



TEH 97 CONFERENCE
ARTS OF SURVIVAL
30.05.-02.06.2024
APARAADITEHAS
TARTU / ESTONIA



SWAPCARD

PLATFORM GUIDE

HOW TO REGISTER TO THE SWAPCARD PLATFORM

1. PURCHASE YOUR TICKET

If you don't have your ticket to TEH Conference 97 'Arts of Survival' yet, get one ASAP as we are closing ticket sales by 23 May! Follow this [LINK](#) to purchase your ticket.

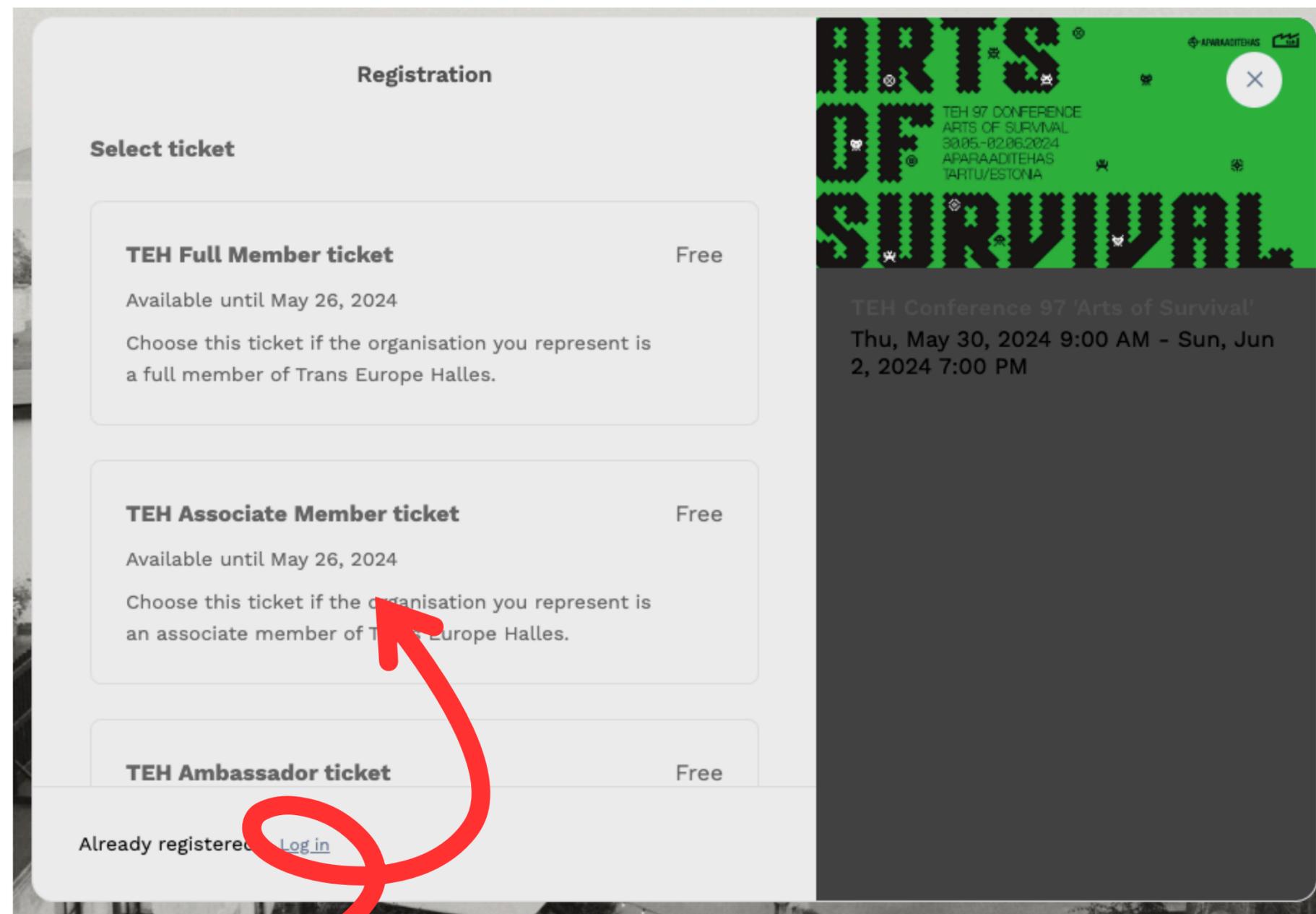
After you purchase your ticket, you will receive a registration link via the email you submitted.

