



# How it works for Meeting Planners, Staff, Vendors, and A/V

Find more information at [www.eventscribe.com/boost](http://www.eventscribe.com/boost)

# eventScribe®

BOOST



## Stack the deck in your favor.

Bring your contacts everywhere,  
communicate with your team instantly,  
and respond to the needs of your  
conference attendees in real time.

[www.cadmiumcd.com/boost](http://www.cadmiumcd.com/boost)



# Finally, a Meeting App for Event Planners.

eventScribe® Boost brings the meeting planning experience to the app you and your attendees already love. eventScribe® Boost is an add-on for the eventScribe® App, which allows meeting planners to access data on-site in real time.

\*Part of the CadmiumCD event management platform.



## Stay Organized

Access notes, tear sheets, room setups, and other logistics details, all from your event app.



## Ditch the Walkies

Call or text team members, vendors, and other stakeholders at the touch of a button.



## React to Problems

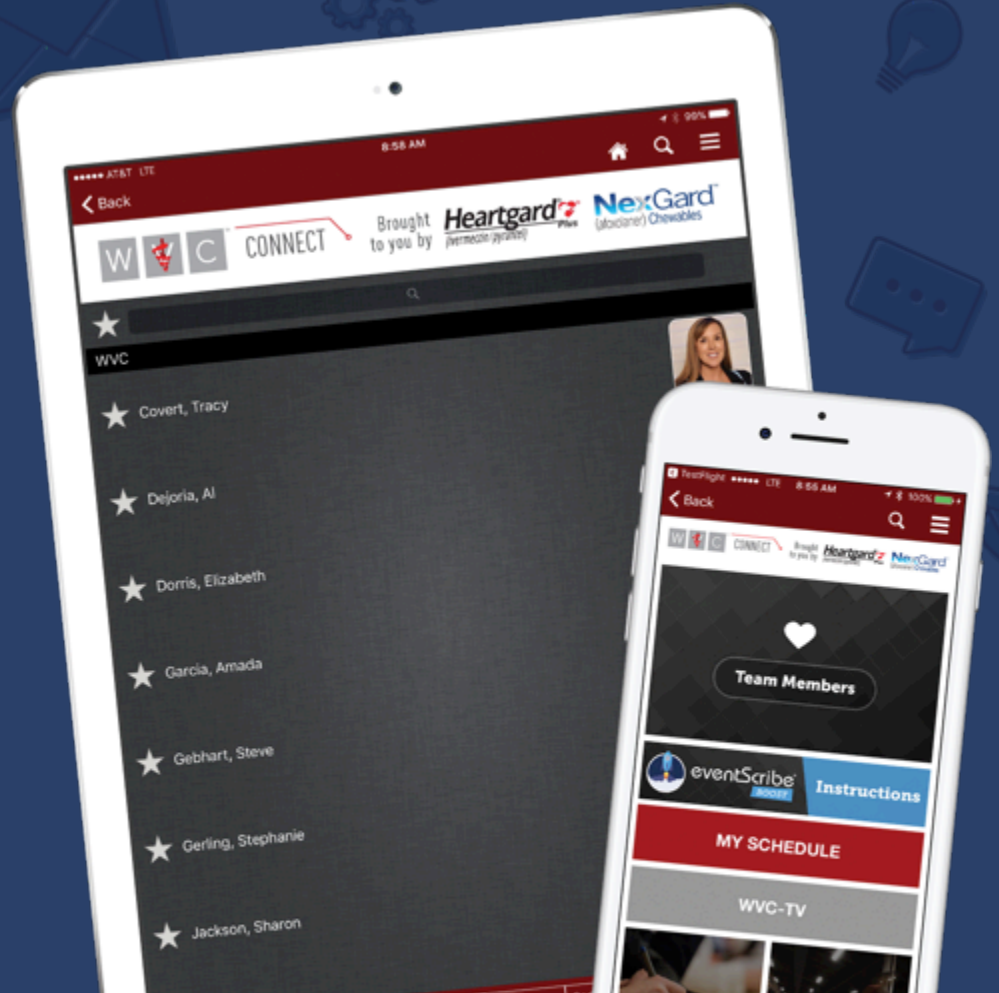
Create to-dos and share photos & notes so your team can react to your conference's needs in real time.

# FOR STAFF + VENDORS

## Enhanced App features for staff & vendors

Boost can be used to communicate with other vendors and staff at the conference!

More information at [www.eventscribe.com/boost](http://www.eventscribe.com/boost)



