

Tips

Which browser should I use?

Collab works best on a Google Chrome browser; download it [here](#) for free!

Can I join on my phone or tablet?

At the moment Collab is not fully compatible with phones or tablets.

Will my microphone and camera work?

Your microphone and camera should automatically be tested as you enter Collab, however if you are unable to turn them on please click the circular button in the top left of the Collab screen and select your mic and camera in the pop out menu. You may need to refresh your browser to enable these tools.

This generally only happens if you have multiple tech attached to your laptop or desktop e.g. a headset with a mic and speaker or a webcam.

How do I move around the venue?

Once in a Collab space you have the autonomy to move around the venue as you wish! Simply double click on a table or area with a free space and you will join that conversation. If there are no available seats, then you will not be able to join that conversation.

An area of my screen is covered, how can I move the background?

Click and drag anywhere on your screen to move the background around!

How can I move up and down floors?

If the venue you are in has multiple floors use the elevator dial to move up and down the floors. This can be found on the left-hand side of your screen.

Can I add a picture to my profile?

Yes! Click on your icon in the top right-hand corner of your screen and edit your details. You can add your company email, LinkedIn profile, your photo and more.

Conversation & Presentation Mode

What are the differences between conversation and presentation mode?

During an event in Collab, there are two modes; conversation and presentation mode.

In conversation mode you can move around the venue as you wish, engaging in conversations with those on your table or in your space. You have the choice to put your own mic and cam on during this mode.

In presentation mode all guest microphones and cameras are automatically switched off and everyone watches and listens to panel/presentation. When presentation mode is turned off by your Event Manager, mics and cams are automatically switched back on and conversations resume.

Why can't I turn on my mic and cam during the presentation?

During the presentation, only the speakers can turn on their mic and cam. This ensures the panel/presentation goes on undisturbed. You

could be asked to come up on stage during a presentation, you will be promoted to turn on your cam and mic if this happens.

Do we leave conversation mode while in presentation mode?

Yes, once presentation mode has been activated, all guests within the event will be in presentation mode and will not be allowed back to conversation mode until the event host switches back.

Can I still chat to my table during presentation mode?

Yes, the chat function remains active throughout and you can still talk to other participants, generally, on your table and direct to one other person.

How do I use the Q&A function?

Your presenters or panel may invite you to use the Q&A function and 'vote up' any really good questions during a presentation.

You can ask anonymously, just tick this option on the pop up when you go to submit the question

How can I see who is in the event with me?

In presentation mode, click on the Participants function (on the right of the screen) and scroll through the participants. From here you can send them a chat message.

Event Managers can also use this function to invite people onto the stage during presenter-mode.

What are the sponsor banners?

The sponsor banners are images on the map that you can click to show a popup, you can watch a video or head to their website.