MEDTECH CONNECT

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THE MEDTECH CONFERENCE

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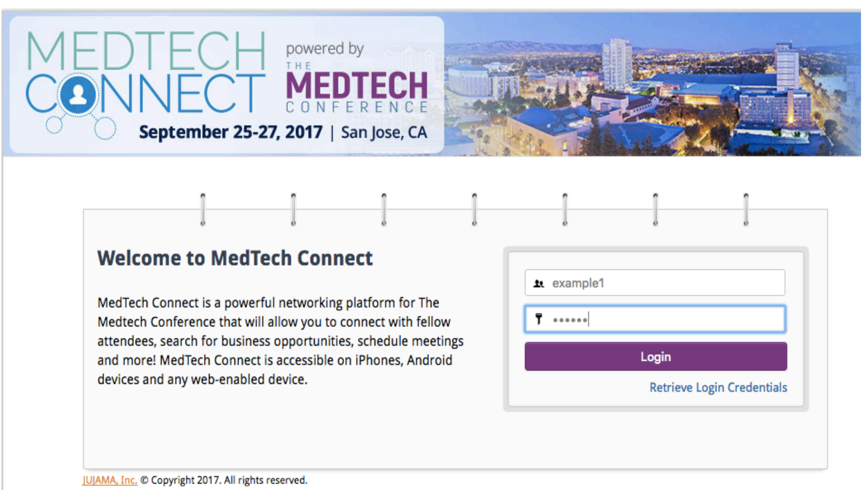
Partnering with MedTech Connect: User Guide

Log in

Step 1

After receiving your log in credentials from connect@medtechconference.org (be sure to add this address to your safe senders) click on the Log In URL.

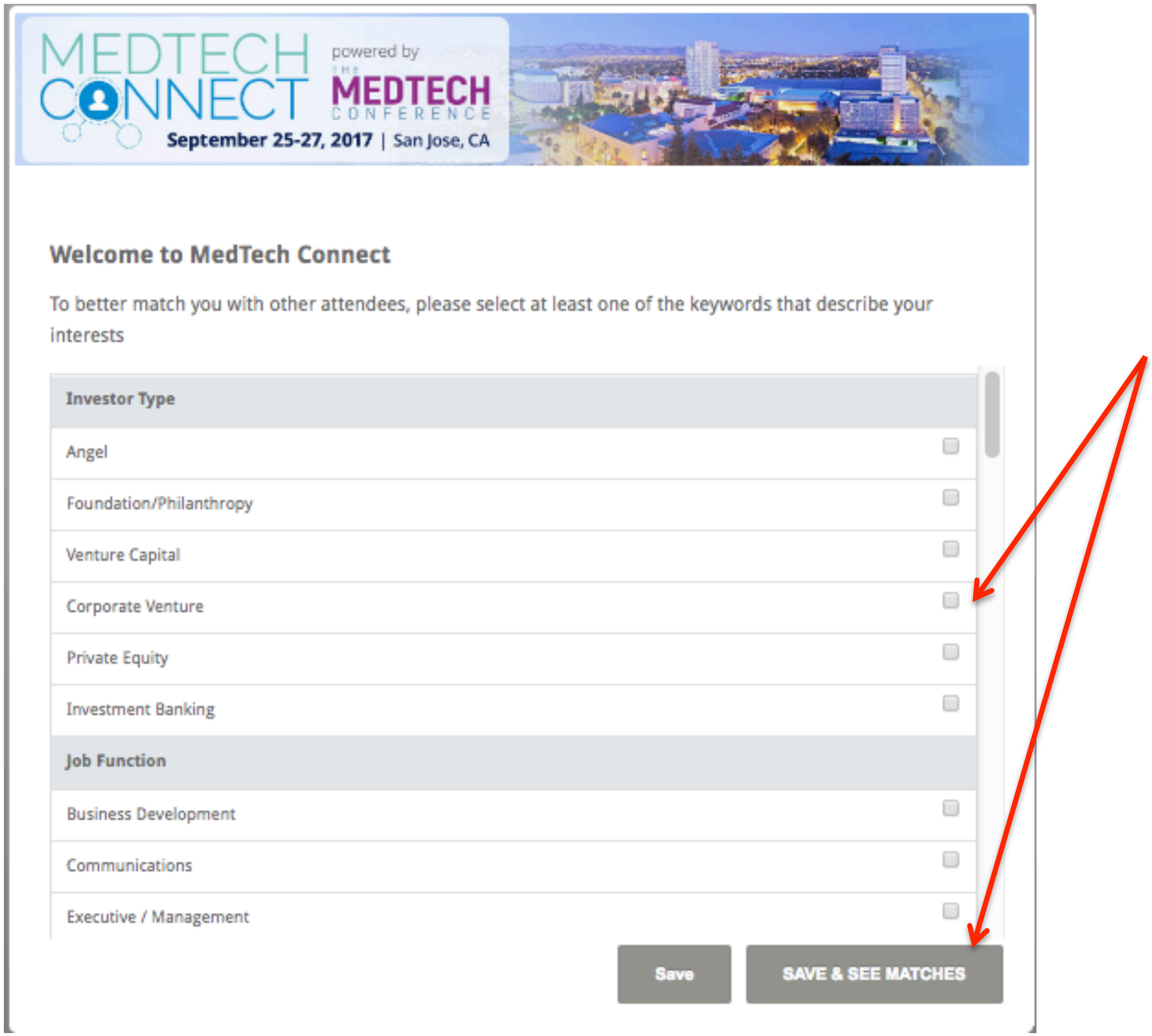
Please note: log in credentials will be sent to the email address used during registration



