FORJ

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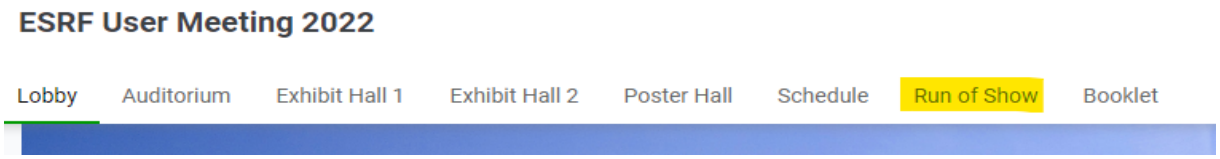
WHAT IS THE RUN OF SHOW PAGE

Forj's Run of Show page is an integrated way for all hosts, moderators and presenters to open or join their sessions. As a presenter or moderator, the join links displayed to you on this page are your unique session links to join as a panelist. You may access this at any time in the event, but the session will only open and permit you inside once the host has opened up the room. This is generally done 30 minutes prior to the session start time to allow for green room time where you can review and prepare for the session.

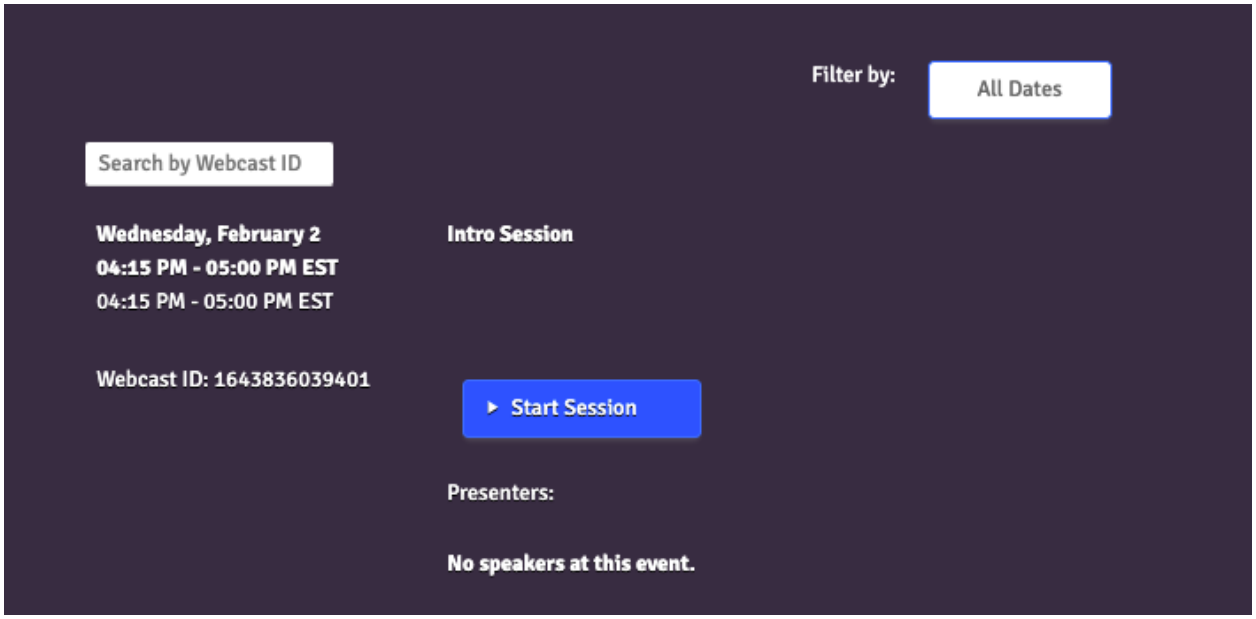
HOW TO USE IT

The Run of Show page can be accessed from the main event navigation:

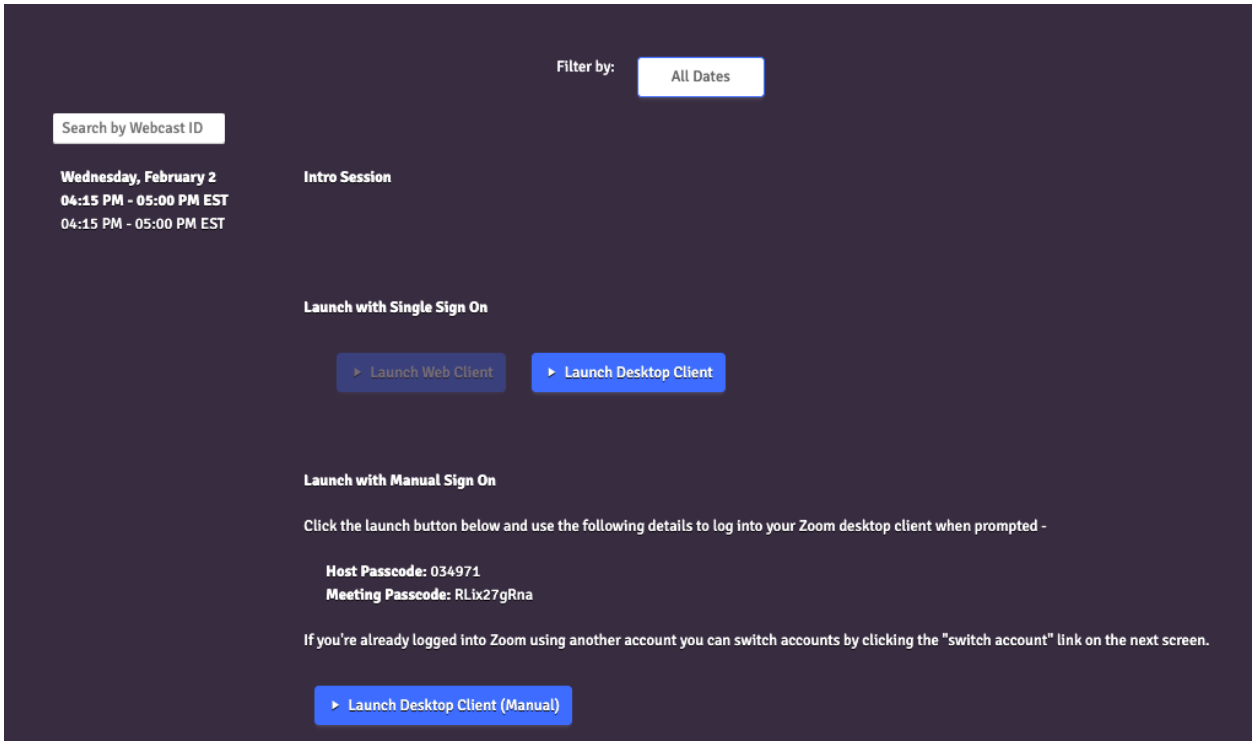


Once in the Run of Show page, you will see all sessions in the event listed like the image below. If you are a presenter in the event, you will only see the sessions in which you are presenting. This will be the same for any moderators as well.

Simply click the Start Session button to join the session as a panelist or moderator. You may only be put in the room if a host has already opened the room up. If not, you will just see a window letting you know it's waiting for the host to open – you may leave this open and will be entered in once the host opens it up for the green room time.

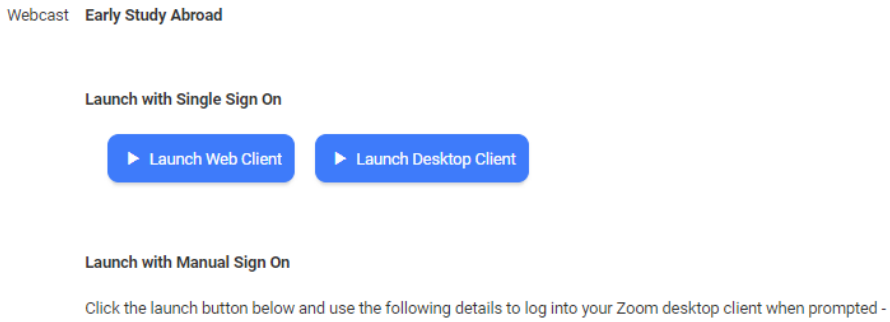


When clicking the Start Session button, it will take you to a new page with options to join the session. The recommended option is ***Launch Desktop Client*** which will sign you out from your own Zoom (if logged in) and log you into the correct Zoom license to join the session. This will open in a new browser tab.

