



vFAIRS

ATTENDEES USER GUIDE

EVENT NAME

JUNE 28 & JULY 3, 2021
TWO DAYS VIRUTAL EVENT



**WORLD
YOUTH SKILLS
DAY
CONFERENCE** JUL -15- 2021

"Reimagining Youth Skills Post Pandemic"



ATTENDEES USER GUIDE

If you are participating in a virtual event that is hosted on the [vFairs](#) platform, then this guide can come in handy for you to get familiar with the virtual environment of the event beforehand.

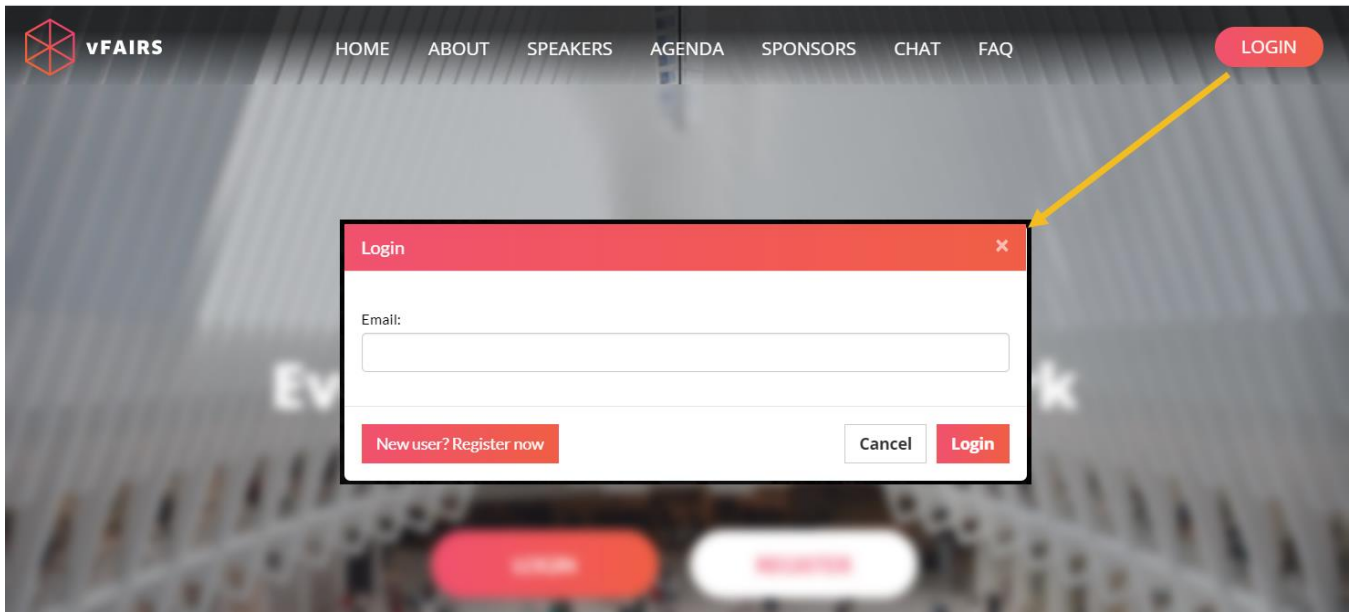
CONTENTS

LOGIN	2
MENU BAR	2
LOBBY	3
EXHIBIT HALL	3
BOOTH	4
VIDEO VAULT	5
RESOURCES	5
SWAG BAG	6
AUDITORIUM & WEBINARS	6
CHAT	8
CHAT INVITATION	9
POSTERS	10
TECHNICAL SUPPORT	11
LEADERBOARD	12
NOTIFICATIONS	12

LOGIN

The event URL can be accessed by browsing event@vfairs.com. The [login process](#) is quite simple. Depending upon the security restrictions:

- You might be required to enter one time password (OTP) in addition to your email id & password to log into the event. Or,
- You might enter the event by using your email id alone.



MENU BAR

When you enter the event, the main menu bar is going to be your best friend for friendly navigation across different features available.



Note: Some of the features mentioned in this document might not be available in the event you are attending. For example, it is not always necessary that a virtual event hosted on the vFairs platform will always have a poster hall or a leaderboard. So, if you don't find anything in the menu bar, then it indicates that the feature was not implemented in the event.

