

PMXPO 2017 Visitor Guide

Welcome to PMXPO!

There's plenty to do and see here today, so here's a quick guide to get you started and help you make the most out of today's event.

The Main Hall



Here's what you'll see when you first login to the event, and here's what you'll want to notice:

1. Drop-Down Navigation

You can go home again! This panel will follow you around the PMXPO, so you can always click on the "home" button to come back to the main hall, or navigate to other areas from the drop-down menu.

2. Agenda

Click here to see the list of today's events and to adjust the schedule to reflect your time zone. You can choose to save the events under the "My Agenda" tab or to add the events to your calendar so you'll get Outlook reminders throughout the day.

3. My Briefcase

Anything you collect today—and there are lots of white papers, demos, templates and more to collect!—will be stored here. We've already loaded your briefcase with the all-important PDU Guide and a link the PMXPO Attendee Survey to get you started. This is also where you'll find your contacts, messages and network invitations.

4. Support

Chances are everything will be running like clockwork, but in case you have technical difficulties, we have support standing by to help. Click here for immediate assistance with any problems you run into with our interface, like hearing or seeing presentations or accessing chats.

5. Profile/Settings

This is where you'll find your profile information. You can upload a photo, control the information that others can see and publish your PMXPO profile. You can also upload documents--like a resume or article that you'd like to share with others who view your profile--set your time zone and language, change your password and view the network you build today.

6. Other Locations

These are the links to get to the other areas of the PMXPO event space. The Exhibition Hall will take you to vendor booths. The Conference Hall takes you to all of today's speaker presentations. The Resource Center is a great place to pick up freebies and downloads from the speaker sessions. The Network Lounge is a chat area where you can meet some of the PMXPO folks, ask questions and generally socialize with your fellow attendees.

7. Networking

There are going to be thousands of project managers here today. Click here to search for people to join your network. You can search my name, company, job title, industry...or click on "Match Me" and let us find people we think you'd like to meet. You can send them a message, exchange contact information and invite them to join your network.

Now that you have your bearings, let's take a look at the **Exhibition Hall**:



We have more than a dozen vendors to visit, so plan your time wisely. We'll give you some time between sessions to see what they have to offer and register for giveaways. The booths will open all day, so stop by between sessions or whenever is convenient.

8. Drop-Down List

Click here to see a list of all the vendors and jump directly to a booth.

9. Promotions

Keep an eye on this corner for bits of information throughout the day. You can click on the image to get more information. You'll also see announcements in the lower right-hand corner of the screen throughout the day. Those are clickable, too, and will take you to relevant booths for further information.

So, you might be wondering what's in these "booths"...Let's find out:



Just like a live trade show, you can go into a booth to meet with company representatives and learn more about that company and their offerings.

