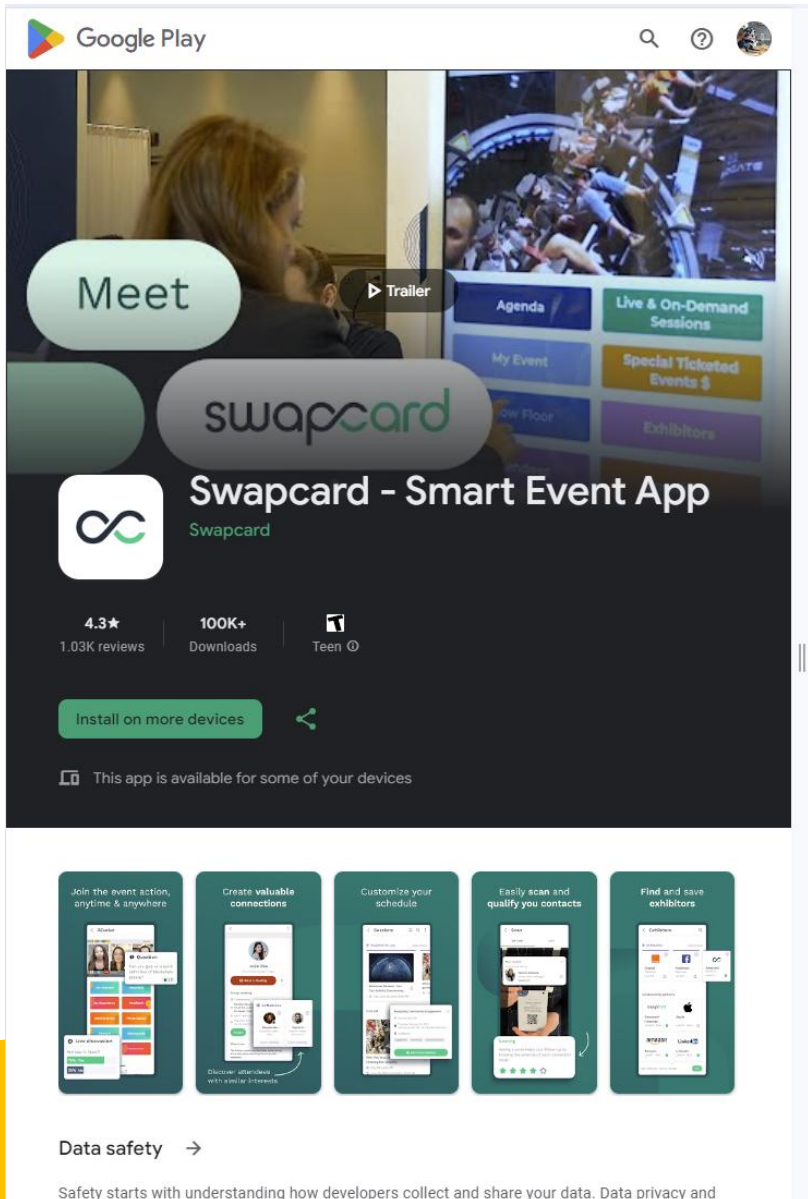




A Guide to Navigating the Mobile App



Downloading and Launching the Swapcard – Smart Event App on your phone or mobile device.

Apple Users: <https://apps.apple.com/br/app/swapcard-smart-event-app/id879488719>

