Conference **Manager**
Advanced and easy

CM Events app

Keep participants connected

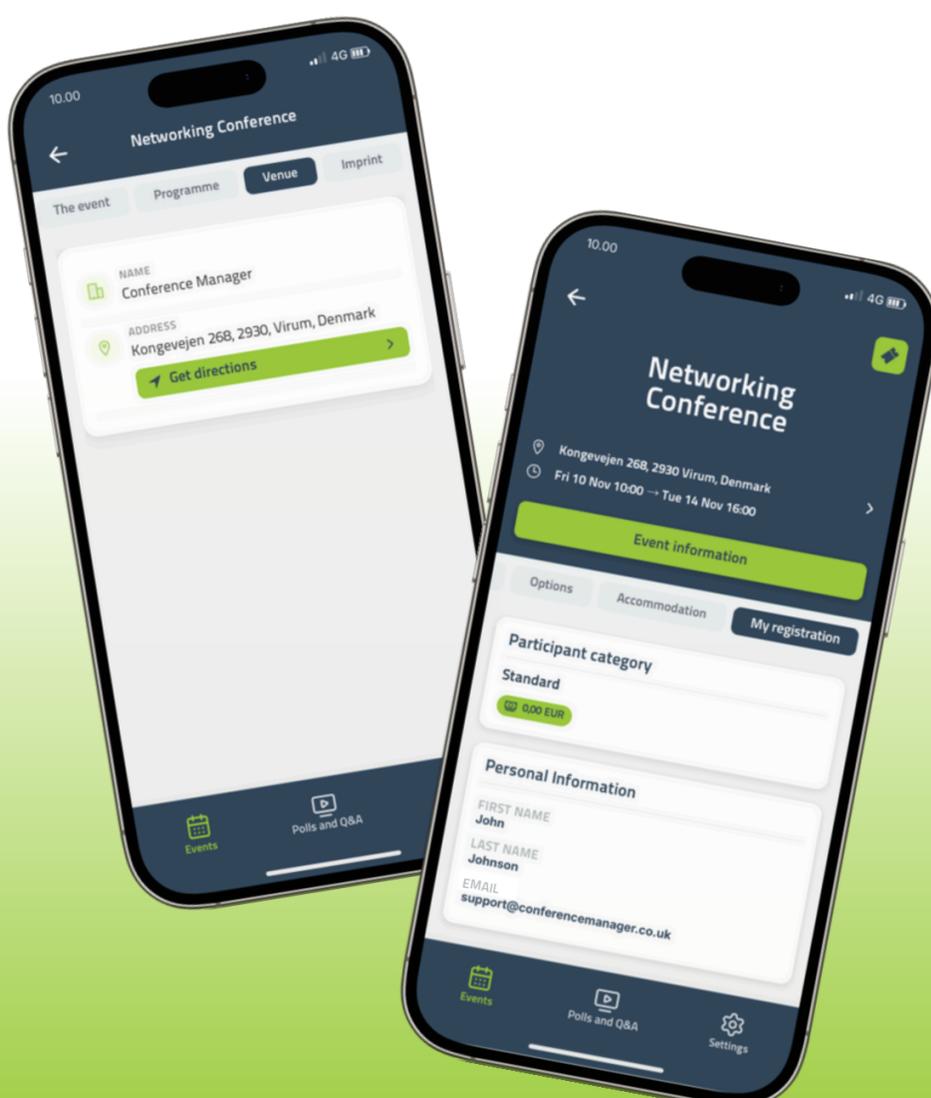### Step-by-step introduction

The CM Events app keeps participants connected with real-time updates, from programme to registration, ensuring they have everything they need in just a few taps.

![Conference Manager logo] Conference **Manager**
Advanced and easy

This introduction will show you:

🔐 **How to sign into the CM Events app**

📲 **How to navigate the menus**

ℹ️ **How to access different information**

🎟️ **Where to find tickets**

📋 **How to keep track of sign-ups**

💬 **How to participate in polls, quizzes and live Q&A's**

💡 **Gain knowledge with CM Academy**

Explore step-by-step guides, video tutorials and best practice articles. Whether you're just getting started or looking to master advanced features, the CM Academy has you covered.

Start by downloading the CM Events App

Download on the **App Store**
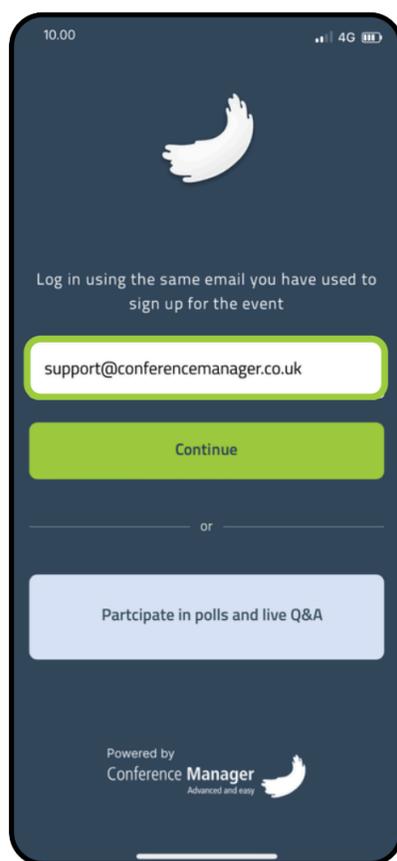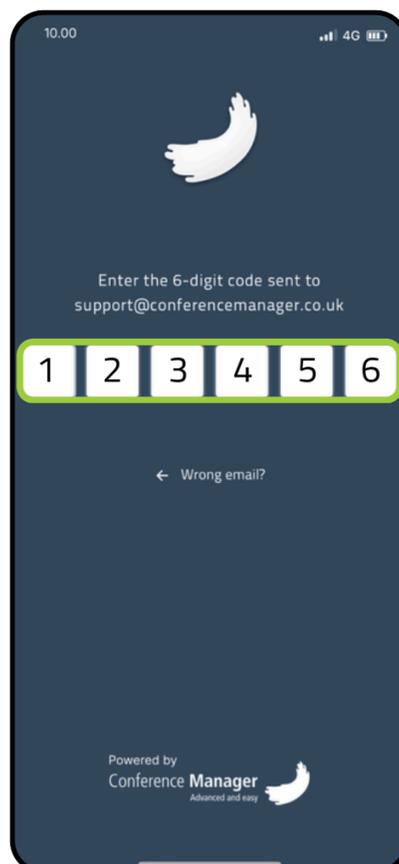
GET IT ON **Google Play**

