

2016 Financial Executive & Internal Auditing Mobile App FAQs

DOWNLOADING

1) How do I download the app?

- iPhone and iPad users - search “**FMI Asset 2016**” on the Apple App Store.
- Android users - search “**FMI Asset 2016**” on the Google Play Store.
- Blackberry, Windows, laptop users - go to this address:
<https://fmiap2016.gatherdigital.com>

APP FEATURES

2) Program

In the **Program** section you will be able to access session times, room locations, speaker information, session descriptions, and links to presentations. You can **Filter** the sessions by track by clicking on the **funnel icon** and selecting a specific track to see its relevant sessions.

3) My Schedule

You may add sessions and other conference activities to the **My Schedule** section by viewing the activity on the program section and then clicking on the “**My Sched**” button at the top of the screen. To view your selected activities view the **My Schedule** section.

4) Speakers

For speaker information visit the **Speakers** section in the Menu. Alternatively, if you select a certain session from the program, you can click on the speaker to pull up their detail page.

5) Attendees

View all conference attendees here. Use the **magnifying glass** icon at the top right to search for a particular person. Use the panel at the top to sort by **Name** or **Org**.

6) Info

Find helpful information about FMI, the mobile app, conference events, and hotel and travel details.

7) Messages

We will periodically send you messages throughout the event. View these messages by clicking **Messages** from the Menu. A red flag will appear next to the icon when there is a new message.

If you are logged in (see #11) you can message other logged in attendees through the app. Note, only attendees who have logged in will display. Message an attendee directly from the attendee list by selecting the attendee and clicking the pen and paper icon on the top right.

8) Map

If you select a certain session, you can click on the **map icon** (looks like a drop pin) to pull up the floorplan map and see a drop pin on the room location for that session. Alternatively, you can access the floorplan maps from the **Map** section in the Menu.

9) Sponsors/Exhibitors

View the **Sponsors/Exhibitors** page for a list of sponsors as well as all exhibiting companies including key contacts, websites and company descriptions. Use the **magnifying glass** icon at the top right to search for a company. Use the panel at the top to sort companies by **Level** or **Name**.



10) Presentations

Use the **Presentations** tab to access slides for sessions. Sessions will be listed in chronological order by day. Toggle through the different days using the panel at the top. Alternatively, if you select a certain session from the program, you can click on **View Presentation**.

11) Where/how can I log in and create a profile?

To participate in attendee messaging, badge game, photo sharing and to edit your profile in the app, you must log in by selecting "Login" at the top of the side navigation bar and then "Request a Password." **You must use the email you used to register for the conference and then check your email inbox for the link to establish a password.** To update your profile, go to the **My Account** section after logging in.

POLLING

This year, speakers can embed polling questions into their presentations.

To participate in a live poll:

1. Click the session you are attending
2. Click the "Click here to participate link"
3. Click a Poll when it appears on your screen
4. Respond to the poll and click "Submit"

Results will be displayed in real time on your phone.

SOCIAL Q&A

Ask questions through the mobile app or "up vote" questions from other attendees.

To participate in Social Q&A

1. Click the session you are attending
2. Click the "Click here to participate link"
3. Click the "Ask" button to submit a question

Vote for questions you like by clicking the arrow next to the question