

Welcome to the 2021 Texas Wine & Grape Virtual Forum **ATTENDEE NAVIGATION GUIDE**



Welcome to the 2021 Texas Wine & Grape Forum

We've put this guide together to help you make the most of your virtual forum conference experience.



The screenshot shows the homepage of the 2021 Texas Wine & Grape Virtual Forum. At the top left is a small circular logo with a red grape cluster. To its right is a horizontal navigation menu with the following items: Home (underlined), Schedule (with a dropdown arrow), Sponsors, People (with a dropdown arrow), Solutions Partners, Networking (with a dropdown arrow), Deals & Steals, Unwind Lounge, and Help Desk. Below the navigation menu, the text "Proudly Sponsored by Texas Department of Agriculture" is centered. Underneath this is a large graphic featuring a maroon silhouette of the state of Texas. Inside the Texas map, there is a white silhouette of a wine glass. To the right of the map, the text "TEXAS DEPARTMENT OF AGRICULTURE" is in small, all-caps, sans-serif font. Below that, "UNCORK TEXAS" is in a larger, bold, all-caps, sans-serif font. At the bottom of this graphic, the word "Wines" is written in a large, elegant, black script font. The bottom half of the screenshot is a banner with a blurred background of dark blue grapes. Overlaid on this banner is the text "2021 Texas Wine & Grape Virtual Forum" in a large, white, sans-serif font. Below this, in a smaller white sans-serif font, are the dates "February 23-24 & March 2-4, 2021".

Home Schedule ▾ Sponsors People ▾ Solutions Partners Networking ▾ Deals & Steals Unwind Lounge Help Desk

Proudly Sponsored by Texas Department of Agriculture

TEXAS DEPARTMENT OF AGRICULTURE
UNCORK TEXAS
Wines

2021 Texas Wine & Grape Virtual Forum
February 23-24 & March 2-4, 2021

System Requirements

Desktop or laptop computer with at least:

- Mac: Mac OSX 10.7 or later
- Windows: Windows 10, 8, 8.1, 7, Vista (SP1 or later), XP (SP3 or later)
- Ubuntu: 12.04 or later
- Linux: Red Hat Enterprise Linux 6.4 or higher

While it is possible to present from a tablet or mobile phone, it is not recommended.

VERY IMPORTANT

Make sure the most up-to-date Zoom software is downloaded to your device. Zoom is only required for Networking Lounges and private meetings with attendees - download the software for free

<https://zoom.us/download>

Processor / RAM

- Single Core 1Ghz or higher (Dual core 2Ghz or higher, 4G RAM recommended)

Browser

- Windows: Chrome 30+, Firefox 27+
- Mac: Chrome 30+, Safari 7+, or Firefox 27+
- Linux: Chrome 30+, Firefox 27+

Bandwidth

- 1.5 Mbps "up" minimum (3+ Mbps "up" recommended)
- Hint: Use <https://www.speedtest.net/> to test

Hardware

- Webcam
- The microphone and speakers that comes built-in to most computers is adequate, but a headset with a boom mic or a stand-alone microphone will create a richer, cleaner sound. There are dozens of models, wired and wireless, available on Amazon for less than \$100 with 4-star or better ratings.
- A second monitor is recommended, but not required.

System Requirements (cont'd)

1. A device that is connected to the Internet, either by ethernet or WiFi (preferably a computer; tablets and mobile devices can be used if necessary) **While it is possible to use a tablet or mobile phone, it is not recommended.**
2. A stable internet connection (check your internet speed by <https://www.speedtest.net/>; some slower speeds will result in slower loading times for our web pages)
3. A platform-supported web browser. We strongly suggest using Google Chrome <https://www.google.com/chrome/> when navigating the virtual conference - Safari and Firefox can have issues viewing webinars). All Mac laptop users MUST use Google Chrome to join the live webinars
4. Update your website settings in your browser to allow pop-ups
5. Make sure the most up-to-date Zoom software is downloaded to your device. Zoom is only required for Networking Lounges and private meetings with attendees - download the software for free <https://zoom.us/download>

How Do I Get My Login to the Conference Website?

You will be sent an email invitation with an access link to log-in to the platform.

***Please note that this email will come from no-reply@pathable.com

When you first attempt to access the Texas Wine & Grape Virtual Forum platform you will need to create a password and complete your profile.

You are receiving this email because you requested an access link for 2021 Texas Wine & Grape Virtual Forum. Click the button below from either your desktop computer or mobile device to access your account.

[Sign in to 2021 Texas Wine & Grape Virtual Forum](#)

To prevent others from accessing your account, please do not forward this email.

Claim your account

First name ✓

Last name ✓

Email ✓

Create Password

☐ I agree to the [Terms and Conditions](#)

COMPLETE PROFILE

CONTINUE TO APP

Bookmark or Save Your Log In Page – IMMEDIATELY

Want to re-review a session or visit an Exhibitor after the event? You can DO THAT!

Because the Virtual Forum Educational Sessions are paid events, each person's log in is *unique* to them, thus only allowing them access to events for which they paid for.

Scenarios of getting locked out!

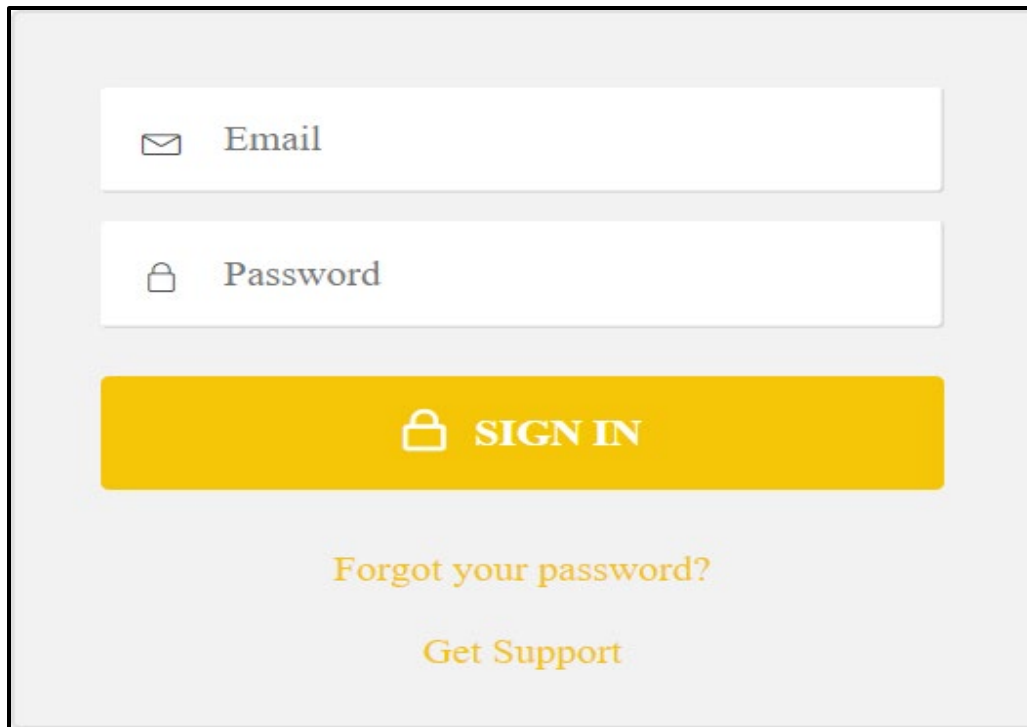
1. If you pass your link or PW to anyone else
2. You fail to bookmark or save your page and have to 'relog' more than 2x using UserID and PW