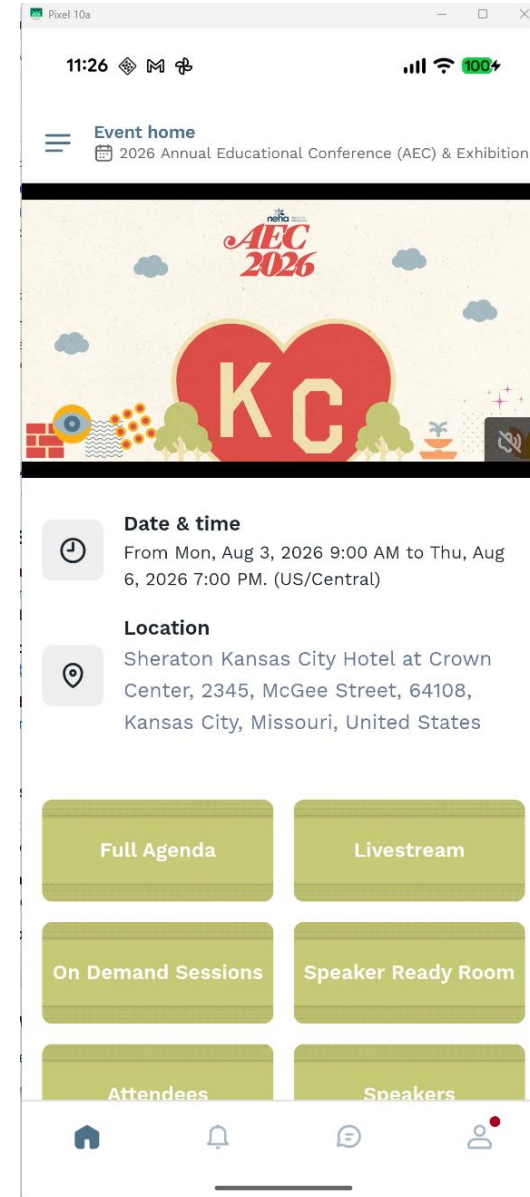
Android Users: <https://play.google.com/store/apps/details?id=com.swapcard.apps.android>

Steps:

1. Use the appropriate link above to download and install the “Swapcard – Smart Event App”
2. Open the app on your mobile device
3. Tap Log In
4. Enter the email address you registered for the NEHA AEC 2026 with
5. An email will be sent with a ‘One-time’ code. When you receive the email, enter in the code.
6. The first time you log into swap card you must accept their Terms and Conditions and Privacy Policy.
7. If you have used Swapcard for other events, you must select the “2026 Annual Educational Conference (AEC) & Exhibition” community and then the ‘2026 Annual Educational Conference (AEC) & Exhibition’ event to enter the app. You may also see the event under ‘Upcoming Events’

Launching the NEHA 2026 Mobile App

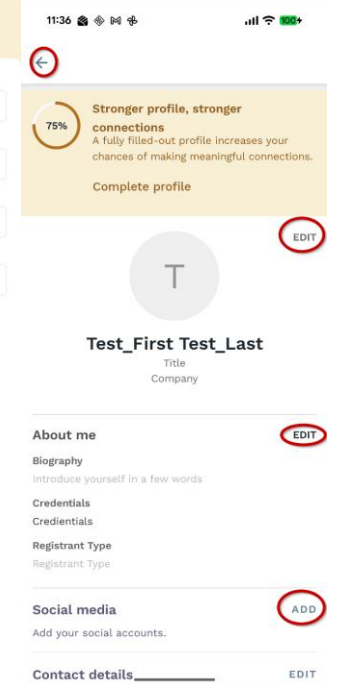
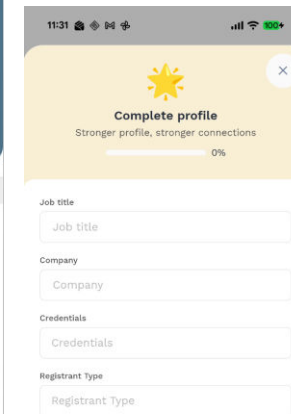
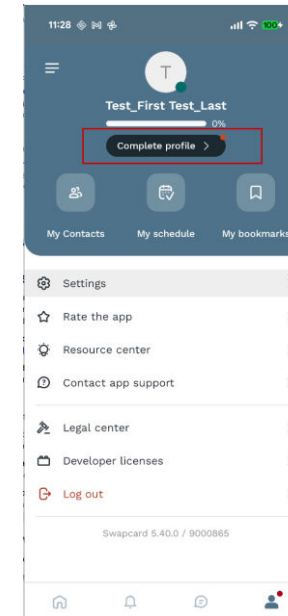
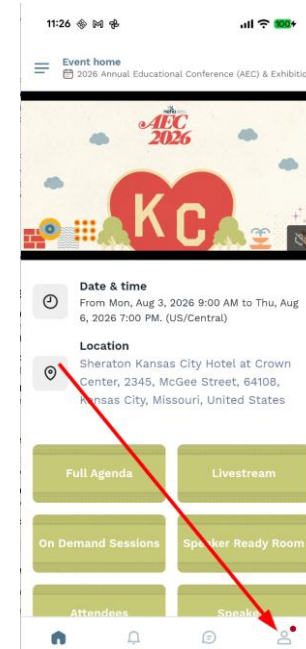
- You will then see the homepage for the event.



