

BOOTH USER GUIDE



| | |
|-----------------|-------------------------|
| CONFERENCE DAYS | November 10-12, 2020 |
| ON-DEMAND | Until December 31, 2020 |

COMPUTER TIPS & TRICKS

System Check & Computer Tips and Tricks

We highly recommend that ALL users/attendees review the Computer Tips & Tricks document prior to the conference.


The virtual platform works best in Chrome – so we recommend updating your computer and/or downloading the latest version of Chrome.

System Check Link:

<https://presentations.akamaized.net/ProductResources/Production/HTML/StudioAttendeeHelpGuide/StudioAttendeeHelpGuide.html>

SYSTEM CHECK

JAVASCRIPT ENABLED 

BROWSER 
Your Browser Chrome 86.0.424

POP-UP BLOCKERS 

RUN SYSTEM CHECK AGAIN

LOG IN

STEP 1: Login using the link below.

STEP 2: Enter your email, all lower case. Click ENTER.

LOG IN NOW!
PEI Virtual Meeting

Lorem ipsum dolor sit amet, consectetur adipiscing elit. Sed a nulla a purus posuere commodo ac nec tortor. Nulla facilisi. In hac habitasse platea dictumst. Nulla lobortis ornare placerat.

Not registered for the PEI Virtual Meeting and interested in signing up?

REGISTER NOW!

Email Address

kswitzer@wellingtonexperience.com

invalid login id or password:

ENTER

[FORGOT PASSWORD?](#)

CONNECT

LOGIN: <https://onlinexperiences.com/Launch/Event.htm?ShowKey=117831>

UPDATE YOUR PROFILE

STEP 3: Update your profile picture.