📱 iPhone

📱 Android

Log into the app

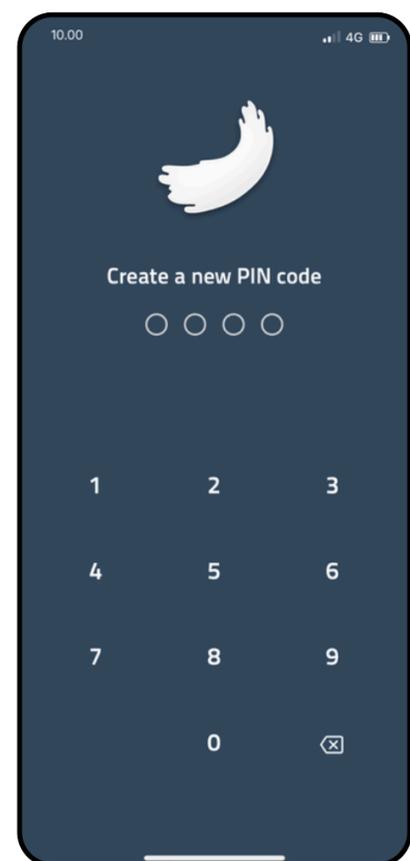✅ **Activate access with verification code and PIN code**

1: Sign in with the email address used to register for the event.

2: Use the verification code sent via email to verify.
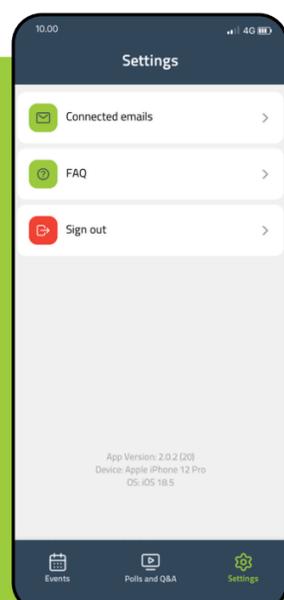
3: Create and confirm PIN code.

Participants also have the option to join a poll or live Q&A without logging in.

The verification code is sent to the email entered.

The PIN code is used to quickly access the app in the future.

🧑‍💻 **Contact support**

If you have questions about the app, you can find an FAQ under the **Settings** tab, or you can reach out to Conference Manager support for assistance:
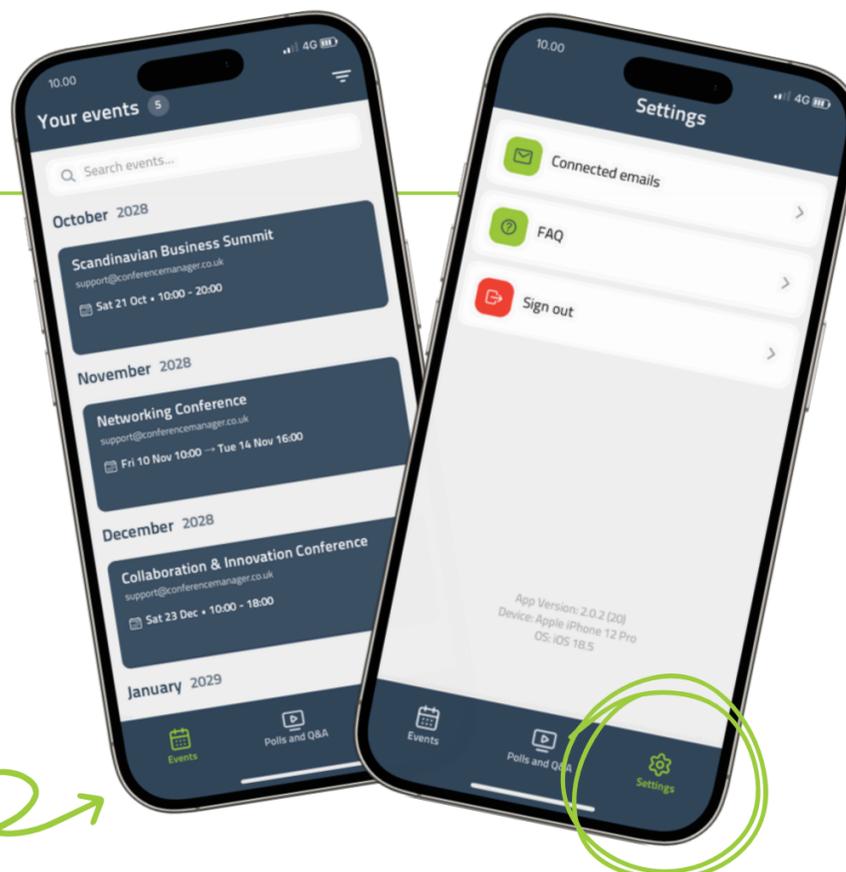
+44 2036301642 | support@conferencemanager.co.uk
+45 88832020 | support@conferencemanager.dk

The events at hand

The event overview gives participants a complete list of all events they are signed up for. The events are sorted by date and accessed by a click.

