

ATTENDEE GUIDE

This event guide will give you important information, instructions, best practices, an overview of features and how to make the most of your experience within the virtual environment.

Navigation

Select a link in the bottom navigation or below image to get started.

CoNexion Sweepstakes

See what prizes are being offered and eligibility for a chance to win!

Settings

Edit your registration information/profile

General Sessions and Workshops

Watch live presentations and learn from the best.

The Annex

Watch NEXTalks, check our recognition and come back for some surprise and delights.

Help Desk

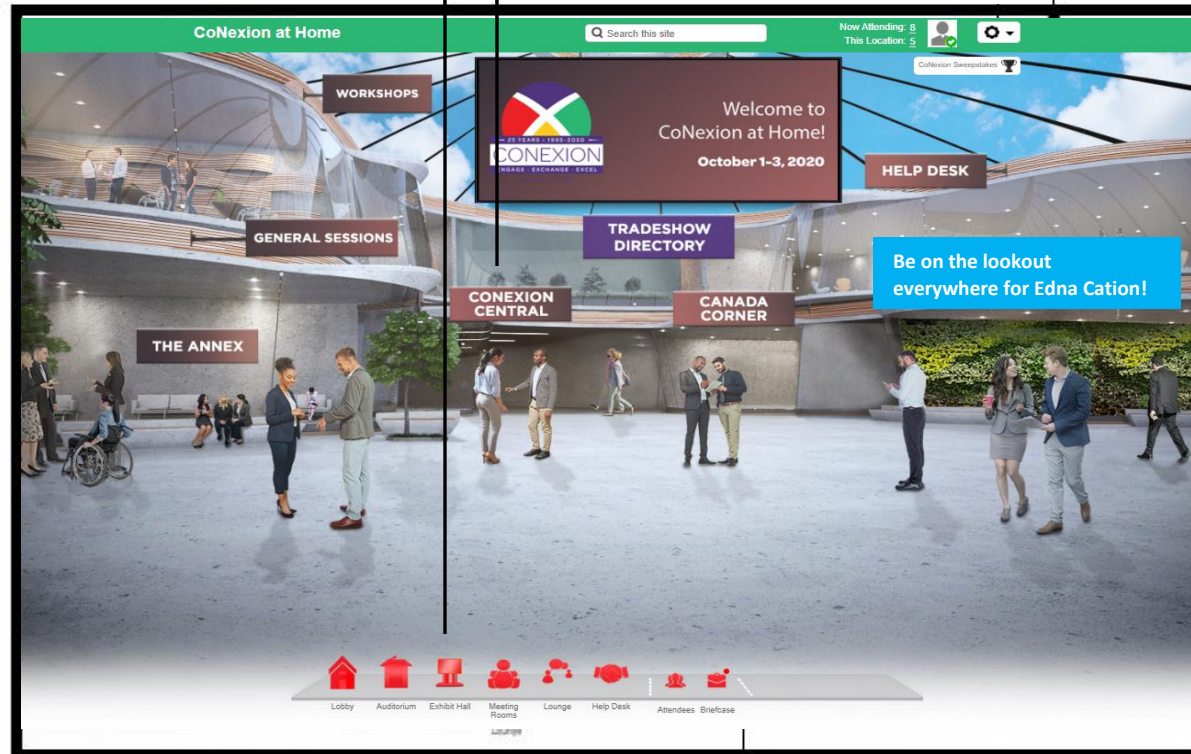
Support for technical issues

Canada Corner and CoNexion Central

Chat with your peers or stop by to ask conference-related questions.

Trade Show Directory

See a listing of all the exhibitors you can chat with during trade show hours



Briefcase

View and download your saved resources

Check your Profile: Ensure your profile has the information you entered when you registered and your photo is uploaded.

- To access your profile, look for the Profile icon at the top right of the screen.
- You can also control fields that are visible to other attendees from your profile settings.

