

# IHC 2022 App - User Guide



**IHC 2022**  
ANGERS – FRANCE



**STEP 1**

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**LOGIN**

# 1. Login / e-mail



**International Horticultural Congress  
2022**

Hello Marius,

Get ahead of the game and prepare for **International Horticultural Congress 2022** to **save yourself time** and **get the most out of your event**.

IHC 2022 app makes it easy to **access the event content** and **connect with the right people** in advance.

All you have to do is **activate your profile with the tap of the below button**. We'll keep all of your **information and data secure**.

Are you ready to join your event community?

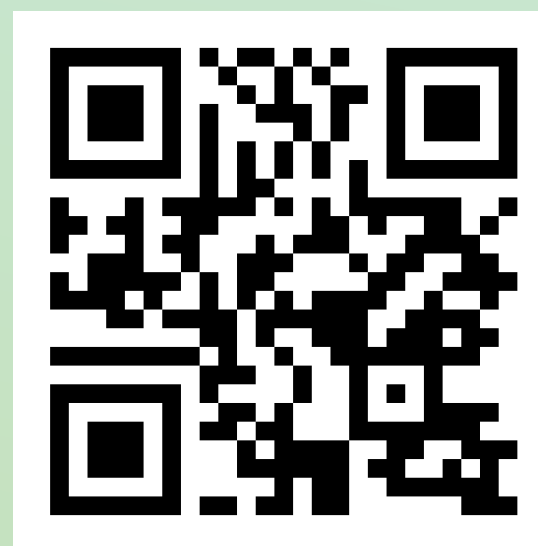
**LET'S GET STARTED!**

- You received an e-mail with a button redirecting to a login page. Your account is pre-created. A window will then suggest that you create a password for your account.



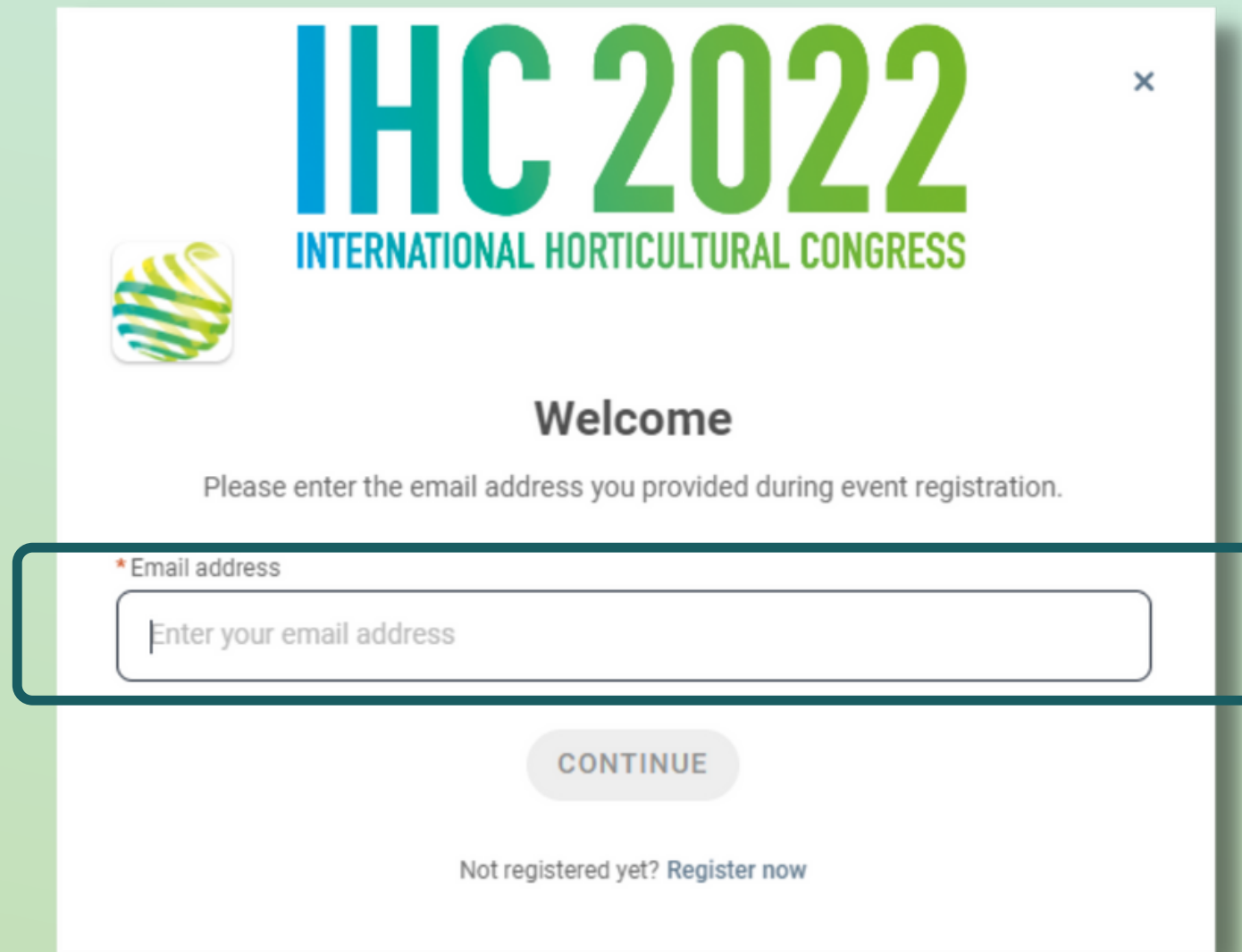
*If you didn't receive anything, check your spam box*

You can also **scan** this code to access **the mobile app** :



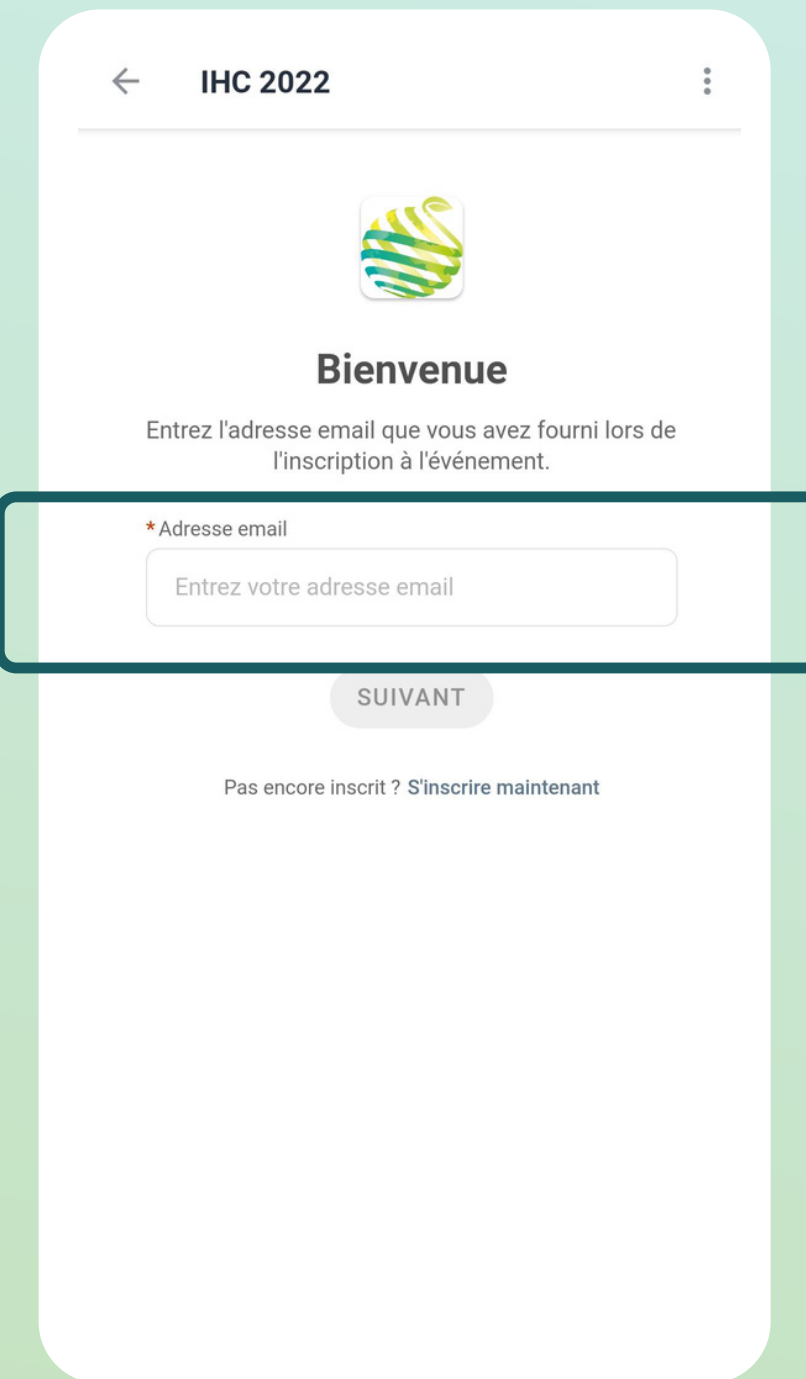
Follow the link to the web app : <https://app.ihc2022.org/event/ihc-2022>

# 1. Login / Platform - With an account



The web version login screen features the IHC 2022 logo at the top left. Below the logo, the text 'Welcome' is displayed, followed by the instruction 'Please enter the email address you provided during event registration.' A text input field with the placeholder 'Enter your email address' is highlighted with a red box. Below the input field is a 'CONTINUE' button. At the bottom, there is a link that says 'Not registered yet? Register now'.

