

SWAPCARD USERGUIDE FOR PARTNERS

Login on Swapcard



1. LOGIN / E-mail



The screenshot shows an email header with the event title "MEDIA WORKSHOP INTERNATIONAL COMMUNICATION ON CLIMATE CHANGE" and the hashtag "#FIMC2021". It lists co-organizers including EUMETSAT, IPCC, and ESA. The main body of the email greets the recipient, Meghann, and provides instructions on how to activate their profile and interact with other participants. A prominent teal button labeled "LET'S GET STARTED!" is centered at the bottom of the email content.

18th forum international
de la Météo
Climat

MEDIA WORKSHOP
INTERNATIONAL COMMUNICATION
ON CLIMATE CHANGE

#FIMC2021

EVENT CO-ORGANIZED WITH EUMETSAT

IPCC

ECMWF

ESA

Hello Meghann,

We are pleased to invite you to join the **MEDIA WORKSHOP - International Communication on Climate Change** on the Swapcard web platform.

Start by activating your profile with a click on the button below, using the same email address you have used while registering to the event.

Ahead of the event, you can personalise your profile, find your personal agenda and start interacting with other participants.

LET'S GET STARTED!

When you received your e-mail registration confirmation, you have kindly been asked to whitelist the following e-mail noreply@swapcard.com.

Once this has been done, you will then receive an e-mail with a **button** redirecting to the event login page. If you did not receive any email, please check your spam box.

1. LOGIN / E-mail



If you did not receive any email, please click on the following link:

<https://media-workshop2021.app.swapcard.com/event/media-workshop-international-communication-on-climate-change>

Once you have landed on the event page, click on



1. LOGIN / E-mail



Welcome,

Please enter the email address you provided during event registration.

Email address



Your account is automatically pre-created when you registered on the website. You will be asked to enter the email address provided during the event registration. Once you enter your email address, there are 2 options.

1. LOGIN / E-mail - Option 1: You login into Swapcard for the first time



← Registration

We didn't find any existing user with jane.doe@gmail.com

Email address Edit

jane.doe@gmail.com

First name Last name

Jane Doe

Password

.....

At least 8 characters

By signing up, you agree to our Terms and Conditions and Privacy Policy

CREATE ACCOUNT

If you do not have an account on Swapcard corresponding to the email address provided, a pop-up will then suggest that you create a password to secure your account.

Please read carefully the Swapcard Terms and Conditions, as well as their Privacy Policy before creating your account.

If you encounter any issues to register, please do not hesitate to contact the Swapcard support:

<https://www.swapcard.com/support/?entity=attende>

1. LOGIN / E-mail – Option 2: You already have a Swapcard account, please insert your password



Hi Jane

It's good to see you again.

Please insert your password to login.

Email address

[Edit](#)

jane.doe@gmail.com

Password

Insert your password



Forgot your password?

SEND ME A MAGIC LINK

Home Programme My Agenda LIVE EN LIVE FR Partners Speakers Attendees Coffee Lounge

EDIT

Jane DOE

MEDIA WORKSHOP
INTERNATIONAL COMMUNICATION
ON CLIMATE CHANGE

#FIMC2021

EVENT CO-ORGANIZED WITH EUMETSAT

ipcc Copernicus ECMWF esa

Programme My Agenda

LIVE EN LIVE FR

Partners Speakers

CLIMATE ADAPTATION
BIODIVERSITY
EXHIBITS
DIY WORKSHOPS
YOUTH FORUM
ESCAPE GAME
INNOVATIVE SOLUTIONS

FORUMETEOCLIMAT.COM

LEARN MORE

Welcome to the MEDIA WORKSHOP International Communication on Climate Change

Edit your profile



2. Edit your profile

You have the possibility to switch from English to French by clicking on « Changer la langue ». Your profile is automatically related to the Partner page concerned.

The screenshot displays the website interface for the 18th International Meteorology and Climate Forum. At the top, a navigation bar includes links for Home, Programme, My Agenda, LIVE EN, LIVE FR, Partners, Speakers, Attendees, and Coffee Lounge. On the left, a user profile for Jane DOE, Freelancer, is shown with a circular profile picture and an EDIT button. The main content area features a large banner for the 'MEDIA WORKSHOP INTERNATIONAL COMMUNICATION ON CLIMATE CHANGE', co-organized with EUMETSAT, and lists various activities like Climate Adaptation, Biodiversity Exhibits, and a Youth Forum. Below the banner are buttons for Programme, My Agenda, LIVE EN, LIVE FR, Partners, and Speakers. A language change notification box is visible in the bottom right, with 'PASSER EN FRANÇAIS' highlighted.

2. Edit your profile

Rafaele Stavisky
Brand Content Manager
Swapcard

Skills
Marketing brand content Digitalization

Bio
Je travaille chez swapcard depuis maintenant plus d'un 1 an.
Véritable passionnée du digital, de photographie, cinéma et voyages.
Comptes Instagram & Twitter : @rafastav

Social media
in t f i

To edit the information on your profile, simply click on the Edit.

Here are the information you can edit on your profile :

- Personal information,
- Skills,
- Biography,
- Social Media,
- Contact details,
- Company.

It is not mandatory to complete every field of your profile, but we strongly recommend to put as much information as possible to help with the matchmaking.

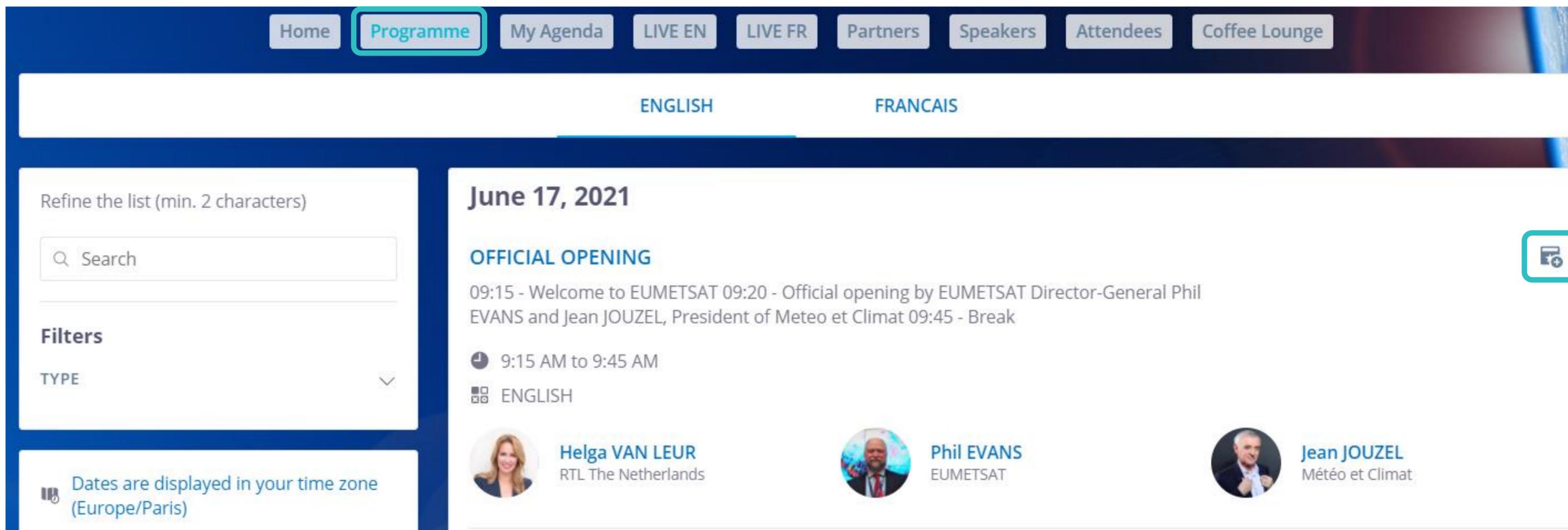
#FIMC2021

Programme



3. Programme

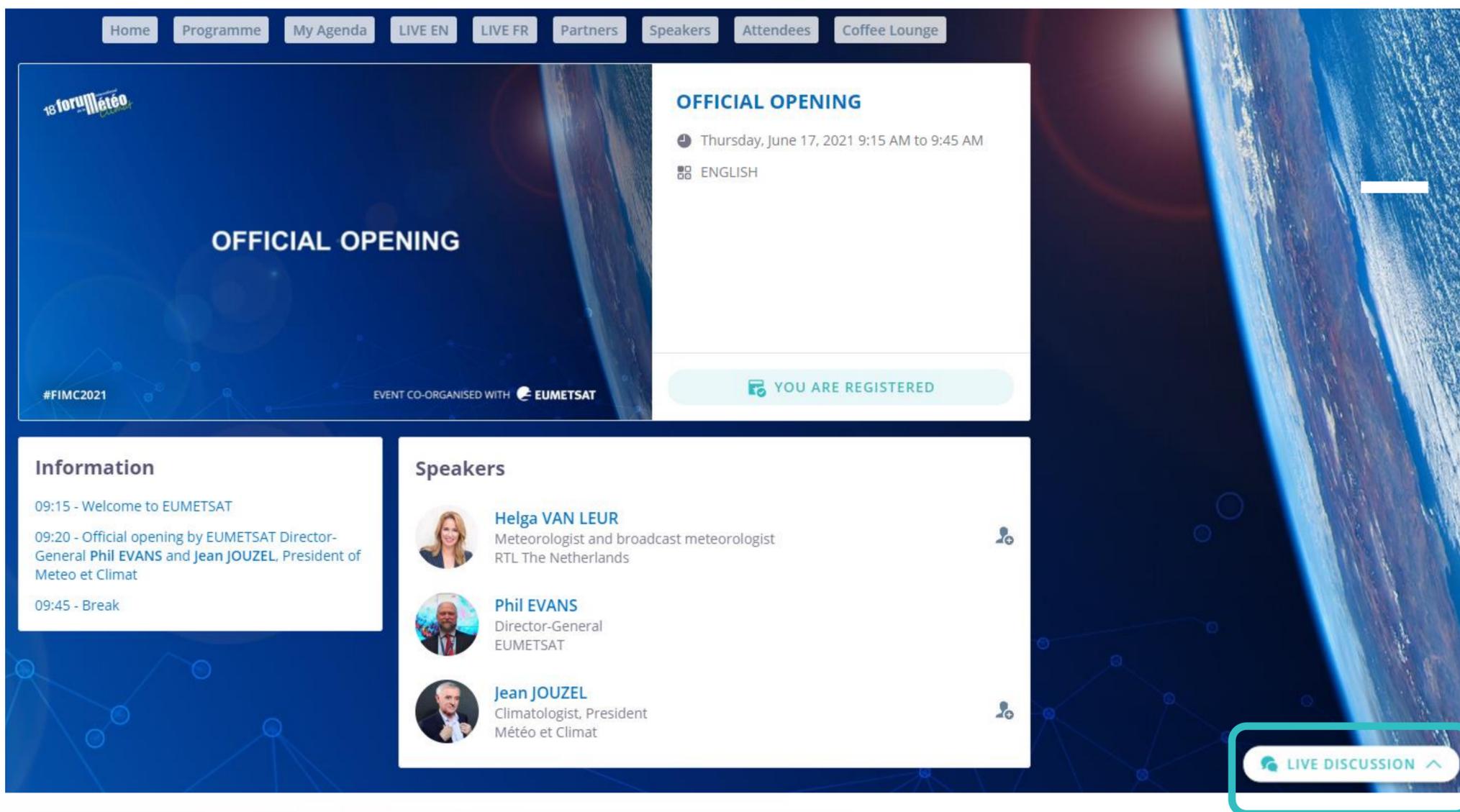
You can find the full programme of the event in the [Programme](#) section. You can also choose the language. You can click on  to add one/several session(s) directly in [My Agenda](#) (personal agenda).



