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Accessing the Conference

Resources for Humans Virtual 2023 is hosted by Lattice on the Hopin platform. In order to keep the event secure, each attendee is given a unique link to join in their event confirmation email. Here is a step by step guide on how to join the conference from that link. Questions? Email rfhvirtual@lattice.com or read the https://lattice.com/rfh-virtual-2023#faq-23

Finding your unique link to join the conference

1. You must register for Resources for Humans Virtual on the https://lattice.com/rfh-virtual-2023#Register-23 in order to access the conference in Hopin. You cannot register for the conference directly in Hopin.

2. Find your confirmation email by searching the subject line "You're Registered for Resources for Humans Virtual 2023" The email is sent from rfhvirtual@lattice.com.

    a. If you cannot find your confirmation email, please check your spam folder.

3. Your unique link can be found in your confirmation email and in the general calendar invite for the event. See screenshots below for details.
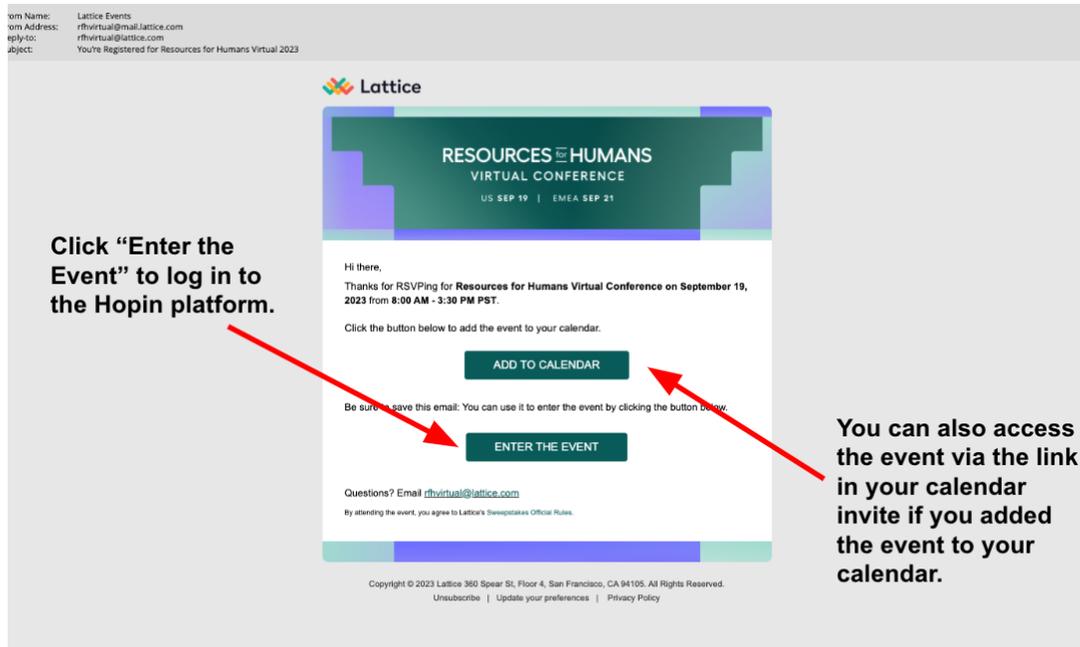
^ Confirmation emails for RFH Virtual with links to join and add the event to your calendar. Your confirmation email may look different depending on when you registered for the conference.
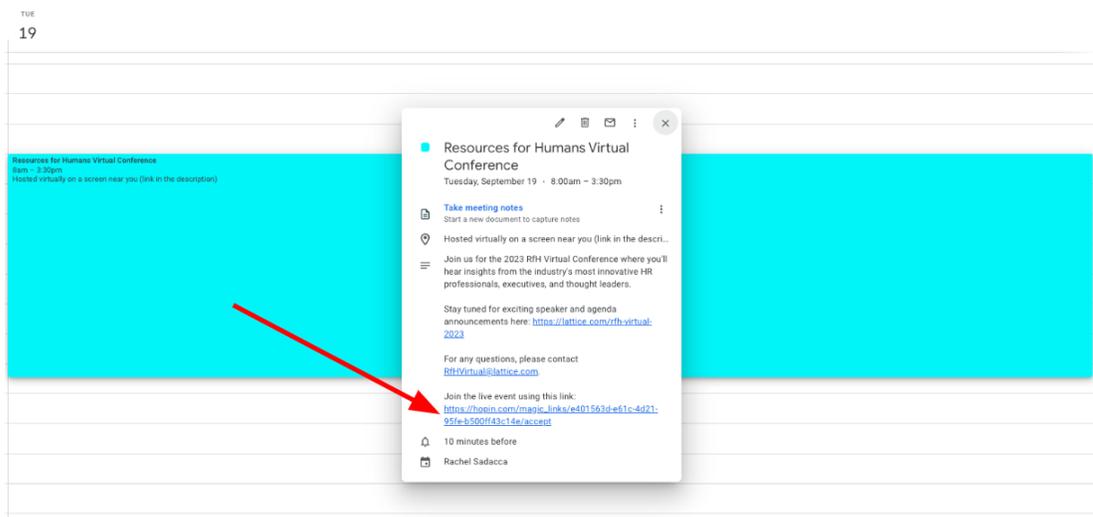
^ Example of a calendar invite for the conference. You can add the event to your calendar via the confirmation email. Once it is added, you will see your unique link to join in the calendar invitation.

