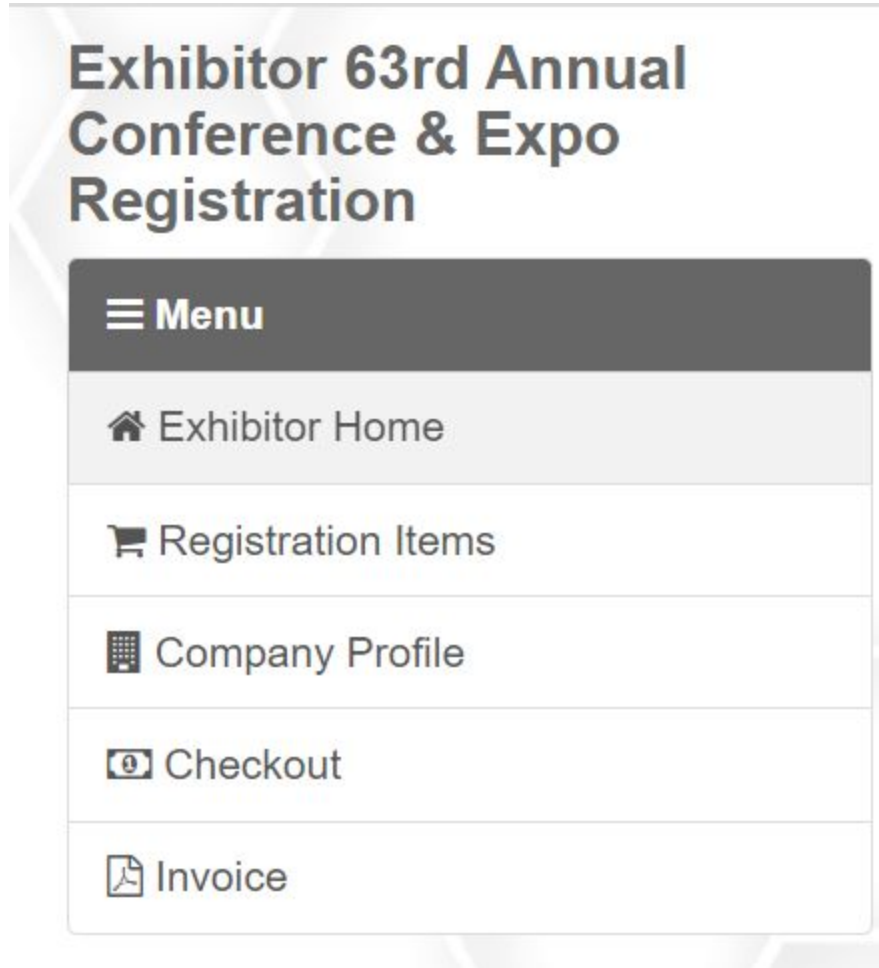




Creating a Virtual Exhibitor Booth

Enter Company Profile

- Navigate to the Company Profile/Update Company/Update Virtual Booth/Update Exhibitor Profile Button from the home screen (button vernacular may change depending on your conference).



Update Company Information

- Update Logo
- Update Company Name
- Update Company Website
- Update Company Description
- Add an External Virtual Meeting Room Link *(if applicable)
- Add Company Virtual Room Description *(if applicable)
- Add Social Media Links
- Hit Update Exhibitor Profile to save changes

The screenshot shows a web interface for updating an exhibitor profile. At the top, there are navigation tabs: 'Company Info', 'Contact Info', 'Product Info', 'Staff Contacts', and 'Analytics'. The 'Company Info' tab is active.

Update Exhibitor Profile

Company Logo *
X-CD Technologies
Choose File | No file chosen

Company Name *
X-CD Technologies

Company Website
https://www.x-cd.com

Company Email
support@xcdsystem.com

Company Description *
X-CD's virtual conference platform was built with academic and research driven conferences top of mind. X-CD has provided technical research driven associations, societies and conferences with a large suite of specialized software solutions for over 20 years, and the X-CD Virtual Platform is the newest branch of the full stack technology suite.

X-CD Virtual is different from most digital event platforms in that the virtual conference data is all generated organically from the clients core conference and association modules (membership, attendee, exhibitor, and sponsors registration, speakers, abstracts, program, and continuing education).

Company Virtual Meeting Room Link

Company Virtual Meeting Room Description
Company Virtual Meeting Room Link is your company's video conferencing link - i.e. your Zoom Meeting Invite URL or your Go To Meeting URL. You may enter it now so that during the virtual event attendees are able to join you virtually. Please enter the URL for your meeting above - and only the URL. If there is a password, enter the password in the description box. Also please tell the attendees what specific day and time you will be available. Include time zone information as well as attendees may be anywhere in the world.

