

VIRTUAL BBLC

2021 BEST BUDDIES LEADERSHIP CONFERENCE

Attendee Know

BEFORE THE SHOW



Digital Attendee Agenda

Attendee Guide for Virtual BBLC

CONFERENCE AGENDA



The 2021 Best Buddies Leadership Conference will take place over three half days as shown in the high-level agenda below. Note, all times are shown in **Eastern Time**.

TUESDAY, JULY 13, 2021

- | | |
|-----------------|--|
| 1:00pm – 2:00pm | Opening Keynote Session |
| 2:00pm – 5:00pm | Interactive Training Sessions |
| 5:00pm – 6:00pm | Peer-to-Peer Roundtable Sessions & On Demand Learning |
| 7:00pm – 8:00pm | OMNIUM: A Bold New Circus |

WEDNESDAY, JULY 14, 2021

- | | |
|-----------------|---|
| 3:00pm – 6:00pm | Peer-to-Peer Roundtable Sessions |
| 6:00pm – 7:00pm | Baking with Best Buddies |
| 7:00pm – 8:00pm | Empower Inclusion Celebration |

THURSDAY, JULY 15, 2021

- | | |
|-----------------|--------------------------------------|
| 1:00pm – 2:00pm | Keynote Session |
| 2:00pm – 5:00pm | Interactive Training Sessions |
| 5:00pm – 5:30pm | Closing Conference Session |

TECHNICAL TIPS



For the best viewing experience **Google Chrome** is recommended. Safari, Edge and Firefox will work, but Chrome is the preferred web browser. Internet Explorer is NOT compatible and your viewing experience will be compromised if used

Make sure your computer has the latest updates installed.

NOTE: If you are using an unsupported version of a Windows, Mac, or Linux operating system, you may experience difficulty in viewing and/or listening to the event.

Users should also make sure to enable JavaScript on their browsers, and ensure that any firewalls or security protocols allow chat functionality, and video streaming. Additionally, disabling any pop-up blockers and ad-blockers is recommended when using the virtual event.

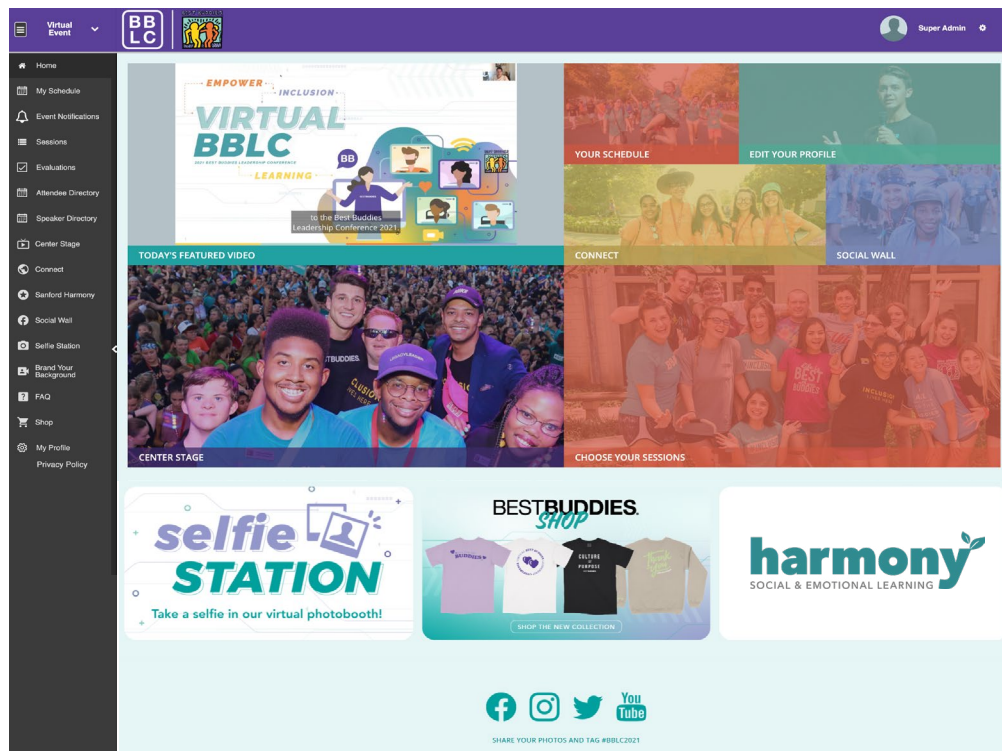
Users should have an internet connection that can reliably stream HD videos. It is recommended internet speeds meet or exceed **5mbps download and upload speed**

