



Navigating the Conclave Features and Activities on the Conclave Platform

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Navigating the Conclave Features and Activities on the Conclave Platform

Preparatory Information

The Conclave runs on the Virtual Conference Platform provided by Airmeet. It is hereafter referred to as **Conclave Platform**

To enter the Conclave Reception, you need the Magic Key provide after you had registered.

If you have difficulty in locating your Magic Link, please refer to the file called "DG01_FInd the Link to Enter Conclave" in the Support Page of the Conclave Website: [Coaching for Growth - ICF Chennai \(coachingforgrowth2021.com\)](https://coachingforgrowth2021.com)

To Schedule Your Time and Sessions:

As there are several sessions running over 3 days, over a 12-hour interval every day, and some sessions run parallel, it would help if you schedule the ones you want to attend live, it would help if you schedule it as per your convenience. To know more about it, please refer to the file called

"DG02_CHoose Your Sessions and Create Schedule" in the Support Page of the Conclave Website: [Coaching for Growth - ICF Chennai \(coachingforgrowth2021.com\)](https://coachingforgrowth2021.com)

This Guide helps you navigate the Conclave Platform.

The platform is intuitive and easy to navigate. You would find help in the following pages on how to maximize your visit and reach all the activities of the Conclave.

If none of the these instructions work, please do write to us: contact@icfchennai.com

Thank You & Enjoy the Conclave!



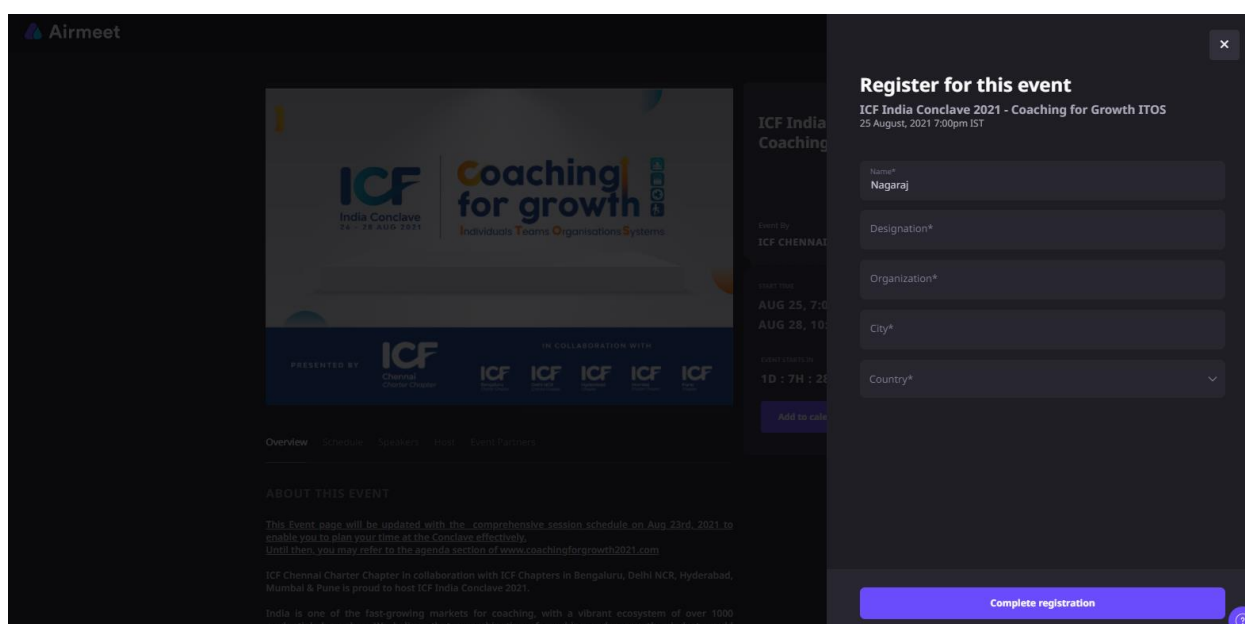
System preferences for Conclave Platform:

The Conclave Platform works best with Google Chrome browser and on a Desktop Computer. Please ensure you are running the latest browser version.

You will also need to provide access to your speaker, microphone and camera for the CONclave platform. As this is a virtual event, these accesses to the devices in your system will be necessary for you to have a great user experience.

Landing Page:

Once you click the “magic link” provided to you or copy paste the link to a new browser url bar, you will be redirected to the Conclave platform and landing page for the ICF Coaching for Growth ITOS.



Complete your registration by providing inputs to all these fields on the pop-up window on the right side as shown above.



Reception Area:

Once you complete your registration and enter the event, you will be taken to the Reception Page.

Spend some time to familiarize yourselves with this page.



This bar will be on your screen always when you are in the Conclave platform. There are short cuts to reach Reception, Schedule, Lounge and Booths.

