



# How to use the Virtual Fall Tech Platform

# Getting Started

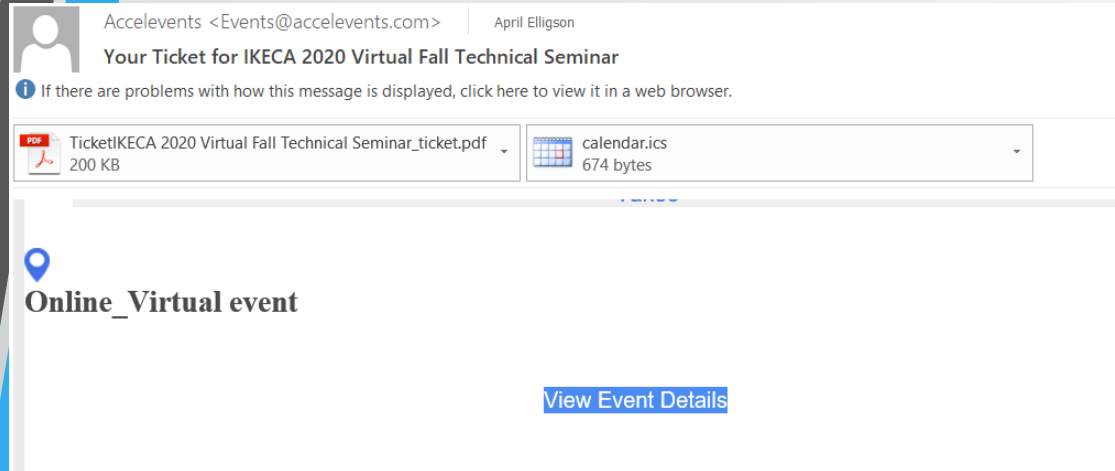


Attendees **MUST** use Google Chrome as their Web Browser. If you do not have Google Chrome, easily download [HERE](#).



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 Accevents. 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.accevents.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”**

A screenshot of a modal form titled 'Enter your email address'. The form has a close button (X) in the top right corner. It contains a label 'Email Address' above a text input field with the placeholder text 'Enter your email address'. Below the input field is a blue 'Submit' button.

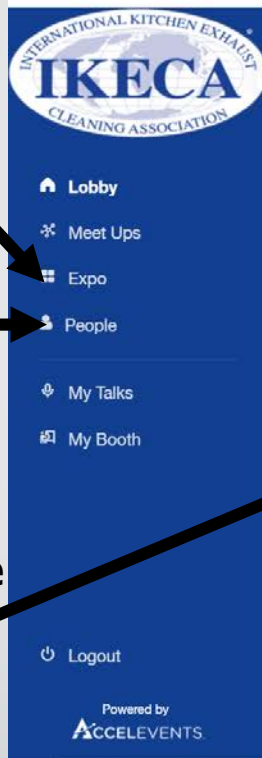
From there, you will be prompted to enter in your email and password. **NOTE:** The email address you will enter is the one tied to your registration. You will set up your password by hitting “reset password” after you enter your email address.

# Virtual Event Hub: Lobby

Access to the Expo Hall

View/Connect with Attendees

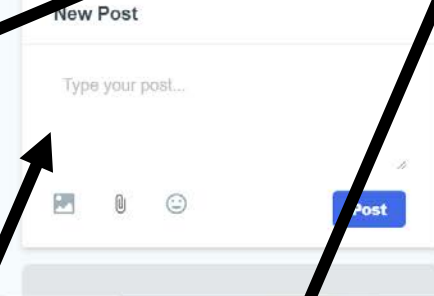
Click here to see the full conference agenda, session/speaker details, access sessions, and more!



IKECA 2020 Virtual Fall Technical Seminar



Announcements Agenda Sponsors Help Desk



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

Live Chat for attendees! Post at any time throughout VFT!

Check here for VFT Updates!

