

# NEPIC VIRTUAL EVENTS & CONFERENCES

User Guide for Exhibitors

Welcome to the Exhibitor Guide for NEPIC online events.

NEPIC have teamed up with an events management company (Fresh Start Events) to use their FLOOR online event, conference and exhibition platform.

This guide will take you through the process of joining the FLOOR platform and the functions available to you once you have joined to ensure you can make the most of your time with us.

### Joining the FLOOR Platform

You will receive an invitation from 10Times.com to join the FLOOR Platform.

ere are problems with how this message is dis	yber Security Conference - Day 1 on 23 Sep 2020 layed, dick here to view it in a web browser.	
	Hey Chris Edmondson,         You have shown interest in Digitalisation & Cyber Security Conference - Day 1 schedule for Wednesday, 23rd September 2020, 09:00 AM BST. Below is the link to join.         Click to Join         Click to Join         (Aternatively follow the instructions)         Joining Link       Intra-//Ngi Bloor be/Cost         Intel Cost       If Shingukul, LJpF Gwdy/wookR7q0p2366.         Grave Byonomic Code please do not share)       (Your personal code please do not share)         Important: For best experience use your Laptop and Chrome Browser.       See you hamil         See you hamil       Here         NEPIC       See You hamily	
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bscribe From This List   Marage Email Preferen	205	

To access the platform, follow the "Click to Join" link.

This will then direct you to a web page (seen through a browser)

Ideally please use Chrome or Safari. Other browsers have security issues with the FLOOR platform.

Welcome, It only takes a <b>click</b> to join the event.	
G Sign in with Google in Sign in with Linkedin G Login with Flacebook	Digitalisation & Cyber Security Conference - Day 1
	The live session on Registration
Join using invite code. (Sent on email)	By NEPIC, UK. Starts 23 Sep 2020 at 09:00 AM GMT+1:00
Accept our Terms and Conditions.	



The form asks you to register in one of four ways:

- 1. Google
- 2. Facebook
- 3. LinkedIn
- 4. Email

Please note: If you choose Google, Facebook or LinkedIn, the form will try to extract your information directly from your profile on that platform.

Selecting Email as the registration type will then prompt you for additional information,

- Your name
- Your organisation or company
- Your designation (job role)
- City
- Country
- Phone number (plus country code)

Once you have completed registration, the event FLOOR platform will open and you will arrive in the section called registration.

You can check (and edit) your profile by clicking your image at the top right of the screen.

In 'Registration' you will immediately see the event agenda and icons to navigate around the FLOOR platform.

	lŵr			
Floor				[
Stage	Opening Ceremony		Keynote	Table 1
Lobby	Registration	Welcome to the conference	9.45AM - View from a a key manufacturer in the process sector	Table 2
Lounge	© 23 SEPTEMBER 9:00 AM	© 23 SEPTEMBER 9-30 AM	© 23 SEPTEMBER \$45 AM	
VIP Booths	Keynote 10.05AM - Digital Manufacturing Trends: What's popular and what's	Workshop 10.25AM - What is Blockchain and	Workshop 11.15AM - How introducing automated processes and	Table 3
Handouts	Working 23 September 10:05 AM	how it can be applied in practice?	digitising an organisation can lead	Table 4
Reception	Workshop 11.35AM - Transforming construction procurement with	Workshop 11.55AM - Reducing potential business interruptions in Critical	Workshop 12.45PM - Firewalls: A live demonstration	Table 5
	digital transformation processes © 23 SEPTEMBER 11:35 AM	Manufacturing Operations © 23 SEPTEMBER 11:55 AM	© 23 SEPTEMBER 12:45 PM	Table 6
	Closing Ceremony Round up & Close	Table 7 Table 8 Table 9	Table 10 Table 11 Table 12	Table 13
Floor.bz	23 SEPTEMBER 1:15 PM	Table 14 Table 15 Table 16	Table 17 Table 18 Table 19	Table 20

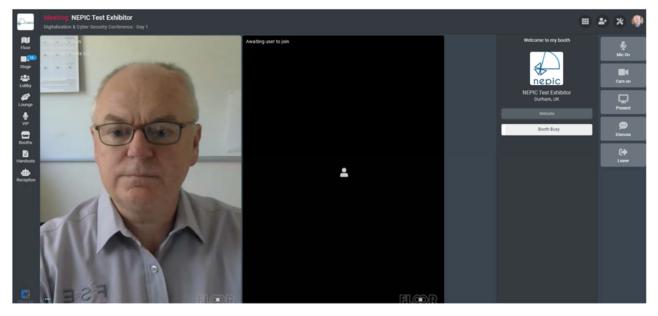


### **Entering Your Exhibitor Booth**

To access your exhibitor booth, simply click on 'Booths' from the left side menu on the screen or scroll further down the Floor screen to see the list of exhibitors.

