Event Platform Guide

Accessing the Virtual Event

When you are ready to access the conference, go to https://cvent.me/odM7Ev. (You may need to copy and paste the address in your browser.)

Logging In

After clicking the link to go to the virtual event, you will be prompted to log in. After entering your first name, last name, and email address, a verification code will be sent to your email from NALA Headquarters.


Troubleshooting Log In

- Ensure you are entering the same email you registered with for the event.
- Check spam and junk folders for the verification code email.
- The email or text should be triggered in less than a minute.
- If you still do not receive the verification code, contact NALA.
- If you do not have access to the email you registered with, contact NALA.

Once logged in, if you accept website cookies, you will stay logged into the event for 24 hours.

If you do need to log in again, you will be sent a new verification code to enter.
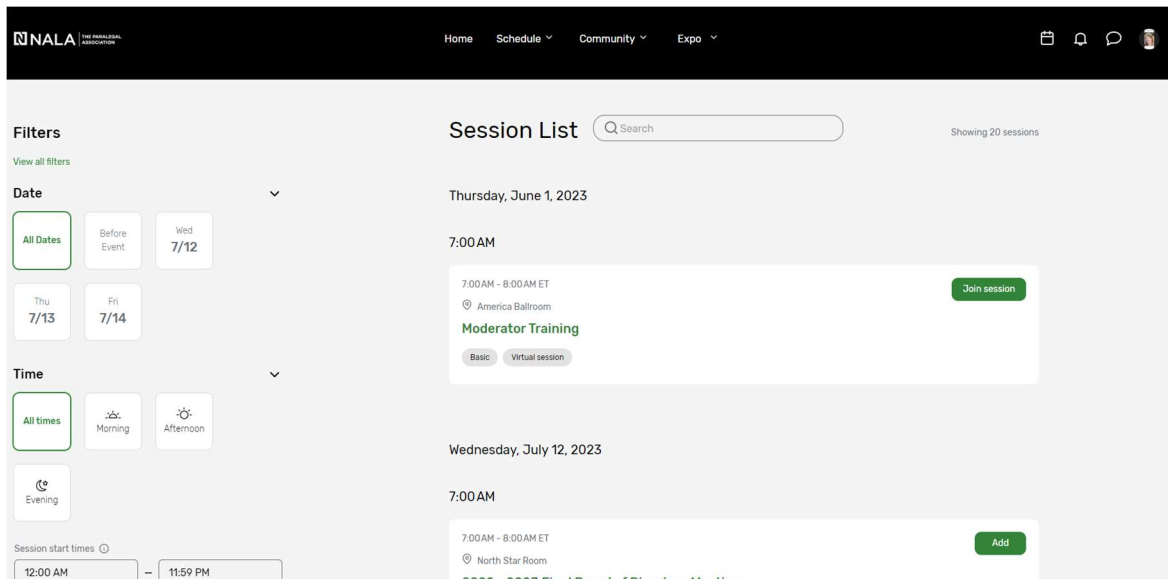
Navigating the Virtual Event

My Event Page
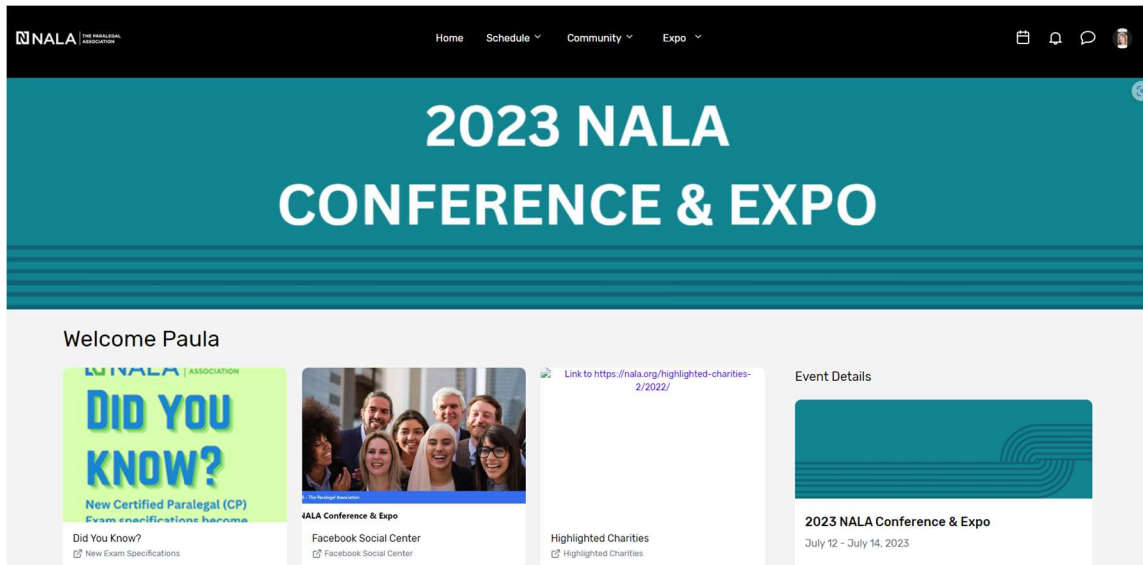
This is the homepage of the virtual event. You will be able to view live and upcoming sessions, featured sponsors or exhibitors, basic event details, and other items related to the event.

