



# VIRTUAL | REAL CONGRESS | CONNECTION

BOOTH  
CONFIGURATION



The world's leading platform for virtual enterprise events

# 5 TYPES OF BOOTHS

BOOTH  
CONFIGURATION



## BASIC

- kiosk
- **1** information item
- **1** booth assistant
- analytics

## BRONZE

- **2** wall graphics
- **1** poster
- **1** video
- **1** product
- **1** brochure
- **1** infos and contact
- **1** bulletin board
- **1** booth design available
- **1** booth assistant
- analytics

## SILVER

- **3** wall graphics
- **3** posters
- **1** video
- **4** products
- **5** brochures
- **1** infos and contact
- **1** bulletin board
- **6** booth designs available
- **1** booth assistant
- analytics

## GOLD

- **4** wall graphics
- **5** posters
- **3** videos
- **8** products
- **10** brochures
- **1** infos and contact
- **1** bulletin board
- **12** booth designs available
- **up to 2** booth assistants
- analytics

## PLATINUM

- **6** wall graphics
- **6** posters
- **6** videos
- **12** products
- **20** brochures
- **2** infos and contact
- **2** bulletin boards
- **3** booth designs available
- **up to 3** booth assistants
- analytics

# MAIN CONFIGURATION SETTINGS

## BOOTH CONFIGURATION



### PROFILE

Fill in mandatory areas. Company Name/Phone/email will appear in Steward/hostess info box.

Do not forget, **your profile is your Business Card**.

Picture format for your **picture profile** and **company logo** should be 256\*256 in .jpg format.

A screenshot of the 'Profile' configuration form. It contains fields for 'First name \*', 'Last name \*', 'Business email \*', 'Company name \*', and 'Position in the company \*'. Each field has a corresponding gray input bar. At the bottom is a large green 'Save' button.

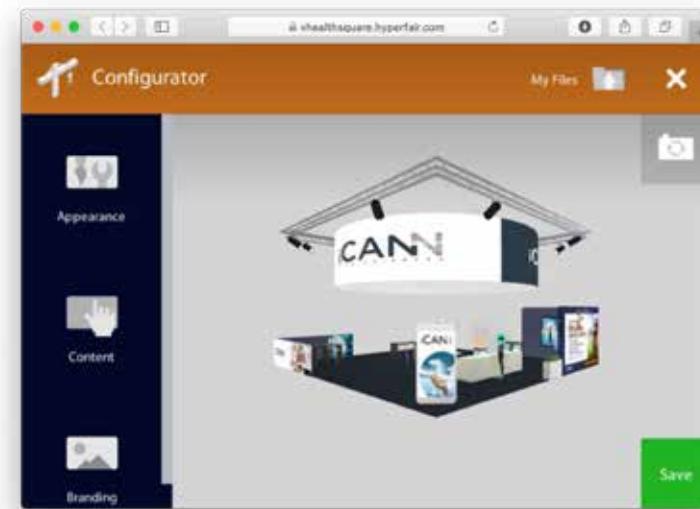
# MAIN CONFIGURATION SETTINGS

## BOOTH CONFIGURATION



### BOOTH CONFIGURATOR

Design and fulfill your booth with banners and uploadable contents.



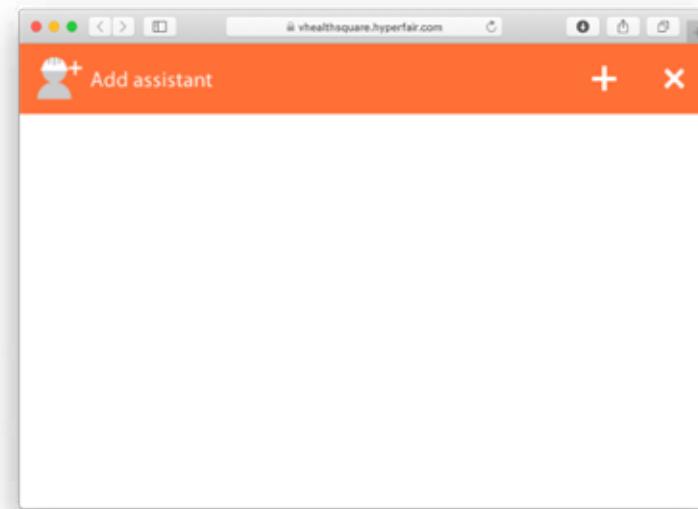
# MAIN CONFIGURATION SETTINGS

## BOOTH CONFIGURATION



### ADD ASSISTANT

Add more exhibitors by filling in their registered email address.



# MAIN CONFIGURATION SETTINGS

## BOOTH CONFIGURATION



### ANALYTICS

Download customised booth analytics reports or csv files. On a weekly basis.



# BASIC



BOOTH  
CONFIGURATION



# BASIC

## BOOTH CONFIGURATION

### Booth features

Here is the list of all the materials you will need to prepare to set up your booth. Once you are ready, enter the online configurator and customize your booth in simple steps.

- kiosk
- 1 information item (brochure)
- 1 booth assistant
- analytics

#### IMPORTANT:

Content elements (brochures, videos, products...) left empty won't be displayed inside the booth.

Images will need to fit into the pre-set empty spaces. Create or adapt the images according to the dimensions and proportions required.

