STEP 1 - LOGIN
Access

You can access the event by clicking on the URL https://eu.app.swapcard.com/event/eu-regions-week

Once you land on the Home page, click on Access the event

The #EURegionsWeek mobile app (iOS/Android) will soon be available as well.

#EURegionsWeek
Log in for the first time

Enter your email address and click on the arrow on the right. Do not forget to read the terms and conditions before creating your account.

Welcome,

Please enter your professional email address below:

Email address
Enter your email address

#EURegionsWeek
Access an existing account

If you have an existing account from a previous event on Swapcard, enter your email address and your password.

If you have forgotten your password, click on « send me a magic link ». You will receive an email from contact@euregionsweek.eu to reset your password. Please check your spam box.
STEP 2 – COMPLETE YOUR PROFILE
How to edit your profile

There are two ways of accessing your profile:

1. From the drop-down on the upper-right corner of your screen, click “My profile”

2. On the left side of your screen next to your photo, click “EDIT”

You will be redirected to your profile where you can edit your personal information.
How to edit your profile

Completing your profile is essential for a good networking and matchmaking experience on Swapcard. Click “EDIT” next to each information section to edit it.

Information visible by all participants of the event (if completed):

- First name, Last name
- Function and Organisation
- Portrait photo and Short biography
- Interests, Type of organisation and Geographical scope (used for AI matchmaking and as filters in the list of participants)
- Social Media accounts

Your contact details are only visible by the participants with whom you are connected.
AVAILABLE FEATURES

NETWORKING
Networking

From the top navigation bar you can access the **Speakers** and **Participants** lists, where you can search and find people to connect with. Please note that you first need to send a **connection request** before being able to chat or start a video call.

Thanks to **Artificial Intelligence**, a matchmaking algorithm identifies the best matches and suggests who to meet. The more complete your profile is, the more efficient the matchmaking will be.
How to send a connection request

To send a connection request, go to a participant’s profile and click the “Send connection request” button.

**Tip:** Add a note to your connection request to introduce yourself and explain the reason for your request.

You will be able to find a full list of your connections in “My Agenda” under “My Networking.”

**Note:** Accepting a meeting will automatically make the person who requested the meeting one of your connections with access to your complete profile.
Virtual meetings

The organiser has made possible for you to book virtual meetings with people and vice versa.

You can manage your availability for meetings by going in the tab « My Agenda » under « My Meetings ». Making yourself unavailable all day or at specific times will remove meeting slots.

Slots disappear once booked.
How to request a virtual meeting

1. Access a person’s profile (i.e: from the Participants button)

2. Click on one of the suggested meetings slots. For more slots, click on « See more slots »

3. After selecting a slot, write a note to the person you would like to meet.

4. Once done, click on « Send meeting request ».
How to interact before a session

With **Live discussion**, you can **chat** with other participants and **ask questions in advance** to speakers by clicking on the « **Questions** » tab. Questions will be sorted by upvotes where the most liked questions will rise to the top.

You also can **react** and **answer** to other people’s messages, or delete your message by clicking on the three dots next to it.

**Note:** you will be entitled to chat and ask questions through the Zoom chat during the live session.
How to interact before a session

In the context of the European Green Deal and in particular of the New European Bauhaus, designing and building beautiful, sustainable and inclusive living spaces has gained increasing importance. As part of the Council Work Plan for Culture 2019-2022, 39 experts have been nominated by Member States to discuss high-quality architecture and built environment for everyone. This workshop will present the resulting report, which builds

See more

#EURegionsWeek
AVAILABLE FEATURES
THE TABS
The Programme tab gives you an overview of the sessions for each day of the event, starting by Monday 11th.

All session times are expressed in CET (Brussels time).

You can find a specific session by typing the session code or title in the search bar on the left side of the screen.

To find other sessions that may interest you, you can use one of the filters, or a combination of them.
Programme

To register to a session, simply click on the REGISTER button.

You will see all the sessions you registered to under « My Agenda ».

To cancel your registration, unclick the REGISTER button.
Live session on Zoom

As from Monday 11 October, the Zoom connection details of all sessions you registered to will become available on each session page.

Under « My Agenda », after selecting the session, you will be able to scroll down to find the Zoom link. You may also use the Zoom meeting ID and passcode.

Please note that connection details will not be sent to participants by email.
Access a session

Connection details

Zoom Meeting ID 815 0344 4356
Zoom Meeting Passcode 486057

Click here to join the session live on Zoom

Click Open Zoom Meetings on the dialog shown by your browser
If you don’t see a dialog, click Launch Meeting below
By clicking "Launch Meeting", you agree to our Terms of Service and Privacy Statement

Launch Meeting
Highlights

The 5 main sessions of the Week are also listed under the tab « Highlights », starting with the Opening session.

You will receive a notification before each Highlight session. You will see the notifications by clicking on the bell on the up-right corner of your screen.

#EURegionsWeek
My Agenda

The tab “My Agenda” allows you to see your own schedule. Here you can find the sessions you registered to, your confirmed meetings with participants and the list of people you connected with.

You can export your meetings, schedule, networking, and bookmarks as a PDF by clicking on Download PDF.
Export your Calendar

**On the web app**

Click on Export to my calendar to download an ICS file with your event data.

**On the mobile app**

Select the Download icon at the top-right corner of your screen.

Choose Export to my calendar to download an ICS file.

The download button is available in all sections of your My event tab (My schedule, My meetings, My networking, My bookmarks, My videos, and My wishlist).
Export your Calendar

Once you have exported your event data, you will need to decide which calendar you want to import your Swapcard calendar into.

Here you can find instructions for three of the most used calendars:

1- Google Calendar
On Google Calendar > Open your Settings > select Add calendar > Import & export > select the previously downloaded ICS file > click on Import

2- On Mac
Download the ICS file to your desktop. Double-click on it to open your Calendar application, then select the personal Calendar you want to sync your events with.

3- Outlook calendar
Open Outlook > select File > Open & export > Import/export > in the Import/Export Wizard box, choose Import an iCalendar > select file > click OK and Import
Thank you for reading this guide!

If needed, click [here](#) to watch a Swapcard video tutorial

Have more questions? Send a message to the [Help Desk](#) on Swapcard or [contact@euregionsweek.eu](mailto:contact@euregionsweek.eu)