

# Staffing Your Virtual Exhibitor Booth

## InstructionsAttendee Hub

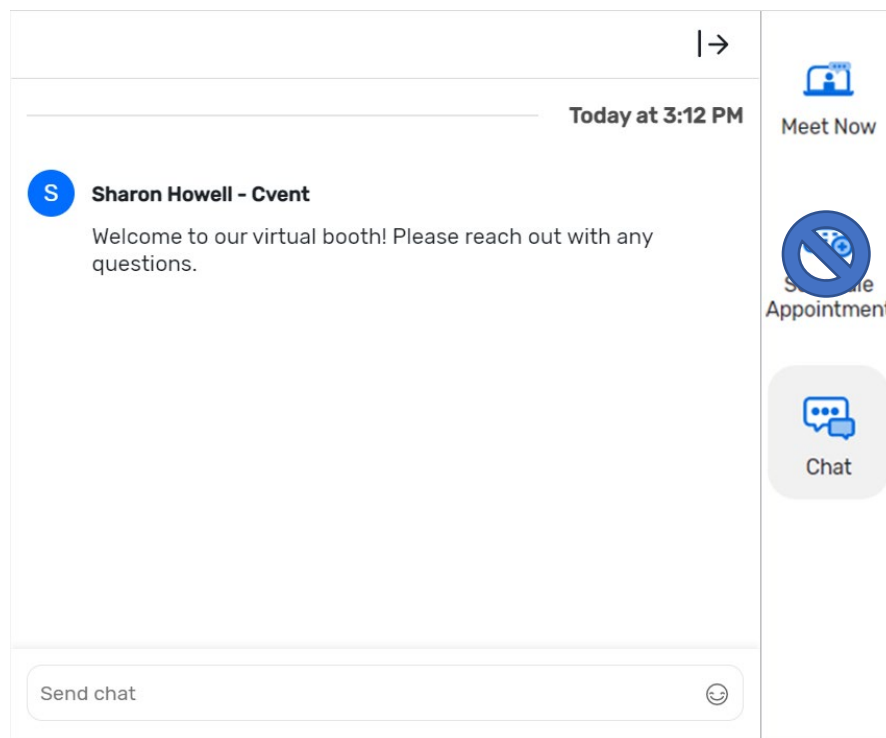
Once your virtual booth is configured and you've polished your attendee profile, you're ready to engage with attendees during the event. Depending on the event you're exhibiting at, your organization may be expected to staff a text-based chat and one on one meetings

## Using Exhibitor Chat

**1 Access the Attendee Website.** Begin by logging in to the Attendee Website.

**2 Navigate to your exhibitor booth.** The Home page will open by default. In the top navigation bar, click **Exhibitors**, or hover your cursor over Expo and click **Exhibitors**, depending on the setup of the event. Then select the name of your organization.

**3 Start chatting.** Click the **Chat** button from the right-hand engagement panel and use the textbox to chat with attendees. Your organization name will appear after your name in the chat. Once opened, chats are visible to all booth staff and attendees.



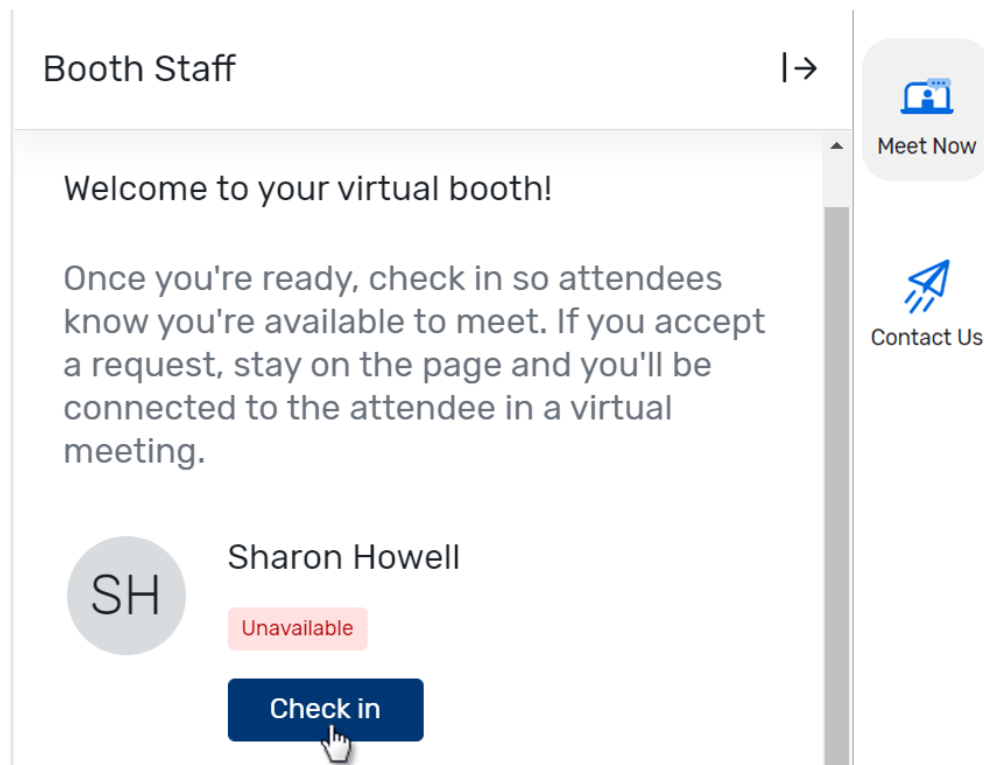
**4 Delete chats, if necessary.** If you need to delete an attendee chat message, hover over the message and click the ellipses (...). Then click **Delete**.

