Frequently Asked Questions for ECEF

Who is qualified to attend ECEF?

ECEF is exclusively for senior-level executives (CEOs and vice presidents) from associations and independent event-producing organizations. Executives should have strategic decision-making responsibilities, and the organization must own the event they produce.

What is the registration fee?

The fee is \$495. Your card will be charged within 1-2 business days after you complete your registration transaction.

What is the refund policy?

Full refunds for cancellations through November 16, 2020, or transfer to a colleague anytime.

Is there a limit to the number of executives that can attend from one organization?

ECEF is limited to 250 industry leaders, and there may be restrictions on how many can attend from one organization depending upon capacity. If you would like to register more than 4 people from your organization, please contact us first at sam@lippmanconnects.com.

How late can I register for ECEF?

You can register to attend the day's event any time before or on Wednesday, November 18.

Once a registration is purchased, how do I register additional attendees from my association/company?

Please refer to your registration confirmation email for a link to add additional attendees.

What's included with my ECEF 2020 registration?

- Access to the ECEF platform offering pre-event content starting Monday, November 16 at 8 am. (We will send access information by Friday, November 13.)
- Live plenary and breakout sessions.
- Brown bag lunches provided by destinations and venues.
- Appointment setting with your fellow executives from associations and independents.
- Access to the TechDemo on Wednesday, November 18.
- Three TechDemo guest passes for your staff to attend TechDemos Thursday and Friday, November 19-20 from 11 am-1:30 pm (EST).

How do we register for the TechDemos and Appointments?

Upon entering the ECEF virtual event (anytime starting Monday, November 16 at 8am EST), select TechDemos from the Agenda and proceed to the networking platform. There you will find the TechDemos listed. Click the calendar icon on the right hand side of the TechDemo to add to your schedule.

What can I attend using a TechDemo guest pass?

TechDemo Passes permit access to the TechDemos on Thursday and Friday, November 19-20 from 11 am to 1:30 pm (EST). You will receive an email with information on how to access the TechDemo by November 13.

How do I sign up for their Breakout Sessions and Lunches?

ECEF 2020 registrants may start signing up for their Breakout Sessions and Lunches starting Monday, November 16 at 8am EST on the ECEF Platform in "Networking".

How do I sign up for TechDemos?

To attend TechDemos in a group format, please go to the Agenda and select "TechDemos" in the ECEF Platform on Wednesday, November 18 from 9 to 10 am and from 2:30 to 4 pm. You will be taken to the networking platform where you will be able to add as many demos as you would like to your schedule.

If you are interested in a one-on-one demo from TechDemo partner, visit the TechDemo sponsor profile and schedule an appointment to meet with their staff. Additional staff will be present to meet you from 12:30 to 1:30 pm on Wednesday November 18th.

You may also send up to 3 of your staff to visit the TechDemos on Thursday and Friday, November 19 and 20 from 11 am to 1:30 pm (EST). If the link was not provided in your registration email, you will receive an email with a link to register your 3 guests.

How can we ask questions during Q&A?

Attendees will have the opportunity to ask questions of the presenters via the embedded widget connected to the session. There may be live Questions too.

What technology is required to fully participate in this event?

An internet connection to access the ECEF Platform. No other technology is required. Chrome is the optimal browser for this event.

Will a copy of the attendee list be provided?

We will provide a complete roster prior to the event sent to each person via email.

Who do I contact if I am having technical problems?

Refer to the Virtual Assistant in the bottom toolbar or reach out directly to the ECEF Concierge on the networking platform.

Who do I contact if I have any event-related questions?

Sam Lippman 3103 South 14th Street Arlington, VA 22204

Phone: <u>703-979-4904</u>

Email: sam@lippmanconnects.com