Use the app to create a personalized schedule, meet new colleagues and exhibitors, and navigate the conference in a whole new way!

Introduction

The 2015 NSS/MIC Conference app has been designed to replace the traditional Program Booklet, the Abstract collection, the Exhibitor Guide, and to give you new ways of enjoying the Conference. The 2015 version is from a new vendor and includes several improvements based on the requests from users of the 2014 app.

You can browse through the (constantly up-to-date) program and all the events taking place during the Conference (sessions, talks, excursions, short courses, refresher courses, exhibitors' sessions...). You can also create your own personalized schedule, take notes, find your way through the convention center and locate a poster, an exhibitor, and a session room. You can contact other attendees or exhibitors, exchange your contact information, download documentation, and always have the latest content.

Using the application is easy but, in case you have a doubt or a question, here you will find a number of hints and how-to advice to improve your experience with the app.

This year's app is supported on phones and tablets running iOs and Android.   For those using laptops, older versions of Android, or other devices, there is a web version of the app.   A major improvement is that the app will synchronize your notes, personal schedule, and other information between multiple device as well as the web version. To use this feature, you must create your own, no charge, account at Crowd Compass.

In the following examples of how to use the app, we have chosen to use screen shots from an iPad. There will be some differences in appearance between the different iOs and Android devices, but the basic content and options will be the same for all.

Creating an Account

You can create your account from within the app on iOs or Android devices, or at the web site. For all of your devices (smart app or web access) use this same account to assure that your information will be synchronized.

<u>Web site</u>:   Enter the following URL in your browser.

https://event.crowdcompass.com/2015-nss-mic

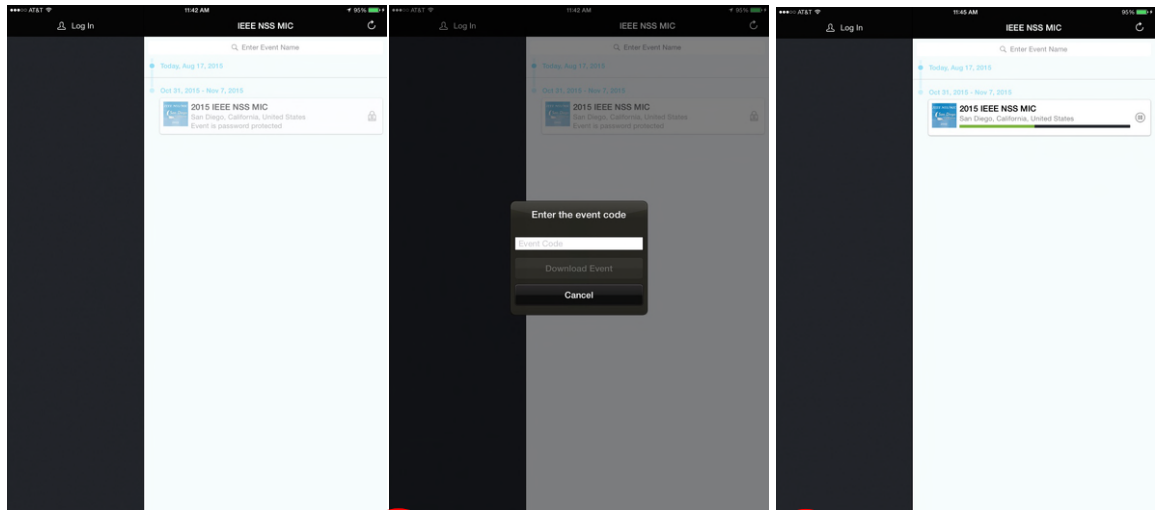You will see a dialog box requesting an event code to gain access. Enter "15NssMic"

You are then transferred to the web version of the application. In the upper right hand corner, you will see a menu item for account. Click on it and select sign up to create your account.

<u>Smart App</u>

Search the iOs or Android app store for "IEEE NSS MIC".   Select the version from Crowd Compass (do not select the 2014 IEEE NSS MIC app).   This basic app will be able to support multiple conferences and will be used for the 2016 conference as well.
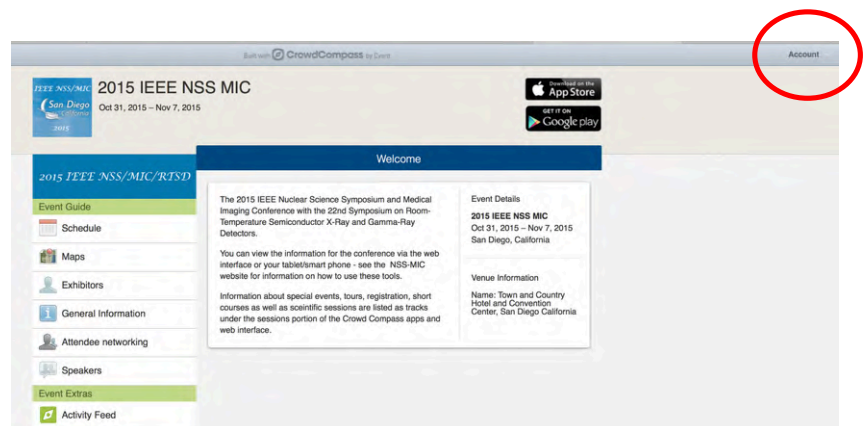
On launch you will see a list of conferences (with only one entry at this point in time). Select 2015 NSS MIC and you will get a dialog box requesting your event code. Enter: 15NssMic The code is case sensitive. Then click on download event. The download will start and the specific information for this year's conference will be loaded into your device.

After it has loaded, you click on the conference name again and you are taken to the main screen.

The phone and tablet/web versions are a bit different. For the tablets and web versions you will see a side bar with the various options. For the phone you will see a page with icons.
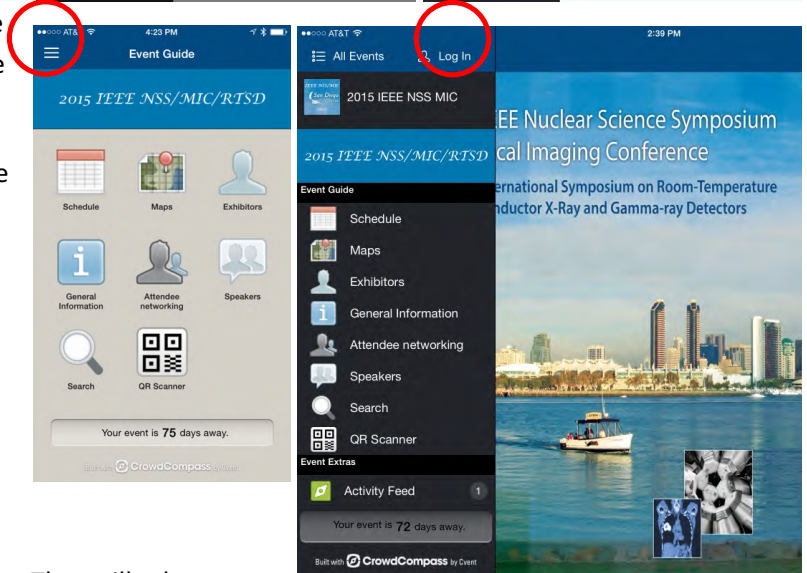
To setup your Crowd Compass account (or sign in if you already have an account), do the following:

Phone: Tap the 3 bars on the upper left of the display. That will take you to a screen similar to the side bar of the tablet version. Tap on the login button and follow the instructions for either creating or logging into an account.

Tablet: On the upper right of the main screen sidebar, tap on the account button and proceed to follow the instructions for creating or logging into a Crowd Compass account.
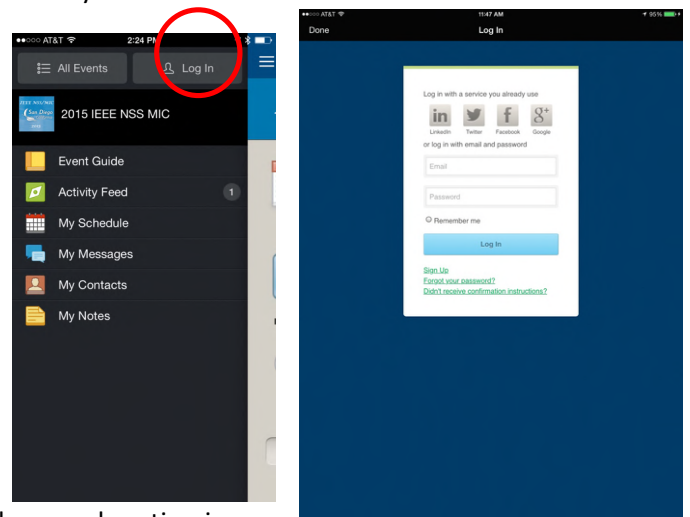
General Navigation:

On the phone version, you will generally use the back arrow to return to the previous page as you navigate down a given option tree (e.g., looking at the conference schedule via any of the various options such as by track, or by day). Note that the search option is always active relative to the task you are performing (the spyglass in the upper right corner on the phone version).

On tablets you will have the sidebar for navigation, including the search option. At the top of the phone version is a bar (blue with IEEE NSS/MIC/RTSD in the screen shots in this document). A similar bar is on the side for the tablet versions. Tapping this bar when the IEEE banner is there will take you to the NSS MIC general website. Other options may appear in this bar, rotating messages, and generally tapping them will take you to either a website or document page within the application.