Please Join Us June 18 - 22nd, 2020 from 8 AM EST to 3 PM EST.

LinkedIn URL
https://ca.linkedin.com/1

Facebook URL
https://www.facebook.com

Twitter URL
https://www.twitter.com

Youtube URL
https://www.youtube.com

Instagram URL
https://www.instagram.com

Pinterest URL
https://...

Update Exhibitor Profile

Update Company Address

Company Info | **Contact Info** | Product Info | Staff Contacts | Analytics

Update Exhibitor Info

Address Line 1

Address Line 2

City

State

Zip

Country

Phone

Fax

Update Product Information/Raffle Prizes

The screenshot shows a dashboard with a dark header containing navigation tabs: Company Info, Contact Info, Product Info (selected), Staff Contacts, and Analytics. Below the header, there are three main content areas:

- PDF Brochures:** A section with an 'Upload' button and a list of three items: 'Medical Products', 'In-Home Products', and 'Industry Products'. Each item has a menu icon on the left and an edit icon on the right.
- Giveaways & Raffle:** A section with an 'Upload' button and a list of two items: 'Gift Card' and 'iPad'. Each item has a menu icon on the left and an edit icon on the right.
- YouTube Links:** A section with an 'Add' button and a list of two items. Each item has a menu icon on the left, a small video thumbnail, a title, and a delete icon on the right. The first item is 'AECOM - Who We Are' and the second is 'What is a defibrillator, and how does it work?'.

- Select Upload on the PDF Brochures
 - Select the file or drag and drop the desired PDF
 - Write the display name for the PDF

The screenshot shows a modal dialog box titled 'Upload PDF' with a close button (X) in the top right corner. The dialog contains a 'File Name: *' label followed by an empty text input field. Below the input field is a 'Select PDF' button. At the bottom right of the dialog are two buttons: 'Upload' and 'Cancel'.

Youtube Account must be PUBLIC

- Select add on the YouTube Links
 - Ensure Video URL supplied is a YouTube video



The screenshot shows a modal window titled "Video Url" with a close button (X) in the top right corner. Below the title is a text input field with the placeholder text "Enter Video Url: *". At the bottom right of the modal are two buttons: "Submit" and "Cancel".

- Select Upload on the Giveaways & Raffle Section
 - Add the Raffle Name on the File Name and select an **image** or drag and drop it



The screenshot shows a modal window titled "Upload Image" with a close button (X) in the top right corner. Below the title is a text input field with the placeholder text "File Name: *". Below the input field is a button labeled "Select Image". At the bottom right of the modal are two buttons: "Upload" and "Cancel".

Add Your Staff

The screenshot displays a web interface for managing staff contacts. At the top, there are navigation tabs: 'Company Info', 'Contact Info', 'Product Info', 'Staff Contacts' (which is active), and 'Analytics'. Below the tabs, a grey box contains instructions: 'Below lists all contacts currently associated with your Company Profile. Only contacts who have been previously tied to your Company Profile will appear on the list. New company contacts will appear on the list after they have been registered for this year's conference. You may remove contacts to update the list with current contacts only. The option to "Make Admin" will allow access to all functions of the exhibitor portal, we recommend only providing Admin access to the main point of contact.'

Below the instructions is a button labeled 'Add Contact' with a person icon. The main content area is divided into two columns. The left column, titled 'Manage Contacts', contains two contact cards. The first card is for 'Jodi Craig', identified as 'Company Admin' with email 'support@xcdsystem.com'. It has buttons for 'Contact Info', 'Remove Public', 'Upload Profile Image', 'Remove Admin', and 'Remove From Company'. The second card is for 'Holly Fan' with email 'holly@x-cd.com', featuring buttons for 'Contact Info', 'Remove Public', 'Upload Profile Image', 'Make Admin', and 'Remove From Company'. The right column, titled 'Change Primary Contact', shows 'Current Admin: Jodi Craig' with email 'support@xcdsystem.com' and 'Contact ID: 1'. Below this is a dropdown menu and an 'Update Primary Contact' button. A blue chat bubble icon is located in the bottom right corner of the interface.

- Select the Add Contact Button to Create new Staff contacts
- Fill out the Information; First name, Lastname and Email are Required
- In side the contact card you can:
 - Update Contact Information
 - Make the Contact Public (This means the contact will be publicly available for contact within the booth and attendees can send direct emails to them).
 - Update their profile Picture
 - Make them a company admin
 - Delete them from the company