

# PMXPO 2018 Visitor Guide

Welcome to PMXPO!

There's plenty to do and see here today, so here's a quick guide to get you started and help make the most out of today's event.



Here's what you'll see in the **Lobby** when you first login to the event, and here's what you'll want to notice:

## 1. Home

You can go home again! The top-level navigation bar will follow you around the PMXPO, so you can come back to the lobby, or navigate to other areas of the event.

## 2. Sessions

Click here to see the list of today's events and to adjust the schedule to reflect your time zone. You can access live webcasts throughout the day, or return to watch them on-demand at any time.

### **3. Exhibit Hall**

Make the most of your PMXPO experience by engaging with our exhibitors. We'll give you some time between sessions to see what they have to offer and register for giveaways. The booths will be open all day, so stop by between sessions or whenever is convenient.

### **4. Lounge**

There are going to be thousands of project managers here today. Click here to connect with other attendees and expand your network. Don't forget to check out the Twitter feed [#PMXPO2018](#)

### **5. Resources**

Check here to find incredible resources supporting the event. Download copies of all of today's presentations to review later, or find great resources provided by today's exhibitors. You can also find a copy of the event agenda, along with important PDU information.

### **6. Profile**

This is where you'll find your profile information. You can upload a photo, control the information that others can see and publish your PMXPO profile. Return here frequently to review your **Briefcase**, which you can use to download any documents you have accessed throughout the day.