# Where do I find the general conference information that was in (the first part of) the Program Booklet?

Go to the "General Info" tab on the home page (phone) or side bar (tablets) and browse through the different chapters.
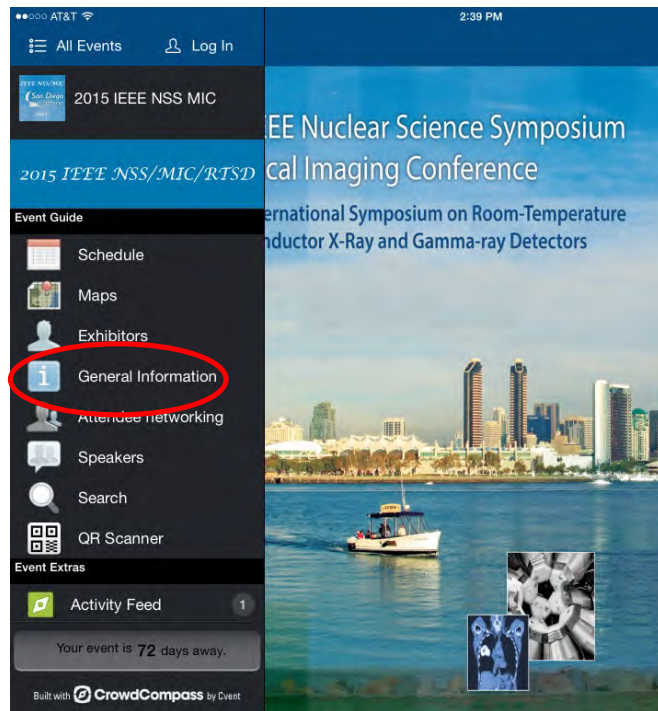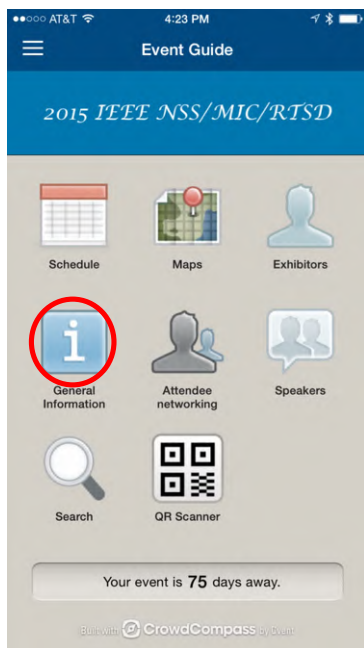
How to view the program?

The main tab for the Program is "Schedule". There you can view the entire program schedule. The schedule also includes Excursions and Short Courses. You can choose a particular "Track" (NSS, MIC, Refresher Courses…) or view the Full Schedule.

The program is arranged by day and time. You can browse thought he program or search a particular session or talk.
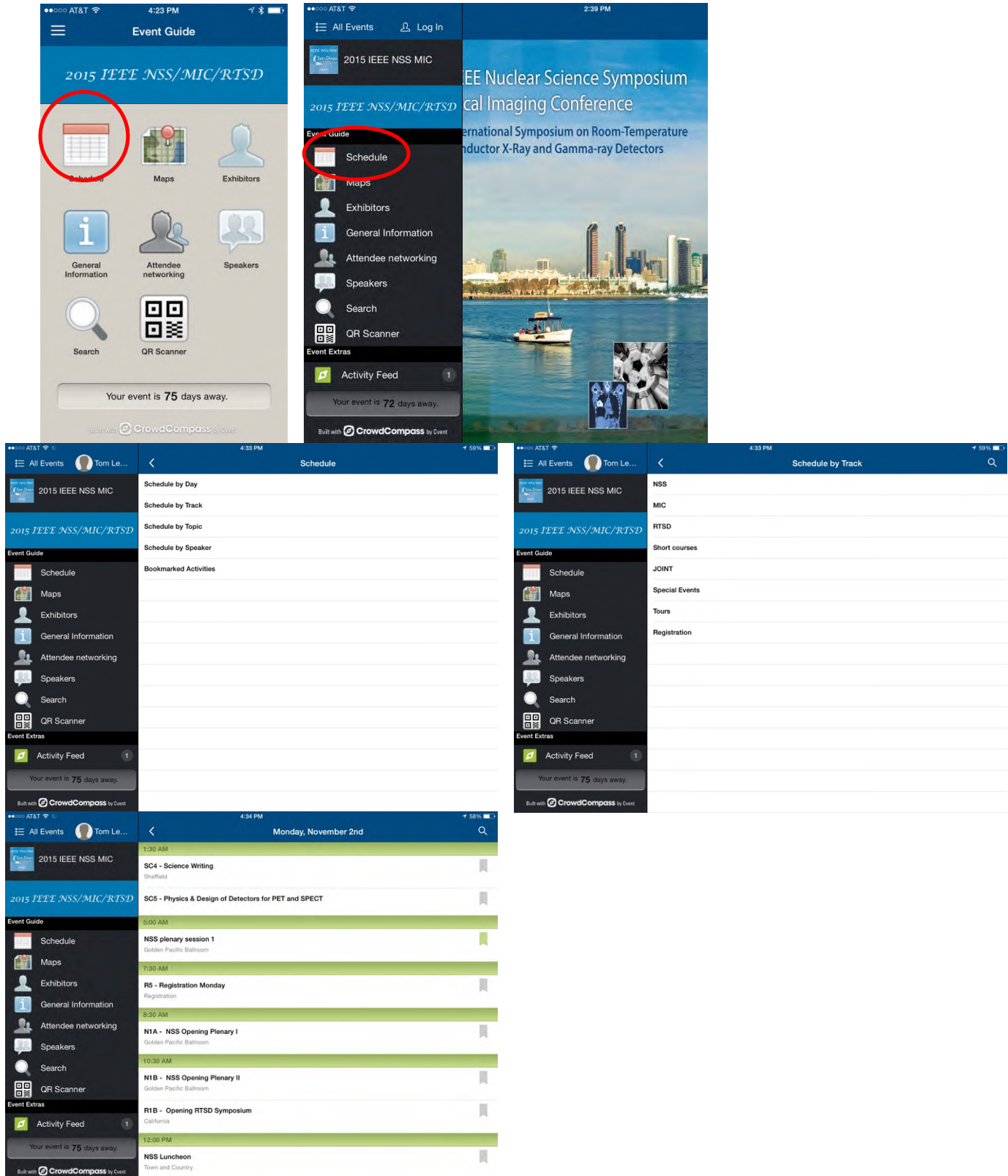
How to view session content and abstracts?

Go to Schedule. Choose your "Track" (NSS, MIC …) or schedule by day, or one of the other options in the main schedule screen. If you do not know the day or track, you can search on any word in the session title (beware: the Search function also searches talk titles). You will probably need to scroll the screens to see all options.

When displaying the desired session, you will see a list of the papers. Select the one you wish to know more about and you will get a screen with the abstract.
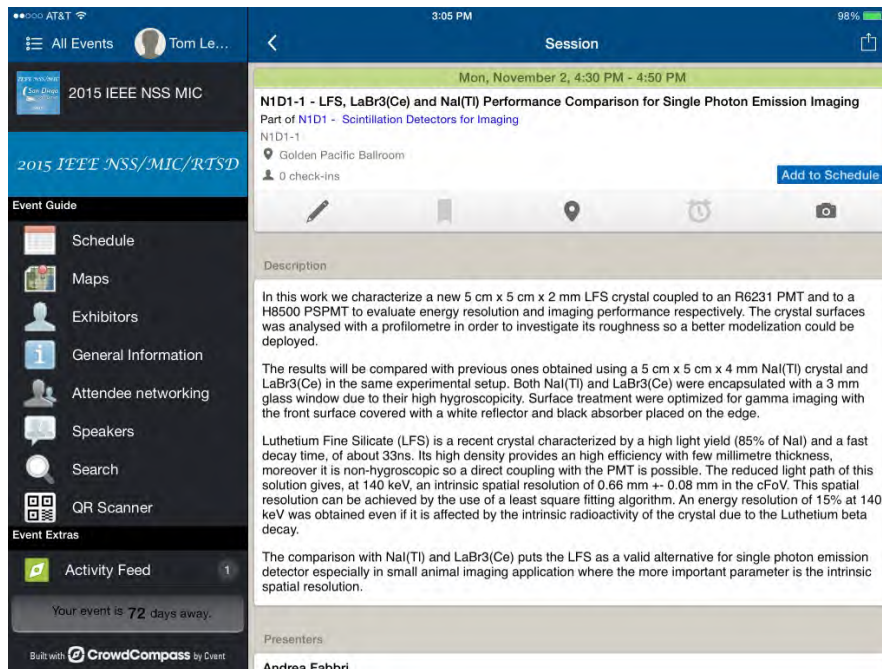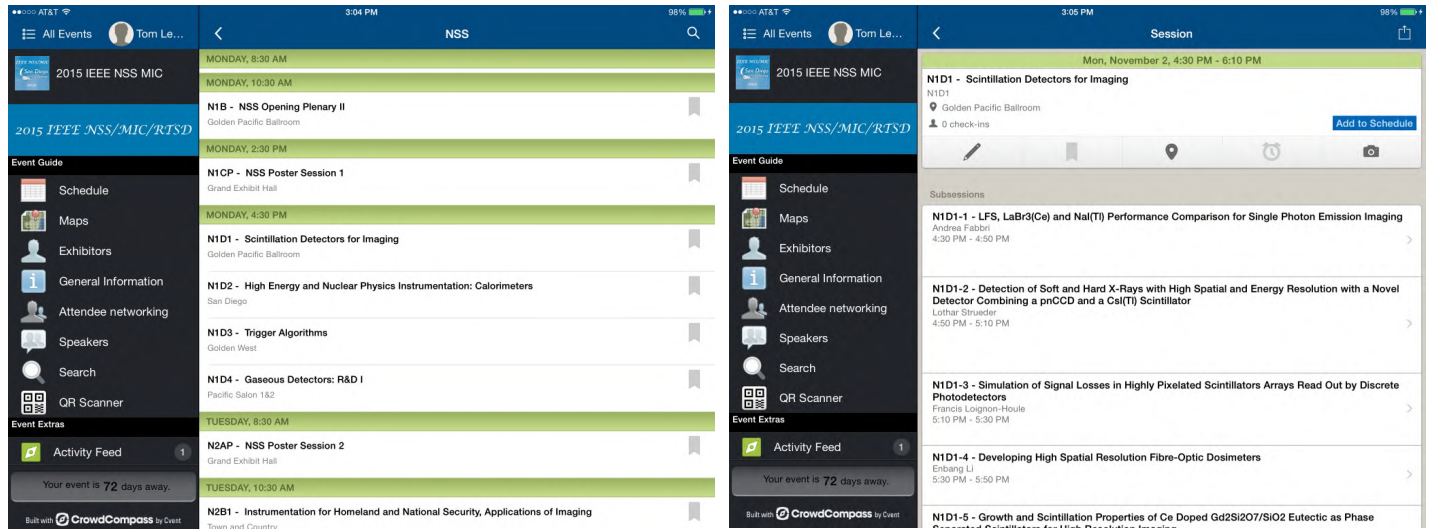
What are the icons in the screens for sessions and papers?