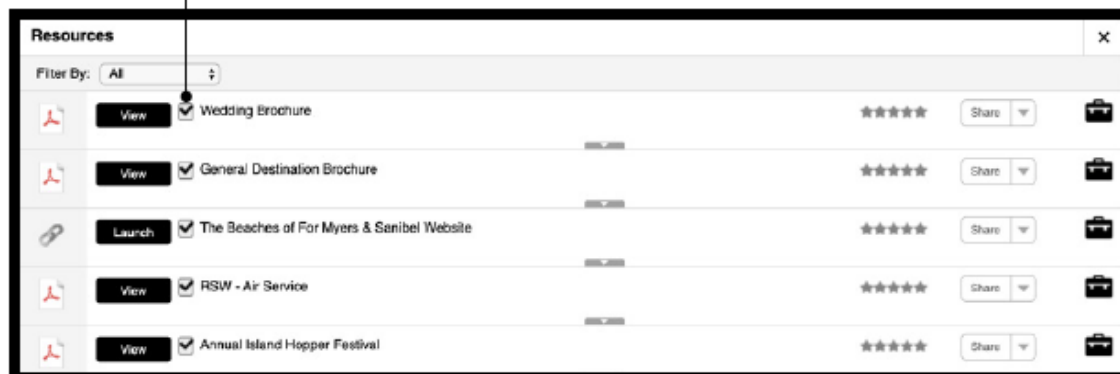


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To access CoNexion at Home platform: www.conexionathome.com

The Briefcase

Check mark indicates you have viewed this resource already



View

Open/view the resource and save the file to your desktop

Briefcase Icon

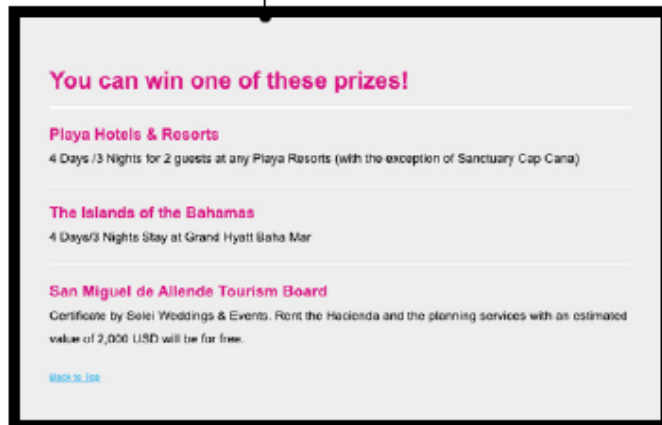
Saves the resource in your **Briefcase** for quick access or download at a later time. A grayed out icon indicates it is already saved to your **Briefcase**. Your **Briefcase** can be accessed in the bottom navigation bar.

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CoNexion Sweepstakes

Click on the Prizes tab to see the full prize list and entry requirements for each prize. Scroll down to see more prizes.



For prizes that require points for entry, click on the Points tab to see how you can earn points and how many points you've already earned. The more points you earn, the more chances you have to win! **You do not need to appear on the Leaderboard to qualify for prize drawings.**



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*Please refer to the official rule and regulations for the CoNexion Sweepstakes

Frequently Asked Questions

HOW DO I GET STARTED?

We recommend first starting with your profile to ensure your photo is uploaded and your information is correct so others can find you easily to network. Then we recommend heading to the lobby and checking out the various rooms you have available, ensuring The Annex, CoNexion Central and Canada Corner are on your list. Watch the pop-up messages to ensure you're on time for workshops, general sessions and all other conference activities.

I CANNOT HEAR ANYTHING.

First, make sure that your computer audio is on, your speakers are connected, or your headphones are plugged in.

- If you're having issues hearing a session, make sure to hit the play button on the left video box. Then try adjusting your audio by clicking the speaker icon.
- If you're having issues hearing videos in the exhibit hall, try adjusting the speaker icon in the video play bar. Keep in mind that not all videos will have audio.
- If you're still having issues hearing, try logging out and logging back in, or simply refreshing your browser.

****After trying these steps and you're still having technical difficulties, please stop by the Help Desk for support or email: conexion@nexion.com**

I CANNOT CLICK ON ANYTHING.

Try refreshing your browser and trying again. If you still cannot click anything after refreshing, please try adjusting the size of your browser.

