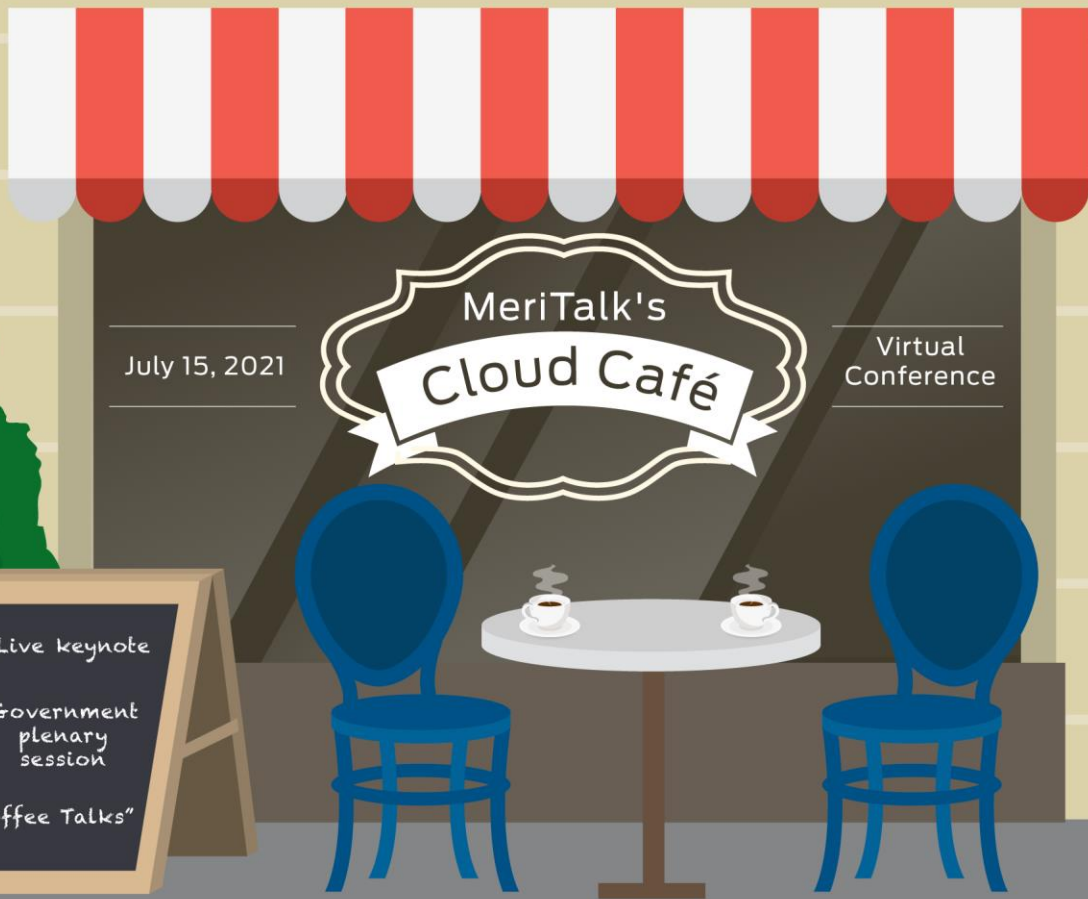




CLOUD CAFÉ

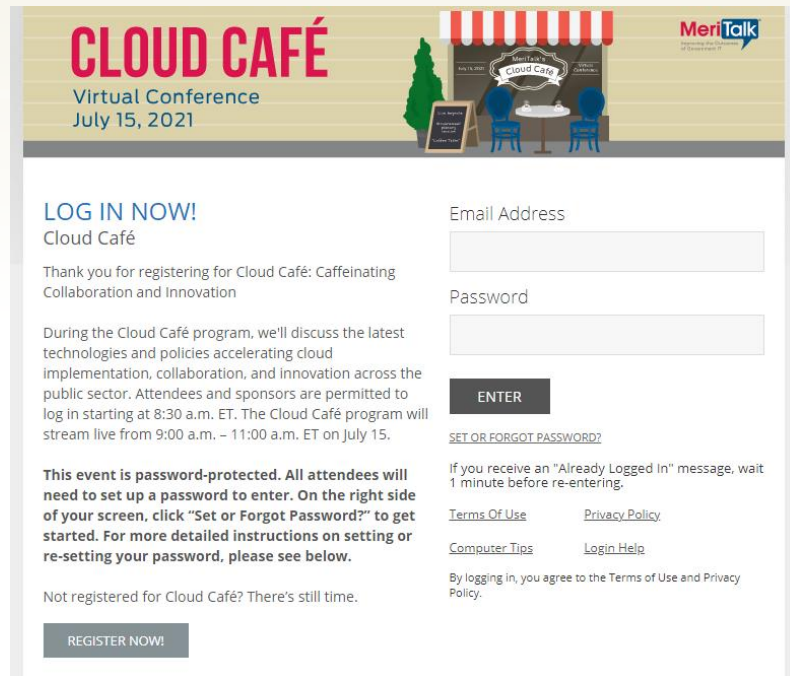


Virtual Platform User Guide



Access

- Attendees can enter the event beginning on **Thursday, July 15 8:30 a.m. ET**
- Login here:**
<https://onlinexperiences.com/Launch/Event.htm?ShowKey=156775> – copy and paste in your browser
- Password Protection:** All attendees are required to set up a password to enter. On the right side of your screen, click “Set or Forgot Password” to get started. For more detailed instructions, see login page. If you have issues logging in, please contact cloudcafe@meritalk.com



CLOUD CAFÉ
Virtual Conference
July 15, 2021

LOG IN NOW!
Cloud Café

Thank you for registering for Cloud Café: Caffeinating Collaboration and Innovation

During the Cloud Café program, we'll discuss the latest technologies and policies accelerating cloud implementation, collaboration, and innovation across the public sector. Attendees and sponsors are permitted to log in starting at 8:30 a.m. ET. The Cloud Café program will stream live from 9:00 a.m. – 11:00 a.m. ET on July 15.

