

Using the ACG Mobile App for a Regional Course

USING THE APP

Where can I find information about all of the sessions?

To view all presentations and the schedule, select the “Schedule” tile on the main screen, then filter by selecting from one of the “Browse By” options. The “Happening Now” tile on the main screen contains sessions that are about to start or are in progress. Select “My Schedule” to see a list of sessions that you have marked as favorites.

Can I create a personal list of my favorite presentations? (How to build “My Schedule”)

Yes. To create a list of your favorite presentations, select the “Schedule” tile from the main screen, then filter by selecting from one of the “Browse By” options. Tapping the star next to a presentation changes the star to yellow and “favorites” that presentation. Favorited presentations can be found in “My Schedule.”

How do I download presentation slides to the app?

When you are on-site at the meeting, WiFi speeds may not be fast enough to easily download all slides at once, so you may not want to use the “Download All” option as this will prevent your use of the App until the slides have all downloaded; if WiFi is slow, this may take a considerable amount of time. (A WiFi or cellular data connection is required to download presentation files as well as any PDF documents.)

First, verify your cellular data connection is on if necessary. Tap the “Download All” option on the main screen. You can also download presentations individually from a presentation’s page by tapping on the slide itself or on “View Slides” will then bring up a new screen allowing you to scroll through each slide in the presentation.

You need to download presentation slides in order to view them within the app and in order to take notes (see below).

Note that not all presenters may have provided slides.

How do I print the presentation slides?

PDFs of the presentations can be printed or downloaded individually. Tap on a presentation title, then tap the blue Handout button. (A WiFi or cellular data connection is required to download presentation files as well as any PDF documents.)

How do I take notes or draw on presentation slides?

In order to take notes or draw on presentation slides, you must first download the slides. Use “Schedule” to navigate to a presentation. Tap “View Slides,” then “Notes.” Use the “Notes”

mode to type notes adjacent to the slide. To return to the full slide view, tap “Back” at the top of the screen. Notes are automatically saved. Use “Draw” to draw directly on the slide.

How do I take notes when there are no slides?

Use “Schedule” to navigate to a presentation. Select “Take Notes,” then select the “Notes” mode to type notes adjacent to the blank slide. To return to the full view, select “Nav.” Notes are automatically saved.

How do I print or save the notes that I have taken?

Tap “My Notes” on the main screen to launch your personal summary web page (a WiFi or cellular data connection is required), or email yourself the link by selecting the “E-Mail My Notes” tile from the main screen.

Within the “My Notes” tile, select “Notes” to see the titles of presentations you have taken notes on. Select a title to view your notes and annotations for that title and “Print” to print either all of the presentation slides or just the slides for which you have taken notes. Users on computers with Adobe Acrobat Pro and Macs also have the option to print to PDF.

How do I access On-Demand presentations?

After opening a presentation, if a video is available, there will be a “Video” button at the bottom of the page. Tapping the button will open a web page for the video. (A WiFi or cellular data connection is required to watch videos.) It may take a few minutes for the video to load.

TECHNICAL QUESTIONS

Do I need an Internet connection to use the app?

A WiFi or cellular data connection is required to download the app and download documents within the app (PDF documents and presentations), but once documents have been downloaded inside the app, Internet is NOT required to use the app on an ongoing basis, access materials, and take notes. Internet is required to use or view websites, etc.

When you install the app, you are given the option to use your data or a WiFi connection (when available) to download slides. We STRONGLY recommend that you download all slides before you arrive at the meeting (see “How do I download presentation slides to the app?”).

To change your data or wifi use options, tap the “Settings” button on the bottom right corner of the app’s main screen.

Who do I contact for app technical support?

BEFORE OR AFTER THE MEETING, please contact the Conference app provider, Cadmium, toll-free at (877) 426-6323, or via email at support@eventScribe.com, M-F, 9am-9pm, (ET).

ON-SITE AT THE MEETING:

Please visit the ACG Registration Desk for assistance.

A web version of the App for use on a laptop is also available.

<http://tinyurl.com/ACGMW2021>.

Please note that you must be connected to the Internet to use the web version of the App.