### Booth layouts (JPEG)

- IMAGE 1\* 256x768 px

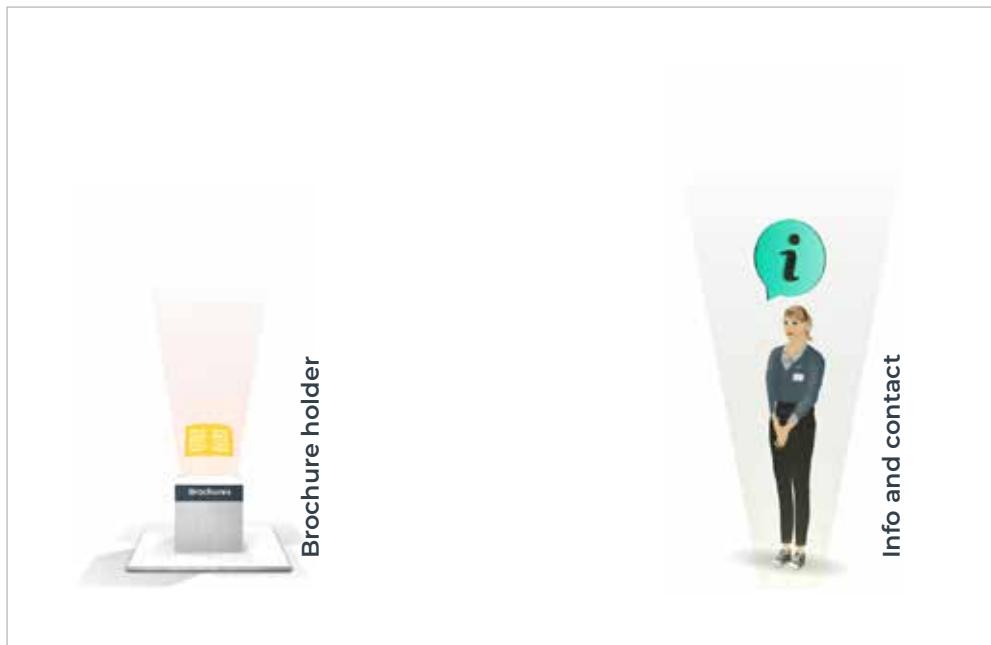
\* 4-sided, same image, clickable, one link only

# BASIC

## BOOTH CONFIGURATION

### Booth content

By clicking on each one of the below highlighted objects, you access the corresponding content. Choose from product expositor or brochure holder.



#### BROCHURE (1)

Advertising materials, catalogues, presentations, brochures, flyers, etc.simple steps.

- PDF files, 10 Mb max recommended size
- All documents will be visible as standard pdfs.
- **Important:** remember to name files properly since they will be visible to attendees/visitors.

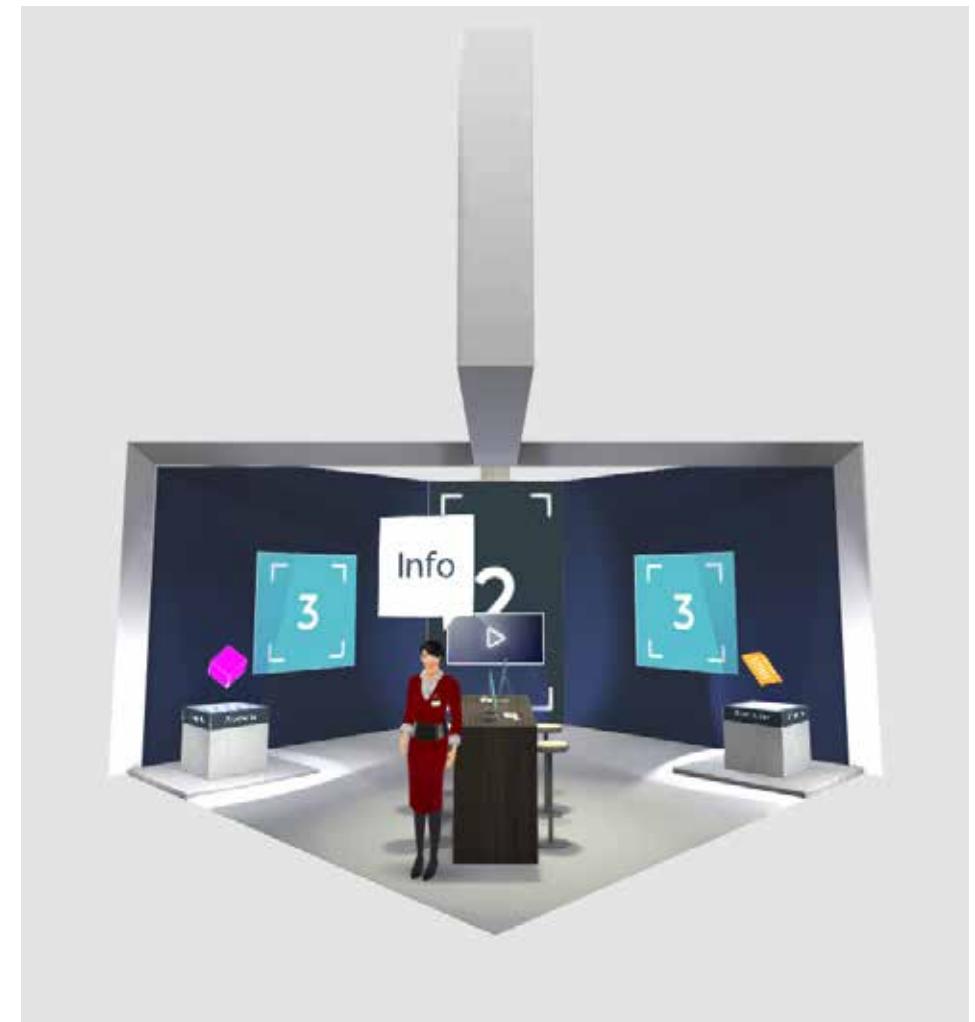
#### Infos & contact (1)

Used to describe your Company profile, address and contacts info.

# BRONZE



## BOOTH CONFIGURATION



# BRONZE



## BOOTH CONFIGURATION

### Booth features

Here is the list of all the materials you will need to prepare to set up your booth. Once you are ready, enter the online configurator and customize your booth in simple steps.

- **2** wall graphics
- **1** poster
- **1** video
- **1** product
- **1** brochure
- **1** bulletin board
- **1** infos and contact
- **1** booth design available
- **1** booth assistant
- analytics

### Booth layouts (JPEG)

- **IMAGE 1** (wall graphic) 1024x256 px
- **IMAGE 2\*** (poster) 256x512 px
- **IMAGE 3** (wall graphic) 256x256 px

\* These posters can be hyperlinked to a website

#### IMPORTANT:

Content elements (brochures, videos, products...)

left empty won't be displayed inside the booth.

Images will need to fit into the pre-set empty spaces. Create or adapt the images according to the **dimensions** and proportions **required**.



