



CHOOSING A PATH FORWARD

in a Changed World



Attendee User Guide

TEI's 71st Midyear Conference

March 22-25, 2021

Virtual MY21 | #MY21 #TEIVirtualMY21



Access

You can enter the event beginning on
Monday, March 22nd at 9am ET

- ▶ To enter, visit my21.tei.org, and log in with your regular TEI email address and password.
- ▶ As an attendee, you will be able to enjoy a unique, interactive learning experience from the comfort and convenience of your home or office.
- ▶ To make sure your computer, internet connection, and sound are ready to go, take a moment to [test your system](#) or device in advance.



Lobby

After logging into the event, you will be taken to the Lobby area.

From the Lobby, you can visit the main areas of the event by clicking on their listing or utilizing the navigation bar.



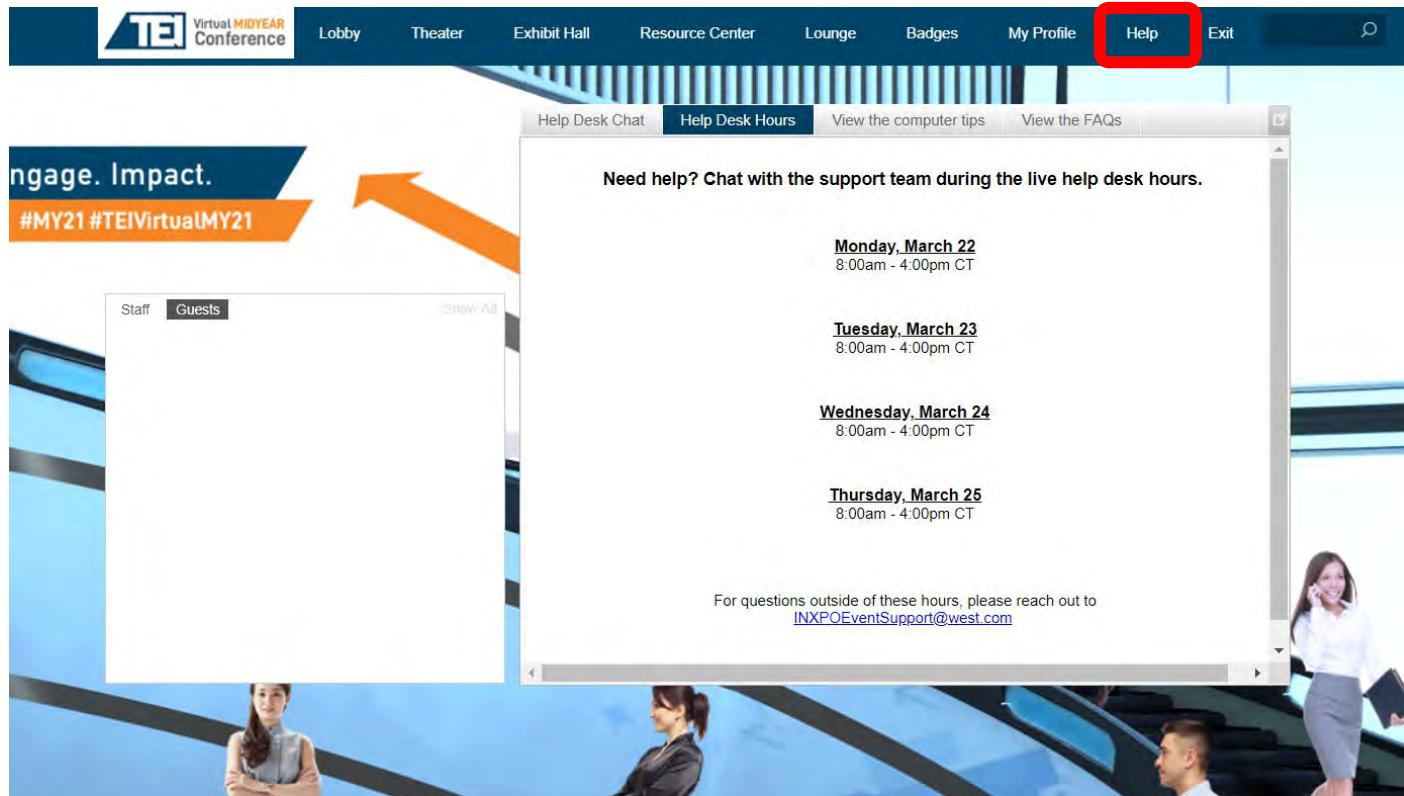
1. Search: You can use the search feature to find attendees, sponsors, documents/links and presentations/webcasts within the event.

