LEAD Network

How to Reserve a Breakout Session

LEAD Network
Conference 2025

Milan
Oct 8–9

Step 1

Download the vFairs App

Scan the QR code
to download.

Step 2

Sign in

Enter your email address and password.

This is the email and password you used to register for the LEAD Network Conference 2025 via the Member Platform.

Sign In

Sign in using your event credentials
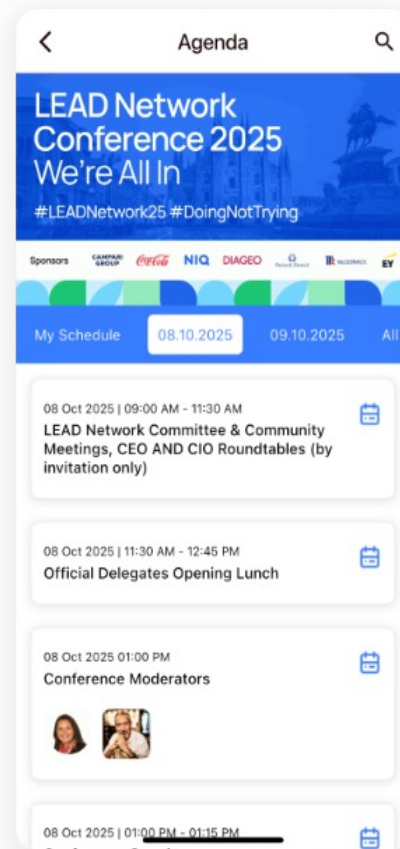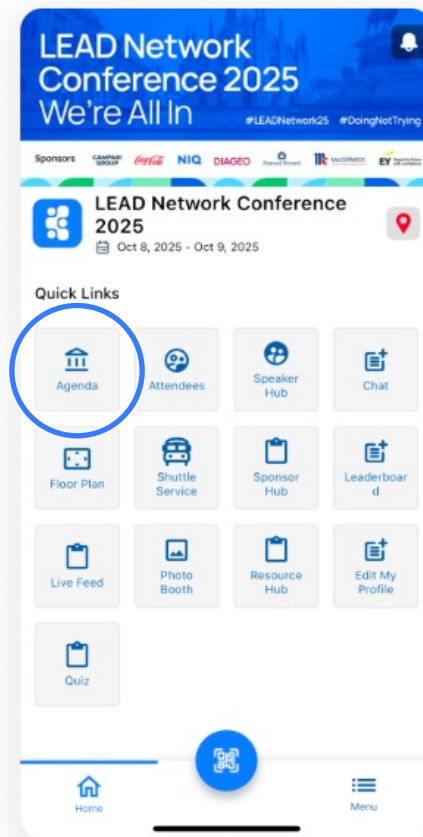
Email Address
sm@k3punkt0.de

Password

Forgot your password?

Sign In

Step 3

Open the Agenda

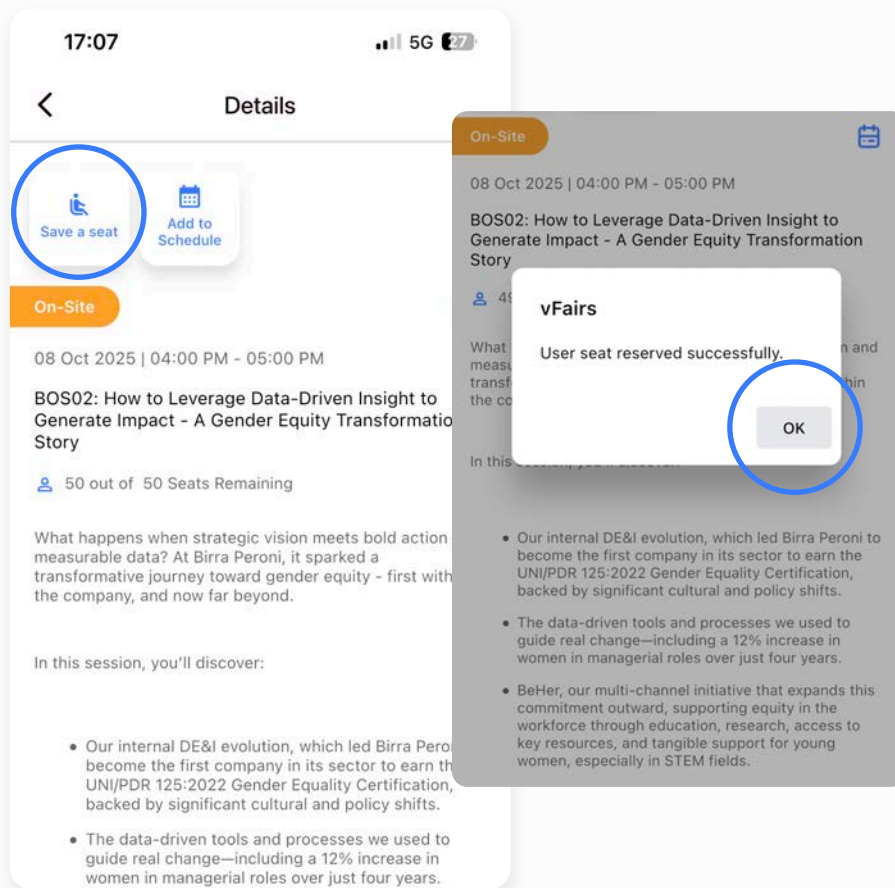Click on a breakout session you wish to attend.