*Web Version*



The app version login screen shows the IHC 2022 logo at the top. Below the logo, the text 'Bienvenue' is displayed, followed by the instruction 'Entrez l'adresse email que vous avez fourni lors de l'inscription à l'événement.' A text input field with the placeholder 'Entrez votre adresse email' is highlighted with a red box. Below the input field is a 'SUIVANT' button. At the bottom, there is a link that says 'Pas encore inscrit ? S'inscrire maintenant'.

*App version*

1. Acces your account at <https://app.ihc2022.org/event/ihc-2022>

2. Enter the E-mail you used to register for the event



If your address is not recognized,  
send an email at  
[support@ihc2022.org](mailto:support@ihc2022.org)

# 1. Login / Platform - Without an account



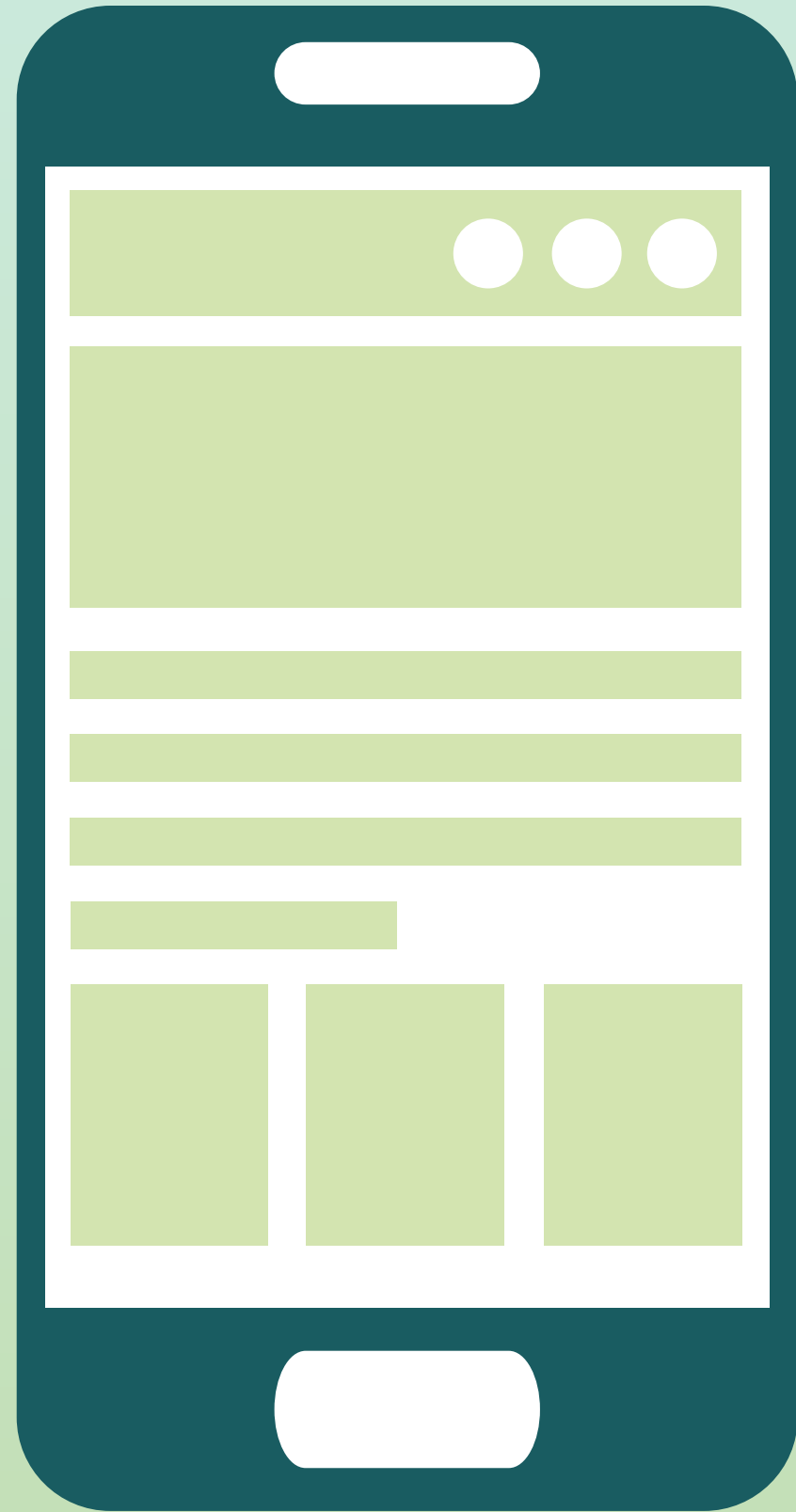
The screenshot shows the homepage of the IHC 2022 registration portal. At the top, there is a dark teal banner with the IHC 2022 logo (a stylized green and yellow globe), the text "IHC 2022 31<sup>ST</sup> INTERNATIONAL HORTICULTURAL CONGRESS", the dates "14-20 AUGUST 2022", the location "CONGRESS CENTRE ANGERS - FRANCE", and a "HYBRID" badge. Below the banner, the text "HORTICULTURE FOR A WORLD IN TRANSITION" is displayed. The main heading reads "Welcome to the IHC 2022 registration portal." Below this, there are two registration options: "I am registering as an individual:" with an "INDIVIDUAL REGISTRATION" button, and "I am a company. I would like to buy a number of passes:" with a "BUY PASS" button. To the right, there is a "REGISTRATION DESK IHC" section with contact information for Angers, and an "ACCOMMODATION" section with contact information for the Congress Center. A "Book now" button is located at the bottom right.

1.



The screenshot shows the registration form on the IHC 2022 registration portal. The form is titled "Please create your account to register." and includes the following fields: "Civility" (a dropdown menu), "First name", "Name", "Email" (with a lock icon), "Password" (with a lock icon), and "Confirmation" (with a lock icon). There is also a checkbox for "I'm not a robot" and a reCAPTCHA logo. A "Back" button is located at the bottom left, and a "Submit" button is at the bottom right. An arrow points from the "INDIVIDUAL REGISTRATION" button in the previous screenshot to this form.

