

# Exhibitor Office Hours Guide

MEETINGPLAY PLATFORM



**WORLD MICROBE FORUM**

20-24 JUNE 2021 | ONLINE WORLDWIDE

An **ASM** & **FEMS** Collaboration

[worldmicrobeforum.org](http://worldmicrobeforum.org) |

# Quick Guide

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## Prior to Event

- Login to the platform with your granted credentials (Email address +temporary password)
  - *Ensure you are using Google Chrome and aren't connected to a VPN*
- When prompted, create a new password, and complete the onboarding process
  - Make sure to test your camera and microphone as part of the onboarding
- Test going live in your booth by following the steps below
  - Click View Room
  - Click Connect with Video/Microphone
  - When you connect, you will appear in the middle screen. From there, click the upper right-hand button that says 'take over as speaker'
  - Click Share Screen to practice screensharing
  - When done, click View your virtual exhibitor room to return to your booth.



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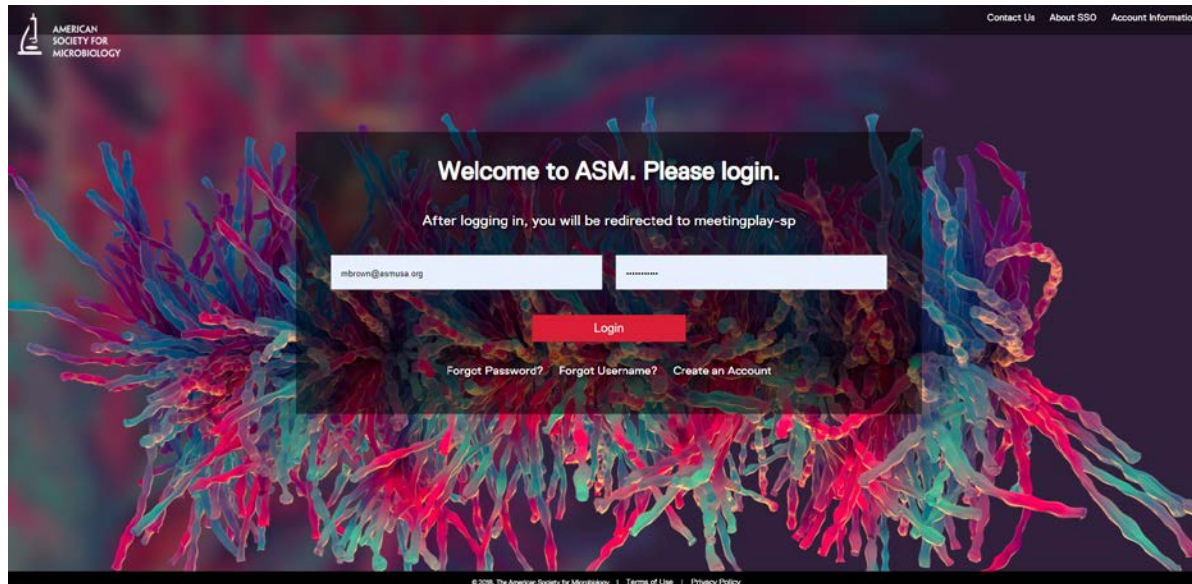
## Day of Event

30 minutes before your scheduled Office Hour, make sure you do the following:

- Find your booth by clicking Exhibit Hall in the left hand navigation
- Click into to your booth, then click Enter Testing Room and follow the same steps to from the left to ensure your video/audio is working properly. When done, click back into your booth.
- Once back in the booth, at the scheduled live time refresh your screen for the ability to go on camera. Click the take over as speaker button in the top right to move to the speaker position. Attendees will enter the booth and have the option to connect with video/audio as you did.
- If there are too many people talking, you can utilize the 'mute all' button in the settings tab on the right-hand side to mute all attendees
- Attendees are also able to ask questions via the question panel and you are able to type online to answer their questions

# Logging In

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- Ensure you are using **Google Chrome** and **aren't connected to a VPN**
- Login using your ASM user account credentials. The primary email in your ASM Account *must* match the email associated with your registration record. If you do not have an ASM user account or need to check the status of your account, enter your email address in the [Account login](#). Your email address will be verified to check for an existing account or prompt you to create a new account.
- Once your account is created, accept the digital platform terms and privacy policy and then click the *Login* button



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# Onboarding Steps 1 & 2

## Step 1

Fill out the following fields to your preference.

