

Sponsor & Exhibitor Portal Instructions

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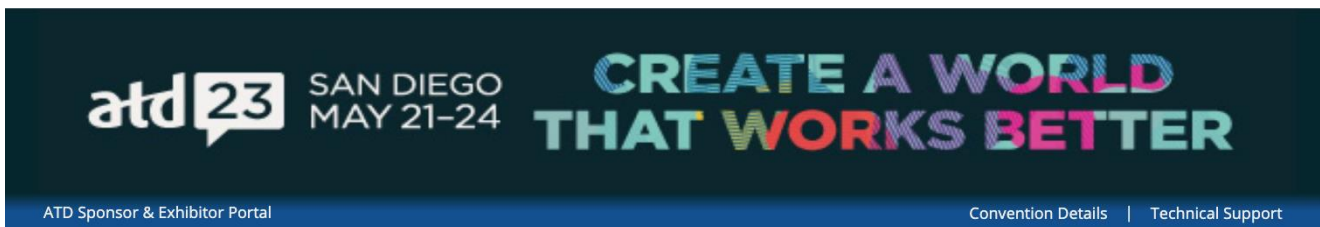
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Accessing the Sponsor & Exhibitor Portal

ATD has partnered with Cadmium to provide attendees with an interactive floor plan and online planner to assist them with researching exhibitors and planning their time at ATD23.

Make sure your online profile is accurate. Use ATD's sponsor & exhibitor portal 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.

Go to the [ATD23 Sponsor & Exhibitor Portal](#) and log in with your credentials provided in your welcome email.



Welcome to the ATD 2023 International Conference and EXPO, Sponsor & Exhibitor Portal

Please login below and complete the following tasks. If you have questions please email expo@td.org for assistance

The image shows a login form with a dark blue header that says 'Log In'. Below the header, there are two input fields: one for 'Email Address' with a person icon to the left, and one for 'ACCESS KEY' with a key icon to the left. Below the input fields, there is a link that says 'Lost your Access Key? or Need help?'. At the bottom of the form, there is a dark blue button that says 'Login'.

Questions? Exhibitor Service Center Manager:
Jordan Schwartzbach – expo@td.org / +1 703-683-7255

Each organization can have one admin that will have access to log into the portal. The admin contact can have an Admin Assistant, who can be copied on all email communication and will be able to use the login information to access the portal.

Get Started in the Sponsor & Exhibitor Portal

Once logged in, there will be sections across the top of the page with information for the event, your organization, and the Exhibitor Toolkit.

atd23 SAN DIEGO
MAY 21-24


**CREATE A WORLD
THAT WORKS BETTER**

ATD Sponsor & Exhibitor Portal | Log Out

 Task Progress |  Exhibitor Toolkit |  Convention Details |  Technical Support

EVENT INFORMATION




 **Dates:** May 21 – 24, 2023 (Sun — Wed)

 **Location:**
San Diego Convention Center
San Diego, California

 **More Information:** [Website](#)

YOUR INFORMATION



 **Cadmium Test:**
User: Meghan Craig (0 logins)

 [View Floor Plan](#)

EXHIBITOR TOOLKIT






 We always welcome feedback and want to hear what you like and your suggestions. [Give feedback Now](#)

 [View / Edit Your Profile](#)

TASKS (you have 3 tasks left to complete out of a total 3 assigned tasks)



-  [Enter Your Company Details](#) (task is due 1/30/2023)
-  [Edit Your Booth Admin Profile](#) (task is due 1/30/2023)
-  [Upload Your Company Logo](#) (task is due 1/30/2023)

Below these sections will be a list of tasks to complete. The tasks that need to be completed will have a red X next to the task name. The due date will be listed at the end of the task name. Once the task has been completed, there will be a green checkmark next to the task name and the completion date will be noted after the task name.

Updating/Approving Your Company Information

Click on the task titles to access that specific task. While there, the top header will include the task name, the instructions on completing the task, and a button that will mark the task as complete once requirements have been met.

**ENTER YOUR COMPANY DETAILS**

(task is due Monday, January 23, 2023)

[Complete Task](#)

Please edit your company details below. This will be public facing.

**Company Name**

Please edit your company name below if it needs to be adjusted.

 *

(optional: if you want them to display a different name to the attendees)

 ***Company Website**

Please add your company's website URL here (include http://). This URL will be hyperlinked to your companies logo where applicable.

**Twitter**

Please add your company Twitter URL here. (i.e. https://twitter.com/CadmiumCD)

Please add your company Twitter hashtag here. (i.e. #CadmiumCD).

**Facebook**

Please add your company Facebook URL here.

**LinkedIn**

Please add your company LinkedIn URL here.

**Instagram**

Please add your company Instagram URL here.

