

# NEPIC VIRTUAL EVENTS & CONFERENCES

## User Guide for Exhibitors

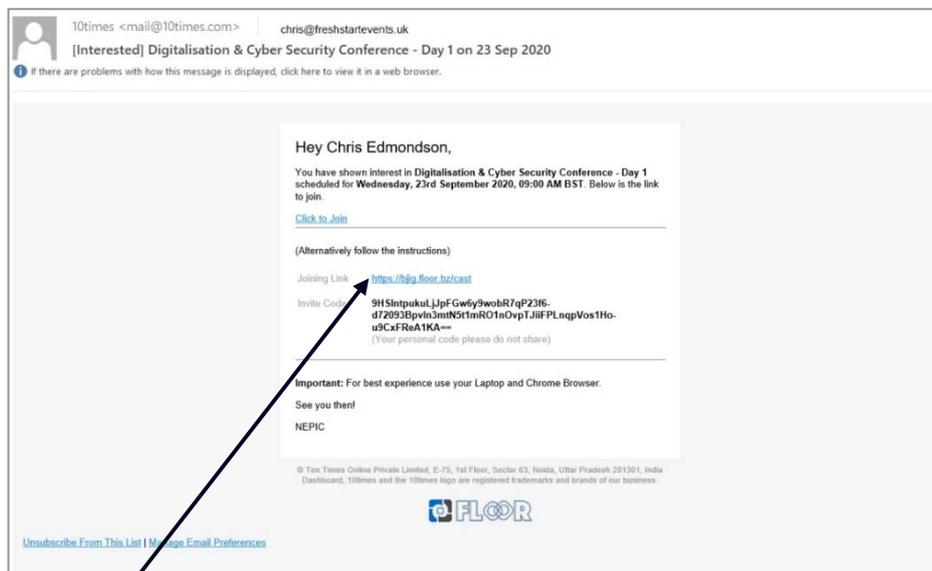
Welcome to the Exhibitor Guide for NEPIC online events.

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

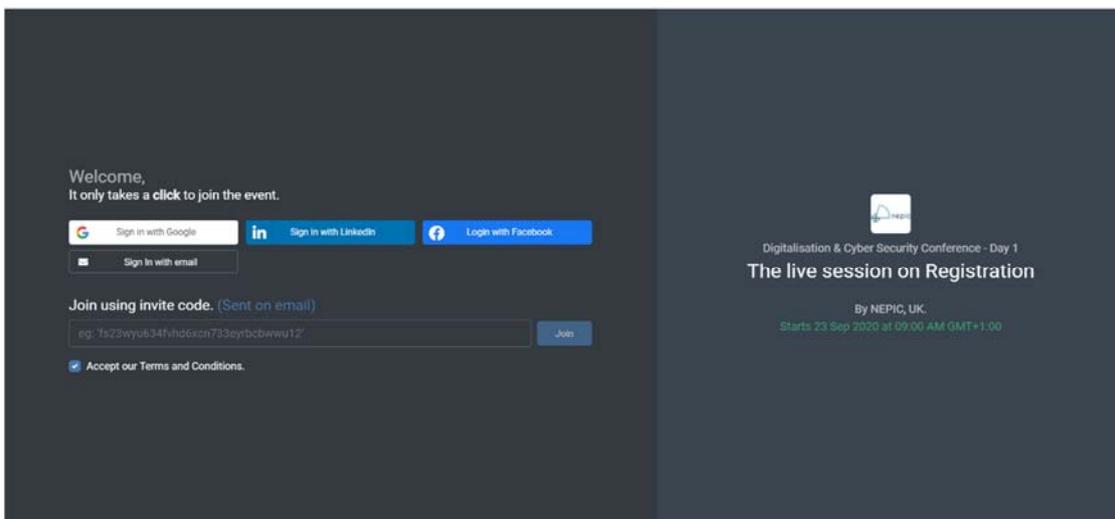
You will receive an invitation from 10Times.com to join the FLOOR Platform.



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.



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.

