



vFAIRS

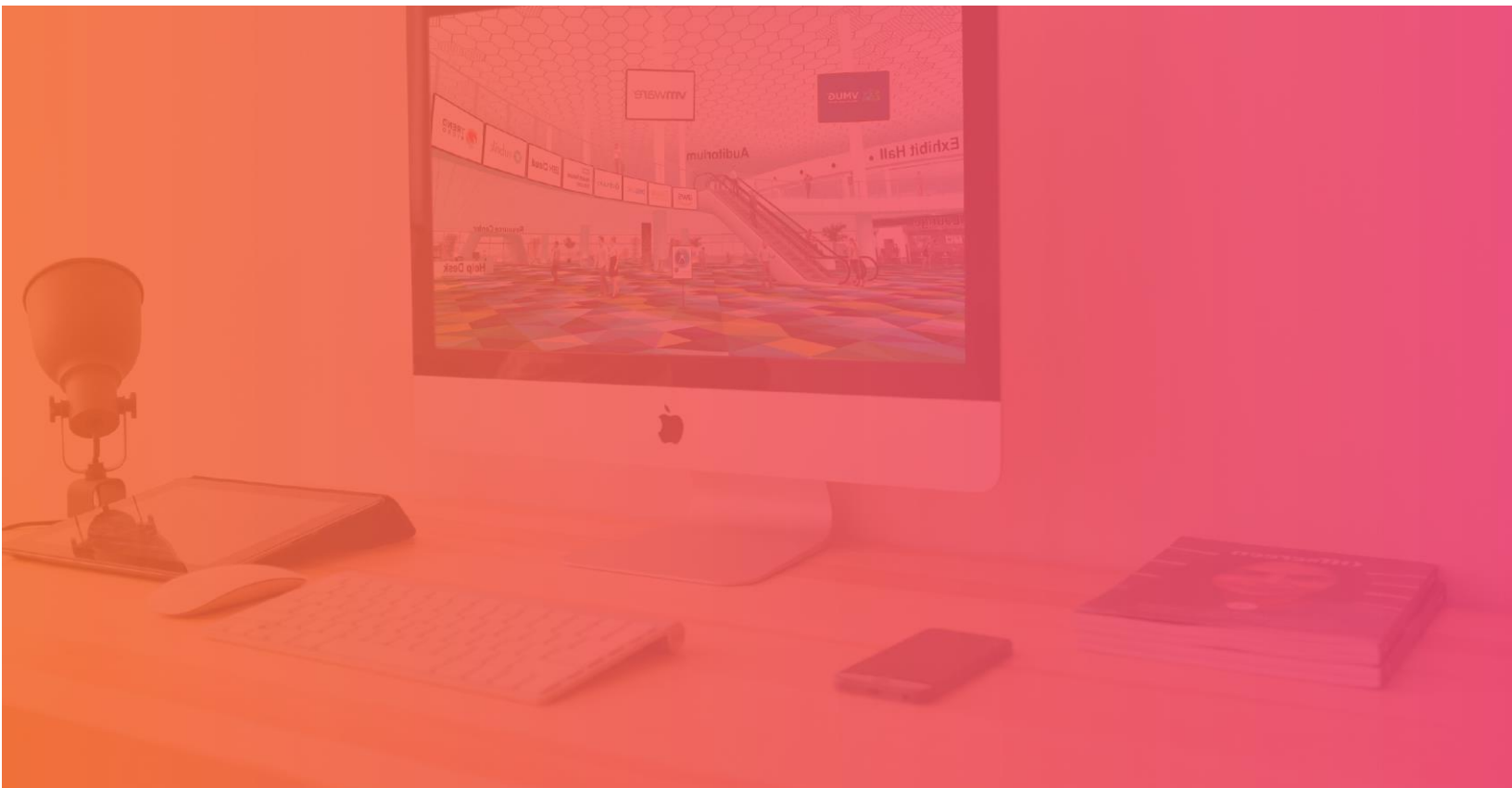
ATTENDEES USER GUIDE

National Breast and Cervical Cancer

Early Detection Program

Working Toward Health Equity

October 6 - 7, 2021



ATTENDEES USER GUIDE

If you are participating in a virtual event that is hosted on the [vFairs](#) platform, then this guide can come in handy for you to get familiar with the virtual environment of the event beforehand.