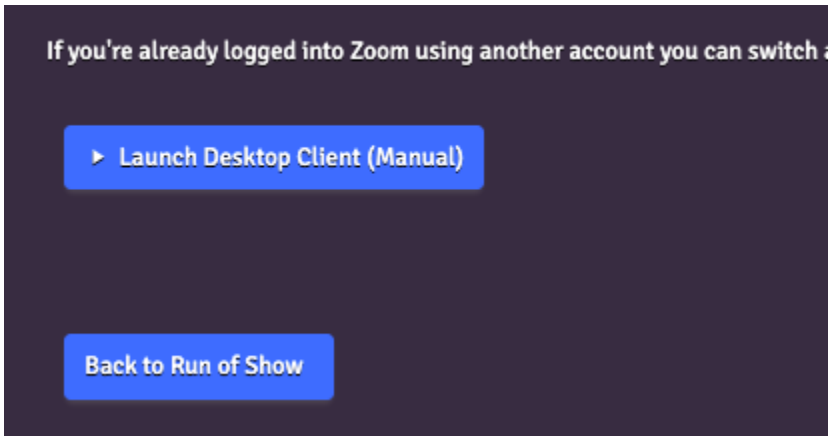


Make sure to click ***Open Zoom Meeting.*** You will then be in the Zoom webinar or meeting room as a panelist.

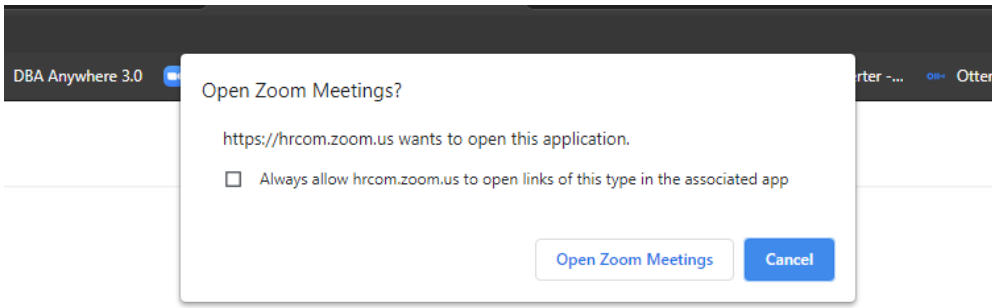
Below is an example of a meeting room. You can tell the difference by the option to Launch Web Client. As previously mentioned, *it is recommended to use the Launch Desktop Client option*.

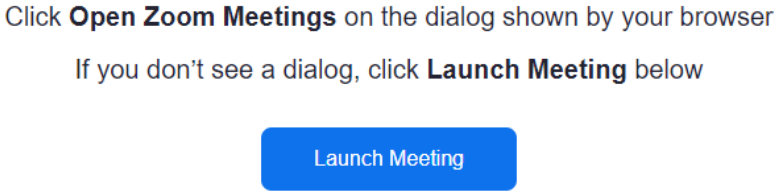


Once done, the host will end the session and you will be right back on the same page as when you joined the session. To get back to the main list, simply click the bottom Back to Run of Show button.



If this screen appears to you while joining the session, simply click on the ***"always allow"*** check box, followed by the ***Open Zoom Meetings*** button and you will no longer see this if joining any other sessions.





ABOUT FORJ

Forj is a leading Virtual Events and Member Experience platform for industry associations and professional membership groups. Our platform, data intelligence, and client success team enable our clients to engage and grow their communities.

We fuse our member experience focus with leading-edge technology expertise to fuel more personalized, enriched experiences. And we connect communities for the common good. Every voice is heard, everyone learns, bonds are strengthened, and long-lasting relationships are forged. It's where empathy and belonging meet good business sense.