



12th Annual Sickle Cell Disease Educational Seminar

Exhibitor Instructions

Overview

The 12th Annual Sickle Cell Disease Educational Seminar is using the Whova App to let exhibitors and sponsors easily showcase their companies and collect and track leads during the event. Through the mobile and web app you can:

- Tell your company story with pre-recorded videos & more
- Showcase your company live like an in-person event
- Collect and export leads/contacts

Accessing the Event App

IMPORTANT! PLEASE MAKE SURE YOU HAVE REGISTERED FOR THE EVENT BEFORE FOLLOWING THE STEPS BELOW. YOU CAN REGISTER FOR THE EVENT AT THE LINK BELOW:

https://whova.com/xems/view/basics/scdes_202009/

Once You Have Completed Registration::

- Download the Whova App at https://whova.com/xems/view/basics/scdes_202009/#app-preview-tutorial OR
- Access the web app at https://whova.com/portal/webapp/scdes_202009/
- Sign in using the email address you registered for the event with
- Once you're logged into the event, go to the "Exhibitor Hub"
- NOTE: If you do not see an Exhibitor Hub option, **email us immediately at support@cayennescdseminar.org**

Edit Your Profile

Other attendees will see this and network with you, so make it look good. You can edit it later by clicking the "Menu" button at the top-left corner of the event "Home" page.

Accessing the Event in Whova

If the event you are looking for doesn't show up automatically in the mobile app, search for it. Then, click the join button on the bottom of the event description page.

Setting Up Your Virtual Booth

As an exhibitor, you will have your very own virtual booth to use for:

- Branding your company for the event (logo, company description)
- Live-streaming content about your company or organization
- Making pre-recorded content available (one video per booth)
- Collecting and retrieving requests for more information from event attendees (leads)
- Collect and export leads/contacts

How to get started:

- Provide the event team with the following **AS SOON AS POSSIBLE:**
 - Your company logo
 - Your company description
 - Any pre-recorded content you want to make available for viewing
 - Your contact information (web address, street address, and phone number)

- Name and email address for the contact within your company responsible for your virtual booth (**NOTE THAT THIS PERSON MUST BE A REGISTERED ATTENDEE FOR THE EVENT**)

Once we have received and set up your Exhibitor booth, you will see exhibitor options on the web and on your mobile device.

Live Streaming Content

- You will receive a Zoom Meeting invitation for your company's use for logging into your live stream. Invitations will show a start time of **15 minutes prior to the start of each digital engagement session**. Please do everything within your power to be on your scheduled session no later than the time included in your Zoom invitation.
- You will be added to your booth as a Zoom Co-Host. This will allow you to share content with your attendees in real-time.
- It is critically important that your internet connection, webcam, and other technology meet the minimum requirements outlined below. **If you have questions or concerns about these guidelines, please contact us immediately to discuss.**

Logging Into Zoom as a Host/Co-Host

Logging In

As an exhibitor for the event, **you will be supplied with your own Zoom login to use for your booth. The login will have the format:**

Username: virtual booth###@cayennescdseminar.org

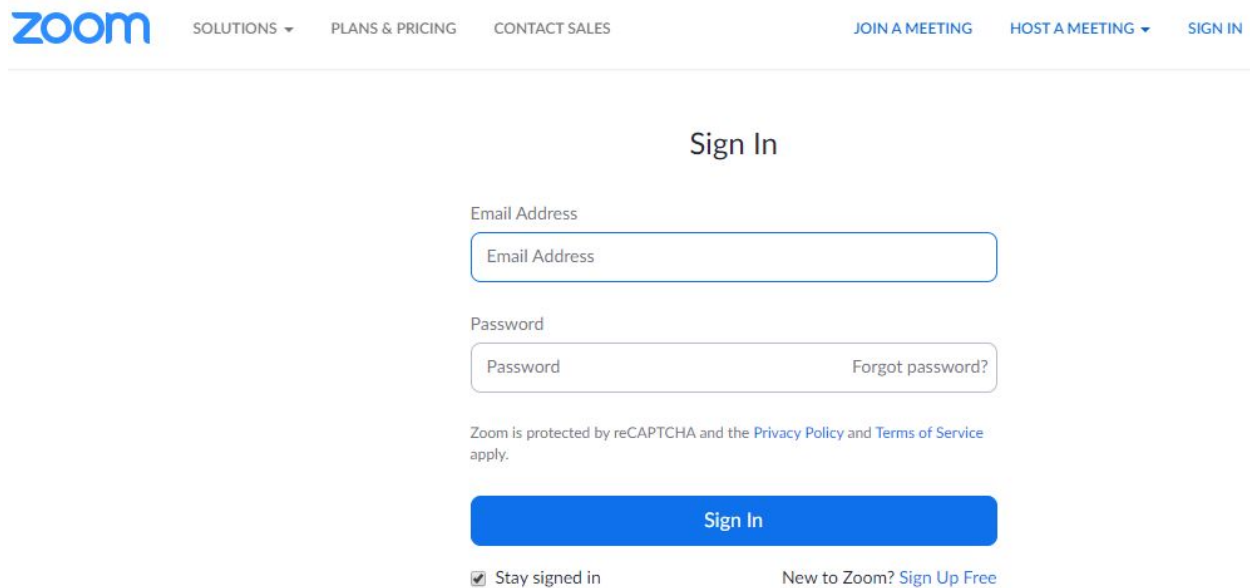
Password: TBD

...where "###" is your assigned digital booth number. You will receive your digital booth assignment via email from one the event staff prior to the event.

