VIRTUAL ENGAGEMENT PLATFORM
SPONSOR PORTAL
Log in

• The sponsor portal will allow your company to upload all content related to your booth for the event

• To log in, an email will be sent to you with a link to access the portal, along with your company’s unique password

• Click the link in the email, select your company from the drop down, and enter the password provided in the email to proceed
• From the **Dashboard** you have easy access to manage all your information by navigating to and completing the sections:
  • Profile Details
  • Websites
  • Handouts
  • Offers
  • Theme
  • Reports
From the **Profile Details** tab you can provide basic information about your company:

- Add a company description
- Use Keywords for search
Websites

- From the **Websites** tab you provide links that attendees can access outside of the event platform.
- Each link can have a unique label name.
- Each link must have http:// or https:// in the URL.
From the Handouts tab, you can upload any files or collateral related to your booth. These files will display in the Downloads section of your booth. Attendees are able to download and save these handouts to their device. Files that have already been uploaded are visible at the bottom of the page and can be edited or removed. You can drag and drop the files to change the order they display in on the platform.
Offers

- From the **Offers** tab, you are able to promote specific products or events related to your company.
- Add a title, description, image and a link to a product or offer.
Standard Images

- From the **Standard Images** tab you can upload images to customize your virtual branding
- **Thumbnail Image**: Displays on an attendees “Followed Items”
- **Banner Image**: Displays as an ad on the sidebar of the session(s) you are sponsoring (if applicable)
- **Interstitial**: Displays as an overlay over the session video you are sponsoring (if applicable). Attendees must click “continue” before gaining access to the session video
- **Virtual Hall Logo**: Displays on the main Exhibit Hall page and in your booth, underneath your video commercial
Standard Booth Videos

- From the Videos tab you can upload commercial(s) that will play in your booth.
- The commercial(s) will play during the times you are not doing a live demo (if applicable).
- Videos must be in .mp4 file format and hosted on your own server or video hosting platform.
- This section will not show for 2D/3D booths.
2D/3D Booth Theme

- From the **3D Booth Theme** tab you can upload images to customize your virtual branding

- **1:** Displays in header space
- **2:** Optional video or image display
- **3:** Edit the Booth Wall background color & text color
- **4:** Edit the button text & background color
- **5:** Edit the right panel text & background color
2D/3D Booth cont. Videos

• Option 2 offers the ability to choose either videos or an image
• Use the drop down to choose either video or image and fill in the details.
• The commercial(s) will play during the times you are not doing a live demo (if applicable)
• Videos must be in .mp4 file format and hosted on your own server or video hosting platform.
• From the **Reports** tab you can access data and analytics captured from your virtual booth

• Only attendees who opt in to share their information with sponsor are included in this report