WCEAM
World Congress on Engineering Asset Management

Get the App & Get Connected

The WCEAM 2017 Congress app has everything you need to get organised for this year's Congress at the Brisbane Convention and Exhibition Centre. Use the app to:

Capture Delegate Info. Scan the QR code on delegate name badges to capture the details of new leads and contacts.

Create a Personalised Program. Select which sessions you're interested in and create your very own program to ensure you don't miss a thing!

Network. Get to know the delegates. Search an alphabetical listing, share contact information and use 1:1 messaging right from within the app.

Find Helpful Congress Resources. View and download helpful information such as social function information, maps of the venue, the exhibition floor plan and more.

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Engineering Asset Management
2 – 4 August 2017 | Brisbane, Australia

Should you have any questions or experience any difficulties in downloading the app, please contact the Congress Organisers at wceam@qut.edu.au

WCEAM
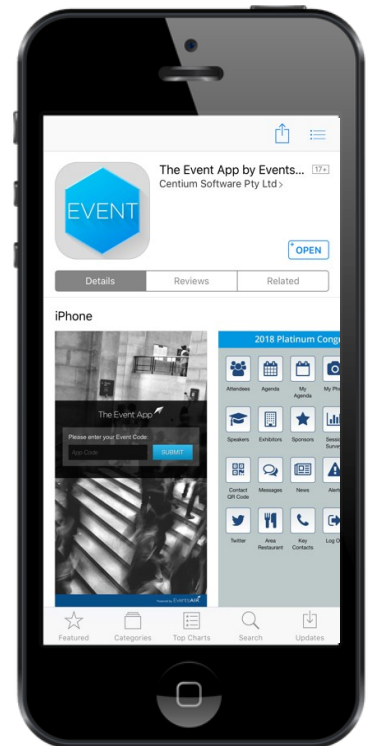## World Congress on
Engineering Asset Management

Get Set Up

Step 1: Download the App!

Find your Invitation. Check your email for an invitation message from WCEAM 2017.

Download the App. Click on the relevant download button to install the app on your device. Click 'Install' and wait for the **The Event App by EventsAir** app to install on your device.

Return to your Invitation Email. Make sure you return to your invitation email to continue to Step 2.
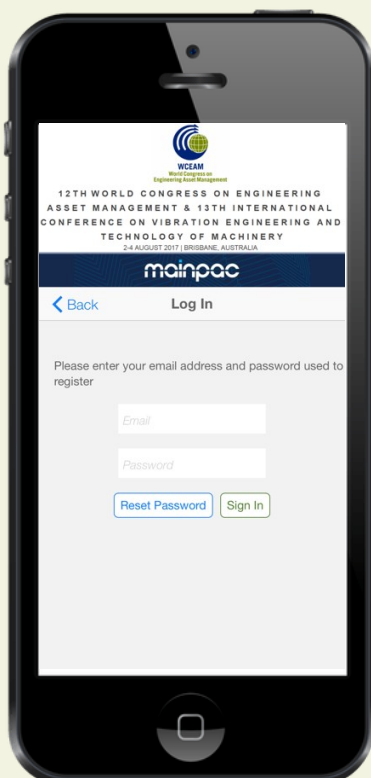
Step 2: Verify your Account

Log into the App. Click on the relevant Apple or Android button to auto login to the app. This is important, as many valuable features of the app are not available until you have completed this step. If prompted, enter **WCEAM2017** into the event code field.

Allow Notifications. Ensure you allow notifications from the app so that you don't miss out on important updates and messages.

Success! You have now downloaded and logged in to the app successfully. Continue to read through this user guide to explore the app's features

Having Troubles? If your auto login link is not working, open The Event App by EventsAir on your device. When prompted, enter **WCEAM2017** into the event code field. Then login to the app using the login details you created during registration.

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Exhibitor Functions

Scan Leads. Use this function to scan the QR codes on the back of the delegate name badges. Make sure you hit submit or the info won't be saved. Contact names, organisations, addresses and emails will be captured. Additional custom questions can be added here via the Exhibitor Portal (instructions below).

View Leads. A quick list of scanned leads will appear here for your reference. You will need to export your leads via the Exhibitor Portal to view email addresses.

Exhibitor Portal

Log into the Exhibitor Portal through the link available in your Congress app invitation email.

Questions. Create your own custom question fields that can be used to collect additional delegate data in conjunction with the Scan Leads function in the app. Set this up in the online Exhibitor Portal under Options → Questions. Please note, each of the people manning your booth will need to set up the same questions in their individual accounts.

Export Leads. Export your list of Congress contacts (including email addresses) obtained through the Scan Leads function by clicking Options → Export Leads in the online Exhibitor Portal. Only leads scanned by your own device will appear here, so don't forget to collate your lists with your colleagues!