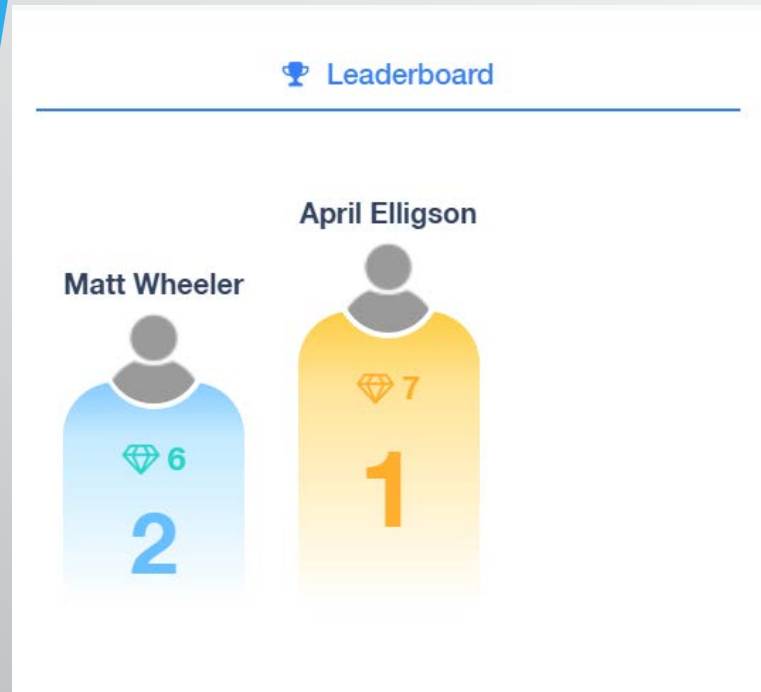
Click here to contact IKECA Staff

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.



# 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:

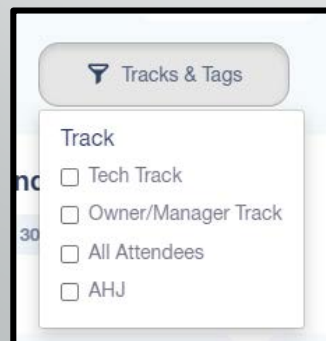
- Visiting/entering a booth= **5 points**
- Enter the same booth twice= **1 point**
- Download exhibitor docs= **5 points**
- Live chat with exhibitors in their booth= **20 points**

# Agenda Navigation

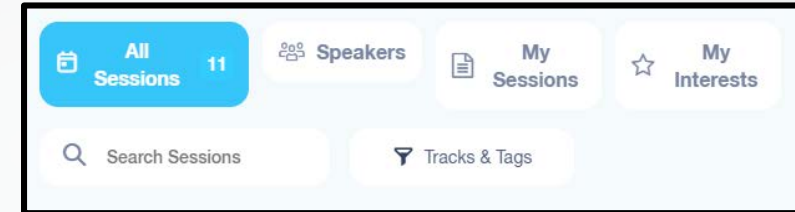
To access, click on “Agenda” on the main lobby page. Then, you can navigate to the day you would like to see.



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.)

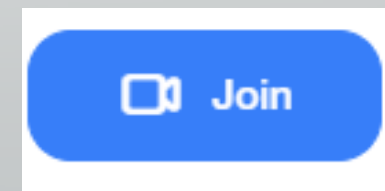


From there, you will be able to view all sessions, speakers, etc.



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.