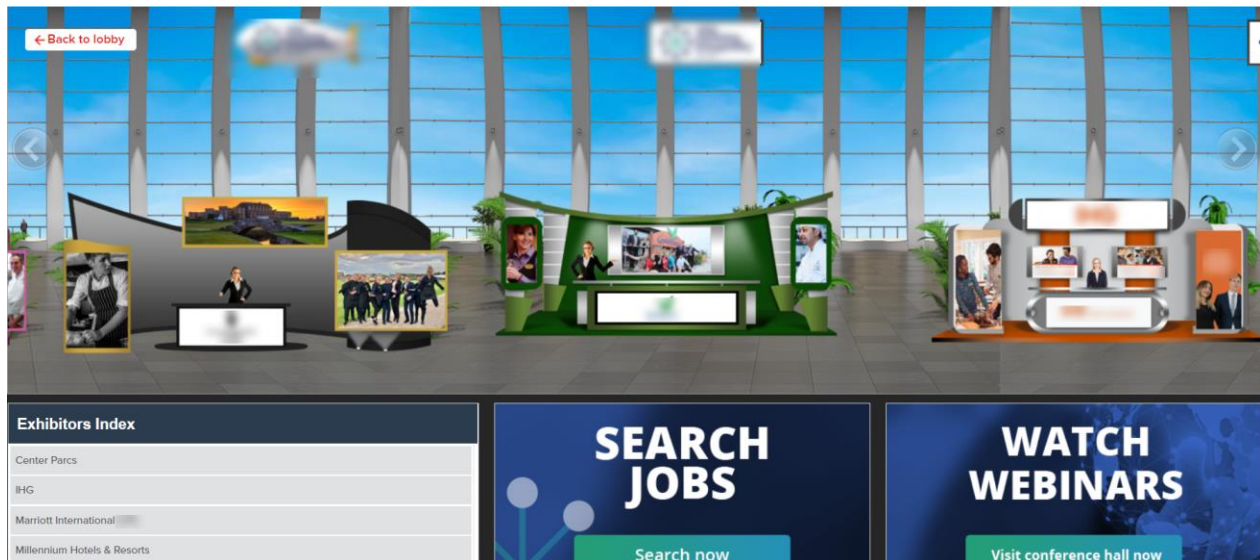
LOBBY

Lobby contains the doors to other spaces of the event such as **Exhibit Hall**, **Auditorium**, and **Information Desk** which you can access by simply clicking on the titles/banners. It also consists of a welcome video which you can play once you [log into the event](#).



EXHIBIT HALL

Exhibit Hall contains virtual booths where you can interact with various departments/divisions regarding their services. Once entered in an exhibit hall, you can [visit a specific booth](#) to explore its features.

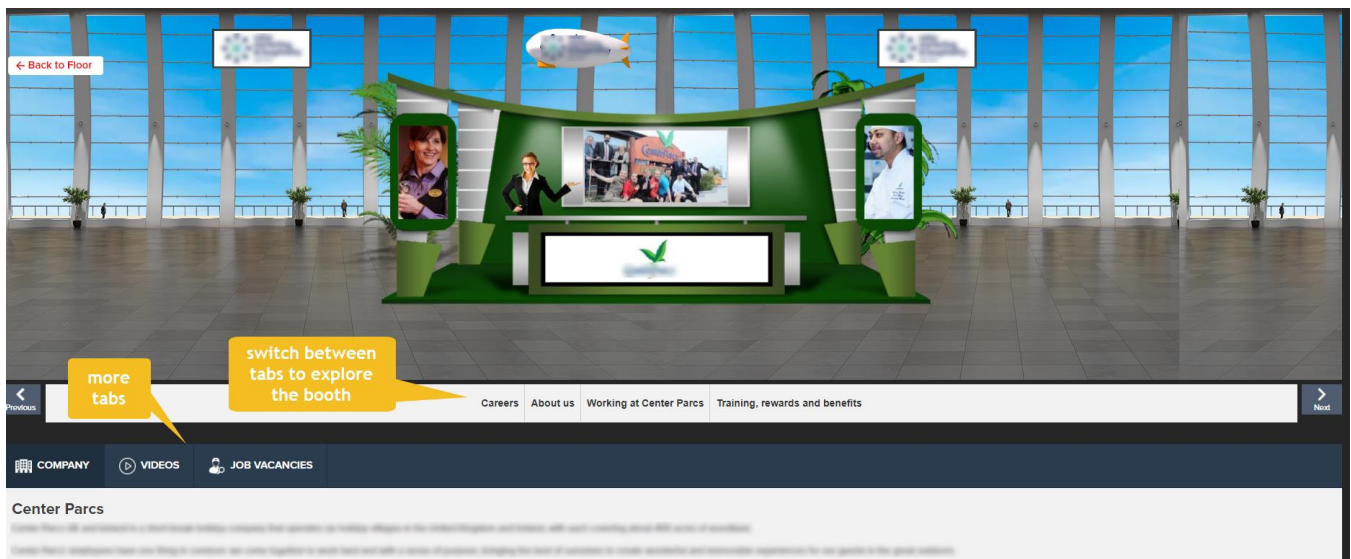


BOOTH

To visit a booth, you need to click on any booth in the exhibit hall. On the booth site, you will find many clickable tabs such as:

- Description
- Videos
- Documents
- Chat
- Q&A (*live discussion forum page*)
- Other redirecting links/tabs

Note: Don't forget to click on the **booth banners**. The booth banners contain redirection links for you to explore more about the exhibitor 😊