Supported Operating Systems:	Supported Browsers (latest version):
Windows 7+	Microsoft Edge , Firefox or Chrome (Hubb does not officially support Internet Explorer)
Apple Mac OS 10.10+	Firefox , Safari , or Chrome
Android 6.x	Firefox or Chrome
Apple iOS	Safari Browser Only

OVERVIEW OF THE PLATFORM

The **HOME PAGE** is where you can navigate to key areas within the platform and where you will always land when you first login! This is where you can start each day and watch the Featured Video to hear what to look forward to. If you ever get lost within the platform – come back to the Home page to navigate where you want to go!

You can also navigate to all the additional features via the left-hand navigation menu as well!



[Today's Featured Video](#) | Watch daily featured videos

[Center Stage](#) | This is where all the main “keynote” sessions will take place for all to view!

[Your Schedule](#) | As you add sessions to your schedule they will appear in Your Schedule. Sessions for all to attend will automatically be on your schedule when you login!

[Edit Your Profile](#) | Make sure to update your profile pic, bio, and your social handles so other attendees can connect with you! Make sure to choose “share my profile in the community” for yours to appear in the Attendee Directory!

[Connect](#) | Want to connect with Best Buddies leadership influencers? Find out how on the Connect page!

[Social Wall](#) | Make sure to post on social using #BBLC2021 for your chance to be featured on the Social Wall.

[Choose Your Sessions](#) | Find the list of sessions available each day and add them to your schedule.

[Selfie Station](#) | Take a pic in our selfie station and show your personality! Post to social using #BBLC2021 for the chance to be featured on the Social Wall

