

Cvent Attendee Hub® Attendee Guide

Accessing the Virtual Event

When you are ready to access the event, 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 and cell phone, if there's a phone number on file. Enter in the code to access the event.

Retrieving Your Verification Code

If you did not receive your verification code, please consider the following:

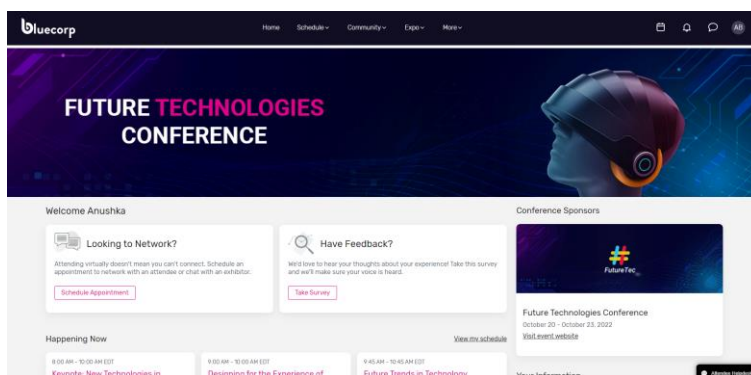
- Ensure you are entering the same email you registered with for the event.
- Check spam and junk folders for the email with the verification code.
- The email or text with the verification code should be triggered in less than a minute.
- If you still do not receive the verification code, contact the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

Once you're logged in, you will stay logged into the event for 24 hours if you accept website cookies.

Navigating the Virtual Event

Home 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 you can attend in chronological order. The page will appear in the time zone of the event by default, but you can adjust the times to the time zone you are viewing in for ease of use.

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.

My Schedule Page

By clicking the Calendar icon in the top right, you'll see your personalized schedule based on the sessions you are registered for. Join the sessions from this page by clicking the session name or the 'Join session' button. You can remove sessions from your schedule on this page if you no longer wish to attend.

Exhibitors Page

On this page, you can view all the exhibitors for the event. Click an exhibitor's name to access information about them and their virtual booth. Exhibitors are tagged based on whether they have a virtual meeting available for you to join or are an event sponsor.

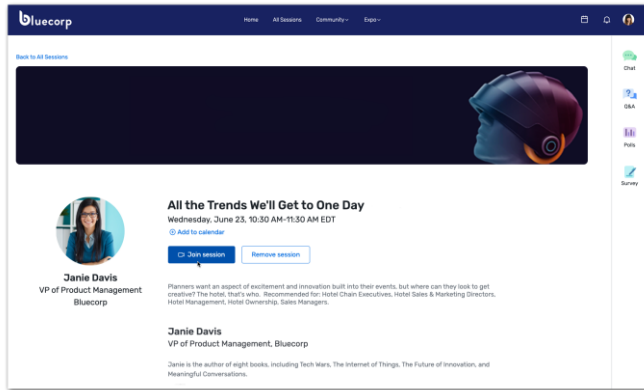
All exhibitors are listed in alphabetical order but are searchable and can be filtered based on the type of exhibitor you'd like to view more information about.

Sponsors Page

This page lists all event sponsors at their specific tiers. You can also see if the individual sponsors have virtual meeting rooms. Click a sponsor's name to be taken to their page and access information about them.

Accessing a Session

When it is time for you to join a session, click the name of the session to get to the session details page or the 'Join session' button to be directed to the video player.



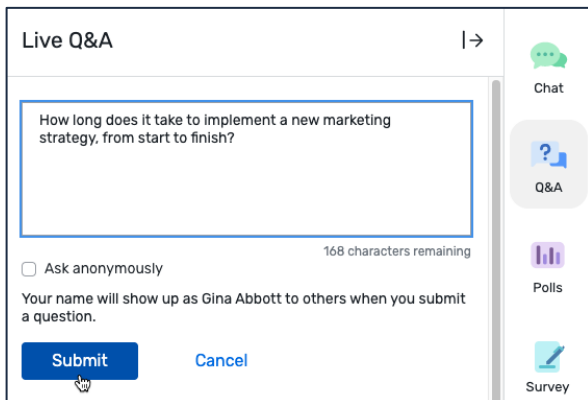
On the session page, you can view a description of the session, speaker details, and any session documents that were shared. If you are viewing the sessions before it begins, you can add that session to your personal calendar.

