



CMAA Focus21 Future Leader Attendee Checklist

Welcome to CMAA Focus21. As Future Leader attendees we want to provide you with the tools for a successful experience. By following the checklist of activities outlined below we are confident you will have a positive learning experience.

About a week before the event

- Download the CMAA HQ app
- Follow CMAA on social media
- Log into the Focus21 event platform
- Create your Focus21 event profile
- Upload a profile picture
- Pick your areas of interest
- Upload a Hello World! Video
- Explore the Agenda, Attendee Lounge and Sponsor Pavilion

During the event

- Watch the welcome message
- Attend educational sessions
- Introduce yourself in the chat and engage with speakers
- Visit the Sponsor Pavilion and scan your badge to connect with sponsors
- Learn how to earn points to top our Leaderboard and win a prize
- Join a Boardroom or Roundtable and engage with other attendees
- Join a networking Forum; share ideas and develop relationships
- Connect with another attendee by leveraging the messaging in the platform

After the event

- Continue engagement with attendees in the CMAA HQ app
- Complete CMIT L4