

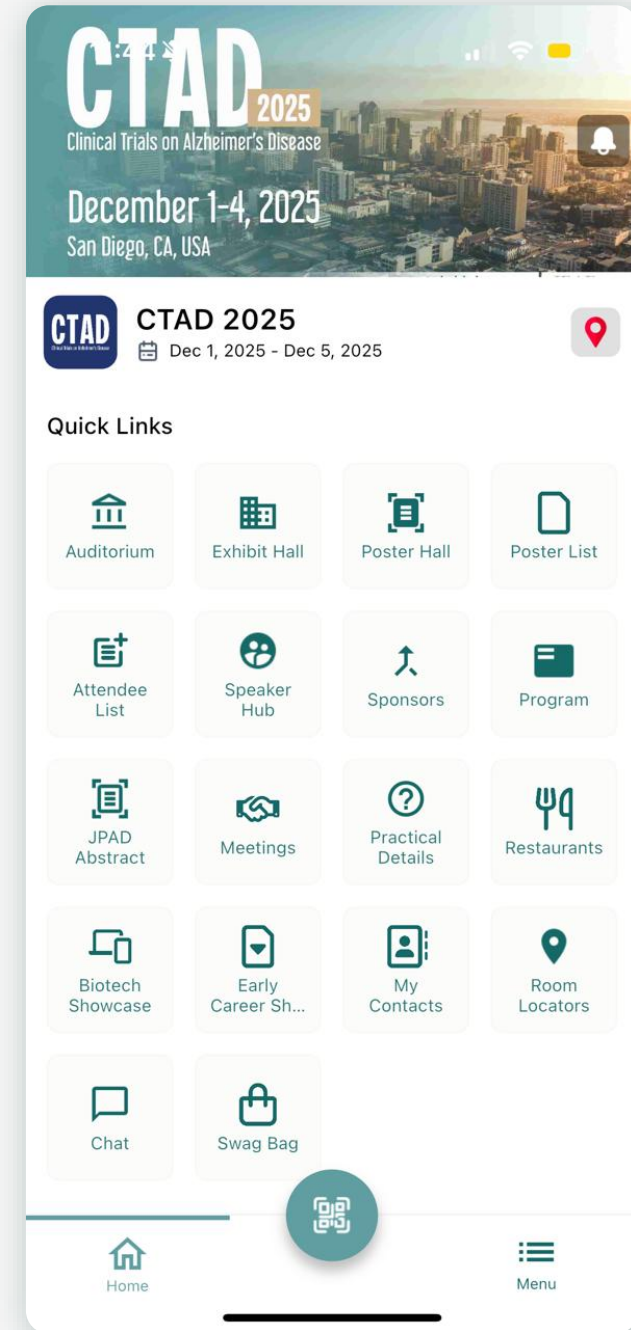
CTAD 2025

GUIDE: MOBILE APPLICATION

Home:

From the Home, you can access:

1. The Auditorium: You will be able to join the live sessions from there.
2. The Exhibit Hall: You will be able to explore the different booths available from there.
3. The Poster Hall: You will be able to view the posters available from there.
4. The Poster List
5. The Attendee List
6. The Speaker Hub
7. The Sponsors
8. The Program
9. The JPAD Abstract
10. The Meetings
11. The Practical Details
12. The Restaurants
13. The biotech showcase, the Early Career showcase
14. My Contacts: from there you will see the people you have scanned
15. The room locators
16. The chat
17. The swag bag



The Meetings

For the first time on the CTAD mobile app, you will have the opportunity to book meetings.

In the following slides, we will explain how to schedule a meeting and how to join your upcoming meetings.

