Using the MLP Summit Mobile App

You received an invite to the app with download instructions after you registered for the Summit. If you didn't receive it, of if you have questions about the app, please contact our Communications & Events Assistant, Erin Dexter, at edexter@gwu.edu.

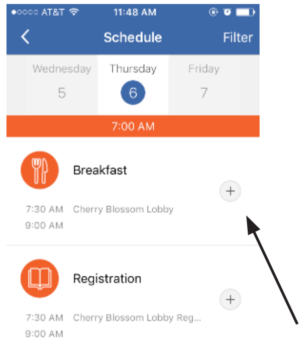
Most features can be accessed as soon as you open the app. However, you must be logged in to access the customized/personal features, like "My Schedule" and "Messages".

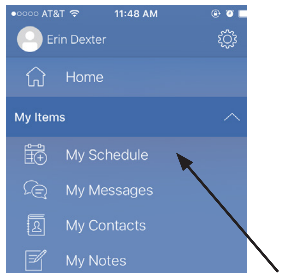
Use the search function

1. Open the "Search" icon on the homepage.
2. Type in a name or keyword to find where speakers are presenting and to find sessions in your interest area. This is a great way to search sessions and posters by topic as you plan your schedule.

Create your own schedule

1. Make sure you are logged in.
2. Open up the "Schedule" icon on the homepage.
3. Next to each session on the right side, you will see a + symbol. To add particular sessions to your schedule, simply click the + button.
4. If you wish to remove an added session, click the – sign to the right side of the session.
5. To access "My Schedule", click on the upper left-hand horizontal bars on the homepage. This will take you to the side navigation bar.
6. Under "My Items" click on "My Schedule" to view the schedule you have personalized.

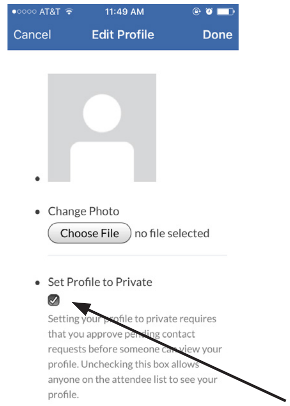




Make your information public

From the "Attendees & Networking" icon, fellow participants can view your name, title, and organization. However, the app defaults to making your contact information private. You can make it public by:

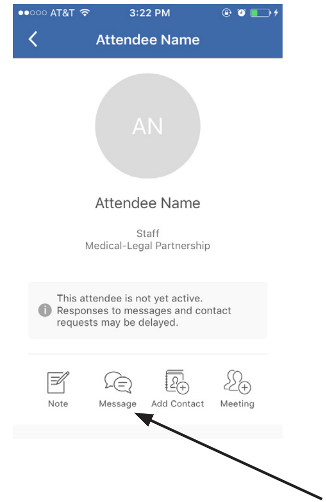
1. In the "Attendees & Networking" icon, click on the icon of the person behind a cog in the upper right-hand corner.
2. Your phone will then bring up a prompt. Click "Edit Profile", scroll down and uncheck the "Set Profile to Private" box.



Message another attendee

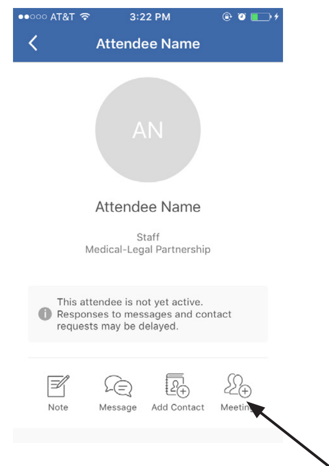
1. Click the “Attendees & Networking” icon and select the attendee you wish to message.
2. Click the “Message” icon underneath their name/photo.
3. From here you can privately message other attendees, or select “block” from the upper right-hand side toolbar if the person is being too chatty or distracting.

*When you receive a message from someone, it will appear in the “My Messages” section. Click on the upper left-hand horizontal bars on the homepage to access those messages.



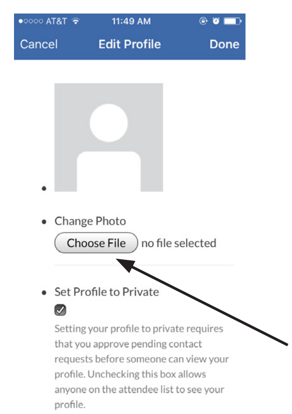
Set-up a meeting with attendees

1. Click the “Attendees & Networking” icon and select the attendee you wish to meet.
2. Click the “Meeting” icon underneath their name/photo.
3. Set the name, location, date, and invitees.
4. Click “Done” on the upper right-hand corner, and the meeting will be added to “My Schedule”.



Add your photo / Update contact info

1. In the “Attendees & Networking” icon, click on the icon of the person behind a cog in the upper right-hand corner.
2. Your phone will then bring up a prompt. Click “Edit Profile”, and click “Choose File” under the profile picture placeholder to select a photo that will be viewable to other attendees.
3. Scroll down further to edit your contact info or add additional information.



Share photos, content on the social wall

1. Click the “Activity Feed” icon on the homepage.
2. Make sure you are under the “Event Feed” tab at the top utility bar. Click the orange “Post Now” button and select the type of post you wish to send. It is set up to automatically add the conference hashtag -- #medleg17 -- but feel free to add in your personal handles, hashtags, and photos.
3. Click the middle tab labeled “SocialWall” to view what others are posting.