HOW LONG WILL THE CONEXION AT HOME BE AVAILABLE FOR?

Missed a session? Need more time to visit booths? No problem! Our events are available on demand for 30 days.

HOW DO I DOWNLOAD MY BRIEFCASE?

To download the contents of your briefcase, click the checkbox to the left of each item. A Download Selected button will display at the bottom right of your briefcase. Click that button to download the selected items. Keep in mind that you cannot download videos.

CAN I GET PROOF OF ATTENDANCE?

Unfortunately, we are unable to provide proof of attendance. We suggest taking screenshots of the expo and include your profile name at the top right corner.

HELP! MY POINTS AREN'T SHOWING UP.

Make sure that you have completed the required activities by clicking on the Prize Giveaway button. If you are sure that you have completed the activities and your points are not displaying, you might be experiencing a delay. All points are accounted for in our system, even if they are not showing up on the expo.

FREQUENTLY ASKED QUESTIONS

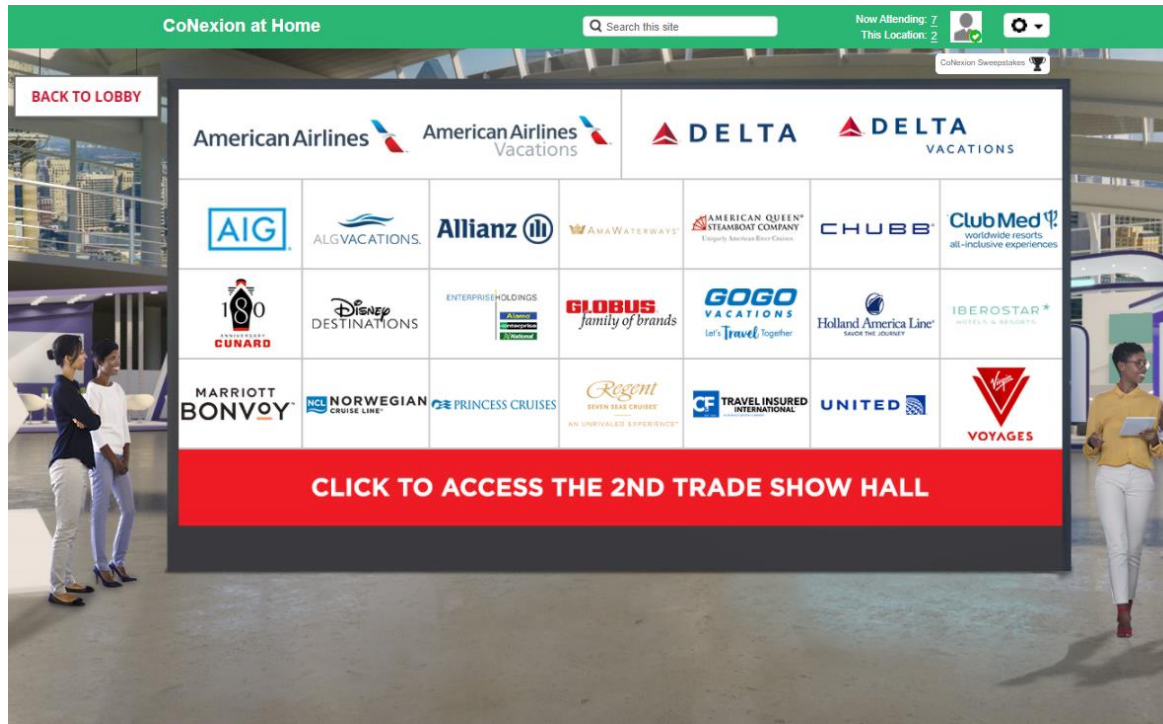
Still having trouble? visit the help desk for more information or email: conexion@nexion.com

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Supplier Partners Exhibitors



The Exhibit Hall (Directory) displays the Booths available by show sponsors and supplier partners.

TO ACCESS A BOOTH: click on the Exhibit Hall icon from the navigation bar, this will display all the available booths, then click directly on the booth you want to enter.