Select “My Profile” from the top Navigation bar

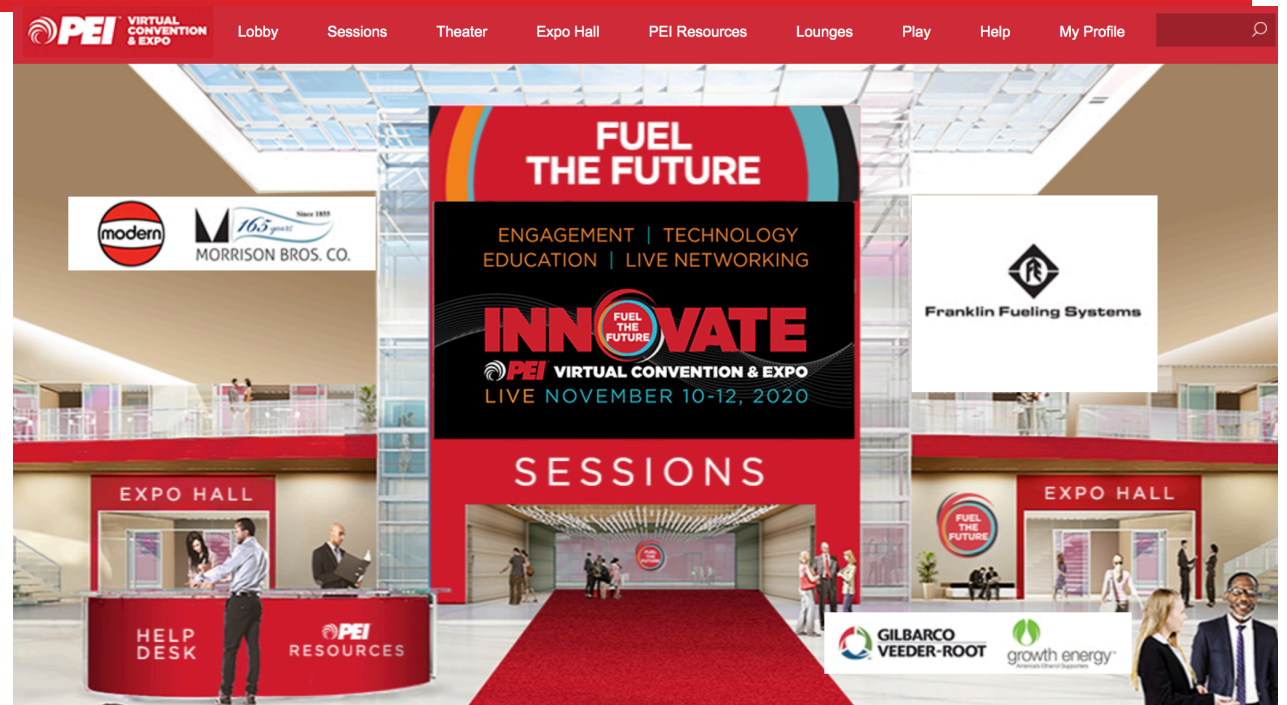
My Profile

Select “Edit Photo” and upload your picture

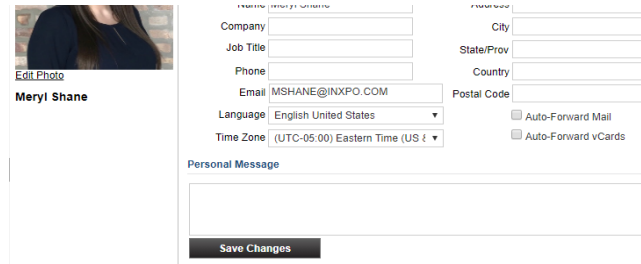
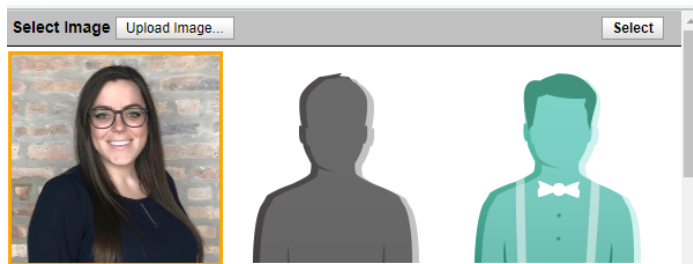


Edit Photo

Meryl Shane



Select the image uploaded, click “Select” and then “Save Changes”

A screenshot of the profile update form. It includes a small profile picture of Meryl Shane and an "Edit Photo" button. The form contains the following fields: Name (Meryl Shane), Company, Job Title, Phone, Email (MSHANE@INXPO.COM), Language (English United States), Time Zone (UTC-05:00) Eastern Time (US & ...), City, State/Prov, Country, and Postal Code. There are also checkboxes for "Auto-Forward Mail" and "Auto-Forward vCards". A "Personal Message" text area is located below the form fields. A "Save Changes" button is at the bottom of the form.

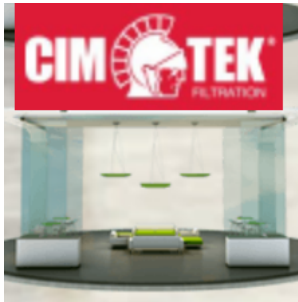
ENTER EXPO HALL

STEP 4: Find your booth

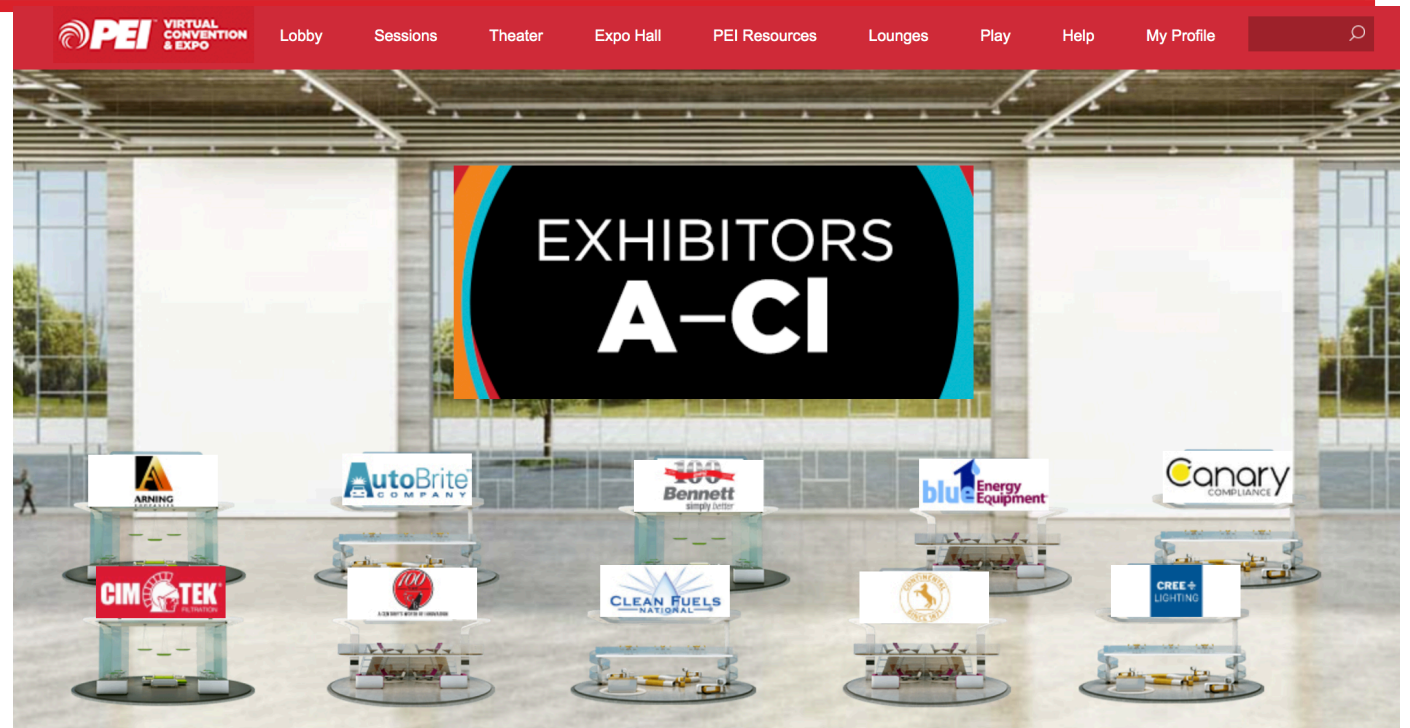
Select “Expo Hall” from the top Navigation Bar

