3D VIRTUAL ALTC

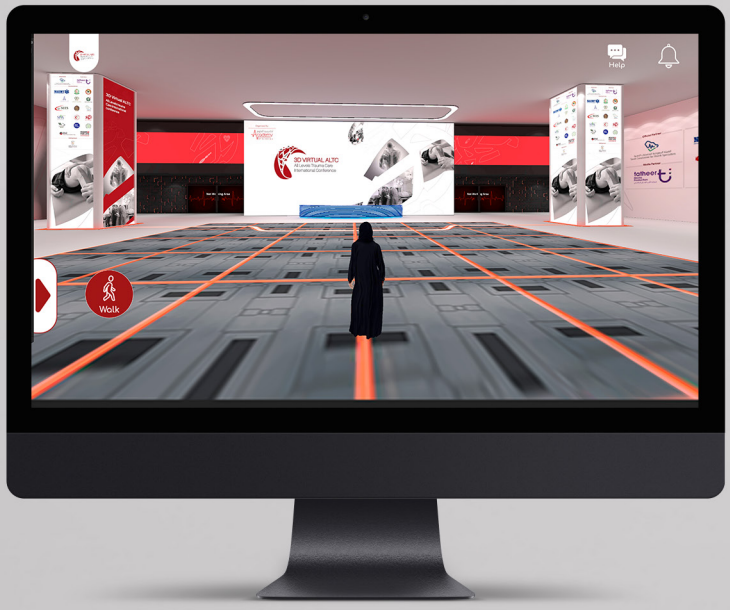
All Levels Trauma Care
International Conference
7-8 Nov 2020

