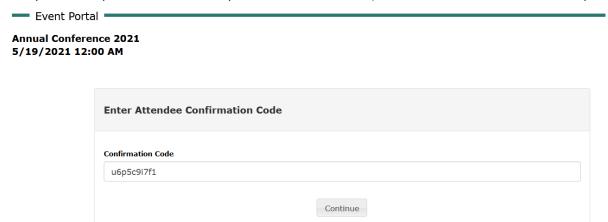
## Navigating the MiALA Annual Conference Attendee Portal

This guide is to assist conference attendees access and navigate the MiALA virtual Annual Conference Attendee Portal.

After registering for the annual conference, you will receive a confirmation email. This email will include a unique URL and confirmation code that you will need to access the conference portal. This URL and code is located after your attendee information. Be sure to save this email for future reference and/or bookmark this link for future reference. If you lose this email, you can email <a href="mailto:heather@miala.org">heather@miala.org</a> to have it resent. This URL is unique to your attendee record. Please **DO NOT** share this information with others.

	//
Event Registration Confirmation - Michigan Academid I message	c Library Association
Michigan Academic Library Association <heather@miala.org> Reply-To: heather@miala.org fo: hthomascap@gmail.com</heather@miala.org>	
Your registration has been completed for Annual Conference 2021	
Event Information	
Organization: Michigan Academic Library Association Name: Annual Conference 2021 Date(s): 5/19/2021 - 5/21/2021	
Description: Register today for the 5th Annual MiALA conference to be held o Location: online	online. For more information on this conference, go to: https://miala.org/annual_conference_2021.php
Add To Outlook Calendar  Add To Google Calendar	Add To iCalendar
Primary Contact	
Ladiski, Heather MCLS 1407 Rensen Street Lansing, MI 48910 hthomascap@gmail.com	
Attendee Information	
Ladiski, Heather MCLS Package: Current LIS Student, \$0.00 USD	
Are you a breakout session and/or poster presenter?:	Y
Are you a first time attendee to the MiALA Annual Conference?:	No
I agree to abide by the MiALA Annual Conference Code of Conduct.:	Y
I will need the following accommodations in order to fully participate::	
Wednesday Welcome/Keynote Address:	Y Zoom Meeting Link
Wednesday Evening Networking Reception:	Y Zoom Meeting Link
Thursday Membership Meeting:	Y Zoom Meeting Link
Thursday Evening Interest Group Meetings	Y Zoom Meeting Link
Friday Poster Session Live Q & A:	Y Zoom Meeting Link
Friday AC 2021 Post-conference Wrap Up:	Y Zoom Meeting Link
Attendee Confirmation Code for Heather Ladiski u6p5c9i7f1 Log in to event portal at https://www.memberlean.com/p	nembers/evr/portal/attendee_gateway.php?org_id=MALA&evid=25341515

Go to your event portal link and enter your confirmation code (this code is case sensitive with no spaces).



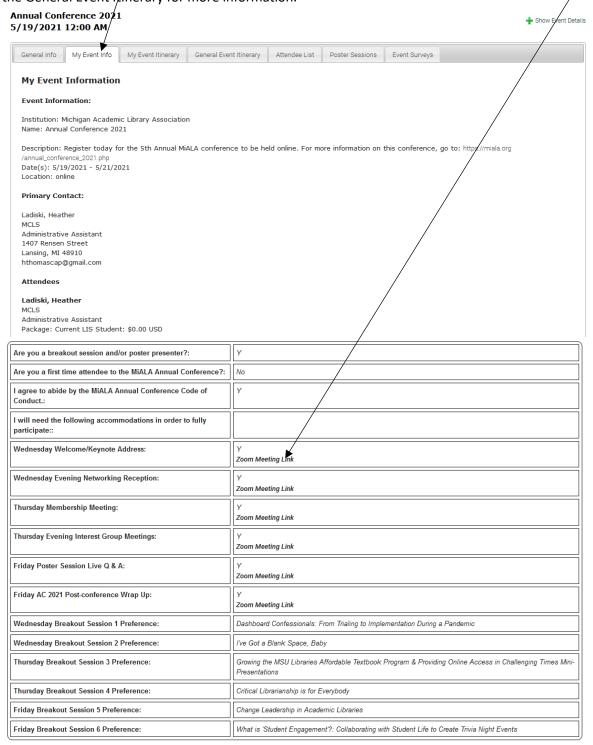
## **MiALA Annual Conference Attendee Portal**

The conference attendee portal includes several tabs of important information.

