

SOAHR 2020

ATLANTA HR CONFERENCE

**UNLEASH
THE FUTURE**

**Attendee
Quick Start Guide**

Welcome to SOAHR 2020!

SHRM-Atlanta is so excited to welcome you to SOAHR 2020!

This PDF serves as a **Quick Start Guide** to give you a very basic overview of how to access the Virtual Conference Platform. This document barely scratches the surface about the many interactive features in the platform, so we encourage you to log in and start clicking around to discover it for yourself!

If you need additional help, we have the following options available to you:

- **Virtual Help Desk Page**
 - This is where you will find all content available to assist you, including our FAQ - www.soahr.net/virtualhelpdesk.
- **Virtual Platform Overview Video**
 - After reviewing this Quick Start Guide, be sure to watch the [Platform Overview video](#) for a deeper dive into the platform and all the amazing features available.
- **Video Tutorials**
 - If you need a quick tutorial on how to do something in the platform, be sure to visit our [Video Library](#) on the Help Desk page.
- **Live Chat Help**
 - If you have specific questions, you can live chat with support staff during the conference. The [Live Chat Help](#) will be staffed during conference hours, August 3-4 / 8am – 4pm.
- **Email Support**
 - If you have additional issues, please email soahr@shrmatlanta.org. Please note that due to the volume of emails, response times may be slow. We encourage you to utilize the resources listed above for a faster answer.

5 Steps to Get Started

Ready to get going?

Check off these 5 easy steps to get started in the SOAHR Virtual Conference Platform!

- Step 1: **Login** to the platform
- Step 2: Build and edit your **profile**
- Step 3: View **sessions** and create your personalized agenda
- Step 4: View the **Exhibit Hall** and build your list of favorites
- Step 5: Start **connecting** with other attendees

Step 1: Login

1. Your SOAHR 2020 virtual conference account has already been created and pre-populated with information you provided at registration. You should have received an **email** with a button directing you to a login page.
 - If you did not receive an email, please check your spam/junk.
2. You may also **login directly via a weblink** at <https://soahr.login.swapcard.com> using the email address you provided when you registered for SOAHR.
3. After you enter your email you will be prompted to create a **password**. Please be sure to retain this password for the remainder of the conference.
4. Once you login you will be brought to the conference **Home Page**.

Login to your SOAHR 2020 Account!

Hello Jane,

We are so excited to welcome you to SOAHR 2020! **Your attendee account is now active on our Virtual Conference Platform.**

Here are the next steps to get started:

1. Download and review the Attendee Quick Start Guide
2. Login to the platform
3. Get going: You can update your profile, build your agenda, start networking, and so much more!

READY TO GET STARTED?

Click here to **[Download the Attendee Quick Start Guide]** and then click the Login button below!


LOGIN NOW

You can login directly at
<https://soahr.login.swapcard.com>

Login

Please enter the email address provided for your SOAHR 2020 ticket. If you know the event secret code or if the access is public, enter the email of your choice to create your account.

Email address*

[Or scan your SOAHR 2020 badge](#)

Step 2: Edit Your Profile

1. From the **Home Page**, look on the left side of the screen where you will see a box with your name, title, company and headshot (if applicable).
2. Click the **Edit** button in the top right of that box.
3. This will take you to your **profile**. Once you are in profile view you can edit various areas including your name, title, company, headshot, bio, social media, and contact details.
4. Click any of the **Edit** buttons to edit that section.

Pro Tip: We highly recommend making your profile as complete as possible with all information filled out. This will make it easier for you to make connections with other attendees!

The screenshot displays the SOAHR 2020 Atlanta HR Conference website. At the top, a navigation menu includes links for Home, LIVE Sessions - Monday 8/3, LIVE Sessions - Tuesday 8/4, OnDemand Sessions, Breaks, My SOAHR Sci, Community Chat Rooms, Attendees, Speakers, Exhibit Hall, and Sponsor Demo. The main content area is divided into two sections. On the left, a user profile for Caitlin Podaras, Marketing Director at SHRM-Atlanta, is highlighted with a green border. The profile includes a circular headshot and an EDIT button in the top right corner. Below the profile, there is a text box that reads "Edit your company information and access to advanced features on your exhibitor area." and the SHRM-Atlanta logo with a pencil icon. On the right, a large banner for SOAHR 2020 Atlanta HR Conference features the text "UNLEASH THE FUTURE" and "AUGUST 3-4, 2020 | www.SOAHR.net". Below the banner, there are two pink buttons for "LIVE Sessions - Monday 8/3" and "LIVE Sessions - Tuesday 8/4". The title sponsor, Kaiser Permanente, is also mentioned.