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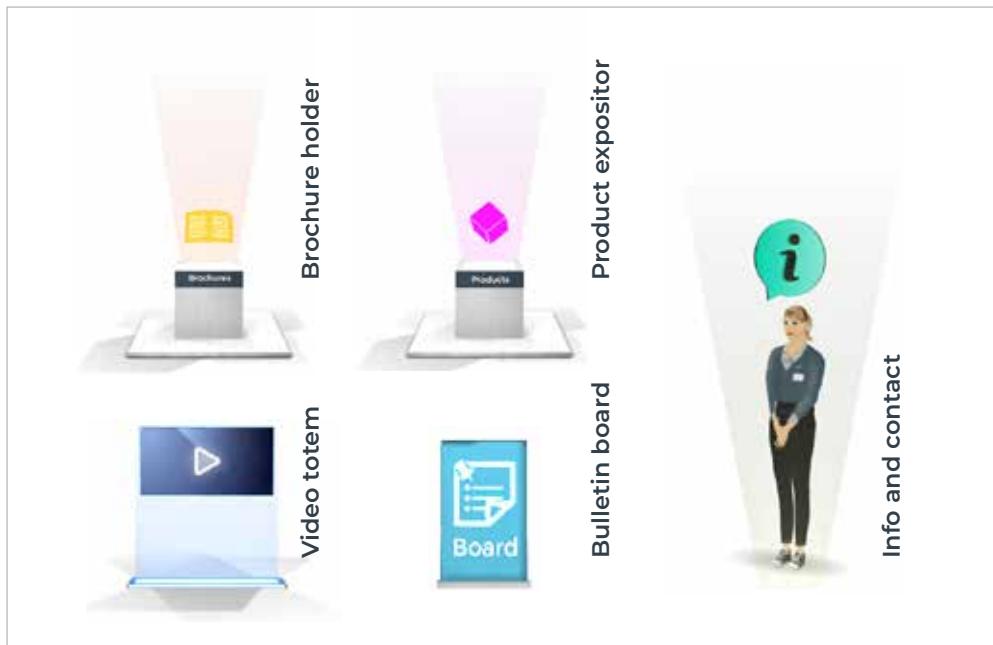
# BRONZE



## BOOTH CONFIGURATION

### Booth content

By clicking on each one of the below highlighted objects, you access the corresponding content.



#### BROCHURE (1)

Advertising materials, catalogues, presentations, brochures, flyers, etc.simple steps.

- PDF files, 10 Mb max recommended size
- All documents will be visible as standard pdfs.
- **Important:** remember to name files properly since they will be visible to attendees/visitors.

#### VIDEO (1)

Company introduction, manufacturing processes, product tutorial, etc.

- Insert link for YouTube video
- The video should be either “public” or “unlisted” on YouTube, users will not be able to view the video if it is on “private”. You can also use 360° YouTube videos
- Make sure the link is in https format (not http)

# BRONZE



## BOOTH CONFIGURATION

### PRODUCT (1)

Each product or product line is showcased through:

- **1 product sheet - 1 slideshow - 1 3D rotator**

products can be viewed inside the booth by clicking on the product box.

- **PRODUCT SHEET** - Product presentation made up by a representative image and a detailed description in different languages.

For **each** product:

- 1 Image in JPG or PNG, 640x640 px
- 1 Text Description/details
- 1 Web link

- **SLideshow** - Sequence of slides showcasing services or different production processes, applications and contexts.

- Photos in JPEG or PNG
- Recommended dimension: 1600x1200 px

- **3D ROTATOR** - The 3D effect allows the user to view the details and manipulate the product in 3D. It is made up by a sequence of photos of the product taken from different viewpoints.

Uploading the photos in the Configurator, the system will automatically create a 3D rotatable image of the product.

How to create a 3D image:

1. Take the photos of the product
2. Number them in ascending order
3. Create a zipped file of 12 to 40 photos JPG

**Max recommended dimension: 800x600 px**

You will find detailed instructions in the online guide in the Booth Configurator.

# BRONZE



## BOOTH CONFIGURATION

### Bulletin board (1)

The bulletin board gives to the exhibitor the opportunity to create a board, in which he puts a title and a message, such as for example in a Job Recruiting Exhibition, the list of open positions for a company.

Then there is the possibility for the visitor to answer a message published by the exhibitor sending an email.

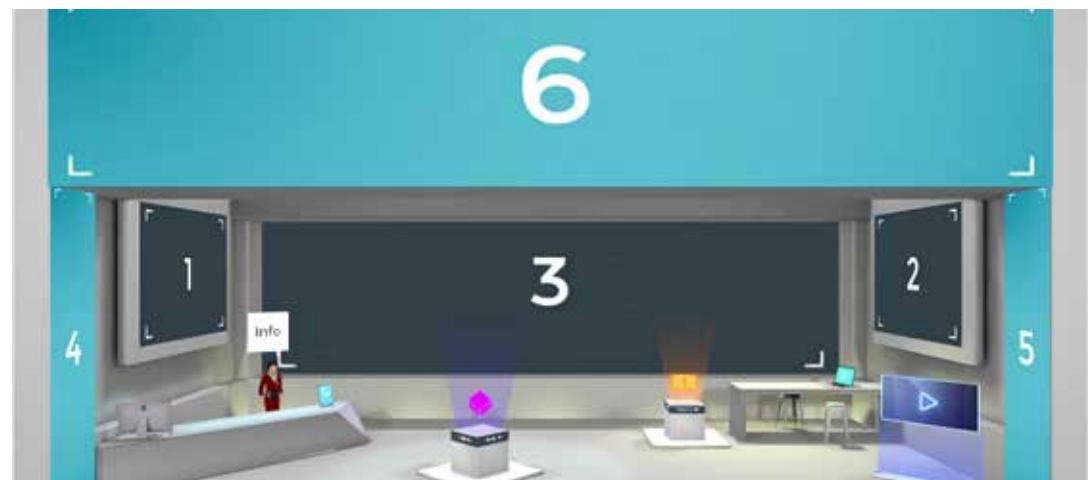
### Infos & contact (1)

Used to describe your Company profile, address and contacts info.