Each booth provides access to resources and representatives specific to a show exhibitor.

1. Click on the content screens within the Booth to access PDFs, videos and links and other assets.
2. Share content via social media
3. Add to your "Briefcase" for later viewing
4. Join/View the Public Chat
5. Chat with the Booth Rep

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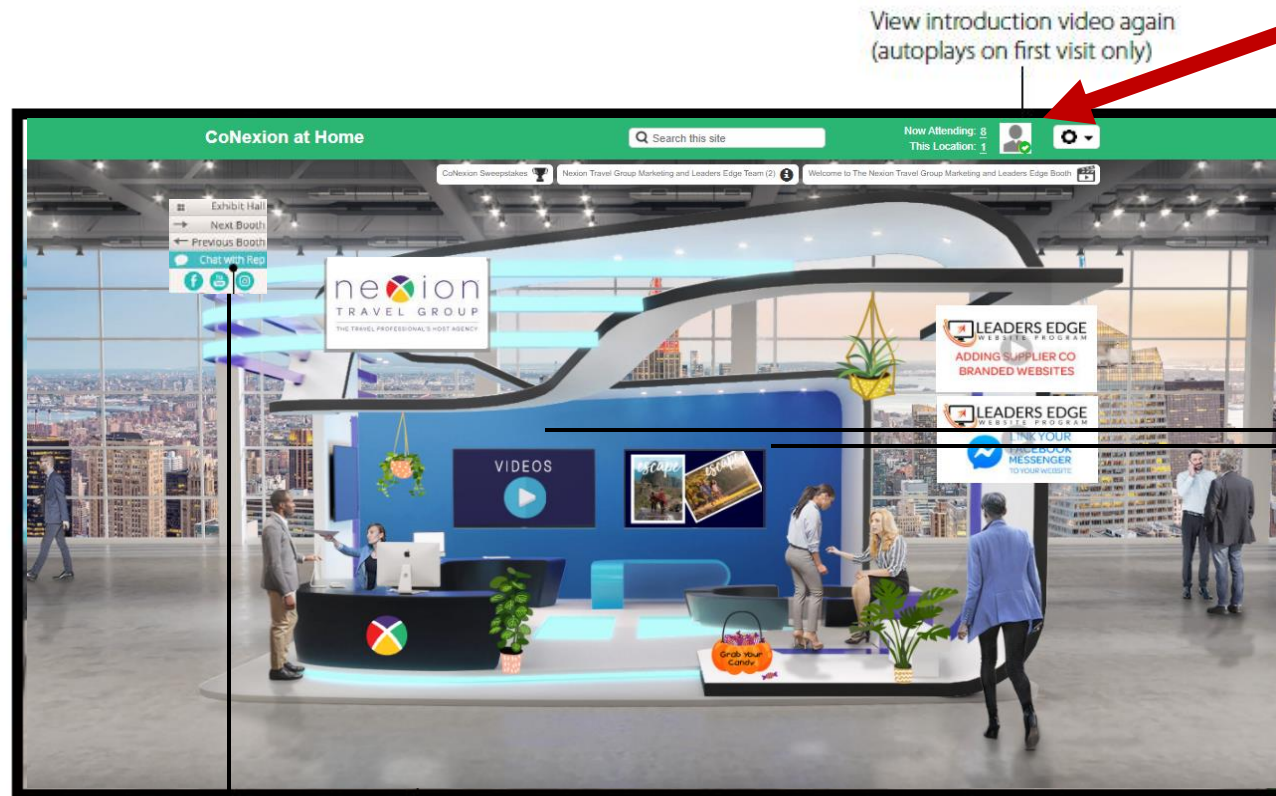
Trade Show Booth

Click the Info/Rep icon to view the Rep information:

1. The chat bubble next to the rep name is green it indicates they are online and gray to indicate they are offline. Click the green chat bubble to initiate a 1 to 1 chat.

