ECVP 2014 Guidebook App
FAQ

Updated by Ian Thornton on August 8 2014

• **Do I need to be online to view the guide?**

No, not if you're using the native iOS or Android apps.

The only time you need to be online is when you first download the app or when you want to check for updates. Other than that, the app is self-contained.

However, if you're viewing the app from another mobile device, or your laptop, using the browser interface, you will need an internet connection.

Also, if you want to visit an external HTML site from within the app (e.g., Google Maps, for dynamic location info), you will need to be online.

We will have free WiFi at the conference venue, so this shouldn't be a problem.

• **Do I *have* to create a Guidebook account?**

No. An account is optional.

The only time you might need an account is if you plan to use the app on more than one device, and would like to synch information, such as your To Do list between, for example, your iPhone, iPad and laptop.

When viewing the app via a browser, you will need to create an account in order to store and view personal information, such as To Do lists and My Schedule.

Also, if you want to take advantage of Guidebook's social networking options (e.g., let people know you're at the meeting, share contact info), you will also need to create an account and log in.

• **How do I search the Guide?**

There's a simple **Abstract** search mechanism available on all platforms. Select the Abstract tab and type your criteria into the search text box indicate by the magnifying glass symbol. You can search on abstract title and author last name.

On iOS and Android devices, there is also a more powerful search option that can be used to locate any text string across the entire guide. This can be used, for example, to list all occurrences of a keyword or all presentations from a given institution, as well as author and title searches.

If you have an iPad, there is a search window permanently visible in the upper right of every screen. iPhone users need to swipe down on any screen to reveal this interface.

On Android devices, access to this search functionality depends on the device's native hardware buttons. If your device has a hardware "search" button (typically a magnifying glass icon), simply tap this button while in the app to perform a search. For devices without a "search" button, but containing a "Menu" button, just tap the "Menu" icon to load the

contextual menu, then select "Search Guide" to perform a search. For devices with neither of the above, tap on the contextual menu button on the top right-hand side of the screen (looks like three squares stacked vertically), then tap the "Search Guide" option to search.

Unfortunately, this advanced search functionality is not available when using the guide via a browser. Here, search is limited to your browsers' built-in interface (typically accessed via CNTL-F) which can be used to search through the abstract list of titles and authors as well as any visible text on other pages.

- **How do I use My Schedule?**

The My Schedule module performs two functions

1) You can use it as a filter for the main schedule. That is, it has the same structure as the main schedule module, but will only display those sessions you are planning to attend. The idea is to give you a less cluttered overview of day-by-day events. To mark specific talks/posters you want to visit, use the To Do module (see below).

2) If you accept connection requests from colleagues via the Attendees module (see below), My Schedule information is also shared. Specifically, within each session, you will have access to a list of your connected colleagues who are also attending. The aim here is for the Guidebook to help people decide if a session is interesting for them.

PLEASE NOTE: I have contacted Guidebook about this latter feature, but currently it cannot be disabled. They have promised to address this issue in the next release. For now, if this is a concern for you, it may be best not to accept connection requests or to avoid using the My Schedule module. Note also that To Do list information is NOT shared in this way.

- **How do I use To Do?**

The To Do module allows you to build and arrange a list of things you want to see. In the current version of Guidebook, this list is not directly linked to the Schedule, so items are added, and initially appear, in the order in which you create them.

However, it's easy to re-order the list. Just select Edit and then click and drag items around. You can also use the "Add item" bottom of the screen to create headings (e.g. Monday Talks, Tuesday Posters), to give your list structure. If you want your To Do list to synch between mobiles devices and/or your laptop, create a user account using the main menu

- **Can I send messages using the app?**

No.

The messaging system is a one-way communication channel for the conference organisers to reach participants. We're hoping to use this to make important announcements before and during the meeting.

- **How to I use the location and map information?**

For the events taking place outside of the main conference venue, we've included interactive maps that you can use to explore Belgrade. To access the full maps (rather than the visible

preview maps) click on the tab below the map that has an internet map pin symbol and the name of the venue. This will open the full, dynamic map.

Hint: For a quick map of Belgrade, go to "General Information" and click on the Sava Centar tab.

In the Overview & Maps tab, we've also included some static maps that you might find useful.

• What is the Attendees/Connections module?

The Attendee module provides a way for you to let other people know you're at the meeting. When you want to be visible to other conference goers, simply check in as an attendee. When you want privacy, check out.

You can also use this module, along with your Guidebook account, to send and receive contact information with other attendees. You can create a range of contact cards, controlling what information you'd like to share. Simply find the person you'd like to connect with in the list of attendees and click the + symbol next to their name. This will initiate a contact request. The Connections tab in the main menu keeps a list of your current contacts and you can edit your information in the Cards tab.

• Can I print from the App?

No. By design, Guidebook has disabled this feature on the mobile apps themselves. However, it should be possible to visit the guide via your browser and to use that print interface to produce hardcopies.

• How do I get additional help?

There's a very detailed user guide, taking you through all of the generic Guidebook features included as a URL link in this section of the guide.
Some of these features discussed in that link may not be implemented in the current guide. I'm happy to receive suggestions on features you think might make useful additions in the context of ECVP.

For any other questions, please just email me (or stop me at the meeting) and ask!!

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I'd also be happy to hear general comments and suggestions on how we could improve this sort of app in the future.