

PAMS ON Manual

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Registering for PAMS

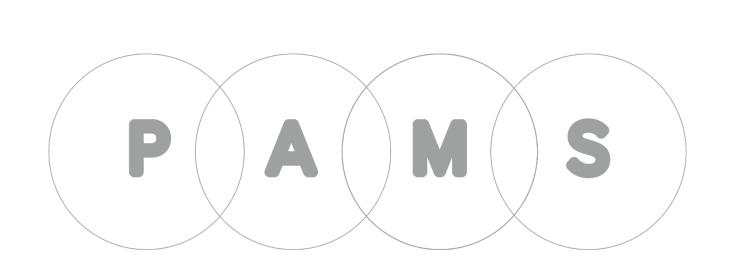
Please register for PAMS on the PAMS website.

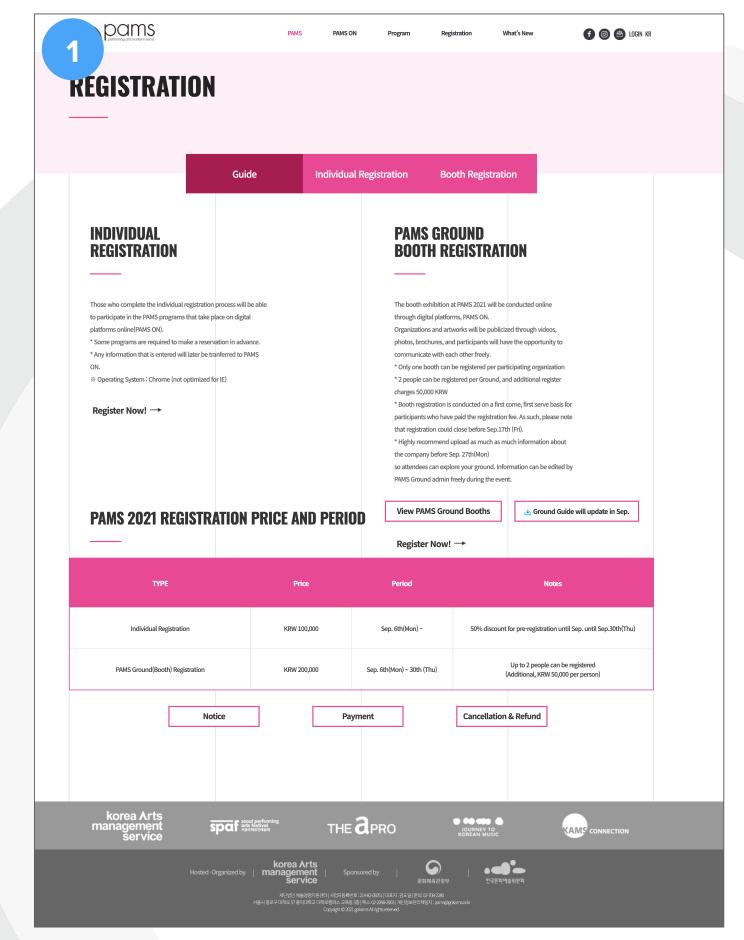
(https://en.pams.or.kr/pams/new_regi.asp)

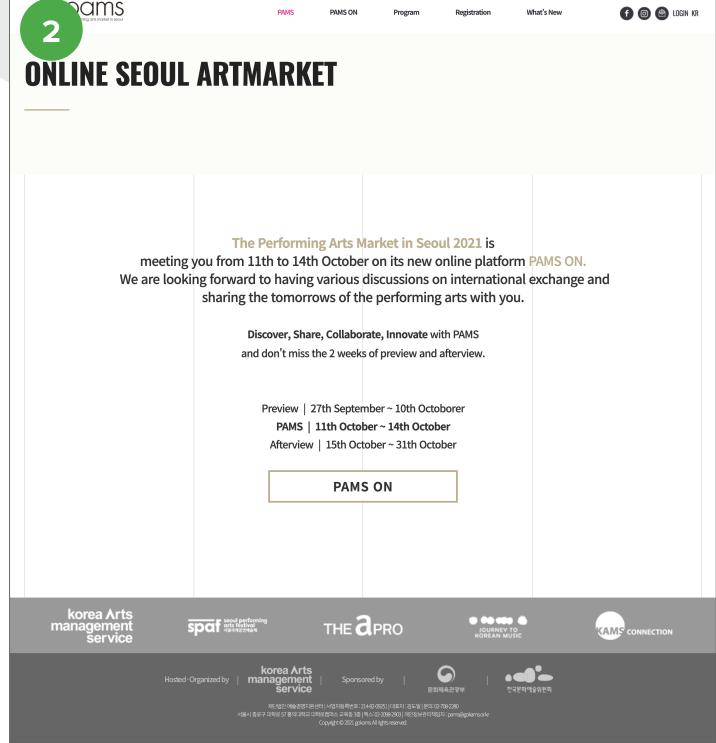
If you want to take a look at PAMS ON ahead of registration, you can do so by clicking on the link below. The networking function is only accessible after registration.

(https://en.pams.or.kr/pams/new_onlineplatform.asp)

- 1 Register on the PAMS website
- If you want to see PAMS ON before registering, click PAMS ON button.







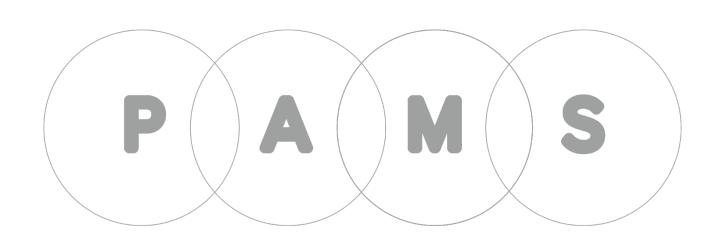
Registering for PAMS

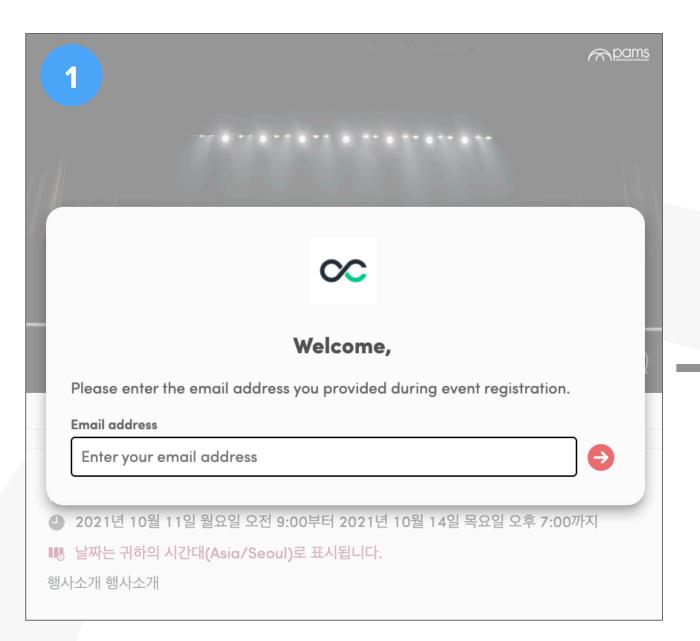
Once you complete your registration on the PAMS website, click the link below to visit PAMS ON. You can access PAMS ON with the email address you used for your registration.

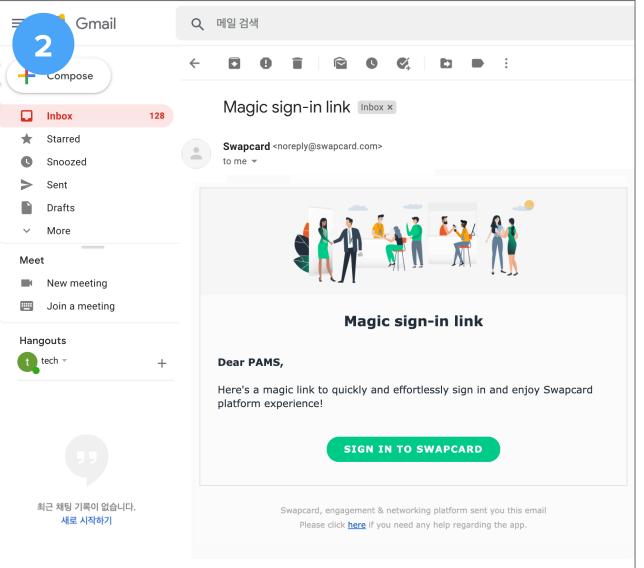
(https://app.swapcard.com/event/2021-pams-on)

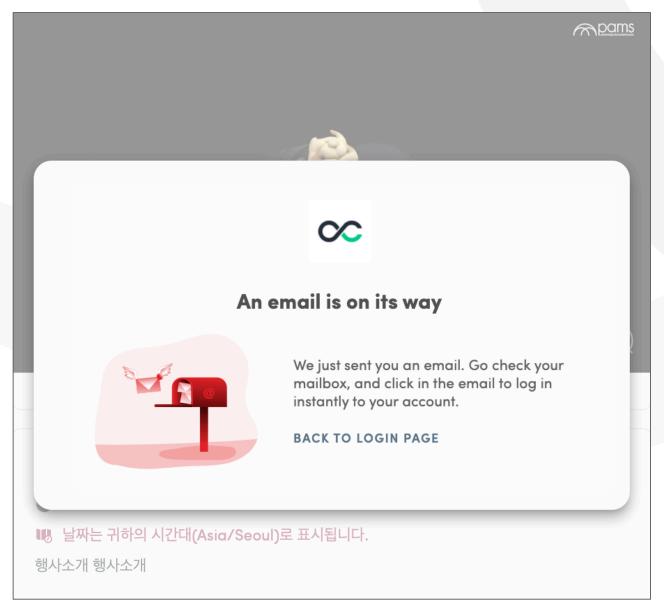
If the system does not recognize your email, visit "swapcard.com" and click the "participant" button to register your email.

