

Speaker Prefix & Suffix

Prefixes and suffixes help maintain respect and denote professional qualifications or titles. The latest update to the Online Directory enhances speaker recognition by incorporating these details into speaker profiles.

Show **Dashboard**

KELLY HOCTOR ▾ | HELP | ADMIN HOME

Dashboard Exhibitors Conferences ▾ Floor Plan ▾ Manage ▾ Reports Sales ▾

1 Select **'Manage'** from the Show Dashboard and **'Directory'** from the dropdown list.

Booth Holds

Categories

Pavilions

Send Email

Directory

Directory Users

2 Then, access the speaker display settings within the **'Directory Settings'** tile.

Directory Exhibitor Sessions Networking

Navigation

Reorder, rename, or delete which links appear in your navbar. [Manage Navigation](#)

Directory Settings

Add or update directory settings. [Manage Directory Settings](#)

SPEAKER NAME DISPLAY SETTINGS

Include Prefix or Suffix? *

Prefix

Suffix

Include comma after last name?

Yes No

Include comma after Suffix?

Yes No

[PREFIX]

[FIRSTNAME]

[LASTNAME]

[SUFFIX]

Mr James Smith, MD,

3

Update the speaker display fields and arrange the placeholders in your desired order by dragging and dropping them.

The preview text will update to provide an example.

4

Click 'Submit' at the bottom of the page to save your changes.

Note

When you search for a speaker in the Online Directory, the prefix and suffix are shown in the speaker dropdown but do not affect the sorting order.

For example, if a speaker's name is "Dr Mary Smith, Jr," she will be sorted under 'M' for Mary or 'S' for Smith, based on whether you are sorting by the first or last name. The sorting process does not consider the prefix or suffix, although they are displayed as per the speaker name display settings.