Quick Reference Guide:
Registration and Attendee Hub (Cvent)

- Attendees need to complete registration
- Once registered use your verification code to view events
- Sign up for events via the '*Attendee Hub*' portal

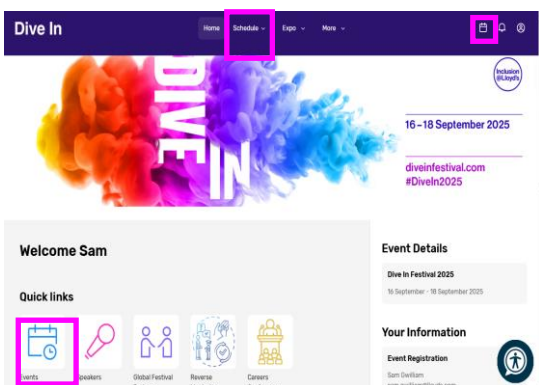The below outlines these three simple steps.

1. Register

1) Visit the *Dive In* website www.diveinfestival.com

2) Select the '*Register Now*' button

3) Once you've entered your details select '*Submit*'

4) You will then receive a confirmation email with a link to access the *Attendee Hub*

Note: Once registered you only need to return to the registration site if you wish to modify or cancel your registration. All event content is on the '*Attendee Hub*'.

2. Verify

1) Once at the '*Attendee Hub*' website, enter your login details
2) You will then receive a verification code by email or mobile number, depending on your choice.
3) Once the verification code is entered the *Attendee Hub* will be accessible to you.

3. Session Signup and Attendance

1) Select *Events*
2) Then select the filters for events that are of interest (language, date, time, country etc.)
3) By selecting the event title, you will be taken to the full event page where you can sign up to the event, then *"add to calendar"*
4) You will receive a confirmation email for each session you signup to.
5) When it is time for your session to start you will see a *Join now* button on the *Attendee Hub*.

TIP: You can access **your event calendar** via the calendar icon at the top right-hand corner of the *Attendee Hub* page or by clicking the *Schedule & My Schedule* menu at the top of the page.

If you experience any issues, please reach out to diveinfestival@lloyds.com

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