Expo Hall

Find your booth in Expo Hall drop down directory.
Click on your logo.



Click on the Booth Rep Tool Button in the top right of the screen.

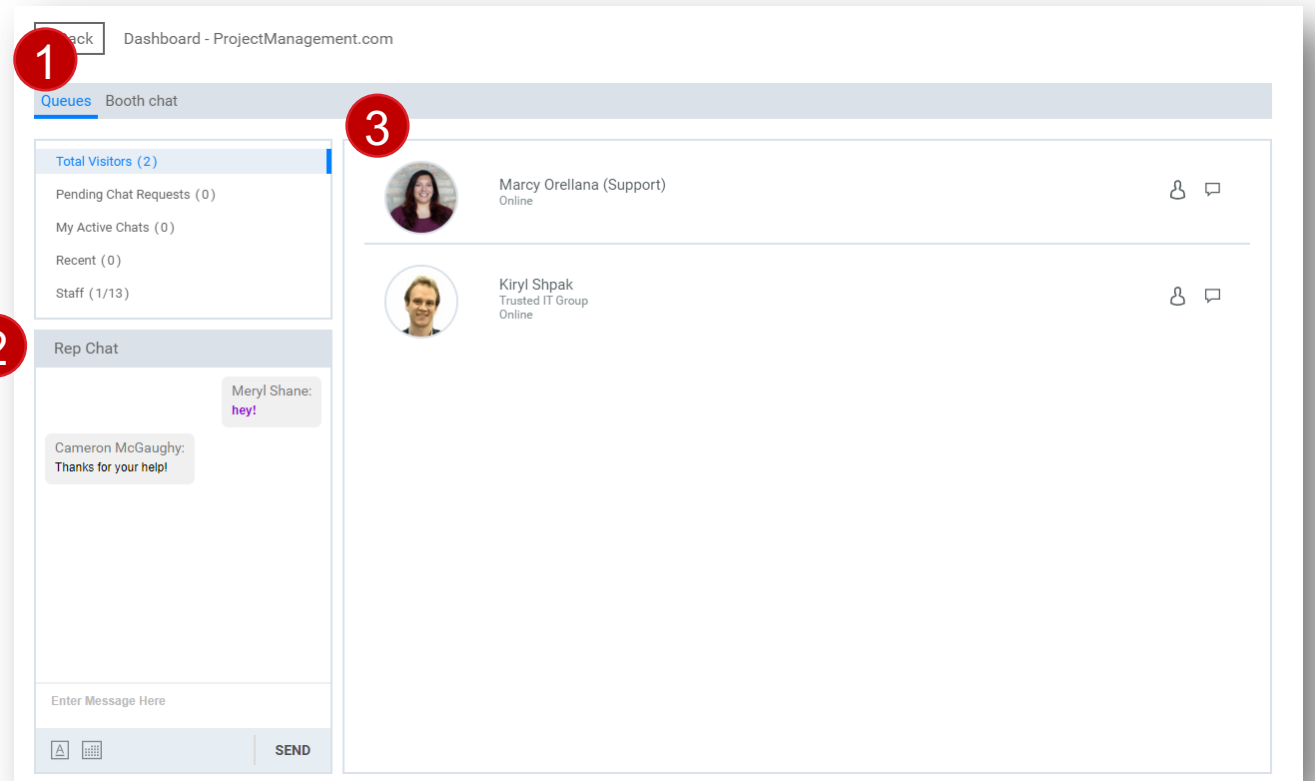


BOOTH REP TOOL OVERVIEW

STEP 5: Communicate with Attendees

The Booth Rep Tool allows you to manage attendees, participate in the group chat as well as initiate private chats all from one interface.