## Step 2

Make my profile public. ①

On

Allow notifications. ①

On

Notify me for individual and group chat messages. ①

On

Allow users to video chat with me. ①

On

Allow users to send me MeetUp requests. ①

On

Display my email address on my profile page. ①

Off

Notify me for activity on my posts. > ①

On

Notify me for agenda related activity. ①

On

Allow users to send me messages. ①

On

Provide my information to sponsors. ①

On

Please note: Changes to your profile may take up to 15 minutes to be reflected on the attendee list.

Update Profile

Turn on permissions based on your preference.



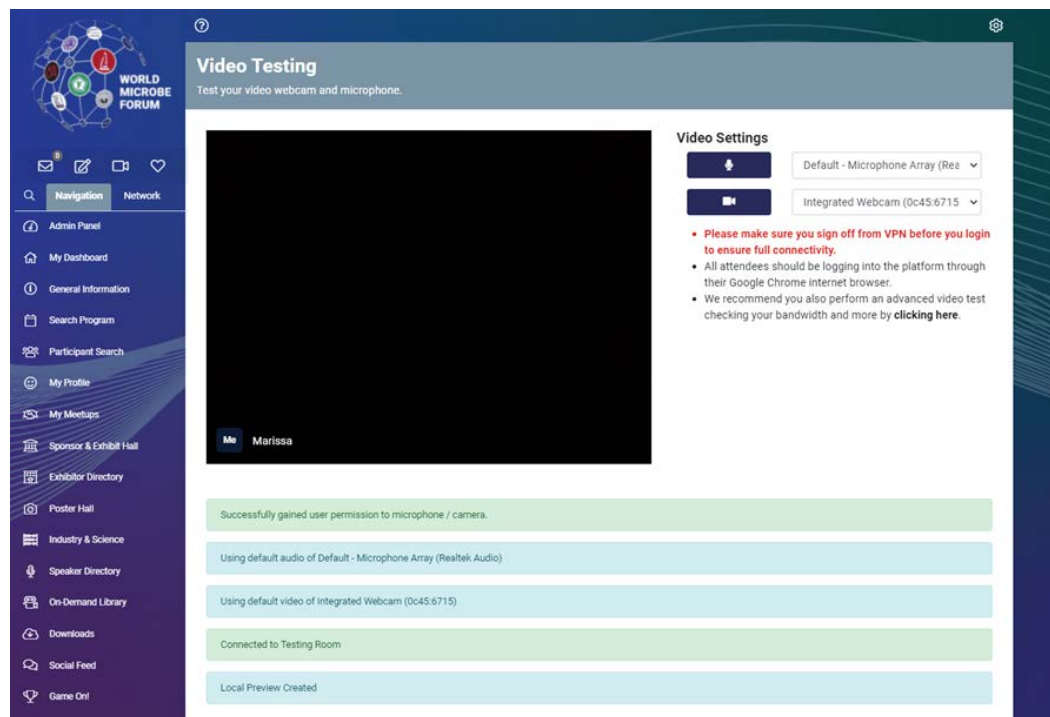
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# Onboarding Step 3

## Step 3



Grant the platform access to your microphone and camera. Please make sure to select the correct device you wish to use within the platform. If your video and audio look good, continue to the next step.



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# Finding Your Booth

**Exhibitor Directory**

**Platinum**

- BioFire Diagnostics, LLC.**  
BioFire Diagnostics provides syndromic infectious disease diagnostics by combining the ability to identify the most common
- Karius**  
The Karius Test is a liquid biopsy test for infectious diseases. Applications include non-invasively diagnosing deep-seated and
- MeetingPlay**  
**Company Profile:**  
MeetingPlay is an event technology pioneer who

**Gold**

- Beckman Coulter**  
Beckman Coulter is committed to advancing healthcare for every person by applying the power of science, technology and the passion
- bioMérieux, Inc**  
A world leader in the field of in vitro diagnostics for more than 55 years, bioMérieux provides diagnostic solutions (systems, reagents,
- Illumina**  
For more than 20 years, Illumina has aspired to improve human health by unlocking the power of the genome. Now, next-generation sequencing is
- Thermo Fisher Scientific**  
Thermo Fisher Scientific is the world leader in serving science. Our mission is to enable our customers to make the world healthier, cleaner

**Silver**

- Find your booth by clicking into **Sponsor & Exhibit Hall/ Exhibitor Directory**
- Scroll until you find your company, then click into your booth.



