How do I log in to the Conference App?

1. Go to https://events.hubilo.com/BCConf22/login
2. Type the email you used to register for the conference in the Email Address text box, and click the Continue With Email button.
3. Our default password is BCConf22.
4. Type the password in the Enter the Event Login Code text box, then click the Verify button.
5. You should now be in the Conference App.

Help! I’m having trouble with the Conference App.

For the best user experience:

- Use Google Chrome (version 93 or later)
• Ensure you are not connected through a VPN or have any firewall restrictions.
• Make sure you have a stable internet connection.
• Know how to allow, select, and switch your mic and camera settings in the browser.

Still having issues? Contact us at ccc@bc.edu.

How do I navigate the app?

There are nine main sections in the app:

• **Conference Home**: Home shows the About box, with a description of the event, any upcoming 1-on-1 meetings you may have set up, and any featured or live sessions.

• **Agenda**: Here you will be able to access live sessions. The calendar dates are on the left, in a vertical formation. Click on a date to see the sessions for that day. Within each day, sessions are listed by time. As an Attendee, you will see a **Join Session** button, which will turn red and be active when the session is live. (It will be greyed out prior to the session.)

• **People**: At the top you will see **Suggested people for connections**. These are Attendees that have answered the matchmaking questions with similar answers as you, or are at your company.
  - **Attendees**: Scroll over an attendee image to see their company, title, and bio, and to set up **Meetings** and **Chat**.
  - **Speakers**: Here you can click on a speaker image to see their bio and the sessions in which they are presenting.

• **Our Sponsors**:
  - **Sponsors**: Learn more about the event sponsors who make our Conference possible, access resources, and connect with attendees.
  - **BCCCCC Resources**: Access exclusive content for Conference attendees, from our virtual volunteer project to free reports and resources for corporate citizenship professionals.

• **Networking Lounge**: Join a table to chat with likeminded peers about a topic in which you share an interest or just open discussion. Just click on a table seat to open up a video chat with the participants currently “sitting” there, or “sit” at an open table and wait for others to join you.
How do I attend a session?
Under the Agenda section, you will see all conference events, including general sessions. The calendar dates are on the top. Click on a date to see the sessions for that day.

Within each day, sessions are listed by time. As an Attendee, you will see a Join Session or View Detail button, which will turn red and be active when the session is live. (It will be greyed out prior to the session.)

How do Breakout Sessions work in the app?
During the breakout sessions portion of the event, you will have 2 sessions from which to choose. Each will follow a different track: Strategy and Organizational Change or Sustainability. You can also choose between traditional panels, practical case studies, and hands-on workshops.

Under the Agenda section, you will see all conference events, including breakout sessions, from which to choose for a given time. The calendar dates are on the top. Click on a date to see the sessions for that day.

Within each day, sessions are listed by time. As an Attendee, you will see a Join Session button, which will turn red and be active when the session is live. (It will be greyed out prior to the session.)
How do I connect with other attendees?
The conference app offers a variety of ways to connect with other event participants. Here are four ways to start:

1. **Matchmaking and contact selection**

   Under Attendees section, at the top you will see **Suggested people for connections**. These are people that have answered the matchmaking questions with similar answers as you, or are at your company.

   - Under **Suggested people for connections** is the list of all **Attendees**. These can be Sorted alphabetically or by most recently added. You can also Filter by People who viewed My profile or My Favorites.
   - The **Advanced Filter** is where you can search by answers to our matchmaking questions, Company, or Job Title. Click on the criteria you are searching for, and the results will appear below. You can search multiple filters at one time.

2. **Chat**:

   Chat in real time with other attendees on the app.

   - If you click the Chat button on a person's profile a **Chat** will appear in the upper righthand corner of your screen. An alert will pop up in the app notifying them of the Chat request.
   - It will send the attendee an email in case they are not in the app when the chat is sent.
3. One-on-one meetings:

You can request a meeting with someone by going to the Attendees section and selecting the attendee.

- When you hover over the person’s face, you have the option to Meet or Chat with them. Click on Meet.

- Select Meet, and a window will slide open on the right, with an option to choose a date and time to meet. The Agenda for the meeting is prepopulated, but you can change the text. Click the Send button to send the meeting invite.
• When the meeting invite is sent, the recipient will see a red dot on their alert bell, telling them they have a notification. It will also send them an email, in case they are not in the app when the invite is sent.
• When your Meeting request is answered, you will get a notification in the app, and receive an email.
• The recipient has the option to accept the meeting (Let’s Meet) or reject it (red X).
• If the meeting is accepted, it will appear under the Meetings section.
• When it is time for the meeting to start, the Join Meeting button will appear on the meeting.
• Meeting view is a pop out video event. You must allow audio and camera access to the app. *Note: If other people have trouble seeing you, try turning your camera off and on again.
• To exit the meeting click the red phone icon.

4. Networking Lounge: Join a table to chat with likeminded peers about a topic in which you share an interest, or just open discussion. All tables are labeled with discussion topics. Just click on a table to open up a video chat with the participants “sitting” there, or “sit” at an open table and wait for others to join you.

1. Go to the Networking Lounge to join a Table. Click on a chair on a Table that you would like to join. Tables can have 2, 4, 10, or 16 people at one time.
2. Wait for someone to join the Table if it is empty. Once they do, video window will pop up automatically. You must allow audio and camera access to the app. *Note: If other people have trouble seeing you, try turning your camera off and on again.
3. To exit the table, click the red arrow in a box icon.

What is the Virtual Volunteer Project? How do I participate?
Right now, conference attendees can play and compete for prizes—all for a good cause. Freerice addresses global hunger, one of the world’s most pressing but solvable challenges. For every trivia question you answer correctly, you will generate the cash equivalent of 10 grains of rice for the UN World Food Programme’s work saving and changing lives around the world.

Get started at freerice.com. Once you have created an account, select “Groups” and join our existing group using code BCCCC2022.

How do I edit my profile?
- Hover over your account icon, in the upper right corner of the screen, and click on your icon. Then click on Edit Profile.
- Your image, name, job title, etc. will appear. Click on the arrow next to the settings icon (My Profile) to update your profile.
- You can add a headshot and update your name, job title, company, and answer matchmaking questions.
• You can customize your notifications by going to Settings. (To view notifications, click on the bell in the upper righthand corner.)

Click the Notifications tab, then open your Desktop or Email Notification by clicking the name.
To view messages, click on the paper airplane in the upper righthand corner.