



THE NETWORK
BUILDING
PENSIONS AND
LIFETIME SAVINGS
ASSOCIATION

PLSA CONFERENCES

EVENTS APP
USER GUIDE

swapcard

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DOWNLOAD THE PLSA EVENTS APP

The complete, interactive, AI-powered guide to our conferences

PLSA

[Get the app for iPhone or iPad](#)

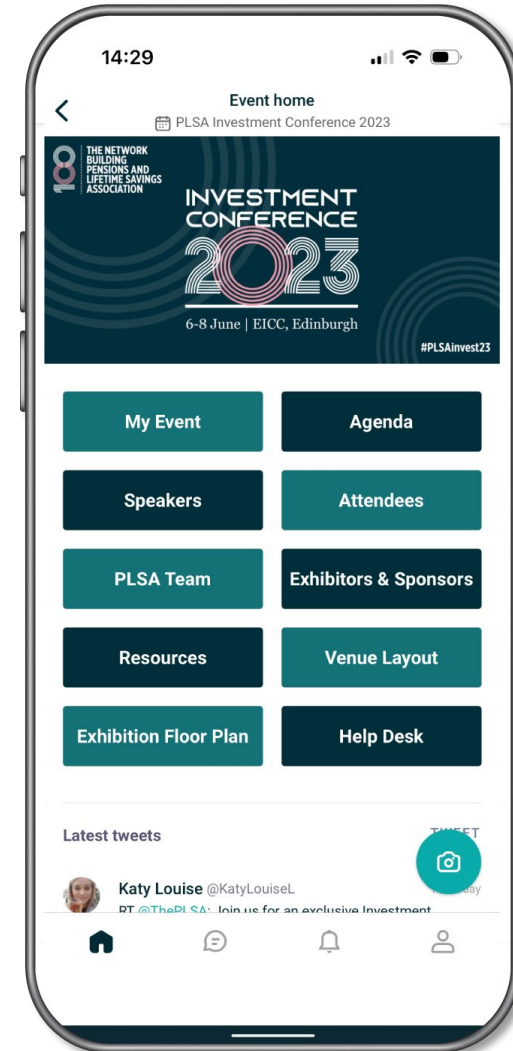
PLSA

[Get the app for Android](#)

Or scan this QR code from your device:



Click here for the web browser version: <https://plsa.app.swapcard.com>

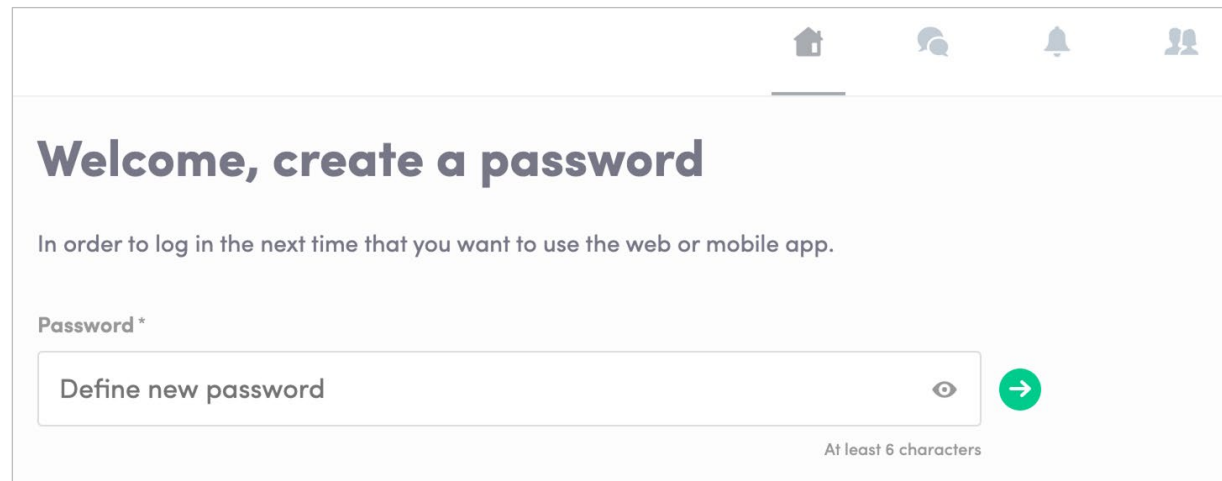


HOW TO LOG IN TO THE APP FOR THE FIRST TIME

Once registered for the event your Swapcard account for the PLSA Events app will be created by PLSA.

The app opens approx. two weeks prior to the conference. You will receive an email invite similar to the one on the right.

The «**Let's get started!**» button in the email will take you to the Swapcard platform and prompt you to create a password for your account.