Step 3: View Sessions

1. From the **Home Page buttons** or **Top Menu**, navigate to any of the session categories – either **LIVE Monday 8/3**, **LIVE Tuesday 8/4** or **OnDemand**.
2. This will take you to a list of sessions for that day/category.
4. Once you are in the Session List View you can scroll to **browse sessions** or use the **Search / Filter** field on the left.
5. Find any session and then **click on it** to view details.

The screenshot displays a web application interface for viewing sessions. At the top, there is a navigation bar with the following items: Home, LIVE Sessions - Monday 8/3 (highlighted with a green box), LIVE Sessions - Tuesday 8/4, OnDemand Sessions, Breaks, My SOAHR Schedule, and Official Announcements. Below this, there is a secondary navigation bar with Community Chat Rooms, Attendees, Speakers, Exhibit Hall, and Product Demos.

On the left side, there is a sidebar with a search box labeled 'Refine the list' and a search input field. Below the search box are three filter categories: TRACK, OTHER FILTERS, and SHRM BOCK, each with a dropdown arrow.

The main content area is titled 'August 3, 2020' and lists three sessions:

- 8:30 AM - 10:00 AM: XYZ in Harmony: Bringing the Next Generation Forward**
Keynote Session Generation X, Y, Z ... what really defines them? And how will each contribute to our organizational success? Our workplaces...
Live - Monday, August 3
Keynote
Caron Cone - ADP
Chris Thomas - Chick-fil-A Corporate
Fabiola Charles Stokes - Google
Josh Miller - XYZ University
- 11:00 AM - 12:00 PM: Employee Leave Laws – Are They Really a Nightmare to Administer?**
This session will discuss the current trend for state and local governments to enact leave laws supplementing the FMLA and ADA. As part of the...
Live - Monday, August 3
Legal-Ease
Natalie N. Turner - Ogletree, Deakins, Nash, Smoak & Stewart, P.C.
- 11:00 AM - 12:00 PM: The Culture Rebelution: Winning the War on Talent with a 'Great Place to Work' Organizational Culture**
How does an organization become a great place to work? Many companies aspire to that, but few have clarity around all the work that...
Live - Monday, August 3
Talent + Culture
Stephen Childs - Panasonic Automotive
Paylocity
- 11:00 AM - 12:00 PM: Fostering Psychological Safety on Your Teams**
The most healthy teams have the most conflict. They have learned to

On the right side, there is a 'Your schedule' section with the following items:

- XYZ in Harmony: Bringing the Next Generation Forward (Mon, Aug 3, 2020 8:30 AM)
- Exhibit Hall Grand Opening (Mon, Aug 3, 2020 10:00 AM)
- Not an LOL Matter: Workplace Privacy, Social Media, and Moder... (Tue, Aug 4, 2020 8:00 AM)
- See all

Session Overview

At SOAHR 2020 we are offering two types of sessions: **LIVE** and **OnDemand**.

LIVE Sessions

- These are just like a session at an in-person conference. They occur during scheduled breakout session times on August 3 and 4, and there will be 3 LIVE sessions available in each session timeslot (excluding keynotes).
- LIVE Session Speakers will be available in the session (via chat) to interact with the audience and answer questions.
- **Note:** *If you miss a LIVE session, it will be available to watch OnDemand beginning Wednesday, August 5.*

OnDemand Sessions

- These are available for you to watch anytime beginning August 2 (through September 3*).
- If you have questions for OnDemand Speakers, many are hosting live video Q&A sessions on Zoom during the conference – check their session for details!

**There are a few sessions that will not be available for the full 30 days. If this is the case, it will be noted in the session description.*

LIVE Session Details

When viewing a LIVE session, here's a quick overview of the content / layout.

Note: This view/info refers to **LIVE Sessions only**. For OnDemand sessions, please view the next page.

LIVE Session **video streams** will appear here at the start time of the session.