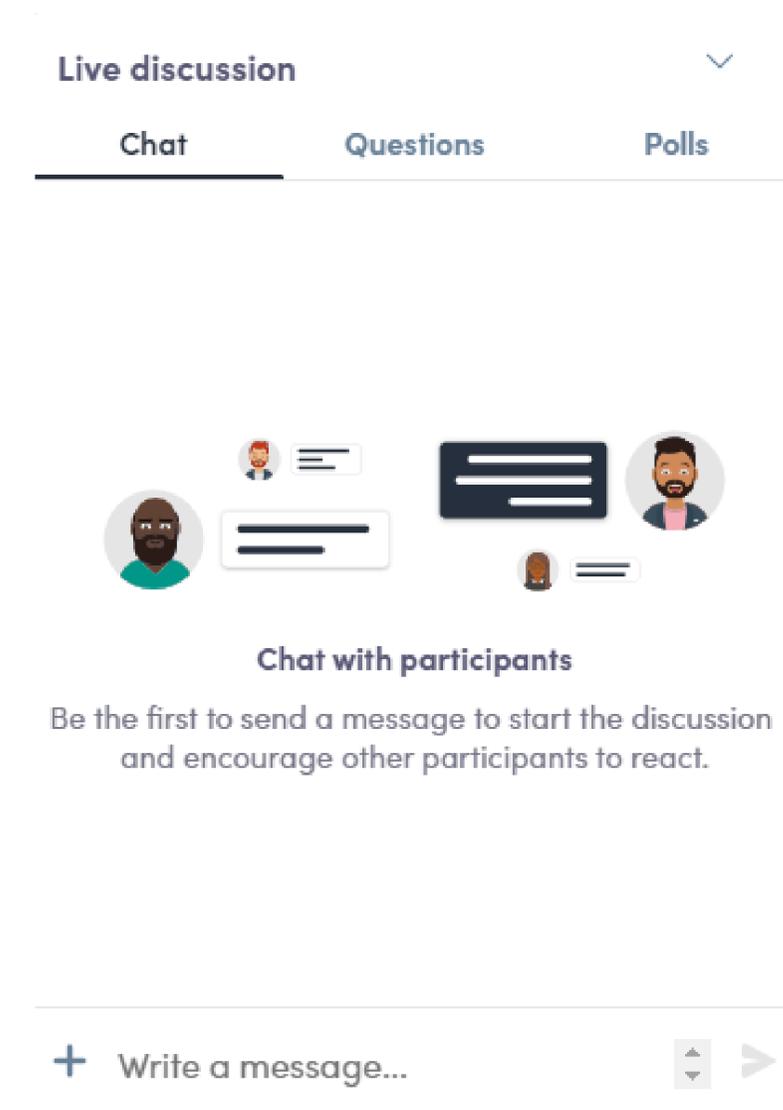
The screenshot shows the website's navigation bar with buttons for Home, Programme (highlighted), My Agenda, LIVE EN, LIVE FR, Partners, Speakers, Attendees, and Coffee Lounge. Below the navigation bar are language selection options for ENGLISH and FRANCAIS. On the left side, there is a search bar with the text "Refine the list (min. 2 characters)" and a "Search" button. Below the search bar is a "Filters" section with a "TYPE" dropdown menu. At the bottom left, a note states "Dates are displayed in your time zone (Europe/Paris)". The main content area is titled "June 17, 2021" and features a session titled "OFFICIAL OPENING" with a calendar icon in a red box. The session description is: "09:15 - Welcome to EUMETSAT 09:20 - Official opening by EUMETSAT Director-General Phil EVANS and Jean JOUZEL, President of Météo et Climat 09:45 - Break". Below the description, the time "9:15 AM to 9:45 AM" and language "ENGLISH" are listed. Three speakers are shown with their photos and names: Helga VAN LEUR (RTL The Netherlands), Phil EVANS (EUMETSAT), and Jean JOUZEL (Météo et Climat).

3. Programme

When selecting a session, you can click on  **LIVE DISCUSSION**  on the bottom right of the page to open a chat box to interact with other participants or ask questions about the session.



