

# EXHIBITOR GUIDE

**Turning physical into digital.**  
[letsgetdigital.com](https://letsgetdigital.com)



**Digital that feels  
(almost) like physical.**

# Why should you attend a digital event?

## **Exhibit**

Create your individual exhibitor stand and provide your participants with content in the form of text, PDF documents or videos.

## **Networking**

Make valuable contacts & meet new people. Start a conversation with participants via video or chat.

## **Accessibility**

Log into the platform, wherever you are in the world. Expand your network while you save both travel time, and costs – all while doing better for our environment too!

## **Valuable data**

Export your new contacts at the end of the event.

# Preparation before the event

## Note the date

Determine your stand supervisor and inform them of the date

## Download the event app

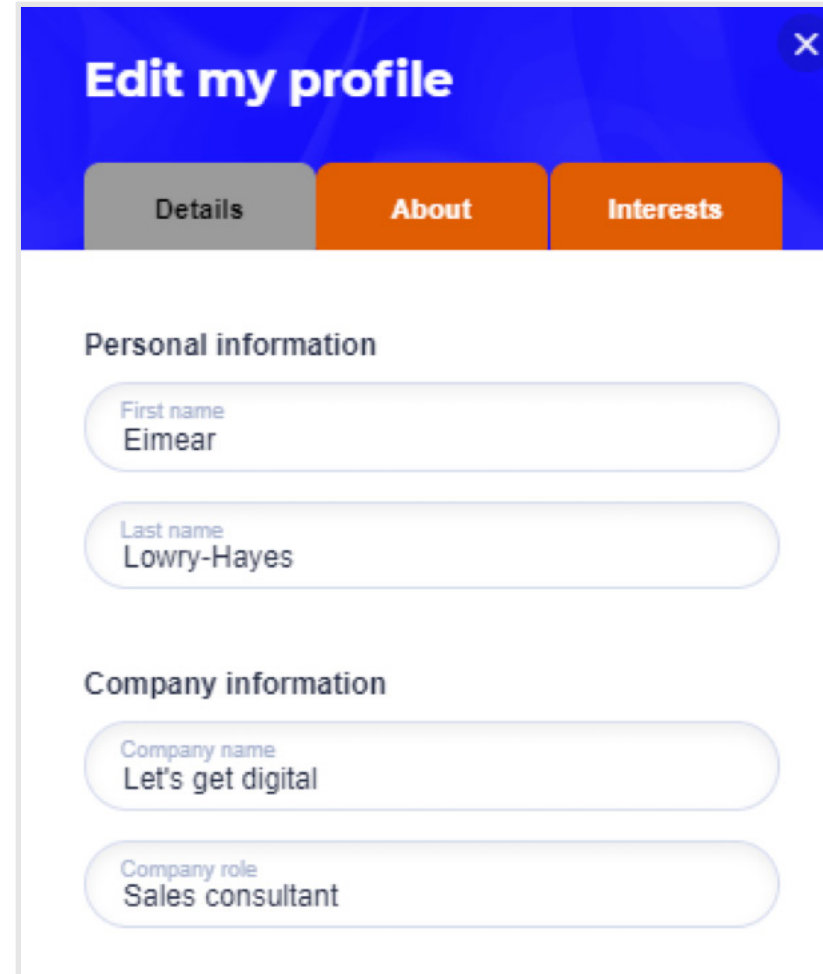
You can find this in the App store or Google Playstore. Each stand supervisor can log in with their personal login and then prepare using the app.

## Complete your personal profile

Add a profile picture and complete the contact details if necessary. You can also edit your exhibitor stand.

## Get interactive

Click your way through the list of participants, make your first connections, make appointments and much more!

