

ATTENDEE USER GUIDE

Access the event



You can enter the event on **Tuesday, May 19 at 11am EST**

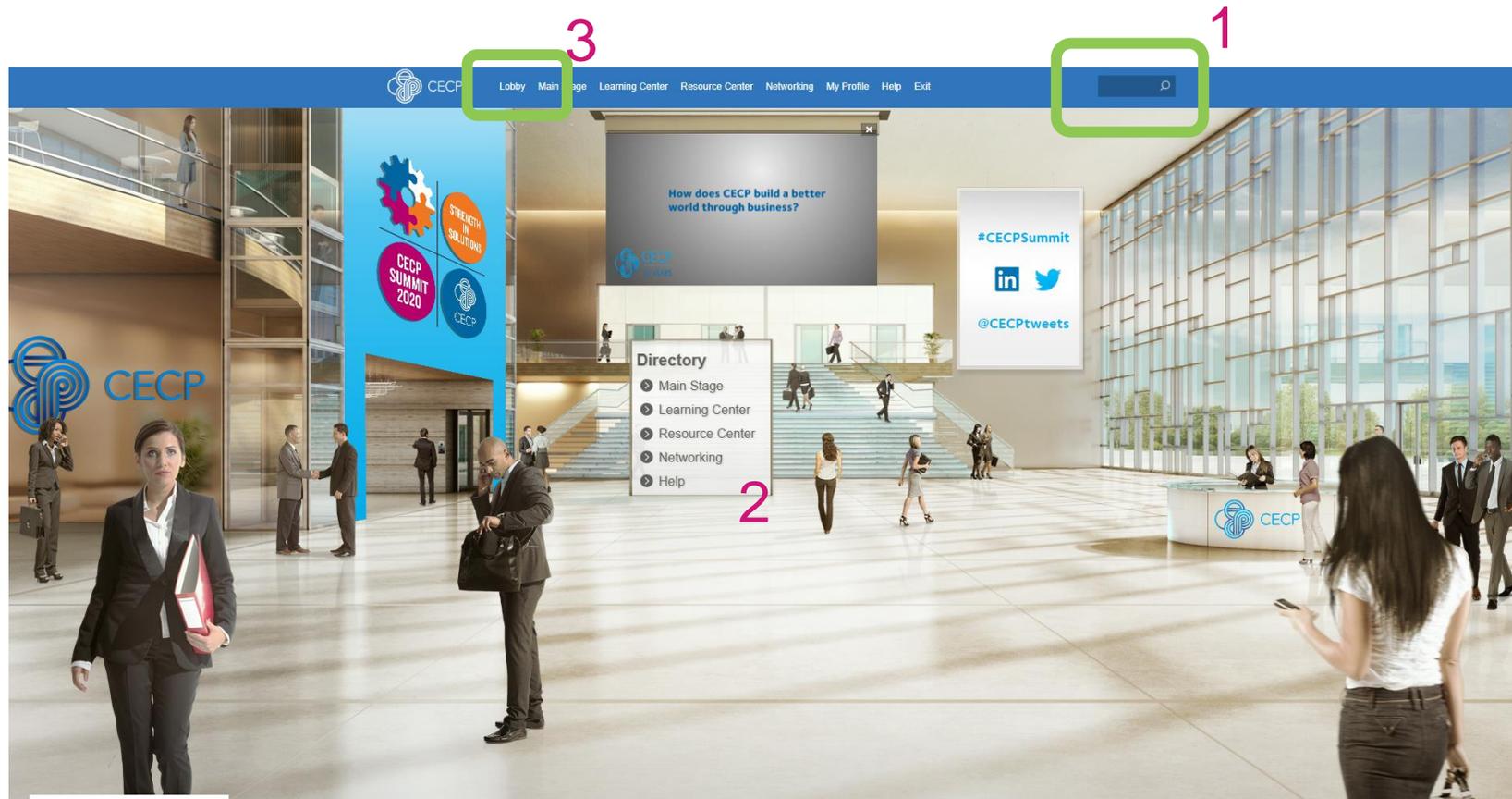
- As a **CECP Summit** attendee, you will be able to enjoy a unique, interactive learning experience from the comfort and convenience of your home or office.
- You can find everything you need to access the event in the Registration Confirmation email you receive.
- To make sure your computer, internet connection, and sound are ready to go, take a moment to test your system or device in advance.

