



32nd Council
2-6 Dec 2020
Online
by the European Greens

A Brief Guide to EGP 32nd Council's Virtual Space on SpotMe

SpotMe is an online platform (application) on which the virtual 32nd EGP Council will take place. The application can be used as a desktop (no additional installation required) and as a mobile app for a smartphone or tablet.

This platform was selected again for its features allowing participants to easily engage with the content and with each other, recreating a similar experience to an in-person event. Below you will have an overview of all its sections and functionalities and how to use them.

Browser compatibility: We highly recommend you use an **updated version of Chrome**, since SpotMe works best on it. However, SpotMe is compatible with all the internet browsers, except the old Microsoft Edge versions that are not based on Chromium (versions previous to the Windows 15th of January 2020 update). If you encounter any issue in Edge, you can update your Windows or you can [go to this link](#) to update Edge.

Device: We strongly recommend you **use a computer instead of mobile devices** to connect, especially when you plan to watch sessions.

Landing page

After you have registered on the EGP website and you have paid the registration fee, you will receive an invitation email to create your profile and log into SpotMe. You will then have access to the virtual event space, that will look like this – see below.

Everything you need is in one place and you can open multiple tabs at the same time, without closing the previous ones. For example, you can watch a live video and in the same time explore speakers' profiles or exhibitors' pages.

Home Agenda Chats Notifications

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Home
Agenda
My Agenda
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Participants
Exhibitors
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Helpdesk

Ad-Hoc Meetings
Notifications
Chats

Welcome!

Full Agenda Participants Speakers Exhibitors

Pinned

Welcome to the digital platform of the 32nd European Green Party Council! This is where the action will take place!

As we all know, 2020 has been a uniquely challenging year for all of us. But it has also been a year of electoral successes: in France, Germany, Ireland, and Croatia the Greens have gained more ground. We are now present in a record-high six governing coalitions in EU Member States. More opportunities



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On the landing page, you can see the top menu, the left side menu and the feed area: here you will find the latest news about the council, in a format similar to social media platforms “walls”.

Main menu



On the top left side of the screen you will find the main menu with the following buttons.



Home: To go back to the landing page, you can click on “Home”.



Agenda: In this section you will see all the sessions available to you to attend.



Chats: In this section you can find all the chats you have started with other participants. To start a chat, you must go in the Participants section, select a person and click the “Message” button.



Notifications: In this section, you can find all the notifications sent by organizers. When a notification is sent, it appears on the top right of the screen. If you do not read it, this section will indicate it by showing a small number next to it, representing the number of notifications you didn't click on yet.



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Left-side menu

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- Home
- Agenda
- My Agenda
- Speakers
- Participants
- Exhibitors
- Council Evaluation
- Helpdesk

- Ad-Hoc Meetings
- Notifications
- Chats
- Contacts
- Matchmaking
- Notes
- Bookmarks

Your profile

In the top-left corner, you will see a square with your information. This is your profile. Click on it to update it. Everything you add to your profile will be visible to all participants.

Speakers: In this section, you can see all the speakers for all the sessions, in alphabetical order by their surname. By clicking on them, you will see their profile with more information, including their biography and social media accounts.

Recent News: In this section you will find the latest information about the Council.

Agenda: In this section you will find all the sessions that you can join. You can bookmark sessions you want to follow, and they will appear in the My Agenda field, in the left-side menu (more info below).

Participants: In this section, you can find all the Council participants and their personal information which they have added to their profile. If you want to find a particular person, you can press CTRL-F (COMMAND-F on Mac) to bring up a search bar in your browser and use this to search the list.

Exhibitors: Here you can find the Council's exhibitors, each with their own personalized page. Click on each exhibitor to discover their virtual stand.

Council Evaluation: In this section, you can provide feedback regarding your overall Council experience.

Helpdesk: If you do not find your way around, you can always use the helpdesk page.

Ad-Hoc Meetings: If you wish to schedule a meeting with other Council participants (up to 10), you can fill in the form on this page (function available only during the Council).

Contacts: Here, you can find the participants with whom you connected. To connect with a participant and add them to your contacts list, you must go on their profile and click the "Connect"

button. Once connected, you will be able to see more information on their profile.








Matchmaking: In this section, you must first answer to a few questions. The system will tell you to what extent you match with other participants who have also answered the poll. Then, you can connect and chat with each other, starting from the interests you share/topics you have in common!

Notes: In this section you will see all the notes that you took during the Council. To take notes, you can open a new note page either from here or whenever you see the "Note" button when you browse the content (sessions, speakers).

Bookmarks: Here you will find the sessions and speakers you bookmarked while browsing through the content. To bookmark something, you must click on the "Bookmark" button, see below.



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-  Contact Us
-  About Us
-  Committee and Office
-  Our Positions
-  Social Media
-  Donate
-  Logout

At the end of the left-side menu, you can also find organization-related information, such as contacts details, information about the European Greens, staff and committee members, our positions, social media channels and a donate button. At the end of this menu you can also find the Logout button.

Technical support

If you encounter issues with finding your way around the platform or any of its functionalities, go to the dedicated Technical Support section on the left-side menu.

Evaluation

At the end of the Council, we will also invite you to fill-in a short overall evaluation form. This form can be found in the Council Survey button on the left-side menu.

Your feedback is very much appreciated, as it allows us to improve further events! This time, it is particularly important that we hear back from you on the organization of the first fully virtual Council.