

inclusiv Virtual Conference

INCLUSIV
VIRTUAL 2020
CONFERENCE

Attendee User Guide

inclusiv Virtual Conference

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inclusiv Virtual Conference Registration

To register, please visit
<https://www.inclusiv.org/>
and select the **Register Today**
button.



* Required Field

* First Name:

* Last Name:

* Email Address:

Job Title

* Organization


* Charter Number (if none, please enter '0'):

* Passwords must contain both upper and lower case letters.
* Passwords must contain alpha and numeric characters.
* Passwords must be 8 - 20 characters.
* Passwords cannot have leading or trailing spaces.
* Passwords cannot be the same as the Username, User ID, or email address.

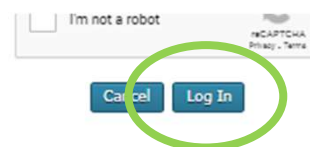
* New password

* Confirm password

Already a user? [Login here](#)
Return to Browsing? [Click here](#)

I'm not a robot 

This will direct you to the registration form. Once you complete the form, select **Log In**.



inclusiv Virtual Conference Conference Home Page

General Sessions

Select here to access the plenary sessions.

Breakout Sessions

Select here to access concurrent breakout sessions.



Welcome

Select here to get more information about accessing the conference.

About Us

Select here to get more information about who Inclusiv is and what we do.

Sponsors / Exhibitors

Select here to explore exhibitor booths and connect.

inclusiv Virtual Conference Quick Access Toolbar



INCLUSIV
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Home

Schedule

Sponsors/Exhibitors

FAQ

When you are in the conference center, in the top left-hand corner of the page you will find a quick-access menu.

Home

Schedule

Conference Home

About Inclusiv

My Profile

Hover over **Home** and select **Conference Home** to access the homepage

Schedule

Sponsors/

Conference Schedule

My Registered Sessions

Hover over **Schedule** and select the options to view the sessions that you have registered for or a full schedule for the event.

Sponsors/Exhibitors

Sponsors/Exhibitors

Hover over **Sponsors/Exhibitors** to access the exhibitor hall where you can explore exhibitor booths and connect.

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Accessing General Sessions through the Homepage

Please register for all plenary sessions that you want to attend. This will allow you to launch directly into the session on October 28th.

Select the **General Sessions** on the conference center.

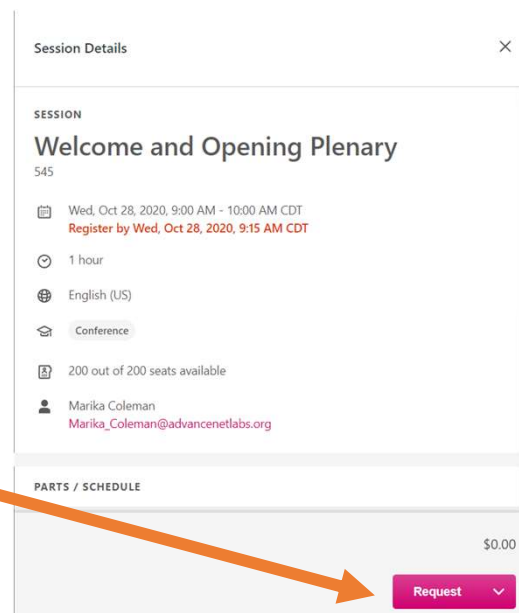


Please find the agenda below. You can launch a web meeting by selecting the title.

Morning Plenary 10:00 AM - 11:00 AM ET
Morning Breakouts 11:15 AM - 12:15 PM ET
Afternoon Plenaries 12:45 PM - 2:15 PM ET
Afternoon Breakouts 2:30 PM - 3:30 PM ET
Evening Plenaries 3:45 PM - 5:30 PM ET

Here you can see a list of the **Session Timeframes**. To learn more about a session, click on any of the timeframes listed.

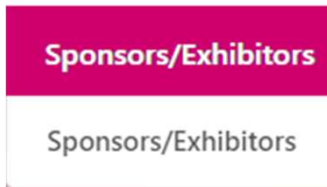
You will be able to review session details including a description of the session and speaker information. **To reserve your spot, select Request.**



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Accessing Sponsor/Exhibitor Booths

There are two ways to access Sponsor/Exhibitor booths:



Hover over the **Sponsors/Exhibitors** link at the top of the page and then select **Sponsors/Exhibitors**.



Select the **Sponsors/Exhibitors** icon on the Welcome Page.

Once you access the Sponsor/Exhibitor hall, you can explore the booths, click to connect with content posted by the Sponsor/Exhibitor, and find more information.



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Utilizing the Conference Schedule

When you hover over **Schedule** in the toolbar, you can select **My Registered Sessions** to view and launch sessions that you have already requested.



