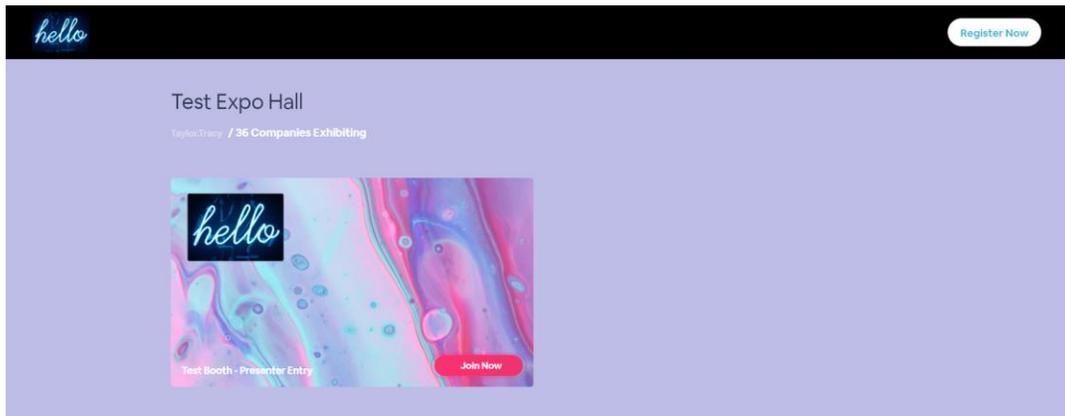
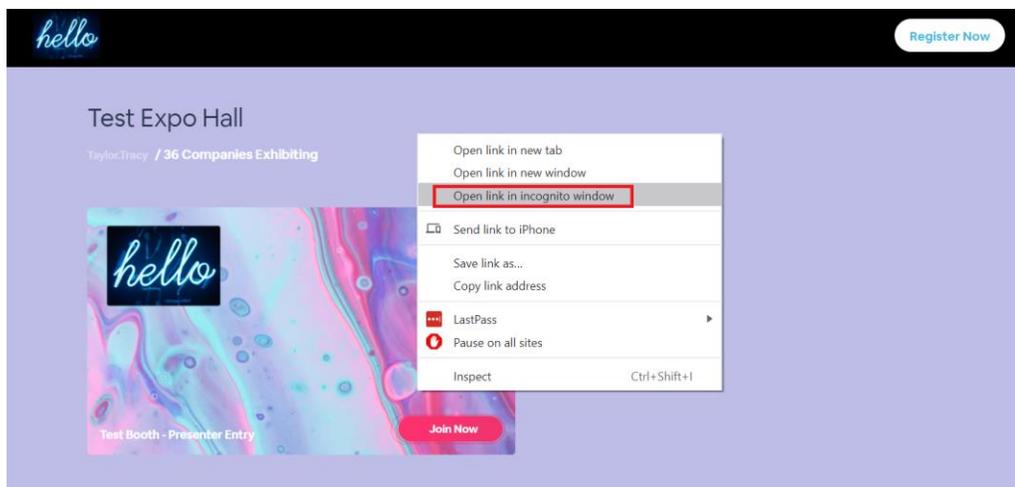


Sponsor Instructions: Accessing and Viewing Your Booth

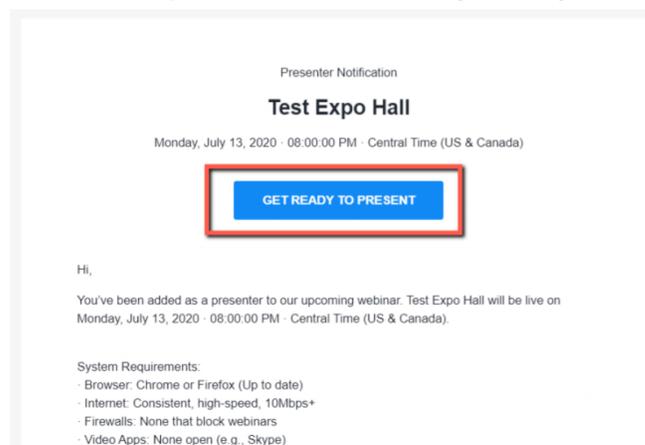
1. You'll be able to view your booth's attendee-facing tile in the Expo Hall (the link to your event's expo hall webpage will be provided separately)



2. To view your booth from the attendee perspective, **using Chrome as your browser**, right click on your booth tile and open the booth in an incognito window



- 3a. To enter your booth as an Admin, click the link provided in the **Presenter Notification** email you received (be sure to check your Spam/Other folders as well)



3b. After clicking your custom link, you'll be led through a systems check. After the check is complete, click "Enter Webinar" or "Enter Anyway" – even if you "fail" due to slow internet speeds, you will still be able to access your booth

Test Booth - Expo Hall

24-7 Webinar Always Open · Webinar ID: 5fcef1103b8a

Your upload speed failed the system check
Your speed (2.4) is below the 5 Mbps limit. Try again from a faster network, or use audio only. Avoid video & screen sharing.

Enter Anyway

Get Ready to Present

System Check Failed

For best results, restart your computer and make sure you have an updated Chrome or Firefox web browser.

- Slow internet speed**
31.97 mbps download, 2.4 mbps upload
Minimum Of 5Mbps To Attend, Optimum 15Mbps To Host
- Operating System**
Windows - looks good!
- Chrome browser up to date**
Chrome v.85.0.4183.83 - looks good!

