



Participant FAQs

What deliverables are needed and when?

A copy of your **company logo** is due as soon as you commit to participating. It is needed for promotion prior to the event.

The **information on your panelist** is due 6-weeks prior to the event date. It includes the following:

- ✚ Panelist Name
- ✚ Panelist Email
- ✚ Panelist Job Title
- ✚ Panelist Bio
- ✚ Panelist Photo

Sponsoring companies are allotted **one item** each in the **Resource List** for each panel they participate in – this is due 1-week prior to the event date. We request this be provided as either a PDF for attendees to download, or a URL that you'd like to send attendees to.

Typically, the PDF or URL provided is something you'd like to promote to people that would attend a panel on the topic being discussed like a white paper, brochure, or datasheet.

All deliverables should be emailed to the MWJ Digital Team at mwjdigital@mwjournal.com and your MWJ Sales Rep should be CC'd.

When will I get a copy of the questions?

A copy of the questions will be provided by MWJ Editorial Director, Pat Hindle, approximately 1 - 2 weeks prior to the event date. You are welcome to provide feedback if you have a specific subject you want to cover that is not included.

Do panelists have to respond to every question?

No. Panelists are welcome to respond to any of the questions, but it is entirely up to them as to which ones they choose to answer. Some subjects may be applicable to only specific panelists.

How is it decided which panelists answer which questions?

Often, the moderator will start a new question/topic for discussion and then open it up to the panel to respond to but otherwise it is an open forum. We do ask that all panelists log into the event 30 minutes prior to the event starting. During this time, the panelists and moderator typically discuss the flow of the event and panelists can make their preferences known for specific questions they'd prefer to respond to, or not respond to.

How do I log into the event?

You will receive a calendar invite the same time registration opens. Please ***do not forward your invite*** to another person – the invite will only work for you. If you need an additional person from your team included in the event, please reach out to mwjdigital@mwjournal.com and let them know and they will send an additional invite. When logging in, you must choose the webcam option for the BeaconLive login method.

When will reporting be available?

Reporting will be provided the same day as the live panel session – typically at the end of the day. It will include complete information on registrants and live attendees.