



# Exhibitor Portal

## Booth Usage Guide

Version 1.2

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# Logging In

By now you should have received a username and password from your Hillhead Digital contact. These login details should be entered into the login form on the exhibitor portal.

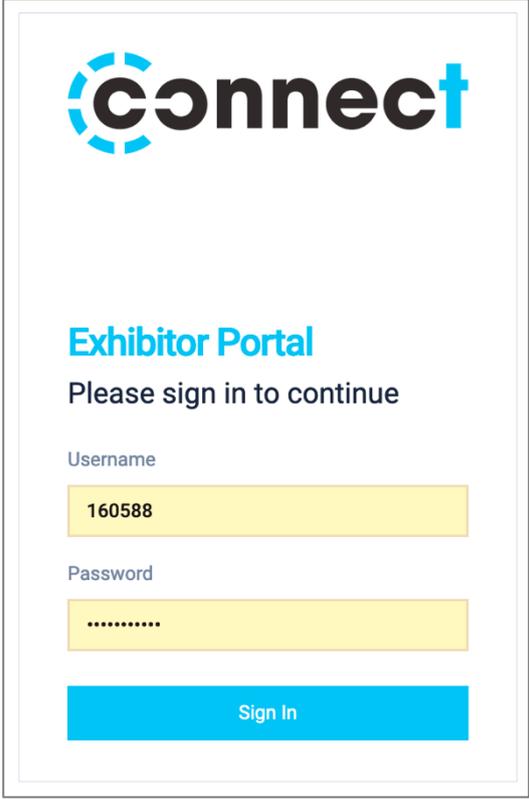
Exhibitor Portal: <https://exhibitor-virtual.angel.events>

If you forget your login, please get in touch with your Hillhead Digital contact who will be able to re-send them to you.

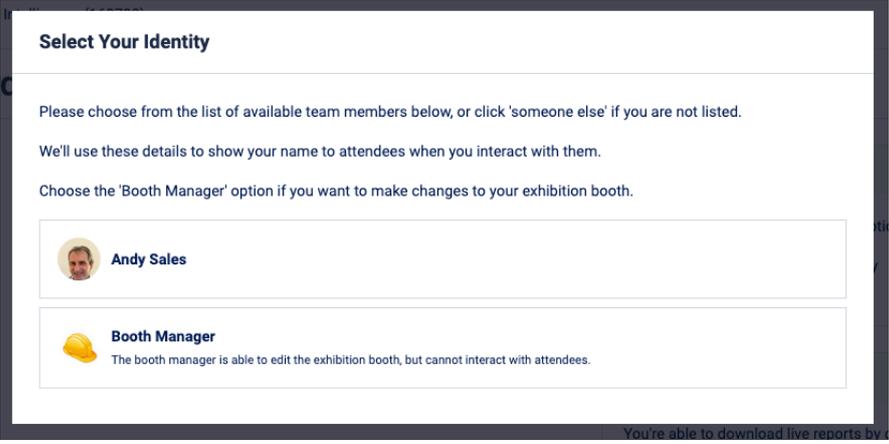
Upon logging in, you will be presented with a 'Select Your Identity' screen. To set up and manage your booth's content and appearance you should select the 'Booth Manager' option.

If you are wanting to actively manage your booth's chat, video, meetings etc then you should choose your name from the list of staff members.

You can change your identity at any time by clicking the blue 'change' link in the top right of any page.



The screenshot shows the 'connect' logo at the top. Below it, the text 'Exhibitor Portal' is displayed in blue, followed by 'Please sign in to continue'. There are two input fields: 'Username' with the value '160588' and 'Password' with masked characters. A blue 'Sign In' button is at the bottom.



The screenshot shows the 'Select Your Identity' screen. It includes instructions: 'Please choose from the list of available team members below, or click 'someone else' if you are not listed. We'll use these details to show your name to attendees when you interact with them. Choose the 'Booth Manager' option if you want to make changes to your exhibition booth.' Two options are listed: 'Andy Sales' with a profile picture and 'Booth Manager' with a yellow hard hat icon and a description: 'The booth manager is able to edit the exhibition booth, but cannot interact with attendees.'

Using portal as Booth Manager ([Change](#)) 

# Booth Information

To begin setting up your booth click on the 'Booth Setup' tab on the Exhibitor Portal, then click on 'Information'.