2. CHOOSE THE RIGHT TICKET

First you will be asked to choose the correct ticket regarding your relation to Trans Europe Halles. You will choose between a ticket for a full member, associate member, non-member, ambassador or a one day ticket. This will enable us to provide you with the content relevant to you.

3. FILL IN THE REGISTRATION FORM

We will ask you to fill in your ticket code (keep your purchased ticket close), information about you and the organisation you represent, if any. If you have any comments or messages for the TEH Coordination office, you have to opportunity to express them at the end of the form.



The screenshot shows a registration form titled "Registration" with a "Select ticket" section. It lists three ticket options, all of which are "Free":

- TEH Full Member ticket**: Available until May 26, 2024. Choose this ticket if the organisation you represent is a full member of Trans Europe Halles.
- TEH Associate Member ticket**: Available until May 26, 2024. Choose this ticket if the organisation you represent is an associate member of Trans Europe Halles.
- TEH Ambassador ticket**: Free.

At the bottom of the form, there is a "Log in" link for users who are "Already registered".

On the right side of the form, there is a green banner for the "TEH 97 CONFERENCE ARTS OF SURVIVAL" held from May 30, 2024, to June 2, 2024, in Tartu, Estonia. A red arrow points from the "TEH Associate Member ticket" option to the banner.

CHOOSE THE RIGHT TICKET!

PLATFORM OVERVIEW

After filling in the registration form, you will receive a registration confirmation email with a link that will redirect you to the event platform.

You will be asked to set up your password and then you will be able to access the TEH Conference 97 platform on Swapcard.

You can change your data or check your personal schedule anytime by logging into the Swapcard via their website using 'Participants' access or by downloading a mobile app.

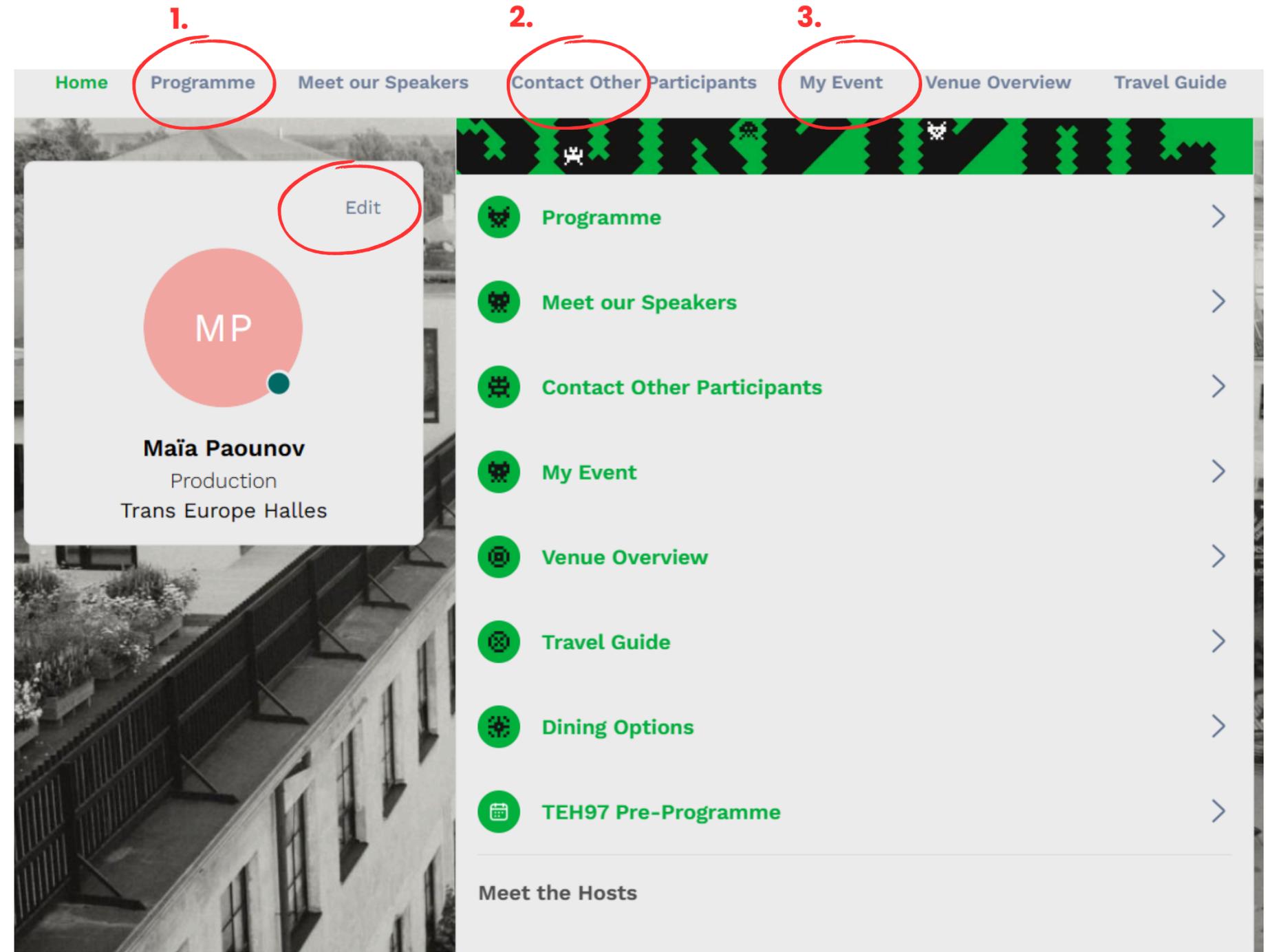
The main features of the platform are:

1. PROGRAMME

2. MY EVENT

3. CONTACT OTHER PARTICIPANTS

We invite you to edit your profile, add a nice picture, write a short description about yourself, suit-up for the conference and connect with others!



PROGRAM OVERVIEW

You can see all the conference session in the program tab. You can scroll through them by days, search for specific session or filter them by event type, location and keywords.

Home **Programme** My Event Contact other Participants Speakers Party Announcement / Clubbing list What to see in Tbilisi

Thursday 5 Friday 6 Saturday 7 Sunday 8

Refine the list (min. 2 characters)

Search

Filters

Event type

Location

Keywords

Time preferences

Dates are displayed in the event time zone (Asia/Tbilisi)

Switch to my time zone

Time is displayed in 12-hour format

Switch to 24-hour format

Your schedule

Lunch Time

Thu, Oct 5, 2023 12:00 PM

Opening

Thu, Oct 5, 2023 2:00 PM

Reboot Colonial Heritage: A Cross-Cultural Conversation

Thu, Oct 5, 2023 3:30 PM

See all

Morning Yoga

Only 6 seats left

Oct 5, 2023 9:00 AM to 10:00 AM

Registration

Oct 5, 2023 9:00 AM to 7:30 PM

Youth Hub meeting

Oct 5, 2023 10:00 AM to 11:30 AM

Marcus Lampe · Trans Europe...

Representation, is there such a thing?

Only 15 seats left

Oct 5, 2023 10:00 AM to 11:00 AM

Ceyda Berk-Söderblom · Trans... Israel Aloni · iIDance

Arts Education Hub Session

Only 13 seats left

Oct 5, 2023 11:30 AM to 12:30 PM

Nordic-Baltic Hub Session

Only 2 seats left

Oct 5, 2023 11:30 AM to 12:30 PM

Tour around Fabrika

Only 1 seats left

Oct 5, 2023 12:00 PM to 12:30 PM

Lunch Time

Oct 5, 2023 12:00 PM to 1:00 PM

Opening

Oct 5, 2023 2:00 PM to 2:30 PM

Tiffany Fukuma · Trans Europe...

RESERVE A SEAT - REGISTER FOR SESSIONS

When you open a session you can see a short description, the location where session will take place, the speakers and more. Here you also book your seat for the session.

We encourage you to do so especially for the sessions that have limited capacity. After you “reserve your seat” or “Add to your schedule”, the session will be automatically added to your personal agenda in “My Event”.

Meet New Members and Associates

Monday, May 27, 2024 5:00 PM to 6:00 PM · 1 hr. (Asia/Tbilisi)

Jungle Room, Fabrika Tbilisi

MEET NEW MEMBERS

CAMP MEETING #96

Information

New Faces, Fresh Perspectives! Welcome our vibrant new members and associates as they take the spotlight and bring a burst of energy to refresh our network. Get ready to be inspired by their unique stories and diverse insights as we embark start on this exciting adventure together.