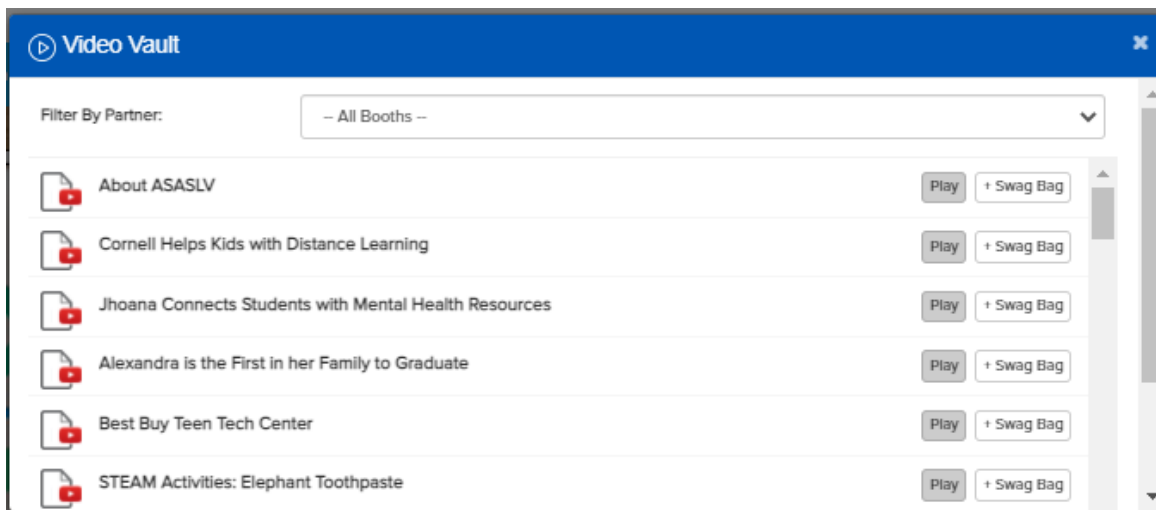
While visiting a specific booth, you might also find the following features:

- [Reserve a chat slot](#): for scheduling a chat timing with a booth rep in advance.
- [Order Products](#): if it's a virtual Expo or an online tradeshow.

VIDEO VAULT

Video vault contains a directory of videos which are available on the event for you to watch. You can also save a video for later by adding them to “Swag Bag”. You can always access the saved videos by clicking on the **Swag Bag** tab on the main menu bar. If you want to [email the video links to yourself](#), you can do that too so you can access the videos even after the event is over.

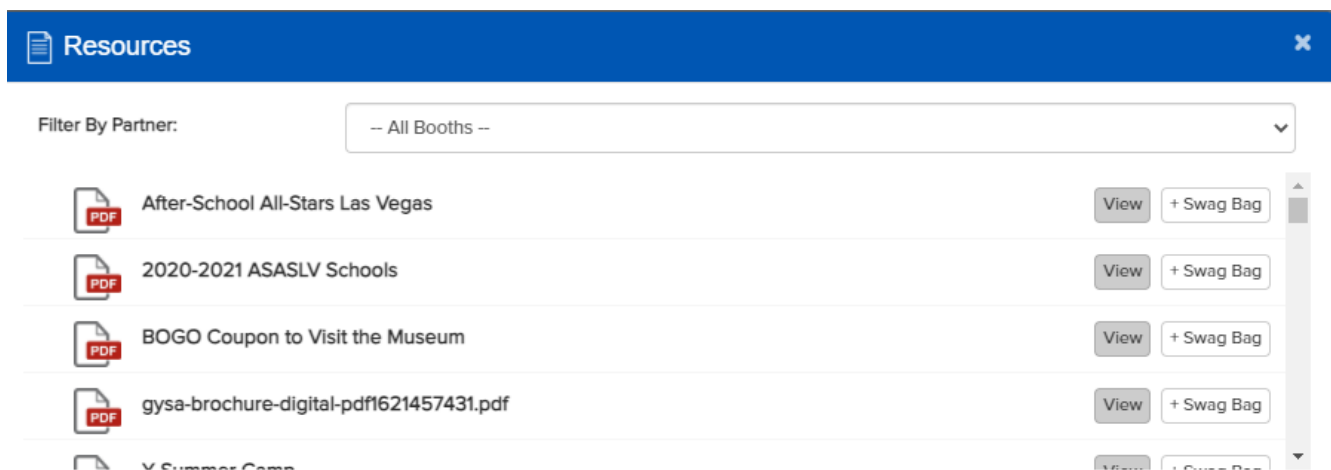
Using the dropdown filter, you can also filter the videos according to your desired booth.



RESOURCES


It contains all the documents which are showcased on different booths for you to read them by clicking on the **View** button.

Just like videos, you can also [add documents to your Swag Bag and email](#) them to yourself or your friends to access when desired.







SWAG BAG

When you click on the **Swag Bag** tab, you can find all the resources (documents and videos) which you have saved for yourself. As explained above, you can always email the **Swag Bag** items to yourself and your friends/colleagues

 Swag Bag
✕

Select All
Action:

<input type="checkbox"/>		2020-2021 ASASLV Schools	<input type="button" value="View"/>	<input type="button" value="Remove"/>	<input type="button" value="Email"/>
<input type="checkbox"/>		BOGO Coupon to Visit the Museum	<input type="button" value="View"/>	<input type="button" value="Remove"/>	<input type="button" value="Email"/>
<input type="checkbox"/>		Best Buy Teen Tech Center	<input type="button" value="Play"/>	<input type="button" value="Remove"/>	<input type="button" value="Email"/>
<input type="checkbox"/>		Group Fitness for ALL	<input type="button" value="Play"/>	<input type="button" value="Remove"/>	<input type="button" value="Email"/>

