Virtual Platform Help Guide

mroasia.aviationweek.com
You will first need to register via the event website: mroasia.aviationweek.com

You will receive an email similar to this one with a button redirecting you to a login page. It will lead to the account that was automatically created for you by the platform after you registered for the event. A window will then suggest creating a password for your account. The email will be sent from noreply@swapcard.com

Note: If you don’t see this email in your mailbox, please check your spam.
Access your account by going to login.swapcard.com
Enter the email you used to register for your event, then enter your password.
Click the arrow to connect.

Note: If you have forgotten your password after entering your email, click on send me a magic link.
You’ll receive an email to reset your password.
There are two ways of accessing your profile:

1. From the drop down on the upper right corner of your screen, click “My profile”

2. On the left side of your screen next to your photo, click “Edit”

You’ll be redirected to your profile where you can edit your information.
To edit your profile, click “Edit” or “Add” next to the information section you want to edit.

Here is the information you can edit:

- Personal information
- Biography
- Social Media
- Contact details
- Company
- Additional Fields such as Industry, Job Function and Purchasing Ability.
How My Schedule works

By clicking “My Meetings” on the left hand side, you are able to select the meetings you wish to be available for. If there are timeslots outside of your timezone, mark them as unavailable so these cannot be booked as suggested meetings.

The Conference Agenda button gives you an overview of the event sessions. Add sessions to your diary by clicking the bookmark icon next to each session you want to attend. You can find sessions by using the search bar and filters located on the left side of the screen.
How to watch sessions on demand?

All sessions will be made available to watch on demand.

You can access on demand sessions through the schedule by clicking on past sessions.

To watch a live session, click on “Agenda” and click on the session that is taking place at that time to join the live stream.
From the home page or top navigation bar, you can access the full attendee list to begin networking.

Here you can search using a keyword, or filter the list by industry/job function/region and more.

The AI Matched contacts are listed across the top of the page. Those with a green circle indicate they are currently online.
To send a connection request, go to their profile (via the list of attendees or a company profile) and click the “Send connection request” button.

**Tip:** Add a note to your connection request to introduce yourself and explain the reason for your request.

You will be able to find a full list of your connections in “My Schedule” under “My Networking.”

**Note:** Accepting a meeting will automatically make the person who requested the meeting one of your connections with access to your complete profile.
1. Access a person’s profile (i.e.: from the Attendees button)

2. Click on one of the suggested meeting slots. For more slots click “see more slots”

3. After selecting a slot and choosing a location for the meeting, write a note to the person you would like to meet.

4. Once done, click “Send meeting request”

**Note:** As this is a virtual event, all meetings will take place at the Virtual Meeting Room location.
How to have a virtual meeting?

5 minutes before a virtual meeting you will receive a reminder email from which you can click to access the meeting.

If you are already on the platform you can start the meeting by going to the profile of the person you have a meeting with, and click the “Meeting call” button.

This will launch the video call. This button is only available if the meeting is confirmed.

**Note:** You can also access a meeting directly from the meeting notification.
How to Invite Someone to a Meeting

When having a private video call, you can now invite someone else to join without leaving the call.

Clicking on the menu options button will let you choose one of your contacts to add to the video call.

In a 1:1 call, once the invite has been accepted, this will close the ongoing call and launch a call with the new group. In a group call, the invited person will be added to the existing group call.
If you require additional assistance please contact the team on events@aviationweek.com

Firewall and Proxy Requirements can be provided to ensure the virtual meeting software is not blocked by your company network.