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



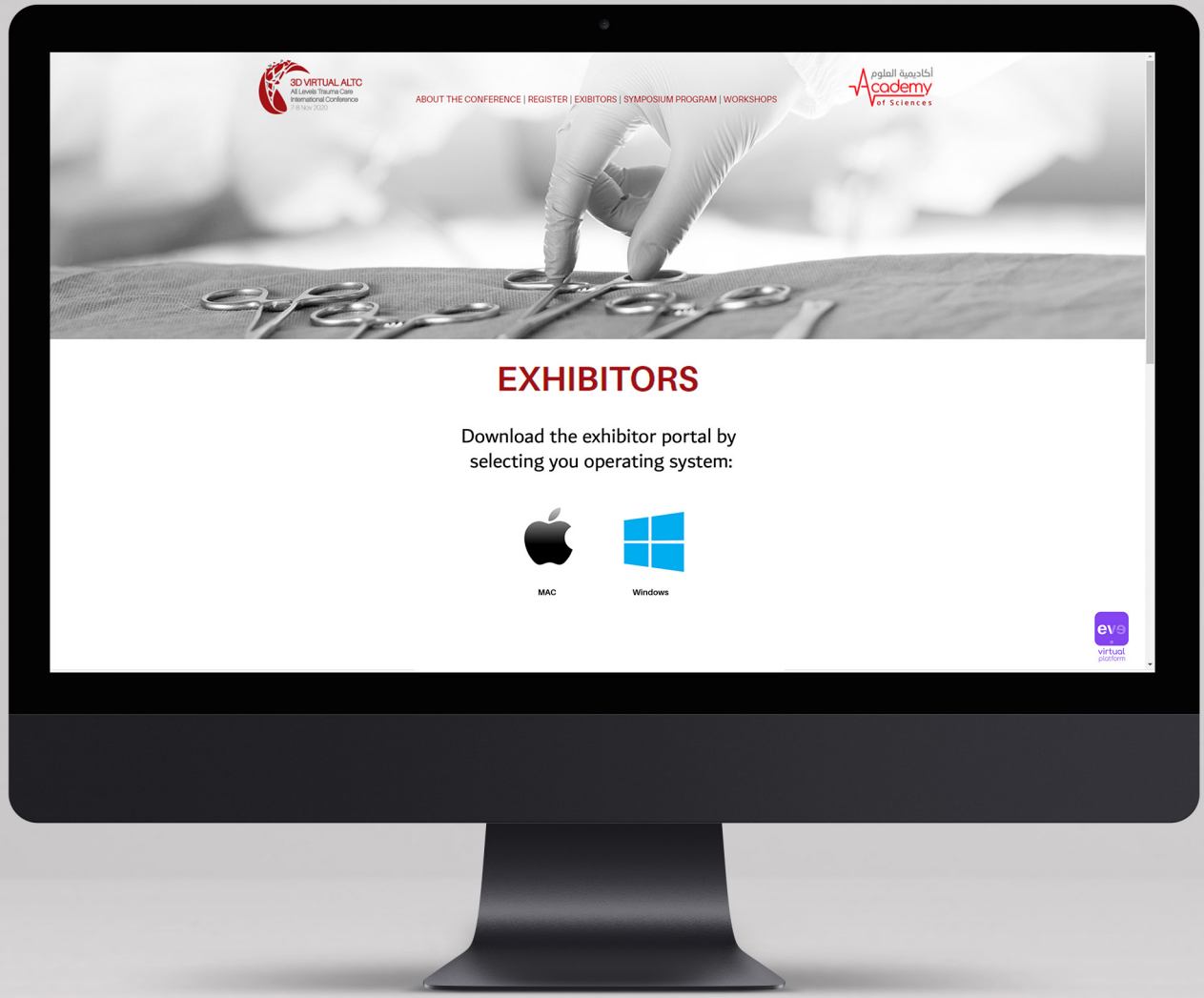
Exhibitor experience

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

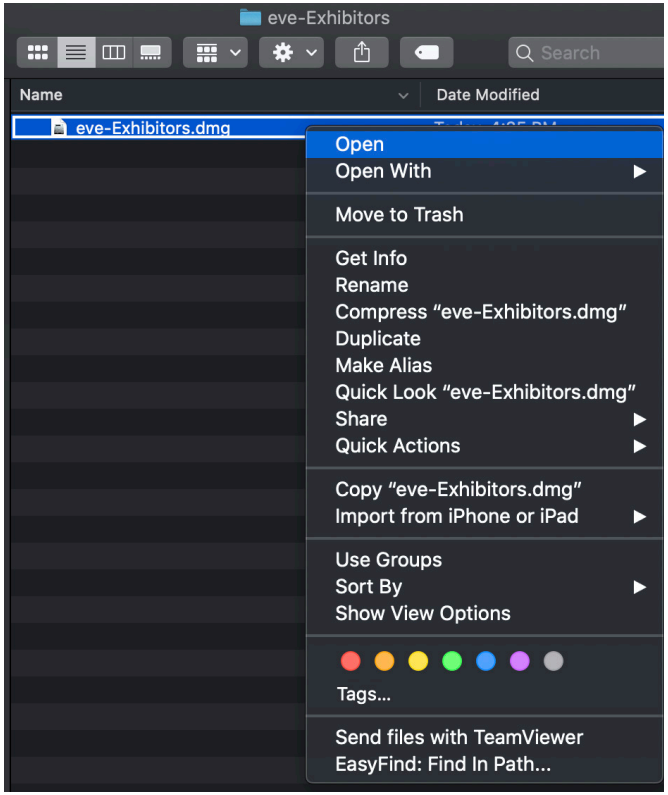
Note: Exhibitors access to the eve virtual platform is only available on Windows and Mac. There will be no mobile access for the exhibitors.



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



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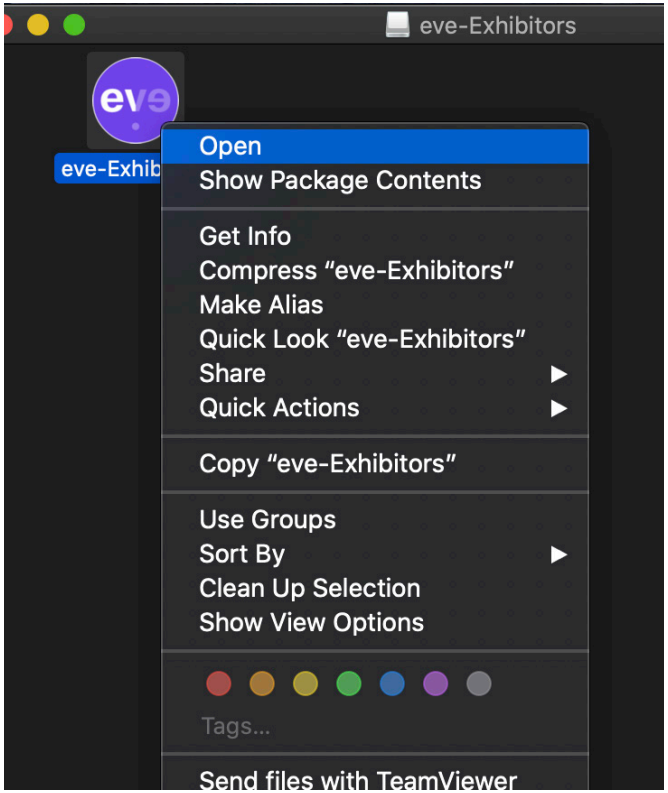


