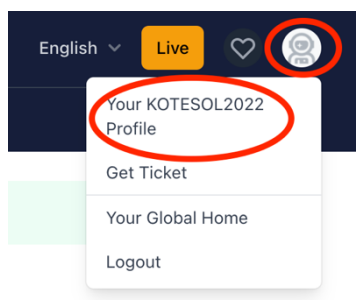


Interacting with the Event Space

Before the event

To create a profile, click the “Your account” icon, then choose “Your KOTESOL2022 Profile.” Don’t forget to upload a photo!



To get a ticket, click “Get Ticket.” (See complete process above.)

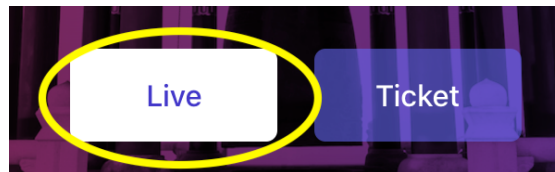
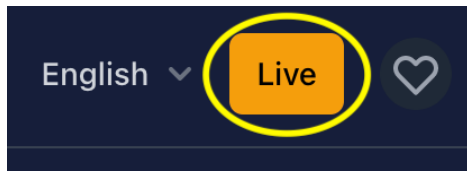
To get a receipt or attendance certificate: After you’ve purchased a ticket, “Get Ticket” will change to “Your Ticket.” If you click “Your Ticket,” you’ll find a receipt as well as an attendance certificate that you can download.

During the event

On the “Schedule” page: Search, save, & view a list

A screenshot of a 'Schedule' page. At the top, it says 'Schedule Go Compact (displays all)' with a red arrow pointing to the text 'Click here for a more compact list.' Below this, there are filters for 'Type: Synchronous or Asynchronous', 'SubType: Topic', and 'Format: Workshop, panel, etc.'. A 'Date (Asia/Seoul):' dropdown and a 'Submit' button are also present. The page lists two sessions: 'Demonstration Session #2640' and 'Demonstration Session 2 #2641'. Each session entry includes a title, date, location, and tags. A red heart icon and the text 'Save the session to your “Favorites” list' are shown next to the first session.

On the “Live” page: Current & upcoming sessions



Live Session Page Search or see a more complete list → [Schedule](#) [Refresh](#)

This page refreshes automatically. Upcoming Sessions appear about 15 minutes before they start. If you have issues go to [the schedule](#) or you can manually refresh.

Upcoming Sessions (starting soon) ← **Sessions starting within 15 mins.**

Demonstration Session 2 #2641
Feb 11, 03:00 AM ~ 03:30 AM Asia/Seoul

• [Click to enter Session \[Zoom\]](#) ← Zoom rooms open ~15 minutes prior to the start of the session. (If the room is not yet open, this will say “Read More.”)

Featured/Invited Synchronous Other Issues KOTESOL 1

John Smith

In Progress ← **Sessions happening NOW**

Demonstration Session #2640 ← **Session Title**
Feb 11, 02:35 AM ~ 02:50 AM Asia/Seoul ← **Session Date/Time**

• [Click to enter Session \[Zoom\]](#) ← **Zoom link**

Graduate Student Showcase ← **Format** Synchronous ← **Synchronous/Asynchronous** Other Issues ← **Topic** KOTESOL 1 ← **Zoom room name**

John Smith ← **Presenter**



Later Sessions ← **Upcoming sessions**

On the “Quick Lookup” page: Search by title or presenter

Quick Lookup (experimental)

By default, quick lookup starts from sessions that have recently started.
You can also [view the schedule](#).