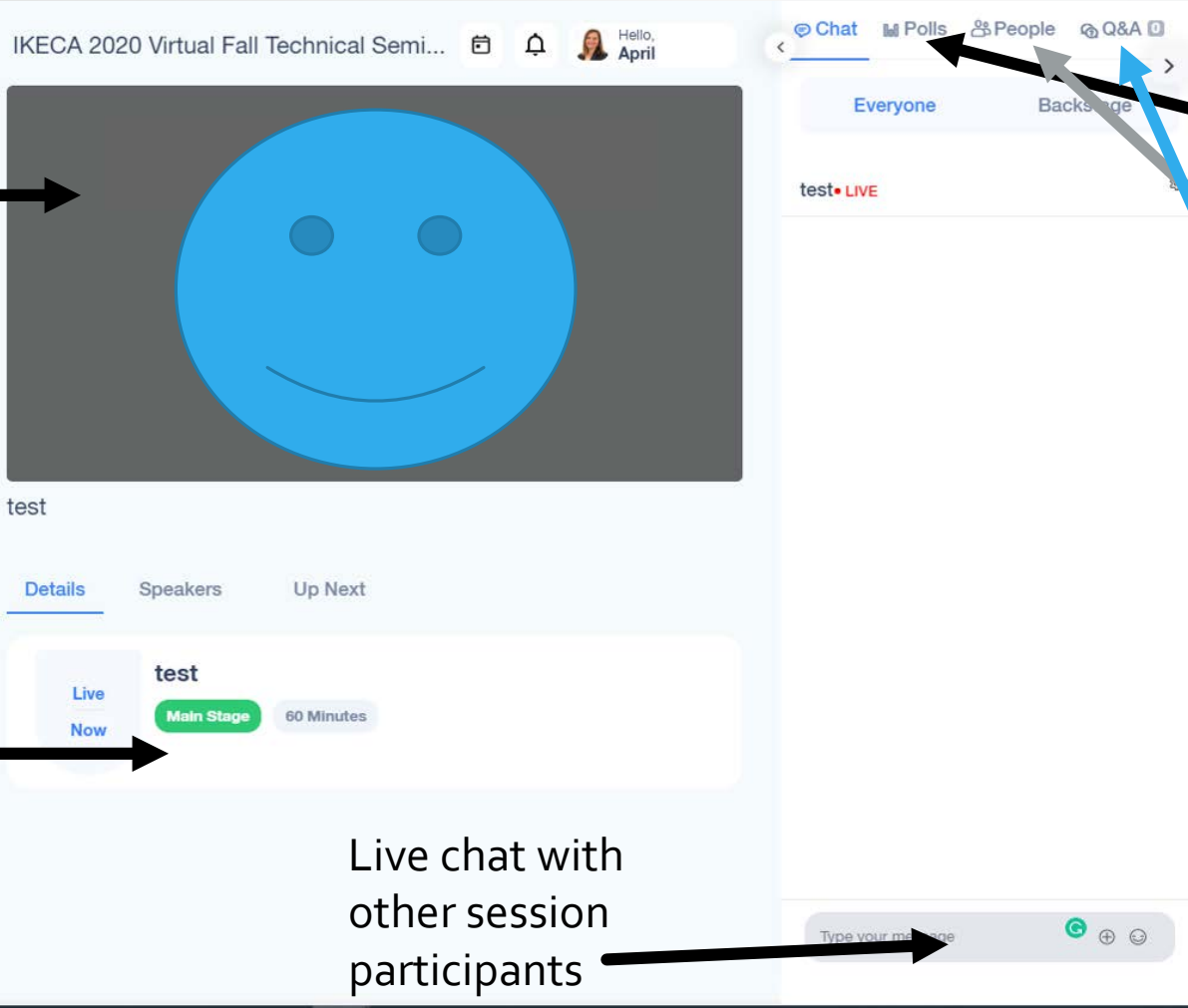
**NOTE:** Some presenters may opt to use Zoom as opposed to the conference platform. This button will still take you to Zoom in a new window, and will operate as a normal Zoom meeting. If you are unfamiliar with Zoom, please contact IKECA staff for more info.



