



TECHNICAL ASSISTANCE

Bolton & Menk technical support: (763) 349-0113 or (763) 478 3606

Things to know before you get started

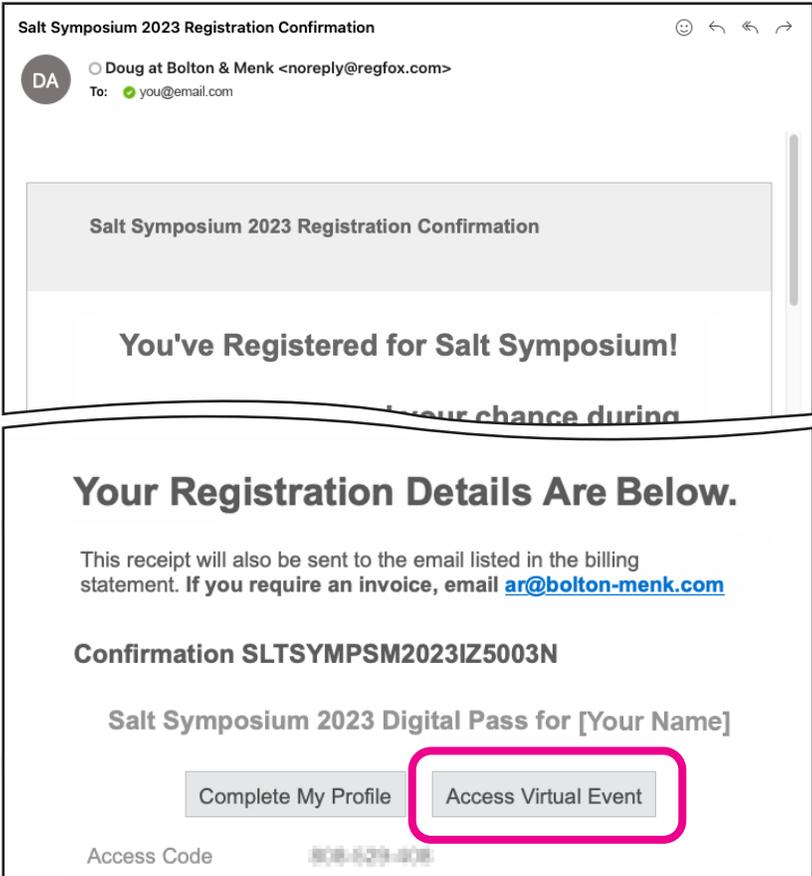
- For the best experience, download and install the [Webex Desktop app](#) before the event day. If the link above does not work for you, copy and paste this URL into your browser: <https://www.webex.com/downloads.html>
NOTE: Web browsers are capable of accessing the event, but function differently than the desktop app.
- If you're in a group setting, you can participate in polls and Q/A using a mobile device. To join, look for QR codes displayed on-screen at the start of presentations and link shared in conference chat.

How to log in to the Salt Symposium Web page

 **You will need your email confirmation - it has your access code and link**

The email will be **FROM:**
Doug at Bolton & Menk <noreply@regfox.com>
with the **SUBJECT:**
Salt Symposium 2023 Registration Confirmation

- The link is near the bottom of the email you received when you registered for the symposium
- In that email, click or tap 'Access Virtual Event'



Salt Symposium 2023 Registration Confirmation

DA Doug at Bolton & Menk <noreply@regfox.com>
To: you@email.com

Salt Symposium 2023 Registration Confirmation

You've Registered for Salt Symposium!

Your chance during

Your Registration Details Are Below.