The screenshot shows the event page for the 'OFFICIAL OPENING' session. At the top, there is a navigation bar with links: Home, Programme, My Agenda, LIVE EN, LIVE FR, Partners, Speakers, Attendees, and Coffee Lounge. The main content area features a large blue banner with the text 'OFFICIAL OPENING' and the hashtag '#FIMC2021'. Below the banner, there is a section for 'Information' with a schedule: 09:15 - Welcome to EUMETSAT; 09:20 - Official opening by EUMETSAT Director-General Phil EVANS and Jean JOUZEL, President of Météo et Climat; 09:45 - Break. To the right of the information is a 'Speakers' section listing Helga VAN LEUR (Meteorologist and broadcast meteorologist, RTL The Netherlands), Phil EVANS (Director-General, EUMETSAT), and Jean JOUZEL (Climatologist, President Météo et Climat). A 'YOU ARE REGISTERED' button is visible. At the bottom right of the page, a 'LIVE DISCUSSION' button with an upward arrow is highlighted with a red box.



The screenshot shows the live discussion chat interface. At the top, there is a 'Live discussion' header with a dropdown arrow. Below it are three tabs: 'Chat', 'Questions', and 'Polls'. The 'Chat' tab is selected. The chat area shows several participant avatars and message bubbles. Below the chat area, there is a section titled 'Chat with participants' with the text: 'Be the first to send a message to start the discussion and encourage other participants to react.' At the bottom, there is a text input field with a plus sign on the left and a send button on the right, containing the text 'Write a message...'.

My Agenda



4. My Agenda

You will find your personal agenda under [My Agenda – My schedule](#).

You also have the possibility to export it to your calendar or download it as a pdf.

Home Programme **My Agenda** LIVE EN LIVE FR Partners Speakers Attendees Coffee Lounge

My schedule >
My meetings >
My networking >

Dates are displayed in your time zone (Europe/Paris)

Thursday, June 17, 2021

9:15 AM **OFFICIAL OPENING**

9:45 AM 09:15 - Welcome to EUMETSAT 09:20 - Official opening by EUMETSAT Director-General Phil EVANS and Jean JOUZEL, President of Meteo et...

ENGLISH

HV Helga VAN LEUR
RTL The Netherlands

PE Phil EVANS
EUMETSAT

JJ Jean JOUZEL
Météo et Climat

Export

Add your upcoming sessions and meetings to your calendar application.

EXPORT TO MY CALENDAR

Export your sessions, meetings and bookmarks in a single printable PDF file.