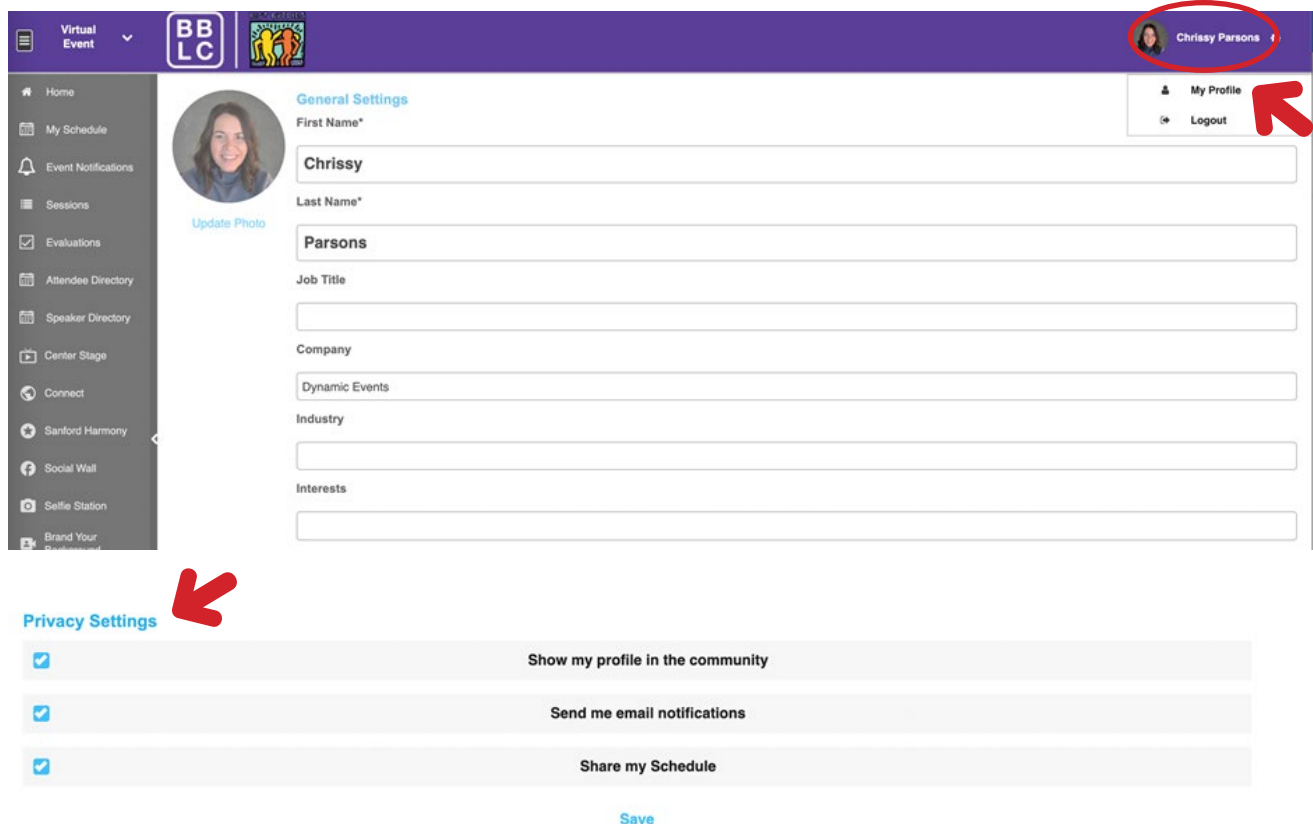
[Shop](#) | Find the latest products available from the BBLC Collection!

[Sanford Harmony](#) | Find out more about our official conference sponsor, Sanford Harmony, and their social and emotional learning program for students designed to foster communication, connection, and community both in and outside the classroom.

UPDATE YOUR PROFILE



1. Click on your name in the upper right hand corner.
2. Choose My Profile
3. Upload a photo of yourself
4. Change some of your personal information such as Company, Title, Bio, and social information
5. Update your privacy settings to to opt in to share your profile in the community (attendee directory) and to receive email notifications.



Virtual Event

BB LC

Chrissy Parsons

Home

My Schedule

Event Notifications

Sessions

Evaluations

Attendee Directory

Speaker Directory

Center Stage

Connect

Sanford Harmony

Social Wall

Selfie Station

Brand Your

General Settings

First Name*

Chrissy

Last Name*

Parsons

Job Title

Company

Dynamic Events

Industry

Interests

Privacy Settings

Show my profile in the community

Send me email notifications

Share my Schedule

Save

HOW TO FIND AND ATTEND INTERACTIVE SESSIONS

1. Navigate to the **Sessions Page** and choose the date from the top menu. Please note, it will default to the current date. You can then filter by session type, track or you can enter key words in the search field.

The screenshot shows the 'Sessions' page in the BBLC virtual event interface. The left sidebar contains a navigation menu with 'Sessions' highlighted by a red circle and a red arrow. The main content area displays a calendar view for Tuesday, July 13, 2021. Several sessions are listed, each with a title, description, time, and speakers. An 'Add to Schedule' button is visible next to each session.

2. Choose **Add to Schedule** on the right with the + button to be added to your tab “My Schedule”

3. If its time for the session, **click on the bolded title** of the session to open the session details page.

-If the session is at a later time and you added the session to Your Schedule, you can then navigate to My Schedule at the designated time and click on the bolded title to open the session details page.

4. The session video for Interactive sessions will automatically play at the designated time and you can interact with the speaker in the Live Chat box!

The screenshot shows the 'My Schedule' page in the BBLC virtual event interface. The left sidebar contains a navigation menu with 'My Schedule' highlighted by a red circle and a red arrow. The main content area displays the user's schedule for Thursday, July 8. The first session listed is 'Tech Thursday'.

