



WOMEN PRESIDENTS' Educational Organization.

Dear WPEO Breakthrough Breakfast participant:

We are so excited to host you at our first virtual breakthrough breakfast event on November 10th! Be sure to join the conversation on social media by including **#wpeofirstlook2021** on all your posts.

Before we go, let's check your accessibility.

Check Your Access.

Due to the need for tough security protocols, you may have noticed challenges in attending events online. Many of our corporates and WBEs work for regulated industries. This means your access to event sites and platforms can be restricted by your company's security and compliance protocols. Many of our members have experienced this while attending national events. Your restriction may cover accessing the entire platform, or the inability to use your camera and microphone once on the site.

Luckily, we have options.

Option 1. You may use a personal device and personal email. This will mean changing your login email access. In order to change your email access so that we may update your account, please send a change request -- including the personal email you wish to use -- to: tech-help@jdc-events.com. A new log in email will be sent to you at your personal email address. Be sure to use a personal device, too.

Option 2. Notify your IT department you will be attending or hosting in a virtual event. Be sure to inform them that you will need to use your microphone and camera in video chat rooms and request they are enabled. Request they "whitelist" the platform and its tools and provide your IT department with the following addresses for whitelisting: www.markeys.com; www.bizzabo.com; mvp@markeys.com

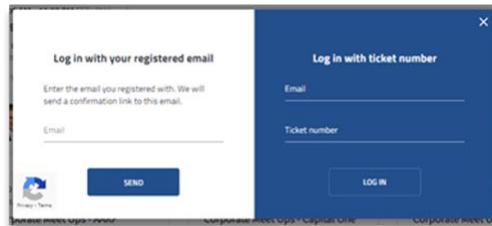
You will receive your registration link for access to the event. This will come from the platform so please add it to your safe senders list, mvp@markeys.com. If you need further assistance with access, please email tech-help@jdc-events.com.

Logging in.

Once you enter the event site you will be on the **HOME** page. You can bookmark this page for easy re-access or scroll down to the bottom of the page to download a calendar invitation for your calendar.



Click Log in & Agenda to access the agenda page. You will be prompted to log in. Please use the email you registered with or changed, based on whether you elected to use your personal email. After you log into the site, it is a good idea to bookmark the page in your browser so you can get back to it easily without having to search through your email.

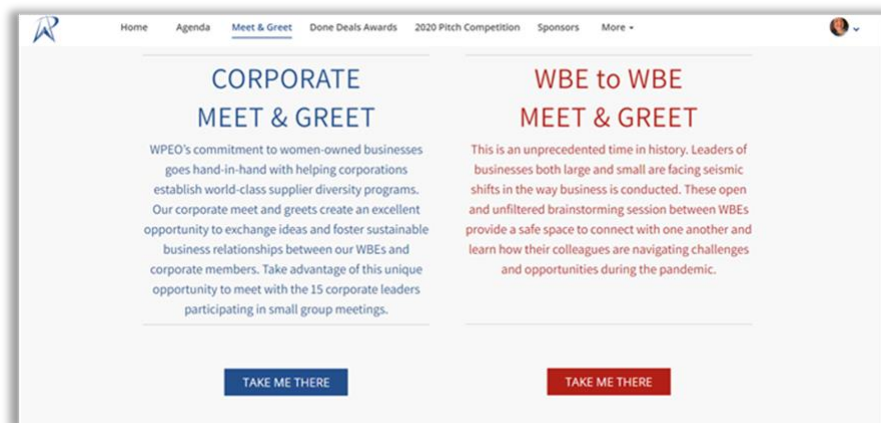


Complete Your Profile.

Completing your profile will make it easier for others to locate you at the event to optimize your networking experience. Once you log into the event site, select your profile with the icon in the upper right corner. This will take you to the profile edit page where you can add a head shot and details about yourself.

Select Your Meet & Greet Sessions.

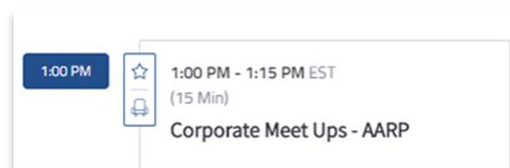
Click on the Meet & Greet tab on the top navigation bar. You will see a page that gives you the opportunity to select both Corporate and WBE to WBE Meet & Greet sessions.



Tips on Registering for Sessions

To participate in the WPEO Corporate Meet & Greet as well as WBE to WBE Meet & Greet you must register for the sessions in which you want to participate. Each Meet & Greet has 10 open slots available, so act fast to Save Your Seat! This can be done from the Agenda page, accessible off the navigation bar or from the Meet & Greet page.

Registering for the session you want is easy. Navigate to the Agenda page and star your sessions of interest. To register for each session, please click the image of the seat under the star on the left side of the agenda.



Once you have clicked the image of the seat you will be asked if you would like to "Save a Seat for this session?" Click "Save" and you will have completed your registration and your seat will be saved.



You will receive an email from Markey's Virtual Platform (mvp@markeys.com) that confirms the sessions in which you registered.

Lights, camera, action!

To optimize your experience a desktop or laptop computer with a stable internet connection, video, and audio capability is recommended. Joining via mobile or tablet is **not** recommended.

Tech tip: For an optimal digital experience, please use Google Chrome.

Ensure that your computer's camera, microphone, and sound are enabled for your browser. Be sure to allow permissions to the platform, if asked. If you deny these permissions, you will be unable to see, hear, or speak to others in the room.

Get ready for your closeup.

Meet & Greet will take place in video chat rooms called Kaltura rooms, so dress to impress! Check the sound and lighting in your room to make sure you can be seen and heard clearly. A lamp to the side of your screen is an easy way to brighten the scene. Don't forget to look behind you – what the camera sees, we all see.

Need Help? Assistance is just a click away during the WPEO Virtual Breakthrough Breakfast. Select the **Need Help?** from any page within the event site.