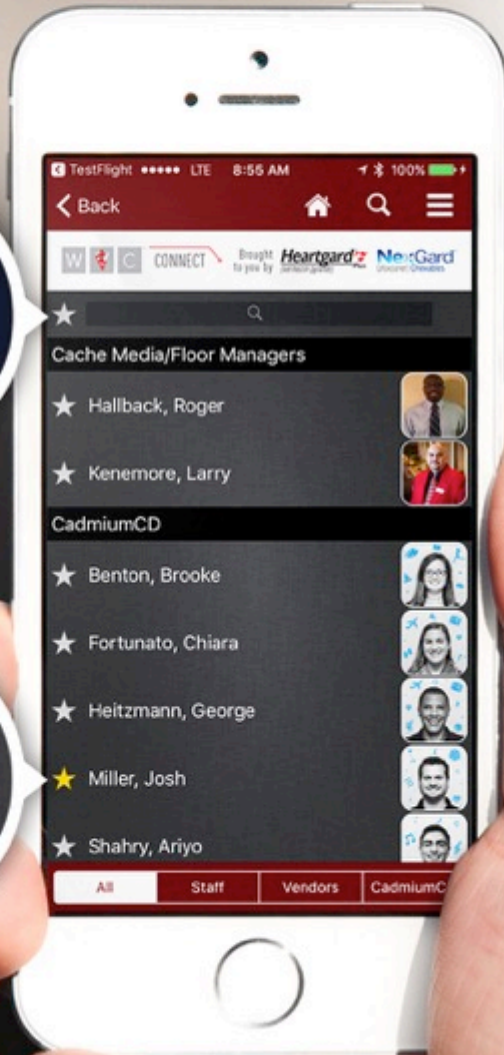


FOR STAFF + VENDORS

# Team Members

Click here  
to filter the  
list for your  
favorites

Heitzmann,  
★ Miller, Josh  
Shahry, Ariyo

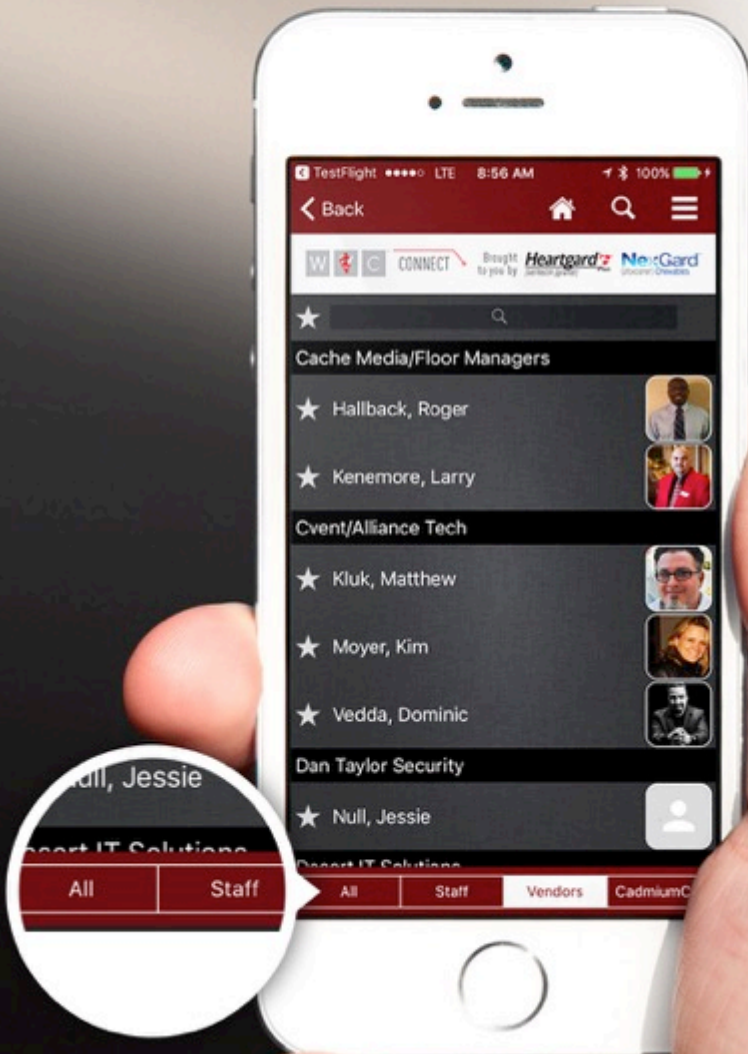


You can contact any of the vendors or staff working at the meeting by pressing the “Team Members” button at the top of your app’s homepage.

FOR STAFF + VENDORS

# Finding People

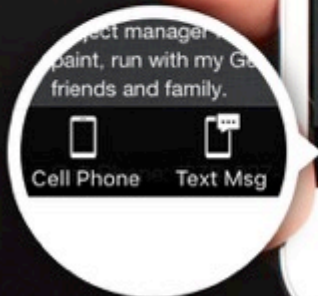
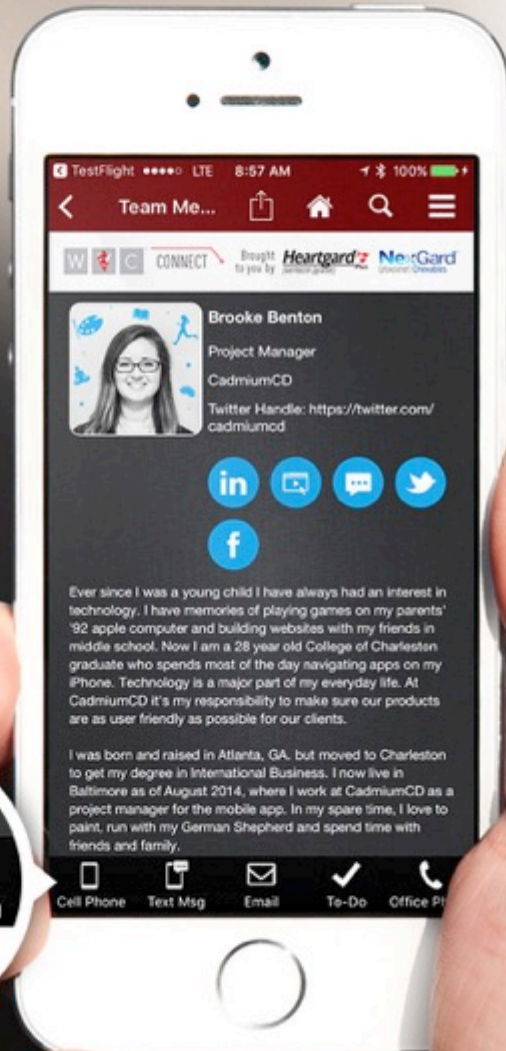
Search for anyone in the list by typing a name in the search bar at the top, or filter the list for staff, vendors, and CadmiumCD employees.



FOR STAFF + VENDORS

# Contacting People

Each team member's profile has buttons at the bottom for calling their cell phone, texting them, and sending them an email.





# FOR SPEAKERS

## Enhanced App features for Speakers

Boost can be used to check-in at the Speaker Ready Room and access information about presentations.

