Dear Innovation Women member,

We have recently added new features to our platform. Whether you are a speaker or an event manager, there will be new features for you to navigate the platform.

This document is organized with different sections depending on whether you are a speaker or event manager. We have video tutorials for both functions. All of our tutorials can be found on our website, https://innovationwomen.com/tutorials.

If you have any questions, or need help with the new features, please use this link to schedule a call.
Table of Contents

SPEAKERS ....................................................................................................................................................... 3

1. Search and Apply for Speaking Opportunities Directly on the Platform ............................................ 3
2. Manage your dashboard with applications and invitations ................................................................. 3
3. Create events/calls for speakers and invite others speakers ............................................................... 4
4. Enhance and share your profile ............................................................................................................. 4

EVENT MANAGERS ......................................................................................................................................... 5

1. Post Speaking Opportunities Directly on the Platform ........................................................................ 5
2. Manage your dashboard with applications and invitations ............................................................... 5

GUIDELINES AND ETIQUETTE ..................................................................................................................... 6
SPEAKERS

If you are an Innovation Women speaker, we have added new features which will make your experience on our platform even better. Please keep in mind:

- Your login information has NOT changed
- The information stored on your profile has NOT changed

1. Search and Apply for Speaking Opportunities Directly on the Platform

One of the most exciting new features is that now you can also apply to speaking opportunities directly on the platform.

Watch the tutorial on How to Search and Apply for Speaking Opportunities by visiting the link: https://innovationwomen.com/tutorials.

You know the long list of speaking opportunities we send you every week? Now, all of those opportunities will be on the platform, ready for you to search and apply.

2. Manage your dashboard

The dashboard will be your homepage for the platform. The dashboard will show any applications you have sent or invitations you have received from Event Managers. You will be able to accept or decline these invitations for speaking engagements.
3. Create events/calls for speakers and invite other speakers

You’ve always had the option of inviting other speakers for speaking opportunities. But now, you can also create events/calls for speakers or invite speakers directly. If you do this, any events you create or invitations you send, will show up on your dashboard under "My Events".

For more information on how to act as an Event Manager, scroll down to page 4 of this guide.

Watch the Tutorial: How to Post Speaking Opportunities/Calls for Speakers by visiting the link: https://innovationwomen.com/tutorials.

4. Enhance and share your profile

On your speaker profile, you can now add information about your undergraduate and graduate college. This is important as we work with Event Managers from universities who are looking for alumni to speak at their events.

You will also notice that 'Summary' has been changed to 'Biography'. The goal here is to create a biography that Event Managers can copy and paste into their marketing materials.

Additionally, you will now be able to share your Innovation Women Speaker profile on your social networks and in your email signature. This will let your contacts and followers know you are part of a speaker's bureau. This is a big credibility driver for many speakers.

Watch the Tutorial: How to Fill Out and Optimize Your Innovation Women Profile by visiting the link: https://innovationwomen.com/tutorials.
EVENT MANAGERS

If you have an Event Manager account, we have added new features which will make your experience on our platform even better. Please keep in mind:

- Your login information has NOT changed

1. Post Speaking Opportunities Directly on the Platform

Now you are able to post events and speaking opportunities directly on the Innovation Women platform.

Once an Event is approved, it will be featured on the Innovation Women platform and searchable by potential speakers. Once the deadline to apply as a speaker has passed, the event will be removed from the platform. Don’t forget, if you have Innovation Women speakers at your event, you can count on us to help promote it!

Watch the Tutorial: How to Post Speaking Opportunities/Calls for Speakers by visiting the link: https://innovationwomen.com/tutorials.

2. Manage your dashboard

The dashboard will be your homepage for the platform. Here you will see any applications you have received from speakers or any invitations you have sent to speakers. You will be able to accept or decline applications from speakers.
GUIDELINES AND ETIQUETTE

Women sign up for Innovation Women in order to increase their visibility through speaking engagements. Invites to judge start up pitch contests, be quoted in the press and other "visibility opportunities" are OK; solicitations, sales pitches and invites for coffee are not.

We take reports of abuse of privileges seriously - we want this to be a safe place for everyone. Any issues between members should be reported to our team.

Access to the site is a privilege, not a right. The Innovation Women team reserves the right to revoke the access of any user who does not abide by these guidelines.