



## **32ND ANNUAL CONFERENCE GUIDE TO YOUR VIRTUAL EXPERIENCE**

Taking off from Asia with content spanning Africa, the Middle East, Europe and touching down in the Americas, IAWA's 32nd Annual Conference is not just another Zoom Meeting.



**RESILIENCE  
RESPONSE  
RECOVERY**

The global pandemic has taught us how to connect in new ways. We know that it may be new, so we have created this guide as a resource to make the best of your virtual experience.

We are resilient. We have content that will demonstrate what the industry has done in response to COVID-19, and how it is on the road to recovery!



**Wednesday, October 14:**

Bonus Panels, On-Demand  
Content and Exhibit Hall

**Thursday, October 15:**

Content with real time  
questions and answers,  
and global engagement

# WHAT TO EXPECT

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## Registration/Checking In

Your experience will start with a link that is emailed to you. Please keep an eye out for that link in your email after you register for the conference. **BE CERTAIN TO COMPLETE CONFERENCE ENROLLMENT** after you have completed registration. It is necessary to gain access to the conference. Consider this your conference check in as if we were in person. A link to the conference will be emailed that will lead you to the conference landing page.

1. Login: Take a few minutes to create your username and password.
2. IAWA is about connecting, inspiring and leading. This is your chance to connect to each and every IAWA 32nd annual conference attendee! We are very excited that FedEx and HPM, through their sponsorship, have enabled us to virtually meet all of our attendees by hosting our “Conference Manifest”. All registrants should **produce and upload** a quick 20-30 second video introducing yourself to the other conference attendees. On 14 October you can view the conference “Manifest” to actually meet EVERY registrant that has uploaded a video.
  - Include your name, current position, previous work experience and perhaps a sentence or two of what you are looking to get out of the conference.
  - Keep it under 30 seconds.
  - Speak loud and clear.
  - Dress professional and be cognizant of your background.
  - Ensure enough light.
  - Ask someone to video you, for the best quality.

Once you have your video recorded, click this link <https://iawa.ims.events/video-upload> to upload your video, and you will become part of the video gallery. We want to assure you that the website is secure, and only paying IAWA guests will have access to your video.

# WHAT TO EXPECT

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3. Time zone translation made easy. Be cognizant of the time zone that you select on the User Profile page inside the conference site. We have a special feature that will indicate your local time for each event on 15 October based on your designated time zone...you don't have to figure it out!
4. Sit tight until 14 October when you will have access to the bonus panels and other on demand content, as well as our exhibit hall.
5. Whet your appetite. Either wait for your HelloFresh™ delivery if you ordered, or shop for the ingredients to follow along with the cooking demonstrations by IAWA Board and Advisory Board members, available once the conference opens 14 Oct, 0001 New York/ Eastern time. Remember that you have 30 days of conference content to meet your IAWA leadership Chefs! You are not limited to just the conference to try out the recipes, you can watch their creative take on each. Try them all! Below are recipes and an ingredient list for each. For those interested, HelloFresh™ has offered an IAWA2020 coupon code giving you 20% off a subscription.

[Santa Fe Pork Tacos](#)

[Southwest Chicken Sausage and Rice Skillet](#)

[Thai Basil Chicken Stir Fry](#)

[Tuscan Chickpea, Kale and Tomato Soup](#)

[Szechuan Broccoli and Mushroom Stir Fry](#)

[Barramundi Over Corn and Poblano Hash](#)

# WEDNESDAY, OCTOBER 14 ON DEMAND AND THE EXHIBIT HALL

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The next section is a guide to what you can explore and experience on the 14th followed by guidance for navigation and engagement on the 15th. [Info@iawa.org](mailto:Info@iawa.org) can help you if you get lost. Once you are in the virtual conference, go to the tech help at the information desk where we will have staff on hand to help you.

To win prizes, be sure to visit our sponsors booths. Airplane models from Airbus and FedEx will be awarded from a raffle. You will automatically be entered by visiting the IAWA conference website. Each button along the top will direct you to different areas. Take a moment to familiarize yourself with each area.

Select  
"Home"  
to bring  
you back  
to the  
main page.



# User Profile Edit

(click on Edit – highlighted in yellow – once logged in):

Scroll through all of the profile to make any needed edits.

At the bottom of the page, you may set your time zone, and then click the “Save” button to save your changes.

# EXHIBIT HALL

**Clicking on Exhibit Hall will open a new window taking you to the virtual exhibit hall.**

Our sponsors have made this event possible. Be certain to check out their booths they have prepared especially for IAWA. Your journey at each booth will provide an opportunity to learn about IAWA and our sponsors as well as an opportunity to win prizes.

- How to navigate the exhibit hall – an example of a generic build of an exhibit floor can be found below, so you can get oriented to how to navigate the exhibit hall.
- Staffed hours will be published on the booth, where you can engage via Zoom or leave a message via chat.



# BONUS PANELS AND ON-DEMAND CONTENT

With all that is going on in 2020, we know that a single day for this much content is not enough.

In addition to the Live program on October 15, the 32nd Annual Conference also includes on-demand bonus sessions that registrants will be able to access and view anytime on October 14, at your convenience. A series of panels and talks, sponsored by IAWA leadership, has been compiled with a wide range of topics. You will also have early access to all the speaker photos and biographies.

Explore the content, get oriented with the site, and be ready for an engaging, in-depth event experience.

The screenshot displays the IAWA website interface. At the top, the IAWA logo is on the left, and navigation tabs for 'Agenda', 'Exhibit Hall', 'Information Desk', 'Manifest', 'On-Demand', and 'Speakers' are on the right. Below the navigation is a video player showing a stage with a large screen displaying 'IMS TECHNOLOGY SERVICES' and 'SCENIC & SET DESIGN'. To the right of the video player, text reads: 'Scroll up and down the main page to see upcoming sessions, on-demand sessions, and Speaker information'. Below the video player is a section titled 'UPCOMING SESSIONS' with four cards: 'KEYNOTE 2' (Thursday, 10:15am), 'Achieving Your Own Professional Excellence' (Thursday, 12:00pm), 'KEYNOTE 1' (Thursday, 8:30am), and 'PANEL 1' (Thursday, 9:15am). At the bottom is a section titled 'ON-DEMAND SESSIONS'.

# VIRTUAL CONFERENCE MANIFEST

How do you meet people during a virtual conference? How will other attendees get to know you? We Got Creative. Take some time to learn about your fellow conference attendees while you explore the website and exhibit hall. Go to the “Manifest” button at the top to see who else has registered, and to get their contact information.

## Breaks:

We have put together some fun content to take a look at in between virtual sessions.

- Yoga
- Mindfulness
- Cooking Demonstrations

## Thursday, October 15: Live Content with Q&A

Remember, you will have 30 days of access with your registration, which includes the Exhibit Hall. The Exhibit hall will be staffed October 14 - 15 and can be toured independently October 18 through November 17 2020.

The program is available via the program button, the coming up carousel, and at the information desk.

Since you set your time zone in your profile, the times for upcoming speakers just below the live video will be local to you. (See picture of the landing page on right.) As you scroll down you will also be able to see all of the speaker details, as well as the Conference Planning Team.

Thank you for attending the 2020 IAWA Annual Conference!

