



Your Digital Event Guide:  
**Tax Planning for  
Entertainers &  
Sports Stars**

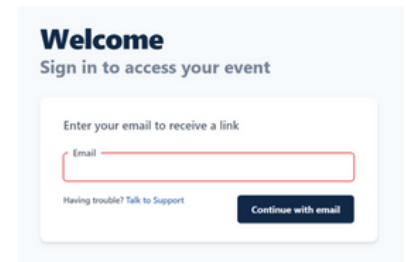
# LOGGING IN AND CREATING YOUR PROFILE



Please use **Google Chrome** to open the platform

## SIGNING IN

- When you first visit the **event platform**, you will be asked to enter your email address. Please ensure you use the email address that was sent to you by [Alessandra.DeMaria@informa.com](mailto:Alessandra.DeMaria@informa.com)



- Enter the email address, click on 'Continue with this email', **do not close your browser window**. You will then receive an email with the subject line 'Your conference pin is enclosed' and containing a **4-digit pin**. Enter this pin into your browser. If you don't receive the email, please check your spam and junk mailbox. If you still can't find it, click on '**Talk to Support**'.

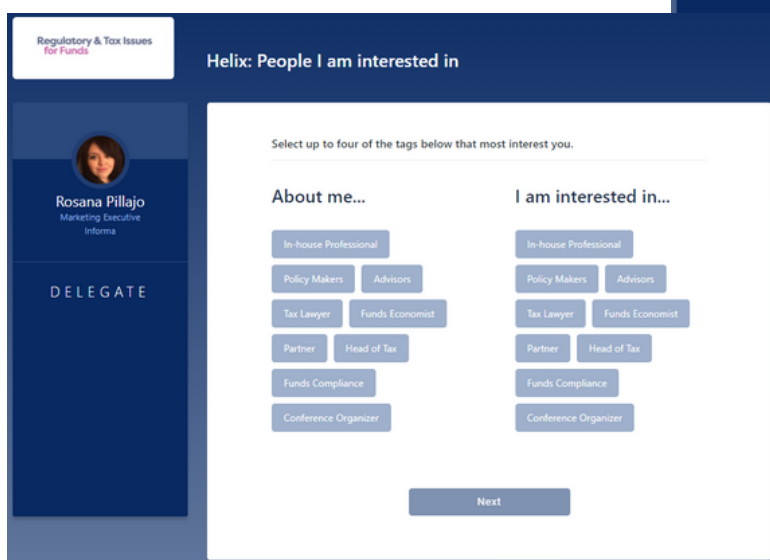
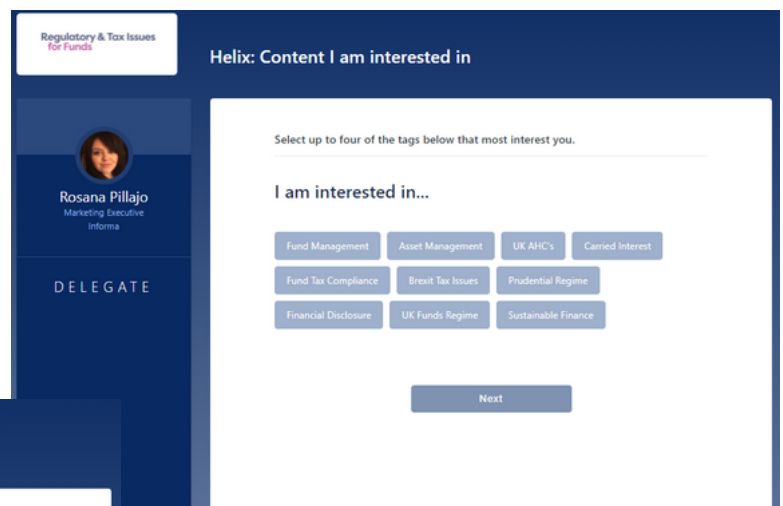
## Enter Your 4 Digit Pin

This will be emailed to you.



## SELECT YOUR INTERESTS

- To help ensure you meet people who share your professional interests and goals, please tell us a bit more about yourself
- Please select the options that are most relevant for you and **that you would like others to see**



## TAGS

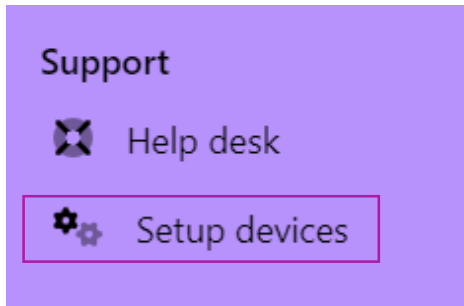
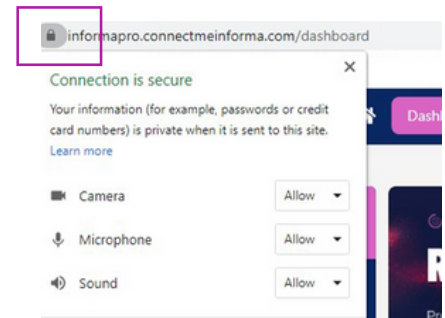
- Please note you can **select up to ten** tags per section.



