

LET'S GET DIGITAL

Exhibitor Guide



Why should you attend a digital event?

- **EXHIBIT**
Create your individual exhibitor stand and provide your participants with content in the form of text, PDF documents or videos.
- **NETWORKING**
Make valuable contacts & meet new people. Start a conversation with participants via video or text chat.
- **ACCESSIBILITY**
Log into the platform, wherever you are in the world. Expand your network while you save both travel time, and costs, while doing good for our environment and planet too!
- **VALUABLE DATA**
Export your new contacts at the end of the event.

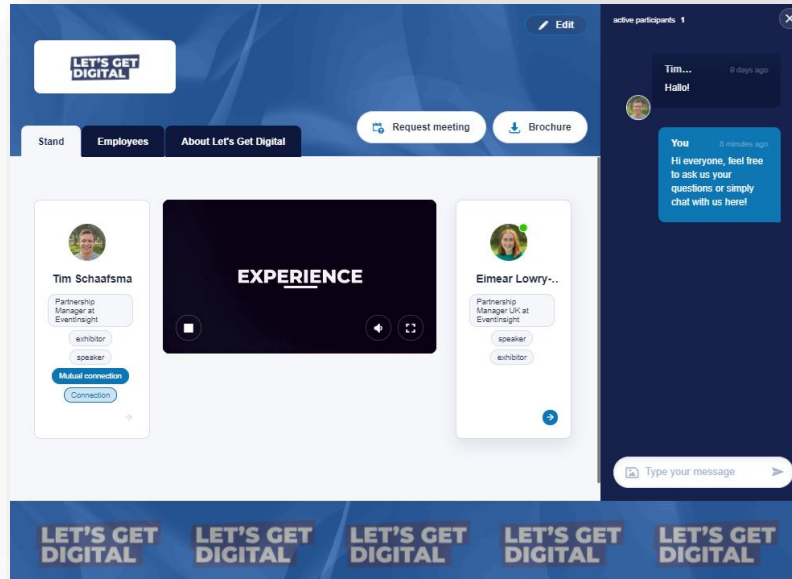


- **NOTE THE DATE**
Determine your stand supervisor and inform them of the date.
- **DOWNLOAD THE EVENT APP**
You can find this in the App Store or Google PlayStore. Each stand supervisor can log in with their personal login and then prepare using the app.
- **COMPLETE YOUR PERSONAL PROFILE**
Add a profile picture and complete the contact details if necessary. You can also edit your exhibitor stand.
- **GET INTERACTIVE**
Click your way through the list of participants, make your first connections, make appointments and much more!

The screenshot displays the 'Edit my profile' screen of an application. At the top, there are three tabs: 'Details' (selected), 'About', and 'Interests'. Below the tabs, the form is organized into sections: 'Personal information' with fields for 'First name' (Eimear) and 'Last name' (Lowry-Hayes); 'Company information' with fields for 'Company name' (EventInsight) and 'Company role' (Partnership Manager UK); and 'Contact information' with fields for 'Phone number' (+442039662417), 'E-mail address' (Eimear@eventinsight.io), and 'LinkedIn profile' (http://www.linkedin.com/eimearlowryhayes). A profile picture placeholder is shown at the bottom of the form. At the very bottom of the screen, there are 'Cancel' and 'Save' buttons.

- **The event starts soon**

You can enter the platform several hours in advance so that you can edit your stand.



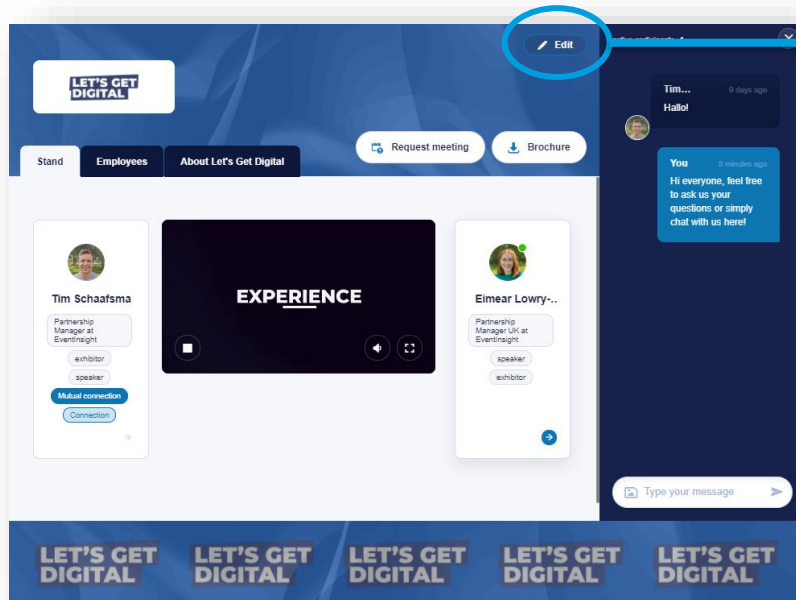
HOW DO I FIND MY STAND?