Lobby



After logging into the event you will be taken to the Lobby area.

From the Lobby, you can visit the main areas of the event by clicking on their listing in the Directory or utilizing the navigation bar.



1. Search: You can use the search feature to find speakers, documents and presentations/webcasts within the event.

2. Navigation: Access the different spaces in the event.

3. Lobby: You can return to the lobby by clicking on “Lobby” on the top toolbar.

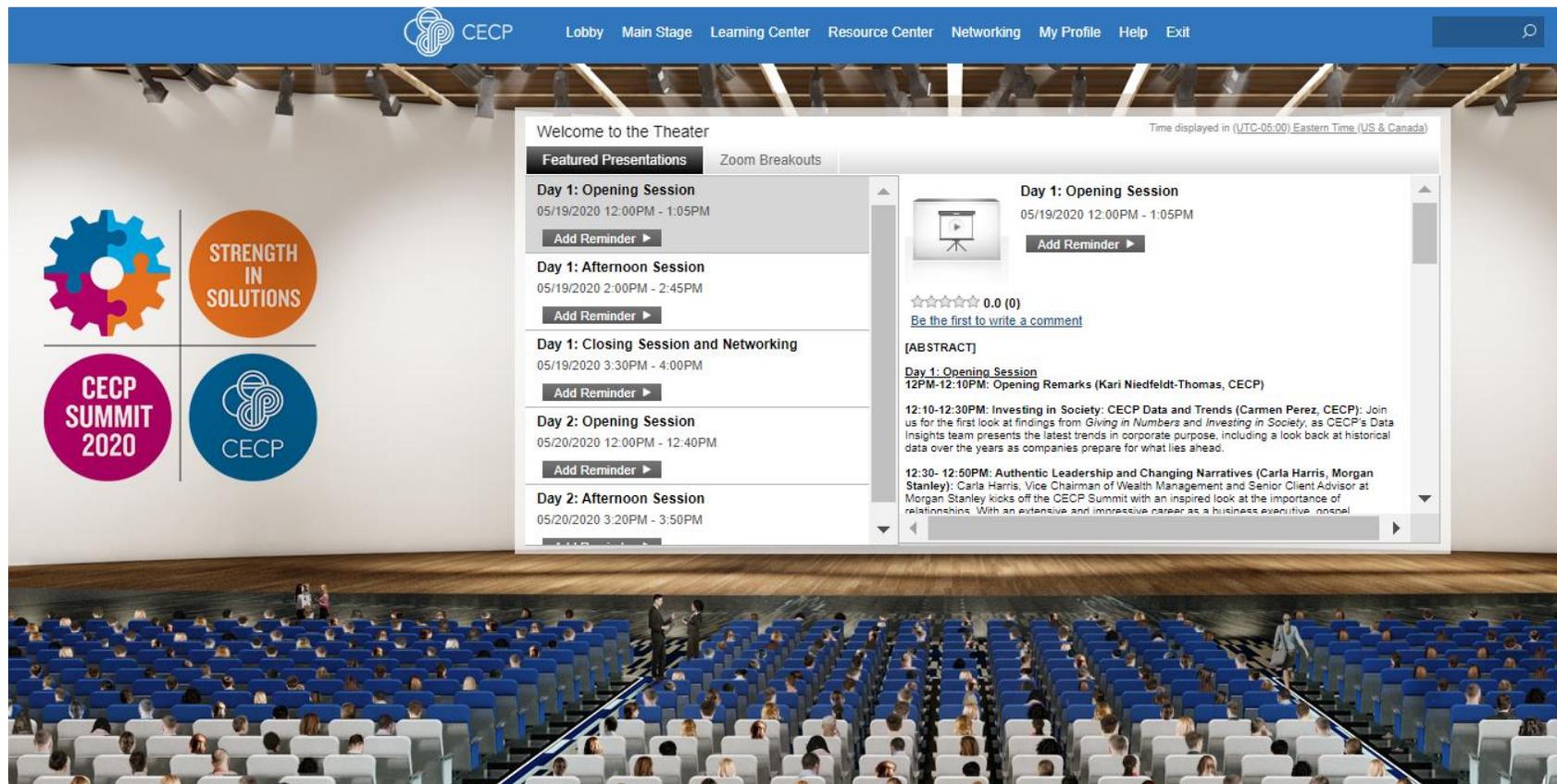
Main Stage



Navigate to the Main Stage Tab to enter the theater where you will view the all sessions live and on-demand.

You will notice a tab for Featured Presentations and ZOOM Breakout sessions, both accessible from the Main Stage theater.