Join conference/create account - First time Hopin User

Follow the instructions below if you do not have an existing Hopin account with the email address you used to register for Resources for Humans Virtual. The email you used to register for the conference is the email address that the confirmation email for the event was sent to.

1. Click your unique link to join in your confirmation email or calendar invite.

2. Check the box to agree to Hopin's Terms & Conditions and click "Continue."
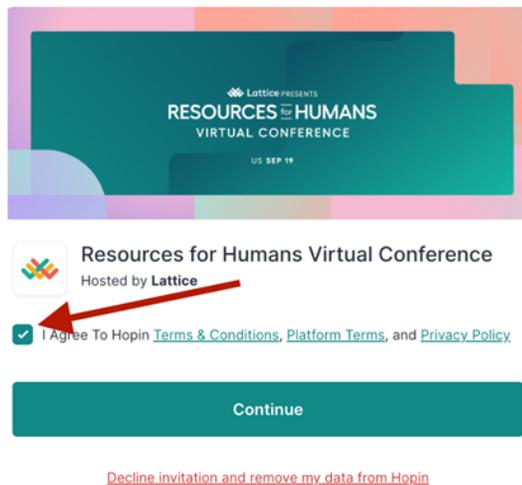
3. Clicking "Continue" will take you to the event reception page. Prior to the live event, this page will display the event agenda, but other features will be minimal.
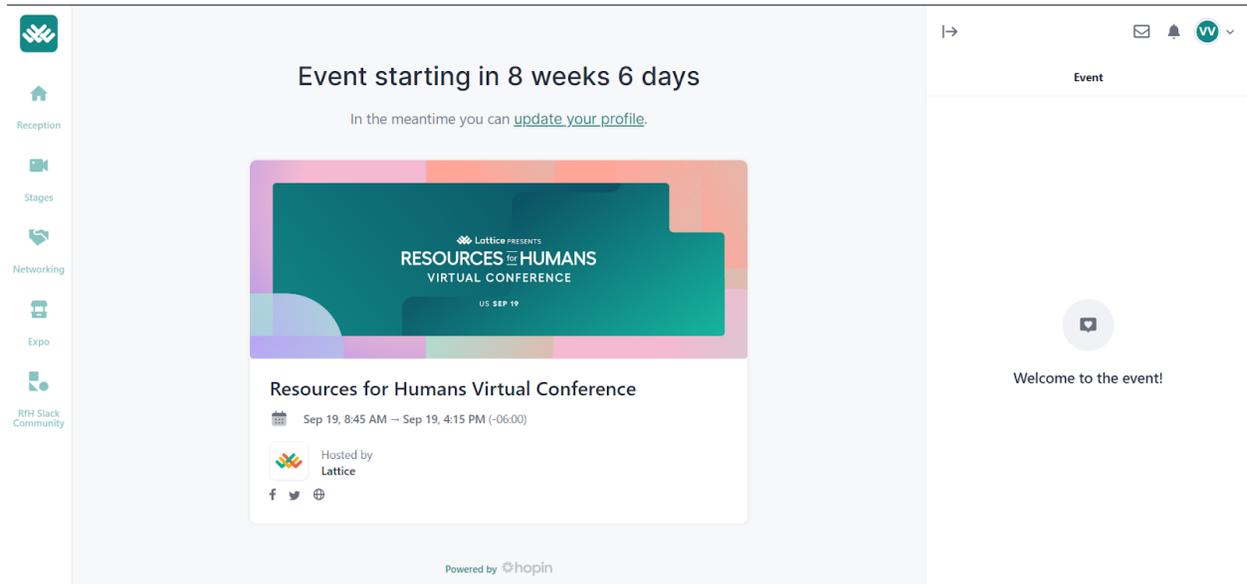
Join conference - Existing Hopin User

