## **Virtual Platform Guide (Brella)**

**Browser Capability:** Ensure you have the right web browser to e-network without any inconvenience. Brella works best in Chrome, you will be able to use video, audio and screen sharing. In Safari, you will be able to use audio-only and watch screen sharing from others. Internet Explorer (IE), Firefox and Edge don't support Brella video calls.

### **CREATING YOUR PROFILE**

Click the Join URL link provided to you in your email confirmation from EventBrite. You will then be asked to complete your profile including your name, title, and company. If you are interested in networking, please be sure not to skip the networking option when setting up your profile. If you select you'd like to network, you will then select the days and times you are available. You will also select your interests and goals for the conference, which will determine the best networking matches for you and help you find others who share similar interests.

#### Welcome to

# Ken Kennedy Institute Data Science Conference

To help you meet the most relevant people who can help you achieve your goals, let's first create your networking profile. Brella's matchmaking with artificial intelligence will then suggest people you may want to meet.

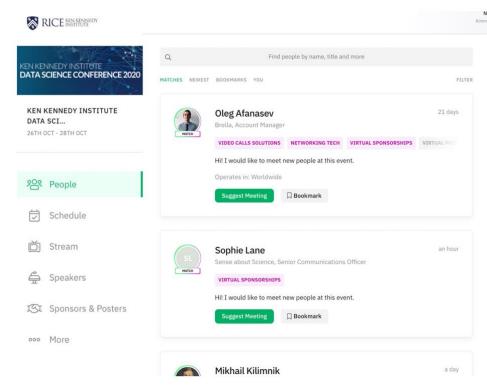
Let's get started!

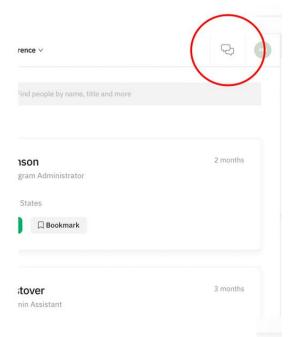


### **PEOPLE**

Once you have logged in and created your profile, you will see a list of menu items on the left. The "People" menu will bring you to a list of the conference attendees. If you selected you are open to networking, the list

of attendees will be organized with your best match at the top, and the list will go down from there, with your least likely matches at the bottom of the list. Strong matches indicate that the individual has selected interests and goals that you have also selected. To view a person's details, click their name and more information about them will show.





#### **NETWORKING AND SCHEDULING MEETINGS**

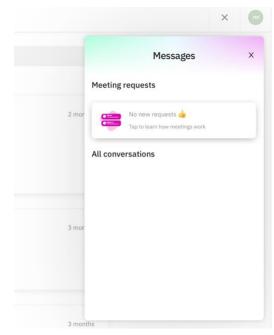
If you'd like to schedule a meeting with them, you can click the green button that says "Suggest Meeting" or you can view more of the person's details by clicking on their name.

Send a meeting invite to them and they can immediately choose whether to deny or accept. Meeting requests will pop up as a notification at the top of the screen. Click the "Messages" button in the top left to view all of your meeting requests and any messaging conversations you have going on.

Once you send a meeting request, you can also send a message to them to introduce yourself. *Please note, you can only send one* 

message to them until they accept your request or send a message in response. Once they respond, you can continue chatting.

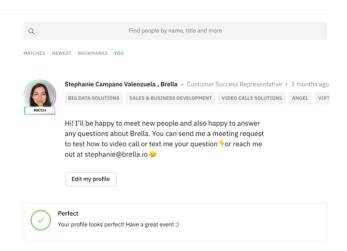
When it is time for your meeting, you will be able to video chat with them directly in the conference platform by going to the "Schedule" menu. Your scheduled meetings will automatically show up in your schedule. You can also filter by "Meetings" on the right-hand side. When you view your meeting, there will be an option to "Chat" or "Video Call" which will open up a video conference call directly in the Brella platform. We encourage every attendee to make at least 5 meetings.



**You can also choose to "Bookmark" someone** if you'd like to remember their name or go back to them later to schedule a meeting, and if you are looking for a specific attendee, you can search their name at the top in the search bar.

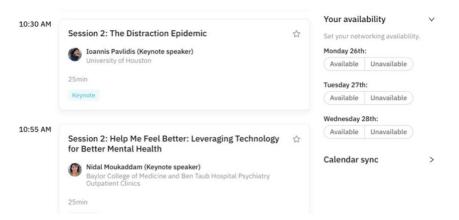
#### **EDIT YOUR PROFILE**

At the top of the people list will be four options – **Matches, Newest, Bookmarks, and You**. If you'd like to edit your profile, select the "You" tab.



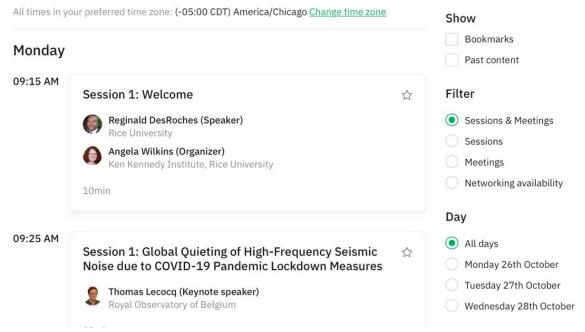
#### **SCHEDULE**

Visit the "Schedule" menu to view the entire list of events going on throughout the conference. (Note: Click "Calendar Sync" to the right of the schedule if you'd like to add your scheduled meetings to your personal calendar.)