The screenshot shows a live session page with the following sections:

- Video Stream Placeholder:** A large purple and blue graphic with a play button icon and the text "WELCOME The video stream will begin at the scheduled session time." A green arrow points to this area from the callout box on the left.
- Title:** "Oh! My Aching Back! The Devil's Triangle: Understanding the Overlap Between the FMLA, ADA and Workers' Compensation Laws"
- Date and Time:** "Tuesday, August 4, 2020 1:30 PM to 2:30 PM"
- Location:** "Live - Tuesday, August 4"
- Host:** "Legal-Ease"
- Information:** A paragraph of text about FMLA, ADA, and workers' compensation laws, followed by a "See more" link.
- Tags:** "SHRM BoCK", "Communication", "Ethical Practice", "HR Expertise"
- Speakers:** A profile for "Philip J. Siegel", Member Shareholder, Hendrick Phillips Salzman & Siegel, PC.
- Documents:** A section titled "Documents" with a document icon and the text "Oh My Aching Back - Philip Siegel". A green arrow points to this section from the callout box at the bottom right.

Click the **Register** button to add the session to your personalized agenda.

Register for the session
Register for the session to preview your schedule and receive a notification reminder before it starts.
REGISTER

This is the **Chat Box** where you will chat with the speaker and other attendees. If you have a question for the speaker, use the **Questions** tab.

Live discussion
Chat Questions Polls
Chat with participants
Be the first to send a message to start the discussion and encourage other participants to react.
+ Write a message...

If the speaker provided handouts or slides, they will be available at the bottom of the session in the **Documents** section.

OnDemand Session Details

When viewing an OnDemand session, here's a quick overview of the content/layout.

OnDemand sessions are available for you to watch beginning **Sunday, August 2** (through September 3).

Note: This view/info refers to **OnDemand Sessions only**.

OnDemand videos will be available for viewing on Sunday, August 2. The video will appear here.

The screenshot shows a session page with a video player placeholder at the top. Below the video player is the title 'How to Transform Bosses into Leaders'. The session is scheduled for Sunday, August 2, 2020, from 12:00 AM to 11:59 PM. It is categorized as 'OnDemand' and 'Talent + Culture'. A call to action for a live video Q&A session is shown for Tuesday, August 4, from 4:30-4:45 PM. The 'Information' section provides a brief description of the session. At the bottom, there is an 'On Demand Q&A' section for a live Q&A with Mack Munro on Tuesday, August 4, and a 'Documents' section with a document titled 'How to Transform Bosses into Leaders- Mack Munro'.

Some OnDemand speakers are also hosting **live video Q&A sessions** during the conference. If they are hosting a Q&A, the scheduled time will be here.

If the speaker provided handouts or slides, they will be available at the bottom of the session in the **Documents** section.

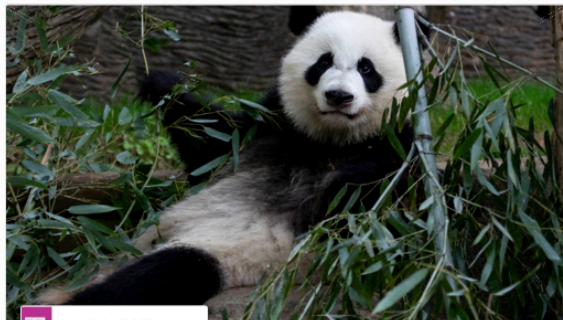
Step 4: View Resource Partners

1. From the **Home Page**, navigate to the **Exhibit Hall**. You can get here via the **Top Menu navigation** at the top of the page, or the **buttons** in the center of the home page.
2. Once you are in the Exhibit Hall you can scroll to **browse Resource Partners** or use the **Search / Filter** field on the left.
3. Find any Resource Partner and then **click on the company name** to view details.