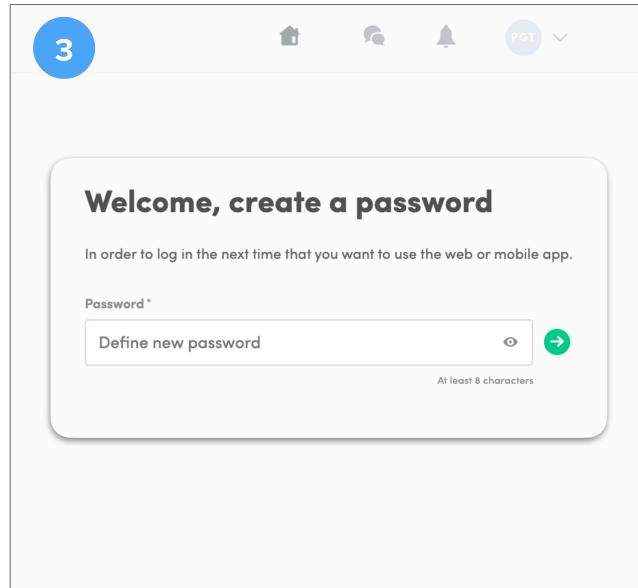
- 1 Use the email address used for registration.
- You will receive an email with a "Magic sign-in link." Click the "Sign in to Swapcard" button in the email to visit PAMS ON.
- Lastly, create a password.







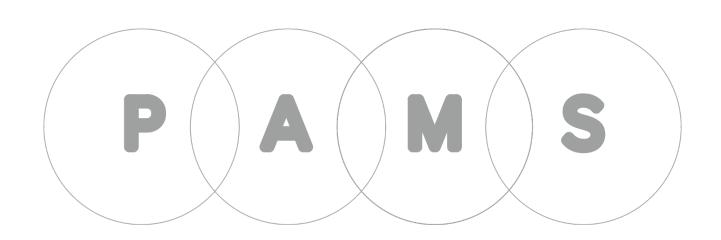


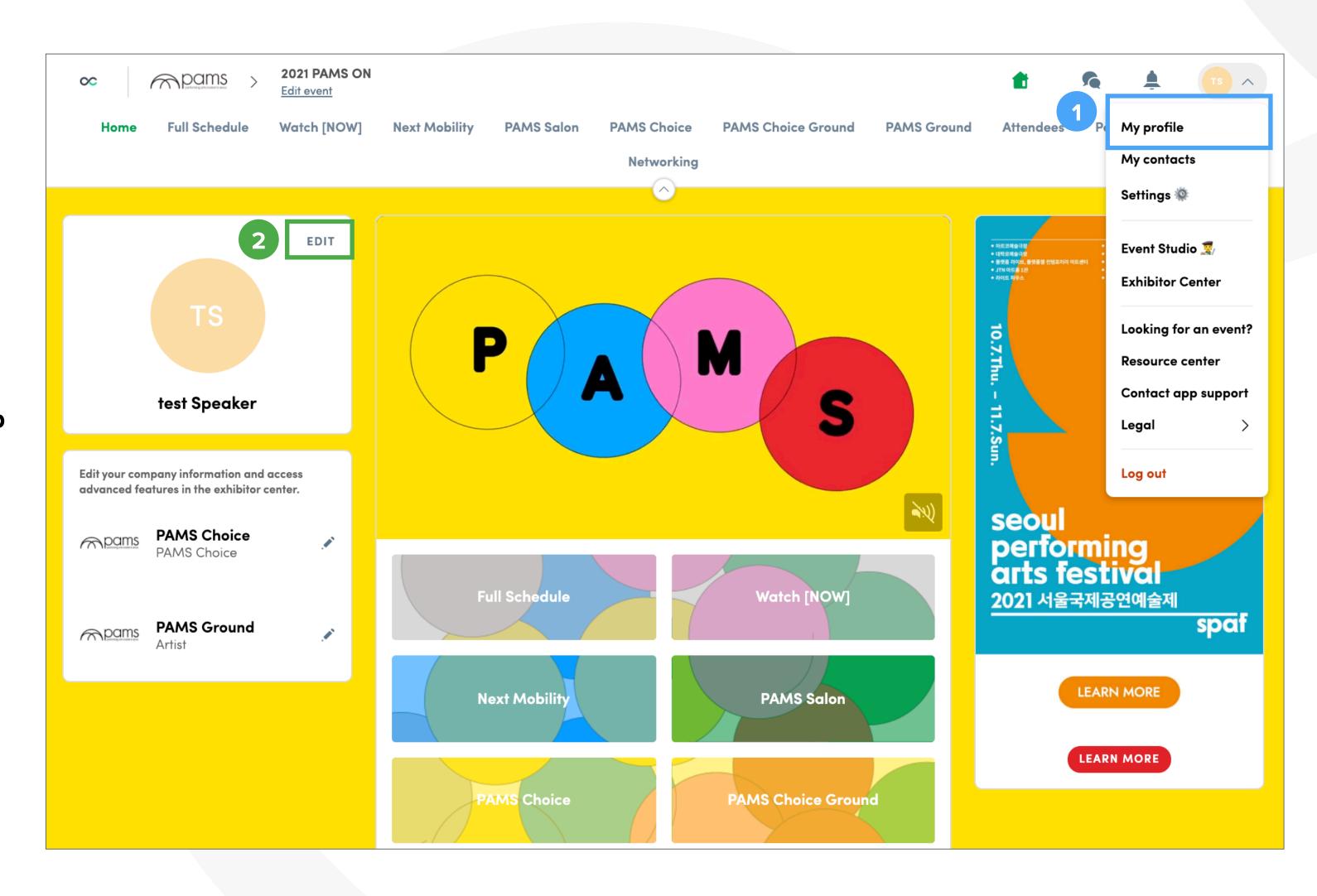


My profile

There are two ways to access the profile setup page.

- At the top right corner, click the smaller circle (your initials or photo) then click "My profile."
- At the top left corner you will find a bigger circle (your initials or photo). At the top right corner of that box, click 'EDIT' to move to the profile setup page.



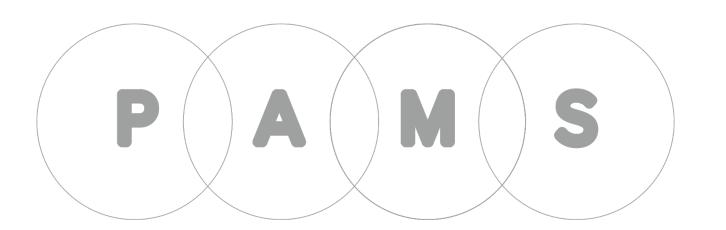


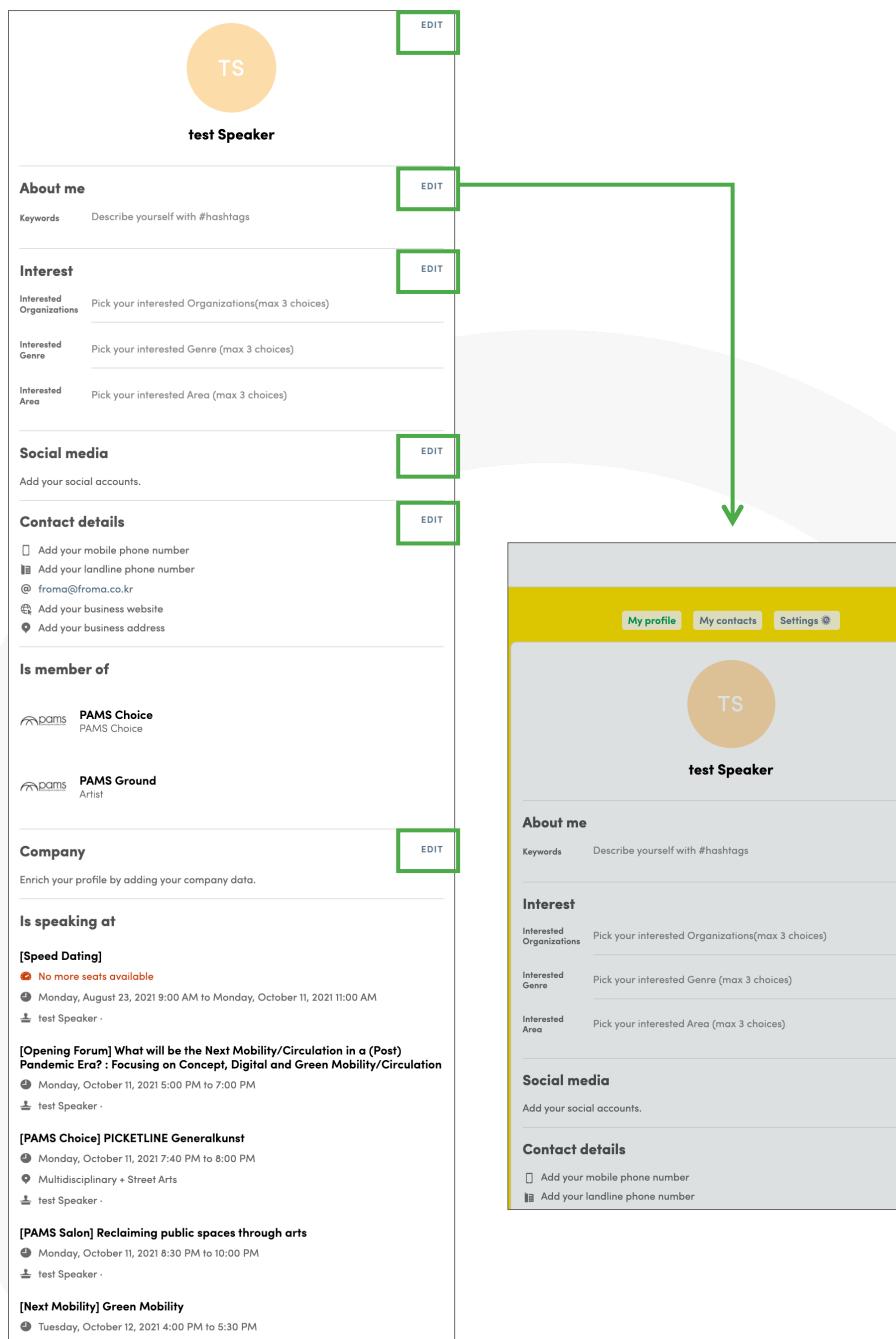
My profile

Fill in your information on the profile setup page.