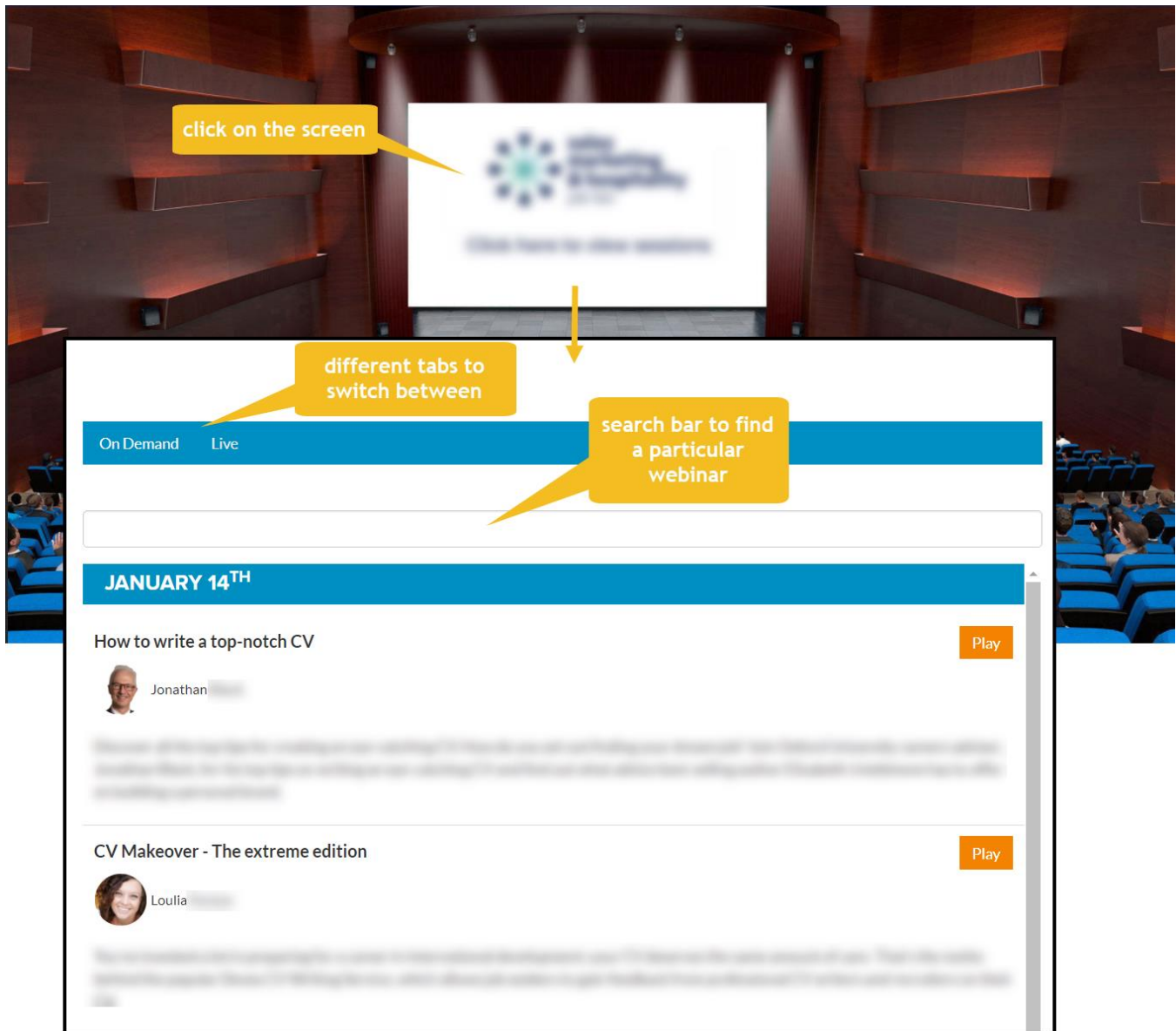
AUDITORIUM & WEBINARS

It takes you to the hall where you can access all the scheduled webinars/meetings/on-demand videos that you can easily participate in. The sessions could be live or pre-recorded.

Auditorium resembles the image shared below.



To see/access the webinar listing/agenda, you need to **click on the screen** of the auditorium.