This receipt will also be sent to the email listed in the billing statement. If you require an invoice, email ar@bolton-menk.com

Confirmation SLTSYMP2023IZ5003N

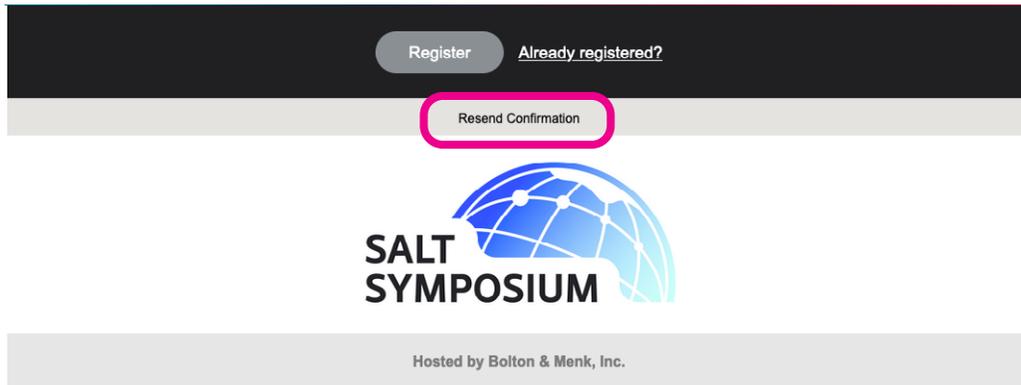
Salt Symposium 2023 Digital Pass for [Your Name]

Complete My Profile Access Virtual Event

Access Code 808-629-808

Can't find your email confirmation? Try these solutions:

- Visit <https://bolton-menk.regfox.com/salt-symposium-2023> and select **Resend Confirmation** at the top of the page



- Search your inbox for “Salt Symposium 2023 Registration Confirmation”
- If you are unable to locate your email confirmation, contact:

Léa Payette
(763) 349-0113
lea.payette@bolton-menk.com

Caralie Randolph
(763) 478 3606
caralie.randolph@bolton-menk.com

Then standby for an email notification

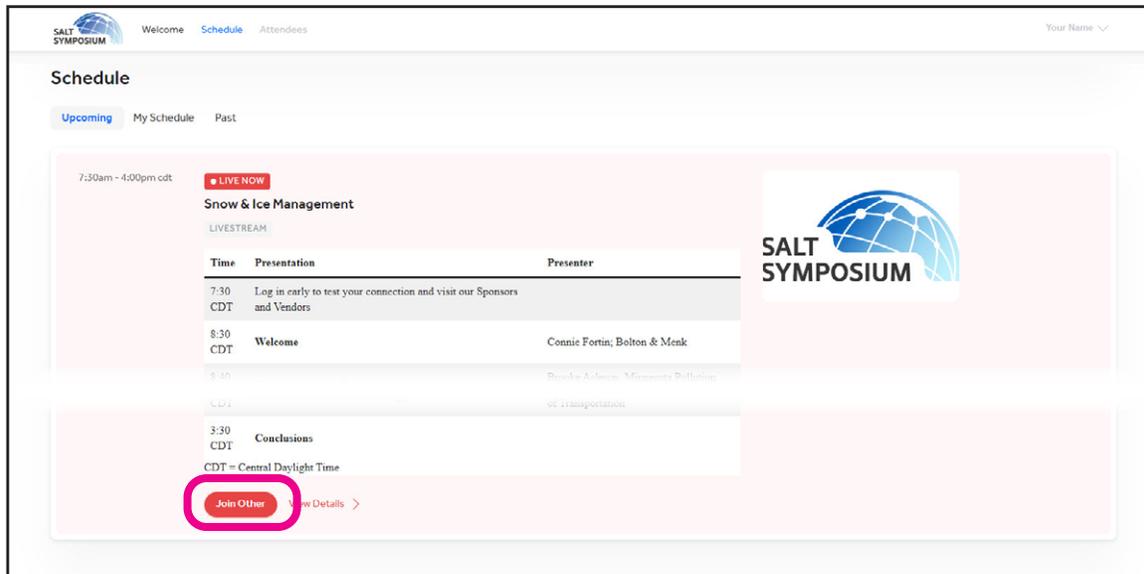
You may be prompted by the login page to click a link in a follow-up email. If you do not receive this promptly, check your email filters for a one-time use login link.