This time we are presenting welcoming two new potential full members: Culture Hub Croatia (Prostor) from Split and Cultureghem from Brussels! (They will be voted in officially on [See more](#))

You may also like

Browse the different sessions and select the ones that are most relevant to you.

Registered attendees

Alicja Kaczmarek
Director
Centrala

Amelie Snyers
Managing Director | President
Village Underground

Anastasiia Rozenberh
Subgrant manager
IZOLYATSIYA

[See all \(52\)](#)

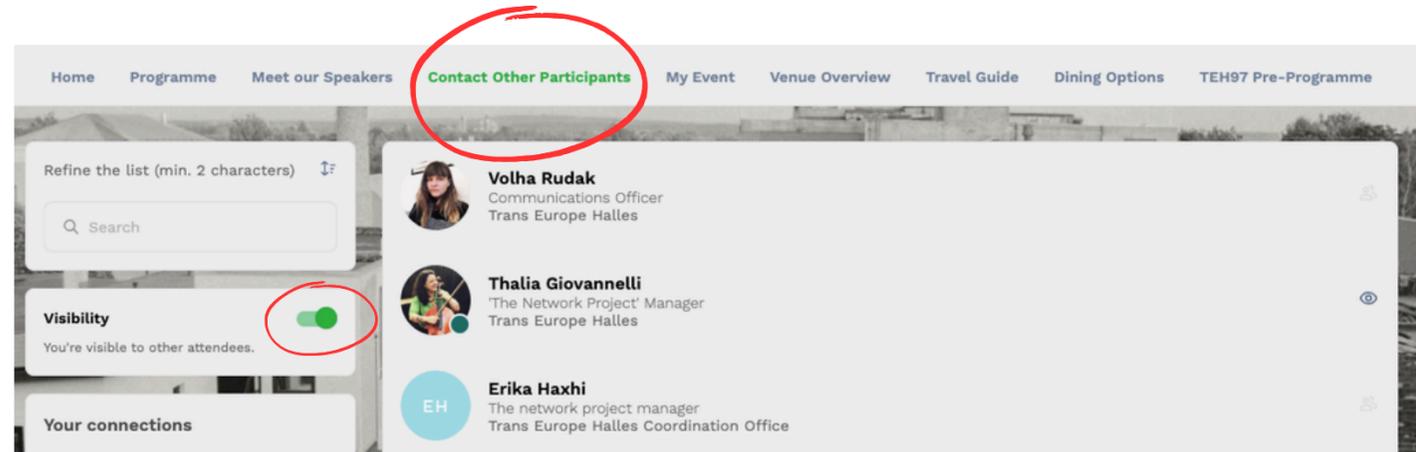
[Add to my schedule](#)

NETWORK

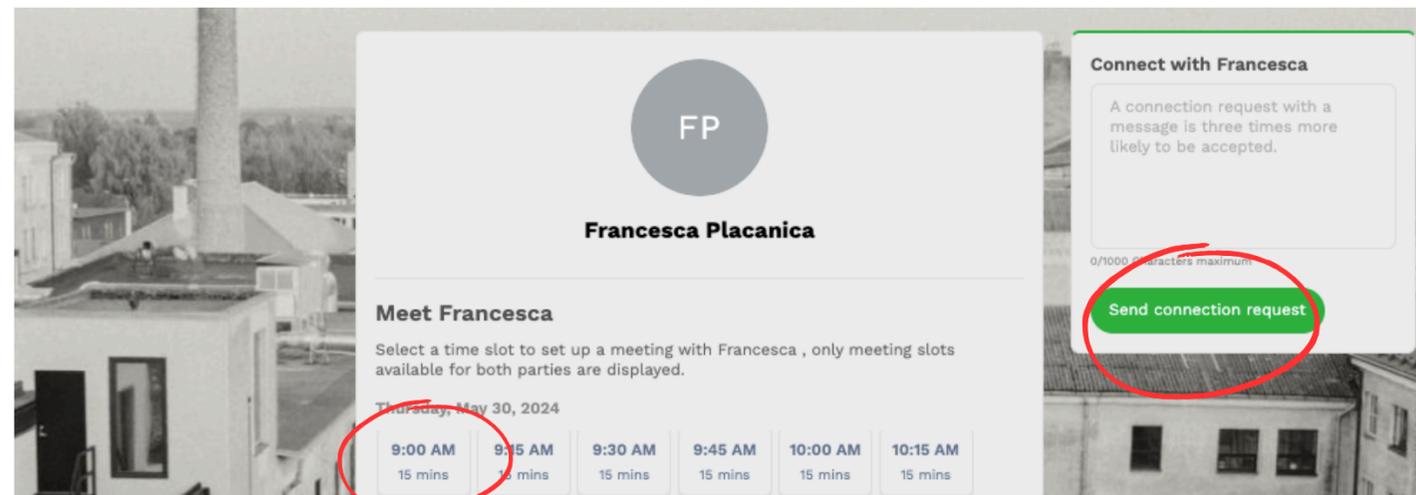
Networking and meeting new people is a big part of every TEH meeting.

