



We hope you are excited about the upcoming Annual Business Conference (ABC). There are more than 450 meetings scheduled and more than 600 attendees gathering virtually to focus in on business partnerships that are needed now more than ever.

Below, you will find all the details you need to make the most of your experience. Please know our team is here for you anytime.

LOGIN

To prepare, we strongly suggest that you log in to the ABC virtual event platform in advance to make sure you are comfortable navigating the site.

EVENT PLATFORM: abc.fmi.org

USERNAME: email has been sent to all registered attendees

If you have forgotten your password, please [click here](#) to reset it. When initiating a password reset, you may need to check your SPAM folder for emails from membership@fmi.org. If you need additional assistance with your password, please email membership@fmi.org or call us at 202-220-0677.

BASIC TECHNICAL REQUIREMENTS

You will need:

- PC, Mac, tablet, or smartphone (PC or Mac is highly recommended).
- Internet connection (wired is better than Wi-Fi).
- Modern web browser. ABC's platform will support the latest versions of Chrome, Safari, Firefox, and Edge. Chrome is the preferred browser. If using Microsoft Edge, please make sure you have the latest version. You can download it [here](#).
- An external or integrated web cam if you wish to share your video.
- An external or integrated microphone (external is recommended).

MEETINGS

Please log in prior to the event to check that your meeting schedule is correct. Your meetings can be found under the "MY SCHEDULE" tab on the event platform menu bar. Your schedule will automatically include every confirmed private meeting that your company has scheduled. If there are any discrepancies, please contact your company's designated meeting scheduler or reach out to Marc Thomas at mthomas@fmi.org.

COMPANY BREAK ROOM

Each participating company has been provided their own, private break room; a location to meet with your colleagues prior to, or after a meeting. This is also an ideal location to test your equipment and get familiar with the platform's features.

SPONSORS

FMI's Annual Business Conference is grateful for the support from our sponsor, Intel. Check out the sponsor information, presentations and thought leadership content pages for additional resources by clicking on the event platform menu "SPONSORS" tab.

HELP

We have set up a technical assistance helpline (206-219-1246) and a Help chatbot is available in the bottom right corner of the virtual event platform throughout the meeting dates. A training video that highlights many of the features of the virtual event platform is available [here](#); access code: QG3Aj7?3. In the meantime, if you have any questions contact us at abcinfo@fmi.org.

PRE-EVENT CHECK

To ensure you are prepared for your meetings next week, we have set up a live Help Desk, as well as your private Break Rooms in the virtual platform. Each of these will be available Wednesday, September 9 (10:00am-2:00pm ET), Thursday, September 10 (3:30pm-6:00pm ET) and Friday, September 11 (10:00am-4:00pm ET). Members of the FMI staff and platform provider will be on hand if you have questions or need assistance. You can find the meeting under the "MY SCHEDULE" tab.

Have questions? We are here to help! Contact us at abcinfo@fmi.org.

See you next week!

MARC THOMAS

Director, Meeting Services & Supplier Relations

FMI

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fmi.org

