Welcome to the 2020 Honors and Awards Luncheon! Here are some tips to make the best of the event.

Pre-Event Preparations

- **Create your profile**
  - Complete your profile with as much information as possible to increase your networking opportunities.
  - The AI software integrated in the platform will make recommendations on who to meet!

- **Start networking**
  - Click Attendees tab/button, search for other attendees to browse through the guest list. Sort the list by name, industry or firm.
  - You can send connection requests to other attendees to have one-on-one chats and video calls.
  - You can see which Cocktail Rooms and Virtual Tables each attendee are registered for and make sure to drop by these rooms to say hi!

- **Register for a Cocktail Room**
  - Visit the Cocktail Rooms tab/button to see who is attending in each room and plan your networking starting at 11:30 am.

- **Visit the Virtual Design Awards Booths**
  - All Design Award Winning Projects have a virtual booth under the Design Award Winners 2020 tab/button.
  - Visit the booth to learn more about the project, ask questions, or see who from their team is attending the event under the Members section.

- **My Event** tab/button
  - Not sure what you registered for? You will find that info under My Event.
  - Attendees who have purchased a table will be pre-registered for their table. Click on “My Event” and you will find the link to join your table starting at 12:30 pm.
11:30 am - Cocktail Reception & Networking

- Register for a Cocktail Room and start networking with other attendees.
- The Cocktail Reception will last until 12:15 pm.
- Visit as many Cocktail Rooms as you would like during that time.
- If there are more than 25 attendees in a room, we recommend visiting a different one to make the best of the networking time.
- You can also participate in the live discussion chats in each room.

12:15 pm – Break (Grab Your Lunch!)

- The ceremony will begin shortly, grab your lunch and headphones to make the best of it.
- **Headphones will allow you to avoid having audio feedback while “sitting” at the virtual table and watching the live stream.**
- **If you do not have headphones, we suggest muting your audio, and talk through the chat function.**

12:30 pm – Live Awards Program

- Visit the **Live Awards Program** to see the live stream of the ceremony.
- **If you are planning on sitting at a virtual table during the live stream, please open the live stream in a separate tab and wear headphones! This will prevent audio feedback.**
- Attendees who have purchased a table will be pre-registered for their table. To find it, click on “My Event” and you will find the link to join.

12:45 pm – Virtual Tables Open to All

- Ticket attendees can start “visiting” virtual tables and participate via chat or video.
- Attendees with assigned tables can now visit other tables as well.

1:15PM – Awards Program Concludes

- Virtual tables remain open to “visit” and network.
- DA Awards booths remain open for viewing and networking.
2:00 pm – Event Ends

Post Event:
• You will be able to keep networking with your new connections through the platform until September, but make sure to exchange contact information!