



Connect Arab Summit Networking Quick Guide

Overview

ITU has established an online interactive attendee list to facilitate networking in the lead up to and during the Connect Arab Summit, while preserving data privacy. This networking platform is also available using a smartphone.

We encourage you to go the interactive attendee list. In doing so, you can:

- See who else will be at the Summit
- Connect with others without needing their contact information
- Manage your meeting calendar and request meeting rooms.

This Quick Guide takes you through the steps to get started.

1 Secure Log In

When you click on the link www.xeebee.org/connectarabsummit, you will be taken to the secure login page. The first time, you will need to enter your Summit Attendee ID that you received when ITU confirmed your registration, along with the email address that you used to register for the Summit. This is the section on the left of the screen shot below.

After this first visit, the system will remember you and you will therefore only need to use the email and password that you entered during your first visit.

CAS12 Online Networking Now Available!

Dear CAS12 attendee,

ITU has established an online interactive attendee list to facilitate networking in the lead up to and during CAS12, while preserving data privacy. This service will soon be accessible by mobile devices as well.

We encourage you to go the interactive attendee list by logging in below. In doing so, you can:

- See who else will be at CAS12
- Connect with others without needing their contact information
- Manage your meeting calendar and request meeting rooms

<h4>Here for the first time?</h4> <p>Enter the platform and complete your profile now! Enter your CAS12 registration ID and mail used during registration:</p> <p>Attendee ID: <input type="text"/></p> <p>Email: <input type="text"/></p> <p><input type="button" value="Enter"/></p>	<h4>Been here before?</h4> <p>Login now:</p> <p>Email: <input type="text"/></p> <p>Password: <input type="password"/></p> <p>Password lost ?</p> <p><input type="button" value="Login"/></p>
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This list is accessible only to CAS12 attendees using the registration code and email address provided to ITU.

If you do not wish to take advantage of this privacy-protected networking opportunity, you may remove your name from the list by mailing us at feedback@xeebee.org.

2 Complete Your Profile

When you register for the Summit, some of the information will be pre-filled for the Summit networking platform, which you will see in the page below. You may complement this information, for example by adding a photo or a short bio. At a minimum, you need to add a password and confirm your email to use the networking platform.

Complete your profile

Already have a profile? [Login](#)

First name *	Name *	Title/function *
<input type="text"/>	<input type="text"/>	<input type="text"/>
Country *	Organization *	
<input type="text" value="Australia"/>	<input type="text"/>	
Email *	Password *	
<input type="text"/>	<input type="text"/>	
Organization URL:	Upload picture:	
<input type="text"/>	<input type="button" value="Choose File"/> no file selected	
Blog URL:	Organization logo:	
<input type="text"/>	<input type="button" value="Choose File"/> no file selected	
Personal page URL:	Blog RSS URL:	
<input type="text"/>	<input type="text"/>	
Short Bio:		
<input type="text"/>		

When you click the “save” button that will appear at the bottom of the page, you will be taken to the next screen where you will see your electronic business card as shown here:

This is how you will appear on the List



If this is OK, you can go to the list of attendees or check you personal profile. In case of errors, choose Edit this Card.

[Edit this Card](#)

