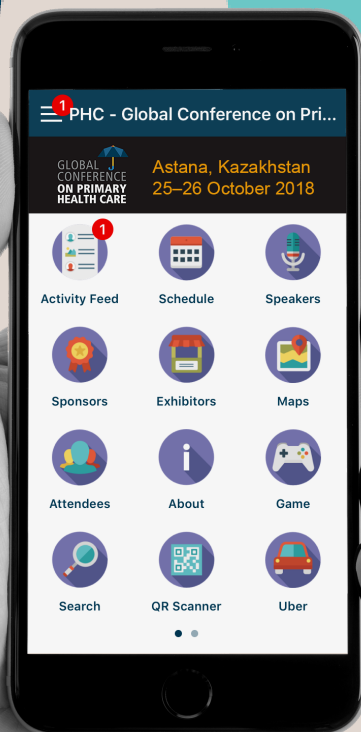


ASTANA, KAZAKHSTAN
25-26 OCTOBER 2018

GLOBAL CONFERENCE ON PRIMARY HEALTH CARE EVENT APP



A handy how-to guide
for using interactive features
such as creating a
personal profile, posting
photos and comments,
sending messages to
attendees, scheduling
meetings and more

QUICK USER GUIDE

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KEY FEATURES

View all practical information in a simple, easy-to-access format.

Take part in interactive real-time polls with live results.

Send messages or meeting requests directly to other attendees.

Have on-the-go access to working documents, files or links.

Enjoy streamlined on-site registration with a simple scan check-in.

Create a personalized schedule with session info, maps & calendar.

Share comments and photos on a social wall, create a bio & more.



Read on to find out how...

In case of any difficulty in using the app, please contact the App Support Desk.

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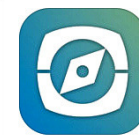
DOWNLOAD ATTENDEEHUB APP

Search for the **CrowdCompass AttendeeHub** app on the Apple App Store or Google Play Store - or scan the QR code provided here for quick access.

Install the **AttendeeHub** app.

Inside AttendeeHub app, **search "PHC"**.

Download the event.



CrowdCompass
AttendeeHub
CrowdCompass, Inc.

GET



Done Log In

Welcome John Doe!

We just sent your verification code to

k****@gmail.com

Enter Verification Code

7 6 0 6

Verify

Not your email? [Help us find your registration.](#)

LOG IN FOR FULL FEATURES

Open the left navigation menu by clicking on the menu icon ≡ at the top left corner.

Click on **Log in for more features** at the top and **enter your name and email address**.

A verification code will be sent to the email address used to register for the event.

Enter the verification code to log in to the app.

Please note that log-in is only available to participants registered for the event.

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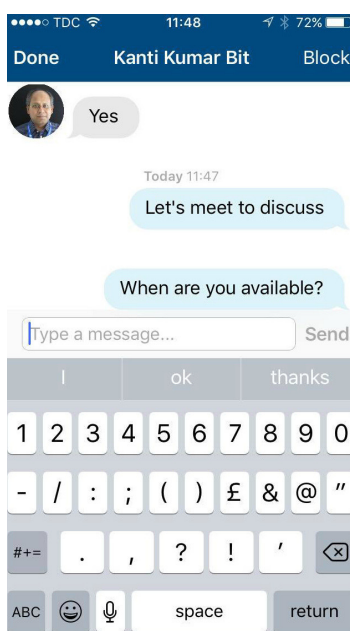
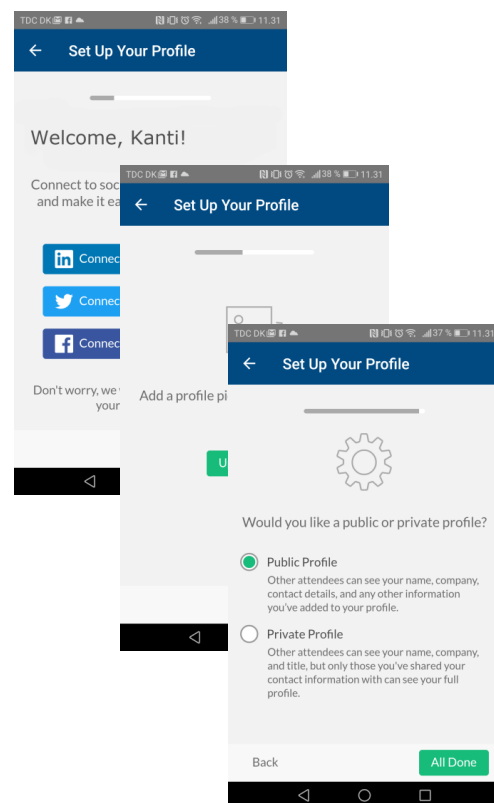
UPDATE YOUR PROFILE

On logging in you will be prompted to **update your profile**. Completing a profile is optional (just click **Next** on each screen to skip the process) but it makes it easier to connect and share with other participants.

You can always **edit your profile** later - just click on **your name** at the top of the left navigation menu.

In your profile you have the option to:

- Link to your **social media** accounts
- Add a profile **photo**
- Enter an email **address** for other participants to contact you
- Add a **biography** to tell others more about yourself
- Choose if you'd like your profile to be **public or private**



CONTACT OTHER ATTENDEES

To send a **message** to another attendee, go to the **Attendees** section and find the attendee's **profile**.