1. Queues Tab / Booth Chat Tab
2. Rep Chat
3. Attendee Information Area



BOOTH VISITORS

Visitors

1. List of current booth visitors
2. List of private chat requests that have not been accepted
3. List of my active Private chats
4. List of Recent Private chats
5. List of Booth Staff (Parenthesis show number of staff online)

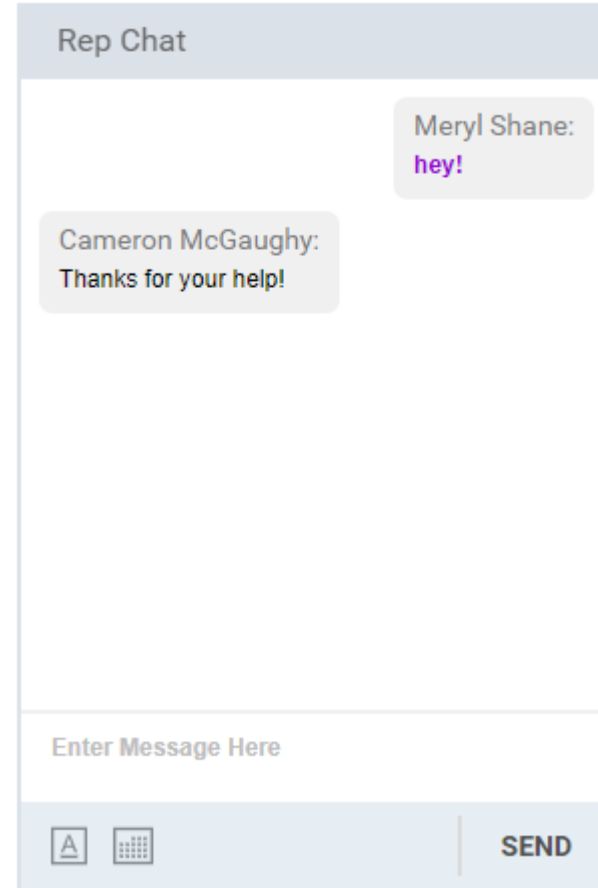
The screenshot shows a software interface with two tabs: "Queues" (selected) and "Booth chat". Below the tabs is a list of five items, each with a red circular icon containing a white number:

- 1 Total Visitors (1)
- 2 Pending Chat Requests (0)
- 3 My Active Chats (0)
- 4 Recent (0)
- 5 Staff (2/13)

REP CHAT

Rep Chat

The Rep Chat is a private chat for **BOOTH STAFF ONLY**.
Attendees will not see anything entered in the Rep Chat.



PRIVATE CHATS

Starting a Private Chat

You can start a private chat one of 2 ways.

1. Click on the chat button next to the users name
2. Click on the user, and then click the chat button to initiate a private chat

The screenshot displays a chat interface with a sidebar on the left and a main chat area on the right. The sidebar includes sections for 'Total Visitors (2)', 'Pending Chat Requests (0)', 'My Active Chats (0)', 'Recent (0)', and 'Staff (1/13)'. Below these is a 'Rep Chat' section with a message from Meryl Shane: 'hey!' and a response from Cameron McGaughy: 'Thanks for your help!'. At the bottom of the sidebar is a text input field 'Enter Message Here' and a 'SEND' button. The main chat area shows a list of users: 'Marcy Orellana (Support) Online' and 'KiryI Shpak Trusted IT Group Online'. A red circle with the number '1' is placed over the chat button next to Marcy Orellana's name. A red circle with the number '2' is placed over her profile picture, with a purple arrow pointing from it to a larger, detailed view of her profile picture. This larger view also has a red circle with the number '2' next to it and shows three icons at the bottom: a speech bubble, an envelope, and a video camera. The name 'Marcy Orellana (Support)' is written below the larger profile picture.

