

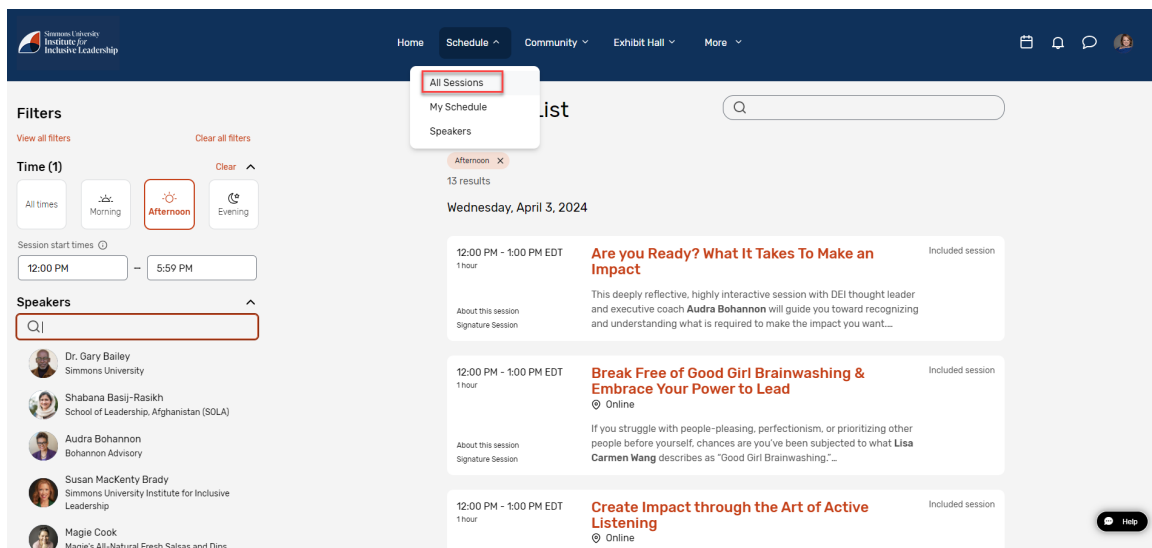
Know Before You Go

A Guide for Virtual Attendees

The countdown has started! The 45th Annual Simmons Leadership Conference is only a few days away. We've gathered all of the information you need to ensure you will have an incredible virtual experience with us on April 3rd.

IMMEDIATE NEXT STEPS

- **Update your profile and expand your network!** Make sure to add your social media handles so that you can easily connect with other attendees. Plus, share your favorite moments of inspiration from your #SLC45 experience with your networks. Go to the [Conference Portal](#) and click on the person icon in the top right corner to find your profile page.
- **Select the Signature Session that resonates with you!** Between 12:00 p.m. and 1:00 p.m., you'll have the option to select from four concurrent signature sessions. Take the opportunity to familiarize yourself with each session and the featured speakers prior to the conference. Don't worry, all sessions, including those exclusive to in-person attendees, will be recorded and accessible to you on-demand post-event.



CONFERENCE DAY

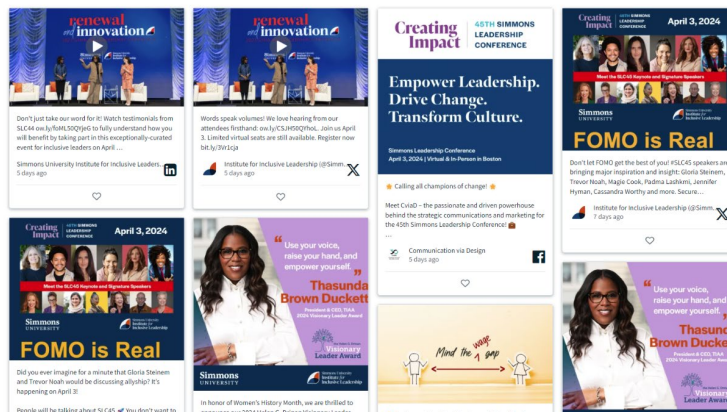
On April 3rd, log in to the [Conference Portal](#) at 8:30 a.m. EDT to explore and engage with other attendees. Programming kicks off on our Mainstage at 9:00 a.m. EDT. Check out all the fantastic features the conference portal offers:

Engage with incredible speakers

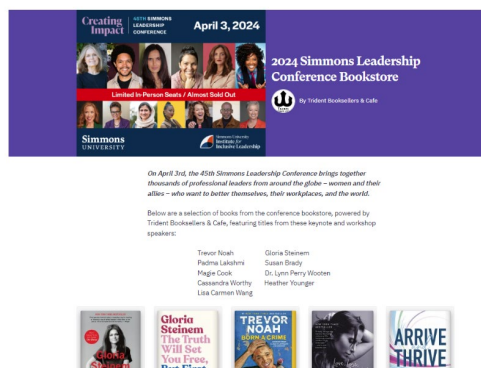
- **Submit** questions to speakers.
- **Participate** in interactive polls and discussions on hot topics.

