

NRF[®] RETAIL CONVERGE

NETWORKING GUIDE

LOGGING INTO THE NETWORKING PLATFORM

The Networking Platform will open for all registered attendees the week before the live event opens. We encourage you to review your personal profile, upload a profile picture and include any additional information you'd like other attendees to see.

You will need your **email address** and **Reg ID** that was sent with your registration confirmation email to access the platform.

Registered attendees can log in at the top left of the welcome screen with their email address first, followed by their Password/Reg ID.



BASIC SITE NAVIGATION

The screenshot shows the NRF Retail Converge Networking Portal interface. At the top right, there is a user profile for 'Anna' with a dropdown arrow. Below the profile, there are three callout boxes:

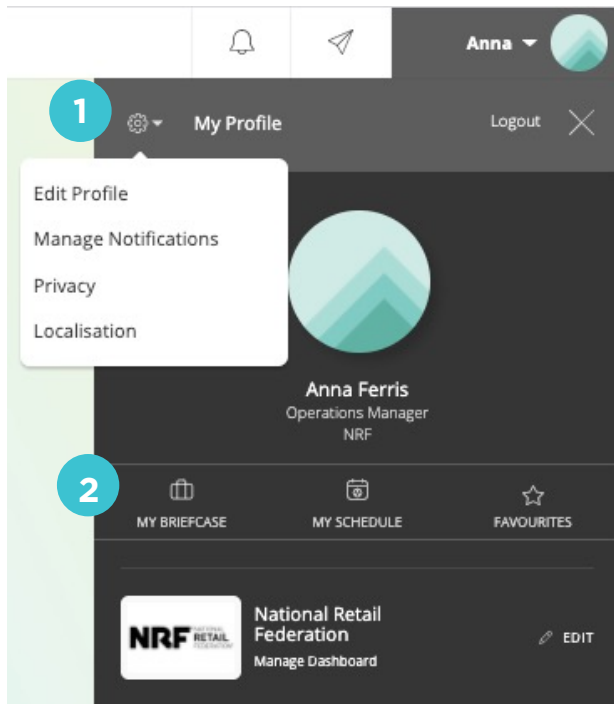
- Notifications**: Chats, updates, meeting requests, etc.
- Chat**: Threaded conversations are accessible here
- Profile/Dashboard**: Access to your profile/ settings and sponsor dashboard options

The main content area features a navigation bar with icons for Lobby, Networking, Company Directory, My Meetings, and Meeting Rooms. Below this, there is an 'About' section with the NRF logo and a 'My Meetings' section with 'Upcoming' and 'Pending' tabs. The 'My Meetings' section currently displays 'No Upcoming Meetings'.

NETWORKING PLATFORM NAVIGATION ITEMS

- **Lobby** - Main landing page
- **Networking** - List of registered attendees
- **Company Directory** - List of all sponsors
- **My Meetings** - Logged-in user's meeting schedule (also where personal calendar is managed)
- **Meeting Rooms** - List of all Sponsor Meeting Rooms (password protected)

SIDEBAR NAVIGATION



When you click the triangle by your name, located top-right in the site navigation bar, a menu with options will expand. If you click the triangle again, this menu will collapse.

1. The gear icon will open a menu for your profile settings
2. Quick links provide access to your meeting schedule and any favorited items.

To review/update your profile information, which is attendee-facing, select the “Edit Profile” option.

A screenshot of the 'Edit Profile' form. The form is titled 'Edit Profile' and features a profile picture upload area with 'UPLOAD' and 'DELETE' buttons. The form fields are: 'First Name *' (Anna), 'Last Name *' (Ferris), 'Title' (Operations Manager), 'Company' (NRF), 'Country' (United States), 'State' (Maryland), 'City/Town' (City/Town), and 'Interests' (Supply Chain, Big Data).

Profile information will be pre-populated with the information provided at the time of registration. Registrants can make edits if they'd like.

If uploading a head shot, a square image works best.

The “Interests” field is a multi-select field that is being used to provide relevant attendee recommendations to you for matchmaking.