Click on any session to see more detail on content & speakers.



Learning Center



Visit the Learning Center to visit CECP informational booths and interact with our staff live. From within the booths you can download/view content and engage with booth staff and other attendees who visit the Learning Center.



Once you've entered a booth, you may click through the content tabs on the right hand side to view information provided by CECP. Select the content for immediate viewing or save to your briefcase for review or download at your convenience.

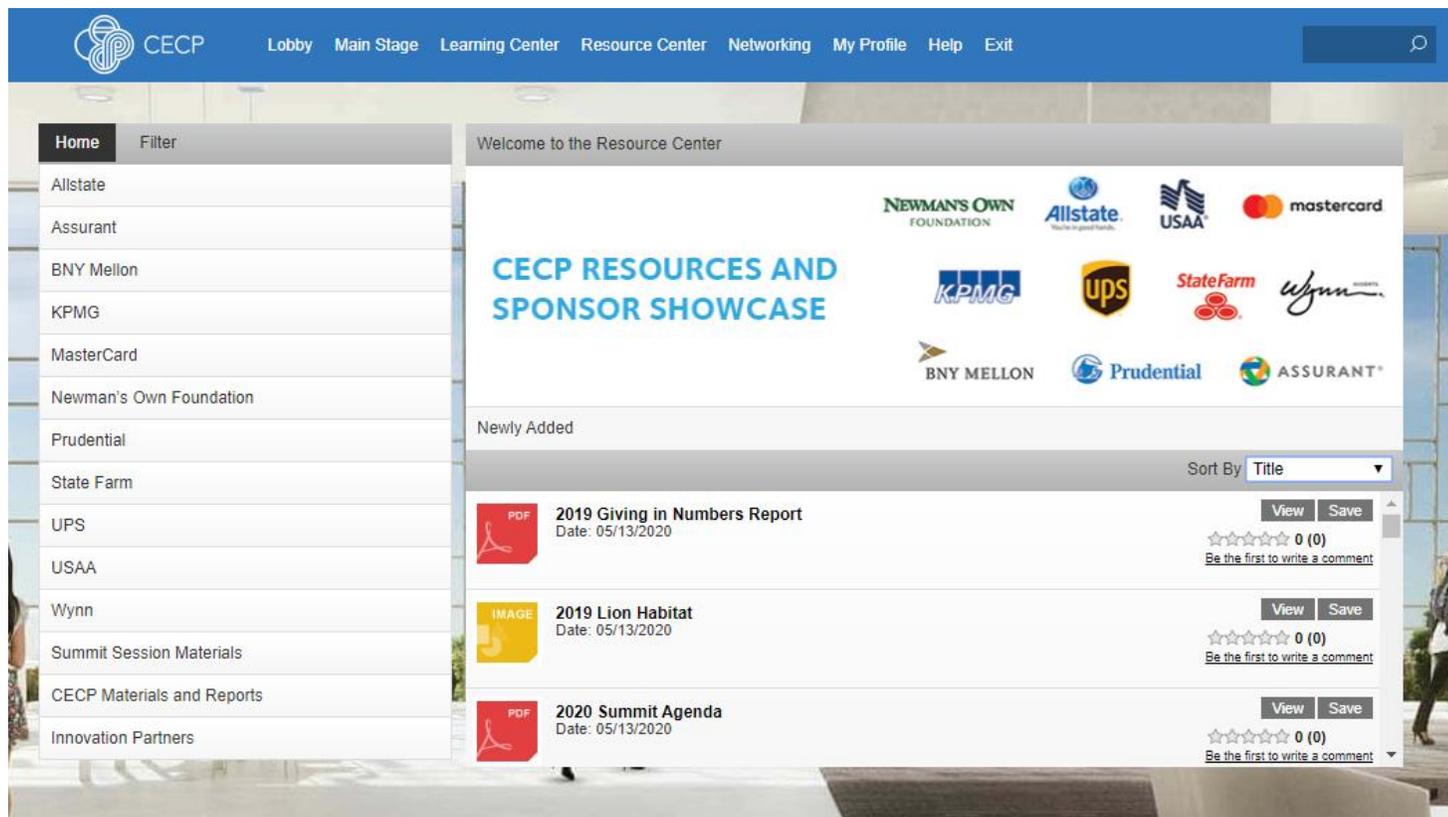
The CECP staff listed in the staff tab will be standing by in the space to chat with you and answer your queries or to sign you up for follow-up after Summit.

