

# MEDTECH CONNECT

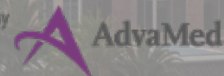


powered by



THE  
**MEDTECH**  
CONFERENCE

Powered by



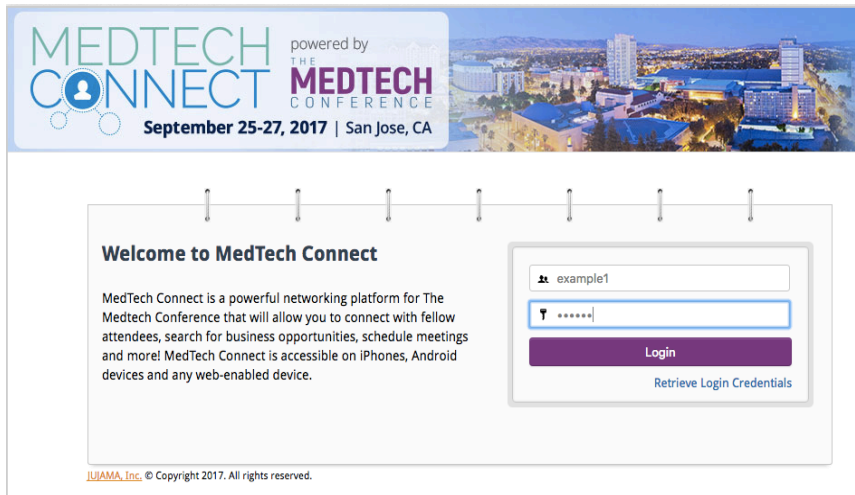
## Partnering with MedTech Connect: User Guide

# Log in

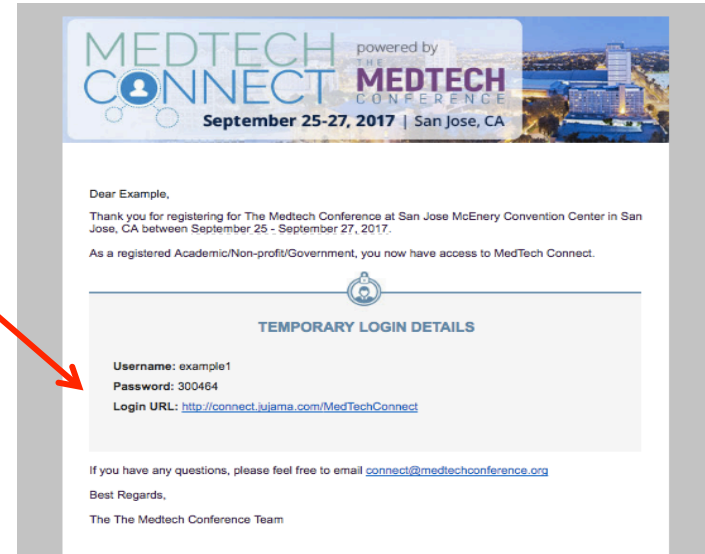
## Step 1

After receiving your log in credentials from [connect@medtechconference.org](mailto: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*



The image shows the MedTech Connect login page. At the top, there is a banner with the MedTech Connect logo, the text "powered by THE MEDTECH CONFERENCE", and the dates "September 25-27, 2017 | San Jose, CA". Below the banner, the page is titled "Welcome to MedTech Connect". The main content area contains a description of the platform and a login form. The login form has two input fields: one for the username (labeled "example1") and one for the password (labeled "\*\*\*\*\*"). Below the password field is a "Login" button. A link "Retrieve Login Credentials" is located below the "Login" button. At the bottom of the page, there is a copyright notice: "JUIAMA, Inc. © Copyright 2017. All rights reserved."