# 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



Participate in any speaker polls

View other attendees in the session

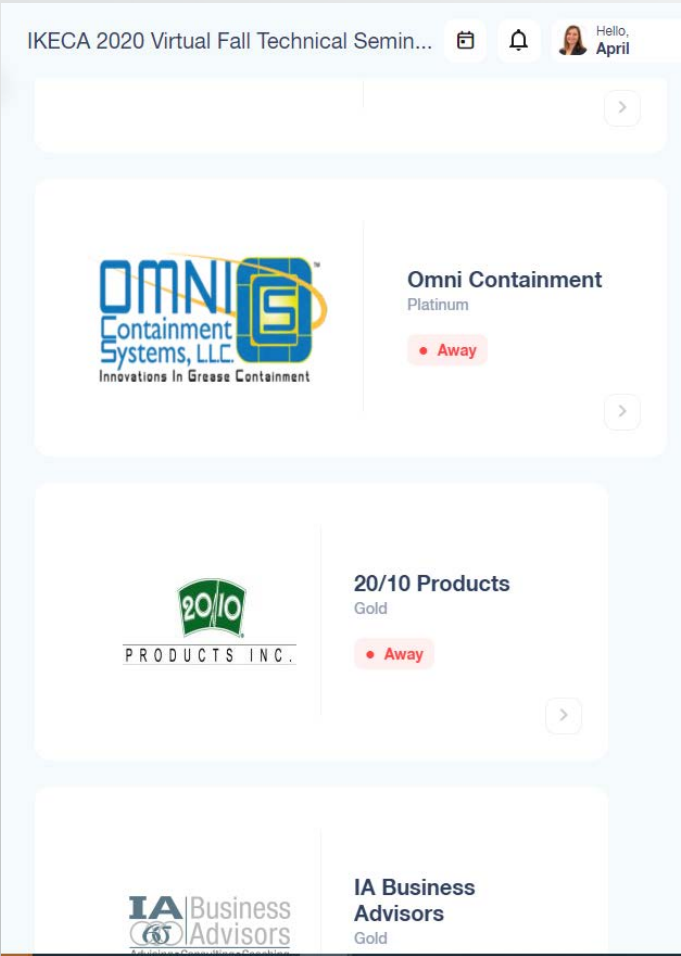
Enter in questions for Q&A. **NOTE:** This section should be for questions ONLY.

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



# 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

**KASON** Available

It's Better with Kason.  
Bronze

Video Company Details Offer

The People and Craftsmanship Behin... Watch later Share

It's Better with Kason.

Kason Industries, Inc.

Yesterday at 5:01 PM

AUDREY MARTIN [Exhibitor]  
Hi!

Type your message

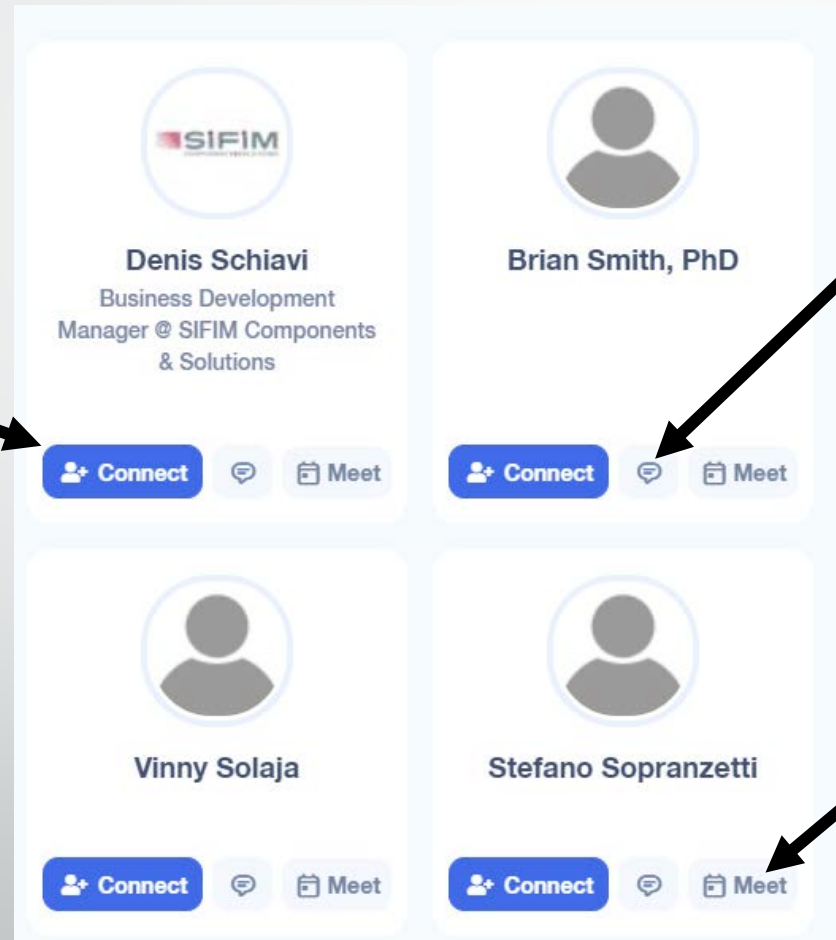
Each booth will feature:

- 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.

