You will receive a link to this portal from the event organizer with your password. If you did not receive a password, leave it empty.

Log in using your registered email address, and the password communicated to you by the event organizer or use the Email me my password button after entering their email address.

The speaker portal is used to manage a speaker’s sessions. Once you are in the portal, you can:
- View and manage your sessions
- Set up your speaker profile
- Join virtual sessions as a speaker/presenter/moderator
- Pre-record virtual sessions
- Set up documents and videos for your sessions, available to event attendees

Some options described may not be available for your event.
HOW TO GET HELP

Reach out to us for Support!

Live Chat during Business hours and event hours!
SETTING UP YOUR PROFILE

Upload a profile photo and edit your personal information in the ‘My Profile’ section.

All information uploaded will be visible to meeting attendees, except for your email.

You can also enter keywords that will qualify you for search.

Meeting attendees can search for speakers and it uses the name, affiliation, bio and keywords.

All information is not required. Only add what you want attendees to view.
SHARE DOCUMENTS WITH ATTENDEES

Documents can be uploaded for each of your sessions.

Select the desired session, and navigate to the ‘Documents’ tab.

These documents are available to attendees before, and after your session and not just during your session.

Use this area to upload documents for your Poster Presentation.

Select ‘Upload document’ to upload a document from your computer to be available to attendees.

Add a link to or video or website.
Each document or link requires a 'Name'.

Files can be in any format but are limited to 25 MB each. If you have a large file, create a link to it and use the Add Link feature.