Evaluation 2017 App FAQ

About the App

Why did AEA Optimize a Mobile App?
The Evaluation 2017 mobile app was designed with input from previous attendees and input from an advisory group comprised of AEA Members who have experienced first-hand a number of past conferences. Don't have a smart phone? There are a few options listed below that will allow you fully access

What New Features does the App Have?
- Search the Evaluation 2017 schedule. All speakers and session abstracts are searchable within the app. The app also allows you to sort and filter sessions by track using the TIG names. You can search by interest or session types such as posters, workshops, or ignite sessions.
- Build your agenda online and have it automatically sync to your mobile device. You must be logged into the app to access this feature.
- Build out a complete profile which includes special interests and find other attendees with those same interests.
- Export your notes using the desktop version of the app.
- Check into a session while in Washington, D.C.
- Room numbers and session locations are easy to find and link to a map of the venue.
- Sync your agenda to your phone calendar by entering "My Event" and selecting the calendar icon located at the top right of your screen.
- See upcoming sessions on your home screen.
- When building your profile, sync your app to your social media accounts to post to your channels directly from the app. The app will pull in the conference hashtag automatically.
- View a complete list of registered attendees, and contact them through the app.

Download the App

Registered Evaluation 2017 attendees will be receiving personal invitations to the conference Mobile App. The personalized invitation allows each attendee to set their password and build their profile as desired. This new approach to the Mobile App protects your personal information and provides a personalized experience. **Please note: your login credentials for the Mobile App will not be the same as your AEA account.**

Why a Personal Login is better than a Universal Login?
- Protects your personal information
- Provides a greater opportunity to network with other attendees through messaging and meeting set-up

- Allows you to customize your meeting agenda
- Allows information selected on the desktop version to be automatically updated to the mobile version of the app

You must be logged into the mobile and desktop version of the app to access these benefits. If you would rather use the app as an informational tool and not use customized features such as agenda building, simply download the app by searching for Eval 2017 in your Apple Store or Google Play Store.

1) How Can I Download the App?

All attendees who have paid to register for Evaluation 2017 will be invited via email to access the mobile app. When you receive this email, attendees must accept the invitation, verify their email address, and create a password. This password and email address will grant you access to both the web and mobile version of the app. If you cannot find this email prior to traveling to Washington, D.C., please contact AEA directly. While at Evaluation 2017, you can reach out to AEA staff for assistance. If you forget your password, you can select "Forgot my Password" and the system will reset and create a new password.

2) Where Can I find the Mobile Version of the App?

Search for "Eval2017" or "Evaluation 2017" in your Apple App Store or Google Play Store. If you are using an Apple device you must also enter your iTunes password to download the App. Once you have the mobile version of the app on your phone, you can use your chosen password and email address to login. Once you login, you remain logged in for the remainder of the conference. If you forget your password, you can select "Forgot my Password" and the system will reset and create a new password.

Please note: you must accept your invitation and set your password before you can access the mobile app.

3) I Don't Have a Smartphone. How Do I Access the Conference Program?

If you don't have a smartphone, you may access the desktop version of the app. The desktop version of the app has the same functionality as the mobile version.

4) What are the Technology Requirements for the App?

To download the Evaluation 2017 mobile app, you must have an Apple or Android device. The app is accessible to other devices, such as BlackBerrys/Windows devices and computers, through the desktop version. If you are an international attendee, we suggest you check your phone's data plan to see if the mobile app is compatible prior to coming to Washington, D.C.

Please note: The mobile app only supports IOS 9, IOS 10 and IOS 11. We suggest you update your apple device before arriving in Washington, D.C.

5) Will there be complimentary Wi-Fi at Evaluation 2017?

Wi-Fi connections in session rooms and event halls are often weak and unreliable. We suggest that you download the app prior to the start of the conference. You do not need Wi-Fi to use the app once it is downloaded.

Logging into the App

6) How Do I Login to the App?

