

Ritter Insurance Marketing Virtual Summit Guide

Contents

Available Features Leading Up to and During the Summit(s)	2
Request Contracting Through the Sponsors Page	2
Interact in the Community Room	2
Day of the Summit – Joining and Navigating the Summit Page	3
Day of Summit Support	3
Where to Go	3
Logging In	3
Accessing and Navigating the Agenda	4
Accessing and Navigating the Expo Room Page	5
Attendee Features for Presentations and Virtual Expo Booths	5
Attending a Presentation or Expo Booth	5
Quick Navigation to Live Events	6
Virtual Expo Booth “Breakout Sessions”	6

Available Features Leading Up to and During the Summit(s)

Request Contracting Through the Sponsors Page

From <https://summits.ritterim.com>, you can select **Sponsors** from the top menu to view our sponsors and have the option to get started on contracting.

Once on the Sponsors page, you can select multiple carriers that you would like to contract with, fill out the fields at the bottom, and click **Submit**.

A Ritter Sales Representative will follow up with you to provide the contracting information to get started.

This page is available for use before, during, and after the Summit(s) that you are planning to attend.

Interact in the Community Room

From <https://summits.ritterim.com>, you can select **Community** from the top menu to view all attendees, carrier representatives, and Ritter staff that have joined the community room.

You can set up your profile by selecting the profile icon on the far left and clicking **Edit Profile** (A). The mail icon (B) is where you can view your messages.

You can search for other attendees, carrier representatives, or Ritter staff by using the search bar (C). Once you find someone you know, you can send them a message (D) or **star** (E) them to easily find them later.

Day of the Summit – Joining and Navigating the Summit Page

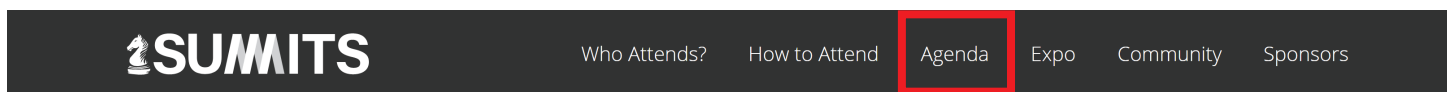
Day of Summit Support

If you run into any issues or have questions, please send an email to sales@ritterim.com, and a Ritter Representative will reach out shortly.

Where to Go

On the day of the Summit, you will receive an email reminding you that the event will be starting soon. It will contain a link you can click to join the Summit.

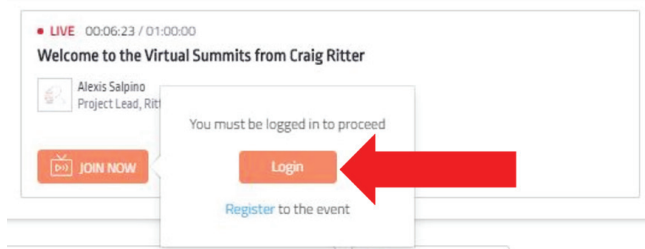
Alternatively, you can go to <https://summits.ritterim.com> and select **Agenda** from the top menu. The Agenda will only be available as an option closer to the start of the event date. This is where you will be able to see the full presentation schedule and join live sessions.



Logging In

Make sure you are logged in via the email that you used to register. You can check that you are logged in by visiting the Community page. If you can see the full Community page as shown on the previous page, then you are logged in and ready to go.

If you are not logged in, you will see the below message on the left when attempting to join a live session, or the image on the right if you are attempting to view the Community page.



Join Our Event Community

Enter your email to join the community

Email

NEXT

Enter the email address that you provided when registering for the Summit.

