

EXHIBITOR USER GUIDE



EXHIBITOR GUIDE

- This guide is to give the participating exhibitors a better understanding of the functionality of the eve virtual platform on the day of the event.
- Kindly note that the visitors and exhibitors experience differs.

Visitor experience



Exhibitor experience



ON DAY OF THE EVENT

On the day of the event, you will be able to access the virtual platform as an exhibitor through the following steps:

- 1. Go to https://www. conference.aos-ksa.com/ exhibitor
- 2. Click on "Download Eve Virtual Platform (Exhibitors)" (Windows or Mac)
- 3. Click on the downloaded file to run the eve virtual platform

Note: Exhibitors access to the eve virtual platform is only available on Windows and Mac. There will be no mobile access for the exhibitors.



HOW TO RUN THE **PLATFORM ON MAC?**

- 1. Right click on the downloaded file and click "Open"
- 2. Once the dmg file runs, right click on the app icon and click "Open"

≡ *	✓ ① Q Search
Name	✓ Date Modified
eve-Exhibitors.dmg	Open Open With ►
	Move to Trash
	Get Info Rename Compress "eve-Exhibitors.dmg" Duplicate Make Alias Quick Look "eve-Exhibitors.dmg" Share Quick Actions
	Copy "eve-Exhibitors.dmg" Import from iPhone or iPad
	Use Groups Sort By Show View Options
	● ● ● ● ● ● ● Tags
	Send files with TeamViewer EasyFind: Find In Path

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eve-Exhibitors (evə) Open eve-Exhib Show Package Contents Get Info Compress "eve-Exhibitors" Make Alias Quick Look "eve-Exhibitors" Share **Quick Actions** Copy "eve-Exhibitors" Use Groups Sort By Clean Up Selection Show View Options Send files with TeamViewer

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Sponsor/Exhibitors

HOW TO RUN THE PLATFORM ON MAC?

- 3- Click on cancel in case you got this message2- Once the "dmg" file runs, right click on the app icon and click "Open"
- 4- Right click the app again and click "Open"
- 5- Click on "Open". The app will launch.

Note: Exhibitors access to the eve virtual platform is only available on Windows and Mac. There will be no mobile access for the exhibitors.





LOGIN CREDENTIALS

After launching the app on Windows/MAC, you will get theblogin page. Enter the username and password provided to you.

Note: Kindly refer to your POC that registered your details on the portal incase you don't have the information

YOUR DASHBOARD

The dashboard will include the following functions:

- 1. Meet Visitors
- 2. Video Meeting
- 3. Team Chat
- 4. Chat Board

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A A Meet Visitors	Video Meeting	Team Chat	Chat Board	
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MEET VISITORS

To view the list of visitors and communicate with them, please follow the below steps:

- 1. Click on "Meet Visitors"
- 2. Search for the visitor and select their name
- 3. Start chatting

Your Dashboard

Video Meeting

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	Meet Visitors	×
	Sayad Ibrahimili It was nice meeting you.	9
	Ali Sharif Have a good day and enjoy the event. It was a pleasure talking to you	9
Chat Board	Sahar Ahmad I will reach out to you after the event.	9
	Ritika Bhagat Think the virtual approach is quite impressive, don't you think?	9
eve		

ONE ON ONE VIDEO MEETINGS

To initiate a video meeting, please follow these steps:

- 1. Click on "Video Meeting" on the dashboard
- 2. Search for the guest and select him/her
- 3. Click on "Start Video Meeting"

You can use the same steps to initiate a meeting with any of the visitors during the exhibition timings.

Video Meeting

Your Dashboard

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TEAM CHAT

You can communicate with your colleagues present on the same stand, through the team chat.

Your Dashboard

Team Chat

CHAT BOARD

Chat Board will save all you chat history with the visitors throughout the event.

Your Dashboard

THANK YOU

Taking a Step Into The Future

Organized by:

