

Transform20 Digital Conference team extends a warm welcome to you!

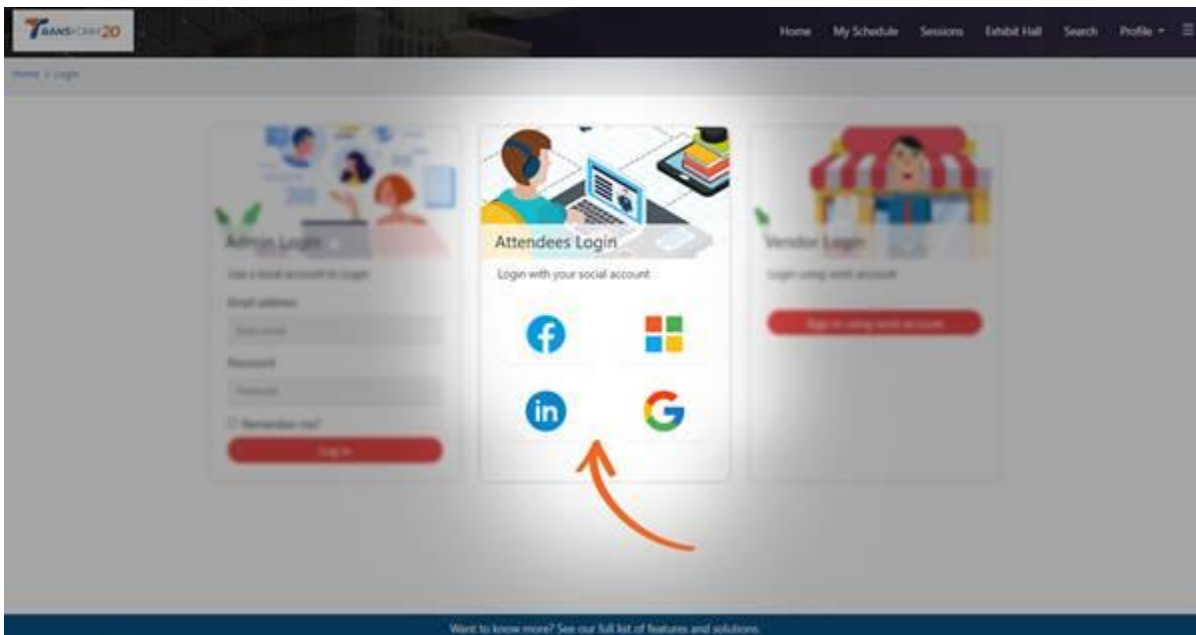
You may proceed to building your itinerary by selecting the sessions that you would wish to attend. Please follow the below steps, to create your personalized itinerary and for accessing the session at the scheduled time.