The screenshot shows a user interface for viewing registered sessions. At the top, there are filters for 'Active', 'By Date Added', and 'All Types', along with a search bar labeled 'Search for training'. Below the filters, it says 'Search Results (11)'. Three session cards are displayed, each with a 'Launch' button:

- Inclusiv Plenaries (Starts 10/28/2020 3:45 PM)**
Due: No Due Date Status: Registered
- Inclusiv Plenaries (Starts 10/28/2020 2:45 PM)**
Due: No Due Date Status: Registered
- Inclusiv Afternoon Sessions (Starts 10/28/2020 1:30 PM)**
Due: No Due Date Status: Registered

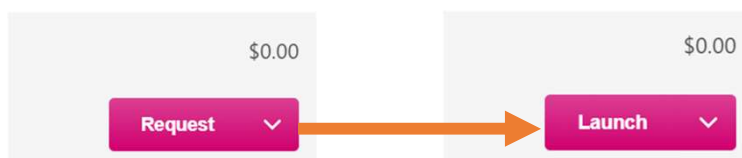
You can also select **Schedule** to view the entire conference schedule. Select a timeframe to see all events happening with the conference at that time.



The screenshot shows a conference schedule with the following sections:

- Morning Breakouts**
11:15 AM - 12:15 PM ET
- Afternoon Plenaries**
12:45 PM - 2:15 PM ET
- CDFIs Gain Visibility as Financial First Responders**
12:45 PM - 1:15 PM ET
Introductions: Michelle Thornhill, Director of Community Relations, Citi Foundation; Moderator: Cathie Mahon, CEO, Inclusiv; Presenter: Jodie Harris, Director, CDFI Fund. CDFIs in general and credit unions in particular played an essential role in the SBA's Paycheck Protection Program in getting billions of dollars of these forgivable loans to truly small businesses in underserved communities and communities of color across the country. As a result, the CDFI sector has gained visibility and recognition by the public and Congress. Where do we go from here? How can we expand capacity?
- Coronavirus: Understanding and Responding to Interwoven Crises**
1:30 - 2:15 PM ET
Presenters: Gigi Hyland, Executive Director, NCU; Fiona Grieg, Director of Consumer Research, JP Morgan Chase Institute; Leigh Phillips, CEO, SaverLife. COVID-19 began as a public health crisis, quickly followed by an economic crisis with a drastic impact on

For plenary sessions and breakouts, select the title of the event. Select **Request** to secure your spot. Once you request the event, the button will change to **Launch**. You will not be able to launch the webinar or until it is started by the host/moderator.



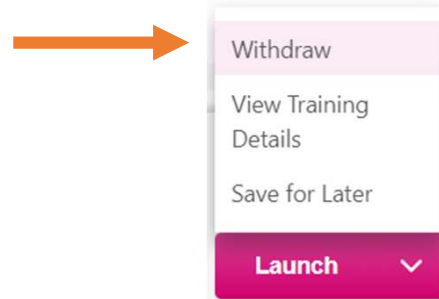
The diagram illustrates the button state change. On the left, a button labeled 'Request' with a dropdown arrow is shown above a '\$0.00' price tag. An orange arrow points to the right, where the button is now labeled 'Launch' with a dropdown arrow, also above a '\$0.00' price tag.

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Withdrawing from a Session

Each session has limited seating, so if you determine that you are unable to attend a session, please withdraw from the session to open your seat.

To withdraw, select the arrow next to the **Launch** button and select **Withdraw**. You will be asked to provide a reason for withdrawal from the dropdown. You are welcome to leave a comment, however this is not necessary. Then, select **Submit**.



Withdraw Registration

If you withdraw your registration for this session, you will immediately be withdrawn from the roster.

An orange arrow points to the 'Please select a reason' dropdown menu. Another orange arrow points to the 'Submit' button. The form has a pink header 'Session Details' and contains the following information:

Event Name: Inclusiv Plenaries
Date / Time: (1) 10/28/2020 12:45 PM - 10/28/2020 1:15 PM
Location:

SESSION WITHDRAWAL OPTIONS

Please select a reason [dropdown arrow]