HOW TO FIND AND ATTEND PEER TO PEER ROUNDTABLES

1. BB STAFF ONLY: Please do NOT add Peer to Peer sessions to your schedule. These are limited capacity and we must leave them open for attendees. We will be sharing the access link for each Peer to Peer Roundtable session for all staff to join directly in order to keep as many seats open for attendees as possible.

Attendee Experience:

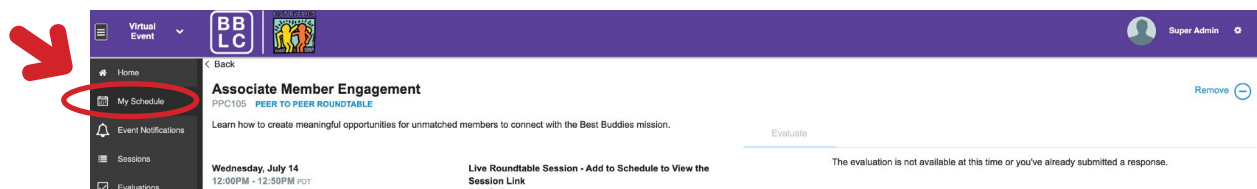
1. Navigate to the **Sessions Page** and **choose the date** from the top menu. Please note, it will default to the current date. You can then filter by session type (peer to peer roundtable), track or you can enter key words in the search field.



2. Choose **Reserve Seat** on the right with the + button to be added to your tab “My Schedule”. By choosing this option you are **holding a seat in a Peer to Peer Roundtable** as they have limited capacity. Please be sure to only add sessions to your schedule you are confident you will attend, in order to keep space open for other attendees.

3. When it is time for the session, navigate to My Schedule and **click on the bolded title of the session** to open the session details page. You will now see a **JOIN ONLINE** link, which will open a Zoom Meeting outside of the platform, in which you will be added to the wait room and let into the session once it begins.

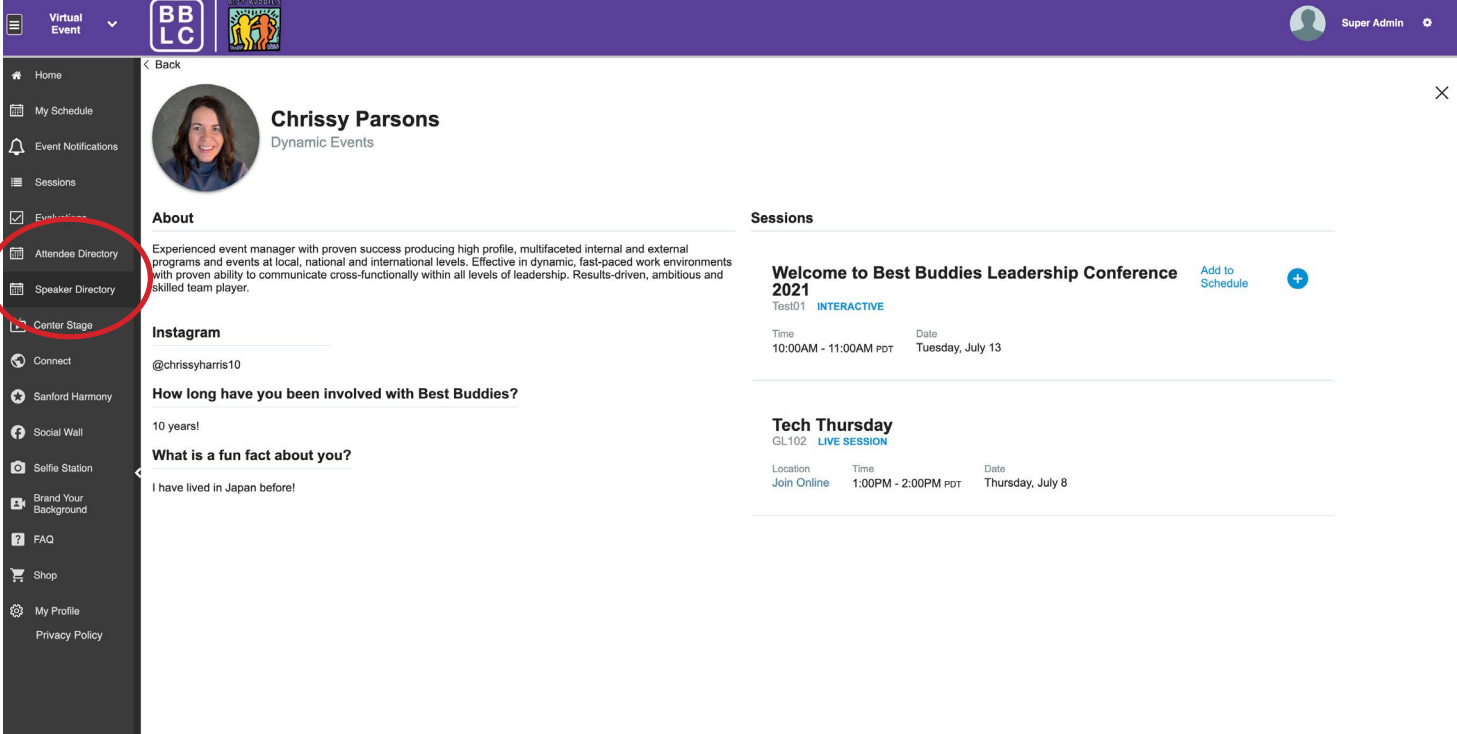
- Please note, you will need to navigate back to the virtual event platform once the live session is over.