Once you're logged in using your access code and personalized link, you'll come to an access web page that looks like this:

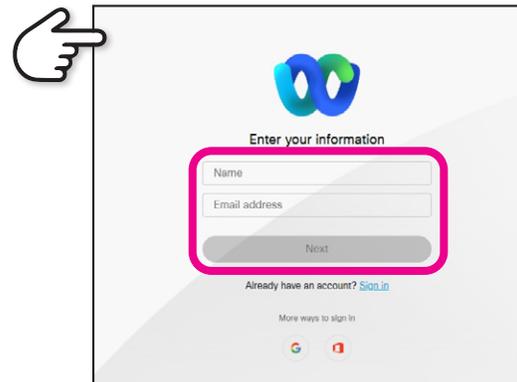
Click **Schedule** at the top of the page



On the Schedule page, click **Join Other**

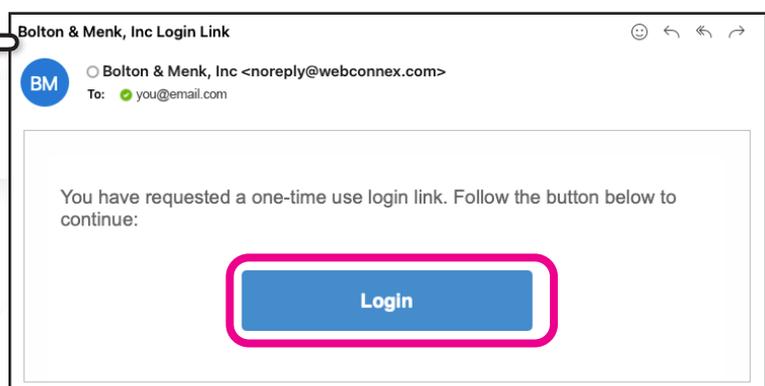


- If you have the Webex app installed, clicking 'Join Other' should launch the app
 - Enter your name and email address to join the event
- If you do not have the Webex app installed, you will be prompted to choose to either install the app or join in your web browser



Other Tips

- The first time you access the Salt Symposium event page, you will be prompted to request a one-time login link. Click the **Login** link in the email to access the web page
- Make sure you're using an up-to-date browser to join and log in.
- The login page does not support Internet Explorer
 - You'll need an adequate Internet connection. You can test your Internet speed at <https://mediatest.ciscopark.com/#/main>
- We recommend using a laptop or desktop with a wired Internet connection (Ethernet)
- You can also access the event using the Webex App on a smartphone or tablet
- **There will be a practice joining session on Monday, July 31st to help you get familiar with signing into WebEx. This can be accessed the same way as the actual Symposium, see above.**



Once you're in the Event (Laptop or Desktop)

✂ Webex technical support, call 800-553-2447

The screenshot shows the Webex event interface for the 'Salt Symposium 2023'. The main content area displays the event logo and a welcome message: 'Welcome to Salt Symposium 2023' and 'We will be getting started at 8:30 CDT'. The interface includes a top navigation bar with a 'Layout' button, a right-hand sidebar with a job title selection menu (options: Coordinator, Chemist, Supervisor, Mayor, Equipment Operator, Engineer, Water Resources Specialist), and a bottom control bar with buttons for 'Connect audio', 'Slido', and 'Chat'. Callouts with arrows point to these elements: 'Select a layout option' points to the 'Layout' button; 'Event content displays here' points to the main content area; 'Toggle closed captions' points to the 'CC' icon; 'Select audio output' points to the 'Connect audio' dropdown; 'Access Slido Q&A and Polls' points to the 'Slido' button; and 'Open chat panel' points to the 'Chat' button.

Audio

All you'll need is speakers or headphones. Attendees will not need a webcam or microphone. If you'd like to modify the default audio configuration, follow these steps:

1. To configure audio options, select **Connect audio**

 in the bottom center of the window and select your desired audio device

2. If your device is not available or is not working, select **Audio settings** to troubleshoot

3. If the above steps do not work, you may call and listen through your phone:

- August 1st call: +1-408-418-9388;
Access code: 2059 021 7022
- August 2nd call: +1-408-418-9388;
Access code: 2056 381 9755

The screenshot shows the 'Audio settings' menu. It lists various audio devices under 'Speaker' and 'Microphone' sections. Under 'Speaker', 'Default - Headphones' is selected. Under 'Microphone', 'Default - Headset Microphone' is selected. The 'Audio settings...' option is highlighted with a pink box. At the bottom, there is a 'Connect audio' button.

