



Phoenix

APS DFD 2021



November 21-23

SPEAKER PORTAL OVERVIEW

BRVURA
Bravura SPEAKER

The email you used to register for the event should be used to login. If you have a password, enter it. If you do not remember your password, enter you email and select 'Email me my password.'

Need Help? [Contact Bravura Support.](#)

LOGIN

Speaker Email

Password

SIGN IN

EMAIL ME MY PASSWORD

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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

The image shows a screenshot of a web application interface. On the left, there is a blue sidebar with three menu items: 'My Sessions', 'My Profile', and 'User Guide'. The 'User Guide' item is highlighted with a green arrow pointing upwards from a green box containing the text 'Reach out to us for Support!'. The main content area is titled 'Session' and shows a 'Documents' tab. It includes buttons for '+ Add Link' and 'Upload Document', and a table with columns for 'Name', 'Document', and 'Description'. A green box with the text 'Live Chat during Business hours and event hours!' has a green arrow pointing downwards to a blue 'Chat' button in the bottom right corner. The footer contains the text 'Copyright © 2021 Bravura Technologies, LLC.'.

My Sessions

My Profile

User Guide

Session

Eastern Time (US & Canada)

Details Documents

+ Add Link Upload Document

Information listed below will be available to event attendees

Name	Document	Description
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Reach out to us for Support!

Live Chat during Business hours and event hours!

Chat

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SETTING UP YOUR PROFILE


All information is not required. Only add what you want attendees to view.

en.clooney@meetingsguru.com

My Sessions
My Profile
User Guide
Need Help?

My Profile

Save


[Remove](#)

Information listed below (except email) will be available to event attendees:

First Name : Karen	Middle Name : C
Last Name : Clooney	Email : karen.clooney@meetingsguru.com
Title : Founder	Organization : Meetings Guru
Phone : 17343531150	Website : www.meetingsguru.com

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

SHARE DOCUMENTS WITH ATTENDEES

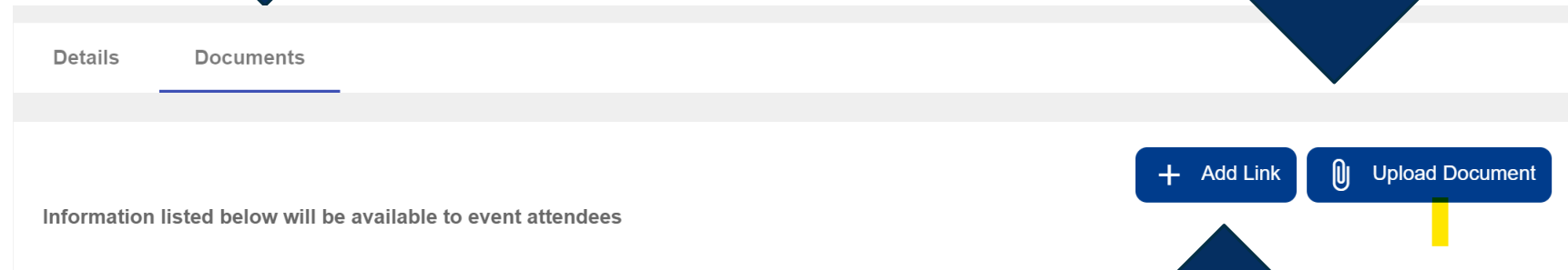
Documents can be uploaded for each of your sessions.

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 you 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

ADD DOCUMENTS

Each document or link requires
a **'Name'**

Upload Document

Name (max 100 characters) *

Document* (file name should not have special characters or hyphens and should be less than 50 characters.)

No file chosen

Description (max 1000 characters)

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.