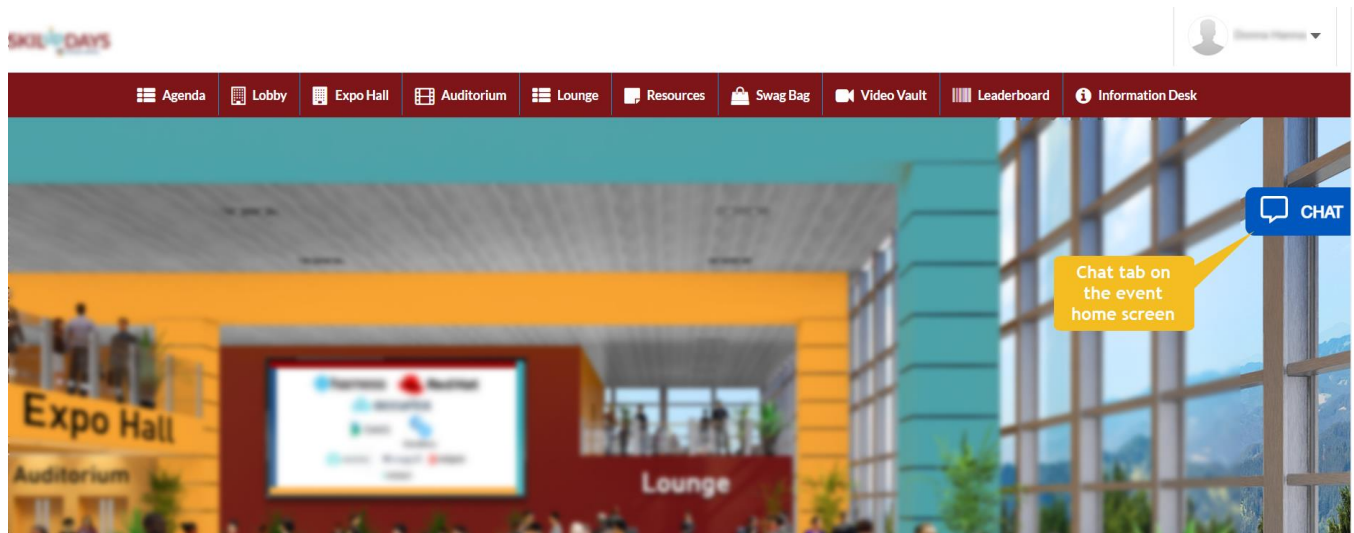
In an auditorium, using the webinar listing page, you can do the following:

- [Access the webinars listing to watch/participate in webinars/meetings](#)
- [Create personalized agenda](#)
- [Bookmark a webinar to your personal calendar](#)

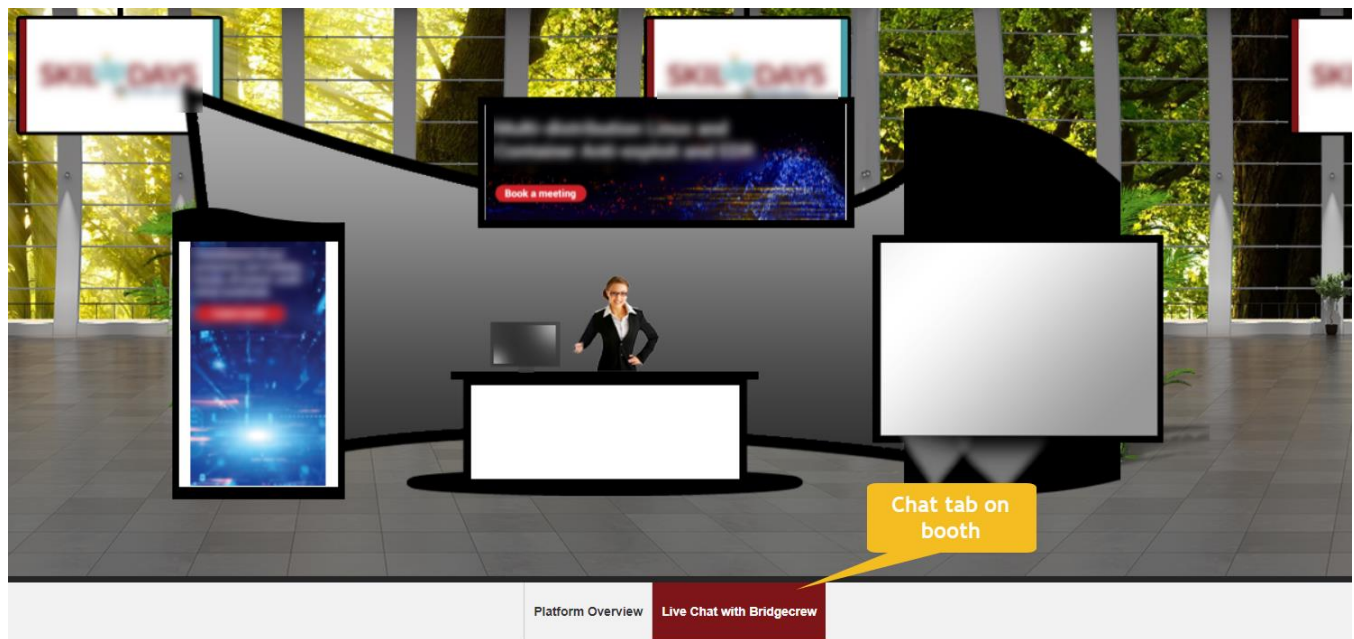
CHAT

You can find the Chat tab either on the home screen as soon as you log into the event, or by visiting a booth as explained above.

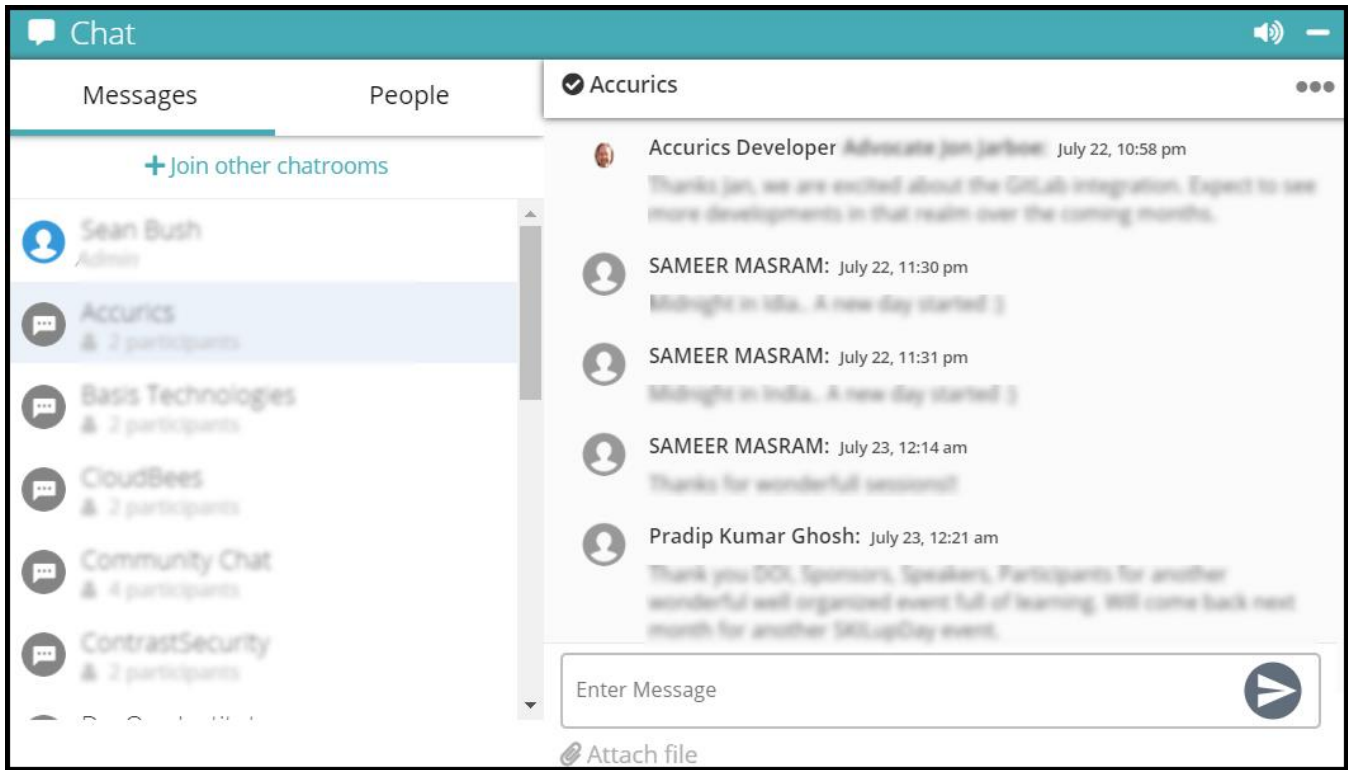
Chat tab on home screen



Chat tab on booth display



By clicking on the ‘Chat’ tab, you can interact and chat with different **Booth Reps/exhibitors** as well as other attendees who are online in the event.



Using a chat tab, you can do the following:

- Join different chatrooms
- Initiate private chat with a booth rep/exhibitor (if allowed by the event organizer)
- Initiate private chat with other attendees (if allowed by the event organizer)
- Start an [audio/video call](#) with a booth rep/exhibitor (if allowed by the event organizer)
- Start an [audio/video call](#) with other attendees (if allowed by the event organizer)
- Send a file attachment

[Learn more about chat features.](#)

CHAT INVITATION

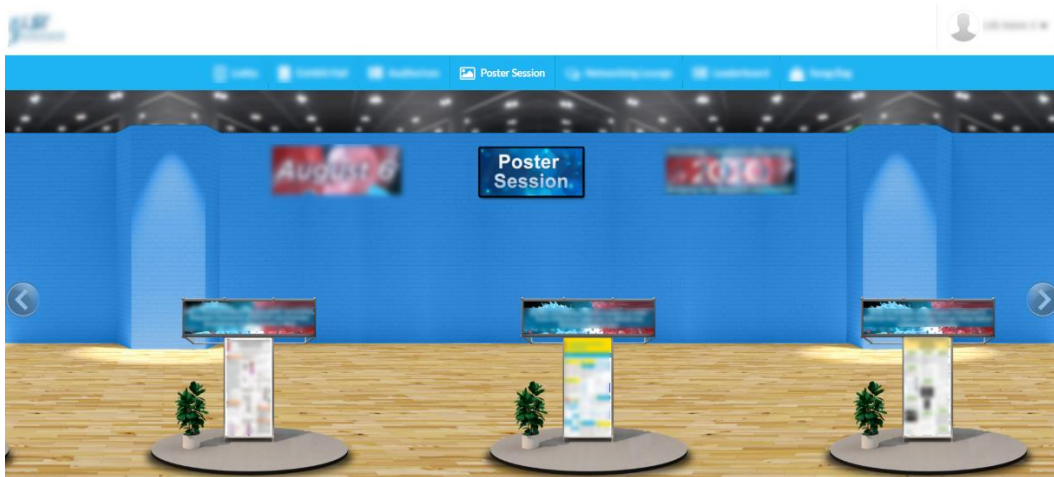
Chat invitation is a chat request sent by a booth representative/exhibitor who might want to draw your attention to their services. [Learn more about chat invitation.](#)

