



Speaker Resource Center Login & Access Guide

About the Speaker Resource Center

The Speaker Resource Center will allow all speakers to:

- Edit your headshot and bio
- Upload or remove materials from your conference session(s)
- Assign an administrator to help manage your account (optional)
- View your conference sessions
- Link to make a hotel reservation

Please find full login information and instructions below.

Prefer to watch video instructions? [Click here for an overview of how to use the Speaker Resource Center!](#)

If you have any questions or need assistance, please contact: jlyon@nclc.org or training@nclc.org.

Login

- [Click HERE to access the Speaker Resource Center](#)
- **Bookmark this webpage**, you will need to access it multiple times to add materials and to later access your sessions!
- Click **Log In** in the upper right corner



Speaker Resource Center

2023 Consumer Rights Litigation Conference

October 25, 2023 – October 29, 2023

- Enter your **first name, last name and email address**
 - Be sure to use the **email address associated with your conference registration**

Log In

* First Name

* Last Name

* Email Address

Next

- **Check your email for the verification code.** This email will come from **Cvent** (noreply@cvent.com) and it will look like this:

Cvent <noreply@cvent.com>
to me ▾

2:00 PM (0 minutes ago) ☆ ↶ ⋮

Thank you for accessing the Speaker Resource Center for 2023 Consumer Rights Litigation Conference. Use the verification code below to confirm entry and finish logging in.

Verification code: 621566

This code will expire 24 hours from the time it was requested. After that you'll need a new code to log in. This code is only valid for one login.

Note: Don't share this code with anyone else as it will not work for them.

Sincerely,
NCLC/NACA Consumer Law Educational Events Series

Conference@NCLC.org

- Enter the verification code from your email and click **Verify**

Edit Profile

- Click **My Profile** to review and update your profile including your bio and headshot



- Edit your profile
 - By selection **Edit** next to **My Profile**, you can update the following:
 - Bio, upload or change your photo, designation, company, title and include social media links

- By selecting **Edit** next to **My Administrators**, you can assign an **administrator on your account** to help you update your profile and upload your materials

My Profile

Here are your current profile details. Please be sure to update your bio, headshot, employer and title as that will be visible to attendees in the conference app.



Kalindi Keffeler

Edit

My Administrators

An administrator is someone who can log in on your behalf and make changes for you in the Speaker Resource Center.

You haven't added any administrators yet.

Edit

View Tasks

- Click **My Tasks** to view required action items and to check them off upon completion.

Home **My Tasks** My Sessions My Profile

Log Out



My Tasks

Keep track of your progress by checking off tasks as you go.

Uploading / Sharing Materials: To upload or update your materials, click the arrow next to the task. By uploading your materials, you acknowledge that NCLC/NACA may digitally distribute any materials you submit for the 2023 Consumer Rights Litigation Conference, before and after the event, to those meeting conference eligibility guidelines. Please also consider giving NCLC/NACA permission to include portions of your materials with attribution in publications, websites, in training events, and otherwise. If you do not wish to make your materials available, please reach out to training@nclc.org.

-
- ☐ CLE Materials Deadline Required >
Due Date: 9/27/23
-
- ☐ Review your profile: Update your bio & headshot Required >
Due Date: 9/27/23
-
- ☐ Book your hotel room Required >
Due Date: 10/3/23
-
- ☐ Register for the event Required >
Due Date: 10/11/23

- **Please note, you need to check off each item when it is done** (tasks do not automatically update).