There will be two types of meetings available: **Virtual** and **In-Person (Physical)**

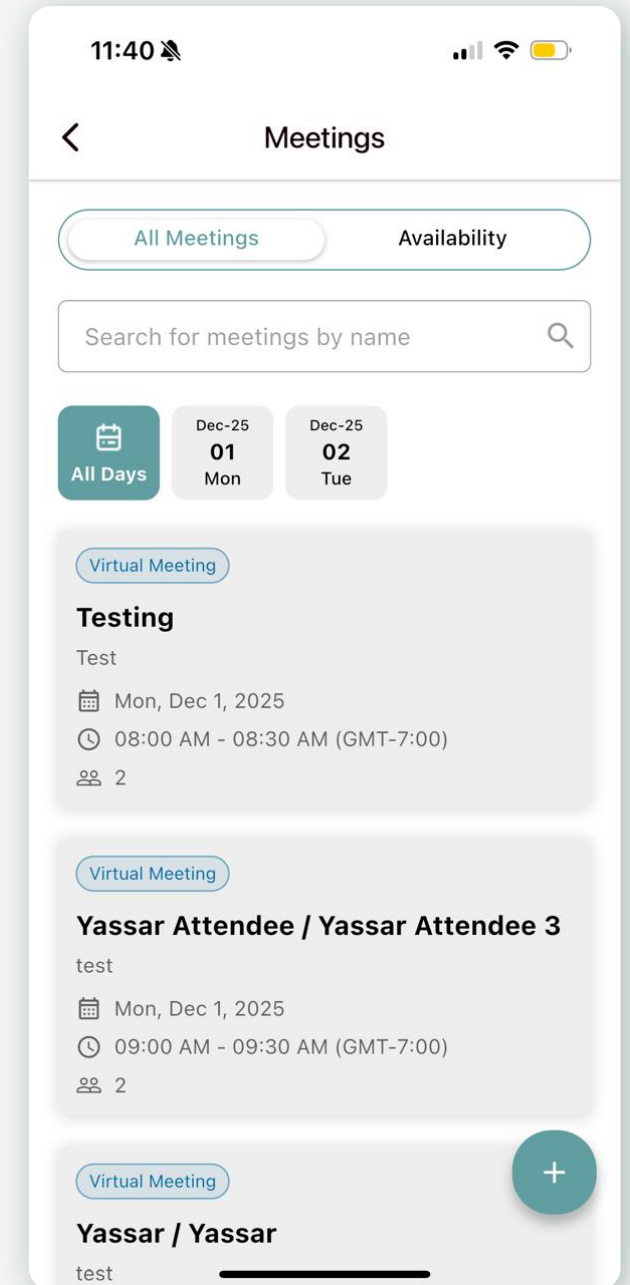
How to book a meeting with an attendee?

How to book a meeting with an attendee – Method 1

From the “Meetings” tab, you will be able to click on the “+” to create a new one.

In this same tab, you will see all your scheduled meeting and their status.

You can also add your own availability by clicking on the “Availability” button. By default, all availabilities are from 8AM-6PM for each day, unless you have changed them.



Create the meeting

Fill out all the required information needed to add a new meeting.

If you select Meeting type “Virtual Meeting” **please make sure to click on “generate” so a meeting link can be generated.**

If you select meeting type “Physical Meeting” **please make sure to add where the invitee should meet with you in the description.**

You can add any participant by searching for their name in the “Add participants” field.

Once all is filled out, click on “Create Meeting”

11:31

< Add Meeting

Meeting Title *

Team Sync-up

Meeting Description

Weekly sync-up to discuss project updates, blockers, and next steps.

