

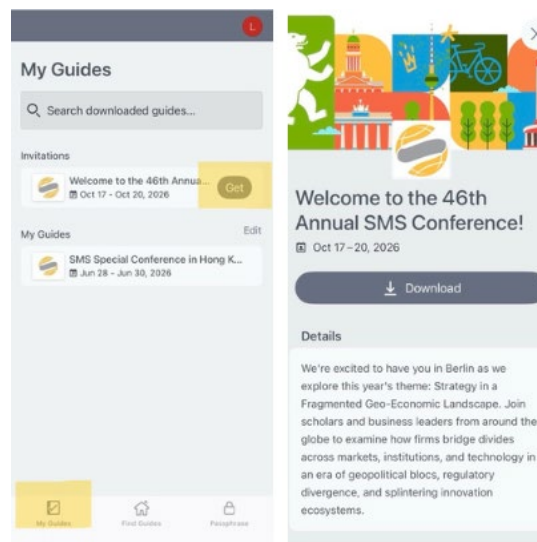


Accessing and Using the SMS Berlin App

Accessing the App

RECOMENDED: Download the Mobile App

1. Download the Ex Ordo app on your mobile device from the [App Store](#) (iOS) or [Google Play Store](#) (Android). Installation should only take a few minutes.
2. Once the app is installed, open the Ex Ordo app from your device. You will be prompted to create an account. **Please create an account using the email address associated with your SMS account. It will be the one that received the SMS App launch invitation email.**
3. After creating your app account, **navigate to the My Guides** tab. The SMS Berlin App will show up automatically under **Invitations**, then select **Get**, and then **Download**.





4. The first time you download a conference guide, you will be taken through a brief setup and onboarding process. **When you reach the Privacy Check-Up screen, select Yes, allow. This enables the SMS Office to provide important conference updates and enhance your event experience.**

Prefer an Internet Browser?

1. You can also access the event through the [web version here](#).
2. Create an account as described above in Step 2, then you will be taken through a setup and onboarding process.
3. **When you reach the Privacy Check-Up screen, select Yes, allow. This enables the SMS Office to provide important conference updates and enhance your event experience.**

Please note that the desktop/web version offers fewer features than the mobile app. For the best conference experience, we strongly encourage attendees to use the mobile app whenever possible.

Guide Onboarding

When you download a conference guide in the Ex Ordo Guidebook app for the first time, you will go through an onboarding flow.



You will be asked if you allow Guidebook (the app platform) to make certain information visible to SMS. **Please select “Yes, allow.”** This enables the SMS Office to provide important conference updates and enhance your event experience.

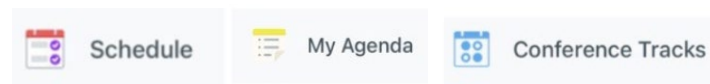
You will also be prompted to select your interests. Your chosen interests will allow the app to **suggest connections** to you based on the interests you select, and the interests of other attendees.

App Features

In-Guide Navigation

Tap on the  icon in the top-left corner of the homepage to access the navigation menu.

Schedule and My Agenda





Big Six Business
Insights Collection



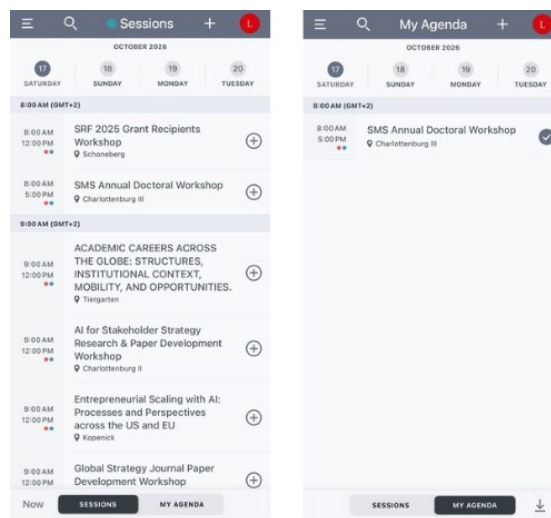
Hosted Networking Lunches



Receptions

To view the full conference program, select the **Schedule** tab from the menu. Browse sessions by day using the tabs at the top of the page. To explore proposals within a session, select a session from the schedule and scroll down to the list of proposals. Select a proposal to view abstract and presenter information.