3. Simply register with the **email address** you prefer, and set a **password**.



**STEP 2**

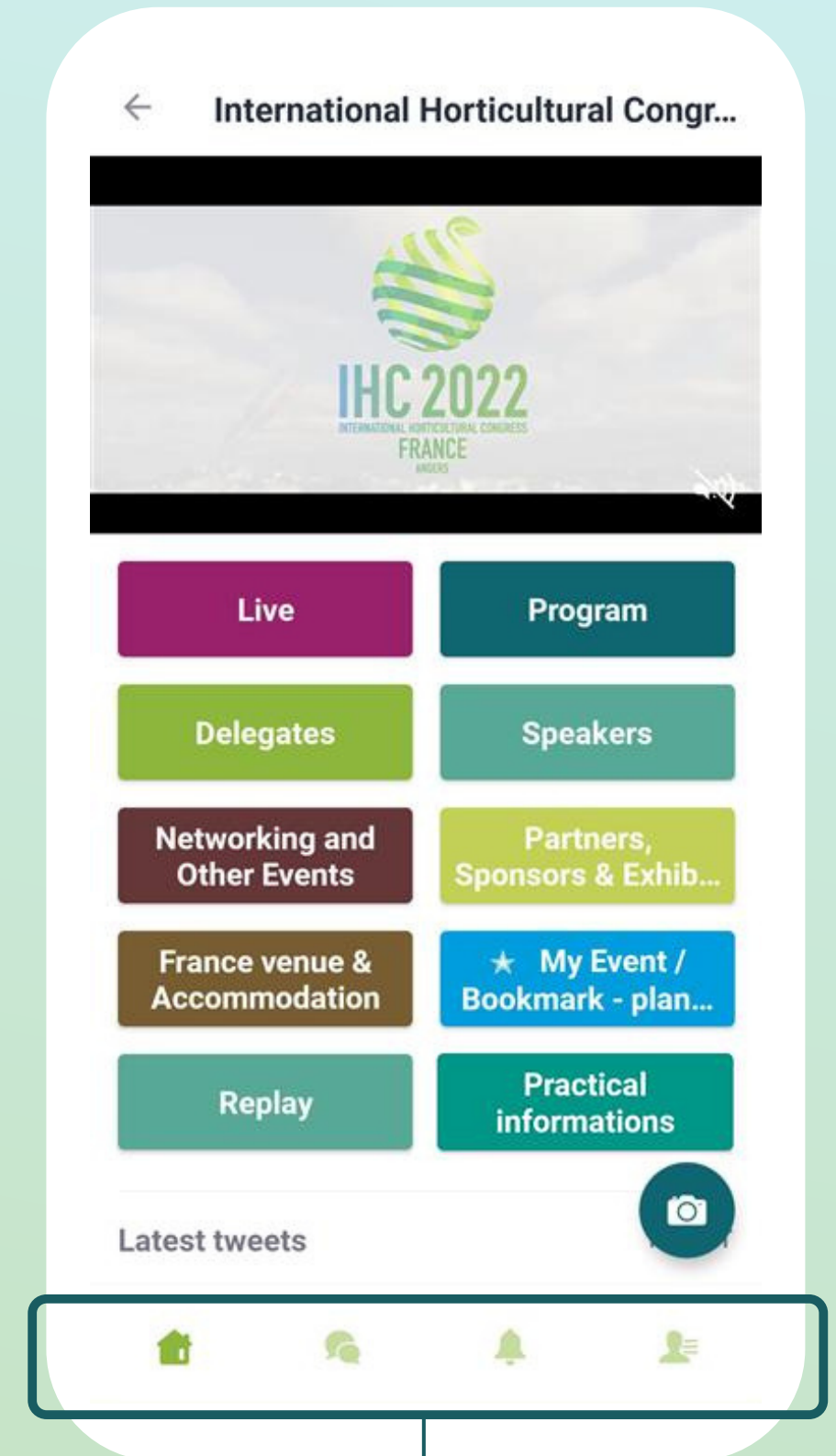
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**Mobile APP  
and Web APP**

# 1. App and Webapp / Navigation



This is the homepage of your event The main navigation is the same on Web and Mobile. It is divided into **4 parts**:



# 1. App and Webapp / Navigation

## Live

Follow the ongoing sessions from a distance via this tab.

Available on the first day of the event

## Delegates and Speakers

View all delegates and speakers of the congress.

## My Event / Bookmark

Make your program, add sessions you want to attend and find your personalized schedule here.



## Program

Preview the program of the event and select which sessions you want to attend.

## Networking and other event

Have access and register to other events or Guided Tours.

## Replay

Watch the sessions you missed during and after the event via this tab.

Available until one month after the event



# 1. App and Webapp / Navigation

## Partners, sponsors and exhibitors

Check out the Partners, Sponsors and Exhibitors of the event and get in touch with them

## Practical Information

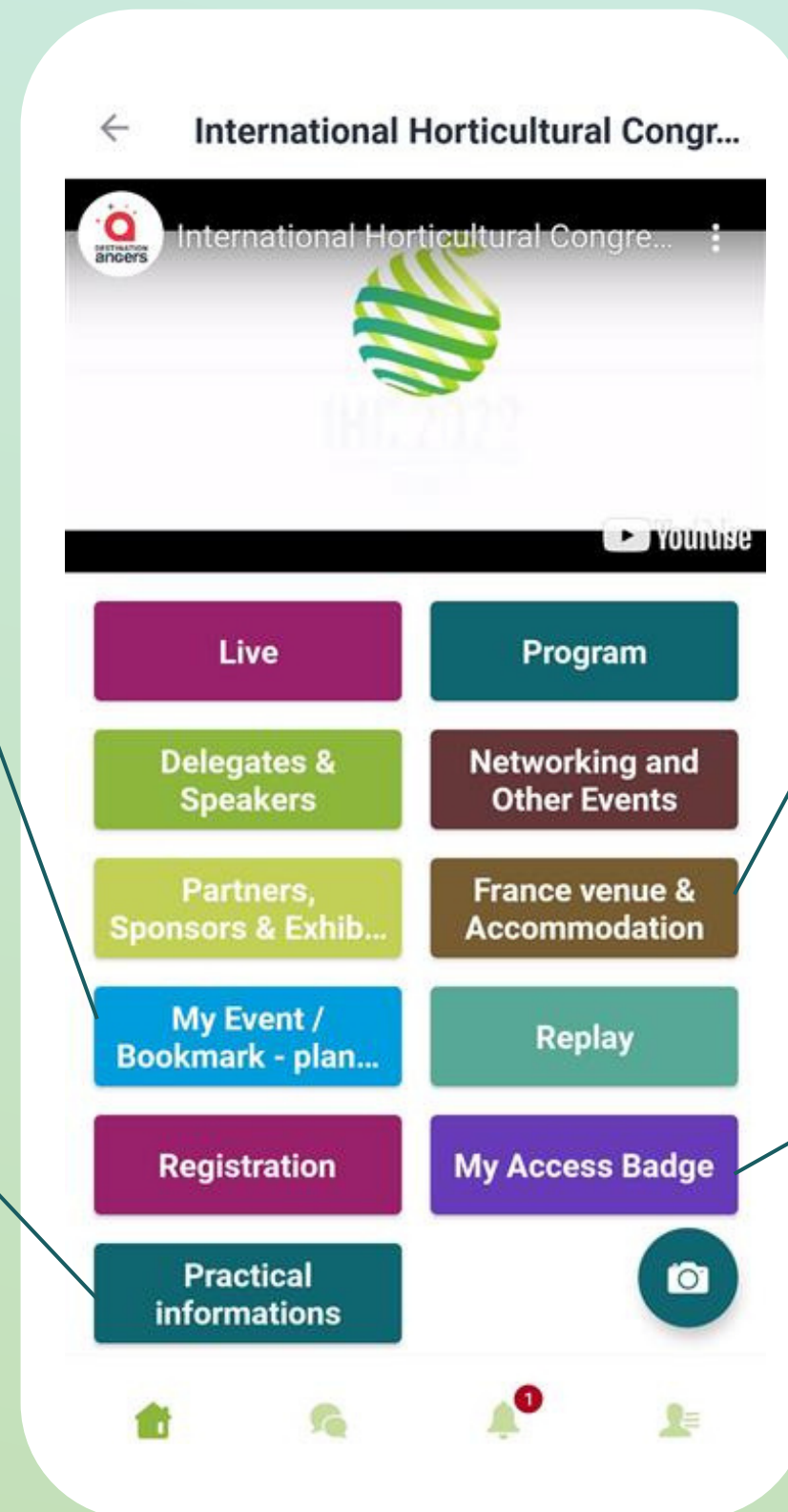
Check out all information about the IHC 2022 event