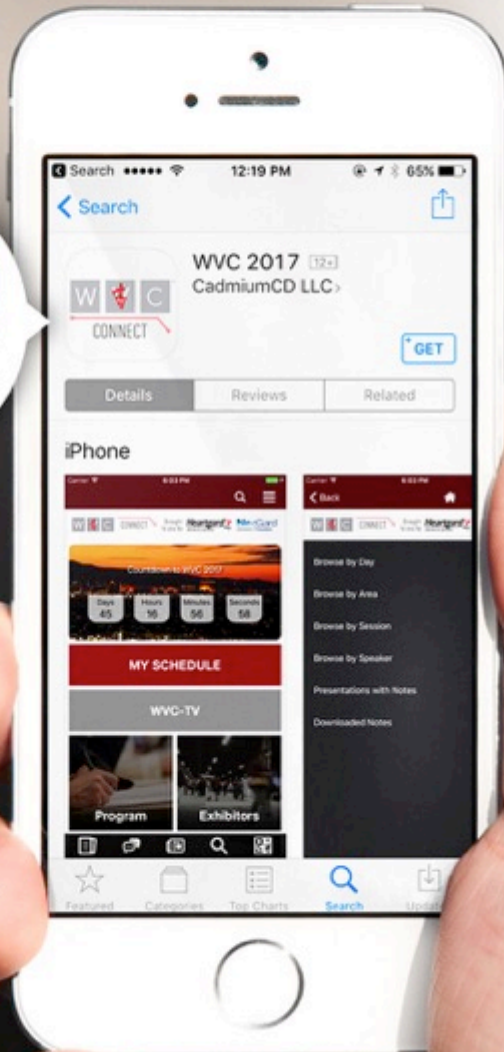
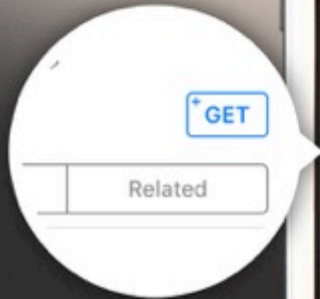
More information at [www.eventscribe.com/boost](http://www.eventscribe.com/boost)





FOR SPEAKERS

# Download the App



## Step 1. Download the app and sign in

Search for the app in the Apple App or Google Play store, and download the app. Use the username and password sent via email to sign in to your unique speaker profile.

FOR SPEAKERS

# Speaker Check-In



## Step 2. Check-in at the speaker ready room desk

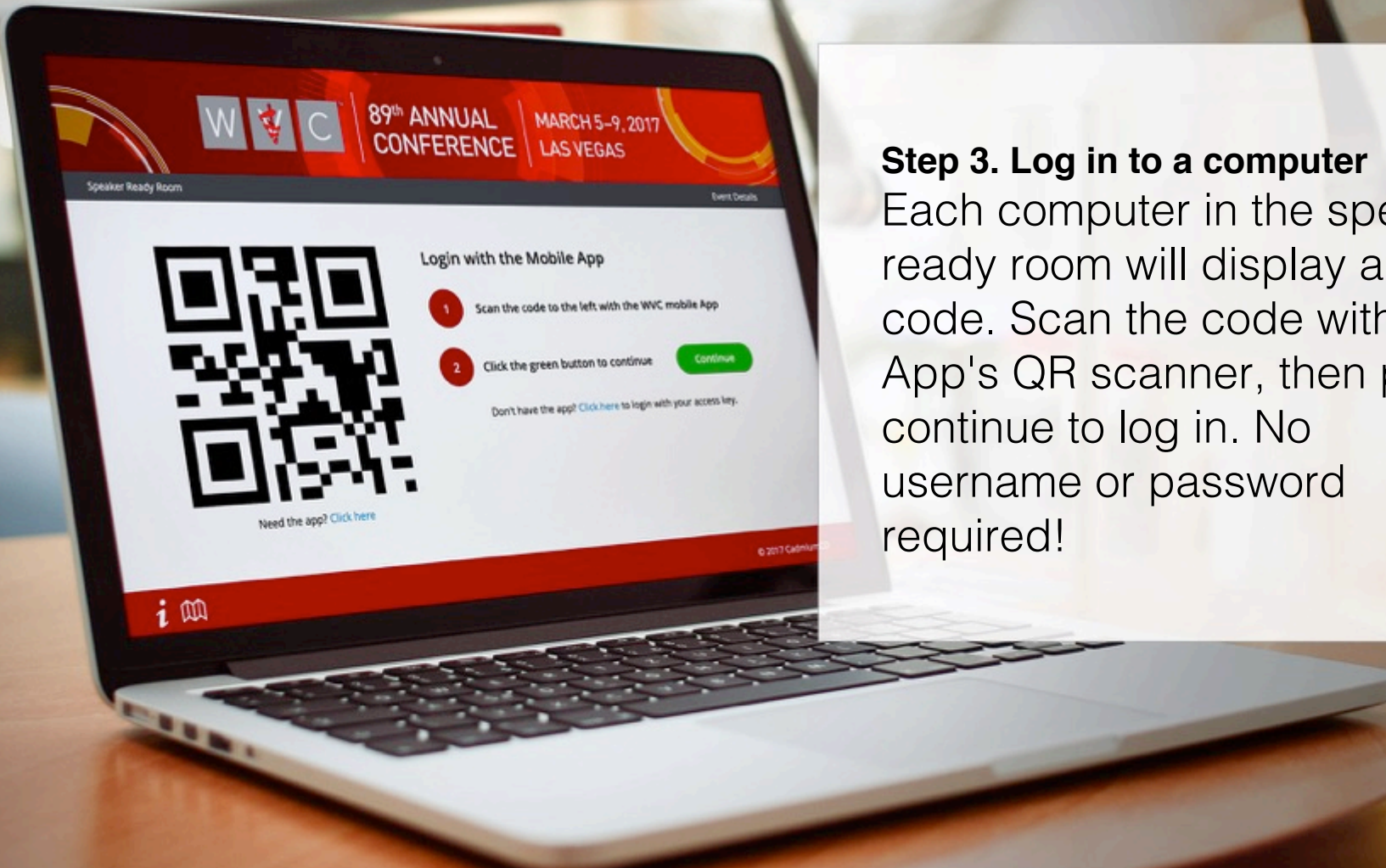
Upon arriving at the Speaker Ready Room, use the App's QR scanner to check yourself in. You can find the scanner at the bottom right of the app's homepage.

FOR SPEAKERS

# Log In

## Step 3. Log in to a computer

Each computer in the speaker ready room will display a QR code. Scan the code with the App's QR scanner, then press continue to log in. No username or password required!