Resource Center



The Resource Center is your digital library to browse content from Summit sponsors, Summit session materials and relevant CECP reports and resources.

Select the content for immediate viewing or save to your briefcase for review or download at your convenience.



Filter: Categorized resources by subject matter.

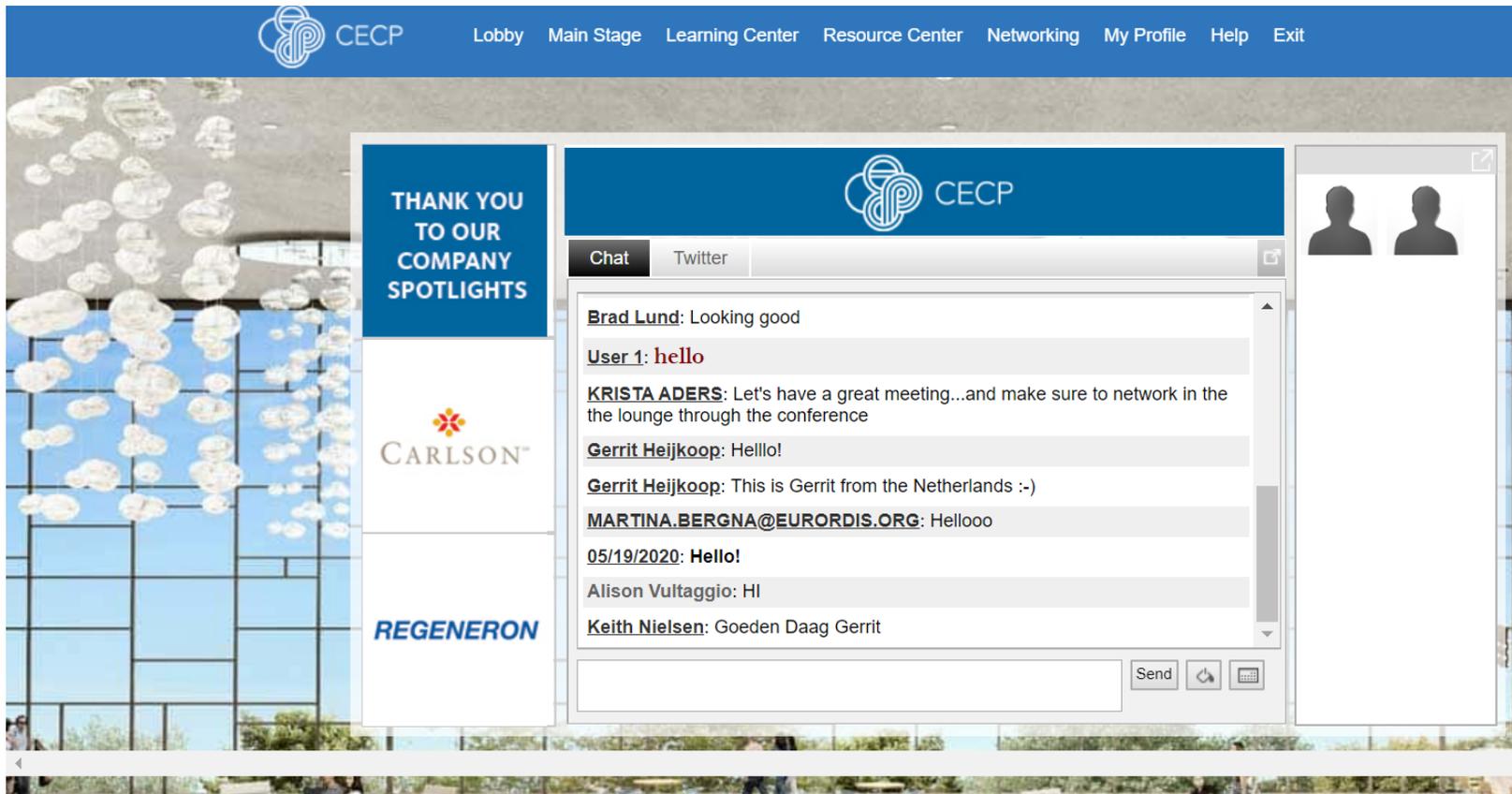
View/Save: View a document. Or save a document to your briefcase for review at your convenience.