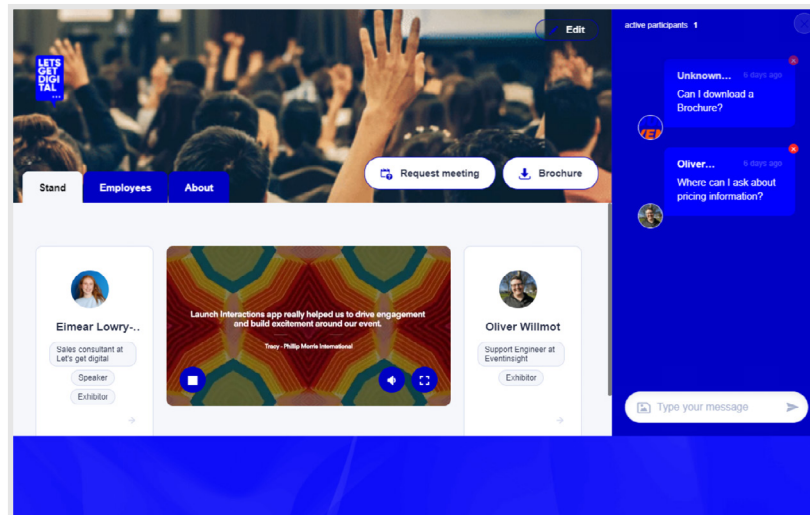


The screenshot shows the 'Edit my profile' screen of an app. At the top, there's a blue header with the title 'Edit my profile' and a close button (X). Below the header, there are three tabs: 'Details' (selected), 'About', and 'Interests'. The main content area is white and contains two sections: 'Personal information' and 'Company information'. Each section has two input fields. In the 'Personal information' section, the 'First name' field contains 'Eimear' and the 'Last name' field contains 'Lowry-Hayes'. In the 'Company information' section, the 'Company name' field contains 'Let's get digital' and the 'Company role' field contains 'Sales consultant'.

# Preparation before the event

## The event starts soon

You can enter the platform in advance so that you can edit your stand.



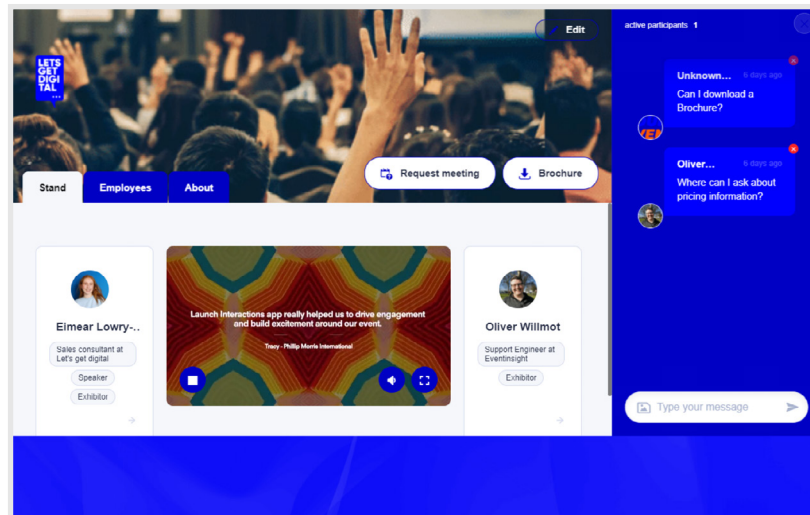
## How do I find my stand?

- 1) Click on the exhibitor area
- 2) Find your company in the search box
- 3) Click on your booth
- 4) You are now in your virtual exhibitor stand!

# Preparation before the event

## Adapt your stand

The more content, the more attractive the stand! You can set up a stand with live streams, videos, online chat or meetings options, downloads, links to social and much more!



## Edit company

Settings
Contact
Branding

### Personal information

Company name
Lets Get Digital

### Stand

Company video
https://vimeo.com/504350992

### Employee 1

Eimear Lowry-Hayes

# Branding possibilities

## Design a stand worthy of your brand

Introduce your company with a cool promo video, make lead magnets available as downloads, add a live stream showing off your product in action. We offer different possibilities for your stand:

## Premium branding

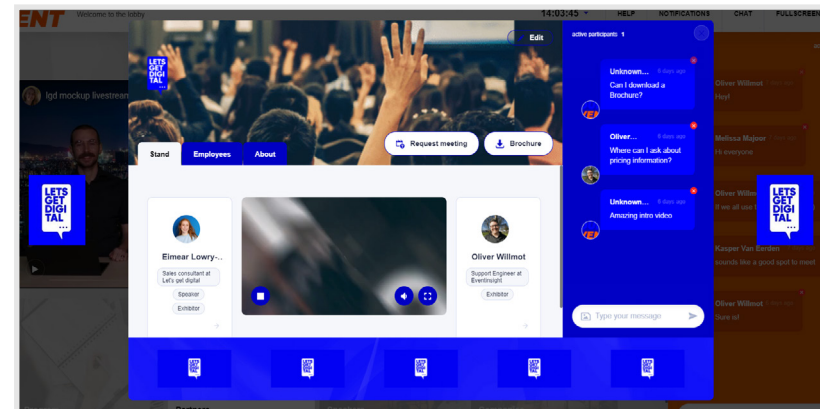
You can request premium branding settings when editing your company booth in the platform if this setting is currently disabled. Premium branding settings allow to upload a custom header, banner, and add an image left & right.

