



# TECHNICAL ASSISTANCE

**Bolton & Menk technical support: (612) 772-2429**

## Things to know before you get started

- For the best experience, download and install the [Webex Desktop app](https://www.webex.com/downloads.html) 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.

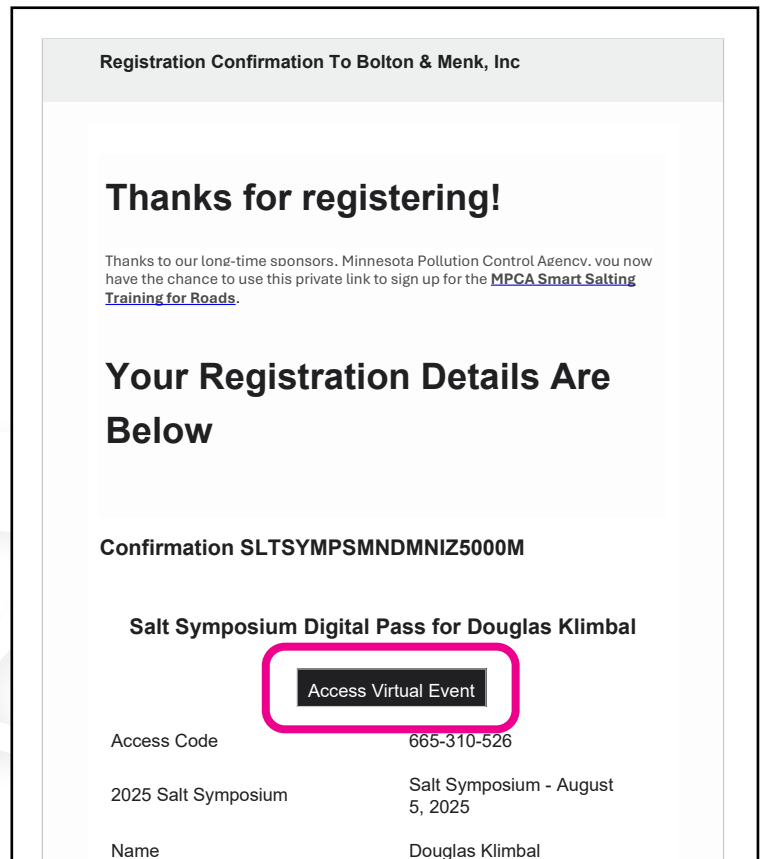
## How to log in to the Salt Symposium Web page

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

The email will be **FROM:**  
Salt Symposium at Bolton & Menk  
<[noreply@regfox.com](mailto:noreply@regfox.com)>

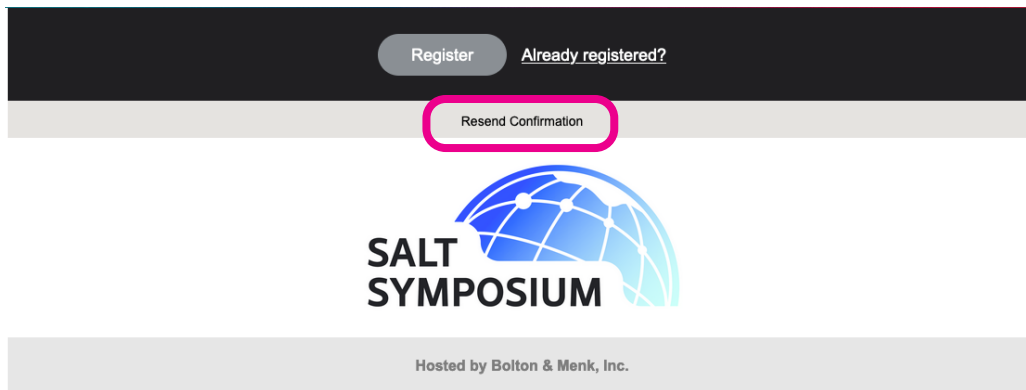
with the **SUBJECT:**  
Salt Symposium 2025 Registration Confirmation

- 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'



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

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



- Search your inbox for “Salt Symposium 2025 Registration Confirmation”
- If you are unable to locate your email confirmation, contact:

**Doug Klimbal**

(612) 772-2429

[douglas.klimbal@bolton-menk.com](mailto:douglas.klimbal@bolton-menk.com)

