



# Attendee User Guide

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# inclusiv Virtual Conference Registration

To register, please visit <https://www.inclusiv.org/> and select the **Register Today** button.



\* Required Field

\* First Name:

\* Last Name:

\* Email Address:

Job Title

\* Organization

\* Charter Number (if none, please enter '0'):

\* Passwords must contain both upper and lower case letters.  
\* Passwords must contain alpha and numeric characters.  
\* Passwords must be 8 - 20 characters.  
\* Passwords cannot have leading or trailing spaces.  
\* Passwords cannot be the same as the Username, User ID, or email address.

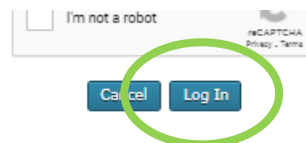
\* New password

\* Confirm password

Already a user? [Login here](#)  
Return to Browsing? [Click here](#)

I'm not a robot reCAPTCHA Privacy Terms

This will direct you to the registration form. Once you complete the form, select **Log In**.



# inclusiv Virtual Conference Conference Home Page

## General Sessions

Select here to access the plenary sessions.

## Breakout Sessions

Select here to access concurrent breakout sessions.



## Welcome

Select here to get more information about accessing the conference.

## About Us

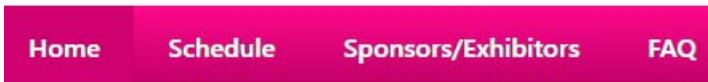
Select here to get more information about who Inclusiv is and what we do.

## Sponsors / Exhibitors

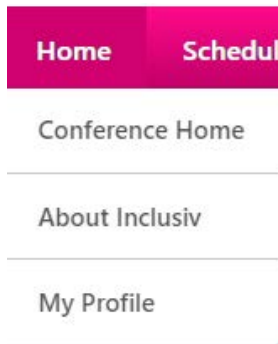
Select here to explore exhibitor booths and connect.

# inclusiv Virtual Conference

## Quick Access Toolbar



When you are in the conference center, in the top left-hand corner of the page you will find a quick-access menu.



Hover over **Home** and select **Conference Home** to access the homepage



Hover over **Schedule** and select the options to view the sessions that you have registered for or a full schedule for the event.



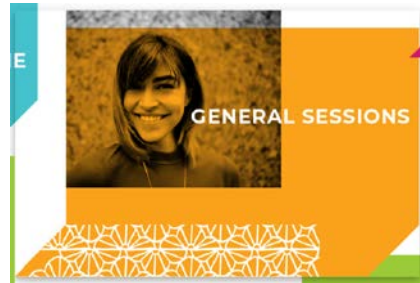
Hover over **Sponsors/Exhibitors** to access the exhibitor hall where you can explore exhibitor booths and connect.

# inclusiv Virtual Conference

## Accessing General Sessions through the Homepage

Please register for all plenary sessions that you want to attend. This will allow you to launch directly into the session on October 28<sup>th</sup>.

Select the **General Sessions** on the conference center.



Please find the agenda below. You can launch a web meeting by selecting the title.

Morning Plenary 10:00 AM - 11:00 AM ET
Morning Breakouts 11:15 AM - 12:15 PM ET
Afternoon Plenaries 12:45 PM - 2:15 PM ET
Afternoon Breakouts 2:30 PM - 3:30 PM ET
Evening Plenaries 3:45 PM - 5:30 PM ET

Here you can see a list of the **Session Timeframes**. To learn more about a session, click on any of the timeframes listed.

You will be able to review session details including a description of the session and speaker information. **To reserve your spot, select Request.**

A screenshot of a 'Session Details' window. The session is titled 'Welcome and Opening Plenary' with ID 545. It is scheduled for Wednesday, October 28, 2020, from 9:00 AM to 10:00 AM CDT. The registration deadline is Wednesday, October 28, 2020, at 9:15 AM CDT. The session is 1 hour long, in English (US), and is a conference. There are 200 seats available out of 200. The speaker is Marika Coleman, with email Marika\_Coleman@advancenetlabs.org. At the bottom, there is a 'PARTS / SCHEDULE' section and a price of \$0.00. A purple 'Request' button with a dropdown arrow is visible, and an orange arrow points to it from the text on the left.

