

KNOW BEFORE YOU GO

Date: Wednesday, Dec. 16, and Thursday, Dec. 17

Sessions begin at 11:00 AM Eastern each day.

The appointments module is open 9:00 AM to 6:00 PM Eastern on Wednesday & Thursday.

The event portal will remain open until January 17 so you can watch recorded sessions for the next 4 weeks.

Connect with us on Twitter:

#InterFaceMultifamilySE

Follow @InterFaceGroup and @SREBusiness

Follow us on LinkedIn:

France Media Inc. & InterFace Conference Group

Thank you for joining us at InterFace Multifamily Southeast!

While the event portal is simple to navigate, the information below will ensure you don't miss anything during the virtual event.

HOW TO LOGIN:

Registered attendees may log in to the virtual event portal at <https://cvent.me/87KD75>

When you log in with the name & email address with which you registered, you'll receive a verification code via email and via text, if you included a mobile phone number when you registered.

The emailed verification code will come from Kelly Moustafa. The subject line will be "InterFace Multifamily Southeast Verification Code."

If you don't see a verification code in your inbox, check your spam or junk folder.

If your company has very strict spam filters, you may need to ensure you can receive the verification via text. If you need to update your registration to add a mobile number to your record, visit the registration site, and click the "already registered" link under the "register now" button and then modify your registration. (You can find the registration site by visiting www.interfaceconferencegroup.com and clicking on the InterFace Multifamily Southeast event and following the info/register link.

At the event portal login, if you try to log in but the "next" button is grayed out when you enter your name and email address, try turning off your VPN or have your IT team whitelist Cvent domains (cvent.me and cvent.com).

NOTE: *This portal is web-based. Early marketing emails incorrectly stated there would be an app, but this event is not app based. You do not need to download anything. You can access the event portal on a computer, tablet or phone using a browser.*

HOW TO JOIN A SESSION:

Once you are in the portal, you can visit the “My Event” tab to see current/upcoming sessions or the “All Sessions” tab to view the full agenda. Click on the name of any session. A few minutes before the session starts, a “Join Session” button will appear in the header. Click this button to watch the session or join a roundtable discussion.

If you are able to log in but the sessions won't play, you may have to turn off your VPN, try using a different browser (like Firefox or Chrome) or watch from another computer, tablet or phone.

All presentations and panel sessions (but not roundtables) are recorded. Any recorded sessions can be watched in the portal for 4 weeks following the event. Just visit the session page and click on the “Replay” button.

ENGAGE WITH US:

We have attendee roundtables scheduled for Wednesday at 2:10 and 2:50 Eastern. To participate or listen in, visit the roundtable session pages at the start time and click “Join Session” to enter the Zoom-facilitated collaborative chat session. (Roundtables are not recorded. You must join live to participate in the discussion with other attendees.)

On Wednesday afternoon, we will also host a virtual networking hour at 3:30 Eastern. Attendees will join a Zoom session where we will break out into smaller sessions for introductions and networking.

ENGAGE WITH SPONSORS & EXHIBITORS:

Visit a sponsor or exhibitor's page. Download files they've made available and/or follow links to their websites, videos and/or social media pages.

Send a message using the “Contact Us” button on the sponsor's page.

On the “My Event” page, there is a module that says “Looking to Network?” Click the “Schedule Appointment” button to send a request for a 1:1 meeting with a company representative. You'll receive an email confirmation with video chat link to use at the time of the schedule appointment once the invitation is accepted.

DAY-OF TROUBLESHOOTING & VIRTUAL HELP DESK:

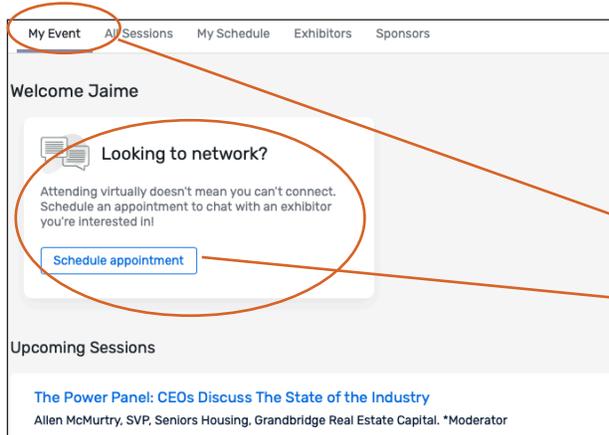
Session isn't playing or loading: Update your browser or use a different browser, like Chrome or Firefox. Turn off your VPN.

Virtual help desk: The InterFace staff will offer help via video chat. Visit with us via the “join virtual booth” button in the Virtual Help Desk within the event portal between 10:00 and 5:00 Eastern on Wednesday or 10:00 to 3:00 Eastern on Friday.

Can't get into the event portal? You can join our Zoom chat at www.interfaceconferencegroup.com/help-desk (between (10:00 and 5:00 Eastern). You can also reach us via email at kmoustafa@francemediainc.com.

APPOINTMENTS MODULE - ATTENDEE ACCESS

Interested in connecting with our sponsors and exhibitors? Reach out directly via the appointments module. Attendees can request a virtual meeting with the appointed reps from any of our participating sponsors and exhibitors — and you may receive appointment requests via email. Most appointments will utilize a Zoom link supplied by the portal in the meeting invite. Some sponsor/exhibitor appointments will include a phone number and a request that the recipient call that number at the set time. For more information, check out the FAQ at <https://interfaceconferencegroup.com/appointments>



If you receive a meeting request but are unable to attend, please take a moment to decline the request so the sender is not waiting to see if you show.

Start at the “My Event” tab.

Click the “Schedule Appointment” button.

* Appointment Type

Exhibitor 1:1 Appointments

You will appear as free for this appointment type until an appointment is accepted.

* Attendees - Add

 **Alicia Turlington** - Available
Conference Manager
France Media, Inc. Remove

* Time and Location - Edit

Tuesday, December 08 2 of 2 Attendees Available
9:30 AM - 9:40 AM ET
Virtual Meeting
Capacity: Unlimited

Virtual Access

Attendees can join this appointment virtually i

* Subject

Meet with [Company Name]

Description

Add a brief description of your company & request an introductory meeting. You may wish to include your contact information so the recipient can follow up with you outside of the appointment module at a later date.

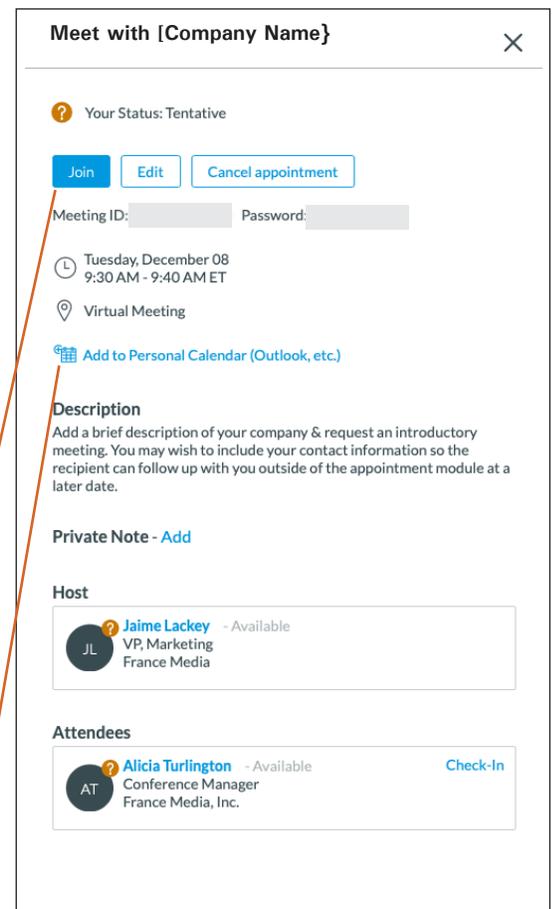
Choose the person you'd like to meet with. (You can add more than one person to an invitation.)

Attendees can reach out to a company representative with most sponsors and exhibitors. Sponsors/exhibitors can reach out to attendees.

Choose the time for the meeting request.

Do NOT uncheck this button. This is what creates the Zoom link, which is connected to the “Join” button on the meeting details.

To add a meeting to your personal calendar, open an entry on your calendar in the portal and click the “add to calendar” button.



Send Appointment Invitation

If you do not want to schedule meetings at certain times, block off times under “appointment type” in your appointment calendar.

When you add an event to your personal calendar, you can also invite a colleague and they can join the same Zoom link at the time of the meeting.