GROUP CHAT

Live Chat

The Live Chat Tab allows you and participate in your booth's Group Chat.

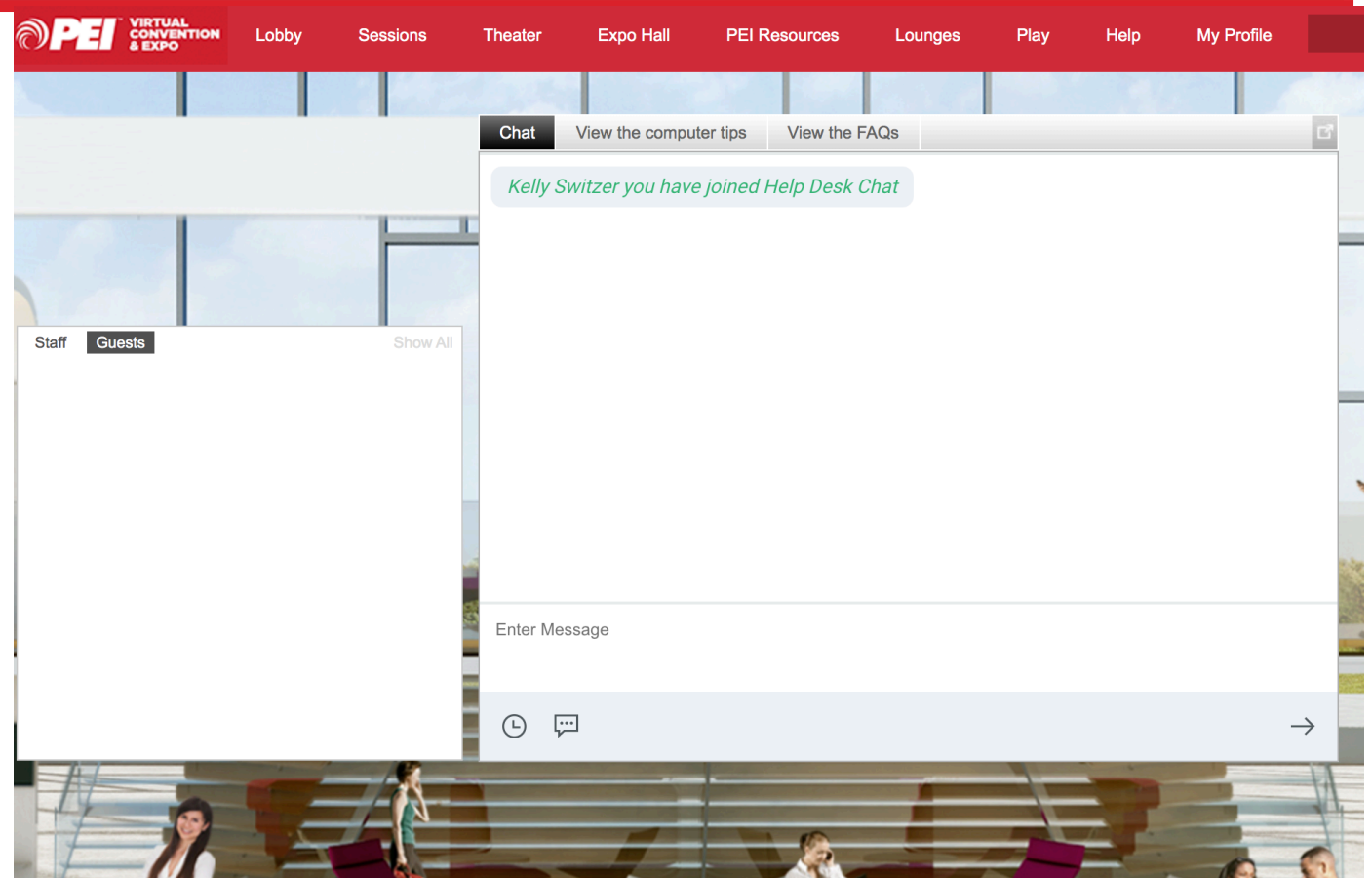
1. You still have access to your STAFF Booth Rep Chat
2. Update your font face, color and size by clicking on the A under the message area
3. Type any group chat messages and click send

The screenshot displays a live chat interface with two chat windows. The top window is titled 'Booth chat' and shows a list of messages from various users including Marcy Orellana (Support), Prathik Bathija, Jacques Goupil, and Martin Cleaver. The bottom window is titled 'Rep Chat' and shows messages from Meryl Shane and Cameron McGaughy. A red circle '1' highlights the 'Rep Chat' tab. A red circle '2' highlights the font formatting tool (an 'A' icon) located below the message input area of the 'Rep Chat' window. A red circle '3' highlights the 'SEND' button located to the right of the message input area of the 'Rep Chat' window.