Briefcase: Saving to your briefcase is not the same as saving the document to your computer. Please click on 'Download' in your briefcase to do so.

Networking Lounge



The Lounge is a great place to communicate and network with attendees, speakers and sponsors.

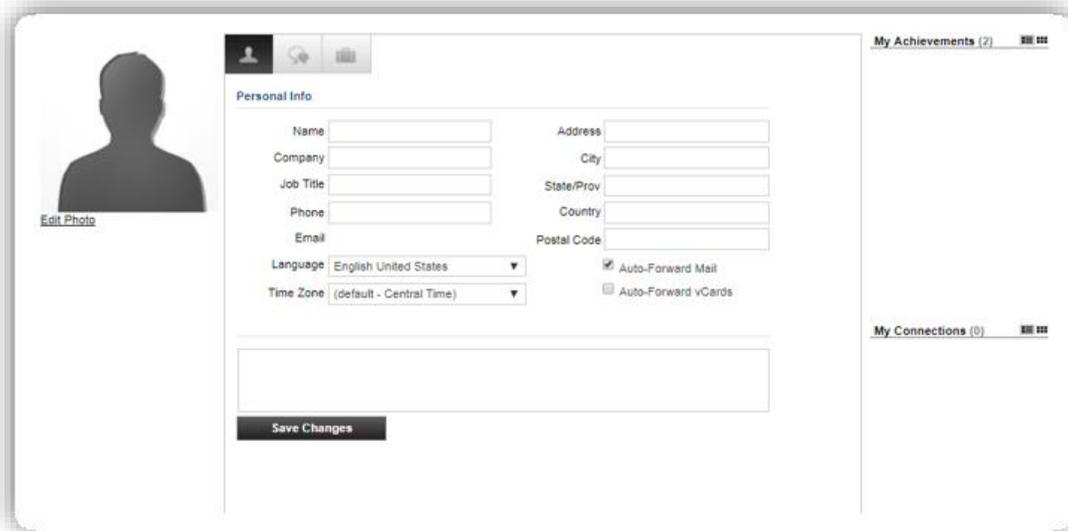


- Join the public chat and network with various staff and guests.
- View other individuals who are in the Lounge in the box to the right of the chat screen. Click an individual to view their profile or send them a direct message.
- The Twitter feed allows you to Tweet live from the event and share your experience.