This year you can use the Swapcard platform to see who is attending, connect with each other and set one-on-one meetings, using the “Connect with conference participants” tab.

If you do not want to be visible to other conference participants, you can always turn off your visibility.



When you open a person's profile you can start a conversation and/or directly book a meeting!

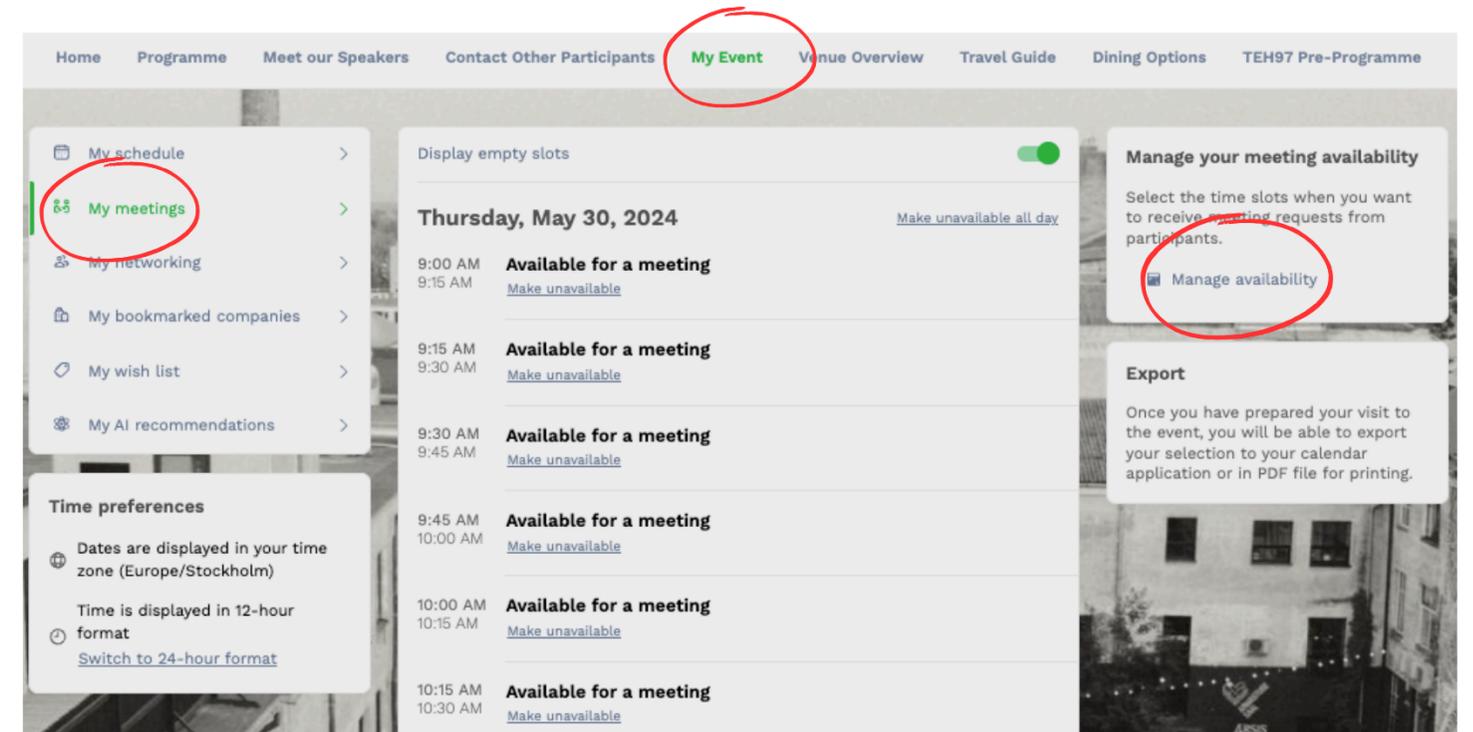


SET UP MEETINGS

Meeting slots are predefined. Each slot lasts 15 minutes and is connected to a designated location: Stationary Restaurant at Aparaaditehas.