All Exhibitors and Sponsors are available throughout the entire event and through December 31st.

Here's [instructions](#) on how to 'bookmark' or 'save your page to your desktop'

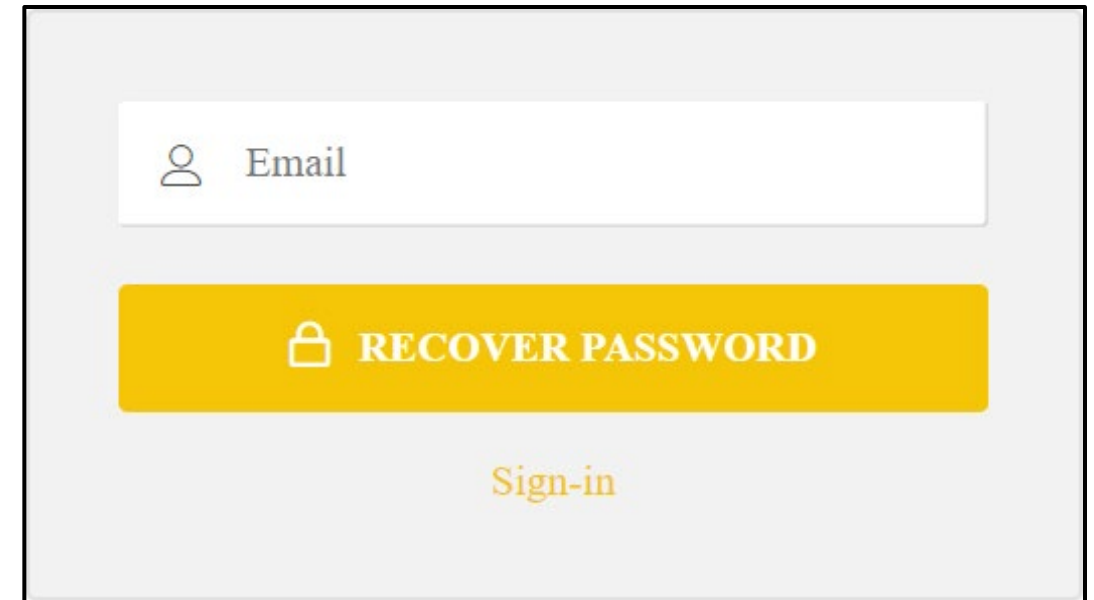
What If I Forget My Password?

If you forget your password, click on the “Forgot Your Password?” link on the Login page.



The login form is contained within a light gray box. It features two white input fields: the top one is labeled 'Email' with an envelope icon, and the bottom one is labeled 'Password' with a lock icon. Below these fields is a prominent yellow button with a lock icon and the text 'SIGN IN'. At the bottom of the box, there are two links in orange text: 'Forgot your password?' and 'Get Support'.

The next screen you see will require you to enter your email address. After you do this click on “Recover Password”. You will automatically be sent an email to reset your password.



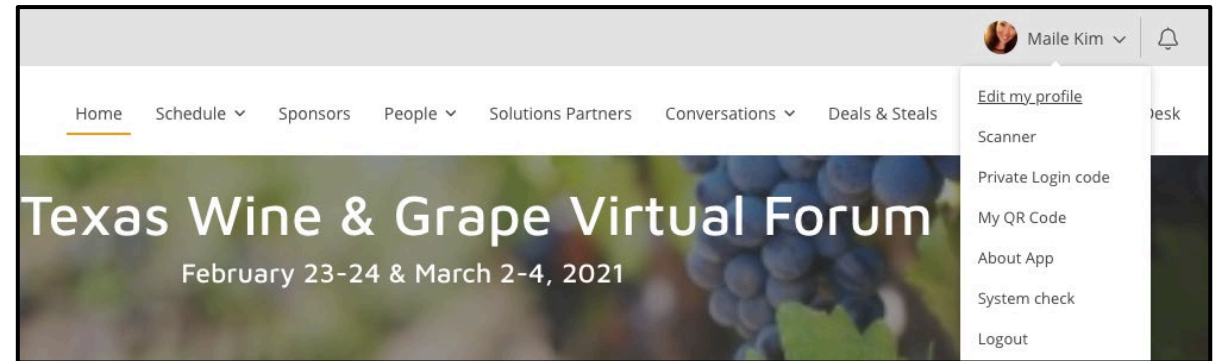
The recover password form is also in a light gray box. It has a single white input field labeled 'Email' with a person icon. Below the field is a yellow button with a lock icon and the text 'RECOVER PASSWORD'. At the bottom of the box, there is a link in orange text that says 'Sign-in'.

How to Manage and Edit your Personal Profile

Once logged in to the virtual conference, proceed to “Account” on the top navigation bar, select “Edit My Profile”.

Within your profile you will be able to upload your headshot, create a bio, and change your password.

As an Exhibitor and Sponsor, you are strongly encouraged to have a complete profile with a picture so participants ‘know’ who they are talking to.

