



# Registration Platform – Cvent Guide

#DiveIn2024



# Registration

- Go the Dive In website: [www.diveinfestival.com](http://www.diveinfestival.com)
- Select the 'Register Now' button

**REGISTER NOW**

[Already registered?](#)

- Once you've entered your personal information and additional details **select 'Submit'**

Previous

Cancel

**Submit**

- You will then receive a confirmation email with a link to access the **Attendee Hub**
- Once you have this you do NOT have to return to the registration site unless you wish to modify or cancel you registration



# Accessing Attendee Hub after registration completed

- You will receive a registration confirmation email
- Select Attendee Hub



The banner features the text "THE FESTIVAL" in white, with "DIVE IN" in large, stylized white letters below it. The background is a vibrant, multi-colored smoke effect in shades of yellow, orange, red, purple, and blue. To the left is the "Inclusion @Lloyd's" logo, and to the right is the "10 YEARS CELEBRATING DIVERSITY" logo. The text "For diversity and inclusion in insurance" is positioned between "THE FESTIVAL" and "DIVE IN".

24 – 26 September 2024

[diveinfestival.com](https://diveinfestival.com)  
[@DiveInFestival](https://twitter.com/DiveInFestival)  
[#DiveIn2024](https://twitter.com/DiveInFestival)

---

**Thank you for registering for the Dive In Festival!**

Your Confirmation Number is:  
DZNL4DG7QJ5

To complete your registration and sign up for events, please login to our "Attendee Hub." During the process you will be asked to verify your identity either via email address or mobile number providing a verification code.

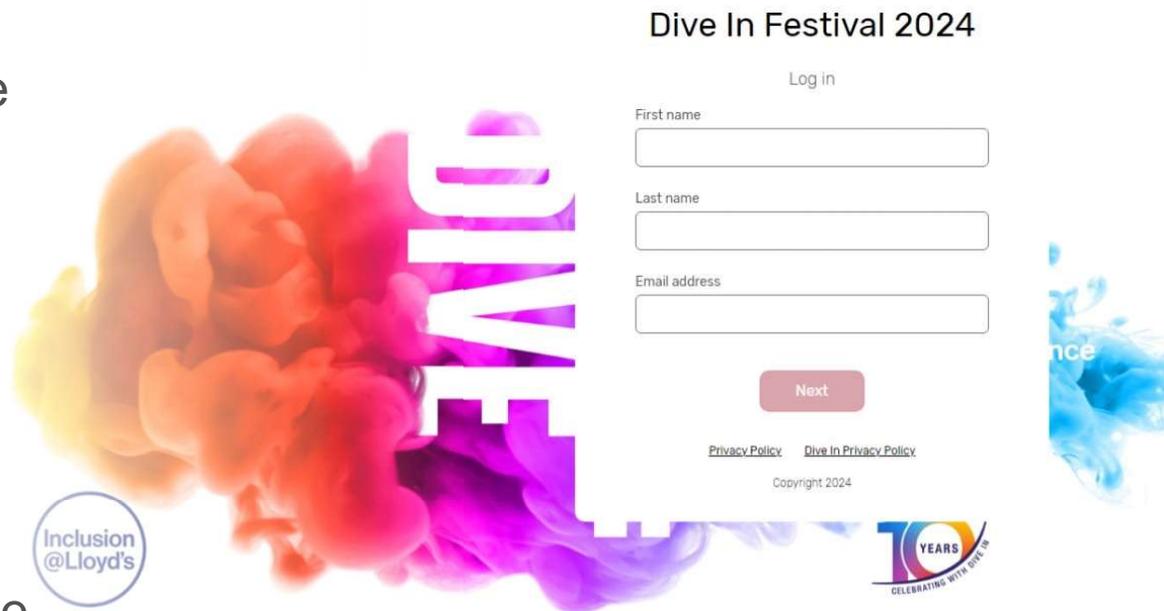
[Attendee Hub](#)

By verifying your email, you'll ensure that you can access all events during the festival and learn about our speakers and festival partners.



