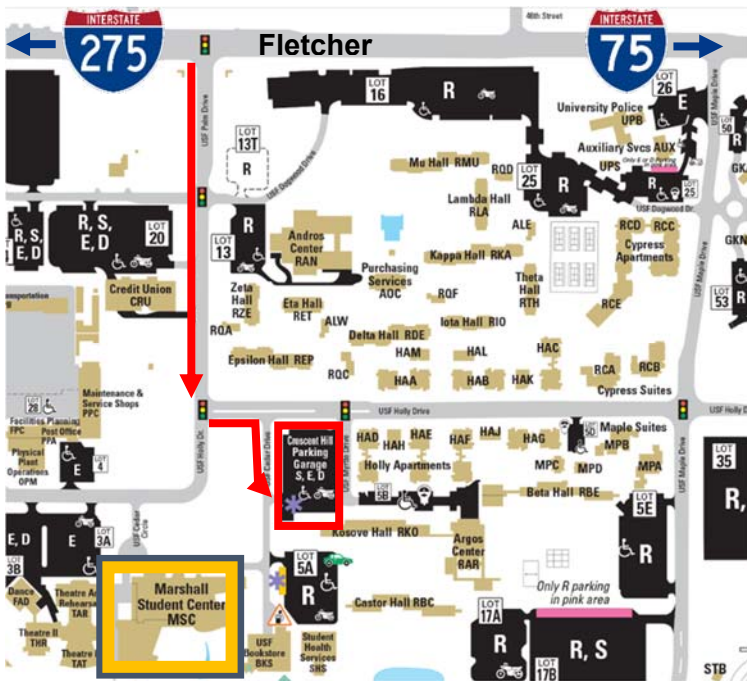# Welcome to the USF Accounting Circle Conference: Information Guide
Day 1: Thursday, May 18, 2023 (In-Person Only)

We are very excited to welcome you back to campus the first day of the conference! We look forward to a successful event. Below is a step-by-step guide to make your in-person conference experience an easy and enjoyable one. If you have any questions, please do not hesitate to ask. Contact information is listed at the end of this guide.

Parking at the Crescent Hill Parking Garage is included in your conference registration. Attendants will be located at the entrance to the garage from 7:00-8:30am Thursday morning. They will provide you with your parking permit. If you arrive after 8:30am, you can obtain your parking permit at the **conference registration desk** in the Marshall Student Center.

At registration, you will need to sign in for CPE purposes.

Complimentary Wi-Fi access is available on the "USF-Guest" network.

Breakast, lunch, and the networking reception will all be held in the **Ballroom** of the Marshall Student Center. The presentations will all be held in the **Oval Theater**.

Conference information, including this guide and the program, can be found at www.usf.to/accounting.

NEW THIS YEAR! Bring your phone, tablet, or laptop, as all our conference materials, including the participant materials, will be provided electronically during the event in our ON24 **eHUB:** https://gateway.on24.com/wcc/eh/3589323/2023-usf-accounting-circle-cpe-conference, and select Day 1.
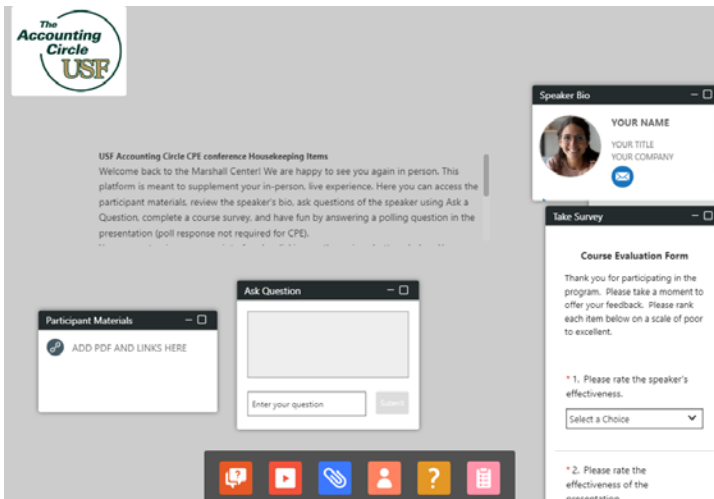

Each session's plaform will be available at the time scheduled in the program. You can access the platform using the email you used to register for the conference. The platform is only meant to **supplement** your in-person, live experience.

Here you can access the participant materials, ask questions of the speaker using Ask Question, review the speaker's bio, complete the course survey, and have fun by answering a polling question in the presentation (poll response NOT required for CPE).

Courses on Thursday qualify for up to 8 CPE credits in the categories noted for Florida CPAs. To earn **CPE credit** on Thursday, May 18, participants must sign in and sign out, and attend the live sessions. Written proof of attendance will be supplied. We will ask for your **Florida CPA license number** in the survey of the last presentation of the day. You will also need to sign out when you leave.

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Welcome to the USF Accounting Circle Conference: Information Guide
Day 2: Friday, May 19, 2023 (Virtual Only)

We are very grateful for your support of the Lynn Pippenger School of Accountancy. We look forward to a successful event. Below is a step-by-step guide to make your virtual conference experience an easy and enjoyable one. If you have any questions, please do not hesitate to ask. Contact information is listed at the end of this guide.