In many of the screens you will see a row of icons near the top of the display.
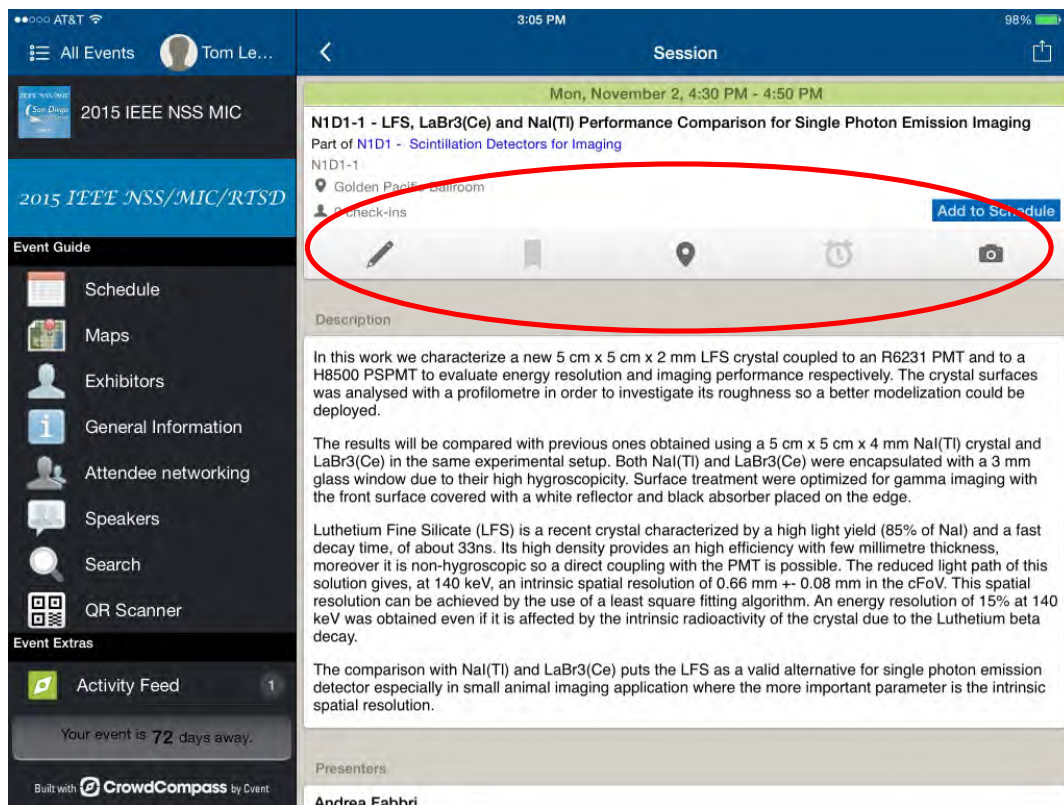
 This icon takes to a page to make notes that will be keyed to the session and paper you are currently displaying. To get to the notes, look at the option in the bottom of the left scroll bar on tablets, or the scroll bar revealed by clicking on the 3 bar icon at the left top of the phone main page display. The notes can be emailed to yourself.

 This is a book mark option – you can then select "Bookmarked Activities" in the main schedule screen to jump directly to those papers/session you have bookmarked.
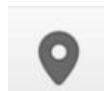
 Tapping on this icon will take you to a map of where the event, paper, or poster is located.

 This icon allows you to set a reminder – for example, to alert you 15 minutes before a paper you want to listen to.

 If you allow the app to access your devices camera, you can take a picture and add it to your device's photo store.

 Simply adds the current session or paper to your individual schedule.
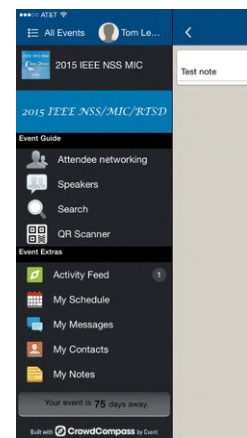
How do I find a talk or poster knowing the author's name?

There are two methods. One is to chose the Schedule by Speaker where you will get the list of all speakers.   The other is to use the general search function

Once you select an author, you will then get a list of all the talks with the individual in the author list. If you tap on one of the list items, you will be taken to the session/paper abstract page.
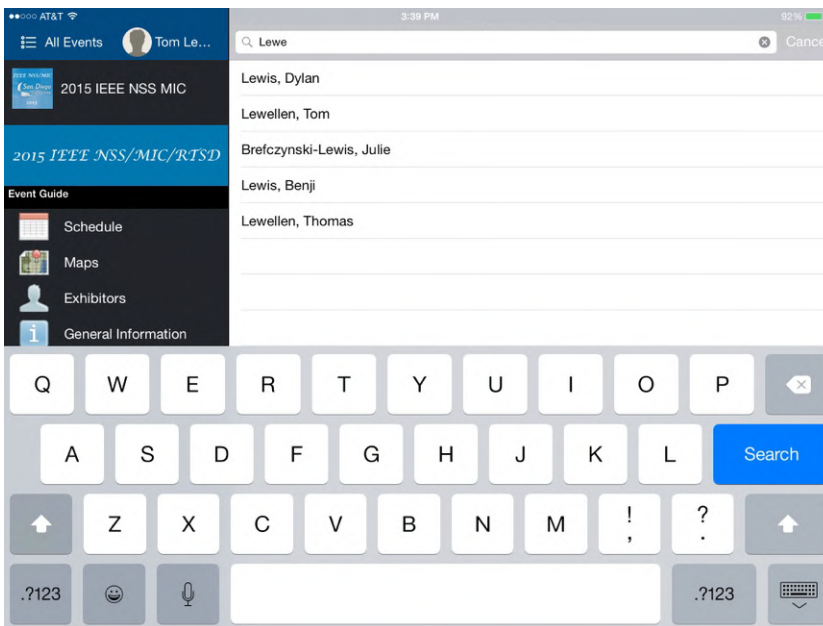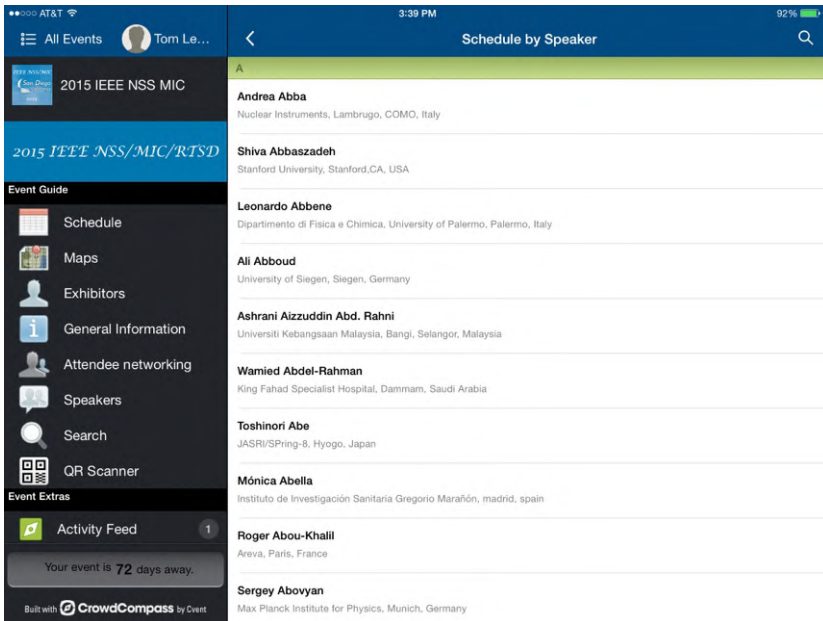
How do I add/remove an event in My Schedule?

You can add any event in your schedule – sessions, talks, refresher courses, short courses, excursions, industrial sessions ... To do this, view the details of the event. **Add to Schedule** The "Add to Schedule" button will be near the top of the screen on the right side.   If you have already added that event to your schedule, the button will change and be titled "Remove from Schedule" so that you can easily remove it from your individual schedule.
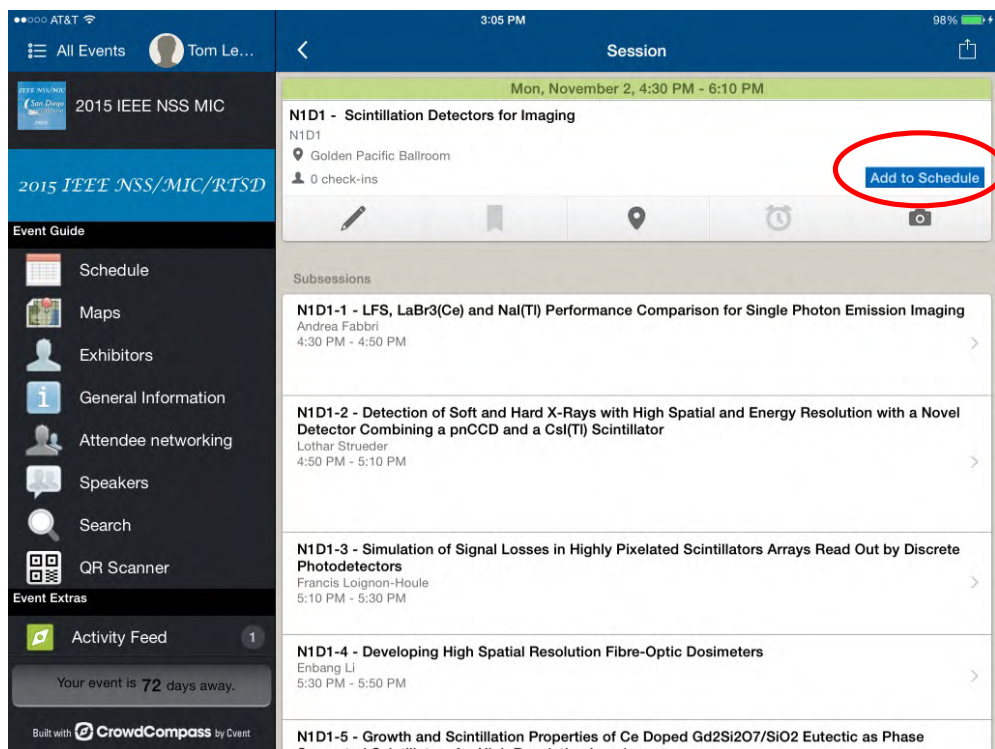
How do I view my schedule?