# SILVER



## BOOTH CONFIGURATION



# SILVER



## BOOTH CONFIGURATION

### Booth design

6 Silver booth designs are available to choose from. A set a pre-established colours and textures are also available to personalise **structure**, **wall** and **floor** colour.



# SILVER



## BOOTH CONFIGURATION

3



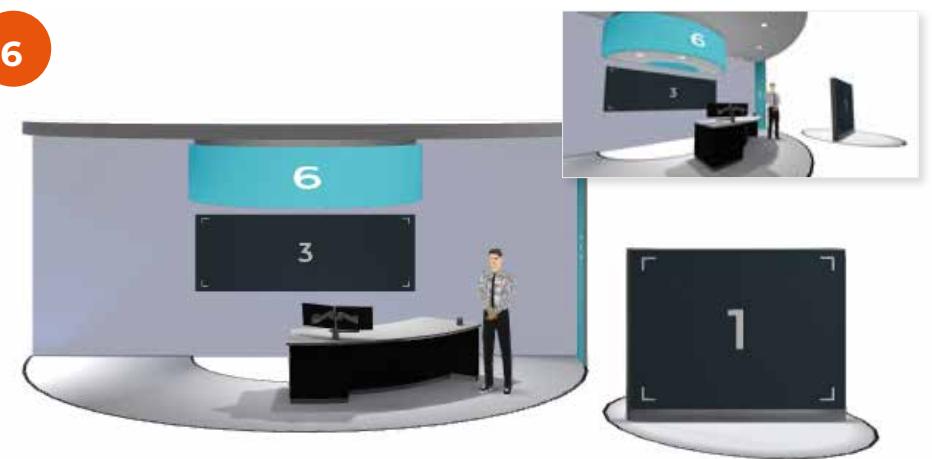
4



5



6



# SILVER



## BOOTH CONFIGURATION

### Booth features

Here is the list of all the materials you will need to prepare to set up your booth. Once you are ready, enter the online configurator and customize your booth in simple steps.

- **3** wall graphics
- **3** posters
- **1** video
- **4** products
- **5** brochures
- **1** bulletin board
- **1** infos and contact
- **6** booth designs available
- **1** booth assistant
- analytics

### Booth layouts (JPEG)

- **IMAGE 1\*** (poster) 416x320 px
- **IMAGE 2\*** (poster) 416x320 px
- **IMAGE 3\*** (poster) 832x320 px
- **IMAGE 4** (wall graphic) 192x862 px
- **IMAGE 5** (wall graphic) 192x862 px
- **IMAGE 6** (wall graphic) 1024x162 px

\* These posters can be hyperlinked to a website

#### IMPORTANT:

Content elements (brochures, videos, products...) left empty won't be displayed inside the booth.

Images will need to fit into the pre-set empty spaces. Create or adapt the images according to the dimensions and proportions required.



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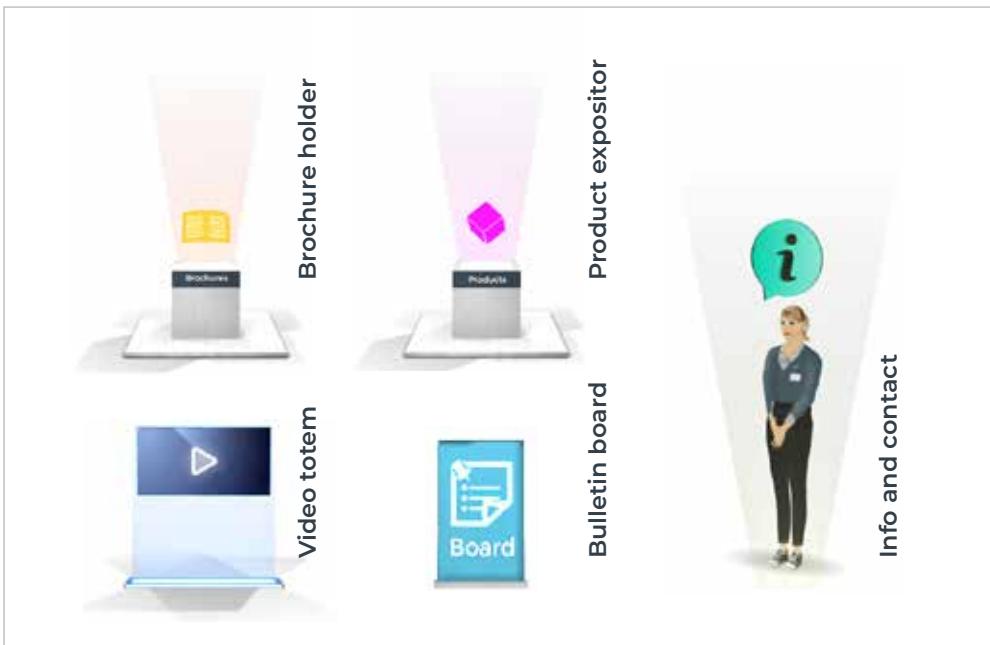
# SILVER



## BOOTH CONFIGURATION

### Booth content

By clicking on each one of the below highlighted objects, you access the corresponding content.



#### BROCHURES (5)

Advertising materials, catalogues, presentations, brochures, flyers, etc.simple steps.

- PDF files, 10 Mb max recommended size
- All documents will be visible as standard pdfs.
- **Important:** remember to name files properly since they will be visible to attendees/visitors.

#### VIDEO (1)

Company introduction, manufacturing processes, product tutorial, etc.

- Insert link for YouTube video
- The video should be either “public” or “unlisted” on YouTube, users will not be able to view the video if it is on “private”. You can also use 360° YouTube videos
- Make sure the link is in https format (not http)

# SILVER



## BOOTH CONFIGURATION

### PRODUCTS (4)

Each product or product line is showcased through:

- **1 product sheet - 1 slideshow - 1 3D rotator**

products can be viewed inside the booth by clicking on the product box.

- **PRODUCT SHEET** - Product presentation made up by a representative image and a detailed description in different languages.

For **each** product:

- 1 Image in JPG or PNG, 640x640 px
- 1 Text Description/details
- 1 Web link

- **SLideshow** - Sequence of slides showcasing services or different production processes, applications and contexts.