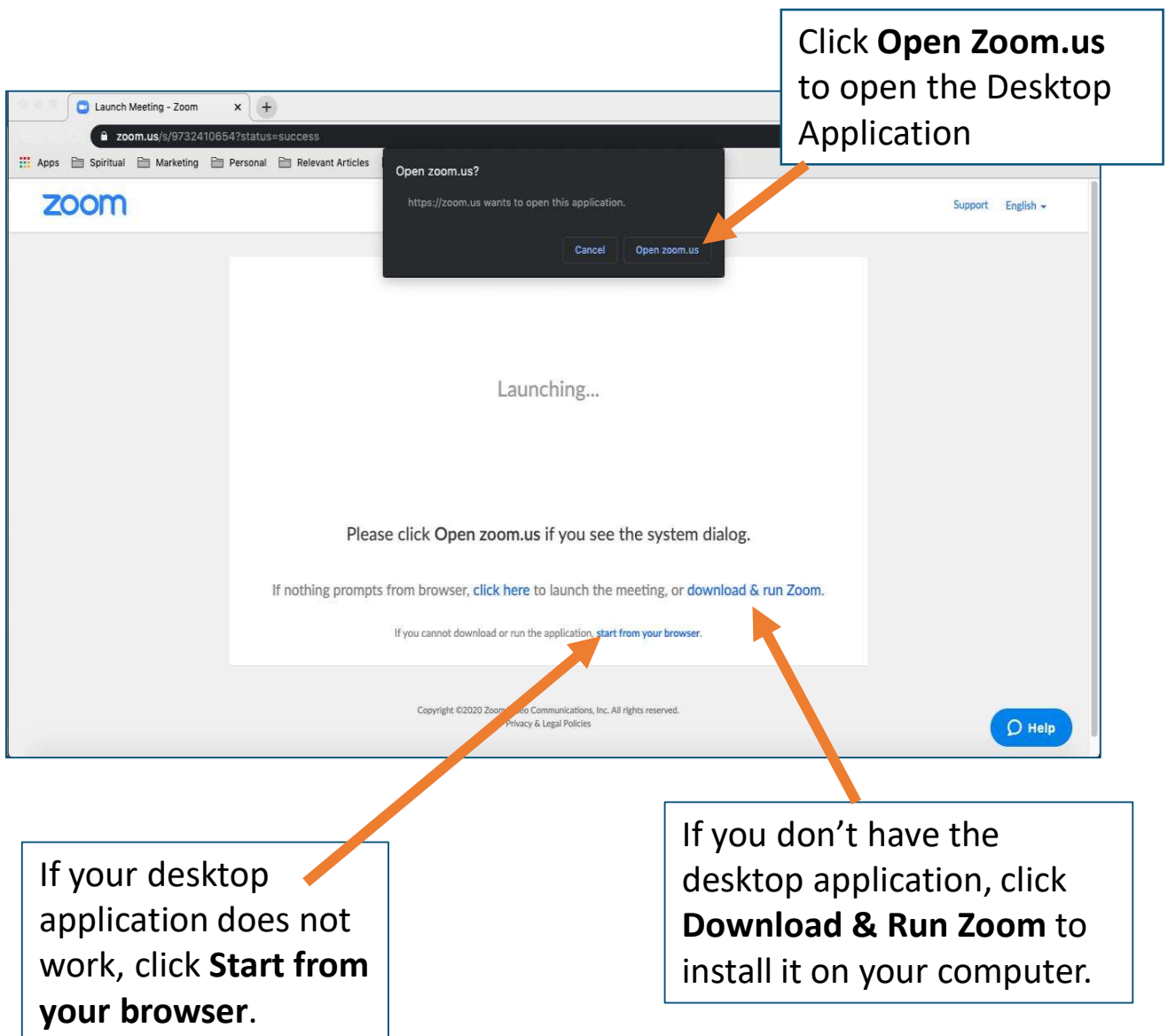
Comments [text area]

Submit Cancel

inclusiv Virtual Conference Using Zoom

When you launch a session from the conference center, Zoom will launch.

You will want to launch the webinar from the **Zoom Desktop Application** so that you can have full functionality. (You will need to disable your pop-up blocker for this to work properly.)



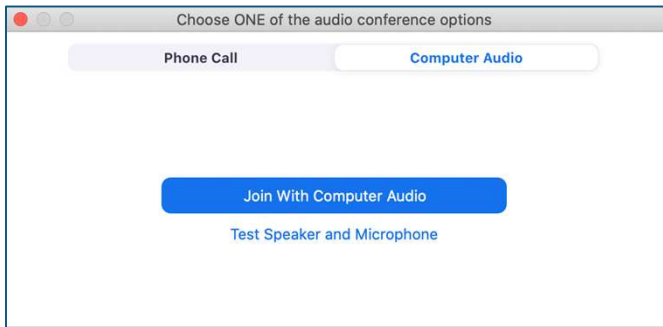
The screenshot shows a browser window at the URL `zoom.us/j/9732410654?status=success`. A system dialog box titled "Open zoom.us?" is displayed, asking "https://zoom.us wants to open this application." with "Cancel" and "Open zoom.us" buttons. An orange arrow points from a callout box to the "Open zoom.us" button. The main page content says "Launching..." and "Please click **Open zoom.us** if you see the system dialog." Below this, it says "If nothing prompts from browser, [click here](#) to launch the meeting, or [download & run Zoom](#)." Another orange arrow points from a callout box to the "download & run Zoom" link. At the bottom, it says "If you cannot download or run the application, [start from your browser](#)." A third orange arrow points from a callout box to the "start from your browser" link. A "Help" button is visible in the bottom right corner.

