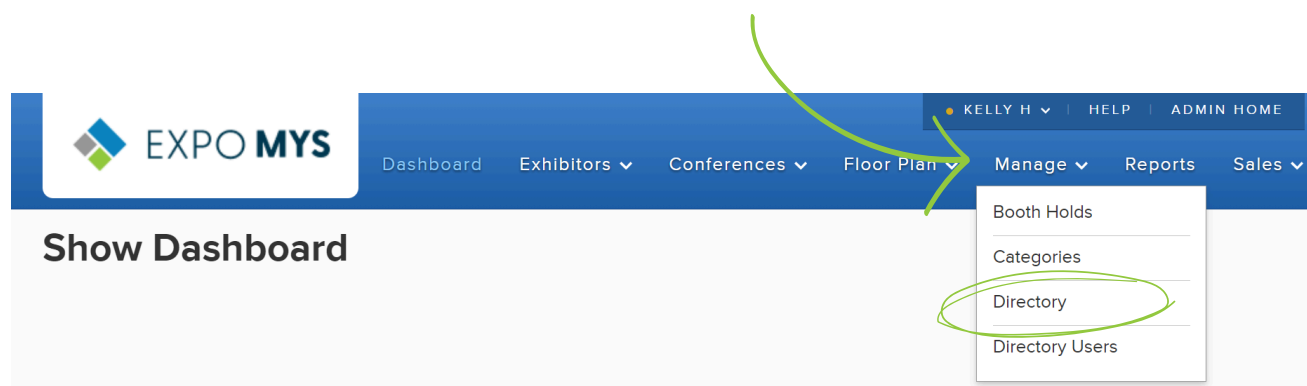# Speaker Prefix & Suffix

Prefixes and suffixes help maintain respect and denote professional qualifications or titles. Enhance speaker recognition by incorporating these details into speaker profiles.

Access the Online Directory

Access Directory Management through the Manage dropdown on the Show Dashboard.

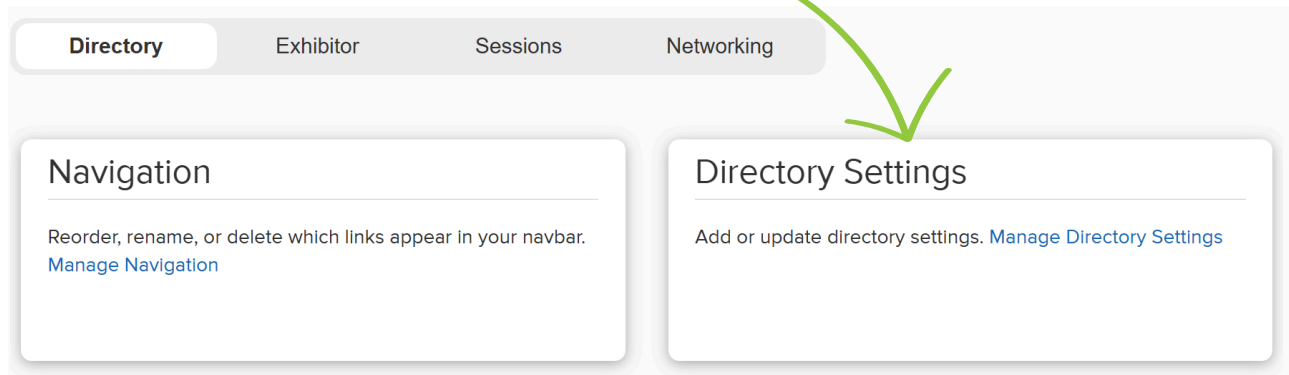Follow the path **Show Dashboard > Manage > Directory**

| 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. |

Display Speaker Prefix and Suffix

1 Within Directory Management, navigate to the **Directory Settings** tile under the **Directory** tab.

Directory	Exhibitor	Sessions	Networking

Navigation

Reorder, rename, or delete which links appear in your navbar.
Manage Navigation

Directory Settings

Add or update directory settings. Manage Directory Settings

2 Toggle to the **Session** tab and locate **Include Prefix or Suffix**

Search	Exhibitor	Session	General

SPEAKER DISPLAY SETTINGS

Include Prefix or Suffix *
- ☑ **Prefix** (e.g., Dr., Ms.)
- ☑ **Suffix** (e.g., Jr., Ph.D.)

Include Comma After Suffix
○ Yes ● No

Include Comma After Last Name
● Yes ○ No

3 Update the speaker display fields

4 Click **Submit** at the bottom of the page to save your changes.

Note

When you search for a speaker in the Online Directory, the prefix and suffix are shown in the speaker dropdown but do not affect the sorting order.

For example, if a speaker's name is "Dr Mary Smith, Jr," she will be sorted under 'M' for Mary or 'S' for Smith, based on whether you are sorting by the first or last name. The sorting process does not consider the prefix or suffix, although they are displayed as per the speaker name display settings.

mYs
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