Step 2

Enter your user name and password in the respective fields, accept the Terms & Conditions and enter a new password to successfully update your log information.

Select your interests



Logging in for the first time?
Follow the instructions until arriving to the interests page. Check the boxes that apply and see your matches! You can update these selections at anytime in the "Update Profile" page.

The Home Page

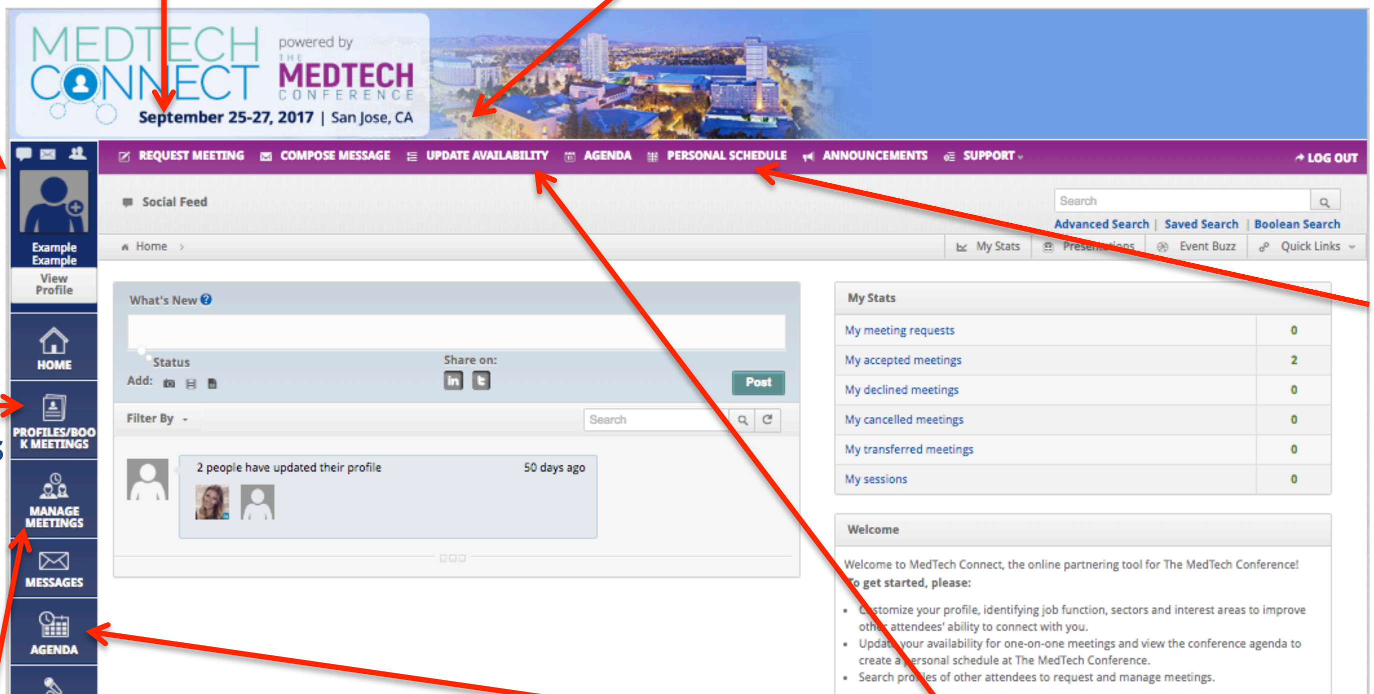
Send a meeting request

Update times you are available to receive meeting requests

View/edit profile

View your personal conference schedule including meetings and sessions you have added to your calendar

