## The Atlantic Festival

## **HOW TO BOOK A SEAT**

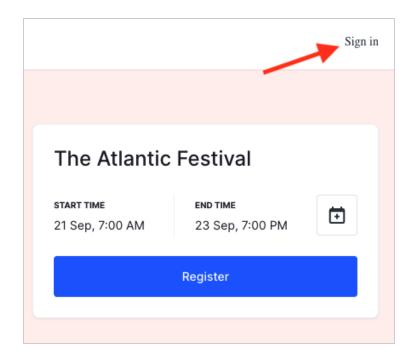
If you have purchased an in-person pass, you are required to book a seat via <u>Hopin</u> for the programs you wish to attend. Capacity may be limited and seating is first come, first served.

On the day, we recommend arriving 30 minutes before the start of the session. Seating is not guaranteed less than 10 minutes prior to the session start time.

Follow the instructions below to book a seat. You can also view an instructional video here.

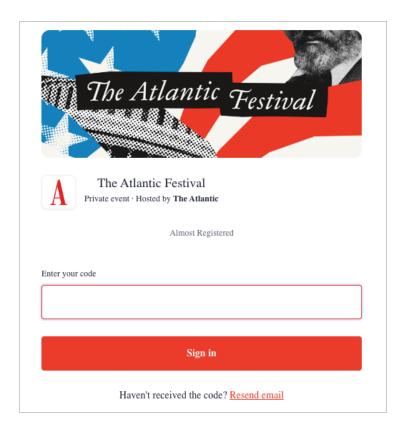
## Q: I HAVE A PASS TO ATTEND THE ATLANTIC FESTIVAL IN PERSON. HOW DO I BOOK A SEAT TO THE SESSIONS I WANT TO ATTEND?

- 1. Click on the "Book a seat" button in your registration-confirmation email and go to Step 6.
- 2. If you can't find your confirmation email, you can visit this link, and click "Sign in" in the top-right-hand corner of your screen.

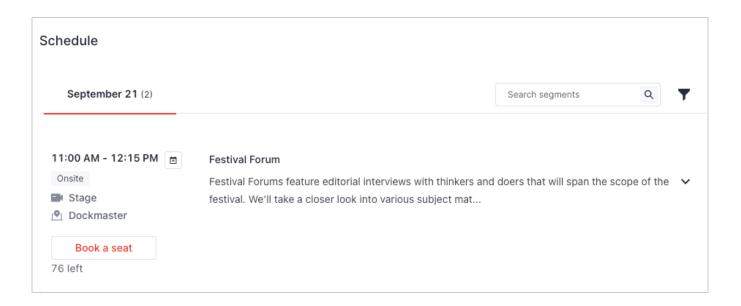


3. If you know your Hopin account details, enter the email and password and go to Step 6.

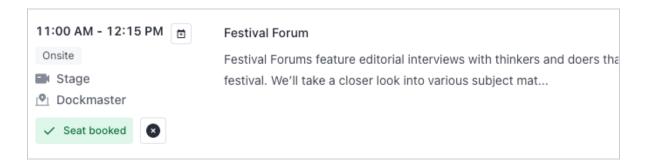
- 4. If you originally registered for the event without creating an account with a password, click "Sign in" and then enter your email address, and you'll be emailed a code from Hopin with the subject line "Your account access code."
- 5. Enter your code and click "Sign in."



- 6. You'll then be prompted to complete your profile. This will be useful if you want to connect with other attendees online. Otherwise, you can click "Skip."
- 7. You're in the event lobby! Scroll down to see the schedule, or click on the "Schedule" tab.



- 8. View the agenda by date and time, or search the speakers you're interested in seeing. You can also use the filter icon to filter by track. Each session entry will tell you the date, the start and end times, the location, and how many seats are left.
- 9. Click the red "Book a seat" button to reserve your spot.
- 10. The button will now change to a green "Seat booked" icon.



- 11. You can always go back and change your booking by clicking the "Cancel Booking."
- 12. To remember the events you have signed up for, make sure to bookmark this page for future reference. Or, you can log in to Hopin by clicking the "Book a seat" button in your confirmation email to be taken back to the lobby page.