

SPEAKER GUIDE

IMPORTANT NOTES:

- **PC, Desktop, Mac, Windows Android users: Chrome is the preferred browser** to access the event page, virtual event hub and backstage studio link.
- **iPhone or iPad users:** Safari might work better.
- **Closed Captioning:** Please use the Chrome browser and [follow these steps to enable](#).

TRAINING

Training will occur one week prior to the event.

A poll will be sent to select a training time. Trainings will be recorded should a there be a conflict or need to review.

A calendar invite will be sent once times are selected. The calendar invite will include the link to training.

In addition, we ask that ALL speakers register for the event should they wish to attend sessions other than the one they are presenting.

*Returning members personal information may automatically complete when registering.

[Click here to register.](#)

LINK

After training is complete for all presenters, a link to **each presenter's session** will be sent via calendar invite.

Presenters can access their session on February 18, fifteen minutes before the session begins. Access can be via the link directly in the body of the calendar invite.

If presenters are interested in attending the keynote or other events prior to their session, a main access link will be listed and labeled in the calendar invite as well.

ENTER

There are two ways you can access the event on Friday, February 18.

- Utilize the **Main Access** link in the calendar invite and click the **Join The Event** button to be redirected to the event page. Enter the credentials set during registration and click SUBMIT. This will give you access to the entire event.

The **ENTER** button should be visible 30 minutes before the start of the first session. If it's not there yet, then you're too early.

– OR –

- If your calendar permits just the session time a presenter is registered for, join via the direct session link in the calendar invite and log in with your username and password.

PROFILE & FAQ

Optional:

Once presenters are in the virtual event hub, they will be directed to complete their profile page. Fill-in the fields as desired such as picture, about me, company information, etc. All is optional and may be skipped.

FAQ/Troubleshooting:

A quick-reference PDF of the training session will be sent be sent with the calendar invite.

Prior to the event, general FAQ and troubleshooting information can **[be found here](#)**.

Each session will have an assigned technician and their contact information will be listed in the calendar invite should any issues arise prior to or during the session.