

Virtual Event Attendee Guide

Recommended System Requirements:

For the best experience, you should have at least:

- Windows Machine with a Pentium 4 Processor or Macintosh G4, or newer
- A T1 or T3 Internet connection
- Firefox 3.x or IE7+
- 1GB RAM

The minimum system requirements are:

- Flash Player 9+
- A strong DSL Connection or greater
- Firefox, IE or Safari Browser
- Pentium 3
- 512MB RAM
- Windows XP or Higher
- Mac OSX or Higher



Lobby

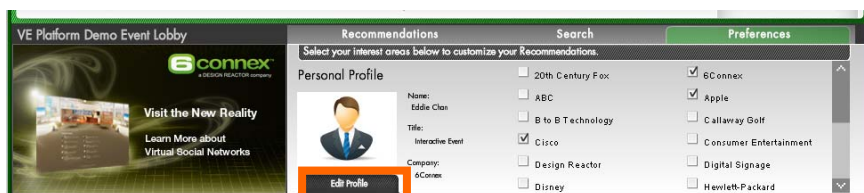


Once logged in, you will find yourself in the Lobby. Here you will find access to all areas of the virtual event via the Navigation Bar in the center of the screen, or clicking on Entry ways in the event itself.

You can navigate to the Auditorium and Exhibit Halls or you can click on the promos in the main Jumbotron, or Toolbar Promos at the bottom of the event.

Next to the Toolbar Promos is the recommended content that is generated per the preferences tab items you select.

My Preferences



The Preferences tab, located to the bottom right of the screen, is where you can select from the given preference tags which content you want to appear in your Recommended content tab. Also located here is the "Edit Profile" button which, when clicked, will open up your account information and allow you to edit it.

Auditorium



You may visit the auditorium to access presentations and other videos. Content not currently scheduled will have Outlook reminders available for download.

Exhibit Hall



Navigate to the Exhibit Halls to explore the booths and their content. Hover your mouse over a booth to see that booth's name, or allow the system to cycle through each booth name. Clicking on the booth will take you into that booth, where you can interact with content.

Exhibitor Booth



After clicking on the booth, you will see the available content screen as well as the Front Desk. Hover your mouse over each screen to see the name, or allow the system to cycle through each name automatically. You may also access the Front Desk by click on it.

Content Screens



Content screens (nodes) are where content is stored. Here you may access any videos, downloadable items, or URL links that are available. Clicking on downloadable items, such as spreadsheets or PDFs will add them to your Event Bag.

Event Bag



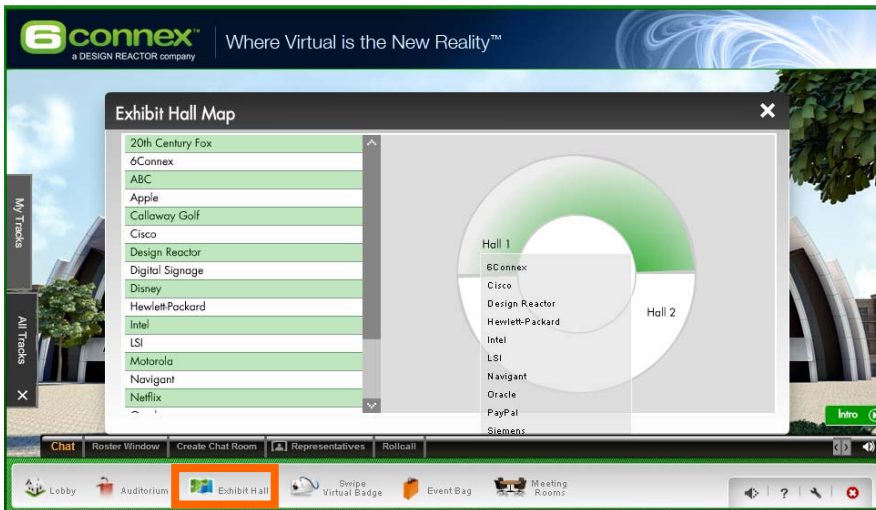
The Event Bag is where saved items can be exported to your computer's desktop. You may remove items that you have saved, or to save them to your desktop, click "Download Event Bag."

Front Desk



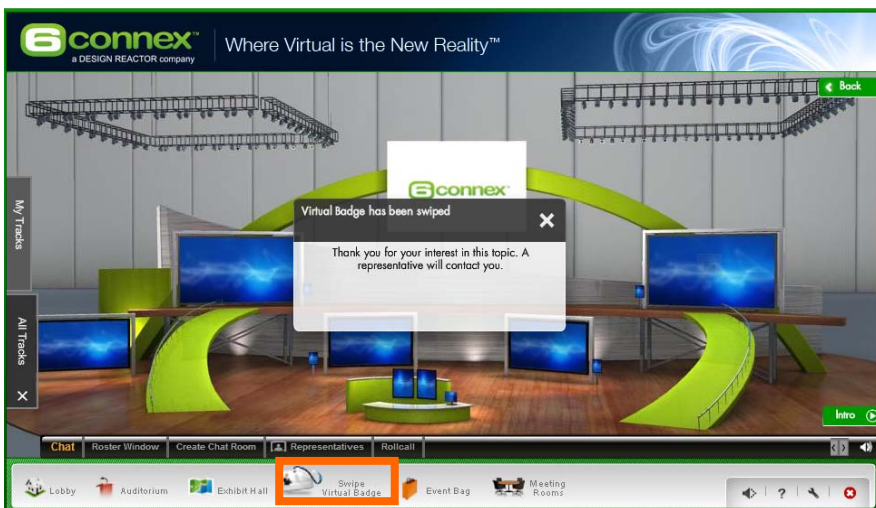
In the Front Desk you can find the contact information for that particular booth, should you wish to contact a representative at a later time and date.