A screenshot of the user profile page for Maile Kim. The page shows a profile photo of Maile Kim, a headshot, and a bio. The profile is for Maile Kim, ConferenceDirect Global Project Manager. The page includes a 'Profile' tab and a 'Preferences' tab. The 'Profile' tab is active, showing fields for Profile photo, Email, Password, Title, Company, Phone Number, and Description. The 'Preferences' tab is also visible. The page includes a 'SAVE' button at the bottom right.

The Home Page

This navigation bar is your Table of Contents for the Conference. Highlight and click to navigate to the various pages of the conference.



Schedule of Events

This navigation bar is your Table of Contents for the Conference. Highlight and click to navigate to the various pages of the conference.



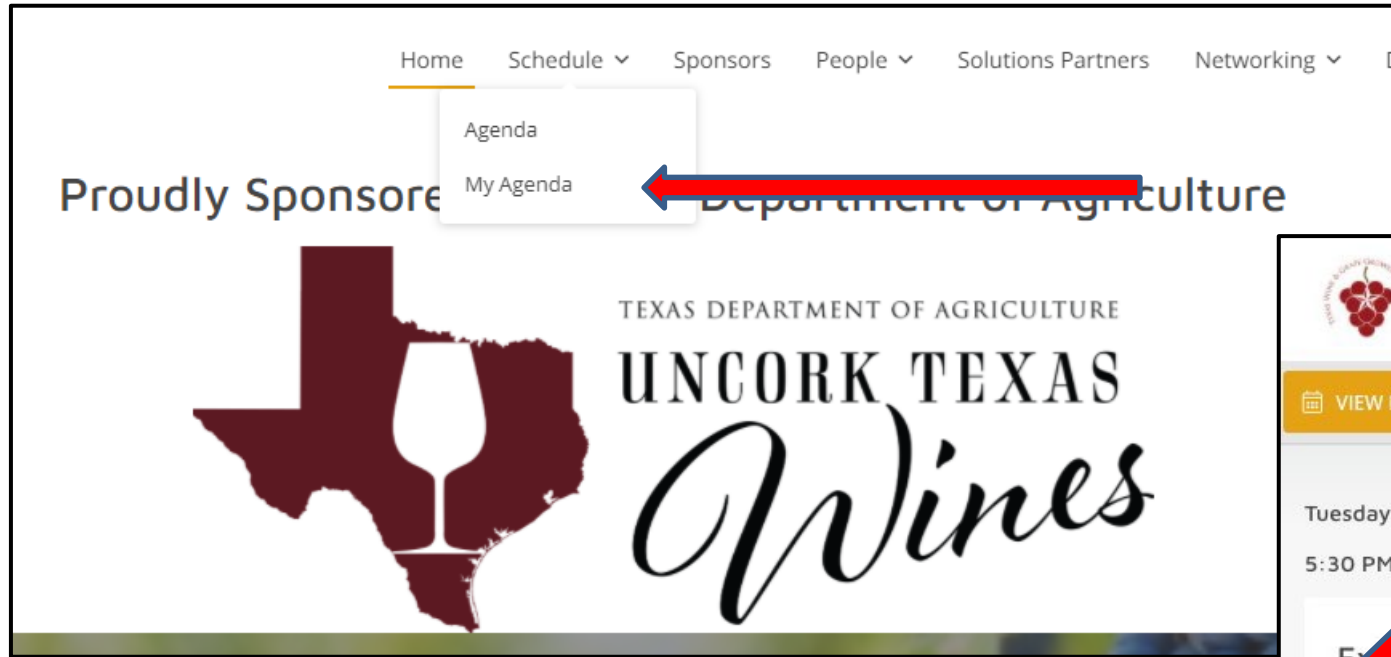
The screenshot shows the top section of a conference website. At the top left is the Texas Wine & Grape Growers Association logo, which features a cluster of grapes and the text "TEXAS WINE & GRAPE GROWERS ASSOCIATION". To the right of the logo is a navigation bar with the following items: "Home" (highlighted with a red arrow and a yellow underline), "Schedule" (with a dropdown arrow), "Sponsors", "People" (with a dropdown arrow), "Solutions Partners", "Networking" (with a dropdown arrow), "Deals & Steals", "Unwind Lounge", and "Help Desk". Below the navigation bar is a large banner area. The banner contains the text "Proudly Sponsored by Texas Department of Agriculture" in a dark gray font. Below this text is a large, dark red silhouette of the state of Texas, which is partially filled with a white wine glass. To the right of the Texas map, the text "TEXAS DEPARTMENT OF AGRICULTURE" is written in a small, dark gray font. Below this, the words "UNCORK TEXAS" are written in a large, bold, dark gray font. At the bottom right of the banner, the word "Wines" is written in a large, elegant, black script font.

Home Schedule ▾ Sponsors People ▾ Solutions Partners Networking ▾ Deals & Steals Unwind Lounge Help Desk

