

WOMEN IN DEFENSE

Leadership Symposium

LEADING CHANGE



VIRTUAL

PLATFORM INSTRUCTIONS

Welcome to the Women In Defense Virtual Leadership Symposium! Included in this document are instructions for how to access the symposium platform and how to use the platform once you have logged in.

LOGGING IN

Approximately one (1) week prior to attending the Women In Defense Virtual Leadership Symposium, registered attendees will receive a calendar invite from no-reply@inevent.com with their unique access link. Please be sure that this email address is not blocked by your spam filter. Within the calendar invite, click the blue “Please Click Here to Access the Virtual Lobby” button. Doing so will take you to the symposium platform.

Note: If you register less than a week prior to the symposium, you will receive your access link within 24 hours of registering.

HOT TIP!

The Women In Defense Virtual Leadership Symposium platform works best when accessed via Google Chrome.

WID VIRTUAL LEADERSHIP SYMPOSIUM PLATFORM

Once inside the platform, you will begin on the “Virtual Lobby” page, which includes “event tiles”—areas inside the platform from which you can access each session.

In the toolbar at the top of the page, you will find the full navigation bar for the entire virtual platform.

MY AGENDA MY ACCOUNT **VIRTUAL LOBBY** SPONSORS HANDOUTS EXHIBIT HALL

WOMEN IN DEFENSE

Leadership Symposium

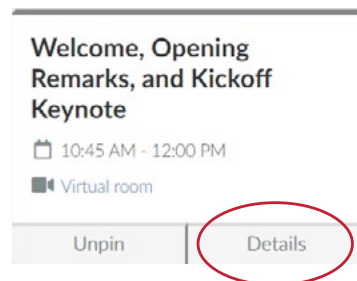
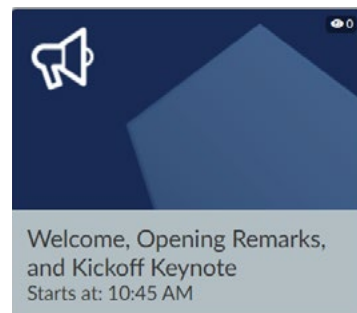
Below the toolbar is the virtual lobby. This area lists all the session event tiles in the order in which they will appear in the agenda (left to right by row), including dates and times.

Note: The session date and times will auto-sync with the time zone selected on the device you with which are accessing the platform.

When a session is live, a red “Live” box will appear at the top of the event tile. To access a session when it is live, simply click on the tile and you will enter the session.

Here is an example of a session tile:

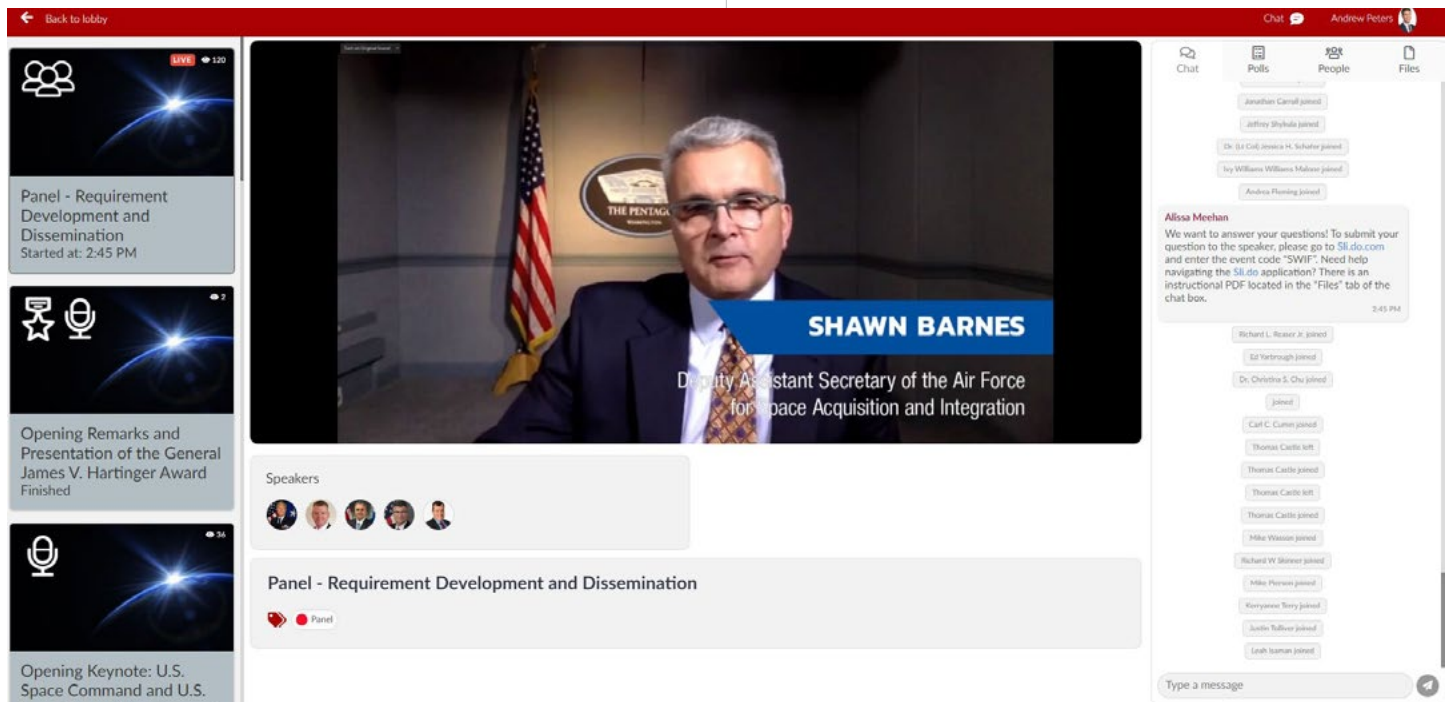
Want to create your personal agenda? You may “Pin” (or “Unpin”) sessions to your agenda by looking under the “My Agenda” tab in the navigation bar at the top of the platform. You may also see the session date, time, speakers, speakers’ bios, and handouts by selecting the “Details” button.