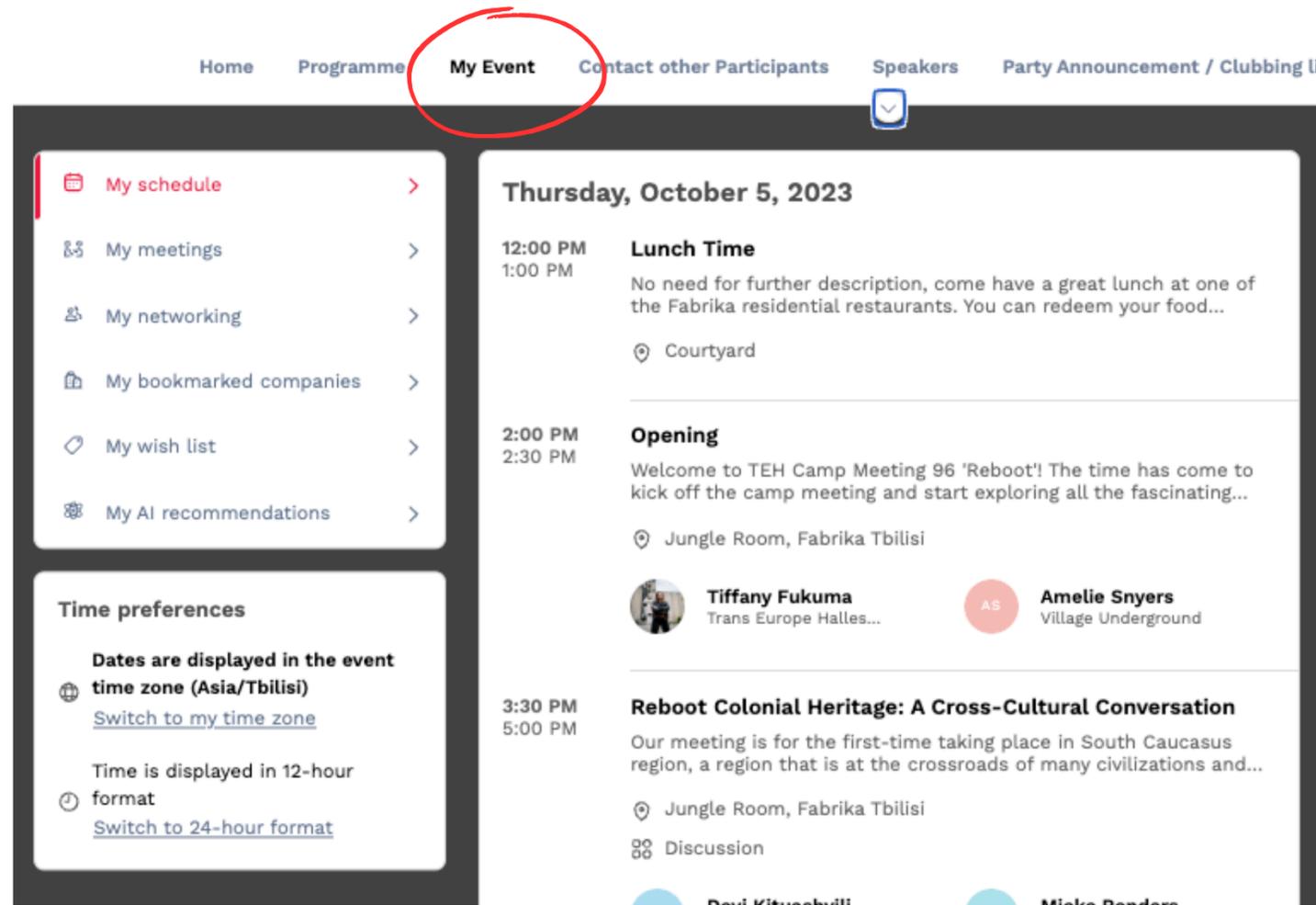
You just need to choose an available time slot, the available location and send your meeting request! The person you contacted will receive the request with an option to approve or decline the meeting invitation.