Steps for creating your itinerary

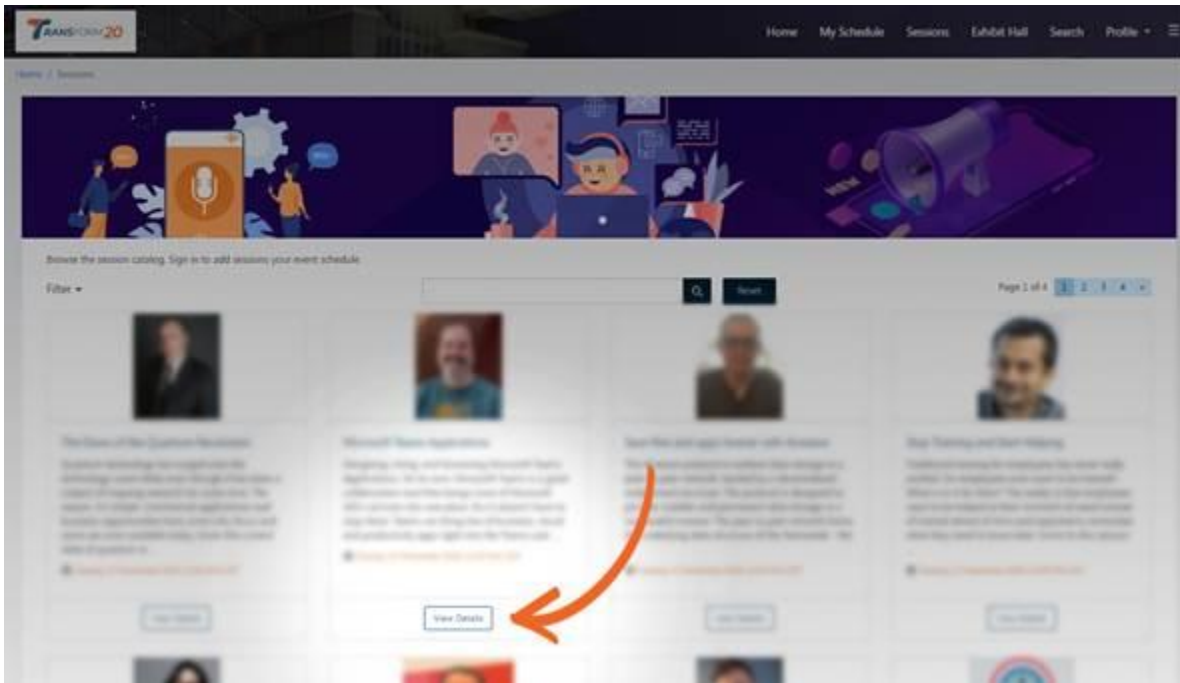
STEP 1: Login to the website www.transformvirtual.events, and click on the “Registered Attendee Login” link in the menu, also accessible from the link below: <https://qconference.quadrius.com/TransForm/Account/Login>



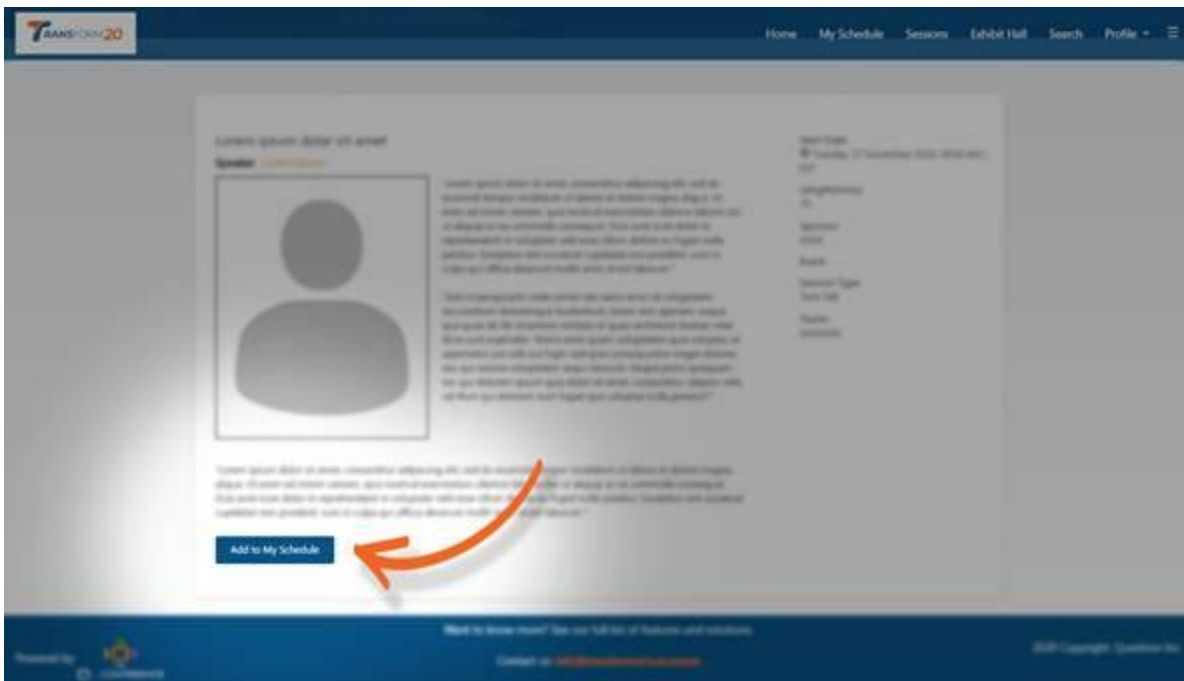
STEP 2: Select the same social media profile that was used for registration, under the option “Attendees Login”, and add your credentials.