MANAGING YOUR CALENDAR & AVAILABILITY

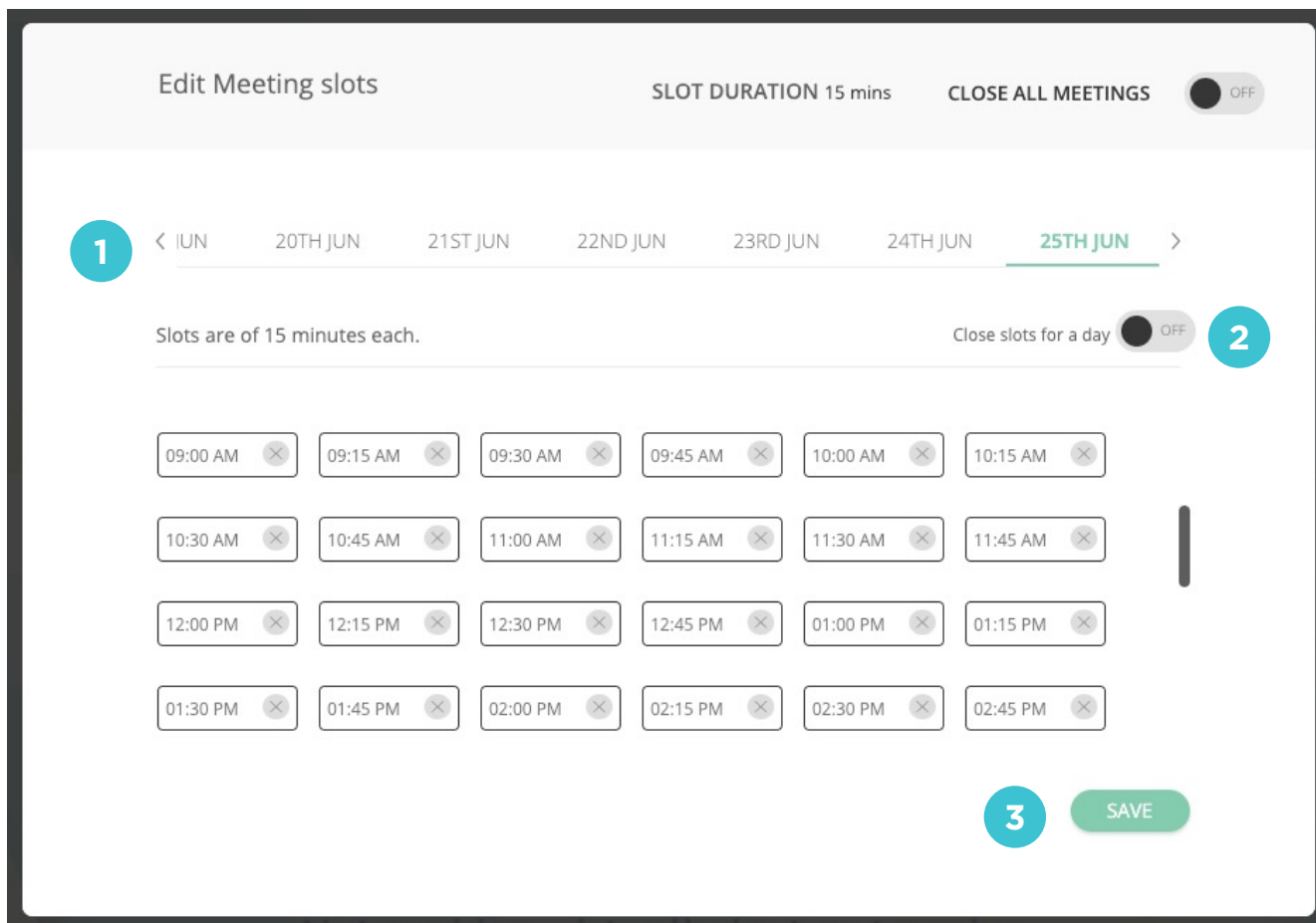
Take a moment to set up your availability so attendees can see when you are available to meet.

To access your calendar and set your availability, go to “My Meetings” and then click on “Edit Slots.”

