

USER GUIDE



RECOMMENDATIONS FOR USE

For the best experience, it is strongly recommended to use **GOOGLE CHROME**.

[Click here to download Google Chrome](#)



Internet Explorer, tablets and smart phones are not supported.

A **microphone** is required for interaction on the virtual tables.

A **webcam** is recommended for the optimal **CONNEXION.TV** experience.

Vérifiez votre appareil
Check your device

Use the “**Check your devives**” button that you will find on the invitation to test the compatibility of your devices.

FROM REGISTRATION TO VIRTUAL TABLES

EN ▾

No tickets? OVER HERE! [Help](#)

Watch the tutorial

Login

Enter your first and last name

I've read and accept [Terms & Conditions](#)

ENTER

Connexion for administrators

• Enter your name.

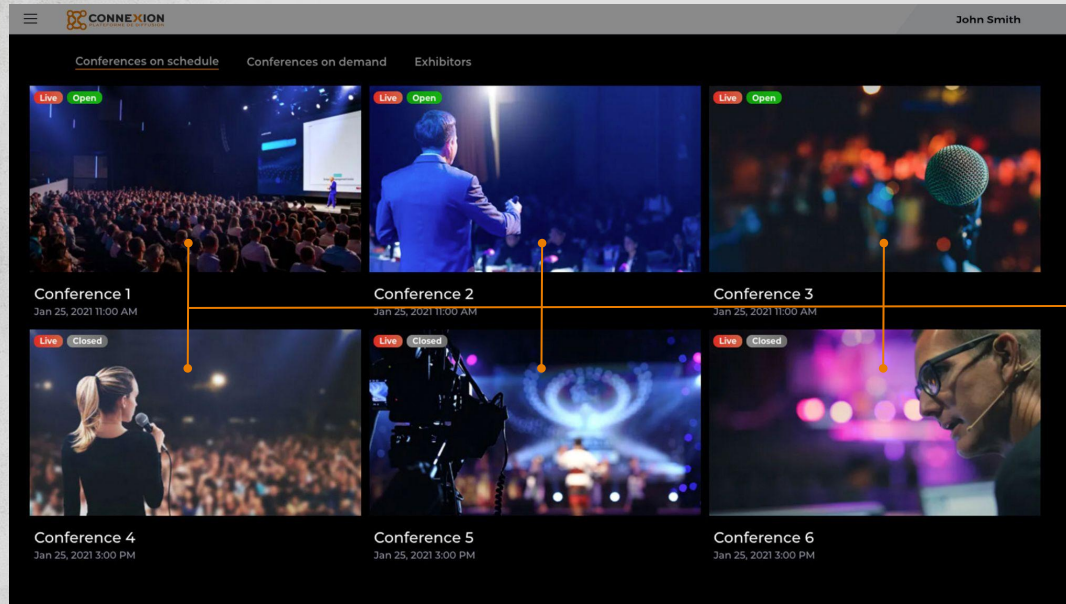
• After reading the terms and conditions, check the “**I have read and agree**” box before clicking **ENTER**.

FROM REGISTRATION TO VIRTUAL TABLES



Press the link at the center of the page to access the **Scheduled Conferences** and **Virtual Tables** area.

FROM REGISTRATION TO VIRTUAL TABLES



Click on the image of the conference for more information and to access the **Virtual Tables**.

FROM REGISTRATION TO VIRTUAL TABLES

The screenshot displays the Connexion Broadcast Web Platform interface. At the top, the logo 'CONNEXION BROADCAST WEB PLATFORM' and a 'Help' link are visible. The main content area is titled 'Conferences' and features a 'Live Open' indicator. A video player shows a speaker at a podium. Below the video, there are filters for 'Available' and 'Full', and a page indicator showing '1' of '2' pages. The interface displays a grid of virtual tables, each with a 'JOIN' button. The tables are labeled 'Table 1' through 'Table 5'. A 'Solo table' option is also available, with a 'JOIN' button. The interface also shows 'Conference 1' and 'Conference 4' with their respective dates and times.

If the option is offered by the organizer, you can click on **JOIN Solo Table**, to attend the event alone.

Or you can **JOIN** a random table.

At any time, you can access the table of your choice.