## CAMERA AND MIC

Before the conference starts, it's a good idea to check that there are no issues with your audio, camera or mic:

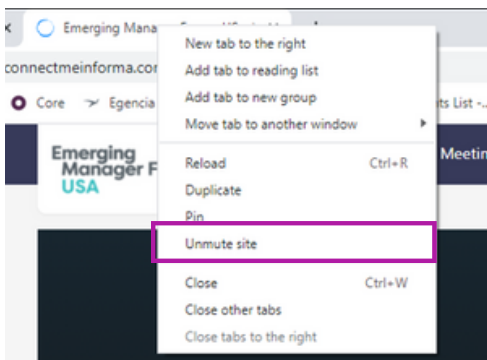
- Click on the little lock that appears to the left of the URL, ensure that your camera and microphone are both set to 'Allow'



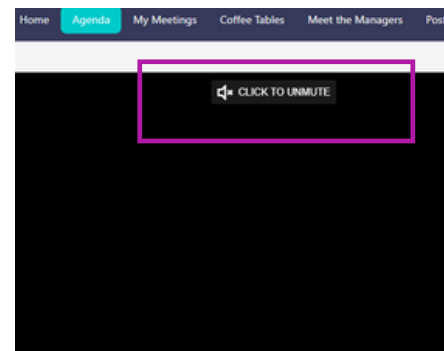
- On the left menu on the event homepage, click on 'Setup devices' to enable your camera and microphone

If you experience any problems hearing the sessions, please try these two steps:

1. Right-click on your browser tab, make sure you don't have the site muted

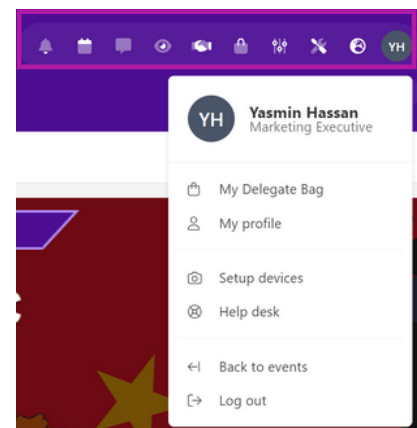


2. Hover near the centre top of the video till an unmute button appears



You'll find some useful icons on the top right of your screen, use these to:

- View any meeting requests that have been sent to you, specify the times that you're available for meetings, and view your own personal event schedule
- A variety of accessibility adjustments can be made by clicking on the 'eye' icon
- Access the speaker presentations that have been made publicly available and any other documents you collect from the 'Exhibition Hall' by clicking on 'Delegate Bag'
- Amend your profile picture and further details that are visible to others (click on your profile pic and then on 'My Profile')



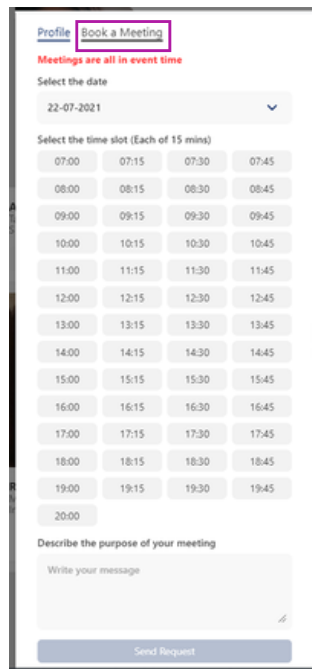
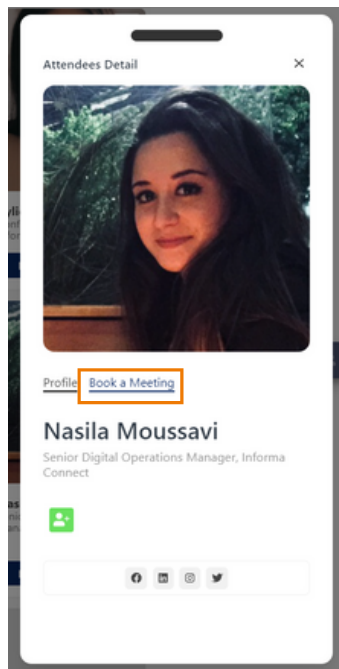
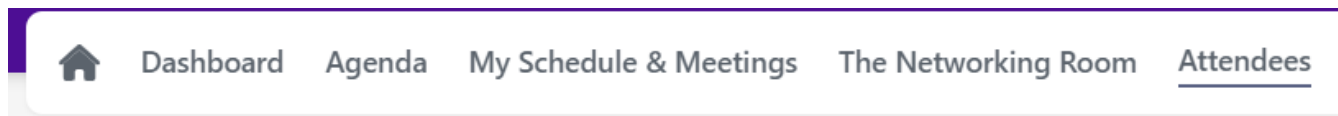
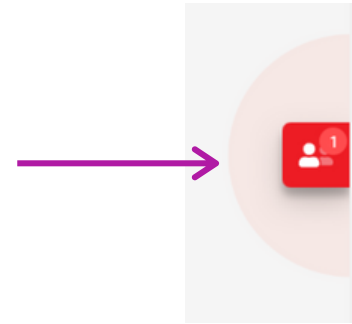
# INSTANT MESSAGING & VIDEO CALLS



