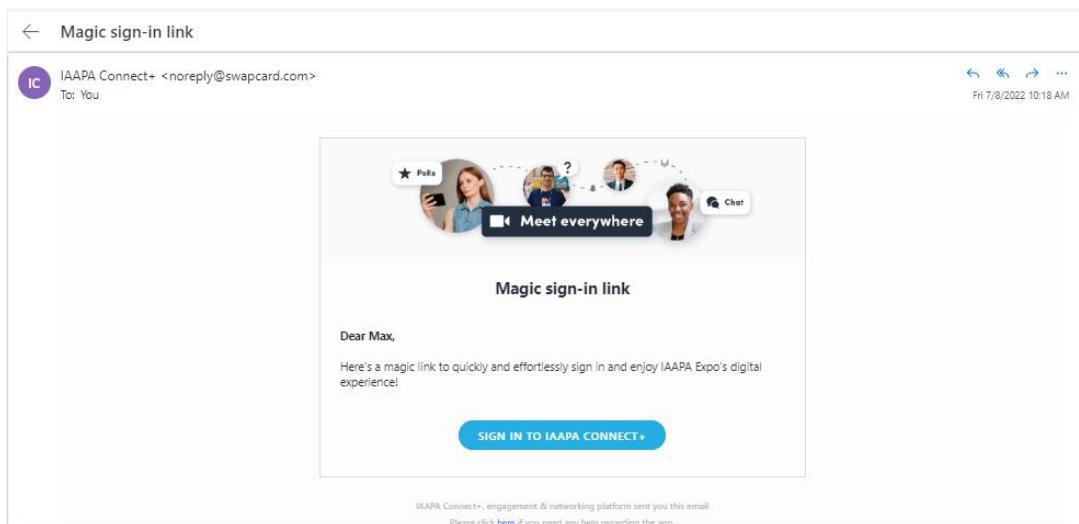




THANK YOU for volunteering to be a part of this exciting event! As a presenter, your presence is highlighted on various IAAPA channels through a profile kept within “IAAPA Connect+”. IAAPA Connect+ is our application that will be used on-site by attendees at IAAPA Expo. The app also feeds our websites promoting the program in advance of the event. We kindly ask you to follow the instructions to create your speaker profile within IAAPA Connect+ with a focus on the Headshot, Title, Company, and About Me fields. What you put into this profile will be how you are represented on IAAPA’s website.

IAAPA Connect+ is a more robust application that will improve networking capabilities between Attendees, Speakers, and Exhibitors. It will provide you the ability to build your own user profile and connect with attendees who are attending your session(s). Below is a step-by-step guide to help you build your profile as we continue to prepare our Education Conference for IAAPA Expo.


Soon you will receive an e-mail from IAAPA Connect+ (noreply@swapcard.com) which will contain a magic link to “Sign in to IAAPA Connect+”. Be sure to check your junk or spam folder for this link.



Once you click the link, the IAAPA Connect+ website will open on your internet browser, and you will be prompted to create a password for your account.

Passwords must be 8 characters in length. This will be the same password you use when logging in on the web or on the mobile app.





Welcome, create a password

In order to log in the next time that you want to use the web or mobile app.