POSTERS

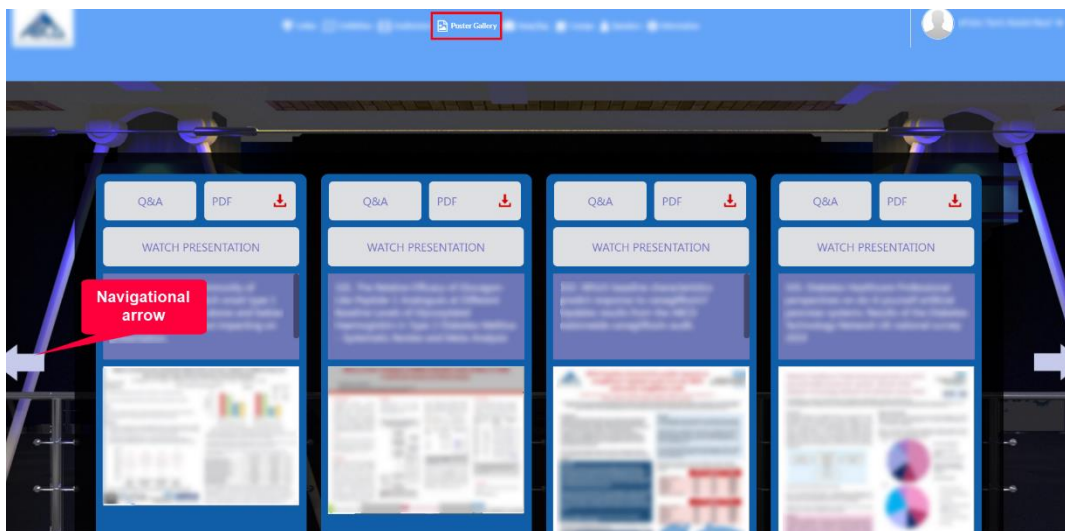
You might also find posters in the event you are attending. The best thing about posters is that these are not mere PDF files, but you can also ask questions from the poster representative and watch a video relevant to the poster. The posters are often displayed in the following venues:

- [Poster exhibition hall](#)
- [Poster gallery/poster hall](#)

