



## VIRTUAL EVENT TUTORIAL

### Homepage Hotspots

Hover over each “cloud” on the homepage to quickly access key frequently visited features.

#### **ATTENDEES**

The list of all members attending both the virtual and in-person events.

#### **DAILY SCHEDULE**

A listing of all sessions offered, sorted by day.

#### **INTERACTIVE DRAWING BOARD**

Express your thoughts through drawings using this unique feature.

#### **PEOPLE TO MEET**

Connect with like-minded individuals in both the virtual and in-person events.

#### **VIRTUAL EVENT TUTORIAL**

Access to this document should you need to refer to it.

### Dropdown Menus

Five drop-down menus are located at the top of the homepage. Familiarize yourself with the features located within each of these menus. Following are just a few highlights within each menu.

### Schedule/Program

**DAILY SCHEDULE** features a listing of all the sessions that will be offered, sorted by day. Look for the heart icon next to each of the session titles. Click the heart icon next to the sessions that interest you. Doing this will add those sessions to your **MY SCHEDULE** page.

For more details about a particular session, click on the session you are interested in attending and you will be taken to the Session Details page. It is on this page that you will view the session on the day and time it is scheduled. On that day, be sure you check into the session so you can participate in the live chat. You'll also be able to take notes and download any available handouts. For your convenience, download a calendar invite to your Outlook, Google, Yahoo or Apple calendar by clicking on a session title and the calendar icon.

### Networking

Here you'll find the list of **ATTENDEES**. To arrange a video call, simply click on an attendee's name. Each attendee will be eligible for two, 15-minute video calls per day October 21-23 in Regions 1 and 2 and October 22-24 in Region 3. Remember, you can chat with attendees in both the virtual and in-person events.

On the **PEOPLE TO MEET** page, attendees who answered questions during registration or onboarding will be connected to like-minded individuals. Use the video or text chats to connect.

**INTERACTIVE DRAWING BOARD** is a place to express your thoughts through drawings and have some fun while doing it! Access this unique feature (called PICCLES) via the **Homepage Hotspot** or under the **Networking** menu. Once you click on it, scan the QR code and answer the prompt with a drawing.

**TINT UP** is an all-in-one social media wall also reachable from the **Networking** menu via the Social Wall. Use the hashtag #2021MDRTTOT on social media outlets to post content and pictures about your Top of the Table Virtual Event experience. Those attending the in-person meeting will also be posting!

### **MDRT Booths**

Visit the MDRT Academy, MDRT App, MDRT Foundation, MDRT Mentoring, and MDRT Store.

### **General Information**

Includes a variety of information. On the **LEADERSHIP AND RECOGNITION** page you can view the Top of the Table Past Chair's video and a roster of those members serving in Top of the Table leadership roles.

### **On-Demand Library**

From October 23 to November 23, you can find the On-Demand Library in this menu to watch any session later. This menu will appear on October 23.

### Icon Shortcuts

Use the icons in the upper right corner of the home page to get where you need to go.



Access to help any time you are in the platform.



Search for an attendee, speaker or session.



Access **MY PROFILE** to change your Region, language or time zone and upload your profile photo.



Access messages from other attendees if you've opted in.



View notifications from MDRT.