	Booths Add Booth			
Floor				
Stage		LUM 🔿 💭	nepic	University of Sunderland
Lobby	NEPIC Test Exhibitor Durham, UK	Lumo Tax	NEPIC Membership Services	Sunderland University
Ŷ	Enter			
VIP		View Profile	View Profile	View Profile
Booths				
Handouts Reception	its	FRAZER-NASH CONSULTANCY	Endress + Hauser	4
	Industrial Technology Systems	Fraser Nash Consultancy	Endress+ Hauser	Cleared4
	View Profile	View Profile	View Profile	View Profile

Your booth will have a blue 'Enter' button as shown in the Test Exhibitor above, click enter. You are now in your exhibitor booth.



When delegates enter your Exhibitor Booth, their video will appear in the panel next to you.



### **Options from Within Your Exhibitor Booth**

Once inside your Exhibitor booth, delegates will see that you are,

- a) Available (in the booth with no visitors)
- b) Busy (in the booth but with a visitor)

They can message you regardless of your status.

If for some reason you leave your booth, your status will show as unavailable. You can still be messaged by delegates.

From the right-side menu and from the icons which appear when you hover over your video feed, you can do various actions,

- Go full-screen
- Toggle microphone on & off
- Toggle video on & off
- Share your computer screen
- Exit your booth



If you choose to share your screen, the following dialogue box will appear:

Your Entire Screen	Application Window	Chrome Tab
Screen 1	Scree	

- Share a full screen
   (on a single or multi-screen computer)
- Share just one application (e.g. PowerPoint, Acrobat, etc)
- Share one of your Chrome
  browser tabs

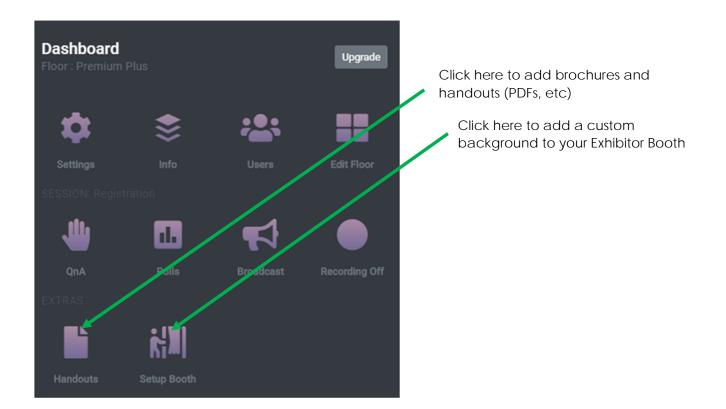


# **Customising Your Exhibitor Booth**

From the menu bar, top right, click on the nine dots icon:



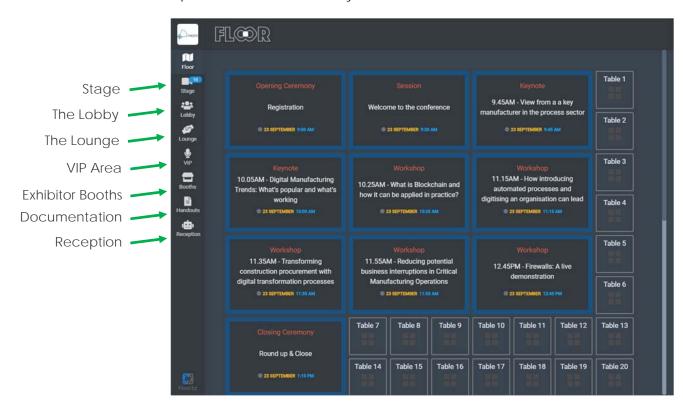
This dialogue box appears (options will vary depending on your access rights on the platform)





## Other areas on the FLOOR Platform

Overview of the platform functions and key areas:



# Stage View

See just the agenda of speakers and presentations at this event.

### • The Lobby

See who else is on the FLOOR Platform and use this space to chat/interact with guests.

### • The Lounge

Twenty tables of four are available for 'virtual' meetings. Ask another delegate to meet you at a table or join in with an existing conversation.

• VIP Area

Reserved for speakers and sponsors. Delegates can message VIPs who are showing as available and arrange a meeting or chat in their private booth.

### • Exhibitor Booths

See who is exhibiting at the event and who is available for a meeting. If an exhibitor is showing as busy (i.e. in another meeting) simply hover over their logo and click the chat box to message them. If an exhibitor is showing as unavailable, they are away from their booth but can still be messaged to arrange a meeting.

### • Handouts and documentation

Check this area to see if any handouts have been provided by the event organisers, the speakers, event sponsors or the exhibitors.

## Reception

Reception is where you will find details of the event hosts and can reach out if you have any queries.