Setting up your Personal Profile

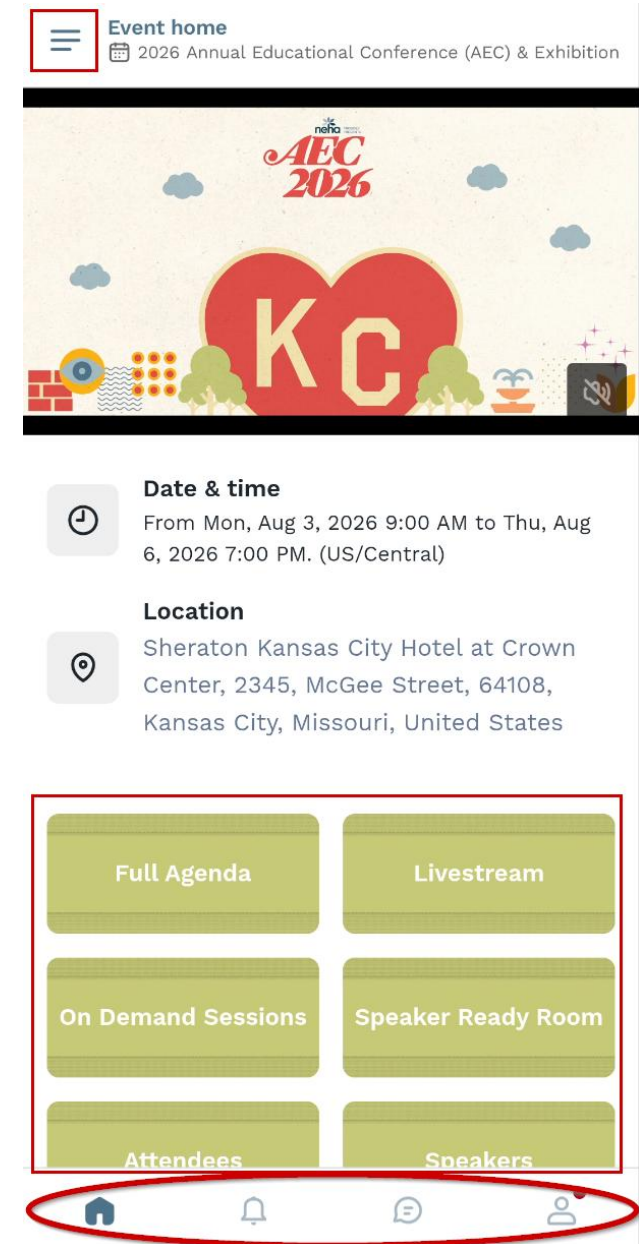
- Once you are logged in to the app, please take a minute to set up your personal profile. Click the person icon in the bottom right corner of your screen.
- Then click 'Complete profile' just below your name at the top to begin editing your profile. Note: this will change to 'Edit Profile' after you complete this initially.
- Enter your title, company and credentials. Then click the 'X' in the upper right corner.
- When you return to your profile, you can click the 'Edit' or 'Add' links in each section to update more info on your profile. Click the back arrow to return to the home page.

