



EXHIBITOR DASHBOARD INSTRUCTIONS FOR SPONSORS AND EXHIBITORS WITH THE PREMIUM BRAND ENHANCEMENT

ATD has partnered with Map Your Show to provide attendees with an interactive floor plan and online planner to assist them with researching exhibitors and planning their time at ATD21.

Make sure your online profile is accurate. Use ATD's exhibitor dashboard to manage your online listing—add your contact details, company description, product categories, and show specials—so attendees can learn more about your company. Please use the following instructions to maintain or update your information.

ACCESSING THE EXHIBITOR DASHBOARD

Go to the [ATD22 Exhibitor Dashboard](#) and log in with your exhibitor ID, password, and name (enter the name of the person logging in).



people. perspectives. potential.

Welcome to the ATD 2022 International Conference & Exposition exhibitor section.

Please login with your Exhibitor ID and Password below. If you have problems logging in please contact us toll free at 888-527-8823 or 513-527-8823.

Exhibitor Sign-In

Exhibitor ID:

Password:

Your Name:

[Forgot ID or password?](#)



Map Your Show is an official vendor of ATD 2022 International Conference & Exposition

Your exhibitor ID and password can be found in your confirmation letter. If you don't have the original email, you can request your login information by emailing expo@td.org.

GETTING STARTED IN THE EXHIBITOR DASHBOARD

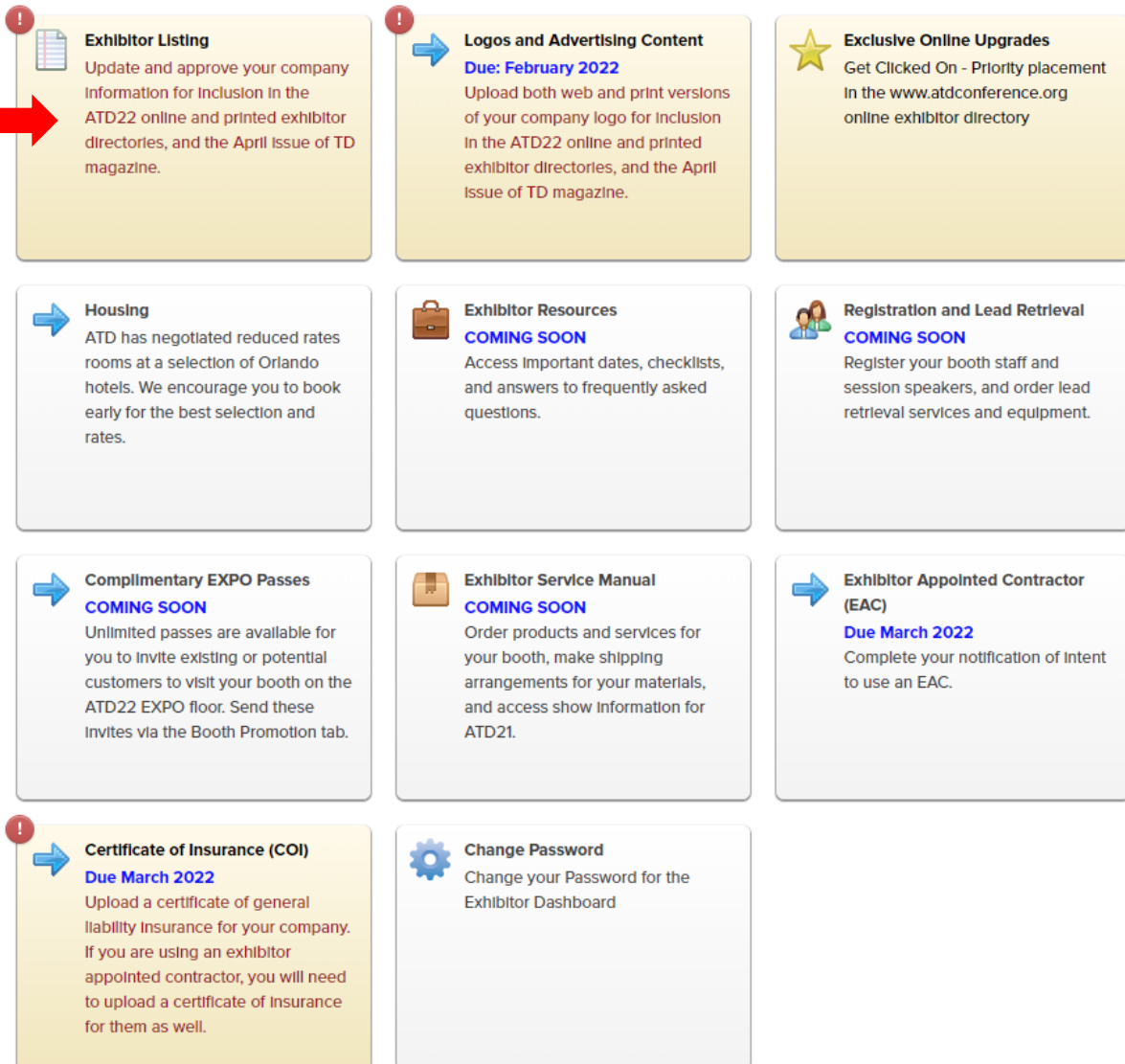
Once logged in, you will be taken to the home page of the exhibitor dashboard. On this page, you will find a series of tiles. Click on each tile to prepare your booth for the conference. Click the first tile **Exhibitor Listing** and follow the instructions to update your company description.