- Click on the exhibitor area
- Find your company in the search box
- Click on your booth
- **You are now in your virtual exhibitor stand!**

LET'S GET DIGITAL

Preparation shortly before the event

- ADAPT YOUR STAND
- THE MORE CONTENT, THE MORE ATTRACTIVE THE STAND!



Edit company

Settings Contact Branding

Personal information

Company name
Let's Get Digital

Stand

Company video

Employee 1
Tim Schaafsma

Employee 2
Tim Schaafsma

About

With Let's Get Digital, you can experience an event remotely as though you are there in person. With check-ins, break times, coffee, lunch and face-2-face meetings, a participant will experience your event as usual!

Brochure download?

☒ Yes
☐ No

File

Upload a file

Make appointments possible?

☒ Yes
☐ No

Cancel Save

Edit company

Settings Contact Branding

Contact information

Website
<http://www.eventinsight.de/>

Phone number
+493030809985

E-mail address
info@eventinsight.io

Contact information

Twitter

Facebook

LinkedIn
<https://www.linkedin.com/company/eventinsight/>

Cancel Save

- **LOG IN & GET STARTED**

Log in with your personal login and enter the platform.

- **ACCEPT PRIVACY SETTINGS**

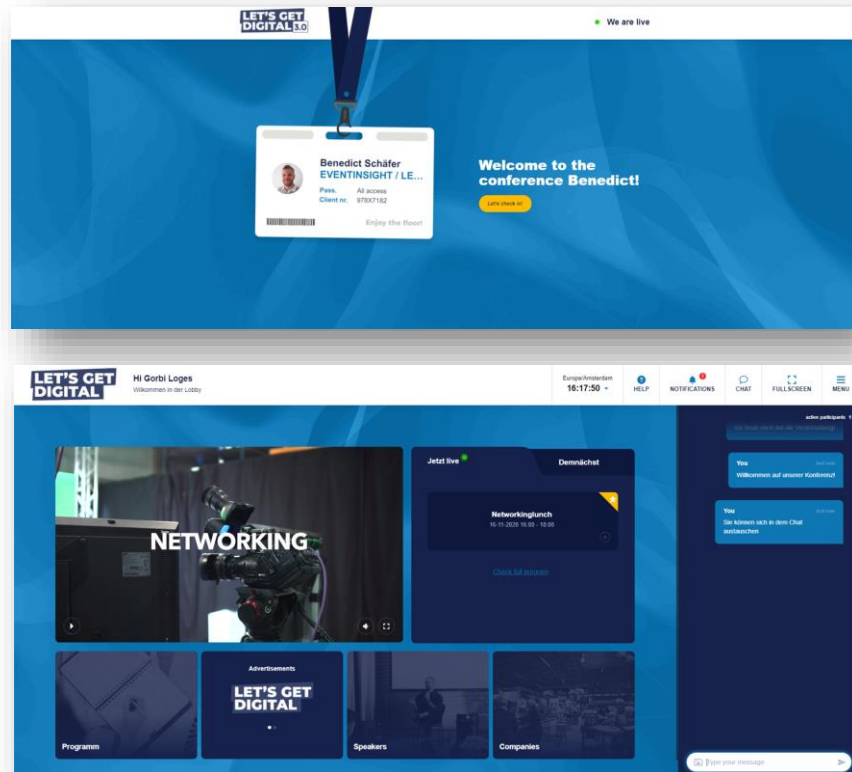
Remember that you can adjust the privacy settings of your profile at any time!

