

# ESC Congresses 2022 Chat Guidelines

# Content

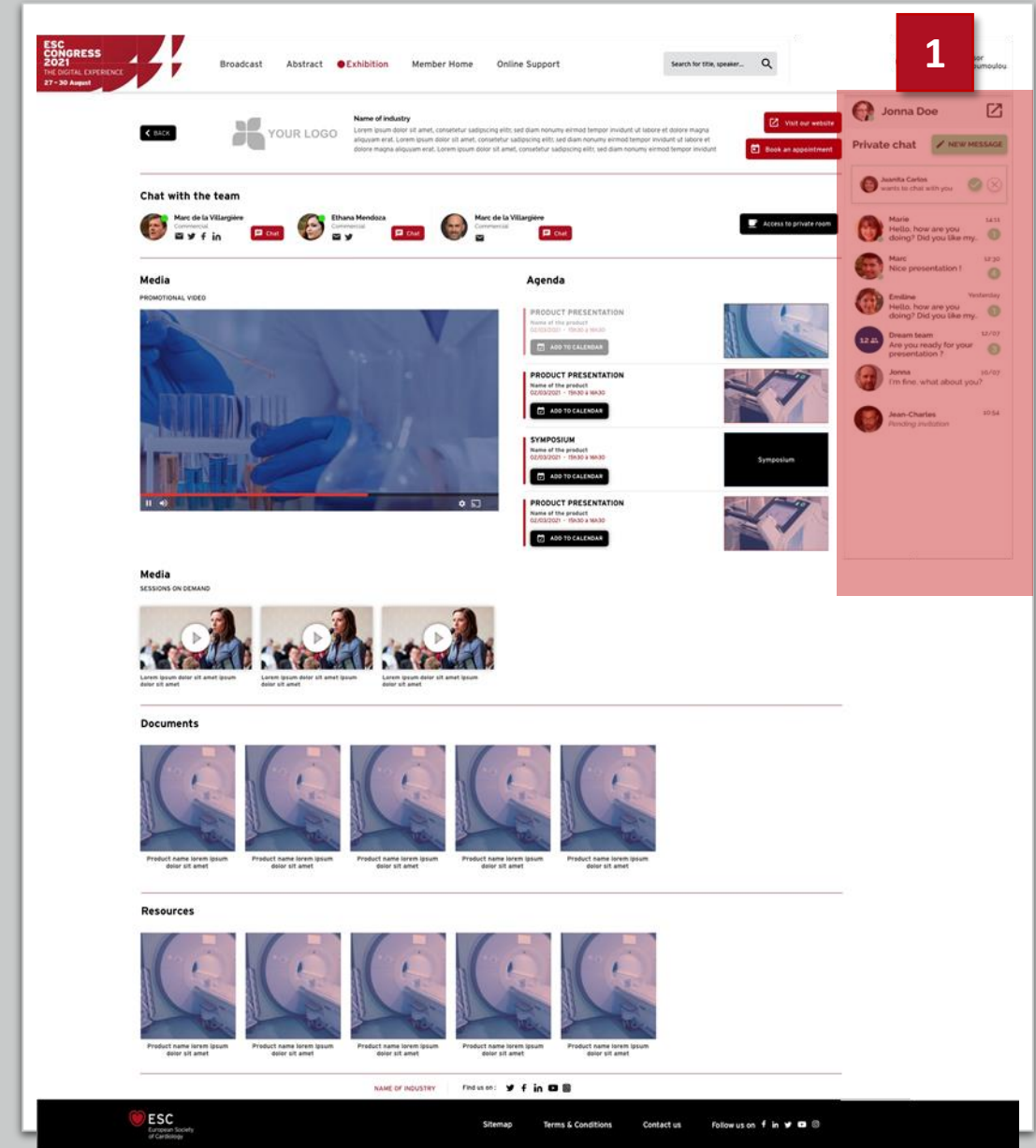
- Presentation of the chat dashboard
- Getting started
- Group discussions
- Managing your messages