Let's Get Started

Enter the email used for event registration

Example@Email.com

NEXT

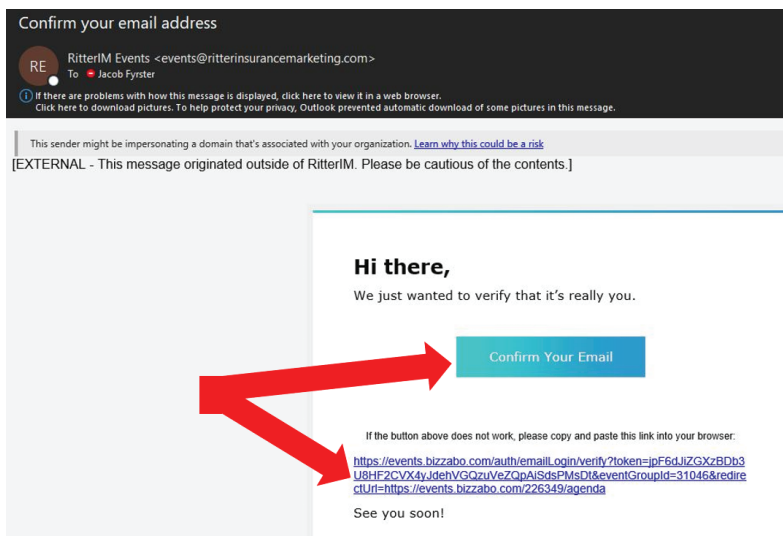
Join Our Event Community

Enter your email to join the community

Example@Email.com

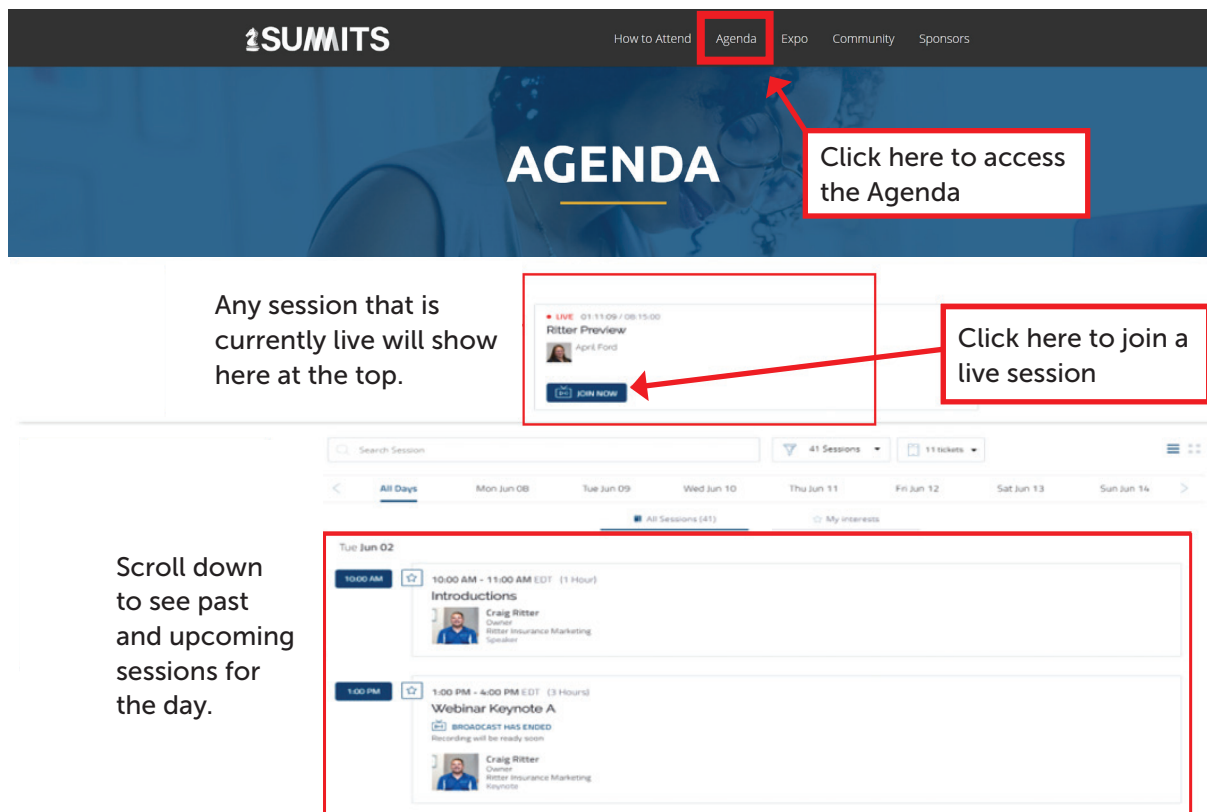
NEXT

You will receive an email at that email address with a link to confirm your email, coming from **events@ritterinsurancemarketing.com**. Make sure to check your spam or junk folders if you don't see it. Click either the button or the link below it, and you will be brought back to the Summit page and logged in. We recommend setting this email address up as an approved/safe sender so that you don't miss any future emails.