The screenshot displays the 'Exhibit Hall' page. At the top, there is a navigation bar with links: Home, LIVE Sessions - Monday 8/3, LIVE Sessions - Tuesday 8/4, OnDemand Sessions, Breaks, My SOAHR Schedule, and Official Announcements. Below this is a secondary navigation bar with links: Community Chat Rooms, Attendees, Speakers, Exhibit Hall (highlighted with a green box), and Product Demos. On the left side, there is a 'Refine the list' section containing a search bar (highlighted with a green box) and filter options for 'CATEGORY' and 'EXHIBITOR TYPE'. The main content area is a list of resource partners, each with a logo, name, and a small icon (highlighted with a green box). The partners listed are: American Health Imaging, ARG Financial, Atlanta - Relation Insurance Services, Atlanta Braves and Truist Park Events, Atlanta Journal Constitution / AJCjobs, Bald Guy Promotions, and BambooHR. On the right side, there is a 'My bookmarks' section with two entries: Kaiser Permanente and Lauren Liz Photo.

Resource Partner Details

Once you click into an Exhibitor's profile, here's a quick overview of the content inside.



PRIME **Zoo Atlanta** ★

Book a meeting
Select a time slot to set up a meeting with Zoo Atlanta

Monday, August 3, 2020

8:30 AM	8:45 AM	9:00 AM	9:15 AM	9:30 AM	9:45 AM
10:00 AM	10:15 AM	10:30 AM	10:45 AM	11:00 AM	11:15 AM
11:30 AM	11:45 AM	12:00 PM	12:15 PM	12:30 PM	12:45 PM
1:00 PM	1:15 PM	1:30 PM	1:45 PM	2:00 PM	2:15 PM
2:30 PM	2:45 PM	3:00 PM	3:15 PM	3:30 PM	3:45 PM
4:00 PM	4:15 PM	4:30 PM	4:45 PM		

[See more slots](#)

Information

From an unforgettable wedding first dance in the grand ballroom of the majestic Savanna Hall, to a twilight dinner on the Takamenda Gorilla Deck surrounded by gorillas, to a company Zoo buyout that your colleagues will truly be excited about, Zoo Atlanta can tailor a variety of extraordinary places and spaces to make your vision come to life.

Category: Attractions + Events

Exhibitor Type: Gold Prime

Social media

Contact details

<https://zooatlanta.org/plan-an-event/>
800 Cherokee Avenue SE
30315, Atlanta, GA

- Documents**
- Zoo Event Space Catalogue**
Check out all of the event spaces at Zoo Atlanta available to accommodate your next company event. >
 - Savanna Hall Information Guide**
Our new event facility opened February 1, 2020. The information guide gives additional images of the space, details on event capacities and more! >

Highlight Zoo Atlanta
Interested in Zoo Atlanta? Click below to bookmark it so you don't forget!

BOOKMARK

Talk with Zoo Atlanta

Contact this company
Send a message to the company if you have any questions about their services or products. A member of their team will answer you as soon as possible.

+ Write a message... >


Click the **Bookmark** button to add their booth to **My Bookmarked Companies**.