## Enable appointments

Enables the option to schedule meetings with company representatives.

## Enable download brochure button

Enables the option to download a brochure from the company booth.



# Day of the event: Check-in

## Log in & get started

Log in with your personal login and enter the platform.

## Accept privacy settings

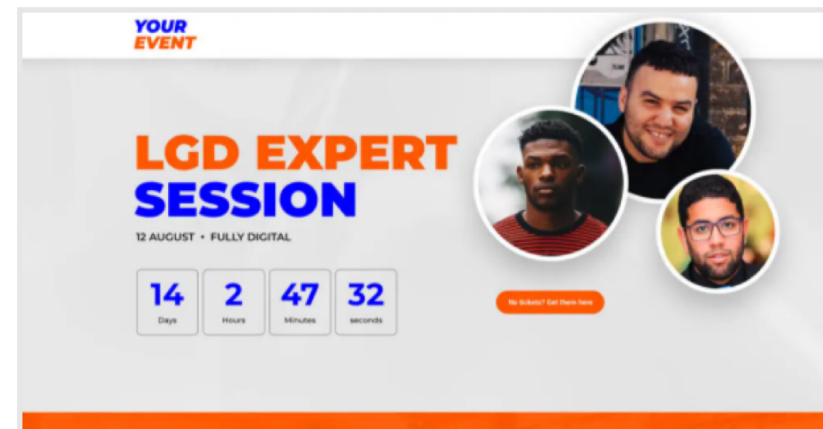
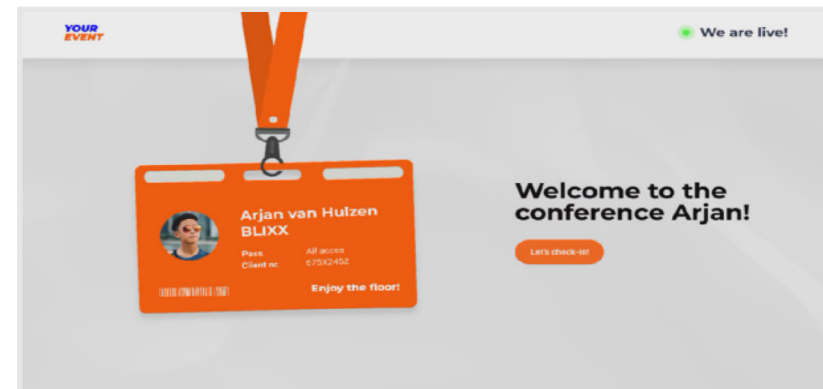
Accept the privacy settings and remember that you can adjust the privacy settings of your profile at any time in the app.

## Explore the platform

Explore the platform and your booth.

## Test!

The testing is there for you to familiarize yourself with the platform before the live event. Test your company chat, lobby chat and all other functions.

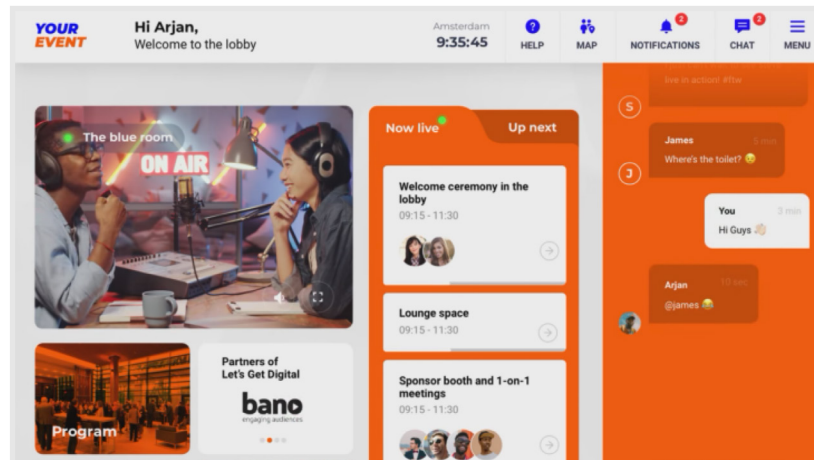











# Day of the event: Navigation

## Easy access to all content

- via lobby tiles or the “menu” button at the top right



## What are you looking for?

-  My profile
-  Attendees
-  Speakers
-  My connections
-  My appointments
-  Programme
-  Companies

# Day of the event: Networking

## Start networking

As an exhibitor, you want to expand and strengthen your network. We offer you different possibilities to get in contact with people on the event:

- Via the lobby chat
- Via your company chat
- Directly via the profile of a participant

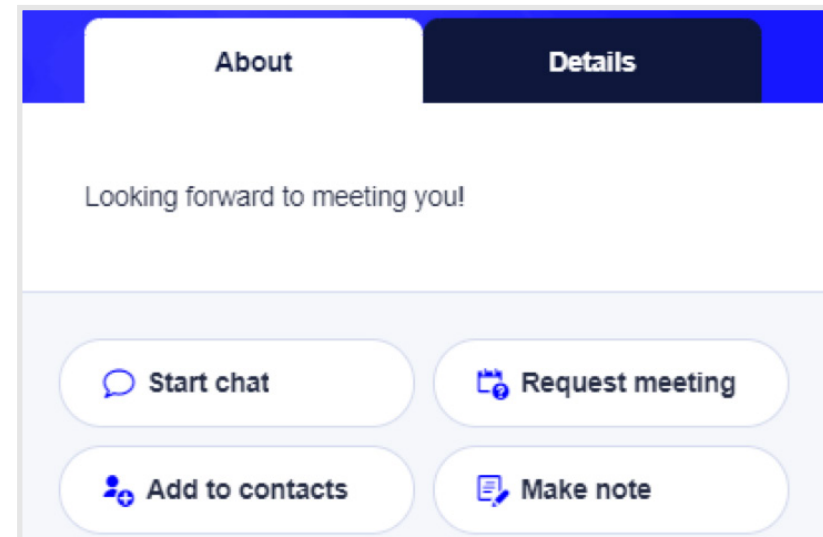
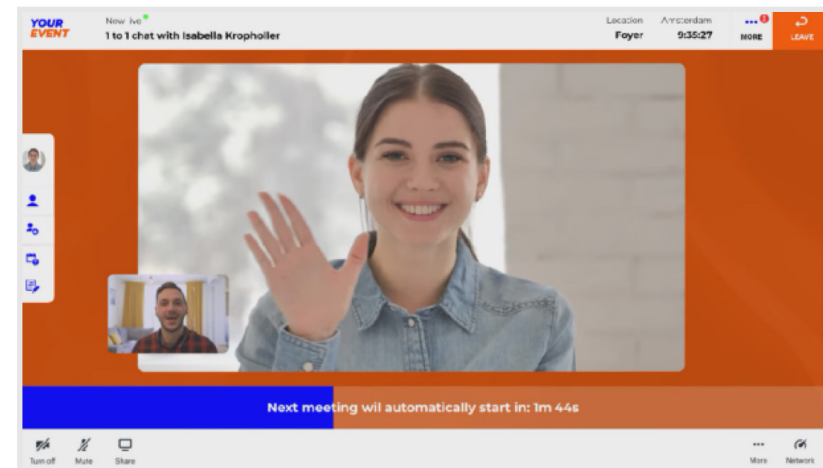
Arrange a 1-on-1 meeting, start a video call and most importantly; add the person to your contacts!

### • Via the network carousel

Enter the carousel and experience random video calls with other people.