The Booth Information tab is where we will collect all of the necessary data to start setting up your exhibition booth.

Details about some of the more important fields can be found below. Try to fill in as much as possible.

## Name

The name of your company as it will appear to visitors.

## About

Enter a description of your company here, this will be shown to visitors on your digital booth.

## Website

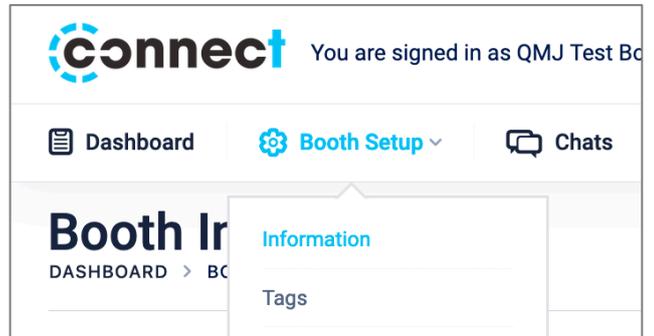
Enter the URL to your website.

## Twitter Handle

Enter your twitter handle, for example 'hillheadshow'. We'll use this to show your twitter feed on your booth.

## Notification Email Address

Enter an email address that you would like any important notifications sent to. This includes any missed live chats, and upcoming meeting notifications.

A screenshot of the 'Booth Information' form. The form is titled 'Booth Information' and includes a 'Save Changes' button. The 'Name' field contains 'QMJ Test Booth'. The 'About' field contains a multi-paragraph description of a multi-stream online conference. The 'Website' field contains 'https://www.hillhead.co.uk/digital'. The 'Twitter Handle' field contains 'hillheadshow'. The 'Address' field contains '7 Regent Street, Nottingham, NG1 5BS, United Kingdom'. The 'Notification Email Address' and 'General Contact Email Address' fields both contain 'harvey.sugden@qmj.co.uk'. A 'Tags' section is visible on the left side of the form.

# Tags

The Connect event platform can intelligently recommend your booth to certain visitors, depending on their interests. In order to do this, you need to add some tags to your booth.

Visit the tags section of the 'Booth Setup' tab to add your tags.

Simply check the boxes next to any tags which are relevant to your business and then press the 'Save Changes' button once complete.

The screenshot shows the 'Booth Tags' configuration page. At the top left, the breadcrumb navigation reads 'DASHBOARD > BOOTH SETUP > TAGS'. In the top right corner, there is a green 'Save Changes' button. On the left side, a vertical navigation menu includes 'Information', 'Tags' (highlighted in blue), 'Branding', 'Media', 'Documents', 'Team Members', and 'Preview'. The main content area is titled 'Booth Tags' and contains the following text: 'On this page you are able to select from various tags which describe your business. Be sure to only select tags which are relevant to you, since we will use this information to intelligently recommend your booth to potential leads.' Below this text is a search bar with the placeholder text 'Search tags...'. Underneath the search bar, there are two main categories of tags, each with a checkbox and a list of sub-tags:

- Abrasion Resistant Materials**
  - Abrasion resistant materials
  - Wearparts
- Ancillary Site Equipment**
  - Access platforms/systems
  - Bowers
  - Bunded fuel systems

\*Try to only select tags relevant to your business. This helps attendees get the right booths recommended to them, but also helps you receive relevant leads.



# Media

You can upload video content to your booth via YouTube, Vimeo or MP4 file. To do this, visit the 'Media' section of the 'Booth Setup' tab.

**Booth Media**

Use the booth media page to upload videos from YouTube or Vimeo to your digital booth. You can also upload MP4 files directly.

Name	Added	Format	Views	Unique Views	Featured?	
New Horizons <a href="#">Preview</a>	2021-01-16	MP4	11	1	✓ Yes, Autoplay	
Hillhead 2019 <a href="#">Preview</a>	2021-01-16	YouTube	1	1	✗ No	
Who are the QMJ group? <a href="#">Preview</a>	2021-01-16	Vimeo	11	1	✗ No	

## Adding Media

To add media, click on the green 'Add New Media' button.

[Add New Media](#)

## Name

Enter a name or title for the video content.

