2020 Virtual
Innovative Ideas Institute
Attendee Tutorial

Detailed Video Tutorials Available Here:
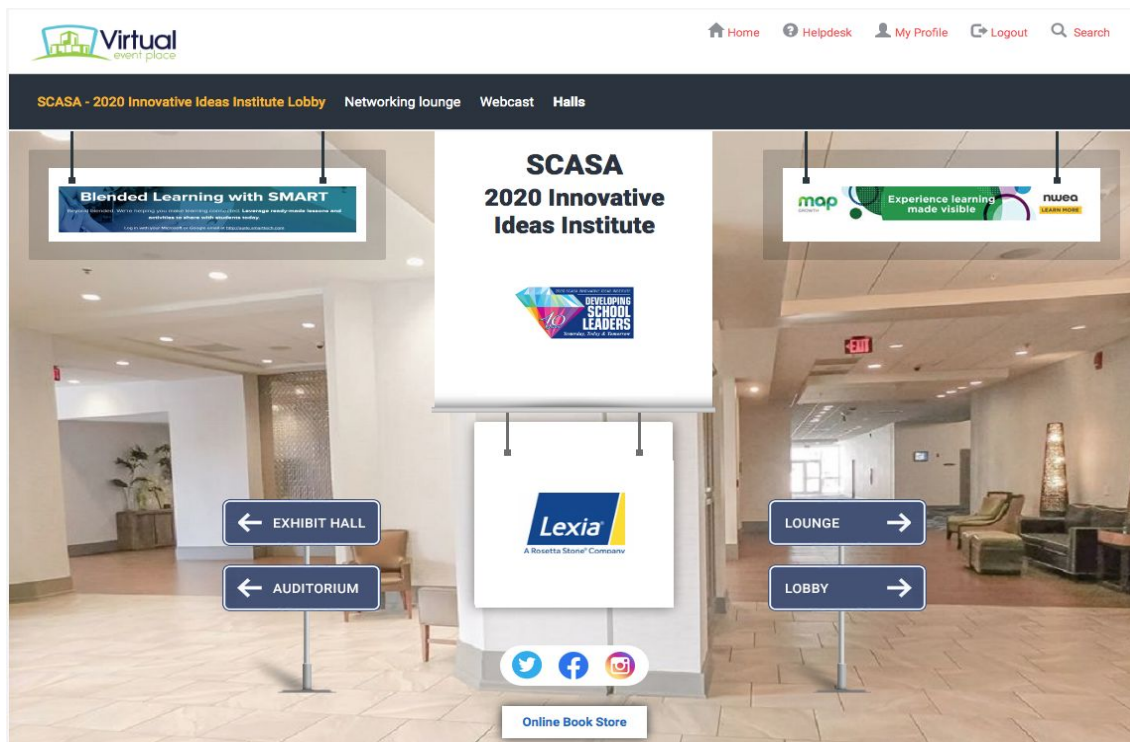www.scasa.org/i3help

Login Instructions: *Login Video*
- Navigate to: https://www.virtualeventplace.com/i32020
- Select the "Login or Sign Up" button.
- Under "Login for Existing Users"
  - Enter your email address (the one you used for your registration) and the password provided to you via email.
    - If you are unable to log in, please use the password reset button and check your email inbox for details. Make sure to check your spam folder in the event it lands there. The email address will come from info@VirtualEventPlace.com.
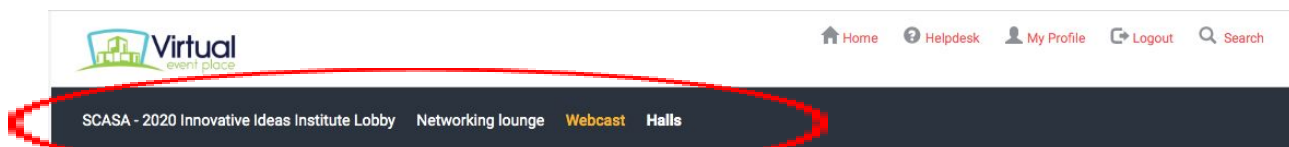- After you log in, you will be redirected to the i3 Lobby.

Lobby: *Lobby Video*
When you enter the Virtual Event Place, you will be in the lobby. From the lobby, you will be able to go to the Webcast Auditorium, Exhibition Hall, or Networking Lounge.
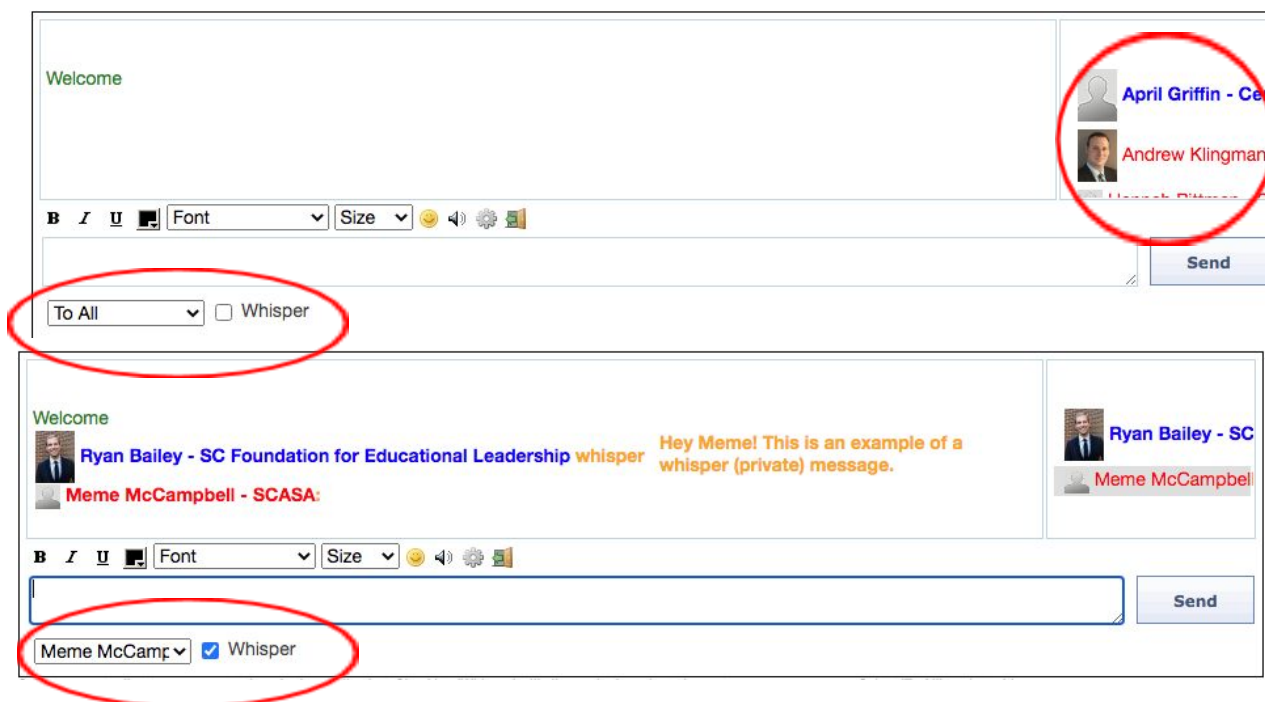
Navigation: *Navigation Video*

You may always navigate to the Lobby, Webcast Auditorium, Exhibition Hall, or Networking Lounge from any location within the virtual platform using the navigation panel at the top of the virtual platform window. Your current location will be highlighted and the other available locations will be white text.

Chat Box: *Chat Overview*, *Video Chat*

In the chat box, you will be able to see a list of everyone who is in the same lobby, session, or booth with you by scrolling through the list of names on the right side of the chat box (see image below). You have several options for communicating with other conference attendees using the dropdown box.