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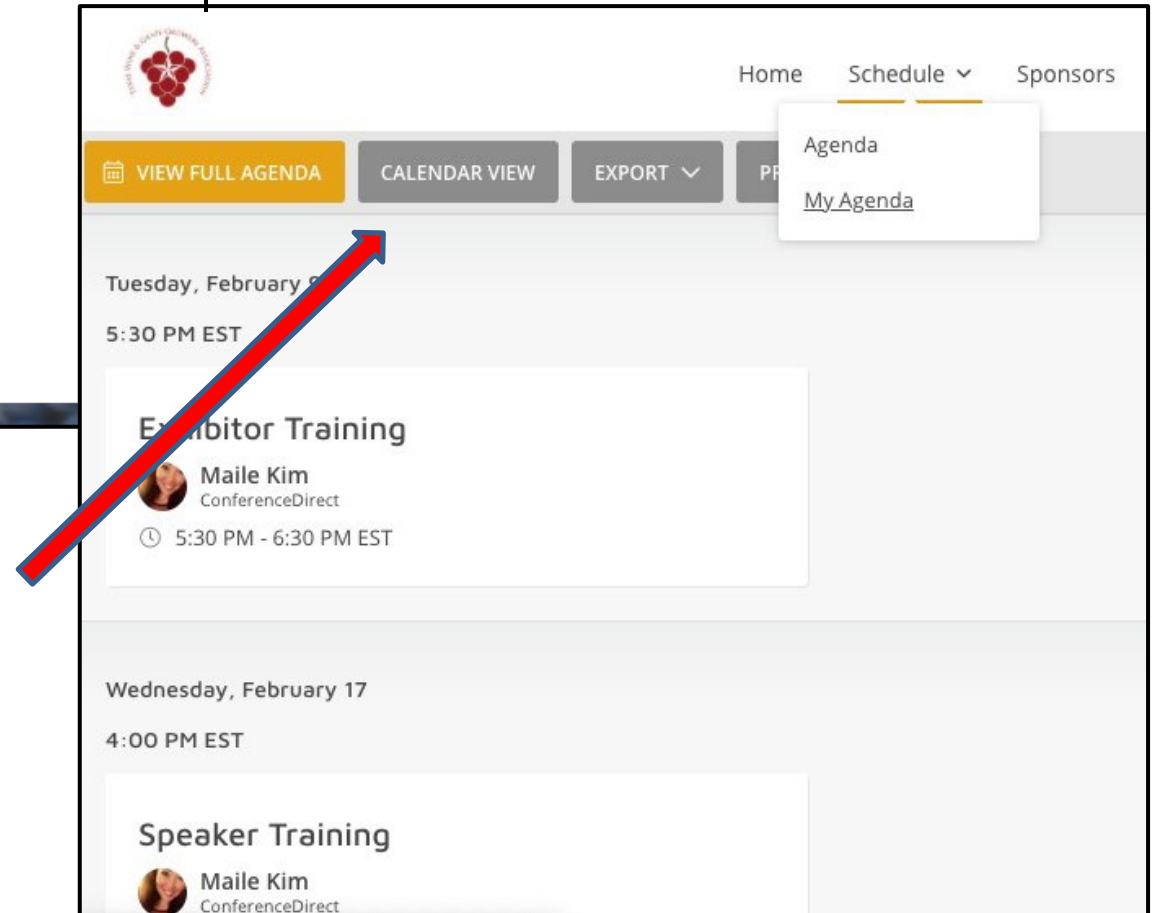
TEXAS DEPARTMENT OF AGRICULTURE
UNCORK TEXAS
Wines

Accessing your Scheduled Events



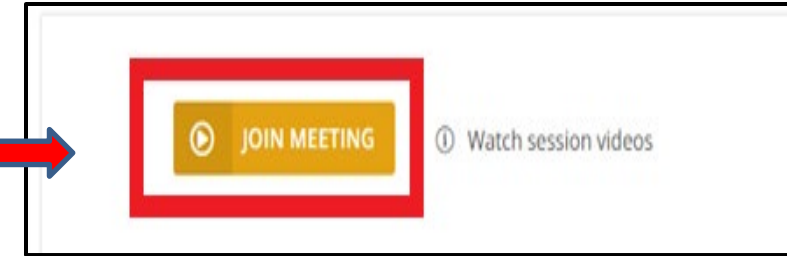
Click on “My Agenda” to view your personalized conference agenda.

You can change the way you view the agenda, export and print the schedule with the tabs in the upper left corner.




Schedule of Events – Join a Session & Take Notes

To join a session, simply click on the session on the agenda. Once you click on the session you want to attend, you will then be able to Join the Live Meeting by clicking the “Join Live Meeting Button” that will appear. You will be able to enter the session 1 minute prior to the session start time.



[← BACK TO AGENDA](#)

Attendee Training - Session 1



Maile Kim
ConferenceDirect
Global Project Manager

🕒 1:00 PM - 2:00 PM EST on Tuesday, February 2

Add to Calendar ▾

This is one (1) of three (3) options attendees have to sit in on a training in which we review the various functions and capabilities of the site. All training sessions will be recorded in the event you are not able to participate.

Attendee Training - Session 1

NOTES

18221443

DAYSHRSMINSEC

📅 This live meeting hasn't started yet

Chat

Polls

Files

People

📄

No Messages

No messages have yet been sent.

Start typing...

SEND




Notes: Take notes during the session.

Engage with Speaker, Find Other Attendees, Take a Poll or Download Presentation Files

[← BACK TO AGENDA](#)

NOTESMANAGE

Attendee Training - Session 1



Maile Kim
ConferenceDirect
Global Project Manager

🕒 1:00 PM - 2:00 PM EST on Tuesday, February 2

Add to Calendar ✓

This is one (1) of three (3) options attendees have to sit in on a training in which we review the various functions and capabilities of the site. All training sessions will be recorded in the event you are not able to participate.

Attendee Training - Session 1

Q&A: Engage via with the speakers of the session by submitting your questions in the session chat. The Q&A for a session will be facilitated by the session speakers/moderators per each session's designated format type.

18
DAYS

22
HRS

14
MIN

43
SEC

📅 This live meeting hasn't started yet

Chat

Polls

Files

People

Polls: Some sessions may ask you to participate in polls to gather audience feedback.

People: See who else is attending this session.

Files: If applicable, the presentation files, will be found here for you to view at leisure.

Start typing...

SEND

Attending a Session by Computer Audio

At the start time, you will be able to join by selecting 'Join Meeting'. You will then be able to choose to listen through your Computer audio or Phone audio. After selecting your audio, you will be watching the Speaker LIVE.

The screenshot displays the Zoom web interface. At the top, there's a navigation bar with '← AGENDA', a green checkmark, 'ADDED', 'NOTES', and 'MANAGE'. Below this, the main content area shows a 'Join Audio by Computer' button in the center. To the right, there's a 'Chat' panel with tabs for 'Chat', 'Polls', 'People', and 'Files'. The chat panel shows 'No Messages' and a 'SEND' button. At the bottom, there's a 'Zoom Link' field and a note: 'If you are experiencing audio issues, use the Zoom app instead.' A red arrow points from this note to the 'Join Audio by Computer' button. Below the note, there's a 'THEATER MODE' button and a text box that says 'Additionally, you may use the 'use the Zoom app' to watch the live session for a better user experience.'

