79th Annual Meeting
October 11 – 14, 2023

Hyatt Regency St. Louis at The Arch

Meeting App (Mobile Version)

ANDROID   **APPLE**

1. **Download the app.** Scan the QR code above on your corresponding device, or access the Google Play Store on your Android device or the App Store on your Apple device and search for the "Cvent Events" app. Once you have found the app, download it.
2. **Search for the event.** Return to your device's home screen and open the app. Enter the event name, "NASAD 79th Annual Meeting" in the search bar.
3. **Download the event.** Tap the ⬇ icon to download the event.
4. **Enter your information.** If you are not automatically prompted to log in, tap the **Profile** tab at the bottom of the screen, then **Log in**. Enter your first name, last name, and the email address associated with your registration. Then tap the arrow.
5. **Verify your account.** An email containing a verification code will be sent to the email address associated with your registration. Please read the message, then return to the app, enter the code, and tap the arrow. After entering the verification code, you will be logged in and taken to **the event's Home page**, or back to the **Profile** tab.
   PLEASE NOTE: If the verification code does not appear in your inbox, please check the Spam or Junk folder in your email. Additionally, verification codes can only be used once and expire after 24 hours. If you are logging in on multiple devices, you will receive a new verification code for each.

Meeting App (Website Version)

To access the website version of the Meeting app, please type the link below in either the desktop or mobile browser and proceed to log in with your first and last name and email address associated with your registration. An email containing a verification code will be sent to the email address associated with your registration. Please read the message, then return to the website, enter the code, and click the arrow. After entering the verification code, you will be logged in and taken to **the event's Home page**.

https://cvent.me/EB3YOo

PLEASE NOTE: When accessing the website version of the Meeting App, it is recommended to use either Google Chrome or Mozilla Firefox.

Frequently Asked Questions Regarding Use of the Meeting App:

What is available on the Meeting App?
The Meeting App provides a digital, interactive platform that allows the user to customize a personal schedule with the sessions offered in the Annual Meeting program. The app also provides quick access to informational resources such as Venue and Location, Health and Safety Protocols and Practices, and the Attendee List for the Annual Meeting.

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Do I need internet access to utilize the Meeting App?
Mobile Version: The initial download of the app and event information requires use of internet. Internet access is also required to add sessions to your personalized schedule and to initially open session attachments. Once the event information is downloaded, internet access is not required to view the main program. However, it is recommended that the user, while logged into the app, connect to the internet from time-to-time throughout the day to ensure that the app remains populated with the most up-to-date information such as new announcements, notifications, and updates.

Website Version: Internet access is required to access and use the website version of the app.

PLEASE NOTE: The Hyatt Regency St. Louis at The Arch provides complimentary standard Internet access in its guest sleeping rooms and in designated public spaces. Wi-Fi access will not be available in meeting rooms in which Pre- and Annual Meeting sessions are conducted.

How do I customize my personal schedule in the App?
1. Log in to the app using the first name, last name, and email associated with your Annual Meeting registration. You may be asked to again enter a code sent to your email address. Be sure to check your Spam or Junk mail folder if you don't see the email come to your inbox. Verification codes may only be used once and expire after 24 hours. If you are logging in on multiple devices, you will receive a new verification code for each.
2. Select the Schedule icon in the bottom menu. This will take you to the "My Schedule" feature. In order to view the entire Annual Meeting program, select "All Sessions" at the top of the screen.
3. There are two options for adding a session to your personal schedule. The first is to click the ⊕ icon to the right of the session title. This will add the session to your personal schedule. The second option is to open the desired session by clicking on the session's title. This will open the session details. Once opened, select "Add session."
   PLEASE NOTE: Should you wish to remove a session from your schedule, click the ⊘ icon next to the session title or open the session details and select "Remove session."
4. To search for a specific session by keyword, click the 🔍 icon in the upper-right corner of the screen to open the search feature. Type in the desired word or phrase to search the Annual Meeting program.

How do I view attachments for sessions in the App?
Some sessions may include an attachment(s) containing additional information pertaining only to that session. In order to view the attachment(s), add the session to your personalized schedule. Once added, the attachment(s) will be viewable. Session attachments can be downloaded to your device using the web version; session attachments can be viewed but not downloaded via the mobile app. Participants therefore are encouraged to download the app and access and open session attachments in advance.

PLEASE NOTE: 1) An internet connection is required to access any attachments, 2) Wi-Fi access will be available in designated public spaces within the hotel and in guest sleeping rooms. 3) Wi-Fi access will not be available in meeting rooms in which Pre- and Annual Meeting sessions are conducted.

Must I attend every session I have added to my schedule in the App?
No. You may add as many sessions to your schedule as you would like, even if after you have added the session you choose not to attend. Registrants may freely add and remove sessions from their schedule. However, if a Pre-Meeting session is designated as "fee-required," please visit the NASAD registration desk to address the fee assessed. Your customized schedule is available only for your viewing.

Will my personalized schedule transfer to the website version of the App?
Yes. Any changes made to your personalized schedule on one platform will transfer to the other as long as your login credentials do not change.

Please visit the NASAD Registration Desk should assistance with the app or any other aspect of the Annual Meeting be required.