ATTENDEE & SPEAKER DIRECTORIES

Attendee Directory | Look for your peers in the attendee directory by searching key words or filtering by their associated track and connect with each other via social. Please note, attendees must have opted in to “share their profile in the community” in order to appear in the attendee directory.

Speaker Directory | Want to find more sessions speaker is speaking in? Or learn something new and want to connect with that speaker again? Search for them in the Speaker Directory and view their profile and the information they have opted to share. You can view the sessions they are in and add them directly to your schedule.



The screenshot displays a virtual event platform interface. At the top, there is a purple navigation bar with a 'Virtual Event' dropdown, 'BB LC' logo, and a user profile icon labeled 'Super Admin'. A dark sidebar on the left contains navigation options: Home, My Schedule, Event Notifications, Sessions, Evaluate, Attendee Directory (highlighted with a red circle and arrow), Speaker Directory, Center Stage, Connect, Sanford Harmony, Social Wall, Selfie Station, Brand Your Background, FAQ, Shop, My Profile, and Privacy Policy. The main content area shows the profile of 'Chrissy Parsons', a 'Dynamic Events' speaker. The profile includes an 'About' section, an 'Instagram' link (@chrissyharris10), and two questions: 'How long have you been involved with Best Buddies?' (10 years!) and 'What is a fun fact about you?' (I have lived in Japan before!). To the right, a 'Sessions' section lists two events: 'Welcome to Best Buddies Leadership Conference 2021' (Interactive, Tuesday, July 13) and 'Tech Thursday' (Live Session, Thursday, July 8).

