

Leadership/Legislative Conference
September 9–10, 2020
ATTENDEE GUIDE

Browser Requirements:

To attend the meeting, we strongly recommend using Google Chrome or Microsoft Edge browser.

If using other browser options, you may have to dial in via telephone in order to hear the meeting audio. (Telephone dial in numbers are provided once you join the broadcast)

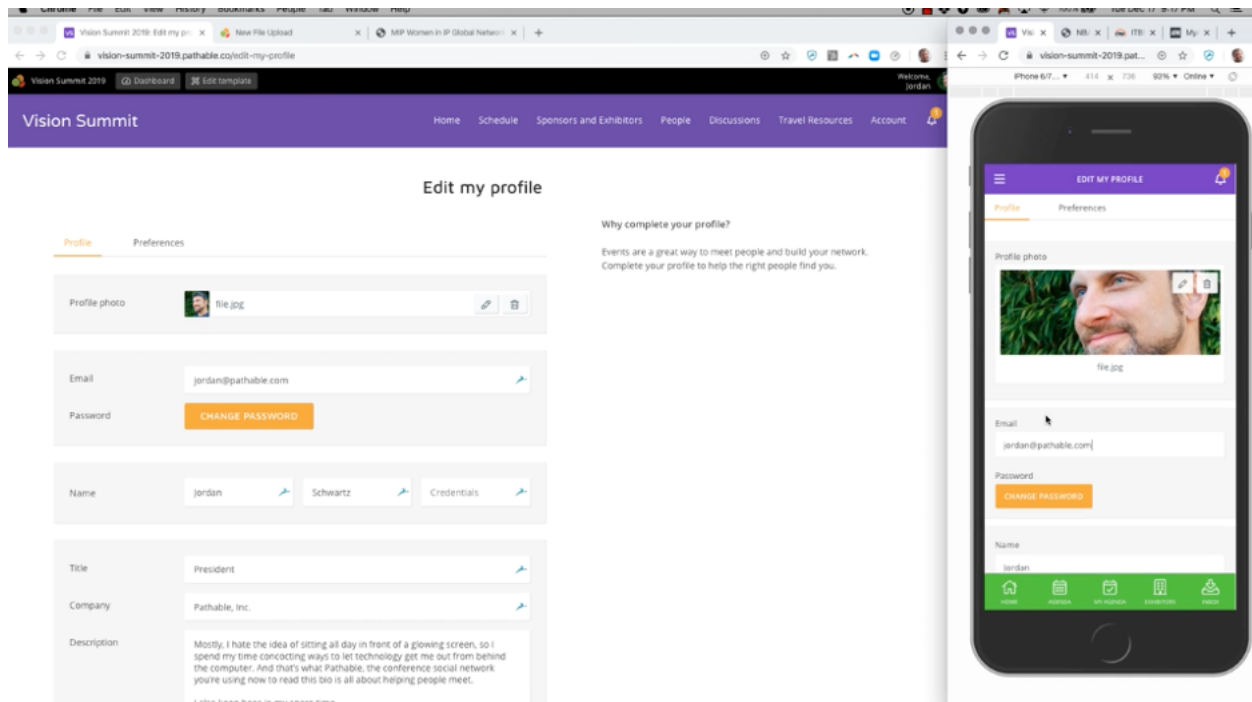
Alternatively, you can also start the broadcast and then click the link in the lower-left corner in order to open the meeting within the Zoom program.

SIGN IN

You will know you are signed in if you do not see a “sign in” option at the top of the page.