Poster exhibition hall



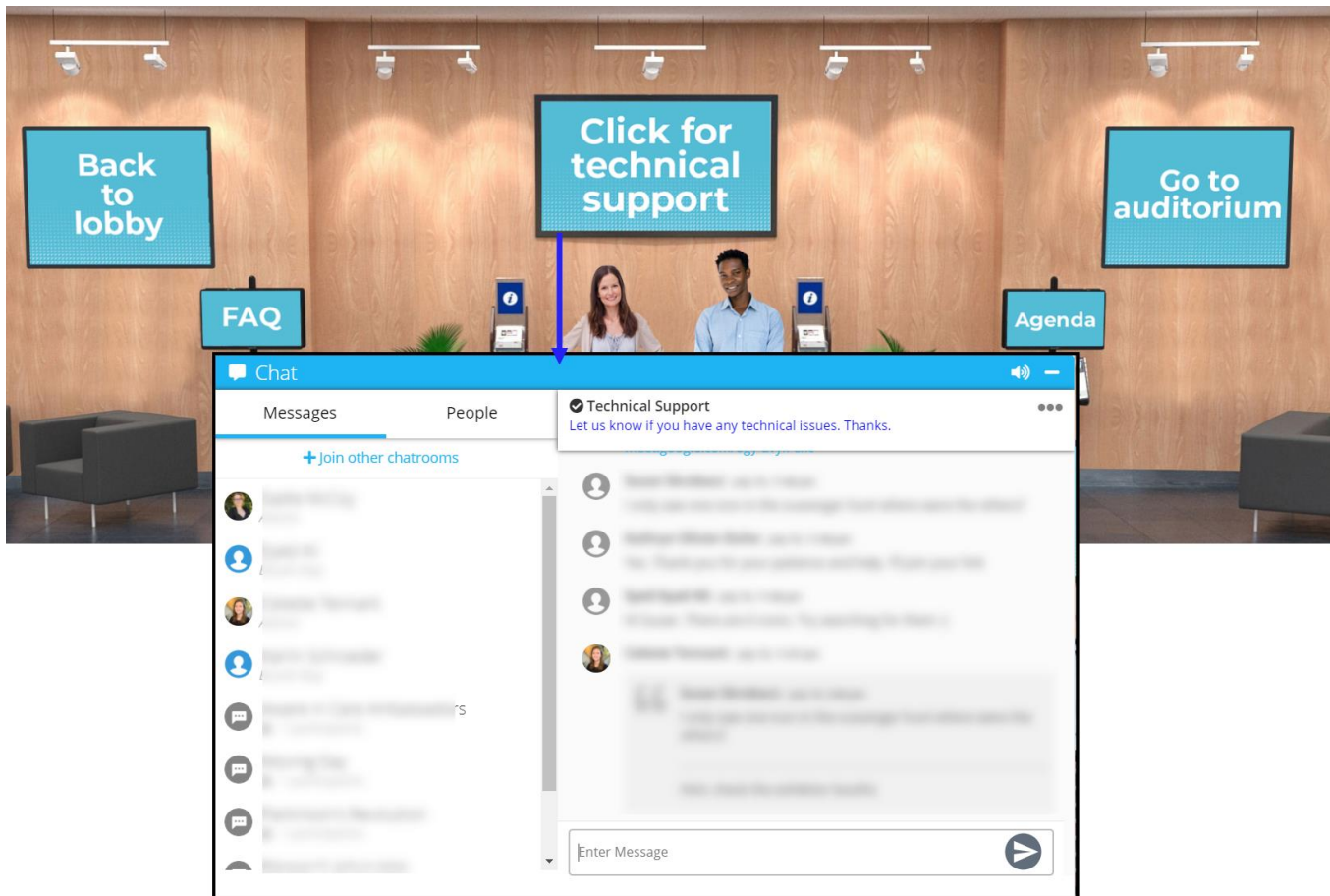
Poster gallery/poster hall



TECHNICAL SUPPORT

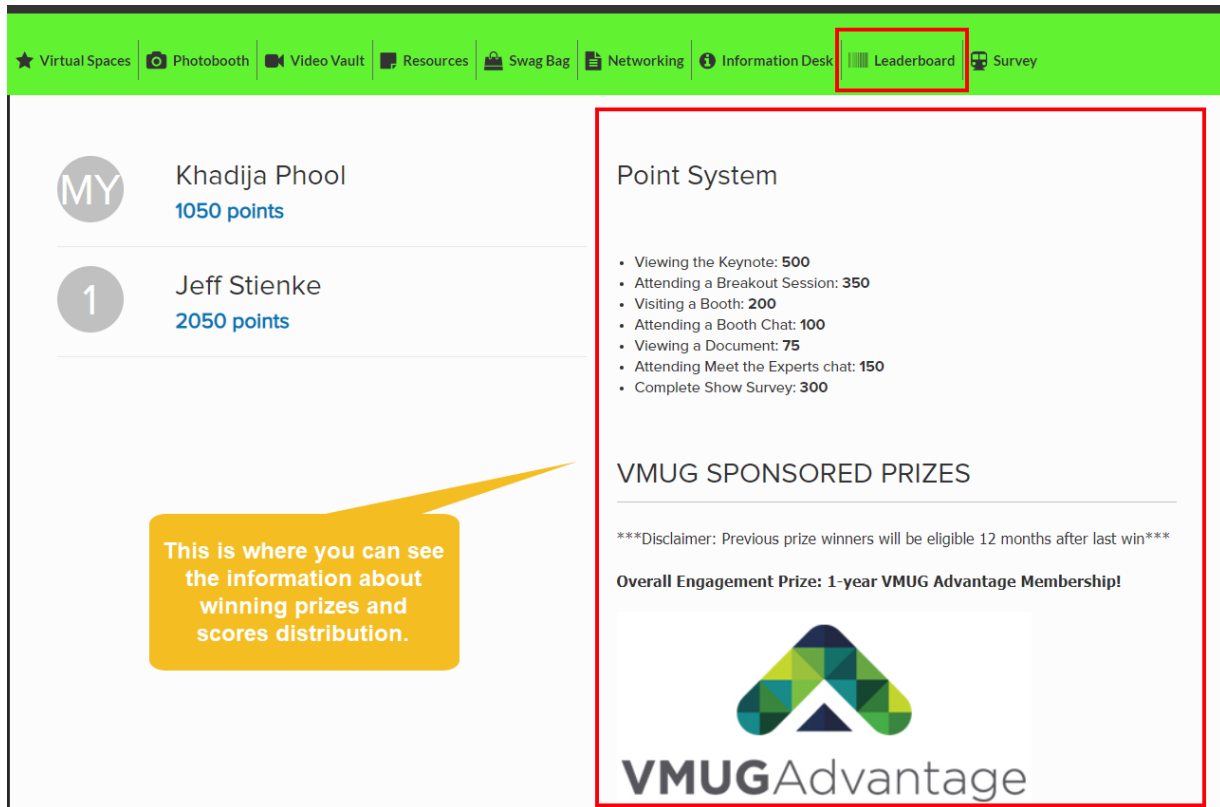
If you face any technical issue during the event, then you can get assistance from vFairs technical support staff by submitting your query in the Technical Support chat room which can be accessed at:

- **Help** or **Info Desk** tab in the **Menu** bar
- **Technical Support** chatroom in the **CHAT** tab
- tab



LEADERBOARD

A [virtual leaderboard](#) displays the points that you have scored either by participating in scavenger hunt or by exploring the event features such as visiting a booth, opening a chat window, attending a webinar session, or any other activity against which points can be scored.



NOTIFICATIONS

On the live event day, you might get various notifications at different times. These notifications help you view/explore/attend important stuff going on in the event. Learn how to [minimize notifications](#) and keep your screen clutter free.