CONNECT

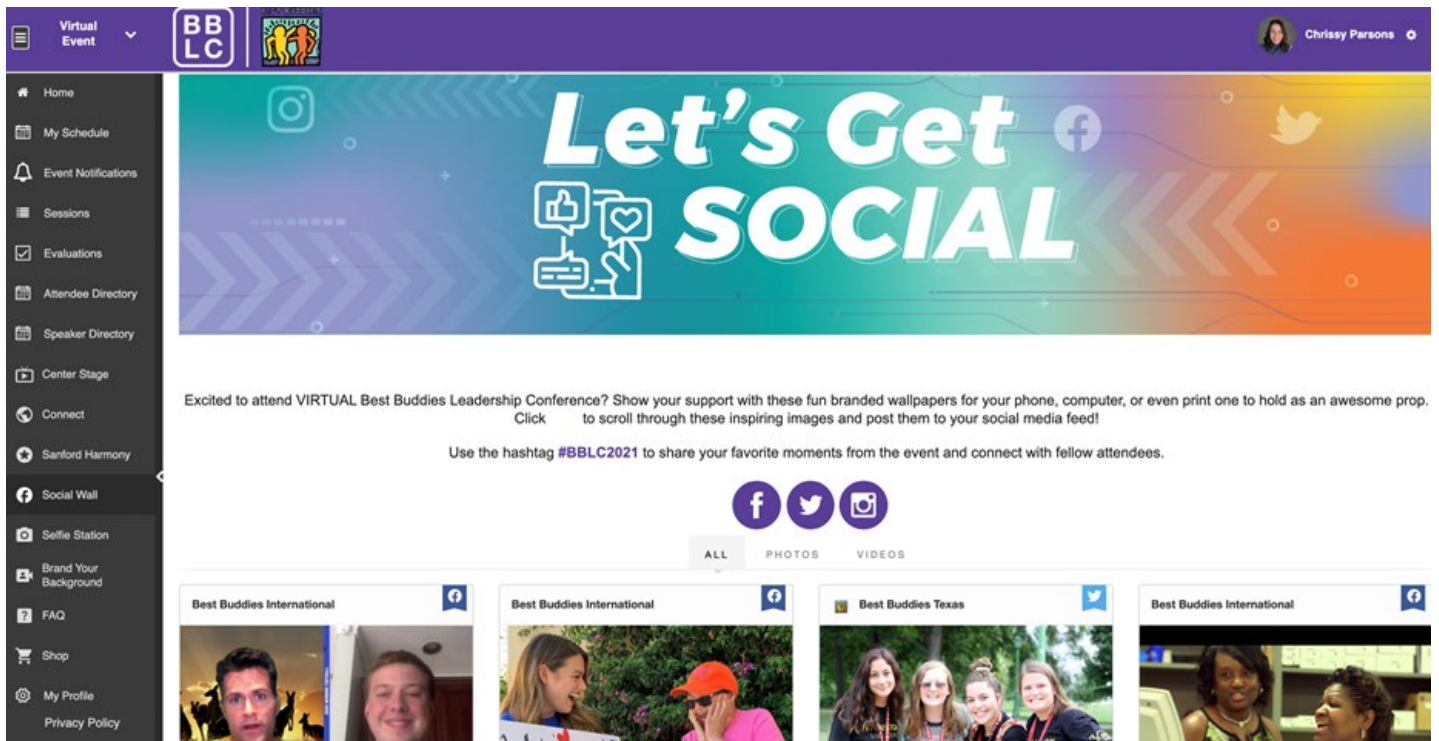
Want to connect with **Best Buddies leadership influencers** who can support your journey as a leader? Curious about how to run your chapter or manage members? Or have a certain question you want answered? Click on the buttons on the Connect page to access their profiles and meet with your peers!

The screenshot shows a virtual event interface with a purple header. On the left is a dark sidebar menu with options: Home, My Schedule, Event Notifications, Sessions, Evaluations, Attendee Directory, Speaker Directory, Center Stage, Connect, Sanford Harmony, Social Wall, Selfie Station, Brand Your Background, FAQ, Shop, My Profile, and Privacy Policy. The main content area has a purple header with 'Virtual Event', 'BB LC', and a logo. A user profile for 'Chrissy Parsons' is in the top right. The main section is titled 'CONNECT WITH CONFERENCE ATTENDEES' and contains the following text: 'Want to connect with Best Buddies leadership influencers who can support your journey as a leader? Curious about how to run your chapter or manage members? Or have a certain question you want answered? Click on the buttons below to access their profiles and meet with your peers!'. Below the text is a large monitor icon showing a person with 'BESTBUDDIES' on their shirt, labeled 'ALL ATTENDEES'. To the right are six smaller monitor icons representing different groups: 'CHAPTER LEADERSHIP', 'EVENT COMMITTEES', 'FRIENDSHIP WALK', 'AMBASSADORS', 'STUDENT ADVISORY BOARDS', and 'YOUNG LEADERS COUNCIL'.

