

VIRTUAL BOOTH WITH VIDEO and/or REPRESENTATIVE

Vendor logo (Required) 1080X1080 (JPG/PNG/GIF up to 2MB file):

Background Image (Required) (JPG file):

1500X750 (2:1 aspect ratio)

(only dark color photo or illustration, no wording)

Vendor name (Required): Name of the company

Vendor email (Required): The email you want the audience to use to contact you

Vendor headline (Required): A promo sentence, up to 60 characters, including spaces between words Example: We are on a mission to keep the Open Web Open. Wanna join?

About (Required): Company profile up to 60 words

Tags (Required): Up to 3 Industries your company complies with.

Vendor site (Required): The company's URL

Twitter (Optional): The company's Twitter link

Facebook (Optional): The company's Facebook link

Instagram (Optional): The company's Instagram link

LinkedIn (Optional): The company's LinkedIn link

Button Action (Required):

1. **Register interest** (link to your e-mail) - Sends an email containing the email address of the user who is interested to be contacted by your company.

Or

2. link to webpage (link to your webpage) - The button will direct the user to the website provided above.



Button Text: Describes the action of the "Button Action" you chose above (i.e. Visit our website / Learn more about us).

Additional Information: Here you can add a description, provide links where visitors can download files, etc. (Additional information section will be shown under the video player).

BOOTH WITHOUT LIVE REPRESENTATIVE

Send us a video you want playing when someone links to your booth (only one link can be used) **OR** a Google slide presentation

OPTIONS:

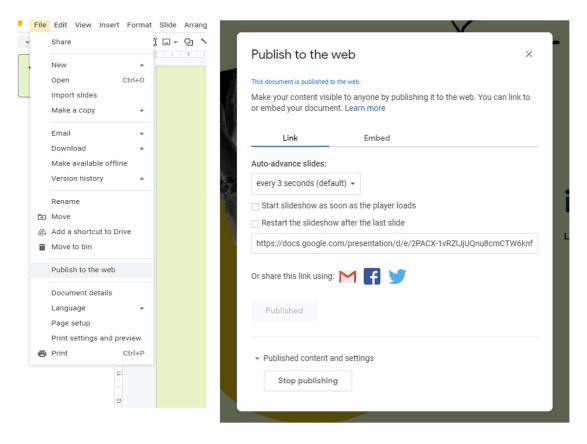
VIDEO BOOTH: Your video needs to be uploaded on YouTube, Vimeo or Wistia. The link of the video needs to be provided.

Or

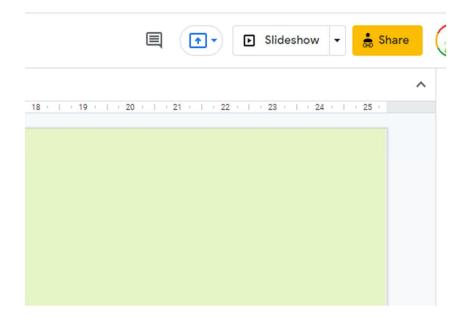
GOOGLE SLIDE BOOTH: If you choose to have a presentation instead of a video booth, you will need to upload the presentation on google slides. You can do that by visiting https://docs.google.com/presentation/u/0/?tgif=d. When you are done editing your presentation, you need to:

1. Publish to the web.

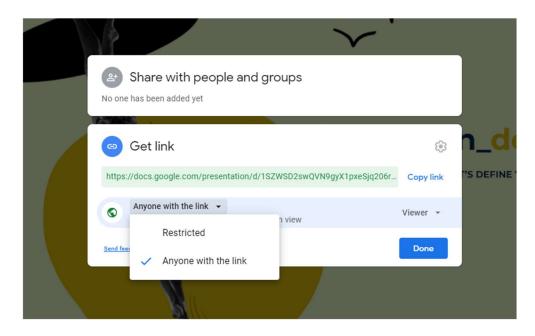




2. Share it by clicking on the upper right corner of the screen, then choose to share with anyone who has the link, as in the second picture below.







3. You are now done! Please copy the link and send it to us in order to set up your booth.

BOOTH WITH REPRESENTATIVE: Name/surname/e-mail/mobile number of the person in charge of the booth on the day of the event.

Please note that there will be a rehearsal before the event.

Kindly note that all representatives assigned as booth moderators on the day of the event will need to be present at the rehearsal day.

All representatives must connect with a laptop with sound and camera and high-speed internet (preferably Ethernet) and be in a quite bright room. Please avoid using cell phones for the connection.

Please keep in mind that all representatives need to be registered and create a Hopin account for the event. The exact names and email addresses of the representatives that were used during registration should be sent to us, in order for them to be assigned as booth moderators.

You can also have a video OR a Google slide presentation running during the time your Representative might not available (Please see instructions for a booth without a representative above).



TIPS

- 1. **Proactiveness:** use the tools of the platform to attract visitors to your virtual booth.
- 2. **Chat:** you can promote your booth at the Event chat using the link of the booth. You can also prepare tag lines for the Event Chat or your booth chat.
- 3. **Availability:** You can have a live representative during the expo, but you can also have a presence at the virtual networking tab.
- 4. **Call to action:** Give a motive / a call to action to the visitor so that you attract relevant leads, ask them to participate in a poll and give a «reward».
- 5. **PC & Connection:** During the day of the event, you are advised to use the same pc and connection used on the day of the vendor rehearsal. Please be advised that some networks and/or pcs block access or functionality to the platform due to strict firewall rules. Please talk to your IT in advance.
- 6. **Representatives:** It is recommended to have at least two representatives at your booth at all times. Please keep in mind that as the event will run for a long period of time, you may need to have more than one representative assigned.