Start Date * Start Time (GMT-7:00) *

Start Date Start Time

Meeting Duration *

Select Duration

Meeting Format *

Select Meeting Type

Participants

Add Participants *

Select Participants

11:31

< Add Meeting

Start Date Start Time

Meeting Duration *

Select Duration

Meeting Format *

Virtual Meeting

Meeting Link *

Meeting Link

Generate Link

Participants

Add Participants *

Select Participants

YH Yassar Hijazi

Create Meeting

Meeting Type *

Virtual Meeting

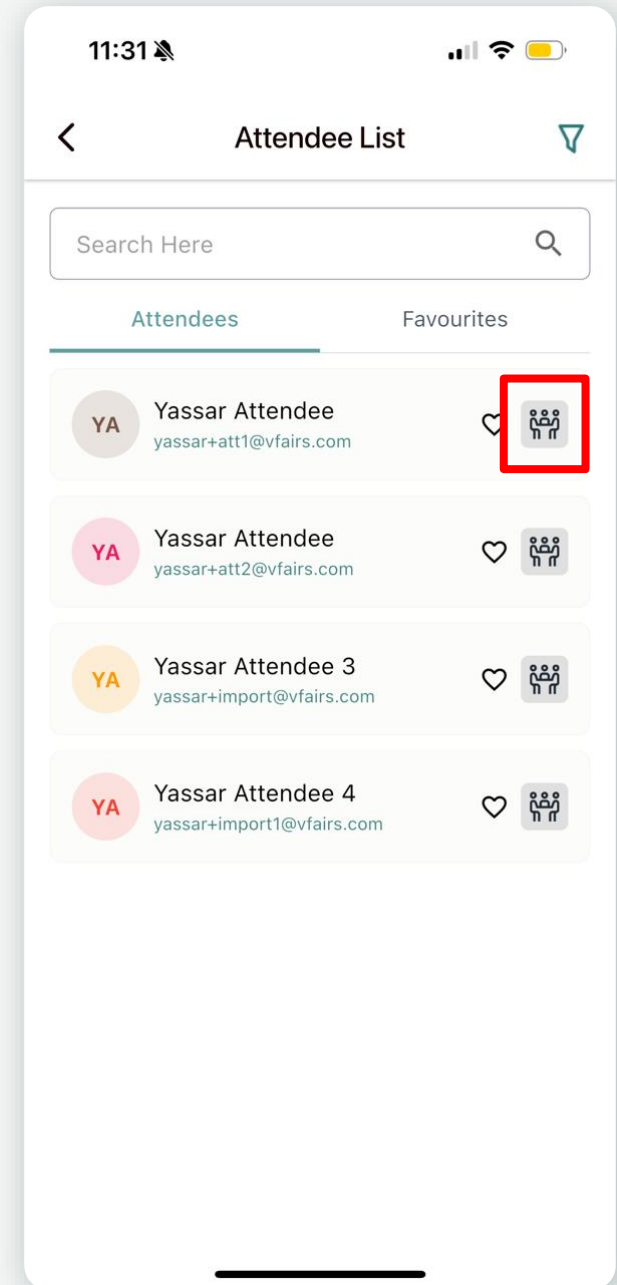
Meeting Link *

ie. <https://www.zoom.com/j/1234567890> Generate

How to book a meeting with an attendee – Method 2

From the “Attendee List” tab, you will see all registered attendees.

You can click on the meeting icon and you will be able to create a meeting with that particular attendee.