Activity
What is this?

0
Views

0
Clicks

0
Leads



Exhibitor Listing
Update and approve your company information for inclusion in the ATD22 online and printed exhibitor directories, and the April Issue of TD magazine.

Logos and Advertising Content
Due: February 2022
Upload both web and print versions of your company logo for inclusion in the ATD22 online and printed exhibitor directories, and the April Issue of TD magazine.

Exclusive Online Upgrades
Get Clicked On - Priority placement in the www.atdconference.org online exhibitor directory

Housing
ATD has negotiated reduced rates rooms at a selection of Orlando hotels. We encourage you to book early for the best selection and rates.

Exhibitor Resources
COMING SOON
Access important dates, checklists, and answers to frequently asked questions.

Registration and Lead Retrieval
COMING SOON
Register your booth staff and session speakers, and order lead retrieval services and equipment.

Complimentary EXPO Passes
COMING SOON
Unlimited passes are available for you to invite existing or potential customers to visit your booth on the ATD22 EXPO floor. Send these invites via the Booth Promotion tab.

Exhibitor Service Manual
COMING SOON
Order products and services for your booth, make shipping arrangements for your materials, and access show information for ATD21.

Exhibitor Appointed Contractor (EAC)
Due March 2022
Complete your notification of intent to use an EAC.

Certificate of Insurance (COI)
Due March 2022
Upload a certificate of general liability insurance for your company. If you are using an exhibitor appointed contractor, you will need to upload a certificate of insurance for them as well.

Change Password
Change your Password for the Exhibitor Dashboard

UPDATING/APPROVING YOUR COMPANY INFORMATION

Be sure to update and approve your company name, website, web company description (to appear at www.atdconference.org), print company description (to appear in the July issue of *TD* magazine and the onsite printed program guide), and your product categories (limit of three to appear in the program guide and online). **Be sure to click the green Approve Data button when you are finished.**

Once you have reviewed your company information for the printed show directory/web and made any necessary changes, please click the "Approve Data" button below. Any changes made after February 3, 2020 WILL NOT appear in the printed show directory.