SESSION LIVE STREAM

After entering a live session via its event tile, you will be taken to the session's live stream area.

Here is an example of a live session taken during another NDIA virtual event:



In this live stream area, you may perform a number of actions:

- Watch the speaker giving a presentation.
- View “Speakers”: This area shows you speakers’ headshots. Hover your cursor over any headshot to gain access to the given speaker’s bio.
- Access “Chat”: This area allows you to chat with fellow attendees during a presentation. Submit questions for the Q&A in this tab.
- Answer “Polls”: If the speaker has a poll during their presentation, you will find that information here.
- Connect individually with “People”: See a list of all the other attendees in the session! You may begin a private chat with any attendee by clicking on their name.
- Download “Files”: This area allows you to download speaker presentations and handouts, if provided by speakers in advance.
- Go “Back to Lobby”: You may exit the session by selecting this option in the upper left-hand corner or by selecting any of the additional session tiles on the left.

Note: You may first be taken to a “holding” page and hear music when you are waiting for a session to begin. The chat and files will be available during this time, before a session begins.

HOT TIP FOR GOVERNMENT ATTENDEES!

Some government computers will slow down access to streamed content. To counteract this lag, government attendees are encouraged not to be on the LAN, to disconnect from the VPN, and/or to connect to the symposium platform from a personal machine.

NETWORKING CHAT LOBBIES

In addition to live sessions, there will be four (4) opportunities for attendees to enter sessions specifically dedicated to networking, called Chat Lobbies. Use this time to connect with peers, ask questions, and get ideas for your year ahead! You may also privately message other attendees during this time.

HOT TIP!

Turn on your camera when privately meeting in the WID virtual platform. Studies show that physically seeing someone increases your connection with them. Make your interactions count as much as possible while we convene safely and virtually.

EXHIBIT HALL

Join our displayers in *Leading Change!* Featuring numerous companies, the virtual exhibit hall allows you to network with displayers, gain new insight into their latest products and services, and showcase yourself as they recruit new talent! The exhibit hall will be open throughout the entire symposium, meaning that you will have plenty of time to engage.



Above is an example of a booth that could be found in the virtual exhibit hall.

As noted herein, participating exhibitors are actively recruiting talented defense and national security professionals for employment opportunities. Submit your [current resume here](#) if you want WID to share your interest with exhibiting organizations.

WORKSHOPS

Be sure to participate in a workshop! Choose from one (1) of the two (2) options: *Own your Power* or *Impactful Communication and Building Your Brand*. You will have the opportunity to sign up for your workshop of choice prior to the event.

Note: Workshop tiles will open a Zoom meeting where professional coaches will lead the workshop.

HOT TIP!

Prepare for these workshops by downloading and installing the latest version of Zoom on your machine. If you cannot download or run the Zoom application, be sure to “join from your browser” when prompted to do so.

OTHER PLATFORM PAGES

The following information provides an overview of each platform page and how to navigate within them.

- “My Account”: Update your contact information, link to your social media accounts, and add a photo of yourself to aid in networking! Remember to select “Edit” on the right and then “Done” when you have completed your updates.
- “Handouts”: If a speaker has given permission for WID to include handouts and presentations, this area is where attendees can download such materials. Also, find downloadable information about NDIA and WID membership here, too!
- “Sponsors”: Make sure to check out the WID Virtual Leadership Symposium’s sponsoring organizations. Their support—like yours—enables the growth and success

of WID’s mission. Read each company description or click on a sponsor logo to learn more about that specific company on their website.

- “Program”: View and download the WID Virtual Leadership Symposium digital program. Get access to the same program you would use during an in-person WID event!

HOT TIP!

When leaving the WID Virtual Leadership Symposium platform, simply close your web browser window. Do not log out of the platform as it may be difficult to re-enter it. If you mistakenly log out, your login is the email with which you registered and the case-sensitive password is NDIWID.

PLATFORM TESTING

TEST YOUR COMPUTER A FEW DAYS BEFORE THE SYMPOSIUM.

Whether you are a presenter or an attendee, it is important to test your computer a few days before the symposium begins to make sure that you can access all features of the WID Virtual Leadership Symposium platform. The symposium platform is accessible once you receive your unique access link, giving all attendees plenty of time to troubleshoot technical issues.

TEST THE DEVICE YOU INTEND TO USE DURING THE CONFERENCE.

Though it may seem like a small detail, testing the same device on THE SAME internet connection that you intend to use during the symposium is very important. There are security settings and registration management protocols in place that could offer an inconsistent experience if you move from one device to another during the symposium.

TEST YOUR DEVICE’S CONNECTIONS WITH THE WEBRTC TROUBLESHOOTER.

The WebRTC project is open source and supported by Apple, Google, Microsoft, and Mozilla, among others. It allows developers to add real-time communications to their applications. During the test, the WebRTC Troubleshooter will access your media devices to test their connections. Run the test by visiting test.webrtc.org.

TECHNICAL SUPPORT

If you experience technical difficulties before or during the symposium, please reach out to help@visiond.com for assistance.