

## How to Make the Most out of Your Conference Experience

### Here are some tips to help you navigate the virtual conference

- Login credentials – you will receive login information before the conference starts
- Login in
- You have to use the email you registered for the conference with
- Any trouble logging in contact [Lori Micucci](#)
- Enable notifications – you will want to click **ok** so you can receive important announcements, reminders, private messages
- You can always click the IT Help button at the bottom left of your screen if you have any difficulties
- **Account** – you can add your photo, name of your organization, title, change your password, twitter, website or linkedin information
- Top right – scrolling logos of our **conference sponsors**
- **Lobby** – top left of your screen. Here you will find announcements for the day, information of upcoming events/sessions
- **Public Lobby Chat** – you can chat with staff and delegates at anytime on the right side of your screen – click public lobby chat and start writing your message. You can also click on the tabs above chat for accessibility, see private notifications, you can tell who is participating by clicking the blue button with a symbol of a person
- **Sessions** – all concurrent education sessions, award ceremonies and Industry Presentations will be listed here by date. You can also click search by speaker name, topic. Or you can filter by tracks – by date, by speaker, by Live Now, dates, speaker
- **Sessions** – when you click on sessions you will receive notification of the upcoming sessions ready to go live
- To participate in a session- you will be notified when the session is about to start and click on the red button. You can also add to your personal calendar to receive reminders and build your own schedule
- **Exhibit Hall** – you will see a map view of all exhibitors on the right of your screen or click the red map view button. You can search for exhibitors by company name or you can use the filter by product or service. You can also scroll the list of exhibitors below the map view button
- While visiting a booth you can click the blue “join live” tab at the top and talk directly with exhibitors and receive 750 gamification points when you do so, you can request information by clicking on the blue button, you can public chat with the exhibitor on the right-hand side or you can have a private chat. Click on start chat under the exhibitors’ name
- **Gamification** – There are many prizes to be won including a \$500 VISA gift card, \$100 VISA gift cards and more. Each time you attend a session you will be provided with a gamification code. Each time you visit an exhibit booth you will receive a code and when you live chat you will receive an additional code. Codes will be available in each online auction item. Get your code, click on gamification (left side of your screen) and enter the code, claim points. The top left of your screen will show your accumulated points

Don't worry if there are too many instructions here. Staff will be available during the conference to answer any questions you may have and tips will be provided at the start of each day.