Home Chat Notifications Profile

Welcome, create a password

In order to log in the next time that you want to use the web or mobile app.

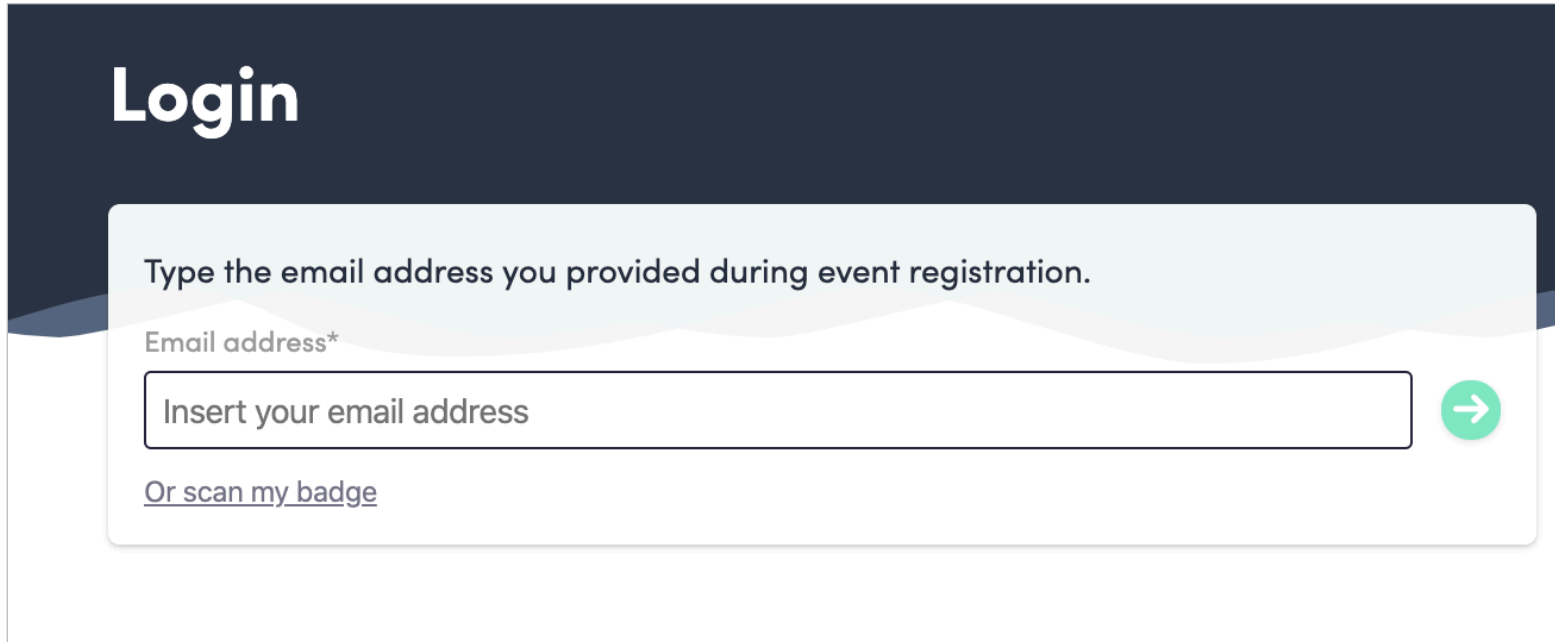
Password *

At least 6 characters



HOW TO LOG IN TO THE EVENT IF YOU ALREADY HAVE A SWAPCARD ACCOUNT

Access your account at <https://plsa.app.swapcard.com>
Enter the email address you used to register for the previous event and the password you created for it.
Then click enter to connect.

A screenshot of the Swapcard login interface. The background is dark blue with the word "Login" in white. A light gray rounded rectangle contains the login form. At the top of the form, it says "Type the email address you provided during event registration." Below this is the label "Email address*" followed by a text input field with the placeholder text "Insert your email address". To the right of the input field is a green circular button with a white right-pointing arrow. Below the input field is a link that says "Or scan my badge".

Login

Type the email address you provided during event registration.