Layout Options

Feel free to change the screen layout or your viewing options – you won't be affecting anyone else's viewing experience. Learn more about layouts here:

- [Video Layouts](#)
- [Hide or Show Non-Video Participants](#) (Highly Recommended)

If you have any difficulty during the event, chat "Host" or email Lea.Payette@bolton-menk.com

The screenshot shows the mobile Webex interface. The top status bar shows the time as 10:59. The main content area displays a 'Layout' button, which is highlighted with a pink box. Below it, there is a 'Slideshow Practice 1/78' indicator and an 'All Panelists' link.



Slido: Q&A and Polling

We will be using the Webex extension app Slido for Q&A and polling questions:

- When Q&A and polls open, you will see the **Slido** panel pop up on the right side of your screen
- You will be able to switch between the **Q&A** tab and **Polls** tab.
- If the Slido panel closes, you can reopen it by clicking the Slido button on the right bottom corner of your screen next to Chat icon



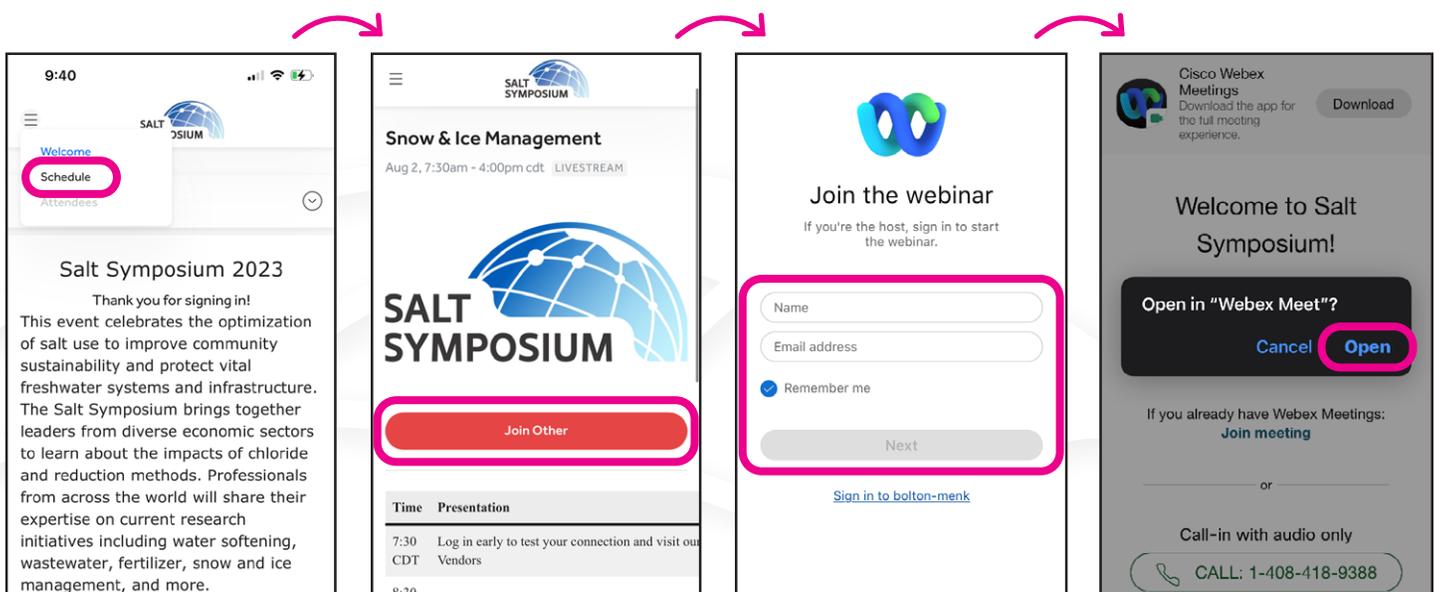
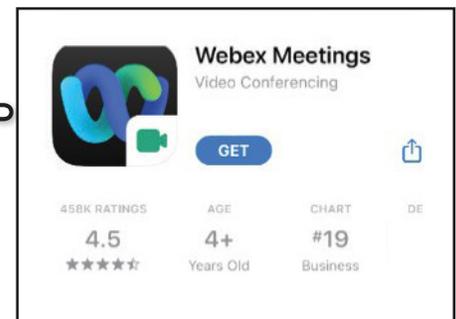
Technical Assistance for Smartphone Users

For the best experience, we recommend using a laptop or desktop. This section will walk you through joining and attending the event using a smartphone.

