Quick Guide

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.

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

- 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
Onboarding Steps 1 & 2

**Step 1**
Fill out the following fields to your preference.

**Step 2**
Turn on permissions based on your preference.
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.
Finding Your Booth

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

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.
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.
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.
Office Hours – During Event

- 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!
Answering Q&A

- 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...
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