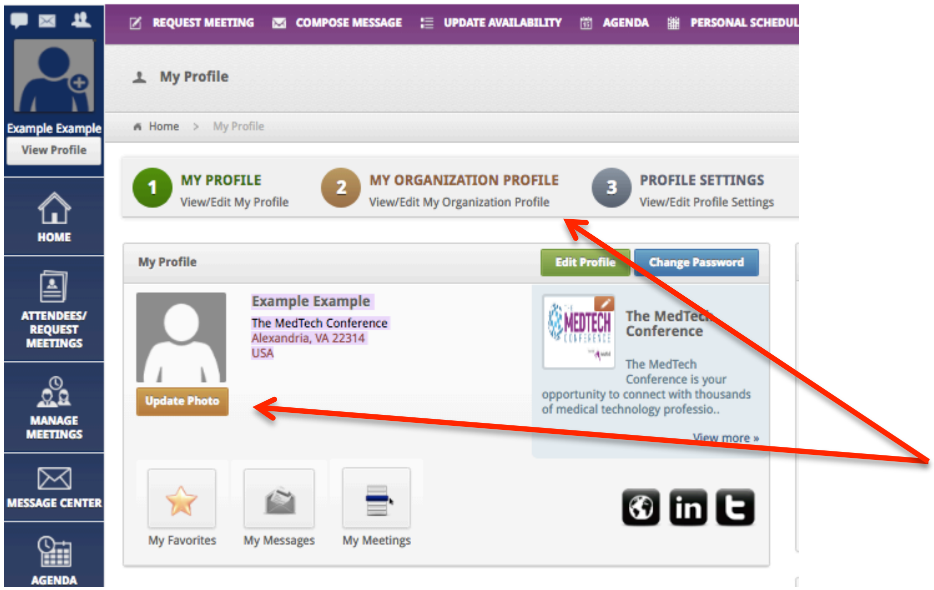
Search for attendees and organizations



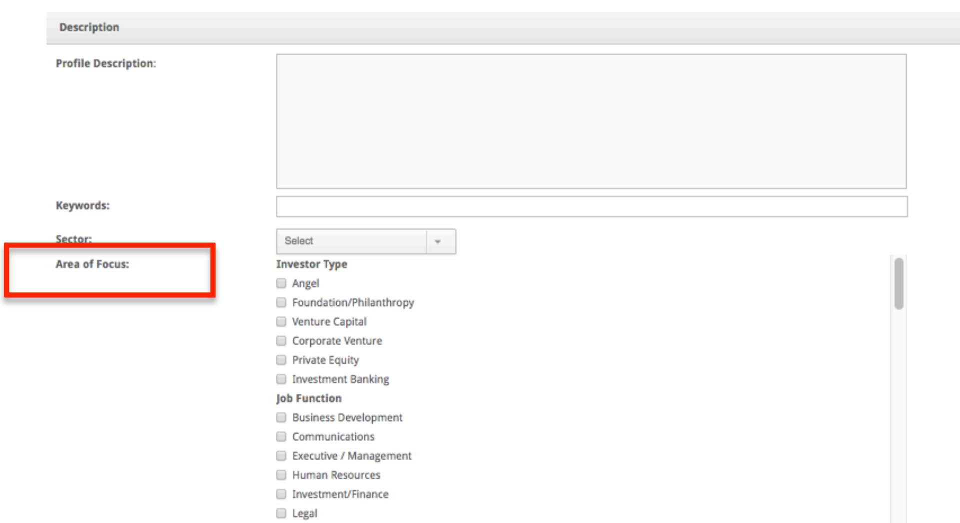
View your confirmed and awaiting meeting requests

View the conference agenda and add sessions directly to your personal calendar

Update your profile



Select View/Edit Profile
From this page you will be able to edit your personal profile, your company/organization profile and your profile settings as well as