Phone:

Go to the home page and then click the three bar button on the upper left of the screen. That will take you to the options bar where you can select "My Schedule".
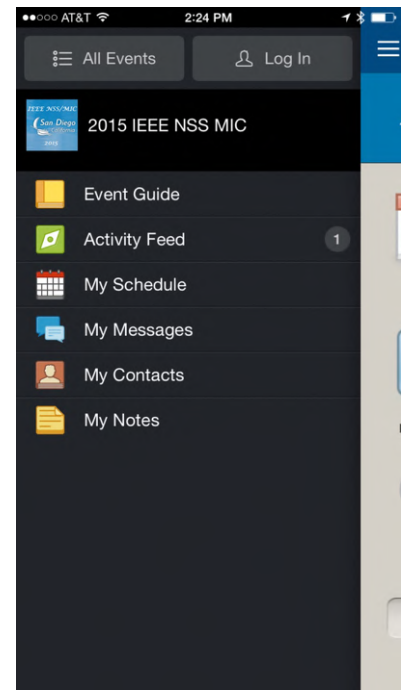
Tablet:

Scroll the left side bar uip and you will see   the event extras list. Select "My Schedule".
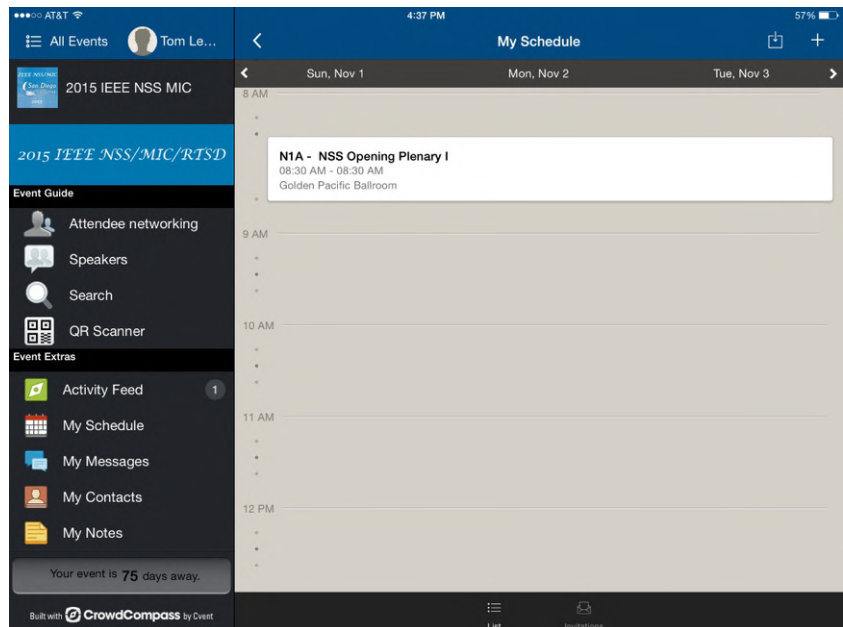
I do not see "posters" in the app – where are they?

Well, posters are categorized as "Talks" in the app. It is the session name that will indicate that it is indeed a poster session. Go to the "Talks" in the desired session and … there they are!
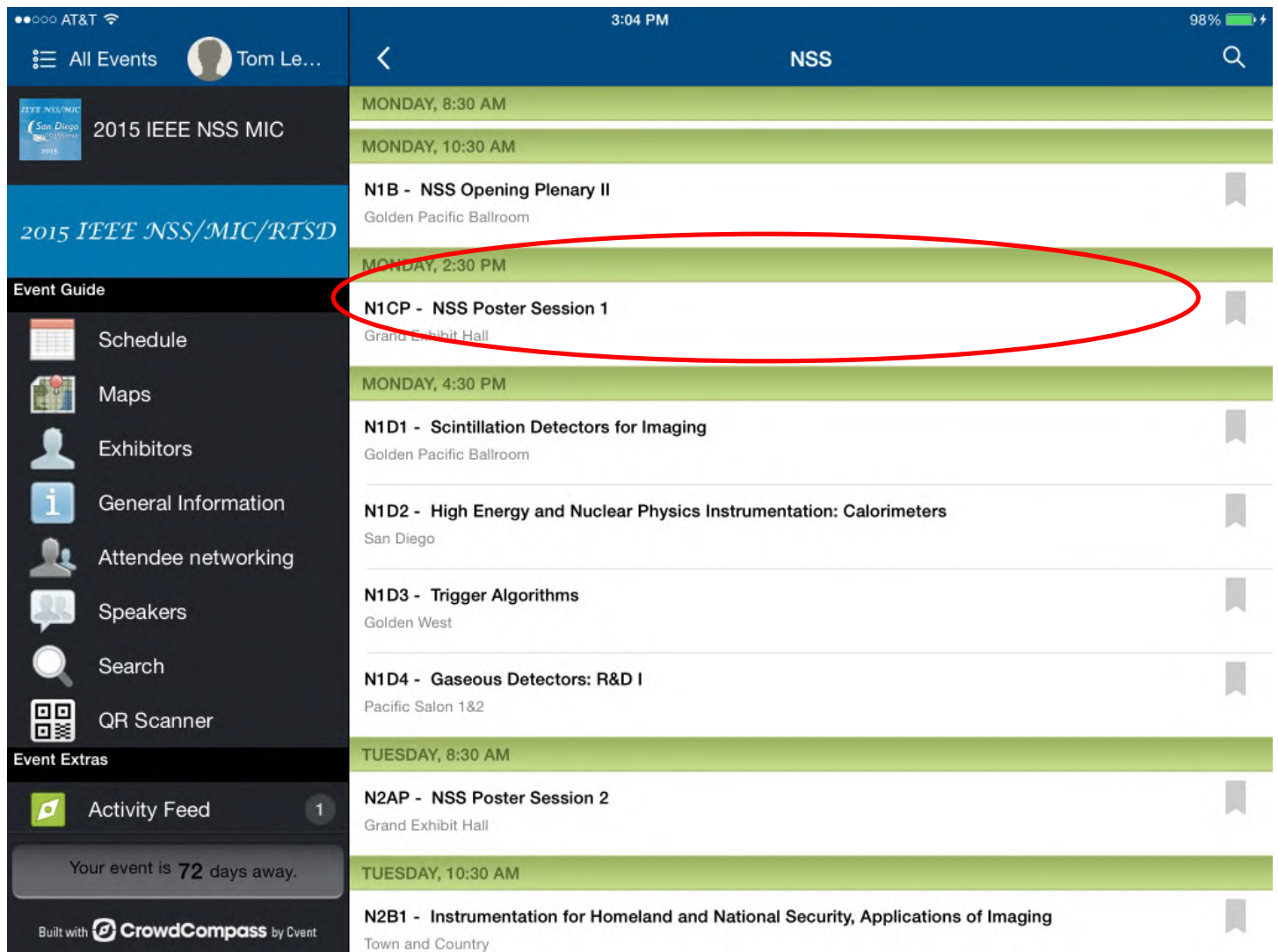
How do I find a particular poster (the poster room is big!)?