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# Navigating Your Booth

The screenshot shows the MeetingPlay booth interface. At the top, there's a dark green header with the MeetingPlay logo and a 'Follow exhibitor' button. Below the header, there's a section with two statistics: '1 Active users live right now' (highlighted with a red circle 1) and '3 Visits to date'. Below these are two buttons: 'Export Opted in Users' and 'Enter Testing Room'. A yellow banner below the statistics says: 'If a scheduled broadcast has begun and you do not see the presenter please [refresh the page](#).' Below the banner is the 'Exhibitor schedule' section, which shows 'MeetingPlay Office Hours' for Tuesday January 19, 2021, from 12:00 PM to 12:30 PM US/Eastern, with a 'Follow' button (highlighted with a red circle 2). To the right of the schedule is a blue video player with the MeetingPlay logo. On the right side of the interface, there's a sidebar with tabs: 'About', 'Notes', 'Representatives', and 'Downloads'. The 'About' tab is selected, showing a 'Description' section (highlighted with a red circle 3) and 'External Links' with buttons for 'MeetingPlay Website' and 'MeetingPlay Virtual Solutions'.

1) As a representative linked to your booth, you will see reporting options at the top of the page. This includes:

- Active Live Users: Number of participants currently on your booth page
- Visits to Date: Number of total visitors to your booth over the life of the event
- Export Opted in Users: Exports a list of participants who have visited your booth to date, the date and time of their most recent visit, and the total number of times they visited your booth.
- Enter Testing Room: This gives you the ability to test going live during office hours at any time

2) Exhibitor Schedule – these are the times your booth will be live

3) In the righthand booth navigation, attendees can learn more about your company by reading your company description & clicking URLs, seeing what representatives for that company are at the meeting, and downloading PDF files.

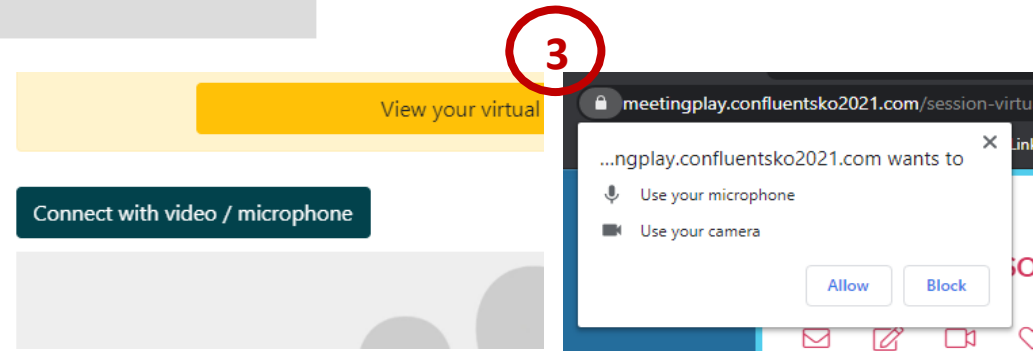
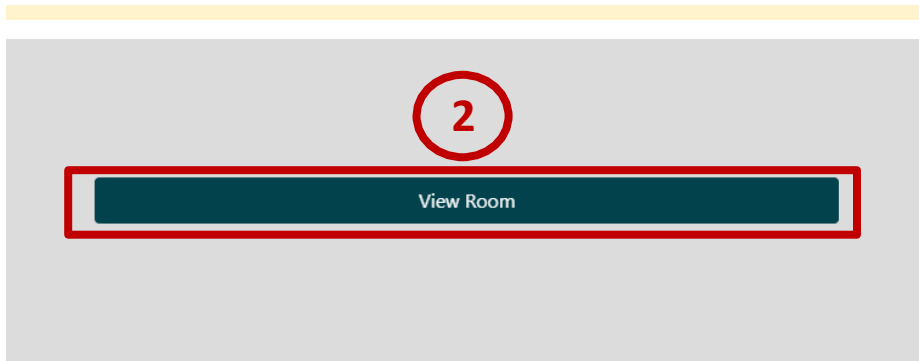
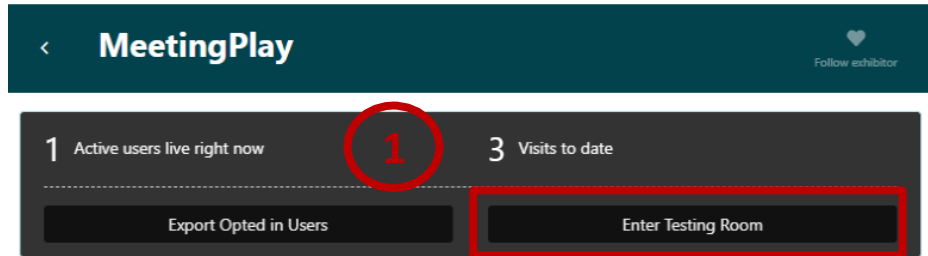