# Dashboard Presentation

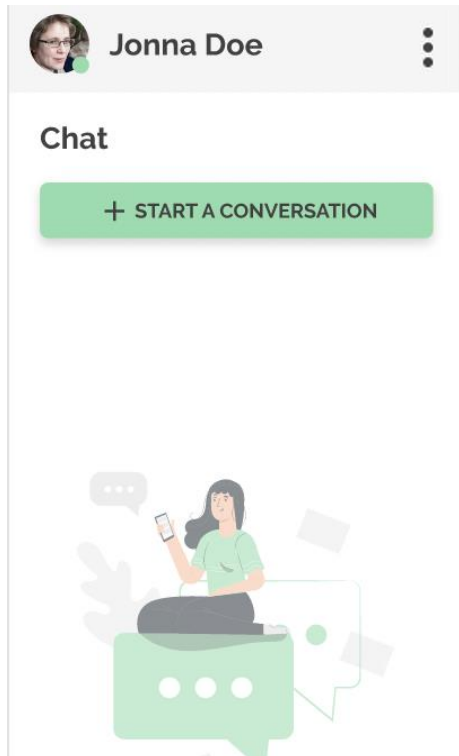
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## Discover the new chat

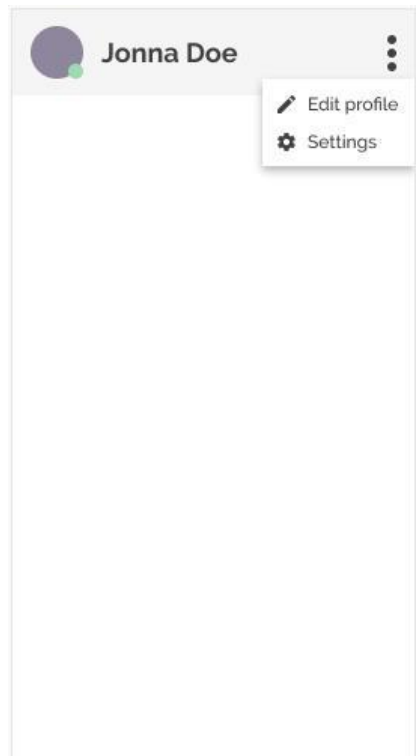
- The chat dashboard, a simplified access to interact and exchange



