

From: [AXTELL Grant A * OED](#)
To: [Steve Bent](#); mere.work@id.me
Subject: Mere Work Tech Check

Thank you for speaking at Workforce360. We have you confirmed for a tech check session on Thursday, April 8 from 11:00-11:45 EASTERN.

We will be using Hopin, our conference platform, for our tech check. Here is what you need to do to prepare:

- 1) CLICK HERE [REDACTED] to access the tech check event
- 2) Ensure the Workforce360 Test Event "ticket" is selected and click JOIN EVENT
- 3) If this is your first time in Hopin, it will ask you to set-up your profile (or edit yours if you have used the system before)
- 4) At your tech check time, CLICK HERE [REDACTED], and then click enter event
- 5) Once in the event, click on Sessions on the left menu and find the tech check session with your name. We will meet you in that room.
- 6) Once in the room, you will be able to turn on your camera and microphone.

If for any reason you encounter an issue accessing the event or your tech check session, please call Steve at 512-705-3857.

I look forward to meeting with you and preparing for Workforce360.

Steve & Grant