upload videos, documents and presentations. To edit your name, email, profile description and areas of interest and more select the green "Edit Profile" button.



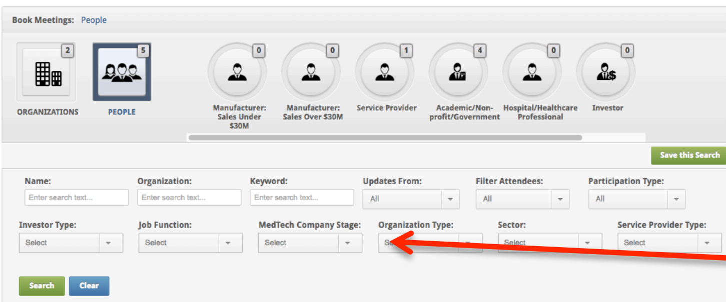
Profile Description/Areas of Interest
From here you can update your profile description and edit your areas of interest and more.

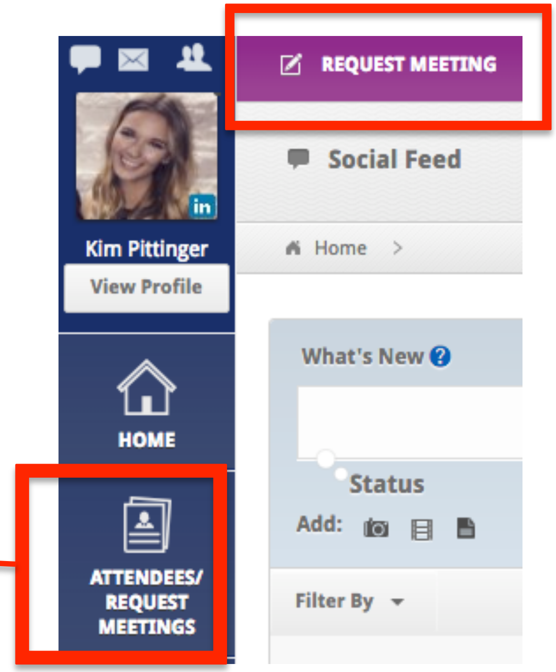
Tip: Populate your profile by syncing to your LinkedIn page!