# inclusiv Virtual Conference

## Accessing Sponsor/Exhibitor Booths

There are two ways to access Sponsor/Exhibitor booths:



Hover over the **Sponsors/Exhibitors** link at the top of the page and then select **Sponsors/Exhibitors**.



Select the **Sponsors/Exhibitors** icon on the Welcome Page.

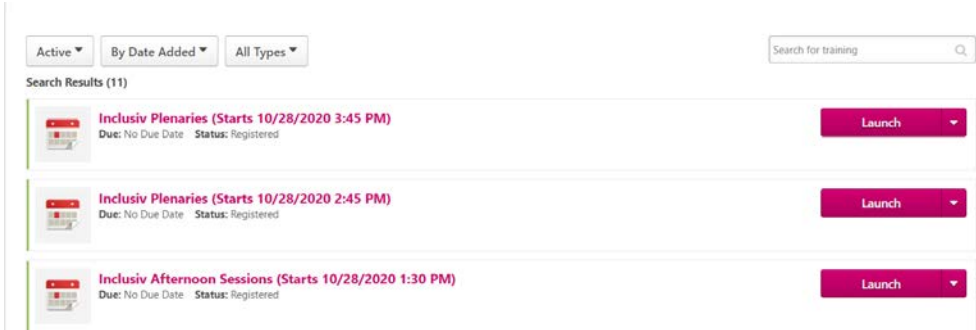
Once you access the Sponsor/Exhibitor hall, you can explore the booths, click to connect with content posted by the Sponsor/Exhibitor, and find more information.



# inclusiv Virtual Conference

## Utilizing the Conference Schedule

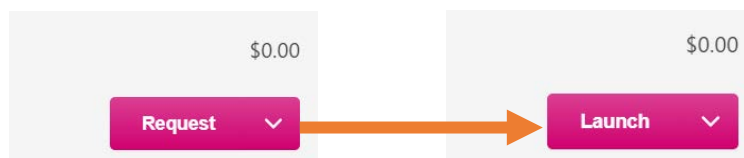
When you hover over **Schedule** in the toolbar, you can select **My Registered Sessions** to view and launch sessions that you have already requested.



You can also select **Schedule** to view the entire conference schedule. Select a timeframe to see all events happening with the conference at that time.



For plenary sessions and breakouts, select the title of the event. Select **Request** to secure your spot. Once you request the event, the button will change to **Launch**. You will not be able to launch the webinar or until it is started by the host/moderator.



