



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.

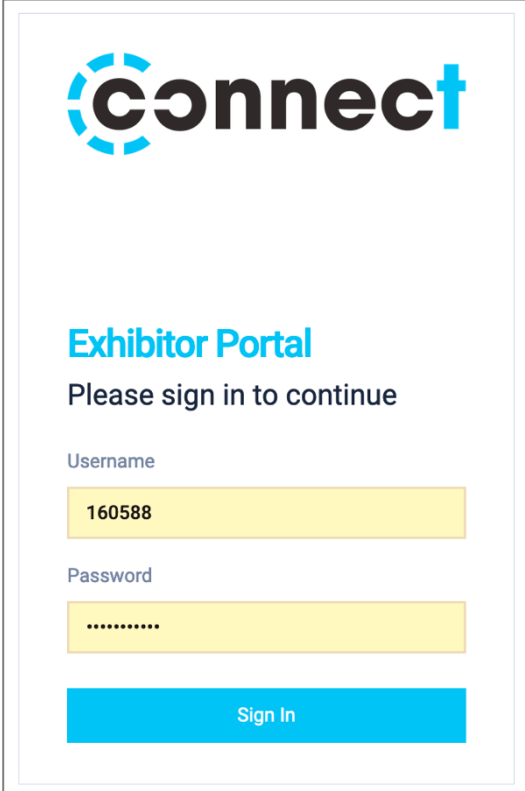
Exhibitor Portal: <https://exhibitor-virtual.angel.events>

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

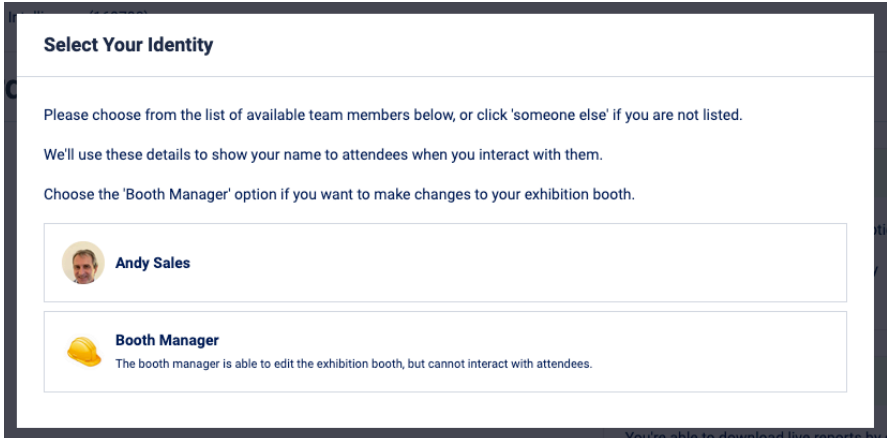
Upon logging in, you will be presented with a 'Select Your Identity' screen. To set up and manage your booth's content and appearance you should select the 'Booth Manager' option.

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 image shows the Exhibitor Portal login interface. At the top is the 'connect' logo. 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 image shows the 'Select Your Identity' screen. It has a title 'Select Your Identity' and 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.' There are two options: 'Andy Sales' with a profile picture and 'Booth Manager' with a yellow hard hat icon. A small note at the bottom right says 'You're able to download live reports by'.

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

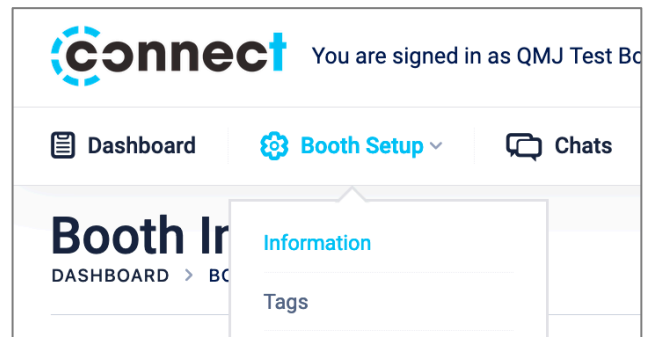
Enter the URL to your website.