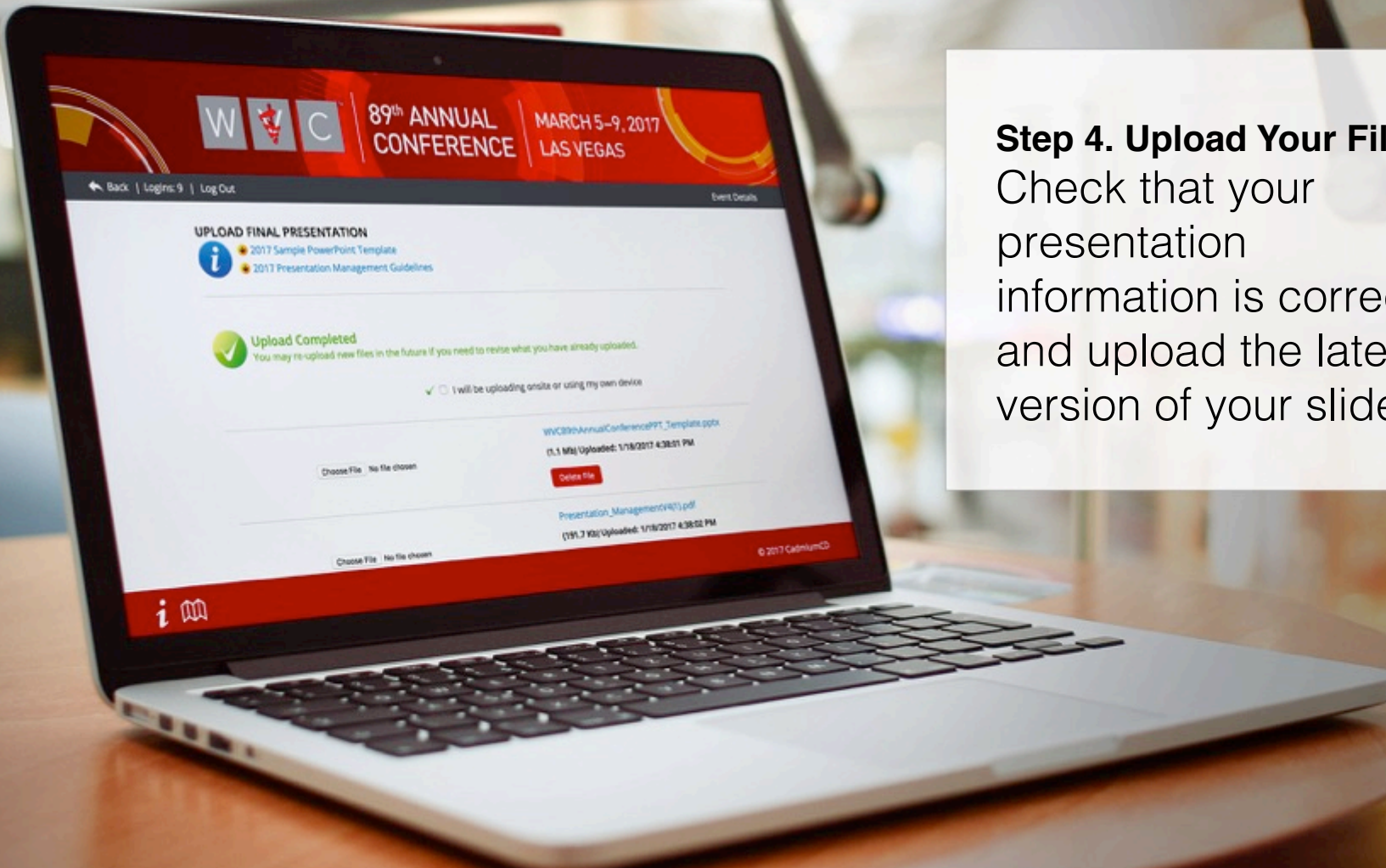


FOR SPEAKERS

# Upload Your Files

## Step 4. Upload Your Files

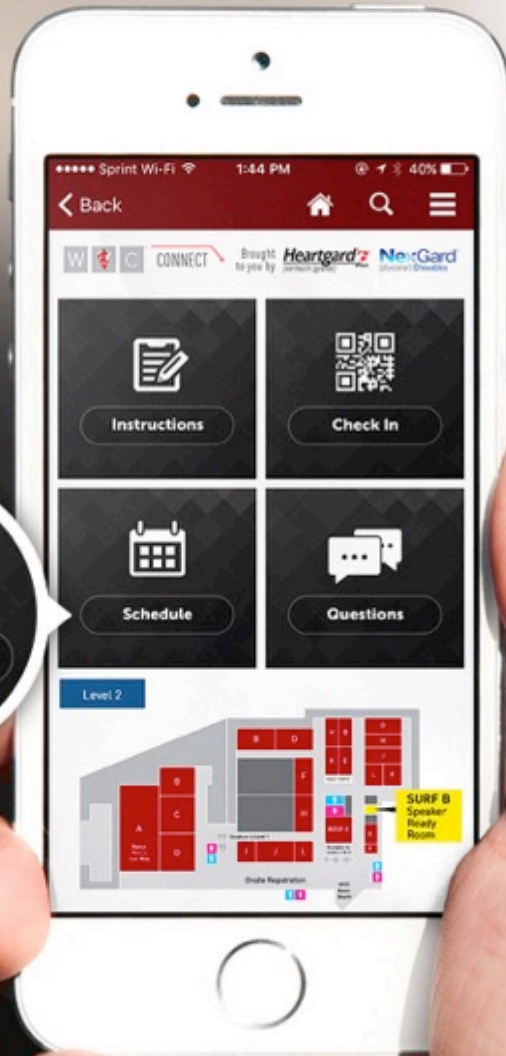
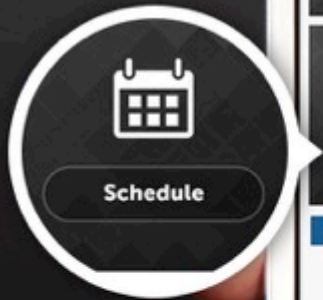
Check that your presentation information is correct and upload the latest version of your slides.