## France venue and Accommodation

Check out all of the information you need about your venue in France and Angers

## My access badge

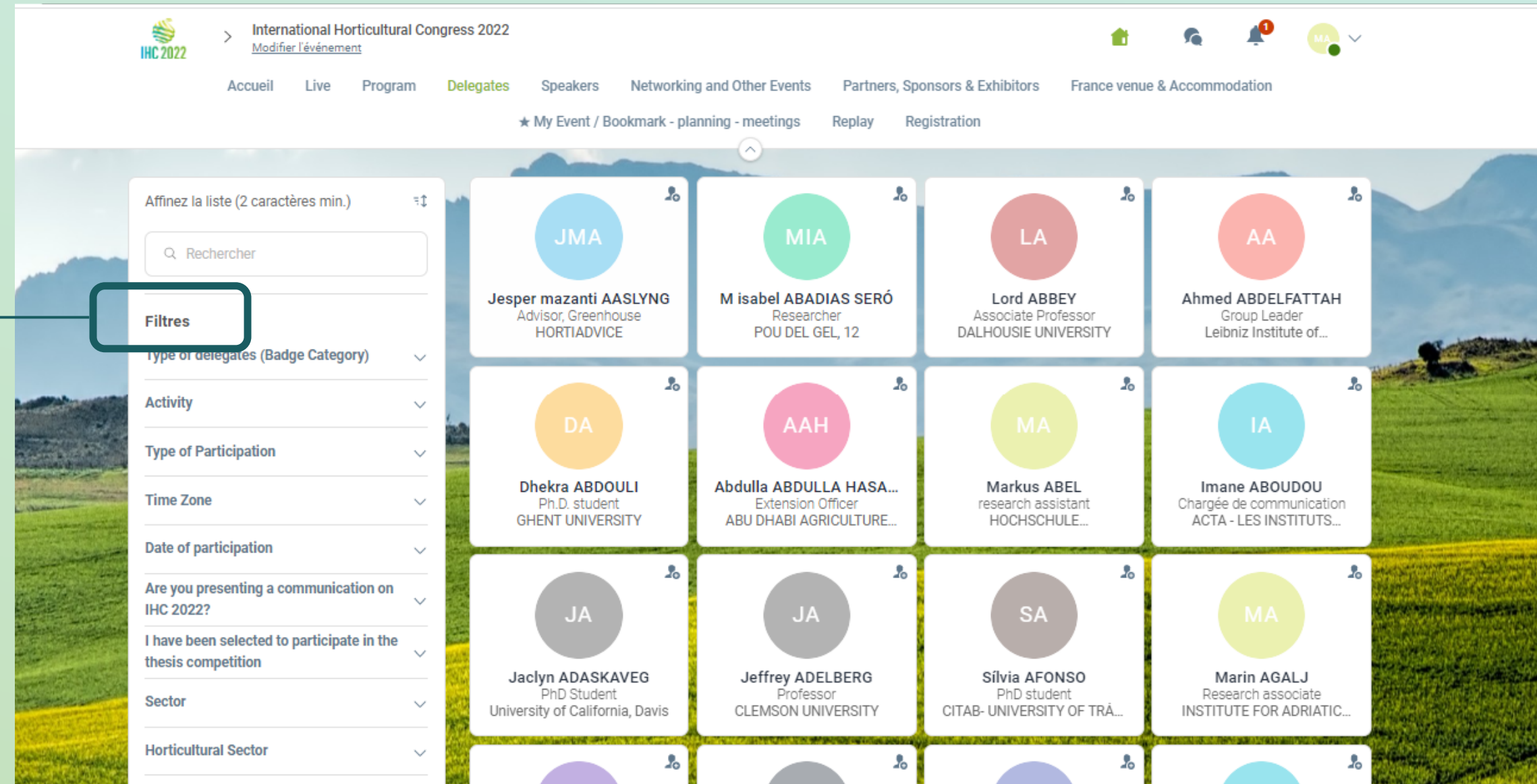
Display your electronic badge to be scanned



# 1. App and Webapp - Delegates/Speakers

Find out who to meet !

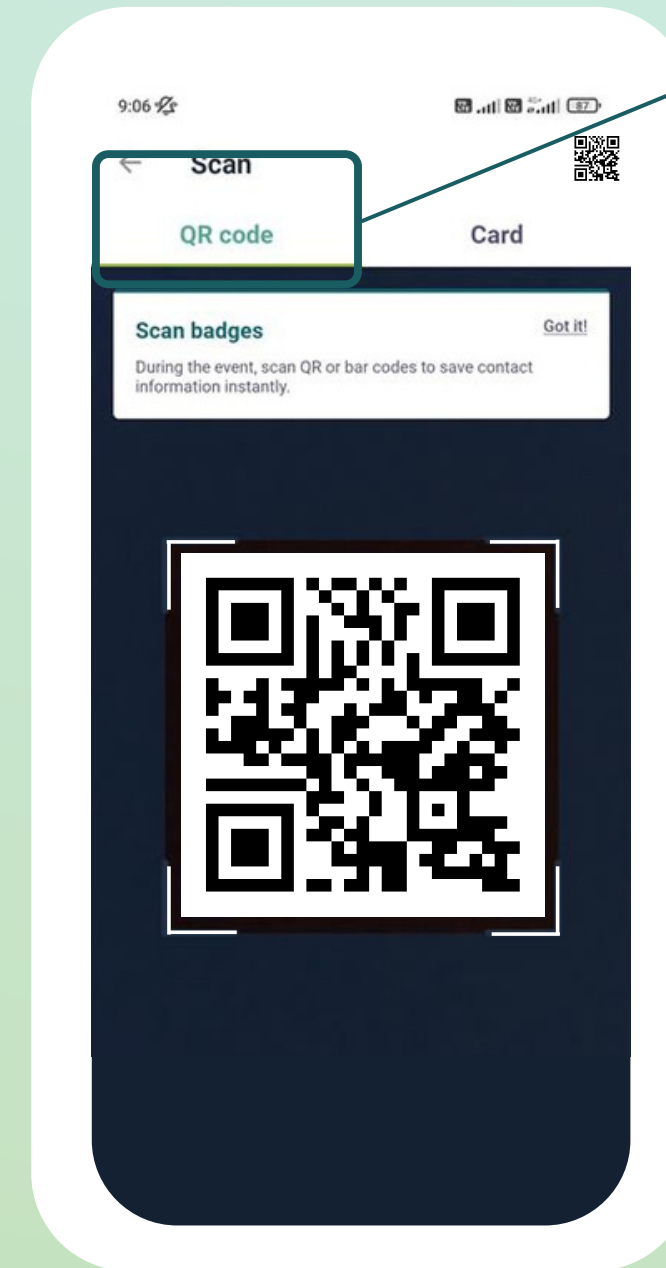
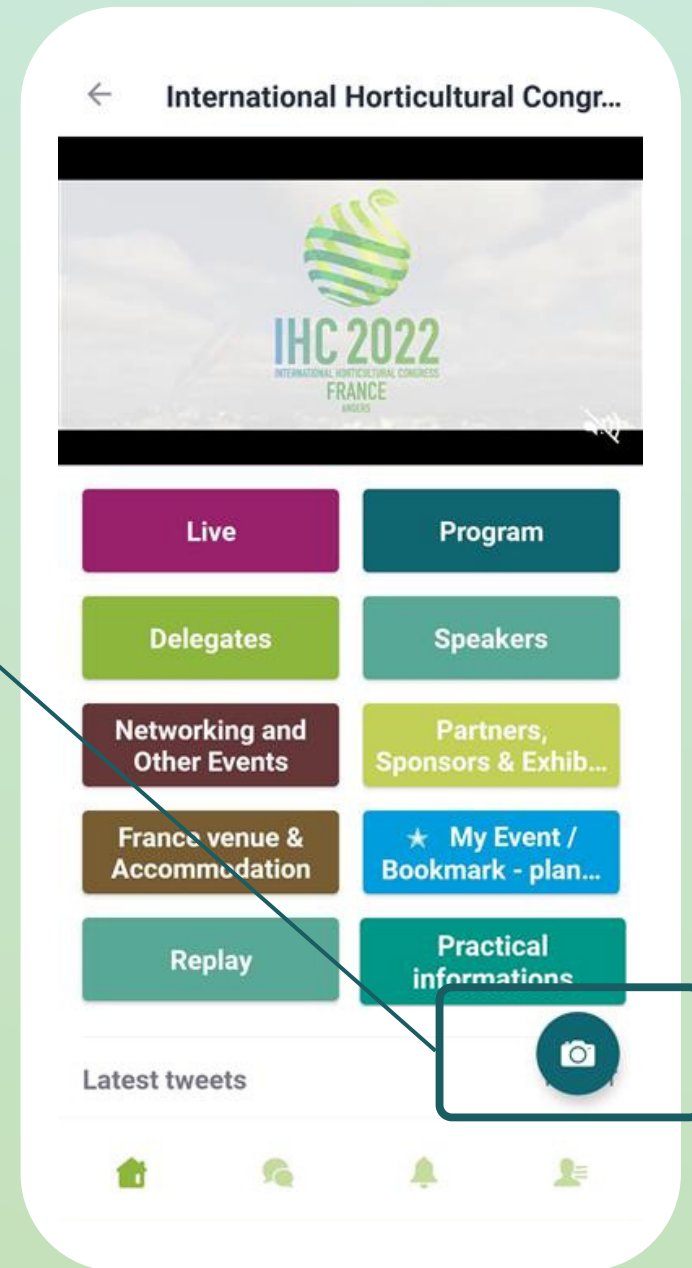
1. **Sort** the attendees to see the most relevant results.
2. **Click** on a participant to view their information
3. **Connect** with qualified profiles



A *personalized connection request (with message)* will be 4 times more likely to succeed.

