R&D and Quality Summit 2023

Event App - Quick Guide

Veeva

Getting Started

Download the **Veeva Events** app to your mobile ahead of Summit

- To activate the app use the same email address you used to register to Summit
- You will receive a confirmation email with a code to activate it

Already have the app?

- Click “More” in the bottom right corner, then tap “My other events” (under your name), find Veeva R&D and Quality Summit in the list

If you have any trouble logging into the app during Summit or have any questions, visit the Registration Desk

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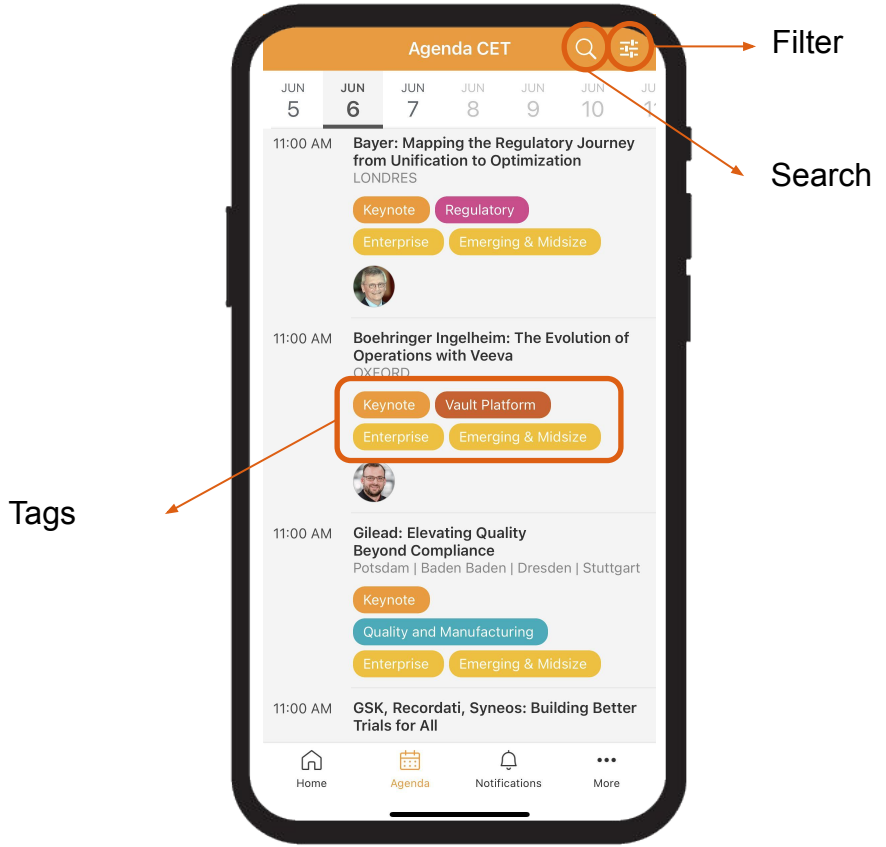
Tips to Build Your Agenda

- Search by keywords or filter by zone to easily find the sessions you want to attend
- Filters:
  - **Zones**: Clinical Data, Clinical Operations, Quality & Manufacturing, Regulatory, RTSM, Safety and Vault Platform
  - **Segment**: Enterprise, Emerging & Midsize
  - **Type of session**: Connect, Innovation Theater, Keynote, Roadmap, Session



