Joining the Event Space

1. Go to https://kotesol2022.edzil.la

2. To create an account, click “Start Here” (in the main image) or “Get Started” (in the upper-right corner).

3. Fill in the details to create an account, or use Google or Github for single sign-on (SSO) login. Then click “Sign up.”

*Note:* The “Your Name” field should be completed in English and should be your professional name as you’d like it to appear in formal conference documents. This name will appear on your presentations.
4. **Check your email. Click on the verification link** sent by Edzil.la ([no-reply@edzil.la](mailto:no-reply@edzil.la)).

(The email might take a few moments to arrive. If it doesn’t arrive after a minute or two, please check your spam filter, promotions folder, or anyplace else your email might mistakenly divert a message.)

5. **Click “Join KOTESOL2022”** to join the event space.

If you see **“Unverified Mail,”** this means you haven’t yet clicked the verification link in your email (see Step 4). **Click the link.**

6. Click “Join this event space.”

By joining you agree to abide by any Code of Conduct, rules, etc. published by the event organizers.

You also agree that the event organizers may need to contact you while allowing you to opt out.

Please note that joining the event space does not necessarily register you for the event or conference. The organizers may require an additional registration or ticketing step.
7. Congratulations! You’ve joined the KOTESOL2022 event space. You should see this message:

Success! You have joined this event space. You should add a profile and avatar.

8. Now you can interact with the space. You can create a profile, get a ticket, explore the current and upcoming sessions, visit our virtual booths, and more!

Getting a Ticket

- If you want to pay via PayPal (Full-price tickets and Global Professional-Eligible* tickets only):

1. On the conference platform, click “Ticket” on the landing page or select “Get Ticket” under the profile icon.

2. Select “Get a Ticket.”

3. Select your ticket type: Regular Attendee or Global Professional-Eligible*
   (* “Global Professional-Eligible” is ONLY for participants from one of THESE countries, all of which have a gross national income <$15,000 and are eligible for TESOL International's Global Professional discount).
4. Select “Pay through PayPal.” You’ll be redirected to PayPal to complete the purchase.

If you want to pay via bank transfer or Wise (Available through April 15):

1. Fill out the attendee pre-registration form on the KOTESOL website. (Must have a verified online profile and be logged in to view the form at the bottom of the page.)

2. After you click “Submit,” you’ll see the ticket-order page. Select the item(s) you’d like to add to your cart.

3. Click “Add to Cart,” then continue clicking through the shopping cart process (Checkout → Review Order → Submit Order)

4. Note the banking information on the final page of the ordering process (“Order Complete”) and transfer your payment.

5. After we receive your payment, our treasurer will match your payment to your order and mark it complete. It can take 7-10 business days for this manual process.

6. Make sure you have joined our online event platform, https://kotesol2022.edzil.la. (See “Joining the Event Space” above). After your payment is processed, we will issue a ticket to your profile on the platform.

   Note: Your Edzil.la receipt will say you paid 0 USD, but the receipt in your KOTESOL account will show the full and correct price.
Interacting with the Event Space

Before the event

To create a profile, click the “Your account” icon, then choose “Your KOTESOL2022 Profile.” Don’t forget to upload a photo!

To get a ticket, click “Get Ticket.” (See complete process above.)

To get a receipt or attendance certificate: After you’ve purchased a ticket, “Get Ticket” will change to “Your Ticket.” If you click “Your Ticket,” you’ll find a receipt as well as an attendance certificate that you can download.

During the event

On the “Schedule” page: Search, save, & view a list
On the “Live” page: Current & upcoming sessions

Live Session Page

This page refreshes automatically. Upcoming Sessions appear about 15 minutes before they start. If you have issues go to the schedule or you can manually refresh.

Upcoming Sessions (starting soon) ➖ Sessions starting within 15 mins.

Demonstration Session #2641
Feb 11, 03:00 AM ~ 03:30 AM Asia/Seoul

Zoom rooms open ~15 minutes prior to the start of the session. (If the room is not yet open, this will say “Read More.”)

In Progress ➖ Sessions happening NOW

Demonstration Session #2640
Feb 11, 02:35 AM ~ 02:50 AM Asia/Seoul

Session Title ➖ Session Date/Time

Zoom link

Format ➖ Synchronous

Presenter ➖ Later Sessions ➖ Upcoming sessions

On the “Quick Lookup” page: Search by title or presenter

Quick Lookup (experimental)

By default, quick lookup starts from sessions that have recently started.
You can also view the schedule.

Search for: John

Demonstration Session #2640
Fri, Feb 11th, 02:35 ~ 02:50 Asia/Seoul | KOTESOL 1

This is just for demonstration purposes.

Synchronous

John Smith
Still have questions? Contact us at icchair2022@koreatesol.org.