Your Profile



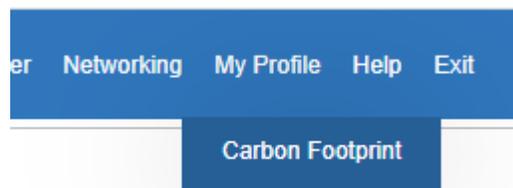
The Profile is where you can customize your information, access documents you've saved, and view your connections.



To edit your profile, begin by clicking “My Profile” in the upper navigation at any time. Your profile contains your name and several other fields that you may have filled out upon registering.

In the **first tab**, you can choose an image to help identity yourself during the event (select from a list of stock images, or upload your own photo). You can also update your time zone and title.

In the **second tab** you can view all communication options (messages, chat, vCards)



You can also view your Carbon Savings by hovering over the “My Profile Button”

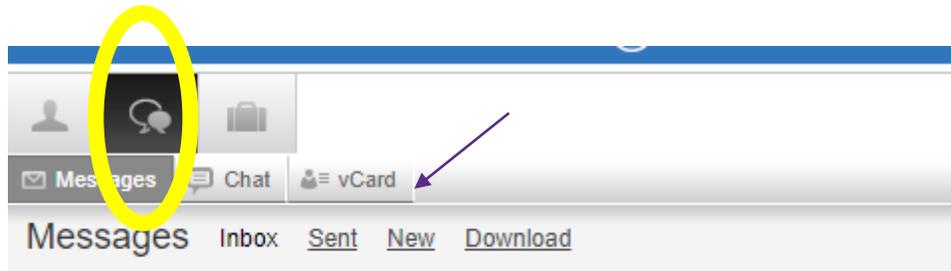


The briefcase is located within your profile under the **third tab**. This is where you may retrieve documents and links that you have saved from the Learning Center, Resource Center, Sponsor Showcase, presentations, and sessions.

Your Profile: Communicate with Other Attendees



You can communicate with specific attendees by starting a live chat or sending a message from your Profile

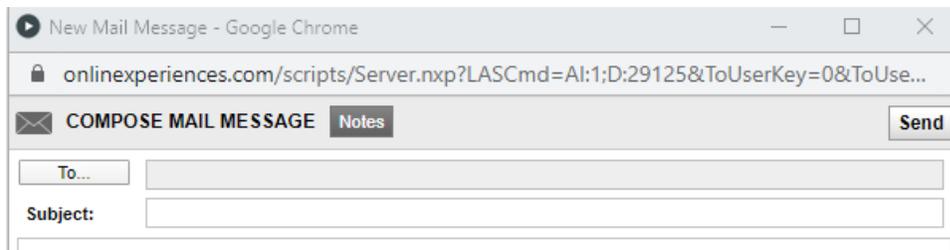


Start by clicking on the communications tab within the My Profile feature. You can then select **Messages**, **Chat** or **Vcard** (virtual business card) and select New.

Next, click the **To** button – it will prompt you to search for a specific attendee you'd like to chat or message.