# Accessing The Attendee Hub (Verification code)

- Enter your details (preview to the right)
- You will receive a verification code by email or mobile number
- Enter the code
- After that the Attendee Hub Home page will be accessible



Dive In Festival 2024

[Log in](#)

First name

Last name

Email address

[Next](#)

[Privacy Policy](#) [Dive In Privacy Policy](#)

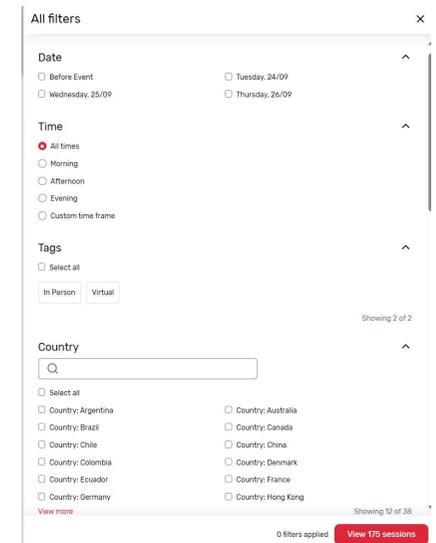
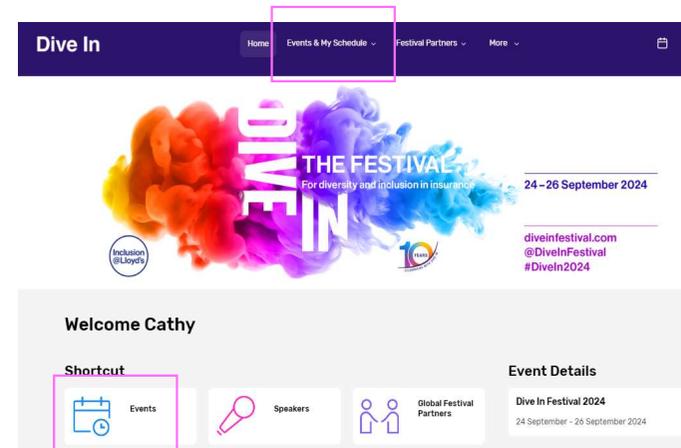
Copyright 2024

# Attendee Hub

This is where you will sign up to events and stream virtual events

- At the top of the page select **Events & My Schedule** or the shortcut on the homepage **Events**
- The events page will show all available events in your **time zone**
- You can then select the **relevant filters** for events that are of interest (language, date, time, country etc.)
- If you click the **event title**, you will be taken to the full event page where you can “**add to calendar**” once you’ve selected to sign up to the event
- You can click on the **Sponsored by** logos to view company profiles, showing what other events they are involved in
- For every event you sign up to you will receive a **confirmation email** per event



# Attendee Hub

## Hybrid events

- All Hybrid events will display with (Hybrid In-Person) or (Hybrid Virtual)
- In-person events will include location and a limited number of signups

## Schedule

- If you access the **Calendar** icon at the top right hand corner of the Attendee Hub page, you can view all events for which you have signed up
- If you click on **Events & My Schedule** you can view all your events

The image shows two event cards. The top card is for a '(Hybrid - In Person)' event. It features a 'Sign Up' button in the top right corner. The event details include the time '03:00 - 05:00 BST' (2 hours), the title '(Hybrid - In Person) Cultivating inclusive teams: The skills leaders need for the next decade', and the location 'Sheraton Grand Sydney Hyde Park, 161 Elizabeth Street Sydney, 2000 Australia'. The speaker is 'Lisa Annese'. A description states: 'Research shows that inclusiveness is good for organisations. It enhances performance and productivity within teams and brings the benefit of a...'. A tag 'In Person' is at the bottom. The bottom card is for a '(Hybrid - Virtual)' event with the same title and speaker. It has a 'Sign Up' button, the same time slot, and is located in 'Australia'. It includes the same description and a 'Virtual' tag.