NOTE: Information added to your profile becomes visible to all attendees that you make a 'Connection' with. See more info about connections later in this document.



Navigating the Platform

- All portions of the app are accessible from the home screen buttons or the menu button in the upper left.
- At the bottom of your app, you will find the following-
 - Home Icon- Returns you to the home screen
 - Bell Icon- Notifications regarding the conference will be visible here
 - Message Icon- Go here to send and read received messages
 - Person Icon- Here you can edit your profile



Who is here?

- The "Attendees" and "Speakers" buttons will take you to listings where you can click on individuals to read their information or send a connection request.
- From a directory, click on someone's profile to view their information, make a connection, schedule a meeting and start a chat. **Note:** you must first connect with someone before you can interact with them.

Event home
2026 Annual Educational Conference (AEC) & Exhibition

Full Agenda Livestream

On Demand Sessions Speaker Ready Room

Attendees Speakers

Exhibitors Sponsors

Networking Lounge Facility Map

Map to KC Live Virtual User Help Desk

2026 Annual Educational Conference (AEC) & Exhibition

Meet Jim
Select a time slot to set up a meeting with Jim , only meeting slots available for both parties are displayed.
Monday, July 31, 2023

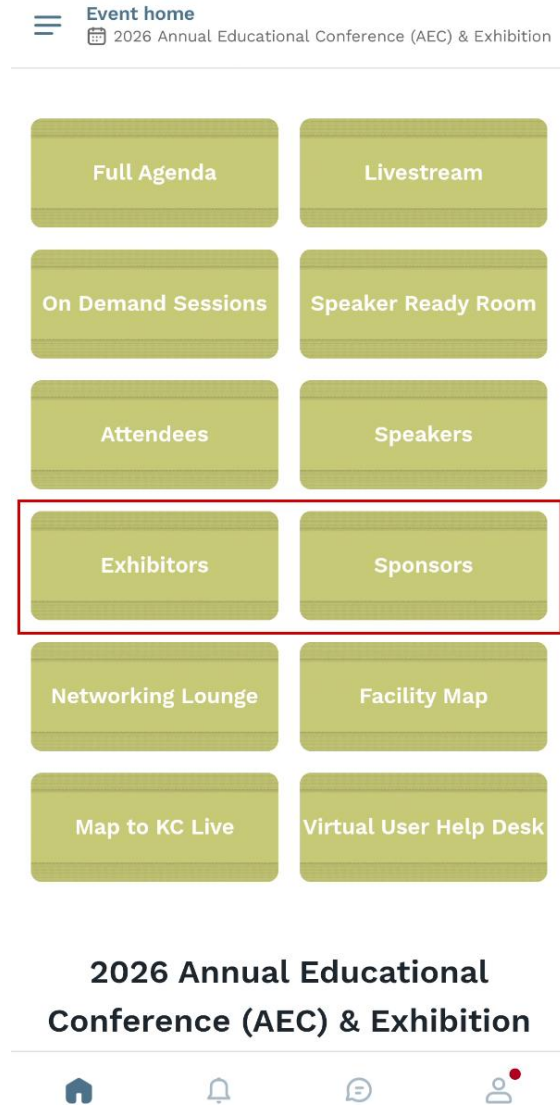
8:30 AM 30 mins	9:00 AM 30 mins	9:30 AM 30 mins	10:00 AM 30 mins	10:30 AM 30 mins	11:00 AM 30 mins	11:30 AM 30 mins	12:00 PM 30 mins	12:30 PM 30 mins
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[See more slots](#)