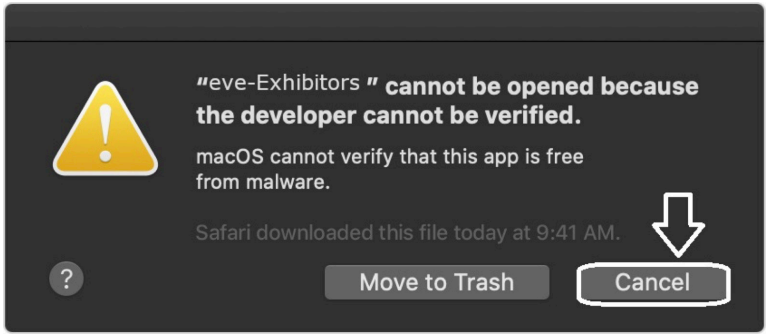
Note: Exhibitors access to the eve virtual platform is only available on Windows and Mac. There will be no mobile access for the exhibitors.

HOW TO RUN THE PLATFORM ON MAC?

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.

3



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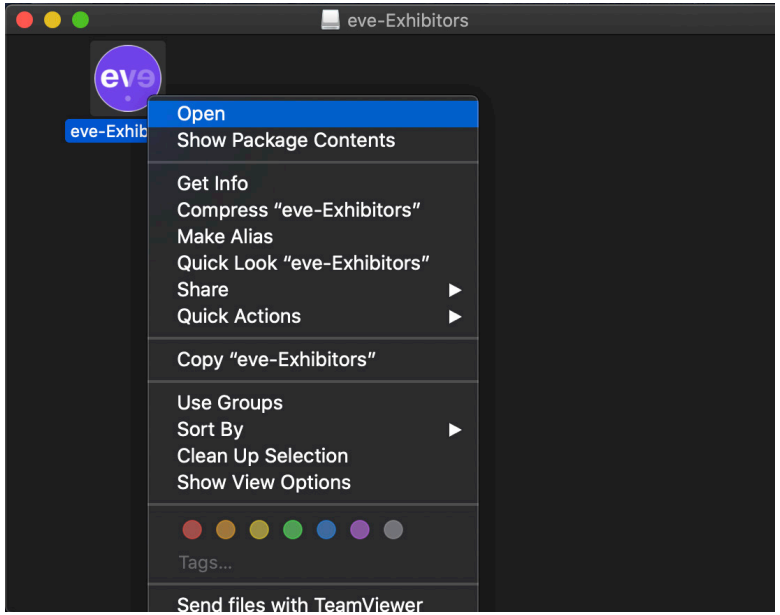
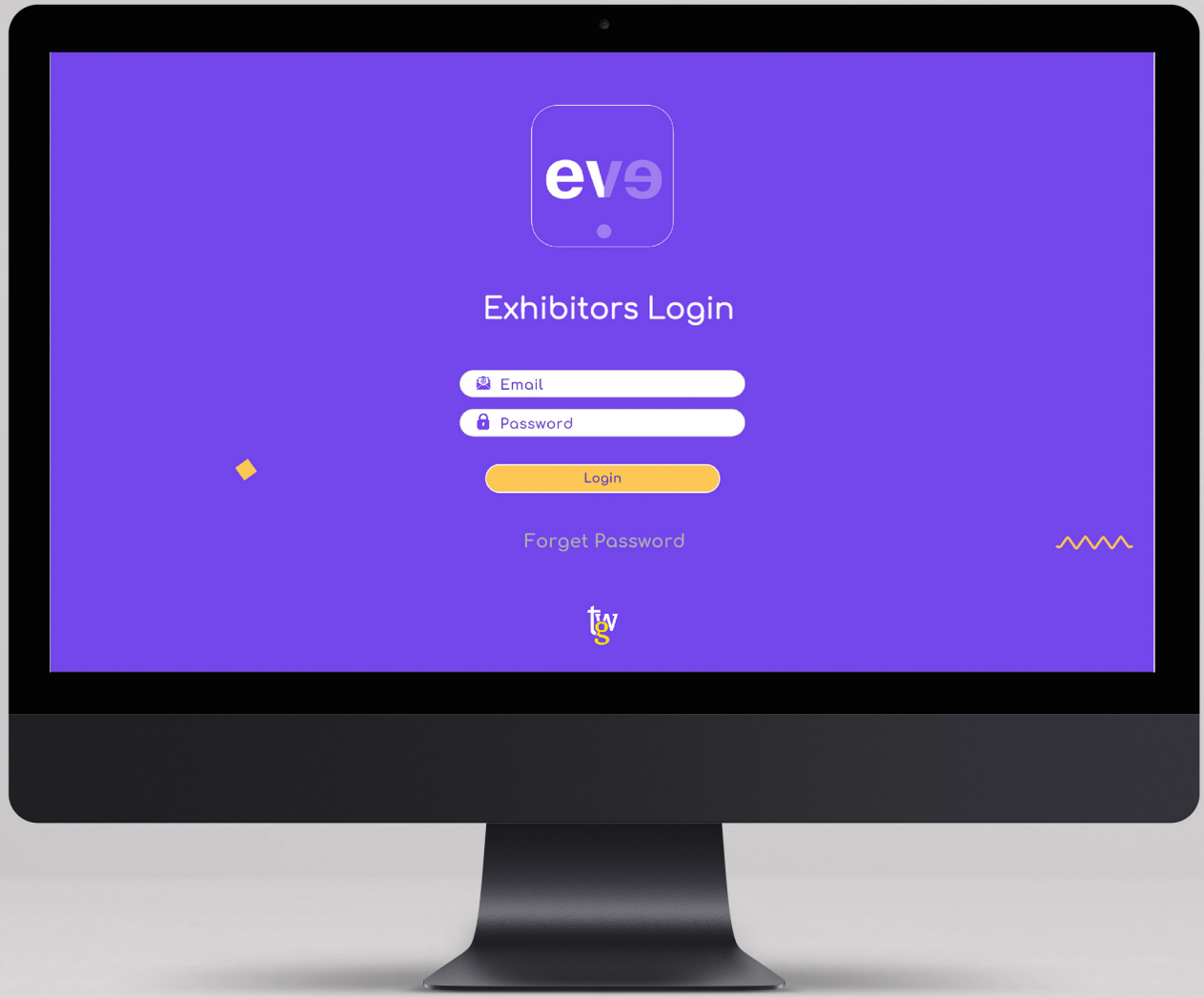


