



Booth Staff/Presenter Training

SID 2021 Virtual Meeting

Agenda

- How to login
- How to update your profile
- How to navigate to your booth/Poster
- How to chat as a booth representative
- Tips and instructions

Log into the Event



LOG IN NOW!

SID 2021 Virtual Meeting

Register today for the 2021 SID Virtual Meeting. The organizers have planned live talks from a wide spectrum of topics, interactive poster sessions, exhibitors, on-demand videos, and access to associate group programming to name a few. We look forward to having you as a part of this event!

CONNECT



Email Address

ENTER

If you receive an "Already Logged In" message, wait 1 minute before re-entering.

[Terms Of Use](#)

[Privacy Policy](#)

[Computer Tips](#)

[Login Help](#)

By logging in, you agree to the Terms of Use and Privacy Policy.

Login to the event using the event login link and your email address. You will login as an attendee, but your account has been set up so you have special permissions indicating you as staff, providing you with a few extra features.

Event login:

English:

<https://onlinexperiences.com/Launch/Event.htm?ShowKey=139376>

© 2021 Intrado. All rights reserved.

[Technical Requirements](#) [System Check](#) [Port Troubleshooting](#)

Update your profile

HOME THEATER CONCURRENTS POSTER HALL EXHIBITS NETWORKING RESOURCES HELP ENGAGEMENT

Name
ame
Donna Lerman

Company Name
(required)

Job Title
(required)

Address
(required)

City
(required)

State/Province
(required)

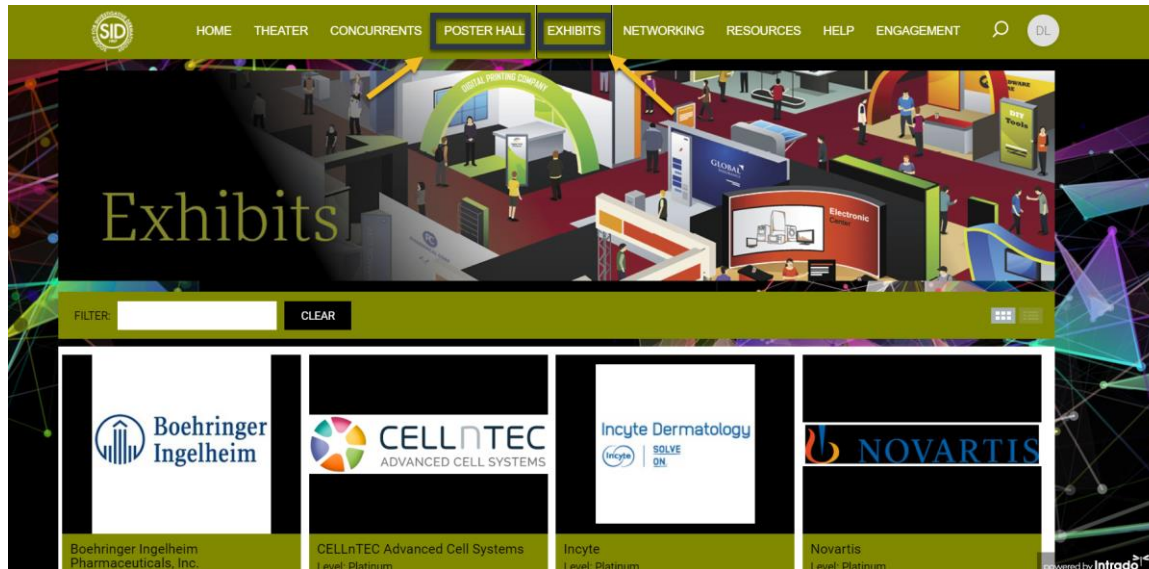
Country
(required)