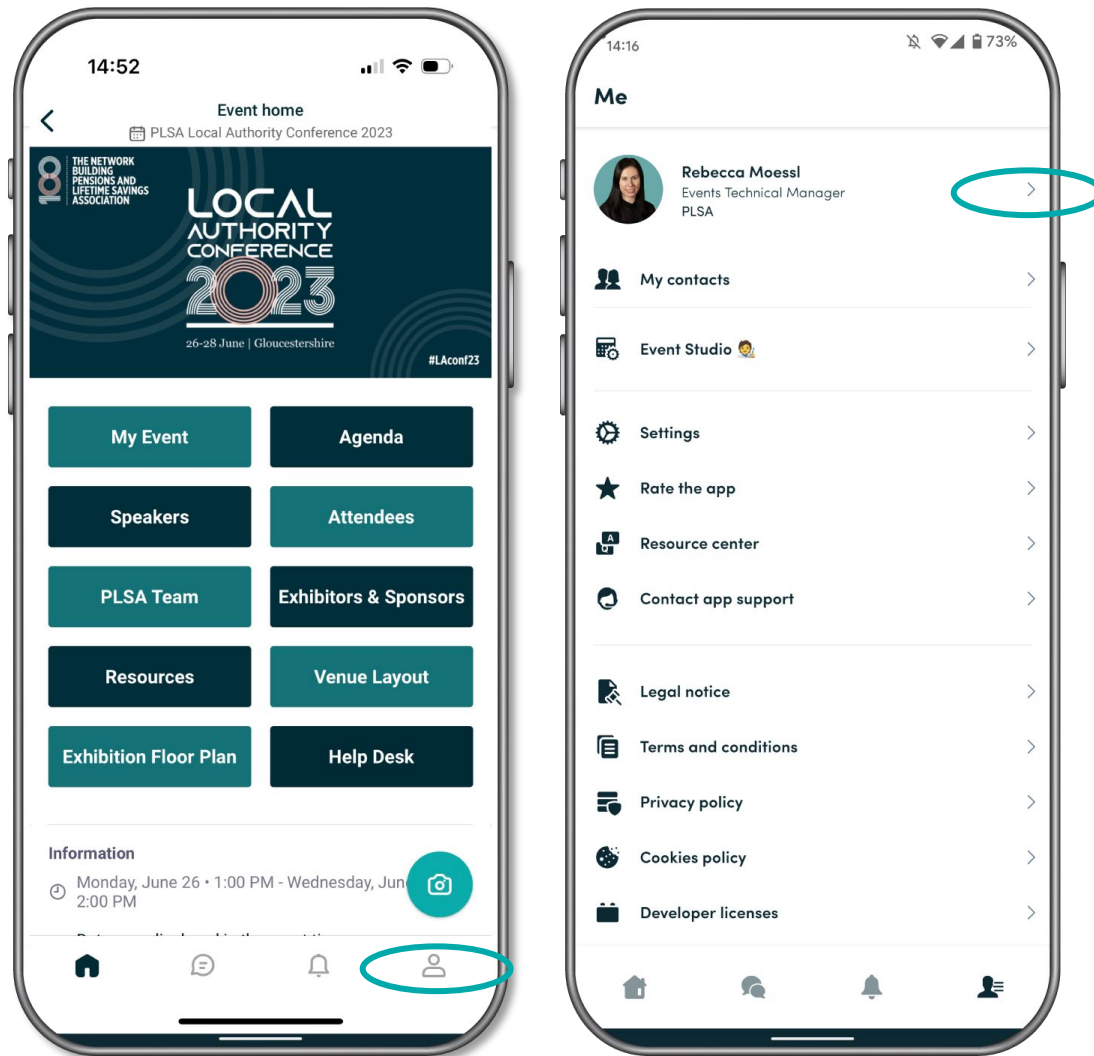
Email address*

Insert your email address

[Or scan my badge](#)

Note: If you have forgotten your password enter your email address then click on **Send me a magic link**. You'll receive in your mailbox an email to reset your password. If you need any help please contact support@swapcard.com

YOUR PROFILE



Your profile has been populated with the information you gave us.

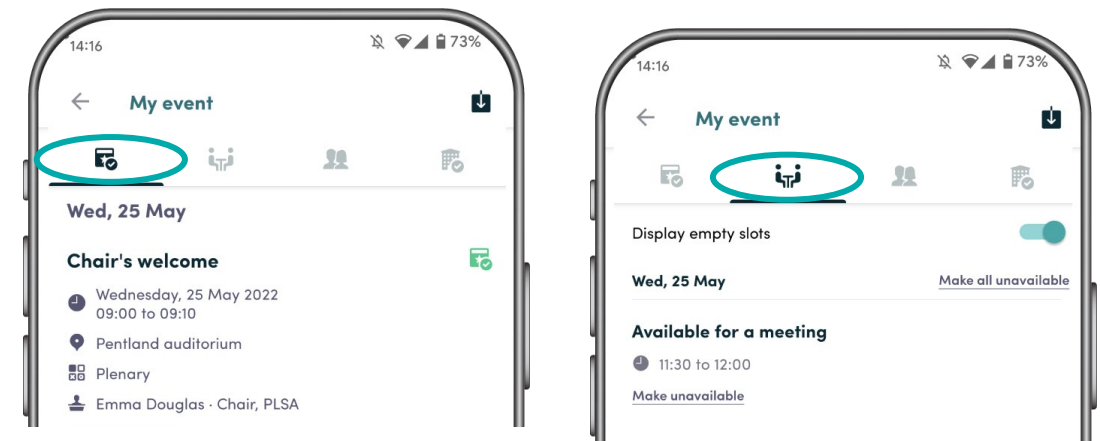
We encourage you to add additional information which powers the AI and suggests connections and sessions for you.