CREATE/EDIT PROFILE

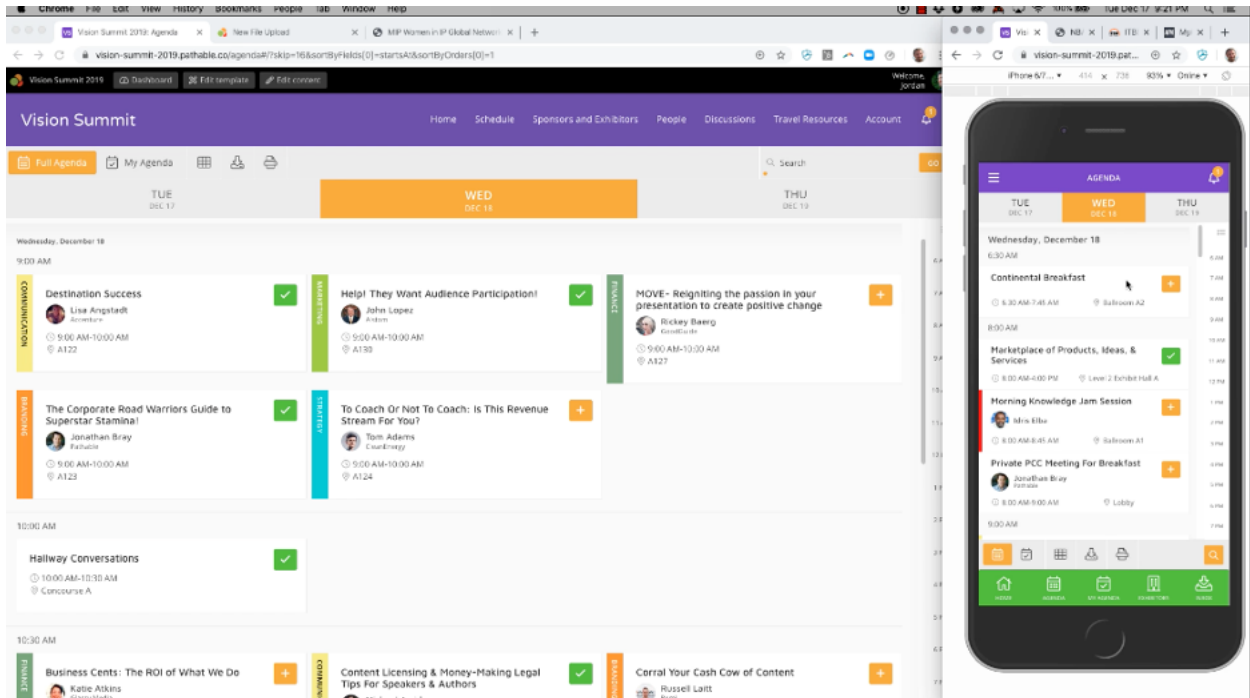
To access your profile, click “Account” in the menu bar. Your information captured during the registration process has already been added. However, you can edit or add more information (including a profile picture).



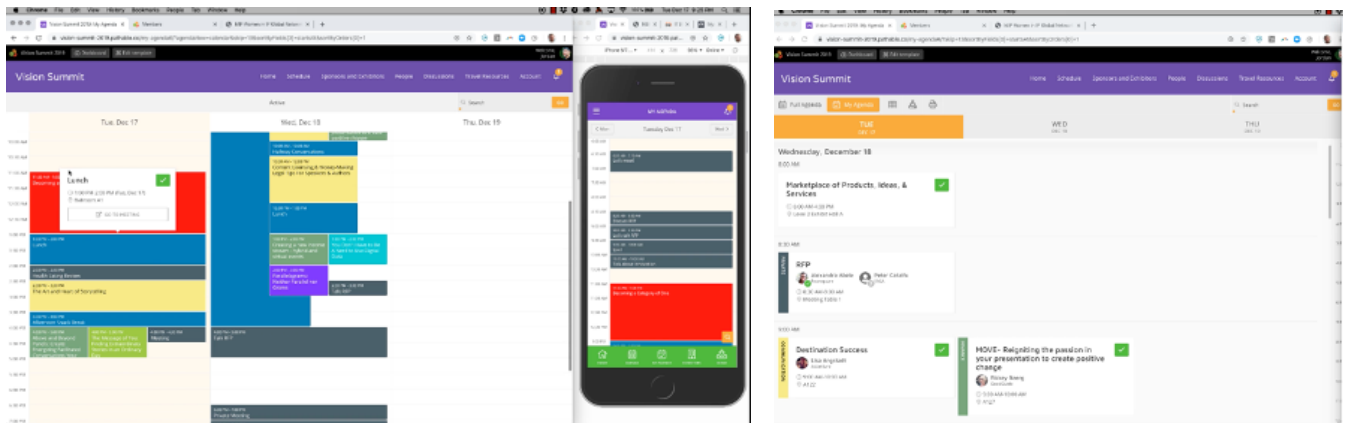
CHECKING THE AGENDA

You can check out the full agenda of the meeting by clicking “Schedule” in the menu bar. Each day’s agenda can be found under each event day tab.

You can identify the sessions you have selected by the green check mark. To add a session, click the yellow plus sign (+) or click into the meeting to get more details. Simply click the yellow plus sign (+) again to add a meeting to your agenda. To remove a session, deselect the green button to remove the check mark.