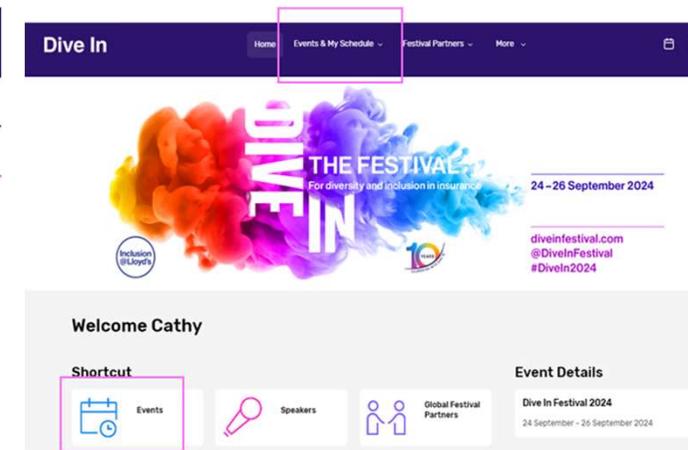
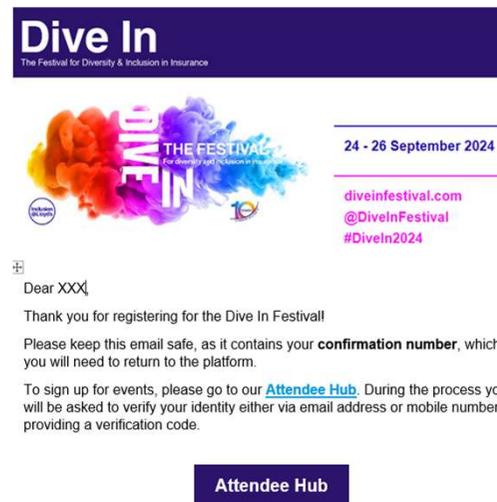


The image shows a dark blue navigation bar. On the left, there are menu items: 'Home', 'Events & My Schedule' (with a dropdown arrow), 'Festival Partners' (with a dropdown arrow), and 'More' (with a dropdown arrow). On the right side of the bar, there are three icons: a calendar icon, a notification bell icon, and a user profile icon. The calendar icon is circled in pink. A dropdown menu is open under 'Events & My Schedule', showing three options: 'All Events', 'My Schedule' (circled in pink), and 'Speakers'.

# Revisiting the Attendee Hub

To revisit the platform or view your agenda of events

- The simplest way to revisit the site is via your registration email confirmation
- Click Attendee Hub on the email
- It will take you directly to the Attendee Hub Home page