- ▶ In the app click on the profile icon in the bottom right corner
- ▶ Then click on the arrow next to your name to edit the details

«My Event»

Add sessions from the agenda to your personalised schedule.

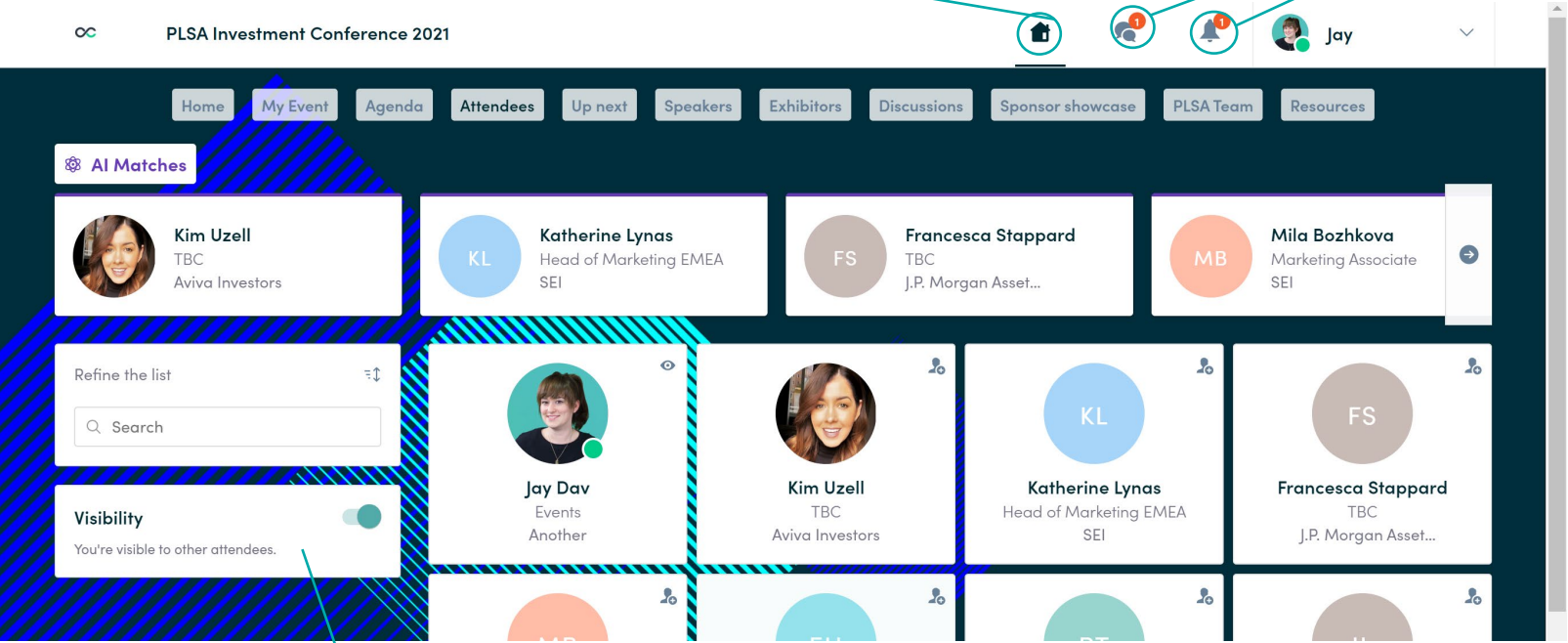
You can also schedule appointments and manage your meeting availability here.



