Hopin Networking Guide

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Edited by Jennifer Hoback, Sound Transit   Page 1

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if you have questions or need assistance.

House Keeping

Thank you for attending Sound Transit's inaugural Agency Expo. To help make sure you have a seamless experience please read the instructions and tips carefully.

BE SURE YOU ARE USING CHROME TO ACCESS THE CONTRACTING EXPO. Hopin is not compatible with Internet Explorer or Edge. You will have issues accessing Hopin if you are not using Chrome or Firefox.

- It is necessary to disable your computer's VPN to participate in the afternoon networking session. Hopin recommends disabling the VPN and if you are connected from an office with a company network to whitelist the resources listed in this article: https://support.hopin.to/en/articles/4300282-network-connectivity-settings
- Before logging into Hopin shut down and restart your computer to ensure other video applications holding onto audio or video are shut down. At the very least, temporarily close out of all other programs, including MS Teams and Outlook.
- If something locks up, first refresh your browser. This normally takes care of a lot as long as you have restarted your computer before the event. If refreshing does not work, close out and restart the browser.
- Be sure there is only one Hopin tab that has video open.

Build partnerships through networking

Sound Transit is providing two networking sessions for Expo attendees to mingle and build professional relationships;

1) Pre-conference and networking (7:30 – 7:55 a.m.)

- Architecture & Engineering
- Construction

2) Building partnerships opportunity – matched networking meetings (10:10 – 10:40 a.m.)

Based on your ticket selection:

- Architecture & Engineering
- Construction Management
- General Construction

Networking tips:

- Please use headphones or earbuds to eliminate feedback or echoing. Wired for best quality, if WiFi connection has been an issue in the past at your current location.
- Make sure your camera is level.
- The breakout sessions and networking sessions are interactive. We encourage you to ask questions using the chat and/or raise-hand features.
- In order to begin networking, an attendee must have a camera and microphone connected to their device and allowed in their browser.

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Make the most out of your Hopin Profile

Make the most of these networking sessions by having a complete Hopin Profile:

- **First & Last Name** – who are you?
- **Headline** – title and/or area of expertise
- **Bio** - highlight your firm's services, include a concise list of clients, state your firm's desired goal for attending the Expo and share whether your firm is a DBE or small business.
- **Email** – how can other firm's reach you?
- **Social profiles** – consider personal vs. professional social media platforms. A firm's website is highly encouraged.

Profile

Fill your profile so people can know more about you during events.

Avatar

Choose image

First name
Jennifer

Last name
Hoback

Headline
Senior Civil Rights Program Specialist

Bio

With an equity focus and laws to uphold, I have designed and delivered programs to achieve full utilization of minorities and women.

Experienced diversity and inclusion specialist with a demonstrated history of working in the transportation/transit industry. Strong professional skilled in Corporate Communications, Market Research, Management, Project Coordination, and Contract Management.

Email
jennifer.hoback@soundtransit.org

Change password

Social profiles

Twitter
https://twitter.com/hopinofficial

LinkedIn
https://www.linkedin.com/in/jennifer-hoback-6012b828/

Website
https://example.com

Save

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Networking Tutorial

How the Networking area in Hopin works

The Networking area is simple and straightforward but there are some rules, concepts, and tips that are vital to know — all of which we cover below.
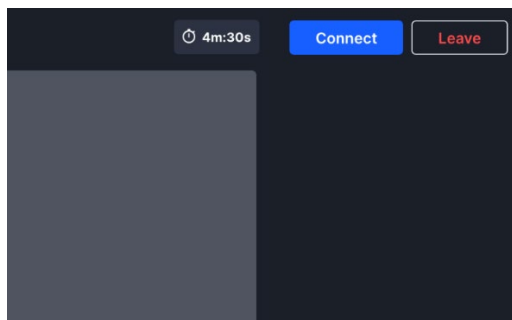
How Networking works on Hopin

The Networking area on Hopin is the place for automated one-on-one meetings. Similar to an experience that feels like FaceTime or Hangouts, Hopin pairs two people over a direct video call.
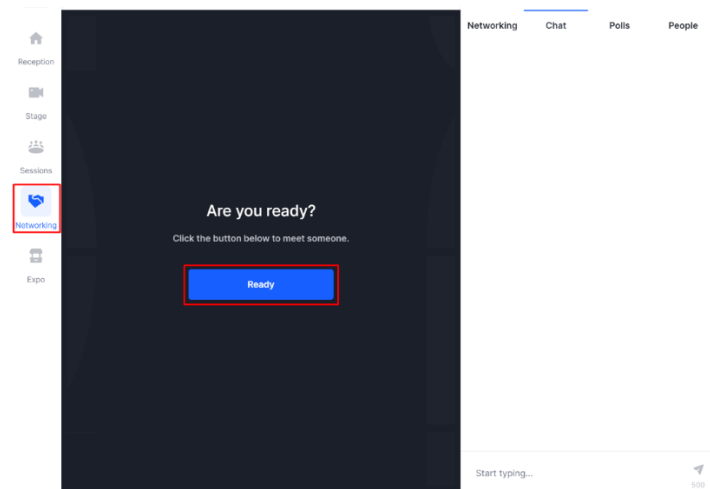
In Networking, when someone clicks the *Ready* button, the system searches for someone else who has also clicked the *Ready* button. If someone else is available, the two are matched instantly and the video chat begins and lasts for 5 minutes. The minimum meeting duration is 30 seconds which is a safeguard to prevent attendees from rifling through meetings as fast as possible to reach a desired person.