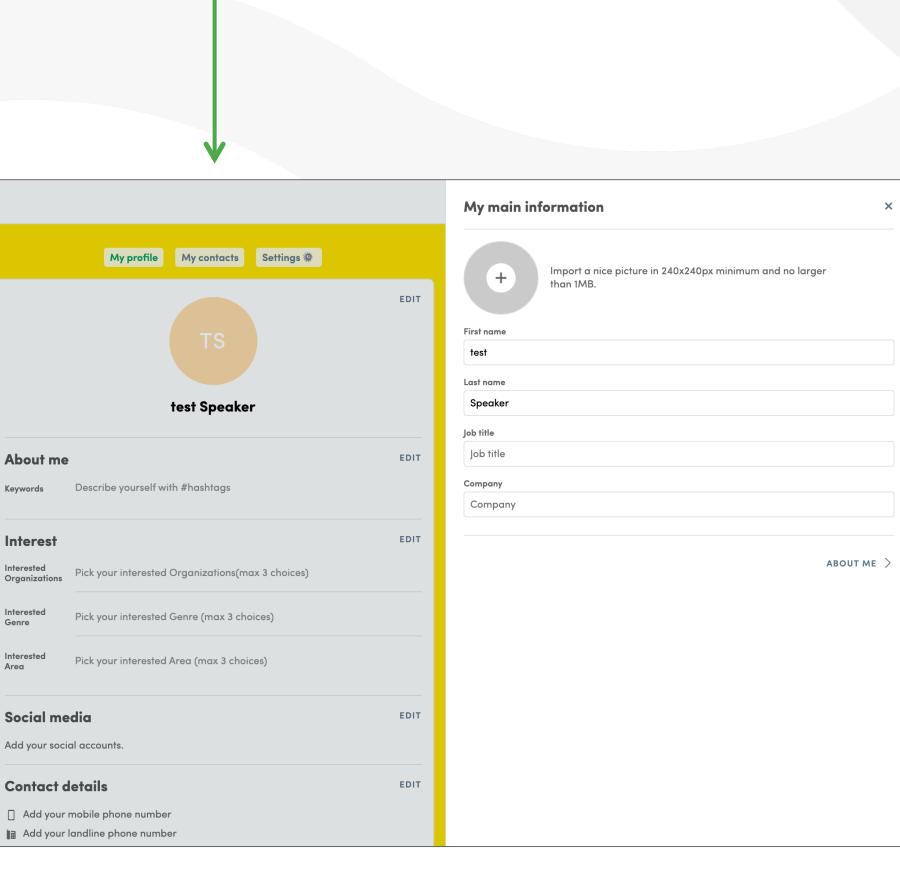
Profile information

- About me
- Interest
- Social media
- Contact details
- Company



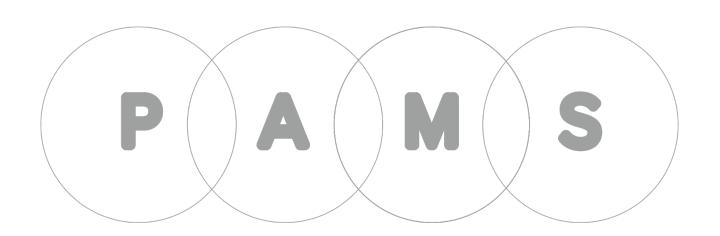


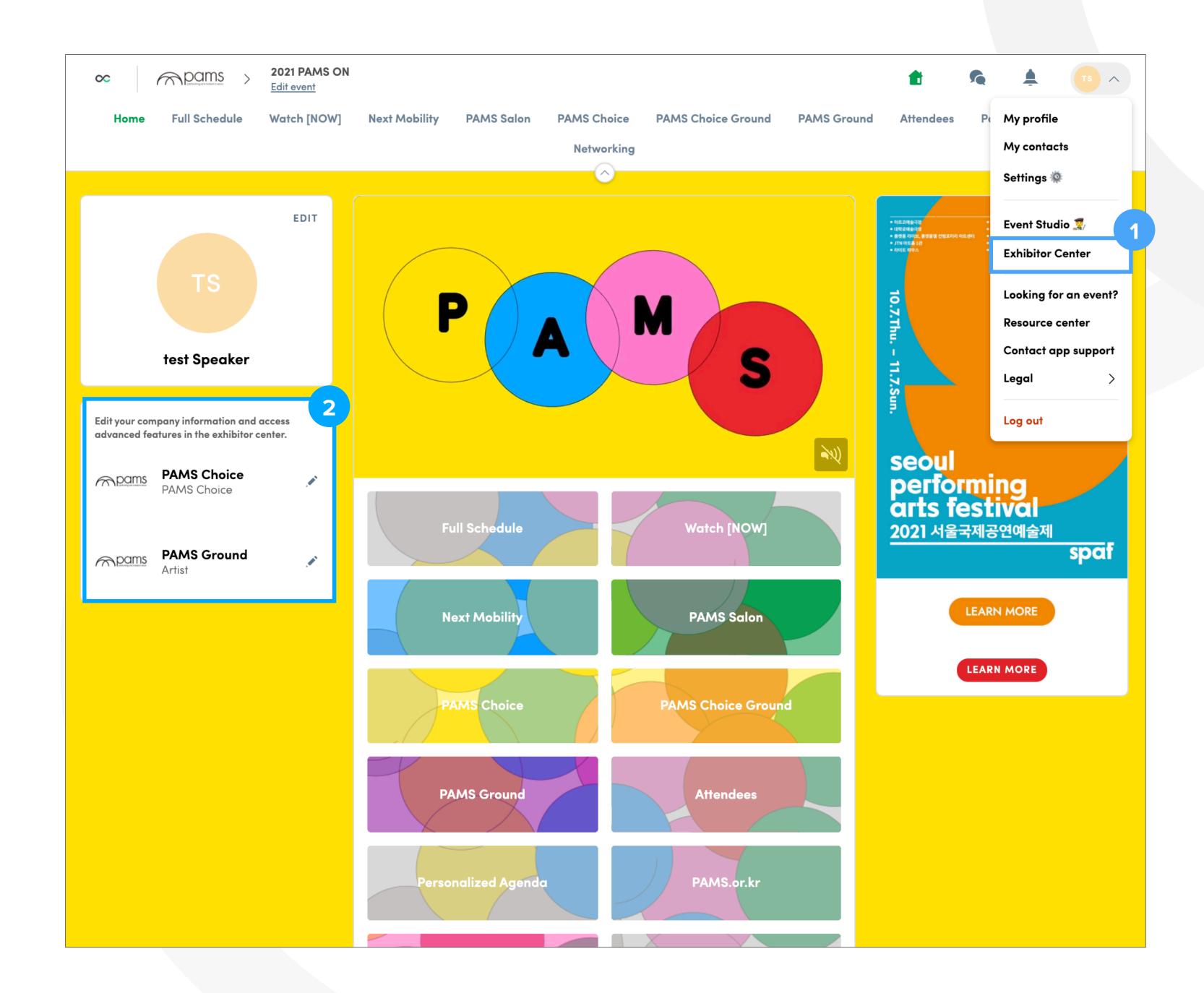
🚢 test Speaker ·



Add information here to let people know more about your company.

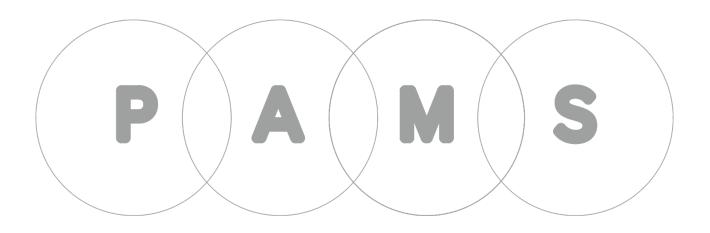
- At the top right corner, click a small circle (your initials) to prompt a drop down menu, then click 'Exhibitor Center.'
- In the second box from the top on the left side, click the pencil icons to move to the setup page for 'Company profile.'

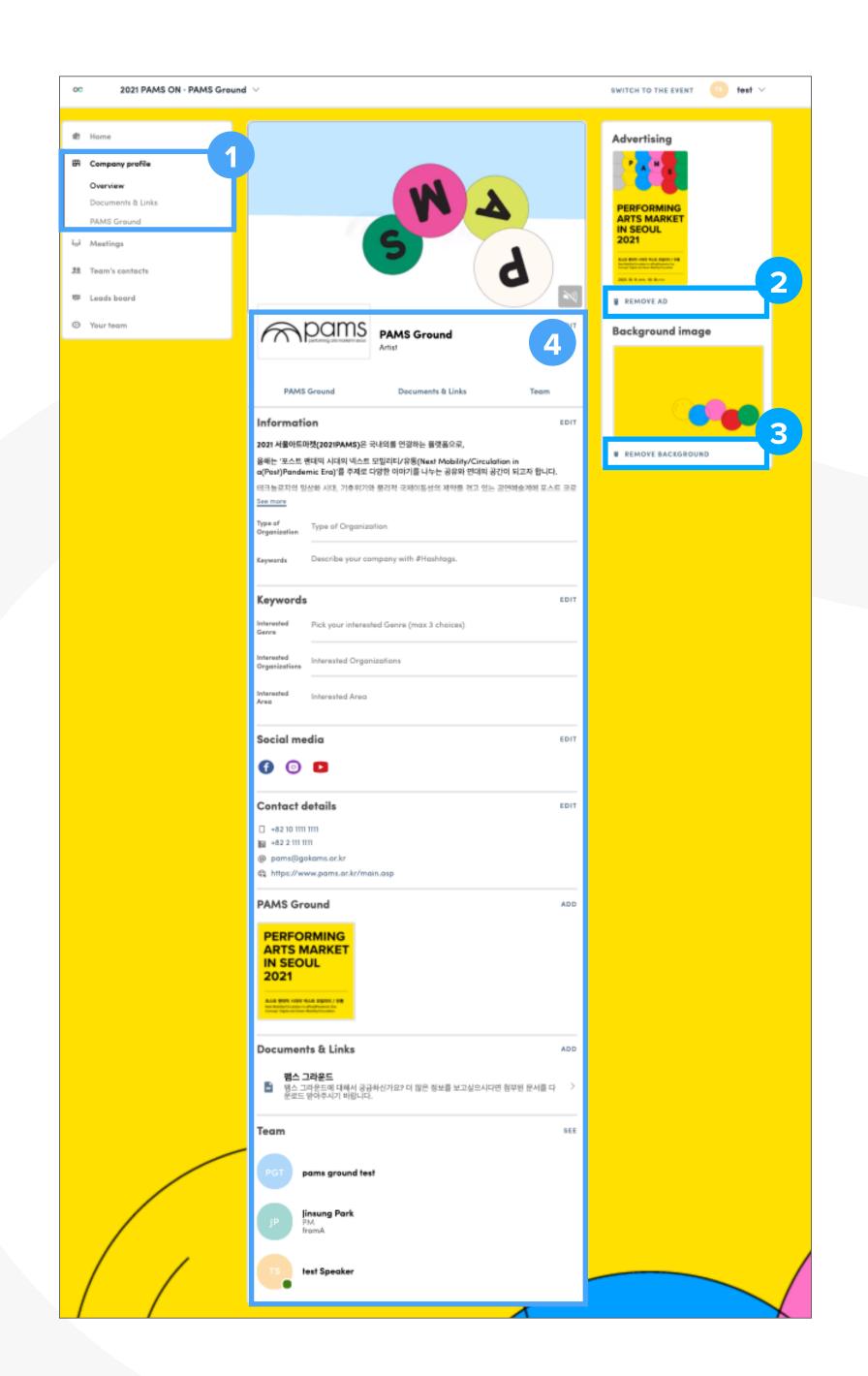




Add information here to let people know more about your company.

