



COE Summit

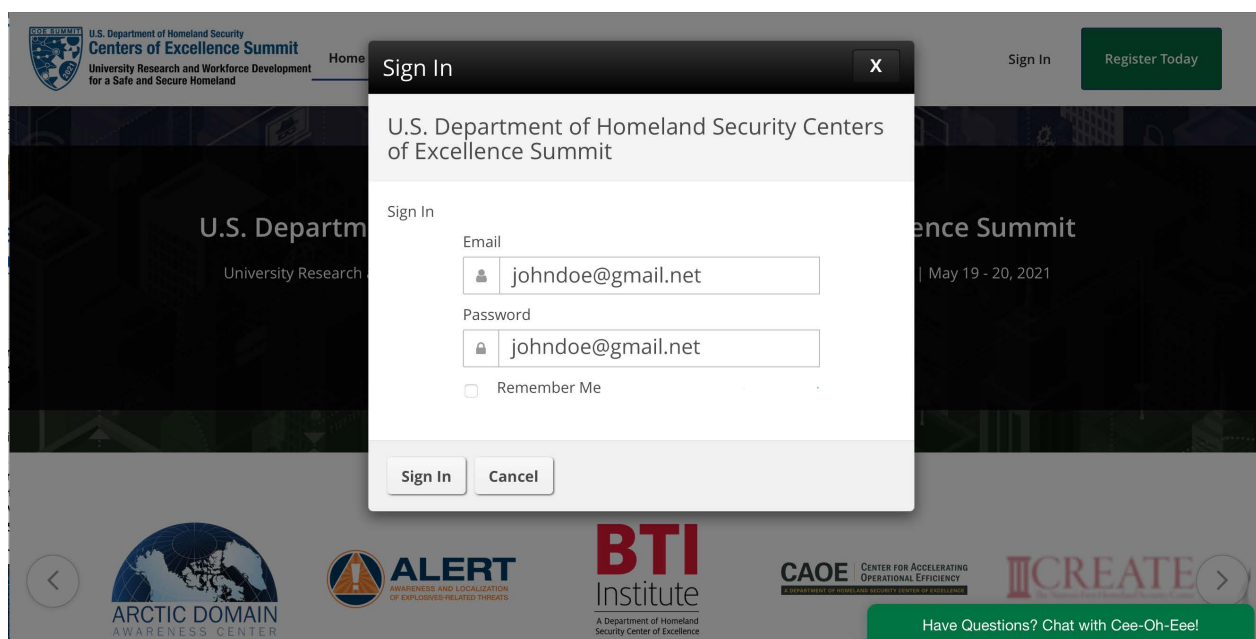
Virtual Event Attendee Guide

Welcome

Welcome to the virtual event site. This virtual event will provide you an interactive event experience giving you easy access to exciting event components, such the event program, live and on demand sessions, exhibitors, speaker and attendee profiles and more. We recommend you to be signed in to the virtual event site to benefit the most from your event experience.

How to access the virtual event environment (VEE)

Once you registered your email address is part of our virtual event environment (VEE). You must **use the email you registered with in both fields** to log in to the event site.



Troubleshooting Log-in

If you have not yet registered: please go to www.coesummit.org, and select “register” to attend the event. After registration, there may be a slight delay while your login information is imported into the event site. Please wait for a period of time (up to one hour), and attempt to log in by following the directions immediately below.

If you have already registered and would like to access agenda sessions: you must first log into the COE summit website (the Virtual Event Experience, or VEE). Please go to coesummit.org, select “sign in,” and enter the email you used for registration in both the username and password fields to log in to the event site.

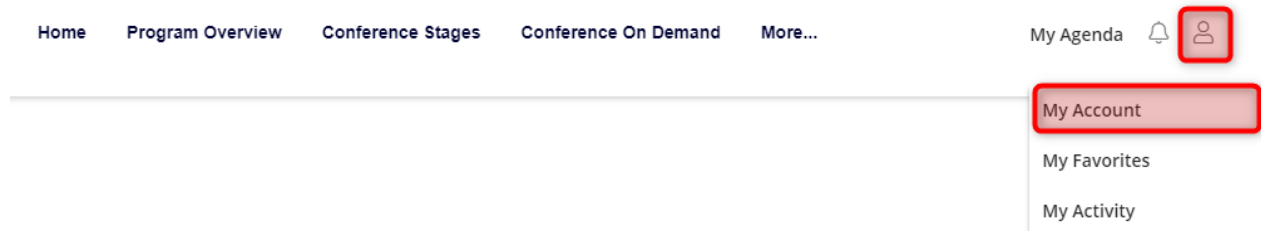
If you are a DHS attendee, using a DHS VPN, and experiencing problems accessing the event site or registration (receiving an error message): please check to ensure you have the correct URL (coesummit.org), and then try accessing the website without DHS VPN, or accessing on a personal device for optimum functionality.

