



## **EVENT TRAVEL PORTAL** **ATTENDEE USER MANUAL**

Last Updated August 2019

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# Profile Page



When you enter the Event Travel Portal, you see your Profile Page:

1. Your profile information
2. Allows you to Edit your profile information (e.g. add passport) and add a Delegate for yourself
3. Lists the events you have been invited to participate as an attendee
4. Shows if you have RSVP'd to this event or not
5. Click **VIEW** to RSVP and Edit your Attendee Details for this event
6. Click **PROFILE** tab to return to your Profile Page

Event Travel Portal Contact Directory > Carolyn Reiderman

**PROFILE** 6

Carolyn Reiderman  
View Profile

**Attendee Profile** 1

Carolyn Reiderman  
Sr Spec, Application Develop

Segment: CHQ  
Delegate:  
Email: creiderm@harris.com  
Work Number: 321/727-4924  
Mobile Number: 321-271-5456  
Badge Name: Carolyn Reiderman

Passport Name: Carolyn Reiderman  
Passport Number: \*\*\*\*\*33  
Nationality: US  
Date of Birth: 06/06/1980  
Country of Birth: US  
Country of Residence: US  
Country of Issue: US

2

Go to Edit Profile

3 Upcoming Events Past Events

September 11, 2018 - September 15, 2018

Eurosatory 2018

ACCEPTED RSVP

4

5 VIEW

Go to Edit Attendee Details

September 2, 2018 - September 25, 2018

GEOINT 2018 Symposium

NO RESPONSE

VIEW

August 7, 2018 - August 11, 2018

2018 Joint Navigation Conference (JNC)

NO RESPONSE

5 VIEW

Go to RSVP to Event

# Edit Profile




1. From Profile Page, click **Edit** icon
2. Add information to complete your profile
  - Note: International Travel fields required only if you will be supporting an event out of country
3. Press **SAVE**

Contact Directory > Carolyn Reidman

**PROFILE**

Attendee Profile



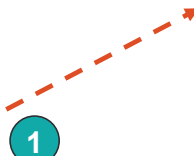
**Carolyn Reidman**  
 Sr Spec, Application Develop  
 Segment: CHQ  
 Delegate:  
 Email: creidem@harris.com  
 Work Number: 321/727-4924  
 Mobile Number: 321-271-5456  
 Badge Name: Carolyn Reidman

Passport Name: Carolyn Reidman  
 Passport Number: \*\*\*\*\*33  
 Nationality: US  
 Date of Birth: 05/10/1981  
 Country of Birth: US  
 Country of Residence: US  
 Country of Issue: US

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Upcoming Events Past Events

August 7, 2018 - August 11, 2018 September 2, 2018 - September 25, 2018



## Edit Attendee Profile

**GENERAL INFORMATION**

First Name  
LJ

Last Name  
Binyard Jr.

Title  
Assoc, Communications

Segment  
CHQ

Delegate (if applicable)  
Enter Name

Email  
LJ.Binyard@L3Harris.com

Work Number

Mobile Number  
551/221-2931

Badge Name  
LJ Binyard Jr.

**INTERNATIONAL TRAVEL**

Passport Name

Passport Number

Passport Expiration Date

Nationality

Date of Birth

Country of Birth

Country of Residence

Country of Issue

Scanned Travel Documents

+ Add Travel Document

CANCEL SAVE

# International Travel




1. From Profile Page, click **Edit** icon
2. For international travel, you can now **scan your travel documents**.
  - Note: Please fill out the passport fields such as passport name, number and date of expiration, in addition to scanning your documents.
3. After clicking **Add Travel Document**, you can upload the image you scanned.
  - Note: Categories include Passports, Visas, and Other

Contact Directory > Carolyn Reiderman

**PROFILE**

Attendee Profile



**Carolyn Reiderman**  
Sr Spec, Application Develop  
Segment: CHQ  
Delegate:  
Email: creiderm@harris.com  
Work Number: 321-727-4924  
Mobile Number: 321-271-5456  
Badge Name: Carolyn Reiderman

Passport Name: Carolyn Reiderman  
Passport Number: \*\*\*\*\*33  
Nationality: US  
Date of Birth: 05/10/1981  
Country of Birth: US  
Country of Residence: US  
Country of Issue: US

Download

Upcoming Events Past Events

August 7, 2018 - August 11, 2018 September 2, 2018 - September 25, 2018

**Edit Attendee Upload Images** 3

GENERAL INFORMATION

First Name  
LJ

Last Name  
Binyard Jr.