NETWORKING AND NOTIFICATIONS

This icon will take you back to the home screen from wherever you are in the app

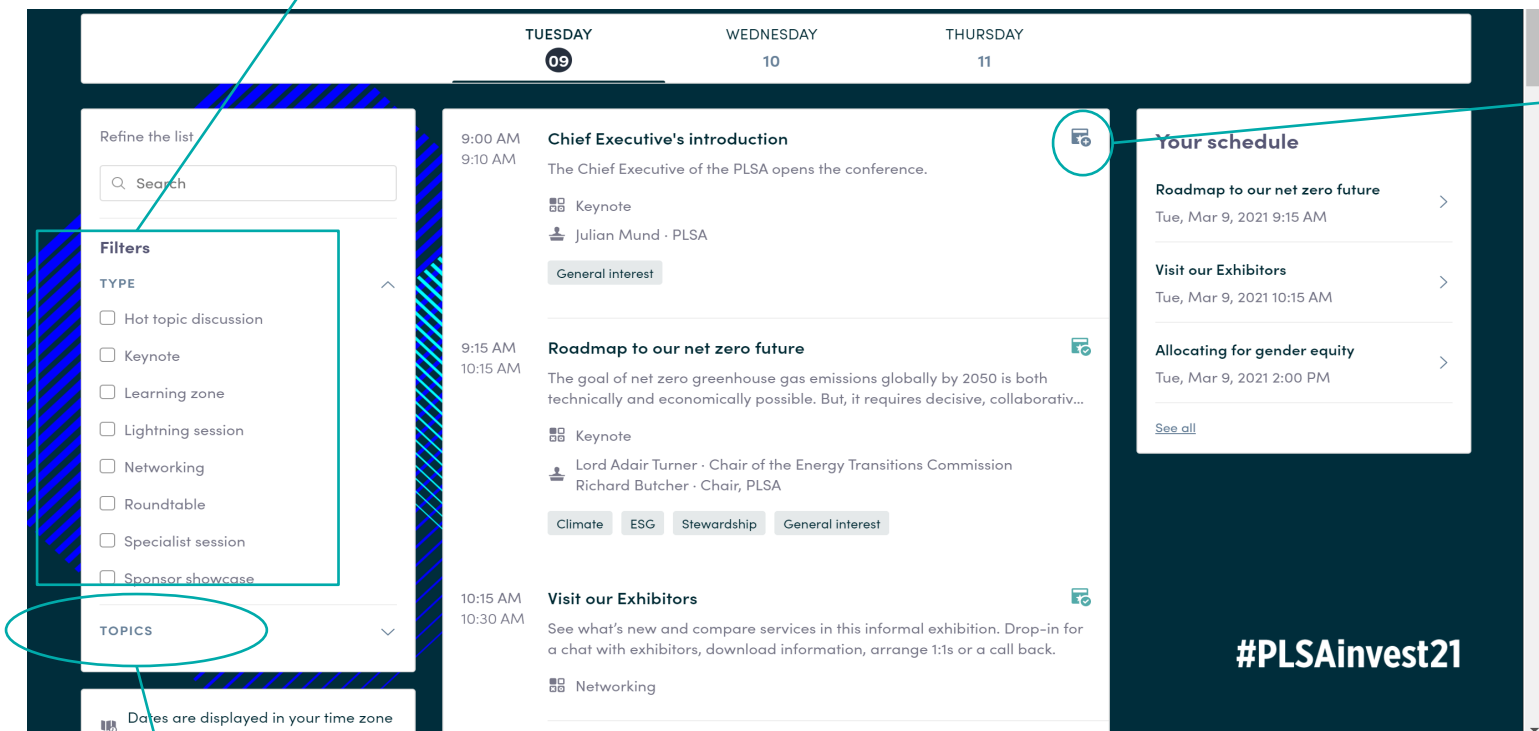
Click on these icons to access the message and notification centre. This is where you'll receive connection requests, notifications from the PLSA about the event, and meeting invitations and confirmations.



From the Attendee or Speaker pages you are able to switch your visibility on and off. To get the best experience of the event we advise you to keep this switched on.

HOW DOES THE AGENDA WORK?

Here you can filter the programme by session type



Here you can filter by topic

The «**Agenda**» tab displays the full programme. You access session details from this page by clicking in to the session listing.

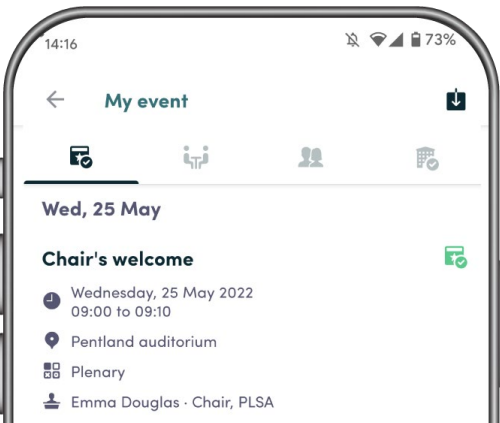
You can easily register or add sessions to your personal schedule in «**My Event**» by clicking on this icon.

Please note that some sessions are restricted to certain attendee types. If a session isn't available to you this icon will not appear.

Masterclass sessions and roundtables are restricted to specific attendee groups.

YOUR PERSONAL SCHEDULE

From the «My Event» tab you access your own personal schedule. Here you will find the sessions you've added, sponsor profiles you've bookmarked, connections you've made and any meetings you have confirmed.



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PENSIONS AND LIFETIME SAVINGS ASSOCIATION

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PLSA Investment Conference 2023

[Edit event](#)

Home

My Event

Agenda

Speakers

Attendees

PLSA Team

Exhibitors & Sponsors

Resources

Venue Layout

Exhibition Floor Plan

Help Desk

📅

My schedule

>

👤

My meetings

>

👥

My networking

>

📁

My bookmarked companies

>

📺

My saved videos

>

⚙️

Explore event

>

🔖

My wish list

>

Time preferences

- Dates are displayed in your time

Wednesday, June 7, 2023

7:00 PM

10:45 PM

PLSA Conference Dinner

🔖

Get ready for an exciting evening of networking, food, drinks and entertainment. Join us at our exclusive Conference Dinner for t...

📍 Cromdale Hall, EICC

👥 Networking

Rory Stewart
Academic, writer, adventurer, politician, diplomat and podcast co...

Export

Add your upcoming sessions and meetings to your calendar application.

[Export to my calendar](#)

Export your sessions, meetings and bookmarks in a single printable PDF file.

[Download PDF](#)

INVESTMENT CONFERENCE 2023

You can access session details from here by clicking in to the session listing.

Export your schedule by clicking on «EXPORT TO MY CALENDAR» or «DOWNLOAD PDF».

PARTICIPATING IN SESSIONS

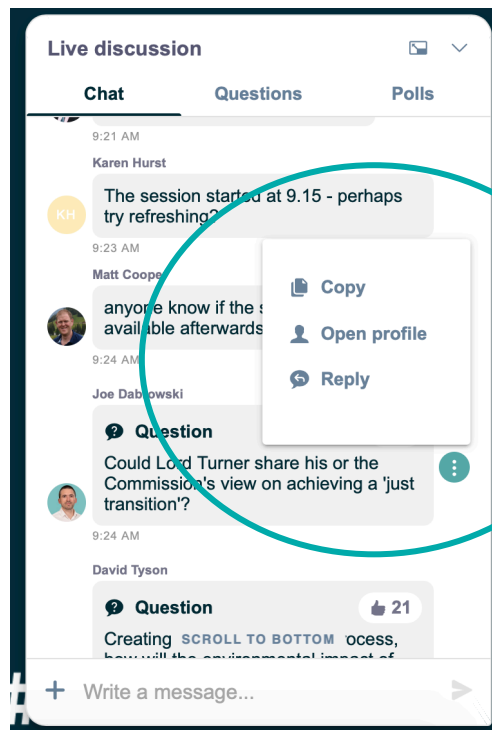
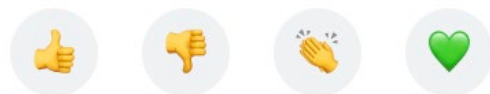
You can submit questions, make comments and participate in polls within sessions via the app. The Live discussion box has three tabs: **Chat**, **Questions** and **Polls**. The discussion box is text-based.

CHAT AND QUESTIONS

When you type a question in the **Questions** tab it automatically posts in the **Chat** tab too.

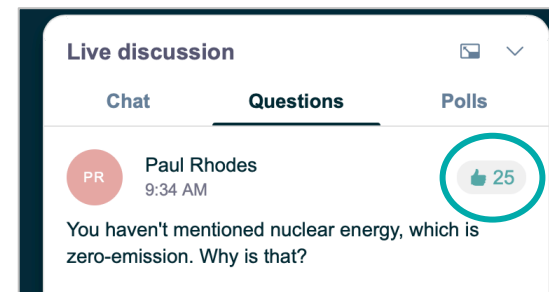
Click on the three dots next to a **question** in the Chat tab for the option to reply, copy or open the profile of the attendee that asked the question.

Click on the three dots next to a **chat message** and you get the same three options but also you can add a reaction.



 LIVE DISCUSSION


You can **upvote** questions so the chair will know the questions you are most keen to hear answered.



HOW TO NETWORK

From the event home page, you can access the **Attendees**, **PLSA Team** and **Speakers** lists.

From these lists you can identify people that you'd like to connect with. You can then send a connection request and organise to meet them at the conference.



Matthew Donegan-Ryan
General Manager
Event Tech Expert
Swapcard

Connect with Matthew

Sending a connection request with a message is three times more likely to be accepted.