2. Navigation: Access the different spaces in the event.

3. Lobby: You can return to the lobby by clicking on “Lobby” on the top toolbar.

Help Desk

The Help Desk is available for any technical support issues you have while interacting in the virtual event. There are helpful resources available to you such as guides, FAQs, and support documentation to aid in troubleshooting support requests.



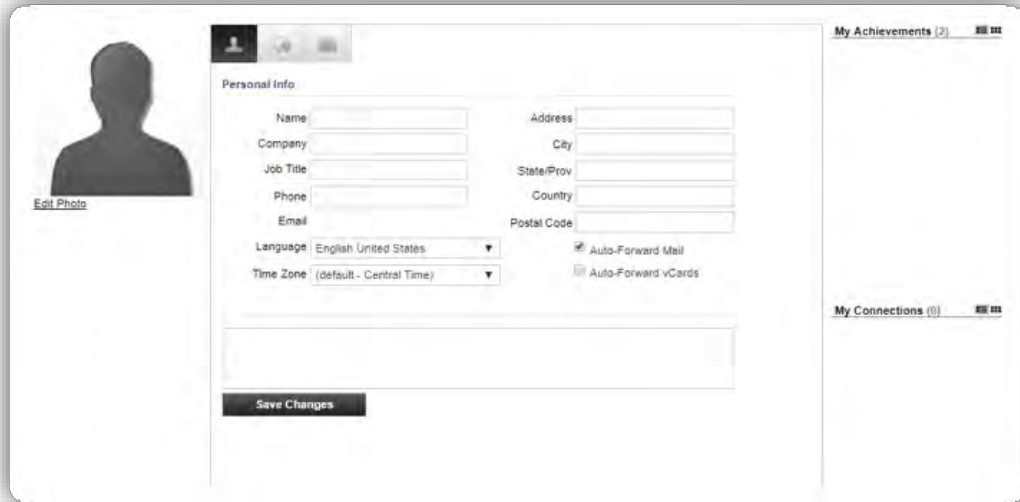
Chat: Will allow you to chat with support staff available to help assist with any questions you may have.

Email: If you have additional concerns after live support has ended, you can email the support inbox at meetings@tei.org.

Resources: Available to view helpful resources in troubleshooting potential issues such as chat or communication problems, security prompts, FAQs, etc.

Your Profile

The Profile is where you can customize your personal information, access documents and view your communication activity.

A screenshot of a web application's profile editing interface. On the left, there is a placeholder for a profile picture with an "Edit Photo" link below it. The main area is titled "Personal Info" and contains several input fields: Name, Company, Job Title, Phone, Email, Address, City, State/Prov, Country, and Postal Code. There are also dropdown menus for Language (set to "English (United States)") and Time Zone (set to "default - Central Time"). Two checkboxes are visible: "Auto-Forward Mail" (checked) and "Auto-Forward vCards" (unchecked). A "Save Changes" button is located at the bottom left of the form. On the right side of the page, there are two sections: "My Achievements (2)" and "My Connections (0)", each with a list icon.

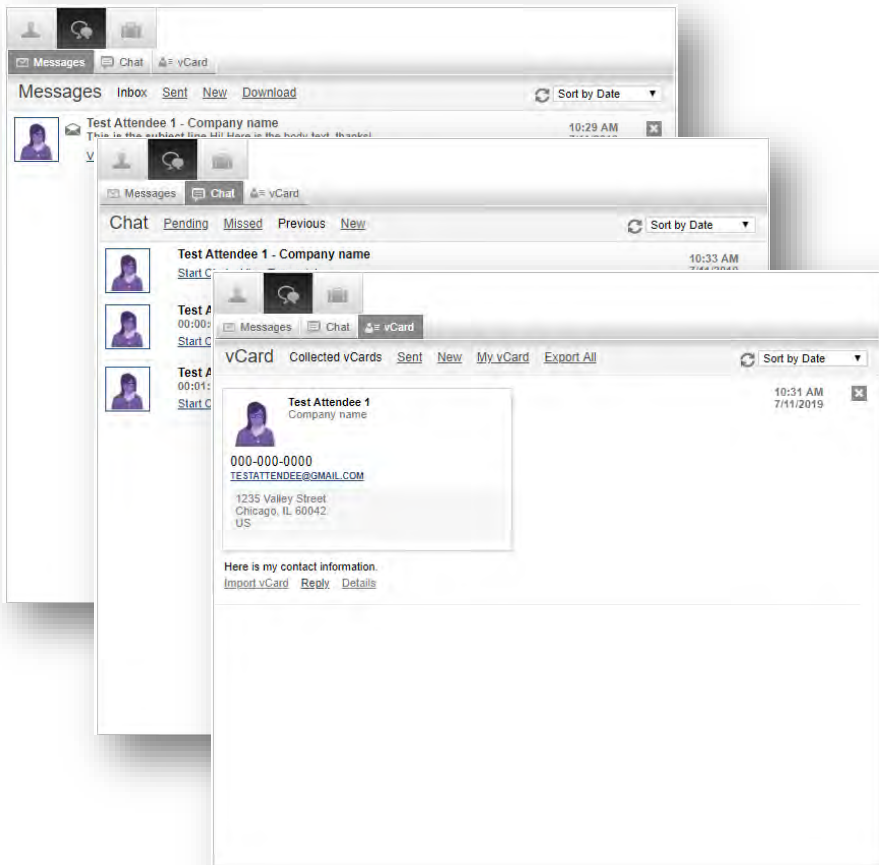
To edit your profile, begin by clicking “Profile” in the upper navigation at any time. Your profile contains your name and several other fields that you may have filled out upon registering.

You may choose an image to help identity yourself during the event (select from a list of stock images or upload your own photo). Filling out your profile completely and accurately will help you while networking with attendees in the event – and earn you points and a badge!



The briefcase is located within your profile under the third tab. This is where you may retrieve documents and links that you have saved from the Resource Center, sponsor spaces or presentations.

Communication Center



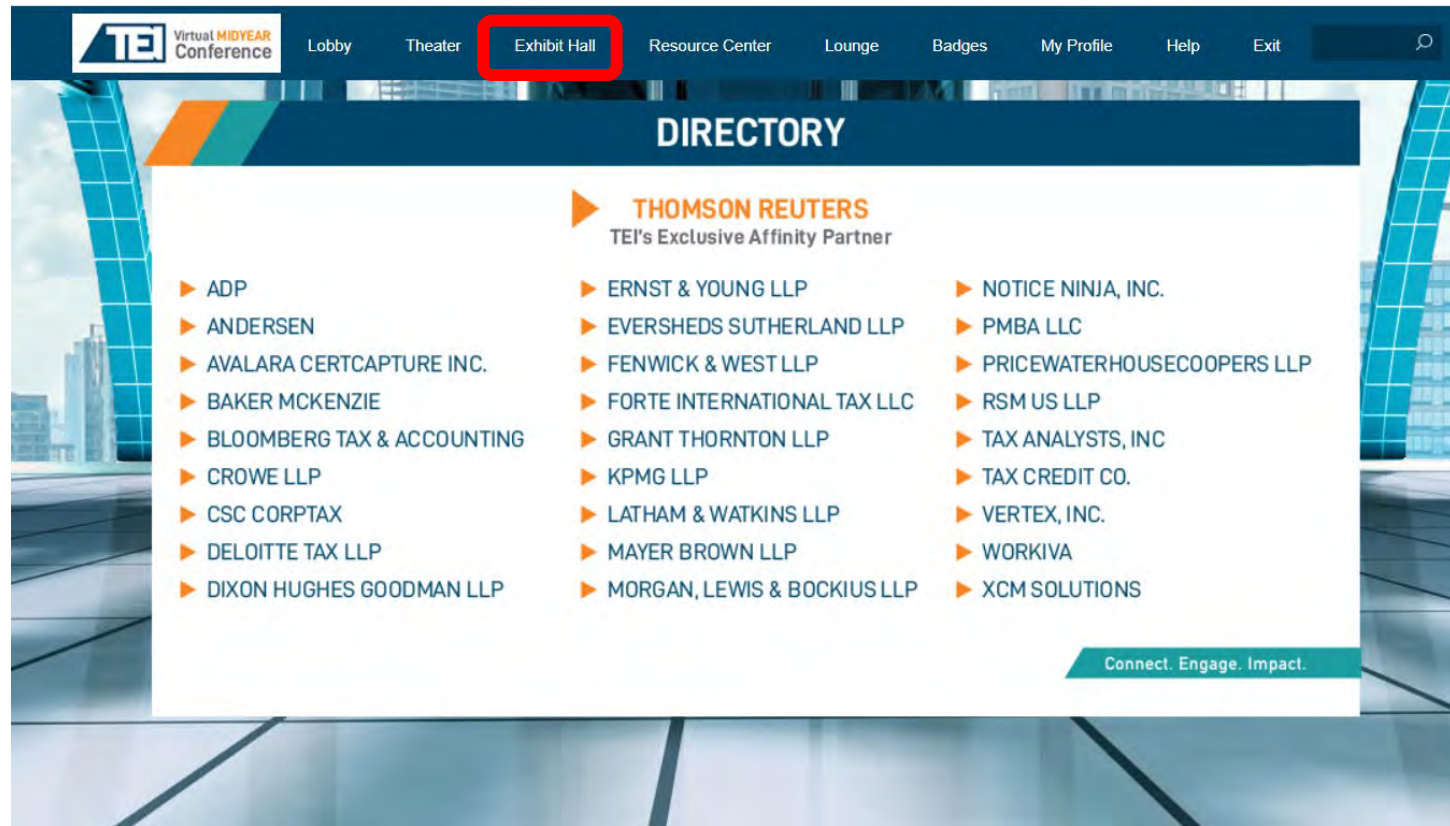
If you receive an email, vCard, chat request or announcement, you will be notified via a communication bubble that will display in the upper right-hand corner of your screen. By clicking on the communication notification, you will be taken to the indicated item. In addition, you can monitor your communication activity from the Communication Center in your profile.