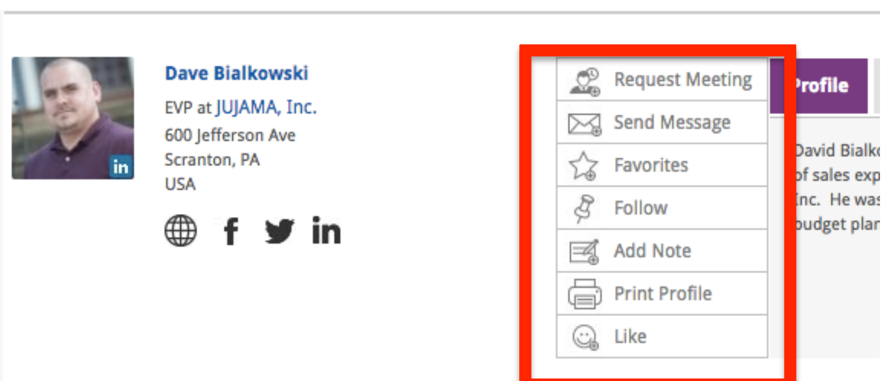
Search for attendees

Step 1

From the home screen select Attendees/Request Meetings or Request Meetings and use the advanced filters to search by organization, individual attendees, participation type, sector, job function and more.







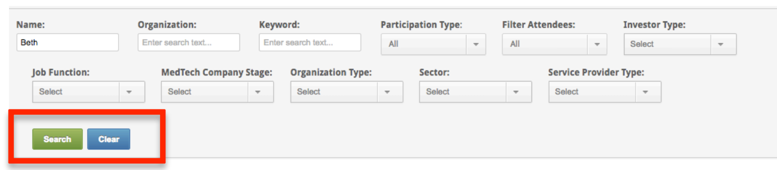
Step 2

From here you can browse through attendee or organization profiles and request a meeting, send a message, add a favorite or make private notes.

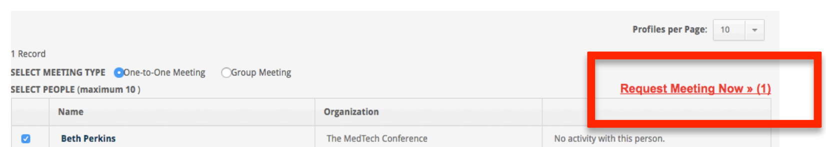
Request a meeting

Step 1
From the home screen select Request Meeting.

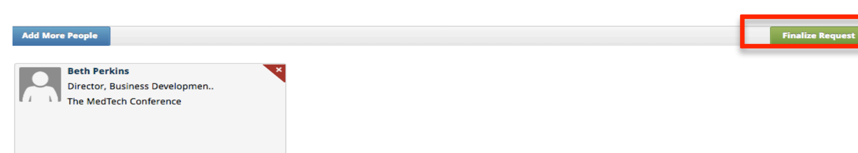
Step 2
Use the advanced filter options to narrow down your search and find exactly who you're looking for.



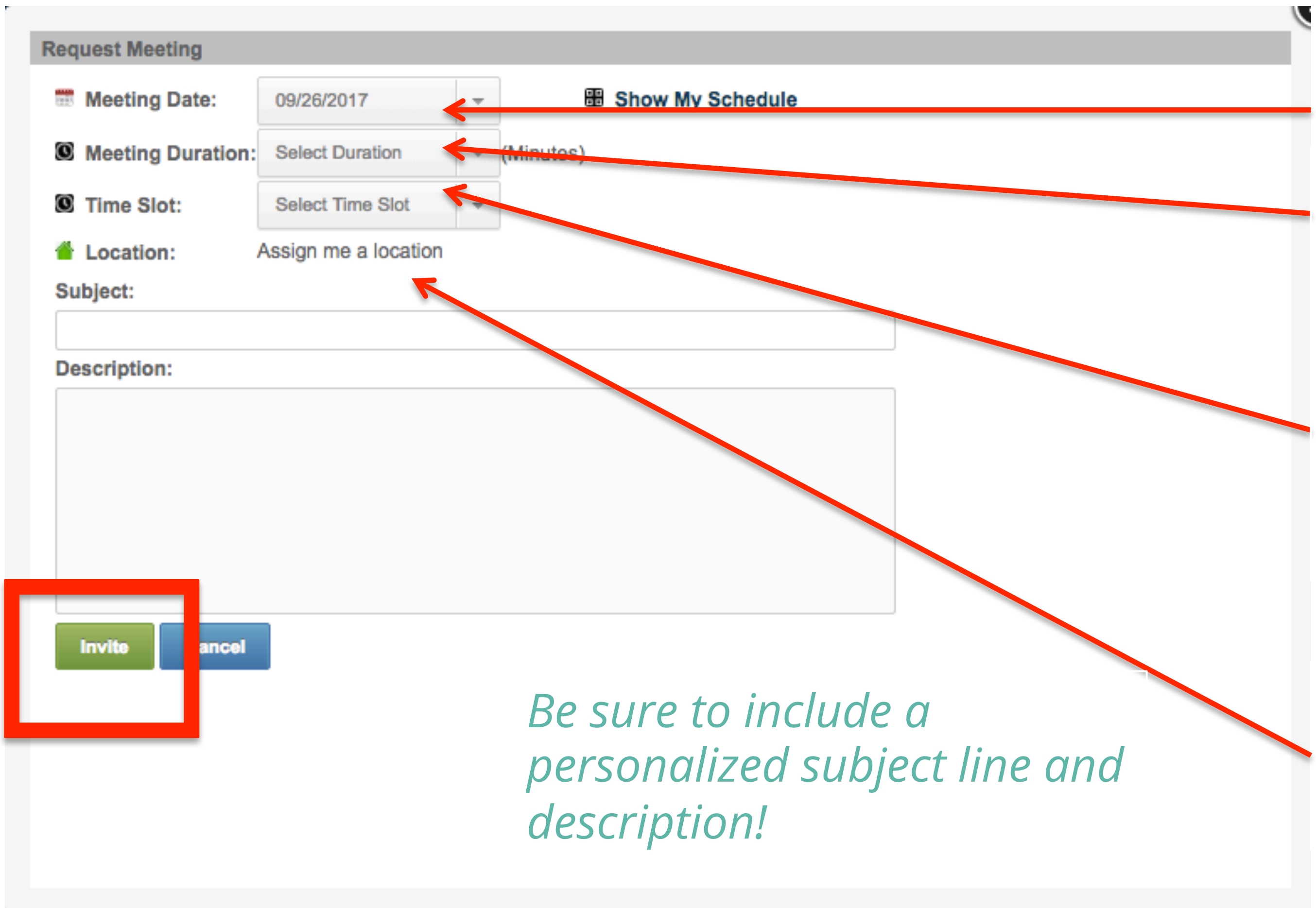
Step 3
Select the type of meeting (one-on-one vs. group) and attendee you'd like to schedule a meeting with and click Request Meeting Now.



Step 4
Click Finalize Meeting Request to select the details of your meeting.