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# Testing Live Office Hours



- 1) To test going live during office hours, click the **Enter Testing Room** button
- 2) Once in the testing room, click **View Room**
- 3) Click **Connect with video / microphone** and if prompted allow the site access to your microphone and camera



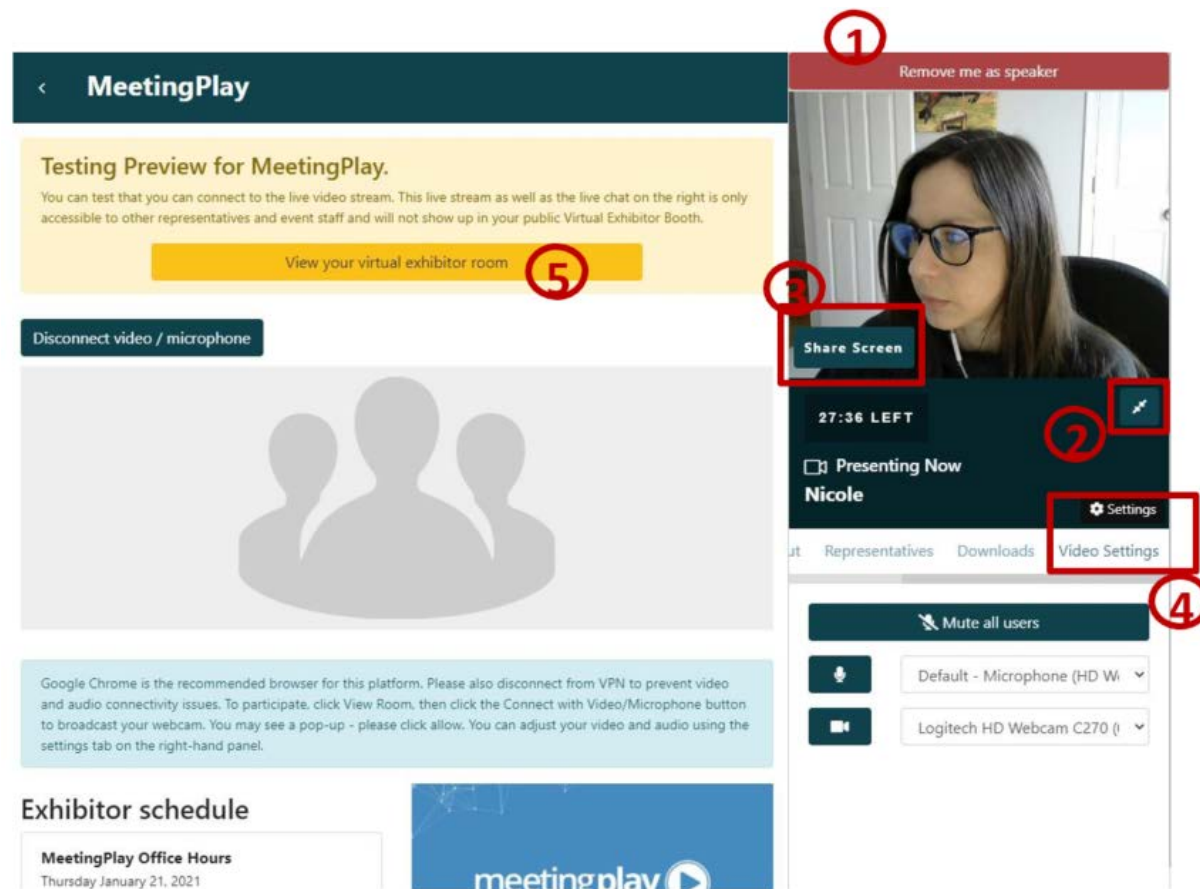
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# Testing Live Office Hours



- 1) When you connect, you will appear in the middle screen. From there, click the upper right-hand button that says 'take over as speaker'
  - As attendees enter the booth, they will appear brady bunch style in the middle of the screen.
- 2) Click the **arrows** icon in the corner of each window to expand or collapse that window.
- 3) Tap the **Share Screen** button to share your screen. You can choose to display a desktop or application.  
*Note computer audio does not work over screenshare, therefore any videos show will not have audio.*
- 4) Click **Settings** or **Video Settings** and tap the microphone icon to mute/unmute yourself, or the camera icon to hide/unhide your webcam. If there is too much noise in the room, you can click **Mute all users** to mute everyone in the room.
- 5) When done testing, hit **view your virtual exhibitor room** to return to your booth