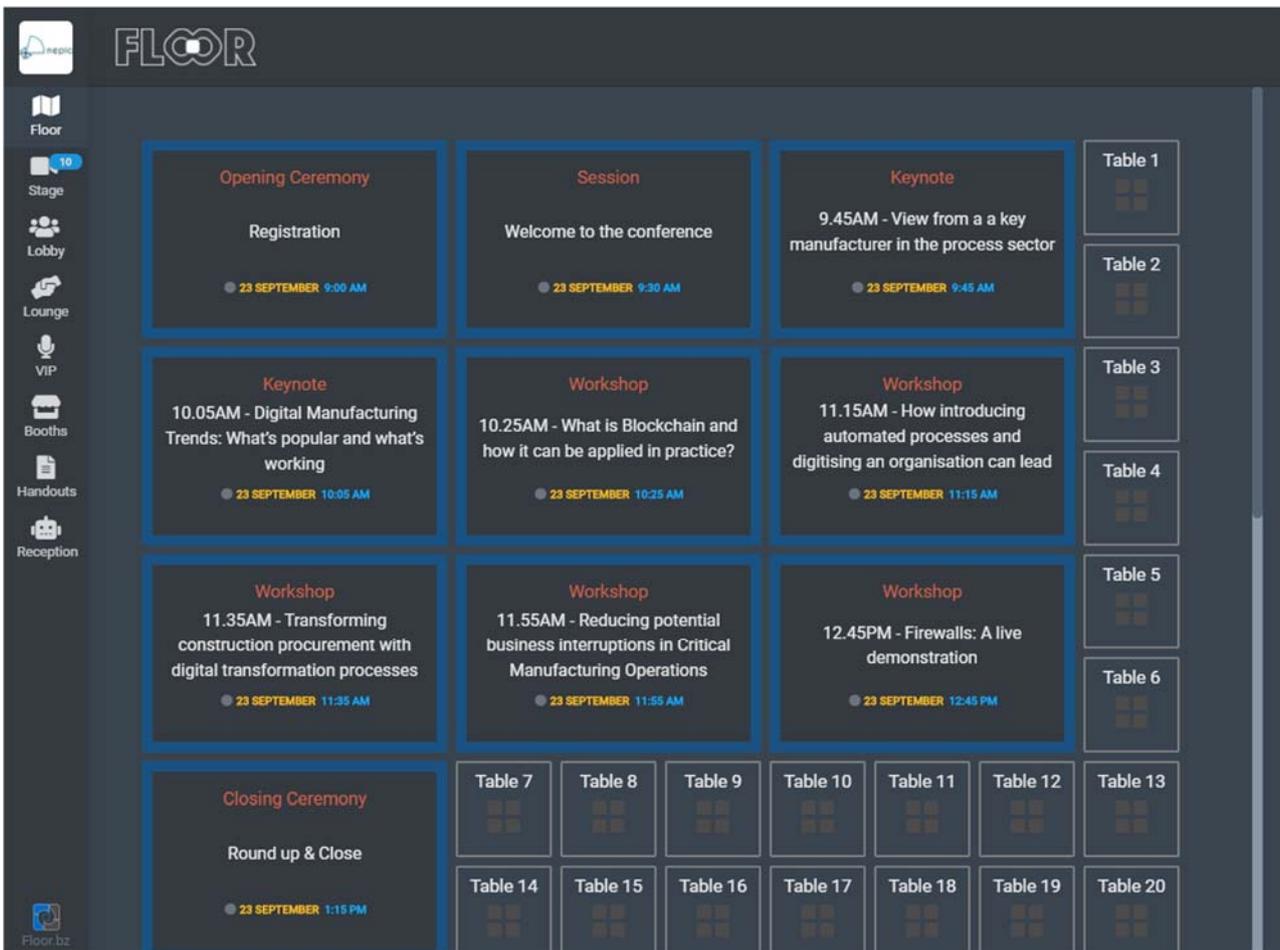
Selecting Email as the registration type will then prompt you for additional information,

- 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.

