

Welcome to your Virtual Investor Summit!

Please be sure to read this document in full, as it will act as your guide for the Virtual Investor Summit Virtual Venue and will ensure you know how to optimize all the features that are available to you.

This is a detailed look at how you will move through this Virtual Venue so you can make the most of your experience.

First Time Login:

Once you entered your login credentials, you will create your "Networking Profile." Please ensure you have a profile picture ready to go if you choose to have one. We recommend having one, as putting a name to a face will allow you to make better connections with your fellow attendees.

Entering the Venue.

You will enter the Venue in the Main Lobby. Once there, you will notice the Main Tool Bar along the bottom of your screen. This Toolbar will allow you to travel between rooms. You can choose between:

- **Lobby**
 - From the Lobby, you can click and choose to go to many places like the **Main Stage**, and the **Networking Lounge**. This is also where you be able to submit any real estate questions you would like Michael to answer throughout the event, or the Expert Panel to answer on Sunday of the event.
- **Main Stage**
 - This is where you will view LIVE presentations and education from our incredible team of experts, as well as submit any **real estate questions** you have for Michael or Amanda to answer throughout the event, or the Expert Panel to answer on Sunday of the event.
- **Marketplace 1**
 - This is where you will find Service Provider Booths.
 - A Marketplace Directory will allow you to click a Service Provider Logo, which will take you right to their booth.
- **Marketplace 2**
 - This is another area where you will find Service Provider Booths.
 - A Marketplace Directory will allow you to click a Service Provider Logo, which will take you right to their booth.
- **Keyspire Room**
 - This is the room that gains you access to all things Keyspire. From here you can click to the **Keyspire Support Booth**.
 - This is also where you will find the **Children's Foundation Booth**. Be sure to stop by and learn about this incredible program.

- **Networking Lounge**
 - This is the room where you make connections. In this room you will find topic based chats you can join for **Private Lending, Joint Ventures, and Trades, Renos & Property Management**. You will also go here to fill out your **Community & Connections Cards**, as well as view all other attendees Community & Connections Cards.
 - Don't forget to have some fun with our photobooth and scavenger hunt!
- **Attendees**
 - See everyone who is at the event.
- **Chat**
 - Initiate a private text chat or video chat with your fellow attendees.
 - Engage in private group text chat within the environment.
 - Please note, if you close a chat window or log out of the environment, the chat will not be saved. Please be sure to take personal note of chats that are important to you
- **Briefcase**
 - You will notice we have pre-loaded some great information into your briefcase – be sure to go through what it there as it will enhance your event experience.
 - You will be able to add resources and documents from each booth you visit right into your briefcase with the click of a button.
 - You will be able to download your entire briefcase at any point during the event

Networking at the Event:

In every single room in the Virtual Venue, you will have the ability to network.

In many rooms of the Venue, just under the toolbar at the very top of the page, you will notice a bubble that says “Public Group Chat.” This is where you can chat openly with the entire group of people who are in that room with you.

In the Networking Lounge there are many ways to connect. Not only are all the options we just mentioned above available, there are also topic based chats for those that want to have more focused conversations around Private Lending, Joint Ventures, or Trades, Renos & Property Management.

You can click on the “ATTENDEE” button on your bottom toolbar at any point to start a chat with anyone currently logged into that space.

Be sure to fill out your Community and Connections Card with your name, email, and a little about you. As you start to view other attendees' cards, and as others view your card, you will find that making connections will come naturally.

We encourage you to use these functions to network and build connections with your fellow attendees. The networking is truly the magic of this event.

The Keyspire Support Booth

Your Keyspire Team is excited to see you this weekend!

At the Keyspire Support Booth, you will see many options to connect with your Keyspire Customer Experience Team. Click on the "Chat With Us" Button to request a text chat with a member of the Keyspire Team.

Be sure to collect the Resources that are available to you here and insert them into your briefcase to read.

This is also where you can view the **Event Schedule** for the entire weekend and submit any real estate questions you have for Michael or Wendy to answer throughout the event, or for the Expert Panel to answer on Sunday of the event.

Coaches Quick Connect

Be sure to say hi to your Coaching Team this weekend!

In the Keyspire room, you can view the Coaching Team Schedule to see who will be where and when throughout the weekend.

In the schedule, you will notice there are two ways to connect with your coach:

1. Coach Quick Connect Video room- drop into the video room for an open discussion with featured coaches.
2. Coach Quick Connect Chat- your coach will be available for text chats during scheduled times

The Marketplaces

Take a stroll through your virtual marketplace and visit our Service Provider booths.

Once you enter a booth, be sure to go through all the options to maximize your knowledge of the Service Provider.

If there is a TV screen, click it to watch the video. If there are resources, click them to add to your briefcase and give them a read.

Now that you have armed yourself with some knowledge of the Service Provider, be sure to use the "Chat with Us" functions to initiate a text chat with a member of their team or book an appointment to meet one on one with them.

Success Banners

You will notice many Success Banners set-up around the rooms in the Venue, just like you would see at an in-person event. We know these are a little hard to read in the Virtual setting, so be sure to click on any of them to be taken to a page where you can view them all.

Event Schedule

As we mentioned earlier, you can find the Event Schedule for the entire weekend at the Keyspire Support Booth located in the Keyspire room.

At the Virtual Investor Summit

We will open the venue one hour earlier each day to ensure you have time to move from room to room before we get started.

The event will begin at 7:30amPST/10:30am EST daily.

There will be many long breaks and opportunities for networking throughout each day.

We want to thank you for being a part of the Virtual Investor Summit, and we encourage you to fill out the survey you will receive at the end of each day to help us make our next event even more valuable to you.

Enjoy your weekend!

The Keyspire Team

