TOP *of the* TABLE

ANNUAL MEETING 2020 | VIRTUAL EVENT

Journey Map & Quick Tips

MDRT®

Welcome

Welcome to the 2020 Top of the Table Virtual Event!

We are excited to introduce you to your Journey Map. This document will serve as a guide that will educate you on the navigation of the Virtual Event. Please allow approximately 30 minutes prior to the event start to test your computer, complete your onboarding and become familiar with the site. Doing this will maximize your experience and ensure your Virtual Event journey is easy.

Your Journey Map features:

QUICK TIPS

Tips for optimal viewing

- Google Chrome web browser is recommended for the best viewing experience.
- Although the site is mobile-friendly, a desktop or laptop is recommended for the best viewing experience.
- It is recommended that you set your browser view to 100% to see all available features.
- Earbuds or headphones are suggested for an optimal audio experience.
- Limit running other programs on your device while viewing.
- Multiple tabs open on browser windows can lead to slow or degraded video.
- Please be sure you are not connected to a VPN; this could cause connectivity issues.

Access to content

- Only Top of the Table members and their guests will have the ability to access the following through Friday, October 16, at 5 p.m. Central Time:
- Replay sessions from the live event Agenda page
  - Day One, October 14: Replay available starting at 5 p.m.
  - Day Two, October 15: Replay available starting at 1:30 p.m.
- On Demand Main Platform Deeper Dive Sessions
  - Viewable at any time throughout the event via the Left Navigation

Connecting with other attendees

- Search for an attendee by accessing **ATTENDEES** via the Left Navigation. On the Attendees page, type in their first or last name in the search bar or use the search filters.
- You can conduct a one-on-one text chat or video chat with another attendee by clicking on their Attendee Profile and clicking on the Call/Message button.
- You can start a group text chat with up to 10 attendees by clicking on the My Messages icon on the My Dashboard page, then clicking on the New Group Chat button. Add attendees by typing in their name.
- Enjoy small group discussions each day by participating in the Zoom Collaboration Rooms. **These sessions are only for Top of the Table members.** Check the Agenda page for timing.

QUICK TIPS

Searching for a speaker

- Click on **SPEAKERS** via the Left Navigation and once on the Speaker page, select the name you wish to view. Their profile will list all sessions where they are speaking.

Getting help

- **HELP** can be found in the Virtual Event Lobby or via the Left Navigation for technical support within the platform.
- For issues with your log-in information or any other MDRT related items, please email MDRT Member Relations at **memberrelations@mdrt.org**.

COURT OF THE TABLE

One of the benefits of the Virtual Event will be the opportunity to broaden the Top of the Table meeting experience. Unique this year, 2020 Court of the Table members will be able to attend a portion of the event on October 14 for sessions from 8 a.m. to 1 p.m.
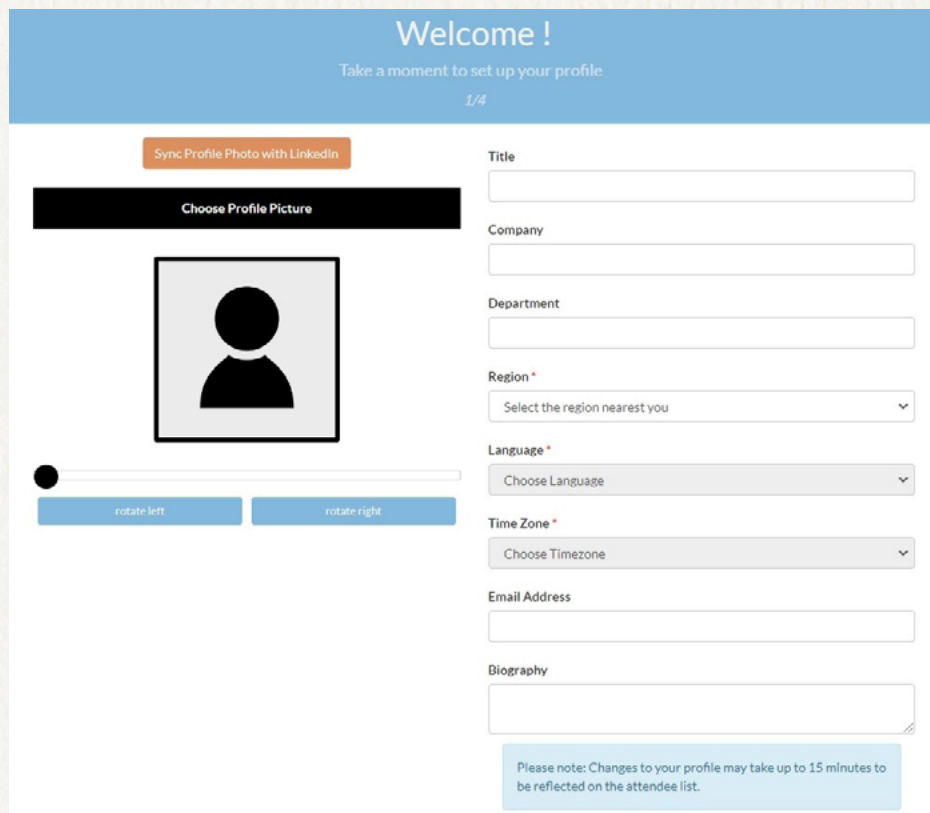
Logging In

To access the event, click here.