### **Then standby for an email notification**

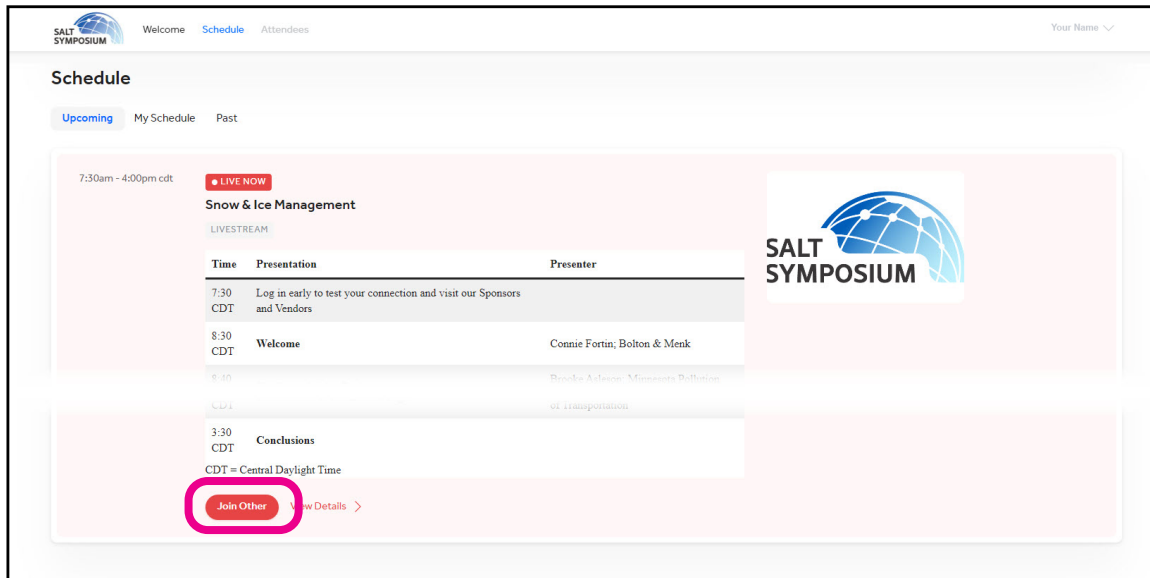
You may be prompted by the login page to click a link in a follow-up email. If you do not receive this promptly, check your email filters for a one-time use login link.

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

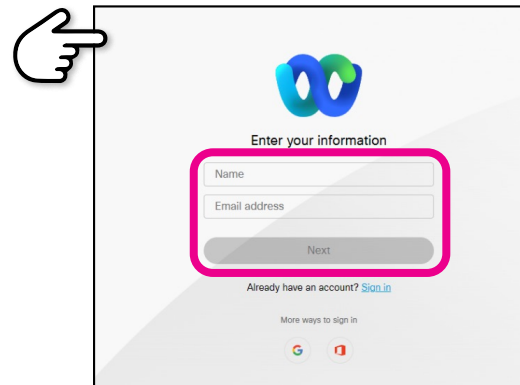
Click **Schedule** at the top of the page



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

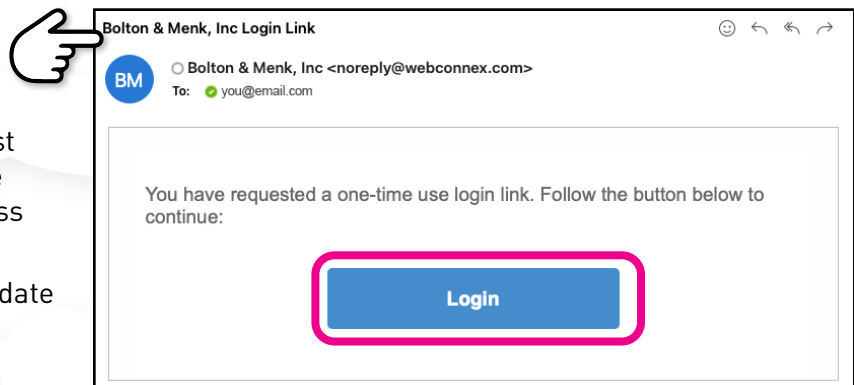


- If you have the Webex app installed, clicking 'Join Other' should launch the app
  - Enter your name and email address to join the event
- If you do not have the Webex app installed, you will be prompted to choose to either install the app or join in your web browser