There are 3 types of private communication:

1. **Email messages** –The notification will display you have an unread email. Click on the notification window to view.
2. **Chats** – If you receive a chat request you will be able to accept or decline the request. You may also send a short message to the chat requester when declining a chat.
3. **vCards** – The notification will display you have a new vCard. Click on the notification window to view.

Exhibits

By clicking on Exhibit Hall tab on the top navigation, you will be taken to the Exhibits Hall, where you can visit booths, download/view content and engage with booth staff.



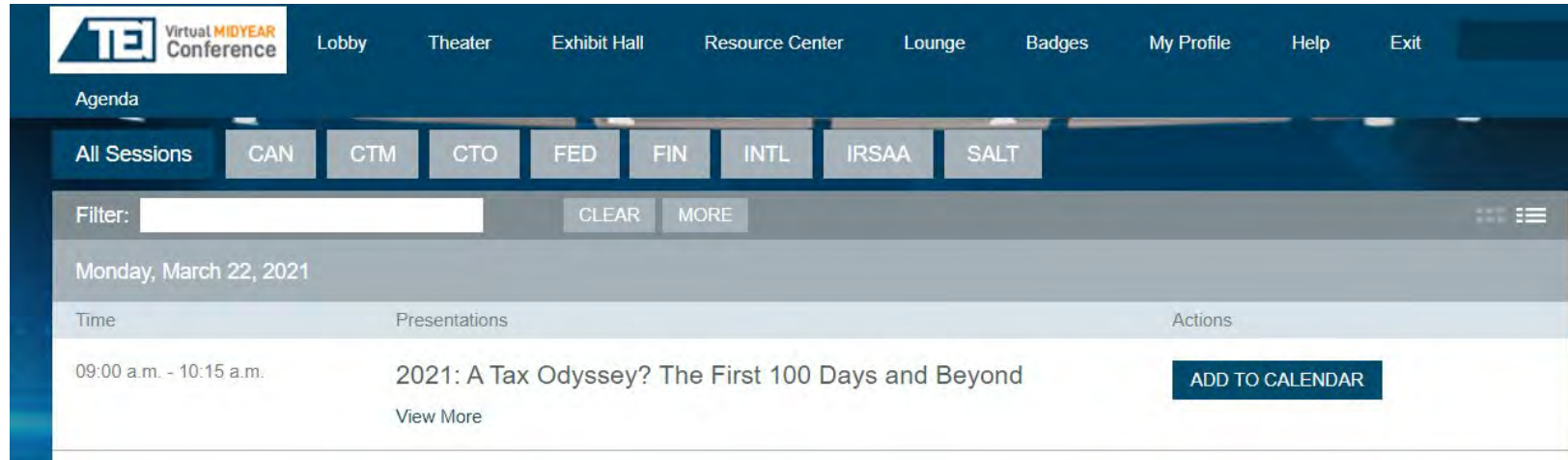
Once you've entered a booth, you may click through the content tabs on the right-hand side to view collateral and other assets and information provided by the Sponsors.