## 2. App / Badge scanning

1. To scan a badge, click on the « **Scan** » icon on the home screen of your event.

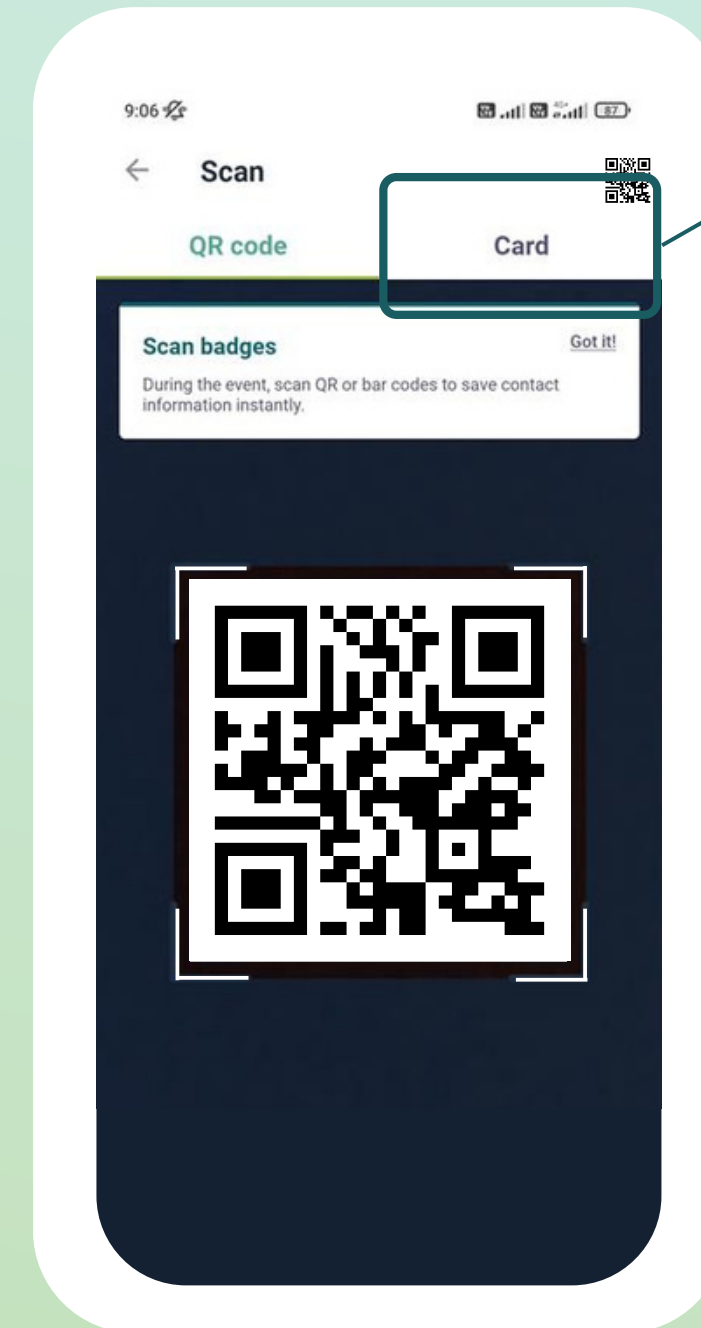
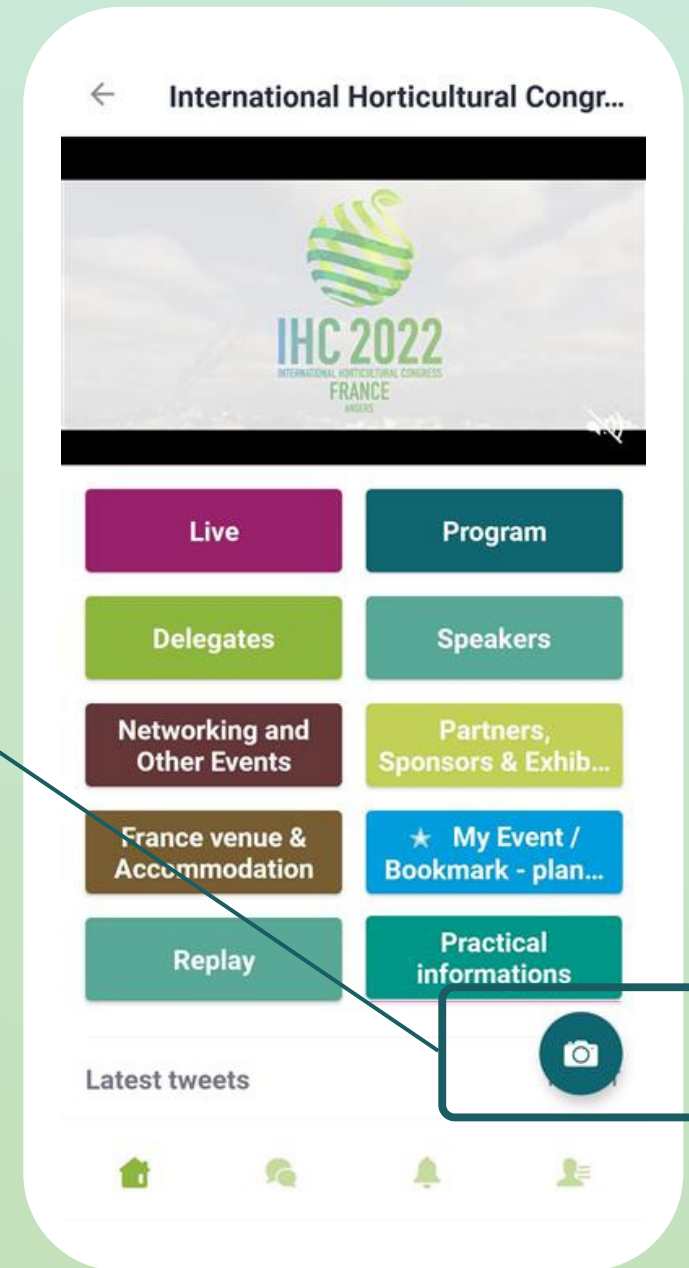


2. Then select "**QR Code**" at the top right of the screen.

By scanning the QR Code on an attendee's badge or application, you automatically add it to your contacts. This allows you to chat, get your contact details, and add tags and notes to your contact. **Your contact details are also transmitted to him/her.**

## 2. App / Business card scanning

To scan a business card, click on the **"Scan"** icon on the home screen of your event. Then select "Card" at the top right of the screen.