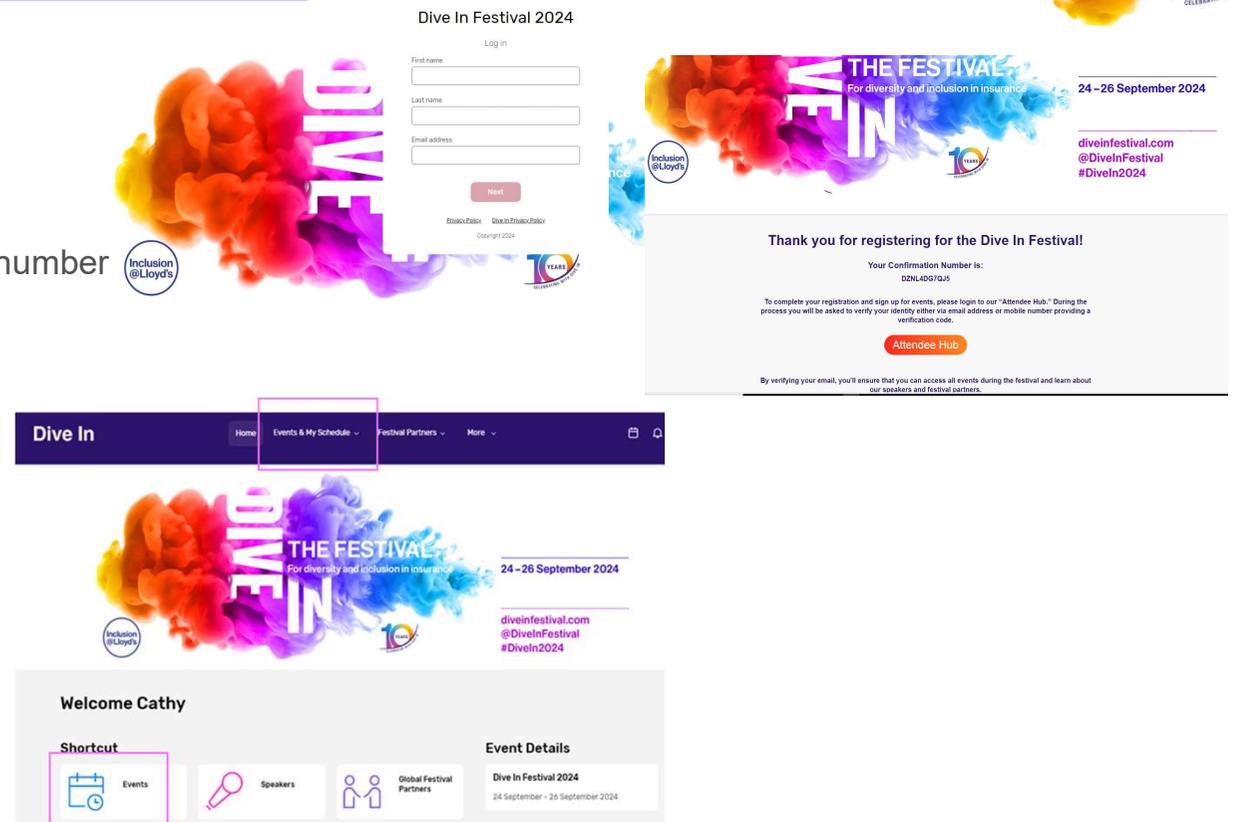
By verifying your email, you'll ensure that you can access all events during the festival and learn about our speakers and festival partners.

# Revisit the Attendee Hub - via Website

To revisit the platform or view your agenda of events

Another way to revisit the site via the Dive In website: [www.diveinfestival.com](http://www.diveinfestival.com)

- Select 'Already Registered' 
- Enter your details
- You will receive a verification code by email or mobile number
- Enter the code
- You will land on your registration confirmation page
- Click Attendee hub
- The Attendee Hub Home page will be accessible



Dive In Festival 2024

Log in

First name

Last name

Email address

Next

© Inclusion @Lloyds

10 YEARS CELEBRATING 10 YEARS

THE FESTIVAL For diversity and inclusion in insurance

24 - 26 September 2024

diveinfestival.com @DiveInFestival #DiveIn2024

Thank you for registering for the Dive In Festival!

Your Confirmation Number is: 02NLDG1QL5

To complete your registration and sign up for events, please login to our "Attendee Hub." During the process you will be asked to verify your identity either via email address or mobile number providing a verification code.

Attendee Hub

By verifying your email, you'll ensure that you can access all events during the festival and learn about our speakers and festival partners.

Dive In

Home Events & My Schedule Festival Partners More

THE FESTIVAL For diversity and inclusion in insurance

24 - 26 September 2024

diveinfestival.com @DiveInFestival #DiveIn2024

Welcome Cathy

Shortcut

Events

Speakers

Global Festival Partners

Event Details

Dive In Festival 2024

24 September - 26 September 2024



# Streaming – Attendee Hub Home Page

- When it is time for your event to start you will see a **‘Join now’** button
- Click this to join your event stream



# Tips

- Submit your mobile number to avoid any delay receiving your verification codes by email
- Clear your cache or try a different browser if you are having any issues on CVENT
- You will receive reminders for your events
- If you experience any further issues, please reach out to the Dive In Team ([diveinfestival@lloyds.com](mailto:diveinfestival@lloyds.com))