5

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:

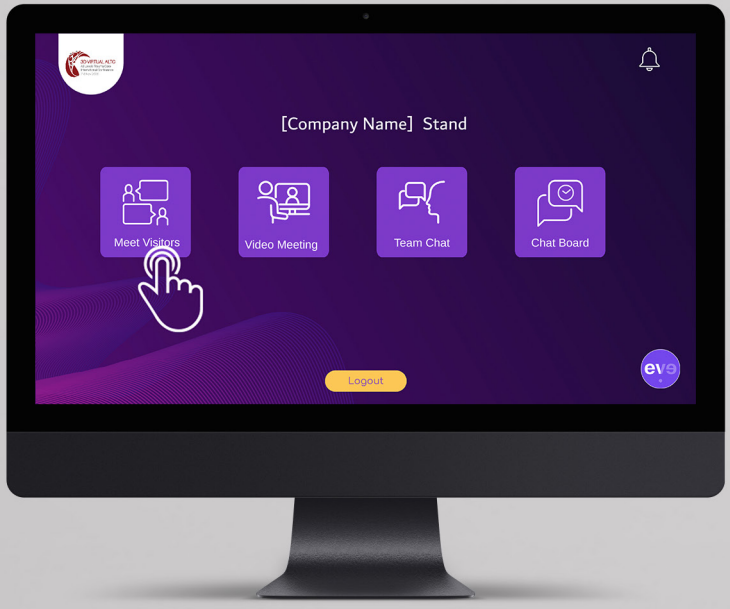
1. Meet Visitors
2. Video Meeting
3. Team Chat
4. Chat Board

