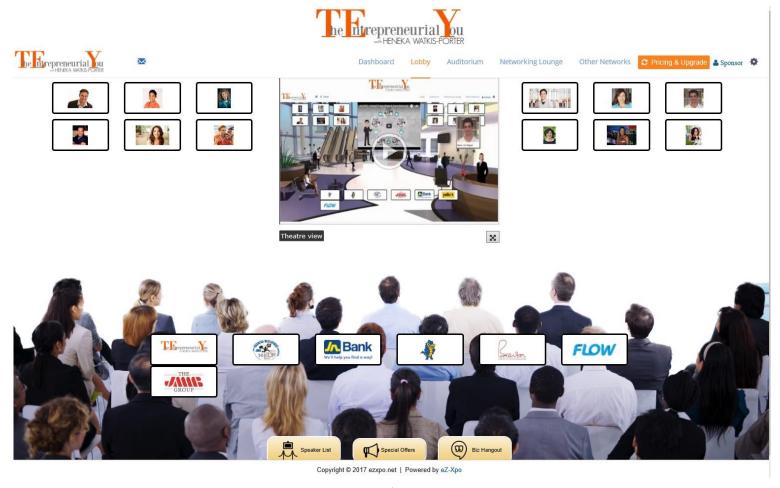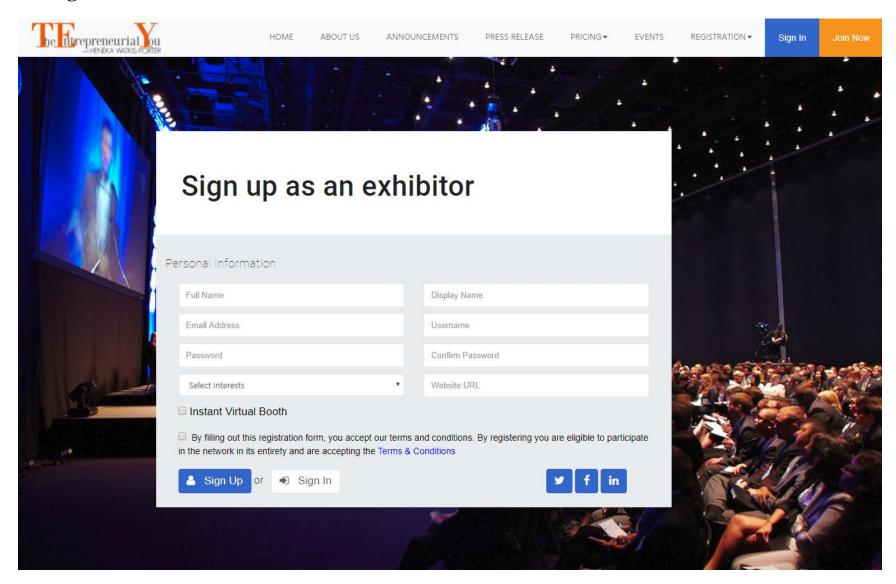# Virtual Summit & Expo Network
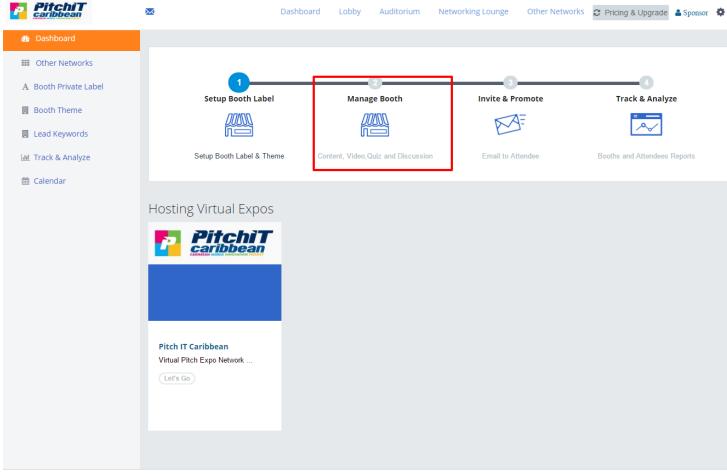
# Exhibitor – Quick Start Guide

# 1. Registration



## Go to Register at https://ezxpo.net/teyvirtual/exhibitor_register
Please fill out your company form with your logo and video (optional) using "Instant Virtual Booth" option.