DOWNLOAD PDF

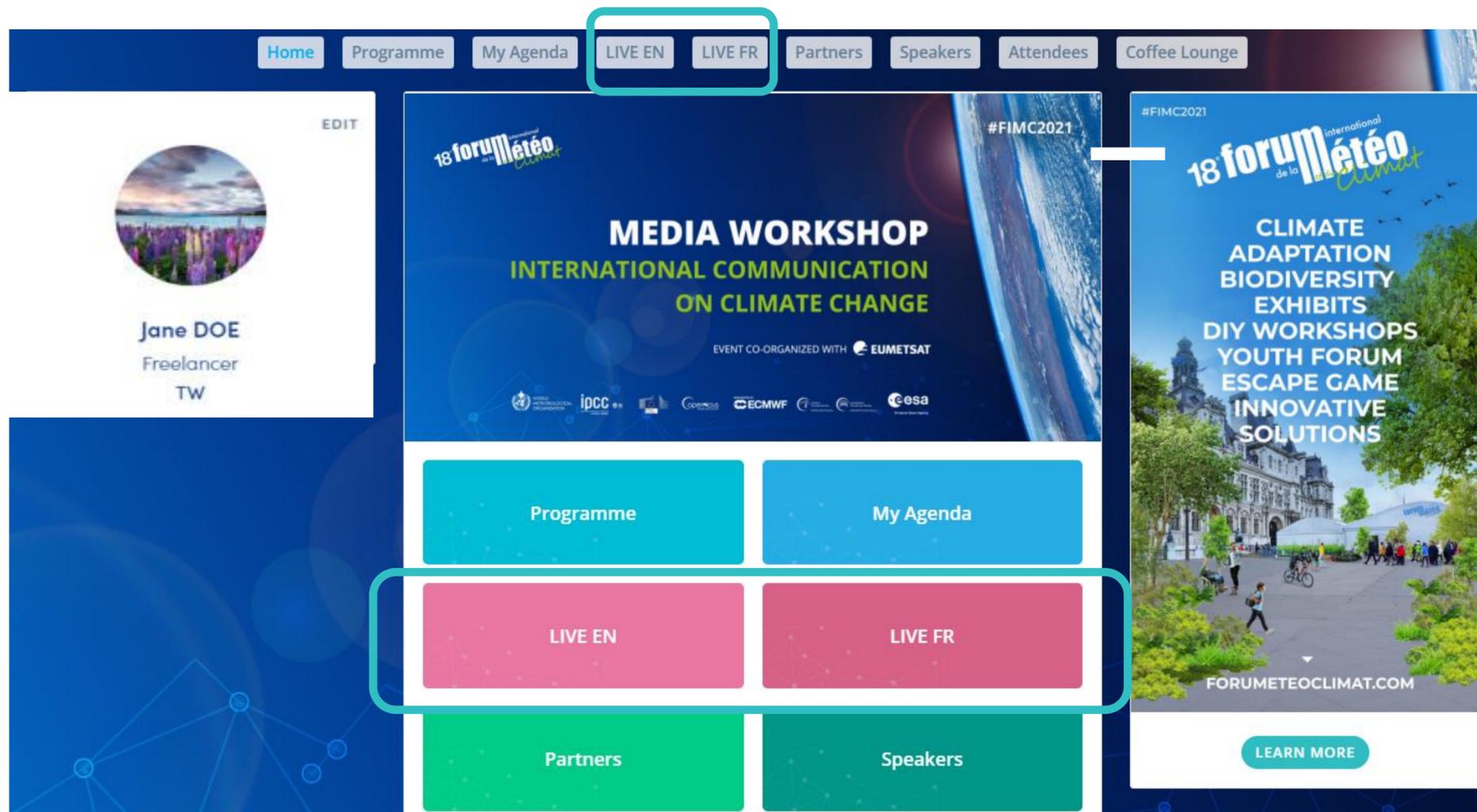
#FIMC2021

Live



5. Live

The **LIVE** tabs will be available only during the days of the event. It will allow you to follow the sessions in real time. You will have the possibility to watch the sessions in English or in French.



#FIMC2021

Partner Area



6. Partner Area / Navigation

How to add a video in my company profile ?

The screenshot shows a partner profile for Amazon. On the left, there is a 'Discover more companies' sidebar with logos for Facebook, YouTube, Samsung, Orange, and Toshiba. The main content area features a video player with a play button, a 'Book a meeting' section with a calendar for Thursday, July 26, and a 'Nomenclature' section with a list of services.

Discover more companies
Here's your chance to connect and meet with more like-minded peers and potential partners.

- Facebook Platinum Booth 01
- YouTube Platinum Booth 02
- Samsung Gold Booth 03
- Orange Gold Booth 04
- Toshiba Silver Booth 05

Highlight Amazon
Interested about Amazon? Add it to your visit to remember it!

- TAKE NOW
- BOOKMARK
- BOOK A MEETING

Chat with Amazon

Hi John! We would like to create a partnership with your company. Are you available to discuss about it next Monday at Amazon's booth?

Book a meeting
Select a time slot to set up a meeting with Amazon.

Thursday, July 26

09:00 AM	09:30 AM	10:00 AM	10:30 AM	11:00 AM	11:30 AM
12:00 PM	12:30 PM	01:00 PM	01:30 PM	02:00 PM	02:30 PM

Nomenclature

Machine-outil pour l'enlèvement de métal et périphériques

- Machine-outil pour l'enlèvement de métal et périphériques
- Machine-outil pour l'enlèvement de métal et périphériques

Assemblage et montage

- Assemblage et montage
- Assemblage et montage

Tôles, tube, fils et profils (équipements et outillage)

- Machine-outil sans enlèvement de matière
- Machine de Découpe laser CO2

As a partner, you are able to upload an image, a live banner, or a video onto your company homepage.

To upload a file, go to your exhibitor center and click on « Company Profile ». In the first part, click on « Edit ».

You will then be able to add your file or a YouTube video ID as a banner.

6. Partner Area / Navigation

How to add a background in my company profile ?

The image displays two side-by-side screenshots of the Swapcard partner interface, illustrating the process of adding a background image to a company profile.