Title  
Assoc, Communicati

Segment  
CHQ

Delegate (if applicable)  
Enter Name

Email  
LJ.Binyard@L3Harris.com

Work Number

Mobile Number  
551/221-2931

Badge Name  
LJ Binyard Jr.

Date of Birth

Country of Birth

Country of Residence

Country of Issue

Scanned Travel Documents 2

+ Add Travel Document

CANCEL UPDATE

CANCEL SAVE

# RSVP to Event



1. From the Profile Page, on an event that you have not RSVP'd yet, click VIEW
2. Read about the event
3. Notice **RSVP Due** date: By this date, let us know if you will be attending and fill out your Other Attendee Details (see step 5)
4. RSVP by Pressing:
  - **NO, I WILL NOT ATTEND**, or
  - **YES I WILL ATTEND**
5. Fill out your **Other Attendee Details** for this event
6. Press **SAVE**

**PROFILE**

**Attendee Profile**

**Carolyn Reiderman**  
Sr Spec, Application Develop  
Segment: CHQ  
Delegate:  
Email: creiderm@harris.com  
Work Number: 321-727-4924  
Mobile Number: 321-271-5456  
Badge Name: Carolyn Reiderman

Passport Name: Carolyn Reiderman  
Passport Number: \*\*\*\*\*33  
Nationality: US  
Date of Birth: 06/06/1980  
Country of Birth: US  
Country of Residence: US  
Country of Issue: US

**Upcoming Events** Past Events

September 11, 2018 - September 15, 2018  
**Eurosatory 2018**  
ACCEPTED RSVP [VIEW](#)

August 7, 2018 - August 11, 2018  
**2018 Joint Navigation Conference (JNC)**  
NO RESPONSE [VIEW](#)

You are Invited to 2018 Joint Navigation Conference (JNC)!

**2018 Joint Navigation Conference (JNC)**

**Event Description**

JNC is the largest U.S. military positioning, navigation and timing (PNT) conference with joint service and government participation. JNC 2018 is being hosted by the Military Division of the Institute of Navigation for the Department of Defense and Department of Homeland Security. The theme of this year's conference is Positioning, Navigation, and Timing Technologies: The Foundation for Military Ops and Homeland Security. Focus will be on technical advances in PNT with emphasis on joint development, test, and support of affordable PNT systems, logistics, and integration. From an operational perspective the conference focuses on advances in battlefield applications of GPS, critical strengths and weaknesses of field navigation devices, warfighter PNT requirements and solutions, and navigation warfare.

Venue: Hyatt Regency, Long Beach  
Location: Long Beach, California  
Tier: Show Type: Domestic  
RSVPs Due: Jul 14, 2018

Event Points of Contact  
Carolyn Reiderman (Lead)  
[creiderm@harris.com](mailto:creiderm@harris.com)  
Dee Stefanchik (BCD)  
[diana.stefanchik@bcdtravel.com](mailto:diana.stefanchik@bcdtravel.com)

Do you want to RSVP for this event?

**NO, I WILL NOT ATTEND** **YES, I WILL ATTEND**

**Edit Other Attendee Details**

To complete your RSVP, the fields with a (\*) are required by Jul 14, 2018.

Event Dates: Aug 7, 2018 - Aug 11, 2018.

