AACVPR 35th Annual Meeting

Exhibitor Virtual Service Kit – Basic Package

September 30 – October 2
Virtual Booth Features

- Company Name with Logo
- Company Description & Website Listing
- Category
- Social Media Links
- Opportunity to Post Downloadable Collateral
- Embed Videos in Booth Listing
- Event Booth Metrics
- Attendee Contact Information
- (3) Total Complimentary Virtual Meeting Registrations
  - (1) Complimentary Booth Staff Access
  - (2) Complimentary Full Conference Registration
Exhibitor Schedule

- **Exhibitor Virtual Set-Up**
  - September 14 – Access provided to the online platform

- **Exhibit “Hall” Hours:** During these time frames, you must have staff available in your booth to interact with attendees. Times listed below are in Central Time.

<table>
<thead>
<tr>
<th>Date</th>
<th>Time</th>
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</thead>
<tbody>
<tr>
<td>Wednesday, September 30</td>
<td>2:25 p.m. – 3:30 p.m.</td>
</tr>
<tr>
<td>Thursday, October 1</td>
<td>10:35 a.m. – 11:00 a.m.</td>
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<tr>
<td></td>
<td>2:00 p.m. – 2:30 p.m.</td>
</tr>
<tr>
<td>Friday, October 2</td>
<td>10:00 a.m. – 11:00 a.m.</td>
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Virtual Booth Management

• Exhibitors have their own customizable landing page within the virtual platform app, Pathable.
• You must be logged into Pathable, and have appropriate permissions (set by the event host) to make edits to your page.
• If you need your login information, or are logged in but not able to edit, please contact the AACVPR team at exhibits@aacvpr.org
Steps For Accessing Booth

1. Receive an email with your direct login link
2. Log in to the event app and locate your listing
3. Click the Manage button in the upper-right hand corner:
Virtual Booth

- On the Manage Menu, tabs are listed to the left for the following items:
  - **Basics** allows you to edit your Organization’s details: Name, logo, description, and any tags/keywords AACVPR has provided
  - **Leads** lists contact information for attendees who would like more information
  - **Visits** lists information about attendees who have visited your page (differs from leads listed above)
  - **Polls** allows you to configure interactive polls for attendees. Follow this link for more information about polling
  - **Files** allows you to upload files (handouts, brochures, etc.) that attendees can download
Booth Staff Members

- Also on the Manage Menu, on the right-hand side, the “Manage your Team” area allows you to add or remove members to your team.
- Team members have management access, but must first be registered for the event.
- If the staff member you want to add is not available in the New Member drop-down, please contact AACVPR at exhibits@aacvpr.org.
FAQ

• Are there any file size limits within Pathable?
  ▪ The file size limit is 2 GB.

• Are we able to upload videos?
  ▪ Yes! You can embed a video directly into your virtual booth or you can link to an external platform to view as well.

• Is there a character limit for our company description?
  ▪ No, there is not a character limit for the description portion of your page.

• How will lead information be shared?
  ▪ When an attendee selects “Request Info” on your organization’s page, you will be permitted to see their contact information.