Enter your MDRT username and password.   Upon entry, you will begin a brief one-time onboarding process.

After reviewing and agreeing to the listed terms, verify your preferred region, time zone and language are correct for viewing. Access to broadcasted sessions and specific languages are based on these selections. You will also have the opportunity to upload a photo for your profile. This information may be updated at any time by going to the My Profile page and editing.

Remember, by accessing the event, you agree to abide by the Top of the Table Virtual Event **Rules of Conduct**.

Logging In

If you did not answer the networking questions during registration, you will have the opportunity during onboarding and in My Profile. Answering these questions, allows you to be paired with People to Meet and provides you with the opportunity to connect during the Virtual Event.

During the onboarding process, you will access a brief system test to ensure your device settings are appropriate for accessing the event. The event site will ask you to allow access your device's camera and microphone. If you click allow, you will go through a quick test to ensure your camera and microphone are functioning properly.

IMPORTANCE OF OPT IN

Please be sure to opt in during onboarding for access to all engagement features within the platform, add your name to the attendee list and to connect to others via chat. If you do not opt in, then you will not be visible in the Attendees list and will not be able to communicate/chat during the event. You can also opt in within My Profile by clicking Edit My Profile.
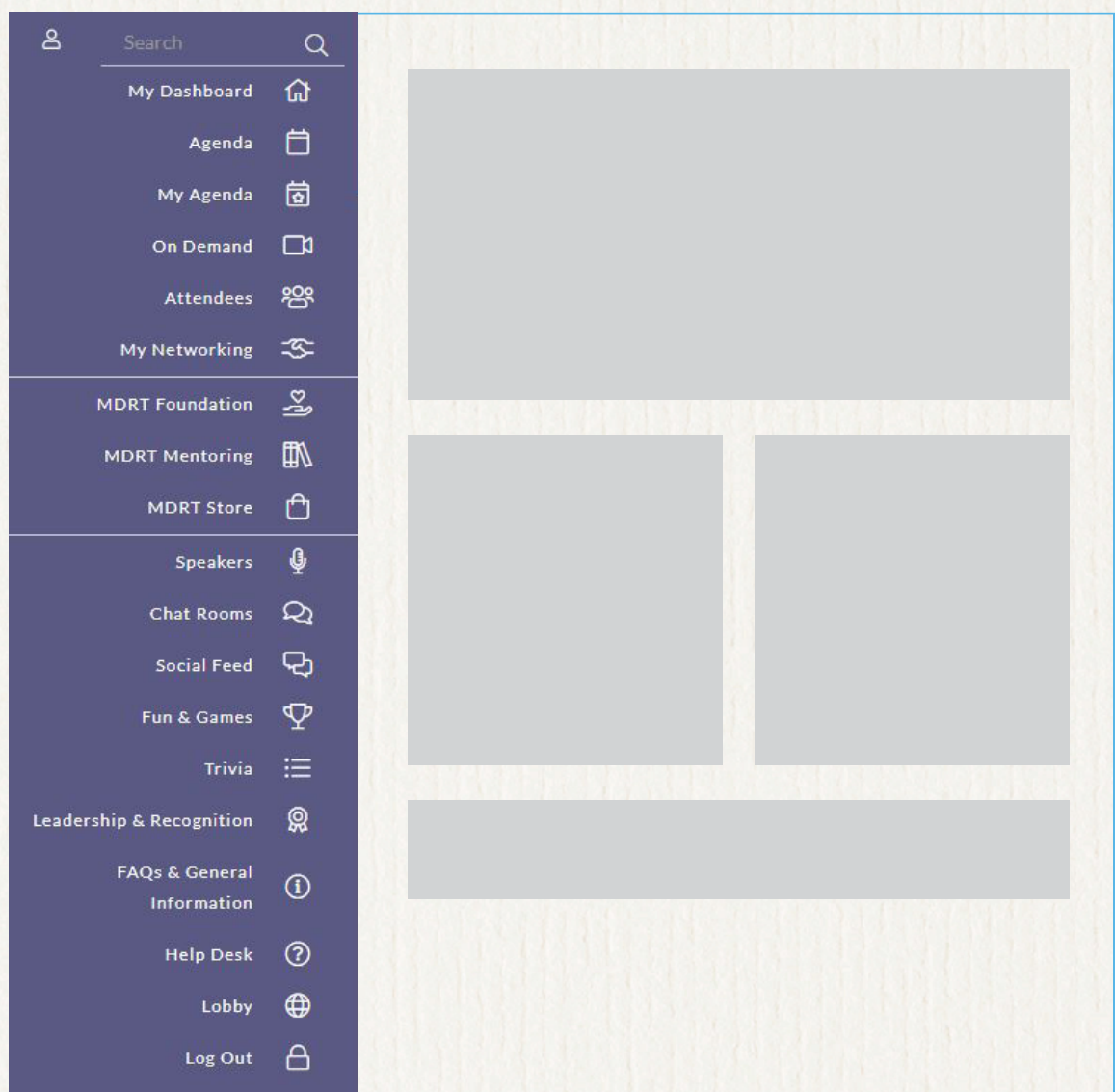
The Lobby

