

## 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.

The image displays two screenshots of the NALA Conference & Expo login process. The first screenshot shows the registration form with the following fields: "First name", "Last name", and "Email address". Below these fields is a green "Next" button. At the bottom of the form, there is a link for "Privacy Policy" and "Copyright 2023". The second screenshot shows the verification step with the heading "Almost done!". It prompts the user to "Check your phone and email for the verification code." and features a "Verification code" input field. Below this is a green "Log in" button and a link for "Didn't receive a code? Try again.". A message states: "You might not be registered for this event. If that doesn't sound right, check your email for your event confirmation." At the bottom, there is a link for "Privacy Policy" and "Copyright 2023".

### Troubleshooting Log In

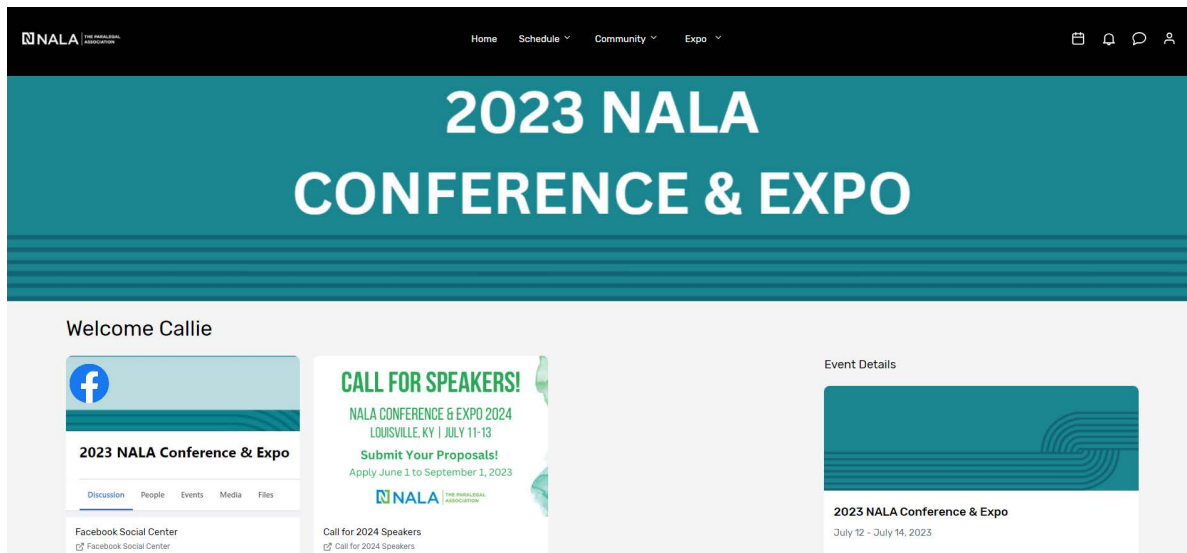
- Ensure you are entering the same email you registered for the event with.
- Check spam and junk folders for the verification code email.
- The email or text should be triggered in less than a minute.
- If you still do not receive the verification code, contact NALA.
- If you do not have access to the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