← AGENDA

✓ ADDED NOTES MANAGE

Phone Call Computer Audio

Join Audio by Computer

Erica Alger

Join Audio Raise Hand Leave Webinar

Zoom Link

THEATER MODE

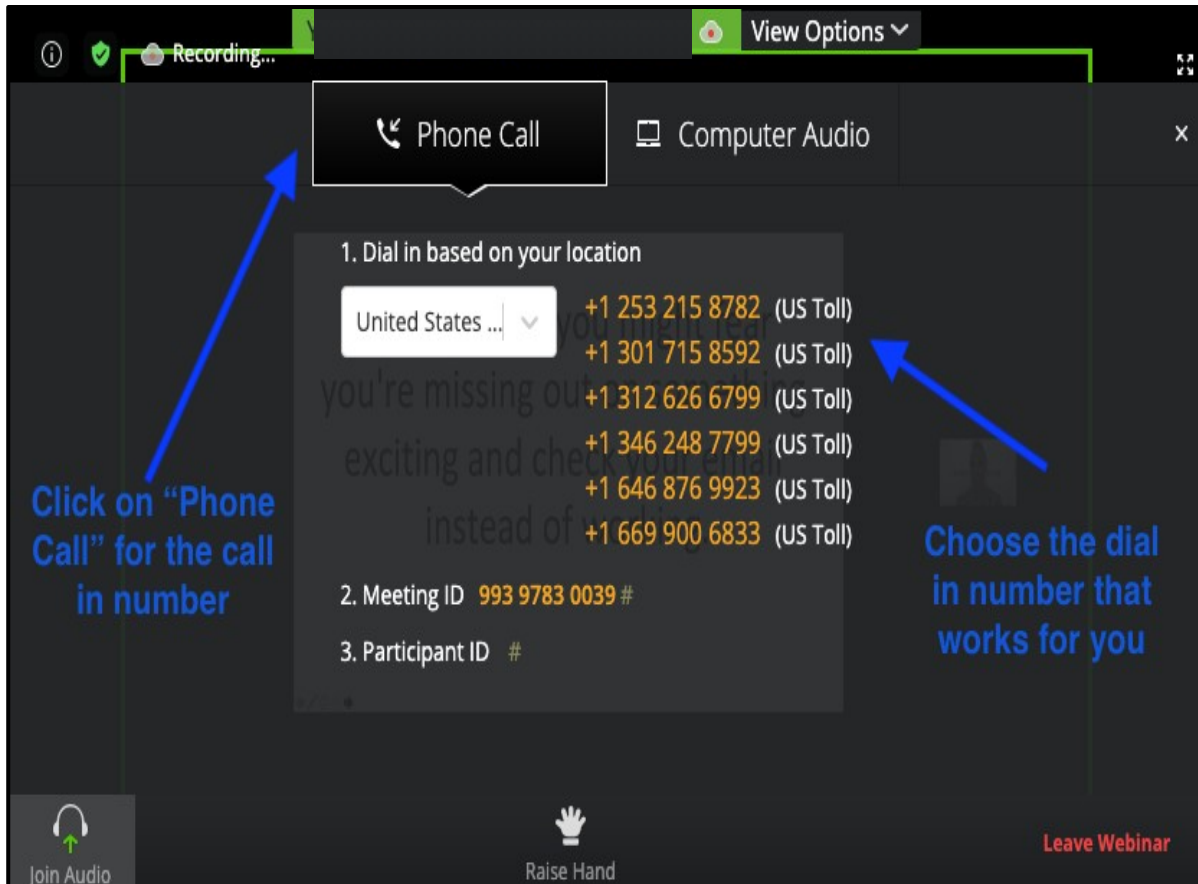
Additionally, you may use the 'use the Zoom app' to watch the live session for a better user experience.

① If you are experiencing audio issues, use the Zoom app instead.

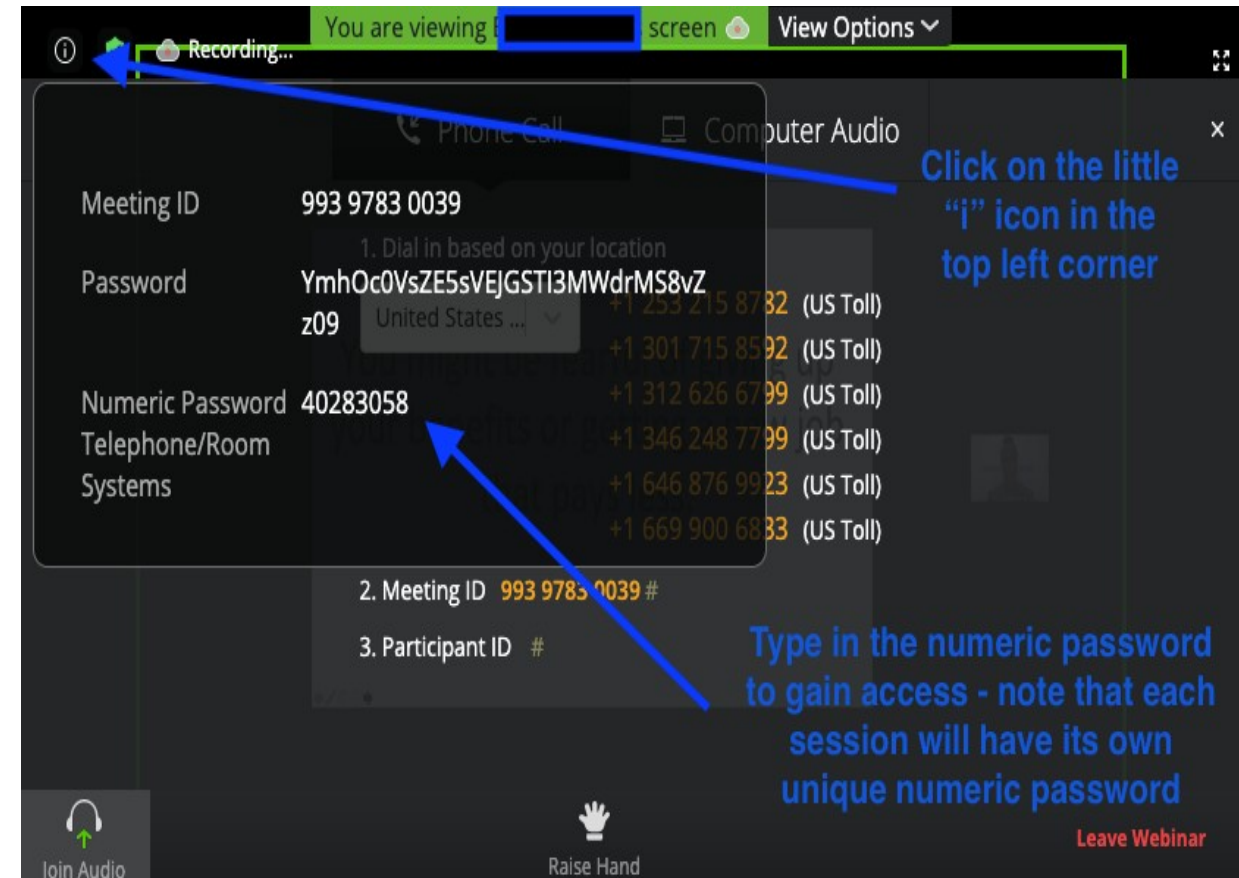
Attending a Session by Phone Audio

At the start time, you will be able to join by selecting 'Join Meeting'. You will then be able to choose to listen through your Phone audio. After selecting your audio, you will be watching the Speaker LIVE. (NOTE: these location and password numbers below are sample only)