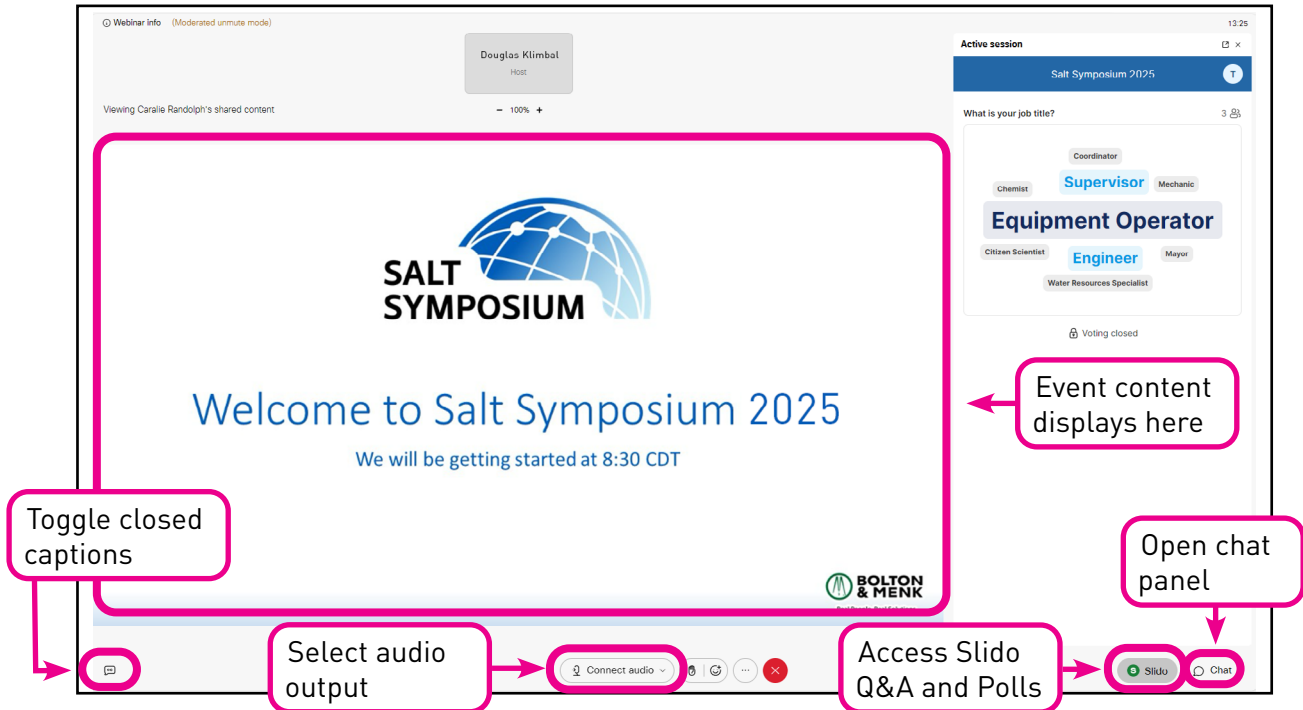


## Other Tips

- 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, August 5<sup>th</sup> 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)

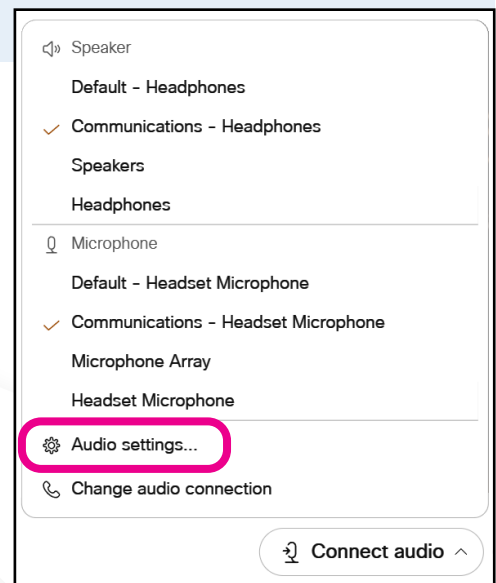


✂ Webex technical support, call 800-553-2447

### 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:

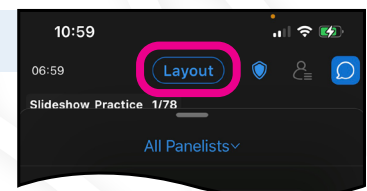
1. To configure audio options, select **Connect audio** in the bottom center of the window and select your desired audio device
2. If your device is not available or is not working, select **Audio settings** to troubleshoot
3. If the above steps do not work, you may call and listen through your phone:
  - August 6<sup>th</sup> call: +1-408-418-9388;  
Access code: 2559 769 5012
  - August 7<sup>th</sup> call: +1-408-418-9388;  
Access code: 2556 328 1117