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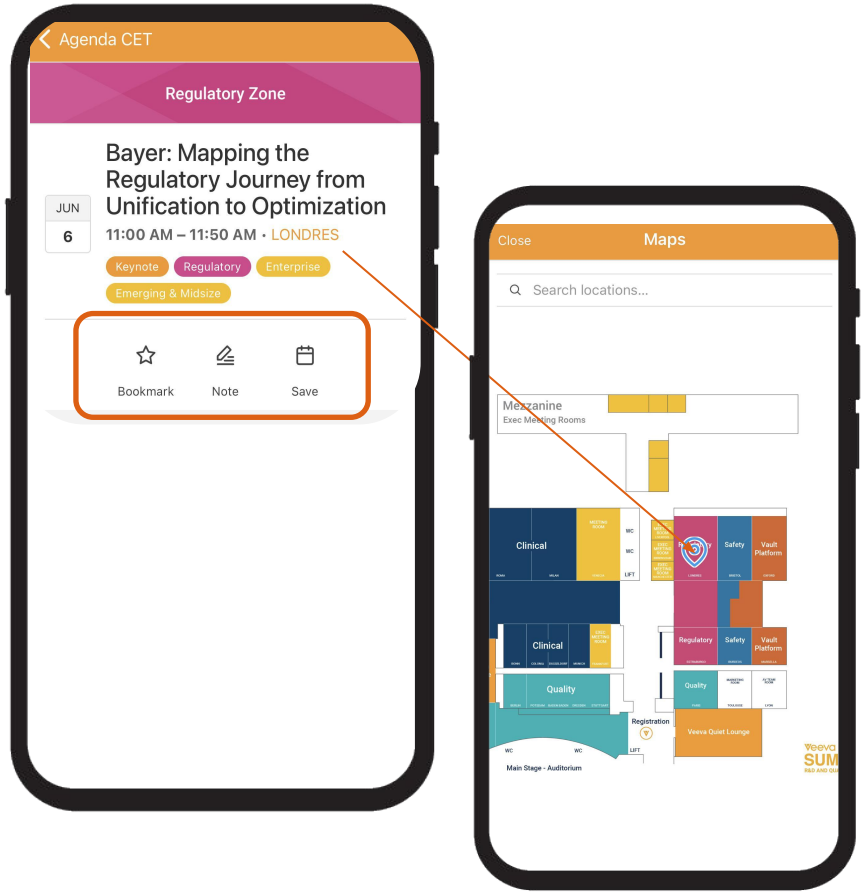
Tips to Build Your Agenda

- Found a session you don’t want to miss?
  - **Bookmark** it – you can find all your bookmarked sessions in “My Agenda” under “My Summit” section of the “More” tab
  - **Save** to your calendar – adds the session directly to your phone’s calendar
- You can use the notes feature to take notes on each session. You can find all your notes in “My Notes” under “My Summit”on the “more” tab
- Don’t know where to go?
  - Click on the name of the room (next to the time) and the floor plan will pop up with a pin in the room where the session is going to be held



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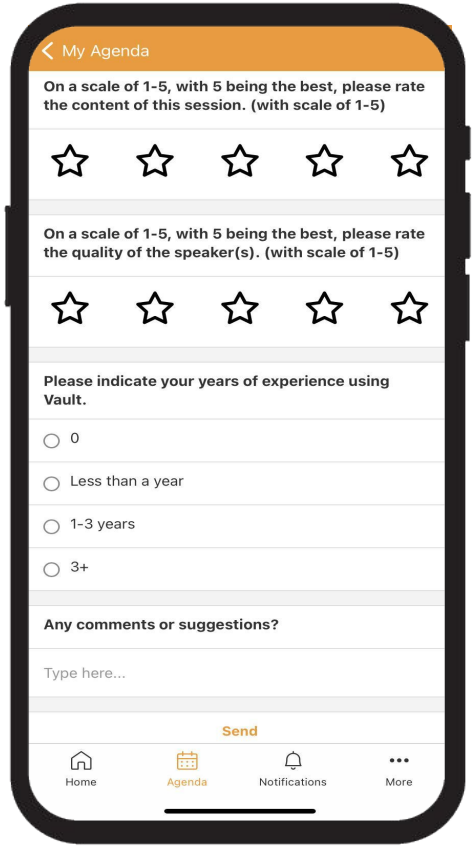
Don’t forget to provide feedback after each session!

