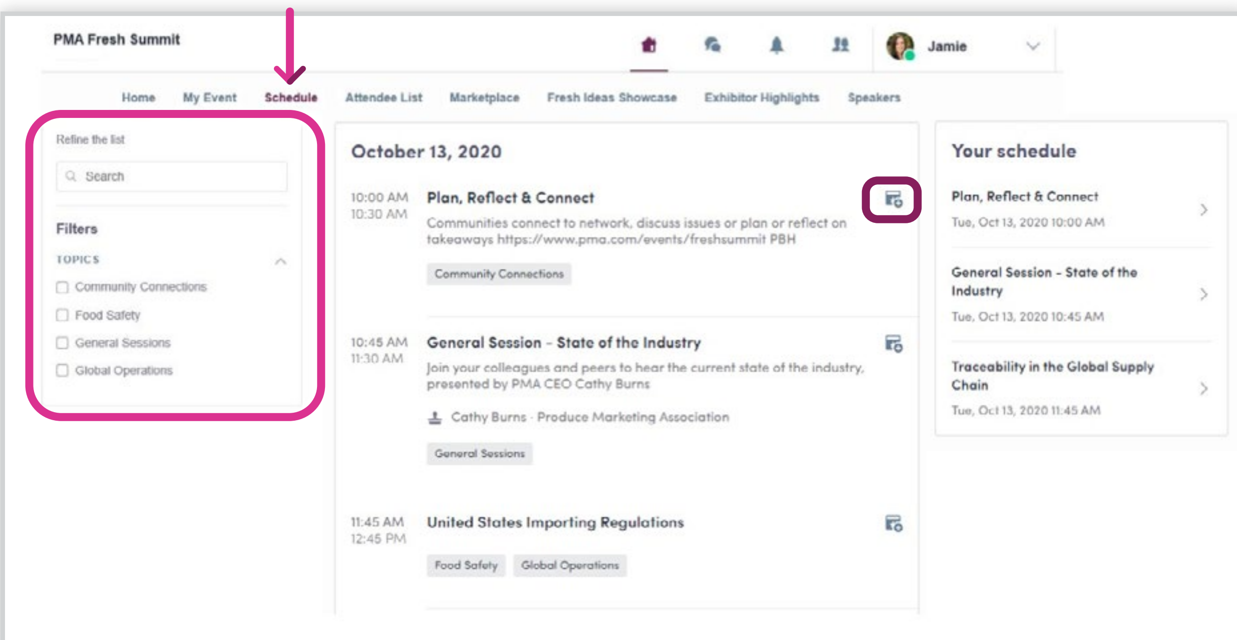
STEP 3: VIEW SESSIONS

1. From the **Home Page** buttons or top menu, click on **“Schedule”**.
2. This will take you to a list of sessions.
3. Once you are in the Session List View, you can scroll to **browse sessions** or use the **Search/Filter** fields on the left.
4. **Add a session to your schedule** by clicking the calendar icon next to the name. You can view all items in your schedule on the right side of your screen.
5. **Click on any session** to view more details.

PRO TIP:
Want to connect with your community? Join the Plan, Reflect, Connect sessions each day and join in on the fun and meet new people at the Networking Receptions.

SCHEDULE TIP:
Sessions will automatically show up in your local time. Some sessions may appear in schedule twice to give you greater flexibility to attend.

