



ALL OTHER TICKET TYPES PROGRAM GUIDELINES - NETWORKING & SOCIAL ACTIVITIES

8-minute read

SubSummit’s Networking & Social Activities Program is the best way for you and all other SubSummit attendees to easily view, select and be scheduled for Activities not on the SubSummit agenda, including Happy Hours, Receptions and more!

Here’s what you need to do, and when you need to do it. Don’t worry, we’ll help you each step of the way with reminders. *If you don’t get an email, check spam (from donotreply.subsummit26@eventpt.com), then let us know at hosted@subsummit.com.*

You must	Takes you	We’ll email you on		Your deadline is	
1. Select Your Networking & Social Activities	5 mins	Mon, Apr 6	8:00 am CDT	Wed, Apr 29	6:00 pm CDT
2. Calendar Invites for Networking & Social Activities	<10 mins	Fri, May 8	8:00 am CDT	Fri, May 8	6:00 pm CDT
3. Attend SubSummit and Join Your Networking & Social Activities	--	Wed, May 13	–	Fri, May 15	–

Apr 6 – Apr 29

Select Your Networking & Social Activities (takes 10-15 minutes)

You can do this on: Desktop SubSummit Mobile App

Starting **Mon, Apr 6** you must select all Networking & Social Activities you want to attend, and complete your selections by **Wed, Apr 29 at 6 pm CDT**.

- You can view details of all Activities you’re eligible for, including location, description, sponsor (if any) and time slots
 - The Activities you can view and select may be open-to-all or based on attendee segmentation criteria like ticket type, organization type or job function
- Selecting an Activity does not guarantee you’ll be scheduled for that Activity, so we recommend you select all Activities you would attend. If you’re scheduled for an Activity, you will receive a calendar invite on **Fri, May 8**.

May 8

Accept Calendar Invites for Networking & Social Activities

Accept Your Social Activities Calendar Invites: On **Fri, May 8**, you’ll receive separate calendar invites for your Networking & Social Activities. Please accept each calendar invite **THE SAME DAY by 6 pm CDT**.

- Important note: We won’t know if you reject a calendar invite! If you really can’t make the Activity you should cancel your attendance using the SubSummit platform (desktop or mobile app). This will help the Activity organizer plan for and manage their Activity.

May 13 – May 15

SubSummit Time! Join Your Networking & Social Activities!

Attend your Scheduled Networking & Social Activities:

- You must attend all of your scheduled Activities. Since we've optimized scheduling for all Activities and attendees, failing to attend any of your scheduled Activities will mean other attendees have missed out.
 - If you really can't make the Activity you should cancel your attendance using the SubSummit platform (desktop or mobile app).

May 18 onwards

Provide Feedback

You can do this on: Desktop SubSummit Mobile App

1. **Help us to help you!** On **Mon, May 18**, you will receive an email to provide feedback on your scheduled Networking & Social Activities and the event to help us improve SubSummit--please share your thoughts!

SUBSUMMIT | MAY KANSAS CITY | 13-15