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

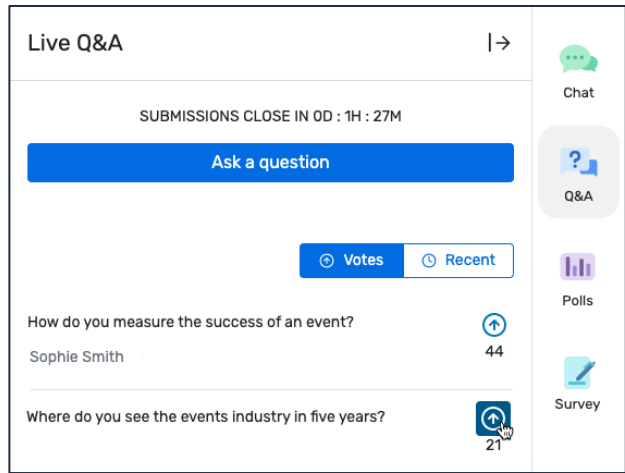
When you are ready to join, select the 'Join Session' button, which will open the video player for you.

Asking a Question

If you are in a session that is accepting Q&A click the Q&A icon, and then select the 'Ask a question' button to open a text box. You can ask the question anonymously or include your name.

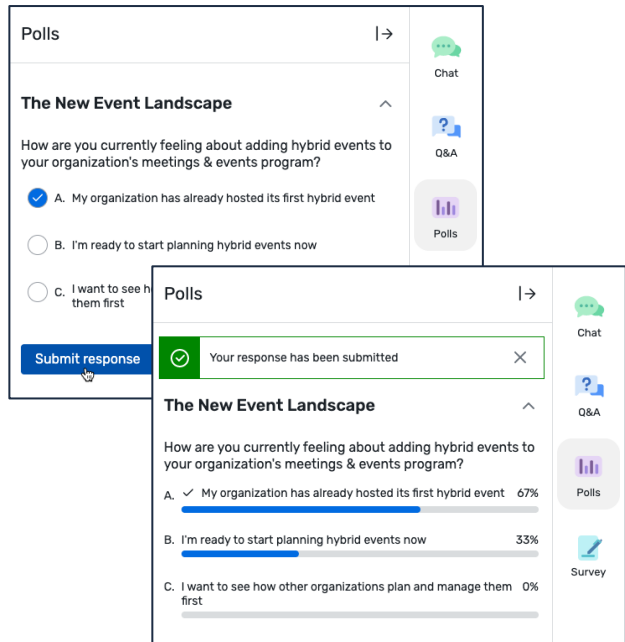


You also have the option to upvote other attendees' questions.



Taking Session Polls

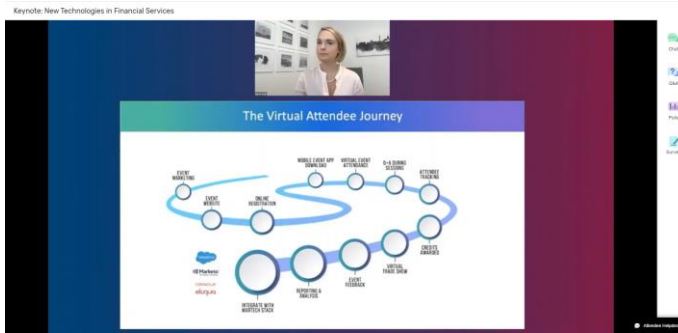
Within the Polls tab, you'll be able to see the available questions. Select your answer, then click Submit response.



You'll see a message letting you know that your response has been submitted, along with the current results of the question. Keep in mind that additional questions may become available throughout the session.

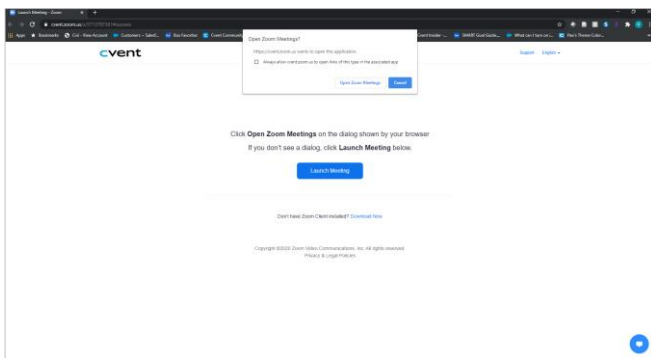
Joining a Session

Select the 'Join session' 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 can 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.