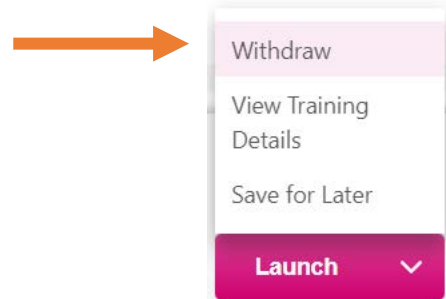


# inclusiv Virtual Conference

## Withdrawing from a Session

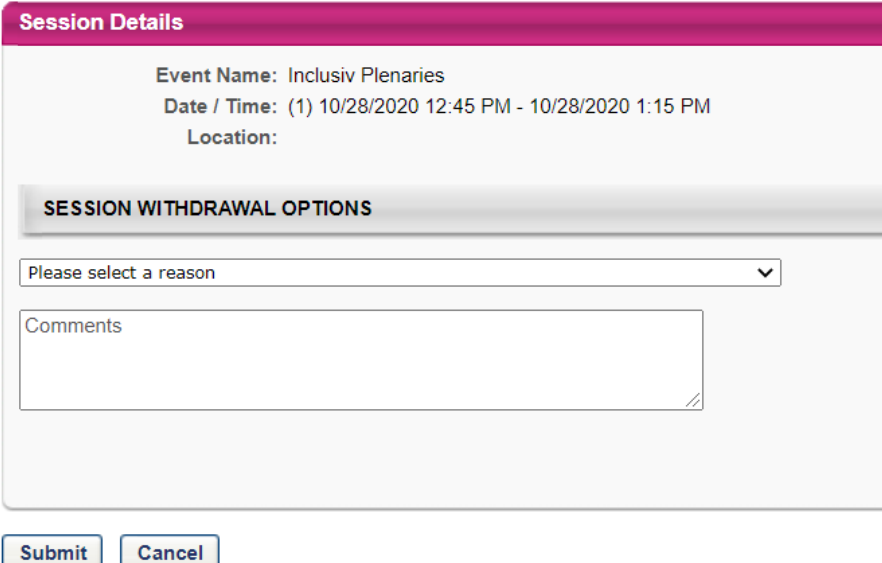
Each session has limited seating, so if you determine that you are unable to attend a session, please withdraw from the session to open your seat.

To withdraw, select the arrow next to the **Launch** button and select **Withdraw**. You will be asked to provide a reason for withdrawal from the dropdown. You are welcome to leave a comment, however this is not necessary. Then, select **Submit**.



### Withdraw Registration

If you withdraw your registration for this session, you will immediately be withdrawn from the roster.

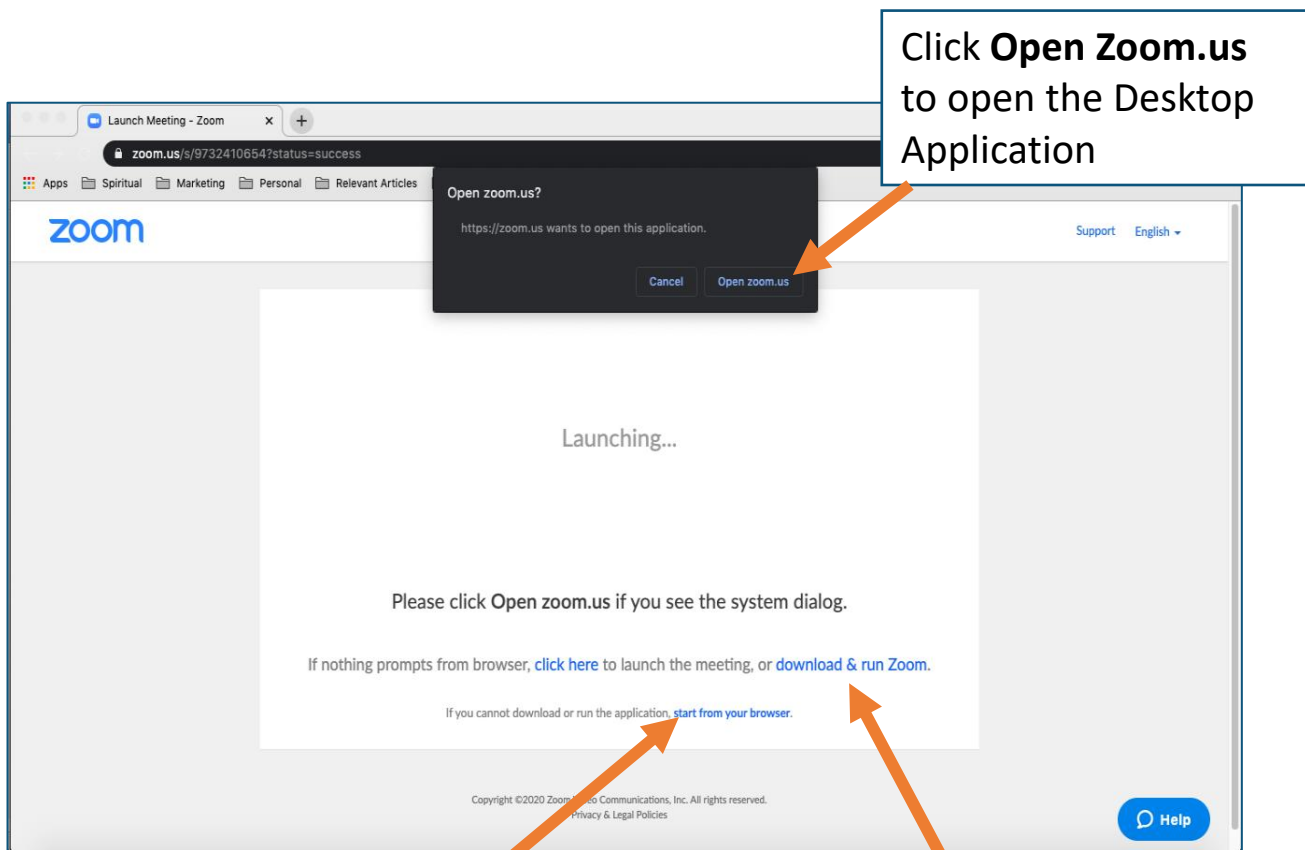
An orange arrow points from the text to the "Please select a reason" dropdown menu. Another orange arrow points from the text to the "Submit" button. The form is titled "Session Details" in a pink header. Below the header, the event information is displayed: "Event Name: Inclusiv Plenaries", "Date / Time: (1) 10/28/2020 12:45 PM - 10/28/2020 1:15 PM", and "Location:". Below this is a section titled "SESSION WITHDRAWAL OPTIONS" with a grey background. Underneath, there is a dropdown menu with the text "Please select a reason" and a downward-pointing chevron icon. Below the dropdown is a text area labeled "Comments". At the bottom of the form are two buttons: "Submit" and "Cancel".