The sponsor staff listed in the staff tab (click on icon highlighted in red) will be standing by in the space to chat with you and answer your queries.



Agenda Builder

This tool allows you to add sessions that you are interested in attending to your agenda.



The screenshot shows the TEI Virtual Midyear Conference website's agenda builder. The top navigation bar includes links for Lobby, Theater, Exhibit Hall, Resource Center, Lounge, Badges, My Profile, Help, and Exit. Below the navigation is the 'Agenda' section, which features a filter menu with tabs for 'All Sessions', 'CAN', 'CTM', 'CTO', 'FED', 'FIN', 'INTL', 'IRSAA', and 'SALT'. A search filter is present with 'CLEAR' and 'MORE' buttons. The main content area displays the date 'Monday, March 22, 2021' and a table of sessions. The table has columns for 'Time', 'Presentations', and 'Actions'. One session is listed for '09:00 a.m. - 10:15 a.m.' with the title '2021: A Tax Odyssey? The First 100 Days and Beyond' and a 'View More' link. An 'ADD TO CALENDAR' button is visible next to the session title.

Text Actions / Options that may appear in Agenda Builder

- **Add to Agenda** – Add sessions to your agenda up until 30 minutes prior to their start time
- **Add to Calendar** – After adding a session to your agenda, download a calendar reminder
- **Remove from Agenda** – Remove sessions from your agenda up until 30 minutes prior to their start time
- **Live Now** – A session is currently live
- **Archiving** – A live session has finished and is archiving
- **On Demand** – A session is available to view
- **Starting Soon** – A session will be beginning shortly (displays 30 minutes prior to Early Entrance)
- **Early Entrance** – The session is beginning shortly - you may click into the session



Theater

Navigate to the Theater tab to view the sessions, live and on-demand.
Clicking on a session will show more detail on content & speakers.

TEI Virtual MIDYEAR Conference

Lobby **Theater** Exhibit Hall Resource Center Lounge Badges My Profile Help Exit

Welcome to the Theater Time displayed in (default - Central Time)

All Sessions CAN CTM CTO FED FIN INTL IRSAA SALT xx_CPE TEST

2021: A Tax Odyssey? The First 100 Days and Beyond
03/22/2021 9:00AM - 10:15AM
Add Reminder ▶

Accounting for State Income Taxes: Change Is the New Normal
03/25/2021 2:45PM - 4:00PM
Add Reminder ▶

Back to Basics: An International Tax Boot Camp in the Era of BEAT, GILTI, & FDII
03/24/2021 12:45PM - 2:00PM
Watch On Demand ▶

Building a Tax Operations Team - Nuts, Bolts and Nuance for In-House Tax Professionals
03/22/2021 2:45PM - 4:00PM
Watch On Demand ▶

2021: A Tax Odyssey? The First 100 Days and Beyond
03/22/2021 9:00AM - 10:15AM
Add Reminder ▶

☆☆☆☆ 0.0 (0)
[Be the first to write a comment](#)

[ABSTRACT]
Speakers:

E. Ray Beeman
Principal and Co-leader of the Washington Council of Ernst & Young LLP

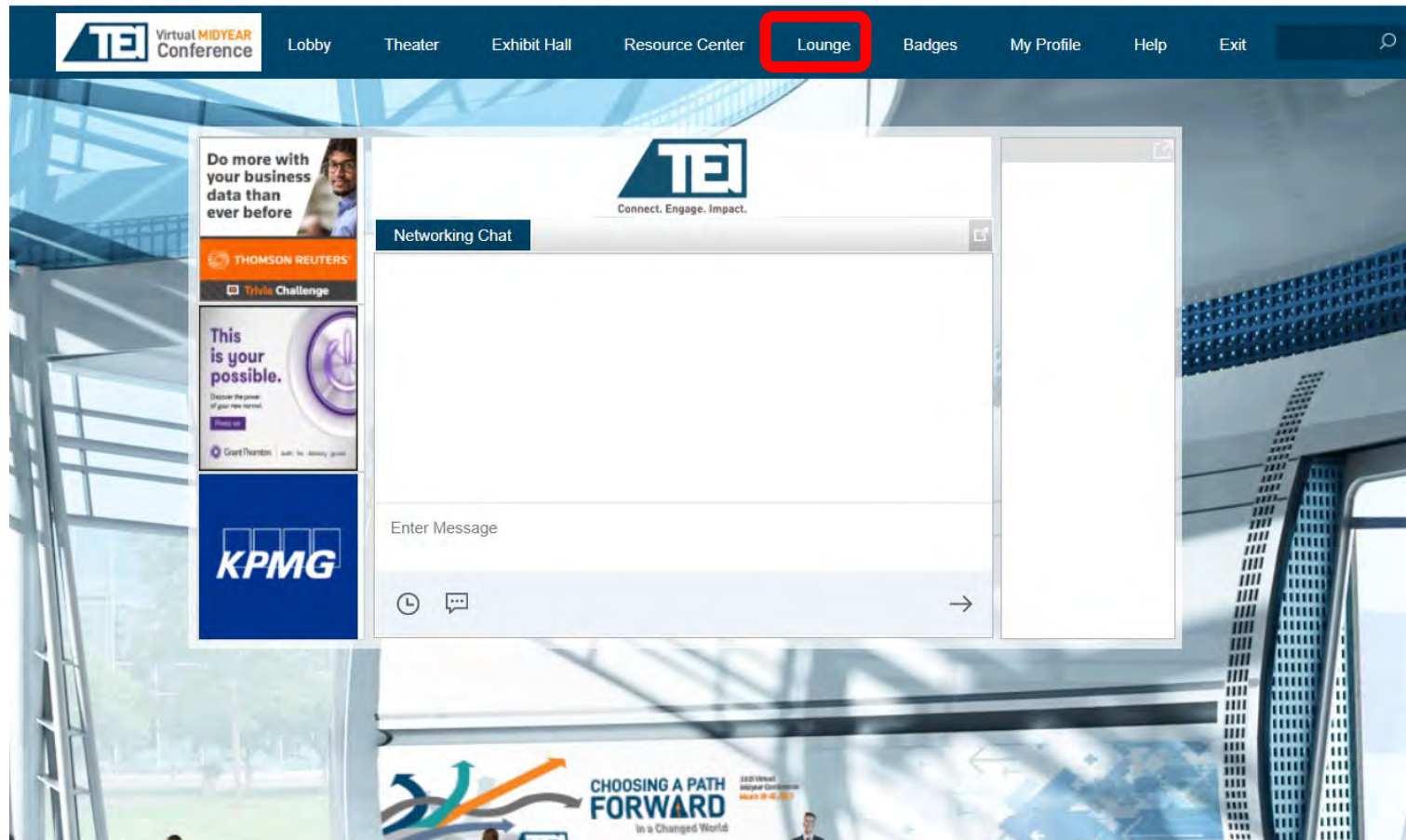
E. Ray Beeman is a Principal and Co-leader of the Washington Council at Ernst & Young LLP in Washington, DC. Ray provides strategic advice and representation on issues and developments involving tax and budget policy. He serves clients by active representation of businesses, trade associations and coalitions in diverse industries on legislative, regulatory and treaty matters.

TEI Don't forget to visit our Sponsors in the Exhibit Halls!



Lounge

The Lounge is a great place to communicate and network with other attendees.