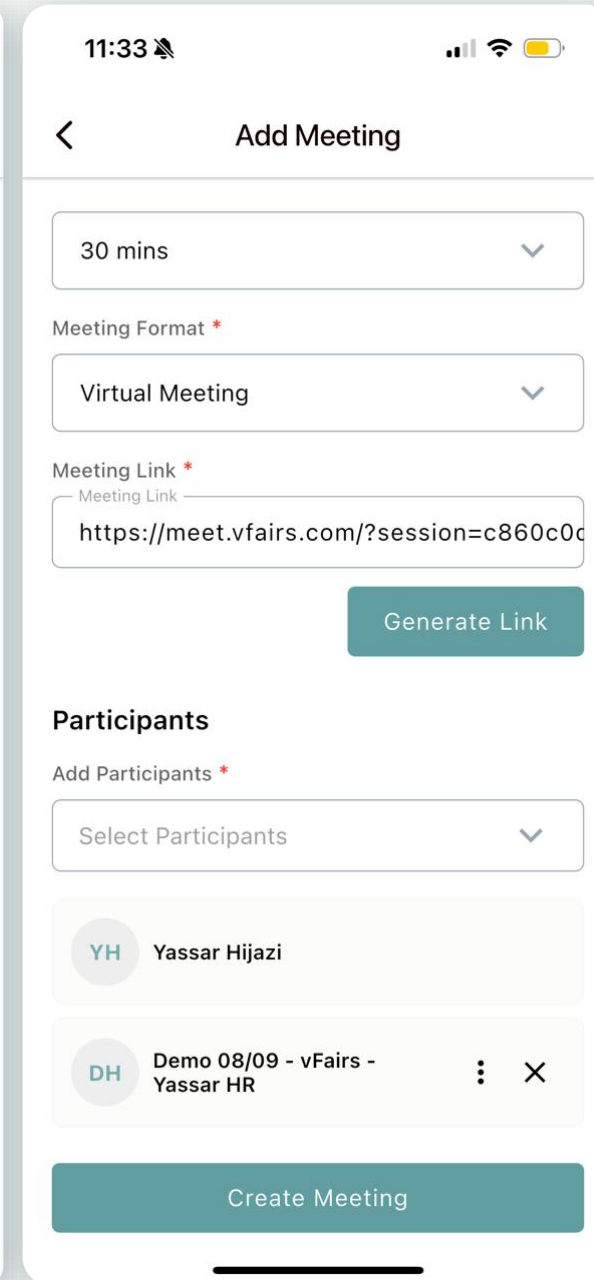
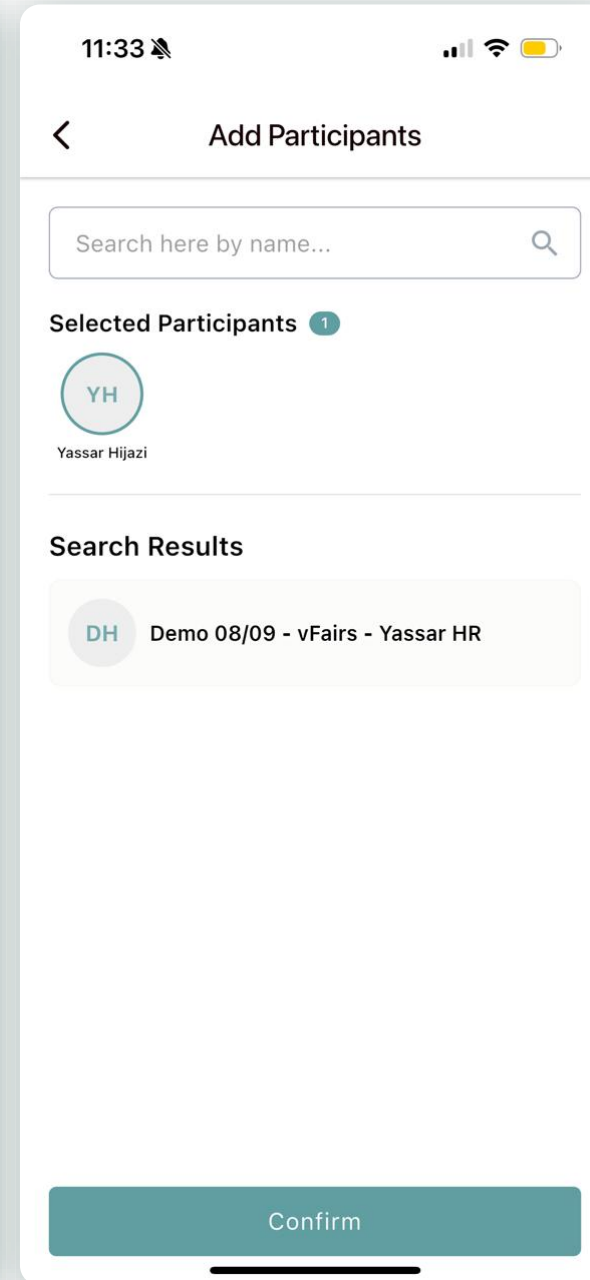
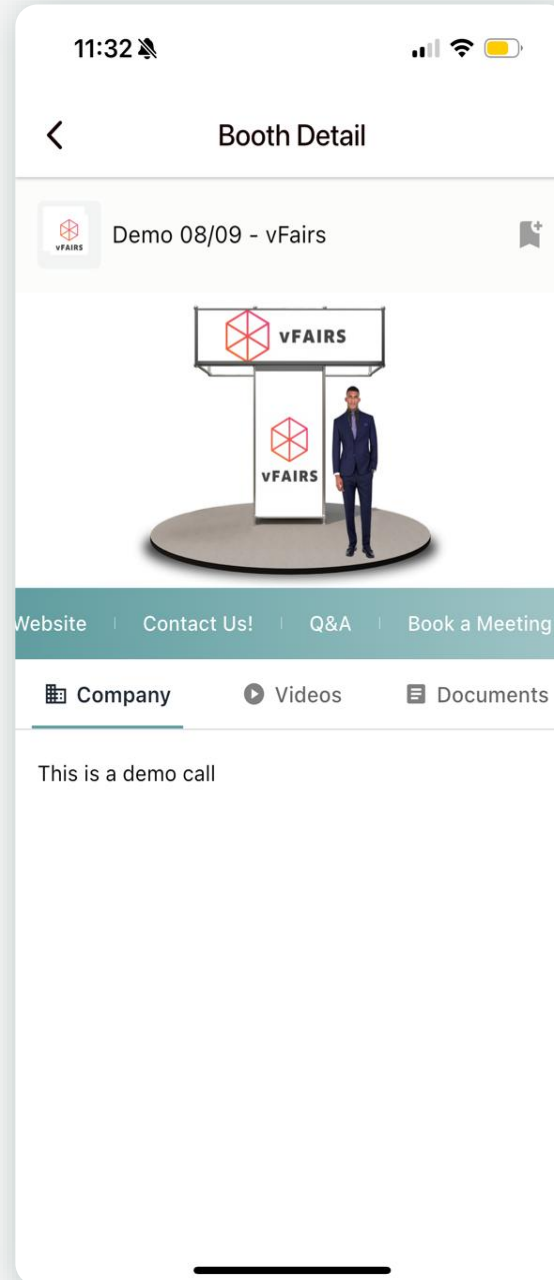


