



## Event check-in

When you first log in you will be prompted to confirm your audio and video capabilities. It is important to make sure both are working so that you can participate fully in the presentations and networking sessions.

You will also be shown your event check-in screen. This is a one time check-in process where you can confirm or edit details, upload or change your profile picture, and tell us a little bit about yourself and your social media channels. It is also very important to confirm your time zone and to select what personal information you would like to share with other attendees through the meeting hub (ie phone, email, address, social media).

**Event Checkin**  
Welcome Michael. Please review your privacy settings below

**About You**  
Your contact details were provided as part of your registration

First Name: Michael  
Last Name: Johnston  
Organization: GTC Meetings

**Profile**  
Update your photo, bio and social media here

Profile Picture: Upload, Capture, Delete

About me  
I am a long term exhibition and presenter specialist and I have been working in the non-profit world for much of my career. I take great pride in managing detailed exhibition spaces and complex booth arrangements. I hail from Dallas, Texas and I am a graduate of the School of Hospitality from the University of Nevada Las Vegas.

Once you have completed the check-in process, select **Update** in the top right-hand corner.