Signed in as:
Donna Lerman

- PROFILE
- COMMUNICATION CENTER
- BRIEFCASE
- ACHIEVEMENTS
- EXIT

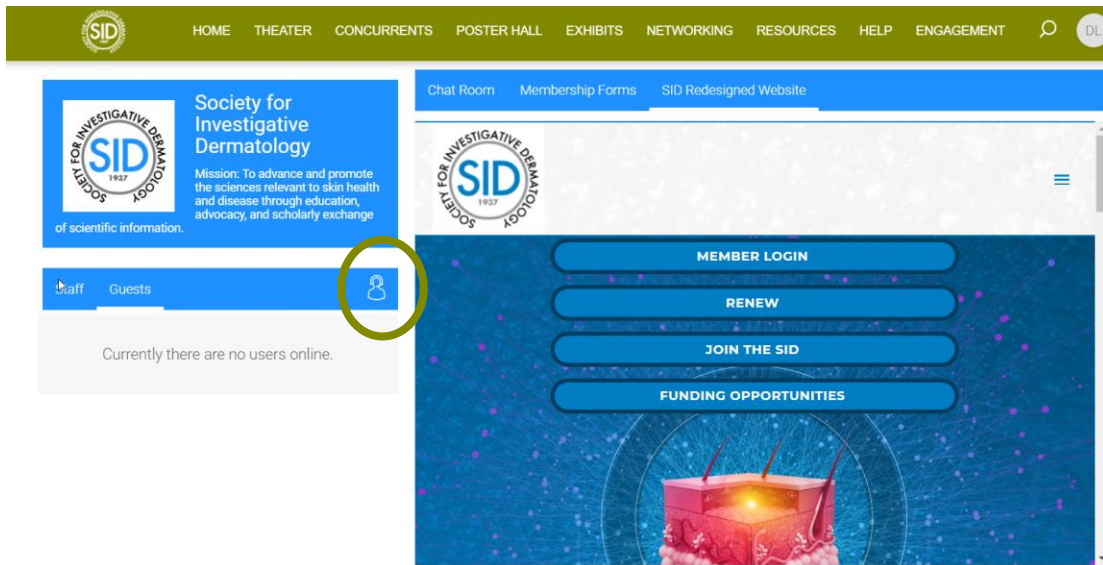
Once inside the platform, please be sure to visit 'My Profile' in the top bar and add your picture to your profile. You also may want to select your time zone to display all sessions in your time zone.

Navigating to your booth space



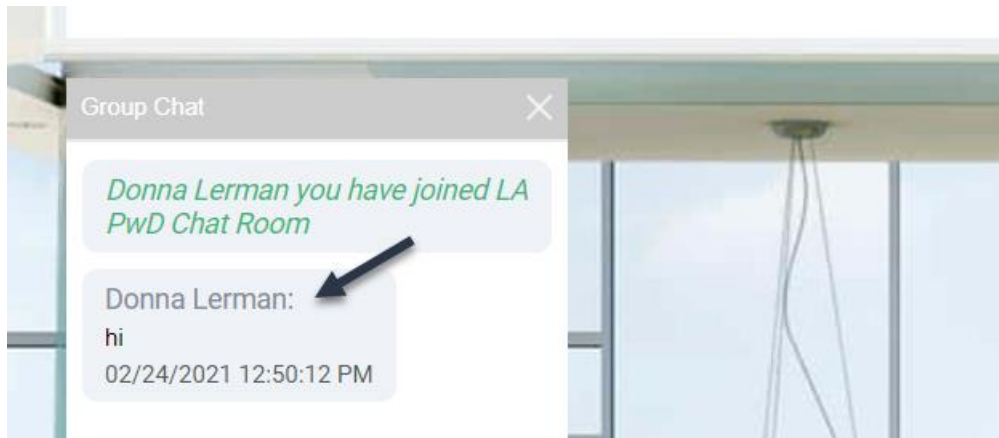
Log in and go to Exhibits or Poster Hall from the top bar or Lobby and enter the booth that you are a representative for.

Chats



Once inside the booth, the booth chat can be accessed, just like the attendees, by clicking the chat button on the tabs (if activated) you can also click on a user's name to activate a private chat.

You can also click on the Representative icon on the top right to see more advanced chat features.