- *Chat to All* **(Public):** Direct the drop down box to "To All" to send a message to every participant in your virtual location.
- *Chat to Individual* **(Public)**: Select a participant's name to direct a chat to them. This is public and can be seen by every participant in your virtual location.
- *Whisper to Individual* **(Private)**: Select a participants name and hit the "Whisper" checkbox to send a private message to them in the main chatbox.
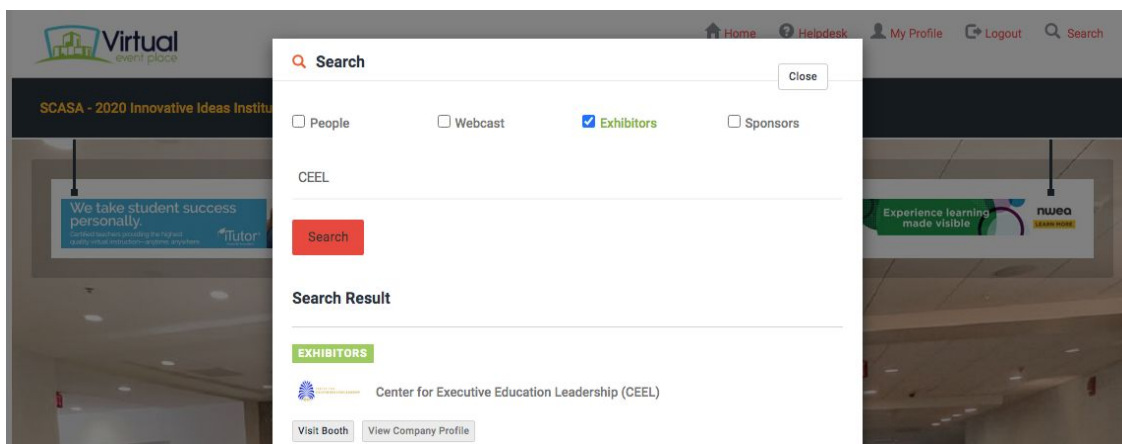
Exhibition Hall: *Navigating the Exhibit Hall*, *Search Video*

Click here to visit the virtual booth of each exhibitor. You may text chat or video chat with the exhibitors to get more information about their service or product. Exhibit booths are divided by hall.

You can also search by using the search feature on the top right corner of all virtual spaces.
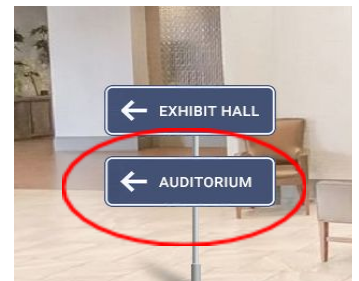

—*Exhibition Hall Hours:*

Monday, June 22 | 8:00 a.m. – 3:30 p.m.
Tuesday, June 23 | 8:00 a.m. – 3:30 p.m.
Wednesday, June 24 | 8:00 a.m. – 11:00 a.m.

—*Exhibitor Focus Time:*

Monday, June 22 | 10:00 a.m. – 11:00 a.m.
Tuesday, June 23 | 10:45 a.m. – 11:45 a.m.
Wednesday, June 24 | 8:00 a.m. – 8:30 a.m.

Webcast Auditorium: *Session Video*

All sessions (general, breakout, and game changer) can be accessed in the Webcast Auditorium. You will be able to see a list of all sessions and at the time the sessions are scheduled, you will be able to view the presentation. You will also be able to ask questions and engage with the presenters through the chat box.

Bingo:

Participate in Exhibitor Bingo and be entered to win a $500 American Express Gift Card! Video chat with exhibitors to receive the code to enter in the corresponding exhibitors' square. Code words for the general session and game changer session squares will be given at the end of each session. You must make a horizontal, diagonal, or vertical line to get a #SCASAi3 BINGO and you may get multiple BINGOs on the card. For every BINGO you get, you receive an entry to win the grand prize. If you complete the entire card, you will receive 18 entries. Upload completed BINGO cards to www.scasa.org/i3Bingo or email to mail@scasa.org by Wednesday, June 24, at 12:00 p.m.

Networking Lounge: *Lounge Video*

Visit the Networking Lounge and text or video chat with other attendees who are in the lounge. In the chat box, you will be able to see a list of everyone who is currently in the lounge by scrolling through.

Virtual i3 Help Desk: *Support Video*

Virtual Event Place is open from 9am to 5pm ET. Their staff members are available for support Monday to Friday during these times. Contact them by phone at 905-727-1340 (1-877-472-6648) option #4, or send an email to info@virtualeventplace.com. Please call the SCASA staff for assistance at (803) 798-8380 or email us at mail@scasa.org.