Once you have found the "talk" corresponding to the poster you are interested in, you will see The map icon in the row of icons near the top of the screen. Click on it, and the poster room map will appear with the locator pointing to the requested poster.
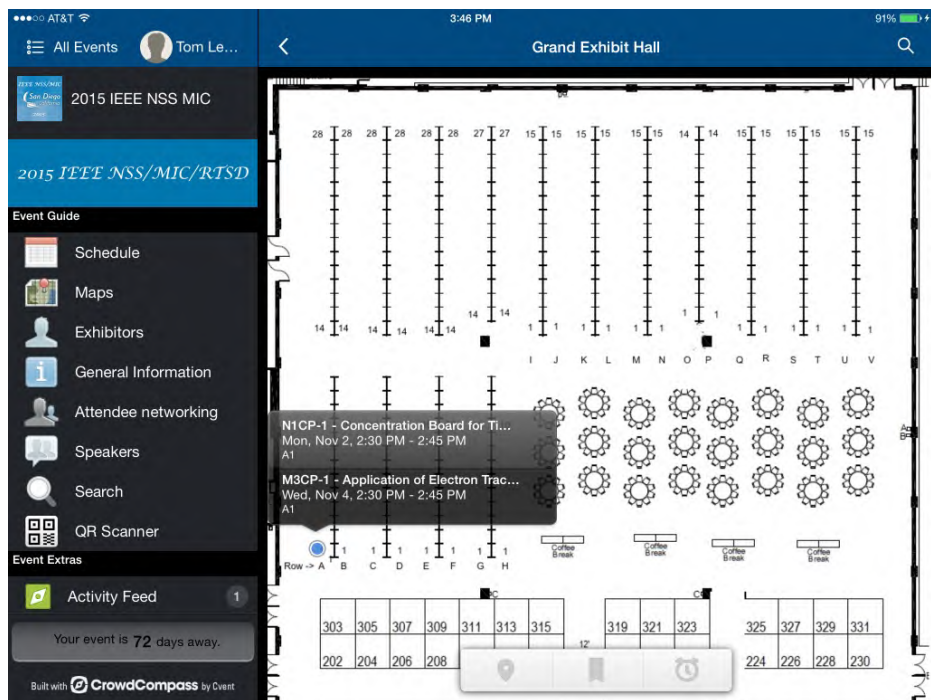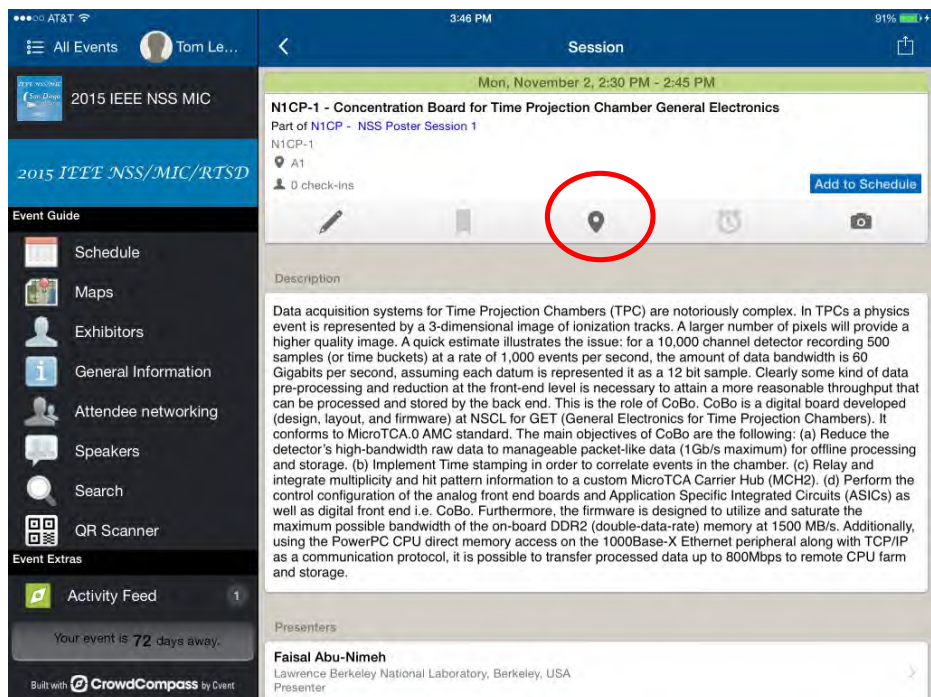
How do I find an exhibitor?

Go to the "Exhibitors" tab to scroll through the list. If you prefer, you can use the search function. If you have bookmarked a specific exhibitor from an earlier looking at the exhibitor information you will find a bookmarked list here as well. You will find pointers to their web site, an email contact, and a telephone number. You can locate their booth in the exhibition by clicking on the "Map" icon. This will open a map of the exhibit with a locator symbol on the corresponding booth. The example here shows the screens when you select the computer room from the exhibitor list.
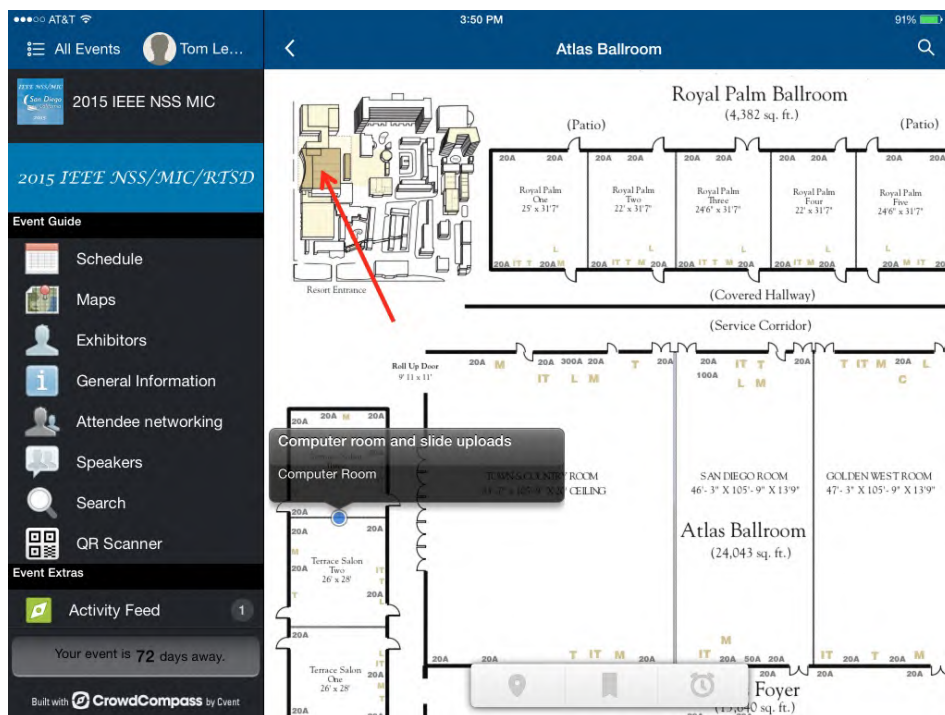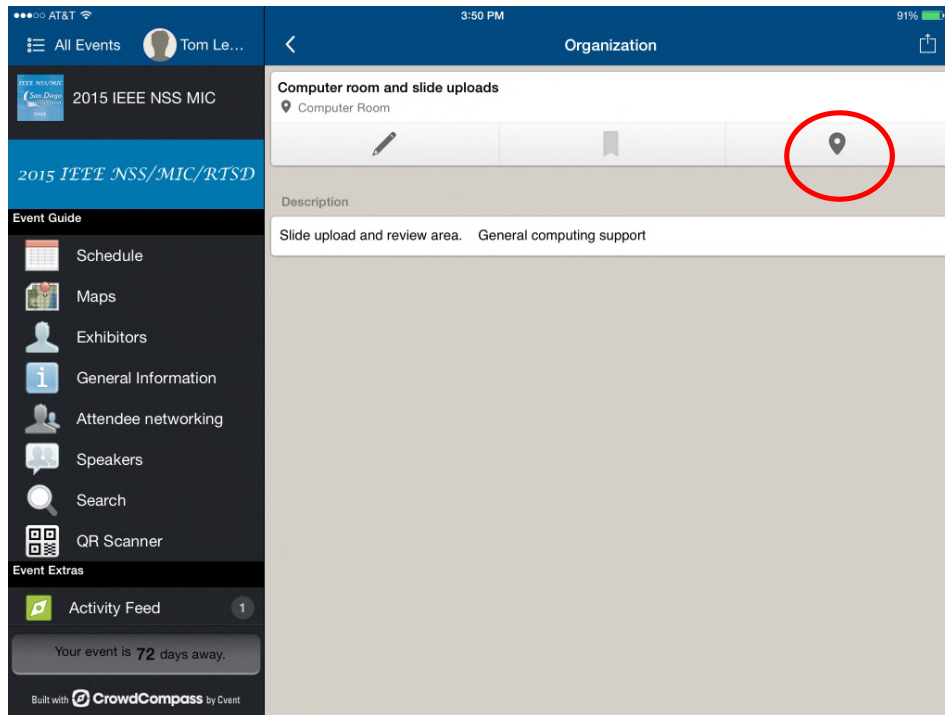
How do I use the maps?

There are maps for all the conference areas which you can explore using the "Maps" icon. You will be presented with a list of the different buildings and outside locations being used for the conference. Selecting an item from the list takes you to the map, for example the Grand Exhibit Hall….

You can use the normal functions on your device to enlarge and scroll around the map. Note that each map will have a thumbnail of the conference site with a red arrow indicating where the building/space is located.
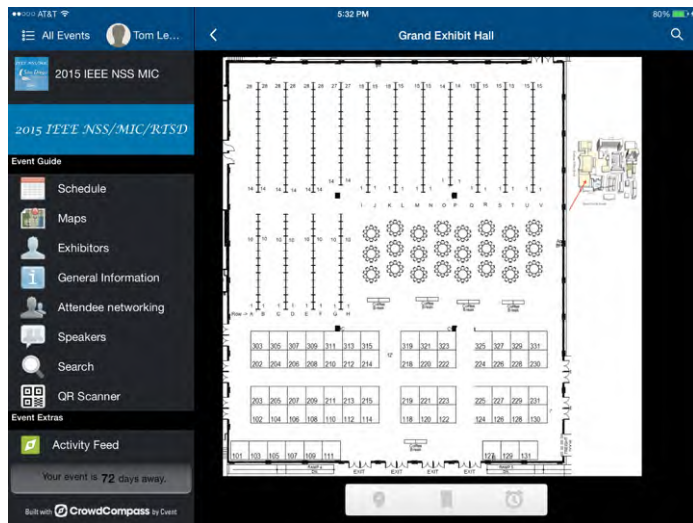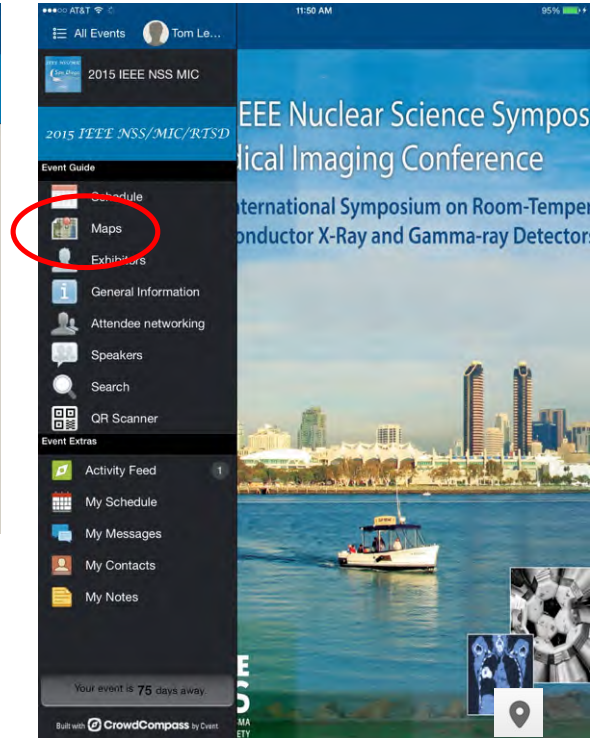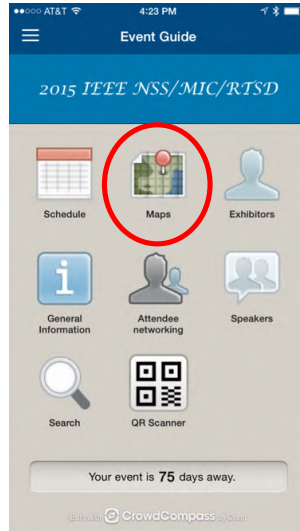
You will see three familiar icons on the floating bar at the bottom of the map. The Map icon in this case turns on/off red dots that are locations of sessions, events, posters, exhibitors, etc. For the Grand Exhibit Hall there are many such locations. If one taps on a red dot, you will get the scheduled events for that location or other relevant information. The bookmark icon functions as in other areas of the app and adds a link to the map to your bookmarked items.

