Understanding Your Booth

This virtual booth mimics a physical event with booth space, sponsorship opportunities, networking, webinars, and much more. Booths come in small, medium, and large. Custom booth offering are available as well.

1. **Branding Options**: Banners, banner stands, TV display, etc.
2. **Media Display**: Display products/services, training, or marketing videos
3. **About Us**: Full company information
4. **Press Release**: Add your company’s press releases for attendee consumption and education
5. **Videos**: Catalog of product/services and/or marketing videos
6. **Products**: Product documents showcasing new or current products/services
7. **Webinars**: List of webinar schedules where attendees can join in real time
8. **Documents**: Documents, sign up forms, etc. that attendees can view or download
9. **Social Media links**
10. **Exhibitor Chat**: Real time chat with booth staff
11. **Appointment**: Attendees can see the exhibitor appointment schedule and be able to request for an appointment
12. **Scan Badge**: Attendees click this to scan their badge, sending their contact information to the exhibitor
13. **Contacts**: Available booth staff from the company with the ability to add them to eBag
14. **eBag**: Attendees can add the exhibitor to their eBag for later reference
EXHIBITOR ANALYTICS

With analytics data, exhibitors can see how effectively their booth is performing. Useful information is displayed, including but not limited to, how frequently the booth is visited and details on which type of attendee visits the booth.

Reports also includes information on how often uploaded materials are being accessed. Exhibitors can use this information in deciding how to best make use of the booth. Which items/materials do you need to promote more.

Where does your audience go to learn more about you? Twitter? Facebook? LinkedIn?

Which materials do your audience find most interesting?

Do they access your uploaded documents?

Do they check out your product page?

Are they interested in your webinars?
ENTERING YOUR BOOTH

Click on the **Lounge** tab and then on the **Booth Staff Lounge** navigation.

Click on **Enter Booth Chat** to open the Unified Communication dashboard.

Your exhibit booth thread opens by default.

You are now listed under the staff tab on the right for attendees to view.

Chat publicly and/or chat privately with participants.
Click **Booth Staff Lounge**.  

1. Click the **Booth Staff List** navigation.  
2. Click the **Chat** button to start chatting in the Unified Communication dashboard.
1. Hover over the chat bubble of the person you want to chat with. Click on the private chat button that will appear beside the bubble.

2. Click on VISITORS to pull up a list of attendees. Click on the three dots, and then the private chat button.

3. To send your message, type your message in the Message Box and click on send.
How to Request to Video Chat

1. Click the Camera button or Request Video Chat button.

2. Pop up appears after clicking on either button.

3. Once the invitation is accepted, a link to join the video chat will display in the chat message.

4. When Yes is clicked, the other user receives a message with a Click Here to join button.

5. The Request button now changes to Join Video Chat for both sender and receiver.
**How to Video Chat**

After clicking on the JOIN VIDEO CHAT button, the video connects automatically.

**LEAVE MEETING Button**
Click on this button to exit the meeting.

**MUTE Button**
To switch your mic on/off.

**CAMERA Icon**
To switch your camera on/off.

Always REMEMBER to:

- Enable your webcam on your browser.
- Check your internet speed.
- Have your IT confirm your VPN allows video streaming.

**CHAT BOX**
Use this to send additional information.