



Top 5 Things to Know About the Bigger Together Attendee Hub

The Bigger Together Attendee Hub is your one-stop shop for all things Conference! This is where conference attendees will go to access their personal conference agendas, join live sessions, watch on-demand sessions, visit virtual exhibitor booths, schedule appointments, share feedback, and more. Conference registrants can access the Hub by clicking [here](#).

Top 5 things to know about the Bigger Together Attendee Hub:

1. Logging In

- i. Click [this link](#) to access the login page.
- ii. You'll be prompted to enter your first name, last name, and email address you used to register. Then click **Next**.
- iii. You'll either receive an email and text message containing a verification code, or just an email. Read it, then return to your browser, enter the code, and click **Log in**.

2. View or Modify Your Schedule

- i. **Viewing Your Schedule.** Click the calendar icon in the top-right. This will show you your personal schedule, which includes all the sessions you've registered for and any appointments you've made.
- ii. **Removing Sessions from Your Schedule.** Once you are viewing your schedule, scroll through the list of sessions and click **Remove** next to the ones you no longer plan to attend.
- iii. **Adding Sessions to Your Schedule.** Click on **All Sessions** in the menu at the top to view all the conference sessions and workshops. Click on a session to view more information, including the session description and speaker bios. You can also sort sessions by category and time of day. Click **Add** next to a session to add it to your schedule.
- iv. **Saving a Session to Your Outlook Calendar.** Within your schedule, click on a session. This will take you to the session page. Underneath the session title, date, and time, click **Add to calendar**. This will download the appointment that can be saved to your Outlook calendar.

3. Join a Session

- i. Within your schedule, click on a session.
- ii. A **Join Session** button will appear on the session page five minutes before the session start time. Click that button to begin viewing live stream once it begins.

4. Schedule an Appointment with an Attendee

- i. Click on **Attendees** in the menu at the top. This will bring you to the list of all conference attendees. You can search for an attendee by name, title, or company.
- ii. Once you've found the person you want to meet with, click **Schedule appointment** next to their name.



- iii. Complete the form and hit **Send Appointment Invitation**. The appointment will appear on your calendar, but the attendee will need to accept the appointment request to join.
- iv. You can also schedule an appointment by going to the **My Event** page and clicking **Schedule appointment** in the box that says, “Looking to network?” This will open up to your Attendee Hub Calendar. Click **Create Appointment** in the upper left corner and select **1-on-1- Networking** as the Appointment Type. Complete the form and hit **Send Appointment Invitation**.

5. Visit the Virtual Exhibit Hall

- i. **Earn Points and Win.** From June 28th - July 1st, you can earn points by viewing exhibitor booths, visiting exhibitor social media pages, joining virtual exhibitor meetings, and more. The person with the most points will win a complimentary registration for next year’s conference in Indianapolis! Visit **Game** in the menu at the top for the rules and full list of ways to earn points.
- ii. **Schedule an Appointment with an Exhibitor.** Click on **Exhibitors** in the menu at the top, then click on the exhibitor that you’d like to schedule an appointment with. This will take you to their virtual exhibitor booth. In the far right menu, click **Schedule**. Complete the form and hit **Send Appointment Invitation**. The appointment will appear on your calendar, but the Exhibitor will need to accept the appointment request to join.
- iii. **Meet During Exhibit Hall Hours.** If you don’t want to schedule a one-on-one appointment with an exhibitor, but still want to speak with an exhibitor representative, you can visit their booth during the Virtual Exhibit Hall Hours when booth staff will be standing by in an open virtual meeting room to answer any questions. Exhibit Hall Hours are:

Monday, June 28th

10:00 AM - 11:00 AM EST
12:30 PM - 2:30 PM EST
3:00 PM - 4:00 PM EST

Tuesday, June 29th

10:00 AM - 11:00 AM EST
3:00 PM - 4:00 PM EST

Wednesday, June 30th

10:00 AM - 11:00 AM EST
12:00 PM - 12:30 PM EST
3:00 PM - 4:00 PM EST

Thursday, July 1st

10:00 AM - 11:00 AM EST
12:00 PM - 1:00 PM EST