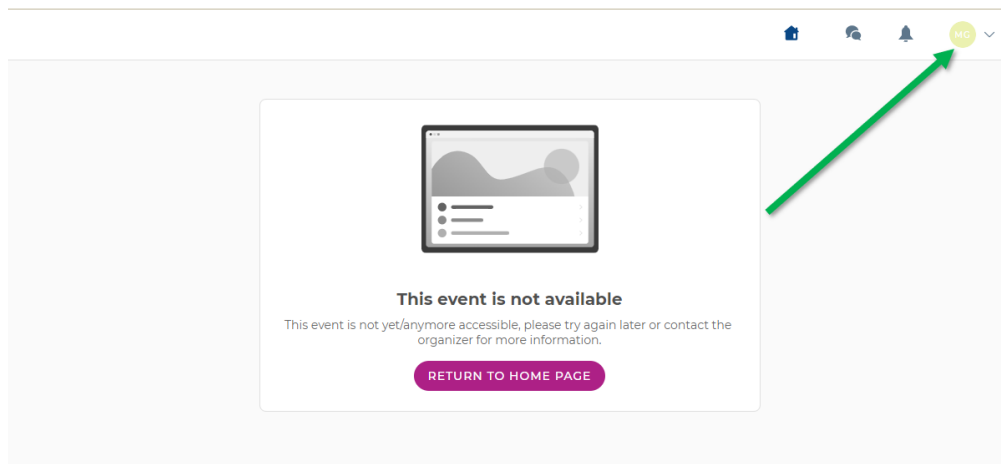
* Password

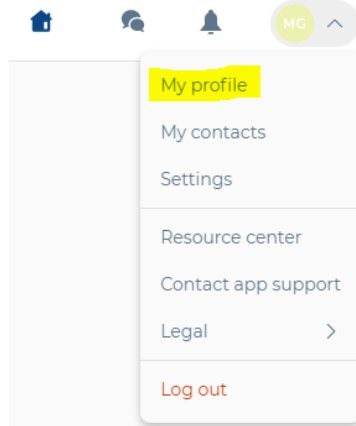
.....

👁

[ACCESS THE APP](#)

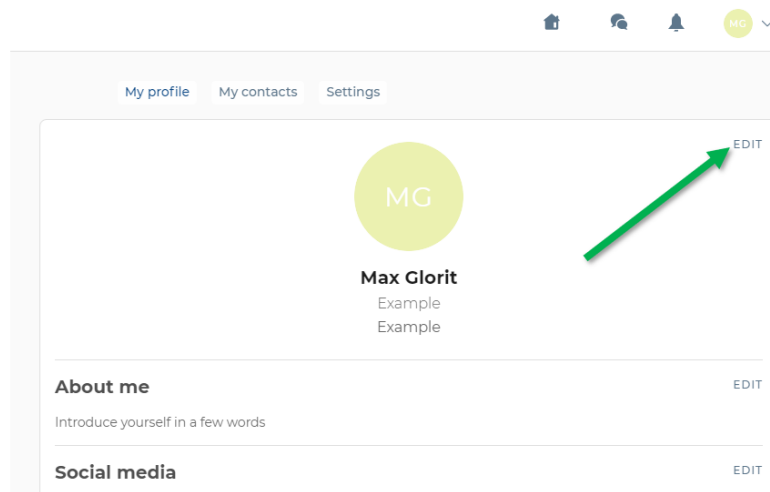
Click “ACCESS THE APP” and you should see a screen that says, “This event is not available.” In the top right-hand corner of the screen, you will see a circle with your initials in it. Click the drop-down menu next to that circle and select my profile.






Welcome to your IAAPA Connect+ Profile Page! Here you will help us prepare your profile content to be uploaded to IAAPA's website.

First, we will add in a Headshot. To do this, you will click the word "EDIT" in the top right-hand corner of your profile.




Next, in the grey circle, click the plus sign to add a Headshot photo from your device. Your Photo can be no larger than 1MB.

From this menu you can also update your job title and company name.



My main information ×



Import a nice picture in 240x240px minimum and no larger than 1MB.


First name

Last name

Job title

Company

Once you have cropped and saved your Headshot, scroll to the bottom of the page and click on the “ABOUT ME” link in the bottom right-hand corner.



First name

Last name

Job title

Company

[ABOUT ME >](#)

In the Biography box, please add your bio.



About me ✕

Biography

Biography

[< MY MAIN INFORMATION](#) [MY SOCIAL MEDIA >](#)

From here, you can click the “x” in the top right corner, and this will return to your Profile Page. You may add as much or as little additional detail as you would like to your profile.

IAAPA will be pairing your profile to your respective session(s). Once our Education Conference is announced and viewable on IAAPA’s website, your Headshot and Biography will be visible to the public. You may continue to edit and update these items at any time. The website will automatically update information as it will continue being pulled from IAAPA Connect+.

Thank you again for volunteering your expertise at IAAPA Expo this year.

Please send Max Glorit or Sean Bonner any questions or concerns with IAAPA Connect+.

Thank you,