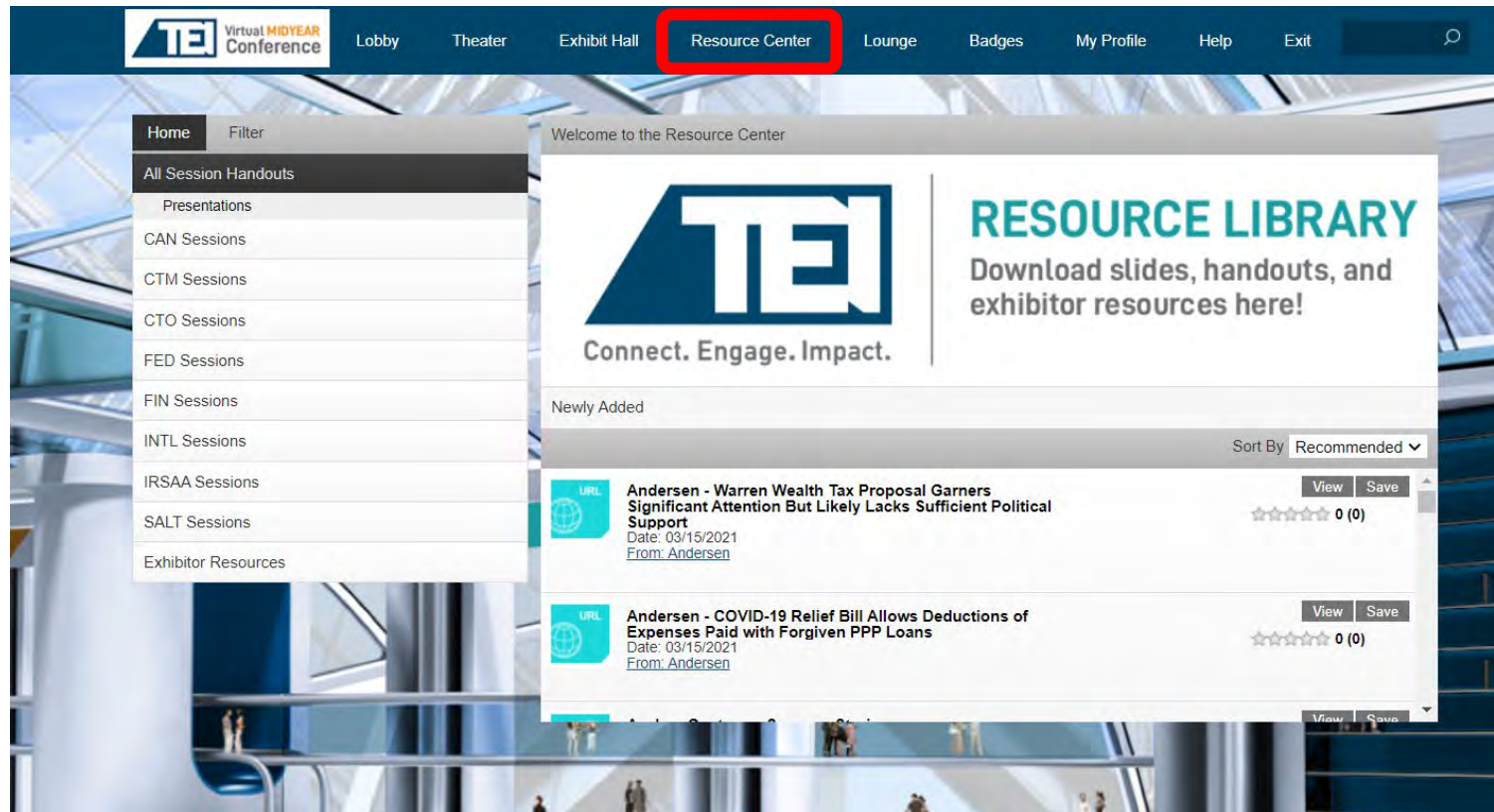
Join the public chat and network with your colleagues.

While the listing on the right will only show you the first 20 names of people in the lounge, you can select "Who's here" in the top navigation to see everyone who's logged in to the conference, and access a place to message them directly.



Resources

The Resource Center is your digital library to browse content by subject across the different areas of the event. Select the content for immediate viewing or save to your briefcase for review or download at your convenience.



Filter: Categorize resources by Event, Sponsors and Spaces.

