

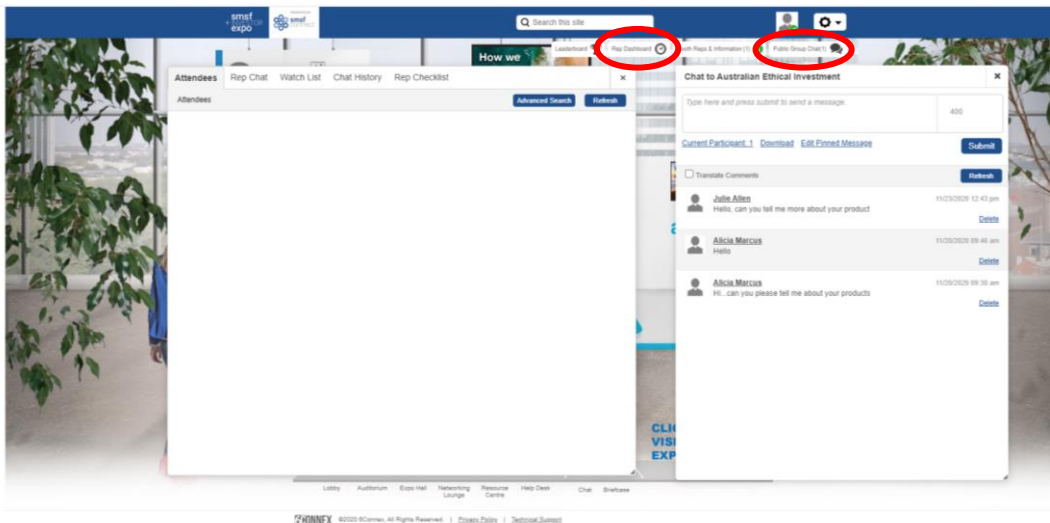


EXHIBITION BOOTH INFORMATION AND TIPS

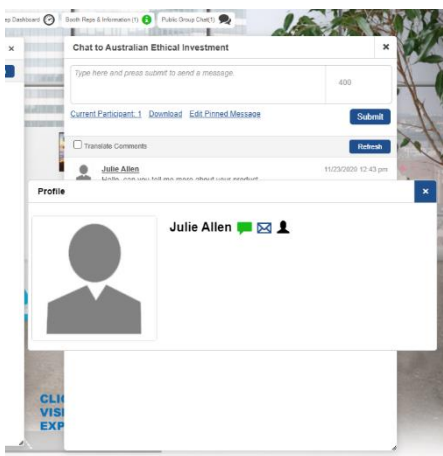
AT YOUR BOOTH

Your content and links have been loaded onto one of your monitors within your stand. Your logo will be linked to the URL provided as part of the Conference website.

When you first enter your booth click on **Rep Dashboard** and slide this window to the left. Then click on **Public Group Chat** and slide this window to your right so they are side by side. These are the main windows you will use as a Booth Rep.



If someone asks a generic question of any representative it will appear in the Public Group Chat window and anyone can answer it by typing into the message box at the top and submitting. You can download the public group chat at the end of each day or the end of the event.