- Click 'Company Profile' on the left then click 'EDIT' to fill in information for each item.
- Click 'ADD AN AD' to put a banner image as an external link.
- Click 'ADD BACKGROUND' to put an image in the background.
- Click 'EDIT' for each item to add information about your company.
 - You can list as many performances as you want in the 'PAMS Ground' section.

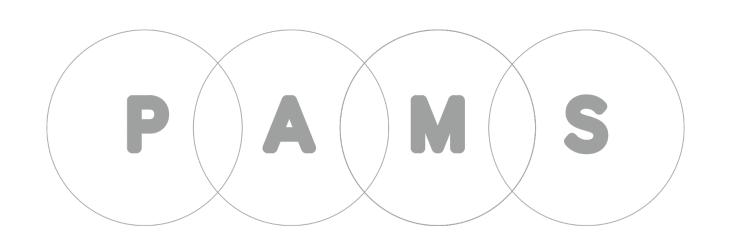


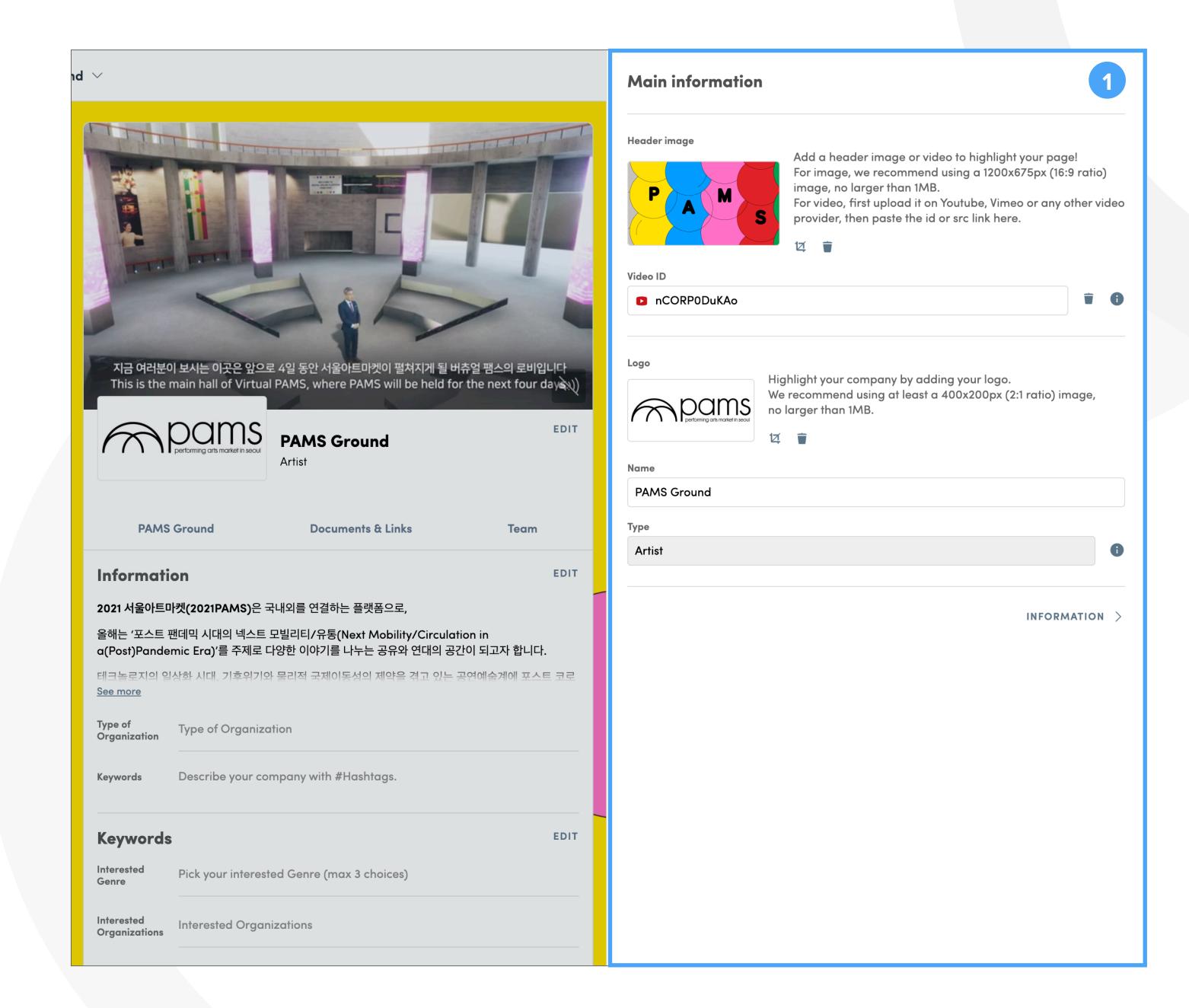


Add information here to let people know more about your company.

Click 'EDIT' for each item to prompt a popup page on the right hand side.

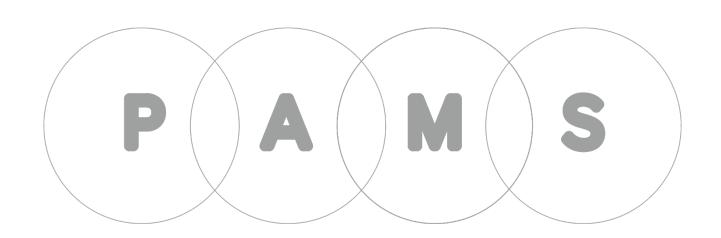
A header image (or video) can be added as well as documents about the company (as a file attachment) and information about performances (images and descriptions).

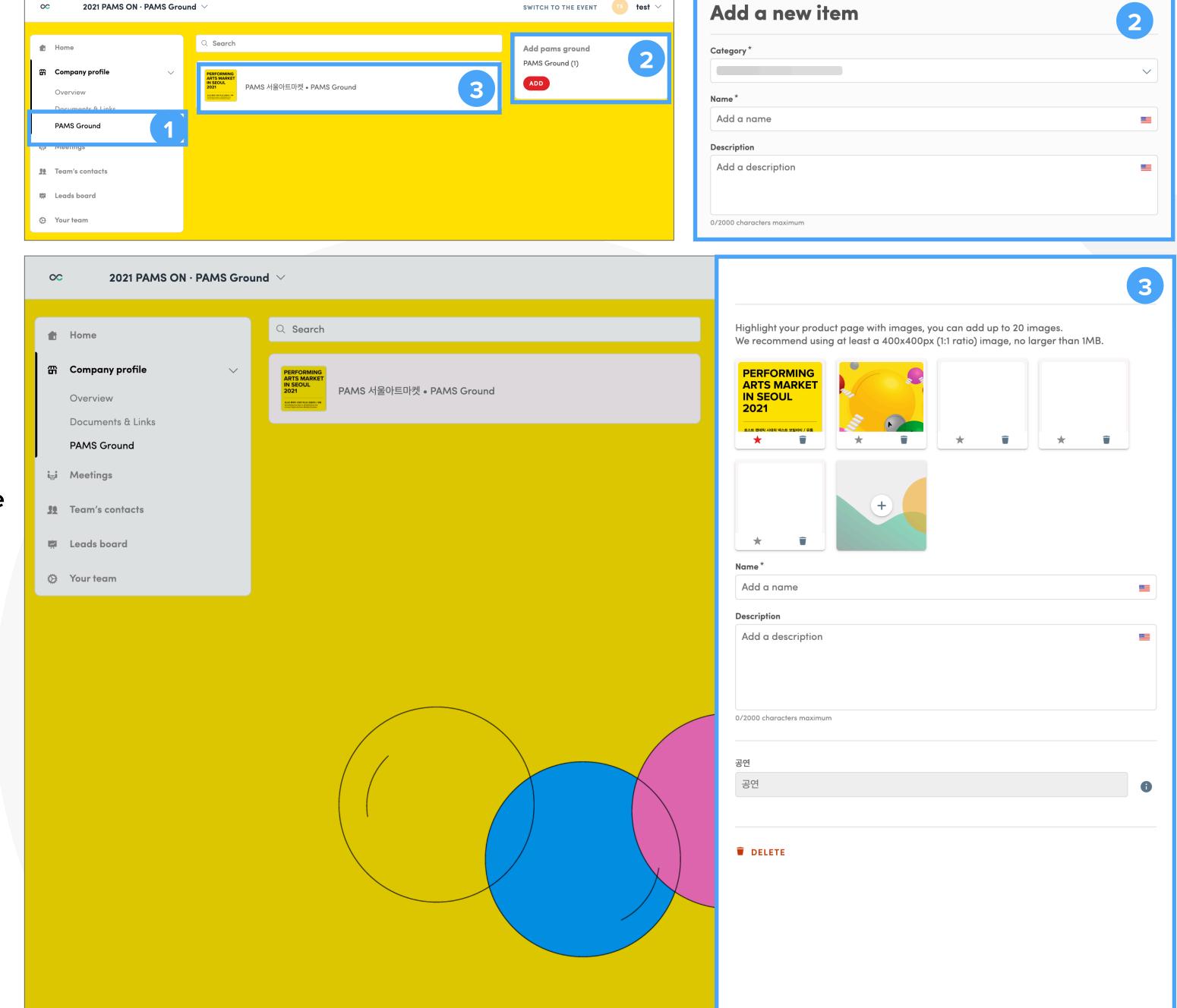




Add information here to let people know more about your company.