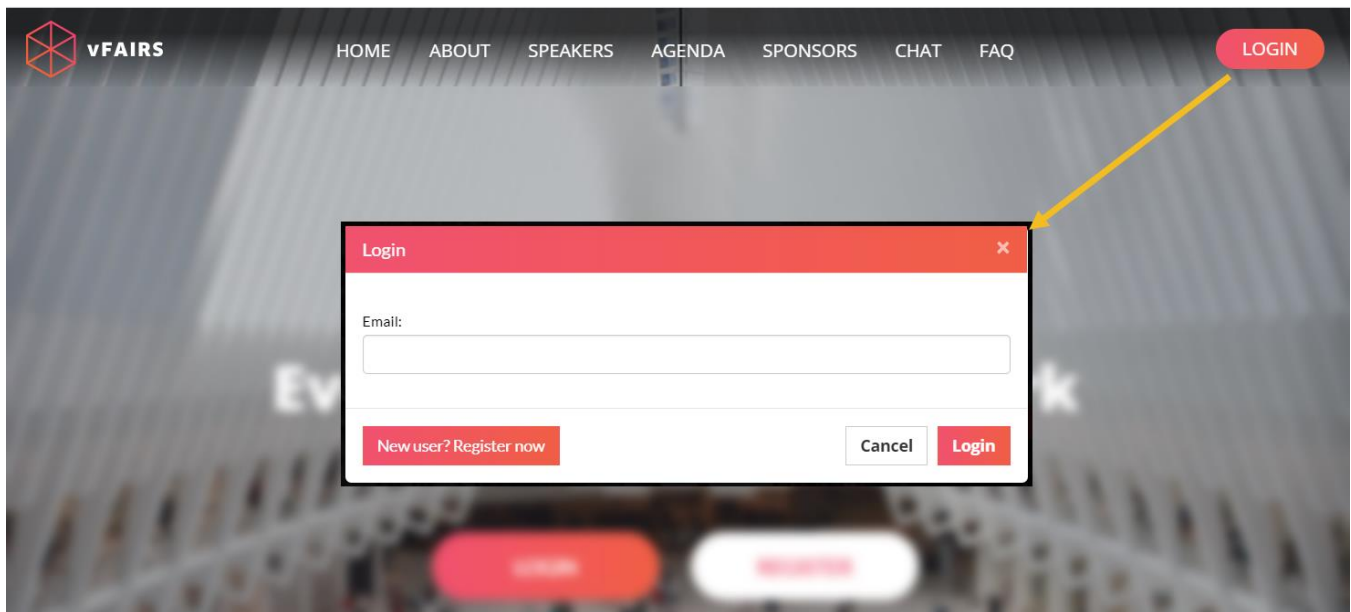
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LOGIN

The event URL can be accessed by browsing event@vfairs.com. The [login process](#) is quite simple. Depending upon the security restrictions:

- You might be required to enter one time password (OTP) in addition to your email id & password to log into the event. Or,
- You might enter the event by using your email id alone.



MENU BAR

When you enter the event, the main menu bar is going to be your best friend for friendly navigation across different features available.



Note: Some of the features mentioned in this document might not be available in the event you are attending. For example, it is not always necessary that a virtual event hosted on the vFairs platform will always have a poster hall or a leaderboard. So, if you don't find anything in the menu bar, then it indicates that the feature was not implemented in the event.