Exhibit Hall Map



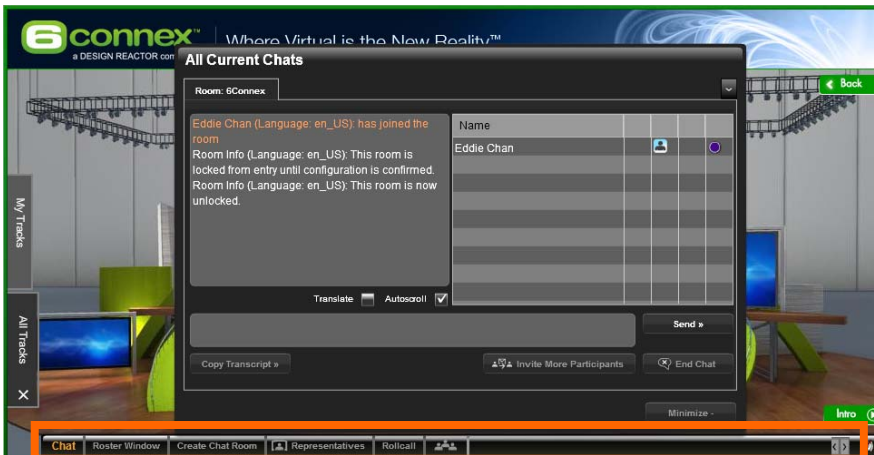
The Exhibit Hall Map icon in the navigation bar will bring up a virtual map for direct navigation to booths. Clicking on the booth names in the list to the left will take you directly to that booth, or you may click on the map to the right to access the exhibit hall to browse the different booths.

Virtual Badge



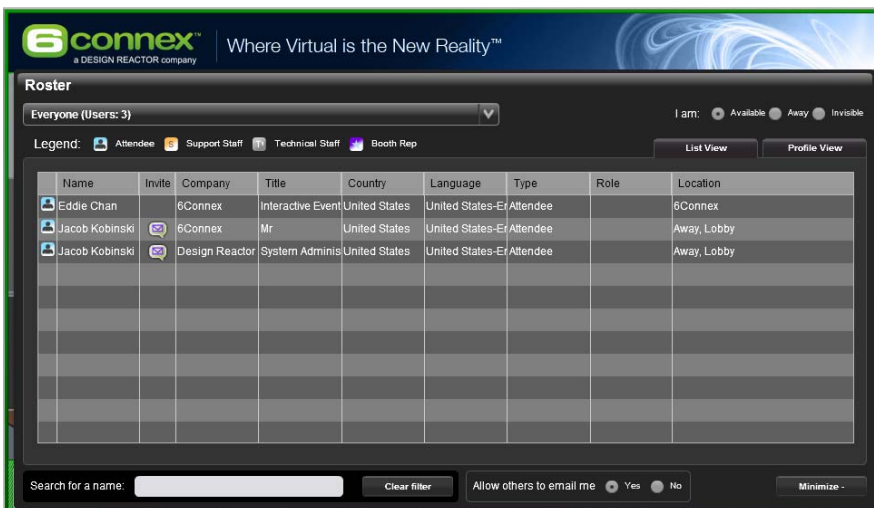
In the Navigation Bar you may “Swipe your Virtual Badge.” This will notify the booth representative for that booth that you would like to be followed up with for more information.

Chat



The Chat Bar is located just above the navigation bar, which is below the main viewing screen. From here you can create new chat rooms (pictured), or switch to other open chats you may have.

In each chat window, 1-on-1 or group, you can send and receive chats, copy transcripts to your clipboard for pasting in word documents for archiving conversations, minimizing chats to the Chat Bar, or ending chats.

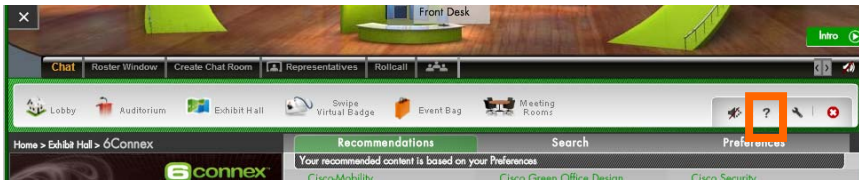


Also in the Chat Bar is the Chat Roster. Here you may view attendees, initiate 1-to-1 chats, or set your status to "Visible" or "Invisible" if you wish to not appear in the Chat Roster. Note: Once invisible, you may not initiate chats.

In the Chat Roster, window you can also view all attendees by Location (by clicking the drop down button at the top of the window), or by filtering the roster by clicking on the category names at the top of the roster.

At the bottom of the Chat Roster is the "Search" field. You may search through all "Visible" attendees by their name.

Help



Clicking on the Question Mark Icon in the navigation bar will take you to the Help section. In here you may access the many help videos that will explain in further detail the areas of interest within the event.



You may also find our Contact Support information as well if you would like further assistance.

support@veplatform.com