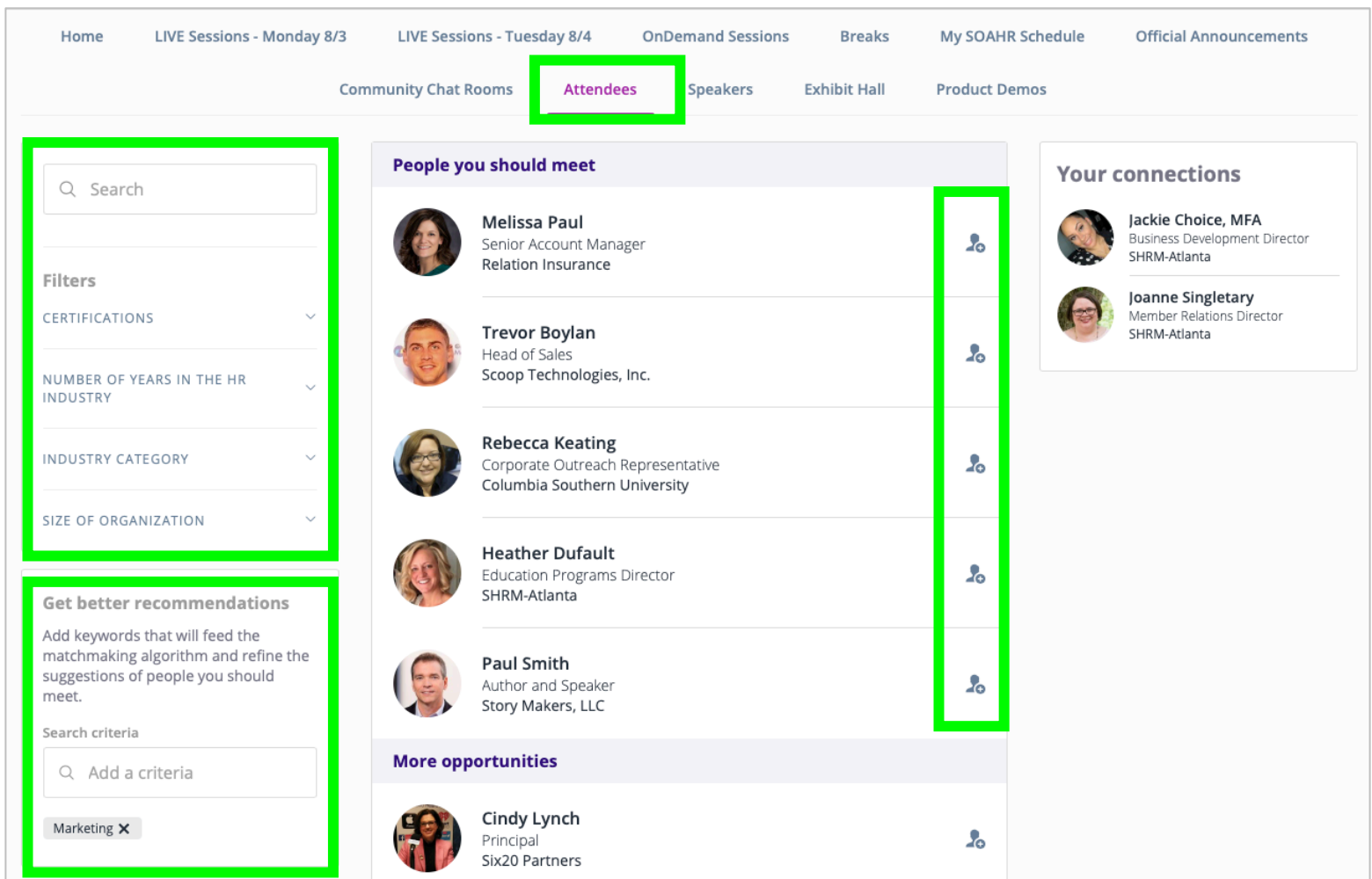
Use the **Chat Box** to talk with company representatives and ask questions.

Use this area to book a **video meeting** with company representatives.

View **company documents, links and more** in the documents section.

Step 5: Start Connecting

1. From the **Home Page buttons** or **Top Menu**, navigate to **Attendees**. The attendee list includes everyone at SOAHR: Attendees, Speakers and Exhibitors.
2. Once you are in the Attendee list you can **browse, search,** or use **filters**. **Pro Tip:** Using artificial intelligence, the platform will automatically suggest people for you to meet based on a variety of features. You can tweak the suggestions by adding specific terms to the **'Get Better Recommendations'** box.
3. To view someone's profile and/or connect with them, click the  person icon next to their profile.



The screenshot shows the SOAHR Attendees page. The top navigation bar includes: Home, LIVE Sessions - Monday 8/3, LIVE Sessions - Tuesday 8/4, OnDemand Sessions, Breaks, My SOAHR Schedule, Official Announcements, Community Chat Rooms, **Attendees** (highlighted with a green box), Speakers, Exhibit Hall, and Product Demos.

On the left side, there is a search bar and a filters section (highlighted with a green box). The filters include: CERTIFICATIONS, NUMBER OF YEARS IN THE HR INDUSTRY, INDUSTRY CATEGORY, and SIZE OF ORGANIZATION.

Below the filters is the "Get better recommendations" section (highlighted with a green box). It contains a search criteria input field with the text "Add a criteria" and a "Marketing X" tag.

The main content area is titled "People you should meet" and lists five profiles, each with a person icon to the right (highlighted with a green box):

- Melissa Paul**, Senior Account Manager, Relation Insurance
- Trevor Boylan**, Head of Sales, Scoop Technologies, Inc.
- Rebecca Keating**, Corporate Outreach Representative, Columbia Southern University
- Heather Dufault**, Education Programs Director, SHRM-Atlanta
- Paul Smith**, Author and Speaker, Story Makers, LLC

Below this list is the "More opportunities" section, which includes a profile for **Cindy Lynch**, Principal at Six20 Partners.