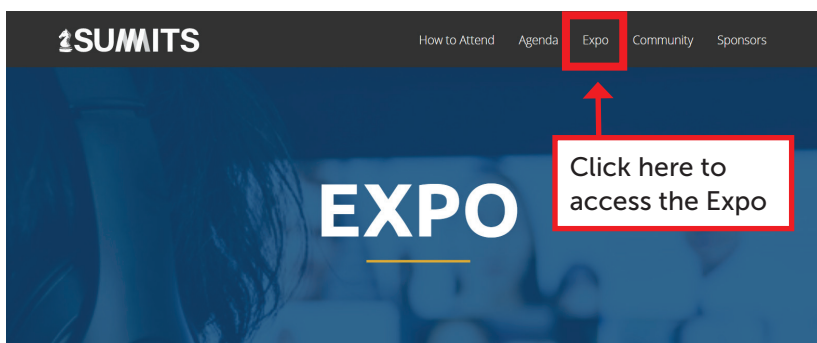
Accessing and Navigating the Agenda

From the Agenda page, you will be able to see the presentation schedule and join any live sessions.

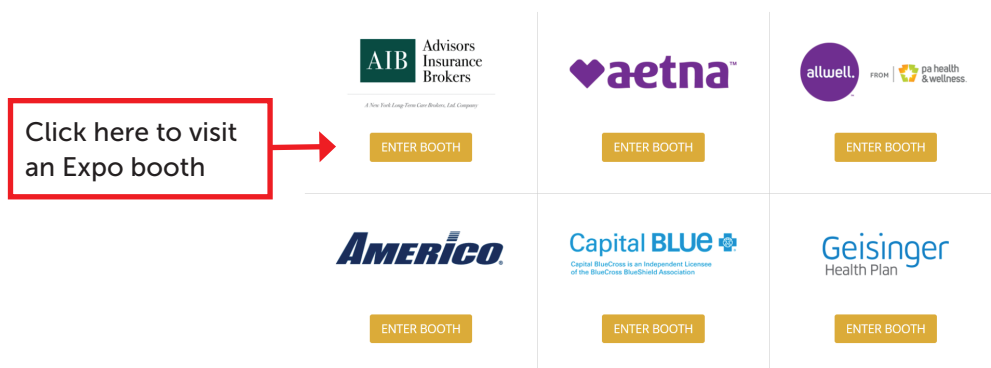


Accessing and Navigating the Expo Room Page

From the Expo page, you will be able to visit virtual expo booths to interact with carrier representatives and Ritter staff. Expo booth presenters will be able to have separate one-on-one conversations with attendees via audio and/or video by request.



Hear from representatives and get information from the carriers that are part of today's expo room.

