



**XXIII
INCOSAI**

23.09

2019 RUSSIA

27.09

TABLET USE INSTRUCTION

Why do you hold this tablet in your hands? - This is a working tool of the Congress participant, which will allow you to vote, to ask questions, to correspond with delegations, to get acquainted with Congress documents.

IMPORTANT! Do not forget to charge the tablet in the evening for smooth operation during the day!

HOW TO START WORKING WITH THE TABLET?

Turn on the tablet:

- Press the button on the side
- Swipe up

Connect Wi-fi:

Your tablet will automatically be connected to the Internet.

How to unlock the tablet:

- The tablet unlocks when you press the on / off button
- To activate it, swipe up

If not:

- Choose a network: incosai2019
- Enter your Username and Password: 2327092019

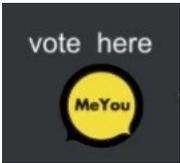
CONGRESS WORKSPACE

When you turn on the tablet, the following sections are available to you on the desktop:



- 1) Hand-book
- 2) Access to your personal account on the Congress website (you need to click on it and log in using your personal username and password)
- 3) Application (Vote here) for voting and sending questions to the Congress participants

TABLET USE INSTRUCTION

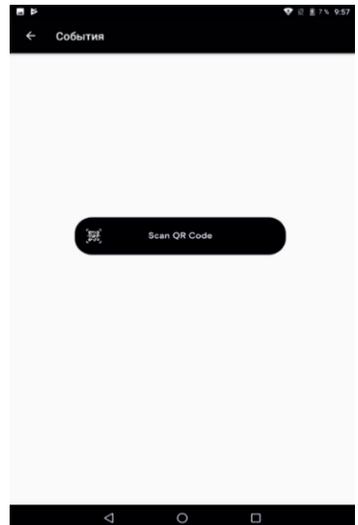


When you click on the Vote here icon, you will be taken to an interactive service with the following available functions:

- Enter your INCOSAI account to access the Congress documents
- The Congress event program
- Service for voting (only for heads of delegations)
- Service for sending questions to speakers (Ask Speaker)
- Closed private chat between members of the Congress
- Chat with the organizers (on technical issues)

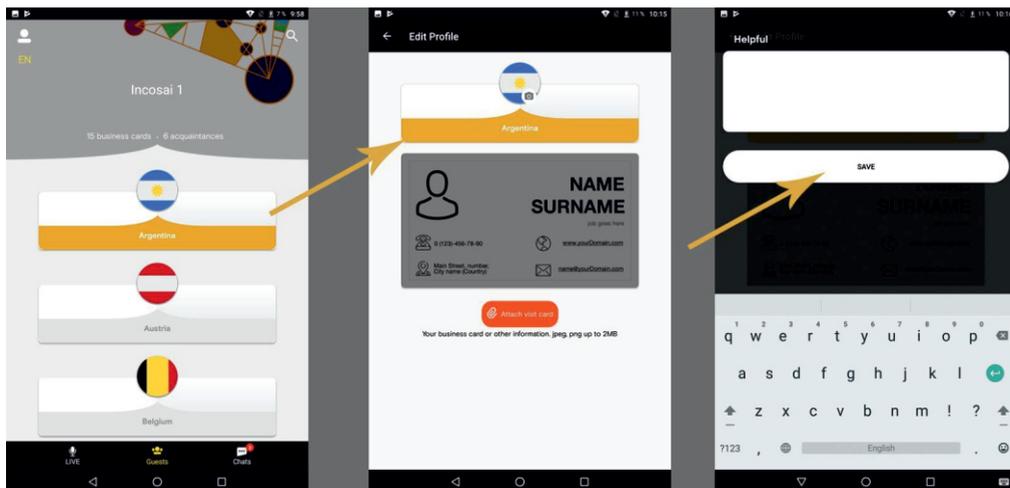
HOW TO LOG IN TO THE SERVICE?

- When you click on MeYou application, "Scan Qr code" button appears
- Click the button and point to the QR code on your name badge
- Next, the application opens for you



ACCOUNT

- When you click on the left and right fields, you can specify information about yourself that will be available to all participants of the Congress
- To save the specified information, click the “Save” button
- To attach your business card in the appropriate section: click on the “Attach business card” button and take a picture of your business card



TABLET USE INSTRUCTION

GUESTS SECTION



The list of all guests is available here.

You can start a personal chat with the representative of any delegation by clicking on the appropriate flag.

LIVE (VOTING)



Ask Speakers - in this section you can ask speakers different questions. All your previously sent questions are stored in the Chats section and are available for viewing.

Agenda – The Congress Program

Personal Account - access to INCOSAI personal account. Also in this section all voting results will be available.

Voting results - in this section you can see the results of all completed voting.

CHATS



- The first chat is a chat with the organizers. If you need help, advice or you have a question - feel free to write. Our team will help to solve all your problems.

- Also, all your chats with other guests will be stored here.

- If you have an unread chat, an indicator with a number will be displayed on the Chats icon.

- All unread chats will be at the top of the list.

All push notifications with information about events (organizational notifications), which will be sent throughout the Congress will be stored here.

TABLET USE INSTRUCTION

FAQ

1) I left the MeYou application. What to do?

Click on the application icon and scan the QR from your name badge

2) WiFi disconnected

To connect to the Internet, you need to click on the button in the center of the screen bottom - settings- wifi and find the following network: incosai2019 (password: 2327092019) or contact the organizer

3) Where can I charge my tablet at the Congress venue?

For the smooth operation of the tablet during the event, we recommend you to fully charge the tablet the day before at the hotel. For emergency cases, stationary charging stations are located at the event venue, which you can use during breaks.

4) I forgot the tablet at the hotel, and today is an important session, what should I do?

In this case, you need to contact the information desk (indicate the location of the desk) to get an additional tablet. For other emerging issues related to the operation of the tablet, you can contact this desk. We will be happy to help you!

