IAU CONFERENCE NETWORKING TOOL – Frequently Asked Questions (FAQ)

What is the Networking Tool?

The Networking Tool is a free tool for the conference participants, speakers, partners and IAU staff to communicate amongst each other and set up meetings to network before and during the conference.

How can I join the Networking Tool?

If you signed up for the networking tool during online registration on the IAU Conference Website, you may access the networking tool here: https://www.eiseverywhere.com/esocial/IAU2019. You can log in with your email address used for the conference registration and your last name.

How can I see the list of conference participants?

Go to "Attendee directory" at the top bar. You will see a list of all conference participants that have agreed to sign up for the Networking Tool. You may also filter for names, institutions, countries etc. IAU Staff can be found at the bottom of the page.

How can I message other participants?

1) Go to the list of attendees and choose the person(s) by clicking on the green icon next to the name in the list of attendees.
2) Click on "Create Message".
3) Check your messages in the Networking Tool regularly, as they will not be forwarded to your email inbox automatically.

How can I set up meetings with other participants?

1) Go to the list of attendees and choose the person(s) by clicking on the green icon next to the name in the list of attendees.
2) Click on "Create meeting request." A separate window will open in which you can add a time and place for the proposed meeting. Make sure to indicate the topic of the proposed meeting.
3) For new meeting requests, or updates on meeting requests you will receive notifications by email.

Where to meet?

It is up to participants to decide where to meet. The coffee breaks will take place at the ground floor. There will be an IAU and BUAP table, which can be used as meeting points.

When can I schedule meetings with other participants?

Meetings are possible anytime during the conference, except during the Conference plenary sessions.

Where can I see my schedule?

Go to "My schedule" on the top bar. You will already see the Conference sessions you selected during your registration and the general programme. Once you have set up a meeting, it will appear on your schedule in green. Not confirmed meetings are marked in red. You may also print the agenda by clicking on the 'Printable Schedule'. For new meeting requests, you will receive an email notification (but not for messages, so please make sure to check your Networking Tool inbox regularly).

Changing information

If you wish to change personal information entered during the online registration, such the email-address (for instance when someone else registered for you), please contact the IAU Conference team at events@iau-aiu.net and we will be happy to assist you.

Subscribe/Unsubscribe

If you signed up for the networking tool during your online registration, you automatically have access to the Networking Tool. If not, send an email to events@iau-aiu.net to activate your access. In case you change your mind, you can opt out at any time by sending an email to events@iau-aiu.net.

Other questions

If you have any other questions concerning Networking, Registration or the Conference, please do not hesitate to contact events@iau-aiu.net.

For the conference programme, list of speakers, and practical information regarding transport, accommodation and conference venue, visit the **conference website**: https://www.eiseverywhere.com/ehome/index.php?eventid=388447&

We look forward to meeting you at the IAU Conference and GMA in Puebla and wish you successful Networking!

IAU EVENTS TEAM