In addition, the 2021 COE Summit site (www.coesummit.org) also has a chatbot to help answer Summit-related questions during the event.

Update your Profile

Each user (attendee, presenter / speaker, exhibitor contact, sponsor contact) of the virtual event site can update their own **profile**. It is recommended that each attendee updates their profile before the event to benefit the most from the virtual event experience.

To update your profile, sign in to the virtual event site. Click on the User icon, then on **My Account**.



Fill in as many information as you want to share. First Name and Last Name are required. Upload a photo (optional). Click on “Save Changes” at the bottom of this page. Image upload/change may take a few minutes to display throughout the site.

My Account

*Image upload/change may take a few minutes to display throughout the site.

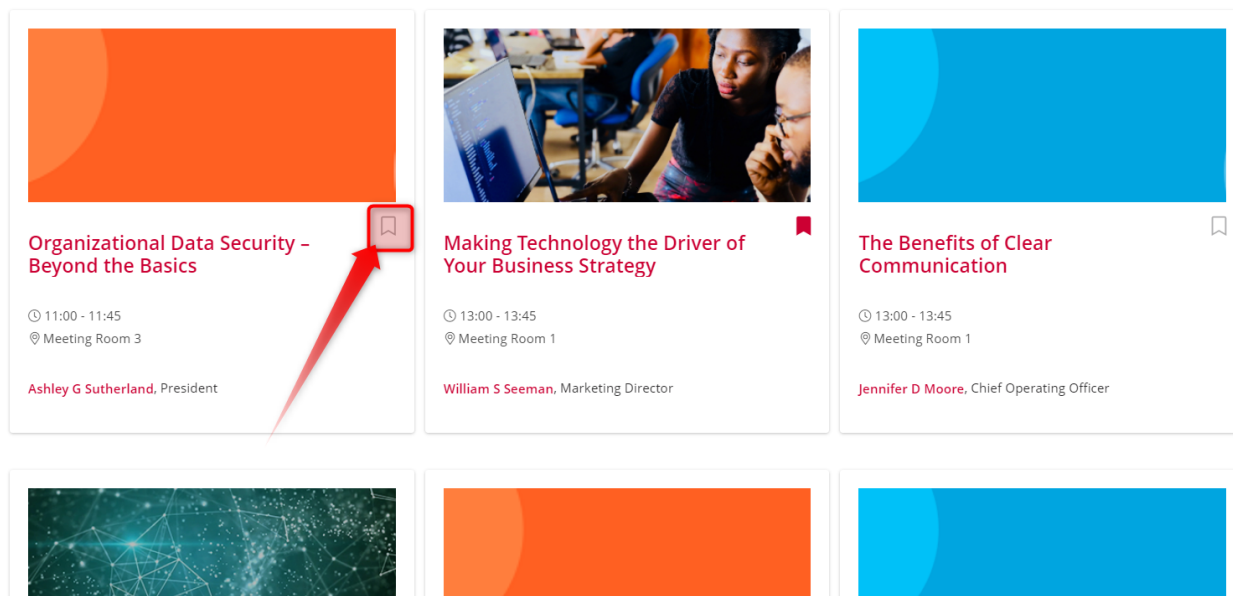
A screenshot of the 'My Account' profile update form. At the top, there is a profile picture placeholder with a '1.8KB' label and two buttons: 'Change' and 'Remove'. Below this are several input fields: 'First Name *' with the value 'Max', 'Last Name *' with the value 'Mustermann', 'Company' (empty), 'Job Title' (empty), 'Email' with the value 'stefanie.koffler@ungerboeck.com', and 'Phone' (empty). At the bottom of the form, there is a checkbox labeled 'Opt-Out of Message Center email notifications (your messages will always be available in the Message Center)', which is highlighted with a red box.

If you wish not to receive emails for messages which are sent to you by the organizer or other event attendees via the virtual event site, you can opt-out on the My Account page. Your messages will continue to be accessible in the Message Center of the virtual event site.

Build And View Your Agenda

As an event attendee you can build your own **agenda** on the virtual event site.

First sign in to the virtual event site. Navigate to a sessions list (e.g. Conference on Demand). In order to add a session to your agenda, click on the bookmark icon.



To view your agenda, click on the “**My Agenda**” link. You can now view your agenda or favorited sessions and can get into session details.



Bookmark / Favorite Exhibitors and Presenters

As an event attendee you can **bookmark / favorite exhibitors and presenters** on the virtual event site.

First sign in to the virtual event site. Navigate to an exhibitor or presenter / speaker list. Click the heart icon to add an exhibitor or presenter / speaker to your favorites list.



Exhibitors

101 Total Count

Search



Sort by Exhibitor (A-Z) ▾

☆ Featured Exhibitors



Microsoft

Microsoft is the leading platform and productivity company for the mobile-first, cloud-first world, and its mission is to empower every person and every...



Contact



Ungerboeck Software

The global leader in flexible, comprehensive event and venue management software. Ungerboeck is the world's leading event technology platform trusted by over 50,000...