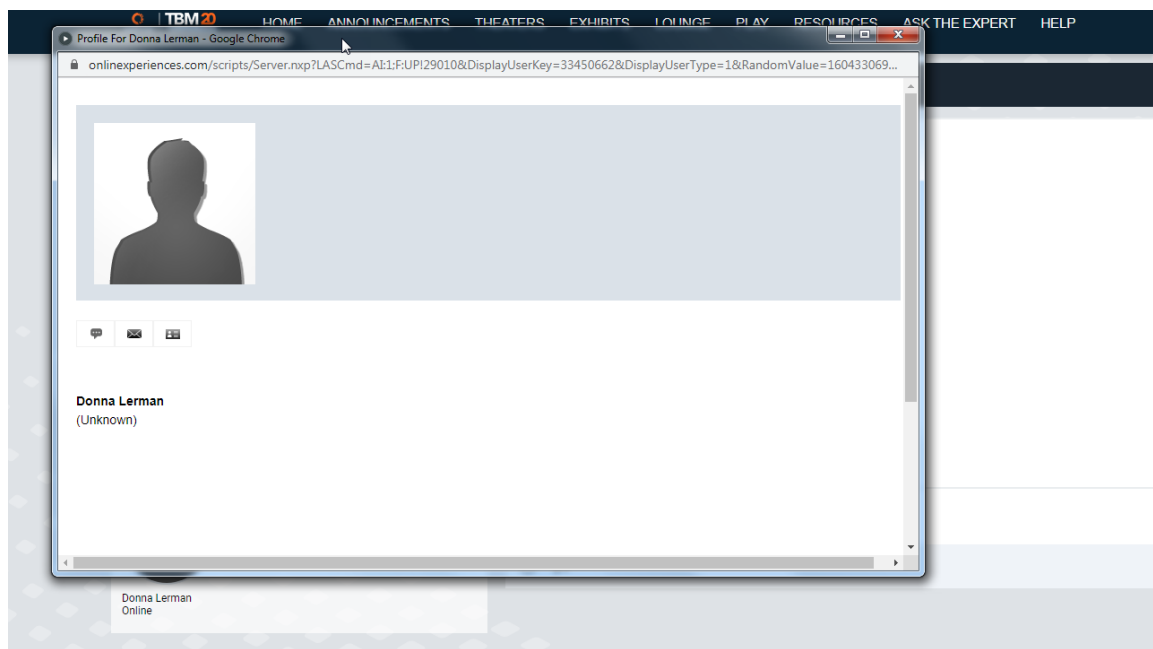
Chats: Booth group chat

The screenshot displays a chat window with a dark header containing 'Chat with us', 'Documents', and 'Video Collection'. A system message reads 'Donna Lerman you have joined LeapPoint ChatRoom'. A message from 'Lindsay Van Brocklin:' says 'Test' and is timestamped '10/22/2020 5:50:20 PM'. A red arrow points to the name 'Lindsay Van Brocklin:'. Below the chat area is an 'Enter Message' input field. At the bottom left, a red arrow points to a speech bubble icon. A 'FONT' menu is open, showing options for 'Face' (Arial), 'Size' (Normal), 'Change Color...', and checkboxes for 'Bold', 'Italic', and 'Underline'.

When the booth chat window is open, we suggest you select the icon (bottom left) to change your font color and make it bold so it stands out.

From here you can chat with all users in the 'booth chat' or to start a private chat, click on an attendee's name in the booth chat or in the attendee Guest list.

Chats: Invite someone to a private chat



If you click on the attendee name in the Guest list or the Booth chat, this will open their profile.

From there just click the chat bubble icon to start a chat.

