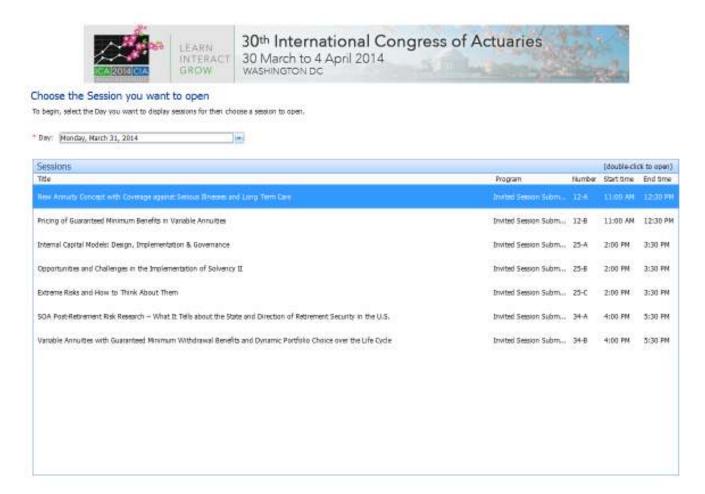
INSTRUCTIONS FOR USING PODIUM RECORDING SOFTWARE

This software, created by The Conference Exchange, will be for all sessions whether recorded or not.

This guide provides step-by-step instructions in how to load, run and/or record your presentation.

1) You will see a list of sessions to choose from that are taking place in this particular meeting room on this day. Double-click the name of the session that you would like to access.



TO BEGIN YOUR PRESENTATION

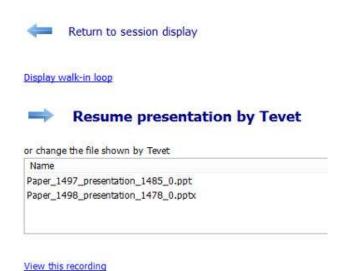
2) After selecting the correct session, the name of the session coordinator, moderator or one of the speakers will appear. Please click on that name. Once you click on the name, the presentation will show a brief loading screen and then advance to the first slide of the presentation. This indicates the presentation has begun and you may start talking.

11:00 AM - 12:30 PM, Monday, March 31, 2014 🕢

New Annuity Concept with Coverage against Serious Illnesses and Long Term Care



3) When this presentation is finished, it will say "next presentation".



Next Presentation (Medina)

- 4) If you have additional files uploaded for this presentation, select them from the list on the right. If you are ready to move on to the next presentation in a session, click on "next presentation". A loading screen will reappear and the recording will start once the loading screen flashes off to start the presentation.
- 5) If you have no more presentations within your session, click on 'return to session display'. From there, use the arrow icons to move to the next session within your time block. Or you can click the scheduled time to return to the list of sessions shown in step 1.

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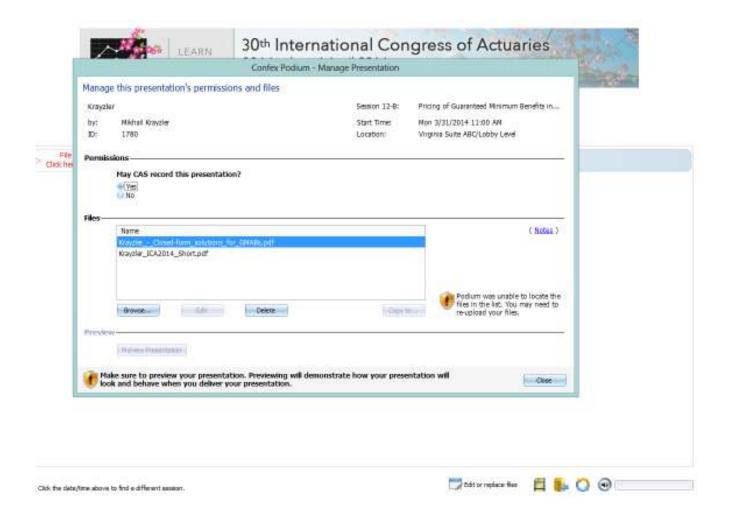


STEPS 6-10: TO UPLOAD NEW FILES

If a file is missing, you will need to upload the file, usually from your flash drive. Click on "File Missing" to upload that file.



- 6) Go to Manage Presentation Screen. Select "Browse" to find the presentation file on your flash drive.
- 7) Select the file from your flash drive. You may select more than one. Podium accepts PowerPoint (.ppt), Adobe Acrobat files (.pdf), Word and Excel. If you need to access video files, you should either have them embedded in your presentation file or you may have to exit the software, run the video and resume the presentation in this software by starting again and advancing to the slide or page where you left off.
- 8) If you wish, you may manage the presentation status, such as change title. Click "Notes" to change the title or add notes. When done, click "Save" or "Cancel."



- 9) Click "Preview Presentation" to make sure it works. Click "Close" when finished.
- 10) Once you have completed any changes or review, you will need to confirm the presentation file in order to advance to the first screen.