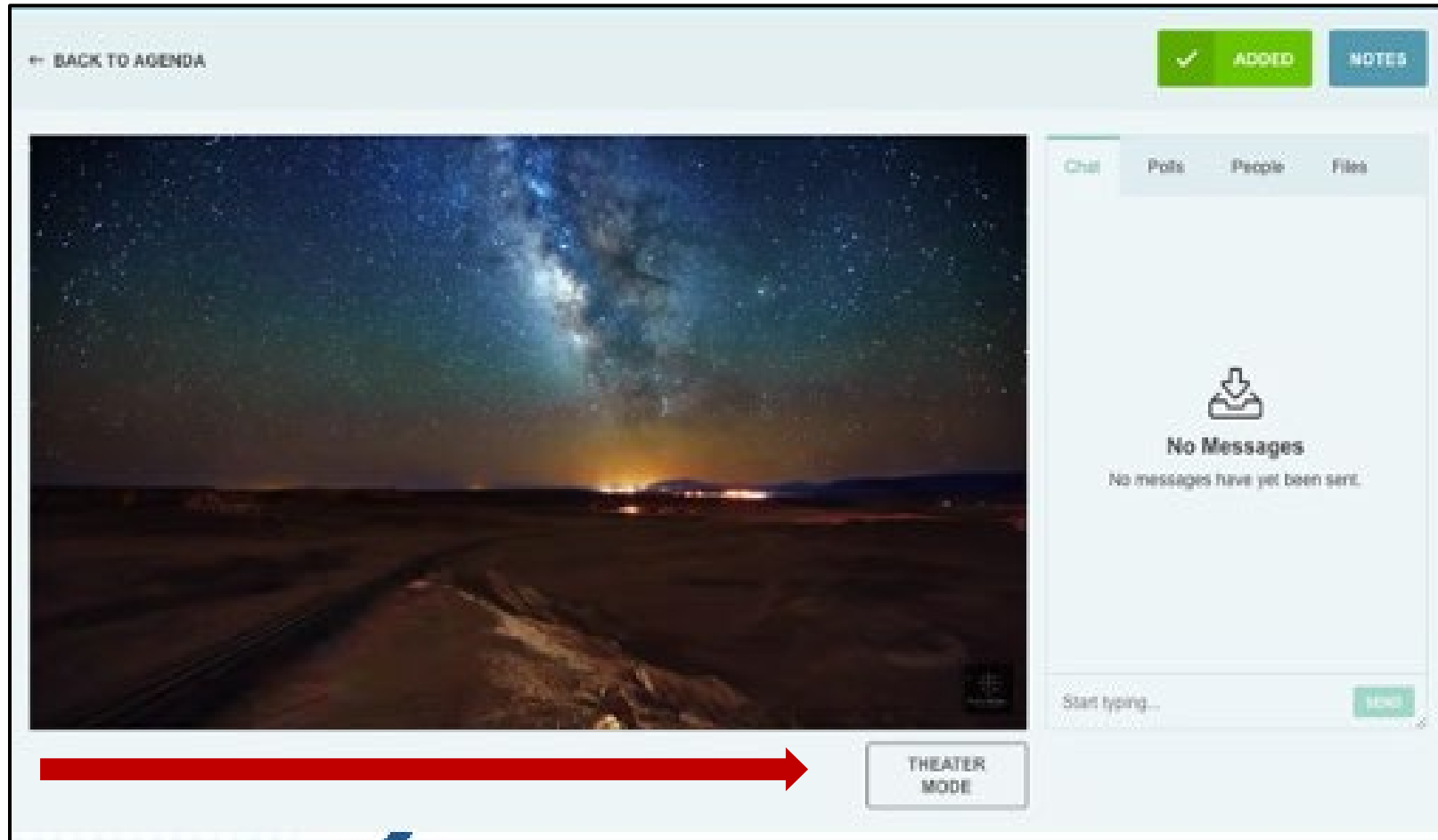
Step 1



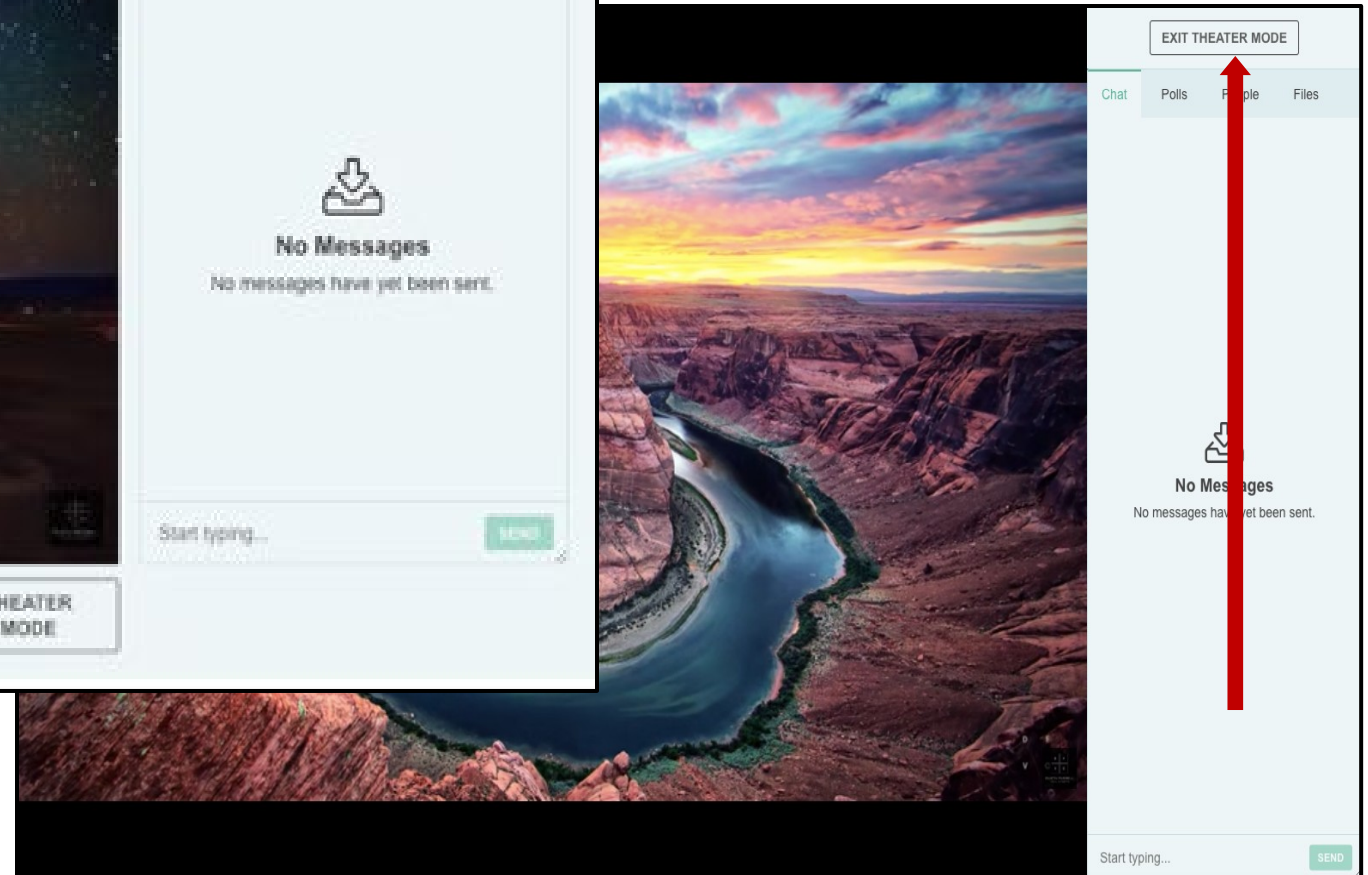
Step 2



Using “Theater Mode”



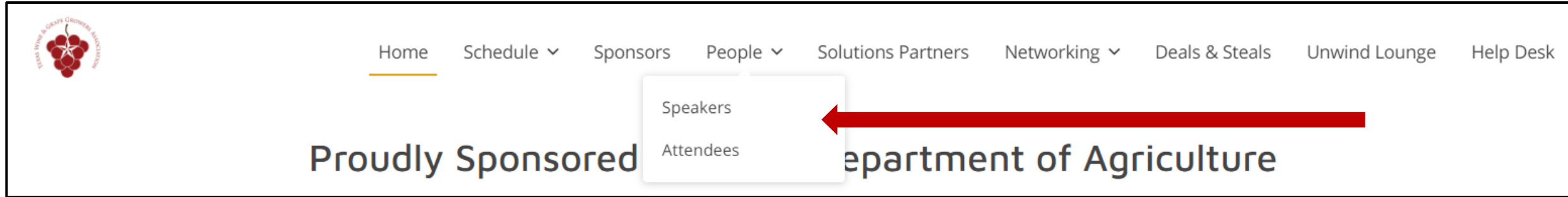
You may also watch any of the sessions