ANNUAL WOMEN ECONOMIC FORUM 2021
BANGALORE INDIA

Conference FAQs

OCTOBER 22, 23 & 24

Connected Global Communities of trust, kinship and commitment: power and possibilities of forging a more collaborative future for all

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HOW DO I REGISTER AS A SPEAKER

- Click on register tab at the top right corner

- It will take you to Speaker Registration & Attendee Registration page

- Select speaker registration

- Click on Register Now

- This will take you to Speaker registration page

- On this page – Prerequisites are on the left

- Read the prerequisites to understand the required items for registration

HOW DO I REGISTER AS A SPEAKER

- Registration form is on the right

- Fill in the form by keying in all details

- For the fields Organization & Designation – if it does not apply to you, kindly fill NA in both fields

- Upload picture and Profile

HOW DO I REGISTER AS AN ATTENDEE

- Click on register tab at the top right corner

- It will take you to Speaker Registration & Attendee Registration page

- Select Attendee registration

- Click on Register Now

- This will take to you to Attendee registration page

- On this page – Prerequisites are on the left

- Read the prerequisites to understand the required items for registration

HOW DO I REGISTER AS AN ATTENDEE

- Registration form is on the right

- Fill in the form by keying in all details

- For the filed Organization & Designation – if it does not apply to you, kindly fill NA on both fields

WHAT NEXT?
AFTER REGISTRATION

- Payment receipt will be emailed to the email coordinates provided by you

- For speaker registration, confirmation of your topic, session and track number will also be sent

- Link to the conference will be sent in a few weeks time

- This is the link you will use to enter conference. (Make sure you use the same email ID whenever you are entering the conference)

- Conference platform will be open a few days before the event

- This will enable speakers and attendees to experience the platform and all its features.

- This will also train users to navigate with ease

- If you do not receive the email with access to platform link by 20 October, 2021– please write to help2021wef@gmail.com

HOW DO I LOG INTO THE CONFERENCE?

- You will receive an email with a link

- When you click on this link, you will land on the conference Join page

- Enter your email ID given at the time of Registration and click on Submit

- You will receive an OTP on the same email you have entered/given during registration

- Enter the OTP received on email

- Fill your profile and enter Platform landing Page

LANDING PAGE DASHBOARD

- Landing page Dashboard will have various Tabs / Fields at the top

- Agenda tab will have details of Session – Topic/Time/Track number/Speaker details

- Speaker Tab will list speaker Profiles and Pictures

- Exhibitor tab will feature all exhibitors who are listed

- Rooms tab will take you to Business meeting room details – Pre booked meetings, Booking availability, Featured brands & events, etc.

- Networking Lounge tab, Meetings tab, Leader board etc. will be on the landscape

HOW DO I LOG INTO MY SESSION AS A SPEAKER?

- Enter the Platform landing Page

- Click on Agenda. Scroll to your track. A button to Join Session will be activated when it is time for you to enter the session

- Once you click this, you will be prompted to open the Zoom app. Please ensure that Zoom is installed on your laptop

- Once you start the Zoom app you will be let into the session by the host

WHAT IS ABSOLUTELY IMPORTANT FOR THE DIGITAL CONFERENCE?

- Uninterrupted internet connection

- Uninterrupted power supply

- Understand the Conference platform by logging in before the event

- Check out navigation keys on the dashboard

- Understand the details of conference by clicking on all the tabs to know speakers & their profiles, Agenda, meeting rooms, Networking Lounges, Event feed, etc.

FEATURES OF THE CONFERENCE PLATFORM

- Event Feeds: This is a feature available within the conference platform for sharing videos, pictures, posts

- Rooms: Business meeting rooms can be pre booked for hosting workshops/product demos/cookery shows/story telling/Meditation demo/yoga demo or any other creative art demos. These can be blocked for up to 1 hour duration for up to 50 participants. Meeting rooms can be exclusively used for invited guests only or for open meetings where any participant can attend. It can be used for Product surveys, Quizzes, Food Shows – where you can conduct a masterclass

- Networking lounge tables can be Branded. Tables can feature your company or Brand logo. It can be utilised to host meeting with fellow speakers and attendees.

CAN I USE MOBILE DEVICE TO PARTICIPATE IN THE CONFERENCE

- If you are a speaker kindly use only laptops for your session with Chrome browser

- As an attendee any device is fine

- However, mobile screens being very small will not enable you to experience the conference features as well as you would from a laptop screen with a Chrome browser

- Laptop wide screen also shows the Dashboard completely. So you can make better choice of which tab to enter

WHAT CAN ONE DO DURING THE 3 DAYS OF CONFERENCING

- You can join the conference from Day 1 – Inauguration onwards

- You can check out the agenda/Schedule for topics & Speakers

- You can attend any of the sessions on 7 tracks from 10 am India Time to 11 PM India time on all 3 days of Conference; You can hop from session to session

- You can connect with the speakers through chats during Q& A sessions or their profile pages or seek an appointment with a speaker and pre book networking lounge

- You can use the networking table to interact with some other attendee who is already present there

- You can visit Exhibitor stalls to check out various products & services

- You can participate in various polls and contests

SOME MORE ANSWERS

- To reconfirm your session details like timing, topic, session number, track number, date etc – you can check on the agenda either on
  - https://kaizenconsult.in/wef/
  - Or on the Agenda tab on the event platform
- You will be able to join your session only through the platform
- You are requested to join session not earlier than 10 minutes before your scheduled session
- Session: We request you to speak from your heart – Screen sharing, Video sharing is not permitted for WEF Plenary / WEF TALK / WEF LaunchPad
- Q&A's – only for WEF Plenaries. Moderators decision if time permits.

SOME MORE ANSWERS

- Award : All speakers will be awarded the prestigious WEF Award. Award will be sent as a soft copy within 2 weeks post conference

- Event will be live streamed on social media on YouTube and Facebook – however, if your family & friends wish to see your session live on the platform they can register as attendees and also enjoy other features of the conference

- Links to live streaming on social media will be available on the wef website on the day of the event