

## Features of the AMTE Conference App

From the menu, you can access the various components of your guide. Guidebook provides several tools to help you get the most out of your conference experience.



### Schedule

You can find everything you need to know about sessions in the Schedule. Tap on the dates at the top of the screen to navigate through the schedule. Tap on a session name to get more details.

You will see colorful dots on some sessions. These indicate schedule tracks, which are tags for sessions according to strand.

Below the session description text, you will see a list of session speakers.



### My Schedule

When exploring the schedule, you will see plus sign symbols next to session titles when viewing a schedule overview. Tap on the plus sign (+) to add a session to your My Schedule.

If you tap on a schedule session name to learn more about it, you will have the option to **Add to My Schedule** at the bottom of the screen. Tap this button to add the session to your My Schedule.

You can also create your own schedule items by tapping on **My Schedule** feature in the app and tapping on the plus sign (+) near the top-right corner. Add your personal session details, and click **Save**.

Personal schedules can be created and shared with others via My Schedule, learn more in our article on [meeting booking](#).

## Discussion (not a menu item—find this within each session)

During the conference, use the app to join in a discussion about a particular conference session. After you have selected the session, click on Discussion. Attendees can also join the Discussion on the AMTE Conference Guidebook webpage at <https://guidebook.com/g/amte2023>



## Session Handouts

Click on the link to access presenters' handouts from a Google folder. Handouts are arranged by session number and presenter. Handouts can also be accessed from within the session descriptions.



## Interact

The Interact feed is a great place to see what's going on at the conference. Read announcements, post pictures, find popular sessions, and have discussions with fellow attendees all in one place.



## Connect

If you choose to log in, your profile will be public and you will show in the Connect list. You can add a picture and modify your profile (if you would like to share information) and chat with other attendees. When you are checked in to the Guide you can be invited to meet other users using [Meeting Booking](#).

## Social Media

Includes links to AMTE's Twitter and Facebook pages.



## Maps

Maps of the conference space and the hotel property are available here.



## Notifications

Any notifications that have been sent to this by conference organizers will show in the Notifications feature.

## Sponsors & Exhibitors

View information about the conference sponsors and exhibitors. Also be sure to visit them in person at the conference!

## Speakers

Use the speaker list to see who's presenting at the conference, along with a list of their sessions.

## Attendees

A list of all conference attendees and email addresses.

## Local Business and Dining Guides

Find local business and restaurants that you may want to visit during the conference.


## AMTE Business Meeting Documents



Access the meeting agenda, 2022 minutes, and other business meeting documents.



## Notes

You can access Notes from the Notes menu item in a guide. You can also tap **Create**

**note** or the note symbol  from any schedule session or list item. All notes are stored locally on your device. Tap on a note to edit, delete, or export/share it.

- The export/share button looks like  on Apple devices.
- The export/share button looks like  on Android devices.

You can also export/share all of your notes from the Notes menu item screen.

To be able to export/share your notes, sharing must be enabled in your guide under Guide Details > Privacy.



## To-do List

You can create your own to-dos by tapping on **To-do List** in the app. Then tap on the **Add New** button at the bottom of the screen. Type in your to-do item, and click **Save**.



## Photo Album

The Photo Album is a fun place to view and share pictures in the Guide.

You can scroll through the image here and tap on them to view them enlarged. When viewing an image, tap the menu to **Share** or **Report an image**.

To add your own photos, to like photos, and to comment on photos, you will need to log in to your account.

After logging in, tap **Add Photos** at the bottom of the Photo Album screen. You'll have the option to **Choose from gallery** or **Take a photo**.

After you choose or take a photo, you will have the option to add a caption to your picture. Click **Post** to proceed.