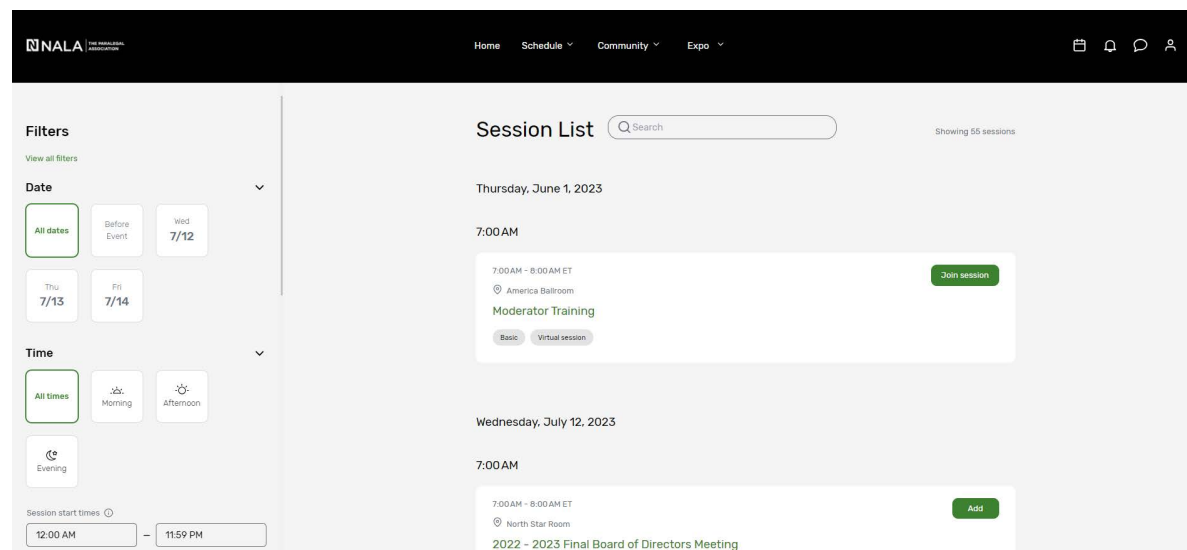
## Navigating the Virtual Event

### My Event Page



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

### Schedule Tab > 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 and broken out by date tabs along the top. **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.

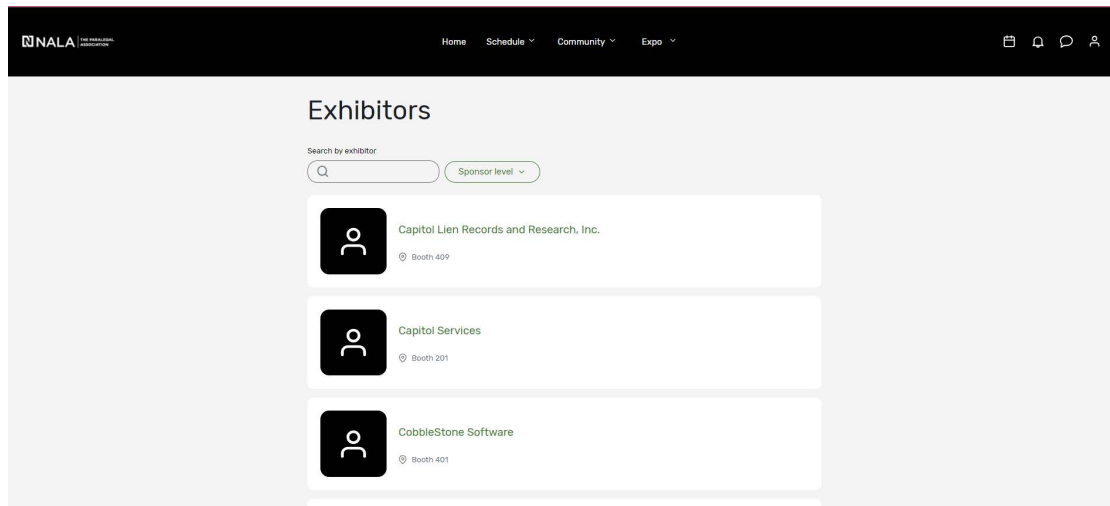
## Attendees Page

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.

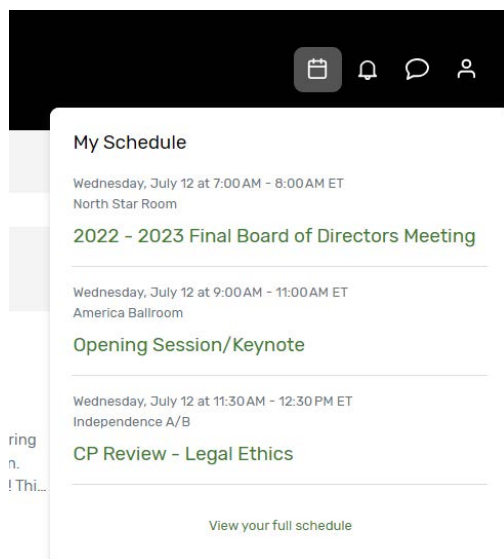
All the exhibitors are listed in alphabetical order, but there is a search function.



The Sponsors page lists all the sponsors for the event by tier. 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.

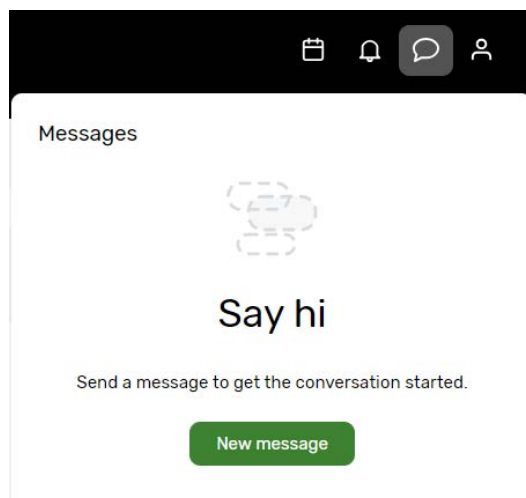


You're all caught up! 🎉

Sit back and relax, you don't have any notifications right now.