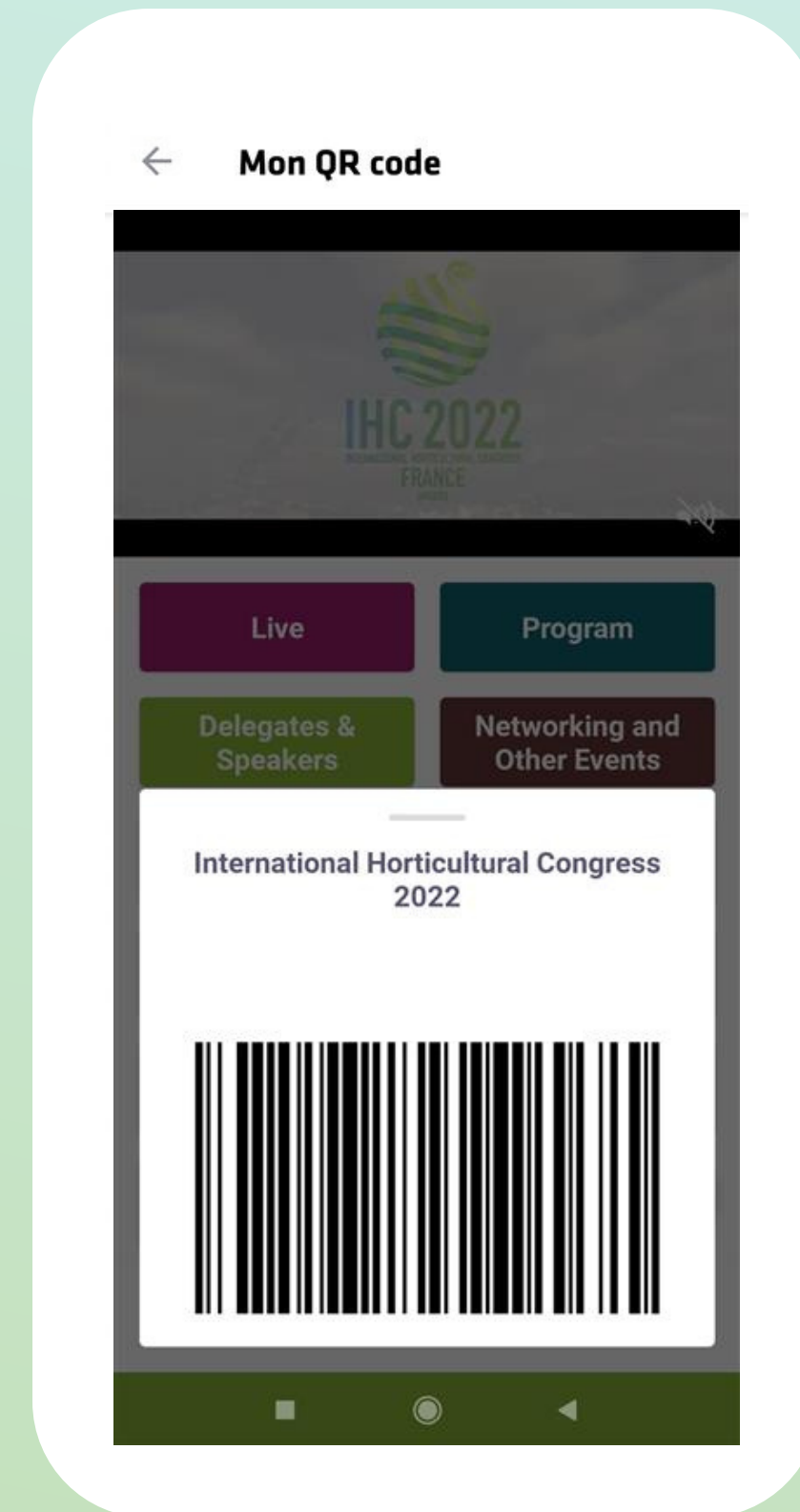
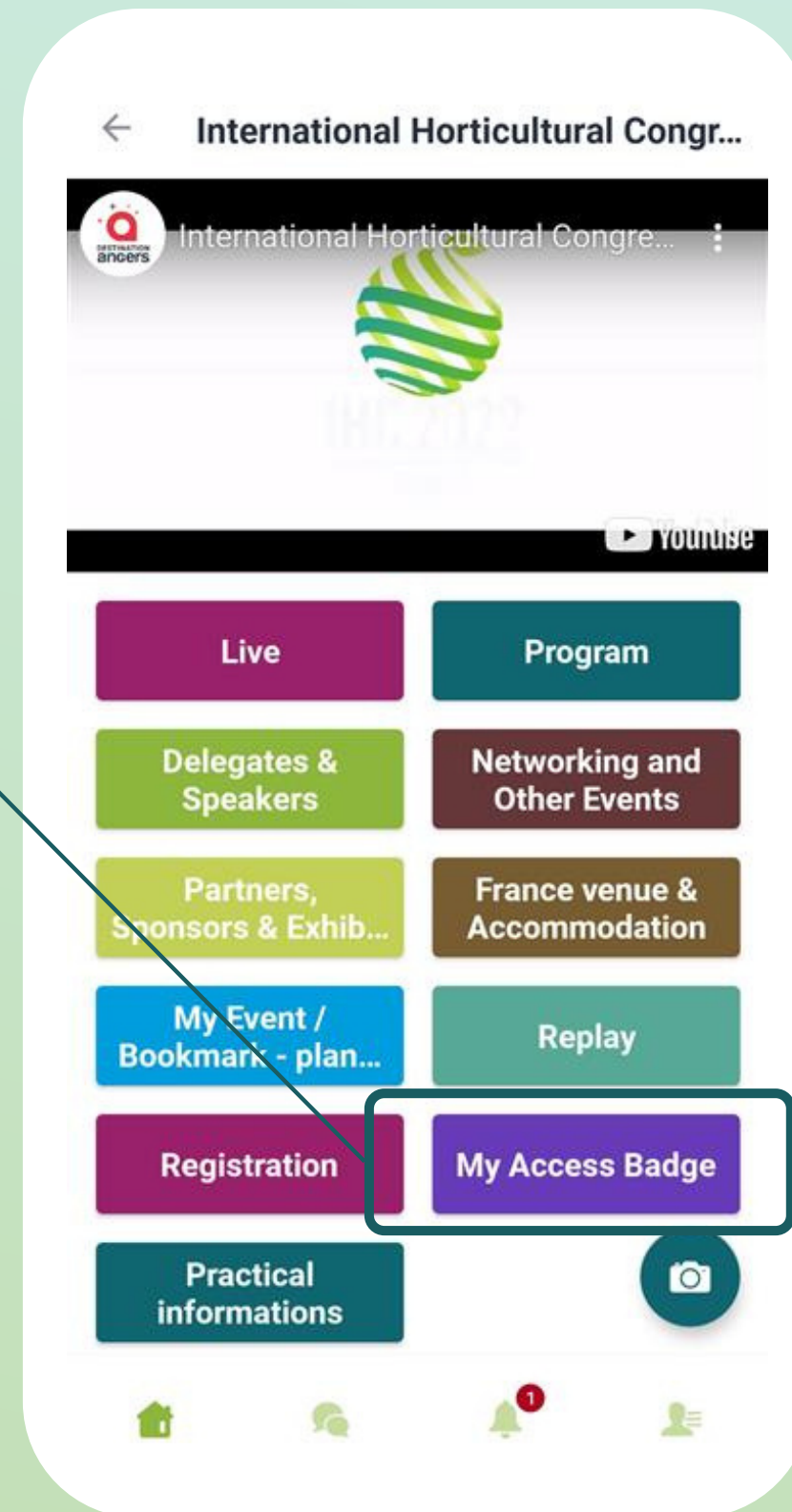


2. Then select **"Card"** at the top right of the screen.

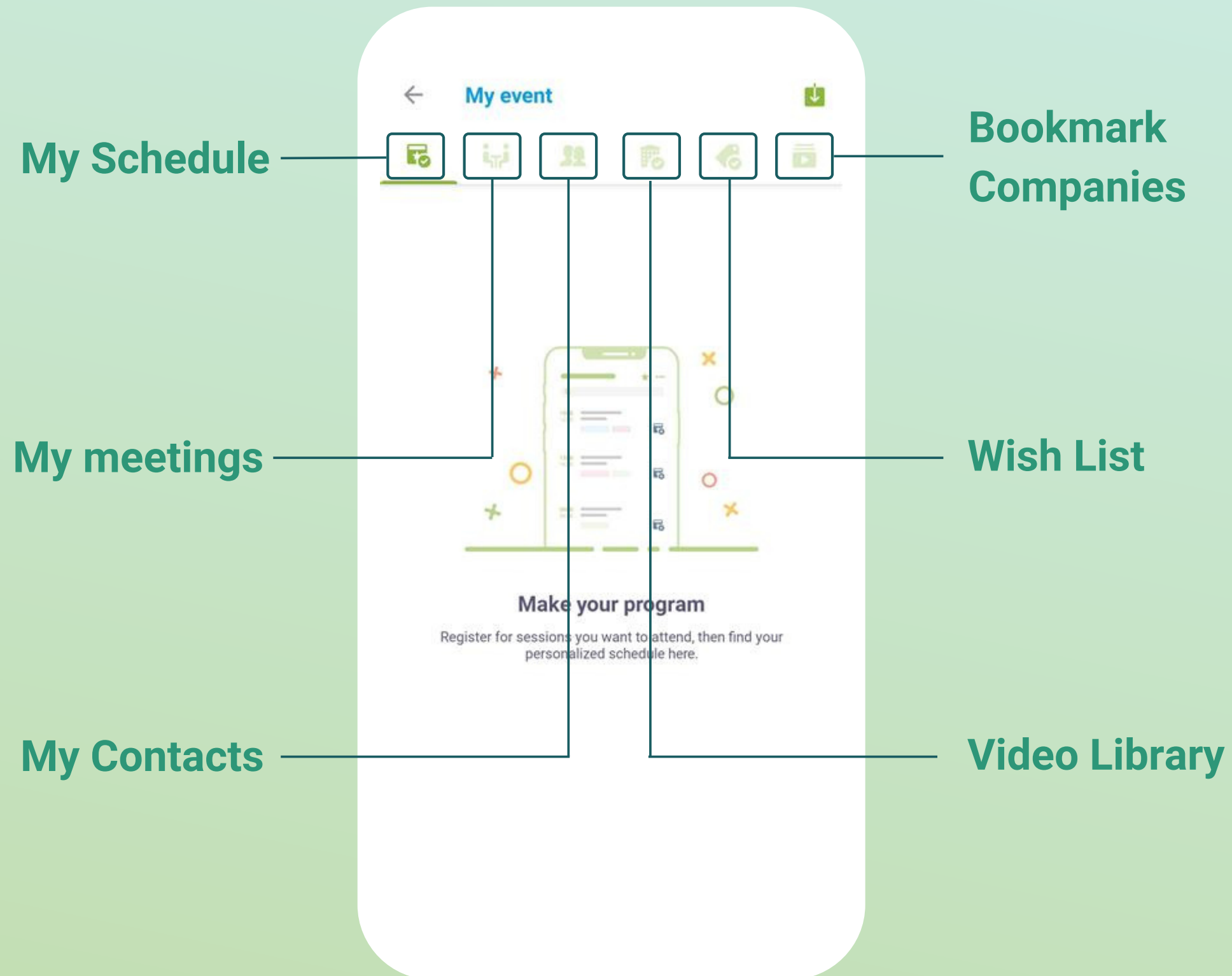
By scanning an attendee's business card, you can save **their data directly to your contacts**. The business card data is automatically recognized and extracted in a contact form. You can edit the information contained in this sheet at any time. As with badge scanning, it is possible to add tags and notes to imported contacts.