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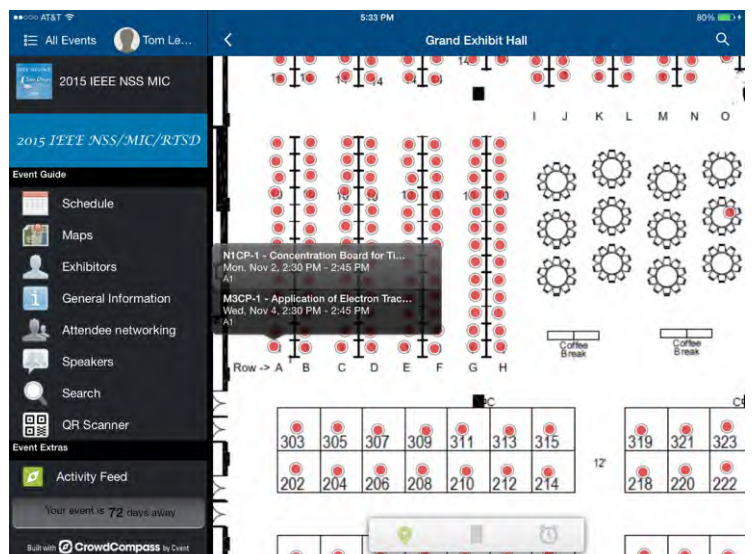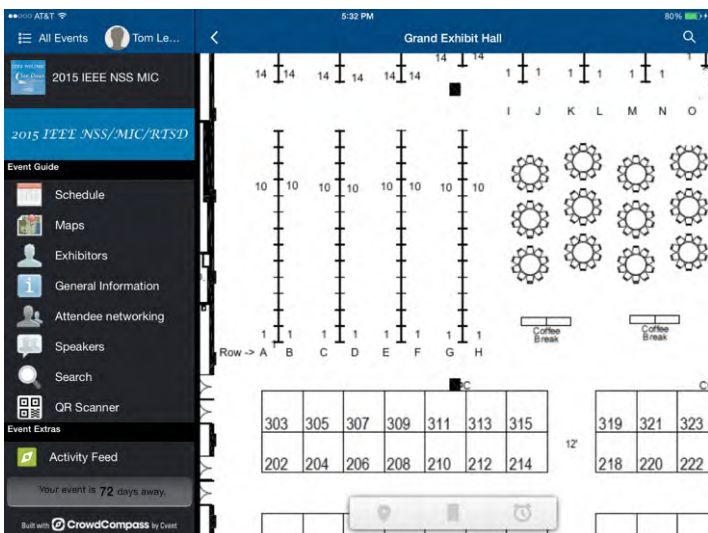
# How do I take notes (and what can I do with them)?

You can either add general notes or you can add notes to an event like a talk or a session.

We have already mentioned the notes in the discussions above. Briefly, in each session/event/paper screen, the

 icon takes you to a note entry page.   In any given session/event/paper page you can modify a previously entered note by simply tapping the note icon again.

In the event extra's menu, you can look at all of your notes and email them as a group as desired.
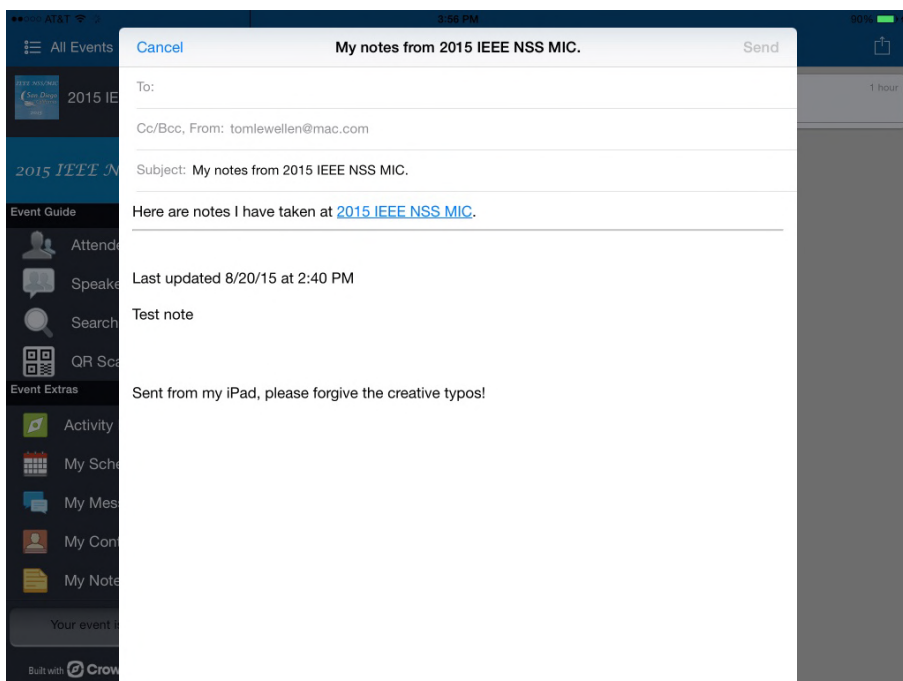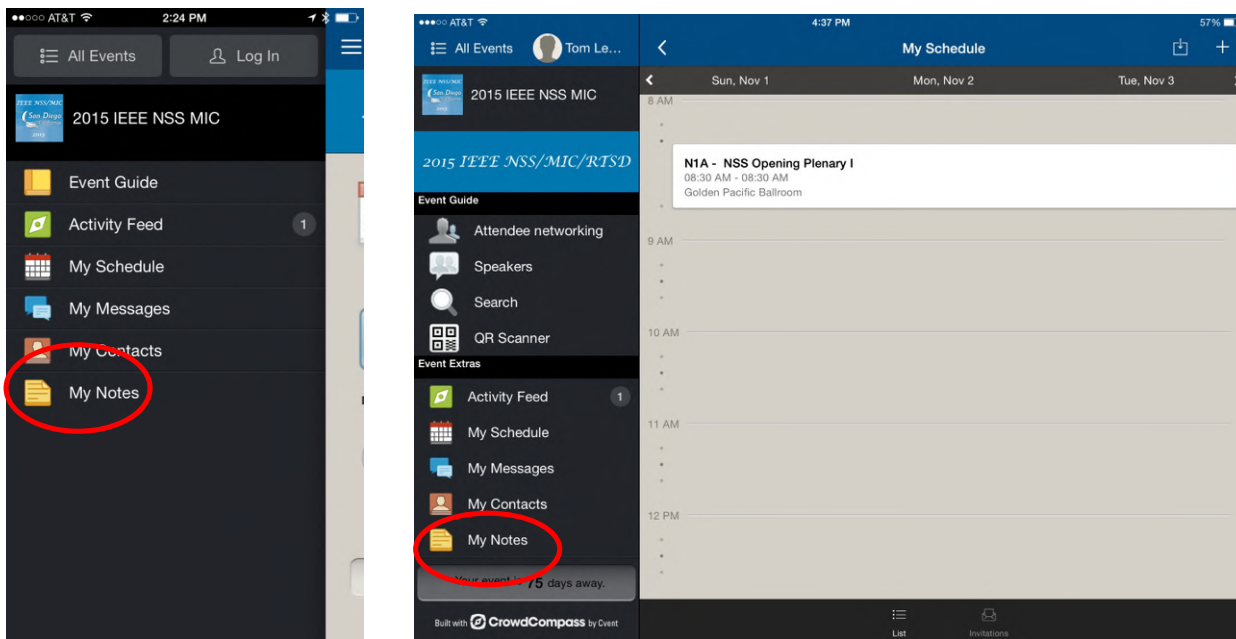
How do I find the detail for an excursion?

Go to "Schedule", and then choose the "Tours" track. The Excursions are displayed by day. Clicking on a tour will take you to a description of that tour.

How do I contact a fellow attendee?

There are options for contacting and sending messages to other attendees within the application. However, this only will work between attendees who have setup a Crowd Compass account.