# Staffing One on One Meetings Using Cvent Video Conferencing

**1 Access the Attendee Website.** Begin by logging in to the Attendee Website.

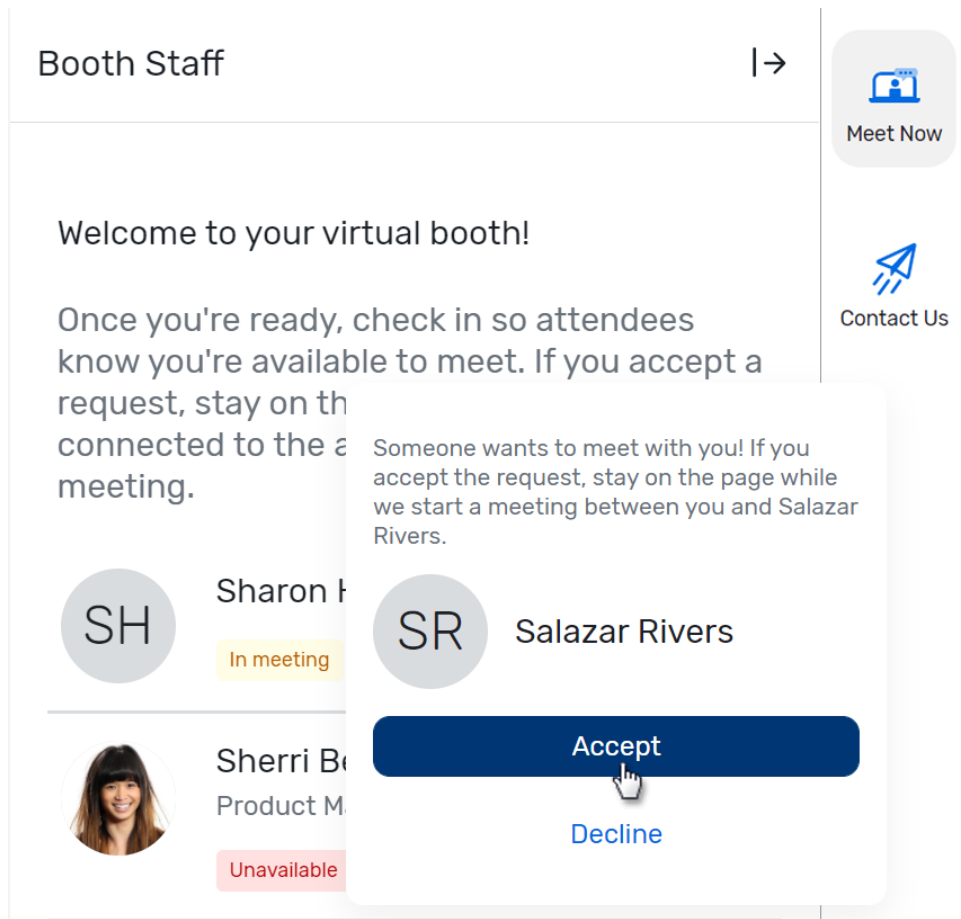
**2 Navigate to your exhibitor booth.** The Home page will open by default. In the top navigation bar, click **Exhibitors**, or hover your cursor over Expo and click **Exhibitors**, depending on the setup of the event. Then select the name of your organization.

**3 Check in.** Click **Meet now** in the top right-hand corner to access the meeting page. By default, you will be listed as Unavailable. When you are ready to speak with attendees, click **Check in** under your name.



Now, attendees will be able to request to meet with you. Keep the tab open to ensure you receive any incoming requests.

**3 Meet with an attendee.** When you get a request to meet, the attendee's name will appear on your screen along with a "Someone wants to meet with you" message. Click **Accept** to begin a meeting, and **Decline** to reject the request.

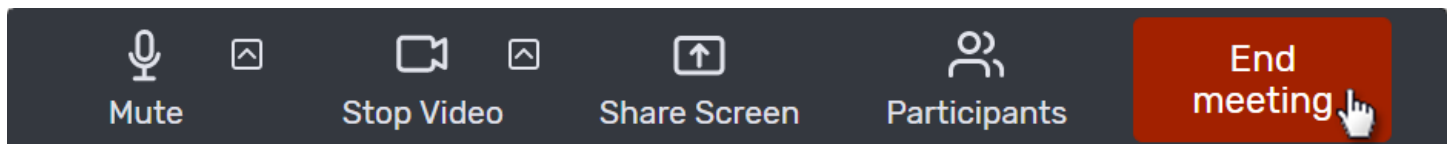


Before the meeting starts, check the Video Preview to ensure that you've selected the correct microphone and webcam. Once you've freshened up, click **Join meeting** to speak with the attendee live.

In the meeting room, you can control your video and audio, as well as share your screen.

**NOTE:** During this time, any attendees looking to meet with you will see "In meeting" under your name. If the event has Appointments, they will have the option of booking an appointment with you instead.

**4 End the meeting.** When you're done, click **End meeting** to return to the exhibitor booth.



Your status will change from "In meeting" to "Available" automatically.

Repeat steps 3 and 4 to meet with additional attendees.

**5 Check out.** If you are taking a break or are done for the day, click **Check out** in the Meet now tab. This will set your status to "Unavailable" and prevent attendees from requesting a meeting with you while you are away.

**NOTE:** Not seeing the Check out button? Wait until your status has returned to "Available."