

Virtual Amplify

Users' Conference

2020 Navigating the Changing
Landscape of Property Tax

Attendee Guide & Checklist





Attendee Guide & Checklist

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Welcome to Virtual Amplify 2020! We are so excited to have you join us for our first Amplify Conference. We will be using a conference platform provided by Eventfinty and have put together the following tips and tricks to help you make the most out of your conference experience.

Important Know: Tips & Troubleshooting

Login Information

1. Login Credentials will be emailed to Registered Attendees on November 12. After you receive the email with your login information, make sure to go to <https://aumentum-amplify.eventfinty.co/login> to log in to the conference platform.
 - a. Your login will be the email address you used to register for the conference.
 - b. Your Password will be emailed to you on November 12.
 - c. If you **have not** received your login credentials by **November 13**, please email replies@aumentumtech.com
2. After you receive your login information, make sure to log into the event platform and set up your conference profile.

Technical Tips

1. Use your **desktop or laptop** for the conference. The Eventfinty platform is not compatible with mobile devices.
2. **Use Chrome or Firefox** as your internet browser to connect to the conference. Browsers like Internet Explorer or Safari may have compatibility and display issues.
3. If you are connecting from your county office, check with your IT department before the conference to verify if there will be any issues connecting due to a firewall or not.
4. **Use of VPN Can cause connection issues**. If possible, contact your IT Department to have them whitelist the Eventfinty servers by giving them the following URL: <https://www.eventfinty.co/>
5. If you are using a Bluetooth headset, make sure to connect your audio before joining sessions, otherwise the audio may not work. If you are already connected, refresh your browser to resolve any audio issues.
6. Test your Audio and Video before the conference.
 - a. **You will not be able to call in with a phone**, so ensure that your computer audio is clear.
 - b. Although you are encouraged to turn on your camera so that you can create a more personal experience while connecting with others, we understand that this may not be a possibility. You can still attend sessions without camera capabilities.
 - c. Try not to multi-task meetings. Having two meetings open at once will confuse the audio and video



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Make the most out of Amplify & The Eventfinity Platform

1. Remember to **add your photo and bio** to your [Profile](#) so that others can find you easily within the [Attendee Directory](#)
2. Review listing in [Attendee Directory](#) to connect and network with specific people
3. **[Connect with other attendees using 'Personal Rooms'](#)** - request meetings in platform via the [Attendee Directory](#) with other attendees
4. Keep track of your notifications for important events
5. Visit the [Exhibit Hall](#) to participate in the Scavenger Hunt and other fun sponsored games!
 - a. Talk to the vendors one on one by Joining their Virtual Booth
6. Keep track of your [Notifications](#) throughout the conference to make sure you don't miss any important Announcements or Networking opportunities

