Welcome to the 2020 ASEE VIRTUAL CONFERENCE!

We've put this guide together to help you make the most of your Annual Conference experience.
When you first attempt to access the ASEE Virtual Conference platform you will need to create a password and complete your profile.
How to manage and edit your personal profile

Once logged in to the virtual conference, proceed to “Account” on the top navigation bar, select “Edit My Profile”.

Within your profile you will be able to upload your headshot, create a bio, and update contact information.
If you forget your password, click on the “Forgot Your Password?” link on the Login page.

The next screen you see will require you to enter your email address. After you do this, click on “Recover Password”. You will automatically be sent an email to reset your password.
ASEE Virtual Conference Home Page

This navigation bar is your Table of Contents for the Conference. Highlight and click to navigate to the various pages of the conference.
Conference Schedule

You can change the way you view the agenda, export and print the schedule with the tabs in the upper left corner.

Choose which day of the schedule you would like to view on this bar. The orange highlighted date tells you the current view.
Create Your Personal Agenda

Select the sessions you’d like to attend by building your Personal Agenda.

To develop a personal agenda click on the “+” in the upper right-hand corner of a session listing.

This will turn into a checkmark to indicate the session has been added to your personal agenda.

Simply click again to remove from your agenda.
Attend a Session

To join a session, simply click on the session on the agenda. Once you click on the session you want to attend, you will then be able to join the live meeting by clicking the button. You will be able to enter the session 1 minute prior to the session start time.

Q&A: Engage with the speakers of the session by submitting your questions in the session chat. The Q&A for a session will be facilitated by the session speakers/moderators per each session’s designated format type.

Notes: Take notes during the session.

Polls: Some sessions may ask you to take a few polls to gather audience feedback.

People: See who else is attending this session.

Files: If applicable, the presentation files, will be found here for you to view at leisure.
You can also simply request more information by using the “Request Info” tab.

Once you select the organization you will see more information about the company. You can “enter” the booth by clicking the “Enter Virtual Tradeshow Booth” to chat with the company representatives during the Virtual Focus Session Times for the Exhibitors Showcases and/or ASEE Division Mixer.

You can also simply add the Virtual Booth to your Want to Meet list.
People

See who else is attending the conference and reach out to them directly!

Send them a message, add to your want to meet list or schedule a one-on-one meeting.
Send a Message or Schedule a Meeting

Click on the attendee's name in the People list to see their profile. If they are a speaker you will see the sessions they are presenting. You can also send them an email message, tell them you want to schedule a meeting or just let them know you want to meet with them.

Add them to the list of people you'd like to meet during the conference.

Send them a request to meet one on one.

Send them a message in the conference platform with a question, comment, or just to say hi!
Need Help? Contact the Support Desk!

Click the Help/User Guide for FAQs/Additional Key Conference information and live support during the conference!

Click here to join a live Zoom support room during the live support hours of operations.
Attendee Message Board

Chat with your fellow attendees and find your personal messages by clicking the Conversations tab.

Click to New Conversations button to make a post for all of the conference attendees.
Don’t Forget to Go Check out our Additional Resource Pages at your Leisure!

- ASEE HQ
- ASEE Award Winners
- Kids Korner
- Wellness
- Social Media & Trivia Contests