📱 Navigation menu

Participants can access polls and the event overview via the navigation menu at the bottom.

⚙️ Settings

Under the **Settings** tab, participants can connect multiple email adresses.
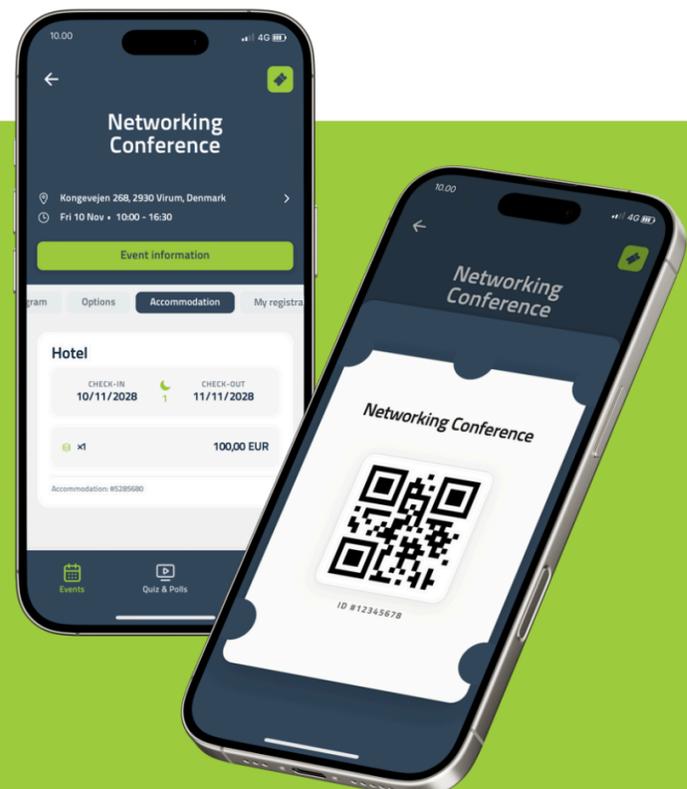
*Under **Settings**, participants can also find an FAQ or log out of the app.*

ℹ️ Registration information

When opening an event from the overview, your participants can view their personal registration information and see their selected programme, options, accommodation and seats.

🎟️ Ticket

If the event requires a ticket, it can be accessed by clicking the green ticket icon in the top right corner.

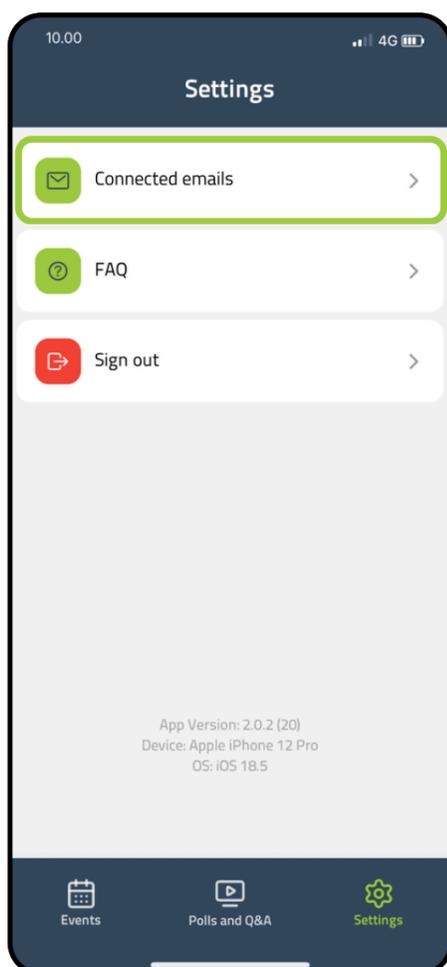Conference **Manager**
Advanced and easy

Keep track of sign-ups

Participants can connect multiple email addresses under the **Settings** tab to get a complete overview of the events they are attending. This merges all their registrations into a single list, making it easier for them to view and manage their events.
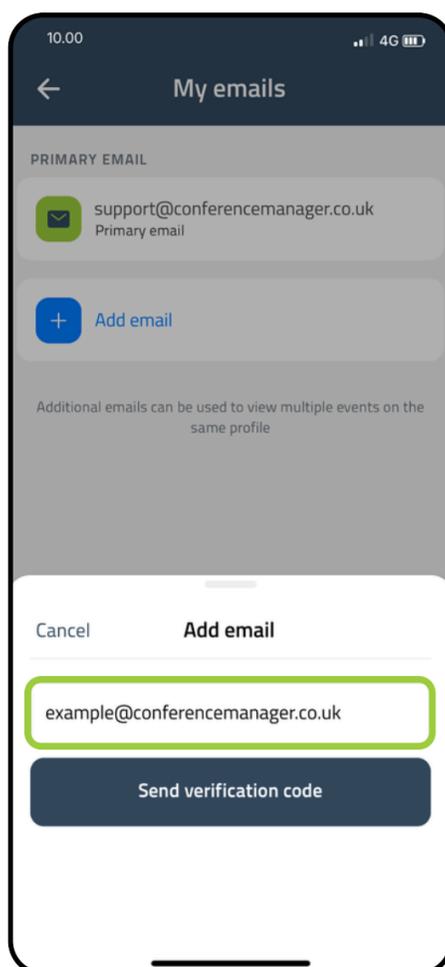
1. Settings

