Guidebook User Guide

BUILDINGENERGY BOSTON

Exhibitors **Speakers** **Schedule** **Maps** **To Do List** **Sponsors** **Inbox**

Using the Guidebook App on your tablet or smart phone is easy! No more hauling around reams of paper with maps, schedules, session descriptions, and speaker notes. It's all here at your fingertips, and it's FREE!

Use this guide to help you download the Guidebook App and learn how to use it.

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GUIDE TO GUIDEBOOK

What is Guidebook?

Guidebook is an interactive app that allows us to easily share up-to-date event information and materials with you on your mobile device.

Review the conference agenda, create your own schedule, look up speakers, learn more about our sponsors, and network with fellow attendees.

And once you've downloaded the conference guide, you don't even need an internet connection to use the app.

You'll never need a paper program again!

First Things First: Downloading the App

The easy way: Scan the QR Code to the right.

— OR —

Go to your app store and search for "Guidebook" and follow the prompts to download the app.

.Next: Get RMLUI's Event Guide

Our event guide is public so everyone can access it. Open up the Guidebook app on your device. For Apple devices, tap on the "Download Guides" link at the bottom of the screen. For Android users, tap the down arrow at the top of the screen. Search for "RMLUI" to find our event guides and select the current year. (Of course, you're

What's In Here?

We've added all sorts of information for you to have at your fingertips, including:

The Schedule.
Sessions are listed for each day. Tap on a listing to get more information, such as the course description, a list of speakers, and the room location. You can also add sessions to your personal schedule.

My Schedule
Create your own agenda with the sessions you want to attend during the conference. Review the full schedule and select the sessions that are most interesting to you. You can even get a reminder when the session is about to start.

Speakers
Find out who will be presenting at the conference, read their bios, and get their contact information for follow up questions. Each speaker also has a link to his/her sessions in the program.

Sponsors
Our conference is not possible without the generous support of our sponsors. Their financial contributions help fund our programs and conference activities. Check them out.

Attendee List
Start your networking early. Find out who's coming and make a list of the people you want to meet. Connect via LinkedIn or send an email to set up a meeting. See more in the Connect section below.

Connect Feature
Log in using your LinkedIn account, create virtual business cards, and sync your entries across all your devices.

Notes
You can use this feature to take notes during the conference. Select the Notes icon from the main screen, or, while you're reviewing a session, speaker, or fellow attendee, tap the "Add a New Note" (iOS) or the Pen/Paper icon (Android).

To-Do List
Make a list of people to meet, sessions to attend, or follow up items on your personalized To-Do List. Just tap the "Add to To-Do" at the bottom of your screen.

Photo Album
Take and share pictures during the event. Just don't distract the speakers!

Social Media
Share your Tweets with our conference hashtag.

Other
We've also posted other items you may find useful, such a list of near-by restaurants, the hotel shuttle schedule, maps, and more.

Use Guidebook for Networking

Using the event app is a great way to find out who else is coming to the event.

Before the Event
Check out the Speaker and Attendance Lists to see who else is coming to the conference. We've included email addresses so you can make connections on LinkedIn or send an email to set up meetings ahead of time.

Connect your profile to your LinkedIn account and set up virtual business cards to share during the conference.

During the Event: Using Connect
- Check-in on the app to let others know you're here. Tap on the Attendees icon, and then click "Check In" at the bottom of the screen.
- To request other attendees' virtual business cards, tap the "+" to the right of their names in the Attendee list.
- When others request your virtual card, a notification (denoted by a blue circle) will appear in the top right of your screen (iOS) or in the content drawer (Android). Tap the "+" icon to accept the request; tap the "X" icon to deny it.
- A User Log in also allows you to sync your My Schedule and To-Do list across multiple devices.