## Description

Enter a short description about the video, up to 1000 characters.

## Media Format

Choose the format of the media. Selecting YouTube or Vimeo will show a new field, where you should enter the ID of the video to be shown. Choosing 'Upload Video' will allow you to upload an MP4 video, up to 150MB in size.

## Media Options

You are able to make one video your featured video of your booth, and show it on the home page of your digital booth.

You can also set this video to autoplay when a visitor first visits your booth.

**Media Options**

Make this the featured video

Autoplay this featured video

[Save Changes](#)

# Documents

You can upload many different documents to your booth. Examples of good documents to upload include:

- Product Brochures
- E-Books and Whitepapers
- Case Studies
- Spec Sheets

**Booth Documents**

Use the booth documents page to upload files to your booth, or add links to pages on your website. For each document you can also add an image to further personalise your documents page.

Name	Photo	Added	Format	Clicks	Unique Clicks	
Hillhead 2021 Exhibitor Brochure <a href="#">Preview</a>		2021-01-15	PDF File	1	1	
Hillhead All Secure <a href="#">Preview</a>		2021-01-15	PDF File	0	0	

The process of adding documents is the same as media. Click the green 'Add New Document' button.

[Add New Document](#)

## Name

Enter a name for the document.

## Description

Enter a description for the document, up to 1000 characters.

## Thumbnail Image **Optional**

Optionally choose a JPEG or PNG image to show to visitors for this document. For example, if you are uploading a spec sheet for a piece of machinery, we recommend placing an image of the machinery here. Maximum file size is 3MB.

## Document Format

The format of the document can be either 'Uploaded File' or 'Link'. If you choose to upload a file, the maximum size is 10MB. A variety of file formats are accepted.

# Team Members

In the Team Members section you are able to add some important contacts to your booth. We usually recommend adding some sales staff here, since these contacts will be visible for attendees to contact and add on social media.

Similarly to Media and Documents, click the green 'Add New Team Member' button to add a new team member.

### Booth Team Members

Use this page to add important people to your booth. Usually we recommend adding some sales representatives here, in case visitors want to reach out regarding your products/services.

Person	Photo	Added	Email	Phone	Twitter	Linkedin	Contacts Page?	
Harvey Sugden Event Manager		2021-01-15	Harvey.sugden@qmj.co.uk	+44 (0)115 945 4377	✓	✓	✓	
Richard Bradbury Managing Director		2021-01-15	Richard.bradbury@qmj.co.uk	+44 (0)115 945 3889	✗	✓	✓	

## Name

Enter the name of the Team Member here.

## Biography

Enter a short biography for the person here. Up to 1000 characters allowed.

## Headshot Image

Add a headshot photo of the team member here. We recommend a square image, since it will be automatically cropped by the system. JPEG or PNG images are accepted, up to 3MB in size.

## Email Address, Phone Number & Social Media URLs

Enter the member's email and phone number (international format) and social media URLs here. This will allow attendees to easily get in touch during the event.

# Preview

At any point before, during and after the event, you can easily visit the booth preview page to see how your booth and its content is looking.

## Booth Preview

DASHBOARD > BOOTH SETUP > PREVIEW

- Information
- Tags
- Branding
- Media
- Documents
- Team Members
- Preview**



Booth Home | Media Gallery | Documents | Website | Contact

# Hillhead Digital

### Who are we?

A multi-stream online conference featuring over 50 free-to-attend seminars and panel sessions from 30-31 March 2021.

Gain invaluable insights into the key developments that will shape and transform the extractives & construction industry over the next decade, as speakers and panels explore Digitalization, Decarbonization and Infrastructure.

The Institute of Quarrying will also run a dedicated stream exploring the technical and leadership skills that the people delivering this transformational change will need to master.

[Visit Website](#)

### Meet our team

### Live Chat

Do you want to chat with us?

Write your message in the box below and we'll get back to you.

Type your message...



### Latest Tweets

 **Hillhead** @hillheadshow  
Evolution at the Interface...

The way #quarry companies do business is being transformed by #digitalization

Delve into the latest software, CRM systems, apps & technologies that are impacting the industry at the Hillhead Digital Conference - [hillhead.com/digital/confer...](#)

# Text Chat

To see your incoming chats from attendees you should visit the 'Text & Video Chat' page.