## 2. App / Business card scanning



You can **display** your electronic badge to be scanned. It is located on the top right-hand corner of the scanning interface.



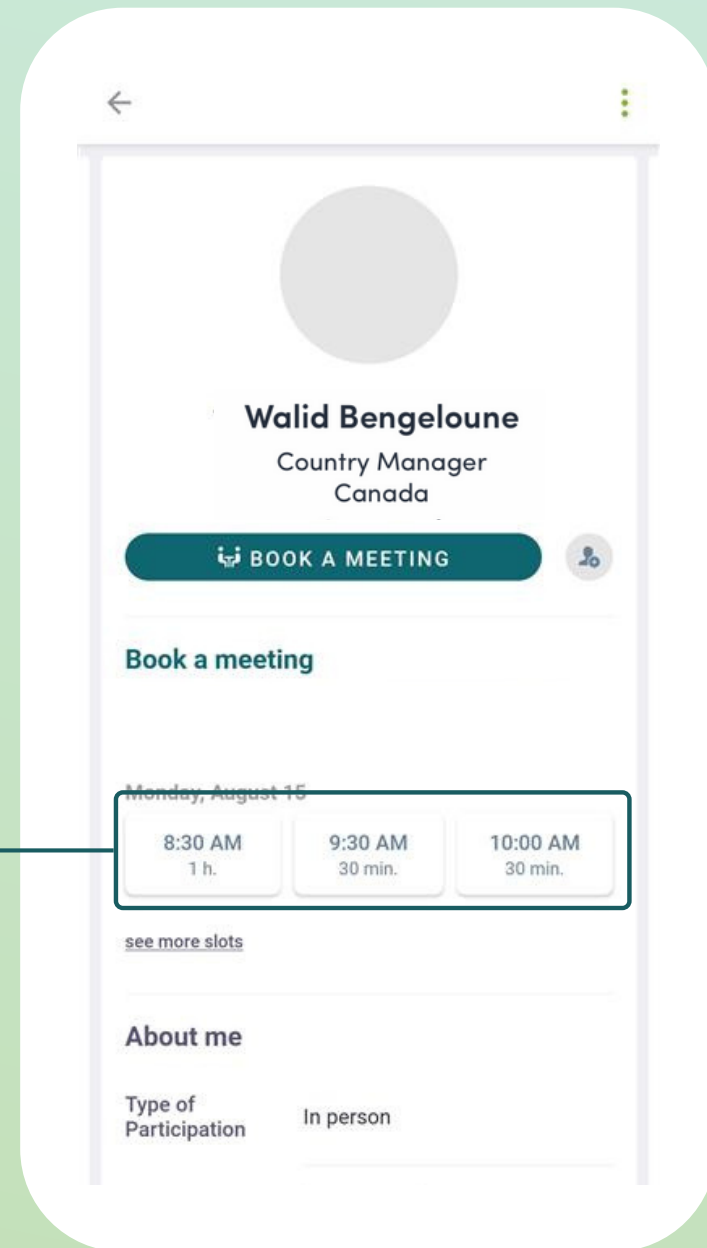
## 2. App and Webapp - My Event / Bookmark



Organise your networking, export your contacts, and make your **personalized schedule**

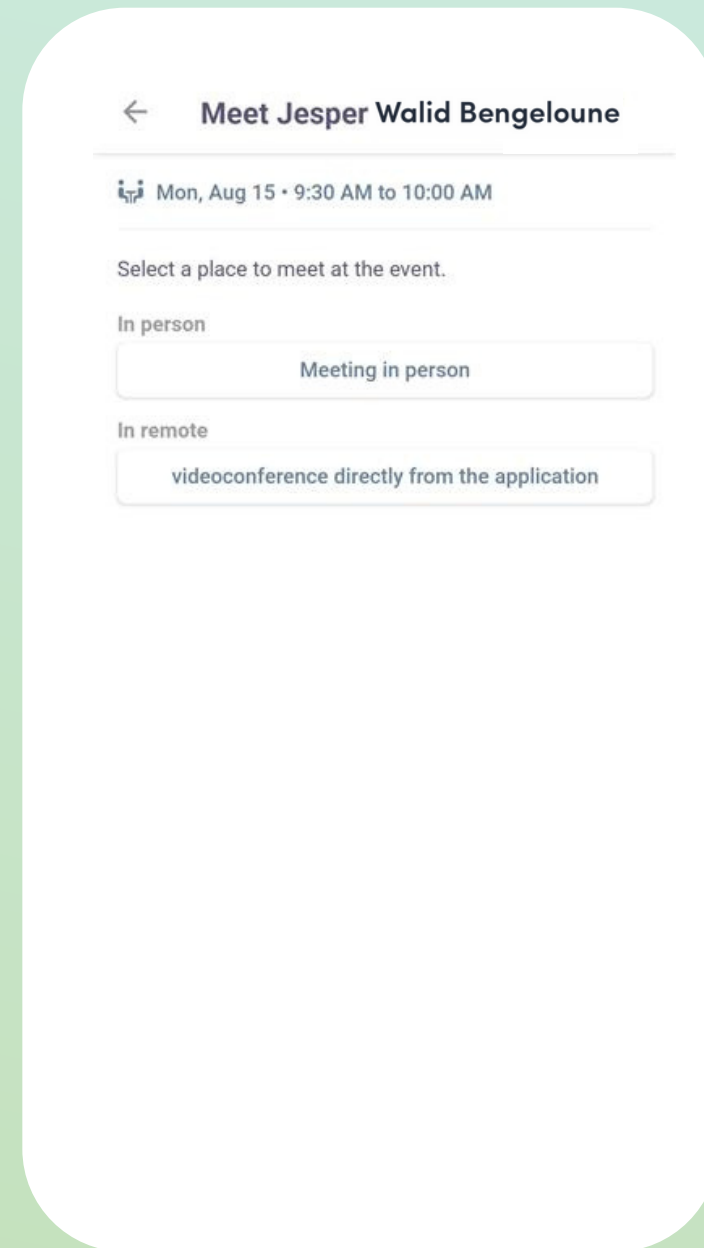
  
You can export your appointments and your personalized calendar directly in your calendar by clicking on the icon at the top right of the screen : 

## 2. App and Webapp - Sending a message request



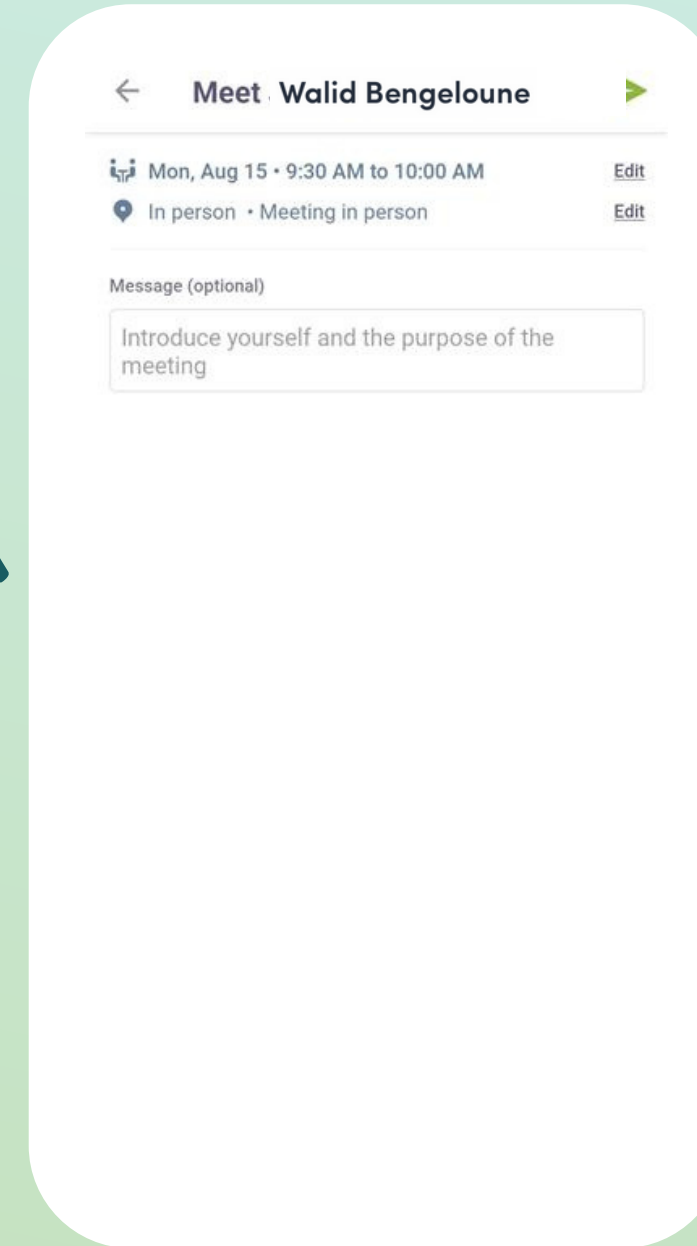
### 1 Select a Slot

By clicking on a participant, you can view the appointment slots for which he or she is available. Select the niche that interests you.