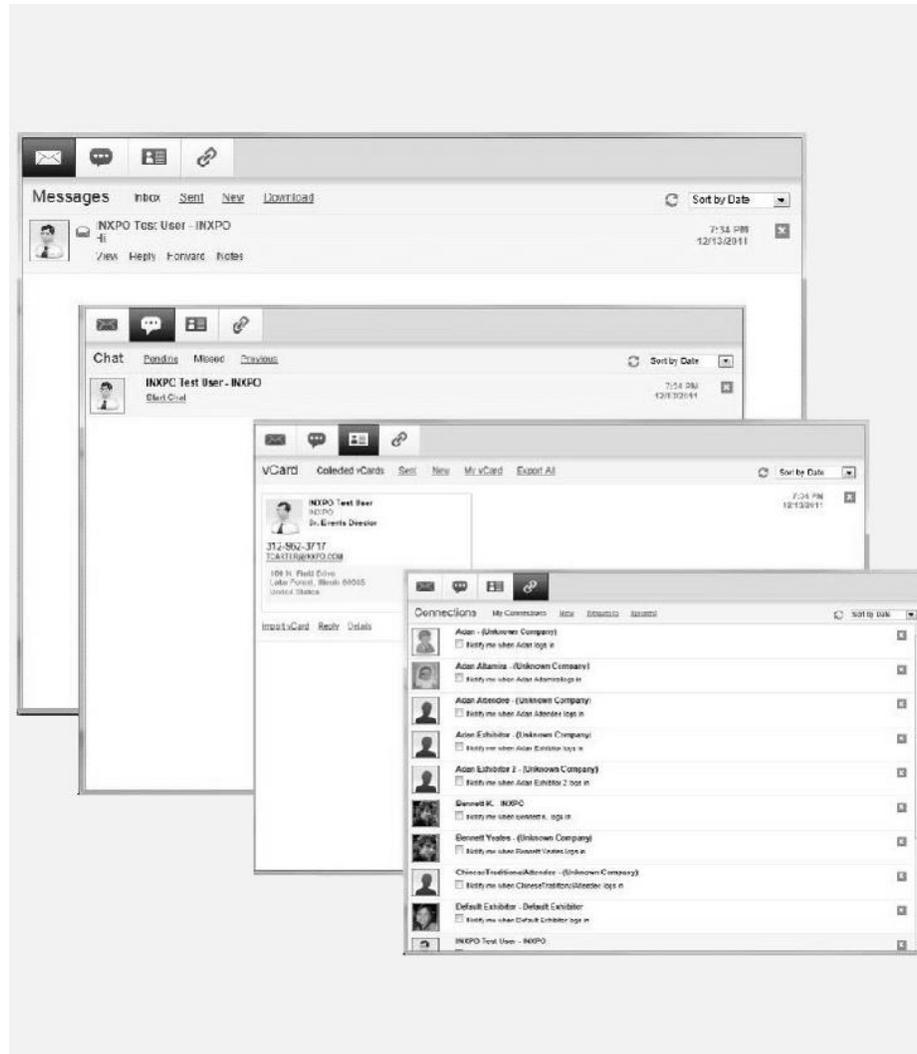
You can see if an attendee is **online** by whether or not their icon is blue

Send your message or chat request!



User Name	Company	Type	Online
Meka Moskowitz	CECP	Sponsor	

Communication Options



If you receive an email, vCard (virtual business card), chat request, connection, or announcement, you will be notified via a communication bubble that will display in the upper right-hand corner of your screen. By clicking on the communication notification, you will be taken to the indicated item

All chats, messages and vCards are accessible from your Profile.