## 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

Icons for the following features will show on the right side of a session page:

### 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 Q&A icon and then 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 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. 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 home page.



### Looking to Network?

Attending virtually doesn't mean you can't connect. Schedule an appointment to network with an attendee or chat with an exhibitor.

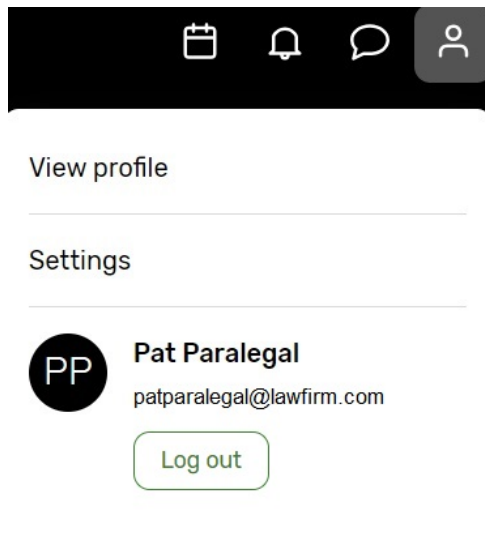
[Schedule Appointment](#)

You can choose which type of appointment you would like to make, who you would like to make it with, and the time. You can also add a note. Once you send the invitation, the meeting will appear on your agenda as 'pending' until accepted.

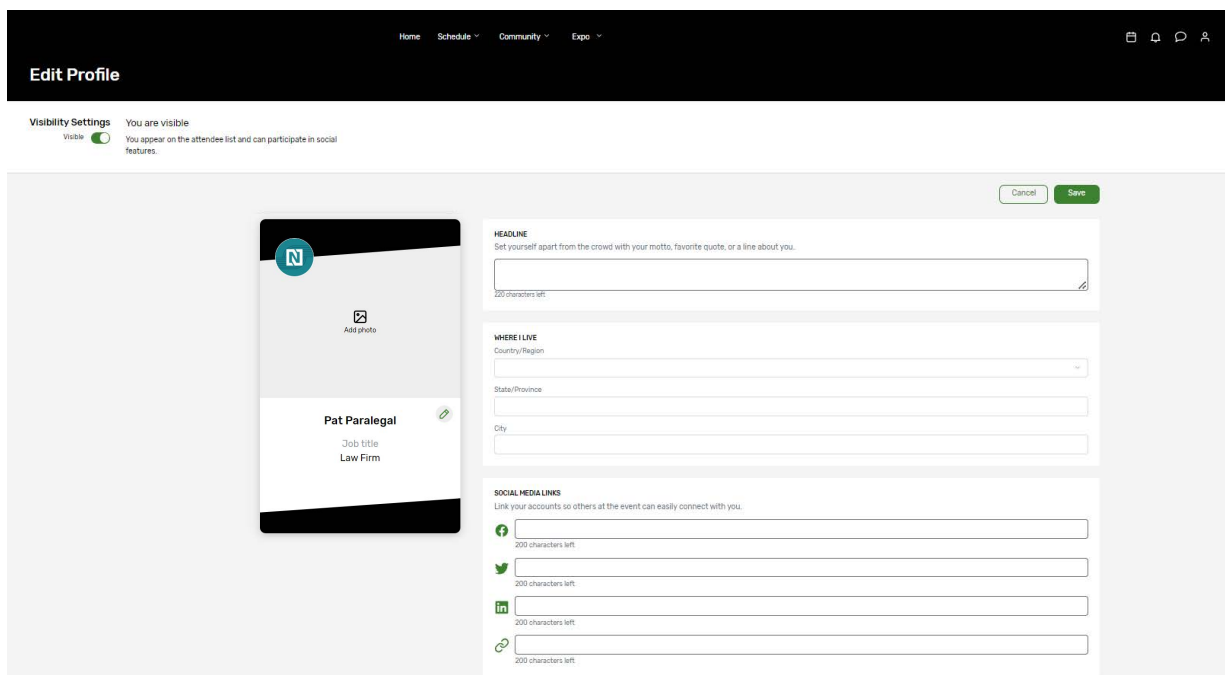
When it is time for you to join your meeting, you will click on the meeting and then click join to open the meeting.

## Update Your Profile

To view your profile, click the person icon in the top-right corner, then View profile.



You can update your profile by changing your name, job title, company, headline, location, social media links, and photo. 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](mailto:nalanet@nala.org) on Wednesday through Friday from 8:30 am to 5:00 pm CT. There will be no technical support on Saturday.