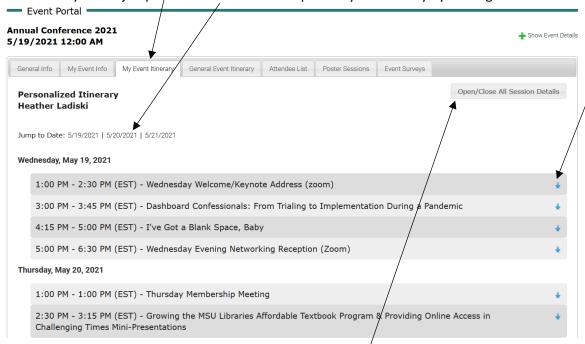
**General Info** – This tab is the "landing page" for the conference. This page will be updated with information leading up to and during the conference.



**My Event Info** – This tab includes the information that you provided when you registered. It includes your breakout session choices. You can access the zoom meeting links to each of the full conference events. If there is contact information that you would like to change, contact <a href="mailto:heather@miala.org">heather@miala.org</a>. Note: even if you indicated interest in a specific preakout session, you are able to join any breakout session throughout the conference. See the General Event Itinerary for more information.



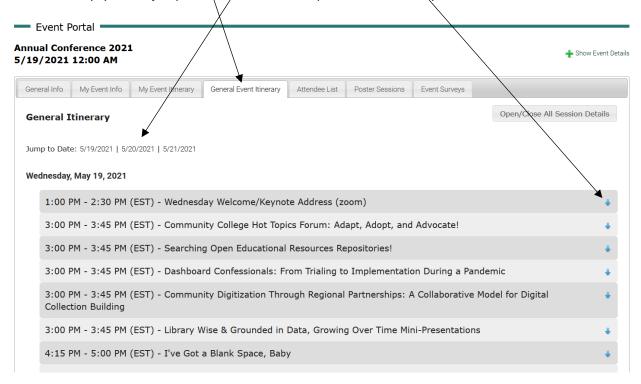
My Event Itinerary – This tab provides you with a personalized itinerary based on what your registration form. On this tab you can jump  $t\phi$  date here. You can expand any event entry by clicking on the down arrow here.



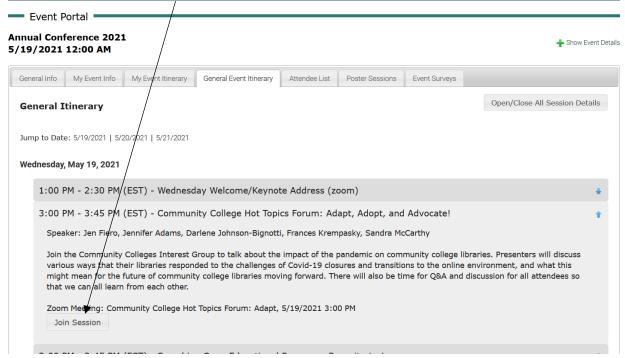
If you would like to expand all event entries, click on this box. When you expand an event entry, you will be presented with a description of the event as well as a button to join the zoom session. You can collapse any entry by clicking on the up arrow here.



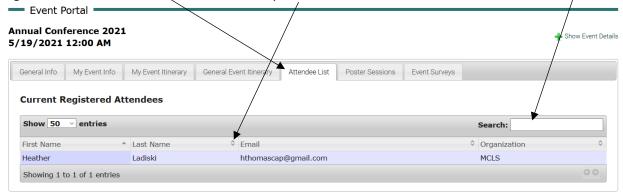
**General Event Itinerary** – This tab presents you with **all** events throughout the conference. Similar to the My Event Itinerary, you can jump to a date as well as expand an event entry.



Regardless on if you are registered for the event, you can view the description of the session and click on the button to join the zoom session.



**Attendee List** – This tab provides you with names, organizations, and email addresses of other current registered attendees. This list can be sorted by field. You can also search for other attendees here.



**Poster Sessions** – This tab will present you with a link to go to the poster session application (when it is available to access).



**Event surveys** – This tab will present you with links for each of the breakout session evaluation forms as well as the full conference evaluation form. Please take a moment after each event to provide feedback to our presenters and the conference planning committee.

