After logging into the event you will be taken to the Home page. From the Home page, you can visit the main areas of the event by clicking on the directory or utilizing the navigation bar.

**Navigation:** Access the different spaces in the event.

**Search:** You can use the search feature to find attendees, sponsors, documents/links and presentations/webcasts within the event.

**Home:** You can return to the home page by clicking on “Home” on the top toolbar.
The Profile is where you can customize your personal information, access documents and view your communication activity.

To edit your profile, click “Profile” in the toolbar at any time. Your profile contains your name and several other fields that you may have filled out during registration.

Please note that if you alter your name, it will need to be updated each day.

You may choose an image to help identify yourself during the event (select from a list of stock images or upload your own photo). Having a complete profile will help you while networking with fellow conference attendees.

The briefcase is located within your profile under the third tab. This is where you may retrieve documents and links that you have saved from the Resource Center, sponsor spaces or presentations.
The Profile is where you can customize your auto-forwarding and time zone preferences. Your time zone will default to Singapore time upon logging in.

**Profile Preferences**

- **Auto-Forward Mail**: All in event emails will be emailed to you if this box is checked.
- **Auto-Forward vCards**: All virtual business cards will be sent to your email if this box is checked.
- **Time Zone**: Personalize how you would like sessions to appear in the virtual environment. This will showcase when sessions are live in your time zone.
You can monitor your communication activity from the Communication Center located under your Profile.

There are 3 types of private communication:

1. **Email messages** – The notification will display you have an unread email. Click on the notification window to view.

2. **Chats** – If you receive a chat request you will be able to accept or decline the request. You may also send a short message to the chat requester when declining a chat.

3. **vCards** – The notification will display you have a new vCard. Click on the notification window to view.
This tool allows you to add sessions that you are interested in attending to your agenda.

**AGENDA BUILDER**

**Build Your Own Agenda**

The My Agenda tab will showcase all sessions you have added to your agenda.

**Options that may appear in the Agenda**

- **Add to Agenda** - Add sessions to your agenda up until 30 minutes prior to their start time
- **Add to Calendar** - After adding a session to your agenda, download a calendar reminder
- **Remove from Agenda** - Remove sessions from your agenda up until 30 minutes prior to their start time
- **Live Now** - A session is currently live
- **On Demand** - A session is available to view for playbacks. For the North American audience, playbacks are not eligible for NASBA CPE credit, but are eligible for IIA CPE credit.
Navigate to the Theater tab to view sessions, live and on-demand. Clicking on a session will show more detail on content & speakers. Your preferred time zone will appear in the upper right hand corner.
Navigate to the Theater tab to view sessions, live and on-demand. Clicking on a session will show more detail on content & speakers. Your preferred time zone will appear in the upper right hand corner.

**Chat Box:** In the chat box you can network with attendees and interact within the session.

**Q&A Tab:** Place all questions you have for the speaker under this tab. Questions will be addressed at the end of the session.
Simultaneous translation will be available in 16 languages for all live sessions. Translation will not be available for Playback sessions.

Once you enter a session, click on the globe located in the lower navigation bar to launch simultaneous translation.

In the pop-up window, select your language and then click attend.

Simultaneous text translation will appear in the pop-up window for the duration of the session.
Attendees will be required to answer alertness checks throughout the event to confirm your attendance during the live sessions to earn NASBA CPE credit. Alertness checks will not appear for playback sessions.
The Resource Center is your digital library to browse content provided by presenters and The IIA. Select the content for immediate viewing or save to your briefcase for review or download at your convenience.

**View/Save:** View and/or save a document to your briefcase for review at your convenience.

When Save is selected, the document will be saved to your briefcase. The briefcase can be accessed in your Profile.

The playback reporting form will be located under IIA Resources.
By clicking on the Exhibits tab on the top navigation, you will be taken to the Exhibits Halls, where you can visit booths, download/view content and engage with booth staff.
By clicking on the Exhibits tab on the top navigation, you will be taken to the Exhibits Halls, where you can visit booths, download/view content and engage with booth staff.