The default setting for all participants is that everyone is presumed available for all the meeting slots. But you can set your availability in My Events sub-tab “My networking” and click manage my availability.



MY EVENT

In “My event” tab you can see your personal schedule that includes the list of all the sessions you registered at and the meetings that you arranged with fellow conference participants.

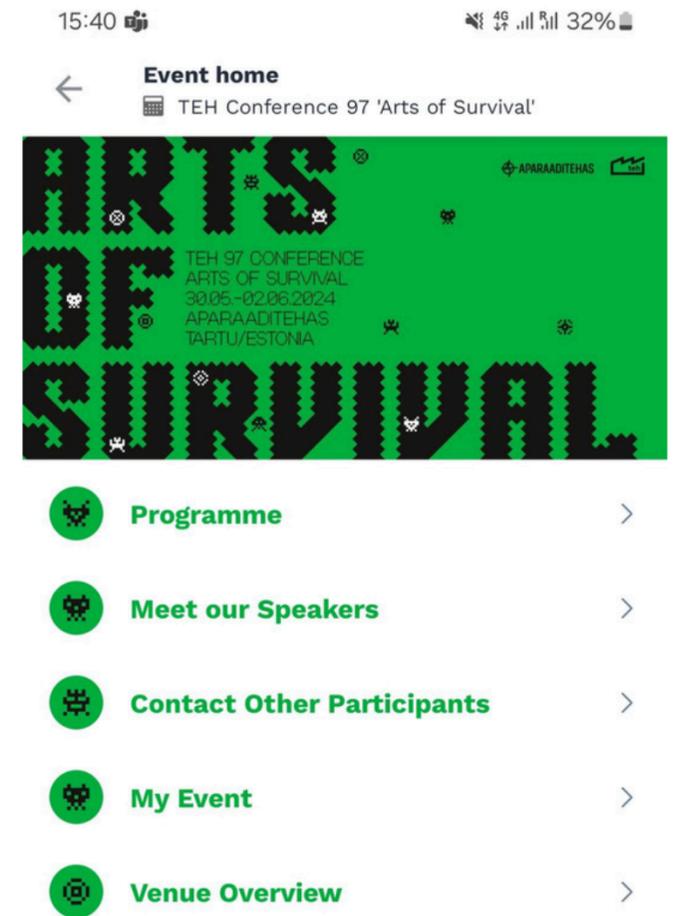
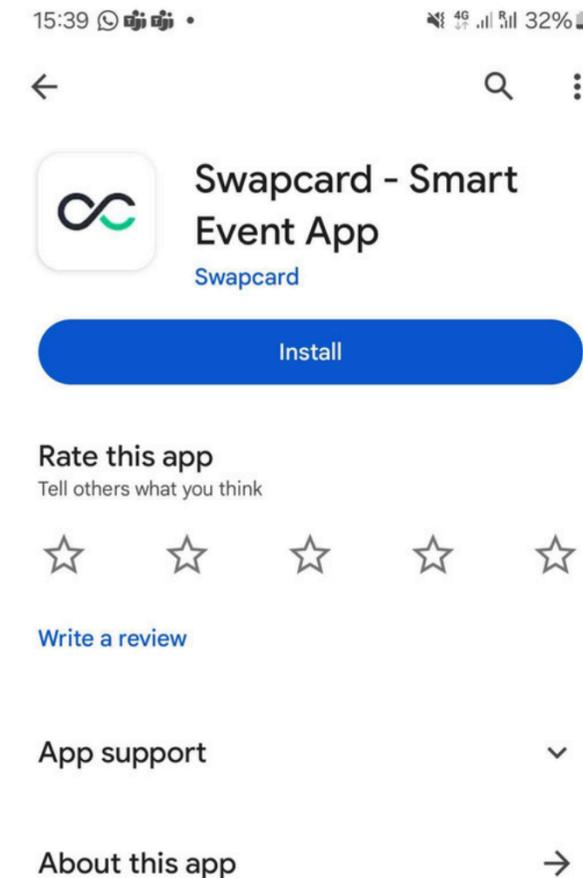