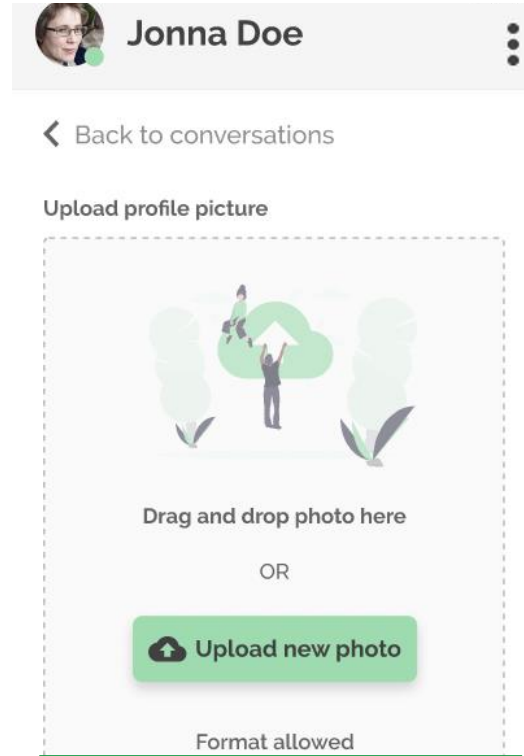
# Getting Started



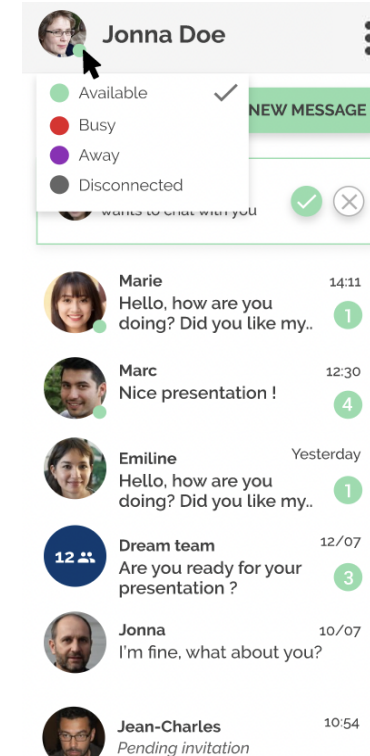
General first overview of the dashboard



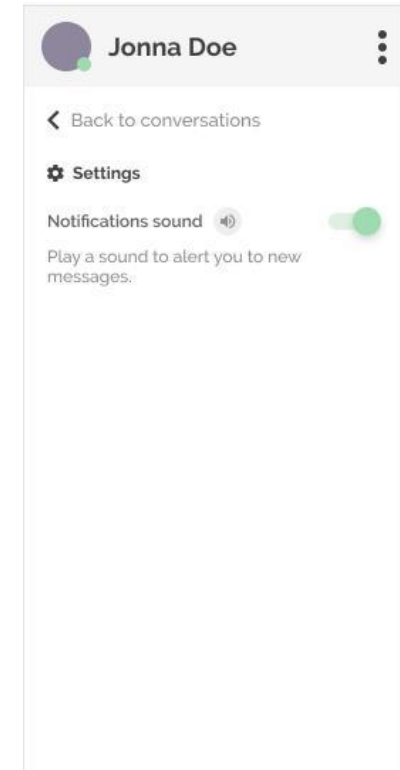
Editing your profile



Uploading your profile picture



Editing your status



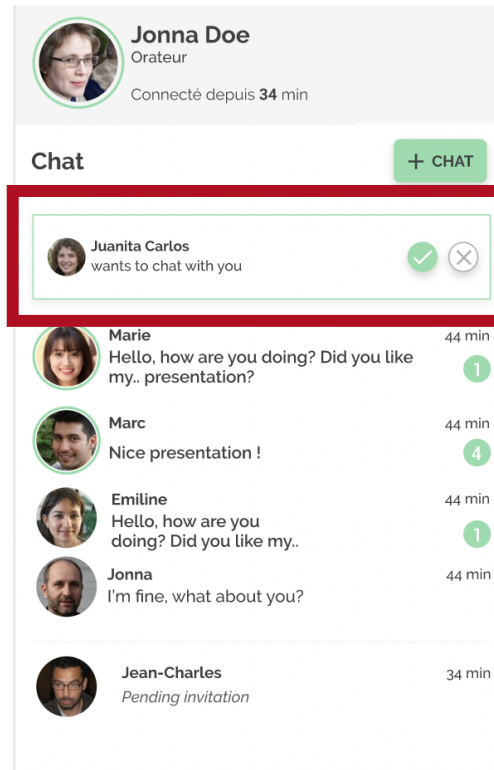
Notification sound

- When starting your session, you can **customize your dashboard** by **uploading a profile picture** and adding a nickname.
- You can also **edit your status** all along the congress.
- When editing your profile, you also have the possibility to **enable the notification sound** which will alert you when you receive a message.

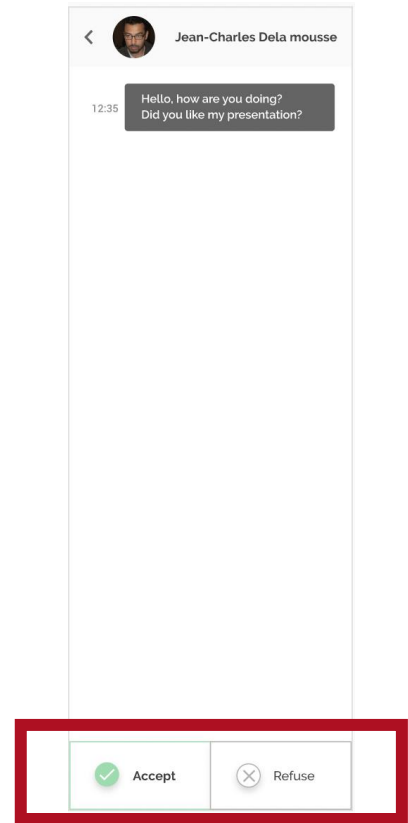
# One-to-one discussions

## Receiving invitations

- You can be contacted by someone who wants to chat with you.
- You can either **accept or refuse the invitations**. If you give your permission to be contacted (accept) you will be able to chat and be connected.