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 form fields are: 'Name' (QMJ Test Booth), 'About' (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. 72 WORDS POWERED BY TINY), 'Website' (https://www.hillhead.co.uk/digital), 'Twitter Handle' (hillheadshow), 'Address' (7 Regent Street, Nottingham, NG1 5BS, United Kingdom), 'Notification Email Address' (harvey.sugden@qmj.co.uk), and 'General Contact Email Address' (harvey.sugden@qmj.co.uk).

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.

Booth Tags

DASHBOARD > BOOTH SETUP > TAGS

Save Changes

Information

Tags

Branding

Media

Documents

Team Members

Preview

Booth Tags

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.

Search tags...

☐ **Abrasion Resistant Materials**

☐ Abrasion resistant materials☐ Wearparts

☐ **Ancillary Site Equipment**

☐ Access platforms/systems☐ Bowsers☐ 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.

Branding

The Branding tab allows you to customise the appearance of your digital booth so that it matches your corporate identity.

Logo

Upload your company logo here. JPEG or PNG files are accepted, up to 3MB in size. We recommend a logo that is at least 500 pixels tall or wide.

Primary Colour & Heading Colour

Use the colour pickers to choose colours which match your brand. Primary colours are used for the navigation bar and buttons, while the heading colours are used for various headings across your booth.

When you update colours and logos, an updated preview of the design will appear on the right side of the page.

MPU Banner **Optional**

You can upload an optional MPU banner here to be displayed on your booth. JPEG, PNG or GIF files are accepted, up to 3MB in size. Recommended dimensions are 600 x 400 pixels.

Information

Tags

Branding

Media

Documents

Team Members

Preview

Booth Branding

On this page you can customise the appearance of your digital booth. Upload your business logo, and provide your brand's colour scheme.

Logo
Maximum file size 3MB. JPG or PNG files only.

Drop files here to upload

Primary Colour
Choose your primary brand colour.


Heading Colour
Choose a colour to use for headings.

MPU Banner
Recommended dimensions 600px x 400px.
Maximum file size 3MB. JPG, PNG or GIF files only.

Drop files here to upload

Save Changes

Branding Preview
Here you can preview the logo and colours which you have applied to your booth.



Home Documents Media Contact

Welcome to our booth

Lorem ipsum dolor sit amet consectetur adipisicing, elit. Rerum vitae culpa repellendus nihil itaque est quod magnam cupiditate fugit aliquid ad, et nobis perferendis vel tempora eos optio ex. Nobis excepturi quam harum provident, corporis reprehenderit sed non rerum amet eum officiis repudiandae animi, modi delectus fugit facilis officia tenetur!

Visit our Website

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 Preview	2021-01-16	MP4	11	1	✓ Yes, Autoplay	
Hillhead 2019 Preview	2021-01-16	YouTube	1	1	✗ No	
Who are the QMJ group? Preview	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 Preview		2021-01-15	 PDF File	1	1	
Hillhead All Secure Preview		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 HomeMedia GalleryDocumentsWebsiteContact



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...

**HillheadDigital**

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.

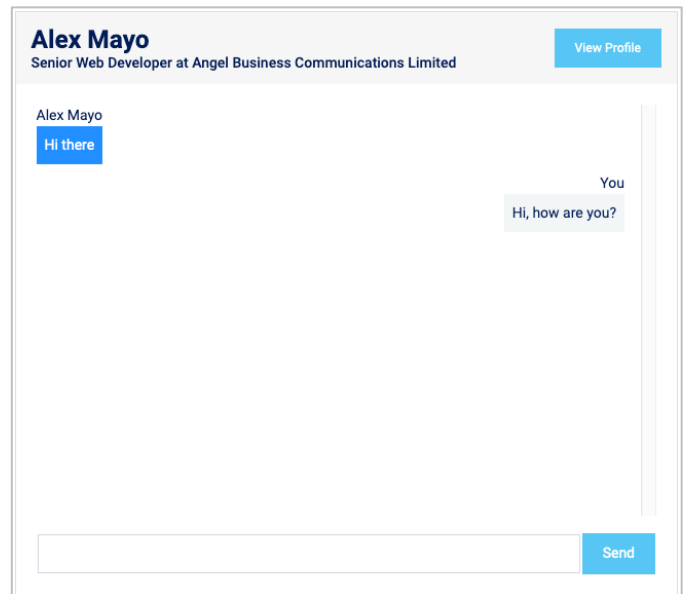
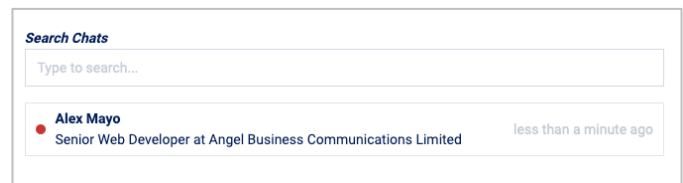
Any unread chats will have a red dot next to them, indicating that you have not yet read the message.