Follow the instructions below if you have already set up a Hopin account with the email address you used to register for Resources for Humans Virtual. You may have set up a Hopin account to access a different event in the past.

1. Click your unique link to join in your confirmation email or calendar invite.

2. If you have previously accepted Hopin's terms and conditions, you will be taken directly to the event reception page without having to accept the terms again.

3. Clicking "Continue" will take you to the event reception page. Prior to the live event, thi

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4. s page will display the event agenda, but other features will be minimal.

Adding sessions to you My Agenda/Your Calendar

The Hopin platform allows attendees to add sessions to their unique agenda in the Platform and to add those sessions directly to their calendars via GMail, Outlook, or iCal.

1. Once you have logged into Hopin you will be taken to the Reception page. Where you will see the "schedule" tab. Click the "schedule" tab.
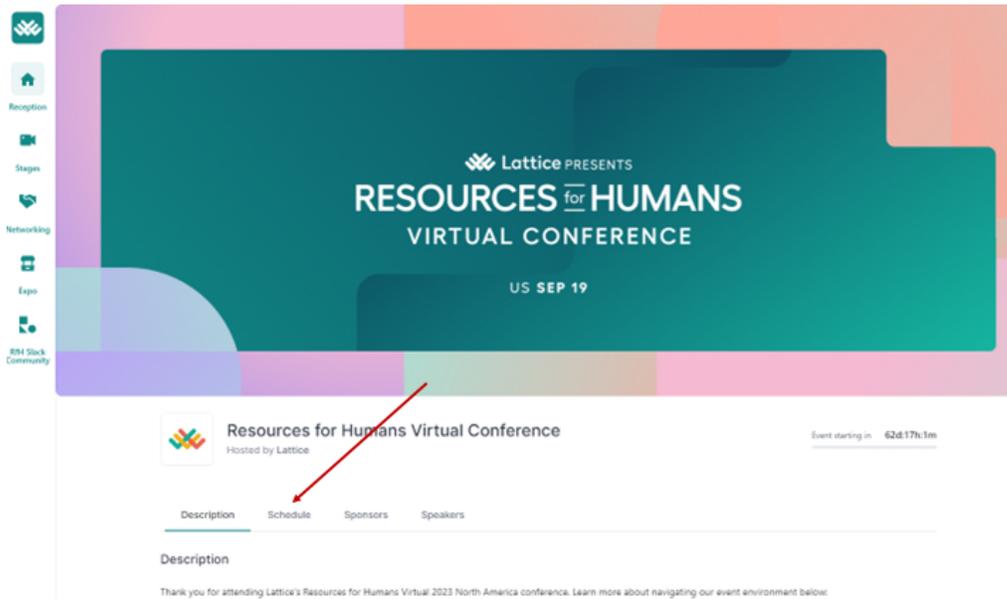
2. To create a custom agenda in the platform, find the session you would like to attend and click the ribbon icon in the far right corner of the session block. The session will be added to your agenda once that ribbon is clicked.
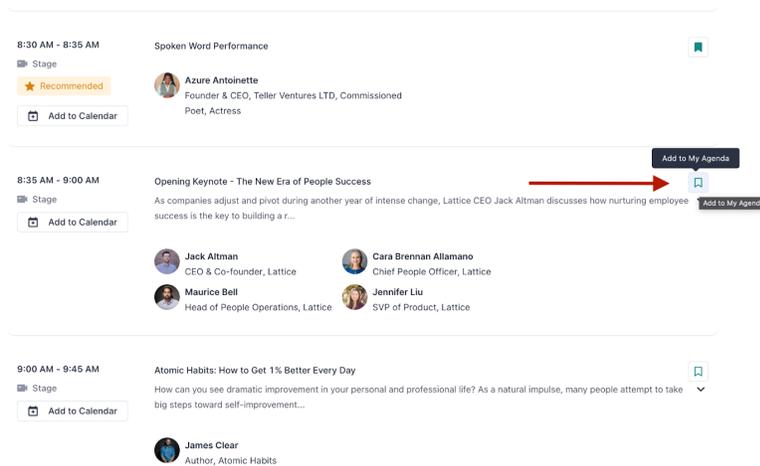
   a. You can view your agenda on the sidebar in the right hand side of the platform.
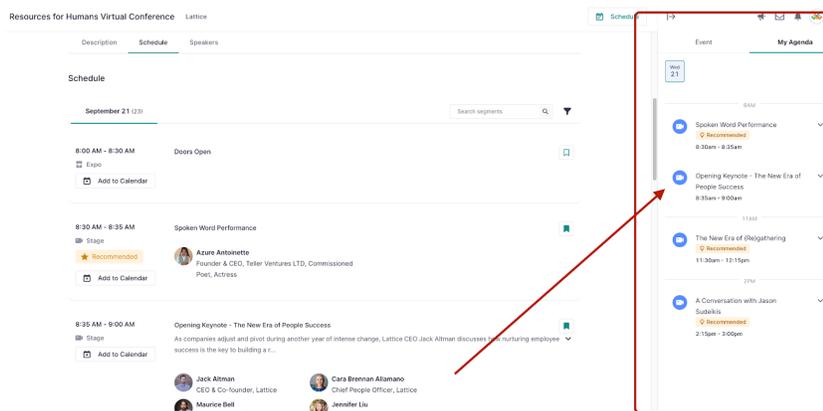
3. To add a session to your GMail, Outlook or iCal calendar. Click "add to calendar on the left side of the session block.