On the right side, there is a "Your connections" section with two profiles: **Jackie Choice, MFA**, Business Development Director, SHRM-Atlanta, and **Joanne Singletary**, Member Relations Director, SHRM-Atlanta.

Send Connection Requests

After you click on a person's **Profile**, you can send them a **Connection Request** (this is similar to a 'friend request' on social media). Once they accept your connection request, you can now chat and/or have a video meeting.

You can also use the “**Meet**” section to request a video meeting with the person at a specific time during the conference.

The screenshot shows a LinkedIn profile for Heather Dufault, Education Programs Director at SHRM-Atlanta. The profile includes a profile picture, name, title, and company. Below the profile information, there are two main sections: 'Meet Heather' and 'Connect with Heather'. The 'Meet Heather' section displays a grid of time slots for Monday, August 3, 2020, ranging from 8:30 AM to 4:45 PM. The 'Connect with Heather' section features a text input field with the placeholder 'Hello! I'd like to connect' and a 'SEND CONNECTION REQUEST' button. Two green callout boxes with arrows point to these sections. The top callout box points to the 'Connect with Heather' section and contains the text: 'Send a **Connection Request** to start chatting and/or have a video meeting.' The bottom callout box points to the 'Meet Heather' section and contains the text: 'You can also **request to meet** with an attendee at a specific time during the conference.'

Heather Dufault
Education Programs Director
SHRM-Atlanta

Meet Heather
Select a time slot to set up a meeting with Heather.

Monday, August 3, 2020

8:30 AM	8:45 AM	9:00 AM	9:15 AM	9:30 AM	9:45 AM
10:00 AM	10:15 AM	10:30 AM	10:45 AM	11:00 AM	11:15 AM
11:30 AM	11:45 AM	12:00 PM	12:15 PM	12:30 PM	12:45 PM
1:00 PM	1:15 PM	1:30 PM	1:45 PM	2:00 PM	2:15 PM
2:30 PM	2:45 PM	3:00 PM	3:15 PM	3:30 PM	3:45 PM
4:00 PM	4:15 PM	4:30 PM	4:45 PM		

[See more slots](#)

Skills

- Sales Management Development
- Coach / Mentor
- Curriculum Design
- Emotional Intelligence
- Facilitation

Bio

Highly accomplished sales and learning leader with 17+ years of experience in sales, sales management, training design and delivery. Proven track record leading and partnering with sales leadership and HRBPs to drive change, increase productivity, and drive bottom line results. Expert coach and facilitator focused on developing sales and sales management skills, building trust, and growing

[See more](#)