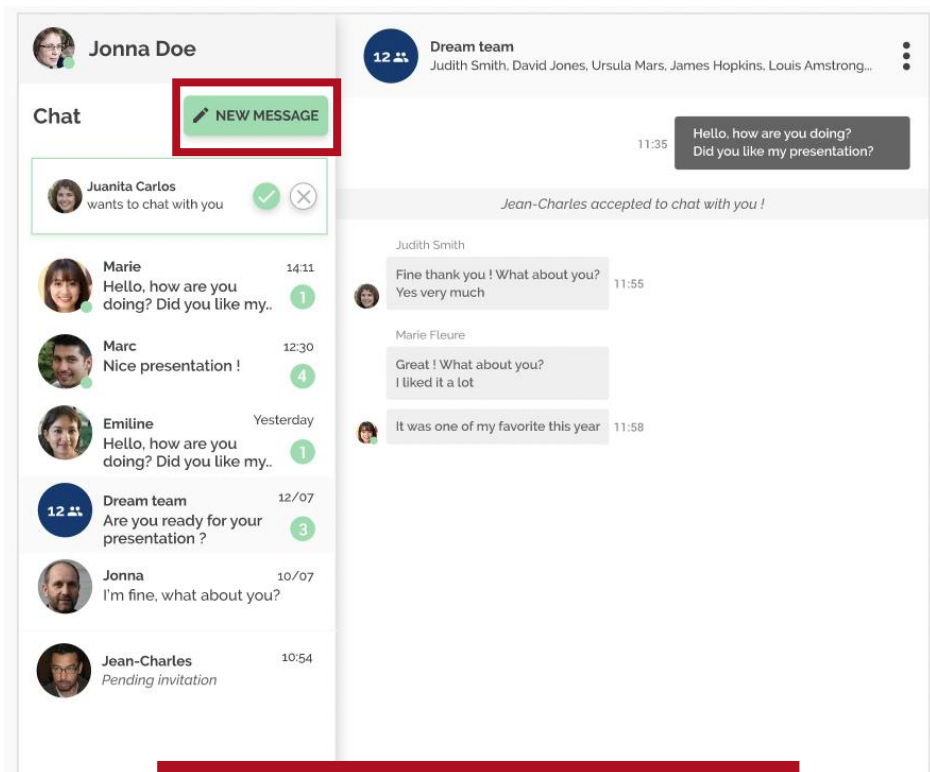


Someone wants to chat with you

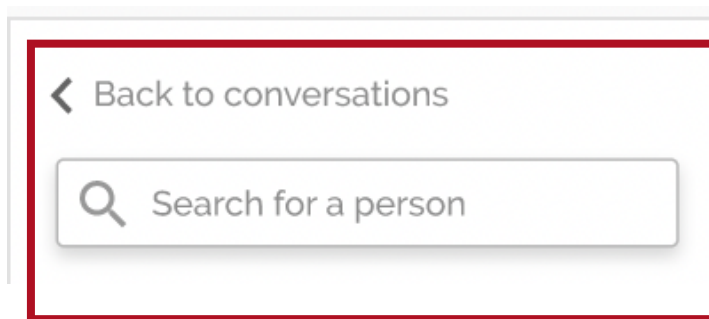


Once you receive the message, you can either accept the conversation request or refuse it.