The image shows an email from MedTech Connect. The header includes the MedTech Connect logo, the text "powered by THE MEDTECH CONFERENCE", and the dates "September 25-27, 2017 | San Jose, CA". The body of the email starts with "Dear Example," followed by a thank you message for registering for the conference. It then states: "As a registered Academic/Non-profit/Government, you now have access to MedTech Connect." Below this, there is a section titled "TEMPORARY LOGIN DETAILS" which contains the following information: "Username: example1", "Password: 300464", and "Login URL: [http://connect.sjama.com/MedTechConnect](\"http://connect.sjama.com/MedTechConnect\")". At the bottom, there is a note: "If you have any questions, please feel free to email [connect@medtechconference.org](\"mailto:connect@medtechconference.org\")". The email ends with "Best Regards," and "The The Medtech Conference Team". A red arrow points from the "Log In URL" in the text of Step 1 to the "Login URL" in the email.

## 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

MEDTECH  
CONNECT

powered by  
THE MEDTECH  
CONFERENCE

September 25-27, 2017 | San Jose, CA



## Welcome to MedTech Connect

To better match you with other attendees, please select at least one of the keywords that describe your interests

Investor Type	
Angel	<input type="checkbox"/>
Foundation/Philanthropy	<input type="checkbox"/>
Venture Capital	<input type="checkbox"/>
Corporate Venture	<input type="checkbox"/>
Private Equity	<input type="checkbox"/>
Investment Banking	<input type="checkbox"/>

Job Function	
Business Development	<input type="checkbox"/>
Communications	<input type="checkbox"/>
Executive / Management	<input type="checkbox"/>

Save

SAVE & SEE MATCHES

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

View/edit profile

Search for attendees and organizations

View your confirmed and awaiting meeting requests

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

The screenshot shows the MedTech Connect home page. The header includes the MedTech Connect logo, the text 'powered by THE MEDTECH CONFERENCE', and the dates 'September 25-27, 2017 | San Jose, CA'. The navigation bar contains links: REQUEST MEETING, COMPOSE MESSAGE, UPDATE AVAILABILITY, AGENDA, PERSONAL SCHEDULE, ANNOUNCEMENTS, and SUPPORT. A 'LOG OUT' link is also present. The main content area features a 'Social Feed' with a 'What's New' section, a 'Status' update box, and a 'Filter By' dropdown. A sidebar on the left contains links: Example Profile, View Profile, HOME, PROFILES/BOOK MEETINGS, MANAGE MEETINGS, MESSAGES, and AGENDA. A 'My Stats' table is visible on the right, showing counts for various meeting types. A 'Welcome' message is also present.

My Stats	
My meeting requests	0
My accepted meetings	2
My declined meetings	0
My cancelled meetings	0
My transferred meetings	0
My sessions	0

Welcome to MedTech Connect, the online partnering tool for The MedTech Conference!  
To get started, please:

- Customize your profile, identifying job function, sectors and interest areas to improve other attendees' ability to connect with you.
- Update your availability for one-on-one meetings and view the conference agenda to create a personal schedule at The MedTech Conference.
- Search profiles of other attendees to request and manage meetings.

# Update your profile

REQUEST MEETING COMPOSE MESSAGE UPDATE AVAILABILITY AGENDA PERSONAL SCHEDULE

My Profile

Home > My Profile

1 MY PROFILE View/Edit My Profile 2 MY ORGANIZATION PROFILE View/Edit My Organization Profile 3 PROFILE SETTINGS View/Edit Profile Settings

My Profile

Example Example  
The MedTech Conference  
Alexandria, VA 22314  
USA

Update Photo

Edit Profile Change Password

The MedTech Conference  
The MedTech Conference is your opportunity to connect with thousands of medical technology profesio..

View more »

My Favorites My Messages My Meetings

Description

Profile Description:

Keywords:

Sector:

Area of Focus:

Select

Investor Type

- ☐ Angel
- ☐ Foundation/Philanthropy
- ☐ Venture Capital
- ☐ Corporate Venture
- ☐ Private Equity
- ☐ Investment Banking

Job Function

- ☐ Business Development
- ☐ Communications
- ☐ Executive / Management
- ☐ Human Resources
- ☐ Investment/Finance
- ☐ Legal

