

ANNUAL LEGAL CONFERENCE

TUE | APR 19 | 2022

7:30 AM – 5:00 PM



WELCOME TO THE SHRM-MEMPHIS LEGAL CONFERENCE!

Tomorrow is our exciting SHRM-Memphis Legal conference! On behalf of the conference planning committees and the SHRM-Memphis Board of Directors, we are glad you will be joining us! Despite this year's challenges, we hope this conference will bring a sense of connection to your profession and to your colleagues in our virtual platform.

This email will serve as your primary reference for everything related to the conference, so we encourage you to keep this handy. We understand you that you will have questions and we are prepared to get you answers.

Please be prepared to learn and engage in order to get the most from our robust variety of sessions! We all have a fantastic opportunity to network during this conference, both person to person and via our online community boards. Check out the variety of topics and group conversations as well as organizational updates, photo contest and trivia challenges! This is your time, make it count!

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You are encouraged to review the following in order:

- **Conference Details**
- **Virtual Platform & Access**
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VIRTUAL PLATFORM & ACCESS

Without further ado, allow us to introduce you to the 2022 SHRM-Memphis Legal Conference app, Whova. If you're new to Whova, take a moment to watch [this introductory video](#) to familiarize yourself with our virtual platform.

If you'd like more resources to help you navigate the event app, feel free to review our how-to-guide, found by [clicking here](#).

It's best to download the app before the conference. You can begin reviewing sessions, networking with other attendees, and researching your favorite speakers before the event begins.

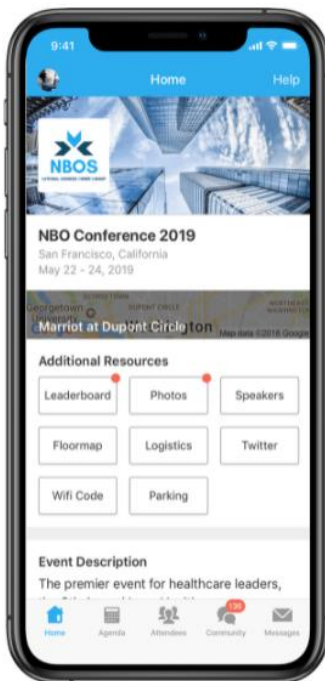
Access will be available now through June 15, 2022.

Step one is to gain access to the platform.

IMPORTANT: You must use the email address that you registered with to access the app

To access Whova from your computer, click here.

To access Whova from your mobile device, see below.



Download Whova and take the conference mobile! Whova is supported on all mobile devices.

1. Search for "Whova" in the App Store or Google Play
2. Sign up using the email address you registered with
3. Use the event invitation code:
SHRMLC2022

TIPS FOR CONFERENCE SUCCESS

Here are a few tips we believe are important:

- Access Whova before the conference! While accessing Whova does not take long, it's important to have created your account and familiarize yourself with everything.
- Review the agenda. There is a lot going on throughout the day and you will not want to miss a single session.
- DON'T put down those smartphones! So often we're told to not have our phones out at meetings. For this conference, we WANT you to have your phone handy. Throughout each day, you will find that having your smartphone handy will be important (if nothing else, at the end of every session, there is an evaluation which you will be able to access from your phone).
- Take advantage of built-in breaks to get up and move! Sitting at your desk all day can be uncomfortable.
- We have a second day of on-demand sessions available for you. These sessions will be available on May 2, 2022. You can watch them at your leisure until June 15.
- SHRM and HRCI credits will be emailed to you in the weeks following the event. This will give all participants an opportunity to go back and watch a session that they missed or the on-demand sessions from the next day. This is a great way to maximize your credits for your renewal.
- Whova tracks your activity levels so we will be able to assess which sessions you have attended. The sessions on April 19 are 9 HRCI/SHRM credits and the April 20 on-demand sessions are 8 HRCI/SHRM credits for a total of 17 credit hours!
 - These will be two different certificate codes. You will need to watch the on-demand sessions to receive the 8 credits for the full 17 credits.
- The on-demand sessions marked 4/20 will open on April 20 and remain open until June 15, 2022. The "live-streamed" sessions on April 19 will be edited post-conference and will be available by May 2, 2022. Both groups of content will be available until June 15, 2022, for your extended learning and review.
- Don't forget to connect with the presenters and our sponsors! You can do this by clicking the "Partners" button on the Whova home screen and by sharing contact information within the app.

FREQUENTLY ASKED QUESTIONS

Q: When I click on some of the *LIVE* session videos, I get a message that says, “Your connection has timed out and you cannot join the meeting. Verify your network connectivity and try again.” What am I supposed to do?

A: This is an error message set by Zoom, and it just means that the *LIVE* session has not yet begun. Continue to refresh as the start time nears.

• Q: What is the recommended web browser?

A: For the most seamless interaction, we highly recommend utilizing an up-to-date version of [Google Chrome](#). If you cannot use Chrome, [Mozilla Firefox](#) is also supported (Internet Explorer, Edge, and Safari are not supported).

• Q: Will I need to have my camera on throughout the conference?

A: Yes and No. The facilitated sessions are live-streamed and you communicate with fellow attendees via the Chat feature. During some of the *LIVE* events and sessions, you will be able to have your camera on, and we will encourage you to do so! For the networking sessions, You can message attendees throughout the entire period but attendees may be in the platform at different times.

• Q: Will the pre-recorded sessions be available before the scheduled date?

A: No. The pre-recorded sessions will not be available for attending/viewing until April 20, 2022.

• Q: For the *LIVE* sessions, how will I access those links?

A: Links to every session, activity, and networking event (pre-recorded and *LIVE*) will be in each day’s Agenda.

“I’ve gone through everything and still need help!”

While we hope the information we’ve provided above will be able to successfully guide you through this year’s virtual conference, we understand you might have unanswered questions or even technical issues that arise prior to and during the conference. Have no fear - we can help!

If your question is related to SHRM-Memphis conference planning, please go to the SHRM-Memphis Information section in the Community section. We will be monitoring and can be reached.

For questions specific to Whova, please see the *How-To-Guides*, found on page two.

For further assistance, email info@shrm-memphis.org or post your questions in the community board of the Whova app. There is a board titled ‘Message the Conference Organizers’ where you may reach us.

Enjoy the conference!