This event is password-protected. All attendees will need to set up a password to enter. On the right side of your screen, click “Set or Forgot Password?” to get started. For more detailed instructions on setting or re-setting your password, please see below.

Not registered for Cloud Café? There's still time.

REGISTER NOW!

Email Address

Password

ENTER

[SET OR FORGOT PASSWORD?](#)

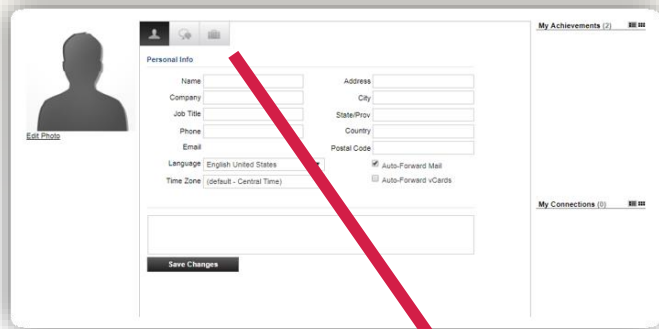
If you receive an "Already Logged in" message, wait 1 minute before re-entering.

[Terms Of Use](#) [Privacy Policy](#)
[Computer Tips](#) [Login Help](#)

By logging in, you agree to the Terms of Use and Privacy Policy.

Your Profile

- The Profile is where you can customize your personal information, access documents, and view your communication activity.

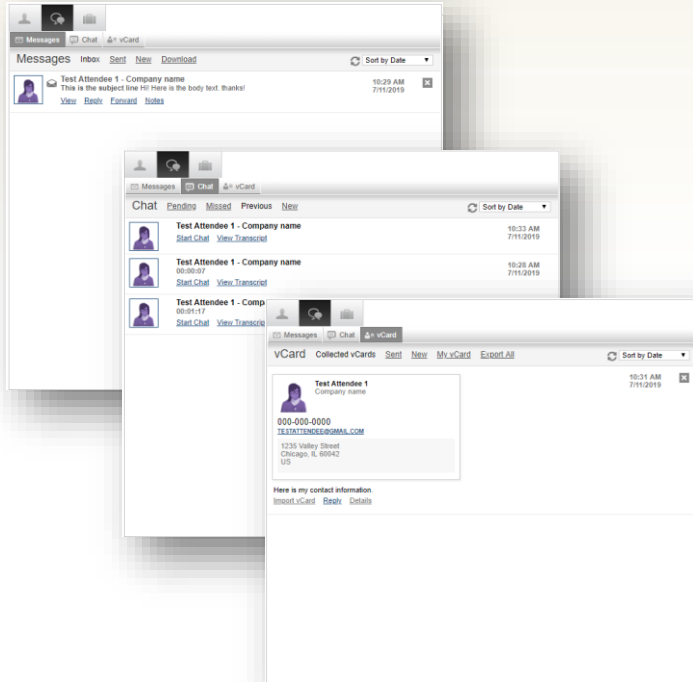


To edit your profile, begin by clicking “My Profile” in the upper navigation at any time. Your profile contains your name and several other fields that you may have filled out upon registering.

