1. **I’ve reserved my Virtual Booth – how and when do I add content?**

Beginning July 1, Exhibitors will receive a link from the virtual platform provider, GTR, providing them with access to their custom Virtual Booth. All content will then be added/uploaded by each Exhibitor prior to Monday, July 20.

Here’s a short video on how to build your Virtual Booth enhanced exhibitor listing: [https://www.youtube.com/watch?v=IPazgzO9zH0](https://www.youtube.com/watch?v=IPazgzO9zH0)

2. **When is my Virtual Booth available to Attendees?**

Virtual Booths will be accessible to attendees starting Monday, July 20, through Saturday, August 1. The Virtual Expo Hall will be open with Live Chat hours from 10:30 am – 1:30 pm PDT on Monday, Tuesday and Wednesday. Exhibit Staff will be available for on-demand live chat and video meetings with Attendees at this time. For other times, Attendees can request video meetings with Exhibit Staff through the Schedule feature in each Virtual Booth.
3. **How do we collect leads? What information is included?**
   Your enhanced exhibitor listing automatically collects attendee information for anyone that enters your Virtual Booth for a visit, in addition to anyone that clicks on Request Info, Live Chat, or Join Meeting. The lead will include first name, last name, job title, email, phone, company, address, city, state, postal code, and country (as provided at Registration). Leads can be accessed and downloaded at any time from the Manage section of the Virtual Booth.

4. **When is the Live Chat with attendees?**
   Attendees will be encouraged to visit the Expo Hall between the hours of 10:30 am – 1:30 pm on Monday, Tuesday and Wednesday for a Live Chat with exhibitors. There is limited Conference programming during these hours and exhibitors are expected to respond to attendee live chat and Zoom meeting requests at this time.

5. **Can attendees request on-demand (immediate) video meetings, or are meetings only scheduled in advance?**
   Attendees can request an immediate private meeting or a scheduled group meeting with any member of the exhibit staff through the built-in Zoom meeting function. In addition, each member of the exhibit staff and each attendee has a personal calendar function that coordinates an attendee’s request for an available 15-minute time slot with exhibit staff.

6. **Can we hold multiple simultaneous meetings with attendees? If so, how many?**
   Yes – each member of the exhibit staff (up to 10) can hold a simultaneous private or group meeting with up to 100 attendees.

7. **Is there a character limit to the description section of the Virtual Booth?**
   No – there is no character limit. But exhibitors are strongly encouraged to limit the copy in this section to 5-6 sentences (250 words) so as not to push other important content out of the page view. The description section is a blank canvas that can include external links, photos, or even a small promotional graphic.

8. **What contact information is required for exhibit staff?**
   The required information for exhibit staff is first name, last name, title and email. But exhibitors are strongly encouraged to provide additional details to personalize the interaction, including a photo, phone number for texting, social media links, and copy for the “About Me” section. Each registered attendee, including Exhibit Staff, will be requested to complete their profile when they receive their virtual DAC secure access after July 1.

9. **What content is required to post videos in the Virtual Booth?**
   You can add videos to your Virtual Booth by linking them to your current YouTube or Vimeo videos, or you can upload a new video in an MP4 file (1GB maximum file size).

10. **Can we add links to an external website other than our corporate website?**
    Yes – additional links can be added for social media, partner websites, or private event registration.