TO ACCESS WIRELESS INTERNET AT THE COURSE: The network is **Hilton Meeting** and password is **1776**

Using the Laptop Version of the ACG App

How to navigate the the laptop version of the ACG meeting app to get the most out of your experience.

Use this URL shortcut to access the app on your laptop:

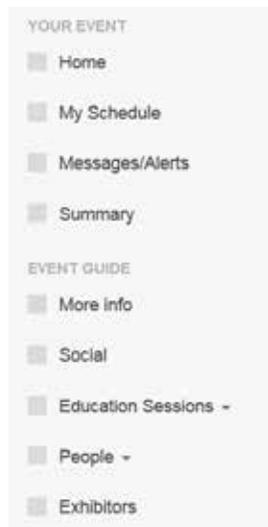
<http://tinyurl.com/ACGMW2021>

Users should strive to use Chrome or Firefox with the PC version of the app.

Anyone using Internet Explorer (IE) should be running IE10 or above in order to avoid issues.

Navigate your way through the laptop version of the app by clicking on the Menu icon ≡ in the upper left-hand corner of your screen. Clicking the Menu icon reveals the options shown at left. From this list, you will be able to access the

course agenda, information about speakers, exhibitors, and other attendees, as well as view any available presentation slides or recorded on-demand presentations.



Where can I find information about all of the sessions?

To view all presentations and the schedule, select “Education Sessions,” then filter by selecting from one of the “Browse By” options.

Can I create a personal list of my favorite presentations? (How to build “My Schedule”)

Yes. When you view the list of presentations in the “Education Sessions” option, you can “favorite” presentations by clicking on the star to change it to yellow. Your favorite presentations can then be found in “My Schedule.” Favorited presentations in the “Education Sessions” section will have yellow stars.

How do I view presentation slides?

[Internet connection is required in order to view and use the laptop version of the ACG meeting app, as this is a live website.](#) While free wireless networking will be available in all conference locations on-site at the meeting, please note that wireless networking is provided as a benefit to attendees, but availability is not guaranteed. Users should also be aware of security considerations when using any unencrypted, public-access wireless network.

Once you have selected a presentation from either “My Schedule” or “Education Sessions,” if slides are available, you will see an image of that presentation’s first slide ([Figure 1](#)). Clicking on the slide itself or clicking “View Slides” will then bring up a new screen allowing you to click through each slide in the presentation.

How do I take notes for presentation slides or bookmark slides?

In order to take notes for presentation slides, you must first view the slides. Use “My Schedule” or “Education Sessions.” Click a presentation, then select “View Slides,” then “Notes” ([Figure 2](#), circled in red). Use the “Notes” mode to type notes, which are automatically saved.

The Bookmark feature is available within the Notes mode. Bookmarks can be applied to slides instead of or in addition to making notes. By bookmarking slides, you will be able to access and print all of your bookmarked slides later.

How do I print or save the presentation slides or the notes that I have taken?

Print a single presentation: Select a presentation from either “My Schedule” or “Education Sessions.” If slides are available, you will see an image of that presentation’s first slide ([Figure 1](#)). Click on the slide itself. On the next screen, click the printer icon in the upper right corner.

Click on the presentation. On the next screen, click the Handout icon in the upper right corner to open a new screen from which you can print the slides or save them as a PDF.

Print multiple presentations or print notes: Click “Summary” in the Menu section. A new screen will launch your personal summary web page, where you can access and print your notes and/or a copy of all the presentation slides.

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FIGURE 1

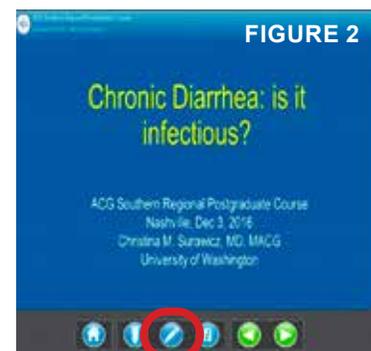


FIGURE 2

Please note that you must be connected to the Internet to use the web version of the App. TO ACCESS WIRELESS INTERNET AT THE COURSE: The network is Hilton Meeting and password is 1776