At the completion of the onboarding process you will be led into the Lobby. There are four click options on this page:

CONNECT	MY DASHBOARD	HELP	CONTENT
Connects you to the MDRT Store, MDRT Foundation and MDRT Mentoring pages	Serves as your personal landing page for the event. Here you will find People to Meet, My Notifications and My Messages	Connects you to an expert for assistance	Brings you to the Agenda page which provides a list of all sessions available for viewing

Navigation

The Left Navigation contains everything that can be accessed during the event. Click on any item to be taken directly to it. This is the place to access the Agenda, Attendees, Speakers, Social Feed, Fun & Games options and much more.

Search

My Dashboard
Agenda
My Agenda
On Demand
Attendees
My Networking

MDRT Foundation
MDRT Mentoring
MDRT Store

Speakers
Chat Rooms
Social Feed
Fun & Games
Trivia
Leadership & Recognition
FAQs & General Information
Help Desk
Lobby
Log Out

My Dashboard

My Dashboard is your personal landing page and the place to find the daily Agenda, My Notifications, My Messages, People to Meet and more. Here, you will also find direct links to the MDRT Store, MDRT Foundation and MDRT Mentoring and be able to access the Journey Map.

People to Meet are the individuals you were matched with based on your answers to the networking/matchmaking questions from registration or during onboarding. To connect with them, simply click on their name to be taken to their Attendee Profile.

My Profile

In My Profile, you have the option to upload a profile photo available on your device or sync with your LinkedIn account photo.

You also have the ability to change your region, time zone and language. By changing your language, you will change the site you view the language in (please note the times zones available for those languages). All other fields located here pull from your MDRT account, and if you require changes to those, please contact MDRT Member Relations at **memberrelations@mdrt.org**.

CONNECT

Visit the MDRT Foundation, MDRT Mentoring and MDRT Store while in the site.

Content and My Agenda

Clicking on Content in the Lobby or via the Left Navigation, will display the Agenda page and the full list of sessions available for viewing by day, including the Zoom Collaboration Rooms. You can add a session to your personalized My Agenda by clicking the heart icon next to the session you wish to add. The My Agenda page will show the list of sessions you have selected via the heart icon.

The Main Platform Deeper Dive Sessions are available for viewing at any time throughout the event and can be accessed via **On Demand** in the Left Navigation.

Sessions

Inside the Agenda, you will find each session page provides a description, list of speakers, downloadable handouts (if available) and the option to take notes and email them to yourself. These personal notes also reside within My Profile. You also have the opportunity to chat with other people who are viewing the session at the same time. **Be sure to check in** to unlock the session chat feature.

Zoom Collaboration Rooms

Connect with your fellow attendees for face-to-face networking by joining the Zoom Collaboration Rooms. **These sessions are language specific and only for Top of the Table members.** Check the Agenda page for timing.

Fun & Games

Connect with others, learn something new and have some fun. Visit the Fun & Games page, accessible via the Left Navigation, for more details and to learn how you can earn points and maybe even win a fabulous prize!

Social Feed and Chat Rooms

Keep connected with other Attendees by posting comments and photos of your experiences during the event in the Social Feed, accessible via the Left Navigation. It operates like a social networking site. You can "Like" or comment on others posts and photos. Google Translate is available to assist with translation in the Social Feed and Chat Rooms.

You can also start or contribute to a discussion in a Chat Room, accessible via the Left Navigation. There are two chat rooms:

- General Chat – For all attendees
- Guest Chat – Exclusively for registered guests

Leadership and Recognition

Visit the Leadership & Recognition page, accessible via the Left Navigation, to see those Top of the Table members who are serving in leadership positions and working hard on behalf of Top of the Table members around the world. We also honor and recognize the achievements of others on this page.

General Information & FAQs

For important information, troubleshooting instructions and answers to frequently asked questions, access General Information & FAQs via the Left Navigation.

Enjoy the 2020 Top of the Table Virtual Event!