We are pleased to welcome you as a Booth Representative for this exciting Virtual Event. This guide will give you important Booth feature descriptions, instructions and tips on how to best interact with your booth attendees.
Instructions

1. Your 6C Project Manager will add you as an event administrator to give you booth representative rights.
2. Login to the virtual environment
3. Reach Lobby
4. Use navigation bar or wall icons in lobby to find the booth you are assigned to represent
5. Enter the exhibit hall and find your booth you are assigned to represent
6. Enter into your booth and find your name listed on the info/rep card. Your chat bubble next to your name should be green indicating you are online.
7. The Chat Box will auto pop up when entering the room. If you click out of the box, you can open again by clicking on the area that is designated by the red arrow in the photo that says “Public Group Chat”
Booth Rep Prep
*(each Booth Rep, in advance of the live day)*

1. Register for the virtual event (MUST use the same email as provided under Booth Rep set up)
2. Perform the system check and follow up with their IT department as needed
3. Review the Room Rep Guide
4. Attend the Room Rep Training session (or review the recording)
Best Practices

System Requirements
1024 x 768 screen resolution minimum
1.4 Mbps internet connection minimum

1. Be sure to **test your system in advance** to avoid issues during the live event!

**SYSTEM TEST**
https://virtualdestinations.6connex.com/event/templatelibrary/system-check

**WEBINAR SYSTEM CHECK**
https://event.webcasts.com/viewer/faq.jsp?mType=v&closebtn=no&techview=yes

2. Disable Pop Up Blockers

3. Disconnect from a VPN (if possible)

Devices
Laptop, computer (Mac or PC) or tablets (Android or IOS) are supported.

Browser
The is a virtual, browser based experience. We find that Chrome or Firefox are the most stable and consistent when accessing the virtual environment.

Audio
Audio is streaming over your device, be sure your speakers/headphones work and are turned up.

Connectivity
• A strong Wi-Fi connection or hardwired internet connection are recommended.
• Disconnect from VPN or corporate networks (if possible).
• Close any unnecessary applications.
Login

Welcome to the Template Library.
This virtual environment will give you an opportunity to explore the variety of available templates. All templates can be branded for your specific program, and many can accommodate additional signage and click stops.

Please login to browse. Contact your project manager with any questions, or email clientcare@6connex.com.
Thank you!

Not Registered?
Click Here to Register

Already Registered?
If you have already registered, please log in.

Email*

Login

System Check

Login using your email address after registration
After logging in with your email address, you will be placed into the virtual event lobby.

Use the navigation bar or clickable navigation tiles (on the walls, above doorways, etc.) to move from room to room. To navigate to your booth, click on the Exhibit Hall or Directory icon.

**NOTE** – rooms, interactivity, options, chat features, etc. vary by environment. Images displayed are for example only and may not apply to the specific event you are participating in.
From the Exhibit Hall or Directory, select the booth you are representing by clicking directly on the booth or booth name (if listed in a directory format).
After you select your booth from the Exhibit Hall/Directory you will be placed within your designated booth.
There are three important features found within the Booth which you are assigned. This guide will take you through each one:

I. Info / Representative Card

II. Public Group Chat

III. Rep Dashboard

You can find buttons for each of these in the upper right corner of your booth.
Your name will appear under the Info/Reps Card when you are listed as a room representative, as well as a chat button.
I. INFO/REPRESENTATIVE CARD

The Info/Representative Card gives attendees the ability to get information and reach out to the Booth Reps.

- Attendees can engage in a 1:1 private chat with a Booth Rep by clicking on a green chat bubble. If a Booth Rep leaves their assigned Booth to enter another location within the Virtual Environment, the chat bubble will remain green, and Booth attendees will still be able to send a chat message to that Booth Rep. If a Booth Rep logs out of the environment, the chat bubble will be grey, unavailable for chat.

- Attendees always have the ability to e-mail a Booth Rep at any time; they can also include an attachment to their e-mail.

- If a Booth Rep has allowed attendees to view their LinkedIn Profile (which is an option listed when editing one’s registration info,) the LinkedIn icon appears and clicks through to their LinkedIn page.
II. Public Group Chat

The Public Group Chat window allows Booth Reps and attendees to engage in a group chat. Booth Reps and Attendees who join the Public Group Chat can also view the entire history of comments and Q&A within that Public Chat by scrolling through. Therefore, if you join a conversation that started without you, you can still see what you may have missed.

The ‘Current Participants’ shows who is still in the chat window. As a Booth Rep, you have the ability to download the Public Chat log from your assigned Booth. (Attendees do not have this option.) A ‘Delete’ option appears next to all comments for Booth Reps, allowing you to delete any comment. (Attendees do not have this option.)
The Chat Box will auto launch when entering the booth. If you click out of the box, you can open again by clicking on the Public Group Chat icon.

If you need to translate comments into different languages, click the translate comments box to select your preferred language.
III. REP DASHBOARD

The Room Rep Dashboard consists of 3 tabs:

- **Attendees** – A list of all current attendees in a booth.
- **Representative Chat** - Booth representative group chat.
- **Watch List** - Specific attendees that are “favorited” by the booth reps.
All attendees in the current booth will be displayed on the Attendees tab. The order of the attendees is based on how long they have been in the booth. New attendees joining the booth will be added to the bottom of the list.

- The Refresh button will show real-time booth activity updates.
- If an attendee attached a file to their profile (such as a resume, bio, image, etc.), you can simply click on these icons to view them.
- Click on the green chat bubble to have a 1:1 chat with an attendee.
- View the Attendee’s LinkedIn page.
- This icon will open the ‘Attendee Card’ which gives info and other interaction capabilities.
Within an Attendee Card a room representative can:
- Email the attendee
- Add the attendee to the 'Watch List' (See below)
- View the attendee’s number of booth visits
- View the attendee’s chat history - active and history
- Make notes that are viewable by all representatives
- Download notes (See below)

Clicking on Chatted with: <Name> hyperlink allows you to view the chat and email it to yourself.
To coordinate activities within the booth, representatives assigned to the booth can chat with each other. There is also the ability to download the chat.
Representatives can add booth visitors to the 'Watch List', allowing representatives the ability to save numerous details about the attendee and their interactivity within the booth.