- Click PAMS Ground from the menu box on the left to add performances to present at your virtual booth.
- Click ADD at the right top corner to prompt a popup page where you can fill in the name and description of your performance. (There is no limit to the number of performances you can add.)
- Once you add, another popup page will appear where you can add images of the performance. You can add multiple images, then click a red star icon at the bottom of an image to make it a cover image.

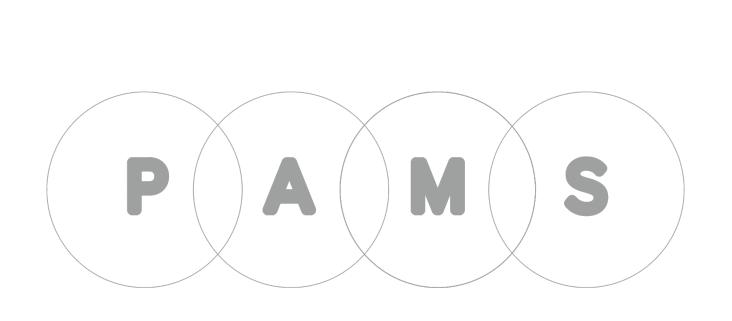


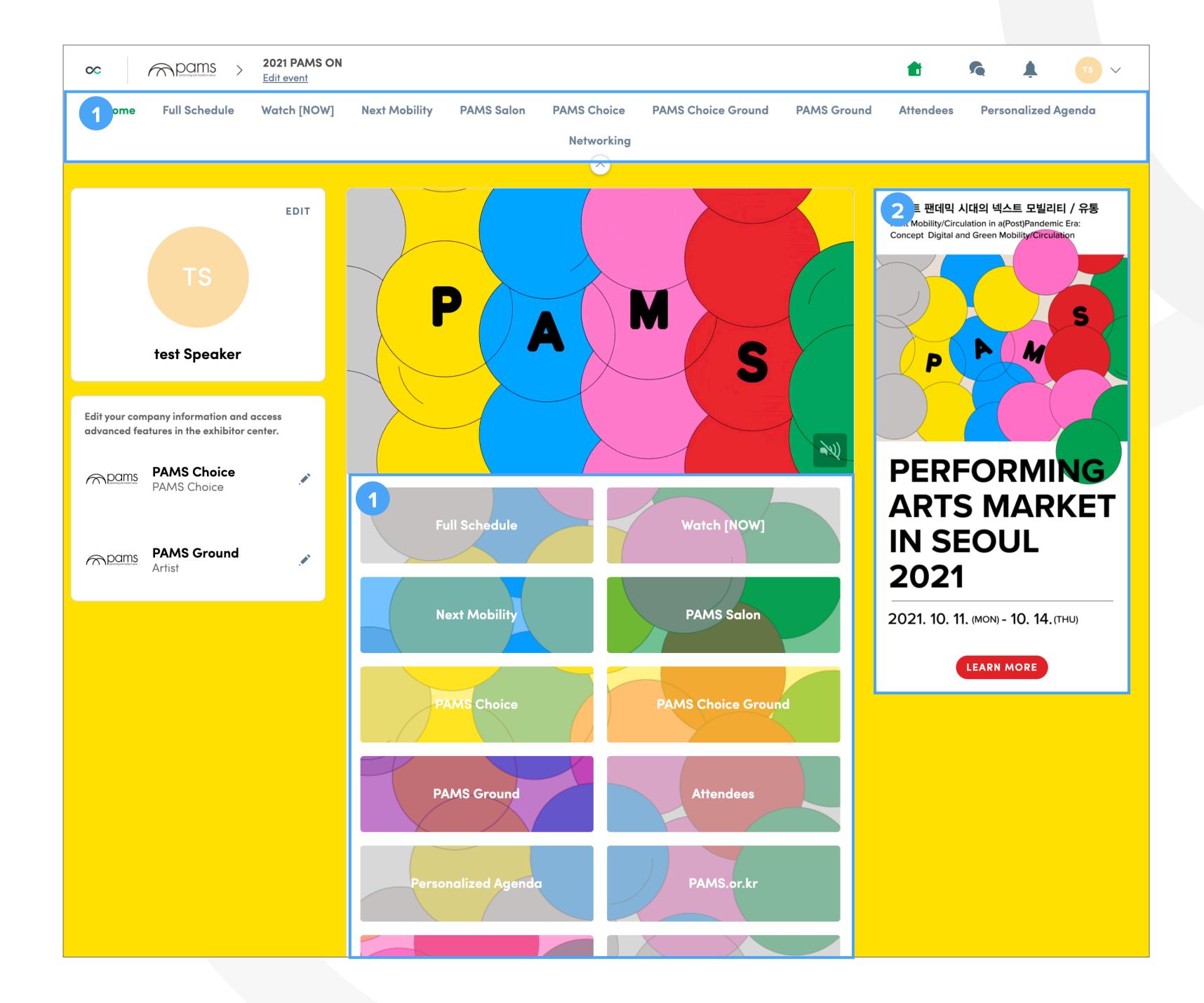


Home (main page)

From Home you can move to any page by clicking on the navigation bar.

- 1 From the navigation bar on the top and the menu boxes at the center, you can move to any page of your choice.
- Click the banner image on the right to move to the PAMS webpage.



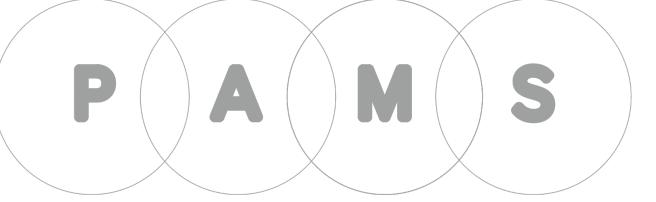


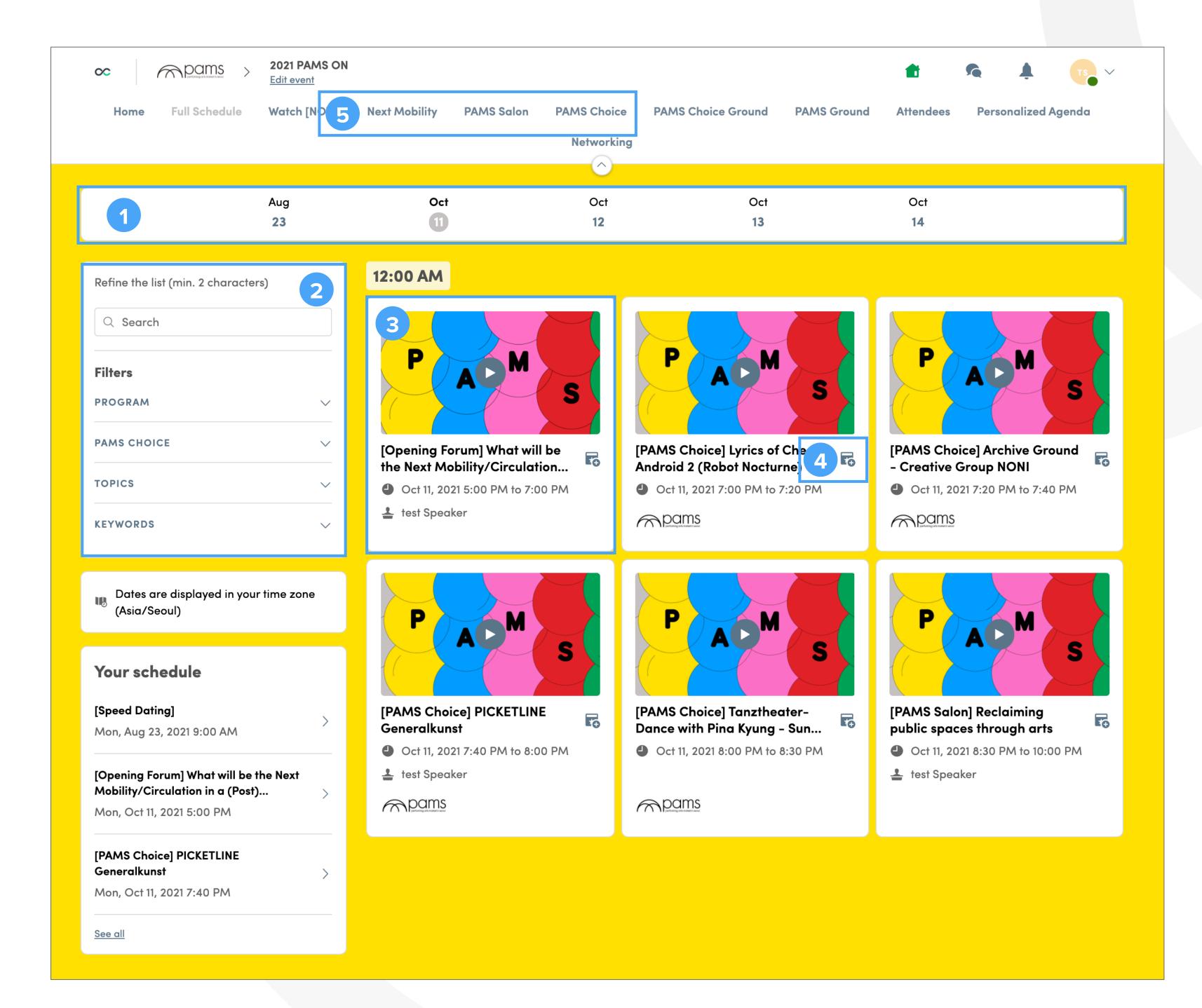
Full Schedule

Full schedule of PAMS is displayed on this page. Select sessions of interest to make My schedule.