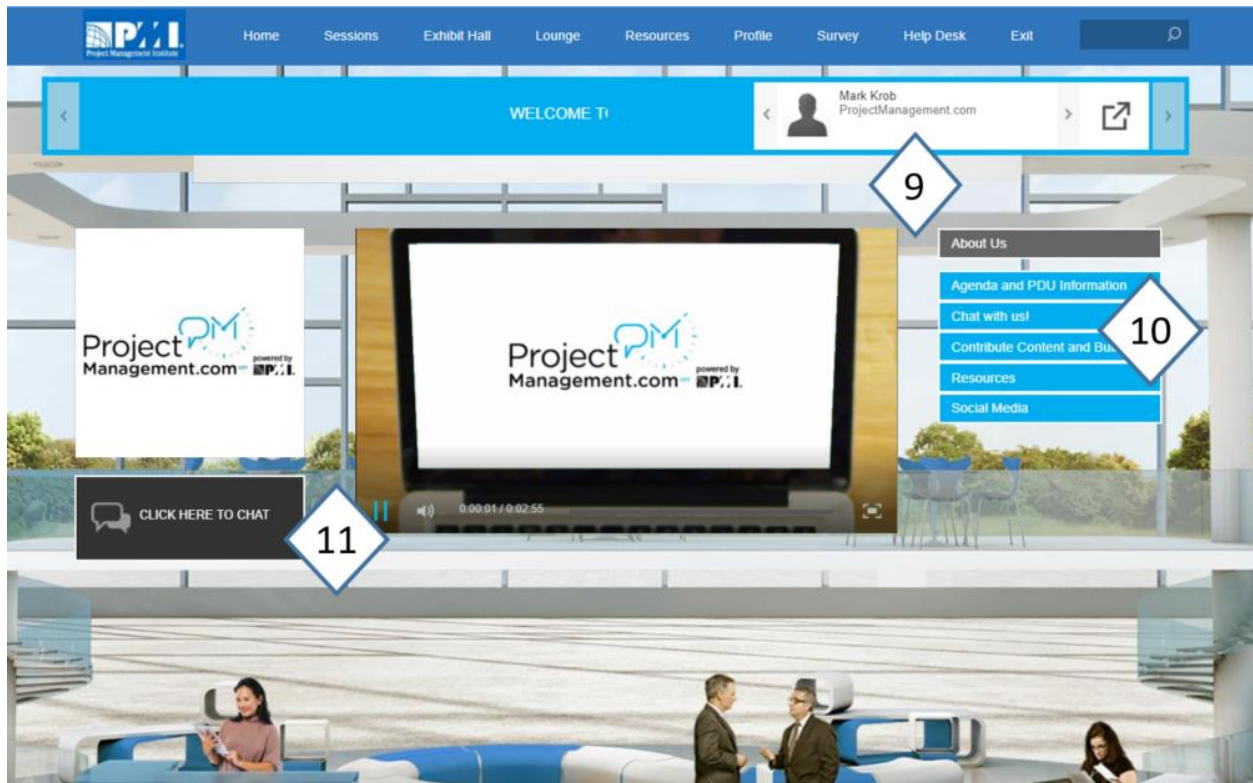
### **7. Survey**

We want to hear what you think! Please take a minute to complete the event survey and help us continue to make PMXPO better every year.

### **8. Help Desk**

Chances are everything will be running like clockwork, but in case you have technical difficulties, we have support personnel standing by to help. Click here for immediate assistance with any problems you run into within our interface, like hearing or seeing presentations or accessing chats.

Now that you have your bearings, you might be wondering what's in the **Exhibit Hall booths**...Let's find out:



Just like a live trade show, you can go into a booth to meet with company representatives and learn more about that company and their offerings.

### 9. Information Tab

Click here to see who is in the booth. This tab will show you a list of booth representatives available to chat with you.