Attendees see a timer countdown on the top side of the screen. When the time expires, the meeting ends.

In a Networking meeting, the blue *Connect* button shows up at the top right corner of the screen. The purpose of this button is to give users the ability to quickly and easily exchange contact information, similar to exchanging business cards at a physical event.

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If both people click Connect, a connection registers. When a connection registers, both people will see the others' contact info on Connections tab of their Profile.

Attendees will not know if the other person clicked Connect until the end of the event. The purpose is to allow users to avoid giving out their contact information if they do not wish to.
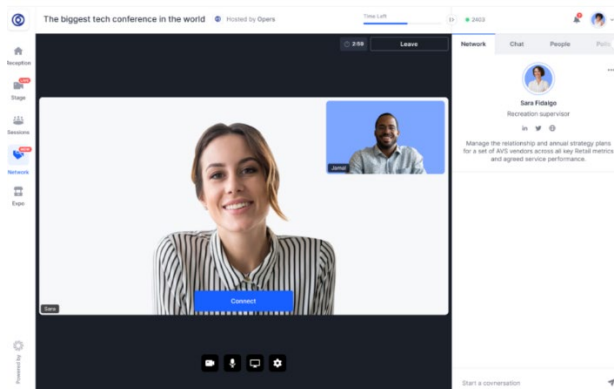
How Ticket Matching works
We programmed Hopin networking to match certain ticket holders with other certain ticket holders only.

Ticket Matching

| Ticket Name	Can meet with?
Architecture & Engineering (Prime)	Architecture & Engineering (Sub-consultant)
Construction Manager (Prime)	Construction Manager (Sub-consultant)
General Contractor (Prime)	General Contractor (Subcontractor)

Important Networking rules to know

- Once you meet someone in the Networking area at an event, you will not be matched with that person in the Networking area again at that event. You will never meet the same person twice in the Networking area.
- Networking meetings are not recorded or recordable.
- Users can turn off their camera in the Networking area.
- Report any users using the three dot menu. Indicate the reason and we will investigate and ban any users who violated our terms of use.
- Screen sharing is not possible in Networking.
- In order to begin networking, an attendee must have a camera and microphone connected to their device and allowed in their browser.

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How to follow up with someone post-event

Use the Connect button to create mutual connections

During Hopin's Networking segment, you and your conversation partner choose whether or not you'd like to select the **Connect** button.
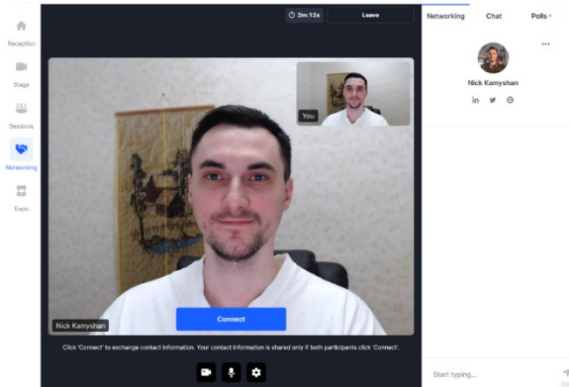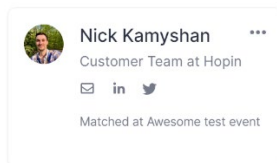

After the conversation, if both parties selected *Connect*, you can follow up with them. On the Connections page of your Hopin account choose the way you want to follow up:

- Email
- LinkedIn
- Twitter

Tip: The channels of communication depend on the details filled to the attendee on the Profile page. Make sure to add the details to let other attendees easily find and contact you after the event.
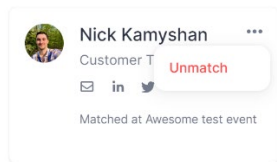

Plus, you can always choose to *Unmatch* the connection under the three-dots menu.

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How do I know who's at this event?

Expo attendees may view a complete listing of registered guest by accessing the People tab (right hand column, next to Chat and Poll). To engage attendees select an individual's name under the People tab and send them a Direct Message. You may also address a chat message to an attendee with the @ symbol followed by their name.

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