SHRM and HRCI Credits

How do I earn SHRM and HRCI credits at Resources for Humans Virtual?

SHRM and HRCI credits are earned at RfH Virtual by attending eligible sessions. Credits are only available for audience members who attend live on September 19 (North America event) or September 21 (European event). Per SHRM and HRCI standards an attendee must watch at least 37 minutes of the live session to earn credits for that session. Credits are only available for sessions watched during the live event.

Can credits be earned by watching the session on-demand?

No, credits can not be earned for on-demand viewing.

How many credits are earned per session?

Each individual eligible session is worth 1 HRCI credit and 1 SHRM credit.

What sessions are eligible for SHRM and HRCI credits?

Eligible Sessions
In Conversation with Simon Sinek
Whose Job Is It to Fix Burnout?
AI @ Work: Using Artificial Intelligence Responsibly in HR

When Employees Are 'Too Busy' for Learning & Development
Bringing DEIB Back Into Focus
How HR Drives a Culture of Excellence
Compensation Questions You're Afraid to Ask
Re-Centering the 'Return-to-Office' Debate
Caught in the Middle: Empowering Managers to Lead
Bridging the HR/C-Suite Divide
Beyond Checklists: Culture-First Onboarding Strategies
How to Build an Award-Winning HR Team

What sessions are ineligible for SHRM and HRCI credits?

Ineligible Sessions
Opening Keynote - Building a Culture of Excellence
Understanding eNPS Trends & Insights
Product Keynote – Lattice's Platform Vision and This Year's
Empowering Futures - Virtual Volunteering Session
Puppy Cam
In Conversation with Simone Biles

When will SHRM and HRCI credits be shared?