## 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.

Book Meetings: People

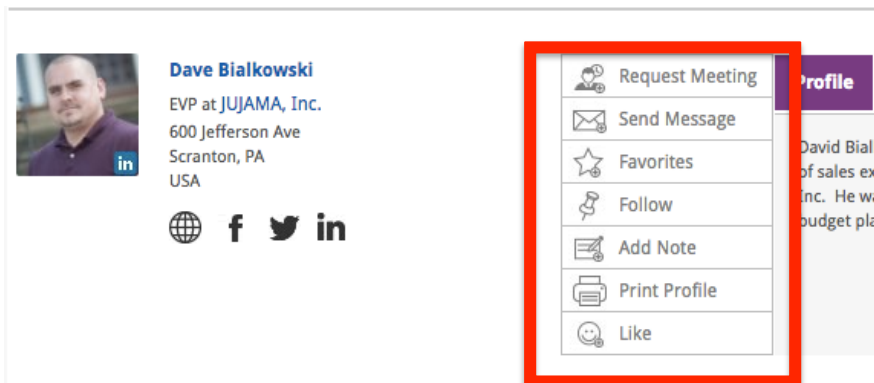
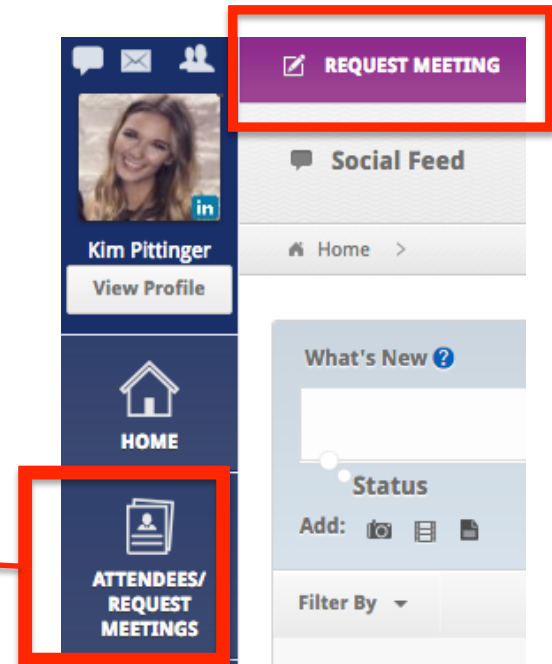
ORGANIZATIONS 2 PEOPLE 1

Manufacturer: Sales Under \$30M 0 Manufacturer: Sales Over \$30M 0 Service Provider 1 Academic/Non-profit/Government 4 Hospital/Healthcare Professional 0 Investor 0

Name: Enter search text... Organization: Enter search text... Keyword: Enter search text... Updates From: All Filter Attendees: All Participation Type: All

Investor Type: Select Job Function: Select MedTech Company Stage: Select Organization Type: Select Sector: Select Service Provider Type: Select

Search Clear



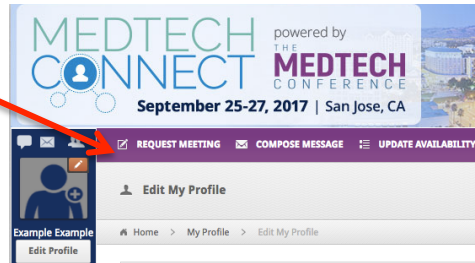
## Step 2

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.

The screenshot shows the advanced search filters. It includes fields for Name, Organization, Keyword, Participation Type, Filter Attendees, Investor Type, Job Function, MedTech Company Stage, Organization Type, Sector, and Service Provider Type. Each field has a dropdown menu or a search input. At the bottom, there are two buttons: 'Search' and 'Clear'. The 'Search' button is highlighted with a red box.

## 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.

The screenshot shows the meeting selection screen. It includes a 'Profiles per Page' dropdown set to 10. Below this is a section for 'SELECT MEETING TYPE' with two radio buttons: 'One-to-One Meeting' (selected) and 'Group Meeting'. Below this is a section for 'SELECT PEOPLE (maximum 10)'. It contains a table with columns for Name, Organization, and a checkbox. The table has one row with the name 'Beth Perkins' and the organization 'The MedTech Conference'. To the right of the table is a red button labeled 'Request Meeting Now x (1)'. The button is highlighted with a red box.

## Step 4

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

The screenshot shows the meeting details screen. It includes a section for 'Add More People' with a button. Below this is a card for 'Beth Perkins' with the title 'Director, Business Development' and the organization 'The MedTech Conference'. To the right of the card is a red button labeled 'Finalize Request'. The button is highlighted with a red box.

# Request a meeting

The screenshot shows a 'Request Meeting' form with the following fields and annotations:

- Meeting Date:** A date picker showing '09/26/2017'. A red arrow points to it from the text 'Select a date'.
- Meeting Duration:** A dropdown menu showing 'Select Duration (Minutes)'. A red arrow points to it from the text 'Select a 15 or 30 minute meeting'.
- Time Slot:** A dropdown menu showing 'Select Time Slot'. A red arrow points to it from the text 'Select a time slot (based on mutually available meeting times)'.
- Location:** A text field with the placeholder 'Assign me a location'. A red arrow points to it from the text 'The system will assign a table for your meeting'.
- Subject:** A text field. A red arrow points to it from the text 'Be sure to include a personalized subject line and description!'.
- Description:** A large text area.
- Buttons:** At the bottom left, there are two buttons: 'Invite' (green) and 'Cancel' (blue). The 'Invite' button is highlighted with a red rectangular box.

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."

The screenshot shows the 'Update Availability' page in a web application. The top navigation bar includes links for REQUEST MEETING, COMPOSE MESSAGE, UPDATE AVAILABILITY (active), AGENDA, PERSONAL SCHEDULE, ANNOUNCEMENTS, and SUPPORT. The left sidebar contains icons for HOME, PROFILES/BOOK MEETINGS, MANAGE MEETINGS, MESSAGES, AGENDA, SPEAKERS, and SPONSORS. The main content area has a 'Select Date' dropdown set to '9/26/2017'. Below this, there are radio buttons for 'All Day (or)' and 'Specific hours'. The 'Specific hours' section has 'From' and 'To' time pickers, and radio buttons for 'Available' and 'Not Available'. A red box highlights the 'Update Changes' and 'Clear' buttons. Below this is a tip: 'Tip: Use the grid below to block times you are not available for meetings. You must click Update Changes to save your edits.' The grid consists of 15 time blocks, each with a radio button for 'Available' and 'Not Available'. Red arrows point from the 'Update Changes' button to the 'Select Date' dropdown (labeled Step 1), from the 'Update Changes' button to the 'Update Changes' button itself (labeled Step 3), and from the 'Update Changes' button to a time block (labeled Step 2).

REQUEST MEETING | COMPOSE MESSAGE | **UPDATE AVAILABILITY** | AGENDA | PERSONAL SCHEDULE | ANNOUNCEMENTS | SUPPORT

Update Availability

Select Date: 9/26/2017

Update Availability

All Day (or)

Specific hours From: To: Available Not Available

Update Changes Clear

Tip: Use the grid below to block times you are not available for meetings. You must click Update Changes to save your edits.

Available	Not Available	Confirmed	Session
9:00AM - 9:15AM	<input type="radio"/> Available <input type="radio"/> Not Available		
9:15AM - 9:30AM	<input type="radio"/> Available <input type="radio"/> Not Available		
9:30AM - 9:45AM	<input type="radio"/> Available <input type="radio"/> Not Available		
9:45AM - 10:00AM	<input type="radio"/> Available <input type="radio"/> Not Available		
10:00AM - 10:15AM	<input type="radio"/> Available <input type="radio"/> Not Available		
10:15AM - 10:30AM	<input type="radio"/> Available <input type="radio"/> Not Available		
10:30AM - 10:45AM	<input type="radio"/> Available <input type="radio"/> Not Available		
10:45AM - 11:00AM	<input type="radio"/> Available <input type="radio"/> Not Available		
11:00AM - 11:15AM	<input type="radio"/> Available <input type="radio"/> Not Available		