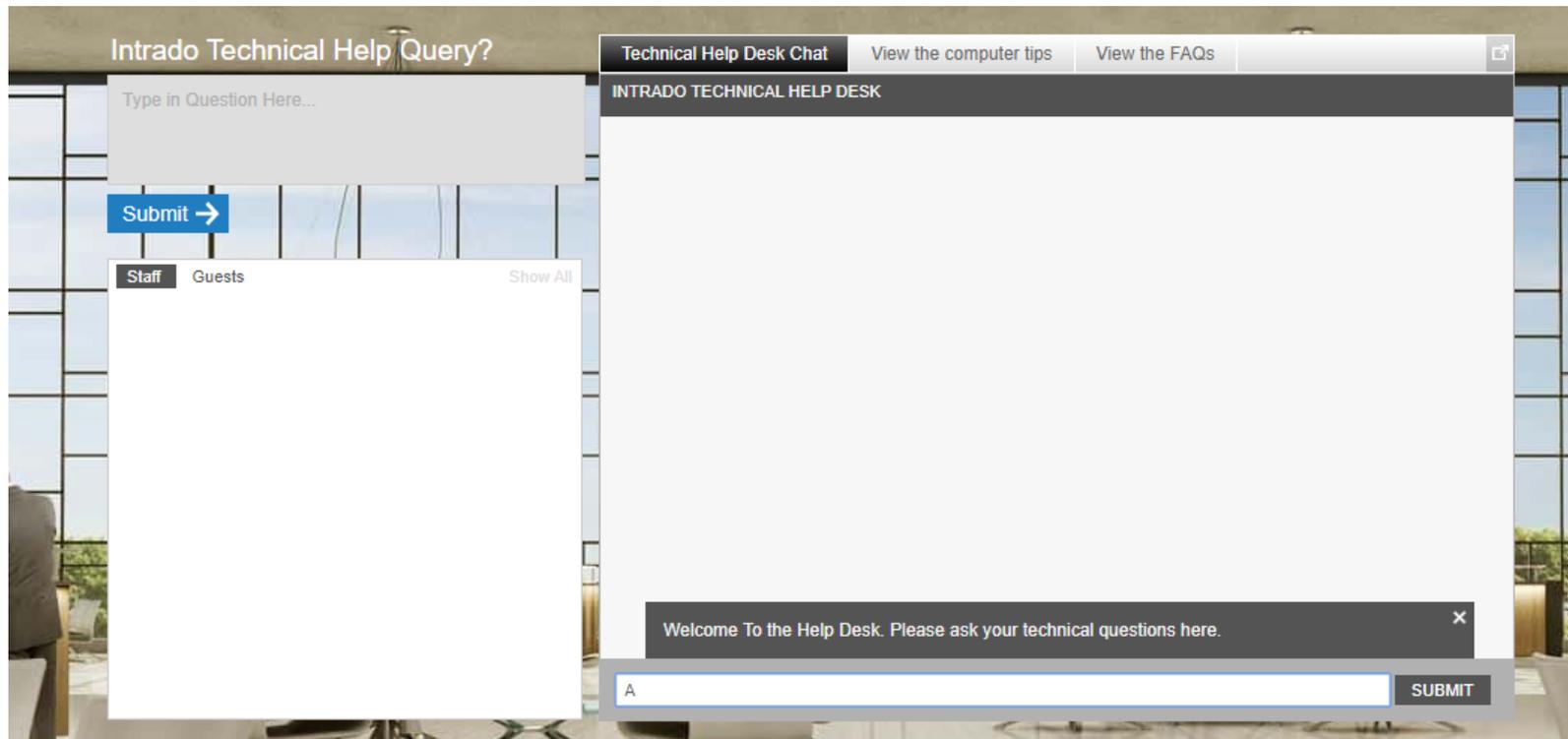
There are 4 types of private communication:

- 1. Messages** – The notification will display you have an unread email. Click on the notification window to view.
- 2. Chats** – If you receive a chat request you will be able to accept or decline the request. You may also send a short message to the chat requester when declining a chat.
- 3. vCards** – The notification will display you have a new vCard. Click on the notification window to view.
- 4. Connections** – The notification will display that you have a new connection. You can click on accept or ignore directly from the request window.

Help Desk



The Help Desk is available for any technical support issues you have while interacting in the virtual event. There are helpful resources available to you such as guides, FAQs, and support documentation to aid in troubleshooting support requests.



Chat: Will allow you to chat with tech support staff available to help assist with any questions you may have.

Email: If you have additional concerns after live support has ended, you can email the support box at eventsupport@inxpo.com.

Computer Tips: Available to view helpful resources in troubleshooting potential issues such as chat or communication problems, security prompts, FAQs, etc.