MEET VISITORS

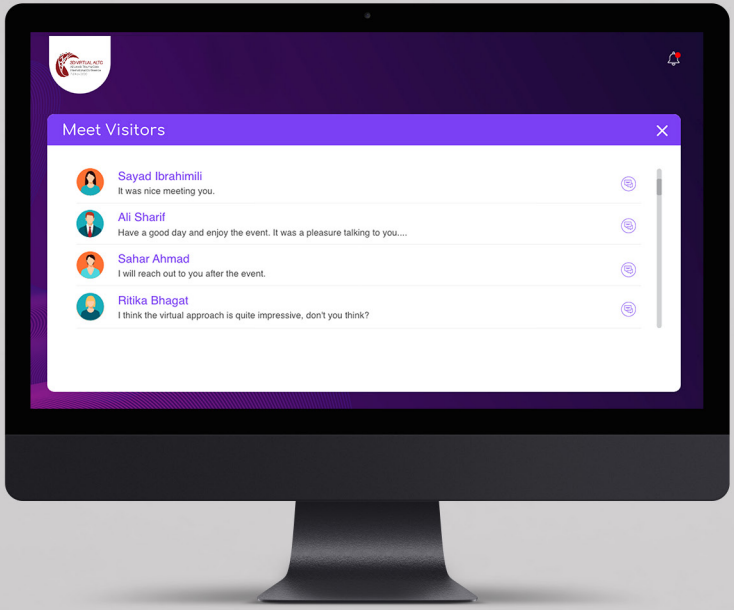
To view the list of visitors and communicate with them, please follow the below steps:

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

Your Dashboard



Video Meeting



ONE ON ONE VIDEO MEETINGS

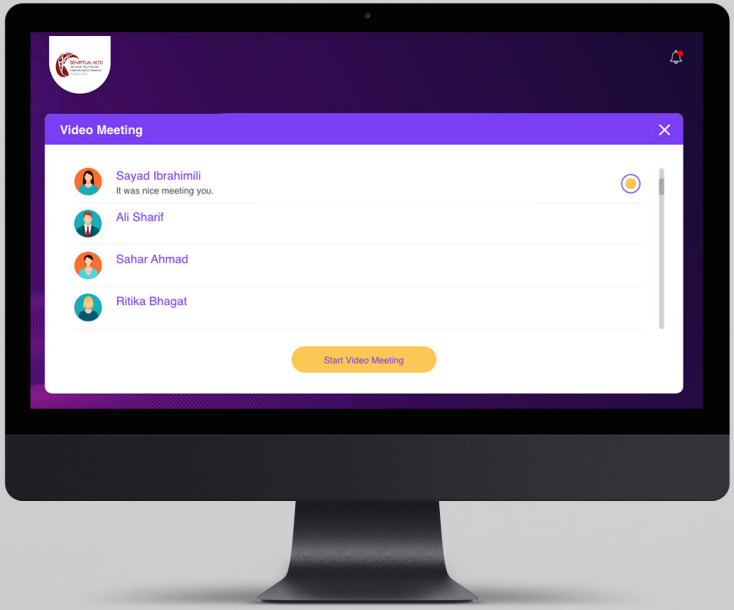
To initiate a video meeting, please follow these steps:

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.

Your Dashboard

Video Meeting

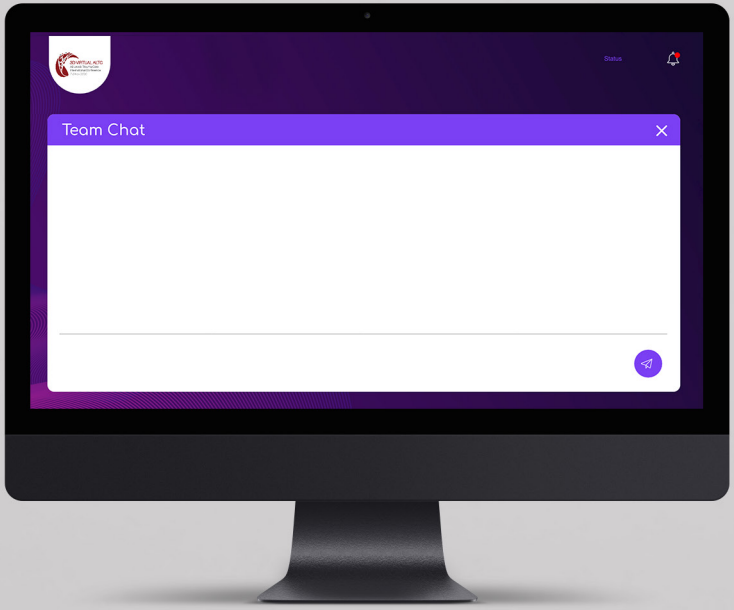


TEAM CHAT

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

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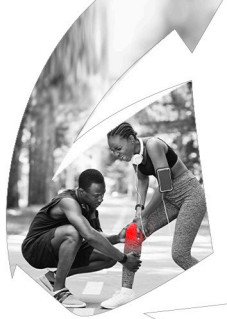

THANK YOU

Taking a Step Into The Future

Organized by:

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