[SEND CONNECTION REQUEST](#)

Meet Matthew

Select a time slot to set up a meeting with Matthew.


Sunday, January 1, 2023

10:50 AM	11:10 AM	11:30 AM	11:50 AM	12:10 PM	12:30 PM
12:50 PM	1:10 PM	1:30 PM	1:50 PM	2:10 PM	2:30 PM
2:50 PM	3:10 PM	3:30 PM	3:50 PM	4:10 PM	4:15 PM
4:30 PM	4:30 PM				

[See more slots](#)




Skills


[Supplier Non Member](#) [Events](#) [Meetings](#) [Virtual](#)



PLSA Investment Conference 2021


[Edit event](#)






Jessica Davies
Head of Events
PLSA

Edit your company information and access advanced features in the exhibitor center.




PLSA
Gold

[My Event](#)




Attendees




Speakers

[Discussions](#)



Agenda

[Up next](#)



Exhibitors

[Sponsor showcase](#)

You will see time slots on people's profiles. You should click on a time that you would like to meet with them and send the meeting request.

You can manage your own availability from the «**My Event**» tab and then «**My meetings**» button

PENSIONS AND
LIFETIME SAVINGS
ASSOCIATION

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HOW TO MAKE A CONNECTION REQUEST



Matthew Donegan-Ryan
General Manager
Event Tech Expert
Swapcard

Meet Matthew

Select a time slot to set up a meeting with Matthew.

Sunday, January 1, 2023

10:50 AM	11:10 AM	11:30 AM	11:50 AM	12:10 PM	12:30 PM
12:50 PM	1:10 PM	1:30 PM	1:50 PM	2:10 PM	2:30 PM
2:50 PM	3:10 PM	3:30 PM	3:50 PM	4:10 PM	4:15 PM
4:30 PM	4:30 PM				

[See more slots](#)

Skills

Supplier Non Member Events Meetings Virtual

Connect with Matthew

Sending a connection request with a message is three times more likely to be accepted.

SEND CONNECTION REQUEST

To send a connection request to a person, go to their profile (via the list of attendees, speakers, or a company profile) and click on **«SEND CONNECTION REQUEST»**.

Tip: We encourage you to write a message before sending your connection request to introduce yourself and explain the reason for your request.

You will be able to find all the people you have connected via the **«My Event»** tab and clicking on **«My networking»**

HOW TO REQUEST A MEETING

Step 1: Go to a person's profile – you can access via the «Attendees», «Speakers» or «Sponsors» tab.

Step 2: Click on one of the suggested meeting slots. If you want to see other slots, click on «See more slots».

Step 3: After selecting a slot, write a message to the person you want to meet. Once done, click on «SEND MEETING REQUEST».

←

Select location

×

👤 Steve Goodwin

➕ Add

📅 Thu, July 26 • 11:00 to 11:30 AM

✎ Edit

Select a place to easily find them at the event.

MAIN STAGE

CHALLENGE STAGE

📺 ONLINE MEETING

👥

Wednesday, 13th May • 10:30 AM to 11:00 AM

✎ Edit

📍


Main Exhibition Hall • Match! Arena

✎ Edit

Message (optional)

Hey ! I'd like to meet you to talk about your solution.

SEND MEETING REQUEST



Matthew Donegan-Ryan

General Manager
Event Tech Expert
Swapcard

Meet Matthew

Select a time slot to set up a meeting with Matthew.