FROM REGISTRATION TO VIRTUAL TABLES

The screenshot displays the Connexion platform interface. At the top, there is a navigation bar with the Connexion logo, a menu icon, and a 'Help' link. Below the navigation bar, there are three tabs: 'Conferences on schedule', 'Conferences on demand', and 'Exhibitors'. The main content area shows a grid of video conference thumbnails. A central dialog box titled 'Device selection' is overlaid on the grid. The dialog box contains a video feed of a man wearing a headset, a dropdown menu for 'Default - Internal Mic...', a dropdown menu for 'FaceTime HD Camer...', and a 'No device available?' option. A blue 'JOIN TABLE' button is located at the bottom of the dialog box. An orange line with a dot at the end points from the 'JOIN TABLE' button to the text on the right.

Choose the appropriate devices and then click **JOIN TABLE**.

FROM REGISTRATION TO VIRTUAL TABLES

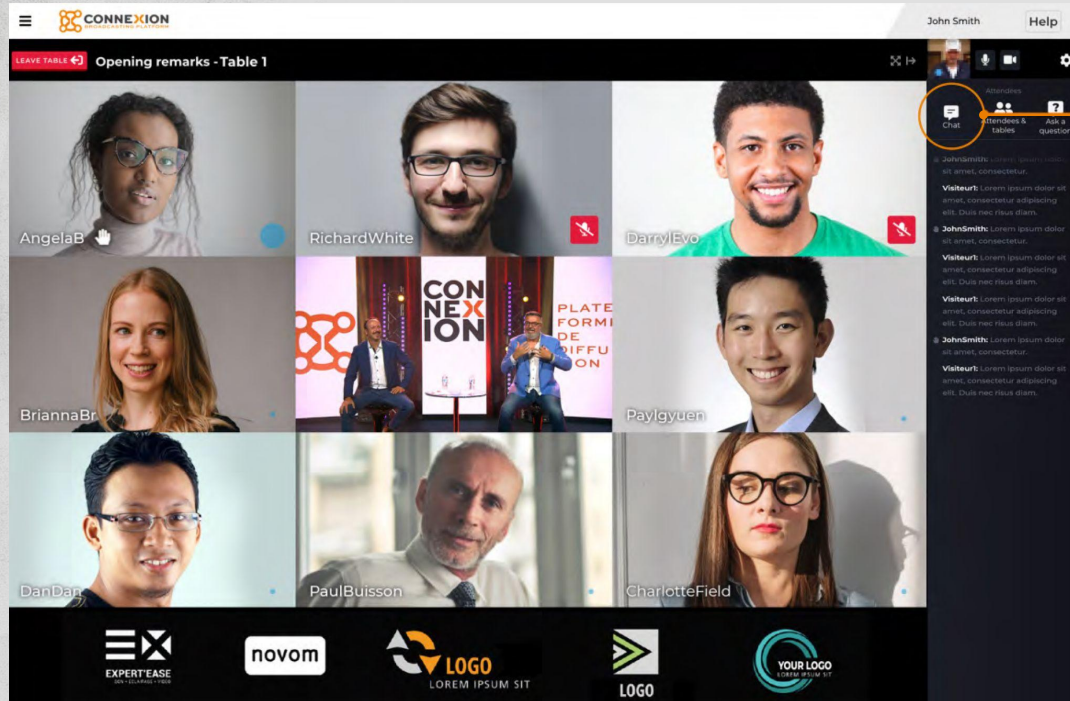
If you need assistance, click on the **HELP** button located in the upper right corner at any time.

The screenshot displays a virtual conference interface. At the top left, there is a menu icon and the 'CONNEXION' logo. Below this, a header bar reads 'LEAVE TABLE' and 'Opening remarks - Table 1'. The main area is a 3x3 grid of video feeds for participants: AngelaB, RichardWhite, DarrylEvo, BriannaBr, a central stage with two speakers and a 'CONNEXION' backdrop, Paylguyen, DanDan, PaulBuisson, and CharlotteField. At the bottom, there are logos for 'EXPERT EASE', 'novom', 'LOGO', and 'YOUR LOGO'. On the right side, a control panel for 'John Smith' is visible, featuring a 'Help' button at the top, a microphone icon, a camera icon, and a 'ASK A QUESTION' button. A red box highlights the microphone icon, with a line pointing to the text on the right.