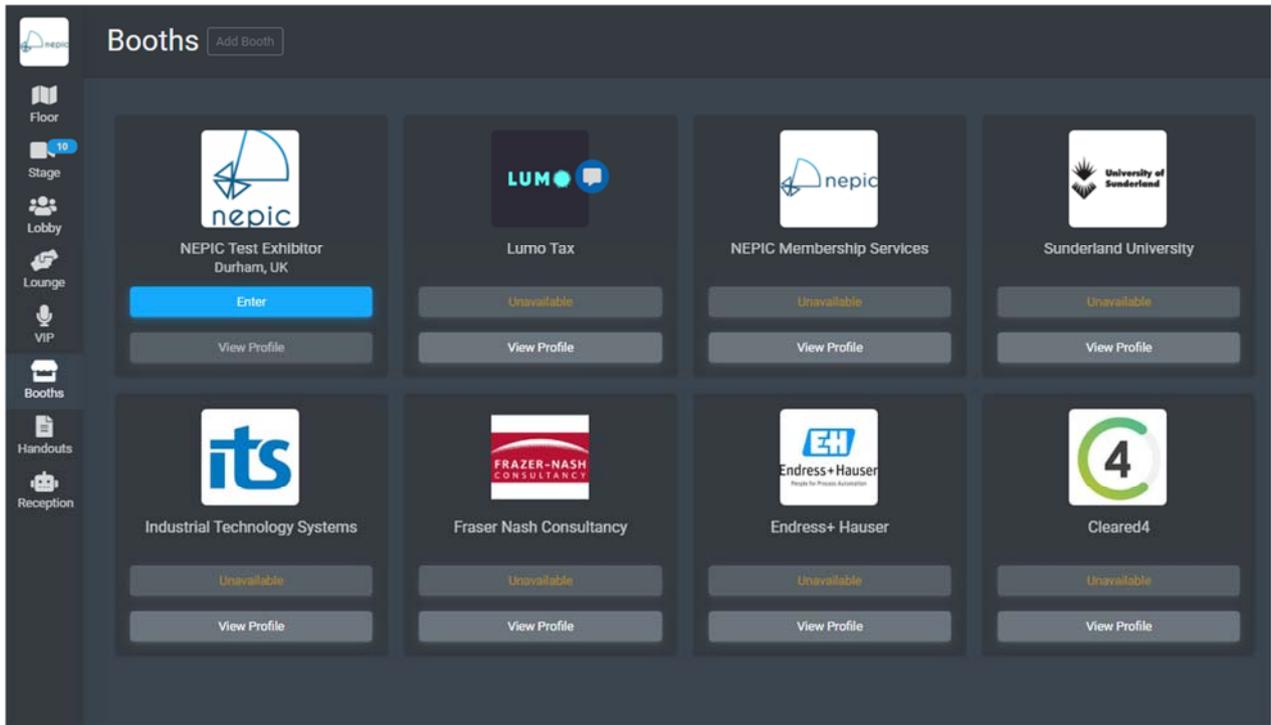
You can check (and edit) your profile by clicking your image at the top right of the screen.