Expand your network and socialize virtually

- Meet one-on-one with peers using **Instant Networking**.
- **Visit** virtual sponsor booths.
- **Tag us** on social media — **#SLC45** and share what inspires you.

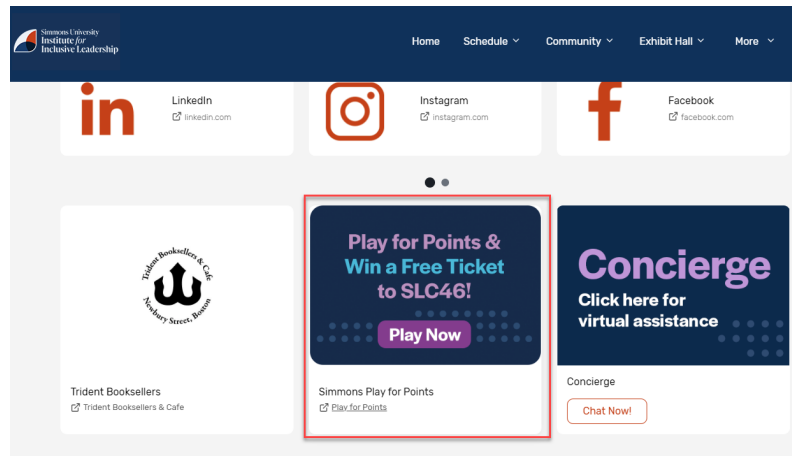


- **Browse the SLC bookstore** to purchase titles by our 2024 keynotes and past speakers.



Get On Your Game!

- Participate in a series of quick, full challenges in our app and you'll be entered to win a free seat to SLC46 (a \$1299 value)!
- Click on the **Play for Points** tile on the homepage of your app
- Enter code **WELCOME24** to complete the first challenge and you'll start earning points on our Leaderboard

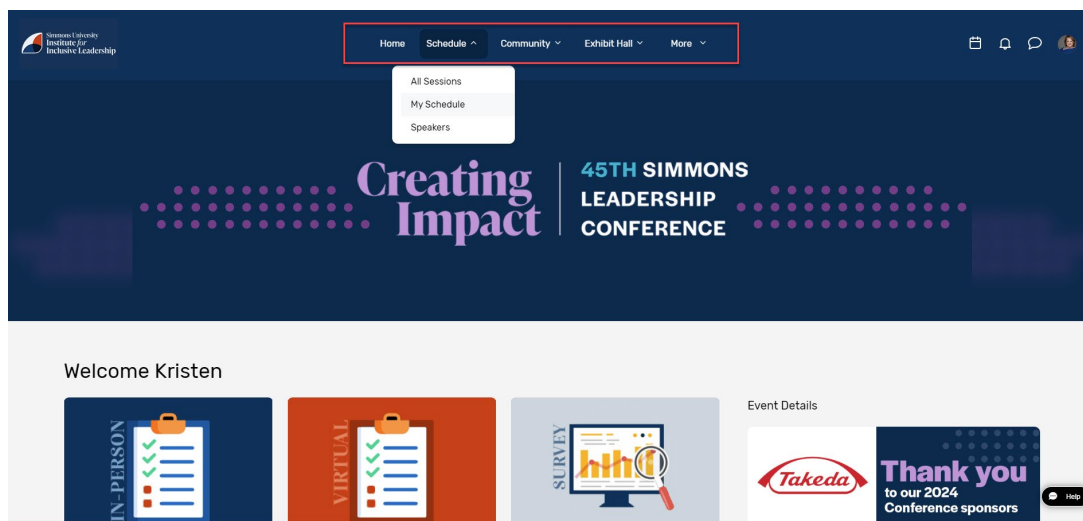


Need Help?