Will you be attending this event? \*

Yes

Will you need a hotel? \*

Travel Method \*

Arrival Date \*

Departure Date \*

Other Requests

Shirt Size \*

**CANCEL** **SAVE**



# View Event you will be attending



1. From the Profile Page, click **VIEW** on event
2. Read about the event
3. Status of whether your **Attendee Profile** has been completed
4. If your **Attendee Profile** is incomplete or to edit, press pencil icon
5. Status of whether your **Other Attendee Details** for this event have been completed
6. If your **Other Attendee Details** are incomplete or to edit, press pencil icon

**PROFILE**

**Attendee Profile**

Carolyn Reiderman  
Sr Spec, Application Develop

Segment: CHQ  
Delegate:  
Email: creiderm@harris.com  
Work Number: 321/727-4924  
Mobile Number: 321-271-5456  
Badge Name: Carolyn Reiderman

Passport Name: Carolyn Reiderman  
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**Upcoming Events** Past Events

September 11, 2018 - September 15, 2018

Eurosatory 2018

ACCEPTED RSVP

**1** [VIEW](#)

August 7, 2018 - August 11, 2018

2018 Joint Navigation Conference (JNC)

NO RESPONSE

[VIEW](#)

**PROFILE** **EUROSATORY 2018** ✕

**UPCOMING**

**Eurosatory 2018**

**Event Description**

Premiere defence and security international exhibition and focuses on the land and airland solution.

**Venue:** Paris Nord Villepinte **Location:** Paris, France **Tier:** Tier 1 **Event Points of Contact:** Barbara Widerman (Lead)  
Exhibition Center **Show Type:** International **RSVPs Due:** May 19, 2018 **bwiderma@harris.com**

**Start Date:** Sep 11, 2018 **End Date:** Sep 15, 2018 **Segments:** CS, ES, SIS

[VIEW MORE](#)

**Attendee Profile** **INCOMPLETE**

Carolyn Reiderman  
Sr Spec, Application Develop

Segment: CHQ  
Delegate:  
Email: creiderm@harris.com  
Work Number: 321/727-4924  
Mobile Number:  
Badge Name: Carolyn Reiderman

Passport Name: Carolyn Reiderman  
Passport Number: \*\*\*\*\*33  
Nationality: US  
Date of Birth: 06/06/1980  
Country of Birth: US  
Country of Residence: US  
Country of Issue: US

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**Other Attendee Details** **COMPLETE**

Will you be attending this event?: Yes  
Will you need a hotel?: Yes  
Travel Method: Flying  
Arrival Date: 09/09/2018  
Departure Date: 09/15/2018

Harris Credit Card Number:  
Expiration Date:  
CVV Number:  
What is your shirt size: M  
Smoking or non-Smoking room: non-Smoking

Go to  
Edit Other Attendee  
Details for Event  
(next slide)

# Edit Other Attendee Details for Event



1. From the Profile Page, click **VIEW** on event
2. In **Other Attendee Details** panel, press pencil icon
3. Notice the date when this form *must* be completed by
4. Fill out this form about your travel arrangements for this specific event
5. Press **SAVE**

**PROFILE**

**Attendee Profile**

Carolyn Reiderman  
Sr Spec, Application Develop  
Segment: CHQ  
Delegate: creiderm@harris.com  
Work Number: 321/727-4924  
Mobile Number: 321-271-5456  
Badge Name: Carolyn Reiderman

**Upcoming Events** Past Events

September 11, 2018 - September 15, 2018

**Eurosatory 2018**

ACCEPTED RSVP **1** [VIEW](#)

**Other Attendee Details** **2**

Will you be attending this event? Yes  
Will you need a hotel? Yes  
Travel Method: Flying  
Arrival Date: 09/09/2018  
Departure Date: 09/15/2018

Harris Credit Card Number:  
Expiration Date:  
CVV Number:  
What is your shirt size: M  
Smoking or non-Smoking room: non-Smoking

**Edit Other Attendee Details**

To complete your RSVP, the fields with a (\*) are required by **May 19, 2018** **3**

Event Dates: Sep 11, 2018 - Sep 15, 2018.

Will you be attending this event? \* **4**  
Yes

Will you need a hotel? \*  
Yes

Travel Method \*  
Flying

Arrival Date \*  
09/09/2018

Departure Date \*  
09/15/2018

Credit Card Number  
Expiration Date  
CVV Number  
What is your shirt size \*  
M  
Smoking or non-Smoking room \*  
non-Smoking

[CANCEL](#) [SAVE](#) **5**