- **EXPLORE THE PLATFORM**

Click through the introductory points. Explore the platform and your booth.

- **TEST!**

The testing is there for you to familiarize yourself with the platform before the live event. Test your company chat, lobby chat and all other functions.



EASY ACCESS TO ALL CONTENT
via lobby tiles or the “menu” button at the top left

The screenshot displays the event interface for 'LET'S GET DIGITAL'. The top header includes the event logo, user information 'Hi Gorbi Loges', location 'Europe/Amsterdam', and time '16:17:50'. Navigation icons for HELP, NOTIFICATIONS, CHAT, FULLSCREEN, and MENU are present. The MENU button is circled in blue, with an arrow pointing to a detailed menu overlay on the right. The main lobby area features a large 'NETWORKING' video tile, a 'Networkinglunch' tile, and a row of smaller tiles for 'Program', 'Advertisements', 'Speakers', and 'Companies'. The menu overlay on the right lists various options for the user.

LET'S GET DIGITAL Hi Gorbi Loges
Willkommen in der Lobby

Europe/Amsterdam 16:17:50

HELP NOTIFICATIONS CHAT FULLSCREEN MENU

NETWORKING

Networkinglunch
16-11-2020 16:00 - 18:00
[Check full program](#)

Program **Advertisements** **Speakers** **Companies**

active participants: 1

Ich freue mich auf die Veranstaltung!

You [Add intro](#)
Willkommen auf unserer Konferenz!

You [Add intro](#)
Sie können sich in dem Chat austauschen

Gorbi Loges
EVENTINSIGHT
Pass: 150X240
Kundennr.: 150X240
Enjoy the floor!

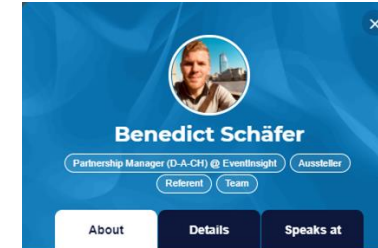
- My profile
- Attendees
- My connections
- My appointments
- Programm
- Companies
- Speakers
- FAQ
- Files
- OnDemand
- Impact made

Type your message

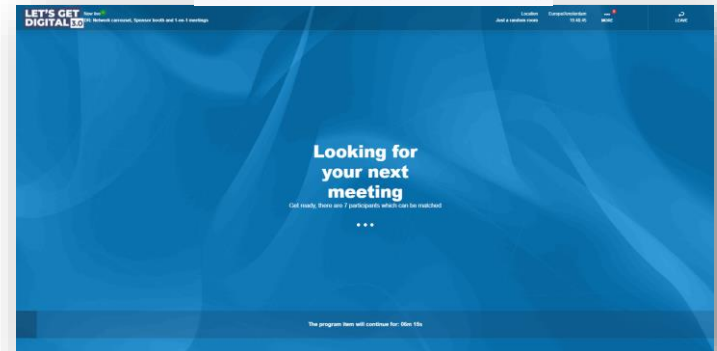
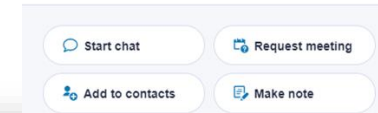
START NETWORKING!

As an exhibitor, you want to expand and strengthen your network. We offer you different possibilities to get in contact with people on the event:

- VIA THE LOBBY CHAT
- VIA YOUR COMPANY CHAT
- DIRECTLY VIA THE PROFILE OF A PARTICIPANT
Arrange a 1-on-1 meeting, start a video call and most importantly: add the person to your contacts!
- VIA THE NETWORK CAROUSEL
Enter the carousel and experience random video calls with other people.
- VIA MATCHMAKING
You will receive suggestions from people who share the same interests as you.