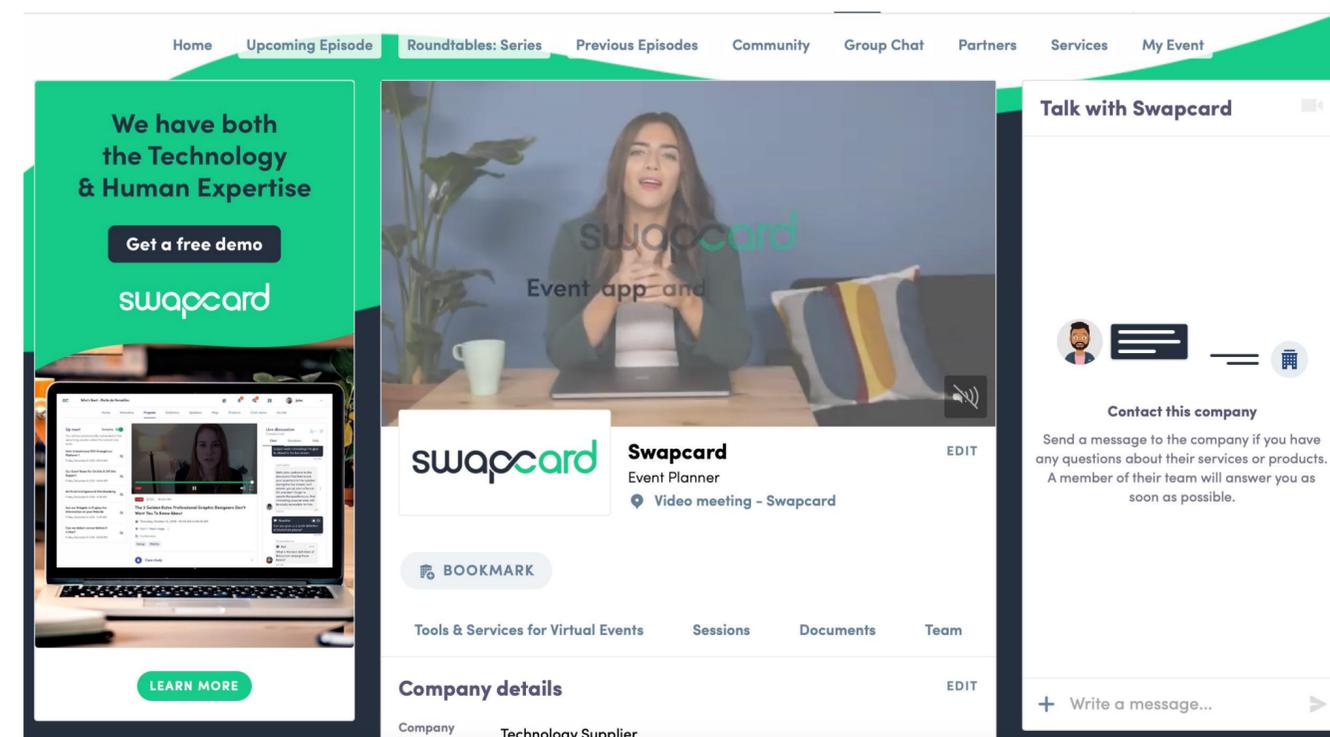
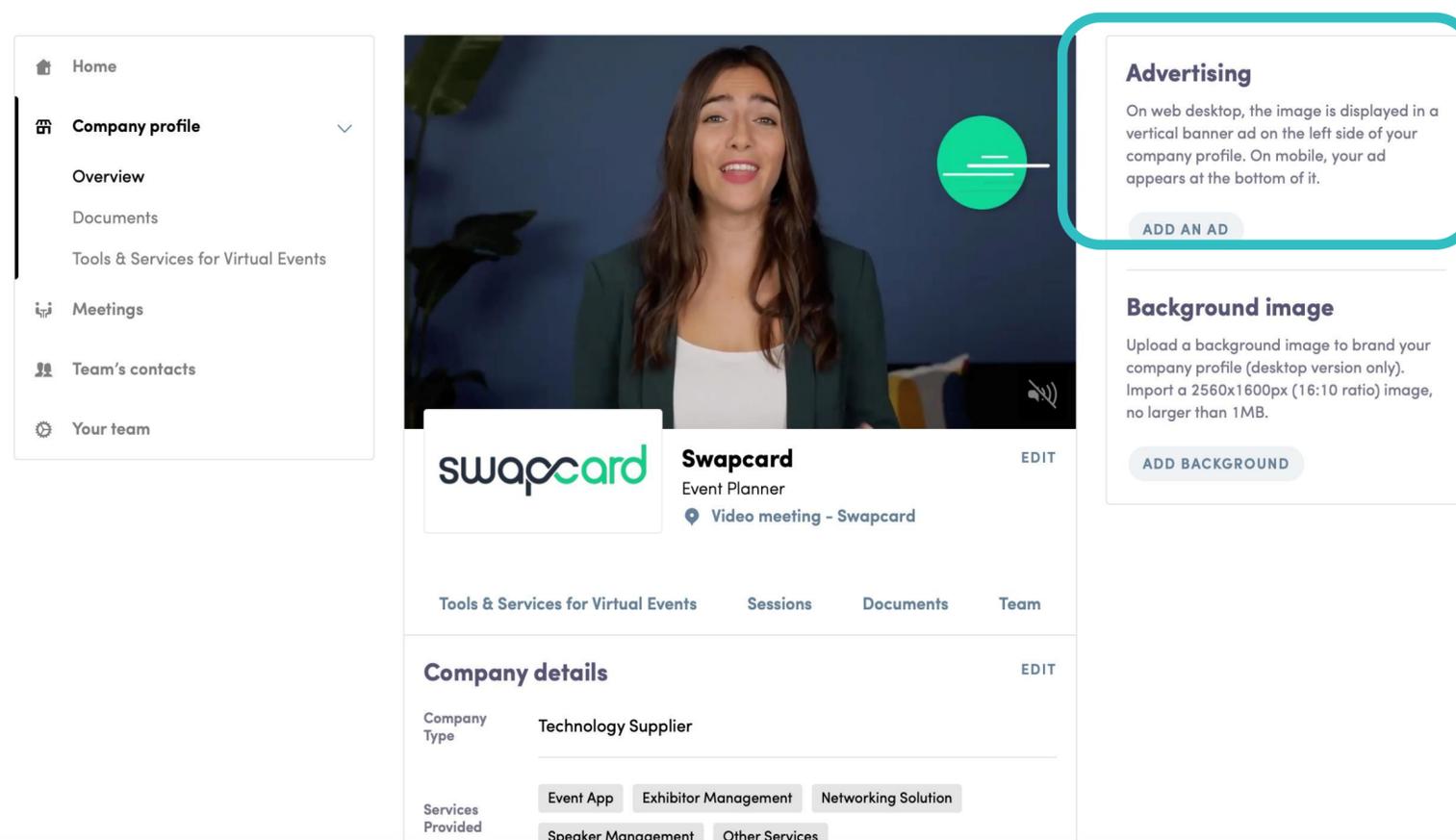
Left Screenshot: Shows the 'Company profile' page. The 'Background image' section is highlighted with a red box. It contains the text: "Upload a background image to brand your company profile (desktop version only). Import a 2560x1600px (16:10 ratio) image, no larger than 1MB." Below this text is an "ADD BACKGROUND" button.

Right Screenshot: Shows the same 'Company profile' page, but with a background image uploaded. The 'Background image' section now displays a preview of the image and a "REMOVE BACKGROUND" button.

As a partner, you can upload a background image onto your company homepage. To upload a file, go to your exhibitor center and click on « Company Profile ». You will then be able to add your file.

6. Partner Area / Navigation

How to add an ad in my company profile ?



