

TANA Attendee,

Thank you for registering for TANA's 83<sup>rd</sup> Annual Meeting on October 24th and 25th! The class will begin with Yoga at 6:40AM CDT/7:40 AM EDT on Saturday, October 24<sup>th</sup> and at 7:30 AM CDT/8:30 AM CDT on Sunday, October 25<sup>th</sup>. Please refer to the [meeting brochure](#) for more details.

### **Link to Virtual Event Portal**

Please do not share your personal portal link with anyone once you receive it from UT Conference. Your unique link allows access to only one person and helps us track your attendance. A password is not required. If you ever have to leave the portal/meeting, you can always re-enter with this link and it will work both days.

### **Helpful Information**

The [Attendee User Guide](#) for the OnAIR Virtual Event Portal includes step-by-step instructions and an instructional video on what to expect when you log in to the portal. Please log in at any time to familiarize yourself early with the portal prior to the start of the event once you receive your link from UT Conference. *Pro tip: If you do not see the current session listed on the Timeline, please scroll up on the Timeline.*

### **Connectivity**

We highly recommend testing your link to ensure you can access the portal and test your connectivity. Use <https://networktest.twilio.com/> to test your internet speed, camera, microphone, and sound. If you do not get a successful test on the first four items, try restarting your computer and router/modem, then try again.

### **Continuing Education Credit**

There will be a Continuing Education Form and TANA Learner Assessment and Program Evaluation form that all attendees must fill out at the end of the conference to receive CE credit.

### **Top 10 Points & Prizes**

Can you be in the top 10? Earn points for exploring the platform and networking to win prizes! You can earn points by updating your profile, attending sessions, using the Meeting Hub to visit with your fellow attendees, visiting with Exhibitors, and visiting Poster Sessions! You will be able to see a running total of your points while you are in the meeting portal and see top scores and who is in the lead! Get ready for some fun competition.

Accumulated points can be exchanged for raffle tickets with winners announced daily. You could win \$50 in cash, \$100 Amazon gift card, other gift card opportunities or the grand prize, registration and mileage reimbursement for next year's Annual Meeting in Murfreesboro.

### **Questions**

If you have any questions during the event, live customer support will be available *within the Virtual Event Portal*. If you have questions before the event begins, please contact UT Conferences at [conferences@utk.edu](mailto:conferences@utk.edu).

We look forward to seeing you beginning Saturday, October 24 at 6:40 AM CDT!

Sincerely,

TANA Program Committee and Board of Directors