- Click each date to see what sessions take place on that day.
- Use keywords and filters to refine your search results and find the sessions you want more easily.
- Click the box to move to the session page.

 Are you interested in the session?
- Click the calendar icon to add the session to My schedule.
- Next Mobility, PAMS Salon, PAMS Choice pages are designed in the same way.

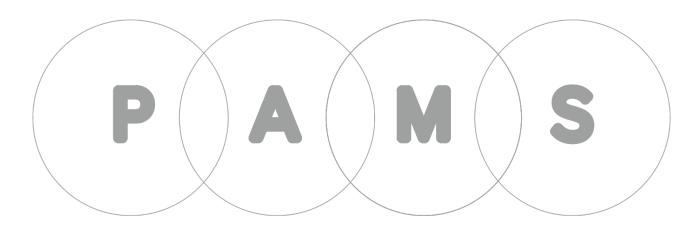


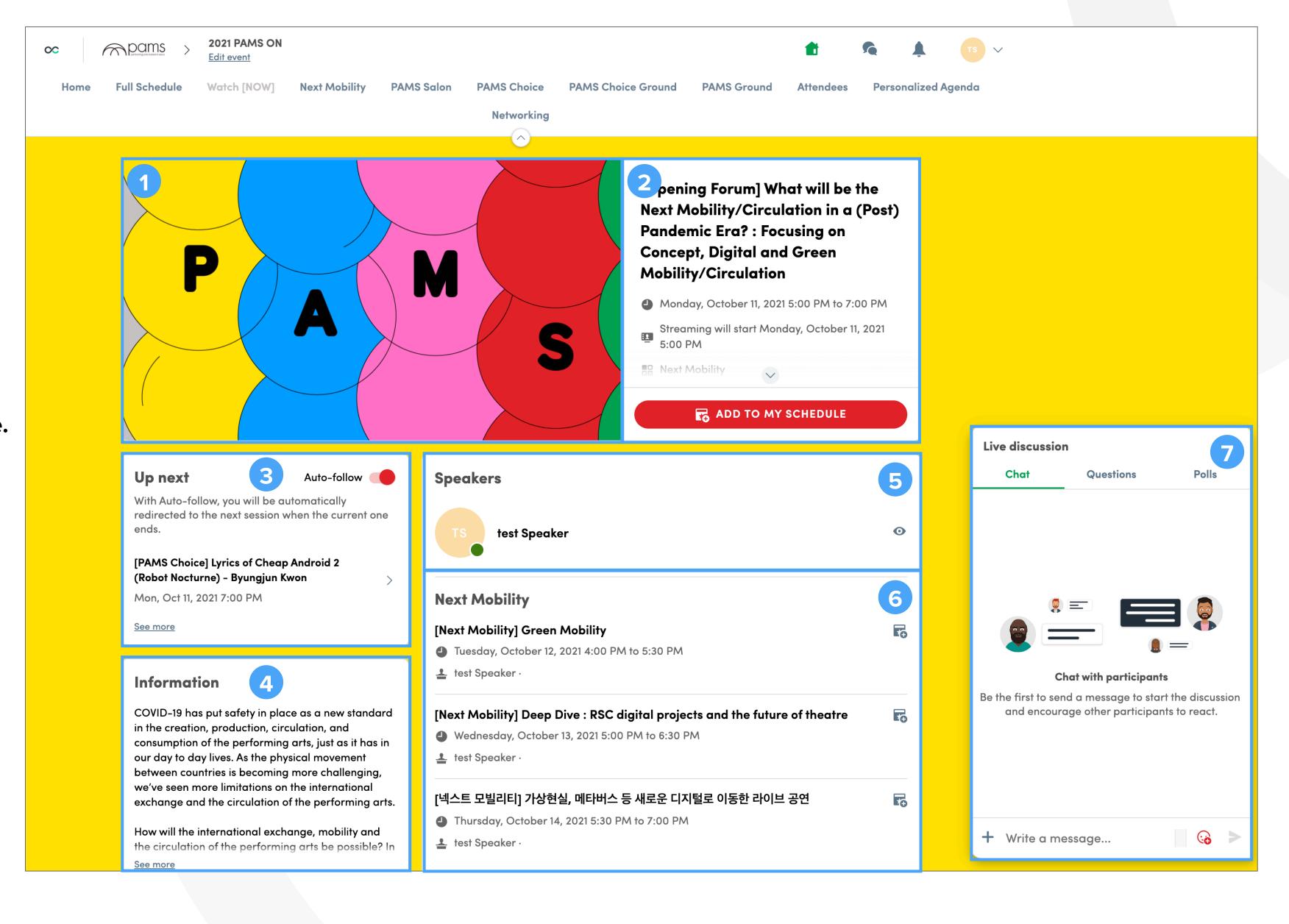


Watch [NOW]

Watch [NOW] is where you can watch live sessions.

- On this page live sessions will be streamed automatically.
- 2 Session titles and streaming times will be displayed here. The red button below will allow you to add the session to My schedule.
- The next session will show up here.
- Information on the current session is displayed here.
- 5 Click to see more information on the speakers.
- 6 Related sessions are listed here.
- 7 Feel free to chat on the LIVE DISCUSSION tab during sessions.



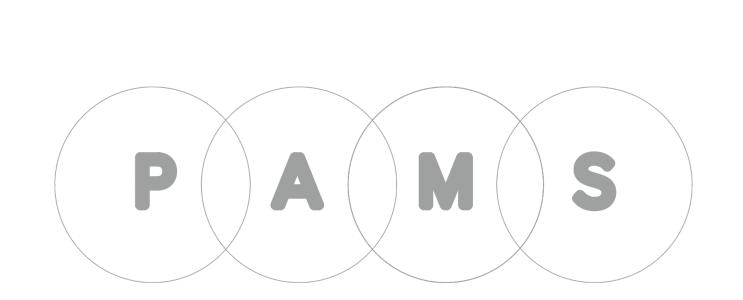


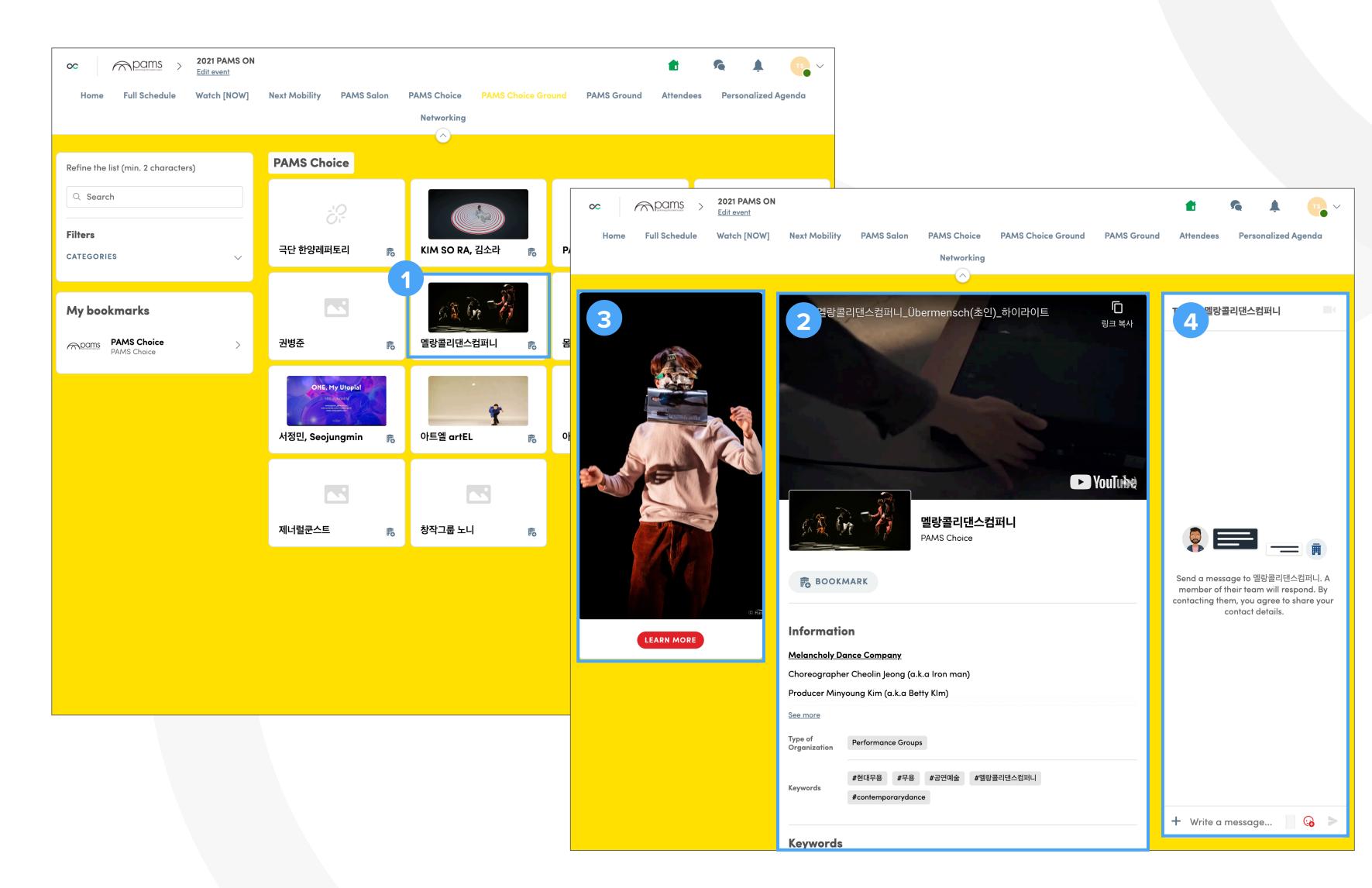
PAMS Choice Ground & PAMS Ground

PAMS Ground is an online exhibition booth.

Information on the performing arts company is displayed here. For your own company, you can edit the information about the company here.

- Click the box to move to the company's page.
- 2 Information about the company and its artists are shown in this box.
- Click the image to move to the webpage that the company has put a link to.
- Use this open chat box to communicate with the company.