in the ‘Theater Mode’ to engage in the chat with the speaker and view the live or pre-recorded presentation all in one screen.



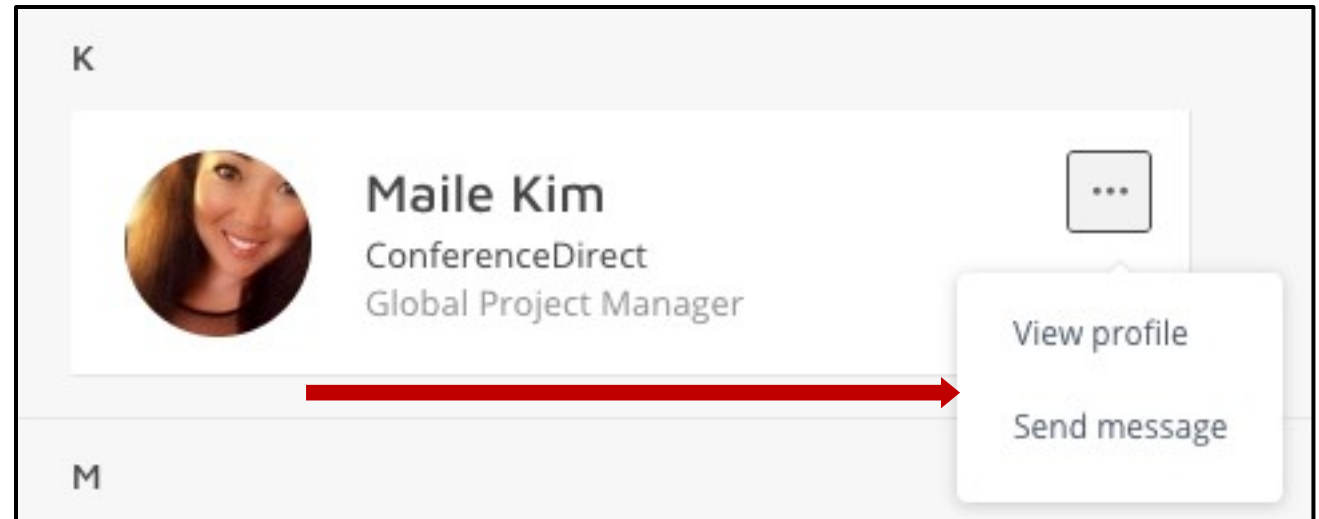
Exit “Theater Mode” at any time!

