



# USER GUIDE IAA CONFERENCE SPEAKER

» IAA MOBILITY 2023

# Important information

For IAA MOBILITY, we are using a software to quickly and easily obtain and manage the necessary information on the supporting and conference program and communicate it to our audience.

As a speaker you will receive an e-mail with more instructions to obtain and manage your personal speaker data which will be published in our IAA MOBILITY event program.

This guide will help you to log in to the system and to manage your personal data.

Please note, that you are responsible for your own data which will be published. In case of changes in your personal data, this will automatically lead to a change in the event program online, too.

# Login to your account — New account

## Sign In

I have previously registered and my password is:

Email

Password

Remember me

Sign In

[Forgot your password?](#)

[1]

- by clicking on the link in your e-mail you will be routed to our system.
- If you are using this software the first time, you will need to assign a new password
- Please click on the button [Forgot your password?](#) [1]

# Login to your account — New account

**Reset Password**

Enter your email address and you will be sent a link to reset your password.

Email Address

[2]

[Continue](#) [Return to Sign In](#)

- please enter your e-mail address here [2].
- Please note: It must be the same e-mail address as the one the confirmation e-mail was sent to!
- after this step you will receive an e-mail where you can enter your new personal password

# Login to your account

## Sign In

I have previously registered and my password is:

Email

Password

Remember me

[3]

Sign In

[Forgot your password?](#)

- if you have your login details ready, please sign in

# Manage your account

Prefix\*

Suffix

First Name \*

Last Name \*

Email \*

Company \*

Job Title

Country\*

Bio

Language\*

- after signing in you will be led automatically to your personal contact information
- please fill out every necessary or optional information
- Please note: Every data will be published in our event data base (except your e-mail address).

# Overview session details

## Proposal Details

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### Test 3

Presentation Type  
Fireside Chat

## Information of the event

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Where is your presentation taking place?\*

Main Stage

Topics \*

0 item(s) selected

Date\*

05.09.2023

Start time \*

9:00 AM



End time \*

- after saving your personal data you will see the session details
- you can have a look into the details but you are not intended to change the details

# Overview session details

## IAA MOBILITY 2023 (Rahmenprogramm)

Tuesday  
05/09/2023 - Sunday  
10/09/2023

[3]

English ▾

Welcome, Marvin Test Buchet Test ▾

### Proposals

#### Test 3

FIRESIDE CHAT

Submitted Date

26 May 2023

Speaker

Buchet Test, Marvin Test, sdfdsf, dsfdsf

[4]  Manage Account

 Sign Out

- if you would like to go back to your personal data after the session details, please click on your name in the upper right [3]
- after this, please click on „Manage Account“ [4]
- in the next step you can access and manage your personal data again