#### **VIEWING EVENT SESSIONS**

To view a conference session, click the event box within the "schedule" menu. Each event session will have a link where you will go to watch the Session. For example, to watch Session 1 (which includes the Welcome, Keynote 1 and Keynote 2), you can select the link for any of the talks labelled Session 1. You can ask the speaker questions by writing your questions in the chat box to the right of the streaming video. Click the event session and you will see the chat box for that specific talk.



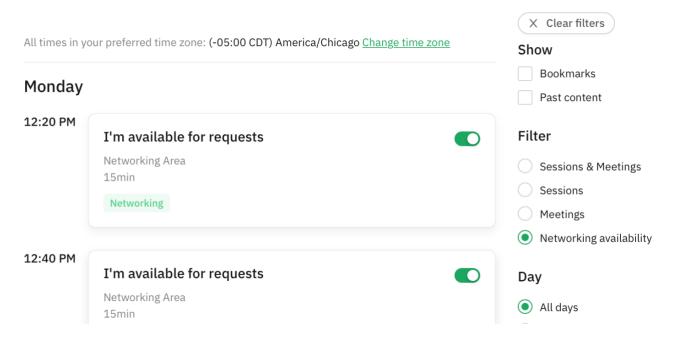
After the session is over, the session video will be posted shortly after. If you missed a session, make sure to check the box to the right of the schedule that says "Past Content." Then click the session box and the streaming link will have been replaced with a link to the recorded session. All talks from Session 1 will appear in the same video. For example, if you would like to watch Keynote 2 from Session 1, click the session box for Keynote 2 to view the event details to see when Keynote 2 starts in the recording.

The schedule will also allow you to filter through all of the events going on in the conference. You can filter by Sessions & Meetings (this will show you all conference events and your personal scheduled meetings), Sessions, Meetings, and Networking Availability.

### **CHANGING YOUR NETWORKING AVAILABILITY**

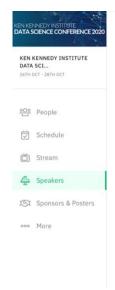
By filtering by Networking Availability to the right of the schedule, you can see all of the available networking times when you can schedule meetings. If you would like to change your networking availability, you can select the "Networking Availability" filter and then toggle the available button on any of these time slots. They will automatically be marked as busy once you have scheduled a meeting for that time.

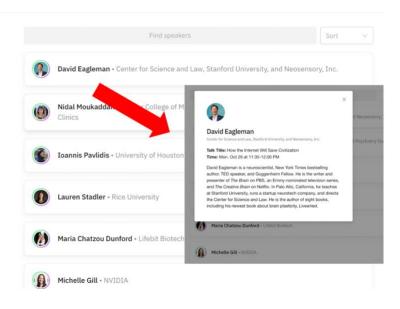
On the right-hand side of the schedule, you can also select the drop down for "Your Availability" and can deselect any day you will not be available.



### **SPEAKERS**

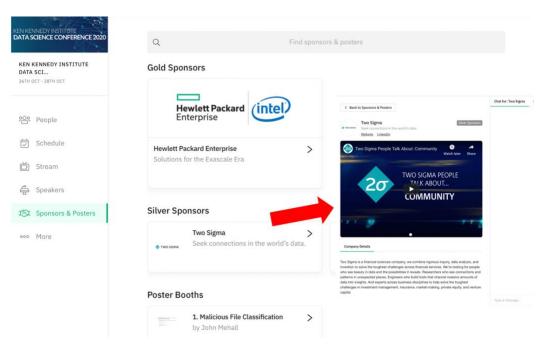
The next Menu Item is
"Speakers". This will show you a
complete list of the invited and
technical speakers with
additional information about
each of them and the title and
time of their talk. If you'd like to
schedule a meeting with a
speaker, go back to the "People"
menu and search their name.
You cannot request a meeting
directly from the "Speakers"
menu.





#### **SPONSORS & POSTERS**

Here you will see Sponsor
Booths and Poster Booths.
Click a sponsor's booth to
view more information about
their company and to chat or
make a meeting with sponsor
representatives. Underneath
the sponsor info in their
booth, you will see a list of
sponsor representatives as
well as a chat box to the right.
The chat box is public and is an
easy way for you to ask
questions to a sponsor. Any of
their representatives will be



able to answer. You can also make a meeting with any specific sponsor representative you'd like in the list below the booth.

Check out our Poster Booths as well to see student poster submissions with a short 2-3 minute video of each poster presentation. You can interact with the student poster presenters by again using the chat box or making meetings with them. You can also take part in judging the posters for our poster contest. Click the link in their booth to submit your rating. You can do this for as many posters as you'd like (the more the better!). We encourage every attendee to rate at least 3 posters.

#### **MORE**

At the bottom of the menu, you can click the "More" button which will take you more conference information including announcements and links to our conference site and program. Here you can see the conference committee, conference history, and links to our website and program.