### 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 [douglas.klimbal@bolton-menk.com](mailto:douglas.klimbal@bolton-menk.com)

## 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



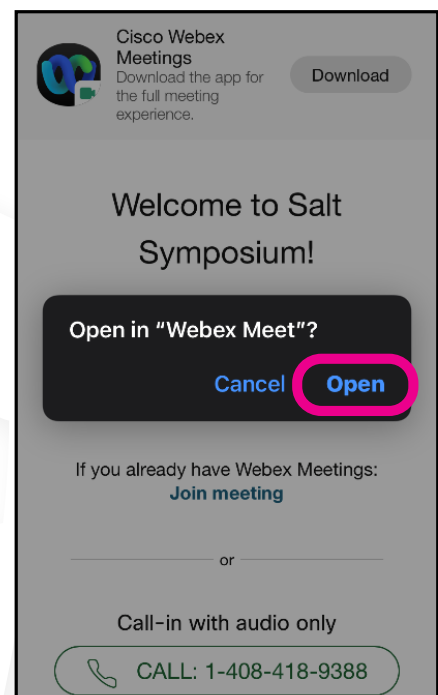
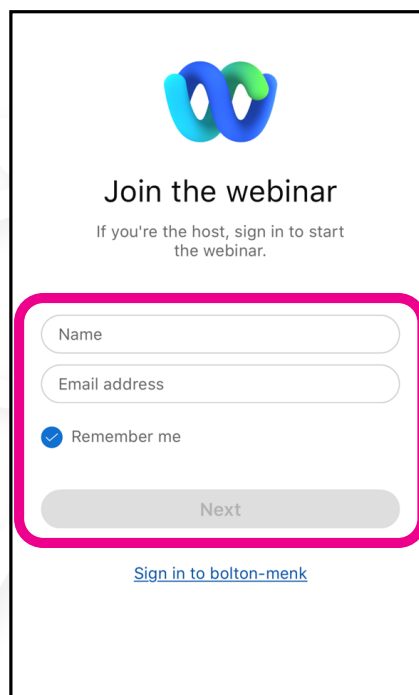
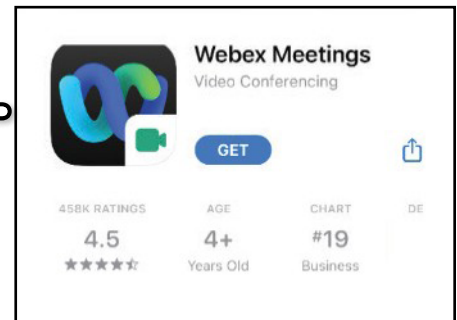
## Technical Assistance for Smartphone Users