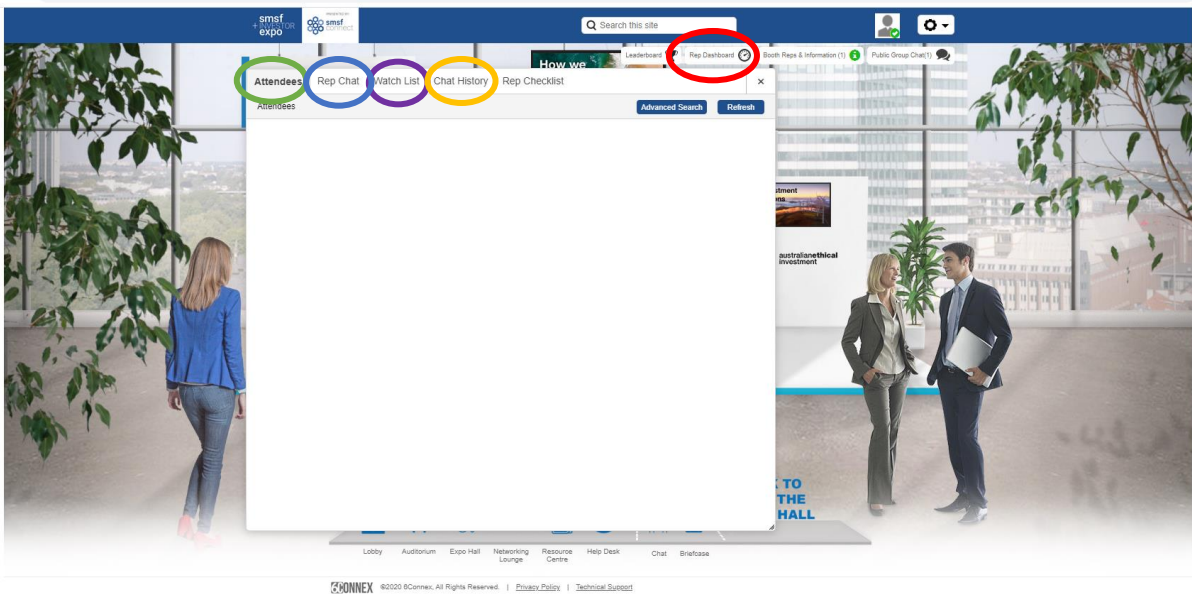


If you click on their name it will bring up their information and if the green chat icon is displayed against their name you will know they are still online, click on this box to engage them in a one on one chat.

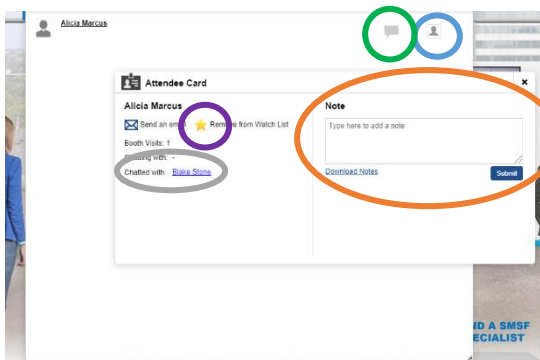


EXHIBITION BOOTH INFORMATION AND TIPS

Rep Dashboard:



Attendees - Who is in your booth at any given time, press refresh every now and then.



To interact with an attendee:

Click on the **Chat** icon to talk one on one.

A **headshot icon** will appear next to their name, click on this to pull up their profile information card.

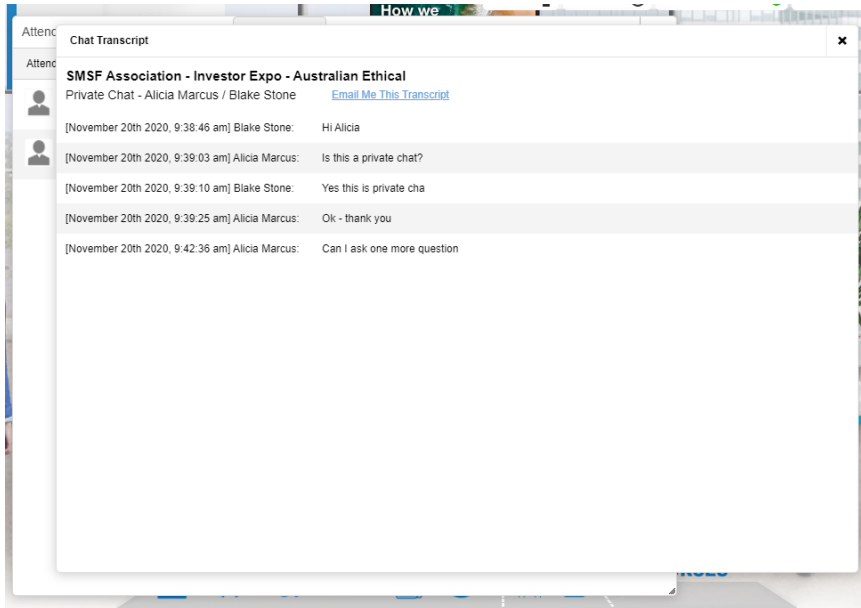
Once in their profile you can make **notes** about them and then download these.