From here you will see a list of incoming chats on the right side of the window.

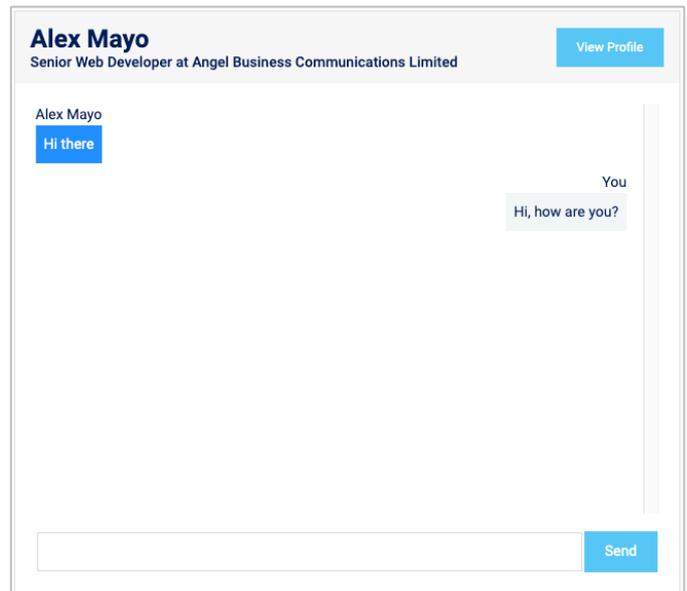
Any unread chats will have a red dot next to them, indicating that you have not yet read the message.

Click on a chat to open the chat window. Here you can see the list of messages which have been interchanged and can send new messages by typing into the box and pressing the 'Send' button.

If you are not online and receive a message, it will be sent to you via email. Likewise, if you reply to an attendee and they are no longer online, they will receive your response via email instead.

Finally, you can click on the 'View Profile' button to open the attendee's profile and see all of their details.

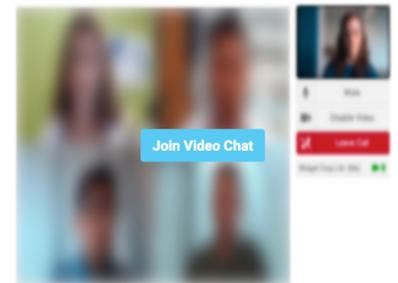
An audible 'ding' can be heard when new messages are received, so feel free to leave this page open in the background during your participation.



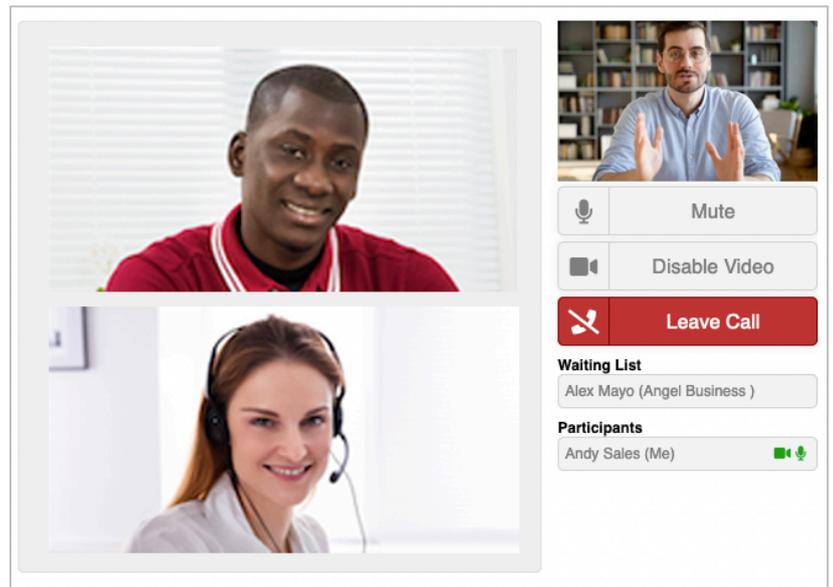
# Video Chat

To access your booth's video chat, you should visit the 'Text & Video Chat' page.

On the left side of this page, you will find a video chat area. Click the blue button to join your booth's video chat.