In the application under your login you will find options to fill out a personal profile. The default is to make this information available to other attendees. If you do want other attendees to see this information or be able to message you, then make sure the "Set Profile to Private" is NOT checked.
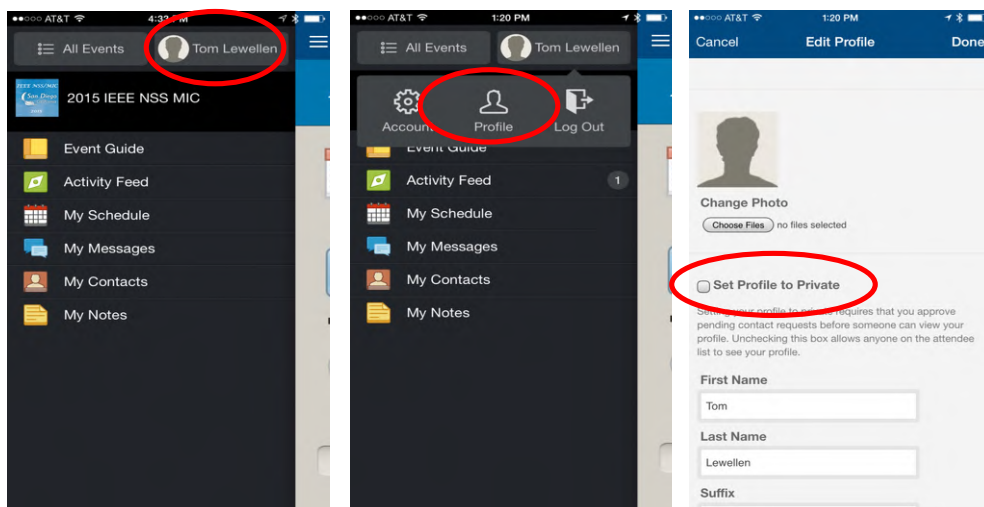
From the left side bar (tablets) or main screen (phones) select "Attendee networking". There you will see a list of attendees or you can use the search function to look for an individual. If you select an individual, you will to to to a page with a message icon as well as a note icon. Use the note icon to save some comment you want to look at later associated with that individual. Use the message icon to compose and send a message to that individual. Use the icon if you want to send your contact information (your profile information) to the selected individual.
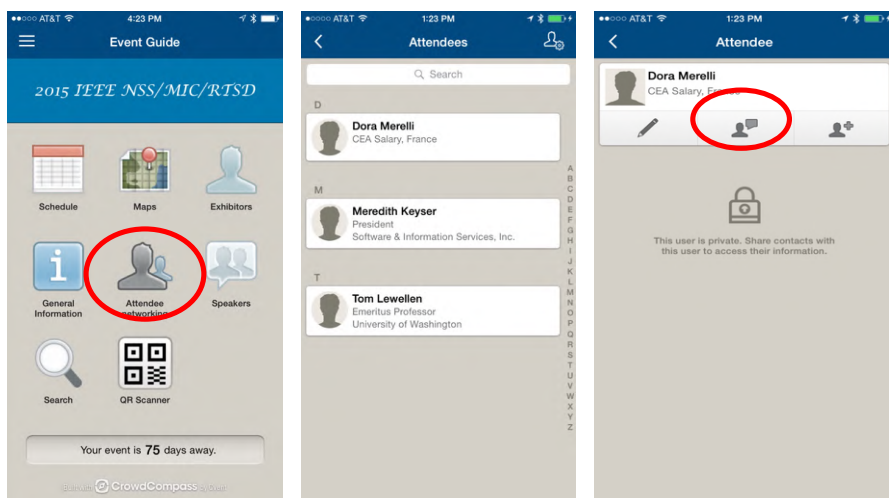
On the event extra's menu (same menu as your individual schedule, note access, etc) you will see an item labeled "My Messages". This is where messages from other attendees will appear. The icon will change to show when there is a message received you have not yet read.
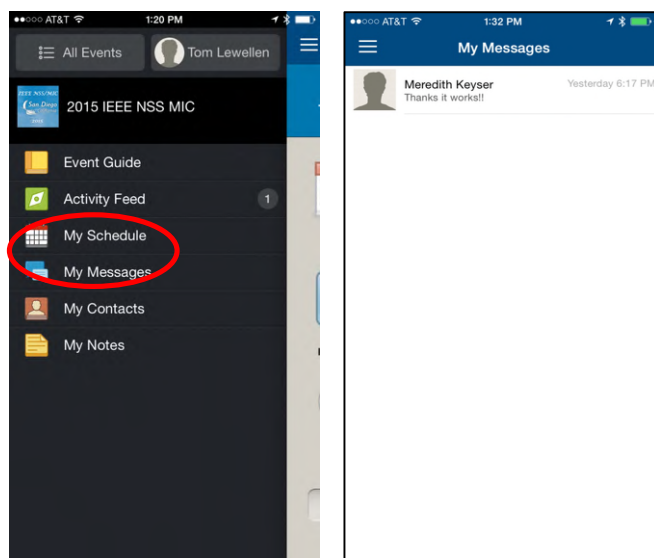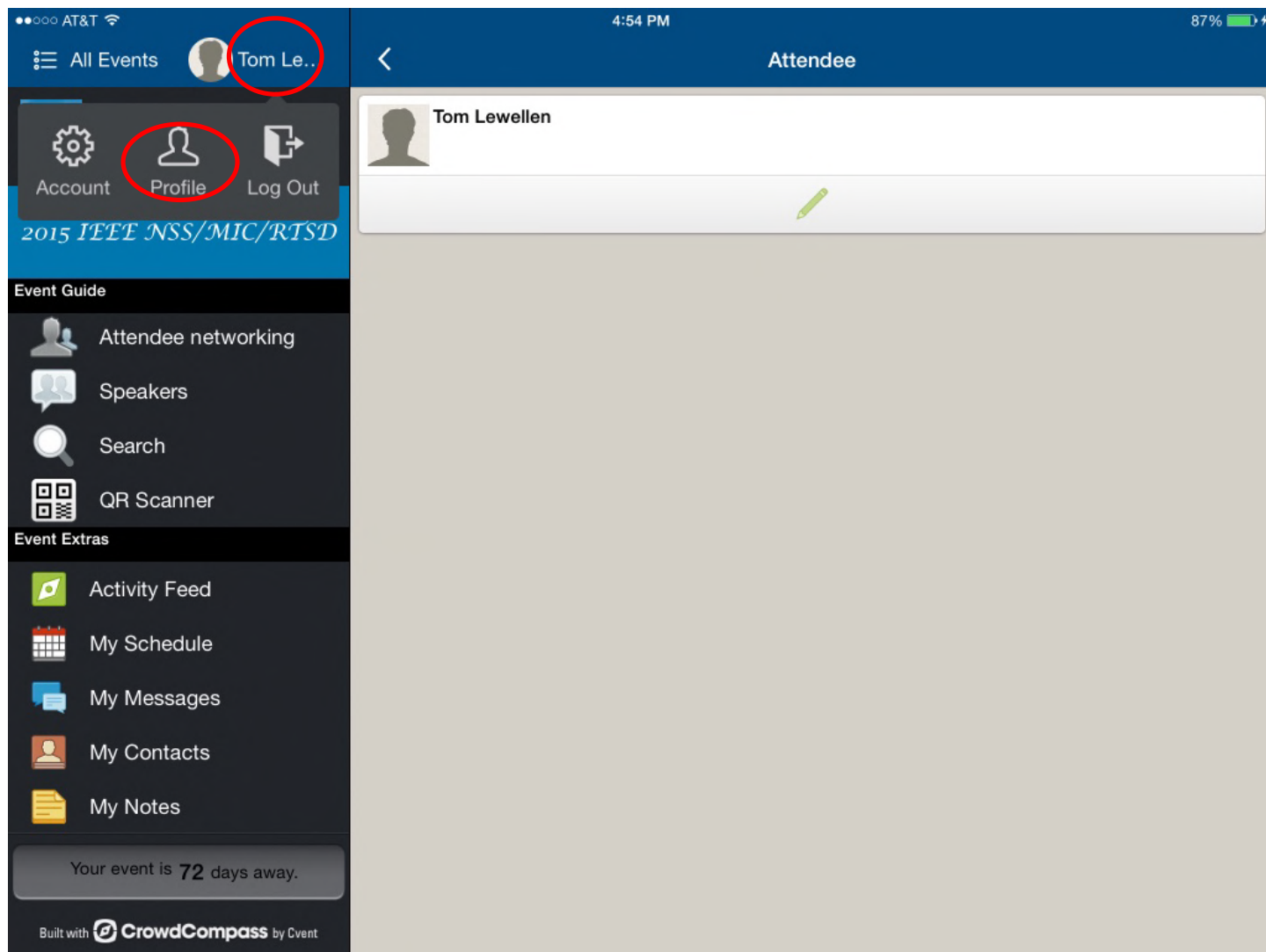
How do I see messages that other attendees (or the organizers) sent me?