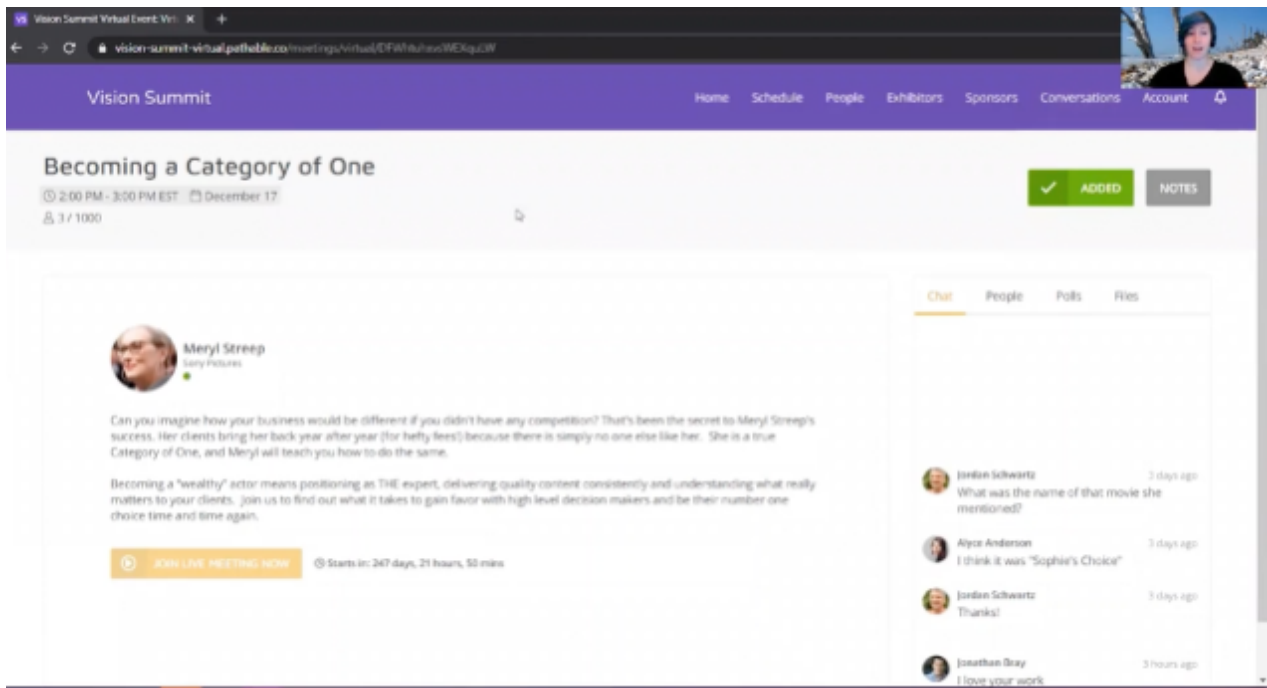


You can find your selected sessions by clicking “My Agenda” located next to the full agenda option. You can view your agenda in a grid or calendar view.

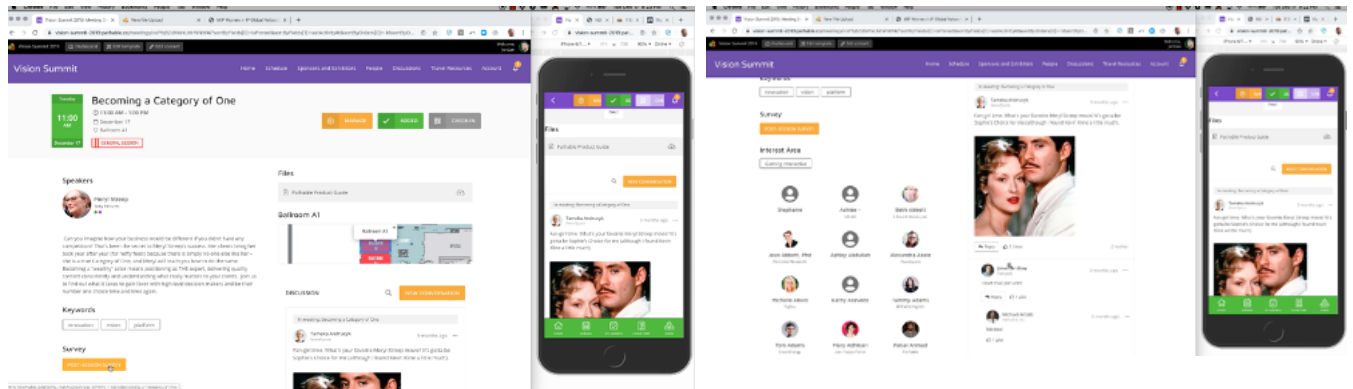


ATTENDING A MEETING

When a meeting has started, click the “Join Live Meeting Now” button within the meeting details.



Once a meeting has started, you will be able to view a list of attendees, session documents (if available), and a chat function for attendees to post discussion.



NETWORKING WITH OTHER ATTENDEES

You can find registered attendees by clicking the People/Attendees tab. Within the attendee tab, you can filter and search for attendees by names, title, and networking interests.