### *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.

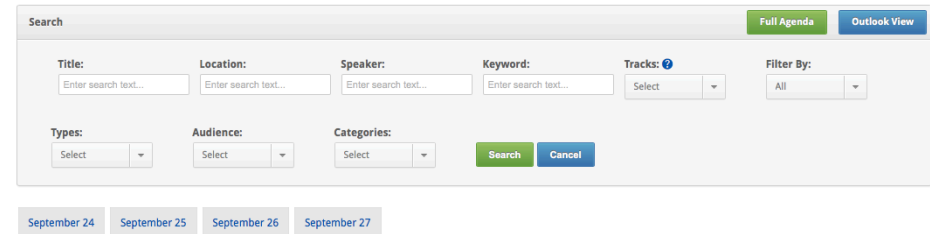
### *Step 3*

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

# Add a session to your agenda

## Step 1

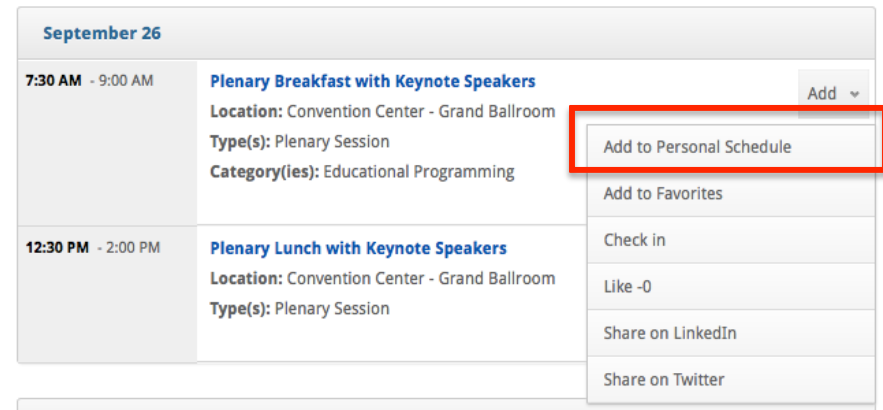
Search by session type, target audience, session title, day, time and more.



The search interface includes a 'Search' header with 'Full Agenda' and 'Outlook View' buttons. Below are input fields for Title, Location, Speaker, and Keyword, each with a placeholder 'Enter search text...'. There are also dropdown menus for Tracks and Filter By (set to 'All'). At the bottom, there are dropdowns for Types, Audience, and Categories, along with 'Search' and 'Cancel' buttons. A date navigation bar at the bottom shows 'September 24', 'September 25', 'September 26' (selected), and 'September 27'.

## Step 2

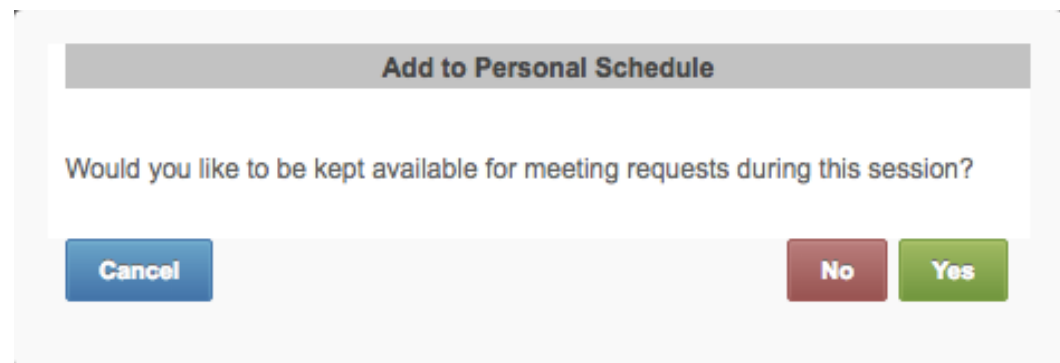
Select the session you would like to attend and click add and then select "Add to Personal Schedule" from the drop down menu.



The interface shows the date 'September 26'. Two sessions are listed: 'Plenary Breakfast with Keynote Speakers' (7:30 AM - 9:00 AM) and 'Plenary Lunch with Keynote Speakers' (12:30 PM - 2:00 PM). Both sessions are at the 'Convention Center - Grand Ballroom' and are 'Plenary Sessions' under the 'Educational Programming' category. An 'Add' button with a dropdown arrow is next to each session. The dropdown menu for the first session is open, showing options: 'Add to Personal Schedule' (highlighted with a red box), 'Add to Favorites', 'Check in', 'Like -0', 'Share on LinkedIn', and 'Share on Twitter'.

