Georgia Department of Transportation's Fourth Annual

DBE & SMALL BUSINESS FORUM

Meeting Requests & Connections

One of the most important parts of a networking event is making connections. Below you will find details and best practices to make the most of your networking opportunities.

Hardware Requirements

- If you want to participate in video meetings or networking sessions, you **must** have a webcam. It is recommended to use a webcam connected to a desktop or laptop computer, but a mobile device such as a smartphone or tablet may be used if necessary.
- If possible, use headphones with a built-in microphone for the best audio experience.

Making Connections

You can connect with other attendees at the event by visiting the **View Attendees** section. Below each person's name, you will see the controls to the left.

- **A** – Clicking the **Connect** button will add this individual to your *My Connections* area, which can be found at the top of the **View Attendees** page (see image to right).
- **B** – Clicking the **Chat** button will initiate a private text chat between you and that individual.
- **C** – Clicking the **Meet** button will allow you to select a specific time slot to request a one-on-one video meeting with that individual.
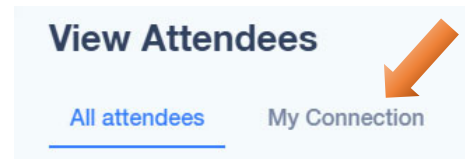
Downloading Your Connections

At the conclusion of the event, you will likely want to follow up with the connections that you made. To download your list of connections and their contact information, first click on your name in the top right corner and click **My Profile**.
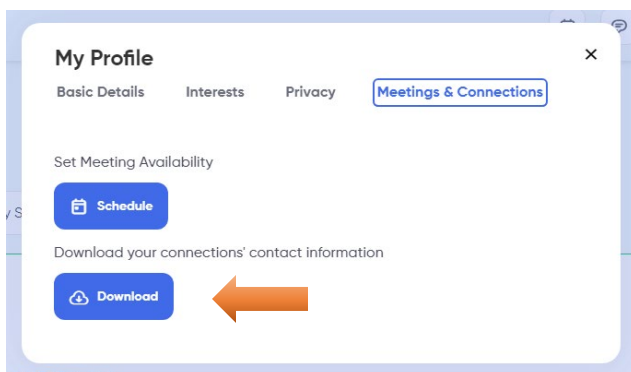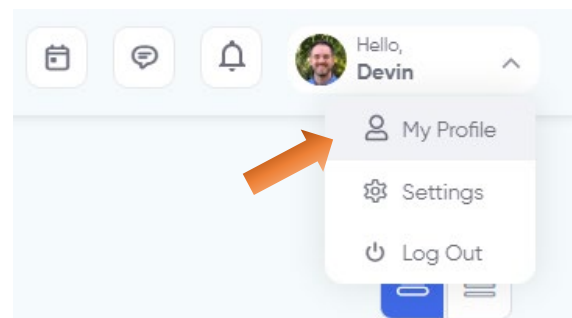
In the window that opens, navigate to the Meetings & Connections tab and click Download under "Download your connections' contact information.

Exhibitor Meetings

To request a meeting with an exhibitor, you will need to visit their booth in the **Exhibitor Booths** section of the platform. At the bottom of the booth, you will see a list of all staff members similar to what is shown here.

Clicking the first button (**Chat**) will allow you to initiate a private text conversation. Clicking the second button (**Meet**) will allow you to select a specific time slot to request a one-on-one video meeting with that individual.

PLEASE NOTE If you register for a breakout session, networking session or accept a meeting request, that time slot will show busy on your schedule and the schedule of anyone that you attempt to request a meeting with.

Technical Support

For assistance before the event, please call (800) 423-7058 or email Devin Marlowe at dmarlowe@dbesupport.com or visit the **Support** tab during the Event.

Technical Sheet

We want to make sure you have the best experience possible in the virtual environment. Please use the tips and information below to make your time at this forum the best that it can be.

Before the Event

- You will need an internet connected device with a web browser to attend this event (you cannot dial in to attend by phone). For the best experience, use a desktop or laptop computer with the Chrome browser. You can download Chrome here.
- Ensure that you have a fast and stable internet connection. Too many users on your network watching video or gaming (i.e. Netflix, Hulu, XBOX, PlayStation, etc.) can negatively affect the quality of your video and audio.
- It is strongly recommended that you have a webcam for this event, especially if you plan on participating in a one-on-one video call.
- If possible, use headphones with a built-in microphone for the best audio experience.

Navigating the Virtual Forum

The blue navigation bar on the left contains links to all of the most important areas of the event. Details about each area can be found below.

- **Lobby** – Here you can find an overview of the agenda, including all sessions and networking opportunities, as well as a public chat window.
- **Main Stage** – You will go here for the opening session at the beginning of the event from 9:00am-9:30am as well as the closing session at 12:45pm.
- **Breakout Sessions** – Clicking this link will take you to an overview of all breakout training sessions offered during the event. You can register for upcoming events as well as access the sessions that you have already signed up for on this tab.
- **1-1 Video Networking** – This tab will allow you to join a networking session where you can be randomly matched to other attendees for a four-minute video call.
- **Exhibitor Booths** – This is where you will find all of the exhibitors and tables hosts including prime contractors and government agencies.
- **View Attendees** – Clicking here will allow you to see a list of everyone attending the event and request to connect with an individual.
- **Support** – This is where you can receive live technical assistance during the event.

Technical Support

If you need any assistance before the event, please call (800) 423-7058 or email Devin Marlowe at dmarlowe@dbesupport.com. For assistance during the event, visit the **Support** tab.