- Photos in JPEG or PNG
- Recommended dimension: 1600x1200 px

- **3D ROTATOR** - The 3D effect allows the user to view the details and manipulate the product in 3D. It is made up by a sequence of photos of the product taken from different viewpoints.

Uploading the photos in the Configurator, the system will automatically create a 3D rotatable image of the product.

How to create a 3D image:

1. Take the photos of the product
2. Number them in ascending order
3. Create a zipped file of 12 to 40 photos JPG

**Max recommended dimension: 800x600 px**

You will find detailed instructions in the online guide in the Booth Configurator.

# SILVER



## BOOTH CONFIGURATION

### Bulletin board (1)

The bulletin board gives to the exhibitor the opportunity to create a board, in which he puts a title and a message, such as for example in a Job Recruiting Exhibition, the list of open positions for a company.

Then there is the possibility for the visitor to answer a message published by the exhibitor sending an email.

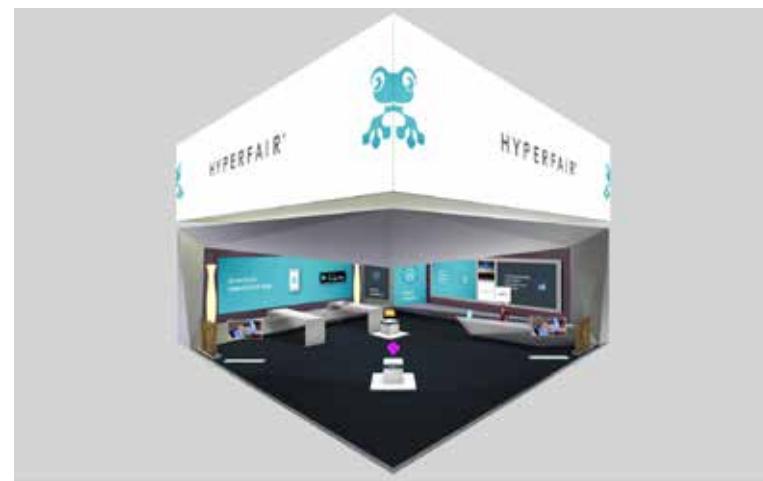
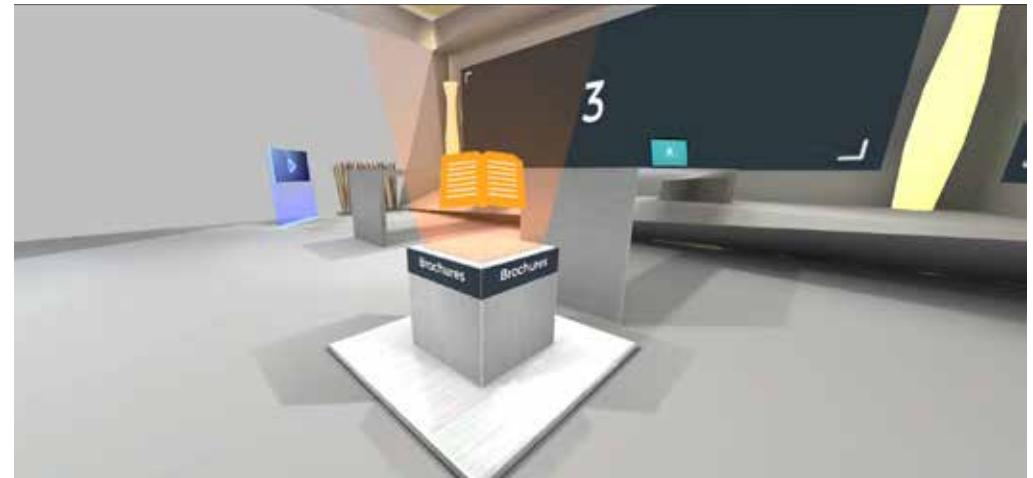
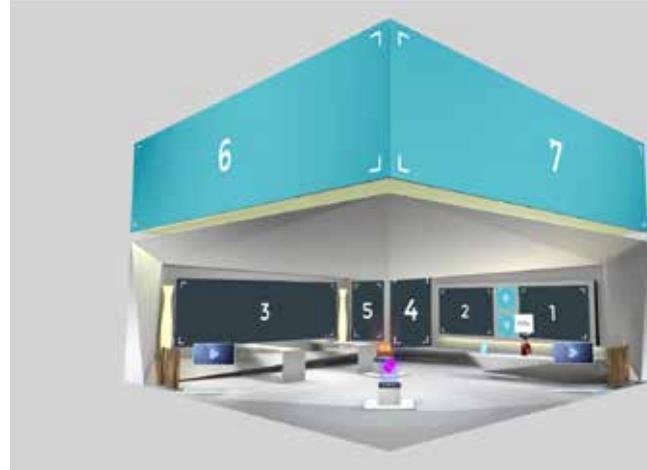
### Infos & contact (1)

Used to describe your Company profile, address and contacts info.

# GOLD



## BOOTH CONFIGURATION



# GOLD

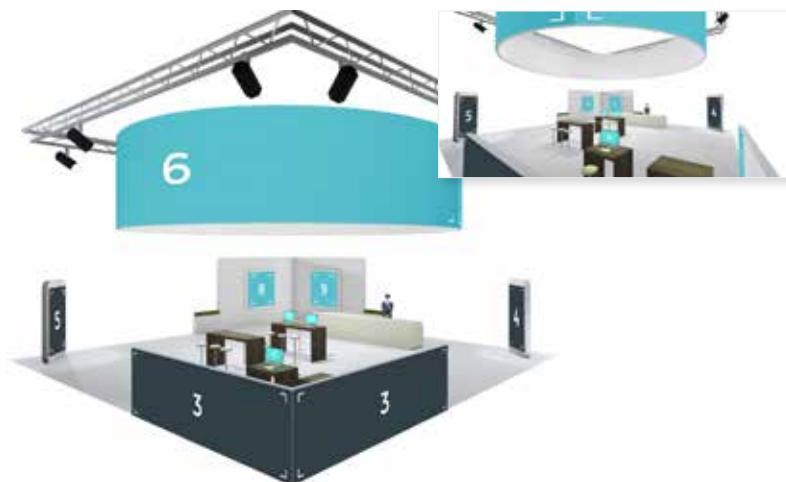


## BOOTH CONFIGURATION

### Booth design

12 Gold booth designs are available to choose from. A set a pre-established colours and textures are also available to personalise **structure**, **wall** and **floor** colour.