## 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.

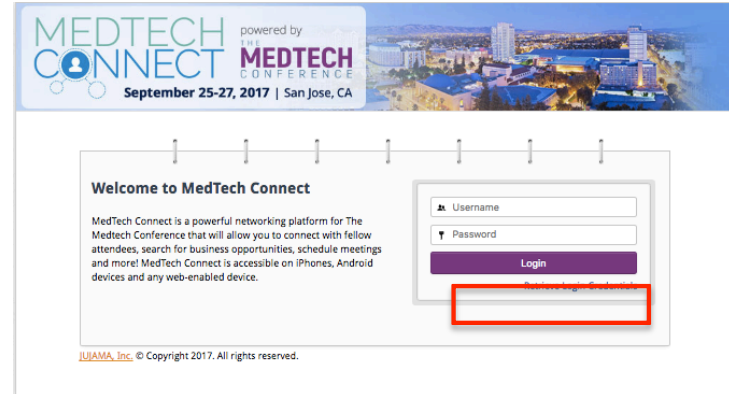


The dialog has a title bar 'Add to Personal Schedule'. The main text asks: 'Would you like to be kept available for meeting requests during this session?'. At the bottom, there are three buttons: 'Cancel' (blue), 'No' (red), and 'Yes' (green).

# Forgot password?

## Step 1

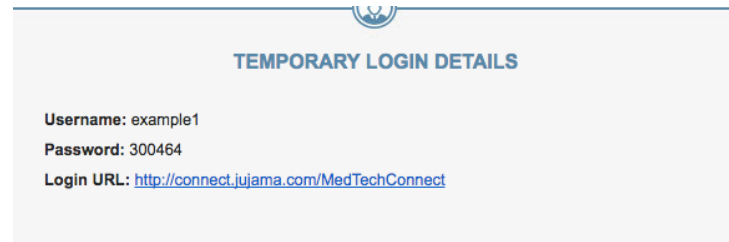
From the log in page select Retrieve Login Credentials and enter the email address used during registration.



The image shows the MedTech Connect login page. At the top, there is a banner with the MedTech Connect logo, the text "powered by THE MEDTECH CONFERENCE", and the dates "September 25-27, 2017 | San Jose, CA". Below the banner, there is a "Welcome to MedTech Connect" section with a brief description of the platform. To the right of this section is a login form with fields for "Username" and "Password", a "Login" button, and a link labeled "Retrieve Login Credentials" which is highlighted with a red rectangle. At the bottom of the page, there is a small copyright notice: "IJJAMA, Inc. © Copyrights 2017. All rights reserved."

## Step 2

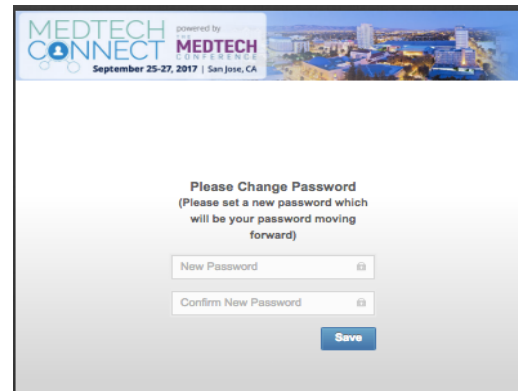
Receive your temporary log in information from [connect@medtechconference.org](mailto:connect@medtechconference.org) and click the Login URL to enter your one-time password.



The image shows the "TEMPORARY LOGIN DETAILS" page. It displays the following information: "Username: example1", "Password: 300464", and "Login URL: <http://connect.ijjama.com/MedTechConnect>".

## Step 3

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



The image shows the "Please Change Password" page. It includes the instruction: "Please Change Password (Please set a new password which will be your password moving forward)". Below this, there are two input fields: "New Password" and "Confirm New Password". At the bottom right, there is a "Save" button.