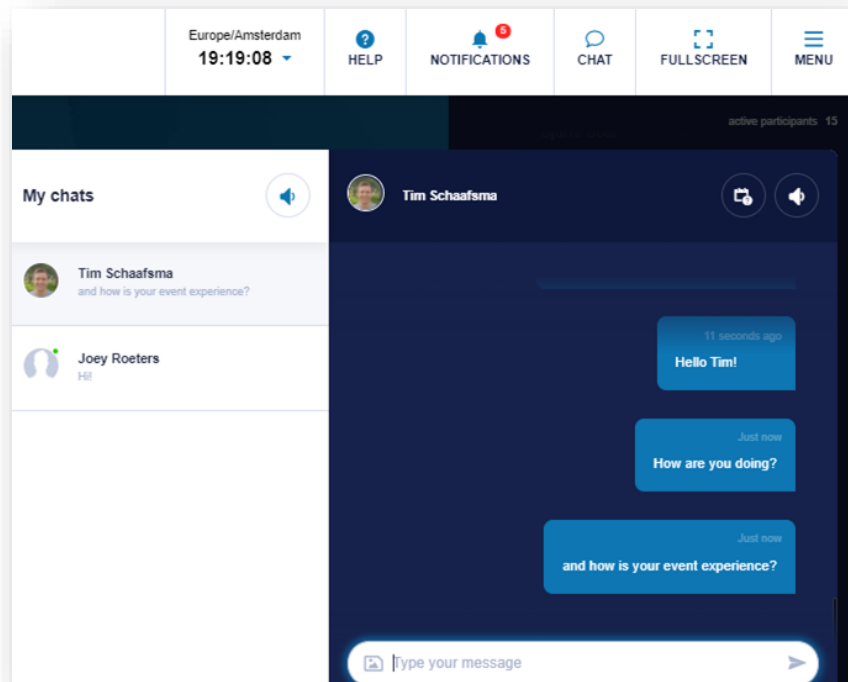
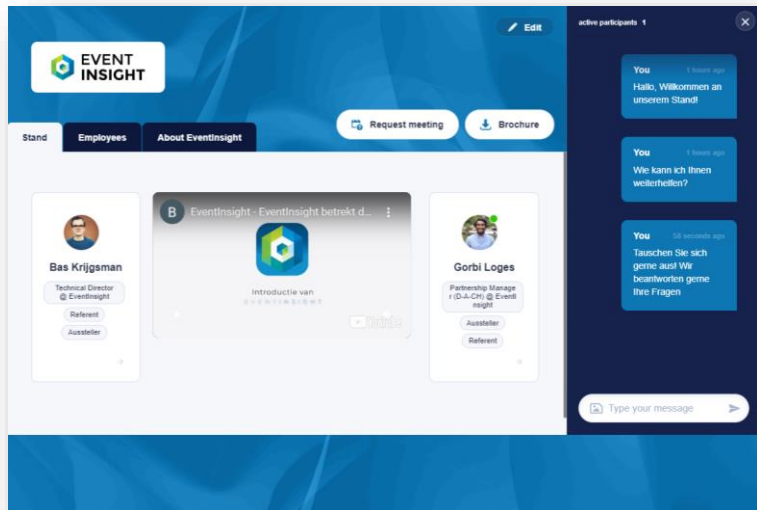


Ich freue mich auf viele Kontakte! :-)

