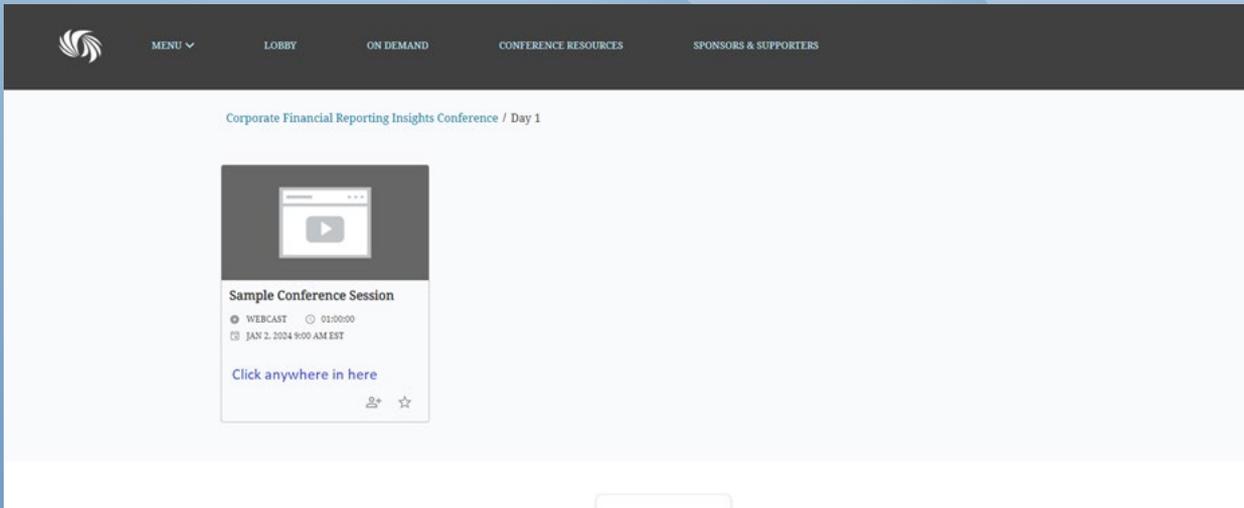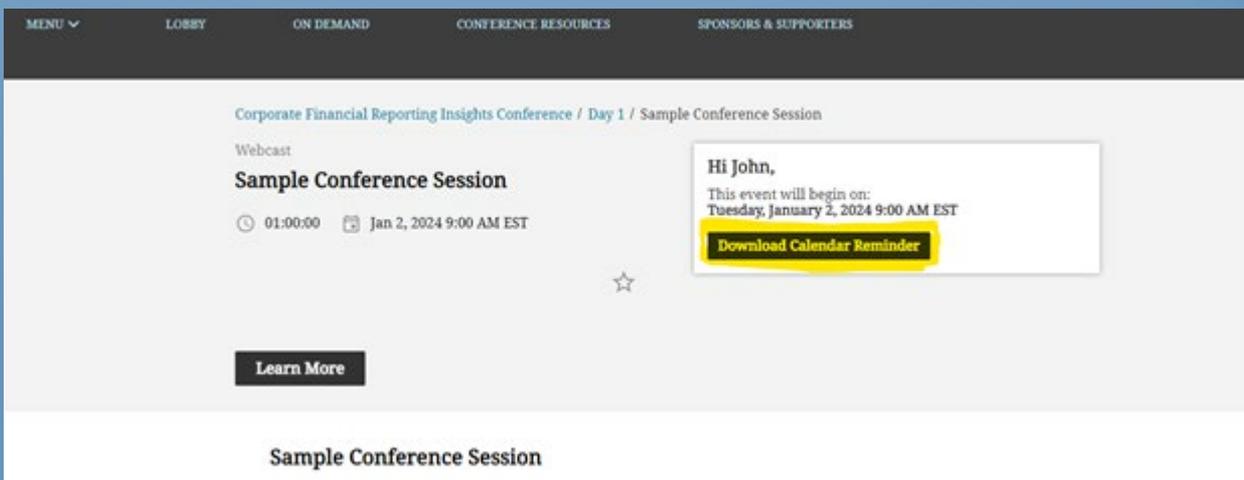# ADDING SESSIONS TO YOUR CALENDAR VIA ON24 ONLINE PLATFORM

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.

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

Webcast

Sample Conference Session

🕐 01:00:00   📅 Jan 2, 2024 9:00 AM EST

☆

✅ **You've successfully registered for this event!**

This event will begin on:
Tuesday, January 2, 2024 9:00 AM EST

Audience members may arrive 15 minutes before the designated start time.

📅 Add to calendar   📅 Add to Google Calendar

Learn More

Sample Conference Session

STEP 3

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

STEP 4

Then save to a designated folder of your choice.

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.