Contact

Exhibitors



1-to-1 Software

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A & D Ltd

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To access your favorites list, click on the User icon and then on **“My Favorites”**.

[Home](#)

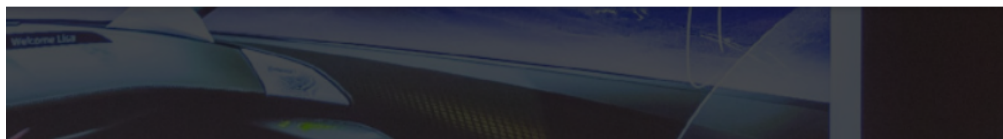
[Program Overview](#)

[Conference Stages](#)

[Conference On Demand](#)

[More...](#)

[My Agenda](#)




[My Account](#)


[My Favorites](#)


[My Activity](#)


Your bookmarked exhibitors and presenters / speakers will now be listed on this page for you to identify those organizations and contacts that you would like to get in touch with.

Inbox

 **Re: Meeting request**
Tue 02-02-2021 14:58

 **Time for a chat**
Tue 02-02-2021 14:57

 **We should continue our discussions**
Tue 02-02-2021 14:55


 **Re: Meeting request**
Mon 01-02-2021 16:35

← Back to inbox
✎ New Message

From: Steffi Koff

Sent: Tuesday 02 February 2021 14:58

To: Sarah Halley

 Message

Re: Meeting request

Fantastic! When can we chat? What about tomorrow 4pm?

Talk soon!

Stefanie

From: Sarah Halley

Sent: Mon 01-02-2021 16:35

Subject: Re: Meeting request

Sure, that would be great!

From: Steffi Koff

Sent: Fri 29-01-2021 14:57

Subject: Meeting request (test)

Sending a Message

There are two ways of how to send messages within the virtual event site.

First option: in the Message Center, click on “New Message” to write a new message. Search in the “To” field for an event attendee name (attendee, speaker / presenter / exhibitor contact). Only attendees of this event can be selected. The message center does not allow to enter an (external) email address. If you wish to have a copy of this email in your Message Center, activate “Send a Copy to Myself”.

✎ New Message

To:

Sara Farber

Subject:

Meeting?

Message:

Hi Sarah Farber,
 I would like to chat with you 1-to-1. How can I call you?

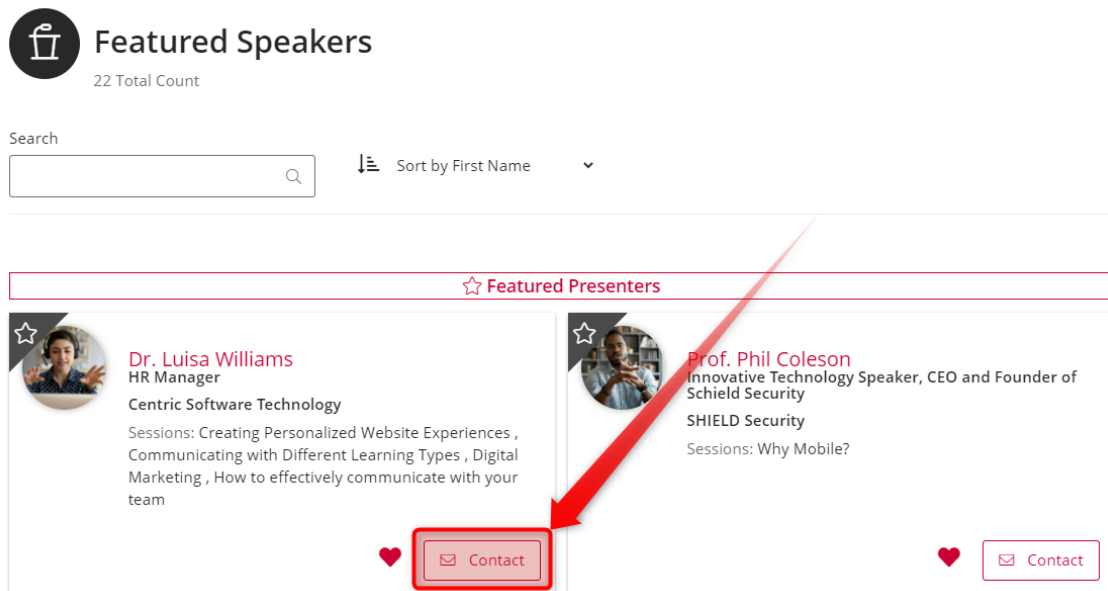
 Thanks,

☒ Send a Copy to Myself

Cancel

↑ Send

Second option: click on the “Contact” button of exhibitor, presenter / speaker or attendee. This will open a new message.



Receiving a Message

A green dot added to the bell icon will let you know that you have received a new message in the Message Center. You will also receive an email for each message unless you have opted-out from this option in your My Account settings.