2. Click the envelope icon to send an email to the rep.

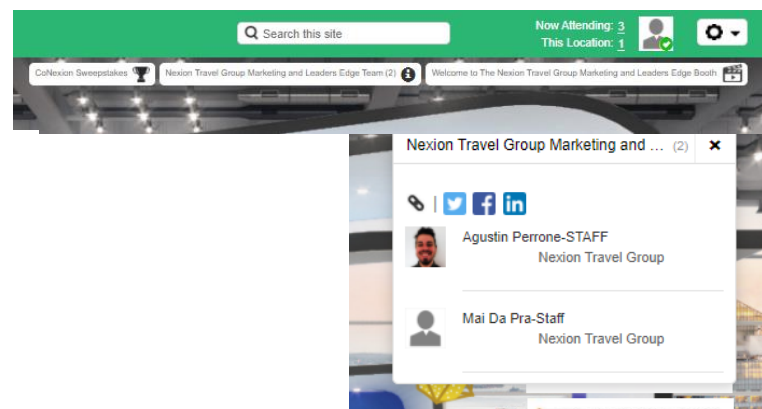
3. Click the social media icons to view their related social media profiles.



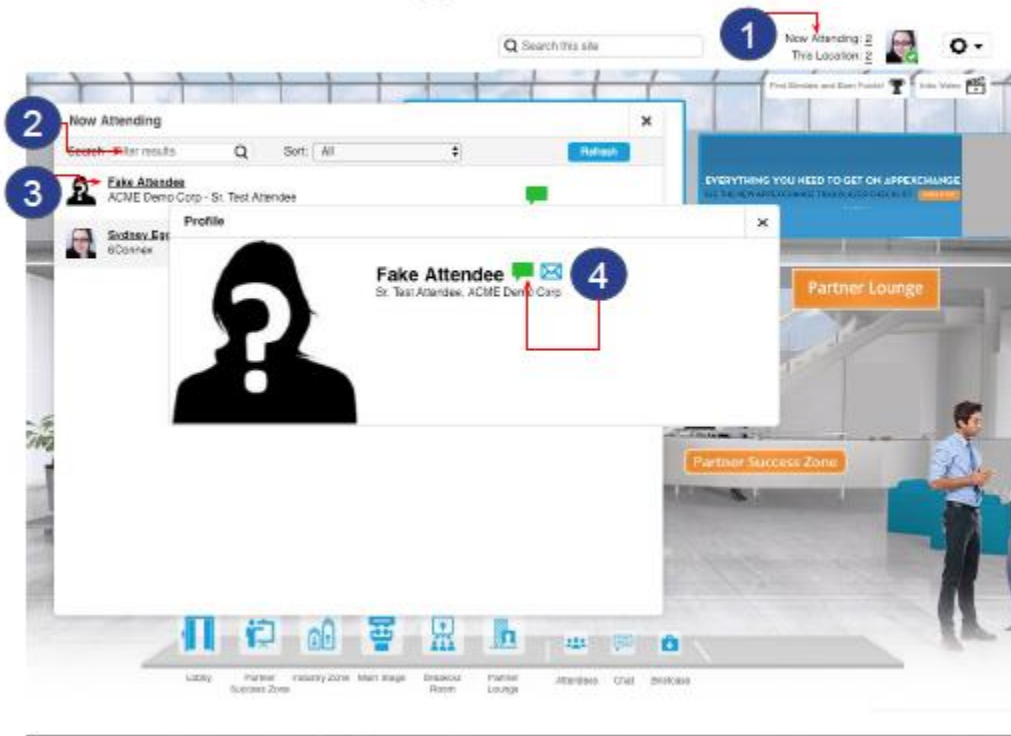
More videos
View or save brochures
and links

Public group chat with
live representatives

You will also be able to do private chats
with supplier partner representatives



Interacting with Others



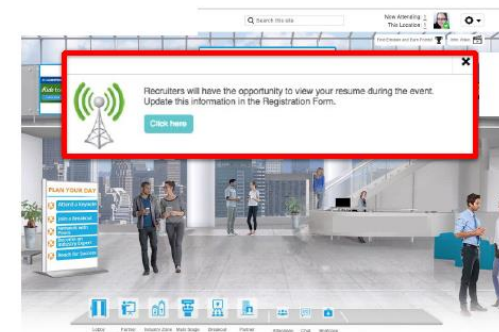
Within the environment there are a number of ways to interact with others:

1. You can view who is attending by clicking on “Now Attending” or “This Location” in the upper right corner of your screen.
2. You can use the “Search” function to search for attendees.
3. Click on the user’s name to display options
4. Click the green chat bubble to initiate a private, one to one chat or the envelope icon to email the user directly

Broadcast Messages will appear as a pop up message within the virtual environment.