Build your personalized conference agenda by selecting the plus-sign icon next to any session you wish to attend. Then select **My Agenda** from the menu, or tap the My Agenda button at the bottom of the schedule to view your custom agenda.



Looking for a specific speaker or topic? Use the **global search icon** in the main navigation bar to search across the entire conference program, including sessions, speakers, and topics. Please note that the search feature within the Schedule tab is more limited.

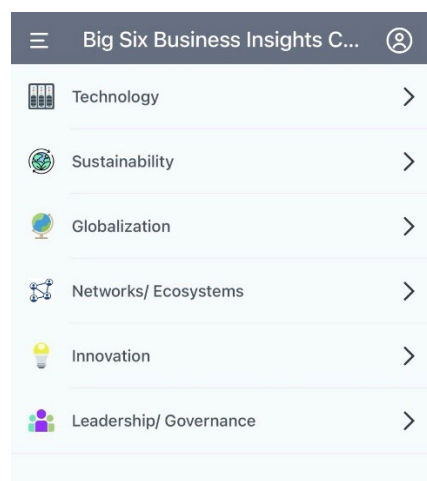


You can also browse sessions by research area using the **Conference Tracks** tab, making it easy to explore sessions aligned with your interests

If you are a business executive, manager, or consultant looking for impactful, real-world insights, or an academic looking for sessions that bridge the worlds of scholarship and practice, be sure to check out the Big Six Business Insights Collection!

The Big Six Business Insights Collection is a series of conference sessions hand-picked by representatives of the SMS Practitioner Strategy Committee of the SMS Board for their relevance to business leaders and likelihood of delivering practical management take-aways.

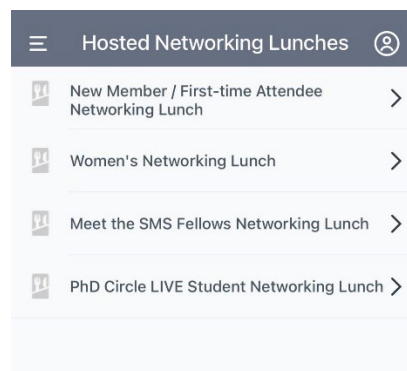
To find and add these sessions, select the **Big Six Business Insights Collection** tab from the side bar and sort through sessions within each topic.



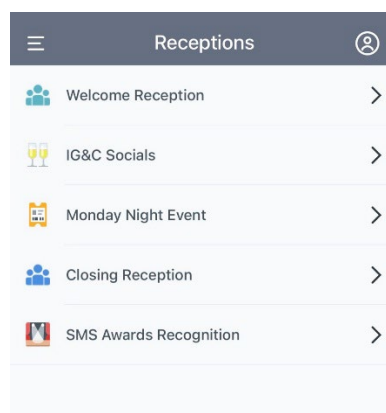


Connect with a concentrated group to discuss topics of interest during your conference lunchtimes! Participation is on a first-come, first-served basis, with some events requiring pre-registration. Please check each event for specific registration details.

To find and add these lunches, select the **Hosted Networking Lunches** tab.



Conference registrants are welcome to attend each evening reception as part of their registration fee, though the Interest Group & Community Socials cater specifically to SMS Members. To find and add these lunches, select the **Receptions** tab.



