



ConferenceDirect®



Prepared Specially For:  **ASEE** AMERICAN SOCIETY FOR
ENGINEERING EDUCATION

YOUR ONE SOURCE

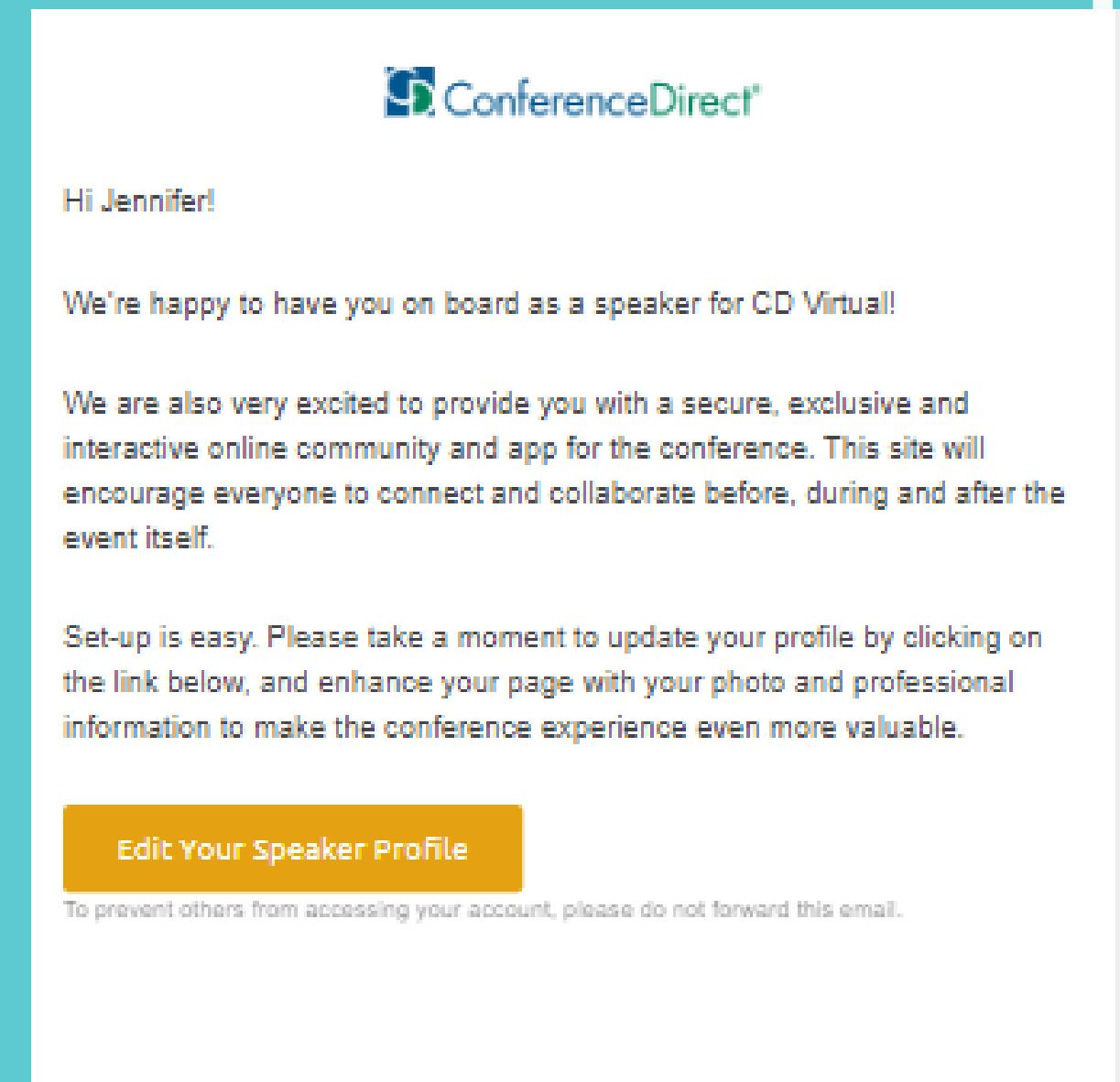
for **Global Meetings & Events**

How do you manage your profile and upload files to your session?

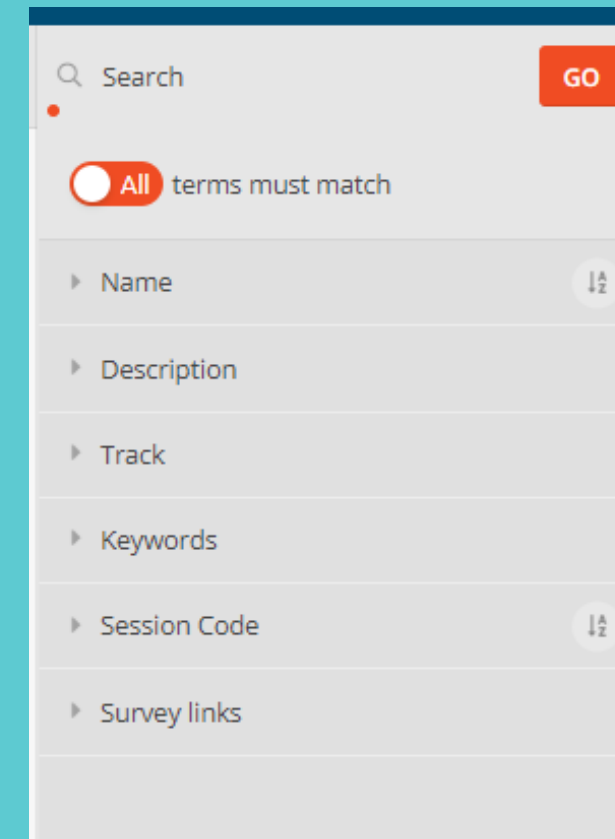
You will be given access to manage your session. Within your profile you will be able to upload your files to your session and edit your profile with your headshot and bio.