 **Webex technical support, call 800-553-2447**

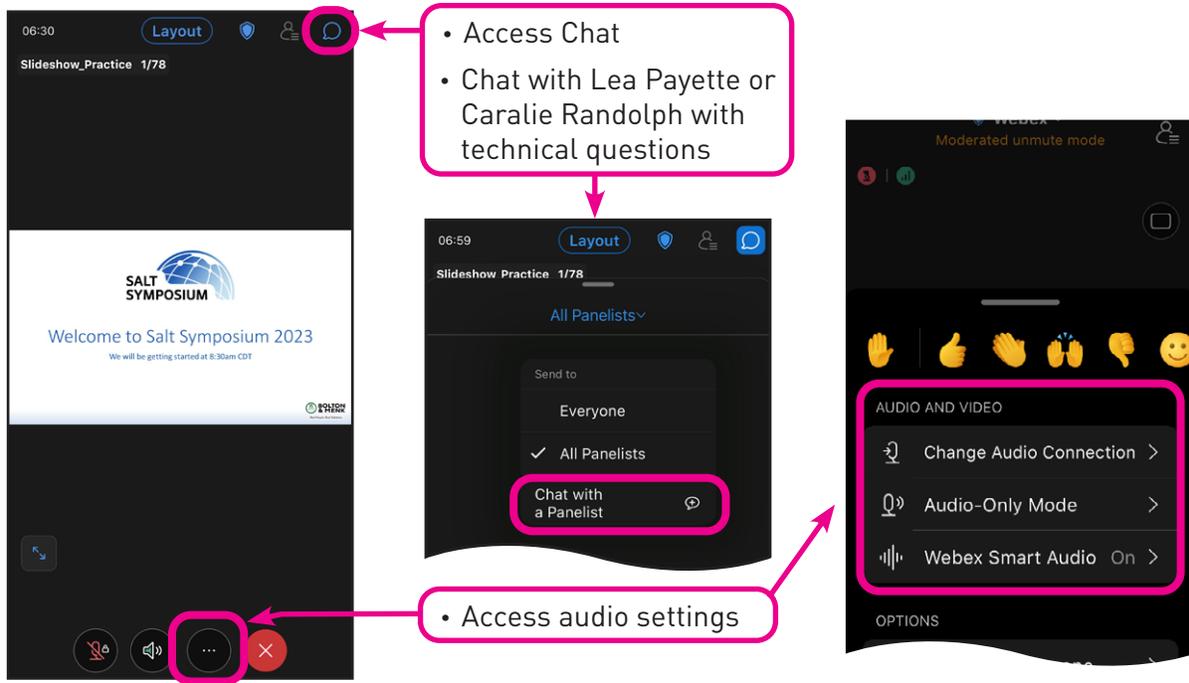
How to access the event

- First, login using the access code and virtual event link detailed on the first page
- Make sure that your device supports the **Webex Meetings** mobile app, published by Cisco
- After downloading the app, access the website via the link in your Salt Symposium confirmation email. Detailed login instructions can be found in the **How to log in to the Salt Symposium Web page** section on page 1 of this guide
- Login to the event using the app



Using the Webex Events Interface

- Presentations will be shown in full screen mode by default.
- Chats are accessed through the **Chat icon** in the top right corner.
- For technical questions chat Lea Payette or Caralie Randolph from **Chat with a Panelist** section
- Sponsor resources will be sent in **Chat** throughout the event.



Slido: Q&A and Polling on Mobile Device

- When a poll is open, you will be prompted to open **Slido**
- To ask a question during a presentation, tap the three dots at the bottom center of your screen and tap Slido under options.
- To navigate back to the presentation, tap the **back arrow** in the left corner of your screen

