How to use the Virtual Fall Tech Platform
Getting Started

Attendees **MUST** use Google Chrome as their Web Browser. If you do not have Google Chrome, easily download [HERE](#).

In order to get CEU credit and set up your attendee profile, you **must** log on using the individual email address you registered with/received your “ticket” from. If you are unsure of which email was used for your registration, contact IKECA [HERE](#).
Accessing the Platform

You will receive an email with your “ticket” through Accelevents. This is your confirmation of access to the platform. Once you receive this email, scroll to the bottom and select “View Event Details.”

If you did not receive the above email, not to worry! You can always log on to the platform here: https://www.accelevents.com/e/ikecavft
Logging In

Once you log in, you will be taken to the event website. In order to access the event hub (the main conference area), simply click “Enter Event”.

From there, you will be prompted to enter in your email and password. **NOTE:** The email address you will enter is the one tied to your registration. You will set up your password by hitting “reset password” after you enter your email address.
Virtual Event Hub: Lobby

Access to the Expo Hall

View/Connect with Attendees

Click here to see the full conference agenda, session/speaker details, access sessions, and more!

Check here for VFT Updates!

Click here to contact IKECA Staff

VFT Game! See the next slide for more details.

Update your personal profile here! Be sure to include a photo and contact info so other attendees can easily connect with you.

Sponsor Logos—Click to be taken to the sponsor’s website.

Live Chat for attendees! Post at any time throughout VFT!
Gamification with Exhibitors

Each attendee will be awarded points for interaction with VFT Exhibitors. The more you interact, the more points you get!

Have your name displayed as #1 on our VFT Leaderboard!

Points are awarded as follows:
- Visiting/entering a booth = $5$ points
- Enter the same booth twice = $1$ point
- Download exhibitor docs = $5$ points
- Live chat with exhibitors in their booth = $20$ points
Agenda Navigation

To access, click on “Agenda” on the main lobby page. Then, you can navigate to the day you would like to see.

From there, you will be able to view all sessions, speakers, etc.

You can even filter out which sessions you’d like to see by track. (ex- click Tech Track to see only tech-related sessions, etc.)

Once a session is live, you will see a button that appears that says “Join.” Simply click that button and you will be taken into session.

NOTE: Some presenters may opt to use Zoom as opposed to the conference platform. This button will still take you to Zoom in a new window, and will operate as a normal Zoom meeting. If you are unfamiliar with Zoom, please contact IKECA staff for more info.
In Session

*Example shown for pre-recorded or platform-launched sessions ONLY. Attendees will not have access to mic and camera during sessions.*

- Speaker will appear here
- Session title and details (with links to any documents), as well as speaker info and upcoming sessions found here
- Live chat with other session participants
- Participate in any speaker polls
- View other attendees in the session
- Enter in questions for Q&A. **NOTE:** This section should be for questions ONLY.
Exhibit Hall

Exhibitors will be displayed with their company logo by order of sponsorship “level.”

“Away” means that no booth staff are present for a live chat. “Available” means that someone is there to chat with you.
Exhibit Booths

Each booth will feature:

- Live Chat
- Company video/commercial
- Special offers (if provided by exhibitor)
- Downloadable documents from the exhibitor company
- Vendor demos (if applicable by exhibitor type)
Connecting with Attendees

The “People” Tab on the left tool bar will show you a list of all attendees. See below on the different ways to connect.

The “Connect” button allows you to keep a list of all of your connections. Think of this as a “friend request” on Facebook.

You can send private messages to individual attendees.

Schedule one-on-one meetings with attendees via your preferred contact method (i.e.-Zoom, Skype, phone, etc.)
Video Tutorial

For more information, or to see the use of the platform in “real time,” click on the image below to watch the video!
Assistance

The IKECA Staff Team is here to help! Contact us at any point during Virtual Fall Tech with questions, technical difficulties, etc.

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