Once you have joined your video chat, you will be able to see the video chat window. On the left is the areas where attendees and your other staff members will appear. On the right is the control bar, where you can manage attendees, waiting list and call options.

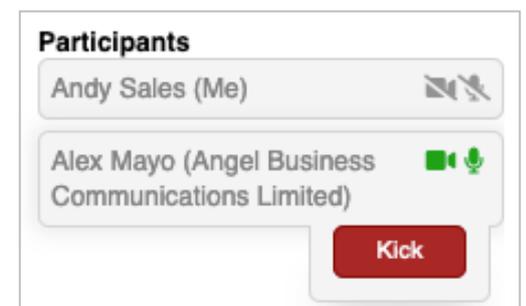
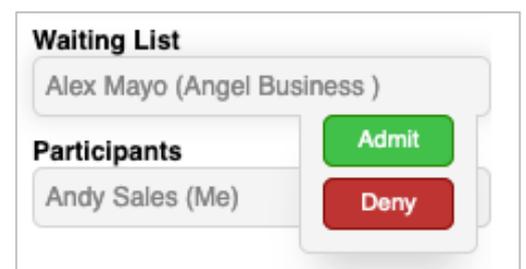


To admit an attendee, hover over their name in the waiting list and click the 'Admit' button.

To deny an attendee access, click the 'Deny' button and then enter a message to the attendee in the pop-up box.

If for any reason you need to remove an attendee from the room, you can hover over their name and click 'Kick'.

When an attendee joins the waiting room, a doorbell sound can be heard every 10 seconds until the attendee is admitted or denied access.



# Scheduled Meetings

Attendees are able to schedule meetings in advance with your team.

When an attendee requests a meeting, all team members will receive a notification via email. Also, the meeting request will show under the 'Text & Video' chat tab of the exhibitor portal.

## Accepting the meeting

To accept the meeting, click the 'Accept' button on the right-side of the meeting list. Notifications will be sent to the attendee, informing them that you have accepted their meeting request.

The attendee will be prompted to visit your booth and start video chat when the meeting begins.

Be sure to admit the attendee into the video call using the waiting room feature (explained on page 12).

## Rejecting the meeting

To reject the meeting, click the drop-down arrow and select 'Reject Meeting' from the list of options. When prompted, enter a reason for rejecting the meeting. This will be sent to the attendee via email.

## Cancelling an accepted meeting

If you have accepted a meeting request and need to cancel it, click the drop-down arrow and select 'Cancel Meeting' from the list, and enter a reason when prompted. The attendee will be notified via email.

**Scheduled Meetings**  
Below is a list of your scheduled meetings. When a meeting is requested, you will be able to accept or reject it using the buttons on the right.

30th Mar 15:00 <span>Pending</span>	<b>Alex Mayo</b> Senior Web Developer Angel Business Communications Limited	Accept	▼
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- Details
- Accept Request
- Reject Request

Meetings are scheduled in 15-minute slots, with 5 minutes space between them. Meeting slots are available from 09:00-16:00 on 30<sup>th</sup> and 31<sup>st</sup> March.

Attendees can begin to pre-book slots with you from 15<sup>th</sup> March.

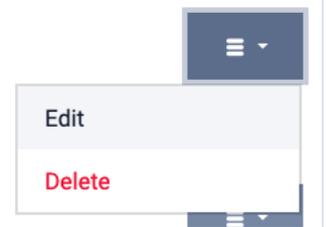
# FAQ

## Can I make changes to my booth during the event?

Yes, you can visit the booth setup tabs at any time before, during or after the event to make changes to your content.

## How do I edit documents, media or team members?

Clicking on the grey dropdown button will allow you to edit or delete content from your booth.



## I've forgotten my username or password.

Please contact your Hillhead Digital contact who will be able to send your login details over.

## Can I send this to a colleague to complete?

Yes, you can send your login details to a colleague for them to complete for you.

## Some of our videos are too large to upload, what can we do?

For video files, we recommend uploading to YouTube or Vimeo, alternatively you can use <https://www.freeconvert.com/video-compressor> to compress your video.

# Help

If you need further help with the Exhibitor Portal, please contact your Hillhead Digital contact, or visit <https://www.hillhead.com/digital/contact> for a list of support contacts.