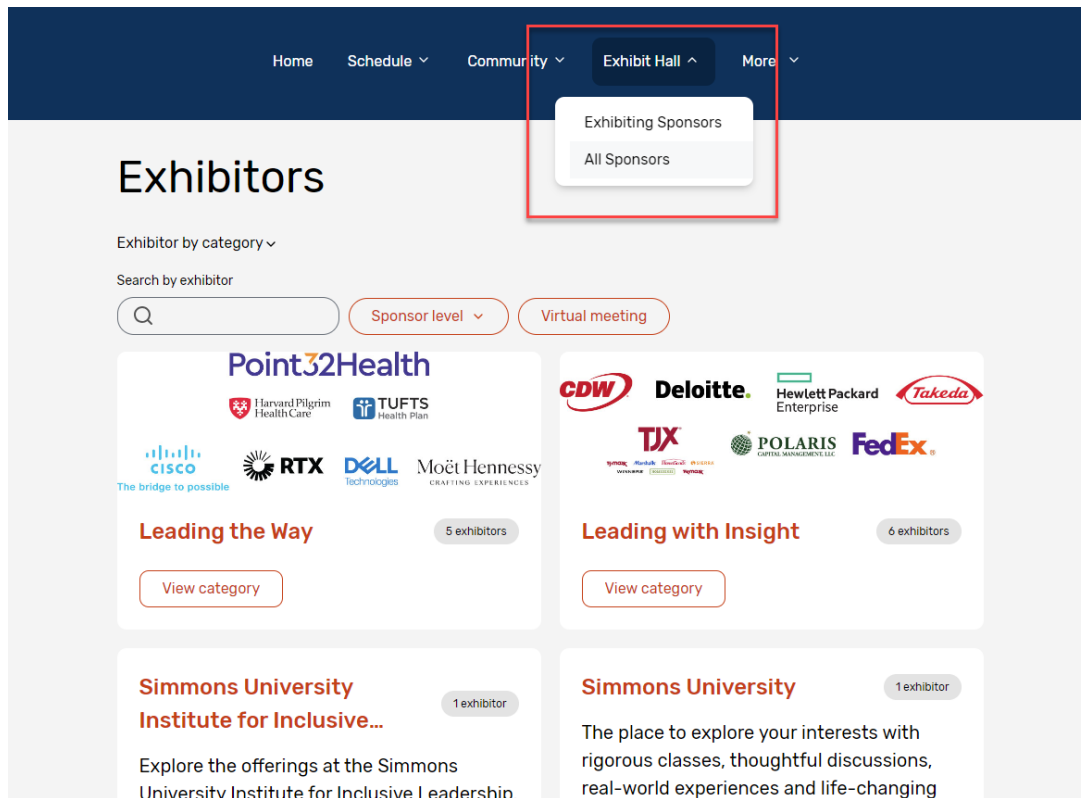
- **Technical assistance** is available at Help Desk.
- For all other inquiries, direct your questions to the **Concierge**.

Conference Portal Details

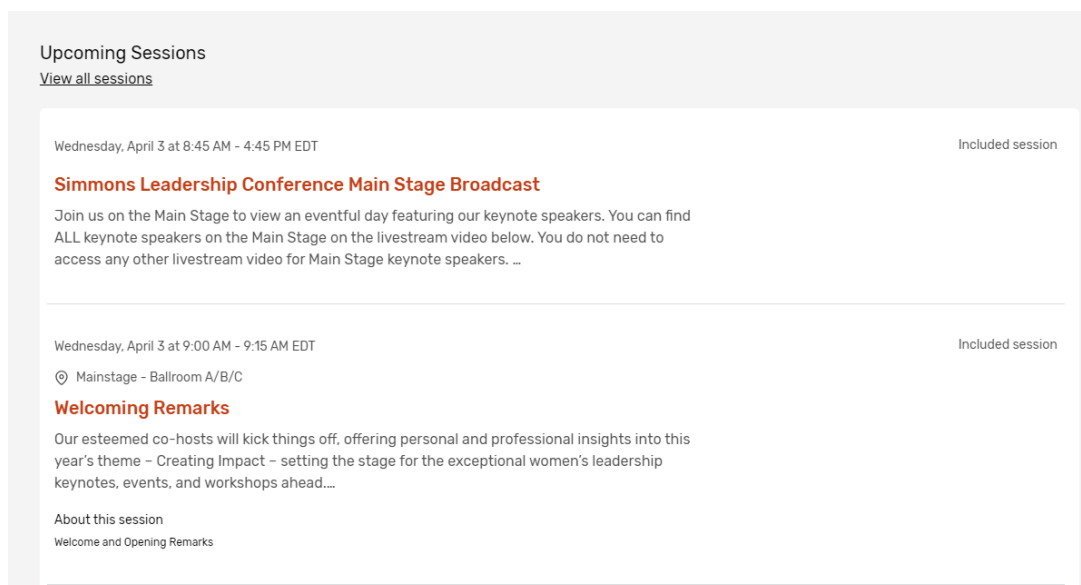
Featured sessions, upcoming interactive networking discussions, polls, and social media links are located on the homepage of the Conference Portal.