How to book a meeting with a booth rep

You need to go to the “Exhibit Hall” tab. From there, open any booth of your choice and click on the “Book a meeting” button.

You will be asked to select the booth rep of your choice. Once you do, click on confirm (image 2)

After selecting the booth rep, make sure you have filled out all required information and click on “Create meeting”



Notes

When a meeting is booked, the invitee will receive a notification via email with the option to accept/reject your invitation.

In any cases, the organizer will receive a notification via email as well of the choice of the attendee.

You can also add this attendee to your own calendar via email.

If you reject a meeting, please note a new window will open and you will need to add a rejection reason.

Meeting Invitation

Pending

Yassar Attendee / Yassar Attendee 3

December 1, 2025

9:00 AM - 9:30 AM

Would you like to reject this meeting?

Enter reason for declining (optional)

Submit Rejection

CTAD 2025 <noreply@getvfairs.com>
to yassar+rep81

10:44 PM (12 minutes ago) ☆ ↶ ⋮

Dec 1 Mon

Testing

When Mon Dec 1, 2025 5pm - 5:30pm (GMT+2)

Where <https://meet.vfairs.com/?session=64d7fec1-5c4d-462a-b378-e78cf562e503>

Who Demo 08/09 - vFairs - Yassar HR, Yassar Attendee*

Yes Maybe No

CTAD 2025

Global Trade on Achiever's Board

Hi Demo 08/09 - vFairs - Yassar HR ,

Yassar Attendee has invited you to a meeting. Please find the details below:

Title: Testing

Date & Time: 2025-12-01 08:00 AM

Location: <https://meet.vfairs.com/?session=64d7fec1-5c4d-462a-b378-e78cf562e503>

Description: Test

Accept Reject

Thanks,
The CTAD Team

How to join my meeting?