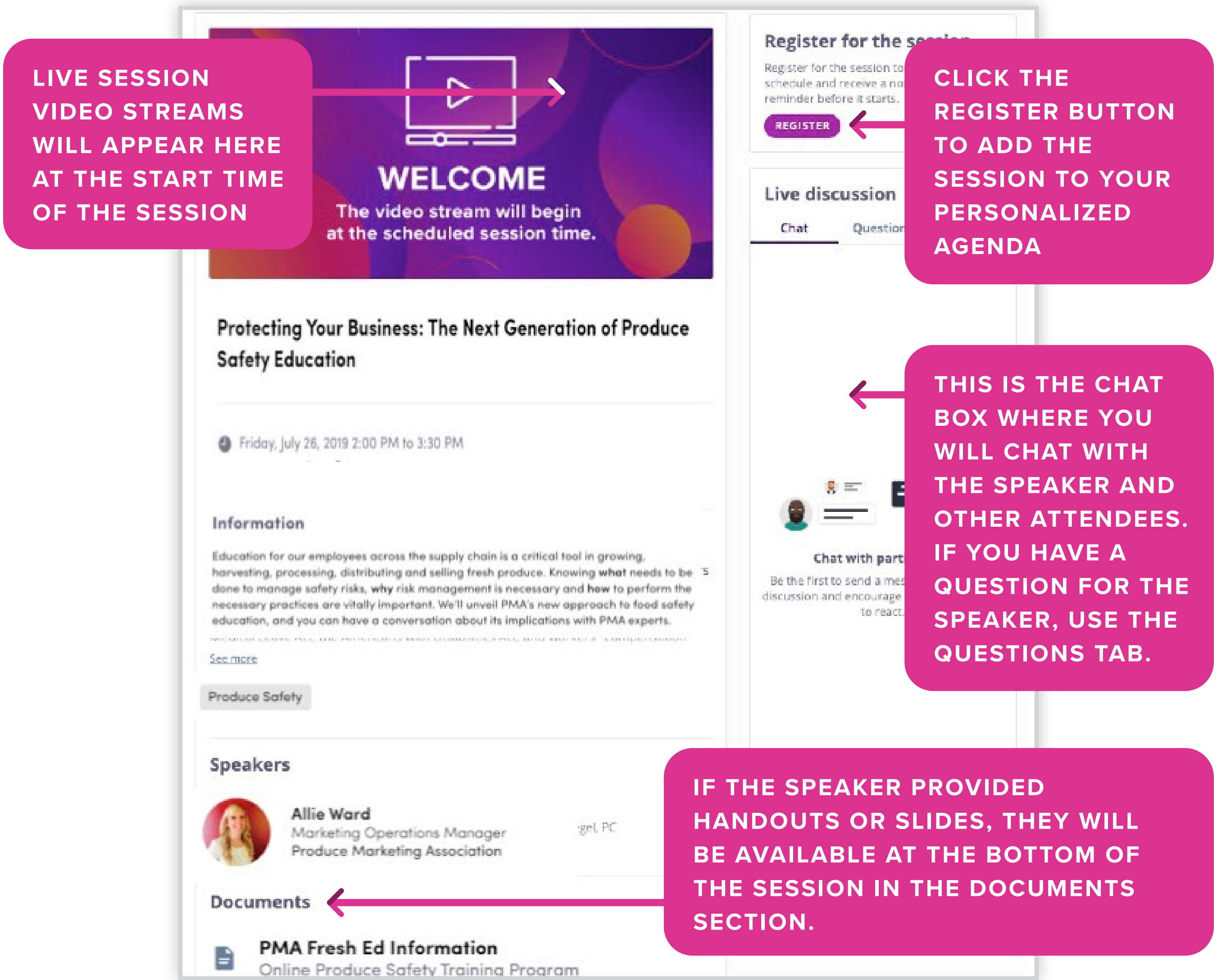


LIVE SESSION DETAILS

TO VIEW A LIVE SESSION:

1. Click on the session from the schedule
2. The video will play at the top of the screen.
3. You can interact via chat, polls and ask questions in the field on the right.

Here is a quick overview of the content/layout when viewing a session:



STAY ORGANIZED

EXPORT YOUR CONFIRMED MEETINGS AND SESSIONS

Easily add them to your calendar on your computer.

1. Go to **"My Event"** and then click on **"My Schedule"** or **"My Meetings"** section.
2. Click on **"Export to My Calendar"** on the left side of your screen to download your confirmed meetings or sessions.
3. Once you export, you can then open the downloaded iCal file to save to your calendar.

EXPORT YOUR CONTACTS:

1. In the top right corner of the platform, click on the icon directly to the left of your name to see a full list of your contacts.
2. Use the **"Export My Contacts"** button on the left to download an Excel file with all of this information