



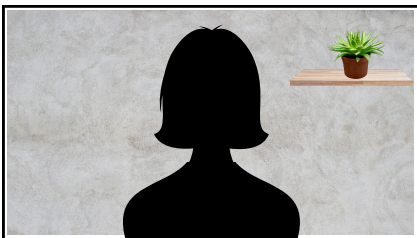
UBUNTU - STRONGER TOGETHER

Guide for Virtual Speakers

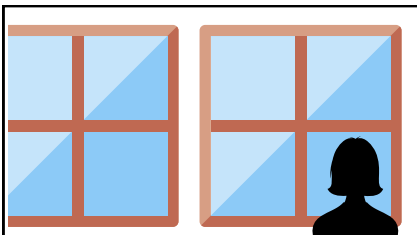
Preparing for your Virtual Session

- Situate yourself in a location with an appropriate background, such as a blank wall behind you.
- You can use a custom virtual Zoom background with your company's logo. This reinforces your professional image.
- Make sure you are in an environment with minimal background noise.
- Avoid having a window behind you.
- Maintain eye contact with the camera throughout the webinar.
- Set up your camera so that it is at eye level and you are positioned in the middle of the frame.

Virtual Setup Examples:



- Person is located in the centre of the frame. Background is simple. No windows directly behind them.



- Person is too small and off in the corner of the screen. There is a window directly behind them that is affecting the lighting.



Using the Attendee Hub



- The session will be hosted via the online Attendee Hub and will be streamed using Zoom.
- You will join the session as a speaker from the Attendee Hub website. Follow the instructions to sign in.
- The Attendee Hub website is compatible with the latest versions of Chrome, Firefox, Safari, and Microsoft Edge.
- Please test your internet connection prior to the session.
- If you will be sharing a presentation, ensure that you are familiar with the *Share Screen* function in Zoom.

FAQ

What should I do if I haven't received a verification code to log in to the Cvent Attendee Hub?

If you haven't received a code to log in to the Cvent Attendee Hub, first check your spam folder for the verification email, then try these steps: check your registered email address is correct, confirm you entered your details accurately, and if still no code is received, contact the event organizer as they can look up your verification code within the Cvent system and provide it to you.



Sign in to the Attendee Hub

Learn how to sign in Attendee Hub.



Open a new window in your browser. The Attendee Hub is compatible with the latest version of versions of Chrome, Firefox, Safari, and Microsoft Edge.

1. **Access the login page.** Open the event link: <https://cvent.me/eKbXQZ>
2. **Enter your info.** You'll be prompted to enter your first name, last name, and email address. Then click **Next**.

The 15th GDN Network
Annual Meeting 2026
Cape Town, South Africa

Log in

First name

Last name

Email address

Next

[Still haven't registered?](#)

[Event Website](#)
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3. **Verify your account.** You'll either receive an **email** and **text message** containing a verification code, **or just an email**. Copy the code, then return to your browser, enter the code, and click **Log in**.

Almost done!

Check your phone and email for the verification code.

Verification code

Log in

[Didn't receive a code? Try again.](#)

You might not be registered for this event. If that doesn't sound right, check your email for your event confirmation.

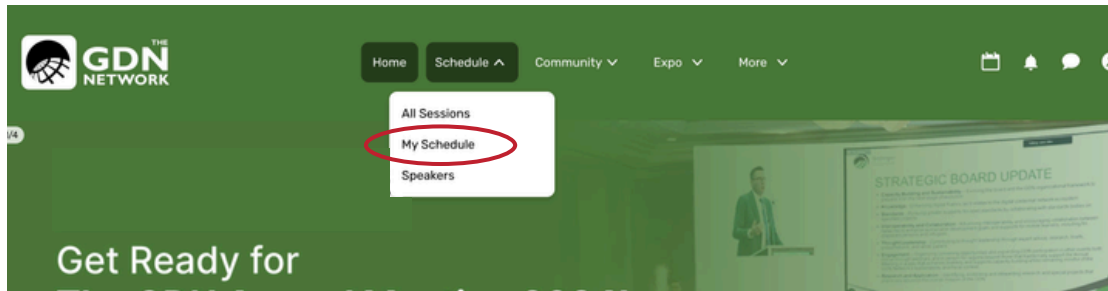
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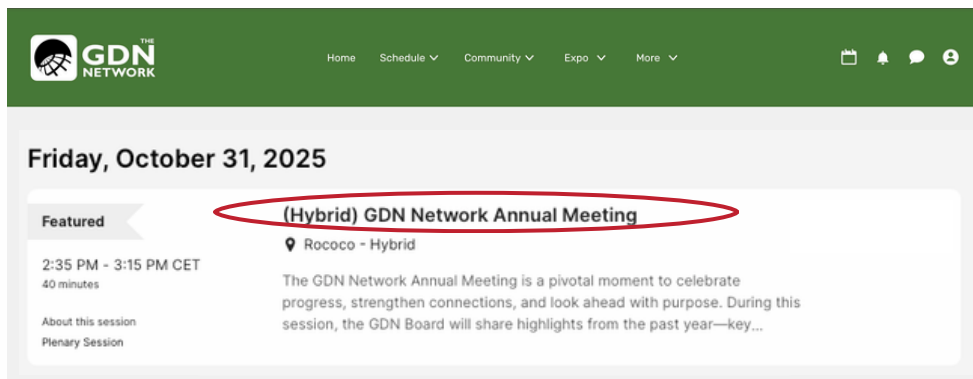
Speaking at a Virtual Session

Follow these steps if you are speaking at the event. Join the session as the speaker from the Attendee Hub website.

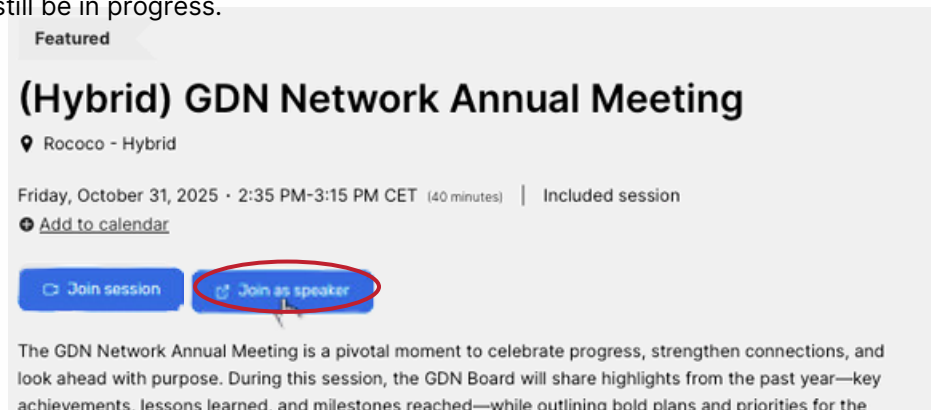
1. **Navigate to your session's page.** The Home page will open by default. From the top navigation bar, click **Schedule**, then **My Schedule**.



Locate your session and click its name. **Only sessions in Hall 8 are virtual/livestreamed.**



2. **Join your session.** Click the **Join as speaker** button. **This button will only appear 10 minutes before your session's scheduled start time.** The entire day will use the same Zoom link, so if you join early, another session may still be in progress.



From this point, **Zoom** will launch on your computer and you will be able to join the session. It may take a few minutes for the tech staff in the room to enable your video and audio.