The screenshot displays the NRF Retail Converge Networking Portal. At the top, the logo reads "NRF RETAIL CONVERGE Networking Portal". Below the logo is a dark blue button labeled "RETURN TO EVENT PLATFORM". A navigation bar contains five icons: "Lobby", "Networking", "Company Directory", "My Meetings", and "Meeting Rooms". The "My Meetings" icon is highlighted with a yellow box. In the top right corner, there is a "QUICK GUIDE" link with a question mark icon. The main content area features the heading "My Meetings" and the sub-heading "Networking virtually just got easier.". Below this, there is a "FILTER" dropdown menu, a "Hide past meetings" toggle switch, and an "EDIT SLOTS" button, which is also highlighted with a yellow box. At the bottom, there is an illustration of two people in a virtual meeting and the text "No my meetings have been scheduled yet".

SETTING UP YOUR AVAILABLE TIME SLOTS

A pop-up will appear with all time slots. By default, the calendar is set to have all time slots as AVAILABLE. Click the “x” icon to mark time slots as unavailable.



1. Along the top of the time slots are the days the Networking Platform is open for meetings (June 21 – 25). Clicking on the date will move you to that day’s time slots (indicated by the green font).
2. If you are not available at all on a particular day, you can click on the day and then use the “Close slots for a day” toggle.
3. **Be sure to click the Save button for *each day* you edit.**

Sample Time Slot Setup View

- Dark outlines indicate time slot is NOT available.
- It may be easier to toggle all time slots off and then go back to open those that are available, depending on your situation.
- You must set up time slots for each day of the event, June 21-25.

Edit Meeting slots SLOT DURATION 15 mins CLOSE ALL MEETINGS OFF

< JUN 20TH JUN 21ST JUN 22ND JUN 23RD JUN 24TH JUN **25TH JUN** >

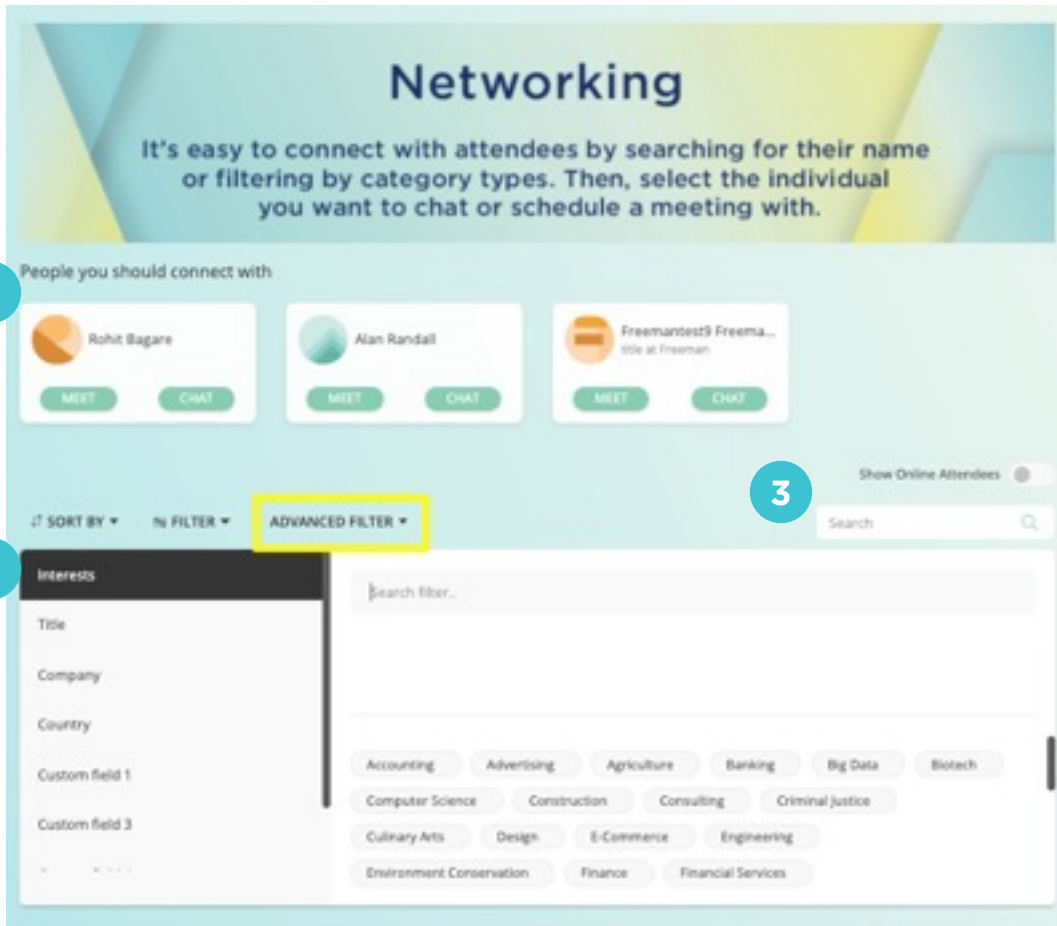
Slots are of 15 minutes each. Close slots for a day ON