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

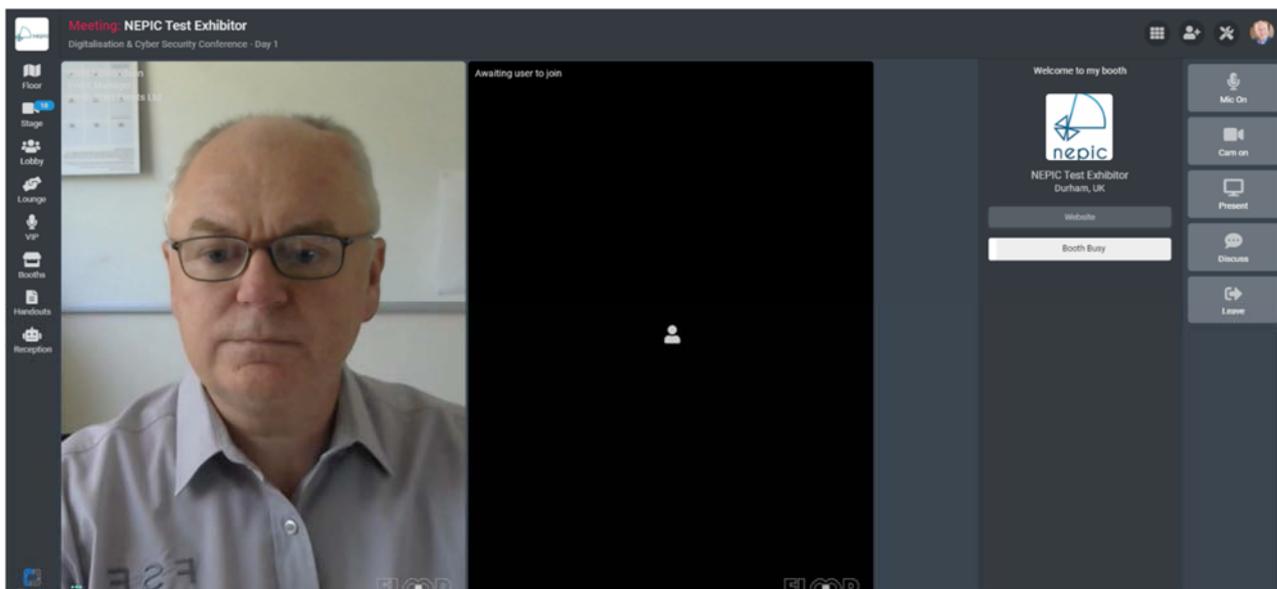


## Entering Your Exhibitor Booth

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.



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.

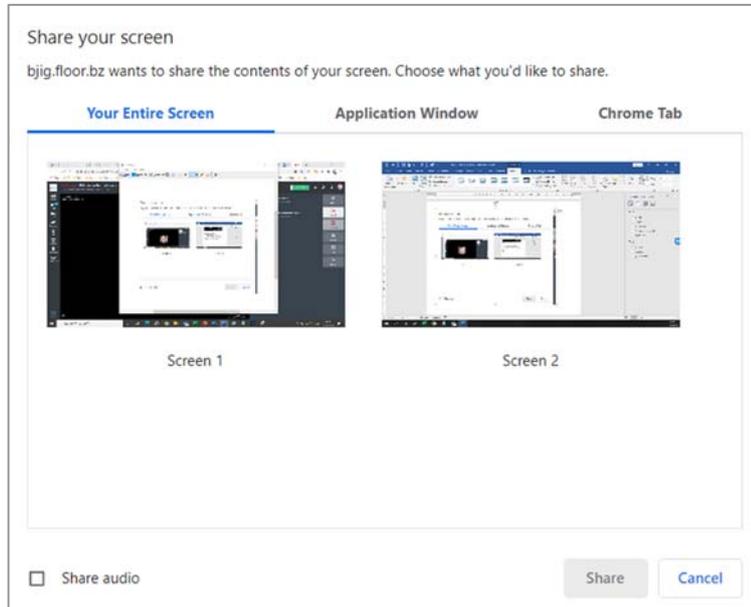
If for some reason you leave your booth, your status will show as unavailable. You can still be messaged by delegates.

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:



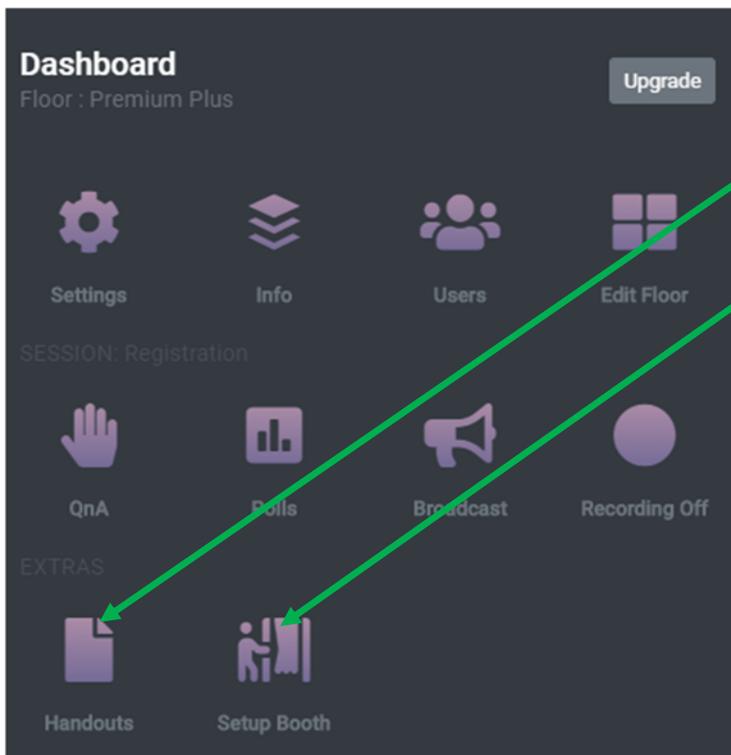
- Share a full screen (on a single or multi-screen computer)
- Share just one application (e.g. PowerPoint, Acrobat, etc)
- Share one of your Chrome browser tabs