Request a meeting



Select a date

Select a 15 or 30 minute meeting

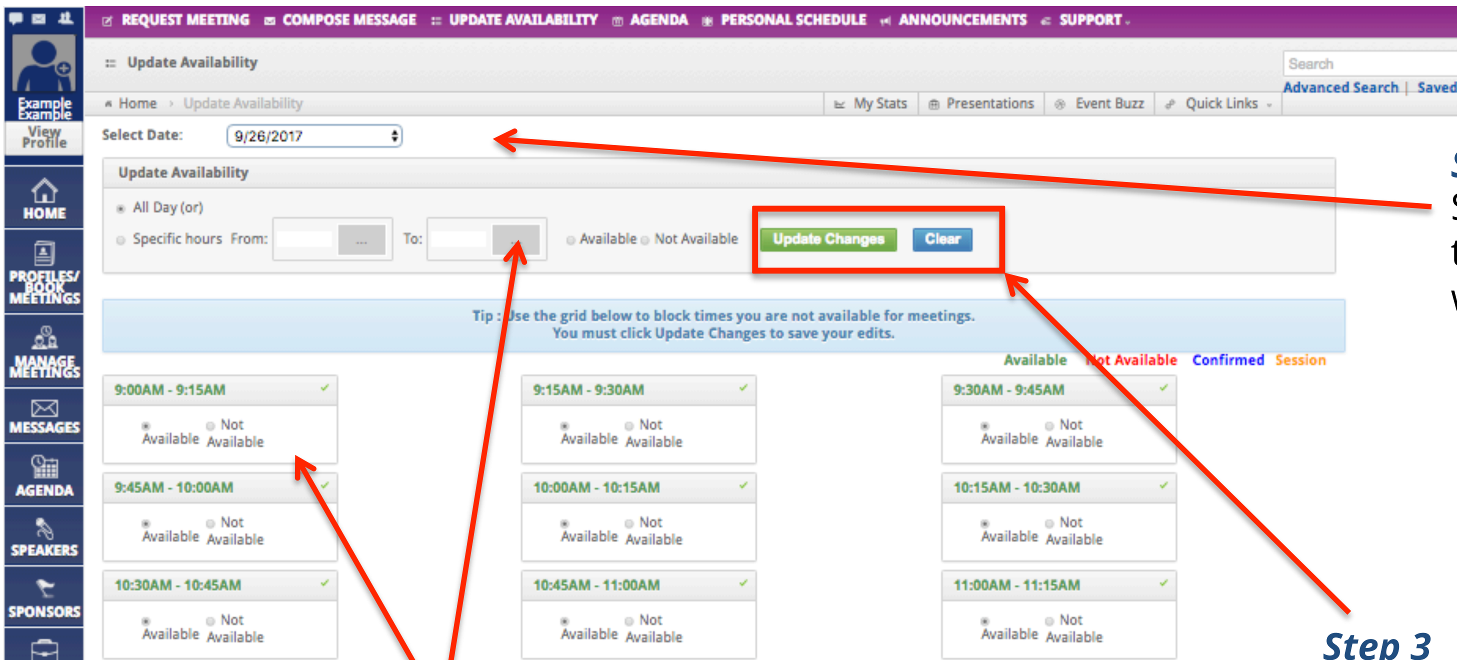
Select a time slot (based on mutually available meeting times)

The system will assign a table for your meeting

Be sure to include a personalized subject line and description!

Update availability

Update availability:
Use the update availability feature to denote the times that you would like to receive meeting requests and the times you would **not** like to receive meeting requests. Other attendees will not be able to request meetings with you at times you have marked as "Unavailable."



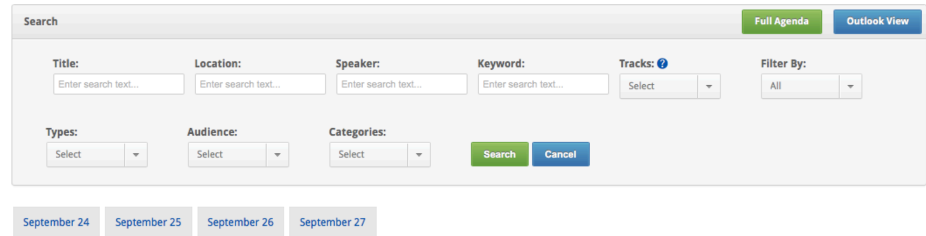
Step 1
Select the day of time blocks you would like see.

Step 2
Mark yourself as Available/Unavailable for a designated block of time or select individual 15 minute blocks.

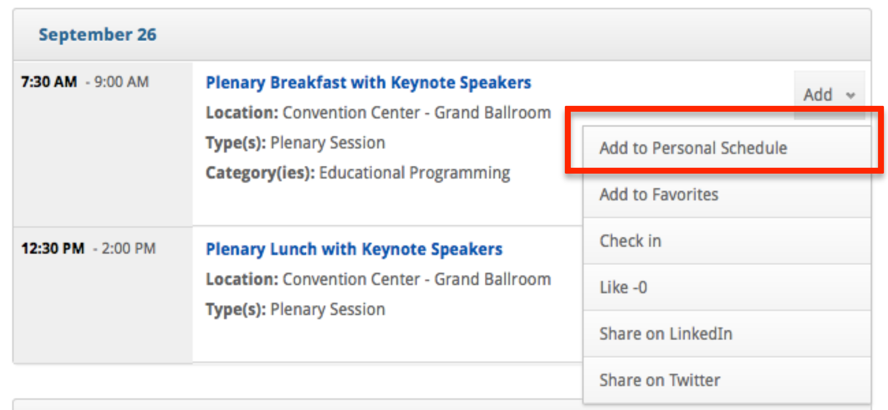
Step 3
Be sure to click **Update Changes** to save your updated schedule.