### • Via matchmaking

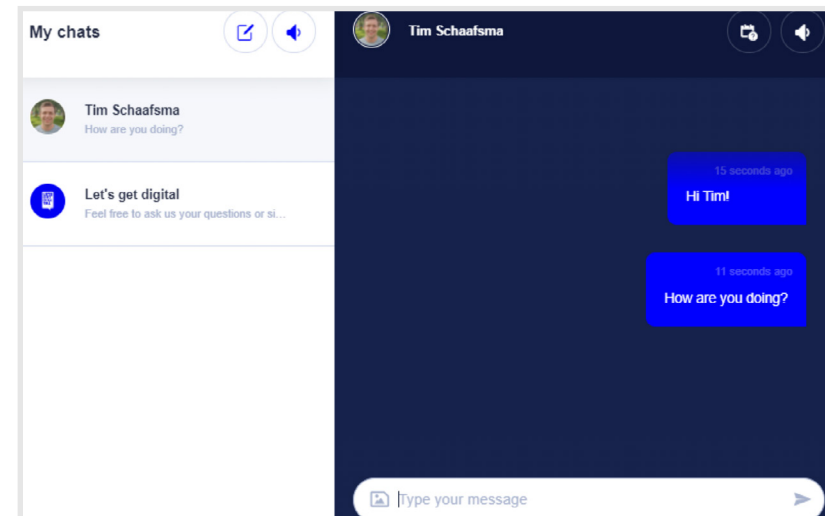
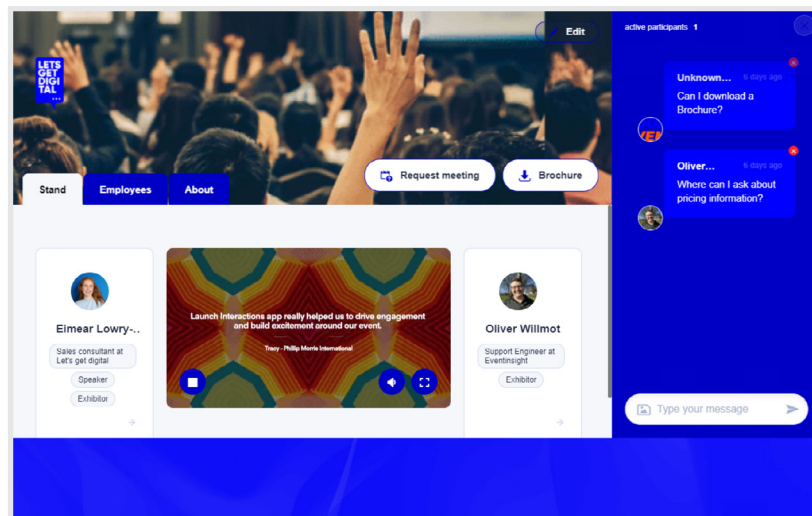
You will receive suggestions from people who share the same interests as you.



# Day of the event: Chat

## Chat with other attendees

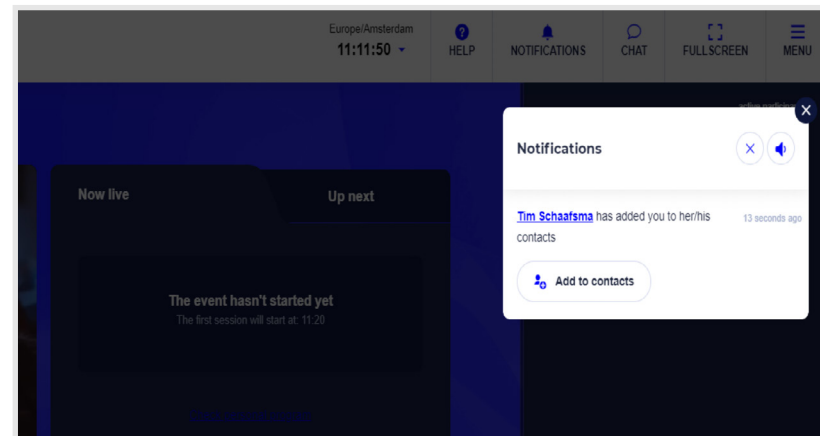
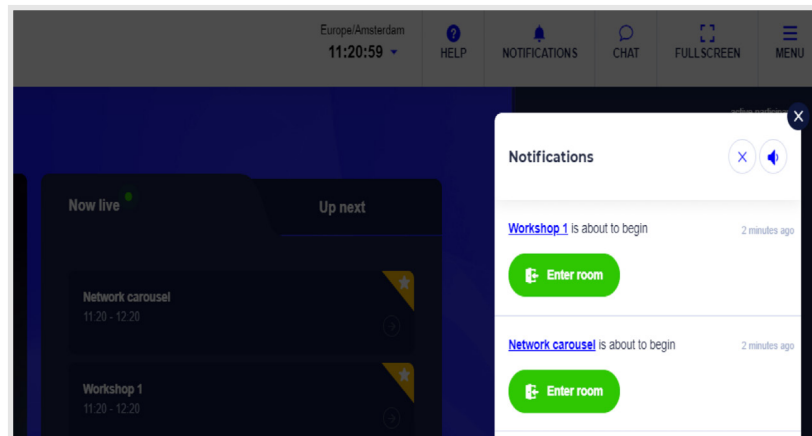
- via “chat” button
- via lobby chat
- via your company chat



# Day of the event: Notifications

Do not miss any news or inquiries!

- Keep an eye on the notification bar



# After the event

## Back up all important data

Do not forget to export an Excel list with your contacts. If your contacts have accepted you and have completed their profile, you can export the following data:

- First and surname of the person
- Email address
- Company and function
- Telephone number
- LinkedIn profile
- Who downloaded your brochure?

Furthermore, if agreed, the organizer can provide you with the following data:

- Visitor numbers at the stand
- Time spent at the booth
- Extract of the chat at your booth