| | | | | | |
|-----------------------------------|-----------------------------------|-----------------------------------|-----------------------------------|-----------------------------------|-----------------------------------|
| 09:00 AM | 09:15 AM | 09:30 AM | 09:45 AM | 10:00 AM | 10:15 AM |
| 10:30 AM <input type="checkbox"/> | 10:45 AM <input type="checkbox"/> | 11:00 AM <input type="checkbox"/> | 11:15 AM <input type="checkbox"/> | 11:30 AM <input type="checkbox"/> | 11:45 AM <input type="checkbox"/> |
| 12:00 PM | 12:15 PM | 12:30 PM | 12:45 PM <input type="checkbox"/> | 01:00 PM <input type="checkbox"/> | 01:15 PM <input type="checkbox"/> |
| 01:30 PM <input type="checkbox"/> | 01:45 PM <input type="checkbox"/> | 02:00 PM <input type="checkbox"/> | 02:15 PM <input type="checkbox"/> | 02:30 PM <input type="checkbox"/> | 02:45 PM <input type="checkbox"/> |

ATTENDEES

To access the list of attendees, click on the “Networking” icon in the main site navigation:



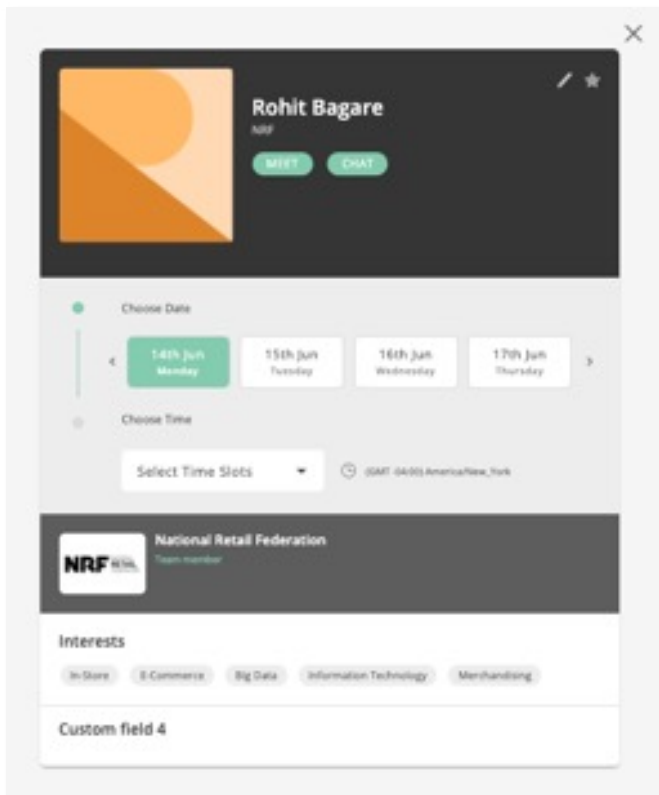


1. At the top of the list are recommended attendees based on mutually selected Interests.

2. Filters and Advanced Search options will help drill down into the full attendee list by filtering for what attendees are interested in, by title, company name or country.

3. The Search Bar allows for searching by attendee name, title or company.

Clicking on an attendee will generate a pop-up window:



From this pop-up you can choose a date and time from this attendee's availability to send a meeting request.

The chat button allows you to initiate a conversation directly from the attendee's profile.

The pencil icon (top-right) allows you to take notes on this person. Notes can be retrieved later from the sidebar menu under "My Briefcase."