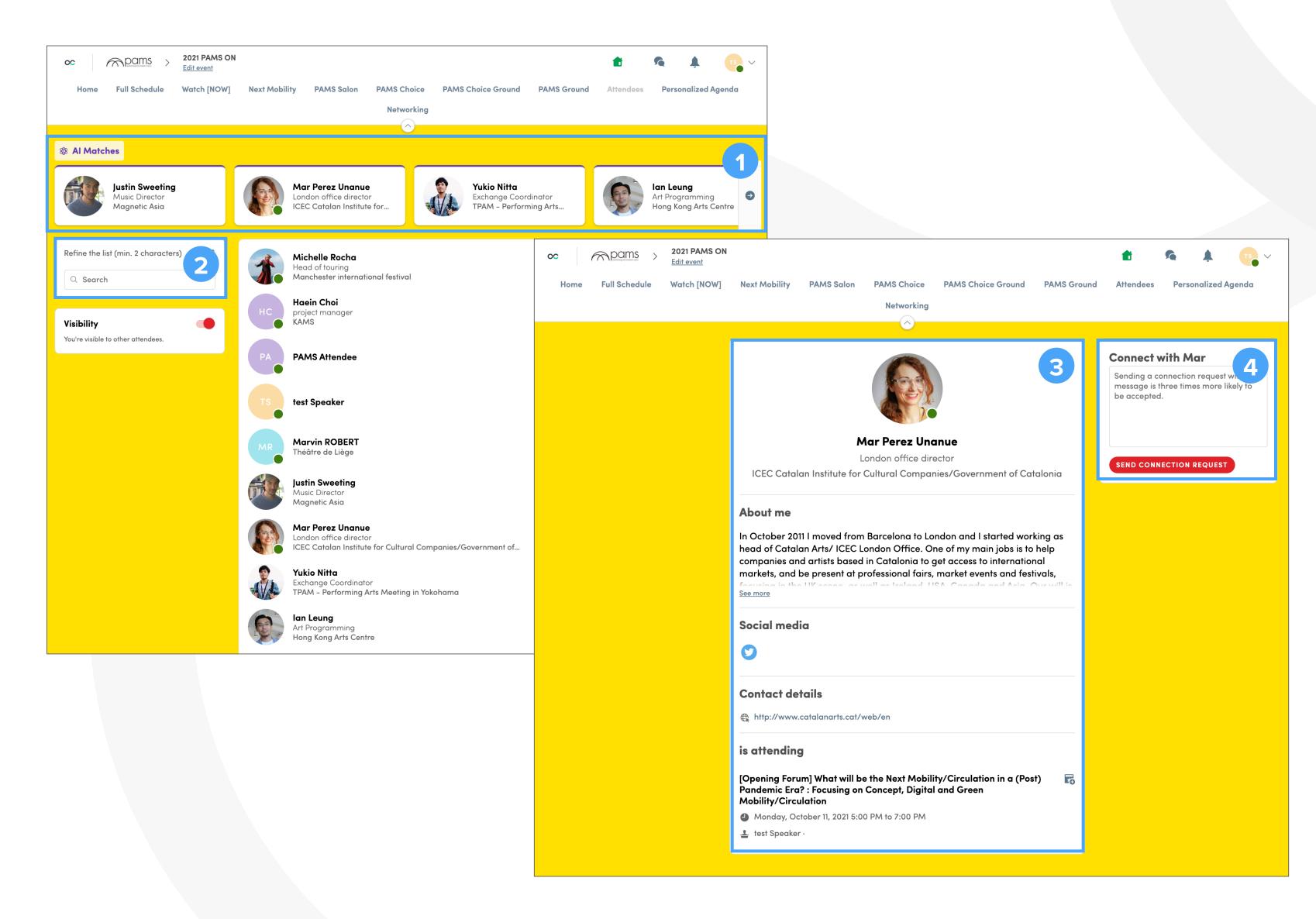


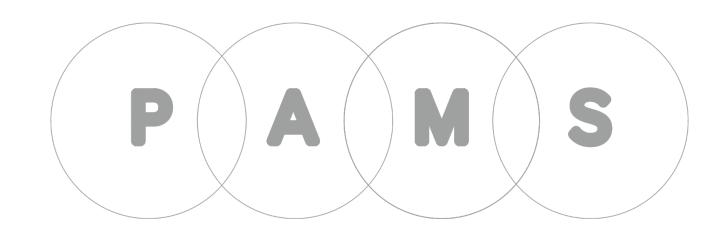
Attendees

You can see all the registered attendees on this page.

Al Matches will show you people who have similar interests to you. You can also use the search bar to find people you want to connect with.

- 1 Al Matches will show you people who have similar interests.
- Use the search box if you want to look up someone specific.
- More information on attendees can be found here.
- Click "SEND CONNECTION REQUEST" for a chat.

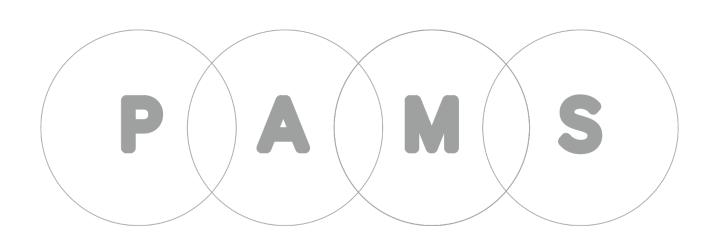


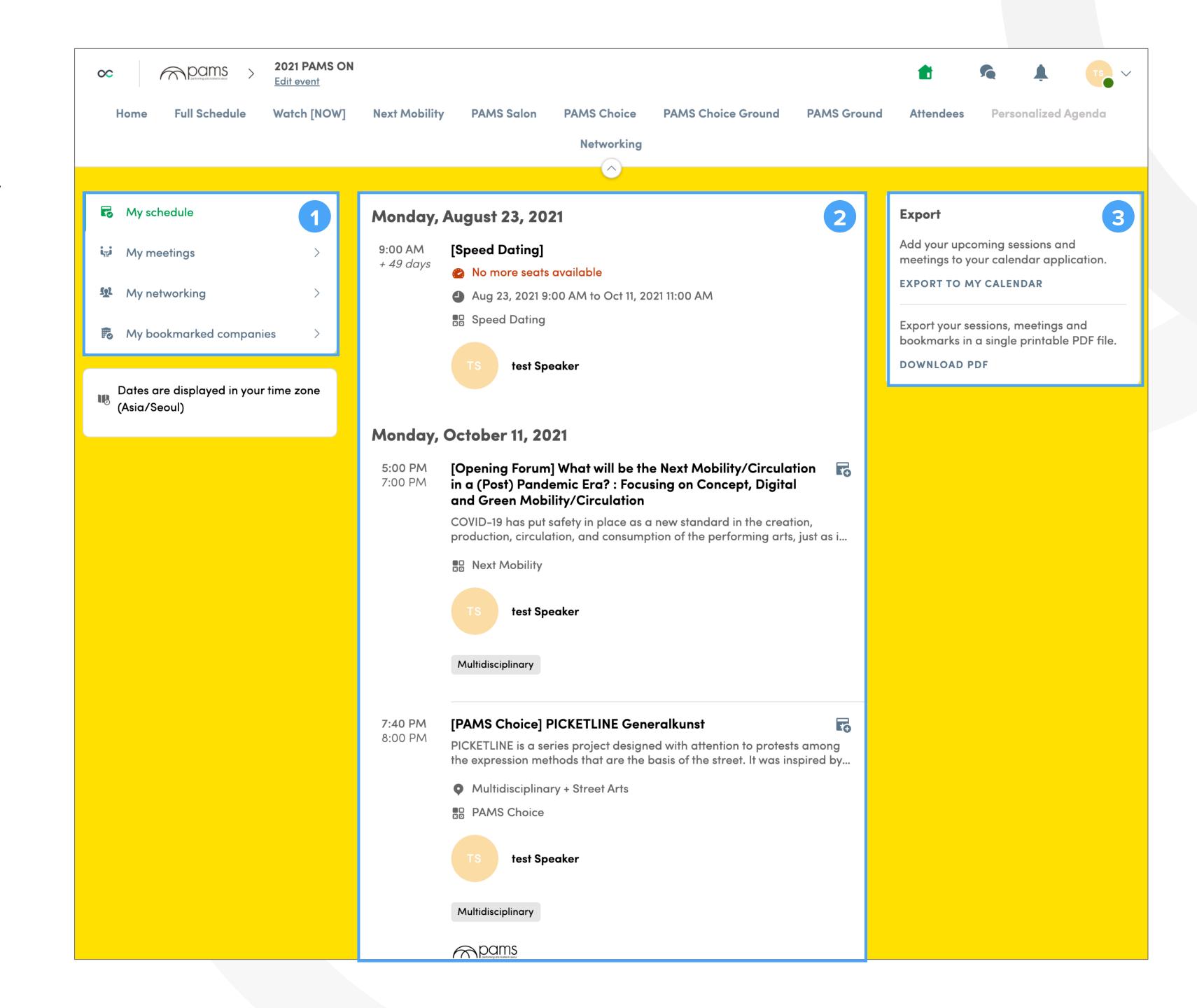


Personalized Agenda

On the Personalized Agenda page you can find My schedule, my chats and companies of interest.

- My schedule, chat log and companies of interest can be found here.
- This box will show you the sessions you have selected. Click the session to move to its page.
- My schedule can be added to your PC or mobile calendar automatically by using the Export menu here. You can also download a PDF copy.