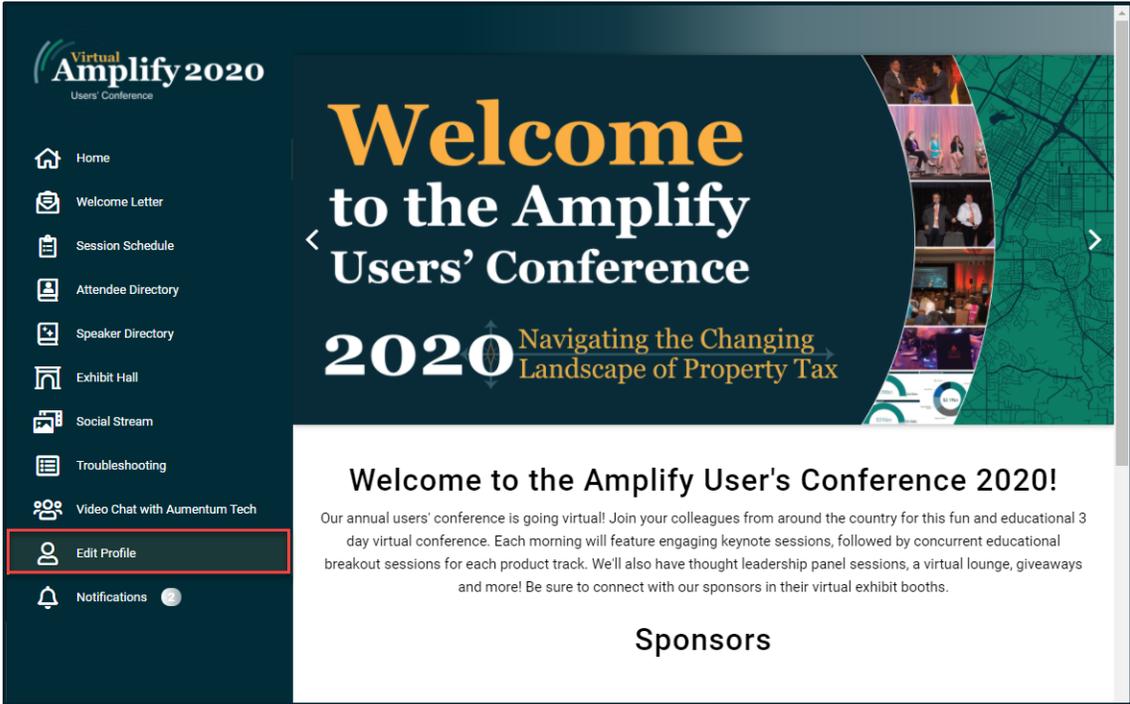
Set up your Profile

Your profile will help people find you within the Attendee Directory, which enables them to interact with you. Remember to fill it out **before the conference starts**. Don't forget to upload a picture of yourself, as this will be displayed if your camera is not on or if you do not have a camera. It will also help people recognize you from past conferences and help put a face to a name.

Log in to the conference using your registered email address and password.



On the left menu bar, select 'Edit Profile'



Once in your Profile, add your photo, job title, Jurisdiction (County) or Organization, as well as where you're from and the product you use within your office. You are also encouraged to add a short Bio at this time.



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Virtual Amplify 2020
Users' Conference

Home
Welcome Letter
Session Schedule
Attendee Directory
Speaker Directory
Exhibit Hall
Social Stream
Troubleshooting
Video Chat with Aumentum Tech
Edit Profile
Notifications
Log Out

Edit Profile

User Avatar

Choose File No file chosen

First Name
Elizabeth

Last Name
Strout

Job Title
Sr. Technical Marketing Specialist

Organization / Jurisdiction
Aumentum Technologies

State
California

Product
Select Option

Bio

Elizabeth transitioned to Technical Marketing in 2013, performing Aumentum demos, specializing in Assessor facing products, as well as assisting implementation teams with testing, providing a conference presence and assisting with RFP completion

Submit

Select Submit to save changes. Once submitted, the changes are published to the Attendee Directory. You can come back at any time to change or update this information, both before and during the conference.

Bio

Elizabeth transitioned to Technical Marketing in 2013, performing Aumentum demos, specializing in Assessor facing products, as well as assisting implementation teams with testing, providing a conference presence and assisting with RFP completion

Submit



Visiting the Attendee Directory

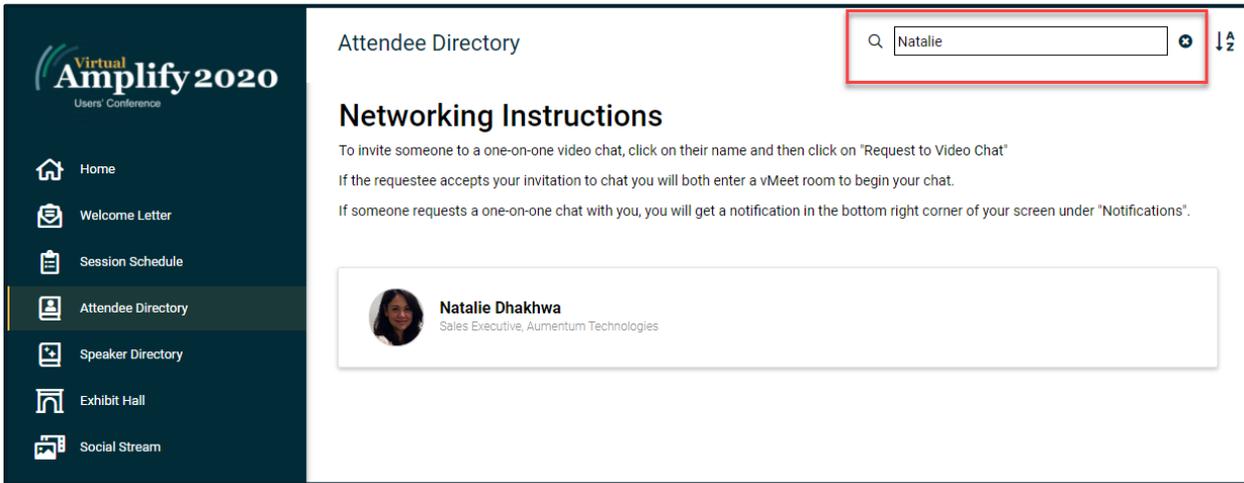
The Attendee Directory is a listing of all Attendees at the conference. This area will enable you to find information on fellow attendees and connect with them one on one in a Personal Chatroom. You will find the Attendee Directory on the left menu bar:

A screenshot of the Virtual Amplify 2020 Attendee Directory interface. On the left is a dark blue navigation menu with the Virtual Amplify 2020 logo at the top. The menu items are: Home, Welcome Letter, Session Schedule, Attendee Directory (highlighted with a red box), Speaker Directory, Exhibit Hall, Social Stream, Troubleshooting, Video Chat with Aumentum Tech, Edit Profile, Notifications (with a '2' badge), and Log Out. The main content area is titled "Attendee Directory" and lists seven attendees, each with a profile picture and name: Aumentum Employee, Dan Cullerton, Elizabeth Strout, Katy Mintz, Liza Lowenberg, Natalie Dhakhwa, and Shawn Demay. At the bottom left of the screenshot, a URL is visible: <https://aumentum-amplify.eventfinity.co/directories/28251>



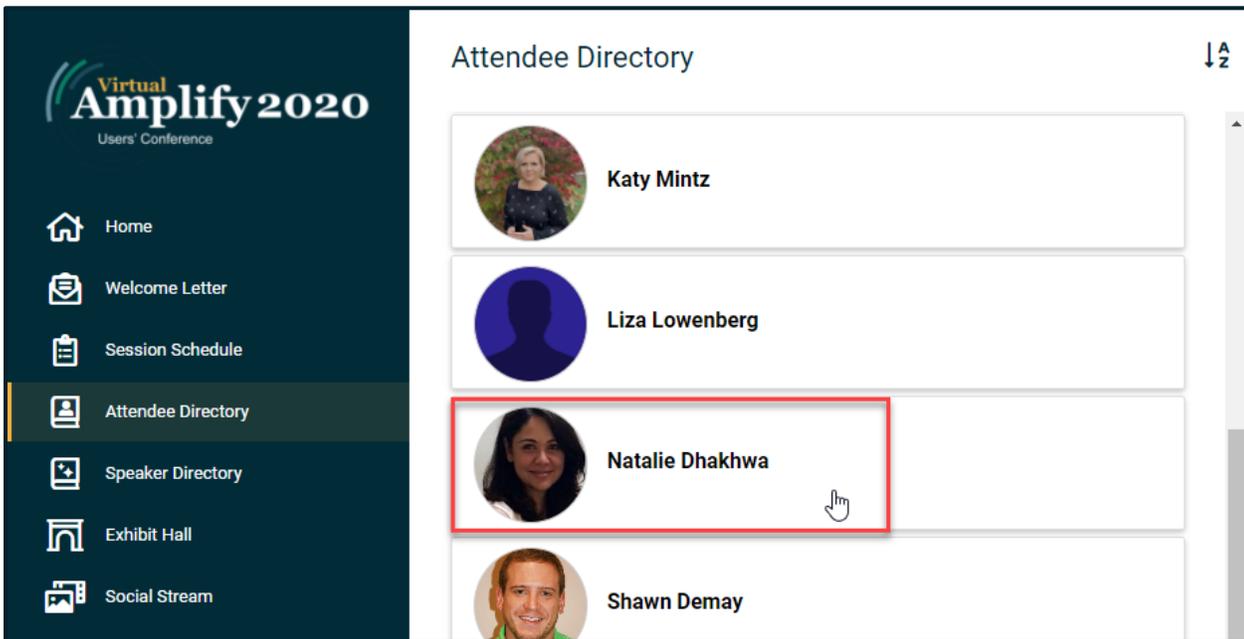
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The attendees are listed in Alphabetical order by first name. You can use the **'Search'** Feature at the top right of the screen to find a specific attendee you want to connect with:

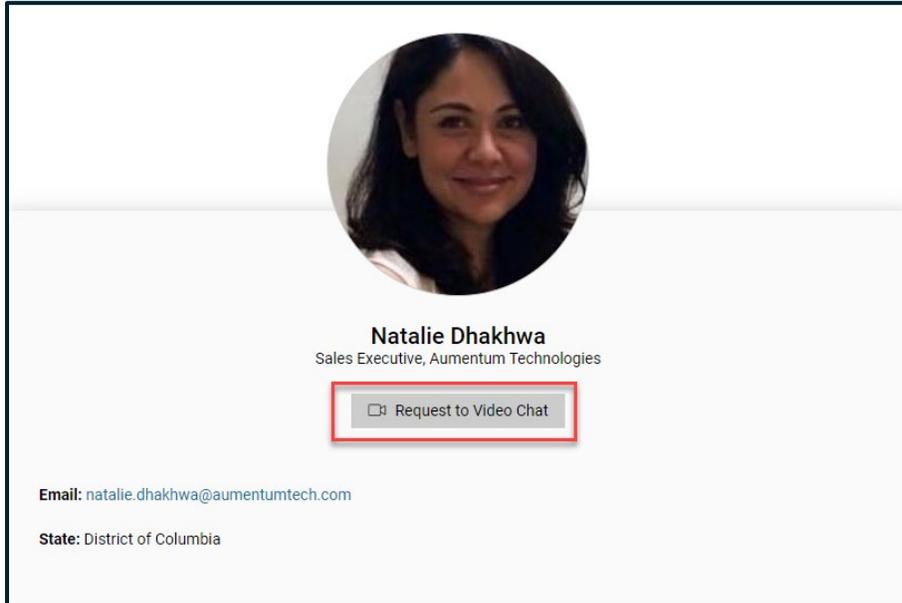


To invite a fellow attendee to connect with you in your personal chat room:

Click their name within the directory list:

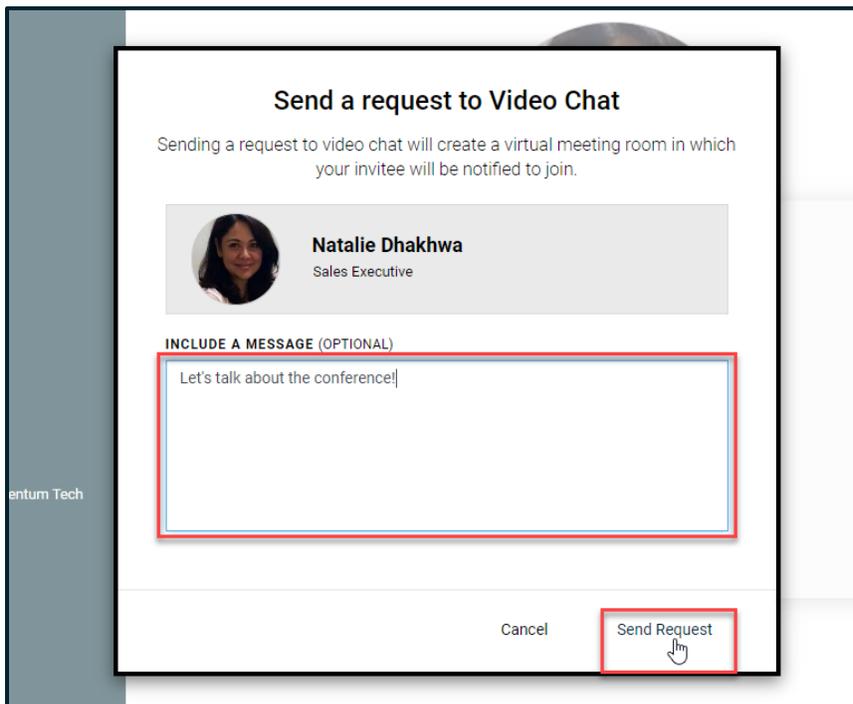


Select the 'Request to Video Chat' option under their name and title



A user profile card for Natalie Dhakhwa. It features a circular profile picture of a woman with dark hair. Below the picture, her name "Natalie Dhakhwa" is displayed in bold, followed by her title "Sales Executive, Aumentum Technologies". A button labeled "Request to Video Chat" with a speech bubble icon is highlighted with a red border. At the bottom left, her email "natalie.dhakhwa@umentumtech.com" and state "District of Columbia" are listed.