WE STRONGLY SUGGEST YOU LOG ON TO THE CONFERENCE PLATFORM PRIOR TO THE EVENT TO ENSURE YOUR CREDENTIALS WORK.

URL to eHUB: https://gateway.on24.com/wcc/eh/3589323/2023-usf-accounting-circle-cpe-conference

Technical Considerations: Please note the following best practices to ensure optimal delivery.

- Internet Access - To access the conference platform, you must have uninterrupted internet access for the duration of the event. We strongly suggest you connect to the internet with a wired connection (instead of a wireless connection). **Please note that you cannot terminate internet access during the presentation; in the event you lose connection, log back on as soon as you can and your timer will resume.**
- Device - It is optimal to use a computer or laptop. Although the platform is mobile-friendly on a phone or tablet, it is not recommended.
- Internet Browser – To access the conference platform, navigate in your internet browser. **Google Chrome is the preferred browser for this platform.**
- IMPORTANT TIPS - **DISABLE any pop up blocker** and **ENABLE all cookies and settings. Do not use an Icognito browser – we need to "see" you and log your activity!**

Navigating the Platform: You made it! When you arrive to the event, you will arrive on the eHUB landing page. From the landing page, you can access everything from the menu below. **We strongly suggest you try to access all the areas we explore below and click around in the platform before the conference starts.**
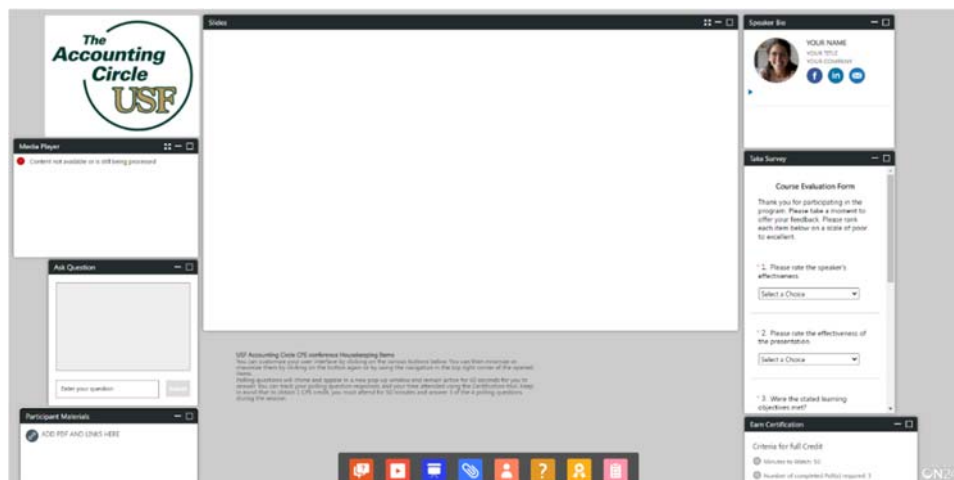

Once you navigate to Day 2, you will see the links to launch each webcast. Enter your registered email address. This will redirect you to the webcast in another tab. The webcast will not start until the scheduled time, however you may log on 15 minutes early.

Navigation in the Webcast Panel: You will see a view similar to below once the webcast has started.

Welcome to the USF Accounting Circle Conference: Information Guide
Day 2: Friday, May 19, 2023 (Virtual Only) continued…

Webcast Control Panel Features: Access these on the menu bar to customize your experience. Click to open them and then feel free to right-size to your preference, close them (with the dash) or maximize them (with the box) in the opened item.

*Ask Question***:** Use this feature to submit questions to the presenters and moderators.

Media Player: This Media Player will show a view of the presenters speaking. Make sure you are utilizing your computer audio.

Slides: This enables the slide viewer.

Participant Materials: Here you have access to downloadable presentation files. Be sure to download them during the presentation if you wish to have a copy.

Speaker Bio: This feature presents a brief description about the speakers for the presentation, including contact information, if applicable.

Help: For any technical help, this feature is a good resource.

Earn Certification: You can verify the criteria for full CPE credit here and track your progress (time attended and polls completed) to earn credit.

Survey: Please provide feedback on the presentation by completing this survey. It is available during the presentation and will also launch at the end of the presentation.

In order to receive 1 CPE credit, you must attend 50 minutes and you must answer a minimum of THREE (3) Polling Questions for each 50-minute presentation. The polling questions will display as a pop-up window with a chime and be available for your response for 60 seconds. Make sure you have enabled pop-ups in your browser. Please see the program for full details of CPE credits available.

Once the webinar has terminated and you have completed the survey, you will automatically be redirected to the next webcast. Don't feel rushed. We will allow a brief break between presentations to move to the next presentation, but do try to access the presentation as soon as you can. **Still have questions? We are here for you!** For conference platform technical help (including log in or other issues), click on the **Help Feature**. For registration issues, please e-mail muma-accounting@usf.edu. If all else fails, feel free to call Denise Gelia at 813-974-6376.

THANK YOU for your continued support of The Lynn Pippenger School Of Accountancy!