



All meeting components can be accessed via the main menu at the top or by clicking the images from the LOBBY page.



LOBBY

- Access all aspects of event
- Connect with other attendees

PROGRAM

- View the event agenda
- Download agenda
- Print agenda

RESOURCES

- Download pdf documents from event exhibitors
- Click 'briefcase' to email item to yourself

HELP DESK

- Connect with vFairs support staff to resolve technical issues
- Receive support for navigation questions

SURVEY

- Provide feedback in event evaluations

EXHIBIT HALL

HOW TO VISIT A BOOTH WITHIN THE EXHIBIT HALL:


- View all booths at a glance
- Click on booth name to enter the booth

INSIDE A BOOTH

When you click on a booth, you will see the booth layout in the middle of the screen.

- Read the information on the "Description" tab.
- Read the information on the "About Us" tab.
- Chat with the Exhibitor via the "Chat" tab.
- Watch videos
- Read documents
- Email resources to yourself
- Click the "Next"/"Previous" tab to visit next booth
- Click on the option "Back to Floor" (the top left corner) to return to the exhibit hall overview.

LOUNGE





Connect with other event attendees via the following formats:

- Direct message
- Chatrooms
- Video*
- Audio*

* Please note you will be automatically directed to the Whereby platform for these functions


NETWORKING & PLACES TO CHAT

- Main menu
- Exhibit hall booth
- Private chat ('chat now' button next to the users' name)
- Chat rooms
- Chat widget (left side of every page)

Click the video icon to access the Whereby platform to use the audio/video functionality

AUDITORIUM



Click on "Auditorium" to enter the main meeting hall. All presentations will be taking place in this location in real time.