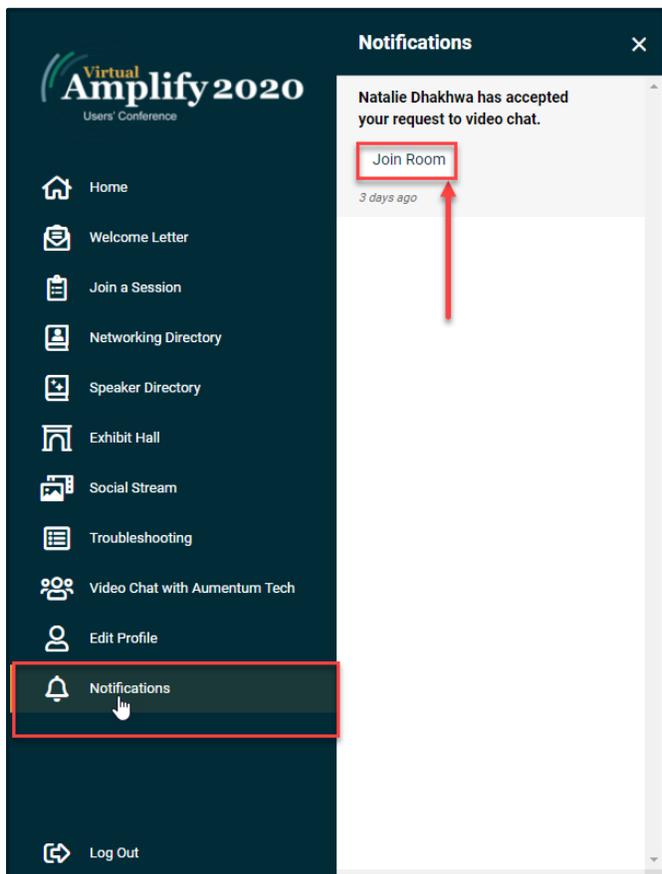
This will pop open a window that will prompt you to enter an optional message. At this point you can still cancel your request if you do not wish to proceed.



A dialog box titled "Send a request to Video Chat". The text inside reads: "Sending a request to video chat will create a virtual meeting room in which your invitee will be notified to join." Below this is a profile card for Natalie Dhakhwa, Sales Executive. Underneath is a section labeled "INCLUDE A MESSAGE (OPTIONAL)" with a text input field containing "Let's talk about the conference!". At the bottom, there are two buttons: "Cancel" and "Send Request", with the "Send Request" button highlighted by a red border and a mouse cursor.

After you sent the request, it will let you know it send them a notification.

Once they accept your request, it will show up in your Notifications area (as pictured below). Click “Join Room” to launch your Personal Chatroom in an additional tab. Make sure to keep an eye on your **Notifications** for chat requests and other important messages.

