



# SPEAKER PORTAL

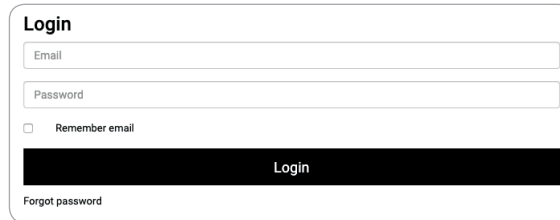
USER GUIDE

# SPEAKER PORTAL

## USER GUIDE

**1** You will receive an email inviting you to participate as a speaker for the event. Click on the link in the email, create a password to login to your account.

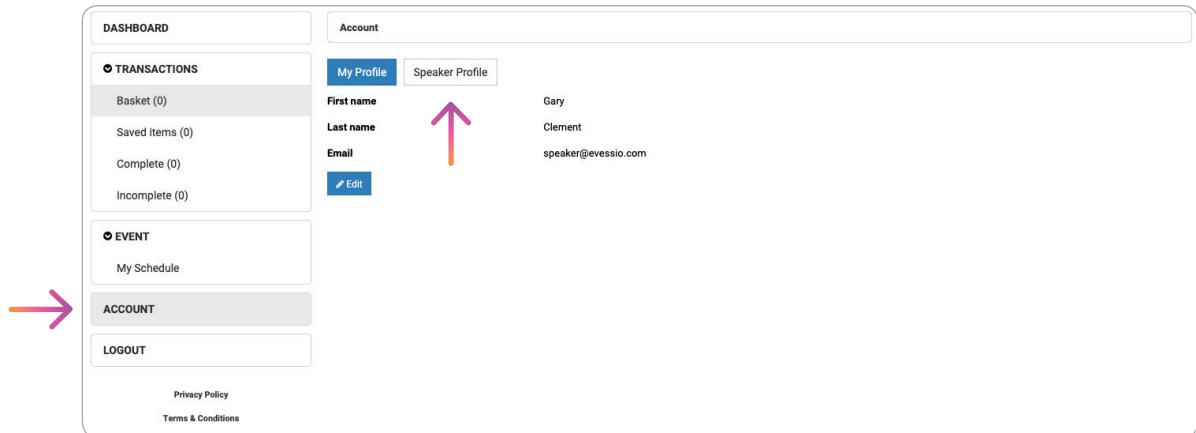
**2** If you already have an account, but can't remember your password please use the "Forgot password" link.



The login form is titled "Login" and contains the following elements:

- An "Email" input field.
- A "Password" input field.
- A checkbox labeled "Remember email".
- A black "Login" button.
- A "Forgot password" link at the bottom.

**3** Once you have logged in, you will be able to see your speaker information. Depending on the event settings, other information may be available, such as "Sessions" or "My schedule". To amend your profile, click on the ACCOUNT tab in the menu, then click on the Speaker Profile button.



The dashboard screenshot shows the following layout:

- Left Sidebar:**
  - DASHBOARD
  - TRANSACTIONS
    - Basket (0)
    - Saved items (0)
    - Complete (0)
    - Incomplete (0)
  - EVENT
    - My Schedule
  - ACCOUNT (highlighted with a pink arrow)
  - LOGOUT
  - Privacy Policy
  - Terms & Conditions
- Main Content Area:**
  - Account tab selected
  - Buttons: My Profile, Speaker Profile (indicated by a pink arrow)
  - Fields: First name (Gary), Last name (Clement), Email (speaker@evessio.com)
  - Edit button



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Edit your speaker profile. Make sure you **SAVE** if you make any edits.

DASHBOARD

TRANSACTIONS

Basket (0)

Saved items (0)

Complete (0)

Incomplete (0)

EVENT

My Schedule

ACCOUNT

LOGOUT

Privacy Policy

Terms & Conditions

Account

My Profile

Speaker Profile

Public profile

PUBLISHED

Preview profile

You can add specific messages for Speakers. Thank you.

You have the facility to customise messages for users and collaborators.  
With key contact information or instructions.

Here you can see your Speaker profile. Please, contact an event administrator if you want to make changes.

Company Name

Eversio

Job Title

CEO

First Name

Gary

Last Name

Clement

Photo

DOC

a1ca693e-profile...



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Review your event schedule.

DASHBOARD

TRANSACTIONS

Basket (1)

Saved Items (0)

Complete (0)

Incomplete (0)

EVENT

My Schedule

SPONSOR ZONE

Public Profile

Organisation info

Sessions (2)

Users

ACCOUNT

LOGOUT

Privacy Policy

Terms & Conditions

Event / My Schedule

Speakers: All

Sponsors: All

Exhibitors: All

Topics: All

Session:

AWA Awards

CON Conference

EX Exhibitions

Clear Filters

☆ Add to "My schedule"

View Sessions by Time

Thu 21, Nov

DAY 1

Time

Sessions

9:45 am

Exhibition and the future

9:45 am-10:30 am Room 3

Org Session

EX

10:30 am

All about the conference industry

10:30 am-11:15 am

Speaker

Gary Clement  
CEO - Eversio

Org Session

CON

11:15 am

Morning Break

Refreshment break

11:15 am-11:30 am

1:15 pm

Lunch

Lunch

1:15 pm-2:15 pm