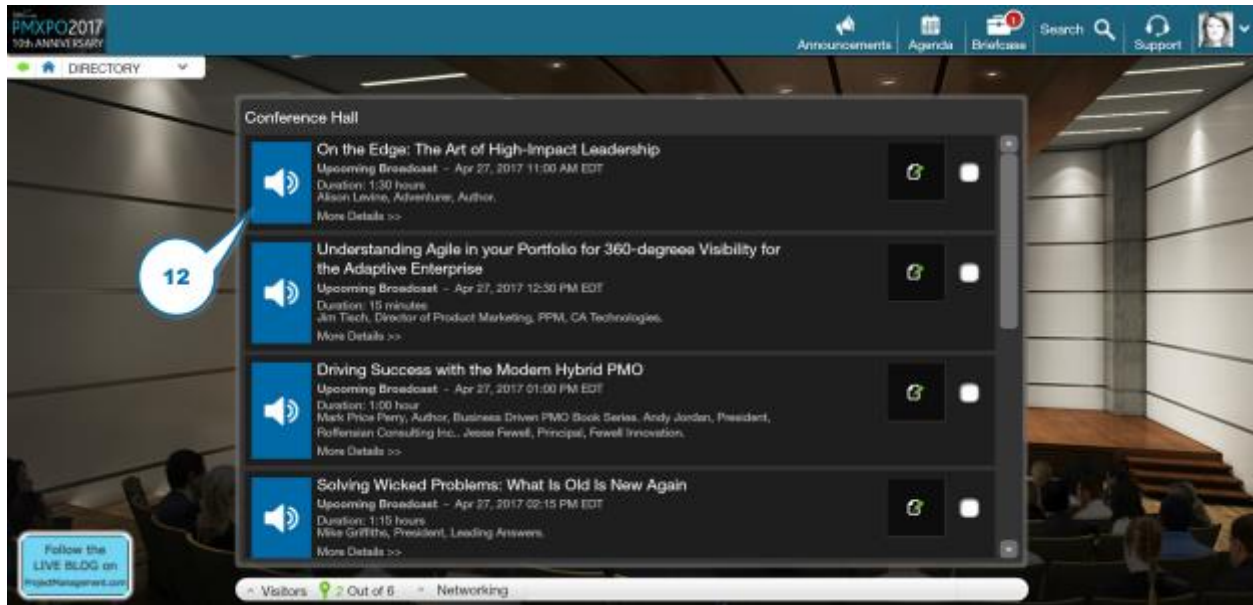
10. Information Tab

Click here to open up a menu of information...company profiles, literature, videos, GIVEAWAYS and more! There are lots of training offers, gift cards, free merchandise and other cool prizes in the exhibition booths, so be sure to check them out and click on the giveaway links for your chance to win.

11. Interactive Communications

When the Rep is Online, you have direct, live access to chat with an exhibitor representative. You can also send a message or join the booth chat to see who else is around. This is your chance to ask questions, offer feedback or just say hello

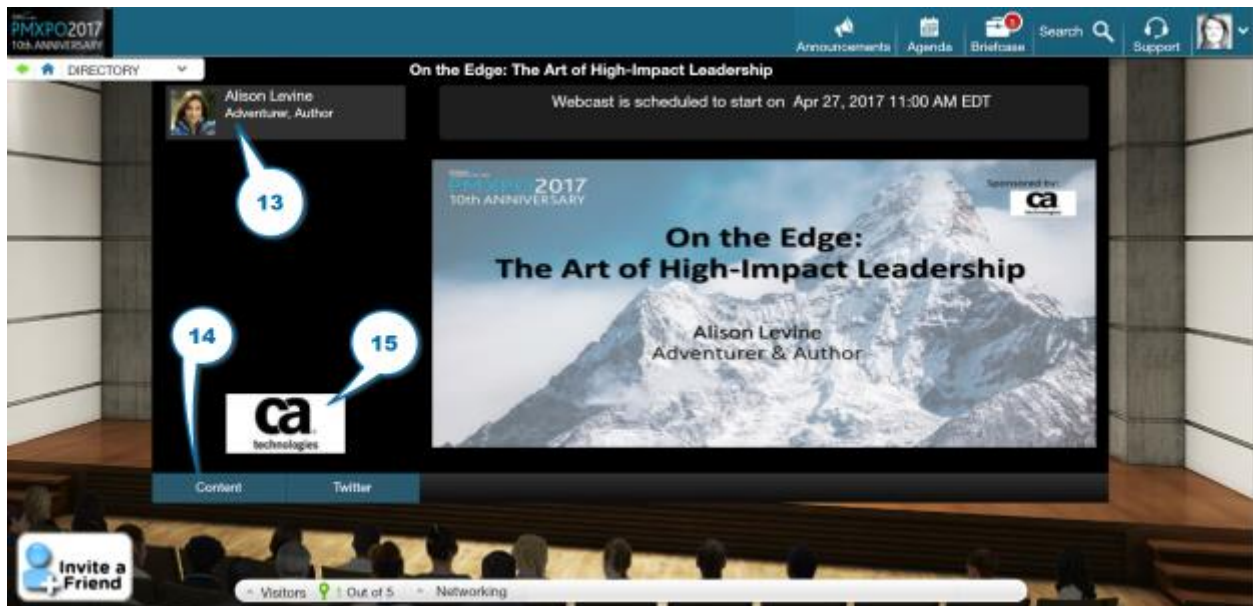
Of course, one of the big reasons you are here is to see our presentation sessions! You'll have to go to the **Conference Hall** for that. Here's what you'll find there.



12. Today's Sessions

Here's the list of all the presentations you will be able to view today—and on demand for the next three months! Click on the title to start viewing.

Here's what a **Webcast** session looks like. Once the event get started, there will be a button on the left of the screen to submit questions for the speakers so they can answer during the live portion of the presentation.



13. Speaker Information

Click here for more information about the presenters.

14. Content Menu

In here you will find the link to download the presentation slides plus related deliverables from ProjectManagement.com. You'll also find a session-specific forum in here, so you can chat with other attendees about the session in real time.

15. Sponsor Link

Don't forget to visit our sponsor booths! The sponsor logo on this screen will take you there.

Those are the basics, and here are a few rules:

- Don't be shy! Ask questions, build your network, and make some friends.
- If you have technical questions or problems, click the "Support" link in the top right-hand corner of the screen. Someone will help you right away.
- Stop by the ProjectManagement.com booth or the Network Lounge to tell us what you think of the event.
- HAVE FUN!