Network directly with delegates, speakers and event partners throughout the conference

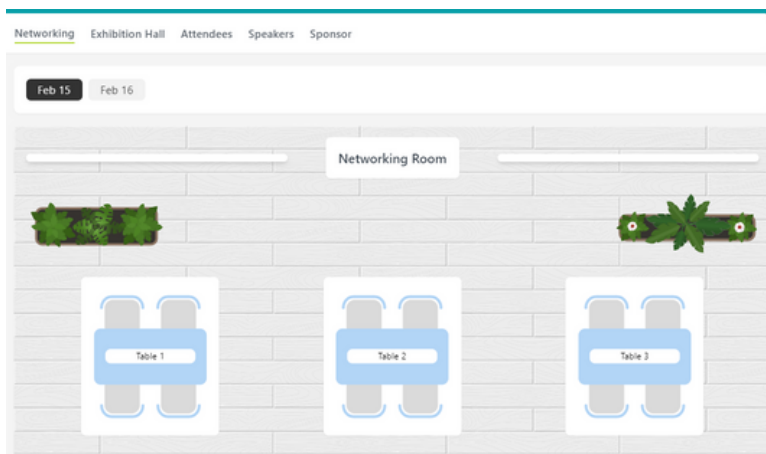
## Chat Via Text Message or Video Call

- You can spontaneously connect via text message or video call by clicking on the **people icon** that appears to the right of your screen. This icon will flash if you have new messages.



## Booking Meetings

- Go to the '**Attendees**' tab at the top of your screen
- Use the search options on the left to find people you'd like to meet and click on '**Book Meeting**' to set up a video call hosted on the platform





- Plus**, spark spontaneous conversations with anyone at the event!
- Click on the '**Networking Room**' button
- Then on '**Enter Room**'
- Join a table with an empty seat, switch your camera and mic on (or just your mic if you prefer) and join the conversation

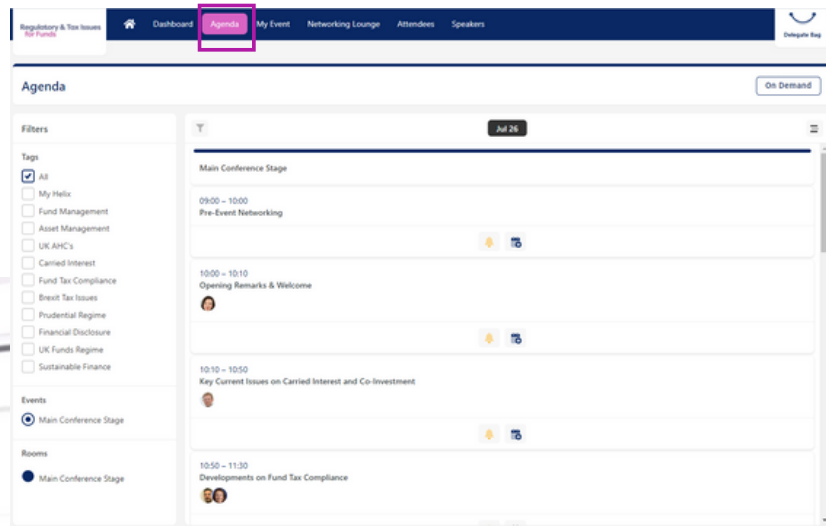
# THE AGENDA & 1:1 MEETINGS



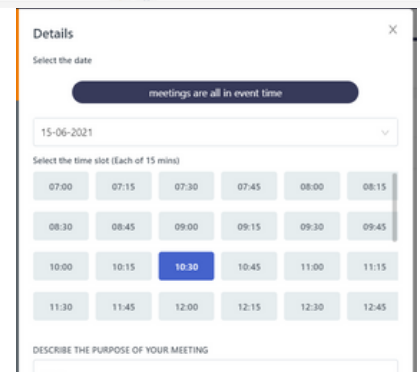
Create your own custom agenda.

Go to the 'Agenda' tab to view the conference programme. You can bookmark your favourite sessions using the little  bell icon or add the session to your Outlook calendar using the 

Your unique agenda will then appear on the 'My Schedule & Meetings' tab



- You'll also be able to review your accepted, sent and requested meetings on the 'My Schedule & Meetings' tab



- Don't forget to visit the 'Sponsors' tab where you can read whitepapers, reports and other materials related to the conference topics
- Click 'Add to Delegate Bag' to have all your materials gathered in one place
- When a speaker has sent us their presentation slides, you will find these already sitting in your delegate bag and available for you to download

If you have any queries or need any assistance, please email

[Alessandra.DeMaria@informa.com](mailto:Alessandra.DeMaria@informa.com)