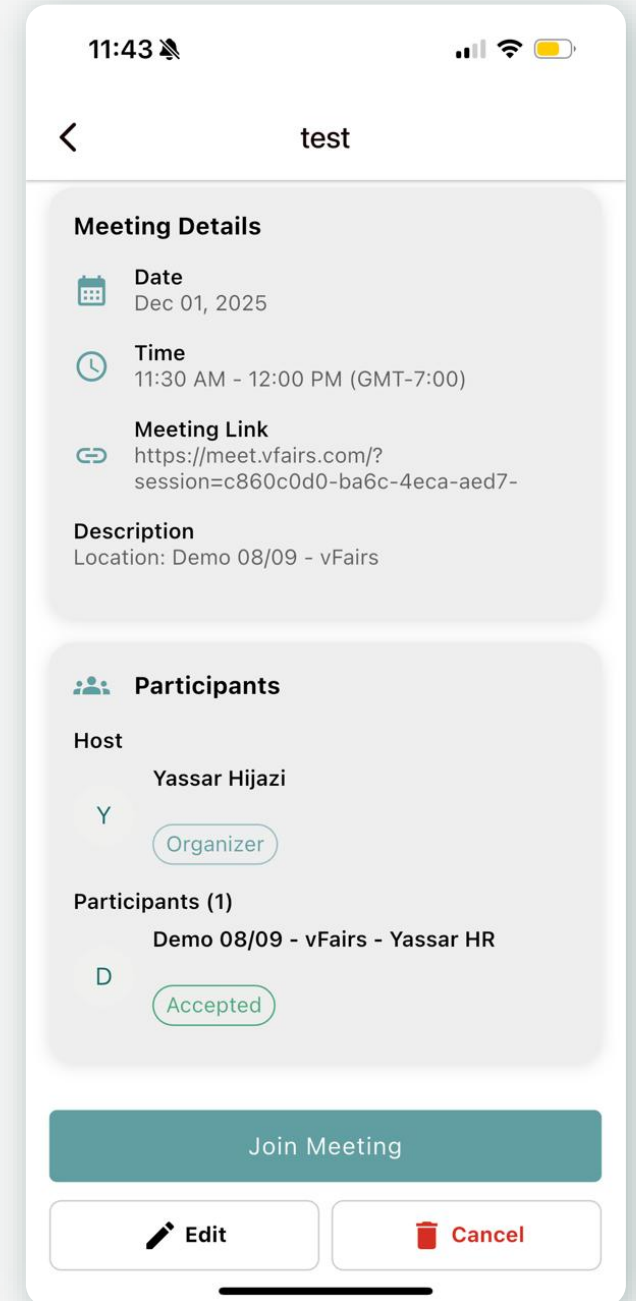
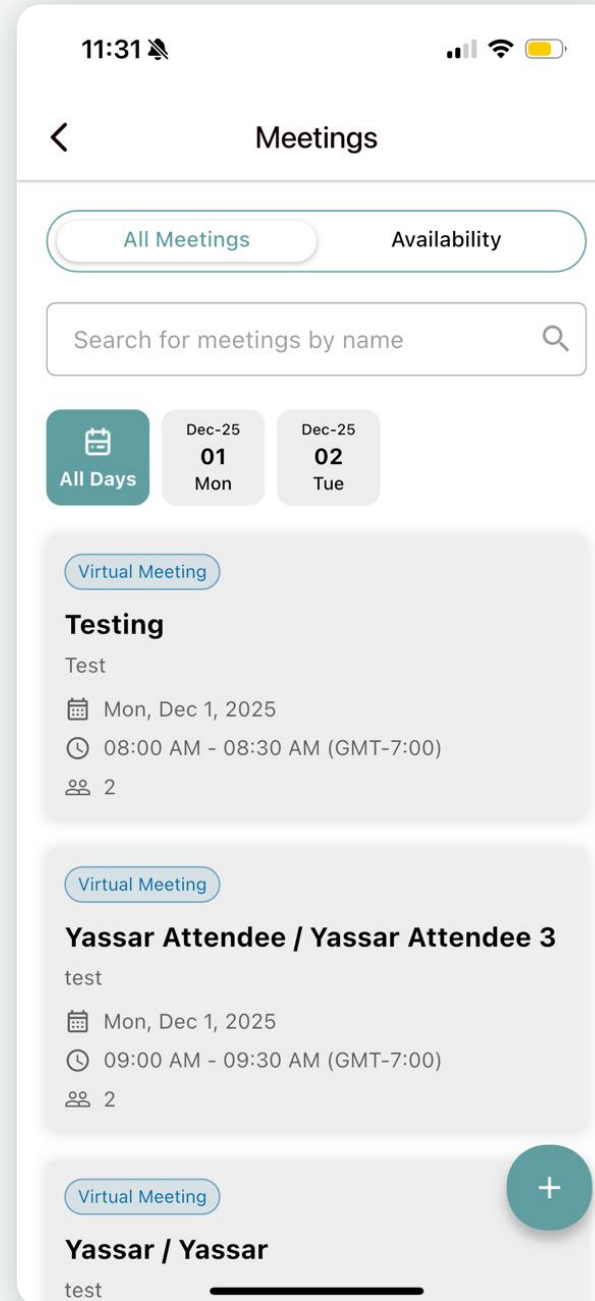
Method 1