Starting Your Live Stream

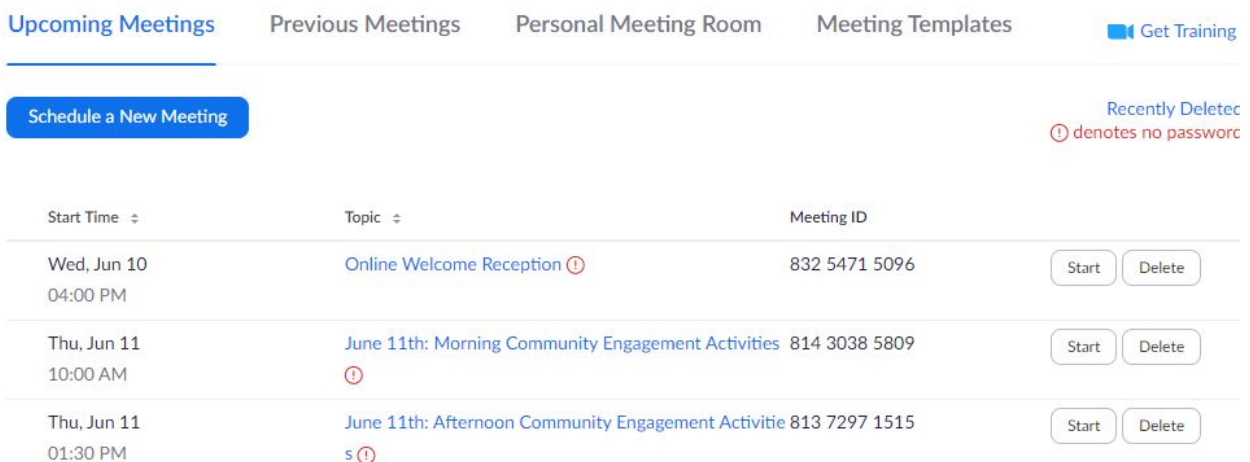
To start your live stream, you will **need to login to zoom:**

1. Go to Zoom.us. Click the blue 'Meetings' button.



The image shows the Zoom Sign In page. At the top, there is a navigation bar with the Zoom logo and links for SOLUTIONS, PLANS & PRICING, CONTACT SALES, JOIN A MEETING, HOST A MEETING, and SIGN IN. The main heading is "Sign In". Below this, there are two input fields: "Email Address" and "Password". The "Password" field includes a "Forgot password?" link. Below the input fields, there is a note: "Zoom is protected by reCAPTCHA and the Privacy Policy and Terms of Service apply." A large blue "Sign In" button is centered below the note. At the bottom, there are two options: a checked checkbox for "Stay signed in" and a link for "New to Zoom? Sign Up Free".

2. Review the list of meetings - choose the meeting that corresponds to the date and time you would like to live stream for.



The image shows the "Upcoming Meetings" section of the Zoom interface. It features a navigation bar with "Upcoming Meetings", "Previous Meetings", "Personal Meeting Room", "Meeting Templates", and "Get Training". Below the navigation bar, there is a "Schedule a New Meeting" button and a "Recently Deleted" section with a note: "denotes no password". The main content is a table with three columns: "Start Time", "Topic", and "Meeting ID". Each row represents a meeting and includes "Start" and "Delete" buttons.

Start Time ↕	Topic ↕	Meeting ID		
Wed, Jun 10 04:00 PM	Online Welcome Reception ⓘ	832 5471 5096	Start	Delete
Thu, Jun 11 10:00 AM	June 11th: Morning Community Engagement Activities ⓘ	814 3038 5809	Start	Delete
Thu, Jun 11 01:30 PM	June 11th: Afternoon Community Engagement Activities ⓘ	813 7297 1515	Start	Delete

3. Click the 'Start' button that corresponds to the meeting you selected.

General Guidelines

Zoom Recording Instructions

1. Open Zoom. In your profile, click "Settings", then "Recordings". Be sure that Local Recordings is on.
2. At the upper right corner, it will say "Host a Meeting". Click on "Host a Meeting with Video", and follow the instructions to download and run Zoom or wait for the meeting to generate.
3. Be sure that your audio and video are both on and working. The video is required in order to ensure a high-quality experience for the audience.
4. The size of the webcam will be 224x126 pixels in the upper right corner. Once you start screen sharing, your video will move to the upper right-hand corner and may potentially cover text or images. Please adjust your presentation accordingly.
5. Become familiar with the Zoom tools available at the bottom of your screen. We encourage the use of the embedded laser pointer during the recording.
6. Press the "Record" button. Select "Share Screen" and begin your presentation. As a reminder, your presentation should not exceed the allotted time for your session.
7. Once you have finished your presentation, you can select "Stop Record" and then end the meeting, or simply end the meeting--which will stop the recording. It will begin to convert your video to your local system into three files: an .m4a, .m3u and .mp4 file.