All Sessions Page

The sessions page lists all sessions available for you to attend during the event. They are listed in the order they occur. You can filter by multiple ways located on the left hand side of the screen. **The page will appear in the time zone of the event by default, but you are able to adjust the times to the time**

zone you are viewing in for ease of use. You can click on the session name to access the content of the session.

You also can add or remove sessions from your personalized schedule on this page.

Attendees Page

You will be able to see a list of all attendees who have made themselves visible on this list. You have the option to go visible or keep yourself hidden from this list.

Expo Tab > Exhibitors and Sponsors Pages

On the Exhibitors page, you can view a list of all the exhibitors for the event. You can click the exhibitor's name to access the information about the exhibitor and their "virtual" booth. All the exhibitors are listed in alphabetical order, but you can search, and filter based on the type of exhibitor you would like to view more information about.
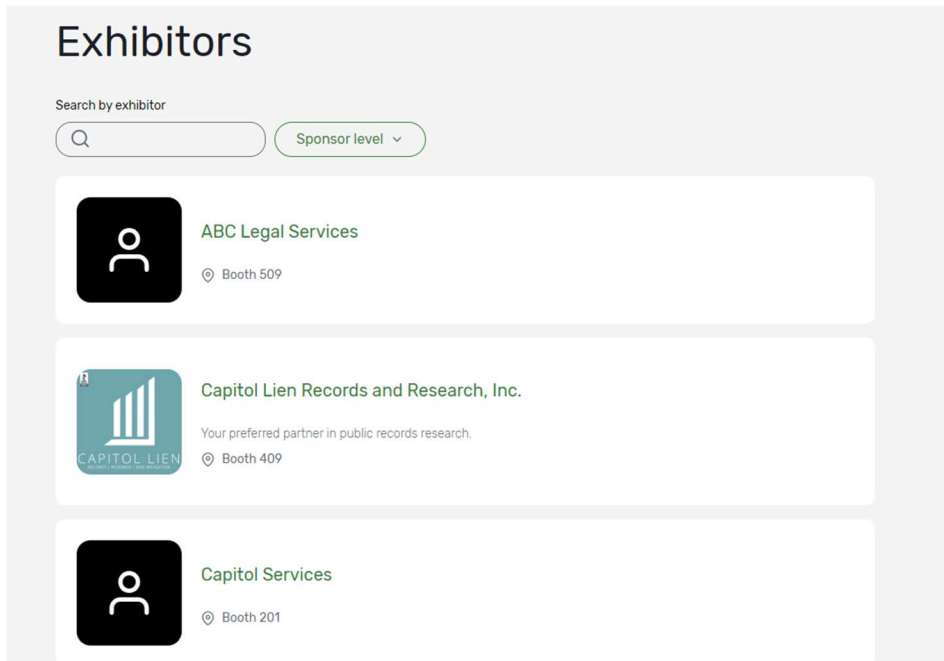
The Sponsors page lists all the sponsors for the event. By clicking on a specific sponsor, you will be taken to their exhibitor page.

Your Schedule

This page shows your personalized schedule based off the sessions or appointments you are registered for. You can access this page by clicking the calendar icon in the top right-hand corner of the screen. Hover over the icon to view the next items coming up on your agenda.
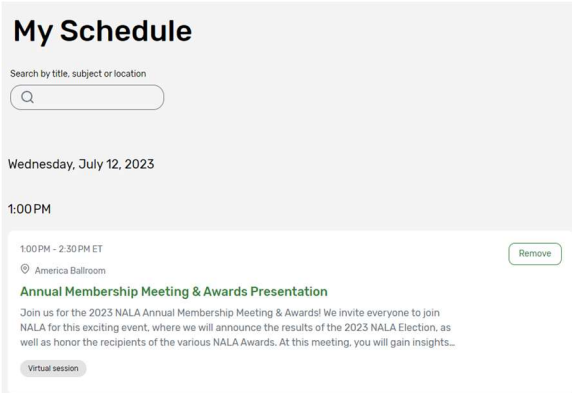
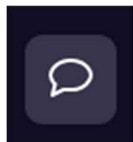## Notifications

To see any notification announcements that have been sent out, click the Bell Icon. A red dot will appear if you have unread notifications.
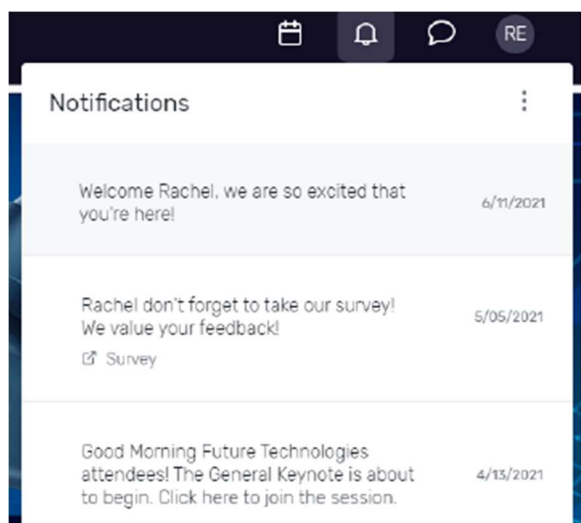
Attendee Messaging

You can access your messages by clicking the talk bubble icon.

