<u>**2024 NDTA Events App Instruction Page**</u>

The NDTA Events app is your "must-have" tool to view the GovTravels agenda, engage in Q&A during general sessions, network with attendees, take surveys, post your photos and more.

NDTA Events

<u>Downloading the App</u>

Downloading the free app requires an Android or iOS device.
- Go to your device's app store, search for "**NDTA Events**" and then download the app.
- To ensure you will receive important GovTravels updates throughout the event, please select **"Allow"** on the screen that reads "NDTA Events - Would like to Send You Notifications. If you do not select **"Allow"** you must return to adjust the settings within your own personal device after logging into the app to receive the "NDTA Events" app notifications. Android users may not always see this message.
- If you have used the app at other NDTA events, and it is already downloaded, select the 2024 NDTA GovTravels Symposium (no event code is required), and skip to the FAQ section of this message.

<u>Login Details</u>
Once you have downloaded and opened the app, you will be prompted to sign into your account.
- Enter the same email address you provided when registering for the GovTravels Meeting
- The app will send you an email with an OTP code. Enter the OTP code to log into the app.
- You will be prompted to agree to the Terms of Services & Privacy Policy and to select ACCEPT.
- Select the 2024 NDTA-DTMO GovTravels Symposium. (No event code is required.)
- If you cannot log in, send an email to events@ndtahq.com

<u>FAQ</u>
Q: I don't see my name and info in the Attendees section. How can I add it?
A: If your name does not appear in the **Attendees** list, it means you did not give NDTA permission to share your info when you registered for GovTravels. To share your name and details, select **My Profile** in the blue navigation menu at the bottom of the screen. Select **Edit Profile**. Under **Show in Directory**, change the response from No to Yes.

Q: How can I connect with other attendees?
A: There are several ways to connect with other attendees through the app:
1. To search for an attendee, use the search bar at the top of the **Attendees** page. Tap the attendee's name and select "Chats" to send a message through the app.

2. To start a new chat with an individual or a group, select "**Chats"** icon on the blue navigation menu and tap "New Chat" or the plus (+) button.
3. Scan an attendee's QR code by visiting **My Profile** and tapping the **Scan** button to add to **My Contacts.**

Q: Where do I find the Agenda?
A: Tap the **Agenda** icon at the bottom of the screen in the blue navigation menu. Two folders will appear: One for the **Full Meeting**, and one including full details for **Travel Academy** sessions only.

Q: How can I create my own schedule from the Full Meeting or Travel Academy Agenda?
A: In either agenda, select the session you wish to attend, then RSVP by selecting **Yes** next to **Remind Me**.
- To view your custom schedule, visit **My Profile** and choose **My Sessions**.
- You can also view all sessions you have RSVP'd "Yes" to in either agenda by selecting the **My Sessions** button tab.
- If you have enabled notifications for the NDTA Events app, you will receive a 15-minute reminder notification in the app ahead of any session you have RSVP'd "Yes" to.

Q: How do I sort the agenda by track or session type?
A: Tap the filter button, select the track(s) you would like to see, and tap **Apply**. *(Please note that if you have selected **My Sessions**, only sessions you have RSVP'd "Yes" to will appear,* and that the location of the filter icon varies between iOS and Android devices. In iOS devices, the filter icon is located in the top right corner. On Android devices, it is positioned in the bottom right corner.)*

Q: How do I submit a question for Q&A during a Keynote/Roundtable session?
A: Tap the **Agenda** folder in the bottom blue navigation bar. Select **Full Meeting**. Tap the session for which you would like to ask a question. At the top of the screen, tap the encircled question mark. Type your question in the text field and tap the gold arrow to submit.

Q: How do I display and share my QR Code with others?
A: On the **Home** page or **My Profile**, tap **My QR code**.

Q: Where can I go to share photos and post updates from the conference?
A: Visit the **Event Wall**, found in the blue navigation menu at the bottom of the screen. Tap the plus (+) button to start your post. Posts on the Event Wall are visible to other attendees.

Q: Where can I go to compete Event Surveys?
A: The **Survey Details** folder can be found on the Home Page of the app. Survey links and instructions will be posted there closer to the event start date. NDTA will also send notification reminders with survey links throughout the event. We appreciate your participation in the surveys so we can continue to improve GovTravels for years to come.

If you have any questions regarding the NDTA Events App, please contact us at events@ndtahq.com.