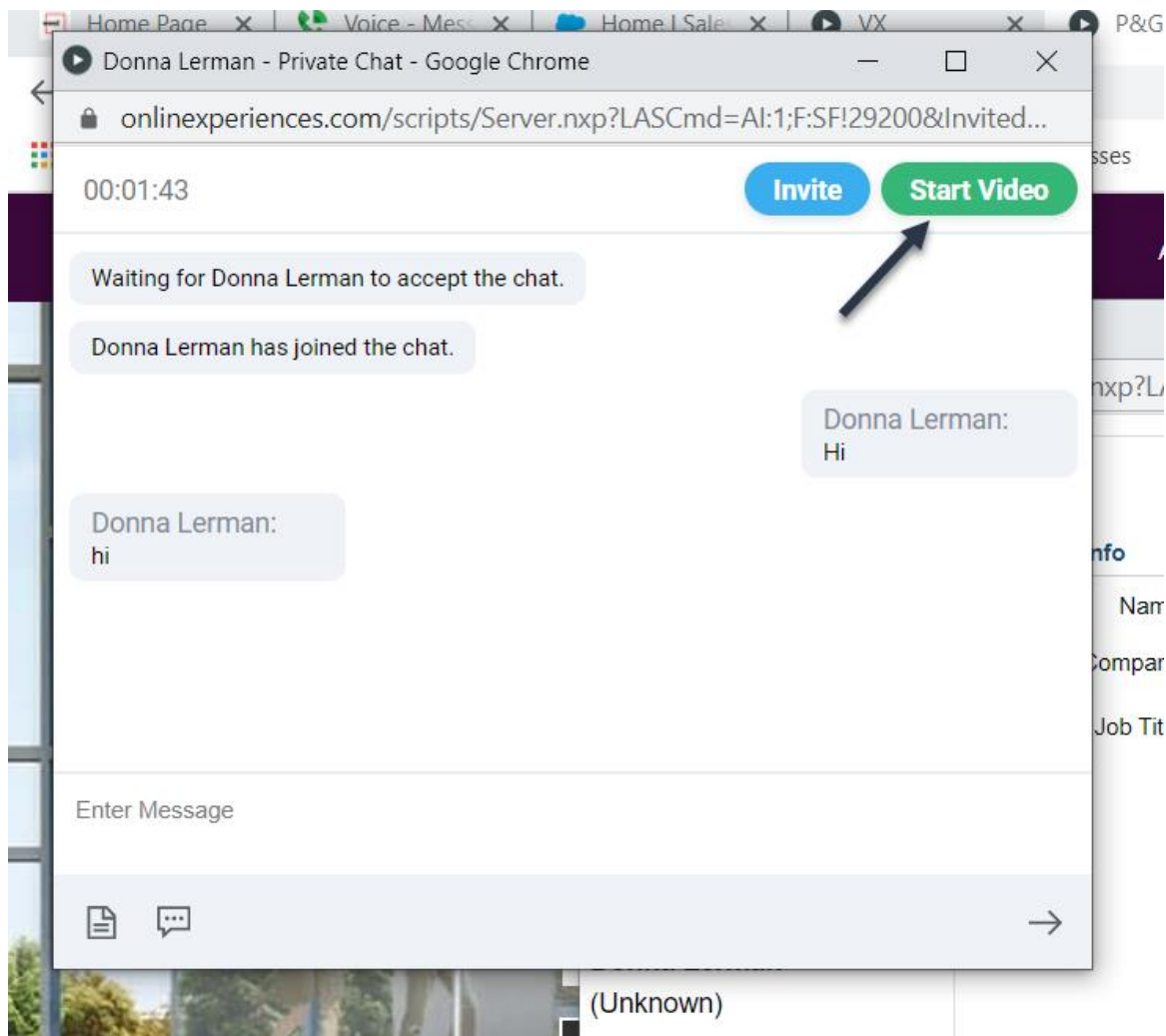
This will send them a private chat invite pop up. Once they accept the chat, it will begin in the new chat window on your screen.

You can also send an email to the attendee (using the email icon to the right of the chat bubble icon)

Or you can send them your Vcard (virtual business card) using the icon to the very right. This provides your profile details to their virtual briefcase (located at the top of their screen).

They can click on any of the booth reps and invite them to chat. If the booth rep is not currently logged in, there will be no chat icon available, but they still can choose to leave a message.