Equipment Check

For best results, make sure any other video applications (e.g., Skype) are closed so they're not using your device's equipment.

Speakers

Microphone

Webcam

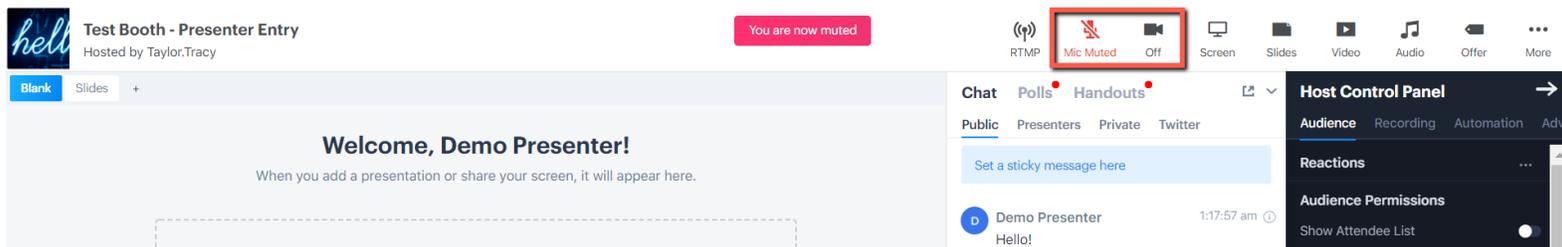
4a. Inside of the room, you will be able to access the **Public** and **Private** chats to communicate with booth visitors. Within the **Host Control Panel**, you will be able to see present attendees under **Attendees**

The screenshot shows the BigMarker Webinar Room interface. The main area displays a welcome message for the presenter and options to upload files or share the screen. On the right side, there is a 'Host Control Panel' with various settings and a 'Chat' panel. The 'Chat' panel is highlighted with a red box, and the 'Attendees (0)' section within it is also highlighted with a red box.

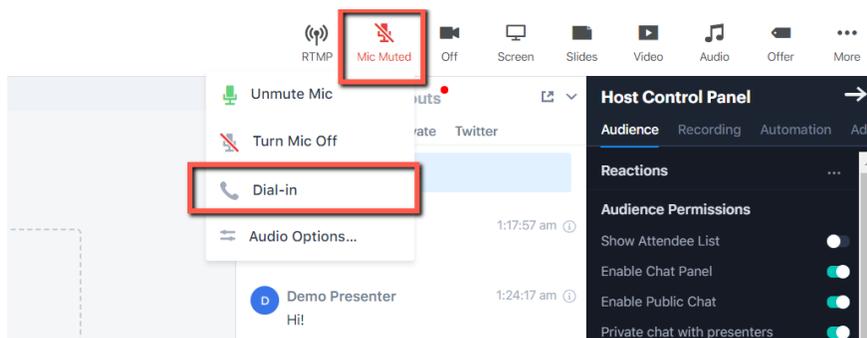
4b. If you do not see the chat column to the left of the **Host Control Panel**, make sure the chat panel is **not** minimized by clicking the blue chat button at the bottom right of your screen

This close-up shows the bottom right corner of the interface. A blue 'Chat' button is highlighted with a red box, and the 'Attendees (0)' section is visible above it.

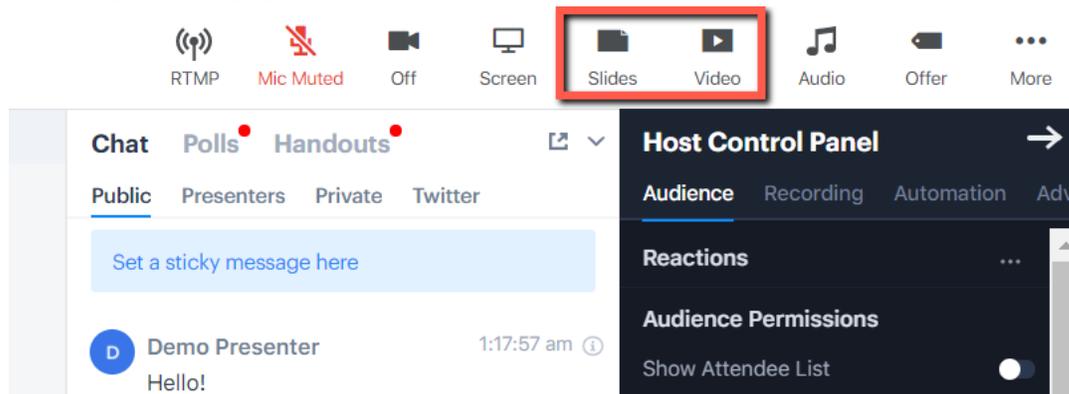
5a. If you have opted to present live in your booth, you will also be able to share your mic and/or webcam by clicking on the icons at the top right of your screen (please see below)



5b. If you are having trouble connecting your mic or webcam, click on the microphone icon again, and then click **Dial-in** to re-join the booth by phone



6. You will be able to access any of your pre-loaded slide presentations (converted to PDFs) and/or pre-recorded videos (MP4 files or YouTube links) by clicking on the icons shown below



7. When you want to leave your booth, simply close out of the tab or window (you will not need to click anything additionally in the booth)