Click on the **Settings** tab and then click **Connected emails**.
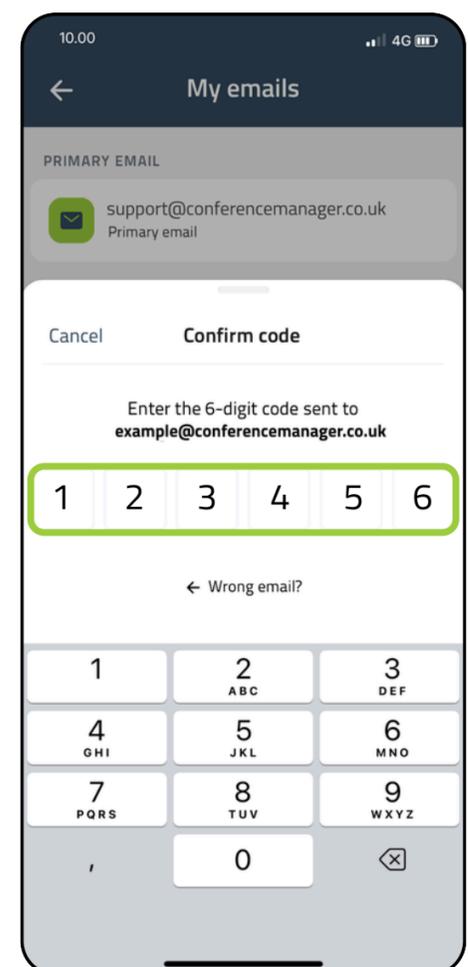
2. Enter email

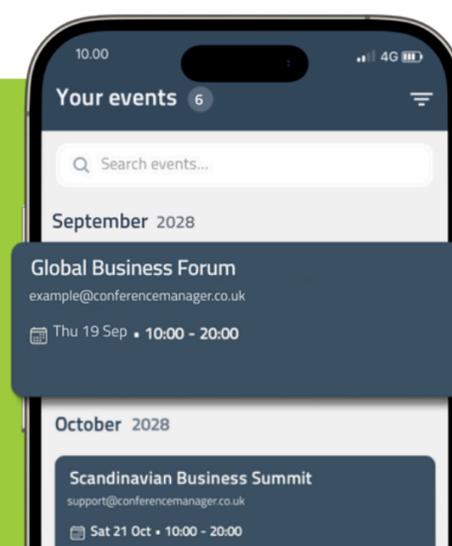Click **Add email** and type in the email address that should be added.

3. Verification code

A code will be sent to the email provided. Type in the code to verify.
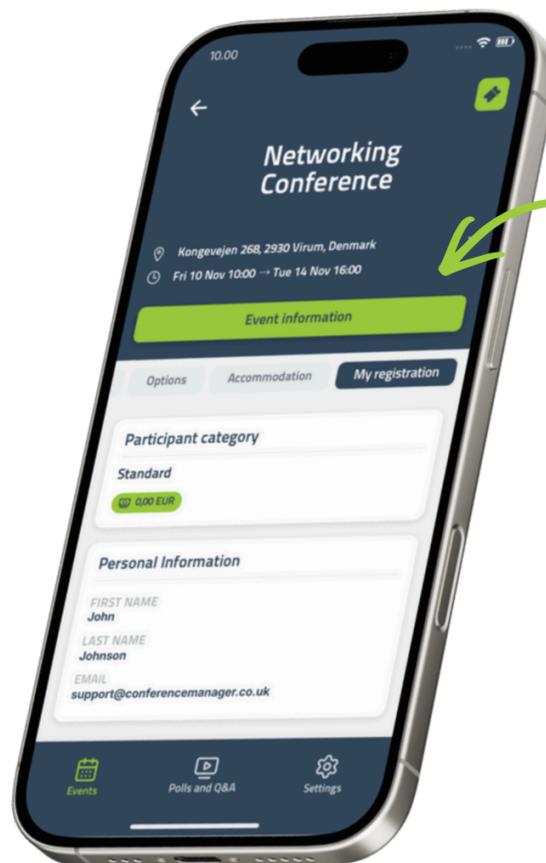
🔄 Updated overview

After the verification has been entered, the overview will be updated with the events linked to the added email.
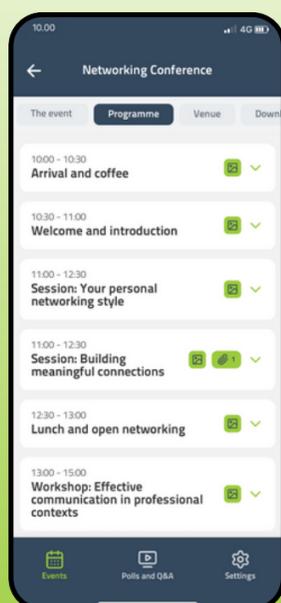
The website pages

