Virtual Booth Access Guide
MEETINGPLAY PLATFORM
Login to the platform with your granted credentials

- Email address + registration number

Use the “Forgot Password” hyperlink if you lost or forgot your password

If you need further assistance, please use the link under the Login button to access Meeting Concierge

When you log in for the first time, you will be prompted to reset your password & go through the onboarding process.
Onboarding Steps 1 & 2

Step 1
Fill out the following fields if you have missed anything during registration or would like to include any additional information.

Step 2
Turn on permissions based on your preference.
Your profile is automatically set to private so please toggle to public so attendees can video chat with you and find you in the attendee list.
Accept Notifications to stay up to date with event news.
Onboarding Steps 3 & 4

**Step 3**
Grant the platform access to your microphone and camera. Please make sure to select the correct device you wish to use within the platform. If your video and audio look good, continue to the next step.

**Step 4**
In the final step you will fill out the fields to build your virtual network. Once you generate your network, it will bring you to a page where you can find likeminded individuals and related sessions based off your interests.
Find Your Booth

- All sponsor booths will live under the Career Fair which can be found on the top navigation bar or on the dashboard.
- Exhibitors can be filtered by tier or you can search the exhibitor list by keyword or title.
- To enter your virtual exhibit booth, simply select your company logo from the list under Career Fair.
Your Booth

3D Booth
- You can click any of the left-hand navigation buttons to access the live chat with attendees
- Your booth office hours will also be displayed under Sponsor Showcase
- If you are participating in the career fair, the right panel will show the Career Fair navigation
- If you are not participating in the career fair, the right panel will show the About/Description for your booth

Standard Booth
- When attendees visit your booth during non office hours, your marketing video(s)
- Attendees can access your booth offerings on the right hand tabs
- Attendees will be able to access all special offers, Representatives and Downloads.
- If you need to load new information or make updates, you can do that via the Sponsor Portal that you were given access to
Prepare for Sponsor Showcase

What is The Training Portal

• The training portal will allow you to test your computer settings prior to the office hours to ensure you are set up for success.

Navigate to The Training Portal

• To access the training portal, go to Edit Profile, Training Portal

Test Your Settings

• Once in the portal you can test your video, audio, and share your screen.
• If you have any issues you can report the issue to our team by clicking the red Have an Error
• After you test your video you can confirm your sessions, which will include your Sponsor Showcase hours.
Host Sponsor Showcase: Go Live On Screen

- If a scheduled broadcast has begun and you do not see this screen, please refresh.

- Click View Room and note the message ‘Connect with Video/Microphone’ – Click here
  - You must allow permissions on your browser for Camera & Microphone as you did in the onboarding steps

- When you Connect you will appear in the middle of the screen, from there, click the upper right-hand button that says take over as speaker
  - You will now appear in the upper right-hand side of the page

TIP: Use Google Chrome for Best Results, make sure to check VPN and firewall settings in advance to ensure video and audio transmit.
• Click the **Sponsor Showcase** navigation on the left-hand panel in your booth

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• When you Connect you will appear in the middle of the screen, from there, click the upper right-hand button that says take over as speaker

**TIP:** Use Google Chrome for Best Results, make sure to check VPN and firewall settings in advance to ensure video and audio transmit.
Host Sponsor Showcase: Share Screen

- You are able to share your screen to show your desktop, application window, or Chrome tab
- Chrome is the optimal browser for screen sharing
- Please note you are welcome to disconnect your video and your screen sharing at any point in your office hours
Attendees will enter the room and have the option to connect with video as you did.

If there are too many people talking, you can utilize the “mute all” button in the right-hand side to mute all attendees.

Once you are finished with your office hours or would like to have another member of your team that would prefer to take over as primary speaker, click the top red icon, remove me as speaker.

Attendees are also able to ask questions via the question panel and you are able to type inline to answer their questions.