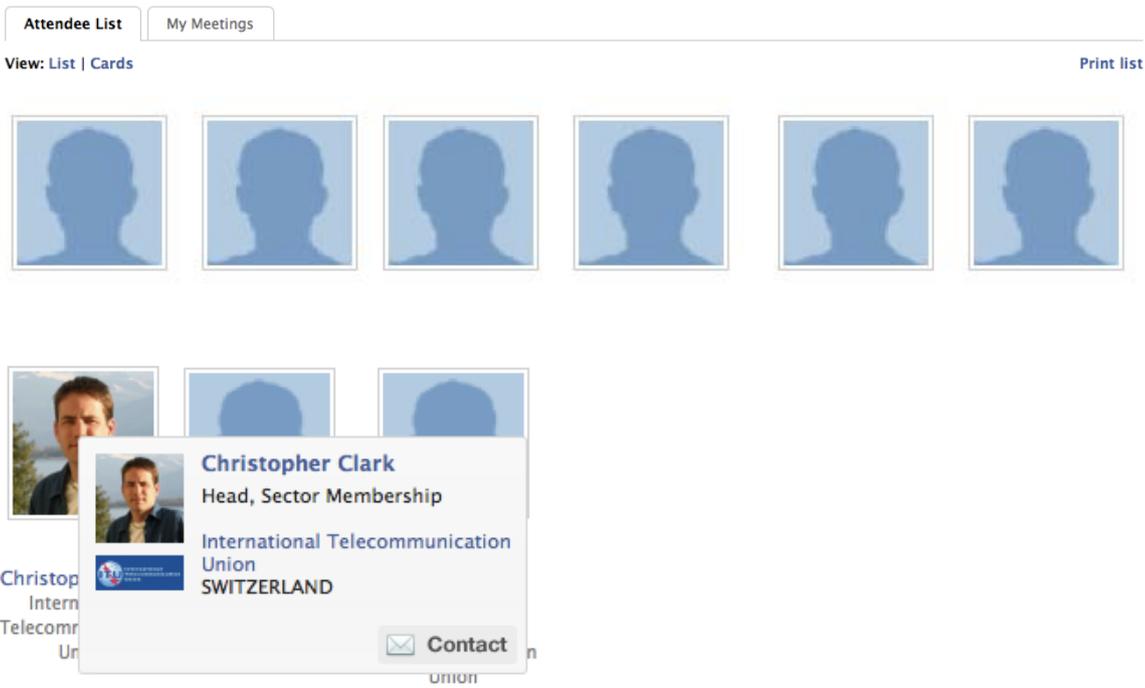
[Go to the list](#)

[Show me my profile](#)

This screen gives you a second chance to make sure that you are OK with the information that will be displayed on your card and the attendee list. Here, you have the choice to go back and edit your card information, go to the attendee list to see who is there and start networking, or view your full profile.

3 Go to the Attendee List

The main page of the Summit networking platform is the Attendee List. You can choose to see who is at the Summit either in “list” or “cards” view by selecting either of these tabs, as below.



When you scroll over a photo, a card pops up as above. Here you can send a message (click “contact”) to the person or schedule a meeting (click “meeting”).

You may also use the list view rather than the card view. The information appears as below. This allows you to see more people on your screen. You can contact or schedule a meeting from this view as well by selecting one of the buttons on the right hand side.



You may print the attendee list by selecting the “print list” button on the top right hand side of the screen. You can print in either list or card view.

4 Sending a Message

If you click the “contact” button of an attendee, you will be taken to the message page, as below. You do not need their email address to contact them. You simply type your message in the form and click “send message.” Your message will be sent to the other attendee via email. They will see your email address so that they can respond directly to you by email.

On the other hand, when you receive a message from another attendee that you did not initiate, they cannot see your email address unless you choose to reply.

To :
Christopher Clark

Subject:

Message:

Send email

5 Booking a Meeting

If you click the “meeting” button of an attendee, you will be taken to your meeting calendar, and a box will be open for you to write a message, as well as select a proposed meeting time. When you click “send meeting request”, the other attendee will receive a message in their email box. You will receive an email confirmation that your message was sent, and when the other attendee replies, you will receive a notification by email to which you can respond.

If you wish to have the help of the Secretariat in finding a meeting room, simply click “I request a meeting room.” If your meeting request is confirmed by the other attendee, the Secretariat will receive your room request and will respond by email as soon as possible.

Attendee List **My Meetings**

Meet Christopher Clark

Propose a meeting Choose a date ▾ at 8am ▾ for 15 min ▾

Add an introduction message (optional)

I request a meeting room

Send meeting request

Your meetings : [REDACTED] Unconfirmed meetings : [REDACTED]

	Mon 9/19	Tue 9/20	Wed 9/21	Thu 9/22	Fri 9/23	Sat 9/24
8am						
9am						

6 Manage Your Meetings

At any point, you can click on the “My Meetings” tab and you will be taken from the Attendee list view to your meeting calendar, which is similar to the image above. Here you can see your unconfirmed meeting requests as well as your confirmed meetings.

Questions/Problems?

If you have any questions or problems, please contact feedback@xeebee.org.