

# AOM 2020 Quick Start Guide

## How to login

All registrants will receive an email inviting you to join AOM 2020. This email includes an authorization link to claim your account that when clicked, will log you into the conference. When logging in for the first time:

- You will be prompted to accept the terms of service
- You will be redirected to your profile page (see [How to create my Profile](#)) where you can add your name badge information
- Most importantly, you can set up your password

### How to reset my password

- Click Sign In in the upper right
- Click the Help/Forgot Password tab
- Enter the email address you registered with
- Click Send

You will receive an email including an authorization link that will login to your account so you can reset your password. If the system doesn't recognize your email address, consider whether you used a different email to register.



80th Annual Meeting of the Academy of Management

## How to get started attending AOM 2020

Please download Zoom if you don't have it installed on your computer/laptop. You'll need the application to participate in AOM 2020 which is hosted on Pathable using the Zoom platform for video conferencing.

If possible, we strongly recommend using the Google Chrome web browser. You might experience some limitations in Zoom if you use Safari, Firefox or other browsers. With these browsers you may need to dial in via telephone numbers in order to hear the audio. Telephone dial-in numbers are provided once you join the broadcast. Alternatively you can also start the broadcast, then click the link the lower-left corner to open the meeting within Zoom.



## How to create my schedule

Anyone can view the Annual Meeting Program, but **only registered attendees can create a custom program schedule:**

- Click the Schedule tab
- If you hover over a session you want to attend, click the “[+]” button.
- If you want to read more, select the session to see the details and click the *Add to Agenda* button. If you don't see Add buttons, the session organizer has made the event private
- To remove a session, hover your mouse over the session or navigate to the session and click *Remove*
- You can search for sessions by name, description, session type, sponsor (e.g. Division, TLC), keywords and submission number
- Familiarize yourself with the types of sessions (Mock Live, Live Panel/Presenter, Live Open and Asynchronous which allows you to watch videos “On-Demand”)

View all your sessions by clicking the My Schedule tab at the top of the Schedule page.

To export your schedule, click the “Export” button to export your schedule to Outlook.

## Questions? Visit [Support/FAQ](#)

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## How to create my profile

Create your profile to identify yourself to other attendees

- You can create your profile when you login or select the Account tab to Edit my profile
- Upload a photo so you can be easily identified in sessions
- **ADD YOUR DIVISION AND INTEREST GROUPS** to your profile
- Below your email is the badge information where you enter your “Name” and “Credentials”
- Add as much or as little information you wish in profile details including Title, Institution and Description about yourself
- Add your Interests so other attendees can search to find you. Include what research you are working on, what you teach or other important information you want to share with attendees
- Add your social media profiles for Facebook, LinkedIn and Twitter as well as your personal website.

Click the bell icon  in upper right corner for system notifications from other attendees

## How to use the “Want to Meet” feature

The “Want to Meet” feature allows you to make a private list of attendees or organizations you’d like to meet.

- Select the People tab
- Search the alphabetical list for an attendee, exhibitor or employer and click the [ ... ] to view the profile or select “Add to want to meet” to add to your private list
- By visiting your profile and “Want to Meet” List you can then select the attendee/organization and send a message or schedule a meeting



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Hello  
my name is

**Customize your ATTENDEE PROFILE  
as your new AOM Name Badge!  
Add your divisions, keywords, or  
something personal or unique about you  
to help others get to know you**

## How to start a conversation

A great way to meet other attendees is to start a conversation among all attendees. Click the Conversations tab or visit your Division or Interest Group (DIG) Hub to get started:

- Select *New Conversation* to start a new topic. You can add a photo or image to your conversation
- Search existing conversations by entering in a keyword or topic and add your comments to conversations
- Use the Inbox (Messages) menu to create and manage **private group conversations**

## How to leave feedback:

A great way to get value from your meeting experience is to share **feedback and ask others to give you their feedback**

- Select the Schedule tab
- View and search for sessions and click on the session to see the papers, session materials or videos
- Click the Discussion link to the right side of the screen and “**Start typing..**” in the chat box to leave feedback

## How to create my own “Birds of a Feather” meeting rooms

Want to meet on a research topic, get together with alumni or friends or have coffee with colleague(s)? Find other like-minded colleagues and setup a 40-minute Zoom meeting by following this 2-step process:

### Step 1: Select the Conversations tab

- Select *New Conversation* and share the topic and ask colleagues to reply if they want to meet. Collect all the names of the colleagues that wish to participate.
- *BUT* if you know all your colleagues and attendees, you don’t have to start a conversation and can jump to Step 2

### Step 2: Select the Schedule tab

- In the drop-down menu, select “Schedule a Meeting”
- Add the participants to the meeting by clicking the [+ ] sign to add each person and then click Continue
- Use the directional arrows <> to select a Date and Time to meet from the “Available time slots” each day (*remember these meetings are limited to 40 minutes*)
- Add Details including the name of the meeting (*e.g. “Copenhagen Business School Alumni”*) and a short description of why you are meeting
- Click **Send Invitation**
- You can edit the details anytime, start a chat with the attendees or select “Manage” to add a file

The Attendee receives an email with the meeting details with the option to accept/decline the request. If they ACCEPT the meeting, you will receive an email and system notification when they respond. In “My Schedule” you can see the meeting, the accepted participants and continue to invite colleagues.

You’ll receive a reminder 5-minutes before the scheduled start of the meeting. Connect with friends both old and new!