Upload Conference Materials

- **Upload your materials from the My Tasks Tab.** Click the arrow next to **Upload your presentation materials** to add your presentations and attachments for each session you are speaking at. These **materials can be removed and readded** if there are any changes. **These documents will be visible to session attendees.**

☐ Upload your presentation materials >
Uploads:

Upload File

Accepted file formats: DOC, DOCX, PDF, PPT, PPTX, XLS, XLSX
Maximum file size: 250 MB

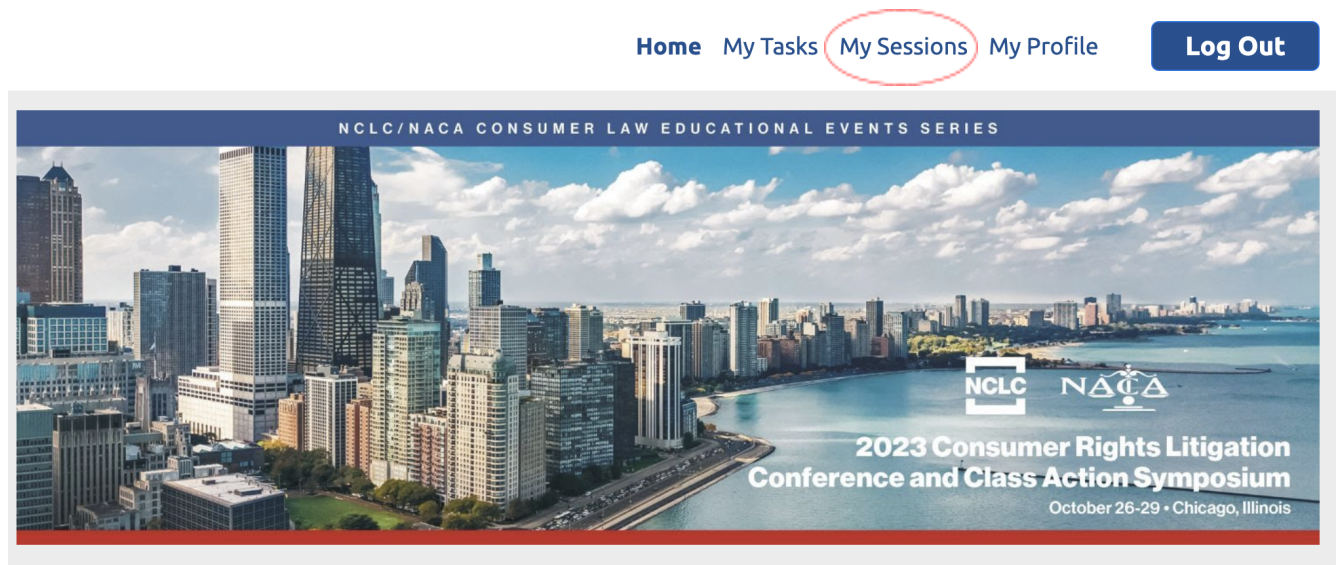
- **We suggest that ALL of your file types be PDFs.** You can upload excel documents, but please keep in mind that attendees will have the ability to download and edit your documents.
- **Sessions with more than one speaker:** If your session has more than one speaker, please coordinate one speaker to submit materials. If you know a co-speaker already

submitted materials, you do not need to. Please note that in the Speaker Resource Center, you can only see materials that you submitted (not materials submitted by co-speakers). This is why it is best to nominate one person for each multiple speaker session to be in charge of all the material uploads so they will be able to see all the files that have been uploaded.

- **Sharing Materials:** By uploading your materials, you acknowledge that NCLC/NACA may digitally distribute any materials you submit for the 2023 CRLC Conference, before and after the event, to those meeting conference eligibility guidelines. Please also consider giving NCLC/NACA permission to include portions of your materials with attribution in publications, websites, in training events, and otherwise. If you do not wish to make your materials available, please reach out to training@nclc.org.

View & Join Sessions

- Click the **My Sessions** tab



My Sessions

You'll be speaking at the following sessions. Missing a session? If you do not see one of your sessions listed, please reach out to the planner at training@nclc.org.

Check-in, Registration, and Web App Support

[Edit](#)

Date and time: 10/26/23 7:30 AM - 5:30 PM CT

Location:

Speakers: Kalindi Keffeler

Description:

- You will see the date, time, and location of your session.

Need help?

If you have any questions or need assistance, please contact: jlyon@nclc.org or training@nclc.org.