[John](#) ×

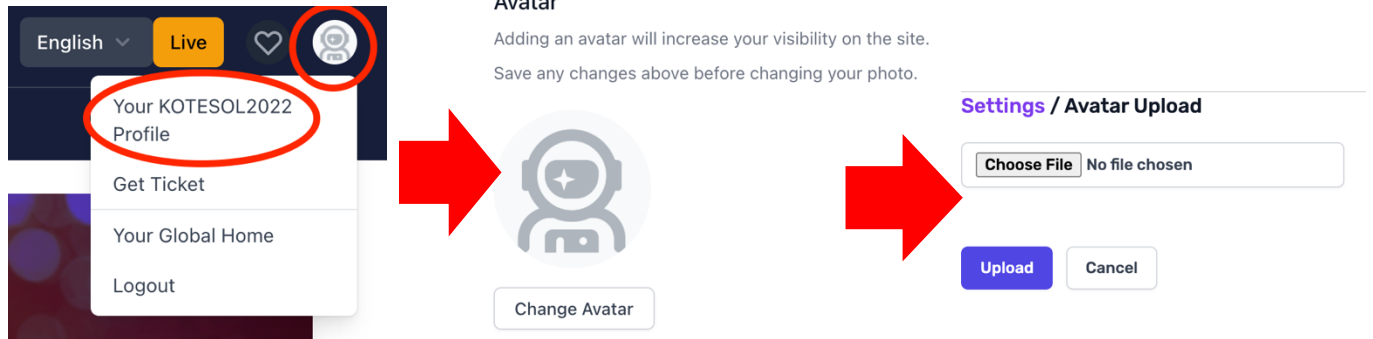
 **Demonstration Session#2640** 
Fri, Feb 11th, 02:35 ~ 02:50 Asia/Seoul | KOTESOL 1

This is just for demonstration purposes.

Synchronous
[John Smith](#)

Customizing Your Profile & Session

1. Add a profile picture and biographical profile



The image shows a sequence of three screenshots illustrating how to change an avatar. The first screenshot shows a user profile menu with 'Your KOTESOL2022 Profile' circled in red. A red arrow points to the second screenshot, which shows a 'Change Avatar' button next to a placeholder avatar icon. Another red arrow points to the third screenshot, which shows the 'Settings / Avatar Upload' form with a 'Choose File' button and 'Upload' and 'Cancel' buttons.

2. Add “assets” to your session. (PDF handouts, videos, links, images, etc.)

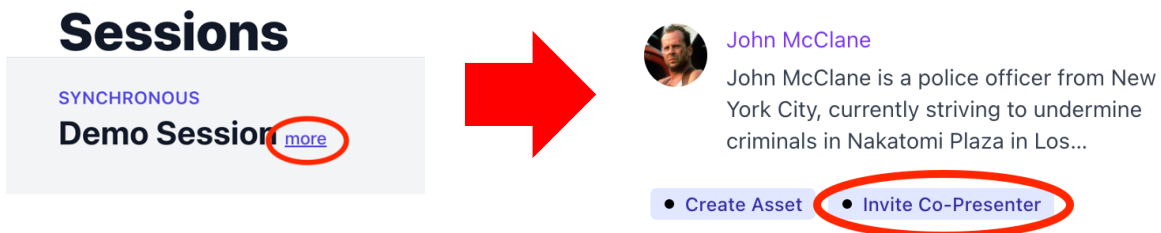
Go to your session’s page (linked under your biographical profile) then click “Create asset.” Upload the assets (use the form one time for each asset).



The image shows a sequence of three screenshots illustrating how to add an asset to a session. The first screenshot shows the 'Sessions' page with 'Demo Session' circled in red. A red arrow points to the second screenshot, which shows the session page for 'John McClane' with 'Create Asset' circled in red. Another red arrow points to the third screenshot, which shows the 'Demo Session' asset creation form with fields for Title, Video, Link, and File.

3. Invite co-presenters.

Go to your session’s page, then click “Invite Co-presenter.” The system will send you a link you can forward to a co-presenter.



The image shows a sequence of two screenshots illustrating how to invite a co-presenter. The first screenshot shows the 'Sessions' page with 'Demo Session' circled in red. A red arrow points to the second screenshot, which shows the session page for 'John McClane' with 'Invite Co-Presenter' circled in red.

Still have questions? Contact us at icchair2022@koreatesol.org.