You may choose an image to help identify yourself during the event (select from a list of stock images or upload your own photo). Filling out your profile completely and accurately will help you while networking with attendees in the event.

The briefcase is located within your profile under the third tab. This is where you may retrieve documents and links that you have saved from the Resource Center, sponsor spaces or presentations.

Communication Center



Emails: The notification will display you have an unread email. Click on the notification window to view.

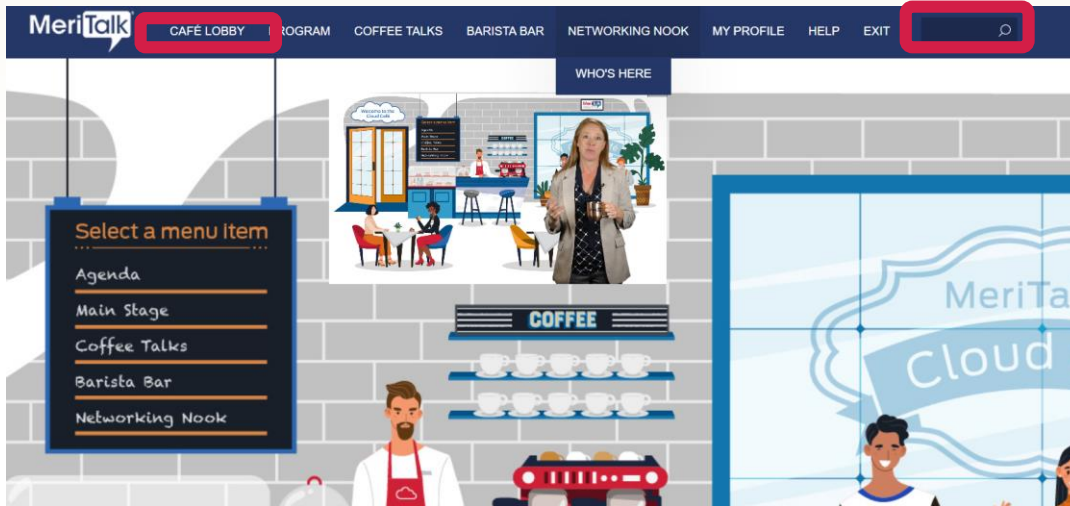
“Messages”: If you receive a chat request you will be able to accept or decline the request. You may also send a short message to the chat requester when declining a chat.

Video Chats: If you send a chat request that is accepted, the initiator of the chat will have a blue “start video” button in the top right hand corner of your chat. Select “start video” to engage in face to face conversation via web cam.

“vCard”: The notification will display you have a new vCard. Click on the notification window to view.

Lobby

After logging into the event you will be taken to the Lobby. From the Lobby, you can visit the main areas of the event by utilizing the navigation bar.



- **Navigation Bar:** Access the different spaces in the event.
- **Lobby:** You can return to the lobby by clicking on “Lobby” on the top navigation bar.
- **Search:** You can use the search feature to find attendees, sponsors, documents/links, and presentations/webcasts within the event.

Main Stage

Main Stage Nested under the “Program”

Navigate to the Program tab, then Main Stage tab to view the sessions, live and on-demand. By selecting a session it will show more detail on content and speakers.

