




## What to know before you join INCON

Give yourself time to review the conference platform including how to access the conference prior to the event. We recommend logging on 15 minutes early to ensure you are all set up before INCON begins.

## Questions about INCON

For other questions about the conference, please contact Megan Townsend at (863) 206-1933 or by email at [mtownsend@thf-cpa.com](mailto:mtownsend@thf-cpa.com).


## The day of INCON

 **Minimize distractions.** Kids, roommates, team members, and even pets can make it tough to stay focused. Prepare your space, turn on your out of office, feed the dog, and make sure your family knows you're working before INCON begins! We encourage you to make attendance a priority.




 **Get social!** Post a picture while attending the virtual conference on social media with the hashtag #INCON2020.



 **Attendees will not share their video or microphone.** You will be able to communicate using the chat. During the live presentation, please use the Ask The Speaker feature to ask the speaker questions during their presentation.




 **Be ready to take notes!** Have your INCON notepad that you received in your conference package ready to take notes.




 **Visit the Sponsor Tab** and learn how they can support you and your company.




 **Go to the Launch Viewer Tab** when it's time for the conference and launch the appropriate day.




 **Access presentation materials** in the handouts section of the classroom.




 **Beat screen fatigue** by staying hydrated and using the break to stand up and stretch!




 **Try to stay focused** throughout the conference and don't go hungry! Enjoy the snacks we sent to you in the conference package.



 **Watch for and click on the Save Code Letter Button** as they appear in your viewer throughout the day.



 **To get your certificate,** be sure to submit your code letters in the certificate tab at the conclusion of each day. At the end of Day 2, please return to the Launch Viewer Tab in the classroom and you should see both days of the conference marked completed in the status column. At this point, you should see the overall classroom certificate available to download at the bottom of the page.



## After INCON

**Share what you learned** with your team!



**Be on the lookout** for the INCON survey! We review your feedback when planning future conferences.



## Questions about the Platform

For the conference platform, you can find commonly asked questions at <https://catalog.bpnmedia.com/support>. If you have a question that is not covered on this page, please contact the conference platform at (877) 603-9877 or by email at [help@bpnmedia.com](mailto:help@bpnmedia.com).