GET THE MOBILE APP

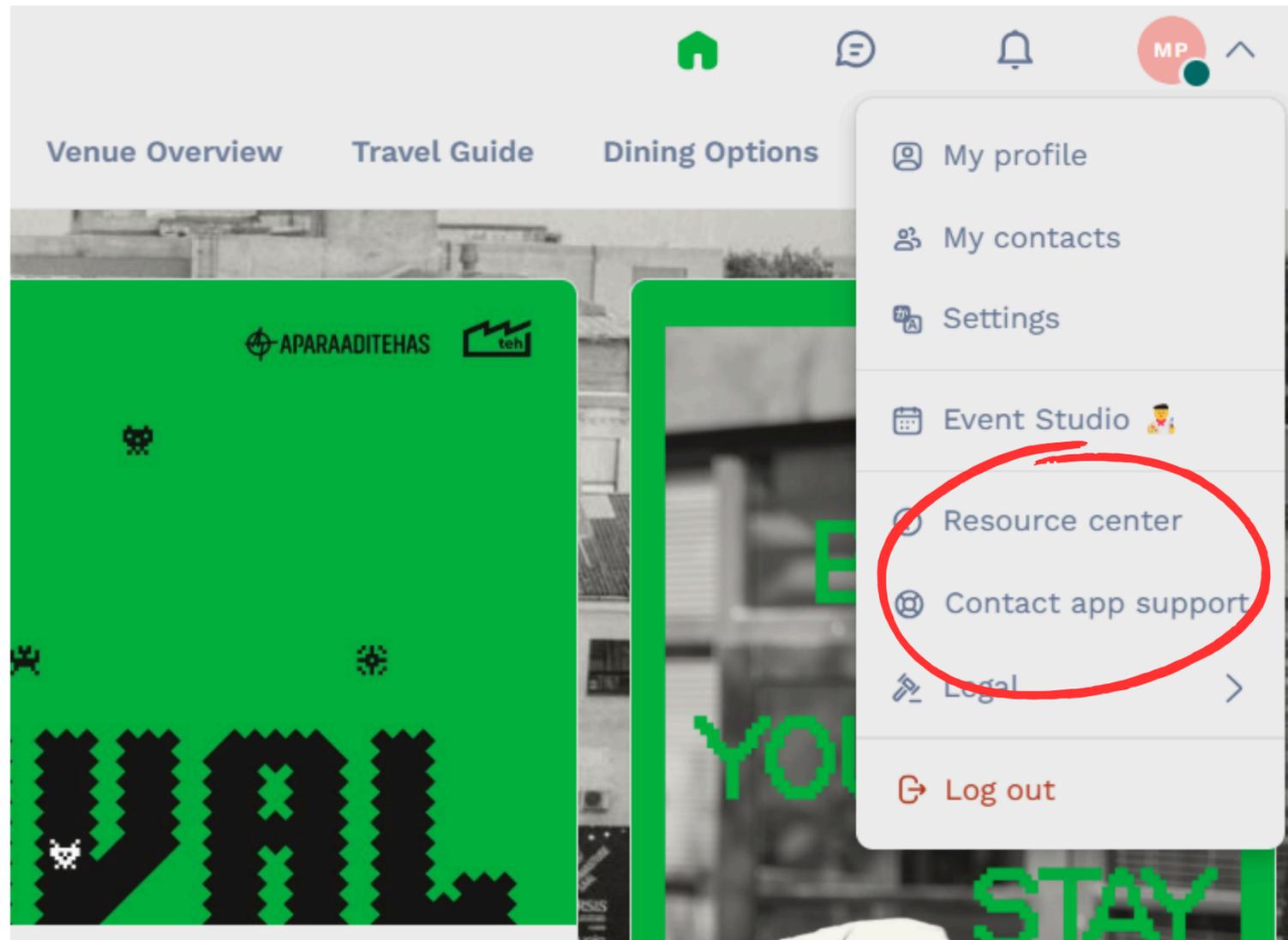
Swapcard also provides a mobile app for more convenient use. Search for Swapcard in App Store or Google Play and download the app.

You will sign in to the app with the email that is linked to your account. In communities menu you pick “Trans Europe Halles” and then the “TEH Conference 97” event.

The app allows you to use all the features, that the desktop app offers, on your smartphone.



HELP



If you need any help or clarification on how to use the app do not hesitate to reach out to:

1. The Swapcard support team or explore the resource center for any technical issues. The link is available in the upper left drop-down menu.
2. Trans Europe Halles coordination office via email: **events@teh.net**

Looking forward
to see you in Tartu!