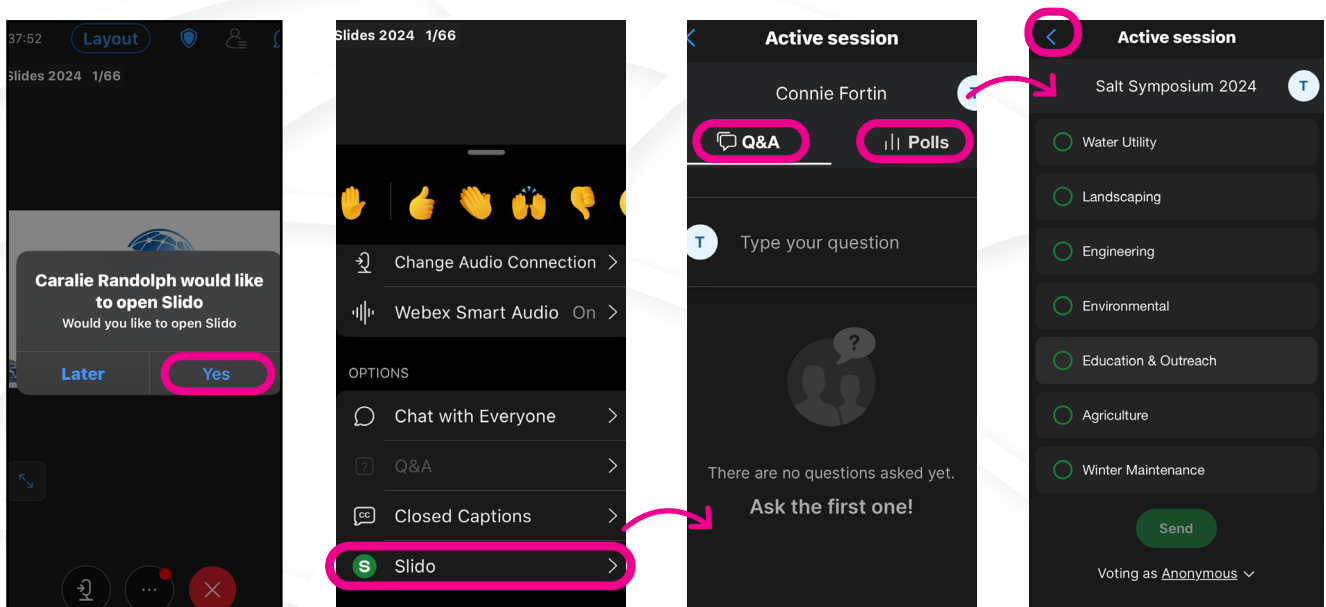
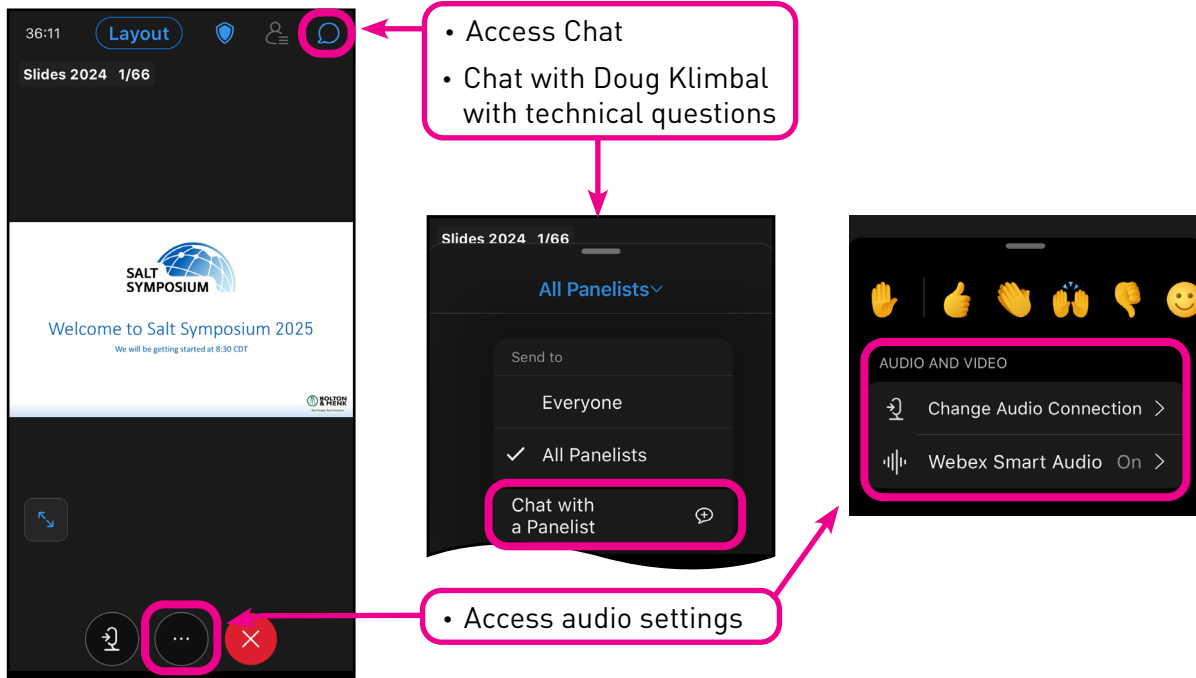
For the best experience, we recommend using a laptop or desktop. This section will walk you through joining and attending the event using a smartphone.

 **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 Douglas Klimbal 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