As a partner, you can also add an ad to your company homepage and choose your redirection for it. To upload a file, go to your exhibitor center and click on « Company Profile ». You will then be able to add your file.

#FIMC2021

Partners



7. Partners

Home Programme My Agenda LIVE EN LIVE FR **Partners** Speakers Attendees Coffee Lounge

Refine the list (min. 2 characters)

Search

ECMWF Copernicus Services

EUMETSAT

The European Space Agency (ESA)

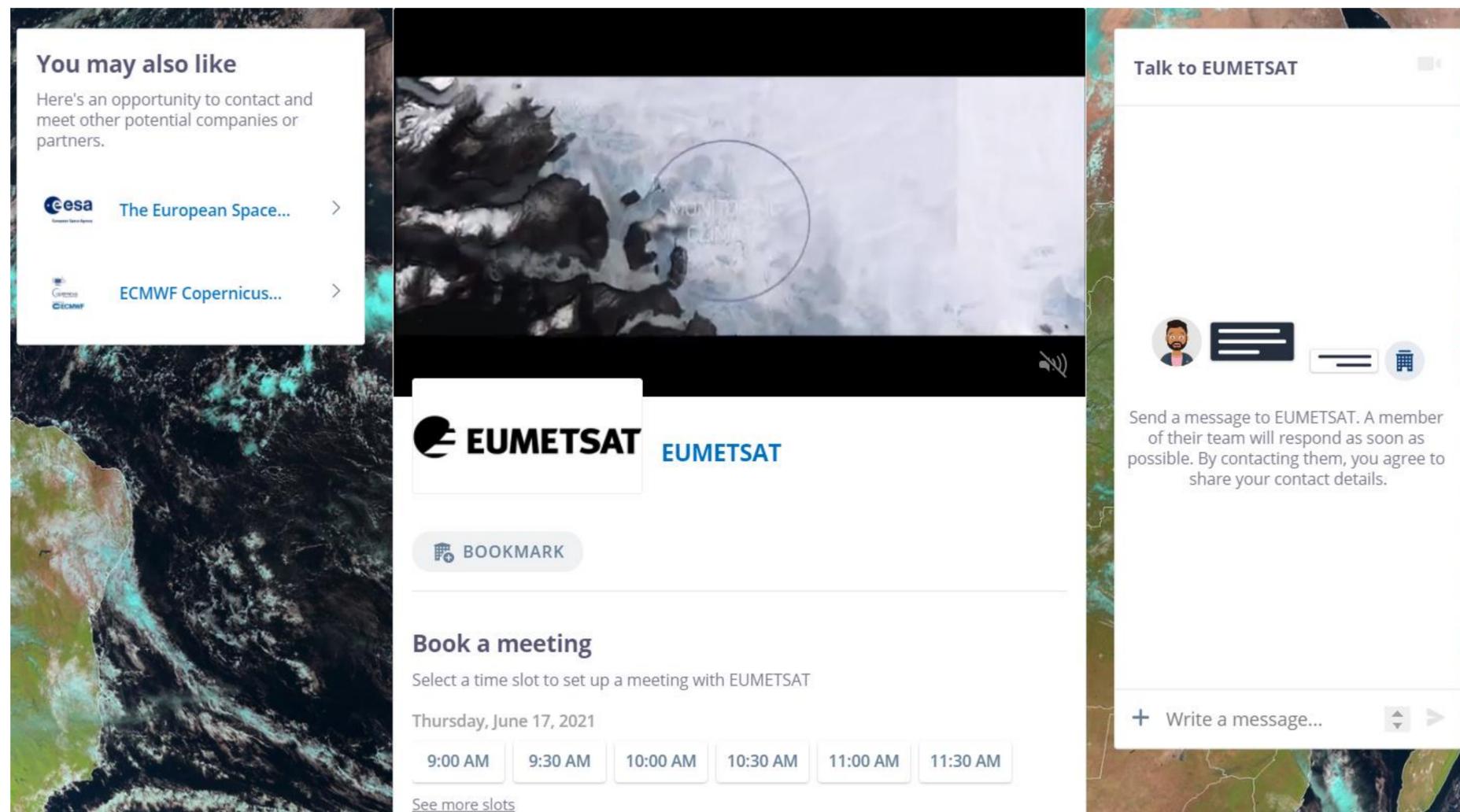
Click to bookmark your favorites

Bookmark companies that interest you ahead of the event. You'll find your selection on the app when it's time to connect on-site or online during the hybrid or virtual event.

You will find the event partners under [Partners](#).

By clicking on a partner, you will land on their page where you will find information, documentation and contact details.

7. Partners



Attendees and other partners will have the possibility to book a meeting with you, according to your availability.

#FIMC2021

Attendees & Networking



8. Attendees and Networking

AI Matches

Cristobal Torp
Principal Infrastructure...
Ondricka, Kirlin and Dooley

Kole Watsica
Global Security Supervisor
Walter, Kovacek and Little

Mortimer Jones
Dynamic Mobility Executive
Keebler - Wyman

Elody Rutherford
Regional Integration...
Friesen, Wintheiser and...

Refine the list (min. 2 characters)

Visibility
You're not visible to other attendees.

Cristobal Torp
Principal Infrastructure...
Ondricka, Kirlin and Dooley

Kole Watsica
Global Security Supervisor
Walter, Kovacek and Little

Mortimer Jones
Dynamic Mobility Executive
Keebler - Wyman

Elody Rutherford
Regional Integration Specialist
Friesen, Wintheiser and Olson

You will find the participant list under [Attendees](#).