Step 4

Save a Seat

Tap the button "Save a seat"

Once saved a popup message will appear confirming your seat has been reserved successfully. Tap "Ok".

Then tap the "Add to Schedule" button where your chosen session will appear in your personal schedule.
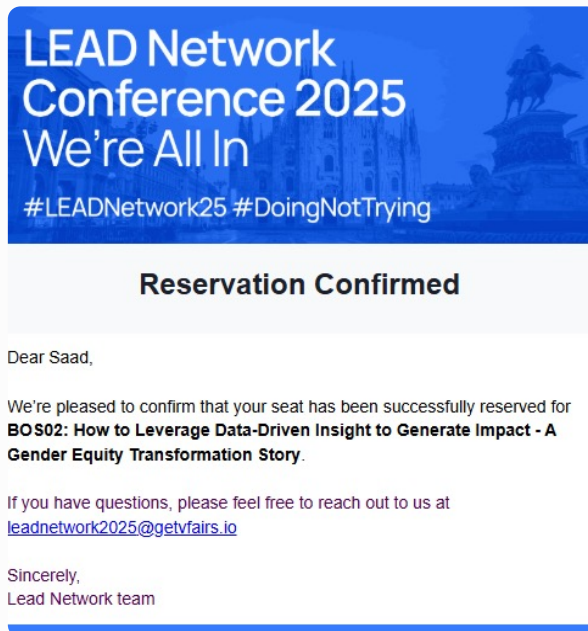
Step 5

Email Confirmation

You will receive a confirmation email to confirm your reservation for your chosen breakout session.

The email will be sent to the same email address you used to log in into the app.

LEAD Network
Conference 2025
We're All In

#LEADNetwork25 #DoingNotTrying

Reservation Confirmed

Dear Saad,

We're pleased to confirm that your seat has been successfully reserved for **BOS02: How to Leverage Data-Driven Insight to Generate Impact - A Gender Equity Transformation Story**.

If you have questions, please feel free to reach out to us at leadnetwork2025@getvfairs.io
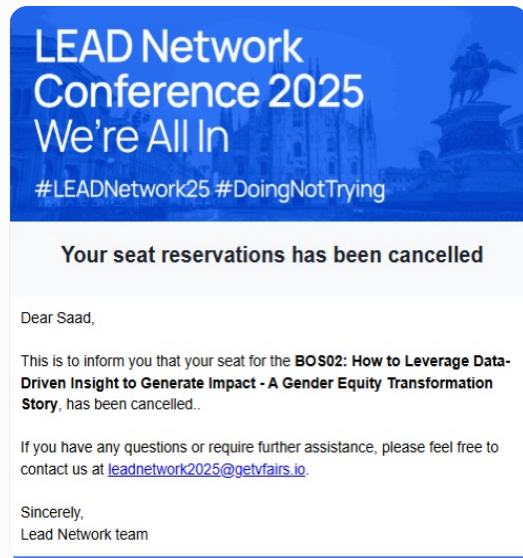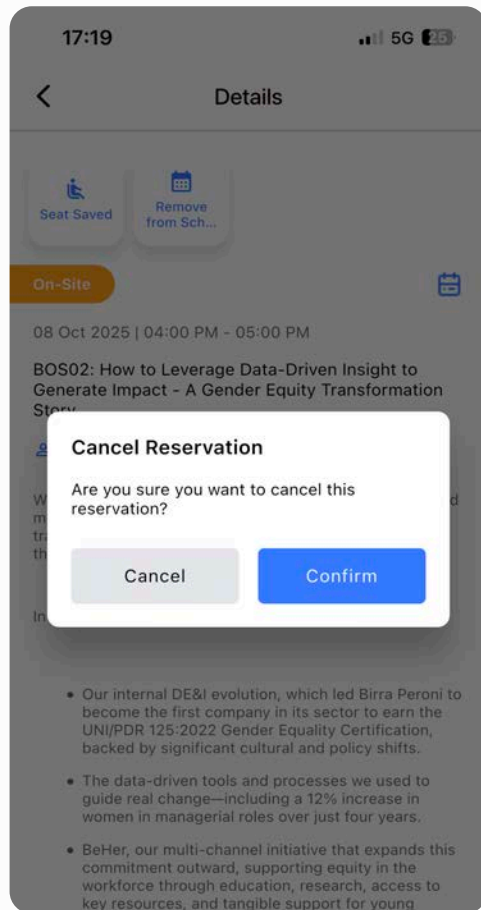
Sincerely,
Lead Network team

Unreserve a Session

Go back to the session you
reserved a seat for.

Tap the button "Seat Saved"

A message will pop up requesting you to
confirm your cancellation. Tap "Confirm".
Then tap "Remove from Schedule"

You will receive an email
confirming your cancellation.

LEAD Network

Thank you

For technical support contact:
leadnetwork2025@getvfairs.io

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