Also, on the top right on the bars are:

Feed: Interact with event organizers and participants of the event (public chat)

People: All the delegates will be listed here, and their profiles will be visible. You could speed network with them. More details on this later

Messages: There are Direct & Personal Messages to you if any delegate chooses to send to you or you choose to send to any delegate. These messages will not be visible to other delegates

Alerts: These are announcement about upcoming programs, events that are happening in the platform. Please pay close attention to these messages.

Settings: You can Update your profile, change your device settings and also log out of the platform/event.

On the reception standee are the following links:

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|---|--|
| <p>SESSIONS</p> | Schedule and events short cut |
| <p>COACHING ROUND-TABLES</p> | To the lounge area where coaching roundtables are scheduled |
| <p>EXPERIENCE COACHING MARKET PLACE</p> | To the lounge area where Experience Coaching Market Place will be happening. |
| <p>SPONSOR BOOTHs</p> | Sponsor Booths of the event. |

You could come back to the reception from any page to go to any of the above.

Choosing Sessions and scheduling your time from the Conclave Website:

Access the Conclave website and Click the AGENDA link from the navigation bar/hamburger menu icon. Click here for the website: [Coaching for Growth - ICF Chennai \(coachingforgrowth2021.com\)](https://coachingforgrowth2021.com)

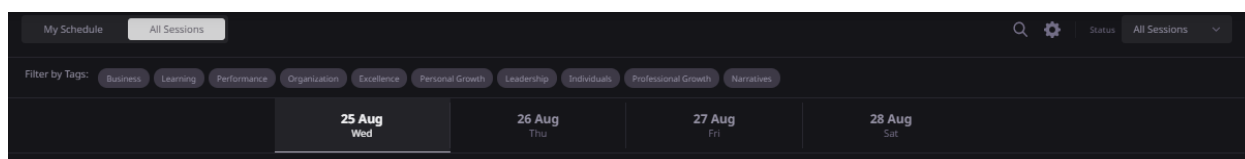
You will find the Topics listed, day-wise as Day 0, Day 1 etc. Click on each day and see all the sessions listed there. Each session has an "Add to Calendar" button. Use it to add session to your calendar and set reminders.

Some sessions run parallel. Choose the ones you would like to attend live and the ones you miss live may be accessed as recorded versions, after the event concludes. More of it will follow in subsequent mails after the events.

Some sessions have the speakers mapped and you can look them up wherever active links have been provided.

Entering a Session in the Conclave Platform:

Details of the schedule are available here day wise



You can also preview these sessions and enter the session of your choice.

Once you enter a session, as a delegate your Audio & Video will be disabled. You can interact with the participants of the session through chat using "Feed" or "Messages" (personal and private), ask questions, and raise your hands...



The sessions will be moderated and whoever is conducting the event may interact with you.

General Code of Conduct:

We request you to kindly honor the etiquettes of digital sessions.

Please do not spam or post anything derogatory or inappropriate. The administration may warn if any noticed or even take the delegate off the event.

Other Activities and things to do in the Conclave Platform

Un-conference time:

Please use the time when the sessions are not scheduled to network, visit the sponsor booths.

Learning Mastery Tables:

10 Tables, free seating is made available on the lounge for delegates to choose any topic from the session they attended to sit around as a group, discuss and deepen their understanding. Please go around find like-minded delegates and invite them to the Learning Mastery Tables.

Speed Networking:

You can join the speed networking that will match you at random anyone else also joining speed networking. You will have a maximum of 5 minutes to talk one on one and get to know someone.



Coaching Round Tables:

Our partner will be running interesting sessions. Details of this will be available in the ICF booth. You could look at the schedule and join any session that interests you.

Experience Coaching Marketplace:

Experience Coaching for registered delegates on 26th & 27th Aug between 5:30pm and 6:30pm. Please visit the ICF booth and find your allocated table. Coach will join you to provide you the experience of coaching.

Sponsor Booths:

Sponsors have contributed to make this event happen. They bring you to you their diverse products and services. Please visit their booth for event specific offers.

One can use the short cut on the navigation bar on the top part of your screen or find the sponsor booths from the reception.

Once you are in the sponsor booth you can go around the booth, watch their video by clicking – it will expand and you will be able to turn on the “sound”. There are multiple hyperlinks that provide more information about the sponsor and their products/services.

You could leave a “Register Interest” at the booth for the sponsor to get in touch with you after the event.

You may also engage with the representatives of the sponsor on the 6 tables associated with each sponsor booth.





Sponsors may have some event that they would schedule in the un-conference time. You can click the “Notify Me” button to let yourself know when the sponsor would go live with their event. These are not scheduled events and hence not in the schedule.

Please do visit ICF Virtual Book Stall where books from the speakers have been placed.

You may visit ICF stall or Help Desk in the lounge for any clarification you may want.

Hope you have a good time at the event. Look forward to meeting you at the event.