Add a session to your agenda

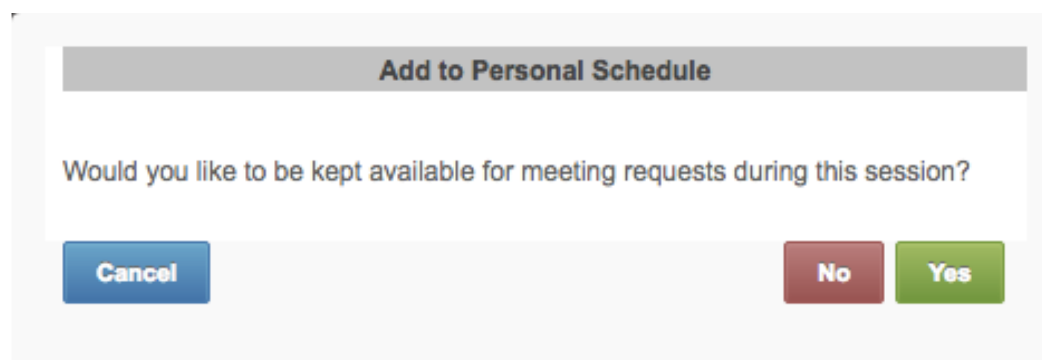
Step 1
Search by session type, target audience, session title, day, time and more.



Step 2
Select the session you would like to attend and click add and then select "Add to Personal Schedule" from the drop down menu.

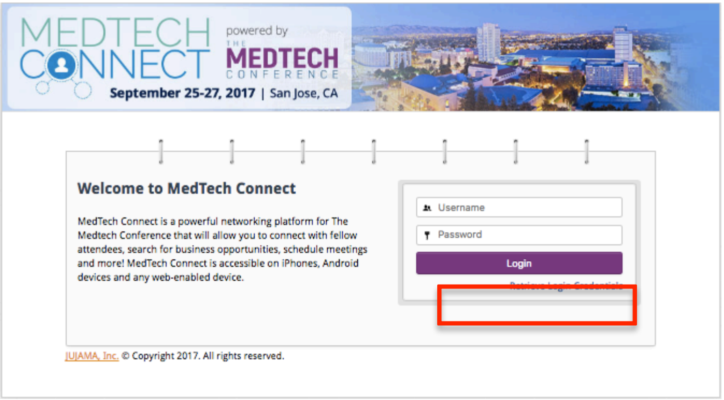


Step 3
Not sure you're attending the session and want to be able to receive meeting requests just incase? Select YES when prompted if you'd like to be kept available for meeting requests during the session.

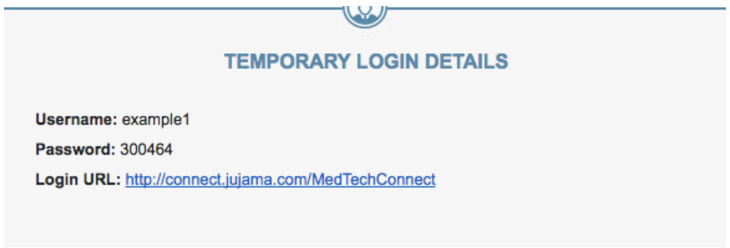


Forgot password?

Step 1
From the log in page select Retrieve Login Credentials and enter the email address used during registration.



Step 2
Receive your temporary log in information from connect@medtechconference.org and click the Login URL to enter your one-time password.



Step 3
Enter your new password and click Save to successfully update your log in information.