In each session in the agenda you will find an option to “rate this session”. Provide your feedback to help us make future events even more valuable for you

- Open the app and look for this session in the agenda
- Click on the session and scroll down to see the full survey
- Answer the short questions and click “send”
- A form submission text box will pop up on your screen – click on OK
- Done!

*Note: You can only rate each session once



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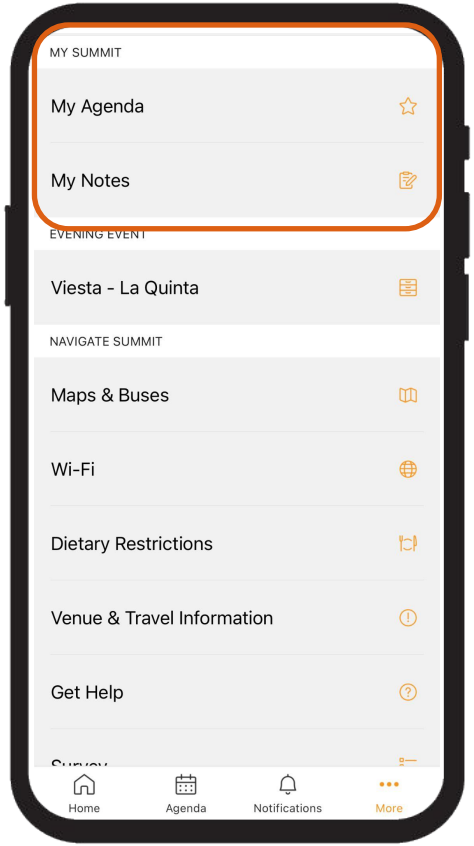
Personalizing Your Summit



- My Agenda
  - In this section you will find all your bookmarked sessions.
  - You can find it under “My Summit” on the “More” tab and also as a quick link in the “Home Page”.

- My Notes
  - You have the option to take notes in each session in the “Agenda”
  - Write your thoughts, ideas and attach pictures to it. The notes are automatically saved when you click the “close” button.
  - To find them all go to “My notes” under “My Summit” on the “More” tab.

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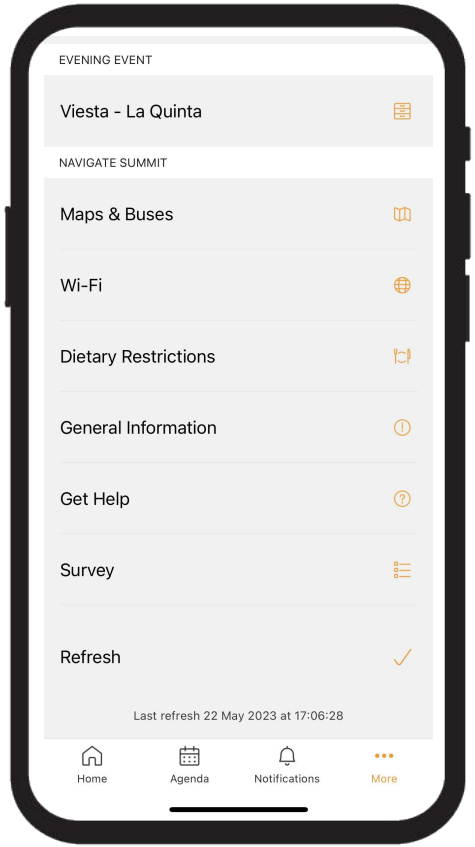
Navigating Summit & Useful Information



- Ready for Viesta? Find out about what we have prepared for our Tuesday evening event!
- Check out our **Sponsors** - Our Services and Technology partners can support you around Migration, End-User Training, Translation, validation and much more
- Click on **Maps & Buses** to find everything on site
  - Event floor plan
  - Sponsors floor plan
  - Shuttles Information
- Have questions? Go to **Get Help** to access:
  - FAQs
  - **APP guide -** visit this section under “Get Help” on the “More” section to find tips on how to use some key features
  - Help email

Don’t forget to stay tuned by **enabling notifications** where we will share all updates throughout the event

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