



DIGITAL EVENT | MAY 10-13, 2021

## FinDEVr Logistics & Event Platform FAQ

**Note: If you have not already reviewed the FinDEVr Speaker Workspace please do so as soon as possible. It contains important information and deadlines.**

[\(https://informaconnect.com/finovatespring/findevr-workspace/\)](https://informaconnect.com/finovatespring/findevr-workspace/)

### **Q: How does the process work for the keynotes and workshops? And leads?**

A: All TECHTalk keynotes are 15 minutes and in the morning. All workshops are 90 minutes and in the afternoon. There are rehearsal and recording calls for TECHTalks, but all companies will plan their workshops independently.

All TECHTalk keynotes are shown during the event as part of the general session, and they're also available on-demand. Companies will receive leads (name, company, title, email, phone, country) from all attendees who watched the keynote live and on demand, joined the live workshop, and visited your virtual hub (aka booth).

### **Q: What do we need to do to prepare for the event?**

A: All that information is in the [FinDEVr Speaker Workspace](#). It contains a description of each task, plus a timeline with key dates and deadlines. The link can be found at the top of this page.

### **Q: We are writing a press release/marketing piece. What should we call the event?**

A: "FinDEVr at FinovateSpring Digital 2021" or "FinDEVr at FinovateSpring". You can also tag @Finovate or #Finovate.

### **Q: Can you provide us a quote about our company to use in a press releases, on our website, etc.?**

A: Greg Palmer, VP of Strategy, is always happy to provide quotes about your company for use in press releases, on your website, etc. If you'd like a quote, please email Greg at [greg@finovate.com](mailto:greg@finovate.com) and include your ideal Finovate quote. We may not always be able to give you exactly the quote you proposed, but it's very helpful in guiding us towards your priorities and what you would like to convey.

### **Q: We know press and other people who would be a good fit for the event. How do they get a pass?**

A: Please have any interested media members (industry analysts, bloggers, and press) reach out to [spring@finovate.com](mailto:spring@finovate.com) for a free press pass. Other people may qualify for a free VIP pass, and you can submit requests [here](#).

### **Q: Can we use the event logo for promotional purposes?**

A: Yes! A link to downloadable logos is on the [FinDEVr Speaker Workspace](#). You're free to use these wherever you deem appropriate.

**Q: What if we need to withdraw from speaking for some reason? What should we do?**

A: If you think you might need to withdraw from speaking for any reason at all, please let Oliver ([oliver@finovate.com](mailto:oliver@finovate.com)) know immediately. *Note: Per Section 3 of your contract, you will still be responsible for some or all of your speaker fee if you do withdraw. Please refer to your contract for guidance.*

**Q: Where will you use our company profile form information and logo?**

A: The information in the company profile form will be used to market your keynote and workshop before the event. It will also be used during the event in the digital event booklet and shown on Finovate.com next to your keynote video after the event. The information provided should not be confidential.

We strongly encourage you to provide a little information for each section (if possible) so that the audience will have the best idea of who you are and what you do. That said, it is ultimately up to you. You can view sample profile pages from previous events on [finovate.com](http://finovate.com) for guidance.

**Q: Do FinDEVr speakers have to attend the event?**

A: The keynote presentation is prerecorded so that speaker does not have to attend the event. The workshop takes place live, though, so those speakers do need to attend and be registered. Each FinDEVr package includes two free speaker tickets for the workshop, and we'll register your two speakers based on the information you supplied in the company profile form.

**Q: What are the networking options at the event?**

A: There are predesignated times built into the agenda for 10-minute 1-to-1 meetings with other attendees. Attendees will also visit your Virtual Hub to review uploaded materials, book 1-to-1 meetings with your company representatives, and connect with you live if you're online.

You can also head to the Chat Zone for "water cooler" catching up. To get there, just click on "The Hub" tab and Chat Zone under "Networking Rooms."

**Q: When can we start booking 1-to-1 meetings?**

A: You'll be able to start booking 1-to-1 meetings for the event days (May 10-13) about a week out from the event. We'll let you know via email when it's time.

**Q: How do I update my profile on the event platform?**

A: Update your profile to make sure you're found by those looking for you. Click on the three horizontal lines (i.e., "hamburger") in the left navigation bar. Review name, job title, and company and add a short bio and company details. To update your profile photo, click on the profile image in the left navigation bar and upload a photo.

**Q: How do I set my meeting availability?**

A: All attendees start with maximum availability. To adjust this, click on the "My Event" tab at the top. On the right, you'll see all the times you're available to meet in black. To make yourself unavailable during one of those times, click on the time and it will turn gray. This means you're unavailable. Only times in black will be the available time slots shown to attendees when scheduling meetings with you.

**Q: How do I book a meeting?**

A: After clicking on the "Attendees" tab, browse attendees by filtering by attendee type or key word searching by company, job title, or name.

To schedule a meeting, follow these steps: Click on the "Attendees" tab, select an attendee by clicking on "View Card", and click "Book Meeting" on their profile. Select a day/time for the meeting, include a message, and click Send Request." Accepted meetings will appear on your schedule under the "My Event" tab, and you'll receive an email and alert under Notifications. Click "Join Meeting" when the time comes. If a meeting is cancelled, you'll receive an email and alert under Notifications.

**For more information about paying speaker invoices, nominating VIP guests, registering colleagues, rehearsals, recording, etc., please see the [FinDEVr Speaker Workspace](#) (link at the top of this page).**