You can **activate** or **deactivate** your microphone as well as your camera.

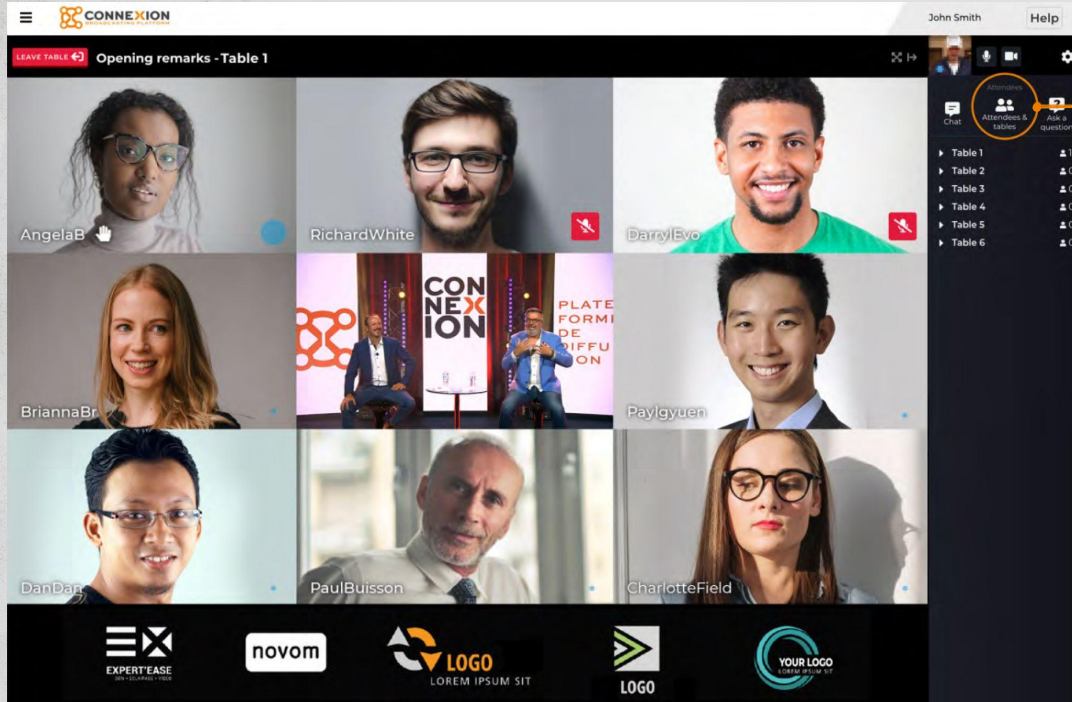
* Please note that during the conference, your microphone is automatically deactivated.

FROM REGISTRATION TO VIRTUAL TABLES



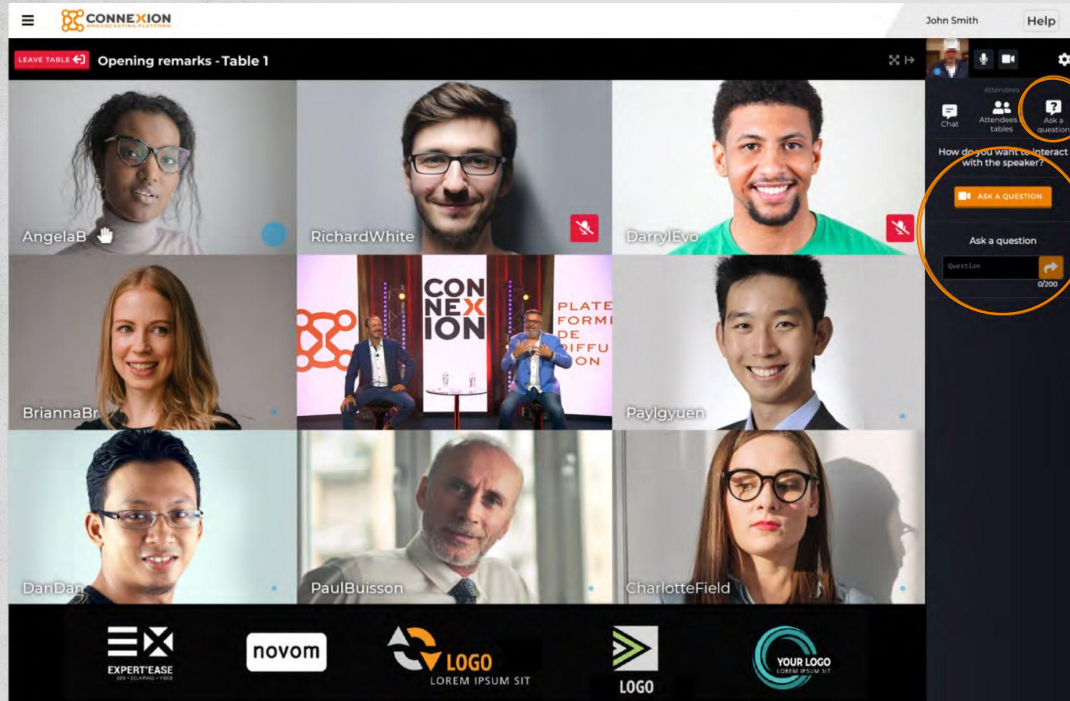
Use the **Messages** tab to chat with other participants.

