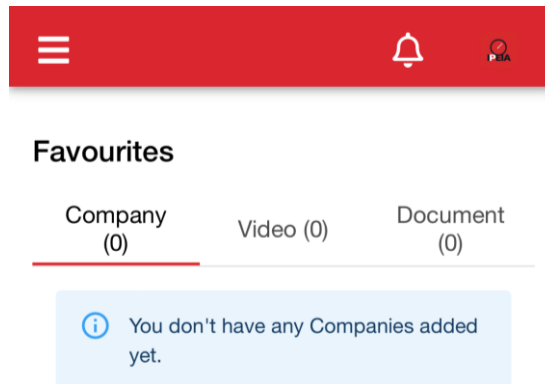
# View Your Favorites



**Favorites** allows you to collect and save a network of contacts at the conference.

☆ Add to Your Favorites

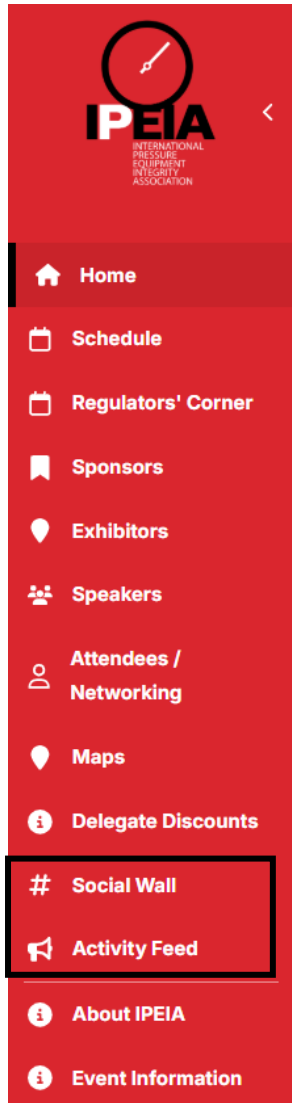
Select the star icon  or 'Add to Your Favorites' to add a contact to your *Favorites*.



Access your *Favorites* by selecting your profile icon, and then selecting '*Favorites*'.



# Activity Feed & Social Wall



## View/Add to our Activity Feed!

- Select '*Activity Feed*' from the left-hand menu to view all postings.

Want to share a photo with everyone at the Conference?

- Type the message you would like to share.
- Add an image by selecting the camera icon, then choosing '*Photo Library/Take Photo/Choose File*'.

## Post to IPEIA's Social Wall!

- Use **#IPEIA2026** when posting within your own social media accounts.
- View #IPEIA2026 posts by selecting the widget on the app's homepage or from the left-hand menu.



# Preferences

My Badge

Your Agenda

Favorites

Notes

Message Inbox

Edit Profile

**Preferences**

Log out

### Networking

Enable Messaging & Meetings  
Receive Direct messages and appointment booking from attendees. ☒

### Email

Attendee Emails  
Receive an email when an attendee messages or requests a meeting with you. ☒

Event Emails  
Receive emails from the Event Organizer. ☒

### Push Notification

Event Notification  
Receive push notifications from the Event Organizer. ☒

### Participant Listings

Participant Sort Order  
Sort by last name ▼

### General Settings

Request Event Profile Deletion >

Save

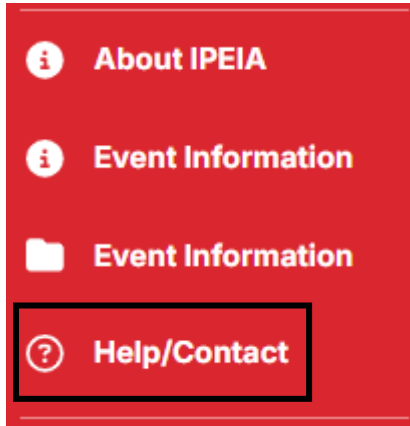
To access your **Preferences**, select your profile icon from the top right corner, then select '*Preferences*',

From here you can toggle on/off preferences including messaging, meeting requests, email notifications, push notifications, and more.

Select '*Save*' to save your changes.

# Need Help?

Select ***'Help/Contact'*** from the left-side menu to be directed to IPEIA's contact resources,



Please email [admin@ipeia.com](mailto:admin@ipeia.com) for all inquiries and concerns relating to the app or visit IPEIA's website [www.ipeia.com](http://www.ipeia.com) for more information on the Conference.

While onsite at the conference, you can head to the registration desk for additional support.