SOCIAL WALL

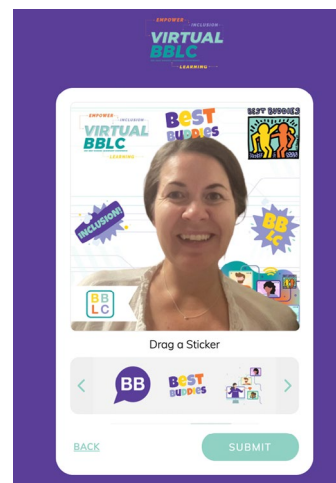
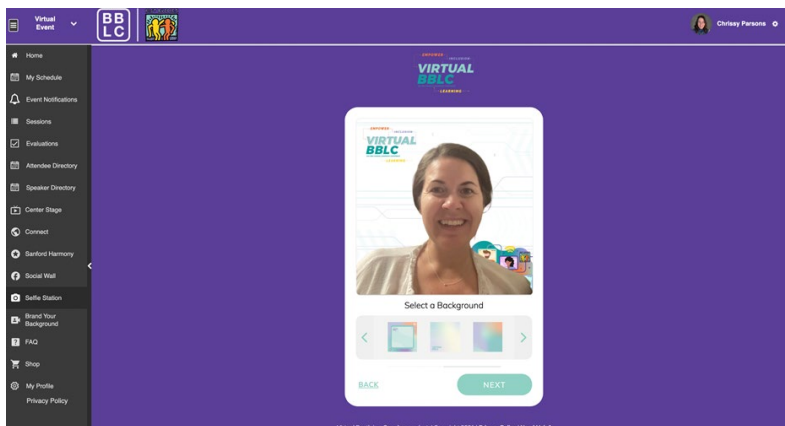


Join the conversation and see what other participants are posting about on social. Post your experience to your social feed and it may be incorporated to our BBLC Social Wall.



BBLC SELFIE STATION

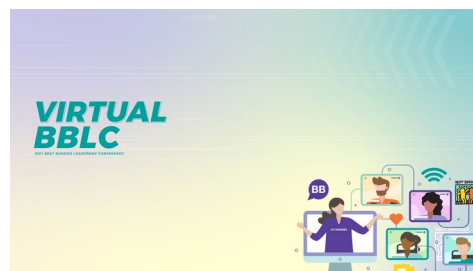
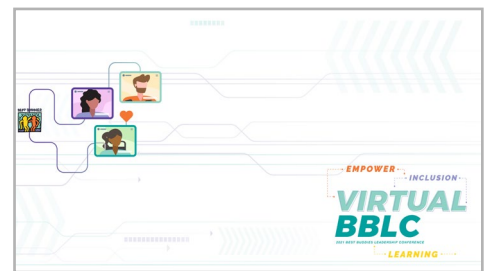
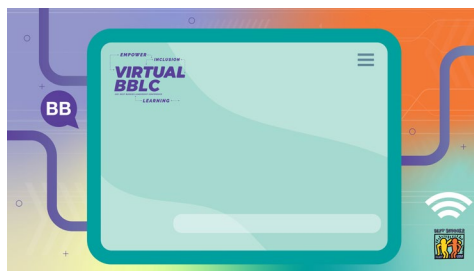
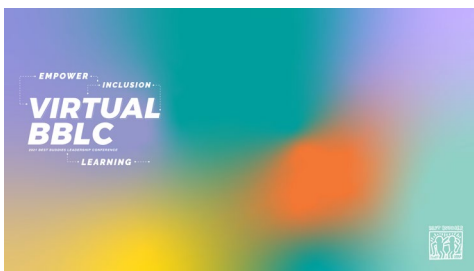
Share the fun with your friends! Snap a photo of yourself in the Selfie Station. Add stickers to personalize it then download to share with your friends and post on social using #BBLC2021!



