Accessing the Virtual Event:
When you are ready to access the event, you can click the ‘Go to My Event’ button found either in an email or on the event website.

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 or cell phone.

Troubleshooting Log In:
Ensure you are entering the same email you registered with for the event.
Check spam and junk folders for the email.
The email or text should be triggered in less than a minute.
If you still do not receive the verification code, contact the planner.

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, featured sponsors or exhibitors, and basic event details.

You can click into an individual session or exhibitor straight from this page. Additionally, you can access the event website by clicking the ‘visit event website’ link.
You also can reference the Home Page Attendee Guide for more specific navigation.
All Sessions Page
This tab lists all the sessions available for you to attend during the event. They are listed in the order they occur. 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.

Exhibitors Page
On this page you can view all the exhibitors for the event. You can click the exhibitors name to access the information about the exhibitor and their virtual booth. Exhibitors are tagged based off if they have a virtual meeting available for you to join or are an event sponsor.
All the exhibitors are listed in alphabetical order but you have the ability to search and filter based off the type of exhibitor you’d like to view more information about.

My Sessions Page
This page shows your personalized schedule based off the sessions you are registered for. You can join the sessions from this page by clicking the join session button or the session name. You can remove sessions from your schedule on this page if you no longer wish to attend.

Sponsors Page
This page lists all the sponsors for the event at their specific tiers. You can also see if the individual sponsors have virtual meeting booths. By clicking on a specific Sponsor, you will be taken to their exhibitor page.
**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 sessions before it begins, you have the ability to add that session to your personal calendar.

If the session is live, you can see all the questions being asked during that session.

When you are ready to join, select the ‘Join Session’ button, which will open the video player for you.

**Asking a question**

If you are in a session that is accepting Q&A, select the ‘ask a question’ button to open a text box. You can ask the question anonymously or include your name.

You also have the option to upvote other attendees questions.

### Upcoming questions

- **This looks really cool. When will this feature come out?**
  - 27 votes

- **Does augmented intelligence ever replace the need for human interaction? If so, how?**
  - 16 votes

- **What are the industry trends?**
  - 15 votes

- **Will AI ever be designed with emotional intelligence comparable to a human?**
  - 7 votes

- **What is the goal for this event?**

### Answered questions

**Using Session Chat**

If you are in a session that has session chat, the icon to access the chat is located right above the Q&A icon, on the right hand side of the Attendee Hub. You will be prompted to join the chat.

Once in the chat, you are able to communicate with other attendees and react to their messages.

**Zola Zermeno**

Great Session!

**Katrin Taepke**

Hello from Germany.
Joining a session

Select the ‘Join Now’ button when you are ready to access the content. If the session is a livestream session then a video will pop open and you will be able to view the content.

If you are viewing the session during the time it is aired, you are able to pause the content but it will not hold your place. If you are watching a recording, you can pause and play the video like usual.

If the session is collaborative, the ‘Join Now’ button will prompt a Zoom window to open.

You can select ‘Open Zoom Meeting’ or join via your browser window. This will open a Zoom meeting where the host of the meeting will determine if you can unmute or turn your camera on.

Accessing an Exhibitor Booth:

By clicking an exhibitor’s name on the Exhibitor Page, you will have access to their exhibitor page.

This page has information about the Exhibitor, ways to connect with them via social media, and ability to join their virtual booth if they have one. You can also see and files or links the Exhibitor has included.

If attendee has a virtual booth, you can click ‘Join Virtual Meeting’ and a Zoom meeting will open.

If you would like more information about the exhibitor, you can select ‘Contact us’ to send them a message.
Booking an Appointment

You can book an appointment with another attendee or exhibitor by clicking “schedule appointment” on the homepage.

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

At the top of the page, you can see your total number of points and overall rank.

Challenges
420 points • 140th place

Attendee Support:

If you need assistance, please contact the event planner. You can reach them at iteea@iteea.org or by calling 703-860-2100. Alternatively, you can access their information by clicking ‘Visit event website’ or ‘View your registration’ on the event home page. Once on the event website, click ‘contact us.’