1



2



# GOLD

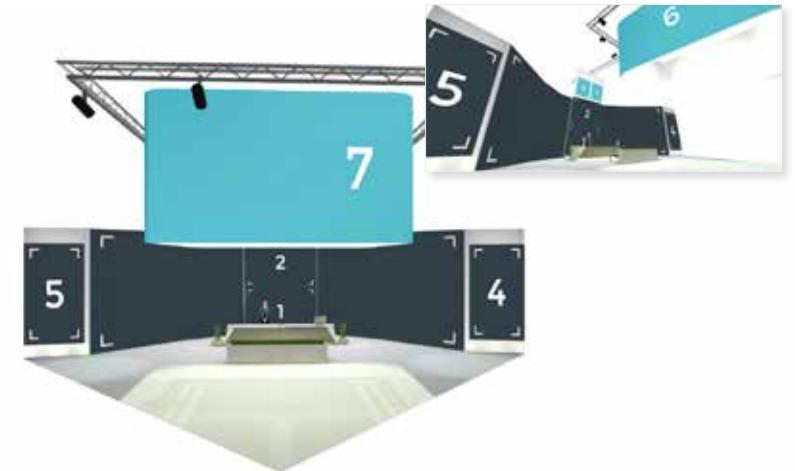


## BOOTH CONFIGURATION

3



4



5



6

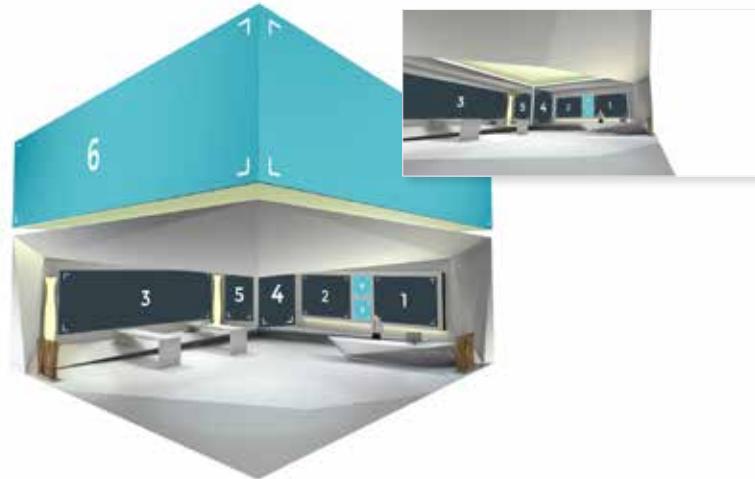


# GOLD



## BOOTH CONFIGURATION

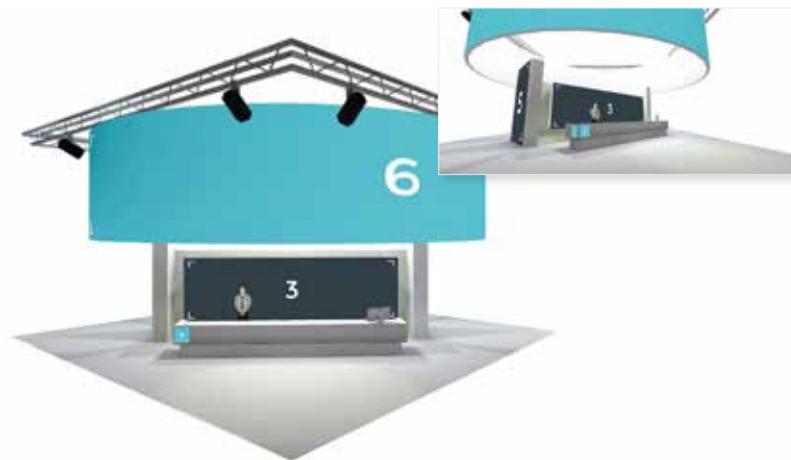
7



8



9



10

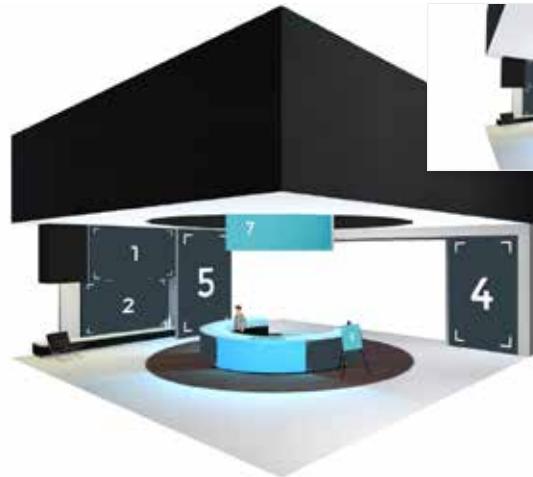


# GOLD



## BOOTH CONFIGURATION

11



12



## Booth features

Here is the list of all the materials you will need to prepare to set up your booth. Once you are ready, enter the online configurator and customize your booth in simple steps.

- **4** wall graphics
- **5** posters
- **3** videos
- **8** products
- **10** brochures
- **1** bulleting board
- **1** infos and contact
- **12** booth designs available
- **up to 2** booth assistants
- analytics

### IMPORTANT:

Content elements (brochures, videos, products...) left empty won't be displayed inside the booth.



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# GOLD



## BOOTH CONFIGURATION

### Booth layouts (JPEG)

- IMAGE 1\* (poster) 368x256 px
- IMAGE 2\* (poster) 368x256 px
- IMAGE 3\* (poster) 864x256 px
- IMAGE 4\* (poster) 320x512 px
- IMAGE 5\* (poster) 320x512 px
- IMAGE 6 (wall graphic) 1024x256 px
- IMAGE 7 (wall graphic) 1024x256 px
- IMAGE 8 (wall graphic) 128x128 px
- IMAGE 9 (wall graphic) 128x128 px

\*These posters can be hyperlinked to a website



#### IMPORTANT:

Images will need to fit into the pre-set empty spaces. Create or adapt the images according to the dimensions and proportions required.