Presenting Remotely

Use the instructions below to present remotely at the event.

1. As with a physical meeting, each session will proceed in the order identified in the conference agenda, including the Digital Engagement sessions during which you will be present in your booth
2. At least one day prior to your scheduled booth time, exhibitors will receive a message from the virtual conference room that contains your connection information. The Zoom link will be unique to each exhibitor and cannot be shared.
3. **In preparation for the meeting, please download the test via the Zoom Test site (<https://zoom.us/test>). For the best experience, please use your webcam and test your audio. Note: For audio connection, you can use your computer audio/VOIP or dial in using the toll or toll-free numbers provided in the invitation.**
4. If you are presenting live, you will "Share" your screen or document. Please ensure that your webcam is on so that attendees can view you during your booth time

5. Please plan to activate your booth 15 minutes early in case there are any issues that need to be worked out.

Hints and Tips for a Successful Presentation

- Test your Zoom connection ahead of time, especially your audio and video
- Ensure your microphone, headphone or speakerphone are near you.
- Mute your Zoom session or phone when not in use.
- Avoid bright lights and windows behind you.
- Good light in front of you (on your face) will provide for a better image.
- Test any virtual backgrounds that you may be utilizing to ensure there are no video irregularities.

Zoom Options for Participants

- As a presenter or attendee, when you first connect to a Zoom room to participate in a session, you will be presented with the option to download and use the Zoom client. We recommend using this full client version for the best viewing experience. However, we recognize that some circumstances may prevent you from downloading and using it.
- As an alternative, **participants can opt to join via a web browser only**. If choosing this option, you should use the latest versions of Google Chrome, Firefox, Microsoft Edge or Safari. Internet Explorer is not supported.
- Presenters, please note that the web browser option is only if you are presenting your talk live. If you are using Zoom to record your content in advance, you must use the Zoom client or choose another recording method.

Zoom System Requirements

In order to ensure that each of our virtual sessions are clear, audible, and free of disruptions, we have provided the following Zoom System Requirements information for your review. **We strongly encourage you to review this information in detail and to make any required modifications to your current internet and video conferencing setup to ensure you are in compliance with the minimum technology requirements to conduct a successful Zoom meeting.**

- An internet connection – broadband wired or wireless (3G or 4G/LTE). Minimum bandwidth is 600kbps (up/down) and recommended is 1.5 Mbps (up/down). Check your Internet bandwidth using [Speedtest](#)
- A microphone – built-in to your computer or USB plug-in or wireless Bluetooth.

- Built-in headset jack from laptop or desktop. Even if your laptop or desktop has speakers, you must plug in a headset so that the sound from the speakers does not cause an echo in the Zoom meeting. Any headset with a 3.5mm plug will plug in.

Microphone/Headset

- **A USB headset with a microphone and earphones is recommended.** Please see [this list of recommended headsets](#) by Logitech.
- Higher Quality USB Microphone recommendations
 - [Jabra USB Headphones](#)
 - [Plantronics Headsets](#)

Webcam

- A webcam - one that is built-in to your computer or one that connects to your computer via USB.
- If you'd like to use a higher quality USB camera, these are recommended by Zoom
 - [Logitech HD Webcams](#)
 - [Microsoft HD Webcams](#)

Supported Operating Systems

- Mac OS X with MacOS 10.6.8 (Snow Leopard) or later
- Windows 10
- Windows 8 or 8.1
- Windows 7
- Windows Vista with SP1 or later
- Windows XP with SP3 or later
- Ubuntu 12.04 or higher
- Mint 17.1 or higher
- Red Hat Enterprise Linux 6.4 or higher
- Oracle Linux 6.4 or higher
- CentOS 6.4 or higher

- Fedora 21 or higher
- OpenSUSE 13.2 or higher
- ArchLinux (64-bit only)

Supported Tablets and Mobile Devices

- [iOS and Android devices](#)
- Windows [Surface PRO 2 running Win 8.1](#)
- Windows [Surface PRO 3 running Win 10](#)
- Blackberry devices

Supported Browsers

- Windows: IE7+, Firefox, Chrome, Safari5+
- Mac: Safari5+, Firefox, Chrome
- Linux: Firefox, Chrome