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# Office Hours – During Event

The screenshot shows the MeetingPlay interface. At the top, there's a dark teal header with a back arrow, the text 'MeetingPlay', and a heart icon with the text 'Follow exhibitor'. Below this is a dark grey section with two statistics: '1 Active users live right now' and '3 Visits to date'. Underneath these are two buttons: 'Export Opted in Users' and 'Enter Testing Room'. A yellow banner below the buttons contains the text 'If a scheduled broadcast has begun and you do not see the presenter please [refresh the page.](#)', where the link is highlighted with a red box. At the bottom left, there's an 'Exhibitor schedule' section with a box titled 'MeetingPlay Office Hours' showing 'Thursday January 21, 2021' and '12:00 PM - 8:00 PM US/Eastern', with a 'Follow' button. To the right of this is a large blue video player with the 'meetingplay' logo and a play button.

- When it's time for your scheduled live office hours, ensure you are on your booth page. If you do not see the option to go live, click the refresh the page button.
- Just as in the Testing Room, click View Room, Connect microphone/video, and take over as speaker in the top right corner.
- As attendees enter the booth, they will appear brady bunch style in the middle of the screen.
- Say Hello and get started!

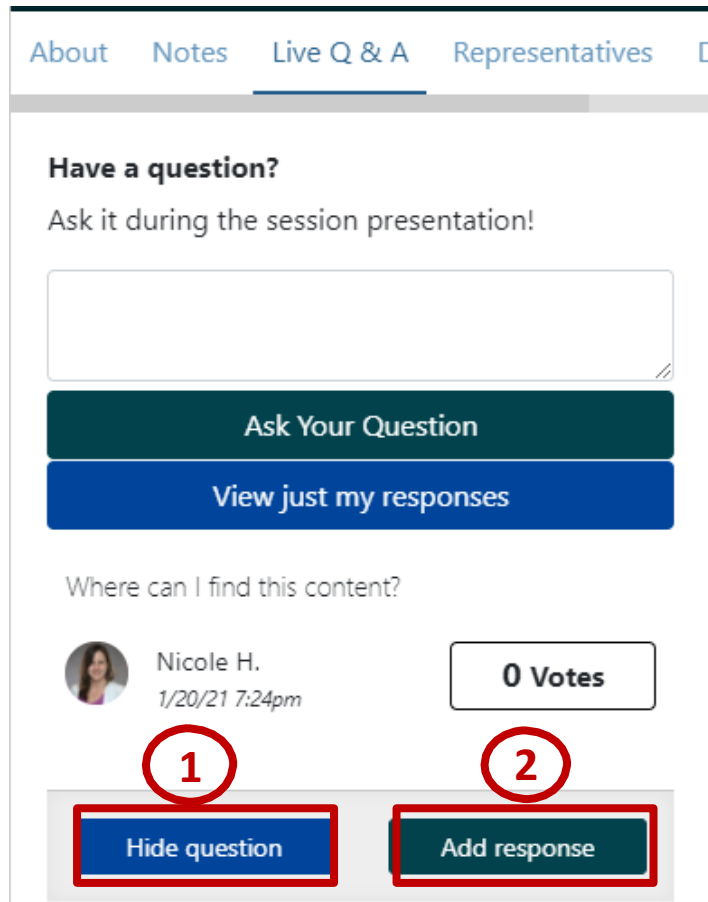


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# Answering Q&A




About Notes **Live Q & A** Representatives

**Have a question?**  
Ask it during the session presentation!

Ask Your Question

View just my responses

Where can I find this content?

 Nicole H.  
1/20/21 7:24pm

0 Votes

1 Hide question

2 Add response

- Attendees can ask questions via the **Live Q&A tab** below the “Presenting Now” area on the right hand side.
- Attendees can vote up other participant’s questions if they would also like the answer. Questions with the most votes filter to the top of the list.
- If you deem a question inappropriate, you can hide any questions within the tab by hitting the **hide question** button
- You can type a response to a question by clicking **Add response**. Attendees will be able to view responses for all questions. *Note, you cannot edit a response after submitting, however you can leave multiple*



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## Questions?

If you have any questions or issues during the live event, please find Mary Michalik or Marissa Brown listed on the attendees list in the digital platform and send them a message for the quickest response.

General Inquiries – [exhibits@worldmicrobeforum.org](mailto:exhibits@worldmicrobeforum.org)