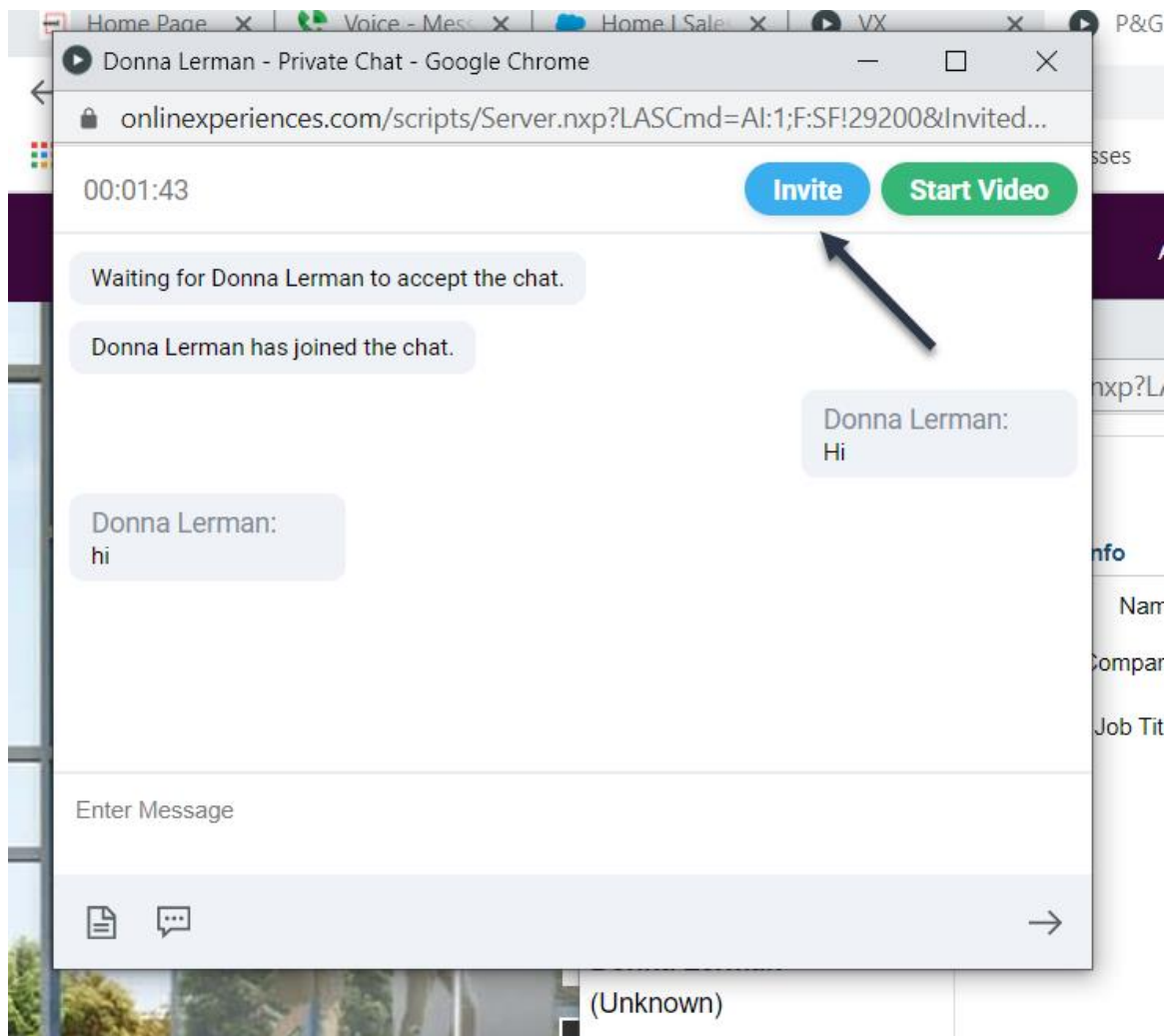
Chats: Invite someone to a 1:1 Video Chat



Once you have started a chat with another user you will see an option to start video. This will bring you in a video chat with that user.

The person who initiated the chat will have the option to start a video.

Chats: Invite someone to an existing chat



If you are in a private chat with someone and you want to add someone else, you can click on the invite button on the bottom right and you will be able to invite someone else to that chat. Once they accept, they will be joined to your existing chat.

Booth Rep Dashboard

The screenshot shows the Booth Rep Dashboard for the Society for Investigative Dermatology. At the top is a navigation menu with links for HOME, THEATER, CONCURRENTS, POSTER HALL, EXHIBITS, and NET. Below the menu is a blue header with the Society for Investigative Dermatology logo and name. The mission statement reads: "Mission: To advance and promote the sciences relevant to skin health and disease through education, advocacy, and scholarly exchange of scientific information." Below the mission statement is a blue bar with "Staff" and "Guests" tabs, and a user icon circled in green. Below this bar is a grey box stating "Currently there are no users online." To the right is a "Documents and links" section with a PDF icon and the text "Membership Application/Renewal Form", "Date: 4/15/2021 7:06 PM", and "General".

Another option available to chat, is by using the enhanced chat inside the Booth Rep Dashboard.

The Booth Rep Dashboard is accessed by clicking the icon on the top right of the booth.