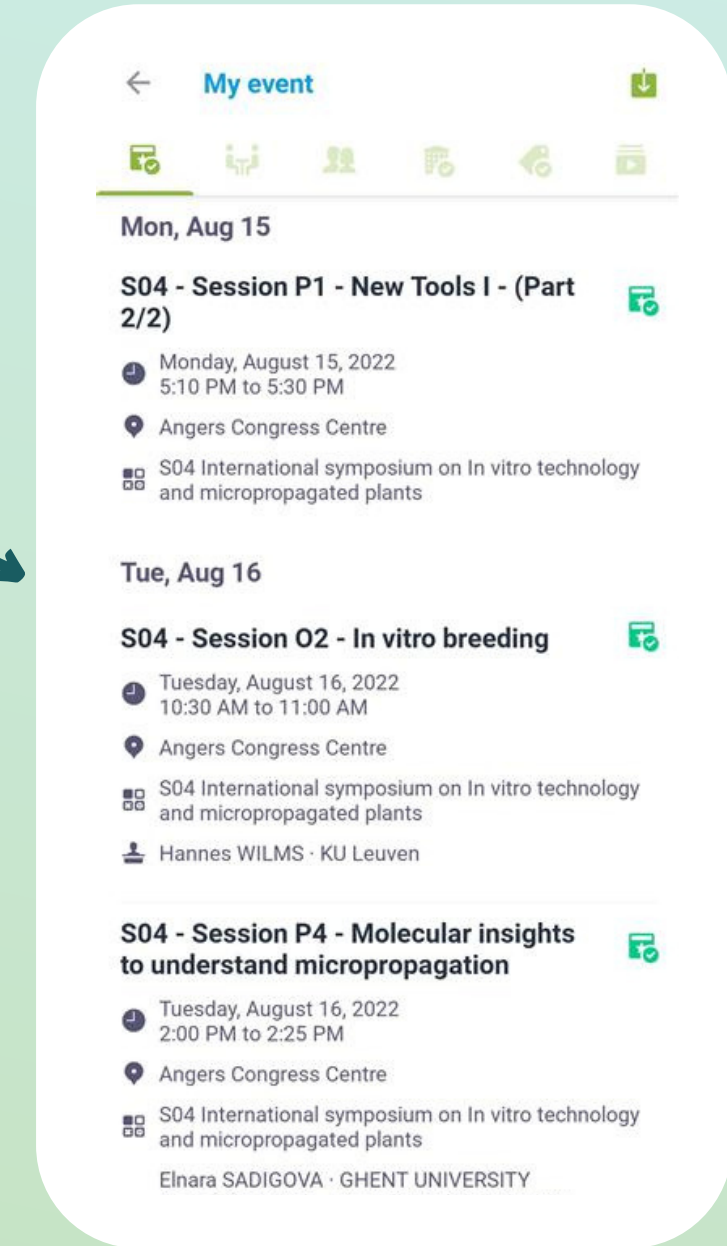
### 2 Select a Place

The list of appointment places appears. Select the one you are interested in.



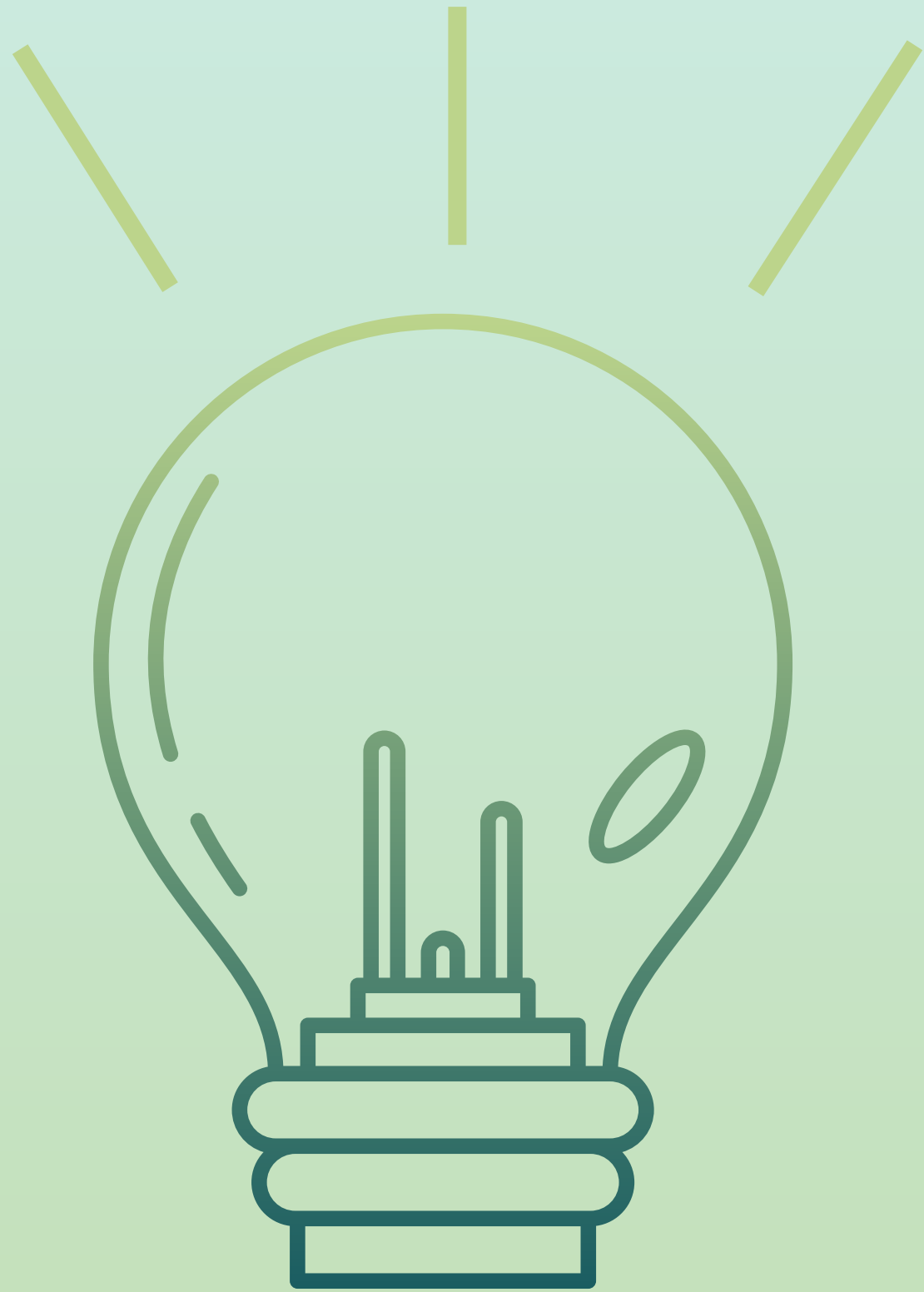
### 3 Send a message

It is very important to send a **personalized** message to the participant you wish to contact so that the meeting can take place



### 4 Manage your meetings

In "**My event**", you can view your appointments, cancel them and manage your availability.



**STEP 3**

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**BEST**

**PRACTICES**



# 3. Best practices / Retroplanning



## Before

- 1 **Edit** your profile
- 2 **Connect** with qualified attendees
- 3 **Send** your first meeting requests
- 4 **Answer** to your first meeting requests

## During

- 1 **Scan** the badges and business cards of the relevant participants
- 2 **Note** & tag your new contacts
- 3 **Chat** with them directly on the application

## After

- 1 **Continue** to chat with your new contacts
- 2 **Export** your contact list

# IHC 2022 App - User Guide



*If you encounter any problem with  
the app, send us an email at  
**[support@ihc2022.org](mailto:support@ihc2022.org)***