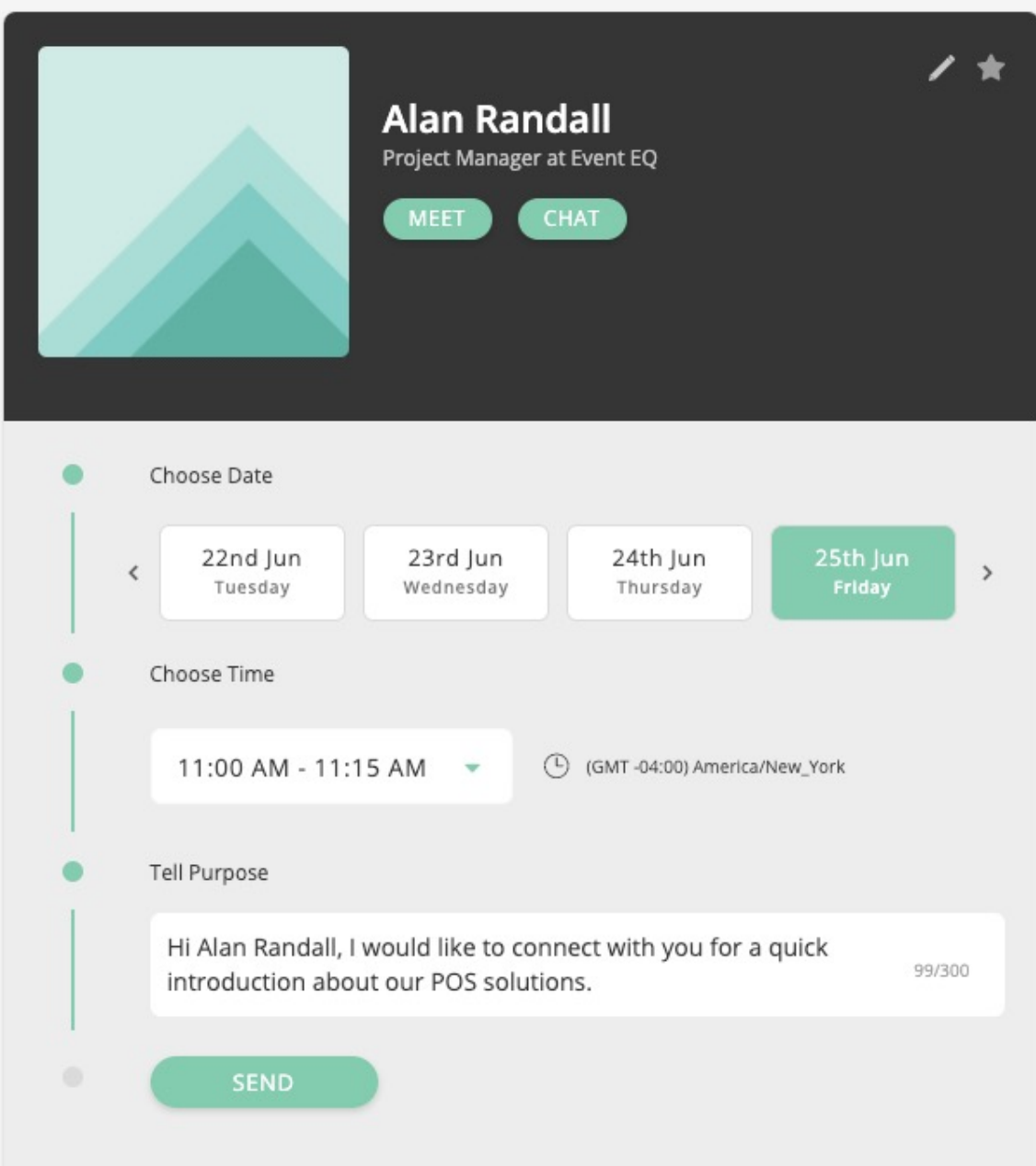
The star icon (top-right) will add this person to your list of favorites, which can be accessed from the sidebar menu at a later time.