FOR SPEAKERS

# Sessions + Colleagues

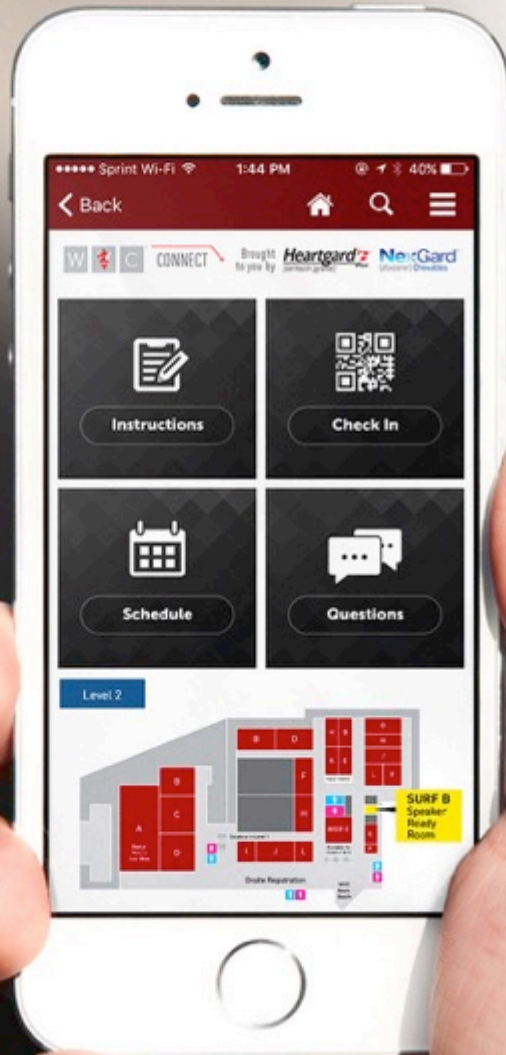


## Step 5. Find your sessions and colleagues

Under "Speaker Resources" in the App, click "Schedule." You'll see a list of all your presentations. Access details like presentation time, room number, and contact information for other speakers you may be co-presenting with.

FOR SPEAKERS

# Present Worry-Free



## **Step 6. Give A Successful Presentation**

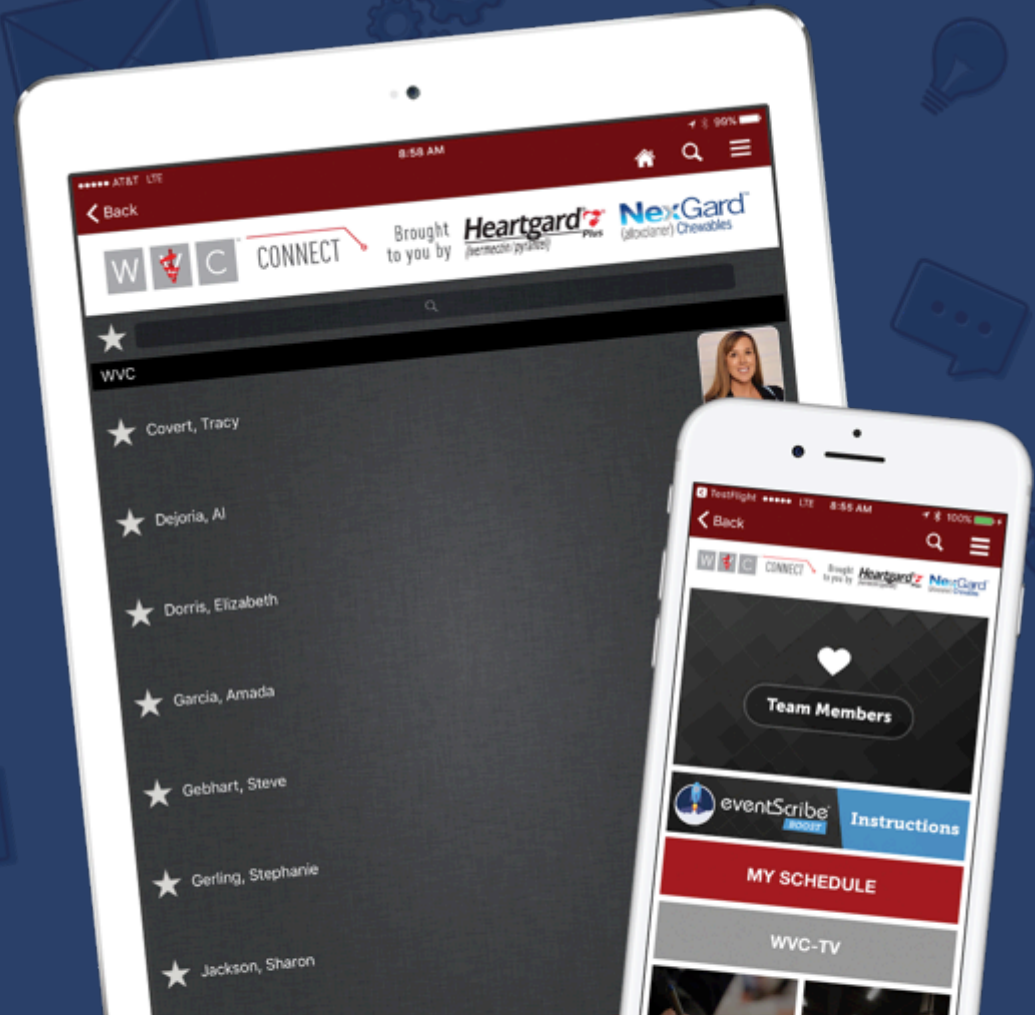
Deliver your presentation worry-free. If your audience is sending questions via the app, you can see the questions from your app's Speaker Resources area.

# FOR MEETING PLANNERS

## Getting the Most out of Boost

You can use Boost to communicate with other vendors and staff at the conference!