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.

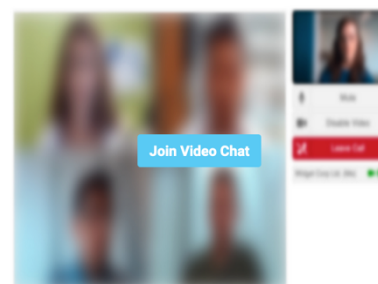
An audible 'ding' can be heard when new messages are received, so feel free to leave this page open in the background during your participation.



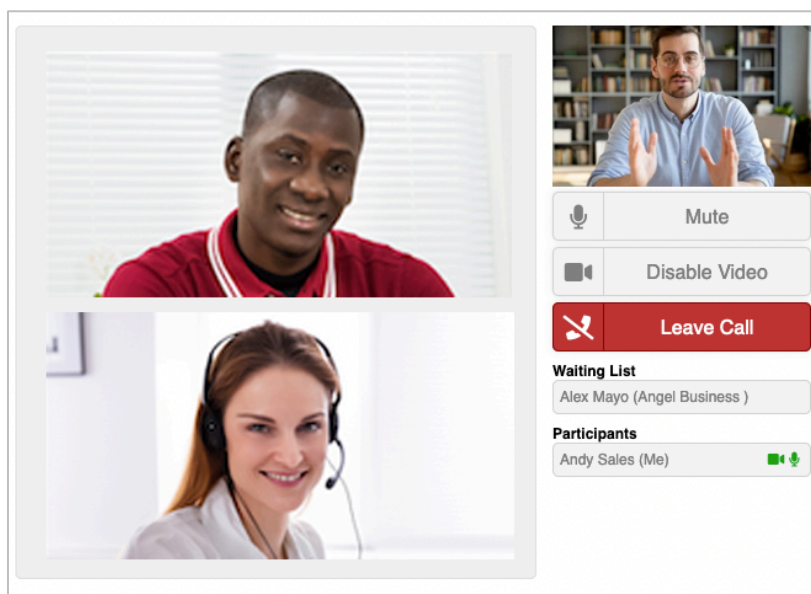
Video Chat

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.

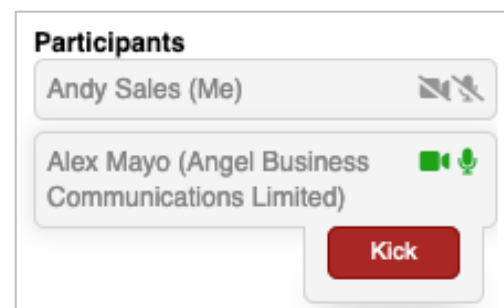
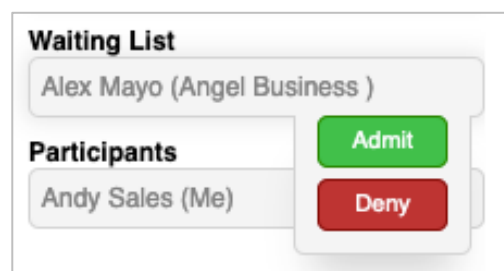


To admit an attendee, hover over their name in the waiting list and click the 'Admit' button.

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 Pending	Alex Mayo Senior Web Developer Angel Business Communications Limited	Accept	<div>▼<div>Details Accept Request Reject Request</div></div>
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Meetings are scheduled in 15-minute slots, with 5 minutes space between them. Meeting slots are available from 09:00-16:00 on 30th and 31st March.

Attendees can begin to pre-book slots with you from 15th March.

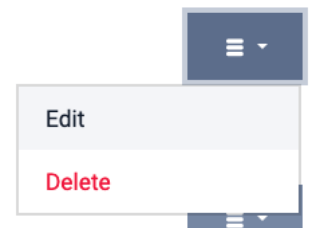
FAQ

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.