Approve Data

Company Information

Company Name: ATD Enterprise Solutions
Exhibiting As: ATD Enterprise Solutions
Address: 1640 King Street
City: Alexandria
State/Province:
Postal Code:
Country/Region: United States of America
Company Email:
Telephone: 703.683.9215
Fac:
Website: <http://td.org/enterprise-solutions>
Print Company Description: ATD Enterprise Solutions creates custom solutions for talent development teams based on the ATD Competency Model. Using a comprehensive suite of ATD resources, our solutions include: on-site training, individual or team learning roadmaps, conference team registration, and ATD Enterprise Membership. Whether your team is small or large and globally dispersed—we can help!
Web Company Description: ATD Enterprise Solutions creates custom solutions for talent development teams based on the ATD Competency Model. Using a comprehensive suite of ATD resources, our solutions include: on-site training, individual or team learning roadmaps, conference team registration, and ATD Enterprise Membership. Whether your team is small or large and globally dispersed—we can help!

[Edit Information](#)

Administrative Contact

Contact Name: Amanda Miller
Contact Email: amiller@td.org

[Edit Information](#)

Secondary Contact

You have not entered any information for this section, [click here](#) to add this information.

Additional Contact

You have not entered any information for this section, [click here](#) to add this information.

Product Categories

You have not selected any product categories.

[Edit Information](#)

Certificate of Insurance Upload

You have not entered any information for this section, [click here](#) to add this information.

EAC Form

You have not entered any information for this section, [click here](#) to add this information.

Show Specials















[Click here](#) to add Show Specials.

All print descriptions must be submitted by February 4, 2022, to be included in the July issue of *TD* magazine and the onsite printed program guide. Be sure to click the green 'Approve Data' button when you are finished.

ADDING ADVERTISING CONTENT

As a sponsor or an exhibitor who has purchased the Premium Brand Enhancement, you can add additional advertisement content. Return to the home page and select the second tile **Logos and Advertising Content**.

Activity
What is this? 0 Views 0 Clicks 0 Leads

  Exhibitor Listing Update and approve your company information for inclusion in the ATD22 online and printed exhibitor directories, and the April Issue of TD magazine.	  Logos and Advertising Content Due: February 2022 Upload both web and print versions of your company logo for inclusion in the ATD22 online and printed exhibitor directories, and the April Issue of TD magazine.	 Exclusive Online Upgrades Get Clicked On - Priority placement in the www.atdconference.org online exhibitor directory
 Housing ATD has negotiated reduced rates rooms at a selection of Orlando hotels. We encourage you to book early for the best selection and rates.	 Exhibitor Resources COMING SOON Access important dates, checklists, and answers to frequently asked questions.	 Registration and Lead Retrieval COMING SOON Register your booth staff and session speakers, and order lead retrieval services and equipment.
 Complimentary EXPO Passes COMING SOON Unlimited passes are available for you to invite existing or potential customers to visit your booth on the ATD22 EXPO floor. Send these invites via the Booth Promotion tab.	 Exhibitor Service Manual COMING SOON Order products and services for your booth, make shipping arrangements for your materials, and access show information for ATD21.	 Exhibitor Appointed Contractor (EAC) Due March 2022 Complete your notification of intent to use an EAC.
  Certificate of Insurance (COI) Due March 2022 Upload a certificate of general liability insurance for your company. If you are using an exhibitor appointed contractor, you will need to upload a certificate of insurance for them as well.	 Change Password Change your password for the Exhibitor Dashboard	

On the next page, you will see two tiles. Select the first tile to add the **web** version of your exhibitor logo and other online listing features. Select the second tile to add the **print** version of your exhibitor logo.



Upload Your Online Logo and Online Advertising Content

Upload a web version of your company logo, pictures and video, text and more for your online listing!



Upload Your Print Logo

Due: February 2022

Upload a print version of your company logo for your printed listing!

If you are a Platinum, Gold, Silver, or Bronze sponsor, your logo will appear with your online booth description, in the printed program guide, in the April issue of *TD* magazine, on the ATD22 Sponsors webpage, and on conference signage.

If you are an exhibitor that has purchased the premium brand enhancement, your logo will appear with your online and program guide company listing.

You will be asked to provide (2) files: a one-color black EPS or AI file for print purposes and a color JPG or PNG file for web use. Please be sure to upload both to ensure we have what we need to execute the deliverables mentioned above. **All logo files must be submitted by Feb 4, 2022.**