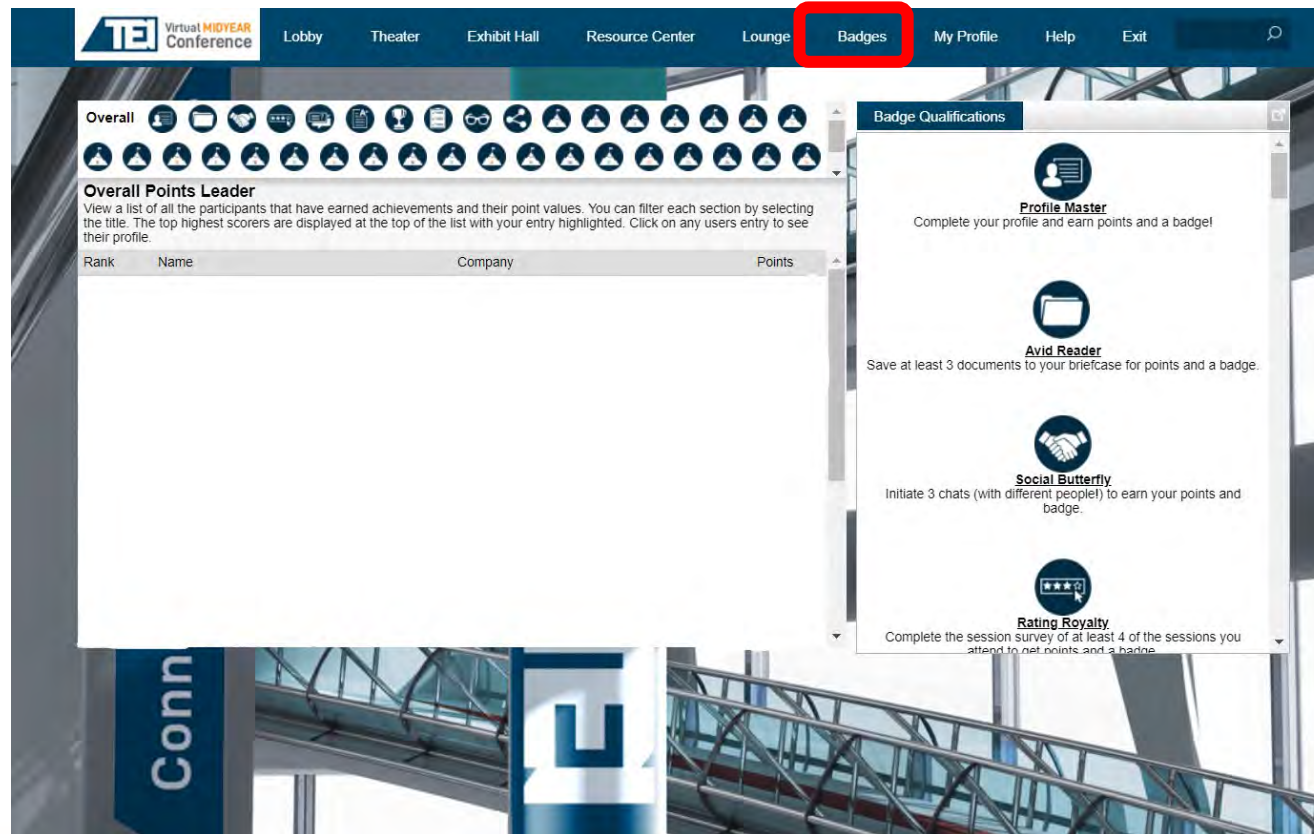
View/Save: View and/or save a document to your briefcase for review at your convenience.

Briefcase: When Save is selected, the document will be saved to your briefcase. The briefcase can be accessed in your Profile.



Badge Leaderboard

Here you can view all achievement badges, the top point earners, your points, and participants for each achievement badge. There are many great ways to achieve points for activity inside the environment through the Achievement Badges.



Badges with assigned point values can be earned by interacting with different event spaces, presentations, attendees and sponsors within the event.

Prizes:

Top points earner: 50% off next TEI Conference registration

2nd Place: \$100 TEI gift certificate, that can be used for membership renewal, event registration, or TEI-branded swag

3rd, 4th & 5th place: 20 oz. TEI Yeti® Tumbler

5th through 10th: \$25 Amazon gift card

Event Support

Dates:

March 22 – 25, 2021

Login to the conference:

my21.tei.org

Technical Support:

INXPOeventssupport@west.com