About me

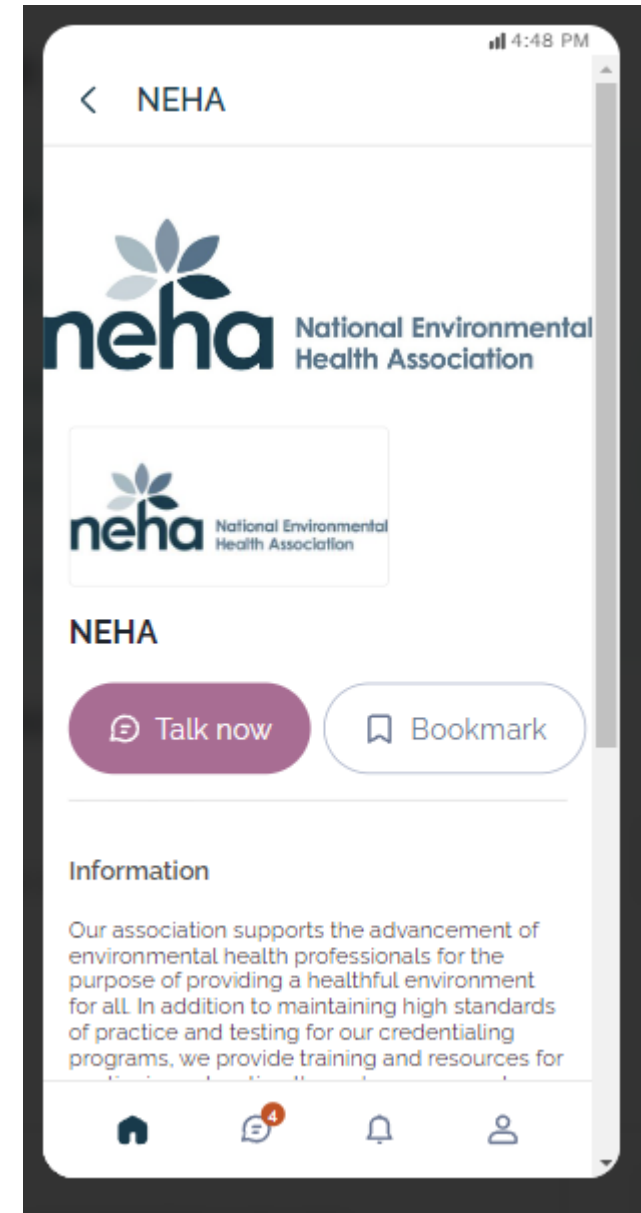
Sponsors & Exhibitors

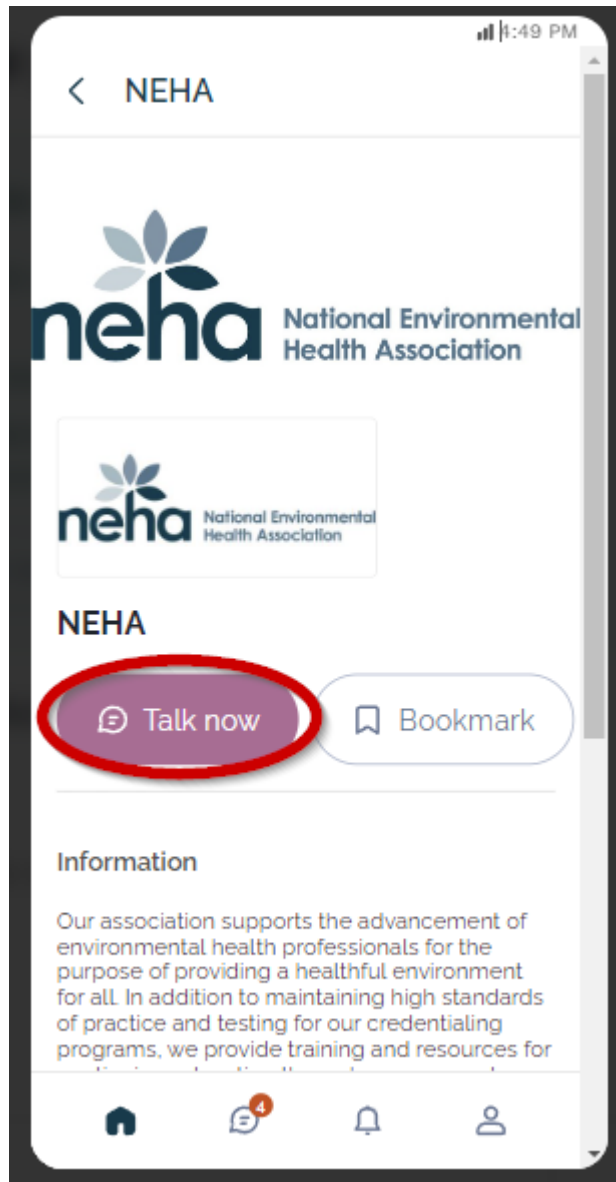
- Click “Exhibitors” to view the exhibitor listing.
- Click “Sponsors” from the home page to view all sponsor virtual booths.