HELP DESK

Help Desk

If you need help at any time during the live event, please click on the Help Desk in the top Navigation and live staff will be available to assist you.



DATA PORTAL

STEP 6: Run Reports

Booth Admins will have direct access to the Data Portal to run reports on booth visitors, tab visitors, documents/links visitors. You can also pull reports on the number of virtual business cards exchanged and emails exchanged in your respective booth.

All data is specific to your booth and cannot be viewed by other exhibitors.

Login using the below link.

<https://onlinexperiences.com/Launch/DataPortal.htm?ShowKey=117831>

Login and Password are both your email, *all lower case.*

DATA PORTAL LOGIN
Login to the data portal to access the PEI Virtual Meeting metrics.

Email Address
kswitzer@wellingtonexperience.com

Password
.....

ENTER

[FORGOT PASSWORD?](#)

If you receive an "Already Logged In" message, wait 1 minute before re-entering.

[Terms Of Use](#) [Privacy Policy](#)

[Computer Tips](#) [Login Help](#)

By logging in, you agree to the Terms of Use and Privacy Policy.

DATA PORTAL

PEI Virtual Meeting

Impersonate User

[Impersonating: none]

[Invite A Friend Activity](#)
[Rating Activity Summary](#)

EVENT SURVEYS

[Overall Event Survey](#)

SPACES

[Booth Visitors](#)

PRESENTATION REPORTS

[Top Presentations](#)
[Presentation Visitor List](#)
[Question List](#)
[Presentation Polling Results](#)
[Presentation Handout Activity](#)

SPONSOR REPORTS

[Sponsor Space Visitors](#)
[Sponsor Space Tab Visitors](#)
[Sponsor Space Document Users](#)
[Sponsor Space Mail Activity](#)
[Sponsor Space VCard Activity](#)

DISPLAY AD ACTIVITY

[Display Ad Activity Summary](#)

Welcome, Kelly Switzer

OVERVIEW

As an enhanced feature to the platform, we now offer this portal to all participants. Users can view all the activity that occurred during the live presentation. Many of the reports can also be downloaded or printed for your convenience.

OVERALL EVENT REPORTS:

- [Attendance Trend Report](#): This report shows the total number of unique attendees and sponsors that visited the event, as well as the number of people logged in over the duration of the event.
- [Attendance By Company](#): Shows the number of individuals from each participating company that attended the event.
- [Top Presentations](#): Shows which presentations had the most viewers. You can see the top 5, 10 or 15 most popular presentations.

MY ACTIVITY REPORTS

Download Instructions:

1. Choose a Format: CSV or XML
2. When the 'File Download' window appears click Save.
3. Save the file to a location on your computer.
4. Import file using your email software, as appropriate.

More information.
[Microsoft Outlook](#)

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SAMPLE REPORT

Booth Visitor Report

Booth Visitor Report will include full contact information. All other reports will contain name, company and site click data.

Sample Output

| Space Title | Company Name | Name | Job Title | Email Address | Address | City | State - Prov | Country | Postal Code | Space Visit Count | Time In Space |
|--------------|--------------|------------|-----------|-----------------|-----------------|------------|--------------|---------|-------------|-------------------|---------------|
| ABC Products | ABC Products | John Smith | | 5jsmith@abc.com | 123 Anywhere St | Heresville | IL | USA | 60000 | 5 | 00:01:34 |
| ABC Products | ABC Products | John Smith | | 5jsmith@abc.com | 123 Anywhere St | Heresville | IL | USA | 60000 | 5 | 00:01:34 |
| ABC Products | ABC Products | John Smith | | 5jsmith@abc.com | 123 Anywhere St | Heresville | IL | USA | 60000 | 5 | 00:01:34 |
| ABC Products | ABC Products | John Smith | | 5jsmith@abc.com | 123 Anywhere St | Heresville | IL | USA | 60000 | 5 | 00:01:34 |
| ABC Products | ABC Products | John Smith | | 5jsmith@abc.com | 123 Anywhere St | Heresville | IL | USA | 60000 | 5 | 00:01:34 |

Survey Reports (within Booth tabs)

PEI will need to pull these reports on your behalf. These will be emailed on the last day of the conference.