A matchmaking algorithm identifies the best matches and suggests who to meet.

The more complete your profile is, the more efficient the matchmaking will be.

8. Attendees and Networking

Isaiah Haley
Corporate Factors Developer
Rohan Group

Meet Isaiah
Select a time slot to set up a meeting with Isaiah.

Monday, April 26, 2021

9:00 AM 9:30 AM 10:00 AM 10:30 AM 11:00 AM 11:30 AM

[See more slots](#)

About me
Vitae sunt quod omnis natus minima pariatur. Repellendus atque quia nostrum. Quia accusantium ratione voluptates. Dolor eos suscipit rerum.

Connect with Isaiah
Sending a connection request with a message is three times more likely to be accepted.

SEND CONNECTION REQUEST

If you want to chat with an attendee, send her/him a connection request. They will have to accept it in order for you to be able to send them a message on the chat.

You can also set up private video call meetings with an attendee, depending on her/his availability.

You can manage your availability for appointments under the tab [My Agenda](#), by clicking on [My meetings](#).

You can make yourself unavailable for a certain slot, or for the whole day.

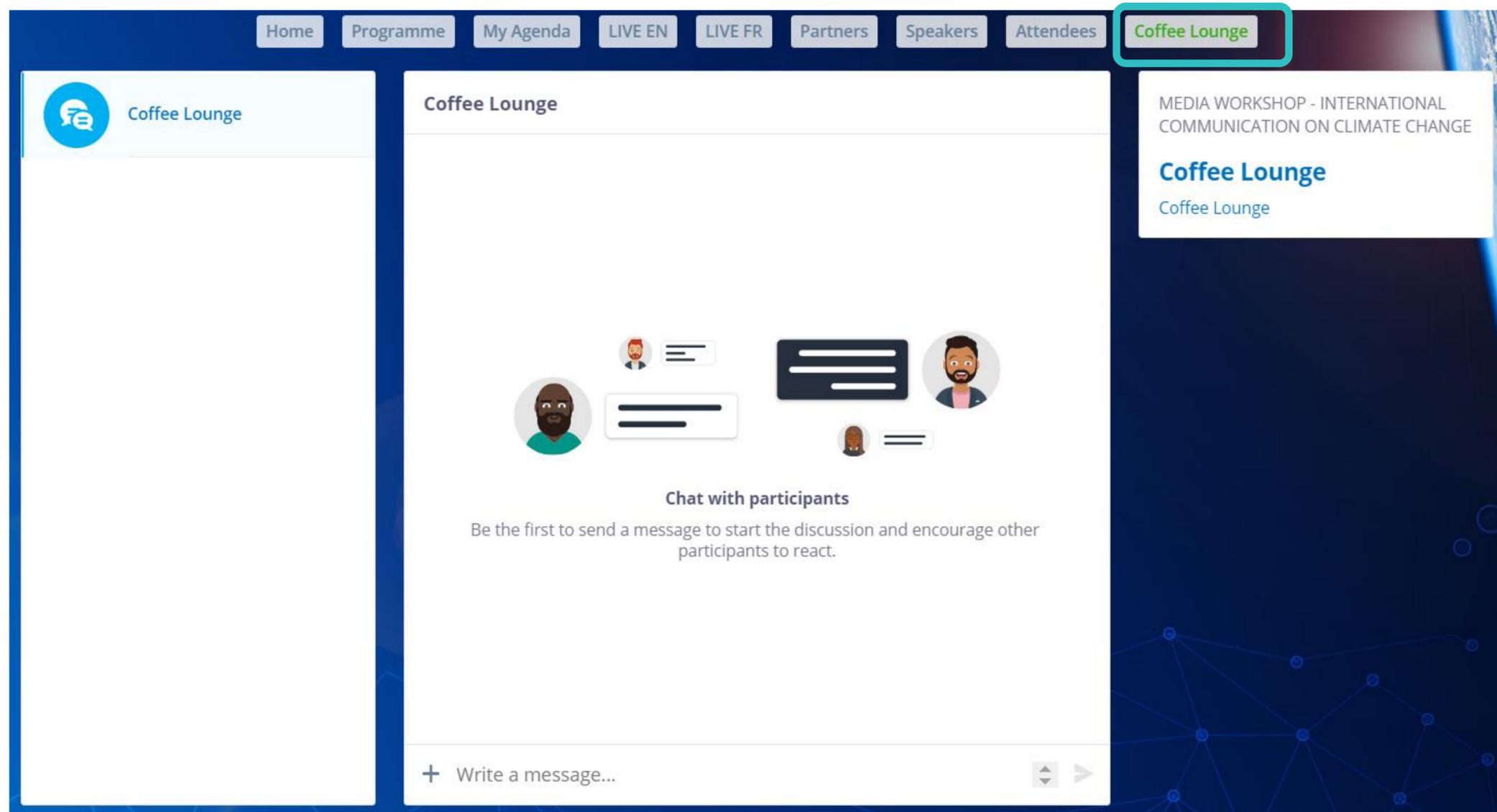
If another participant wants to setup a meeting with you, you will receive a request, that you can accept or not.

#FIMC2021

Coffee Lounge



9. Coffee Lounge



You can have an open discussion with all participants by clicking on the tab **Coffee Lounge** during the breaks or during the event.

#FIMC2021

VIDEO TUTORIAL

-

<https://youtu.be/RUocs0wOX88>