Visiting the Virtual Sponsors

- Once in a virtual booth you are able to scroll and review all information provided by the exhibitor such as information, documents and links, social media details and contact details.





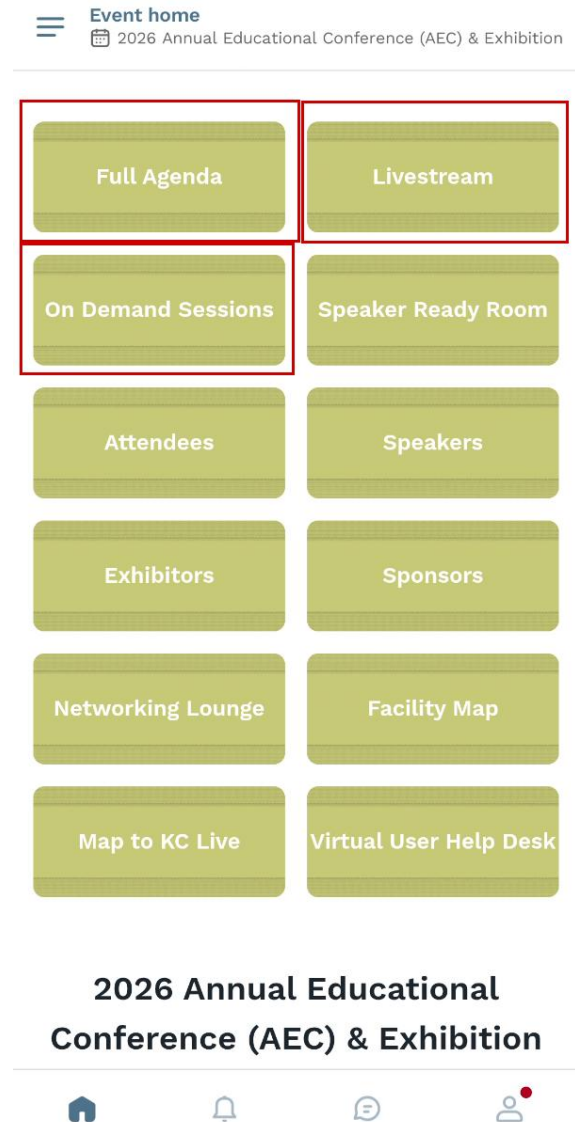
Chat with the Virtual Booths

- While viewing a virtual booth, there will be a “Talk Now” button where attendees can have open conversations with virtual booth representatives
- When attendees comment in this live chat, they will see their own private chat with the booth. This chat is not shared with other attendees, as everyone will only see their personal conversation with each booth.

NOTE: All sponsor booths will be staffed in person at the conference and responses may be delayed.