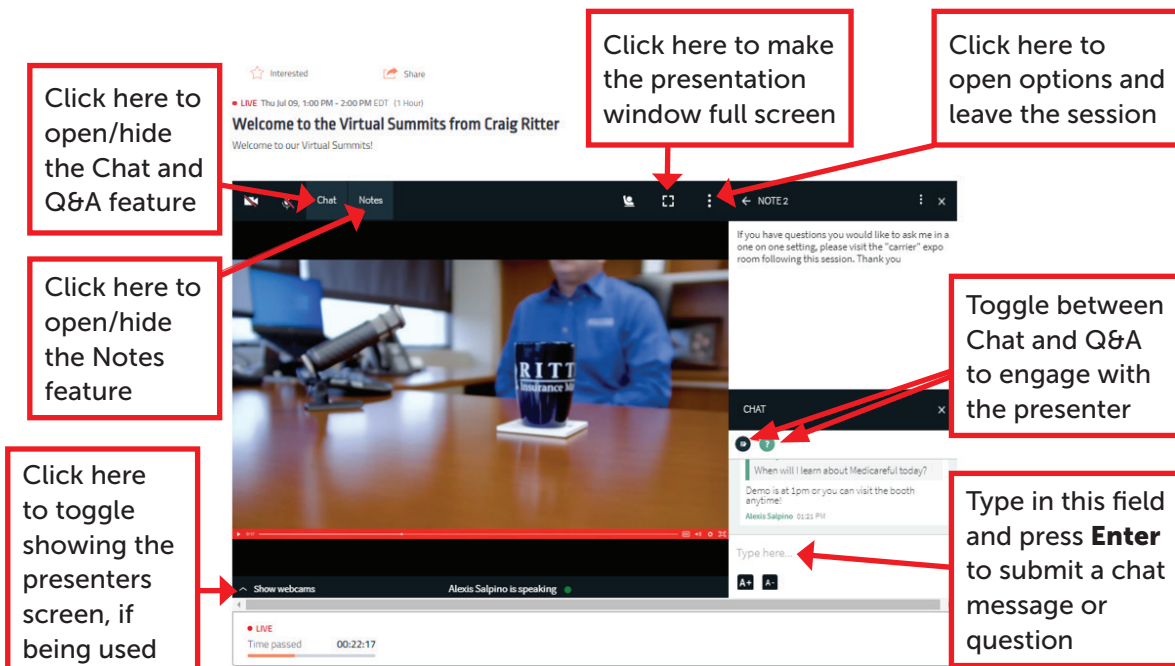


Attendee Features for Presentations and Virtual Expo Booths

Attending a Presentation or Expo Booth

Once you have joined a live presentation or virtual expo booth, you will see the below view and have option to interact with the presenter(s) or alter your view. The attendee features for presentations and virtual expo booths will be similar.

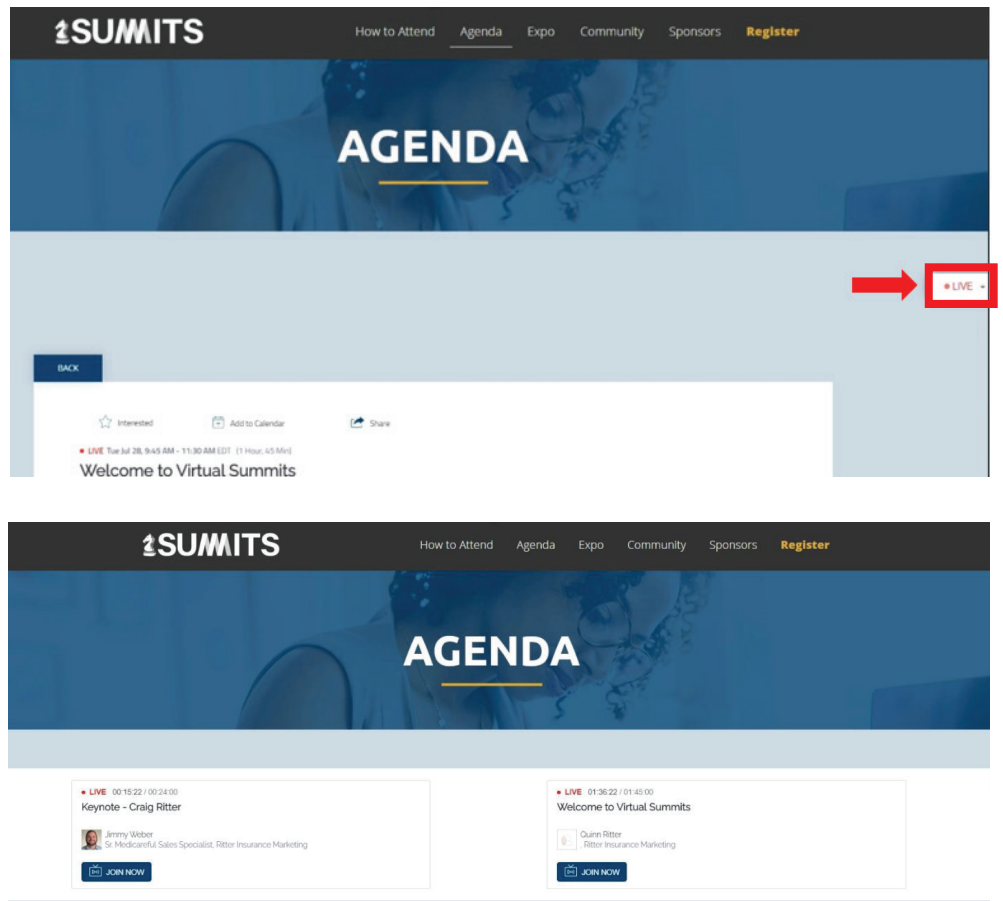
If you scroll down on this page, you'll find a list of the presenters and any attachments that are available for download from the presenters.



Quick Navigation to Live Events

When attending a presentation, there will be a “LIVE” drop-down option toward the top right of the page.

Select **LIVE** to quickly see all live sessions and easily switch to the next presentation.



Virtual Expo Booth “Breakout Sessions”

While attending a virtual expo booth, you can request via chat to speak with one of the presenters.

The presenter will bring you to a “breakout session” where you can communicate via audio and video. Click the camera (A) and microphone (B) icons in the top left to turn them on.