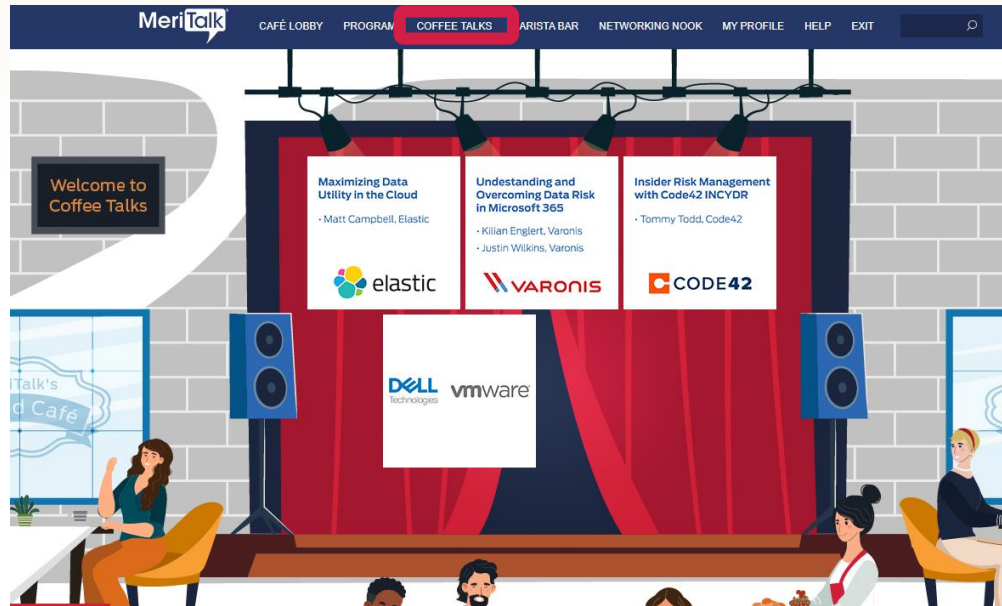
The screenshot displays the MeriTalk website interface. At the top, a dark blue navigation bar contains the MeriTalk logo and several menu items: CAFÉ LOBBY, PROGRAM, COFFEE TALKS, BARISTA BAR, NETWORKING NOOK, MY PROFILE, HELP, and EXIT. A red rectangle highlights the 'MAIN STAGE' sub-tab under the 'PROGRAM' menu. Below the navigation bar, the 'MAIN STAGE' section is active, showing a list of 'Featured Presentations' on the left and a detailed view of a 'Coffee Talks' session on the right. The 'Featured Presentations' list includes:

- Coffee Talks**
06/29/2021 9:00AM - 07/15/2021 1:00PM
[Live Now ▶](#)
- Welcome Address and Government Keynote**
07/15/2021 9:00AM - 9:30AM
[Add Reminder ▶](#)
- Engage the Expert**
07/15/2021 9:40AM - 10:05AM
[Add Reminder ▶](#)
- Cloud Cafe Panel and Closing Remarks**
07/15/2021 10:15AM - 10:50AM
[Add Reminder ▶](#)

The detailed view of the 'Coffee Talks' session on the right shows the same title and dates, a 'Live Now ▶' button, a 0.0 (0) star rating, a link to 'Be the first to write a comment', and a placeholder for an abstract. At the bottom of the page, a blue banner reads: 'Join us for the Coffee Talks at 10:45 a.m. EDT'. The website has a decorative theme with a stone wall background and cartoon characters at the bottom corners.

Coffee Talks

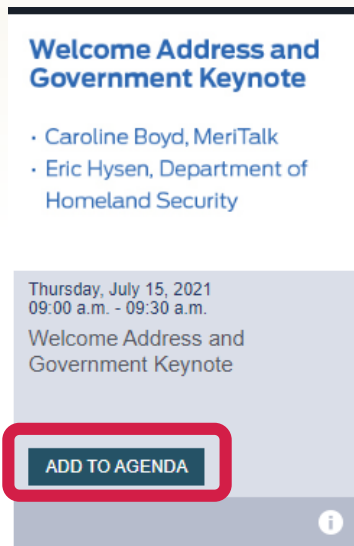
Navigate to the Coffee Talks tab to view the sponsor's Coffee Talks. By selecting a session it will show the video, and more detail on content & speakers.



Agenda

Nested under the “Program”

This tool allows you to add sessions that you are interested in attending to your calendar.



