

REBA *Connect:* VIRTUAL MEMBER SUMMIT 2020

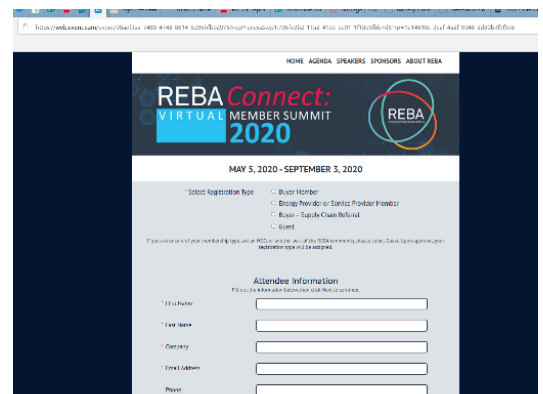
Registration and Participation Guide

The REBA Virtual Member Summit will to be held over a four month period and members will need to come back to Cvent to register in advance. All members received registration information via email but in case you missed it, here is a step-by-step guide to registering and attending.

To register and participate, follow these steps:

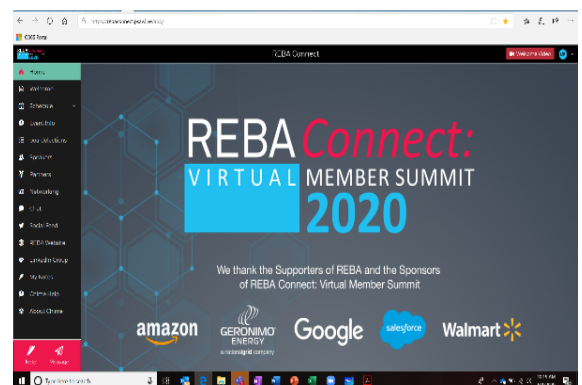
1. Register for Summit & individual sessions, bookmark Cvent site, and save your confirmation code:

- Register here for full event & all available sessions:
<https://cvent.me/RggWx7>.
- You cannot access virtual sessions if you do not register for the session and you may return to Cvent to adjust your registration at any time.
- If you have been placed on a waitlist, you will be automatically added and notified if a space becomes available.
- If you are not able to attend a session that you have been confirmed, please cancel the session so another member may attend.



2. Sign in (and bookmark!) REBA Virtual Member Summit Platform for all sessions and event schedule: <https://rebaconnect.psav.live/app/>

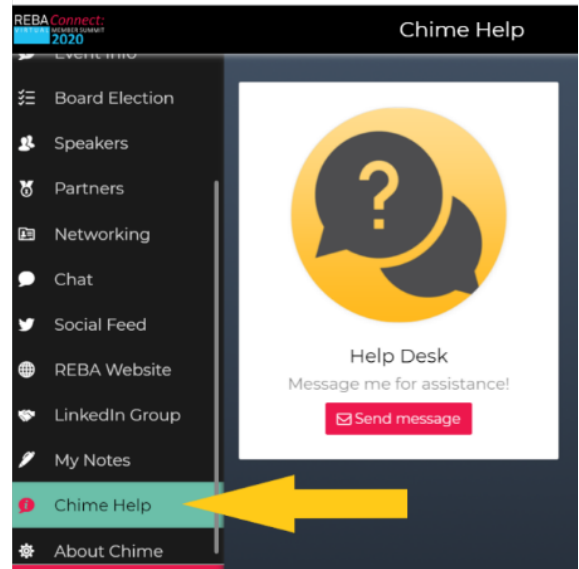
- About 2-4 hours after you register on Cvent, you will get an email from mobilesolutions@psav.live (sender will appear as "Renewable Energy Buyers Alliance"), with your login information. Once logged in, you will see your schedule.
- This site is a single location for the schedule and event information.
- All pre-recorded materials, links to join live conversations, and session information are available on this site.
- If you need tech support or have questions, use the "Chime help" option at the bottom of the left navigation pane for guidance.



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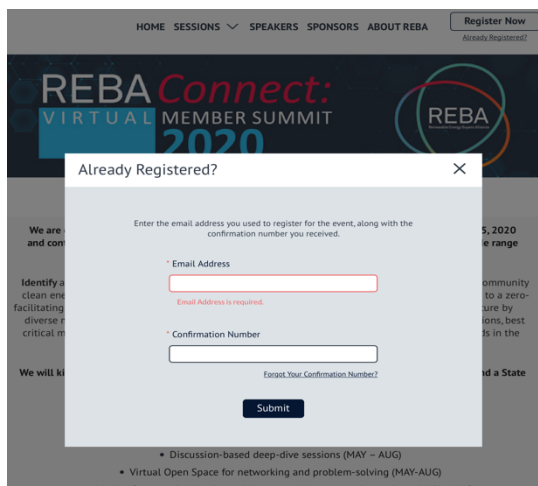
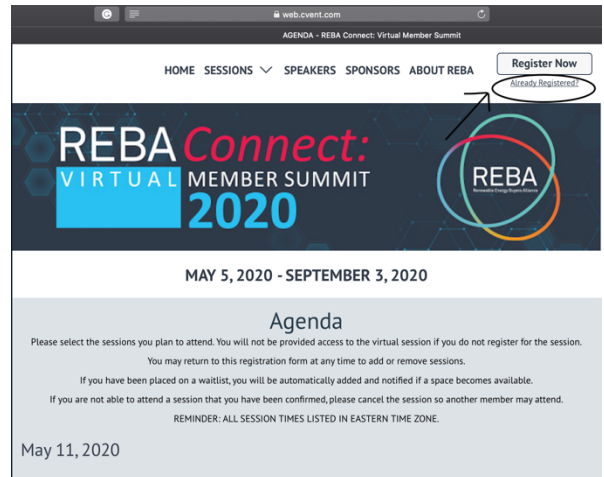
3. Join Zoom for Live Sessions

- To join sessions, go to the REBA Virtual Member Summit Platform: <https://rebaconnect.psav.live/app/>, select the session you'd like to join (lefthand column under Schedule), and click the link provided.
- If your organization has restrictions on Zoom, please request an exception so you can fully participate in the Virtual Summit.
- Watch for Zoom room passwords when applicable.



4. Update your Registration with new sessions

- REBA will continually add new sessions through the summer and will notify you when they are available.
- In order to update your schedule, you need to visit the Cvent site you initially bookmarked and LOGIN.
- Enter your USERNAME and CONFIRMATION CODE.



- You will then be able to remove and add sessions, which will then update your schedule on the REBA Virtual Member Summit Platform.