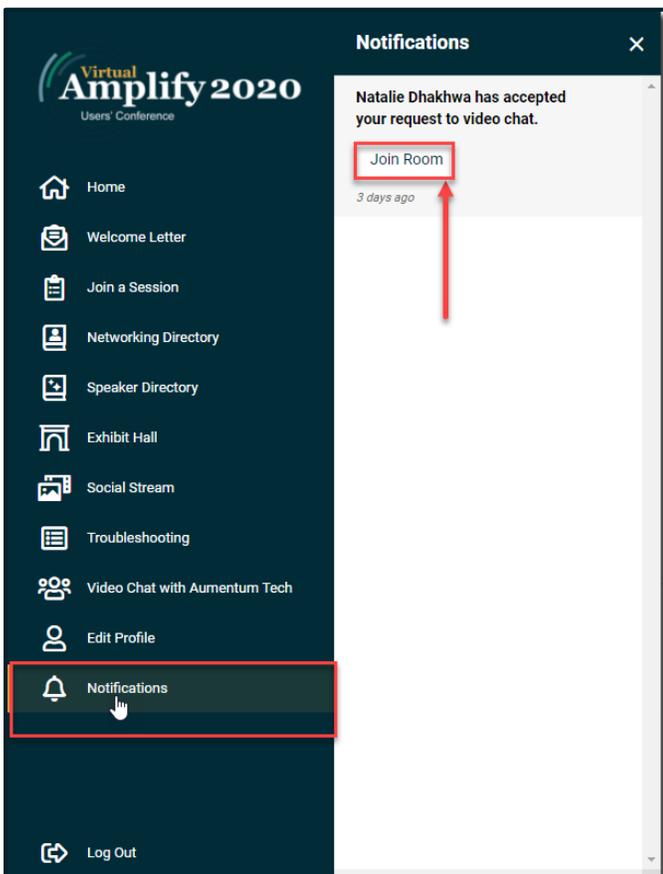




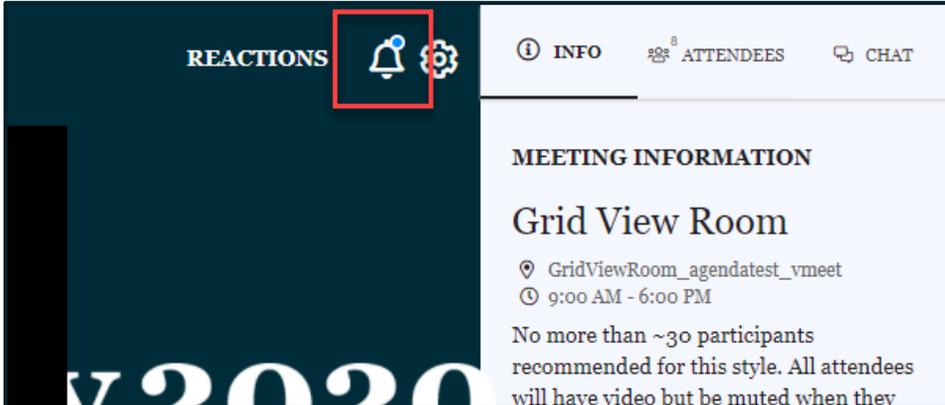
Notifications

Make sure to keep track of your Notifications throughout the conference. These will list special announcements, as well as let you know if another attendee is trying to connect with you one-on-one. When you have notifications, the site will alert you in several areas.

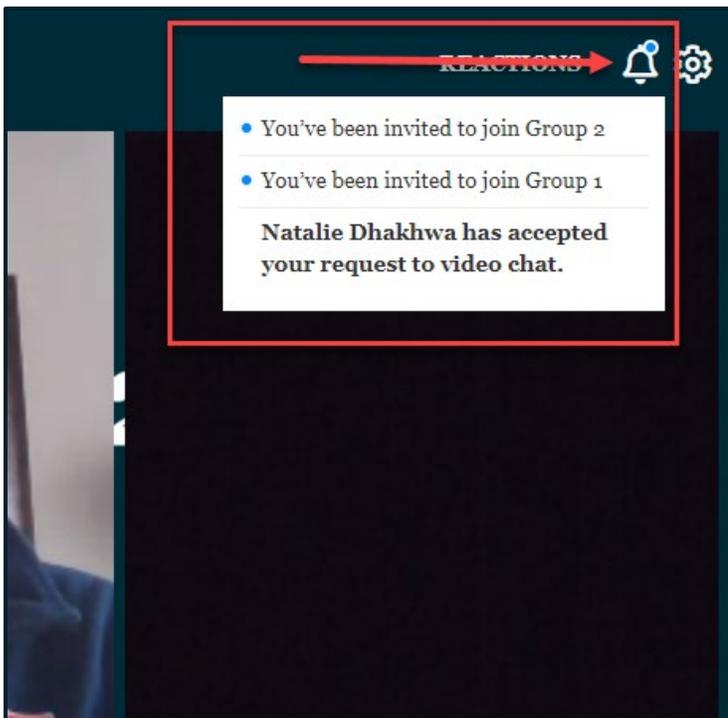
There will be a number next to the 'Notifications' area within the menu bar on the left side of the screen. Selecting 'Notifications' will open up a panel with a notifications list. Below is an example of a Private Room request. To Join, you would select 'Join Room'



Another area you will be alerted of Notifications is in your Session Chatrooms. Since you will not be able to see the main site menu bar within your chatroom, keep an eye on the Bell icon within your chatroom for notifications. If you have a notification, the bell will have a blue spot on it.



Clicking this icon will also provide a list of notification details:





Finding & Joining your Session

All of your session classes will be listed, along with the agenda, under "Session Schedule" in the left menu bar. This is also how you will be joining your session.

A screenshot of the Virtual Amplify 2020 website home page. The page has a dark blue header with the "Virtual Amplify 2020 Users' Conference" logo on the left. A navigation menu is on the left side, with "Session Schedule" highlighted by a red box. The main content area features a large "Welcome to the Amplify Users' Conference 2020" headline in white and yellow text, with the subtitle "Navigating the Changing Landscape of Property Tax" below it. To the right of the text is a vertical strip of images showing conference attendees. Below the main headline is a white box with the text "Welcome to the Amplify User's Conference 2020!" and a paragraph of introductory text. At the bottom right of this box is a "Tech Support" link with a question mark icon.