Networking Opportunities – Find a Speaker or Attendee

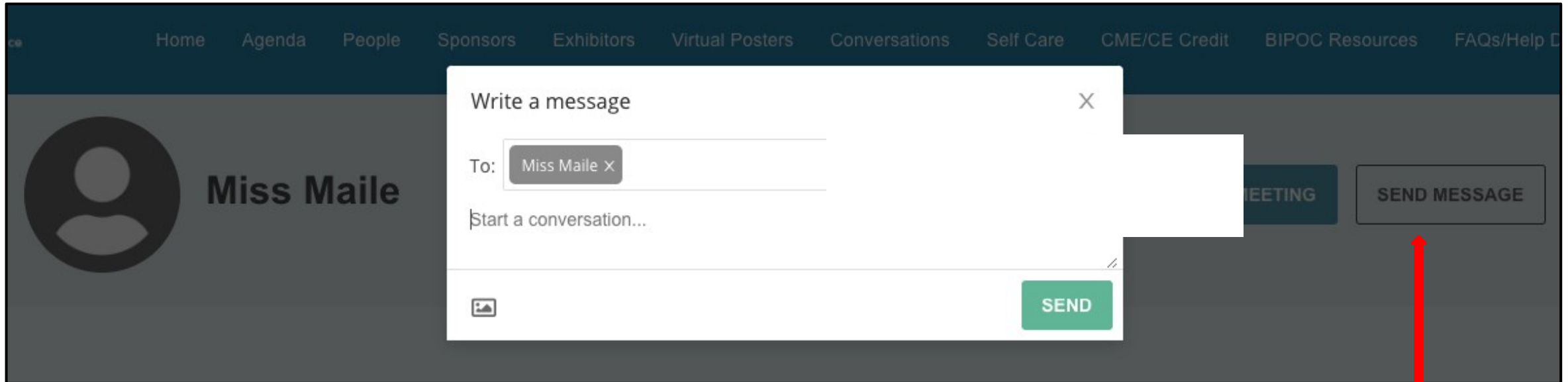
See who else is attending the conference and reach out to them directly!



You can visit a profile by clicking on their name for more information (bio, social media links, etc) or for quick access, click on the three dots for a drop down list of actions.



Send a Message to a Speaker or Attendee



Send them a message in the conference platform with a question, comment, or just to say hi!

Message Board

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[Public forums](#)[Inbox](#)

culture

Chat with your fellow attendees and find your personal inbox messages by clicking the Networking tab.

All Conversations

[NEW CONVERSATION](#)

Maile Kim

Looking forward to seeing everyone!

Posted a few seconds ago in General

↩ 0 👍 0



Maile Kim

a few seconds ago ...

Looking forward to seeing everyone!

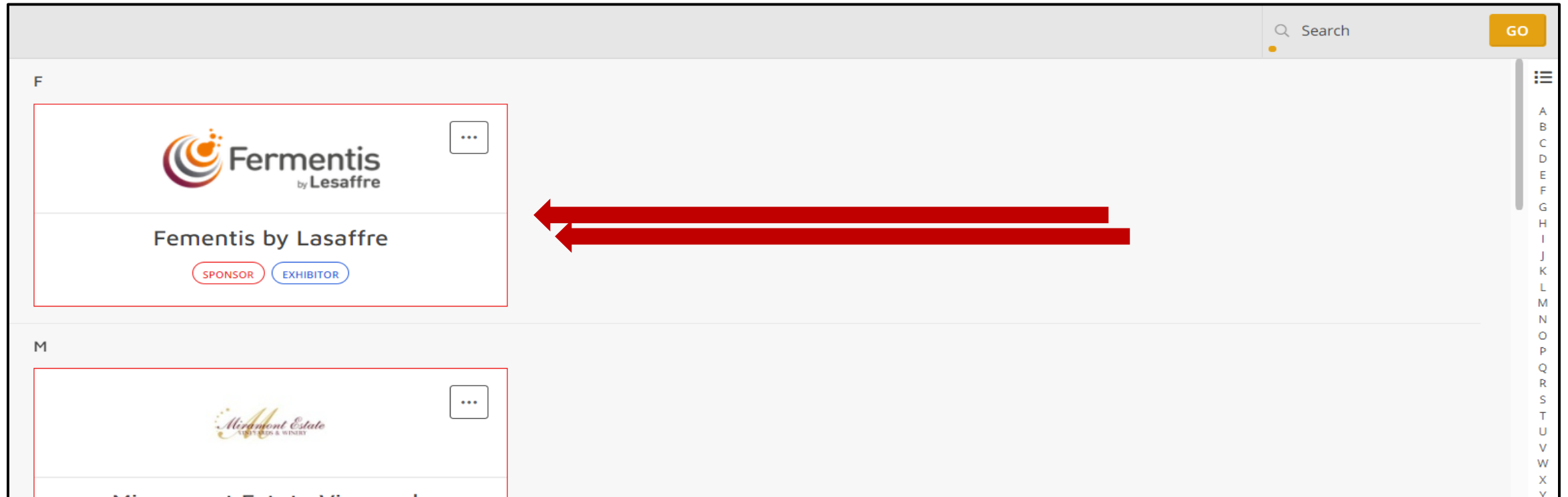
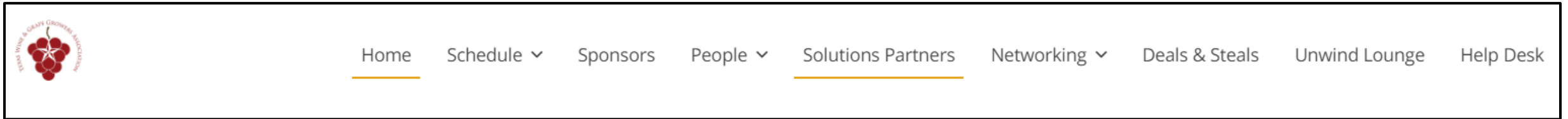
↩ Reply

👍 Like


Like or reply to a conversation!

Click to New Conversations button to make a post for all of the conference attendees.


Networking Opportunities – Find an Exhibitor in our ‘Solutions Partners’ Center



Networking Opportunities – Find an Exhibitor or Sponsor in our ‘Solutions Partners’ or Sponsor Tabs



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Fermentis
by Lesaffre

SPONSOR

EXHIBITOR

Fementis by Lasaffre



Meridian Estate

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Available for "Talk Now" ☒  Sabrina Houser Amaya 

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2021 Texas Wine & Grape Virtual Forum

Welcome to the Help Desk
Find answers to common questions here

For Technical Questions, please contact virtual@conferencedirect.com

For General Forum Questions, please contact

For the best user experience, we recommend to follow the below:

1. **A device that is connected to the internet**, either by ethernet or WiFi (preferably a computer; tablets and mobile devices can be used if necessary)
2. **A stable internet connection** (check your internet speed by [clicking here](#); some slower speeds will result in slower loading times for our web pages)