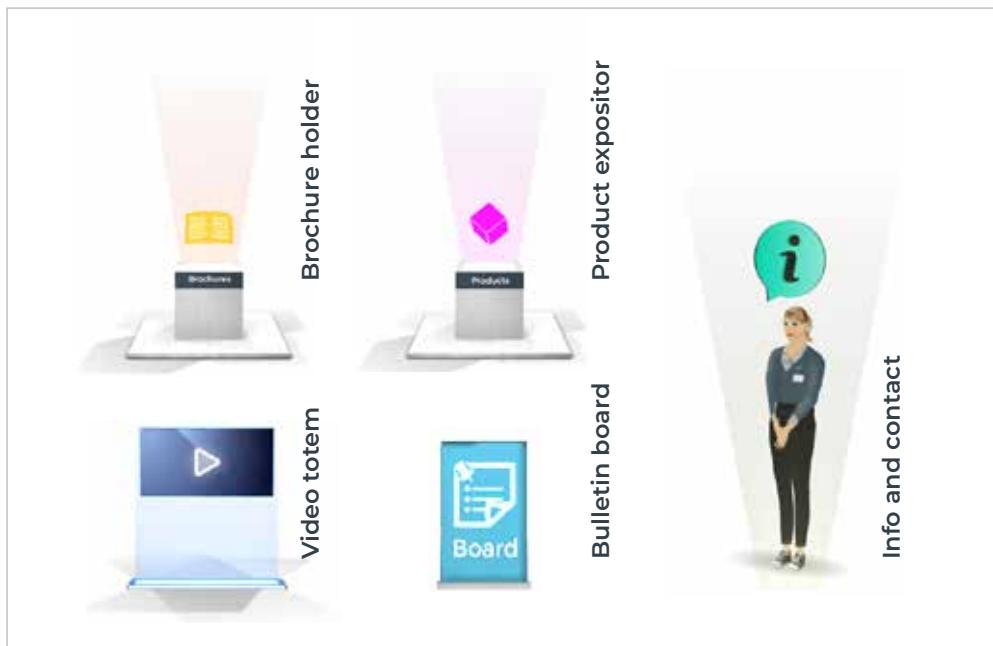
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# GOLD

## Booth content

By clicking on each one of the below highlighted objects, you access the corresponding content.



## BOOTH CONFIGURATION

### BROCHURES (10)

Advertising materials, catalogues, presentations, brochures, flyers, etc.

- PDF files, 10 Mb max recommended size
- All documents will be visible as standard pdfs.
- **Important:** remember to name files properly since they will be visible to attendees/visitors.

### VIDEOS (3)

Company introduction, manufacturing processes, product tutorial, etc.

- Insert link for YouTube video
- The video should be either “public” or “unlisted” on YouTube, users will not be able to view the video if it is on “private”. You can also use 360° YouTube videos
- Make sure the link is in https format (not http)

# GOLD



## BOOTH CONFIGURATION

### PRODUCTS (8)

Each product or product line is showcased through:

- **1 product sheet - 1 slideshow - 1 3D rotator**

products can be viewed inside the booth by clicking on the product box.

- **PRODUCT SHEET** - Product presentation made up by a representative image and a detailed description in different languages.

For **each** product:

- 1 Image in JPG or PNG, 640x640 px
- 1 Text Description/details
- 1 Web link

- **SLIDE SHOW** - Sequence of slides showcasing services or different production processes, applications and contexts.

- Photos in JPEG or PNG
- Recommended dimension: 1600x1200 px

- **3D ROTATOR** - The 3D effect allows the user to view the details and manipulate the product in 3D. It is made up by a sequence of photos of the product taken from different viewpoints.

Uploading the photos in the Configurator, the system will automatically create a 3D rotatable image of the product.

How to create a 3D image:

1. Take the photos of the product
2. Number them in ascending order
3. Create a zipped file of 12 to 40 photos JPG

**Max recommended dimension: 800x600 px**

You will find detailed instructions in the online guide in the Booth Configurator.

# GOLD

## Bulletin board (1)

The bulletin board gives to the exhibitor the opportunity to create a board, in which he puts a title and a message, such as for example in a Job Recruiting Exhibition, the list of open positions for a company.

Then there is the possibility for the visitor to answer a message published by the exhibitor sending an email.



## BOOTH CONFIGURATION

## Infos & contact (1)

Used to describe your Company profile, address and contacts info.

# PLATINUM



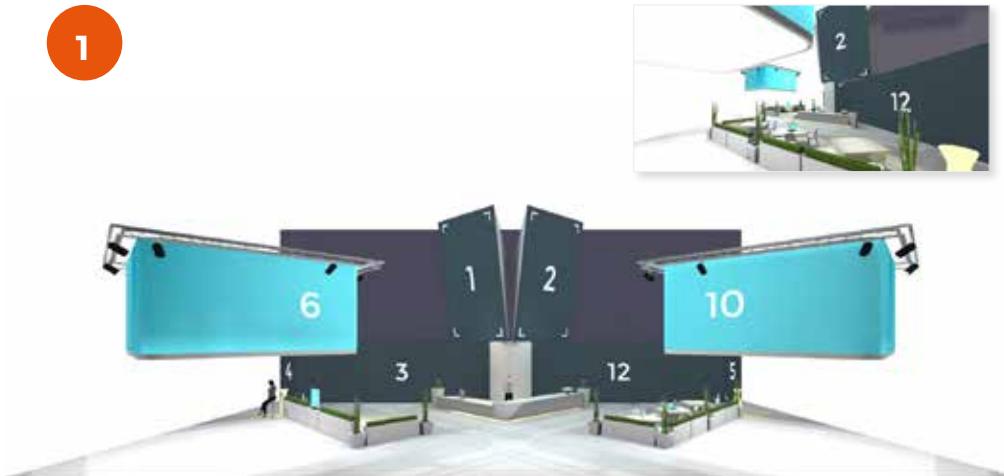
## BOOTH CONFIGURATION



# PLATINUM

## Booth design

3 Platinum booth designs are available to choose from. A set a pre-established colours and textures are also available to personalise **structure**, **wall** and **floor** colour.