Add them to your **watchlist**. We recommend you add someone to your watchlist as soon as they appear in your Attendee card.

To download a record of your chat with a person click on the hyperlink next to "Chatted with:" and then you can email a copy of the transcript to yourself:



EXHIBITION BOOTH INFORMATION AND TIPS



Rep Chat – Talk to other reps who have been assigned to your booth, leave them messages. Note that attendees will not see these messages.

Watch List – after you have added someone to your watch list, their details will remain here.

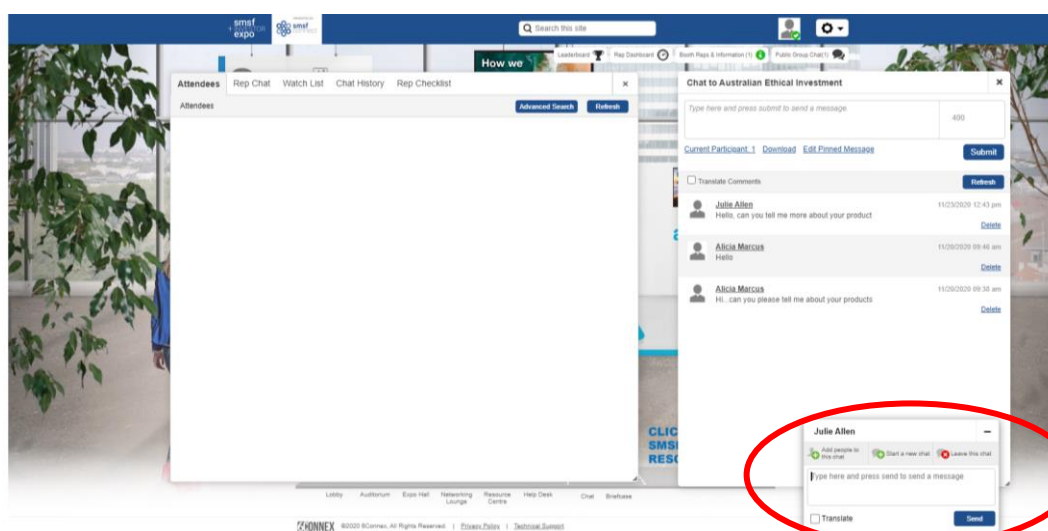
Chat History – view past conversations with attendees, click on their headshot icon to view their profile, see above for profile view functionality.



EXHIBITION BOOTH INFORMATION AND TIPS

ONE ON ONE CHATS

If you engage or an attendee engages you in a one on one chat these will appear at the **bottom** of the screen.



You can engage in multiple one on one chats at the same time, these will appear in different chat screens, side by side at the bottom. If you are in a chat with one person and the other person asks you something in their chat their name will flash blue and your computer will make a doorbell sound to alert you.

Within the one on one chat you can invite others from your team into the chat “Add people to this chat” (as long as they are registered for the event), and/or invite them and then leave the chat “Leave this chat” so they can take over. Once you have finished with a chat make sure you “Leave this chat”.

To download the transcript of the chat go to “Chat History”, “person”, “Chatted with” and email the transcription.

CHANGES TO YOUR BOOTH

Please note, you will not be able to make any changes during the running of the program on the day, but you can make changes on the day in between, Wednesday 17 February 2021.