Have any questions? Contact the friendly team at the registration desk, or via
wceam@qut.edu.au

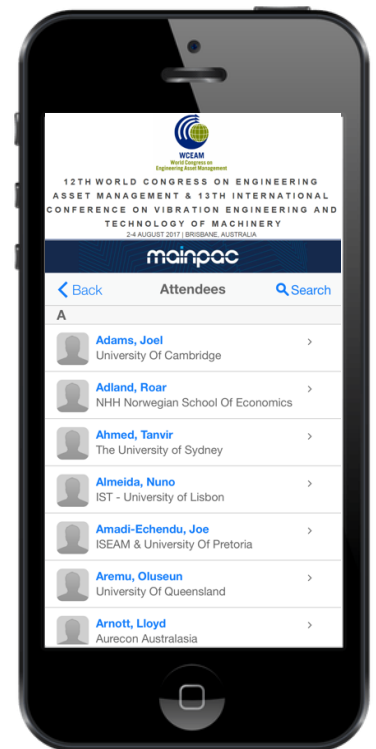# WCEAM
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App Functions

Share Your Info & Continue the Conversation

My Photo. Use the My Photo feature to add your headshot to your Congress app profile. This helps other delegates locate your profile within the app.

Attendees. The Attendee function allows you to view other delegate's profiles and connect with them via the app messenger.
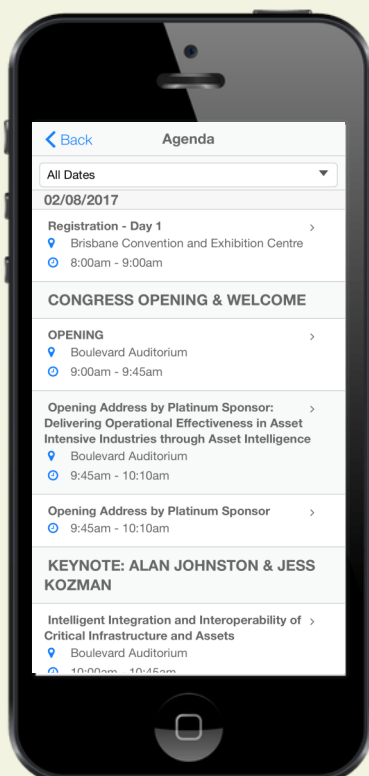
Messages. Your conversations with fellow delegates will appear here. Ask questions, share contact information or arrange to meet using this function.

Navigating the Program

Program. Use the Program feature to view the most up to date version of the Congress program. Click through each concurrent session to view the full list of presentations, speakers and abstract information.

My Program. Select which sessions you're interested in and create your own personalised program. Sessions can be selected from the main Program feature and will appear under My Program for your reference.
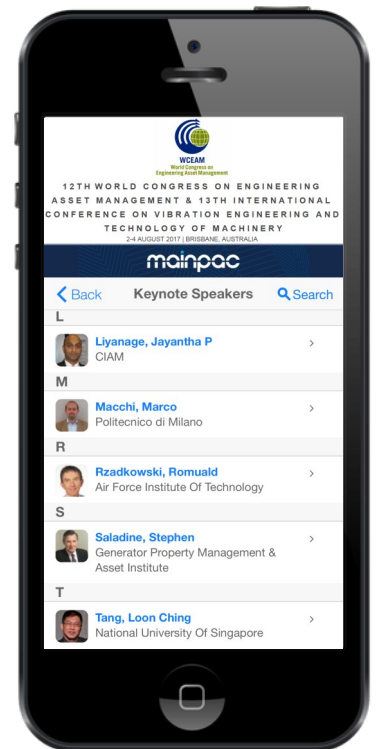
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App Functions

Speaker Information

Keynote Speakers. The full list of keynote speakers and sessions they are involved in are available here. This function can also be used to view their bios and abstracts, and connect with them via the app messenger.
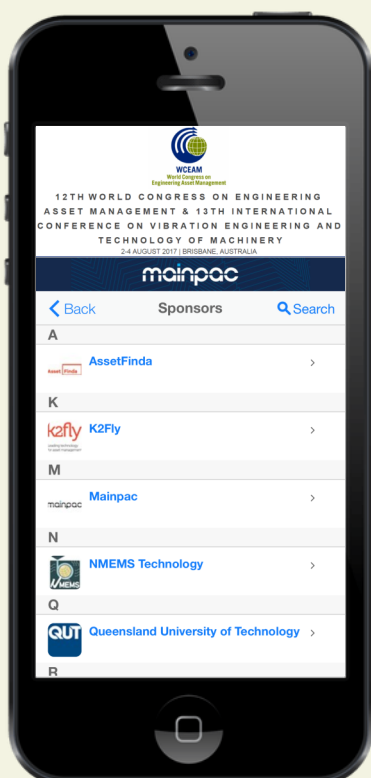
Speakers. All Congress speakers and the sessions they are involved in are listed here. Use the search tool to find individual presenters, and view their abstracts. Connect with presenters via the app messenger and keep the conversation going.

Meet Our Sponsors

Sponsors. Check out the sponsors who made the Congress possible. View their profile, online brochure or connect via messenger.

Exhibition Floorplan. View the exhibitor floor plan here. Don't forget to complete your exhibitor passport to go into the draw to win a pair of Bose Quiet Comfort Noise Cancelling Wireless Headphones!

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App Functions

Good to Know

Useful Info. Find links to helpful information here, including social functions, day tours, and information to help you get around Brisbane.

Maps. Use the Maps function to view the floor plan of the Congress rooms and a map of the greater South Bank area.

Keep Informed

Alerts. Be kept up to date with important announcements throughout the Congress. Ensure your push notifications are turned on to receive the alerts in real time.