## BOOTH CONFIGURATION



## Booth features

Here is the list of all the materials you will need to prepare to set up your booth. Once you are ready, enter the online configurator and customize your booth in simple steps.

- **6** wall graphics
- **6** posters
- **6** videos
- **12** products
- **20** brochures
- **2** bulletin boards
- **2** infos and contact
- **3** booth designs available
- **up to 3** booth assistants
- analytics

### IMPORTANT:

Content elements (brochures, videos, products...) left empty won't be displayed inside the booth.

Images will need to fit into the pre-set empty spaces. Create or adapt the images according to the dimensions and proportions required.

## Booth layouts (JPEG)

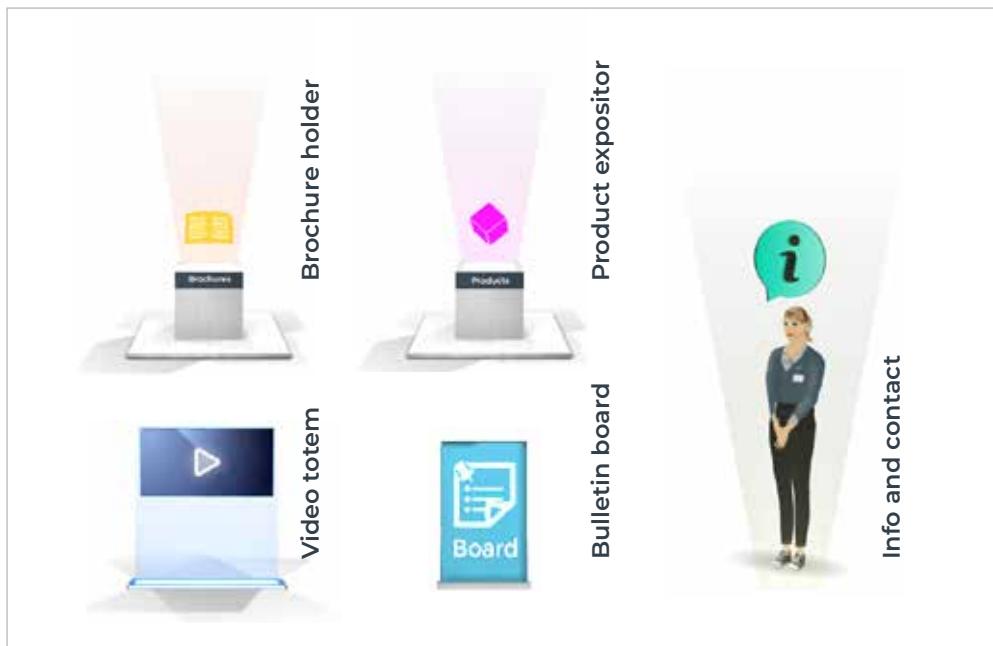
- IMAGE 1\* (poster) 256x368 px
- IMAGE 2\* (poster) 256x368 px
- IMAGE 3\* (poster) 864x256 px
- IMAGE 4\* (poster) 320x512 px
- IMAGE 5\* (poster) 320x512 px
- IMAGE 6 (wall graphic) 1024x256 px
- IMAGE 7 (wall graphic) 1024x256 px
- IMAGE 8 (wall graphic) 128x128 px
- IMAGE 9 (wall graphic) 128x128 px
- IMAGE 10 (wall graphic) 1024x256 px
- IMAGE 11 (wall graphic) 1024x256 px
- IMAGE 12\* (poster) 864x256 px

\* These posters can be hyperlinked to a website



### Booth content

By clicking on each one of the above highlighted objects, you access the corresponding content.



### BROCHURES (20)

Advertising materials, catalogues, presentations, brochures, flyers, etc.

- PDF files, 10 Mb max recommended size
- All documents will be visible as standard pdfs.
- **Important:** remember to name files properly since they will be visible to attendees/visitors.

### VIDEOS (6)

Company introduction, manufacturing processes, product tutorial, etc.

- Insert link for YouTube video
- The video should be either “public” or “unlisted” on YouTube, users will not be able to view the video if it is on “private”. You can also use 360° YouTube videos
- Make sure the link is in https format (not http)

# PLATINUM



## BOOTH CONFIGURATION

### PRODUCTS (12)

Each product or product line is showcased through:

- **1 product sheet - 1 slideshow - 1 3D rotator**

products can be viewed inside the booth by clicking on the product box.

- **PRODUCT SHEET** - Product presentation made up by a representative image and a detailed description in different languages.

For **each** product:

- 1 Image in JPG or PNG, 640x640 px
- 1 Text Description/details
- 1 Web link

- **SLideshow** - Sequence of slides showcasing services or different production processes, applications and contexts.

- Photos in JPEG or PNG
- Recommended dimension: 1600x1200 px

- **3D ROTATOR** - The 3D effect allows the user to view the details and manipulate the product in 3D. It is made up by a sequence of photos of the product taken from different viewpoints.

Uploading the photos in the Configurator, the system will automatically create a 3D rotatable image of the product.

How to create a 3D image:

1. Take the photos of the product
2. Number them in ascending order
3. Create a zipped file of 12 to 40 photos JPG

**Max recommended dimension: 800x600 px**

You will find detailed instructions in the online guide in the Booth Configurator.

# PLATINUM



## BOOTH CONFIGURATION

### Bulletin board (2)

The bulletin board gives to the exhibitor the opportunity to create a board, in which he puts a title and a message, such as for example in a Job Recruiting Exhibition, the list of open positions for a company.

Then there is the possibility for the visitor to answer a message published by the exhibitor sending an email.

### Infos & contact (2)

Used to describe your Company profile, address and contacts info.

Events & Congresses... Go Virtual



# VIRTUAL | REAL CONGRESS | CONNECTION



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