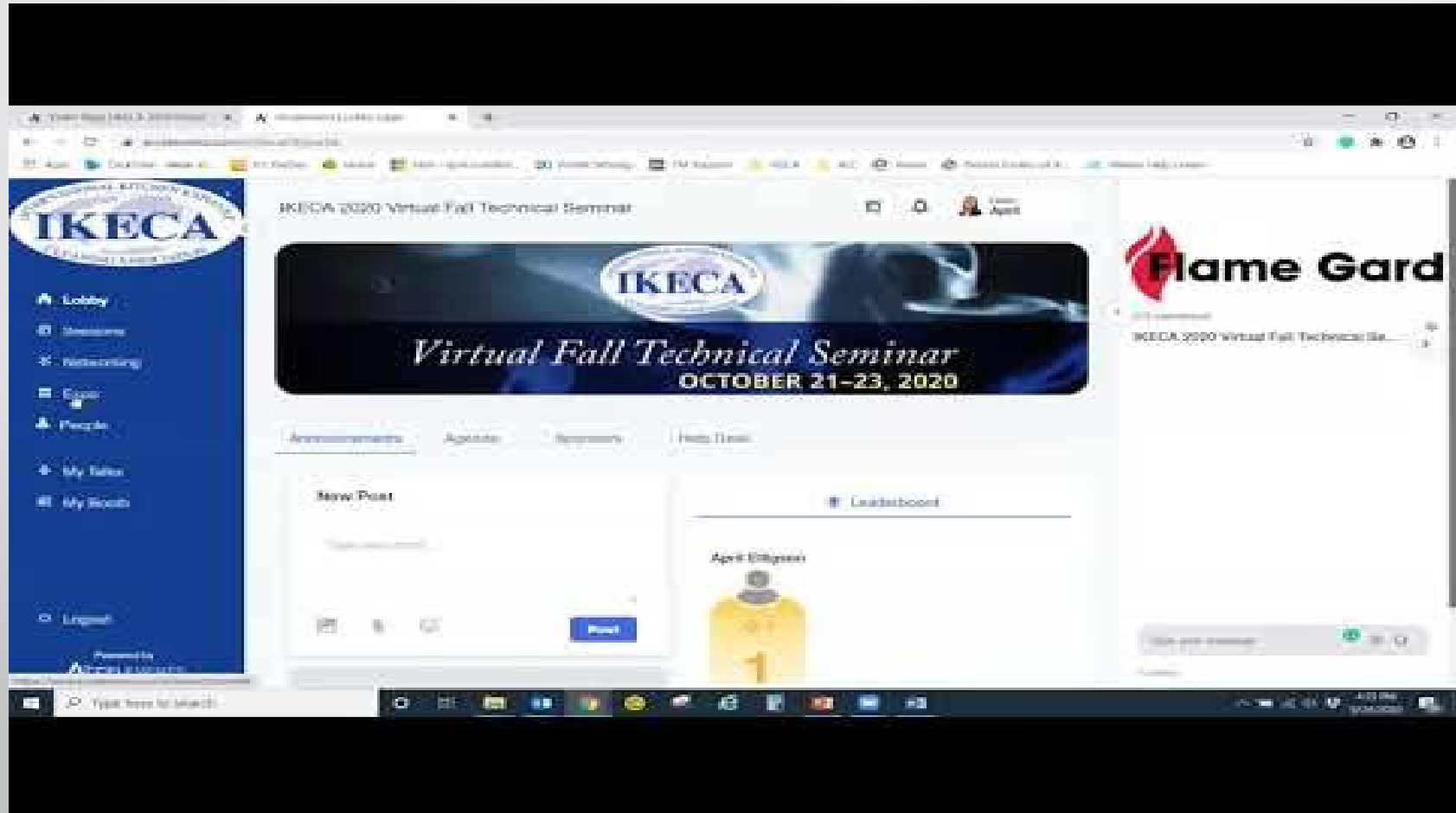


You can send private messages to individual attendees

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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