INTERACTING WITH ATTENDEES - Scheduling Meetings

To request a meeting with an attendee, click into their profile to:

- 1) Choose a date
- 2) Choose a time
- 3) Send a quick note about why you'd like meet

The attendee will receive an email alerting them that they have received a meeting request. The email will include the note and a link to accept or decline the meeting.



The screenshot shows a user interface for scheduling a meeting with an attendee named Alan Randall. The interface is divided into three main sections: "Choose Date", "Choose Time", and "Tell Purpose".

Attendee Profile: Alan Randall, Project Manager at Event EQ. There are "MEET" and "CHAT" buttons.

Choose Date: A horizontal carousel of date buttons for June 22nd (Tuesday), 23rd (Wednesday), 24th (Thursday), and 25th (Friday). The 25th is selected.

Choose Time: A time selection dropdown set to "11:00 AM - 11:15 AM" and a clock icon indicating the time zone is "(GMT-04:00) America/New_York".

Tell Purpose: A text input field containing the message: "Hi Alan Randall, I would like to connect with you for a quick introduction about our POS solutions." A character count "99/300" is visible on the right.

SEND: A large green button at the bottom to submit the meeting request.

To see meetings you have requested and their current status, you can go to the “My Meetings” tab in the main site navigation.

Note: Until an attendee accepts or declines your request, the meeting will show “**PENDING**” status. Once a meeting has been accepted, you will see the “**APPROVED**” status.

When it is time to start the meeting, both parties can use the “Join Meeting” button to initiate the meeting within the platform.

System emails will be sent when there is a change in meeting status; the emails also include a link to the meeting for easy access.

The icon outlined in red below is where you can click to add this meeting to your external calendar (Google, Outlook .ics, Yahoo).

The screenshot displays the 'My Meetings' section of a virtual networking platform. At the top, a navigation bar includes 'Lobby', 'Networking', 'Company Directory', 'My Meetings' (highlighted with a yellow box), and 'Meeting Rooms'. Below this is a header with the text 'My Meetings' and 'Networking virtually just got easier.' A 'FILTER' dropdown and 'Hide past meetings' toggle are visible. The main content is organized by date:

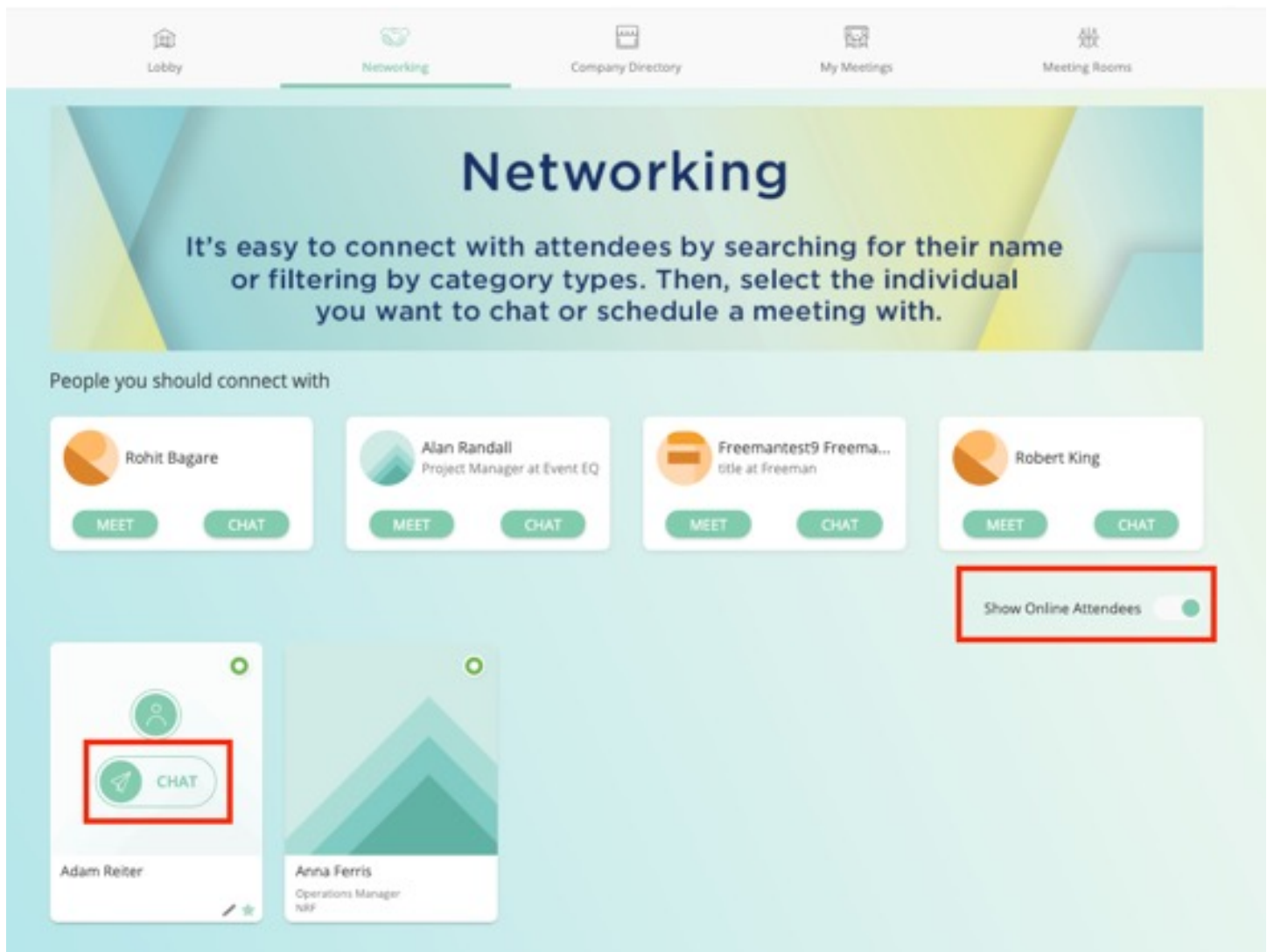
- Monday - 21st June 2021**
 - 03:00 PM**: Meeting request from Adam Reiter. Status: APPROVED. A red box highlights the calendar icon. A 'JOIN MEETING' button is present.
- Friday - 25th June 2021**
 - 11:00 AM**: Meeting request from Alan Randall. Status: PENDING. Includes a 'cancel' icon (red X) and a 'join' icon (green checkmark).

INTERACTING WITH ATTENDEES - Chatting

To communicate directly with an attendee, click on their profile and use the “Chat” button.

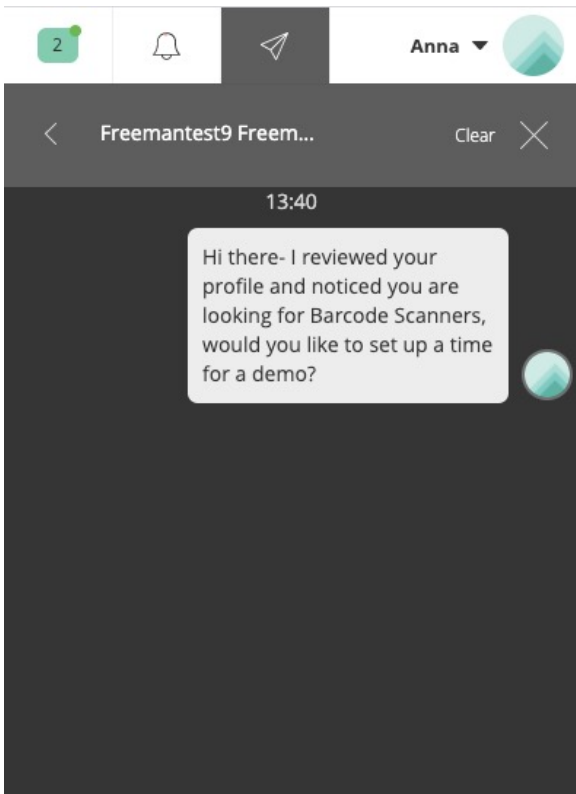
Note: From the attendee list, you can see who is currently online by using the “Show Online Attendees” toggle. Otherwise, your sent message will be queued up for the attendee to see the next time they log in.

When initiating a conversation with an attendee, they will receive a one-time email letting them know they have a message.