BRAND YOUR BACKDROPS

Make your next Zoom or Teams call a BBLC branded one. Download these virtual backdrops from the gallery and use virtual backgrounds on the next call. **Use these in the Peer to Peer Roundtables to share your personality!**

The screenshot shows the BBLC Virtual Event interface. On the left is a navigation menu with items like Home, My Schedule, Event Notifications, Sessions, Evaluations, Attendee Directory, Speaker Directory, Center Stage, Connect, Sanford Harmony, Social Wall, Selfie Station, Brand Your Background, FAQ, Shop, My Profile, and Privacy Policy. The main content area features a large banner with the text "BRAND YOUR background" in a stylized font. Below the banner, there is a text block: "Select an image below that you connect with and then right click and select 'save as' to save the file to your desktop and then when you are in a Zoom meeting, change your background to the image. Need help figuring out how to use the background? Here's some helpful tips on [how to change your background](#) in Zoom so you can share your personality!". Below this text are two curved arrows pointing left and right, with the instruction "Click on the images to scroll either direction". At the bottom of the interface, a row of five virtual backdrop thumbnails is visible.



SHARE YOUR EXPERIENCE

Excited to attend the first ever VIRTUAL Best Buddies Leadership Conference? Show your support with these fun branded wallpapers for your phone, computer or even print one to hold as an awesome prop. Scroll through these inspiring images and post them to your social media feed!

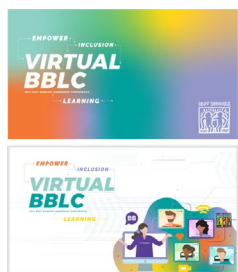
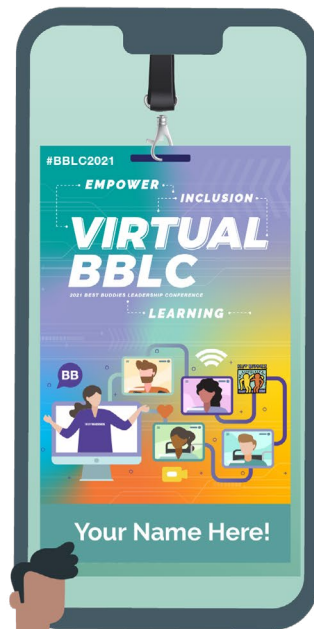
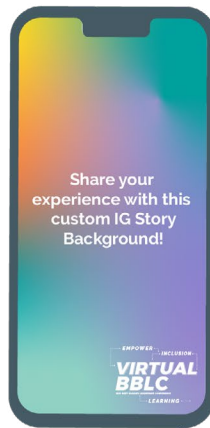
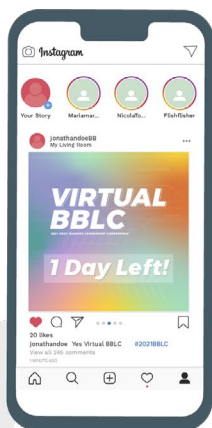
You can find these assets on the official BBLC Website and the Social Wall in your Virtual Event Dashboard.

[CLICK TO DOWNLOAD](#)

Custom Digital Attendee
Badge to share



IG Story Backgrounds



Computer Wallpapers

LIVE SUPPORT

Live Help Desk will be available for all attendees during the following times. There will be a Live Help Desk icon at the bottom of each page of the virtual event.

For any support questions outside of the times listed below, please reach out to bbbc@dynamicicevents.com

Monday, July 12 - 9:00 AM – 6:00 PM ET

Tuesday, July 13 - 11:00 AM – 8:30 PM ET

Wednesday, July 14 – 12:00 PM – 8:00 PM ET

Thursday, July 15 – 11:00 AM - 5:30 PM ET

Live Help Desk is available for any questions as it relates to the platform functionality or user ability. For example, login issues, questions about videos not playing, how to navigate within the site, etc.

There is also a [FAQ Page](#) in to help with general questions and guidance! Make sure to check it out to get all your questions answered.

BEST BUDDIES[®]



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