Click **Open Zoom.us** to open the Desktop Application

If your desktop application does not work, click **Start from your browser**.

If you don't have the desktop application, click **Download & Run Zoom** to install it on your computer.

inclusiv Virtual Conference Using Zoom (continued)

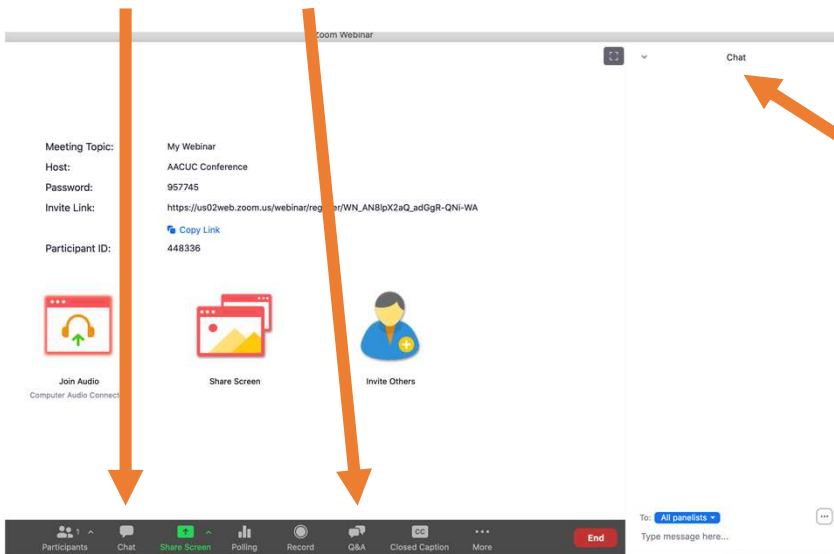


You can join the audio through your computer or by phone call. If you select phone, you will be able to view the presentation on your computer and hear audio via the phone. A number will be provided by Zoom when you choose this option.

If you want to change your audio settings during the webinar, you can select the arrow next to the microphone/**Mute** icon.



At the bottom of the webinar screen, you will see options to submit questions for **Chat** and **Q&A** to interact with the speakers and other attendees throughout the Session.



The **Chat** panel will appear on the right-side of the webinar screen.

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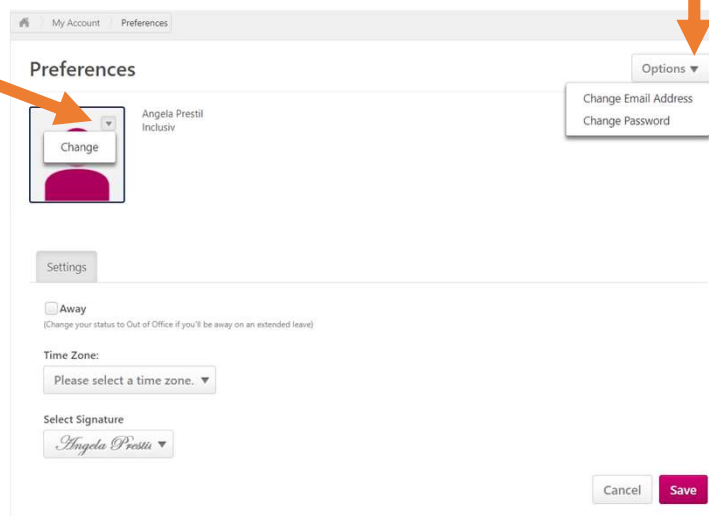
Updating Your Information



Select the **Gear** icon in the top right-hand corner of the page and select **My Account**.

To update the image associated with your account, select the down button on the image icon and then select **Change**. You can then upload your image.

To change your email address and password, select the arrow next to **Options**, then scroll down to the item you would like to change.

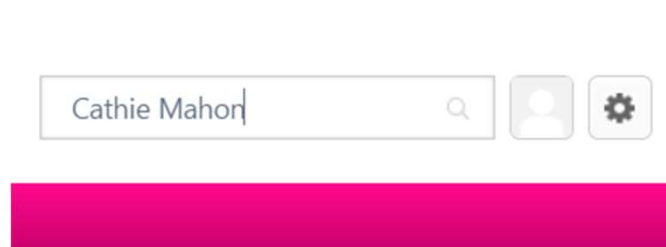


When you have completed your updates, select the **Save** button in the bottom right-hand corner to save your edits.

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Searching for Attendees

If you would like to search for another attendee in the system, you can type their name in the search bar on the top right-hand corner of your conference center.



While you will not be able to touch base with the other attendee in the system, you will be able to access their phone number and email address to contact them outside of the system.

