



# HOW TO REGISTER FOR GUIDEPOINT INSIGHTS TELECONFERENCES

Guidepoint Insights' teleconferences help you fill gaps in your research and deepen your understanding of emerging trends and key events. Our moderators cut through the noise by asking the right experts, the right questions, allowing you to gain timely access to the information that matters most.

**Important Reminder:** You will be charged for any event to which you register for (subject to the unit cost referenced in your Guidepoint agreement). You will receive access to the recording and transcript within two business days for any teleconference to which you RSVP, whether or not you attend the live presentation.

If you have any questions or experience issues while trying to register for a teleconference, please email [insights@guidepoint.com](mailto:insights@guidepoint.com).

## REGISTERING FROM INDIVIDUAL INVITES OR DAILY DIGEST EMAILS

We offer two ways to learn about our teleconferences. By selecting individual invites, you'll get an email each time the Insights team schedules a teleconference that matches your preferences. If you select to receive our Daily Digest, you will be sent an email every weekday morning at 6:00 AM ET that details all the calls matching your preferences.

To register for teleconferences from these emails:

1. Click on the "Sign Up" button for the teleconference you want to sign up for
2. You'll be taken to a website page that contains more information about the event
3. Click the "Accept" button on the right of the page
4. Once you have accepted to join the teleconference, you will receive an email with a calendar invite that includes dial in information  
(pending your organizations compliance approval)

## REQUESTING TRANSCRIPTS

Missed a teleconference that was of interest? You can request access to recordings and transcripts of all past teleconferences, so you are still able to gain access to essential information.

You can find a list of past teleconferences:

- In the Weekly Review email sent out every Monday morning at 6:00 AM ET  
(to sign up for Weekly Review emails, be sure to have "What You Missed" selected in your email preferences)
- At the bottom of the Daily Digest email under "Recent Topics"

Request a transcript from any of the Guidepoint Insights emails and you'll get an email ASAP with details on how to download the transcript and access the recording.

**Note:** Transcripts and recordings are made available within two business days of the live event. You will be charged for any transcripts or recordings you are sent, as per your Guidepoint agreement.

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