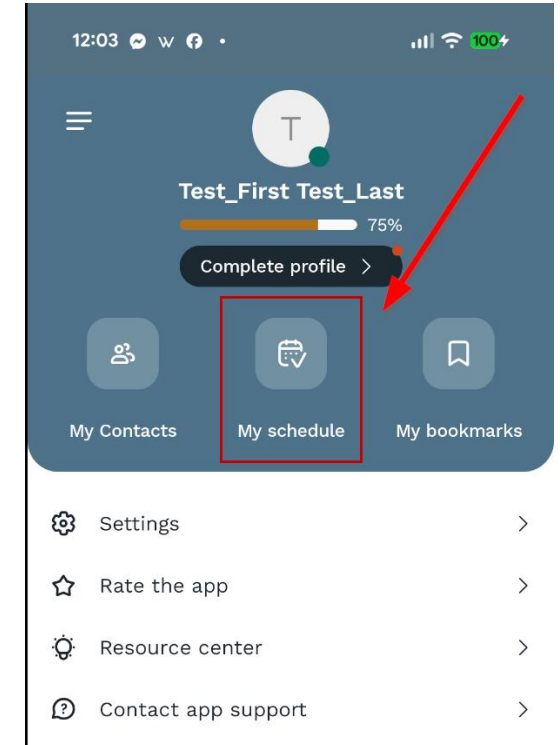
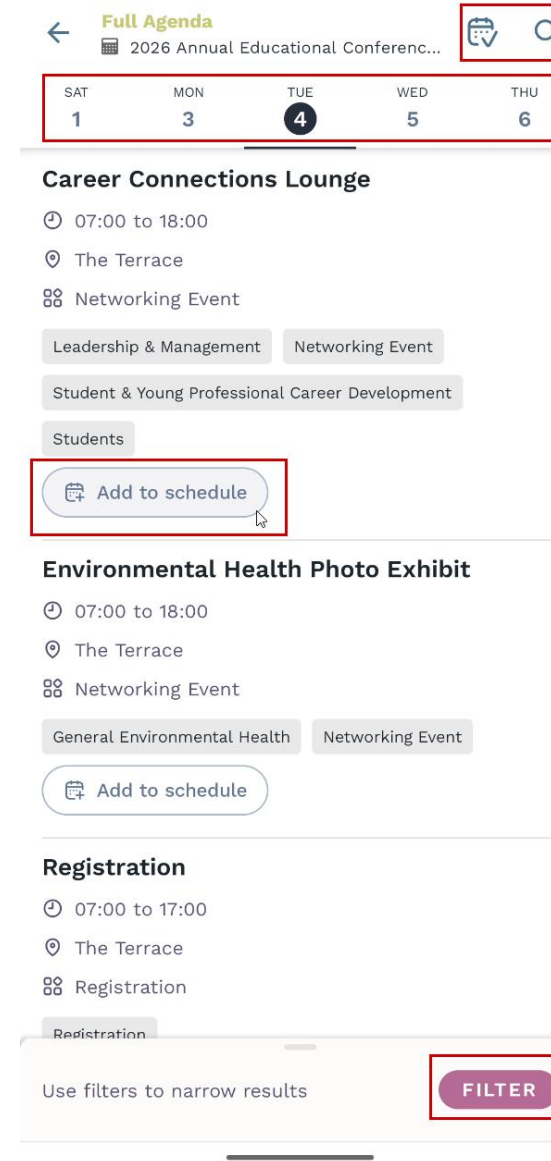
View our Agenda

- In-Person attendees will have a 'Full Agenda' button that will contain all sessions.
- Virtual Attendees will ONLY have the Livestream and On Demand Sessions button as these contain the virtual content.
- Click these buttons to view sessions taking place over the conference dates



View our Agenda

- All sessions are listed in chronological order and separated by date.
- Each session will be listed with the date/time, location and session “type”
- Note you can filter the agenda by location and type by clicking “FILTER” in the bottom right corner of the screen
- To open details for a specific agenda items, click on the title
- To add a specific session to your personalized agenda, click to ‘Add to Schedule’ button under the session
- Your personalized agenda can be found on your Profile page under the “My Schedule” button.



Session Page

- View all session information like session type, location, speakers, session sponsors and registered attendees.
- Click the chat button to chat with other attendees of the session, ask questions to the speaker(s) and/or complete available 'Polls'
- As mentioned above, click the Add to schedule button to save the session to My Schedule.
- Note: If you are viewing a session with virtual content ie Livestream, On Demand sessions ect, the video will be visible on this page.