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From the Session Schedule page:

- The Event schedule will default to today's date. You can navigate to future dates to plan your conference schedule
- Session time displayed is displayed in your local time zone. If VPN is connected a different time may display which, may not be the same as your current time.
- Sessions are color coded by product line/tracks (Aumentum Recorder, Aumentum Tax, Aumentum Valuation, T2, VCS Tax, OH Tax, IN Tax)
- Join the desired session by clicking on "Join Vmeet"

The screenshot shows the 'Event Schedule' interface. At the top, there is a 'Filter' icon and a 'Download Agenda PDF Here' link. Below this, a date navigation bar shows 'Tue, Oct 13th', 'Mon, Nov 16th' (highlighted with a red box), 'Tue, Nov 17th', and 'Wed, Nov 18th'. The main content area displays session details for 'Conference Kick Off' and 'Aumentum Recorder - What's New in Recorder?'. The 'Conference Kick Off' session is scheduled for 7:00AM - 8:00AM on Monday, Nov 16th. It features speakers Scot Crismon and Ann Kurz. A 'Join Vmeet' button is highlighted with a red box. The 'Aumentum Recorder - What's New in Recorder?' session is scheduled for 8:00AM - 8:45AM on Monday, Nov 16th. It features speaker Marlys Gardner. A 'Join Vmeet' button is also present. A 'Tech Support' icon is visible in the bottom right corner.



Click to Join session. This will place you in the Session Chatroom

A screenshot of a Zoom meeting interface. At the top, it says "AUMENTUM RECORDER - WHAT'S NEW IN RECORDER?" and "NOVEMBER 16, 2020 / 11:00 AM - 11:45 AM". On the right, there are icons for "REACTIONS", a bell, and a gear. In the center, the "Virtual Amplify 2020 Users' Conference" logo is displayed. On the left side, there are icons for participants, a screen, a play button, and a phone. A red-bordered button labeled "Click To Join" is positioned in the lower center of the screen.



Navigating Chatrooms

Your sessions and personal chatrooms will take place in the VMeet suites. Please note that, when you first enter a classroom session, you will be muted, and your camera will be off. Some important things to note:

- If you are not a presenter, you **will not have speaking or video** rights unless the presenter 'Invites you to the stage', however you will be able to hear the presenters
- If you do not have video capabilities or a microphone, you will still be able to join the session, as well as hear and view the presentation
- If you are on another meeting (Teams or Webex) and have your audio muted for that other meeting, it will impact the audio for your VMeet room and mute you there as well. Please close out of all other meetings while in your Aumentum Session.
- **Audio Issues:** If you can not hear others or others can not hear you even after you've been 'Invited on Stage', try refreshing your browser screen. Also check the Gear icon next to your Notifications bell in the upper right hand corner to make sure your microphone output is correct

Once in the session or meeting a sidebar displays on the left with access to Room Info\Chat to interact with your presenter and others, access to Share Your Screen (based on rights), access to Assets (which could include documents or videos associated with the session), and Hang Up (leave meeting). Attendees can submit reactions with icons provided.





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Exhibit Hall

Don't forget to visit the Exhibit Hall to chat with some of the best vendors in the market. Additionally, you can take part in the scavenger hunt by talking to each of the exhibitors and win fun prizes while you're finding out information about new and innovative products.

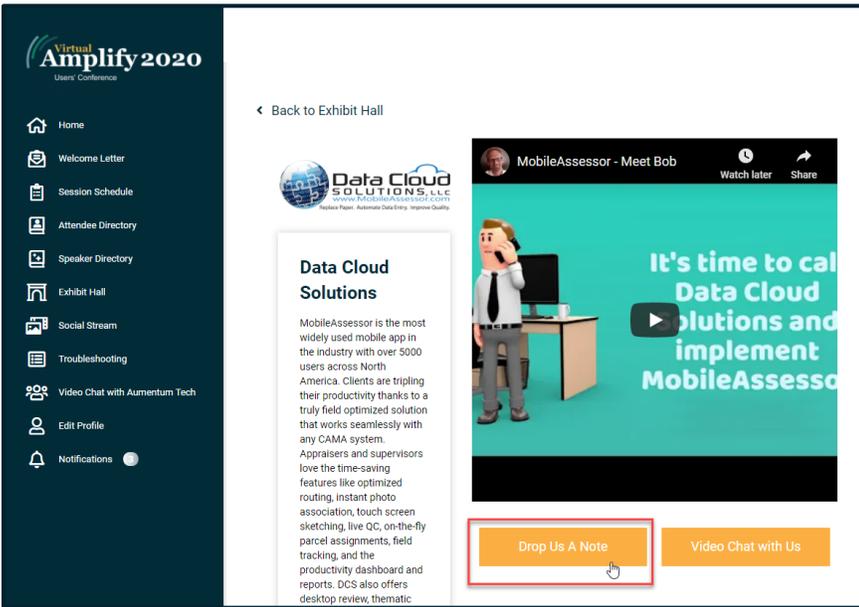
To find the vendor area, Click Exhibit Hall and look for their Logo. Remember to scroll down on the page to access additional vendors:

The screenshot shows the 'Exhibit Hall' section of the Virtual Amplify 2020 website. On the left is a dark sidebar with navigation links: Home, Welcome Letter, Session Schedule, Attendee Directory, Speaker Directory, Exhibit Hall (highlighted with a red box), Social Stream, Troubleshooting, Video Chat with Aumentum Tech, Edit Profile, and Notifications. The main content area is titled 'Exhibit Hall' and features a 'Diamond' section with a grid of vendor cards. Each card displays a logo and the company name: AutoAgent, Bill2Pay, Data Cloud Solutions, LLC, Master's Touch, Point & Pay, and XTR & Moore Precision Cost. A mouse cursor is visible over the Data Cloud Solutions, LLC card.

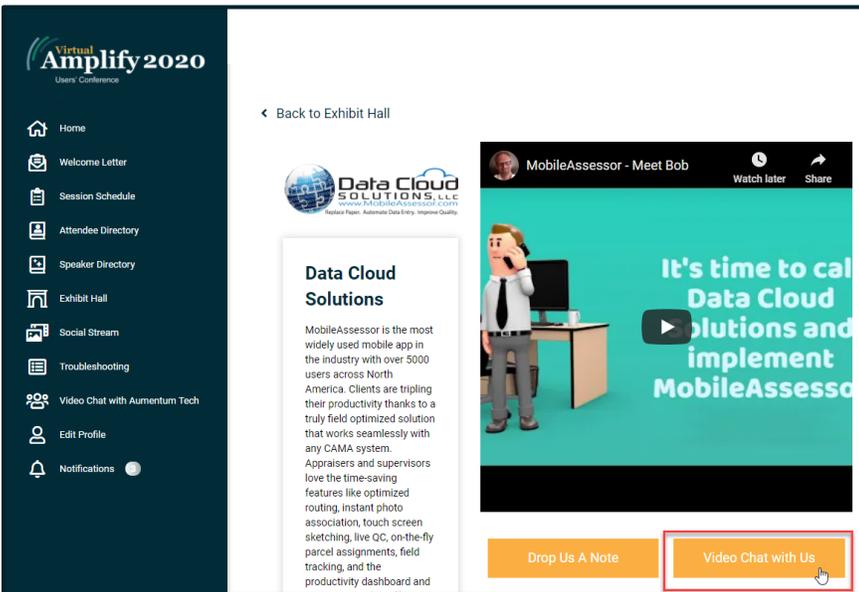


Once you have selected the vendor you wish to visit and click on their logo, you will be redirected to their lounge. This area will have general information about their company, some links for additional information on their products or contacts, as well as a few additional icons of note.

To enter into some of the vendor sponsored drawings, make sure to 'Drop a Note'. Clicking this will redirect you to a page to enter your email and a question or comment:



In order to interact with the vendors in their virtual booth and take part in the scavenger hunt activity, select "Video Chat with Us".





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This will open up an additional tab with a chatroom that will enable you to interact with the vendor staff live. You can utilize the Chat area to speak with them, or you can enable your camera in order to have a virtual face to face session with them.

The screenshot shows a virtual meeting interface. On the left, there is a grid of video thumbnails for attendees: Elizabeth Strout, Stephen Dunagan, Kevin Lauer, Susan Nungester, Ramon Chanco, and Brian Bennett. A vertical toolbar on the far left contains icons for mute, video, chat, and call. At the top right, there are tabs for "REACTIONS", "ATTENDEES", and "CHAT". The "ATTENDEES" tab is active, displaying a list of participants with their initials and names, along with icons for mute, video, and chat.

Initials	Name	Mute	Video	Chat
BB	Brian Bennett	☑	📷	💬
ES	Elizabeth Strout	☑	📷	💬
KL	Kevin Lauer	☑	📷	💬
RC	Ramon Chanco	☐	📷	💬
SD	Stephen Dunagan	☑	📷	💬
SN	Susan Nungester	☑	📷	💬
TP	Terry Powell	☐	📷	💬
VC	Victoria Cole	☑	📷	💬