STEP 3: After logging-in, click on **“Sessions”** in the menu to view all sessions. Please click on **“View Details”** under the session description. This would open the ‘Sessions’ page.



STEP 4: On ‘Sessions’ page, you can register for the session by clicking on **“Add to my schedule”**, which would open the below page. Repeat step to register for multiple sessions.



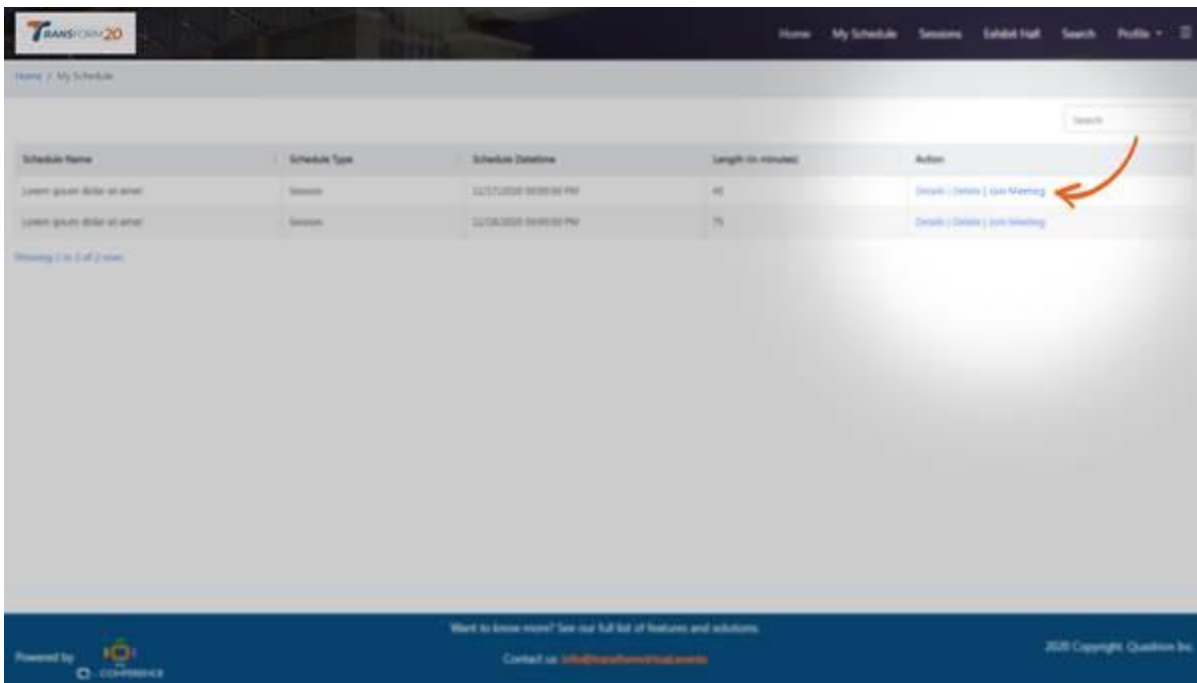
Viewing your personalized itinerary

You can view your schedule by clicking on the **“My Schedule”** link at the right of the screen. This would open the page view shown below, from where you can view all the sessions that you have registered for, view details, join meeting, and edit/ delete the session registration.



Joining the session

To join the session, click on “**Join Meeting**” at the scheduled time, which would open the session using the “Microsoft Teams” application.



Preparing for the session

Please download Microsoft Teams and familiarize yourself with the tool to avoid any delays in joining the session.

Hope you will find this information useful and if you need any other help, please write to us at info@transformvirtual.events