FROM REGISTRATION TO VIRTUAL TABLES



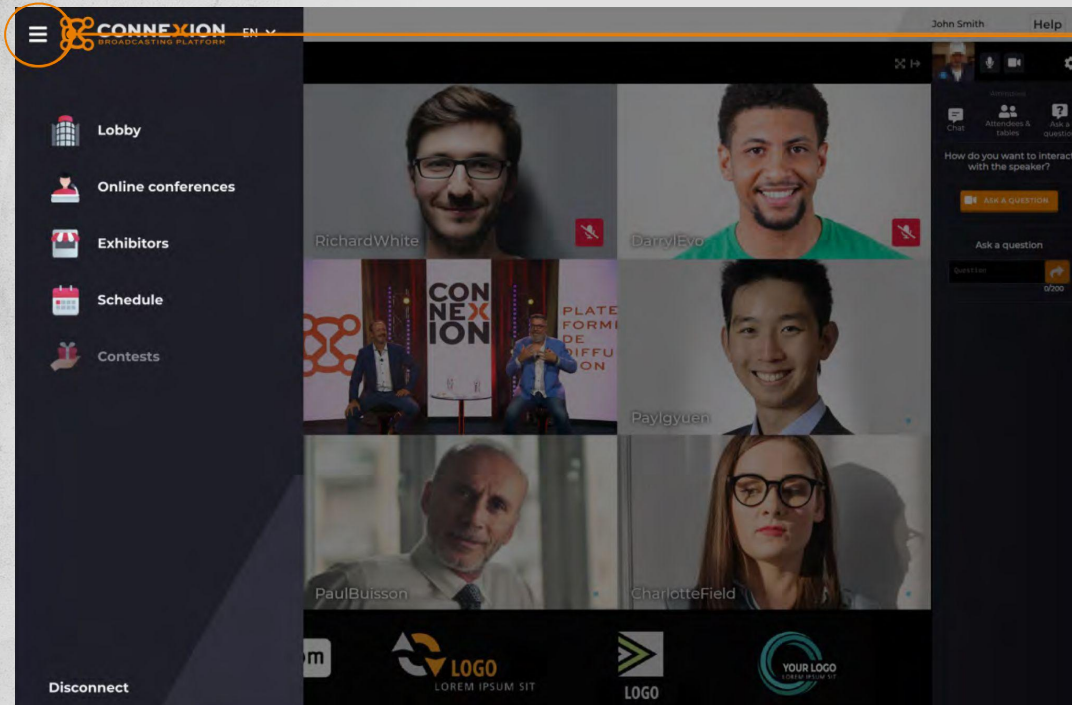
You can easily change tables using the **Participants and Tables** button.

FROM REGISTRATION TO VIRTUAL TABLES



To speak in video mode or send a question in writing, click on the **ASK A QUESTION** button.

FROM REGISTRATION TO VIRTUAL TABLES



Click on the drop-down menu at the top left of your screen to access the different sections of the platform, modify the settings, change de language or log out.



MONTREAL

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