

TUTORIAL - HOW TO ACCESS YOUR SESSIONS

Visit: www.RIMS.org/SSC

You will be prompted to login with your email address and RIMS password. If you don't know your password kindly contact Kamy, kpersaud@RIMS.org

Log in to RIMS

You have requested a page that requires you to log in.



The login form consists of a light blue background. At the top, there is a label 'Email address' above a white input field. Below that is a label 'Password' above another white input field. In the center is a dark green button with the word 'Login' in white. Below the button is a checkbox labeled 'Remember me' and a link that says 'Forgot your password?' in blue text.

Don't have a RIMS log-in?

Create One Now

Not a member of RIMS?

Join Today

Guidelines and Agreement Page

- Primary contact, speaker, risk manager, session manager etc. lands on this page after logging in.
- The guidelines page is mandatory for everyone (including primary contacts and session managers), to sign off on, before proceeding to the next step.
(Note: it is a standard platform and cannot be changed)

SESSION SUBMISSION FORM (SSF)
SESSION SUBMISSION SERVICE CENTER
COMMITTEE SERVICE CENTER
Contact Information/Photo/Bio Updates
Roster
Create Conference Itinerary
Primary Contacts-EDITS Only
Guidelines And Agreement
Upload PowerPoint/Handout
Speaker Logout
RESERVE YOUR BOOTH SPACE
MARKETPLACE EXHIBIT MAP
EXHIBITOR DIRECTORY
EXHIBITOR SERVICE CENTER - SIGN IN

Guidelines and Agreement

Kamy Persaud - Thank you for your participation at the RIMS 2019 Annual Conference & Exhibition, Boston, MA, April 28-May 1. The RIMS Guidelines and Agreement is a mandatory page (including the primary contacts).

Speaker/Presenter: To capture information for the RIMS mobile app, conference program and marketing materials, you are required to complete the following information:

- The RIMS Guidelines and Agreement.
- Upload your Biography and Photo.
- Review your contact information and update if necessary.

If you have questions or concerns contact Speakers@RIMS.org.

Primary Contact Instructions (individual overseeing data and meeting all deadlines)

- Upon completion of the RIMS Agreement and Guidelines.
Please note this is a mandatory step for everyone, even though primary contact information is not printed/advertised.
- Click on "Primary Contact-EDITS Only" (**left navigation bar**) to add/change your speakers/presenter.
- If your role is also speaker, you will need to add yourself as an additional speaker.

RIMS will not be responsible, if your name does not appear on the RIMS website or printed materials.

Speaker/Risk Manager/Thought Leader Theater/Innovation Hub/Global Studio Career Innovation Lab Presenter Instructions (individual speaking/presenting)

- Upon completion of the RIMS Agreement and Guidelines.
- Complete the "Contact Information/Photo/Bio Updates" page (**left navigation bar**). Don't forget to click on "Save". Note: This is a static page and will remain open even after saving.

BY ENTERING MY FULL NAME AND CLICKING 'I ACCEPT', I AGREE TO ALL OF THE CONTENTS OF THIS CONTRACT/AGREEMENT.

Full Name:

I Accept

Agreement Accepted on 09/17/18 10:19:21 AM CDT

Contact Information/Photo/Bio Updates

- After the guidelines and agreement is signed off, the system automatically lands on the "Contact Information/Photo/Bio Updates" page.
- It is imperative that anyone speaking at RIMS complete the requested information.

Name, title and company appears on the RIMS website, program and app.

(This information does not pertain to non-speakers-primary contact or session manager, unless they are also speakers).

Primary Contacts-EDITS Only

Next, Click on [Primary Contacts-EDITS Only](#). This is where the sessions are listed. *(Only primary contacts have access to this area)*

- SESSION SUBMISSION FORM (SSF)
- SESSION SUBMISSION SERVICE CENTER
- COMMITTEE SERVICE CENTER
- Contact Information/Photo/Bio Updates
- Roster
- Create Conference Itinerary
- Primary Contacts-EDITS Only**
- Guidelines And Agreement
- Upload PowerPoint/Handout
- Speaker Logout
- RESERVE YOUR BOOTH SPACE
- MARKETPLACE EXHIBIT MAP
- EXHIBITOR DIRECTORY
- EXHIBITOR SERVICE CENTER - SIGN IN

Primary Contacts-EDITS Only

Speaker Limitation

- Your session/presentation length dictates the number of speakers permitted to present.
- 60 minutes – A maximum of three (3) speakers. One speaker should be a risk manager.
 - 75/90 minutes – A maximum of four (4) speakers. One speaker should be a risk manager.
 - 20 minutes – One (1) presenter.
- All speakers/presenter should be qualified in the subject matter to share knowledge and experience.
 - Only one (1) representative from a company, is permitted to be a speaker on a session.