# 2. Booth Setup

The booth exhibitor dashboard consists of four major areas:
1. Setup Booth Label – can customize the booth labels (i.e, discussion board, Facebook Live, Hangout etc)
2. Manage Booth – add job posting and other related videos or information about your company
3. Invite & Promote – add other staffs or invite others to join the job fair
4. Track & Analyze – capture insights with marketing analytics on who goes to your booth, how long they stay, and what material they view.
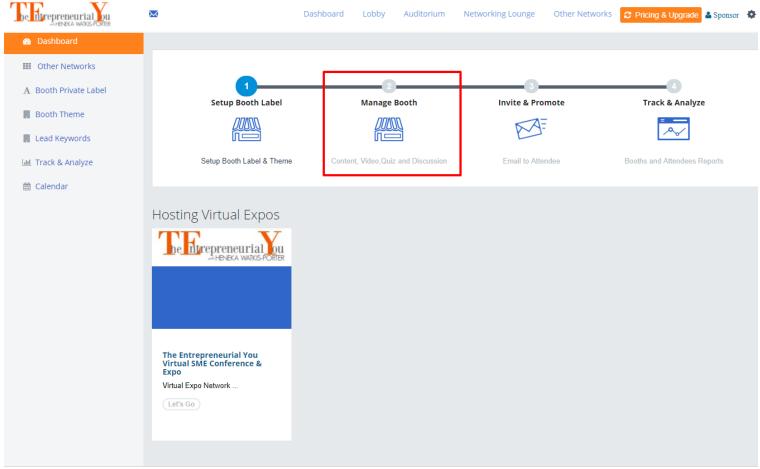
# 3. Add Booth & Content

Under "Manage Booth", you can add virtual booth and content as follows:

- Add Booth

# 4. Manage Content

Under "Add Content", you can add your company content and job listing as follows:

- Add Logo, Video & Content

# 5. Add Booth Content (continued)

You can add web site link, YouTube Video or embedded code to the Product Tour Section.

# 6. Booth View (attendee view)

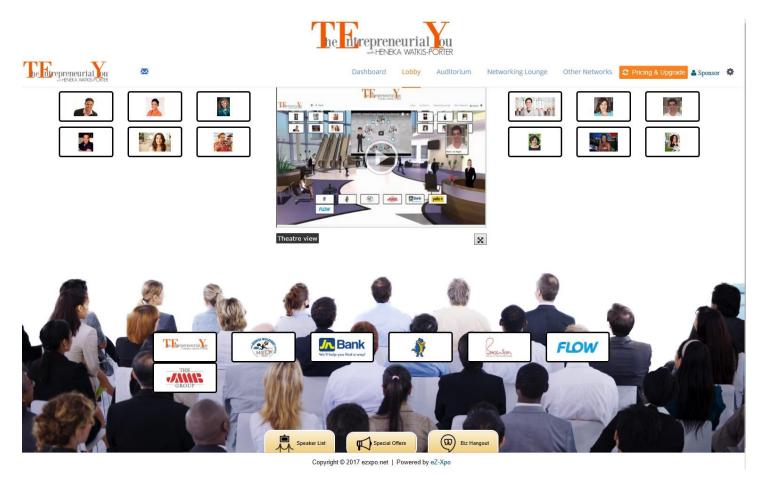Exhibitor can create product tour in the right banner using "Add Content".

