## What information do you need to complete in your profile?

#### 1. Consent form

The WoM 2023 Conference is planned as an in-person event with a large portion of the program also live-streamed and/or recorded and accessible for on-demand viewing to all registered attendees via the WoM 2023 Virtual Platform. As part of the recording and broadcasting policy, you are required to complete a Publication Consent Form found in your profile area. Please refer to the below guidelines on how to access your profile and complete the form.

### 2. Short biography and photo

We would like to add your information to the WoM 2023 Conference website in order for participants to better acquaint themselves with your professional profile. Please upload a headshot and a short biography (3 to 5 sentences focusing mainly on your current role and main topics of interest) following the below guidelines.

# How to access your profile and update the requested information?

### 1. Logging in

Please check your email for a message from the WoM 2023 Secretariat with your personalized link and password (token).

\*Please note: the link is individual to you and should not be shared with anyone else.

### 2. Navigating the system

Once in the system, you are requested to fill out all necessary information including your photo and biography. Upon completion, click 'validate'.



After clicking on 'validate' the questionnaire page will appear where you can complete the form.

If you have previously validated, you can return to your profile page by clicking on your name in the upper right-hand corner. To access the form, please click on 'My Questionnaires' on the upper left-hand corner.

We kindly request that you complete your profile information by the deadline advised in your email.

If you have any questions, please do not hesitate to contact the Meeting Secretariat.

Thank you for your kind collaboration. Kind regards,

WoM 2023 Secretariat