## 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)

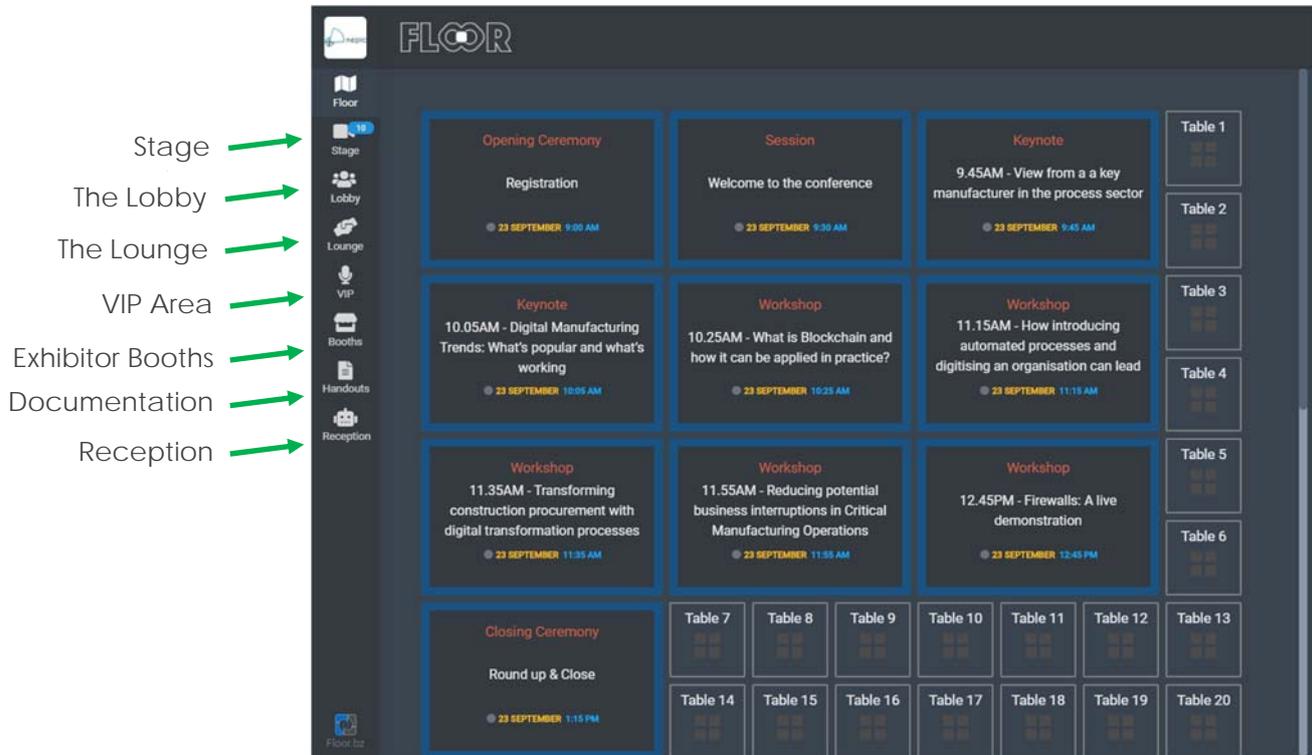


Click here to add brochures and handouts (PDFs, etc)

Click here to add a custom background to your Exhibitor Booth

## 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.