Sunday, January 1, 2023

10:50 AM

11:10 AM

11:30 AM

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1:10 PM

1:30 PM

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2:10 PM

2:30 PM

2:50 PM

3:10 PM

3:30 PM

3:50 PM

4:10 PM

4:15 PM

4:30 PM

4:30 PM

See more slots

Skills

Supplier Non Member

Events

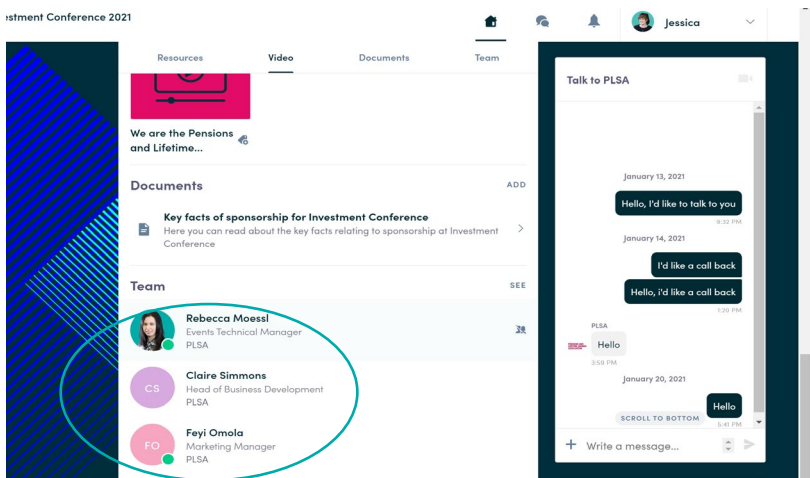
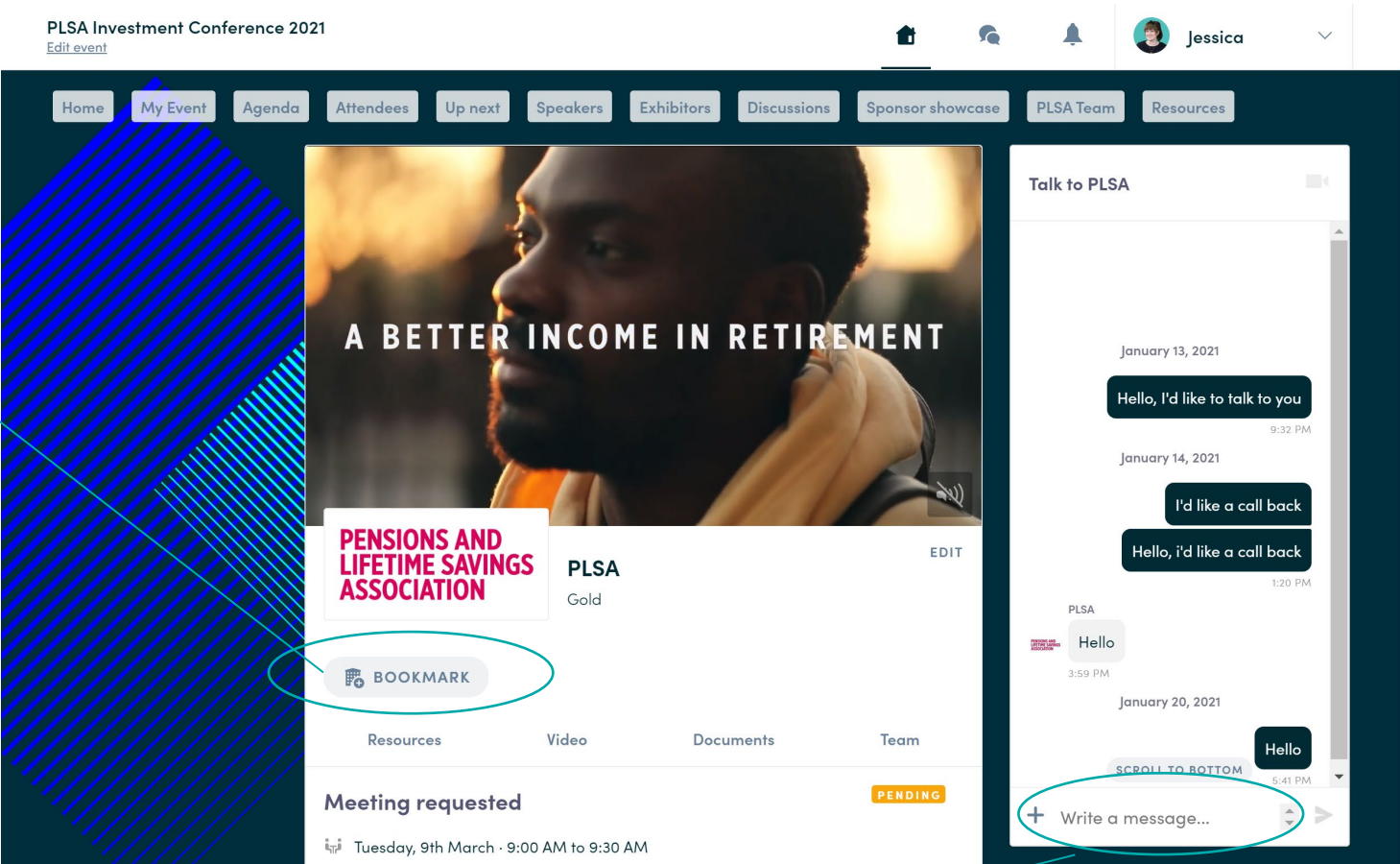
Meetings

Virtual

HOW TO INTERACT WITH EXHIBITOR AND SPONSOR PROFILES

You can bookmark a profile so you can easily access it from your «My Event» tab under «My bookmarked companies»

You can see who is associated with an exhibitor or sponsor at the bottom of their profile page



If you have questions for them you can submit them here. The chat box is only visible to you and the sponsor.



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