Once you have entered a booth, you may click through the content tabs on the right-hand side to view collateral and other assets and information provided by the Exhibitors.

View who is in the booth by clicking on the booth staff tab, located at the upper right hand corner of the booth.
Test your knowledge and become the top ranking attendee for the day with our Trivia game! There will be a new challenge each day and the leaderboard will be ranked based on total number of points.

The player with the highest number of points at the end of each day will win a $50 gift card.
Are you a master at puzzles? Try to unlock all 5 levels! The faster you go, the higher your score will be. The player with the highest score at the end of the conference will win a $50 gift card.
Located under the networking tab, the chat lounge is a great place to communicate and network with attendees and speakers.
Head to the Attendee Roster for a live view of who is attending #IIAIC and start a 1:1 chat, send a message, or share your virtual business card! Please note attendees will only appear if they are signed in to the virtual environment.

Click the chat bubble to start a 1:1 chat. Click the email icon to send a personal message. Click the virtual business card icon to share your virtual business card with attendees.
Looking to learn more about Singapore? Join us for our Wednesday After Hours event where you can participate in one of two tours. Please note that these will all take place via zoom and will be available to the first 300 participants for each tour.
Located under the Exhibits tab, check out all available giveaways and how you can become eligible!

CLICK THE "BADGES" TAB TO LEARN MORE ABOUT HOW YOU CAN EARN BADGES FROM OUR SPONSORS AND EXHIBITORS. EARN POINTS, ENTER EXHIBITOR RAFFLES, AND REGISTER TO WIN A $250 GIFT CARD. TRIVIA, PUZZLE AND GIFT CARD WINNERS WILL BE ANNOUNCED AFTER THE CLOSING KEYNOTE.

<table>
<thead>
<tr>
<th>Company</th>
<th>Giveaways</th>
</tr>
</thead>
<tbody>
<tr>
<td>Archer</td>
<td>Visit our booth and be entered into a drawing to win a pair of Apple AirPods.</td>
</tr>
<tr>
<td>Association of Certified Fraud Examiners</td>
<td>Visit our booth for a chance to win a free CFE Exam Prep Course.</td>
</tr>
<tr>
<td>AuditBoard</td>
<td>Schedule a product walkthrough to receive a limited edition YETI tumbler and be entered into a raffle drawing for a $200 Amazon gift card.</td>
</tr>
<tr>
<td>BDO</td>
<td>Visit our booth and be entered into a drawing for a UE Megaboom Bluetooth Speaker.</td>
</tr>
<tr>
<td>CaseWare IDEA</td>
<td>Visit the CaseWare IDEA booth, complete the survey, and stand a chance to win a $100 Amazon gift card. Hurry!</td>
</tr>
<tr>
<td>Galvanize</td>
<td>Play our virtual Plinko game for your chance to win a one-year subscription to a streaming service of your choice!</td>
</tr>
<tr>
<td>Gleim</td>
<td>Visit our booth and be entered into a raffle to win a $100 Amazon gift card.</td>
</tr>
<tr>
<td>Grant Thornton</td>
<td>Visit the Grant Thornton booth and take our pulse survey to be entered into a raffle for a chance to win a Sonos Move speaker!</td>
</tr>
</tbody>
</table>
Click the Badges tab to view the various ways to earn badges, view the points you have earned and see the top achievers. The attendees with the highest points at the end of the conference will be entered into a raffle to earn a $250 gift card.
The Help Desk is available for any technical support issues you have while interacting in the event.

**Chat:** Will allow you to chat with Intrado and IIA support staff available to help assist with any technical questions you may have.

**Computer Tips:** Available to view helpful resources in troubleshooting potential issues such as chat or communication problems, security prompts, etc.

**FAQs:** Check out the FAQ tab for frequently asked questions regarding the virtual event.