Editing Your Speaker/Presenter

1. Click on the title of the session to view and update your speakers.
2. To assign a speaker/risk manager/presenter role, click on "Add Speaker"
3. Search speakers by first and last name or email address, click on "Search"

Please note: If your speaker appears in the list of names, click on "Add" and assign the role speaker or risk Manager. If your speaker does not appear in the list click on "Add New Speaker" and complete the contact information requested.

Do not add someone's name in the system as a new record until you have searched our database. Search by first and last name or email. If a speaker legal name is Stephen and you look up by nick name Steve, you will not find this individual. We ask that you please search the database thoroughly, before creating duplicate records.

Print this page

Date	Time	Title	Room	Venue
04/28/2018	12:00 PM - 1:00 PM	Test Session Speakers: Erin Redmond-Carney, Speaker Theresa Medina, Speaker	153A (IND)	MCCA

Click on the title to see full details of the session

Session Details

- You can view your assigned sessions in details by clicking on each session title.
- Once the speaker limit is met, the “Add Speaker” button will disappear.
- If the primary contact wants to change a speaker, one speaker must be deleted first, then the “Add Speaker” button will appear.
- Primary contacts can add a speaker bio and photo and update their contact information by clicking on the “Edit” link.

(Note: The primary contact cannot sign off on the guidelines for the speakers. Each role needs to sign in with their email address and password to access the speaker service center).

Date and Time 04/29/2019 12:00 PM - 1:00 PM

Room 153A (IND)

Venue MCCA

Session Title Test Session

Primary Contact/Session Manager	Role	Display Order	Action
Jilien Harvey	Session Manager		View
Kamy Persaud	Primary Contact		View

Speaker(s)	Role	Display Order	Action
Erin Redmond-Carney	Speaker	1	Edit Delete
Theresa Medina	Speaker	2	Edit Delete

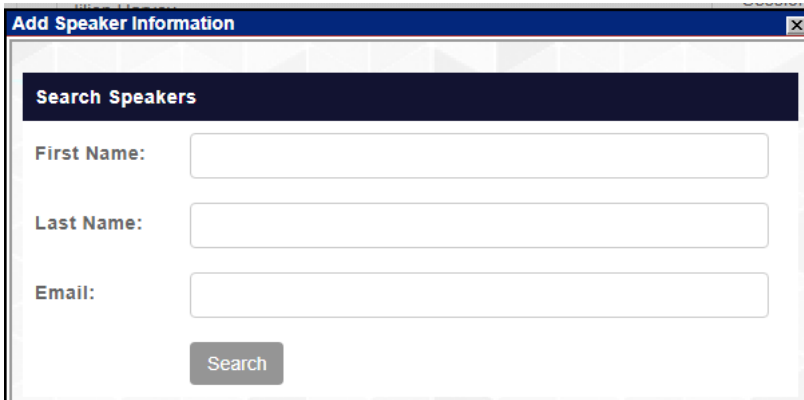
Add Speaker

Primary Contact (your role) oversee the session to meet all deadlines and add speakers.

Sessions Manager is a member of the Annual Conference Programming Committee that oversee your session and correspond with you on a regular basis until the conference.

Adding Speakers – Click on

Add Speaker



1. Search speakers by first and last name or email address, **click on “Search”**

Please note: If your speaker appears in the list of names, click on “Add” and assign the role speaker or risk Manager. If your speaker does not appear in the list, click on “Add New Speaker” and complete the contact information requested.

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Roles in eShow System (Conference Platform)

- **Primary Contact:** Individual overseeing the session from acceptance to the time it is given at the conference. Could be an administrator or a speaker. This individual will work with their respective session manager and speakers to meet all deadlines.
- **Session Manager:** The ACPC Member. This is the term used in eShow system.
- **Speaker/Risk Manager:** Term used in eShow system to distinguish the speaker and the risk manager on the panel.

Format Length

- 60 minutes – Education that drives participation, discussion and engagement.
- 75/90 minutes – Deep dive Industry roundtables and table-top exercises, specific discussions that drive participation/engagement and include case studies and peer-to-peer learning.
- 20 minutes – Presentations that are unique, cutting edge and offer creative solutions.

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