The website pages in the app reflect the website created in Conference Manager. Depending on the website content, participants can view pages such as programme, participant list, venue, download page, and more.
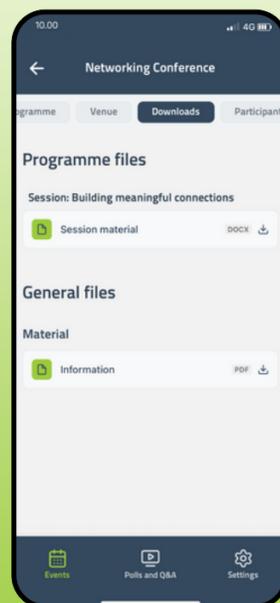
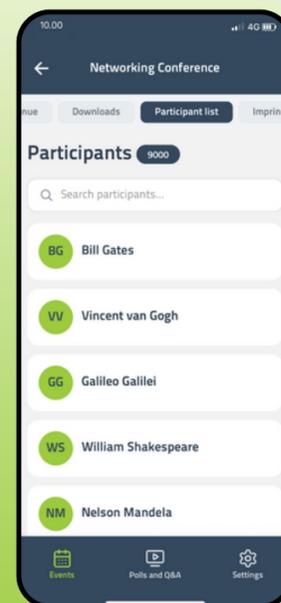Click on **Event information** to access the website pages.

Examples of how selected website pages are displayed in the app:
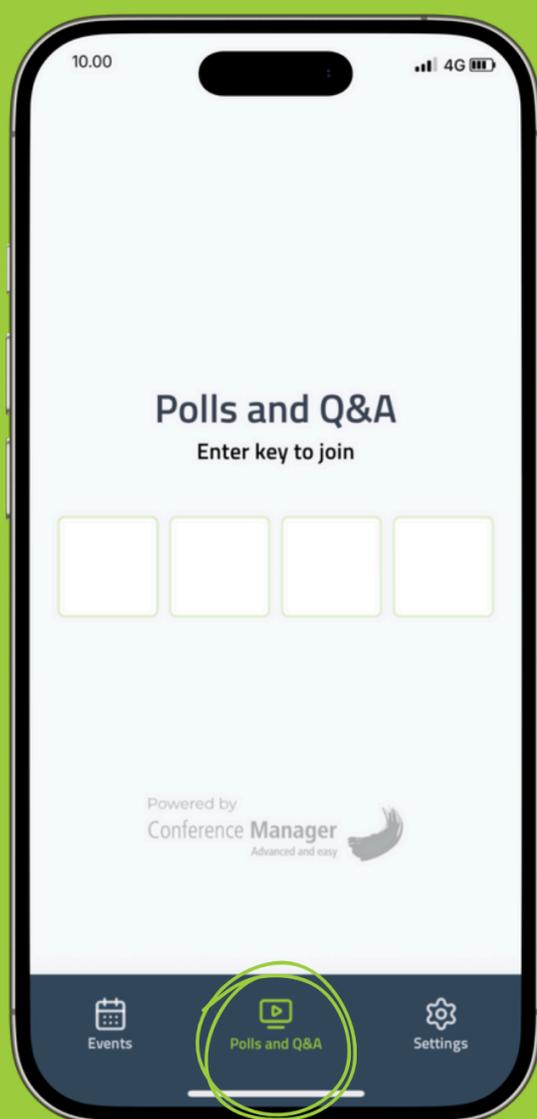
Programme

Download page

Participant list

Live interactions

Engage your audience with polls, quizzes, and live Q&A's.
As an organiser, you start the session on a shared screen, allowing participants to follow along. A unique access key is automatically generated and displayed on the screen, which participants enter on their device to join and interact in real time.
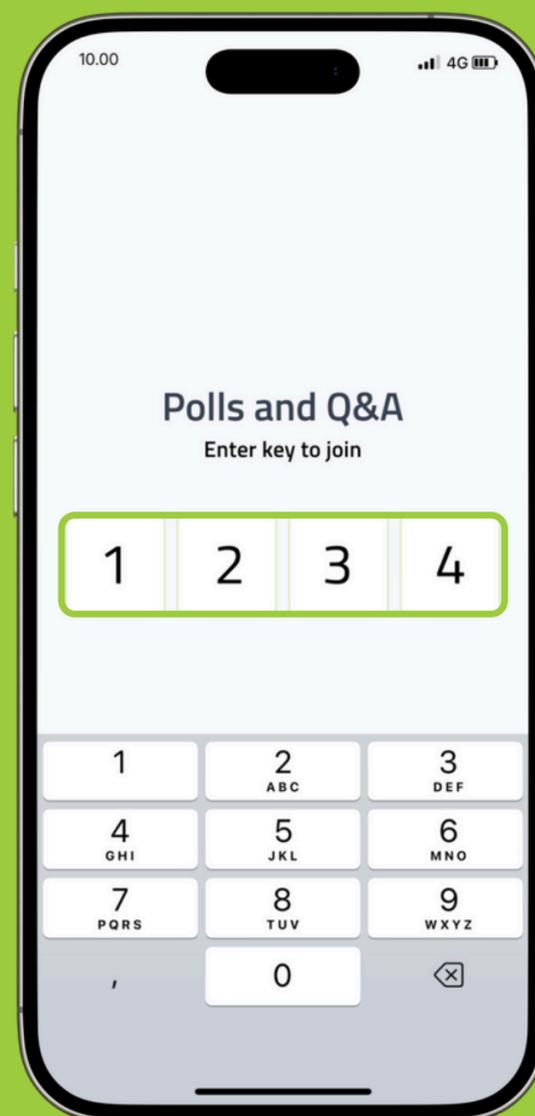
📊 Polls and Q&A

Click on the **Polls and Q&A** tab to enter a poll, quiz or live Q&A.