# 7. Virtual Lobby & Auditorium & Networking Lounge

- Navigating the Virtual Expo:

The virtual expo is comprised of 3 main areas: 1) Virtual Lobby, 2) Virtual Auditorium, 3) Networking Lounge. From the main lobby, you can visit any of the virtual booths with simple click of your mouse. The image of the top left corner will always bring you back to the main lobby.
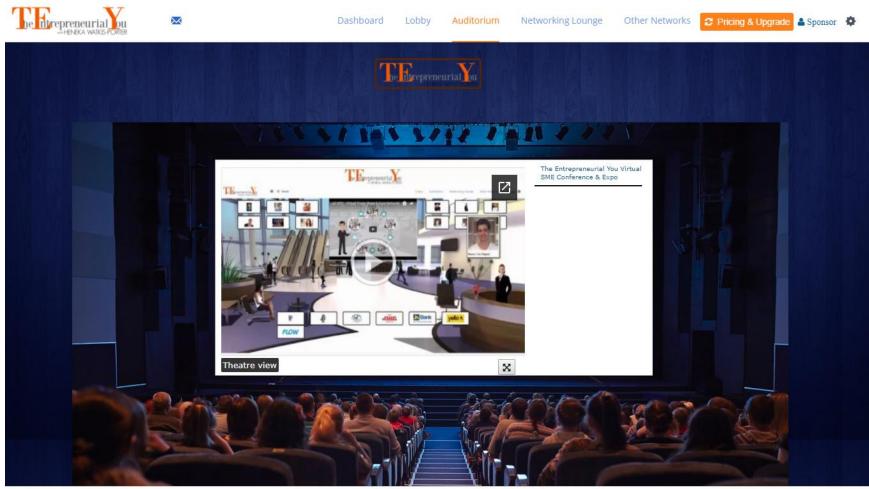
- **Virtual Lobby**
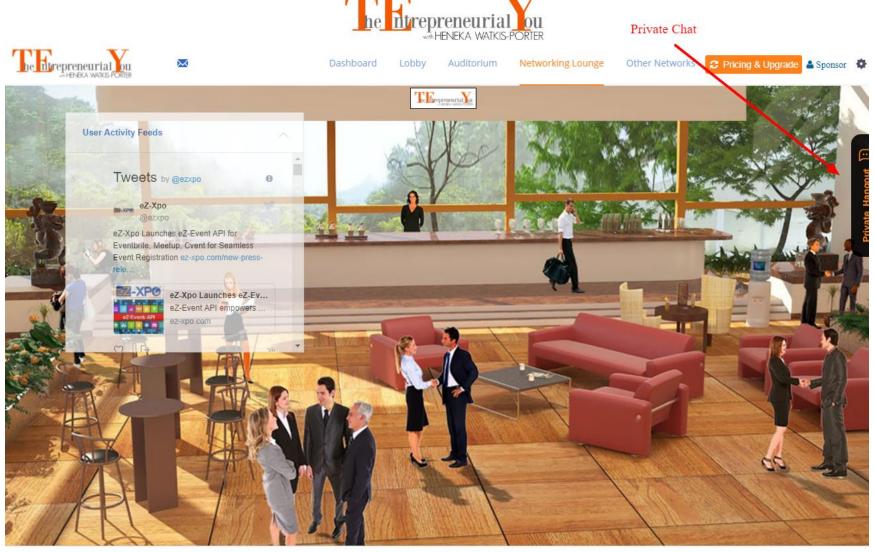
- **Virtual Auditorium**

The auditorium will allow you to view archived presentation, or on-demand webcasts from various companies or speakers.

- **Networking Lounge**

Everyone can have a private chat casually via Skype, Hangout, chat at the Networking Lounge.

# Virtual Expo Help

**If you have any specific questions or need further help,** please call Matt Fok at 415-533-8866 or email him at [mfok@eZ-Xpo.com](mailto:mfok@eZ-Xpo.com) or contact us via Skype (eLearningZoom).