You will receive an email from the virtual website with a link to manage your session.

Click the “Edit Your Speaker Profile” button in the invitation email to be auto-logged in to the website.



Once you're logged in to the website and updated your profile, go to the 'Agenda' tab to find your session. You can use the search bar in the top right of the agenda to find your session. You will be able to search by the session code or name (i.e. session title).



Creating a new income stream - hybrid and virtual events.

🕒 2:30 PM - 3:30 PM on December 18

COMMUNITY

NOTES

MANAGE

Speakers



Jean Abbott, Phd
Forrester Research



Jennifer Bower
ConferenceDirect

Discussion

NEW CONVERSATION



No Discussions Yet

Why not start a conversation?

Description

Hybrid events are on the increase and this trend is set to continue for years to come. The idea of bringing an international conference into the living room of a delegate has appeal for delegates who reference savings in time and cost as being key considerations when attending events. Many speakers are very capable at delivering on site speaking to live audiences. But speaking to an online audience at the same time provides greater complexity and challenge to the speaker.

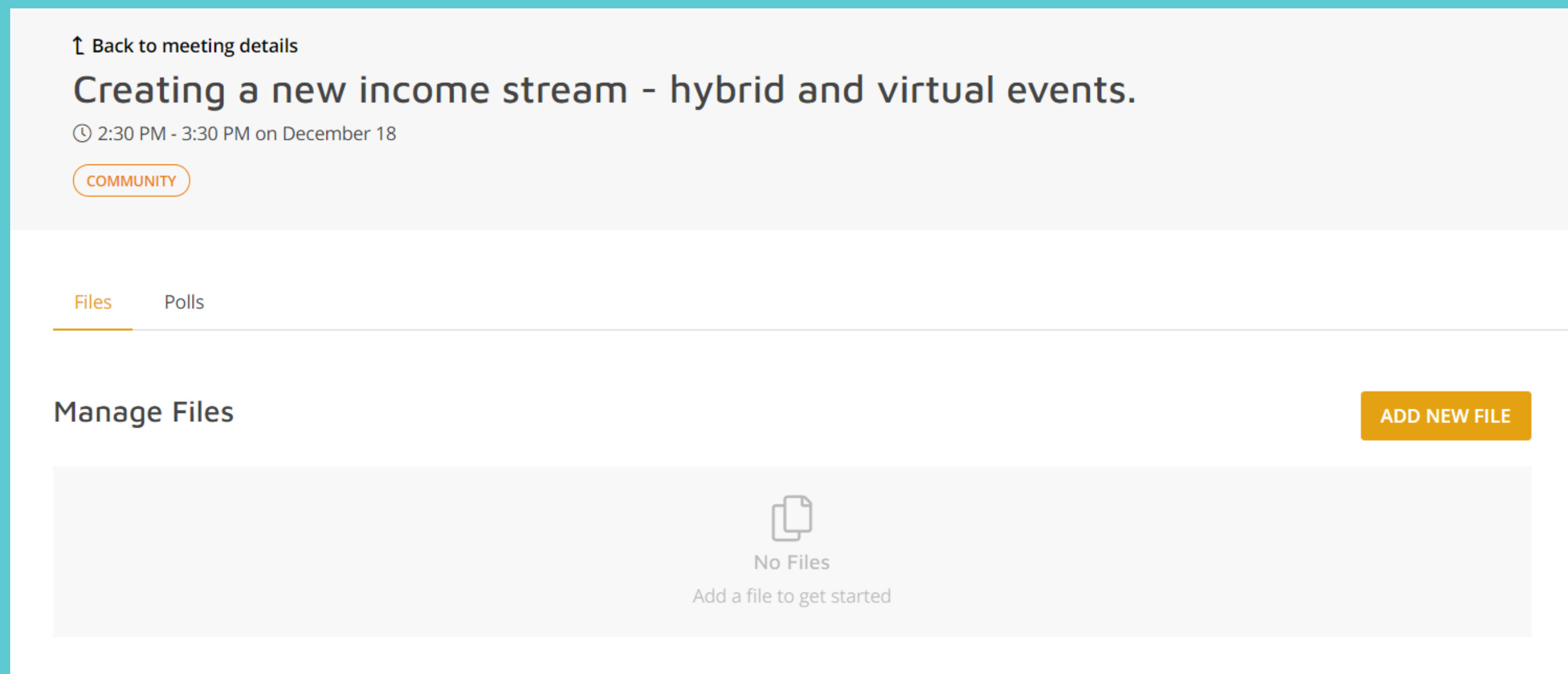
Registered Attendees



Click in to your session and select the 'Manage' button at the top right of the session window.

You will be able to upload your files on the management side of the session by clicking 'Add New File'

Upload any file up to 1GB size.



↑ Back to meeting details

Creating a new income stream - hybrid and virtual events.

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COMMUNITY

Files Polls

Manage Files

ADD NEW FILE

No Files

Add a file to get started

The screenshot displays a meeting management interface. At the top, there is a link to 'Back to meeting details', the meeting title 'Creating a new income stream - hybrid and virtual events.', and the time '2:30 PM - 3:30 PM on December 18'. Below this is a 'COMMUNITY' label. A navigation bar shows 'Files' and 'Polls', with 'Files' being the active tab. The main content area is titled 'Manage Files' and features a prominent orange 'ADD NEW FILE' button. A large light gray box in the center contains a document icon, the text 'No Files', and the instruction 'Add a file to get started'.