Call to action buttons outlined below:

Add to Calendar: After adding a session to your agenda, download a calendar reminder

Starting Soon: A session will be beginning shortly (displays 30 minutes prior to Early Entrance)

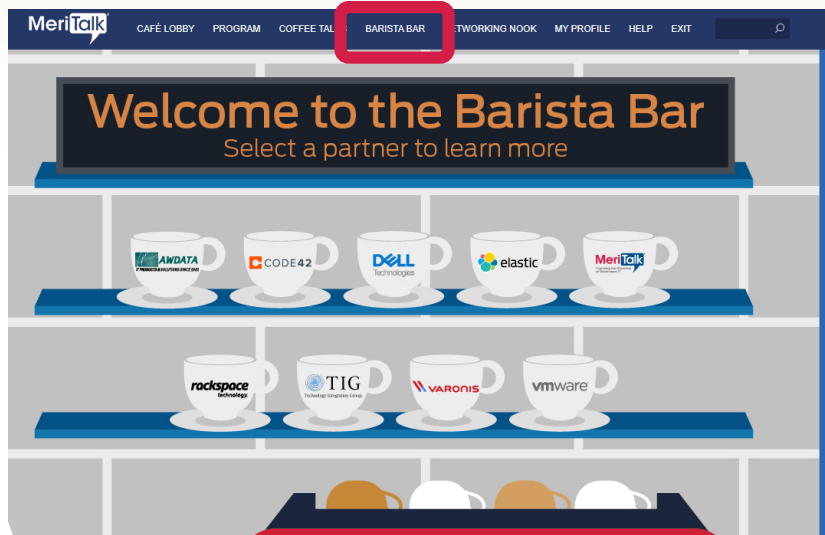
Early Entrance: The session is beginning shortly - you may click into the session 2 minutes before the scheduled start time

Live Now: A session is currently live

On Demand: A session is available to view

Expo Hall

By clicking on **Expo Hall**, from the top navigation, visit sponsor booths, download/view content, and engage with sponsor staff.

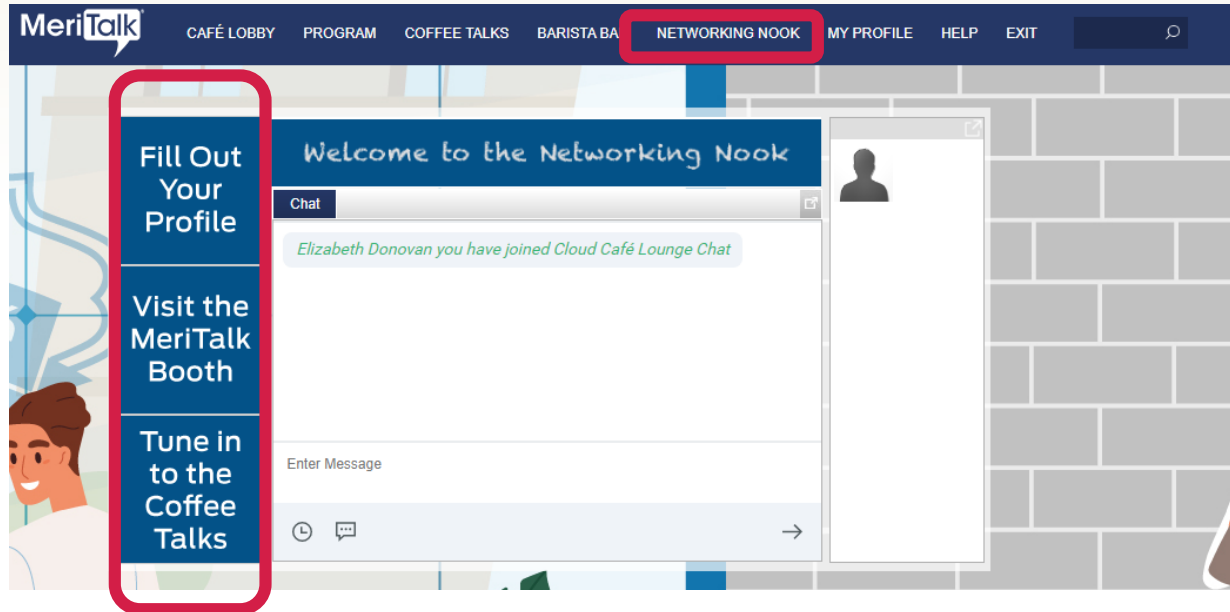


Once you've entered a booth, you may click through the content tabs on the right-hand side to view collateral and other assets or information provided by the Sponsors.

The sponsor staff listed in the staff tab will be standing by in the space to chat with you and answer your queries.

