Booth Representative
We are pleased to welcome you as a Booth Representative for this exciting Virtual Event. This guide will give you important information, instructions, best practices, an overview of features and how to best interact with your booth attendees.
Booth Rep Prep  
*(each Booth Rep, in advance of the live day)*

1. Register for the virtual event (you MUST use the same, corporate email as provided as for your Booth Representative access)
2. Perform the system check and follow up with YOUR company’s 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
- Disable Pop Up Blockers
- Disconnect from a VPN (if possible)

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 Test
https://event.webcasts.com/viewer/faq.jsp?mType=v&closebtn=no&techview=yes

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.
- Refrain from browsing the internet, streaming media and/or downloading large files during this time.
Instructions

1. Your 6C Project Manager has added you as Booth Representative to allow you proper access within the booth.
2. Login to the virtual environment using the email you used when registering.
3. You will be placed in the Lobby.
4. Navigate to the Exhibit Hall (also called the Directory) and find the booth you are assigned to represent.
5. Enter the booth you are assigned to confirm your name is listed on the info/rep card. The chat bubble next to your name should be green indicating you are online.
6. The Chat Box should auto open when you first enter the room. If you click out of the box, you can open again by clicking on the icon in the upper right corner that says “Public Chat”
Login

Welcome

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 states.

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

Thank you!

Login using the same email address provided for rep access and registration.
After logging in you will be placed in 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 – Images displayed are for example only and may not apply to the specific event you are participating in. Rooms, interactivity, options, chat features, etc. vary by environment.
From the Exhibit Hall or Directory, access 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.

Booth

There are three important features within the Booth which you are assigned.

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.
I. Info/Rep 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.
Within your assigned booth, your name is listed within the info/rep card.

The chat bubble next to your name should be green indicating you are online.

The Chat Box should auto open when you first enter the room. If you click out of the box, you can open again by clicking on the icon in the upper right corner that says “Public Chat”
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 view the history of comments and Q&A within that Public Chat by scrolling through the list of posted comments and questions. If someone joins the conversation late, they can catch up on anything they’ve missed!

The ‘Current Participants’ shows who is still viewing 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). Reps also have the option to ‘Delete’ comments for within the chat (Attendees do not have this option).
The Public Chat will auto launch when you enter 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.
The Room Rep Dashboard consists of 3 tabs:

1. **Attendees** – A list of all current attendees in a booth.
2. **Representative Chat** - Booth representative group chat.
3. **Watch List** - Specific attendees that are “favorited” by the booth reps.
Attendees Tab

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.

- **Attendees Tab**: Display all attendees in the current booth.
- **Representative Chat**: Chat with attendees.
- **Watch List**: Monitor specific attendees.

**Attendees**:

- **Will Tu**: 6Connex - Technical Specialist

**Interaction Options**:

- **Download Icon**: Click to view files uploaded to profiles (resume, bio, image).
- **Green Chat Bubble**: Initiate a 1 to 1 chat with an attendee.
- **Refresh Button**: Show real-time booth activity updates.

**Additional Information**:

- **Attendee Card**: Provides additional information and interaction options.
- **Refresh Button**: Update booth activity.
- **View LinkedIn Profile**: View attendee's LinkedIn profile.
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
- Clicking on Chatted with hyperlink allows you to view the chat and email it to yourself.
III. REP DASHBOARD

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.