

# Organize Your Speaker Roles

Visually distinguish speaker roles to enhance organization and help attendees easily understand each individual's role in a session.

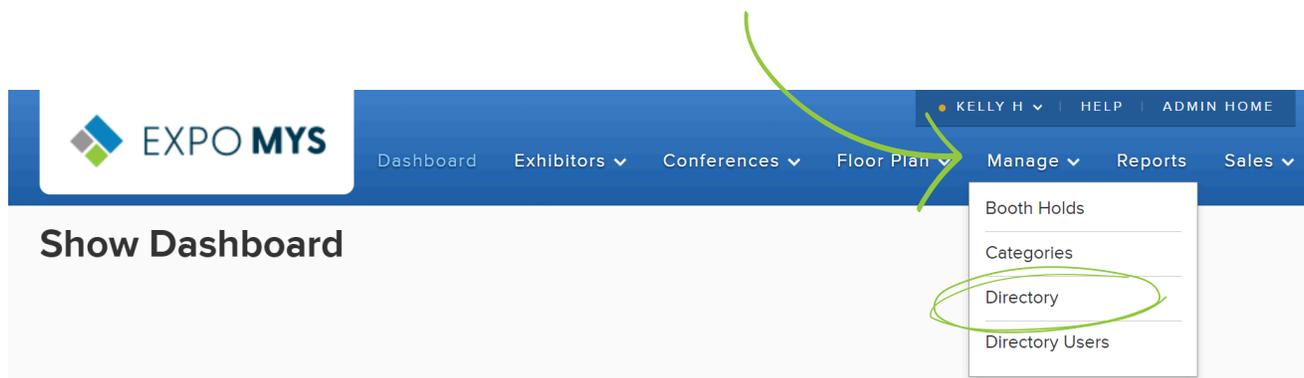


## Tip

Before enabling and configuring display settings, ensure that each role you plan to use has at least one assigned speaker. The *Speaker Role Sort* list pulls roles from active speakers in your Production environment. When adding or updating a speaker's role, it will appear in the list, but you must save and sync the directory settings for the changes to take effect in Production.

## Manage Speaker Role Settings through the Online Directory

Follow the path **Show Dashboard > Manage > Directory**



EXPO MYS

KELLY H ▾ | HELP | ADMIN HOME

Dashboard Exhibitors ▾ Conferences ▾ Floor Plan ▾ Manage ▾ Reports Sales ▾

Booth Holds

Categories

Directory

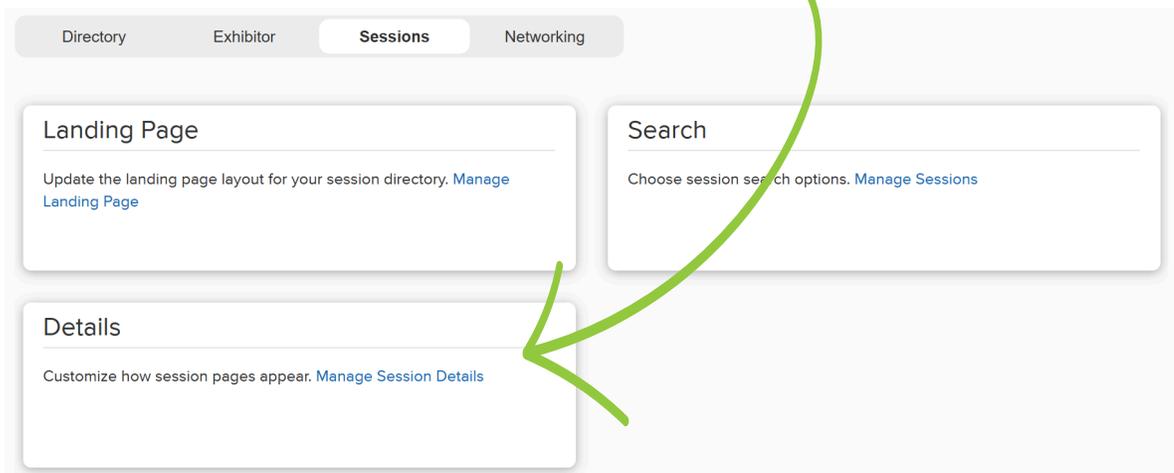
Directory Users

Show Dashboard

## Note

**The Directory Admin/Directory Management will always open in the staging environment**, allowing you to make changes and preview them before publishing them to production.

**1** Within Directory Management, **navigate to the 'Details' tile under the Sessions tab.**



MAIN CONTENT

Sections appear in the order below; you can reorder them by dragging.

[Add Session Section](#)

Section	Displayed Label	Actions
◇ Session Information	Session Information	
◇ Child Sessions	Child Sessions	
◇ Speakers	Speakers	

**2** Use the pencil icon to edit the speaker section.

**3** Locate 'Sort Speaker Display by Role' and select 'Yes.'

*When this option is set to 'Yes,' the assigned speaker roles will appear as separate sections in the directory, grouping speakers by role, as seen on the next page.*

Sort Speaker Display By Role?

No  Yes

*Drag and drop the speaker roles to arrange them in your preferred order. The roles will be displayed in separate sections based on your arrangement.*

SPEAKER ROLE SORT

Author

Moderator

Panelist

Speaker

**4** Drag and drop the roles to arrange them in your preferred order.

**5** Click 'Save Changes,' then 'Sync Changes' to apply your updates to Production.

## SPEAKERS



Jackie Anders

*Founding Partner*

**The Quarter Group**



Aven Ross

*President*

**Coral Canyon Live**

## MODERATOR



Carolyn Diaz

*Senior Entertainment Technology & Crafts Editor*

**Entertainment+**

### **Where is this displayed?**

When viewing session details, attendees can quickly differentiate speaker roles.