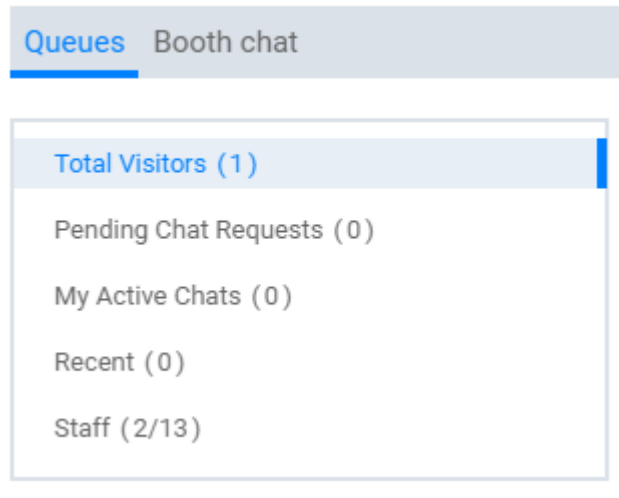
Booth Rep Dashboard

The screenshot shows the Booth Rep Dashboard interface. At the top left, there is a '< Back' button (callout 5) and a 'Dashboard - Intrado' header. Below the header, there are two tabs: 'Queues' (callout 1) and 'Booth chat' (callout 4). The 'Booth chat' tab is active, showing a chat window for 'Daniel Moses' (callout 3) with a profile picture and the text 'ConnectYourCare Online'. To the left of the chat window, there is a 'Rep Chat' section (callout 2) with a red border, containing two messages from 'Heather Dennis': 'hello' and 'hi'. Below the chat window, there is a text input field labeled 'Enter Message Here' and a 'SEND' button. The 'Queues' section on the left lists: 'Total Visitors (1)', 'Pending Chat Requests (0)', 'My Active Chats (1)', 'Recent (1)', and 'Staff (0/5)'.

The Booth Rep Tool allows you to manage attendees, participate in the group chat as well as initiate private chats all from one interface.

1. Queues Tab/Booth Chat Tab
2. Rep Chat - Chat privately with other reps in your booth in the Rep Chat (bottom left)
3. Attendee Information Area
4. Join the “Booth chat” using the tab at the top
5. At any time if you want to return to the booth view, click the Back button at the top left

Booth Rep Dashboard: Visitors



- **Total Visitors:** List of current booth visitors - You can initiate chats with attendees listed here by clicking the chat icon to the right of their name
- **Pending Chat requests:** List of private chat requests that have not been accepted
- **My Active Chats:** List of my active Private chats - Once a chat request is accepted by you or the attendee, you can manage the chats here
- **Recent:** List of Recent Private chats
- **Staff:** List of Booth Staff (Parenthesis show number of staff online)

Booth Rep Dashboard: Private Chats

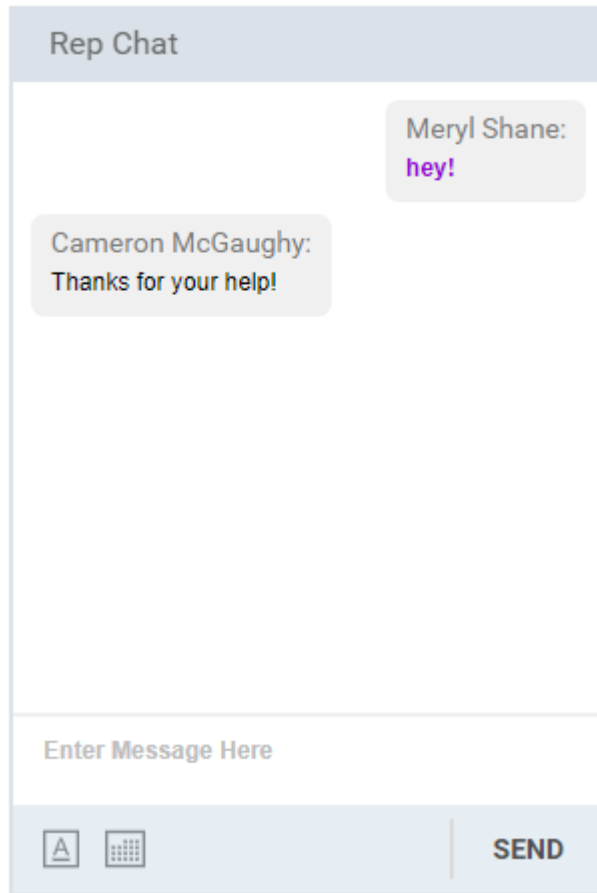
The screenshot displays the Booth Rep Dashboard interface. On the left, there are navigation tabs for 'Queues' and 'Booth chat'. Below these, a sidebar shows 'Total Visitors (2)', 'Pending Chat Requests (0)', 'My Active Chats (0)', 'Recent (0)', and 'Staff (1/13)'. A 'Rep Chat' section shows a conversation with Meryl Shane and Cameron McGaughy. The main area lists two users: Marcy Orellana (Support) and Kiryl Shpak. A purple arrow points from the chat button next to Marcy Orellana's name to a larger, detailed view of her profile. This view includes a large profile picture, a name 'Marcy Orellana (Support)', and a row of three icons: a speech bubble, an envelope, and a person icon.

Starting a Private Chat

You can start a private chat one of 2 ways.

1. Click on the chat button next to the users name
2. Click on the user, and then click the chat button to initiate a private chat

Booth Rep Dashboard: Rep Chat



The Rep Chat is a private chat for BOOTH STAFF ONLY. Attendees will not see anything entered in the Rep Chat.



Thank you