More information at  
[www.eventscribe.com/boost](http://www.eventscribe.com/boost)



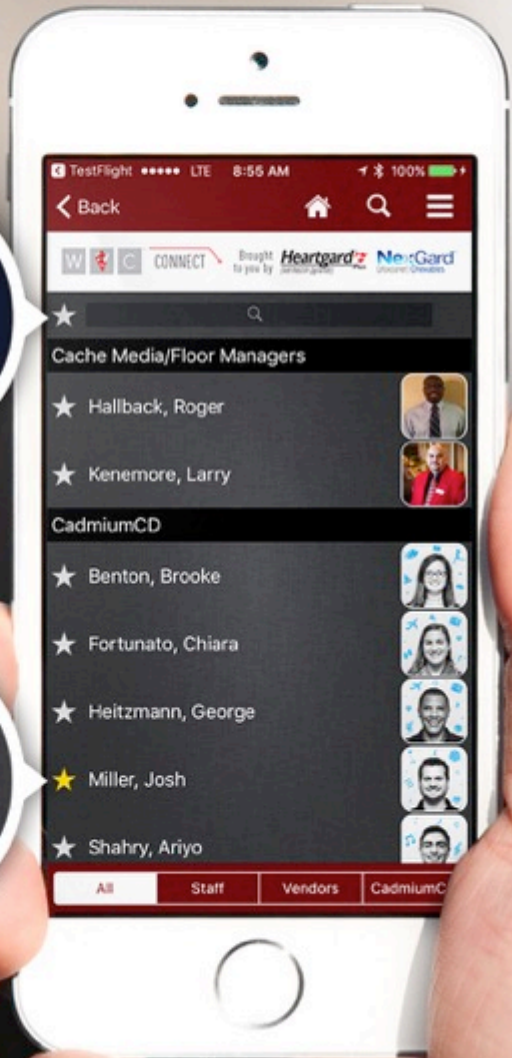


FOR MEETING PLANNERS

# Team Members

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FOR MEETING PLANNERS

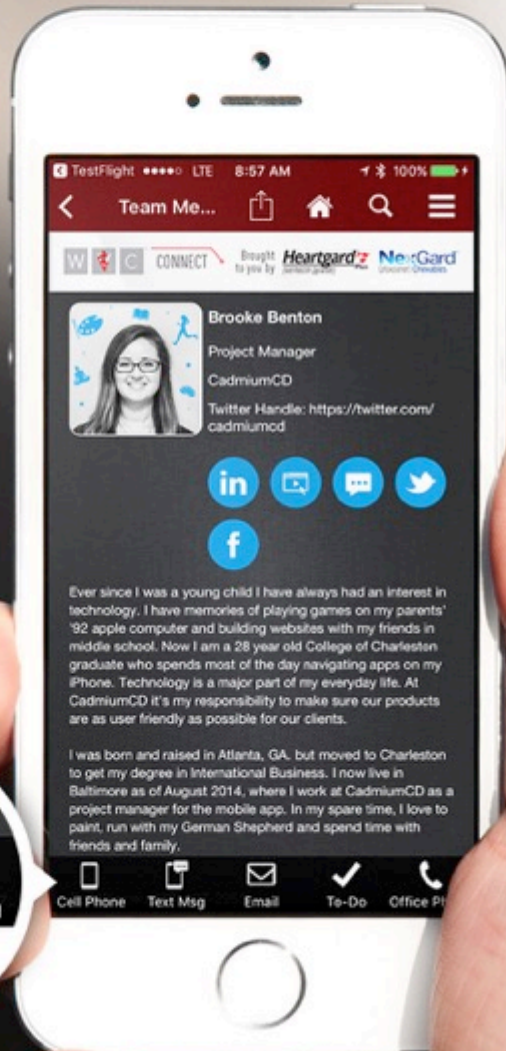
# Finding People

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FOR MEETING PLANNERS

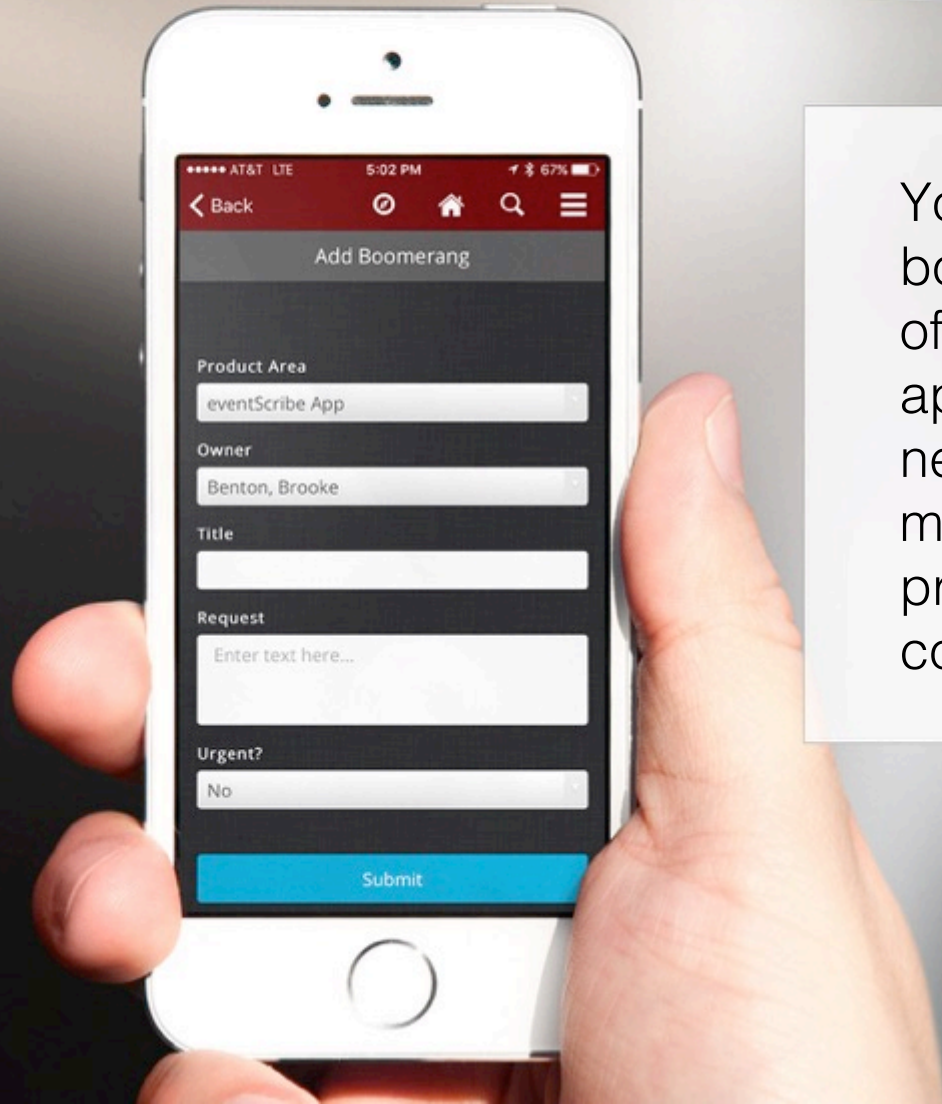
# Contacting People



Each team member's profile has buttons at the bottom for calling their cell phone, texting them, and sending them an email.