The Meetings Tab

From the “Meetings” tab, you can see your Pending/Accepted meetings. (Image on the left)

By clicking on the name of the meeting, you will be redirected to this meeting details. From there, you can click on “Join Meeting” to join your virtual meeting. (Image on the right)

If you have a physical meeting, the location will be added under “Description”



Method 2

Email Communication

When an invitee receives a meeting request, all the necessary information are in the email.

If it is a virtual meeting, the link of the meeting will be in the email.

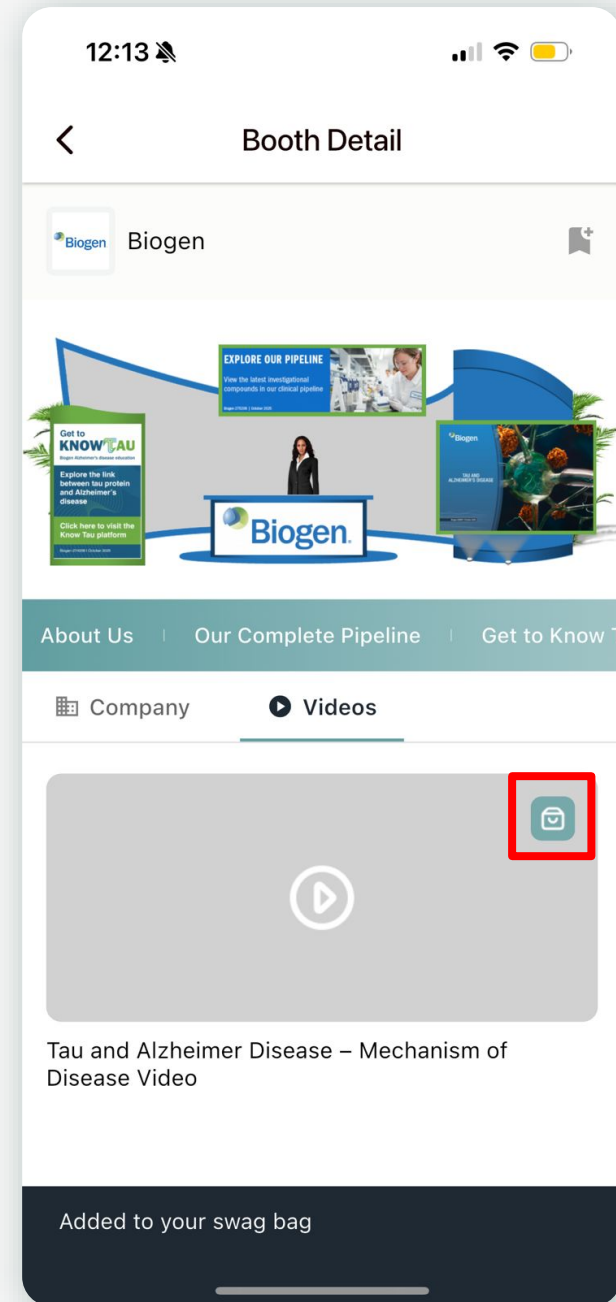
If it is a physical meeting, the location to meet will be added under “Description”

The Exhibit Hall

In the exhibit hall, you'll find all the booths available in this event.

Some of them have added documents/video to their booth.

You can add these to your Swag Bag by clicking on the bag icon and send them to yourself via email.



The Swag Bag

The documents/videos you have added in the swag bag can be sent via email.

To do so, simply select the document/video and click on send email. (Middle Image)

Then, enter your email and click on confirm. (Image on the right)