Click to make your schedule [Got it!](#)

Register for sessions that you would like to attend to add them to your schedule.

Tuesday Plenary Address: Keeping Food Safety in Play - Lessons Learned from the FIFA World Cup 2026

Tuesday, August 04 at 08:00 to 08:50 • Duration: 50 min.

Exhibit Hall B

General Environmental Health

[General Environmental Health](#) [Livestream](#) [Plenary](#)

[Virtual](#)

[Add to schedule](#)

Information

This presentation will address the unique food safety requirements at special events with a focus on how Gillette Stadium and the FIFA World Cup 2026 teams controlled the field. Attendees will gain practical insights into public

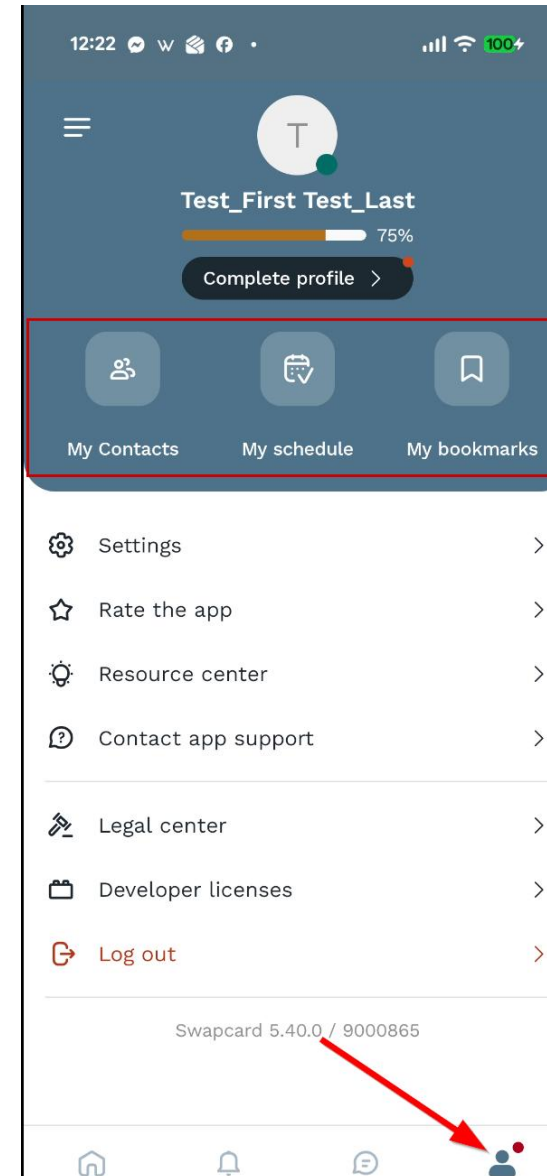
[see more](#)

CE's

1

My Schedule, My Contacts, My bookmarks

- To view your personalized agenda, contacts and bookmarks that you have saved, click on the 'Profile' button on the bottom right of the homepage and then click on the button for the section you wish to view.
- To add a contact (needed in order to chat with someone on the platform), you need to make a connection. When you are on a person's profile page, you can 'Book a meeting' or click on the add a contact icon to begin the connection process. Once you have sent the request and the person accepts your request, they will appear under your 'My Contacts' section.
- Any meetings that you have booked or accepted will appear under your My Schedule



← Connect with Seth

Chat message

A connection request with a message is three times more likely to be accepted. You only get one message, make it count!

Hi Seth Arends, keen to learn from you. Can we connect?



Hi Seth Arends, let's explore synergy? 🚀

Hello Seth Arends, let's discuss trends? 📈

0/1000 characters maximum

Connect

Meet instead



For additional assistance with the NEHA 2025 AEC App, please visit us at the registration and information desk or email events@neha.org