🔑 Access key

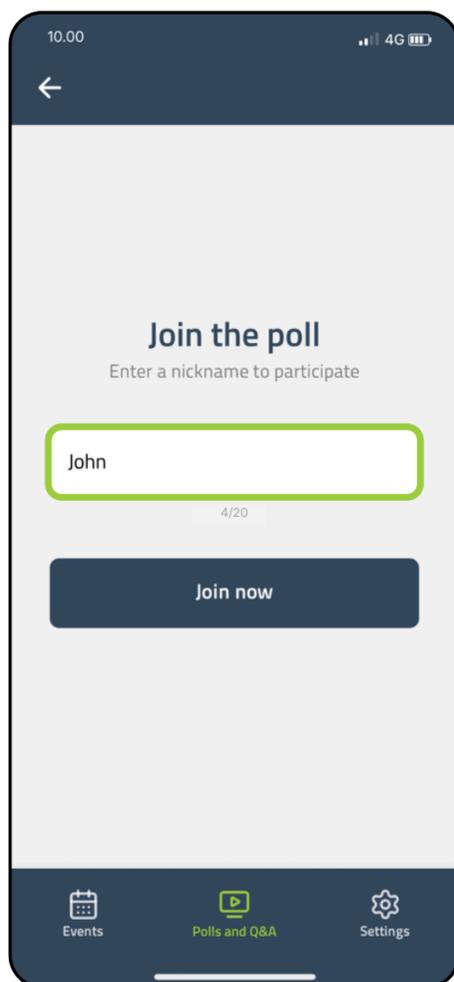Enter the key generated by the system.

🌐 Participate in a web browser

If participants do not have access to the CM Events app, they can participate on **cmevents.dk** from their device.
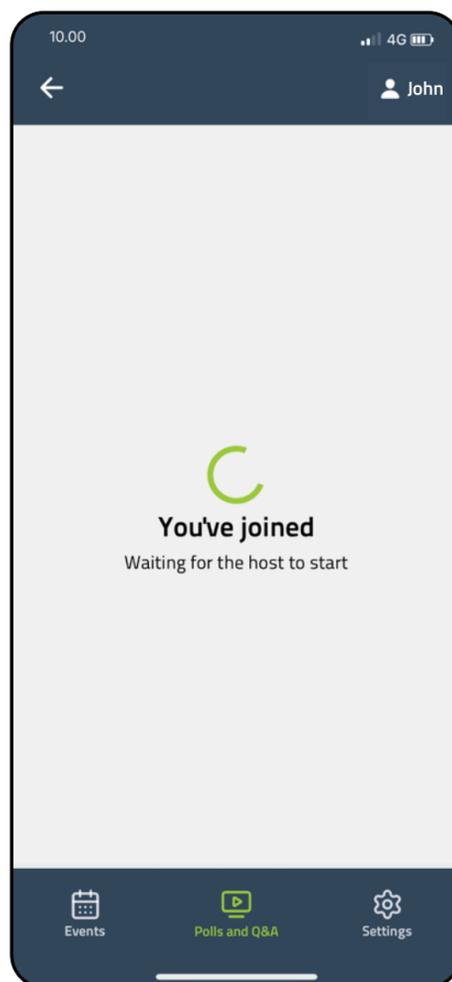
Polls and quizzes

Run interactive polls or quizzes.
You decide whether to enable points: enabling points runs the interaction as a quiz,
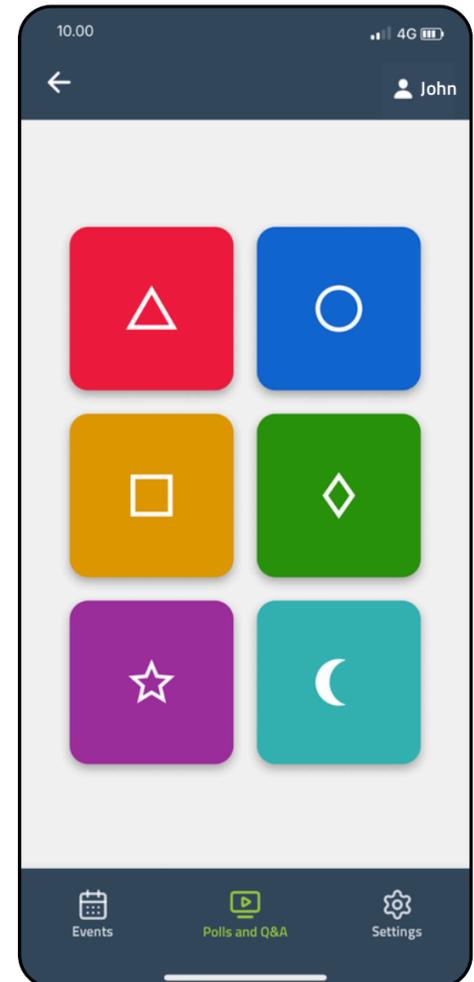while disabling points uses the same setup as a poll.

1. Nickname

Participants will be asked to enter a nickname to join.

2. Start

A waiting screen remains visible until you, as the organiser, start the session.