Accessing a Session

When it is time for you to join a session, click the name of the session or the 'Join Session' button to get to the session page.

On the session page, you can view a description of the session, information on who is speaking, and any session documents that were shared. If you are viewing the session before it begins, you may be able to add that session to your personal calendar.

Joining a Session
Select the 'Join Now' button when you are ready to access the content.

Session Engagement Features

The following icons will show on the right-side of a session page:

Chat   Q&A   Polls   Survey

Session Chat

If you are in a session with session chat, you can join by clicking the Chat icon at the top.
Once in the chat, you can communicate with other attendees and react to their messages.

Asking a Question

If you are in a session accepting Q&A, select the 'Ask a Question' button to open a text box.

You can ask the question anonymously or include your name.

You can upvote other attendees' questions and see responses to questions if they have been answered.

Using Session Polls

If the session you are attending has a poll, when the poll question is open for responses, it will appear under the polls tab on the right-hand side of the session page. You can select your answer(s) and then see the outcome of the poll. Please note there is a 15 to 30-second delay in poll results.

Feedback Surveys

If you would like to provide feedback on the session, you can access the feedback survey on the right side and take the survey. You can also give feedback on the event by clicking the Take Survey button in the Feedback card on the My Event page.

Booking an Appointment
You can book an appointment with another attendee or exhibitor by clicking "Schedule Appointment" on the homepage. (this button will be available closer to the event date)
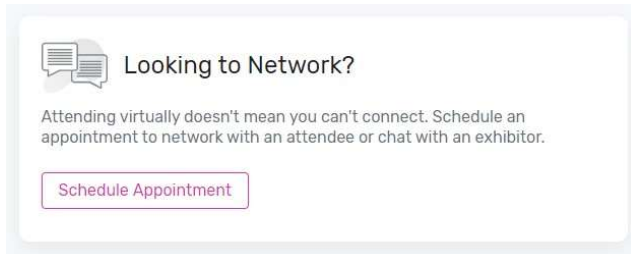
You can choose which type of appointment you would like to make and who you would like to make it with, the time, and add a note. Once you send the invitation, the meeting will appear on your agenda as 'pending' until accepted.

When it is time for you to join your meeting, you will click on the meeting and then click join to open the meeting.

Update Your Profile

To view your profile, click your initials in the top-right corner, then View Profile.
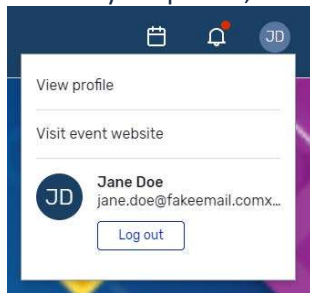
You can update your profile by editing your name, job title and company, creating a bio, and uploading a headshot. You can also make yourself visible or hidden from the attendee list.
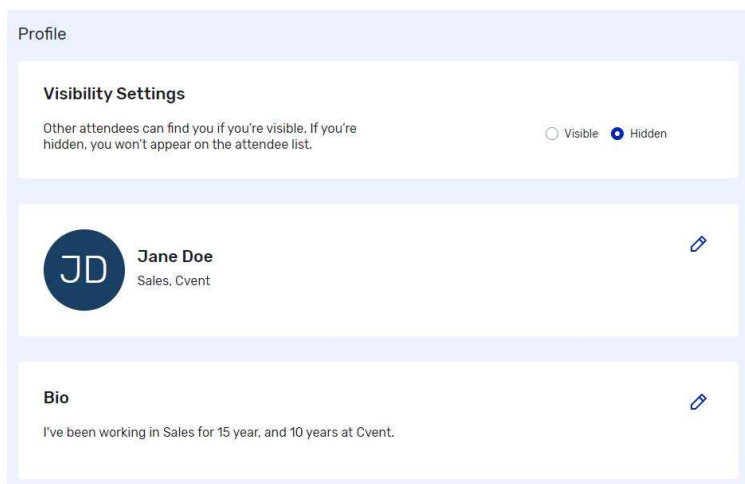
Attendee Support

If you need assistance, please contact NALA at 918-587-6828 or nalanet@nala.org Wednesday through Friday from 8:30 am to 5:00 pm Central. There will be no technical support on Saturday.