Links to the Sponsor Exhibit Hall, FAQs, and more can be found within the navigation menu.



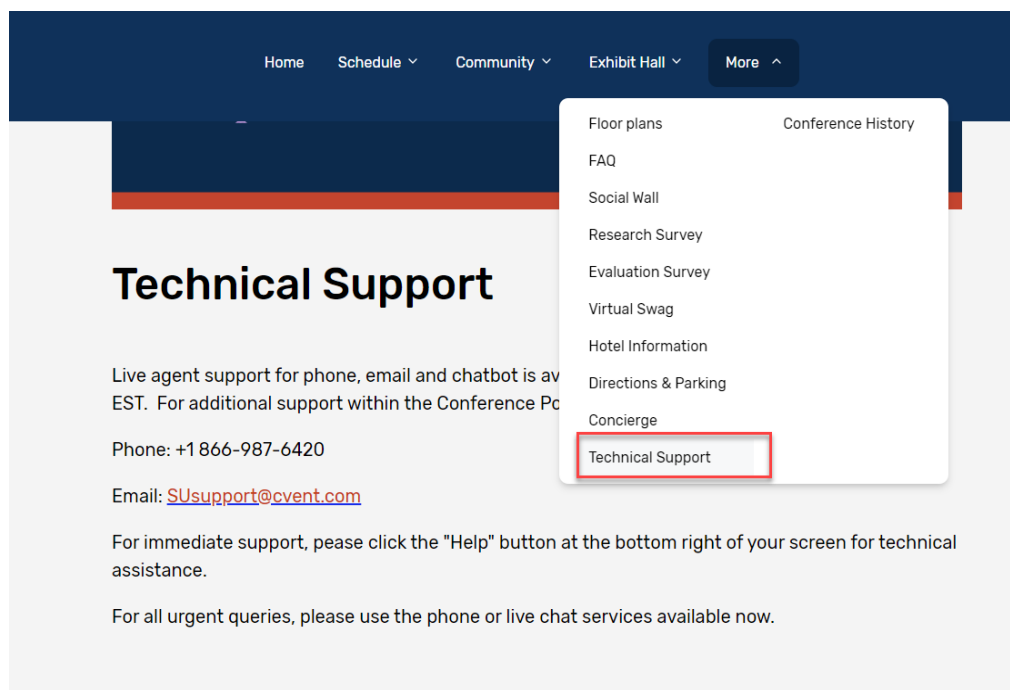
As the conference approaches, content on the homepage will keep you up-to-date about live and featured sessions.



“Event Details” and “Your Information” on the right side of the homepage will display throughout the conference for quick reference.

Your Schedule, Notifications, Messages, and Profile are a quick click away on the top right of the navigation bar. Engage early and often for the most up-to-date information prior to the event.

Live support over phone, email, and the chatbot will be available on April 3 from 6am- 6pm EDT. The [Technical Support page](#) will be updated with phone and email instructions prior to the conference.



On the conference day, click **Live Chat** at the bottom right of your screen for immediate technical assistance. We are here to support you!

INCLUSION POLICY

Simmons University Institute for Inclusive Leadership is committed to providing a safe and productive environment that fosters open dialogue free of harassment, discrimination and hostile conduct.

We recognize a shared responsibility to create and maintain that environment for the benefit of all.

This Inclusion Policy outlines our expectations for all participants of the Simmons Leadership Conference. Event organizers will enforce this code and expect cooperation from all SLC participants (e.g., speakers, attendees, media, sponsors, exhibitors, volunteers, staff) to help us promote an enjoyable experience for everyone.

By joining us today, you are agreeing to:

- respect diversity of thought from your fellow participants
- refrain from demeaning, discriminatory or harassing behavior and speech
- promptly alerting event organizers if you notice a potentially dangerous situation or someone in distress

QUESTIONS?

For any questions regarding your registration prior to your arrival, email leadershipinstitute@simmons.edu. During the conference, stop by the [Concierge Desk](#) for help.

We are looking forward to connecting with you!

POST CONFERENCE

Dive back into the conference sessions through Video on Demand. Whether you want to rewatch a session or catch something you missed on April 3rd, we've got you covered. With access available for 90 days after the conference, you can watch at your leisure. Stay informed, stay engaged, and stay inspired with our Video on Demand. Instructions for accessing SLC45 on Demand will be delivered to your email within a week following the conference. Don't miss out on this opportunity—make the most of it while you can!