# inclusiv Virtual Conference

## Using Zoom

When you launch a session from the conference center, Zoom will launch.

You will want to launch the webinar from the **Zoom Desktop Application** so that you can have full functionality. (You will need to disable your pop-up blocker for this to work properly.)

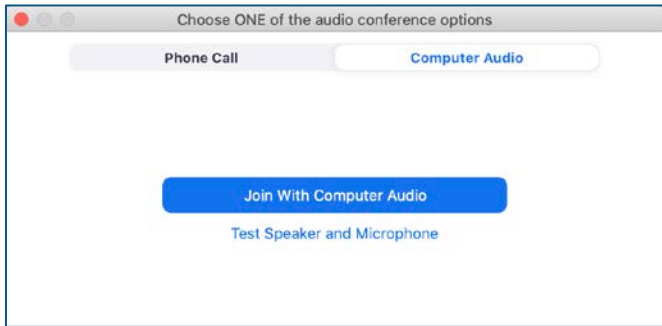


Click **Open Zoom.us** to open the Desktop Application

If your desktop application does not work, click **Start from your browser**.

If you don't have the desktop application, click **Download & Run Zoom** to install it on your computer.

# inclusiv Virtual Conference Using Zoom (continued)

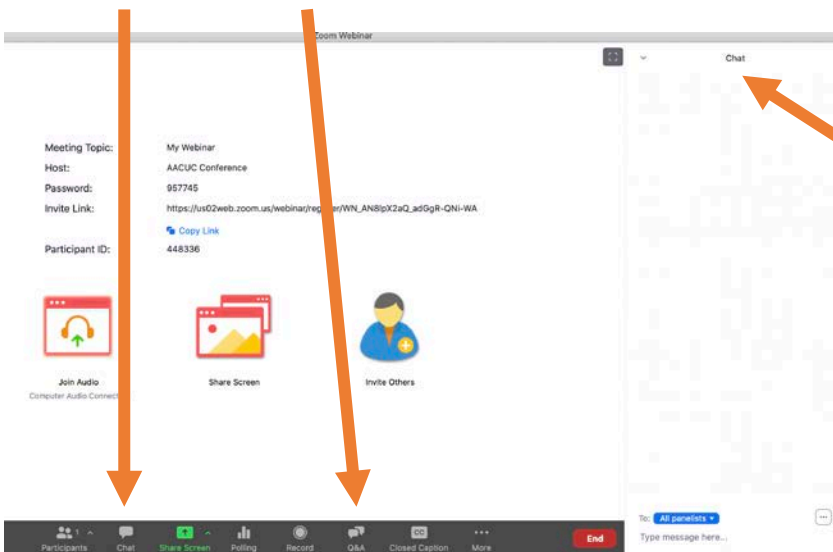


You can join the audio through your computer or by phone call. If you select phone, you will be able to view the presentation on your computer and hear audio via the phone. A number will be provided by Zoom when you choose this option.

If you want to change your audio settings during the webinar, you can select the arrow next to the microphone/**Mute** icon.



At the bottom of the webinar screen, you will see options to submit questions for **Chat** and **Q&A** to interact with the speakers and other attendees throughout the Session.



The **Chat** panel will appear on the right-side of the webinar screen.

# inclusiv Virtual Conference

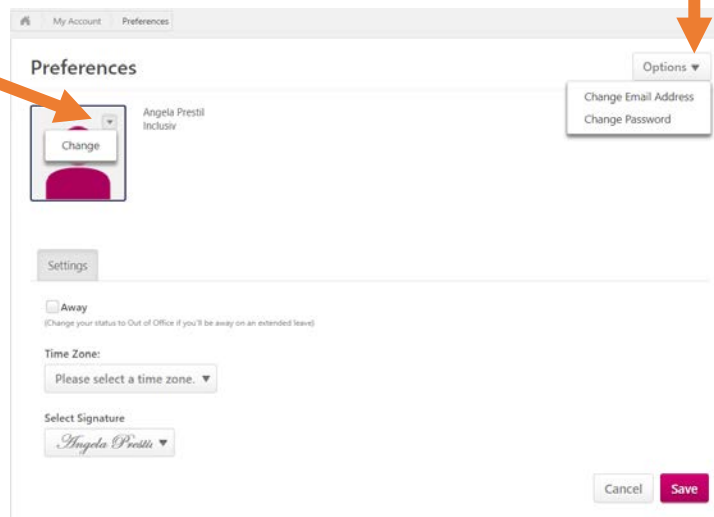
## Updating Your Information



Select the **Gear** icon in the top right-hand corner of the page and select **My Account**.

To update the image associated with your account, select the down button on the image icon and then select **Change**. You can then upload your image.

To change your email address and password, select the arrow next to **Options**, then scroll down to the item you would like to change.

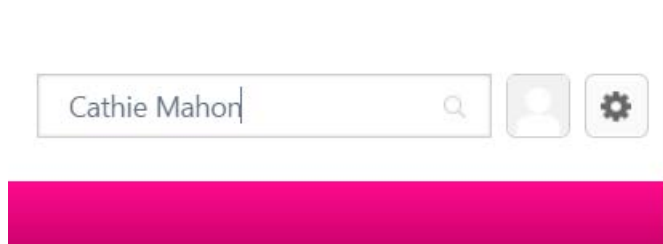


When you have completed your updates, select the **Save** button in the bottom right-hand corner to save your edits.

# inclusiv Virtual Conference

## Searching for Attendees

If you would like to search for another attendee in the system, you can type their name in the search bar on the top right-hand corner of your conference center.



While you will not be able to touch base with the other attendee in the system, you will be able to access their phone number and email address to contact them outside of the system.