Networking Nook

The **Networking Nook** is a great place to communicate and network with attendees, speakers, and sponsors.



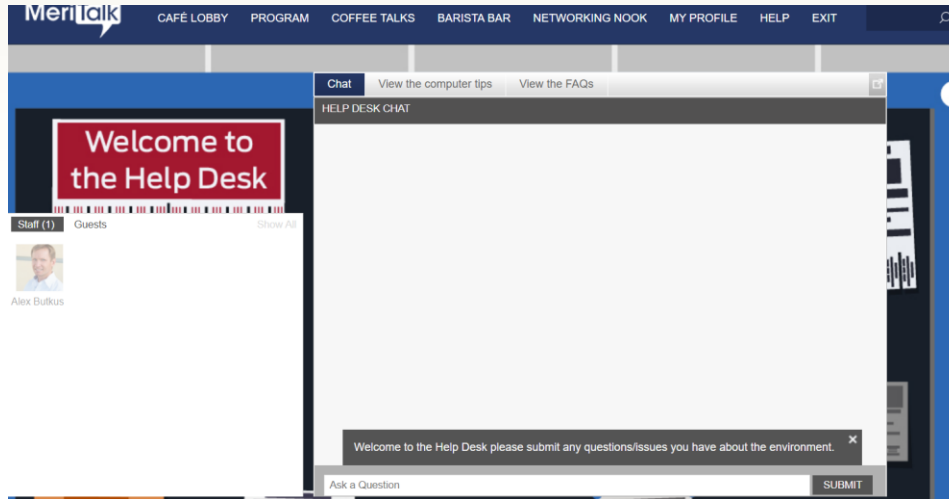
Display Ads: Click on the rotating banners that mention locations to take you directly there.

Chat: Join the public chat and network with various staff and guests.

Who's Here (Nested under Networking Nook): Connect with other Cloud Café guests

Help Desk

The **Help Desk** is available for any technical support issues you have while interacting in the virtual event.



Chat: Will allow you to chat with support staff available to help assist with any questions you may have.

Email: If you have additional concerns after live support has ended, you can email the support inbox at cloudcafe@meritalk.com

Sounds of the Event

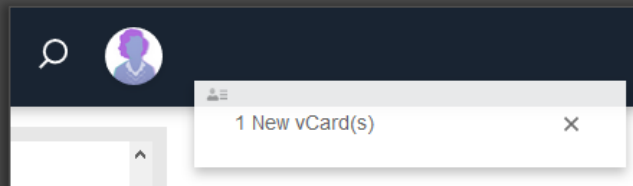
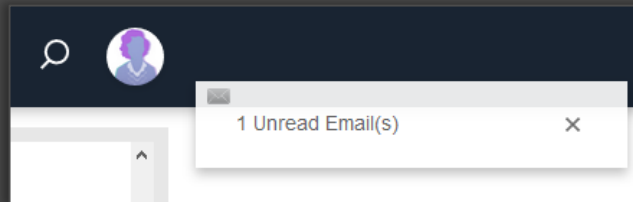
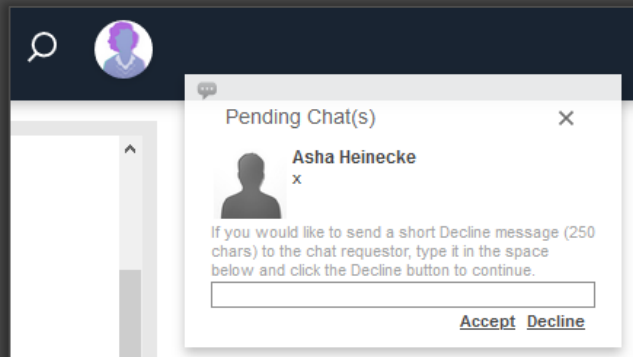
The event uses audio to notify you when certain events occur. This is especially helpful if you are logged into the event, but are working in another application.

Communication Received

An alert will appear in the top-right corner of the browser when someone sends you:

- A private chat
- An in-event email
- A vCard

Click on the image below for a preview of the sound.



Event Support

Live Event Date: Thursday, July 15 9:00 – 11:15 a.m. EDT

Available On-Demand: July 15, 2021 until July 14, 2022

Login Link: <https://onlinexperiences.com/Launch/Event.htm?ShowKey=156775>

Contact Support: cloudcafe@meritalk.com