



Virtual Booth Set-Up Instructions 2021

Everyone is responsible for setting up your own booth by the deadline date. You will need your unique URL link to access the back-end set-up of your booth (found on the Industry Portal).

Deadline Dates for Booths

Limb Preservation Symposium: Friday, May 7, 2021

National Conference (including the French Symposium): Thursday, October 1, 2021

Pressure Injury Symposium: Thursday, November 4, 2021

You will have ONE WEEK after this deadline date to review and make final changes. Once this date passes, we are unable to accommodate any changes for any reasons.

Step 1: Basic information

Includes an overview of the booth set-up and examples for your review. You will need to enter your organization name, logo and company description.

This is a very intuitive interface where you can select the fonts, format, and drop images.

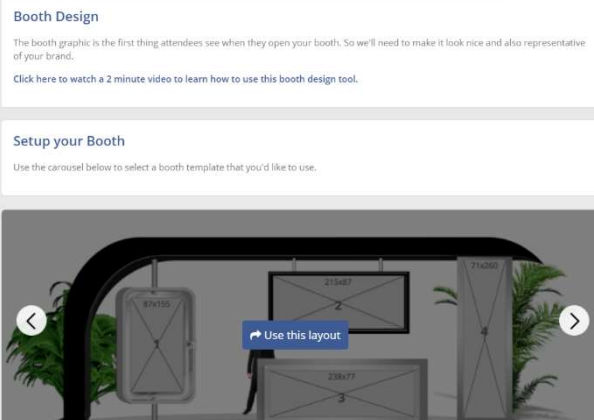


Step 2: Booth Design and Graphics

First impressions are lasting impressions, and you'll want to ensure that your booth looks amazing.

Before you begin, watch the short intro video to become more familiar with the process at the top of the Step 2 page.

- Select your booth template from the available options – **you now have options to change up your booth avatar as well!**
- Upload your graphics in either png or jpeg formats e.g. company logo, product logo or image. For gif (animation) files, you will need some help, so please email us if you plan on using any gif files. Exact pixel dimensions are noted for each graphic panel.
- Select the booth wall/background colours to complement your logos; you can even enter your specific colour pantone/PMS number to match.



Step 3: Content Links

This is the perfect place to add your content links which will form the tabs in your booth e.g. About Us, Product Info, YouTube, Social Media Channels.

This is where you might want to consider a link to your booth schedule (booth rep availability, daily booth draws, special visitors in your chat room, etc.), or even to do a survey or giveaway. Attendees love free stuff!

vFairs will add the Chat functionality to your booth, you do not need to add a tab for that.

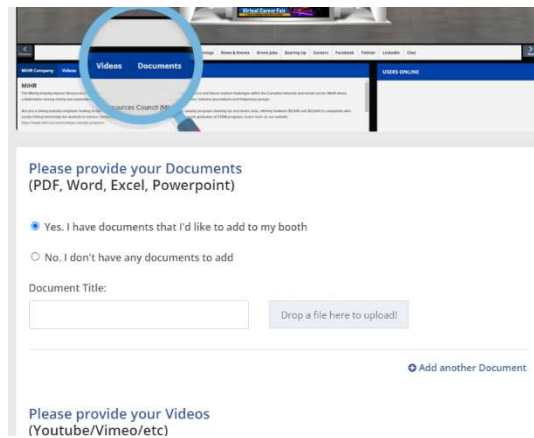


Step 4: Documents and Videos

Upload documents (PDF, Word, Excel, PowerPoint) and videos (YouTube, Vimeo etc) to showcase your company and products.

Make sure you upload in the order you would like these files to appear on your documents list; these cannot be reorganized afterwards and are not able to be listed in any subgroups.

The number of uploads is unlimited.



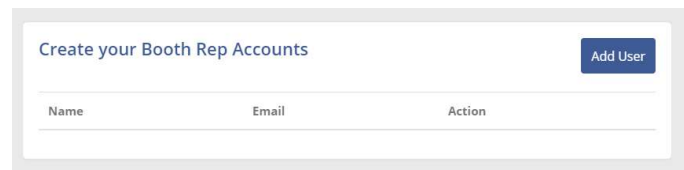
Step 5: Create Booth Representative Accounts

Each company employee accessing the platform should be registered as a Booth Rep (there is no limit to the number of booth reps you add). **Please do not use your complimentary attendee registrations for any reps.**

You can add them in Step 5, with their name, email (these all must be unique, you cannot use the same email for multiple people) and a password. For the password, we do recommend using THE SAME ONE for all your booth reps. That way, it is much easier to handle lost password requests from your team.

We will give advance access to you and your reps to log onto the platform and test out functionality, how the chat room works, etc. More information will come closer to the event dates.

At that time, each Booth Rep can go in and build their own profile information.



Step 6: Review, Finalize and Submit

Once you are satisfied with the appearance of the booth, click submit by the deadline date below. **Even after you hit "SUBMIT", you can still make changes.** By hitting submit, it allows you to see changes on the platform itself.

Please complete your booth customization by the deadline dates:

Limb Preservation Symposium – by Friday, May 7, 2021

National Conference (including the French Symposium) – by Thursday, October 1, 2021

Pressure Injury Symposium – by Thursday, November 4, 2021

You have one week past these deadline dates to review everything, test links and make changes. After this one week testing period, no further changes can be accepted.

IMPORTANT NOTE: Changes made at any point are not immediate. Please give it at least 24 hours for changes to show up.

If you are having any technical difficulty or have questions, please email:
technical.support@woundscanada.vfairs.com

To view your booth again, simply follow your unique booth URL. Even after you hit submit, changes can still be made (but might take a bit longer).



You're almost done.
Once you press the submit button below, our rep will be notified.

Please review your booth details below. If you need to make changes, use the buttons on the left.

Once everything looks good, click on the 'Submit Booth' button at the bottom of the page.

If you need any assistance, use the support email address listed at the top of this screen.

Login:

Visit the event URL: www.woundscanada2020.ca

Username	Password
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