Social media

Connect with Heather


Hello! I'd like to connect

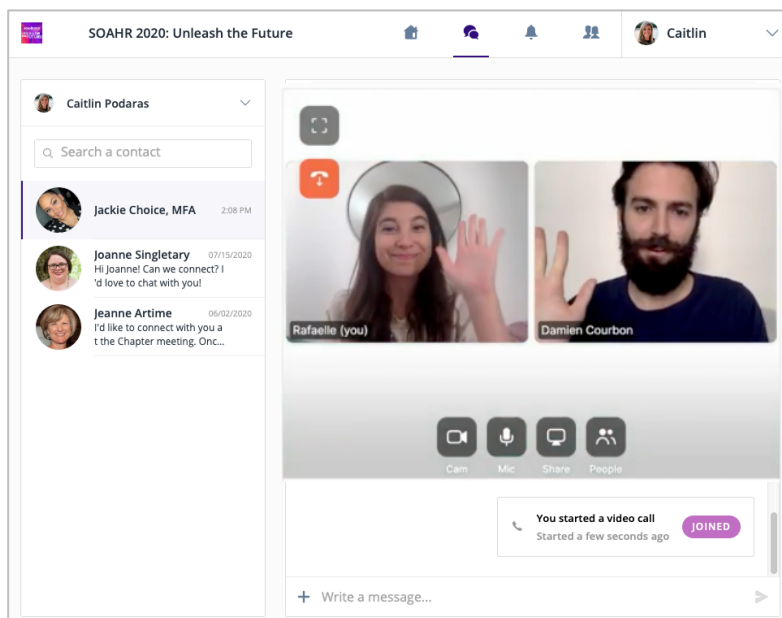
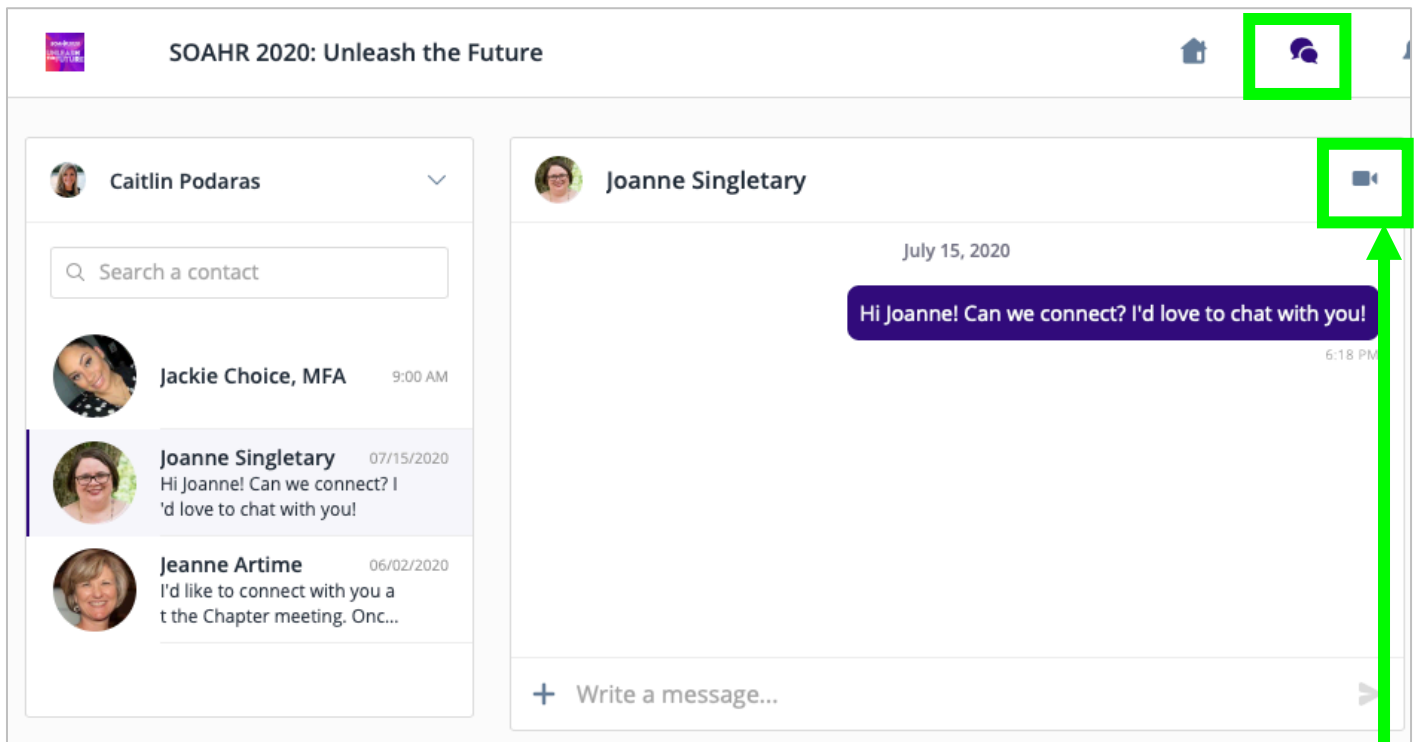
[SEND CONNECTION REQUEST](#)


Send a **Connection Request** to start chatting and/or have a video meeting.

You can also **request to meet** with an attendee at a specific time during the conference.

Connect via Chat or Video

Once another attendee accepts your Connection Request, you can easily chat with them via **text chat** or **video**. Click the **Chat Message icon**  in the top right area of the menu/navigation, and begin typing in the chat box.



To start **video chatting**, click the Video Icon  and a video call will be placed.

You will then be able to have a video conference right within the platform!

Remember – this is just the beginning! There are tons more interactive features available in the platform.

Be sure to visit www.soahr.net/virtualhelpdesk for more tutorials and how-to guides.



We can't wait to “see you”
at SOAHR 2020!