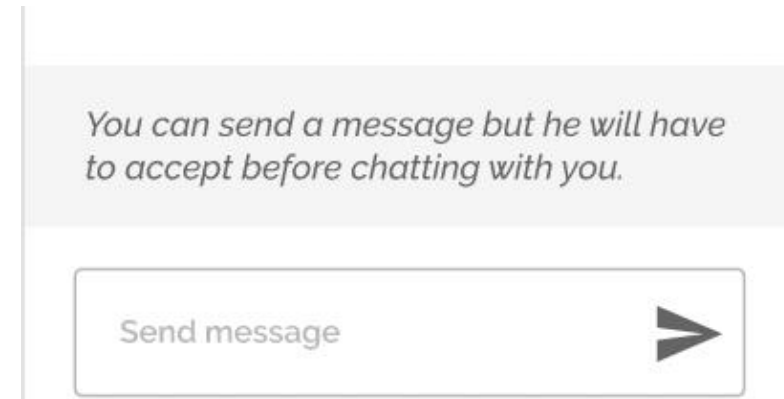
# One-to-one discussions



Create a new message and search your interlocutor



Looking for your interlocutor

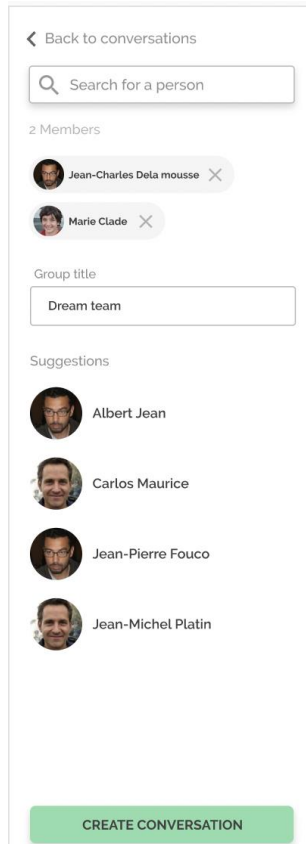


Awaiting approval

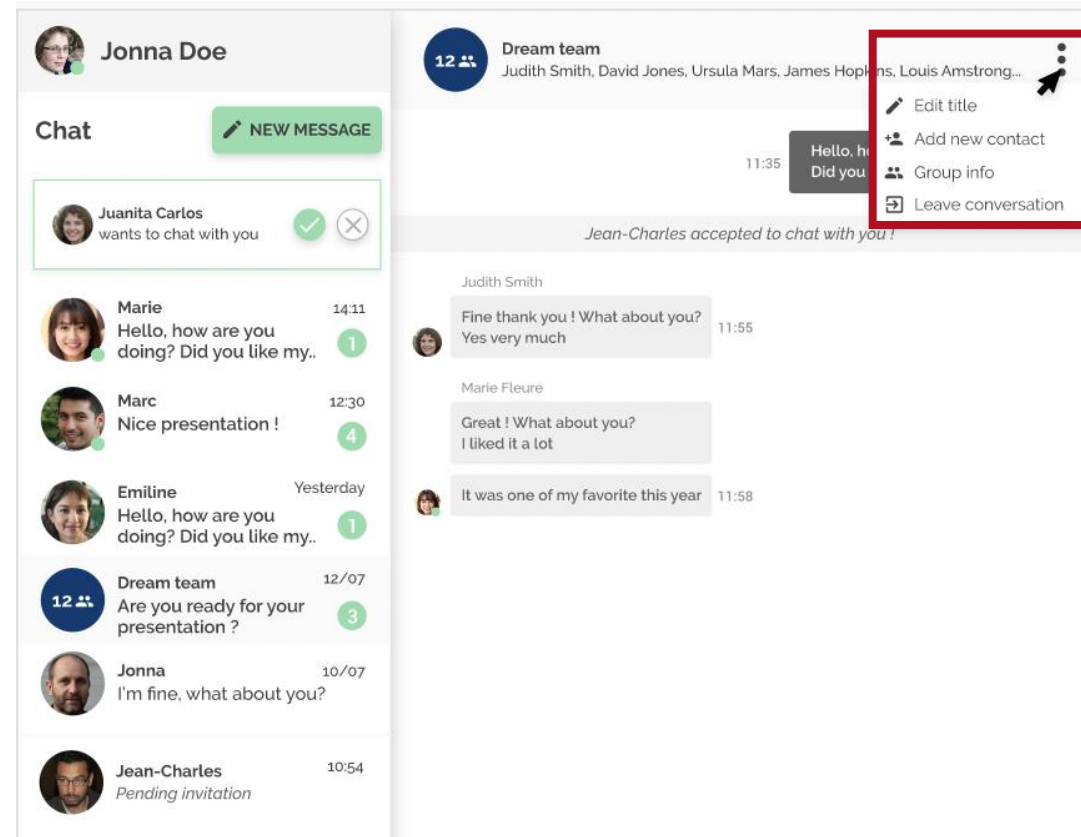
## Taking the initiative

- If you want to start a new discussion, please click on « **New Message** ». Then type in the **search bar** the name of the person you want to talk to.
- You can start a discussion, but the **person will need to accept** before you can chat together.

# Group discussions



Creating a group discussion



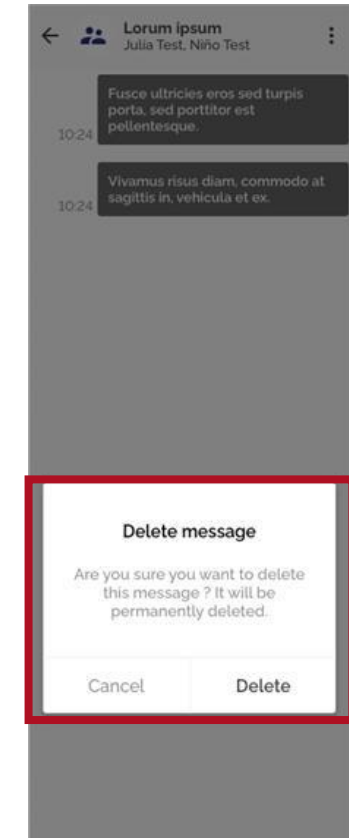
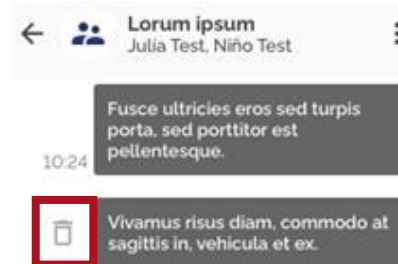
Editing the group discussion

- You may want to **start a group discussion** to interact with more people.
- In this case, look for the people you want to interact with. When you looked for & selected more than 2 contacts, you will automatically have the possibility to create a group discussion and to **edit its title**. The group discussion can gather up to 10 participants.

# Managing your messages

- When starting a discussion with someone, you may want to **delete a message that you sent**. You have the possibility to erase the message after it has been sent, either in a one-to-one discussion or in a group discussion.

## Deleting a message you sent





# ESC Guidelines for Industries @ Congresses

These Guidelines will guide you through the necessary steps that will confirm your participation at ESC Congresses. The document is organised by activity to allow you to concentrate on specific areas of interest to your organisation. Please read this document carefully and share it with the relevant colleagues and agencies involved in the organisation of your Congresses activities.

Please note that a successful application for participation at ESC Congresses implies an acceptance of the requirements contained within these ESC Guidelines for Industry @ Congresses, the complementary ESC Guidelines as well as any updates posted on [www.esccongress.org](http://www.esccongress.org).

**The ESC Congresses Industry portal: [www.esccongress.org](http://www.esccongress.org)**

This web address should be a key reference source to help you with your preparations. The website is also organised by activity to allow you to address your company's key areas of concern. The website will provide you with updates, application forms, key dates, unmissable information, technical specifications and much more... Bookmark it now!

Each exhibitor is responsible for sharing the link to the ESC Industry portal with their agencies or contractors and providing them with the necessary information for exhibition preparations.



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People  
Trust

# Contact ESC Congresses 2022 Supplier

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(French company – available on CET time)