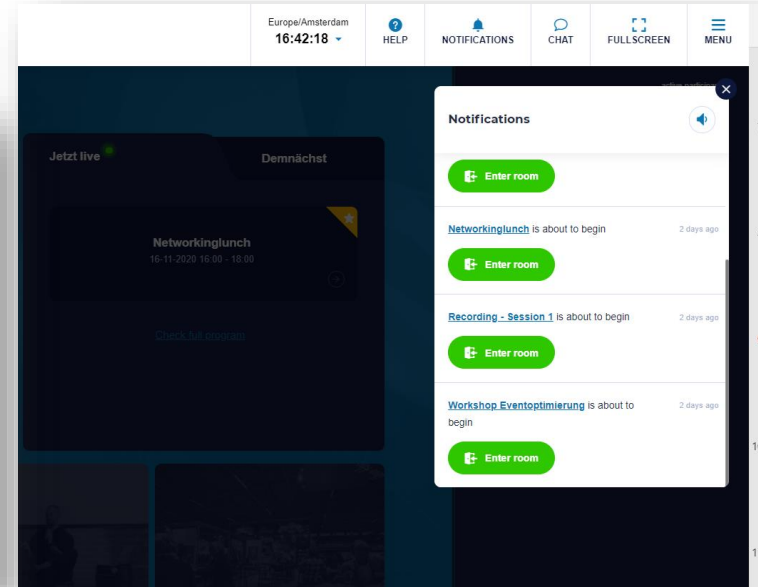
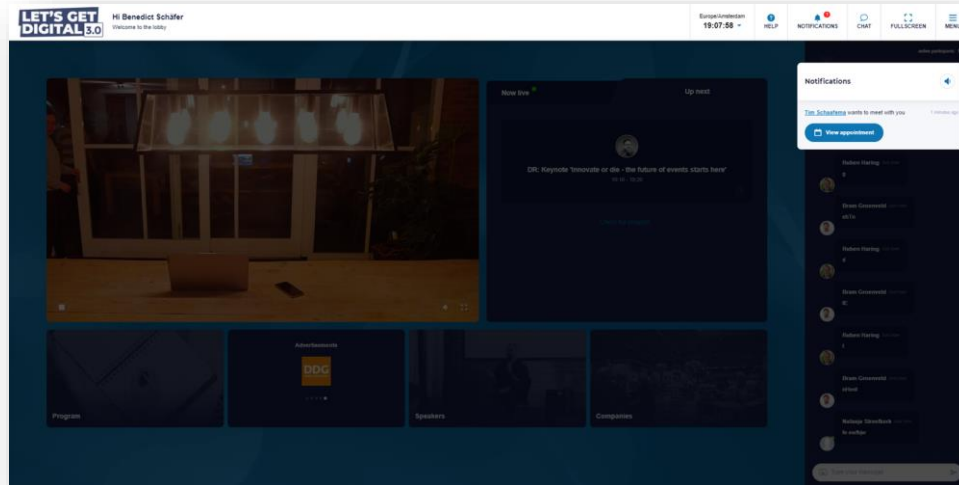


CHAT WITH OTHER ATTENDEES

- via "Chat"-Button
- Via Lobby-Chat
- via your company chat



DO NOT MISS ANY NEWS OR INQUIRIES
Keep an eye on the notification bar.



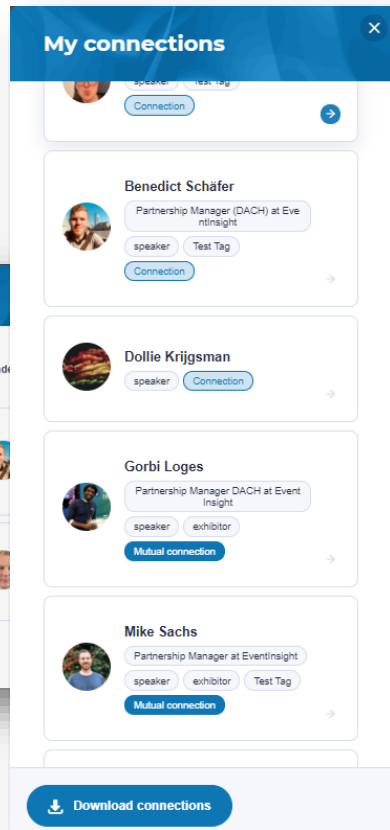
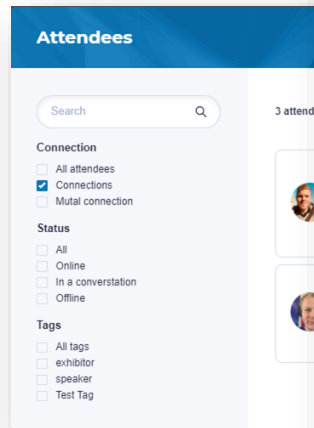
BACK UP ALL IMPORTANT DATA

Don't forget to export an Excel list with your contacts. If your contacts have accepted you and have completed their profile, you can export the following data:

- ✓ FIRST AND SURNAME OF THE PERSON
- ✓ E-MAIL ADDRESS
- ✓ FUNCTION AND COMPANY
- ✓ TELEPHONE NUMBER
- ✓ LINKEDIN PROFILE

Furthermore, if agreed, the organizer can provide you with the following data:

- ✓ Visitor numbers at the stand
- ✓ Time spent at the booth
- ✓ Who downloaded your brochure?
- ✓ Extract of the chat at your booth



LET'S GET DIGITAL

Digital that feels like physical

AMONG OUR TRUSTED CLIENTS:



UNIVERSITY OF AMSTERDAM



Crain Communications Inc