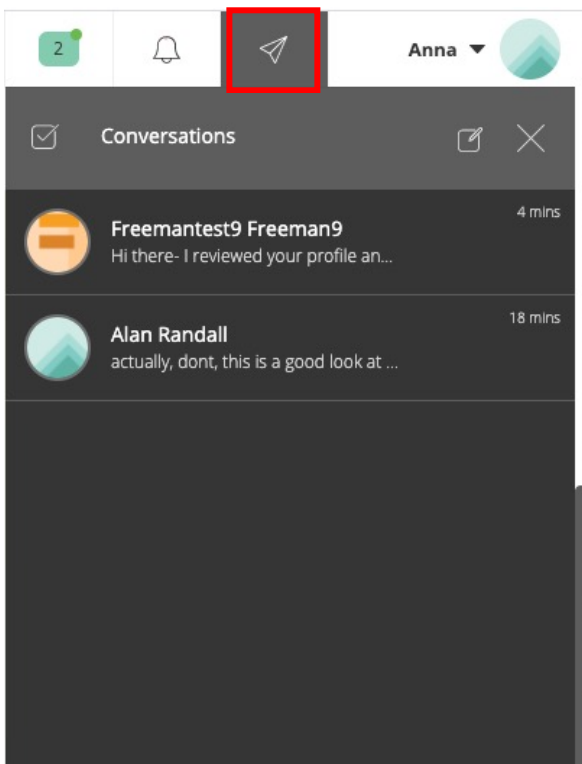


The screenshot displays the 'Networking' section of a web application. At the top, there is a navigation bar with icons for 'Lobby', 'Networking', 'Company Directory', 'My Meetings', and 'Meeting Rooms'. The 'Networking' tab is active. Below the navigation bar is a large banner with the text: 'Networking' and 'It's easy to connect with attendees by searching for their name or filtering by category types. Then, select the individual you want to chat or schedule a meeting with.' Underneath the banner is a section titled 'People you should connect with' which contains four profile cards. Each card has a circular profile picture, the name, and job title, and two buttons labeled 'MEET' and 'CHAT'. To the right of these cards is a toggle switch labeled 'Show Online Attendees' which is currently turned on. Below this section are two more profile cards, 'Adam Reiter' and 'Anna Ferris'. The 'Adam Reiter' card has a red box around the 'CHAT' button, and the 'Show Online Attendees' toggle is also highlighted with a red box.

Clicking the chat button on an attendee profile will open your sidebar menu, where the messages will start a thread. This keeps your conversation with attendees in one place.



Clicking on the Chat Arrow icon within the top-right navigation will display all conversations with all attendees:



INTERACTING WITH ATTENDEES - Meeting Rooms

Each sponsor will have a password-protected Meeting Room available to host meetings with multiple attendees.

Note: Attendees must key in a Meeting Room password provided by the sponsor to join the Meeting Room.

Meeting Rooms will only appear if a sponsor has an active meeting occurring.

The screenshot displays the 'Meeting Rooms' section of a web application. At the top, a navigation bar includes icons for Lobby, Networking, Company Directory, My Meetings, and Meeting Rooms (which is highlighted with a 'LIVE' indicator). Below the navigation is a large banner with the text 'Meeting Rooms' and 'Virtual show. Real people.'.

Under the banner, a welcome message reads: 'Welcome to the Meeting Rooms. Click 'Join' to participate in Meetings. Meeting Rooms is best experienced in Chrome. Other browsers have limited support.'

Below the welcome message, there are controls for sorting and filtering: 'SORT BY' and 'ADVANCED FILTER'. An 'Active Now' toggle switch is currently turned off. A 'TEST COMPATIBILITY' button and a search bar are also present.

The main content area shows a list of meeting rooms. The first room is 'NRF NXT' by 'NRF RETAIL' (NRF Exhibit), which is marked as 'LIVE NOW'. It features a 'JOIN' button. The room is hosted by a person whose profile picture is partially visible.

Overlaid on the bottom right is a modal dialog box for joining the room. It contains a lock icon and the text: 'Room is available only for selected people to join'. Below this, the room name 'NRF NXT' is displayed. There is an input field labeled 'Enter-code' with a lock icon on the left. At the bottom of the dialog are 'CANCEL' and 'JOIN' buttons.