Click on the **Message** icon on the attendee's profile to send a private message.

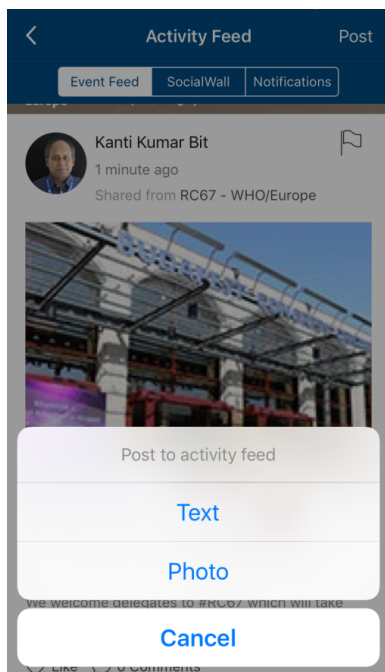
Click on the **Meeting** icon to send a meeting request to the attendee.

You can also add the attendee to your own list of contacts by clicking on the **Add Contact** icon.

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POST PHOTOS AND COMMENTS

In the **Activity Feed**, go to the **Event Feed** tab.

Click on **Post** at the top right corner to start.

You can post **photos** and **comments** in the Activity Feed.

You can **Like** and **comment** on photos and posts from other attendees.

You can also **share photos** from individual sessions in the **Schedule** section.

MEETINGS, MESSAGES & NOTES

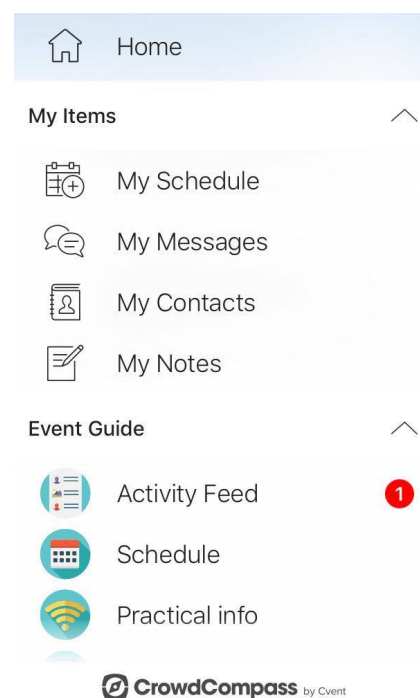
To set up a **meeting** with another attendee, go to the left navigation menu and click on **My Schedule**.

Click on the **add (+)** button at the top right corner to create a new meeting.

My Messages shows the messages sent to you by other attendees.

My Contacts shows the list of attendees you have added as your contacts.

My Notes stores all the notes you have taken throughout the different sections of the app.



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FREQUENTLY ASKED QUESTIONS

My organization has blocked the app store. How can I access the app on my phone?

Attendees who do not have access to Apple or Google app store, or those who are using Windows-based devices or BlackBerrys, can still use the app using the web version by entering <http://www.euro.who.int/primary-health/conference-phc/app> in the internet browser of their computer or other device.

Where can I find the verification code to use for the interactive features?

Registered attendees of the conference can log in to the app using their first name and last name - both names must be entered as per registration. On submitting the details on the log-in screen, the app will send a 4-digit verification code to the registered email address. This code needs to be submitted to log in to the app for interactive features and password-protected documents.

What does it mean that I can log in on all my devices with this code until it expires on a certain date and time? After that will I need a new code to log in? Shall I automatically get a new code after that date?

The verification code is valid for 24 hours and a new one will be automatically generated if you try to log in after 24 hours. However, once you have logged in to the app on your phone, you don't have to log in again, unless you manually log out from the app.

I am not a registered attendee of the conference. Can I still use the app?

Yes, people other than registered attendees can also use the app. Download the app using the steps described above. Interactive features, such as sharing photos through the Activity Feed, sending messages to other participants, and access to password-protected documents are however restricted to registered attendees.

I think a wrong email address was used while registering me. How can I correct the address?

Please contact the App Support Desk staff at the event for assistance.

In case of any difficulty in using the app, please contact the App Support Desk.



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I cannot see the documents I downloaded from the app to my iPhone/iPad.

When you download documents from the app, particularly large files, they may be downloaded in zip format. If this occurs, you will need to download software to unzip the files. iZip and WinZip are examples of software that can be downloaded from app stores for free.

I cannot see the list of attendees in the app.

Some of the content and interactive features of the app are restricted to registered attendees. These can be accessed by logging in to the app, using the unique verification code sent to registered attendees by email.

How long will the app remain active? Can the webcast be watched in the future again?

The app will remain active for 6 months after the conference and most of the content will be accessible until then. The webcast is streamed live and cannot be watched after the event. However, video clips and reports of the conference will be available on the conference website.



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INFORMATION AT YOUR FINGERTIPS



Hotels and transport
Maps and weather
Social events
Personalized schedule
Speaker information
Session details
Documents
List of attendees
Regular updates
& more!



#ASTANA2018 #HEALTHFORALL #PRIMARYHEALTHCARE