ATTENDEE CHEAT SHEET

What to expect as an attendee at our Virtual Convention
We are excited to have you as part of our virtual convention experience. Below is a list of important items to watch for, steps for the day of the event, and our recommended best practices.

How to access the Event:
The event will be hosted on the Virtual Event Place platform. Please go to http://virtualeventplace.com/NIEAVirtual2020. Once you land on this page you will be required to log-in.

If this is your first time logging in, use the following credentials:

Your email and select Forgot Password. An email will be sent to you with a password that you will reset upon entering the platform.
*Tip: Select the keep me logged in so it’s easier to access the show next time.*

After clicking the log-in button, please select the blue forgot password link.

Please enter the email used to register for this event. You should receive the email to reset your password within 5 minutes.

*Note: Make sure to check your junk/spam folder if you have not received the email. If you do not receive the email at all, please contact info@virtualeventplace.com for assistance.*

The email includes a one-time URL which allows you to set your new password:

Test your event access and come early on show day
Everyone hates technical difficulties. And since your computer and internet connection are important to attend the show, let’s make sure you’re set up correctly before the show starts. We set up a DEMO SHOW for you to test out your computer or phone compatibility. You don’t need to download anything, including special software. The show platform will work on all current browsers, but works best in Firefox. We also suggest you download zoom on your device.
Check out the DEMO SHOW by visiting www.virtualeventplace.com/demo (open daily 9am - 5pm EST)

Editing your profile:
To ensure that your profile is complete and accurate, simply select Update My Profile from the drop down menu under your photo icon in the upper right corner. Be sure to click Save at the bottom of the screen. You can view your changes by clicking on My Profile at the top of your screen on the right hand side.

**IMPORTANT:** Please DO NOT update your email address. This is how you authenticate yourself to login for the event. If you change this field it may cause login issues in the future.

Event Functions & Navigation
You will be landing in the event lobby. From here you can navigate to the various room of this event by clicking on the room title (eg. Networking Lounge) or by clicking on the room title at the top of the screen.

Test the **video chat and the text chat** (private or public) feature in the Virtual Event Place Booth.

Be sure to enable camera and audio controls on your computer.
Also stop by the **Webcast** auditorium and start a session or visit [https://zoom.us/test](https://zoom.us/test). This lets us know if you can get into a Zoom meeting (where sessions will be hosted). If you are having problems accessing Zoom on your computer, please try accessing Zoom on your cell phone or another smart device.

Be sure to swing by the **booths** in the Exhibitor Hall where you can engage in conversation using the chat. Don’t have time to engage in conversation, click on Leave a Business card so that Exhibitors may follow up with you.

You can also navigate around the virtual event by using the **Search** feature located at the top of your screen. Search by specific people, webcasts, exhibitor company, or sponsor company.

**Using the Event Agenda**
The Event Agenda allows you to view all sessions within the event. It lives under the main menu and drops down when you click on it. Any sessions you pre-registered for will show as reserved. If you see a session you want to attend but did not pre-register for, simply click the checkmark beside the session and it will reserve your spot.
We look forward to seeing you there!
Okay we’ve checked the basics. Now, let your peers know how excited you are about the (NIEAVirtual2020) by sharing via social media and/or email. #NIEAVirtual2020.

If you have any questions, the Virtual Event Place has an online support chat tool managed by real people that can help you during show hours, or 9am-5pm EST during non-show hours.

Additional Tips
● Have a hardwired internet connection (prevents unstable WIFI issues)
● Mute your microphone when not talking
● Try to avoid talking over / at the same time as other participants
● When you start video chat, be aware you are on camera and try to avoid doing other tasks, checking emails, looking at your phone etc.

We hope you enjoy your event on Virtual Event Place! If you need any further assistance, please use the live chat at the bottom right hand corner of the page.