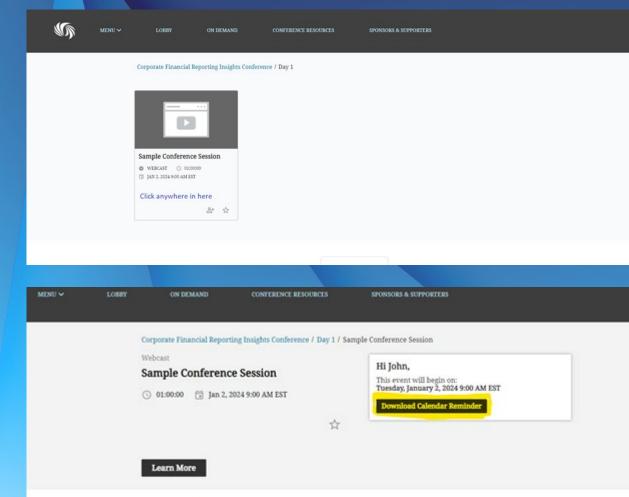
Sorporate Financial

Reporting Insights

ADDING SESSIONS TO YOUR CALENDAR



STEP 1

To add a placeholder to your calendar, click into the day of sessions you're looking to add.

Then click the actual session you want to add to your calendar.

STEP 2

Then click the "Download Calendar Reminder" box highlighted in yellow below.

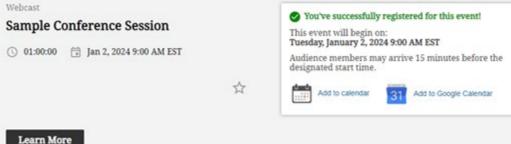
Sample Conference Session

Sorporate Financial

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ADDING SESSIONS TO YOUR CALENDAR

Corporate Financial Reporting Insights Conference / Day 1 / Sample Conference Session



STEP 3

Then click which ever "Add to" calendar you prefer.

Learn More

Sample Conference Session

Save As ↑ = > This PC > Desktop - O P Search Desktop H . 0 Organize · New folder Date modified Name Status Creative Cloud Files No items match your search. Financial Executives International OneDrive - Financial Executives Intern. In This PC 30 Objects E Desktop ice Session Documents Downloads a've successfully registered for this event! Music vent will begin on: Pictures ey, January 2, 2024 9:00 AM EST Videos nce members may arrive 15 minutes before the 2) OS (C) ated start time. Network Add to calendar Add to Google Calendar File name: EventCalendarServlet Save as type: iCalendar File Save Cancel A Hide Folders

STEP 4 Then save to a designated folder of your choice.

Sample Conference Session



Reporting Insights

ADDING SESSIONS TO YOUR CALENDAR

Eile' Annointment Scheduling Assistant Draw **Ecemat Text** Helm Q Tell me what you want to do Intert Barrister A Private Î C ÷ 2 h 目 **N** 6 Show As: Busy High Importance Delete -Schedule Teams Meeting Invite Vew Categorize Dictate Immersive Reminden 15 minutes Low Importance a Meeting Meeting Notes Attendees Reader Teams Me., Meeting. Actions Zoom Attendees Ontion Tags Add-in My Templates 5 Sample Conference Session Save 8: MA 00.9 Tue 1/2/2024 Close 🗖 All day 🔳 🕒 Time zones Tue 1/2/2024 10.00 AM O Make Recurring Location

Thank you for registering for Sample Conference Session.

LIVE WEBINAR DATE: January 02, 2024 LIVE WEBINAR TIME: 09:00 AM EST

Use the link below to enter the webinar up to 15 minutes before the start.

WEBINAR UNK: https://event.on24.com/woc/r/3478387/DEE0225C10185754AFF604198AC375D9 EMAIL: john.smith@domain.com

Thank you and enjoy the webinar!

STEP 5

Once its finished downloading, open the download from where you saved it from and click "Save and close" on your calendar of choice.