Once you receive an email invitation, you will be prompted to activate your account by verifying your email address and setting your password. Once this step is complete, you will use your registration email and chosen password to access the desktop and mobile versions of the app. If you forget your password, you can select "Forgot my Password" and the system will reset and create a new password.

7) I Can't Remember which Email I Used to Login/Someone Else Completed my Registration. How Do I Find It?

Please visit Zachary Grays at the volunteer/information desk or Jayne Corso in the registration area for assistance with username lookup. They will be happy to assist you. Please note, that if you have registered onsite you will be unable to log into the app for up to 20 minutes.

8) What if I Never Accepted my Email Invitation to the Evaluation 2017 App?

If you never activated your account, please come to the information desk for assistance with logging on. Our staff can re-send the invitation email and assist you in setting up your account. They will also have a designated password for those who cannot access their email at the conference.

Using the App

9) What Can I Use the Evaluation 2017 App for?

The AEA mobile app is your gateway to Evaluation 2017! The app allows users to search the full conference program, search for presenters, view room locations that link to venue maps, sync your agenda to your phone calendar, message other attendees, and the invaluable ability to build your agenda to take on the go!

10) How Do I Build My Profile?

When you activate your account, you will be prompted to fill out your profile. You can also do this on the mobile version by selecting "More" then selecting the edit at the top of the page. We recommend that you include your name, company, title, and choose your interests. Interests will allow other attendees to find you based on similar interests.

11) How Do I Search the Program with the App?

Search the Evaluation 2017 program by selecting "Schedule" from the option listed under "home". You can use the filter feature to search by start date, day, Interest (session type), or Track (TIG). You can also choose the magnify glass icon to search by keyword.

Please note: when using the filters to search the program, you can only choose 1 Track and 1 Interest at a time. Tracks are the same as TIG selections.

12) How Do I Build my Agenda in the App?

Mobile

Follow the above instructions for accessing and searching the app. Next, click the session you wish to attend. Each session will have three dots next to the name. When you select these dots, a box will appear that states "add to my agenda". Once this is selected, the sessions will appear on you agenda.

Desktop

Select "Schedule" in the top navigation. Find your desired session and click the plus sign. This will add the session to your agenda. When you add a session to your agenda it will be visible in both the desktop and

mobile version.

Repeat these steps for the speaker and exhibitor sections of the app to build a list of your favorite speakers and exhibitors. You can view all favorites information under "My Event".

13) What is the Best Way to Search for a Specific Presenter?

Go to the speaker widget within the mobile app. Here you can scroll through all of the speakers or search for an individual's first or last name. When you click on your desired speaker, you will see all the sessions he or she will be presenting. You can also send a message or add the speaker to your favorites by selecting the three dots next to their name.

14) How Can I Keep the App from Draining My Battery?

The AEA mobile app takes up space on your phone's hard drive. To avoid the app from draining your battery, you can 1) close out of your other apps that you are not using, 2) close out of the Evaluation 2017 App when you are not using it, or 3) uninstall old apps that are on your device to make room for the Evaluation 2017 App.

15) How Can I Use the App to Connect with Other Attendees?

Use the attendee widget to see all attendees at Evaluation 2017. Using the arrow or three dots next to the attendee's name (dependent on device), you can send a message, set up a meeting, or add notes about that person. You can also find people based on interest by filtering the attendee list. Fill out your own interest within your profile so other attendees can connect with you.

16) I Need Help with my App. Who Can Provide Me with Assistance?

AEA will have staff and volunteers on hand who will be happy to assist you with your questions about the app. AEA staff members Zachary Grays (located at the volunteer/information desk) and Jayne Corso (wearing an 'Ask Me about the App' Button) are available to answer any questions you have about the app. In addition, student volunteers will be floating around to answer any questions you have while in between sessions. Simply look for the 'Ask Me about the App' ribbons on a volunteer's badge and they will be happy to assist. For additional questions about the app prior to the event, contact info@eval.org.