FOR MEETING PLANNERS

# Boomerangs

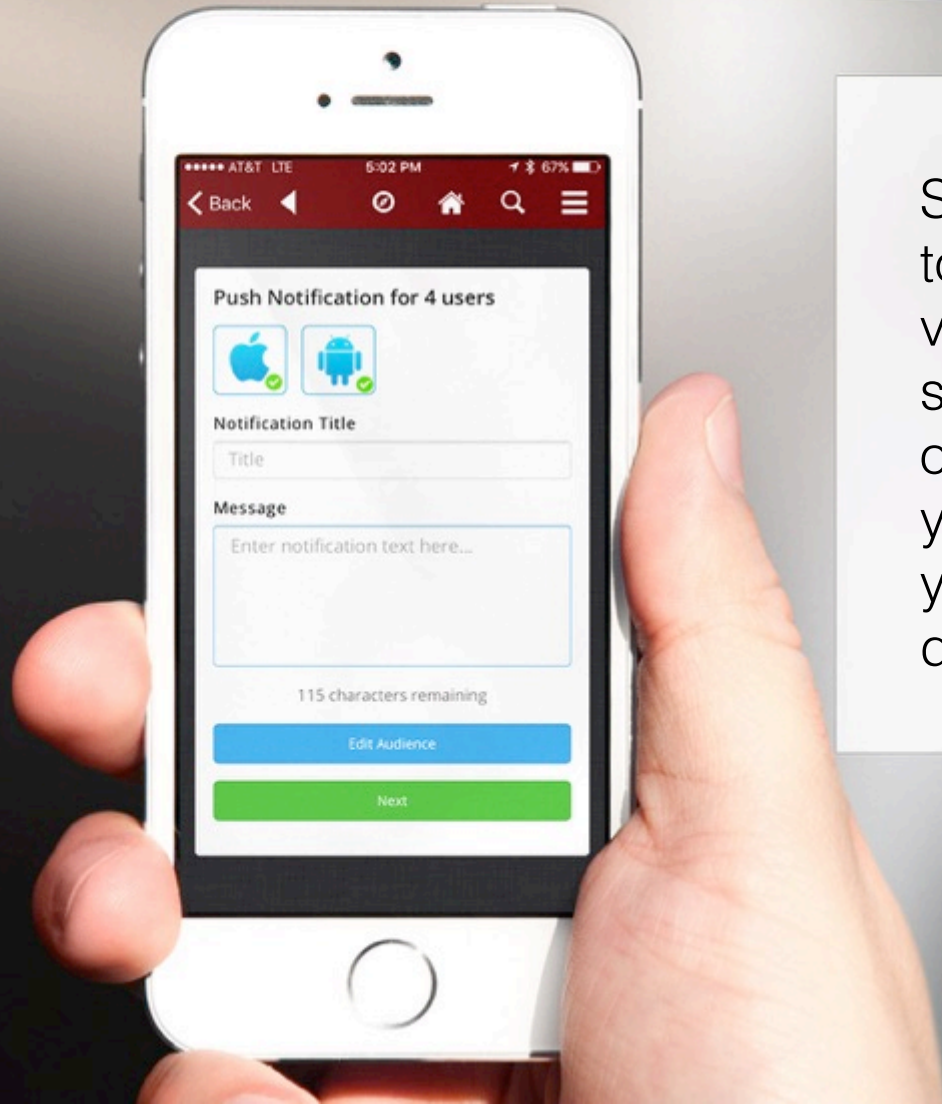


You can send urgent boomerangs with the tap of a button on your app's homepage. No need to log in to myCadmium, and your project team is contacted instantly.



FOR MEETING PLANNERS

# Push Notifications



Send push notifications to your attendees, vendors, attendees and speakers at just the click of a button. Best of all, you're doing it all from your phone at any time during your event.

