



How to Use Ex Ordo – A Quick Guide for our Delegates

Welcome to the EABCT 2025 Congress!

This year we'll be using **Ex Ordo**, a delegate engagement platform, to help enhance your conference experience. It is the central place for everything you need during the event, including checking schedules, exploring the daily programme, visiting the exhibition, connecting with EABCT representatives, and linking up with BABCP Branches and SIGs.

To help you get started, we have put together this step-by-step guide.

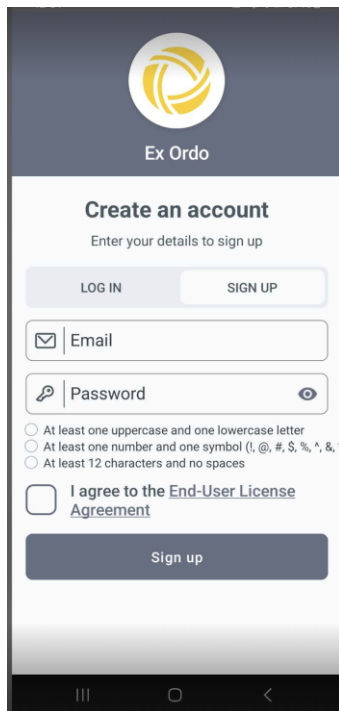
Step 1: Download the Ex Ordo Mobile App

To be able to use this conference platform you'll first have to download the Ex Ordo mobile app. **The app will be available by invitation only.** This means that access is restricted to delegates who are attending the Congress. As a delegate you will have been sent an email with instructions on how to download the app and log in.

- 1 Look out for an invitation email from '**Guidebook**' (this may arrive in your inbox or your spam folder). It will have the subject line "You're invited to 55th EABCT Congress 2025"
- 2 Follow the instructions in the email to download the app

Step 2: Log **Ex Ordo** into the app and complete the set up

1. Once you have downloaded the app, the 55th EABCT Congress 2025 guide should automatically open

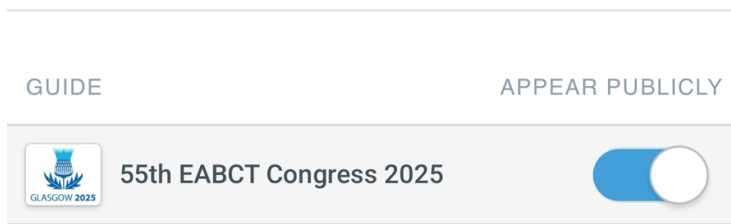


2. Sign in using the **same email address you registered with for the Congress:** sign up - and enter first name, surname, role, organisation, and create a password:

At least one uppercase and one lowercase letter
At least one number and one symbol
At least 12 characters and no spaces
3. Once you have input your email address you will be sent another email with a link to complete the set-up process, make sure you click this link using your mobile device - you'll have 30 minutes to complete this.
4. Once set up is complete, you'll be asked to complete some basic set up questions, set a password and agree to the end-user license agreement.

Step 3: Finish setting up your profile

1. Click your initial in the top right corner of the app and then the settings icon.
2. Update your profile with a short bio and photo so others can get to know you.
3. You can also edit your contact details or change your password in this section.
4. You will appear publicly in the app so others can connect with you. If you don't want to do this- you change these settings here. Go to Privacy Centre and then toggle off the button at the bottom which says Appear Publicly:



5. You will see an invitation to the 55th EABCT Congress 2025, click on it and download the guide. That will take you to the full app.

Step 4: Explore the app

Explore the app using the menu bar on the top left-hand side of the screen. You will be able to:

- Access key useful information
- Explore the conference programme and add sessions to your schedule
- Connect with other delegates (if set to show publicly- see step 3 above)
- See list of presentations, presenters, EABCT reps and BABCP Branches and SIG's
- See any messages you have been sent



Step 5: Add a session to My Schedule

Simply go to the Congress Programme or Presentations icons in the menu, find the day you want to schedule and then tap the plus button next to the session you would like to attend. You'll be asked if you want to set a reminder for the event- once this has been done, you'll see the saved sessions in the My Schedule section of the app.