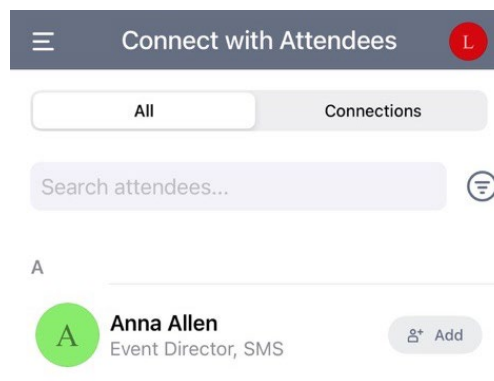


Attendees and Presenters



Enhance your networking experience using the app's attendee features. To browse and connect with fellow attendees, select the **Connect with Attendees** tab from the menu. Please note that only attendees who have chosen to appear publicly will show up in the connect section.

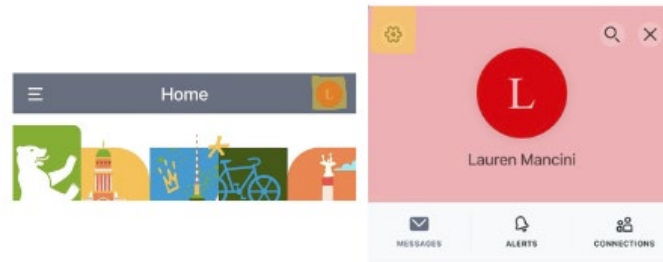
Tap the **Add** button next to an attendee's name to send a connection request and optional message. Once your request is accepted, you can view their full profile and chat directly through the app.



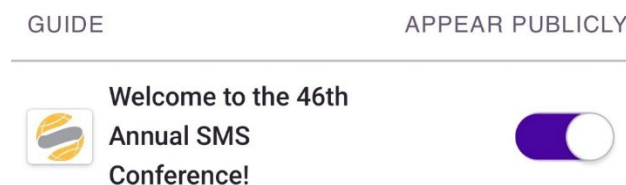
Select the **Chat** button next to the attendee's name to start a conversation.



Be sure to update your profile to help other attendees connect with you. Tap the profile icon in the top-right corner, select the settings icon, and add or update your information.

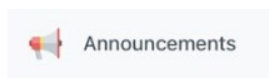


To ensure your profile is visible to other attendees, scroll down and select **Privacy Center**. Under **Guide Visibility**, toggle visibility on.



You can also explore profiles of featured speakers, conference leadership, and conference presenters. Visit the **Conference Leadership**, **Featured Speakers**, and **Presenters** tabs to learn more about participants and view the sessions in which they are involved.

Announcements

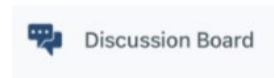


Stay informed in real time through the **Announcements** section of the app. Throughout the conference, SMS will share important updates, session reminders, and timely event information to help you make the most of your experience.

Be sure to check this section regularly so you never miss an important update.

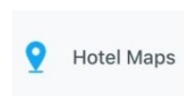


Discussion Boards

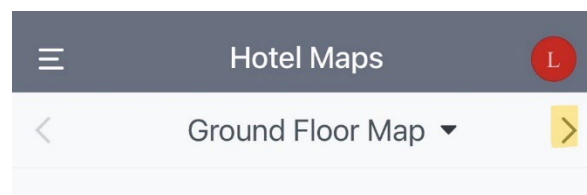


Connect with fellow attendees through the **Discussion Boards** feature. Use this space to share local recommendations, exchange conference tips, coordinate meet-ups, and continue conversations throughout the event.

Maps

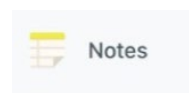


Navigate the conference with ease using the **Hotel Maps** tab. View maps for each level of the hotel and switch between floors using the arrow next to the floor name.



Within the map, you can tap on any room to view the sessions taking place in that location.

Notes



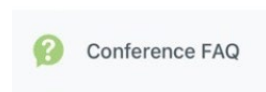
You can access Notes from the Notes menu item in a guide. You can also tap **Create note** or the note symbol  from any schedule session.



All notes are stored locally on your device. Tap on a note to edit, delete, or export/share it.

You can also export/share all of your notes from the Notes menu item screen.

Conference FAQs



Have questions about the conference? Find answers to many common questions in the **Conference FAQs** tab. For additional questions, please contact the SMS Executive Office at sms@strategicmanagement.net.