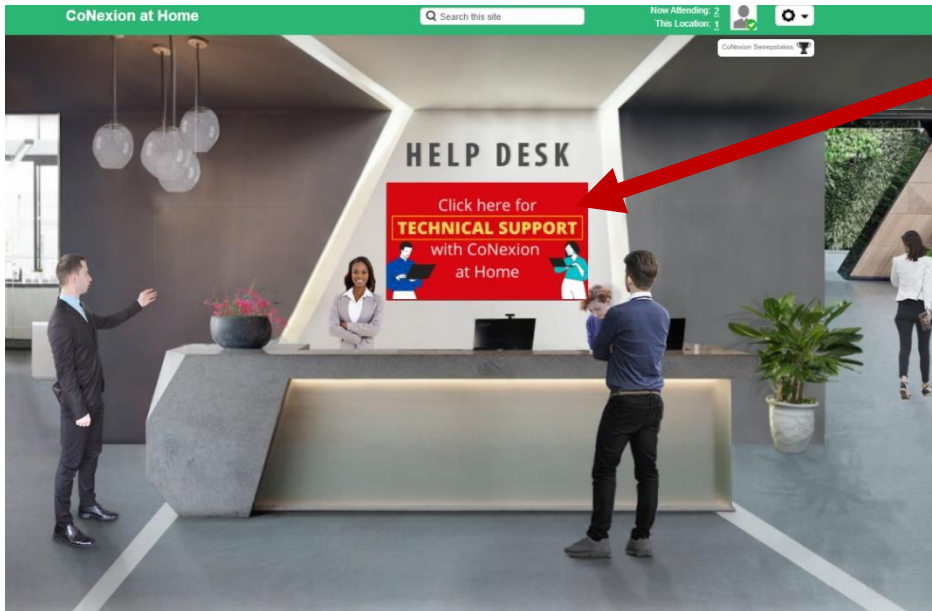
Click directly on the button within the pop up to access content or go directly to the location noted in the message.

Broadcast Messages



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The Help Desk will be for Technical issues only. If you have general conference questions or issues please go to CoNexion Central or Canada Corner

CoNexion Central –This is where attendees can network with other advisors and will be moderated by Nexion staff.

Canada Corner - This is where advisors can network with other Canadian advisors and will be moderated by Nexion Travel Group-Canada staff.

- Place to go and ask questions about schedule of events and conference-related activities and to mingle with each other and Nexion staff
- It is **not** a place to ask specific account questions
- Open every day starting at 9 AM Central
- Conference website has the specific hours



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Zoom Technical Requirements

During the conference, we will also be utilizing **Zoom** for certain portions of the agenda. Please view the [Zoom Requirement page](#) to verify that your computer/tablet software is compatible with Zoom Meetings & Rooms



You will be taking part in the Supplier Roundtable Breakouts, After-Hours VIP Networking Lounge experiences and the CoNexion at Home House Party off the CoNexion at Home platform. Join your Zoom experiences with the Zoom links sent directly to you.

Visit **CoNexion Central** and **Canada Corner** if you cannot find your Zoom links or to register.

- After-Hours VIP Networking Lounge
- Supplier Roundtable Breakouts
- CoNexion House Party



- **Come web-cam ready.** Just as you would dress professionally in business-casual attire for an in-person event, we encourage you to do so for CoNexion at Home. There will be opportunities to interact on camera face-to-face during the conference to network with your peers, supplier partners and staff; plus, getting out of the PJs and brushing your hair will help energize you and get you motivated for the excitement ahead.

Need more information? Go to <https://nexion.com/conexion-2020/>