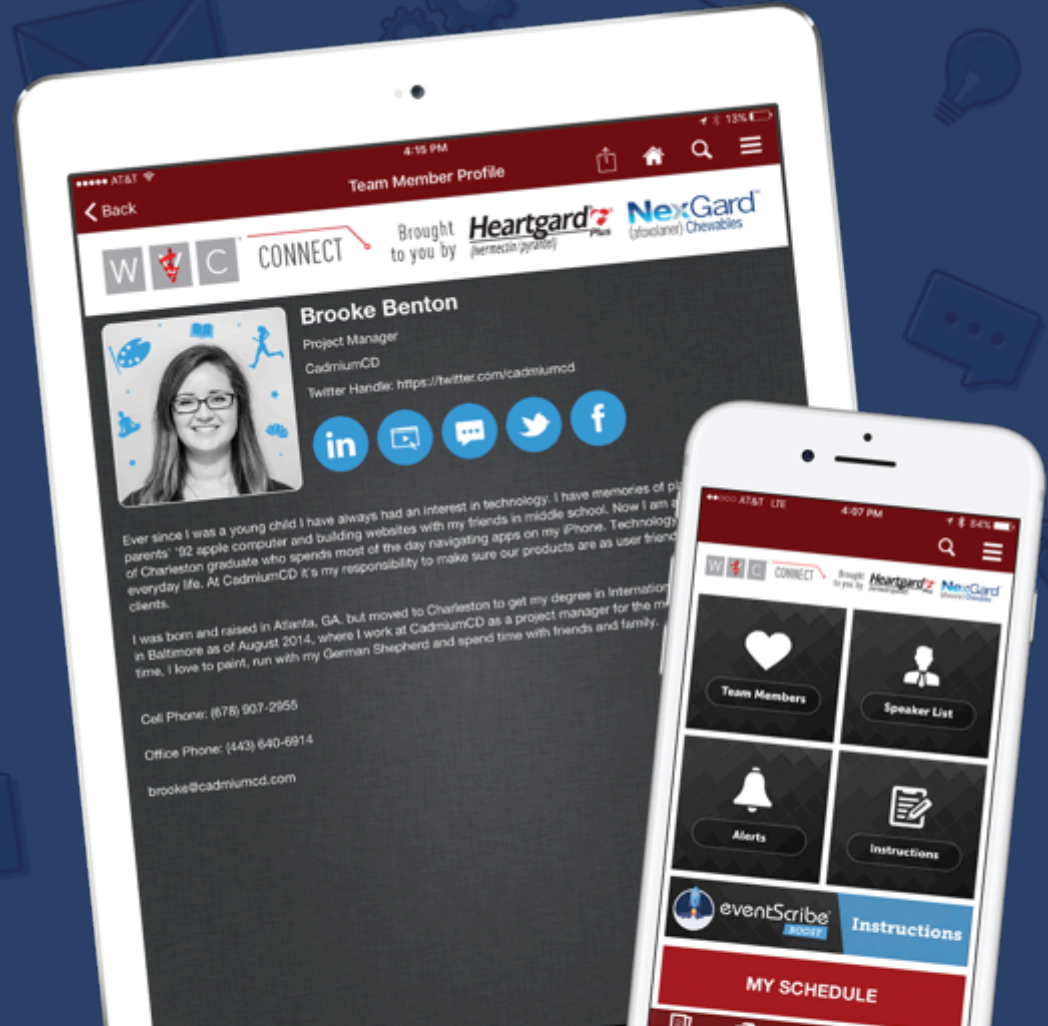


# FOR A/V TEAMS

## Enhanced App for A/V Teams using Hermes

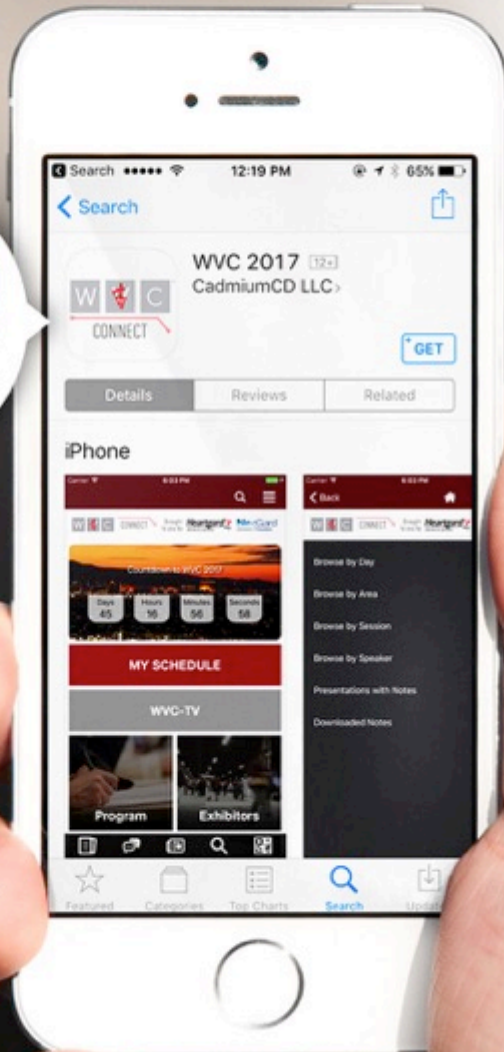
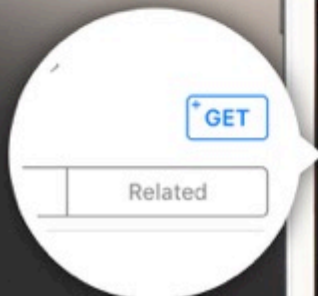
You can use Boost to check-in speakers and log them in to laptops.

More information at  
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FOR A/V TEAMS

# Download the App

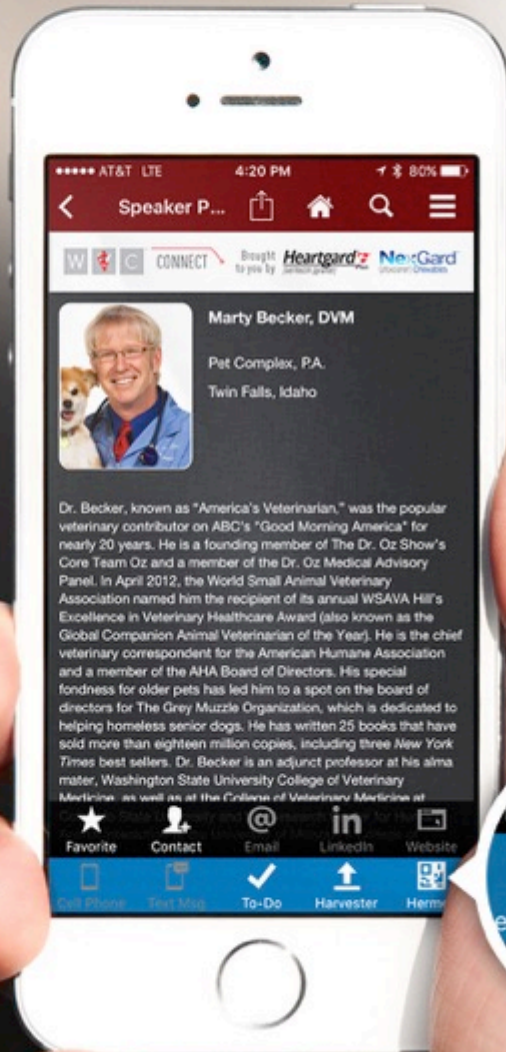


## Step 1. Download the WVC-Connect app and sign in

Search for the app in the Apple App or Google Play store, and download the app. Use the username and password sent via email to sign in to your unique speaker profile.

FOR A/V TEAMS

# Finding A Speaker



## Step 2. Quickly Locate Speakers

Click on the “Speaker List” button to find any speaker at the conference. Then, click on the speaker’s name to find their profile and the “Hermes” button to check them in.



FOR A/V TEAMS

# Speaker Check-In



## **Step 3. Check-in speakers at the Ready Room Desk.**

Use a speaker's Hermes button on their profile in the app to check them in. Once you scan the check in QR code, you have checked them in to Hermes.

FOR A/V TEAMS

# Log In

## Step 4. Log in to a computer

Each computer in the speaker ready room will display a QR code. Scan the code with the Hermes QR scanner on a speaker's profile, then press the green button on the laptop. No username or password required!