3. Submit

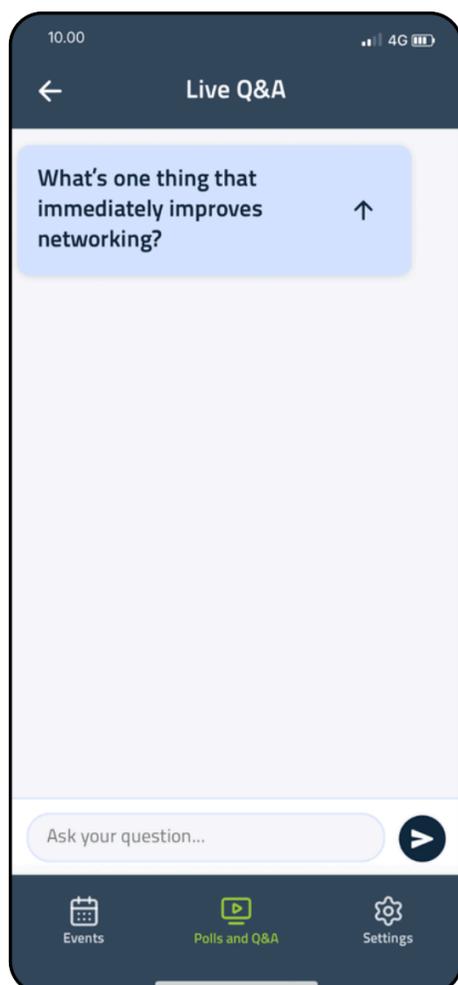Answers are submitted by selecting the symbol that matches the option on the shared screen.

🖥️ **Follow the shared screen**

As the organiser, you control the poll or quiz on the shared screen.

WHAT PART OF NETWORKING DO YOU FIND HARDEST?

100/500
Have replied

Show result

△ Starting the first conversation
○ Finding people with similar interests or goals
□ Keeping the conversation going naturally
◇ Remembering names and faces afterwards
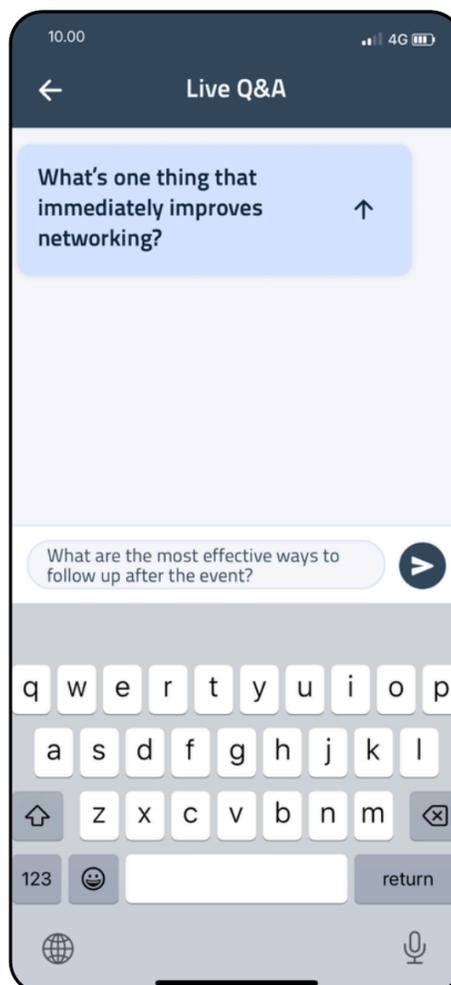☆ Following up after the event
☾ Other

Live Q&A

You can start an interactive Q&A session on a shared screen. Participants can submit questions and messages anonymously from their device without interrupting the presentation.
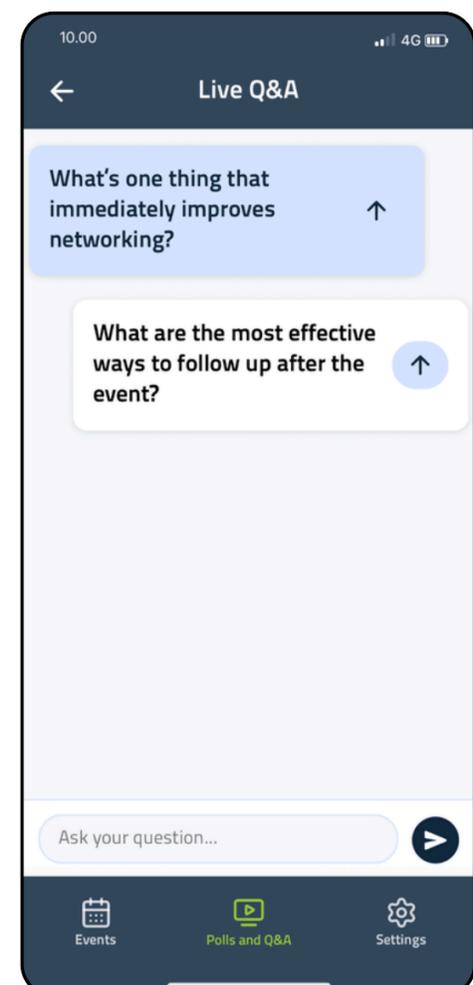

