Basic Hubb Speaker Platform
How-to Guide
After clicking on the link in the email from Heidi, you should see the following page in your browser:

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Claim Invite

Welcome to CWEA Annual Conference 2017! Please claim your invite by registering below.

If you need assistance, please contact the registration team at hwan dell@cwea.org.

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Speaker Acknowledgement in Hubb Platform
CWEA Annual Conference 2017
April 25-28, 2017
Palm Springs Convention Center

Thank you for serving as a speaker for the upcoming CWEA Annual Conference 2017. We truly appreciate your contribution to the professional growth of your fellow CWEA members and industry colleagues. This acknowledgement acts as a final confirmation of your engagement with CWEA as a speaker at the CWEA Annual Conference 2017.

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1. I agree to design and deliver the educational session(s) (as detailed in this Hubb Speaker Platform) to the best of my ability and will strive to use:
   - Current adult learning approaches based on science and research.
10. I warrant and represent that, to the best of my knowledge, nothing in my session(s) violates any proprietary or personal rights of others (including, without limitation, any copyright or privacy rights), is false or misleading to a material degree, defamatory, anticompetitive or otherwise unlawful.

11. I further warrant and represent that the content in my session(s) is my own original work, that I have the authority to enter into this Agreement, and that I am the sole copyright holder or that I have obtained all necessary permissions or licenses from any persons or organizations whose material is included or used in my presentation.

12. I authorize CWEA to use my name, likeness, photograph, biographical and organization/company data in connection with the use, marketing and promotion of the conference and my session(s). Marketing materials include but are not limited to website, printed promotional brochure, conference on-site guide, emails, press releases and social media outlets such as blogs, Twitter, Facebook, LinkedIn, etc.

13. I understand that I may not use the name or logo of CWEA or any CWEA Region, employee or affiliate in my marketing materials, nor may I claim the approval, certification or endorsement of my products or services by CWEA unless such approval, certification or endorsement is explicitly approved by CWEA in advance and in writing.

Click on I Accept
The Username/Password box now appears. Click on it to register.
Please note that your login name will be the email address displayed on this page.

Type your password in twice then click on Register.
After registering, you should see the following page in your browser. This is the Speaker Portal and it contains useful information regarding the event:

- **Contact**
  - Check here for important contact information.

- **Resources**
  - Check here for a copy of the Speaker Acknowledgement and Speaker Resources.

- **Important Dates**
  - Check here for deadline dates.

- **Action Items**
  - Fill out your Speaker Profile and navigate to the My Sessions page where your assigned sessions are listed.
Click on your name to edit your profile.

Please note: it is important to update this information, as it will be shared with persons viewing your session on the CWEA AC17 website.
Your profile will appear but you will need to click on Edit Details in order to modify it.
Once you click on Edit details, the fields will be modifiable. Scroll down to get to the Bio and Photo section....
Update your biography here if necessary.

Click on Browse to upload a photo.
Select a photo (preferably a JPEG image) to upload to your profile, then click on Open. **Please note:** make sure the photo is square, and 200x200 pixels or larger, *before* you upload it.
Your photo filename will now appear here. Scroll up to save your changes.
Click on Save at the top of the page.
Your profile will now show up with your updated bio and photo.