SHRM and HRCI credits will be shared for eligible sessions during the event. Moderators will post the codes for the eligible sessions in the chat after the event. Session credits will also be sent by email following the event. Please allow up to 10 business days to receive your credits.

It has been more than 10 business days and I have not received my SHRM and HRCI credits. What should I do?

Please double-check all email inboxes and all email addresses including Spam. Your credit email has been sent to the email you registered for the event with. If it has been more than 10 business

days and you are unable to locate your credit email, please contact rfhvirtual@lattice.com for support.

How to enter your SHRM and HRCI Credits

SHRM

Please review SHRM's *How to enter Professional Development Credits* page for more info on how to enter your SHRM credits.

If you're having trouble entering PDCs via the SHRM app, please make sure you're using the same email address for both certification and shrm.org and try accessing the SHRM portal via a web browser at portal.shrm.org.

If you are still having trouble please contact SHRM directly for assistance.

HRCI

Please review HRCI's *Recertification Handbook* for more info on how to enter your HRCI credits. If you are unable to enter your HRCI credits please contact HRCI directly for assistance.

CPD Certification (EMEA-Only)

For the first time, this year's Resources for Humans Virtual Conference has also been accredited for CPD (Continued Professional Development) Certified. CPD is the largest professional development body in the UK and many employees will put time and effort into developing their CPD portfolio as part of their annual company goals.

If you're interested in claiming CPD hours for your attendance of Resources for Humans Virtual, we suggest an approximate of 6 hours accredited for the full conference event. However, please make sure that you assess your level of learning from the event and log your completed learnings in your CPD portfolio, as well as notifying your employer or relevant certified body if appropriate. We can also distribute personalised CPD Certified certificates for your Resources for Humans Virtual attendance if needed. If you would like to receive a formal personalised certificate, please contact Franki Chaffin-Edwards on franki.chaffinedwards@lattice.com and we will arrange for a copy to be sent to you via email. You can learn more about the CPD Certification Service here: https://cpduk.co.uk/

General FAQs

1. I have a question that is not answered in this doc. Who do I reach out to?

a. Please email rfhvirtual@lattice.com or check the FAQ section of the event website.

2. I registered for the event but haven't received my unique link via email.

   a. Search for the email subject line "You're all set! We've received your registration for Resources for Humans Virtual Conference."

   b. Check your spam folder.

   c. If you still cannot locate your confirmation email, re-register for the event and wait for a new confirmation email with a unique link to join. NOTE: It may take up to 10 minutes to receive this email.

3. I think I have an existing Hopin account but Hopin is asking me to re-register.

   a. It is possible for attendees to have multiple Hopin accounts for work events, personal events, or if they have changed jobs/email addresses.

   b. The email address you will use to join Resources for Humans Virtual in Hopin is the same email address you used to register for the event. The email address you used to register for the event is the same email address you received a confirmation email at.

4. I am trying to reset my Hopin password but have not received a password reset confirmation email.

   a. Make sure you are sending the password reset email to the address you used to register for Resources for Humans Virtual (usually a work email).

   b. It may take Hopin up to 10 minutes to send a password reset confirmation email.

      i. Check your spam folder

   c. If you still haven't received a Hopin confirmation email after 10 minutes, you can re-register for the conference and a new confirmation email will be sent to you.

5. Where can I find the recordings after the conference?

   a. A link to the recordings from the conference will be sent via email after the live event to everyone who registered for the event.

   b. Not all sessions from our live event are available on-demand.

   c. Please note the keynote sessions will be available for a limited time after the event.

6. I am having technical issues watching the sessions/hearing the sessions or navigating the environment.

   a. RfH Virtual is best viewed in a Chrome Browser

   b. Refresh your browser

   c. Visit the Help Center in the Expo Hall to chat with a live representative

   d. Reach out to RfHVirtual@lattice.com with any questions

7. Are closed captions available?
   a. Yes, you can find closed captions on the video player in the bottom right corner.

   b. Please make sure you are using the captions feature not the subtitles feature. The subtitles feature is not available for this conference.

8. Where can I find more information about this session and who is speaking?

   a. Please click on the "schedule" button at the top right of Hopin. The schedule button has the information about the session you are watching.