1. Message feed
All submitted messages are shown in the app and on the shared screen.

2. Type and send
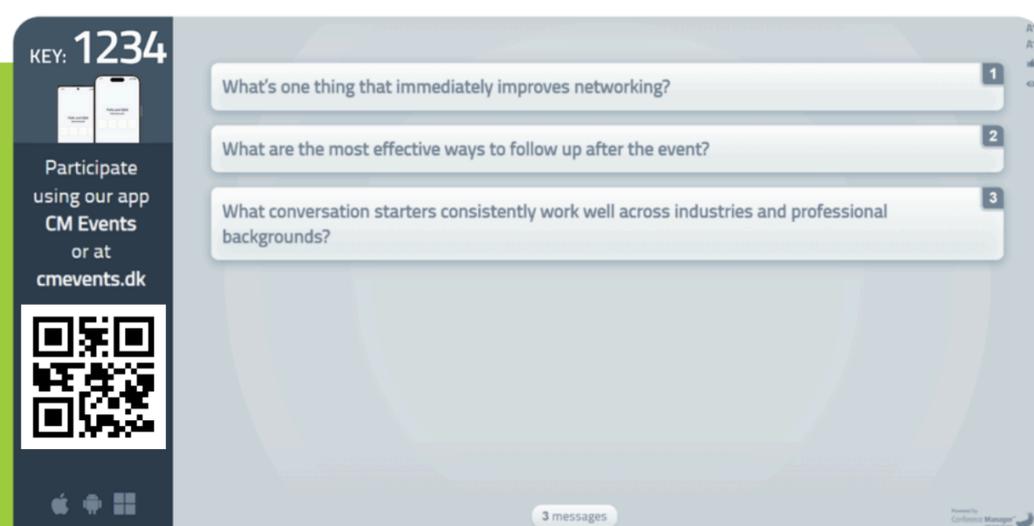Participants can type in and send their question in the message field.

3. Keep track
Own messages appear in white, while other participants' messages appear in blue.
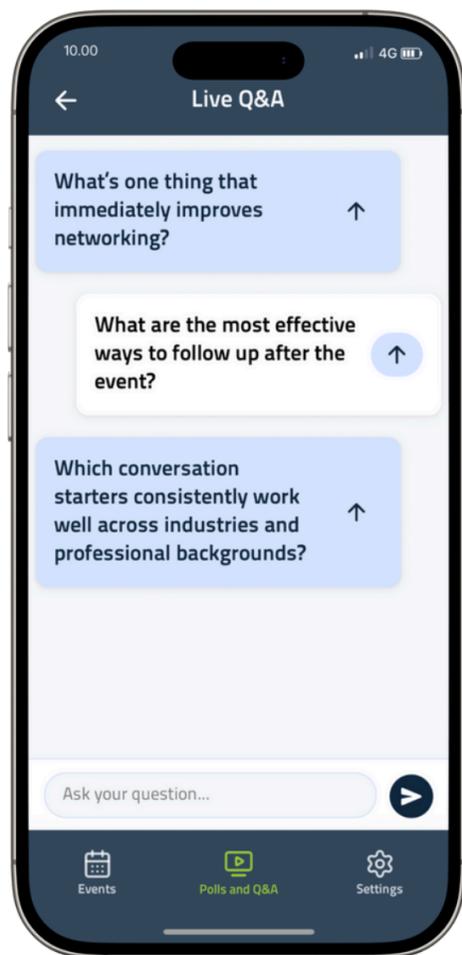

🖥️ Follow the shared screen
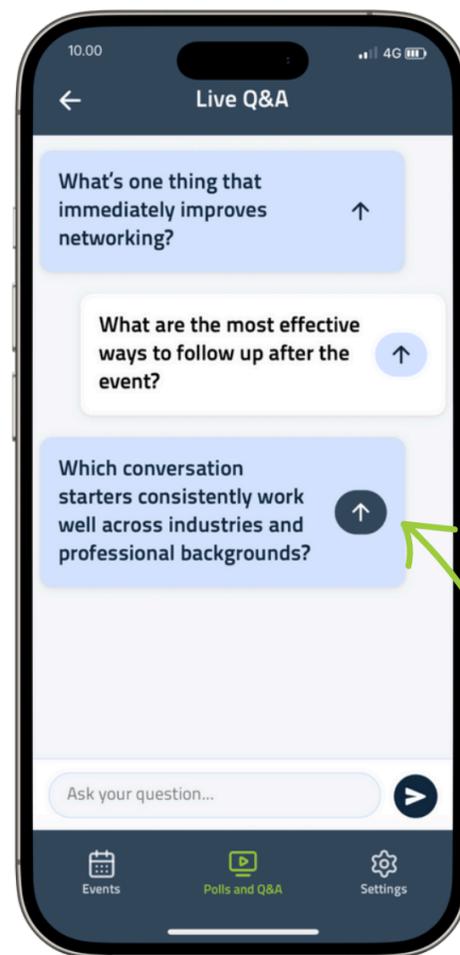All submitted messages and questions are displayed on the shared screen.

Upvote relevant messages

During the interactive Q&A, participants can upvote the messages they find most relevant. This gives you, as the organiser, a quick overview of the most popular questions.

1. Find messages
Participants can identify the messages in the feed they find most relevant.

2. Vote with a tap
Votes are submitted by tapping the arrow on the specific message.

🖥️ **Follow the shared screen**
Submitted votes are indicated on the messages with a thumbs up and the number of upvotes.

CM Academy

💡 **Gain knowledge with CM Academy**

Explore step-by-step guides, video tutorials and best practice articles. Whether you're just getting started or looking to master advanced features, the CM Academy has you covered.

🚀 **Get started** Get started with the platform step by step	▶ **Videos** Watch hands-on tutorials and walkthroughs
💬 **FAQ** Read short answers to frequently asked questions	🎧 **Support articles** Find detailed guides on using our platform
🔍 **Resources** Download brochures about our products	✏ **Blog** Explore best practices, updates and insights