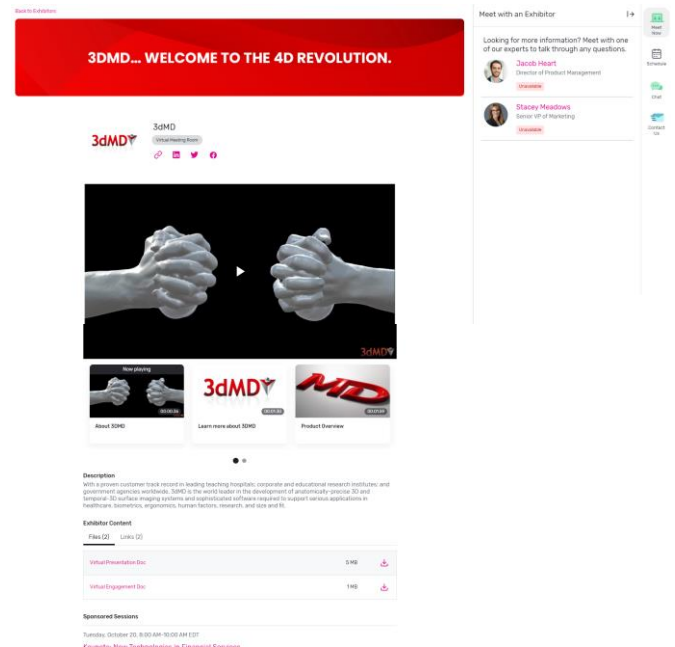
If the session is collaborative, the 'Join session' button will prompt a Zoom window to open.



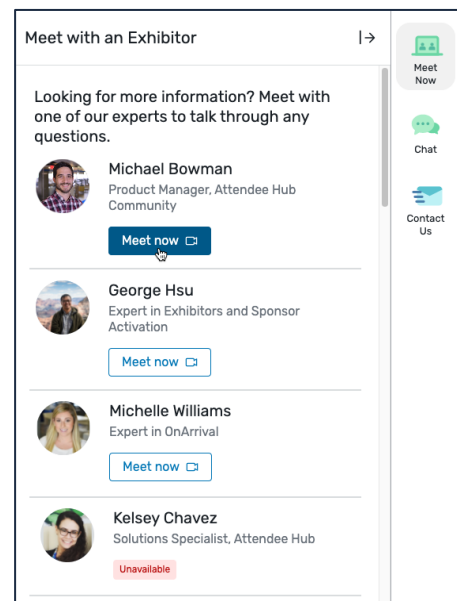
Select 'Open Zoom Meeting' or join via your browser. Reference the password field on the session page if prompted. This will open a Zoom meeting, where the host of the meeting will determine if you can unmute or turn your camera on.

Accessing an Exhibitor Virtual Booth

By clicking an exhibitor's name on the Exhibitor Page, you will have access to their virtual booth. This page has information about the exhibitor, ways to connect with them via social media, and ability to join their virtual meeting room if they have one. You can also see and files, links, or videos the exhibitor has included.



If attendee has a virtual meeting room and booth staff are available, you can click 'Meet Now' and you will be directed to an embedded virtual meeting.



If you would like more information about the exhibitor, you can select 'Contact us' to send them a message. Enter your message in the textbox, then click Send message.

Request More Information |→

Thanks for your interest! Send us a message and let us know what you'd like to talk about.

I would like to know more about your hybrid event solutions.

190 characters remaining


[Send message](#) [Cancel](#)

Meet Now
Chat
Contact Us

Attendee Support

If you need assistance, please contact the event planner. 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.'

Event Details



Future Technologies Conference Virtual
August 13 - October 27, 2021
[Visit event website](#)

Your Information

Future Technologies Conference Registration
Rachel Ban
rban@cvent.com
[View your registration](#)