



## LEAD 2024 Online Attendee Guide

- Please use this link <https://events.ringcentral.com/events/lead-2024> to access the event.
- From the event homepage you will need to click register and answer the questions (this will take less than a minute). Once completed this will bring you into the virtual event. On the left you will see a navigation bar and to access the content on the morning please click stage.
- **Please make sure you are logged into your Hopin account, if you haven't used Hopin before you will be asked to create an account.** To save time, and avoid any delays on the morning, we recommend you do this before the event begins.
- For the best user experience, we recommend you access the event in a Google Chrome browser on a laptop or computer. If you require any assistance, please email [events@adassoc.org.uk](mailto:events@adassoc.org.uk) and one of the team will help you.
- Before the event starts at 09:00 (UK time) on 8 February, you can create your user profile, view the schedule, and bookmark sessions of interest.
- During the event we will have one stage with the option to turn on automated captions by clicking the CC button on the live stream.
- There will be an opportunity for Q&A in some of these, which will be announced by our host. For these, we invite attendees to post questions via the Slido box.
- Please note that some session timings may change slightly between now and the event starting - please check the schedule in the Reception of the event platform for the latest up to date timings.
- All sessions will be available to watch again via our YouTube channel after the event. You will receive details of this via email after the event.
- The platform has a public chat feature both for the overall event and for the stages. This will open shortly before the event.
- You can view the attendees who have logged into the platform via the 'People' tab, and chat with them. There is also a 'Networking' function that allows you to chat with a randomly selected attendee.