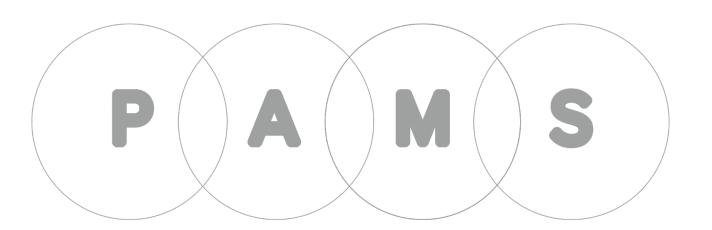


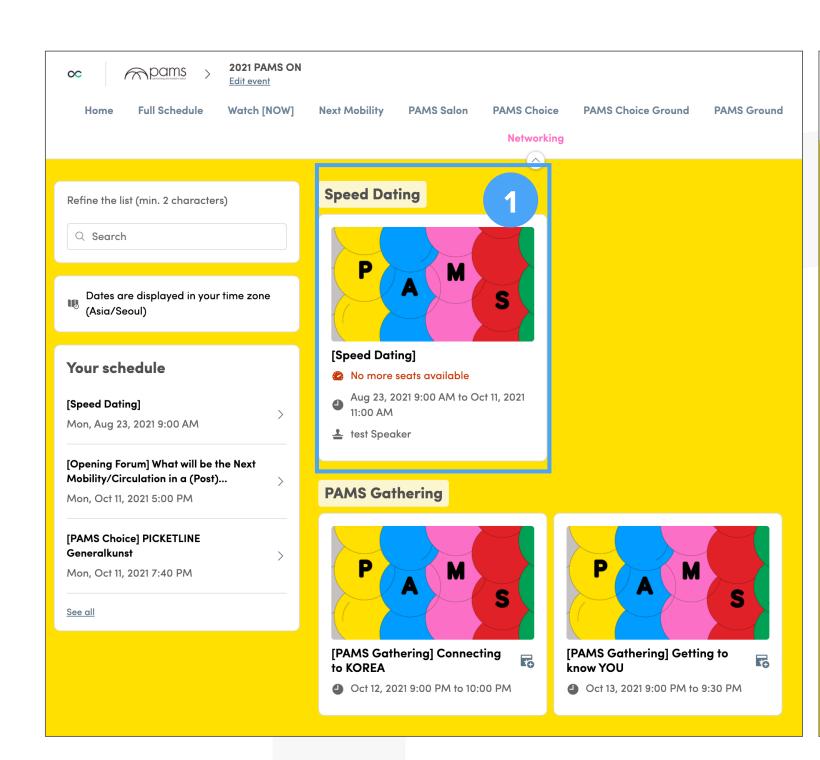
Networking - Speed Dating

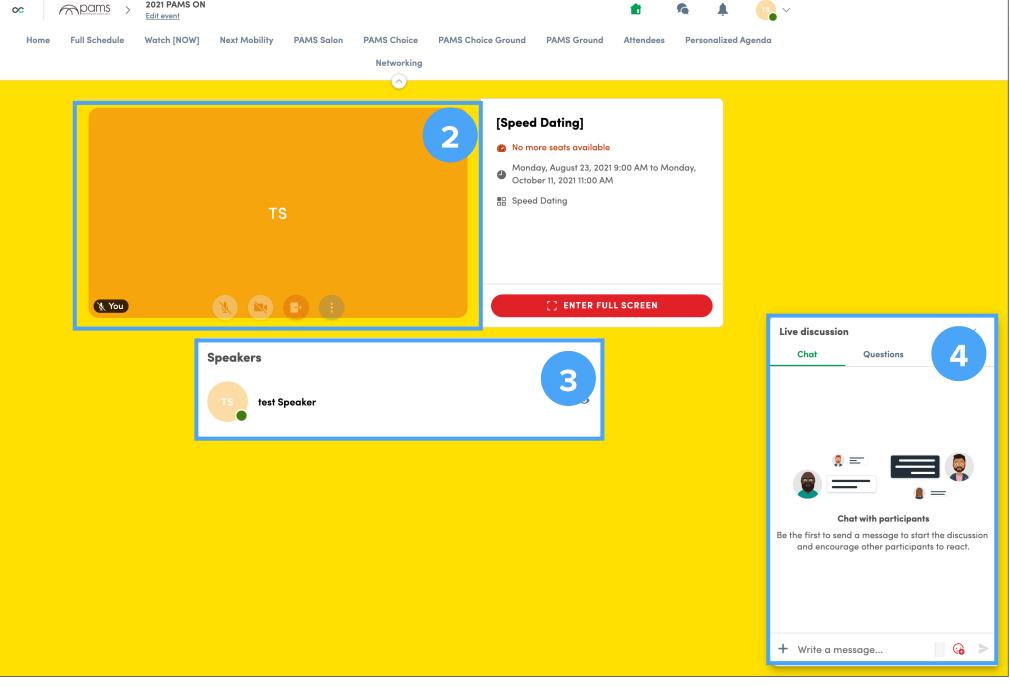
On the Networking page you can find Speed Dating and PAMS Gathering. PAMS Gathering will take place on "spatial.chat".

- If an application for Speed Dating gets accepted, the details will show here on this page.

 Please have your camera and microphone on for Speed Dating.
- You can find out who is attending here.
- 3 You can use the LIVE DISCUSSION tab to chat
- You can ask questions or send a link.
 - *You can make applications for Speed Dating in advance.



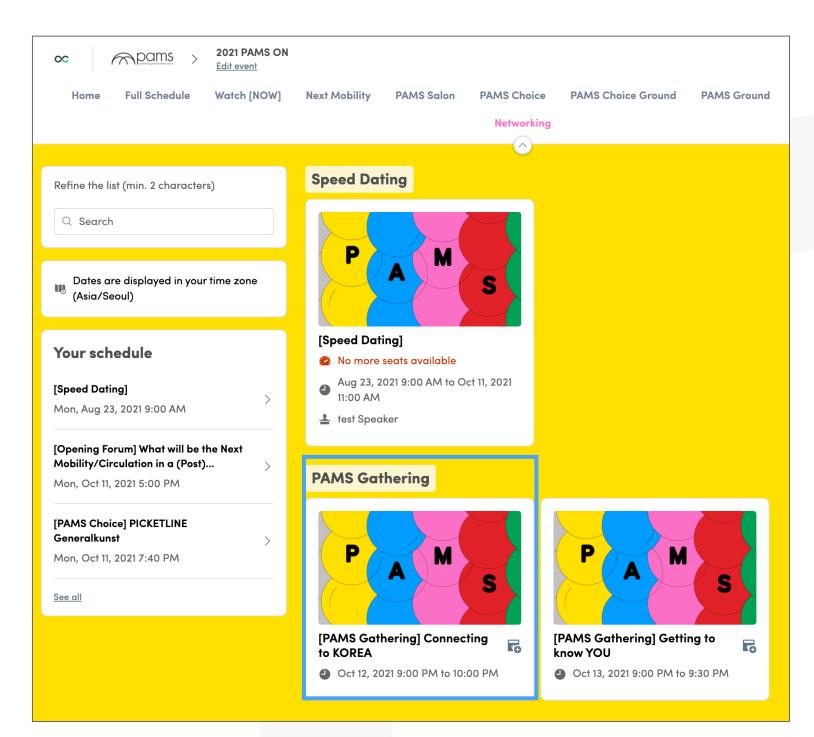


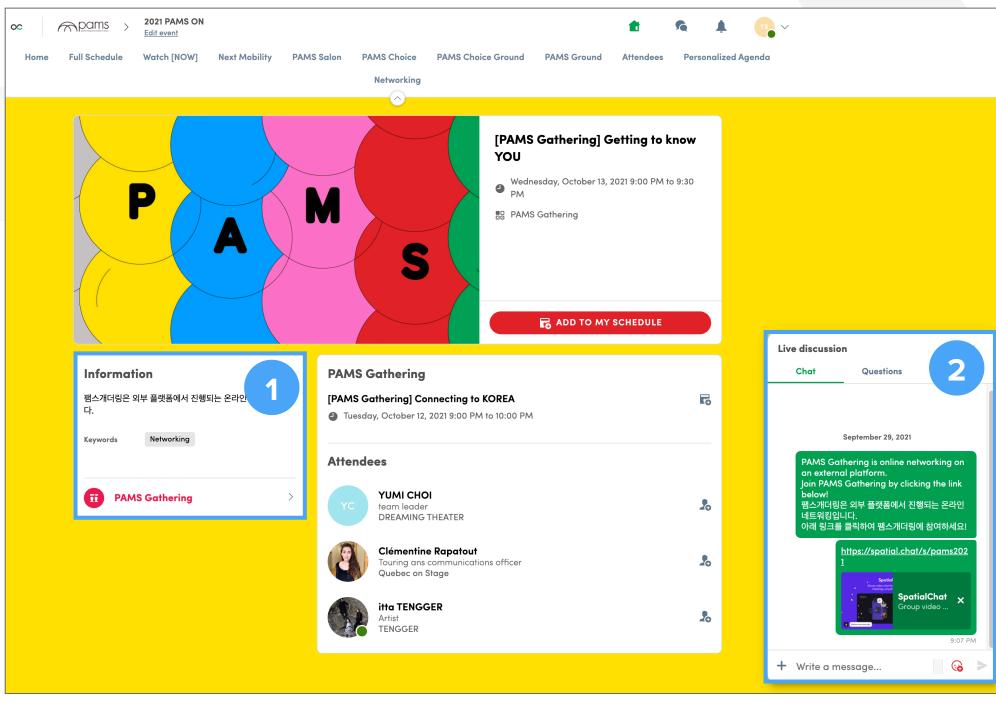


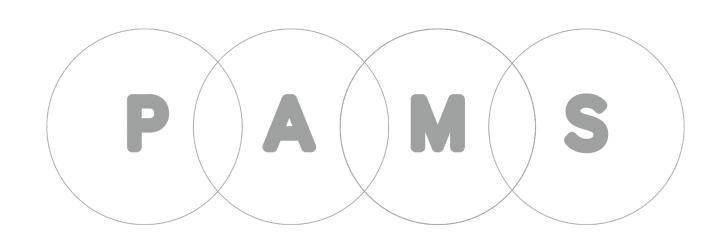
Networking - PAMS Gathering

On the Networking page you can find Speed Dating and PAMS Gathering. PAMS Gathering will take place on "spatial.chat".

- Use the link at the bottom of the box to move to "spatial.chat".
- You can use the LIVE
 DISCUSSION tab to chat with
 other attendees or ask questions.







PAMS Gathering

You can set up your profile on the first page. Have your camera and microphone on as you are entering the space. Feel free to move around the space and find people to connect with.

- You can hear people better if you are close to them. Get closer to other attendees to join the conversation.
- You can change settings for your camera or microphone, or leave PAMS Gathering if you wish.
- The tool bar below allows you to disable your camera or mute your microphone. If you have an announcement to make for all attendees, click on the megaphone icon.
- You can zoom in or out here.
- You can see the list of attendees or chat with them.
- On the chat box, you can switch between Room and Direct for open chatting and 1-to-1 chatting respectively.

