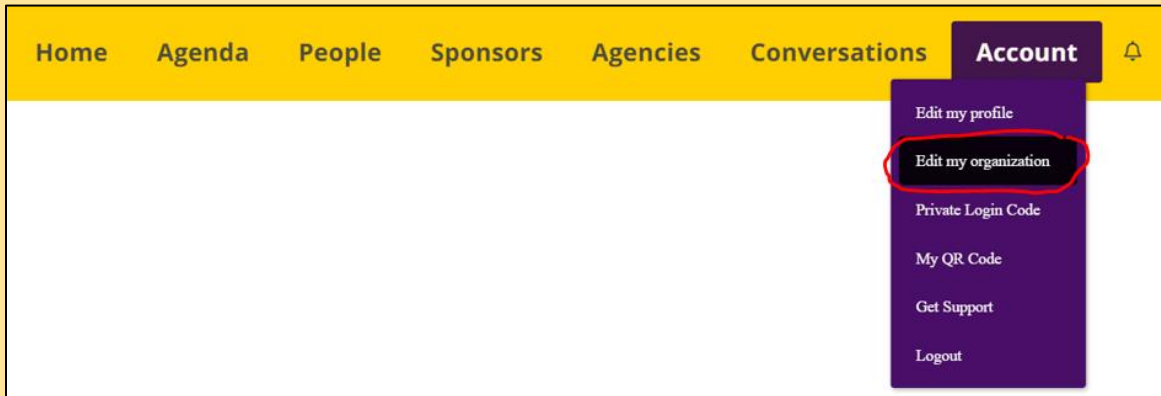
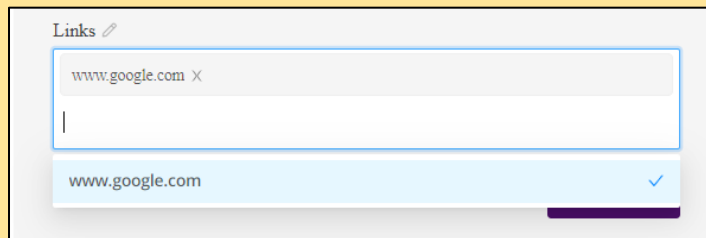


DIRECTIONS TO EDIT YOUR COMPANY’S PAGE/CREATE VIRTUAL BOOTH AS AN EXHIBITOR AT DIRECTED ENERGY SYSTEMS SYMPOSIUM

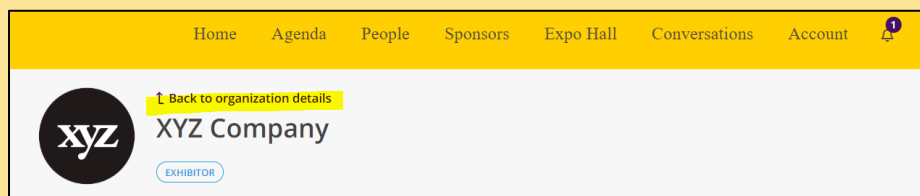
1. To edit your company’s page as an exhibitor, use the link provided to you to log into the event website and claim your account.
2. Once you are logged into the event website, you can click on the “Account” dropdown and select “Edit my organization”.



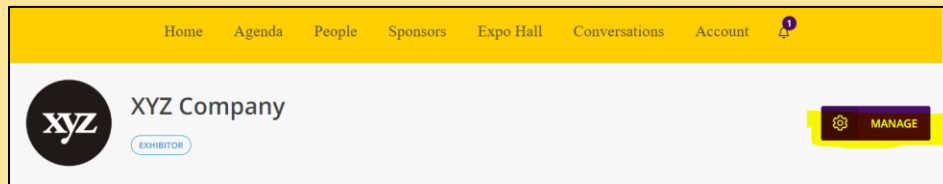
3. From here, you can edit the Basics on your organization’s page by adding a company logo, description, and links to your company website or videos (see screenshot below). Please note that when adding website links, you must click the suggested link in the box below your entry in order to get the link to add properly.



4. To view how your company’s page will look to attendees, click the “Back to Organization Details” link on the top of your edit page.



5. If you want to make more changes to your company’s page after going back to the exhibitor page, click the “Manage” button on the right side of the page.



6. Note that only people who are registered for the event and assigned to your organization will have the option to manage your company’s page.
7. Once attendees are in the virtual event, you will be able to see which attendee has visited your page, as well as leads for attendees who have requested more information about your company.
 - a. Leads lists information about attendees who would like more information from you

- b. Visits lists information about attendees who have visited your page -- please note that these are not inquiries/ hard leads, and should not be treated as such
- c. Polls are optional, allows you to configure interactive polls for attendees
- d. Files are optional, allows you to upload files (handouts, one-sheets, etc) that attendees can then download

Name	Company	Visits	Notes	Date
Alana Gates	Federal Conference	4		11:59 AM - July 24

8. On the day of the virtual event, you will be able to log into the Virtual Tradeshow Booth. Enter the booth by clicking on the link shown below. One of your staff assigned to your booth will need to start the live meeting during the scheduled times of the Expo Hall, which will direct you to a Zoom meeting. This will allow any attendees to enter into that Zoom room with your company and talk face to face virtually!

XYZ Company
EXHIBITOR

MANAGE

Description
XYZ is located in Northern VA.

Links
<http://www.google.com>

Discussion

NEW CONVERSATION

ENTER VIRTUAL TRADESHOW BOOTH

START LIVE MEETING

9. Enjoy the event!



↑ Back to organization details

XYZ Company

EXHIBITOR

Basics Leads (0) Visits (2) Polls Files

Organization Details

Name

XYZ Company

Logo



xyz logo.png



Please upload a JPG or PNG file of minimum 300x300px size

Description

B I U [List Bullets] [List Squares] [Link] [Image]

🔗

XYZ Company is located in Northern Virginia. Here is the description of the company.

Tags

Select an option or enter your own...

Suggested:

TEST

Links

http://www.google.com x

CANCEL

SAVE

Manage your Team

Add any members of your company that will be attending the event. Note that they must register and have an account on this site before you can add them here. If your company has lead retrieval, this will also give them the ability to scan and view leads.



Alana Gates
Federal Conference



New Member