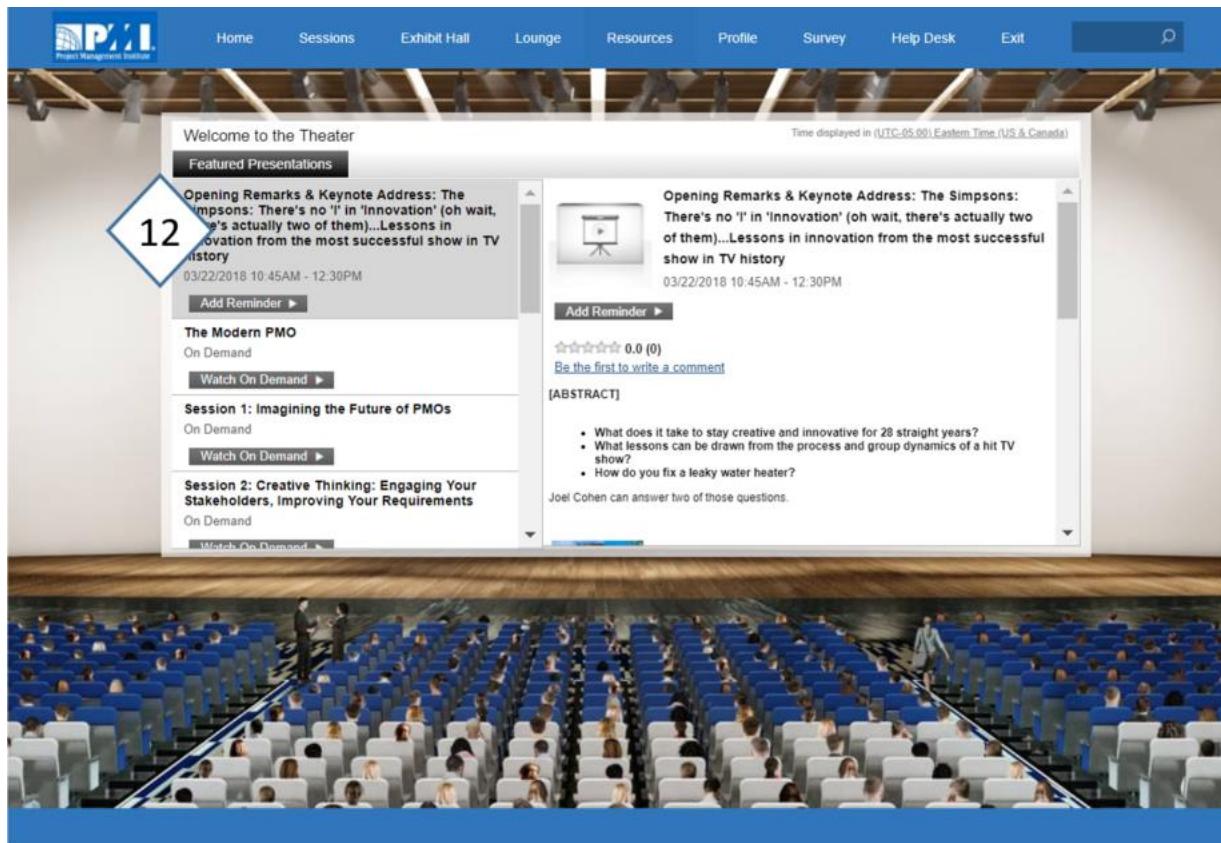
### 10. Booth Resources

Click here to find everything the booth has to offer...company profiles, literature, videos and more! There are lots of great resources to offer in the exhibition booths, so be sure to check them out and make the most out of your event.

### 11. Booth Chat

Click here to chat! Booth representatives are available to answer your questions, and you can keep the networking going with your fellow attendees in the booth chat.

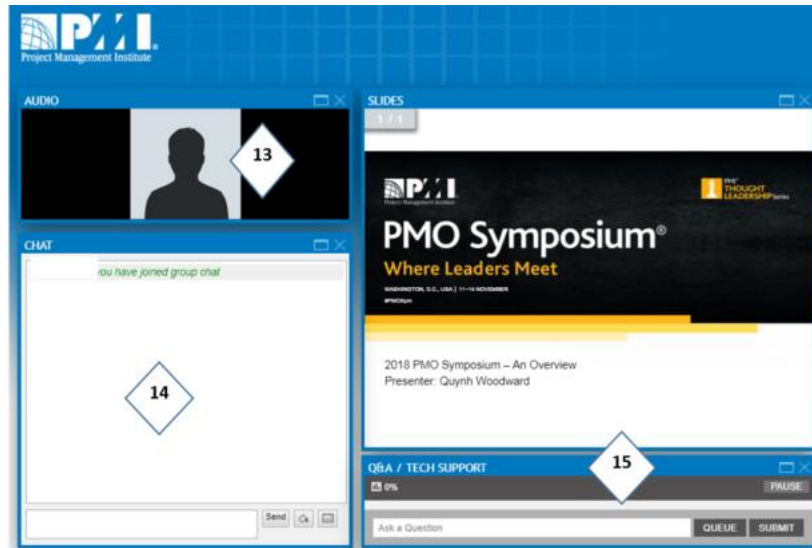
Of course, one of the main reasons you are here is to see our presentation sessions! You'll have to go to the **Sessions** tab for that. Here's what you'll find there.



## 12. Today's Sessions

Here's the list of all the presentations you will be able to view today—and on demand for the next three months! Click on the title to start viewing.

Here's what a **Webcast** session looks like. Be sure to submit questions for the speakers to answer during the live portion of the presentation and stay involved in the chat. Events get so much better when you are involved!



### 13. Audio Options

Adjust your audio volume here. If you do not hear audio or see the slides, please refresh your browser window.

### 14. Chat

Be sure to participate in the chat! We have some excellent presenters who will stimulate great discussion.

### 15. Q&A / Tech Support

This box will be monitored by our event support staff throughout the webcast. Please use it to report technical difficulties or to submit questions for the speaker to address during their live Q&A.

Those are the basics, and here are a few rules:

- Don't be shy! Ask questions, build your network and make some friends
- If you have technical questions or problems, click the **Help Desk** link on the top right-hand corner of the screen. The help desk will be staffed to support you throughout the day
- Stop by the **ProjectManagement.com booth** or the **Networking Lounge** to tell us what you think of the event
- Don't forget to fill out the **Survey!**
- HAVE FUN!