The application will display a notification that a message as arrived and the icon in the "event Extras" menu will change to indicate there is a message waiting for you.
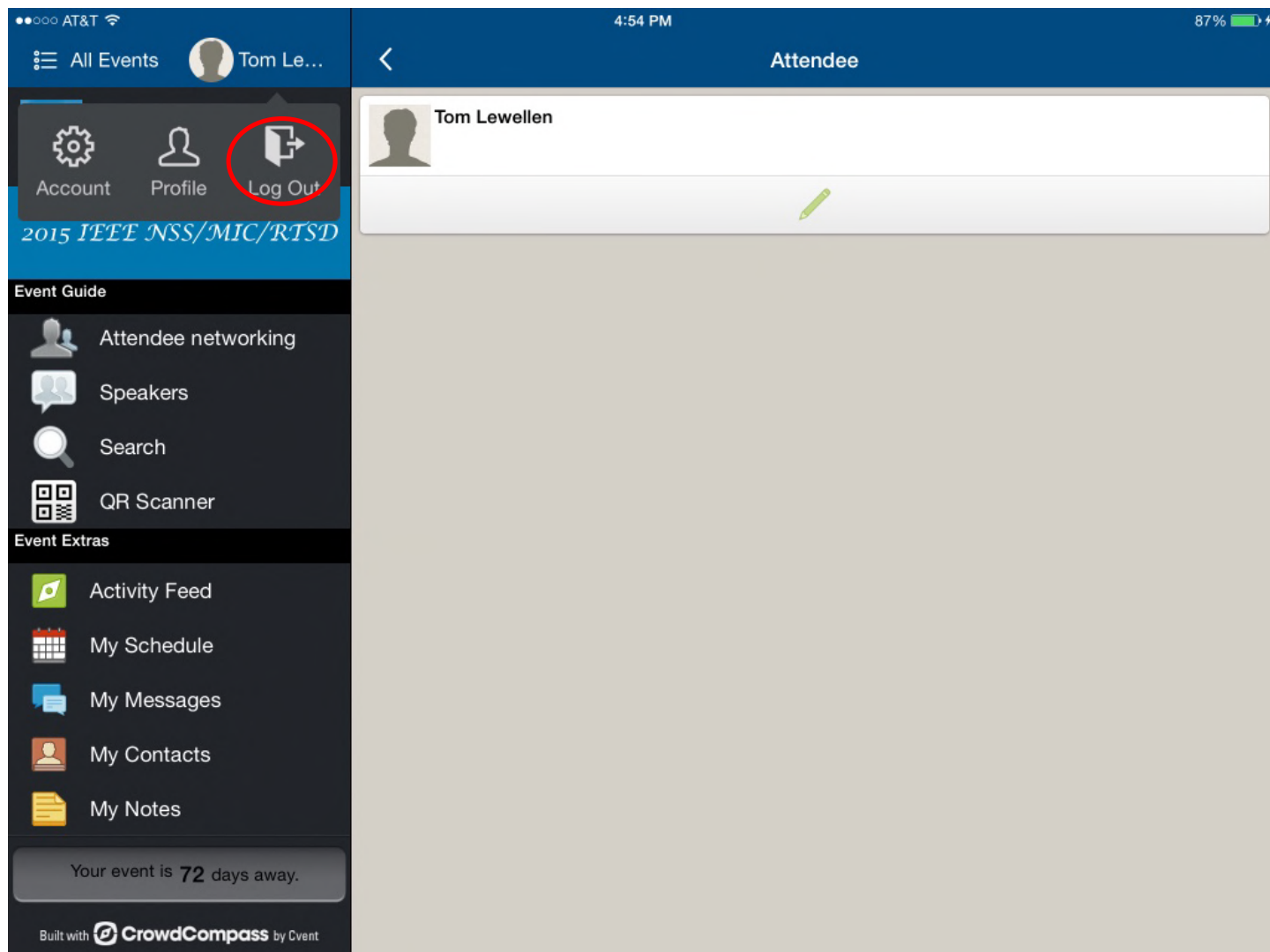
How do I change my settings?

Go to the home screen, click on the "Login" button of your device, and choose "My Profile".
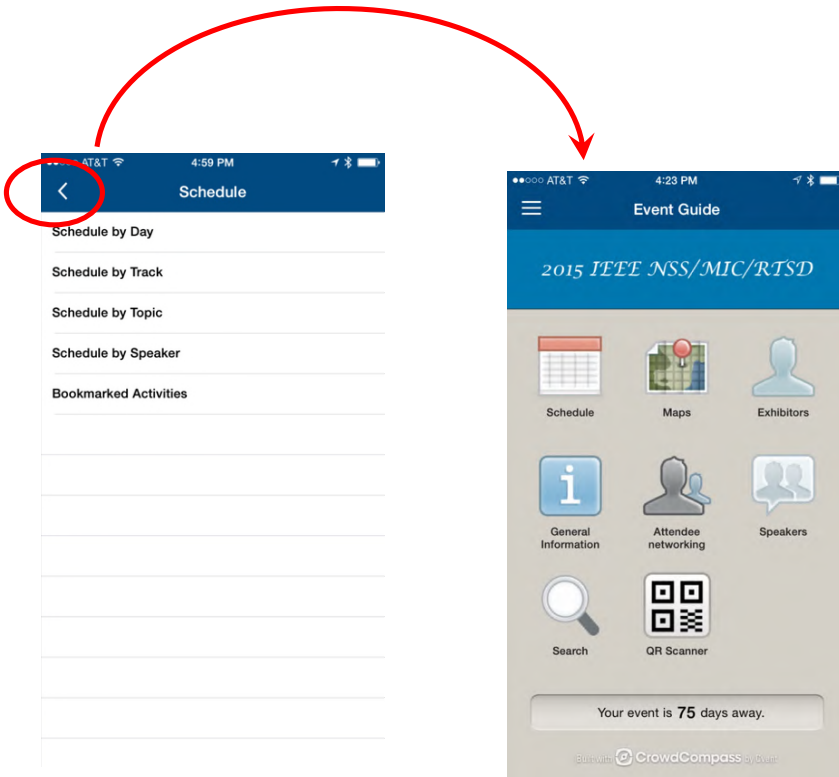
How do I sign out?

If you need to sign out, go to the home screen, click on the "l0gin" button of your device, and choose "Log Out"
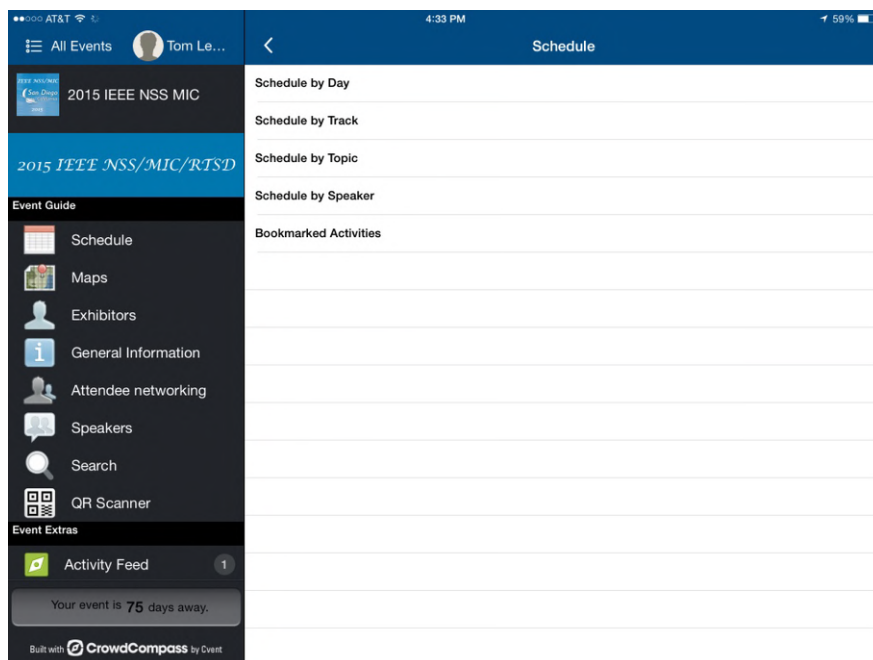
How do I return to the home page?

Phones:

Use the back arrows to return to the home screen

Tablets:

Use the back arrows as in the phone app, or use the left side bar menus to jump to other options directly.
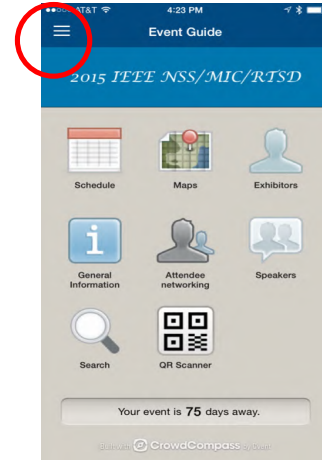
How do I refresh the content of the application?

Your application should look for new content when it starts and periodically when your device is connected to the internet. If for some reason you feel that app is not updating correctly, follow the following steps:

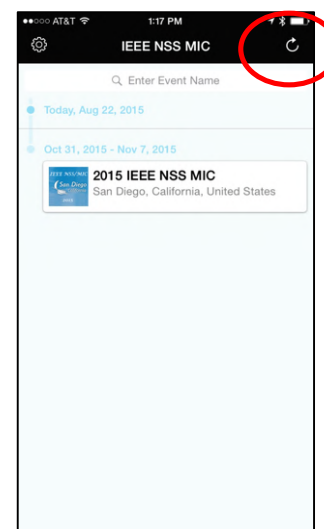Phones: Go to the home screen and tap on the three bar icon in the upper left:

On either the phone or table, click the "All events" button on the upper left.
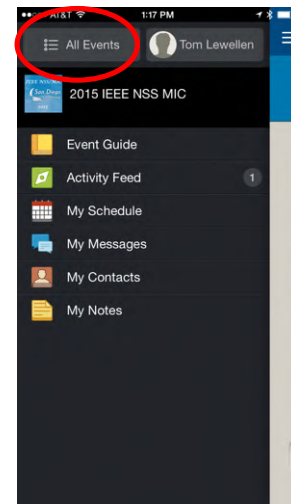
On the all evens screen, tap on the circular arrow in the upper right.

Then reselect the current conference:

How do I add/remove an exhibitor to my own list?

When you select the "Exhibitors" icon, you will see a lsit with two options – 1) Exhibitors by name; and 2) Bookmarked Exhibitors".

Your own list is the bookmarked list.   To add an exhibitor, go to that exhibitor's information page (form the Exhibitors by name list) and click on the bookmark   icon.

When is clicked it turns green to indicate it is now on your bookmarked list.   To remove the exhibitor, you can select the exhibitor either from your bookmarked list or the main exhibitor by name list. Simply click the bookmark icon and it will turn from green to gray – and that exhibitor will be removed form your bookmarked list.

I do not find "My Note" or "Surveys" … where are they?

Phone:

Go to the home screen and tap the 3 bar icon in the upper left.   That will take you to the event extras menu where you will find these options.

Tablet:

Use the left side bar menu (you may have to scroll it up) to find the event extras menu.

I need help – how do I get it?

Prior to the conference, email the Deputy General Chair, Tom Lewellen, for assistance.

tomlewellen@mac.com

At the conference, go to the computer room for assistance.