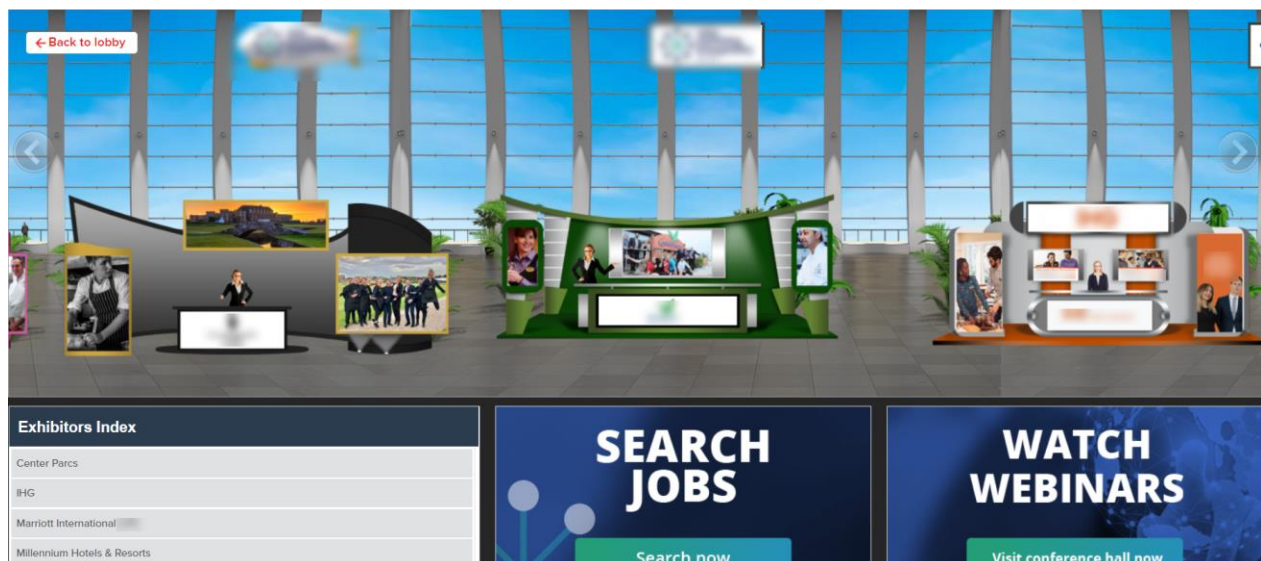
LOBBY

Lobby contains the doors to other spaces of the event such as **Exhibit Hall**, **Auditorium**, and **Information Desk** which you can access by simply clicking on the titles/banners. It also consists of a welcome video which you can play once you [log into the event](#).



EXHIBIT HALL

Exhibit Hall contains virtual booths where you can interact with various departments/divisions regarding their services. Once entered in an exhibit hall, you can [visit a specific booth](#) to explore its features.

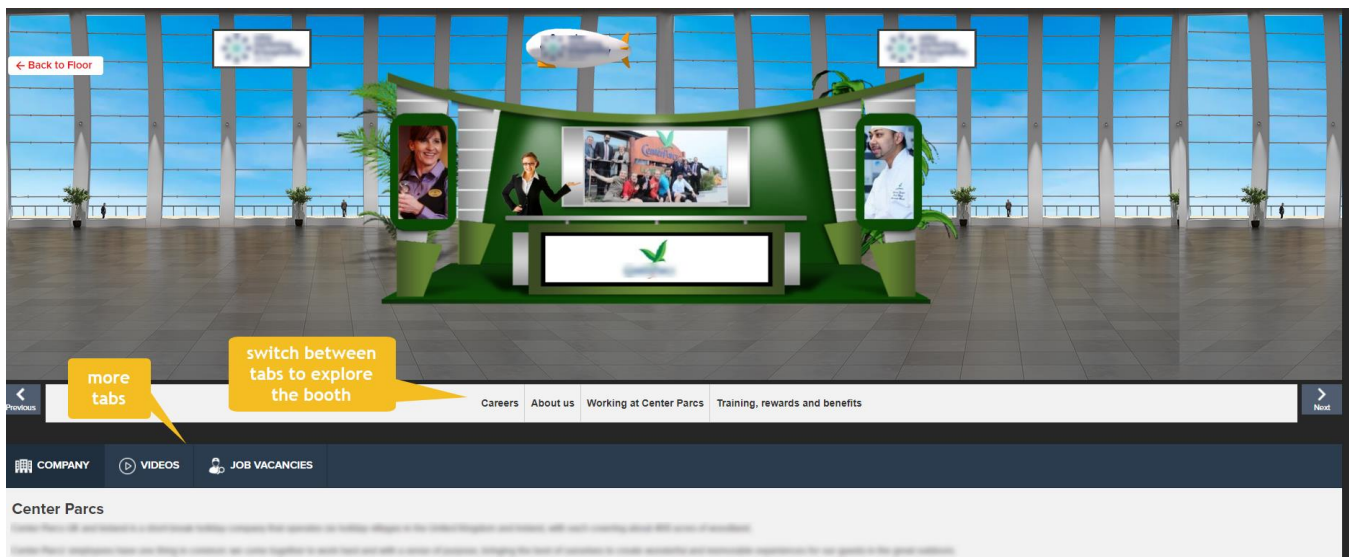


BOOTH

To visit a booth, you need to click on any booth in the exhibit hall. On the booth site, you will find many clickable tabs such as:

- Description
- Videos
- Documents
- Chat
- Q&A (*live discussion forum page*)
- Other redirecting links/tabs

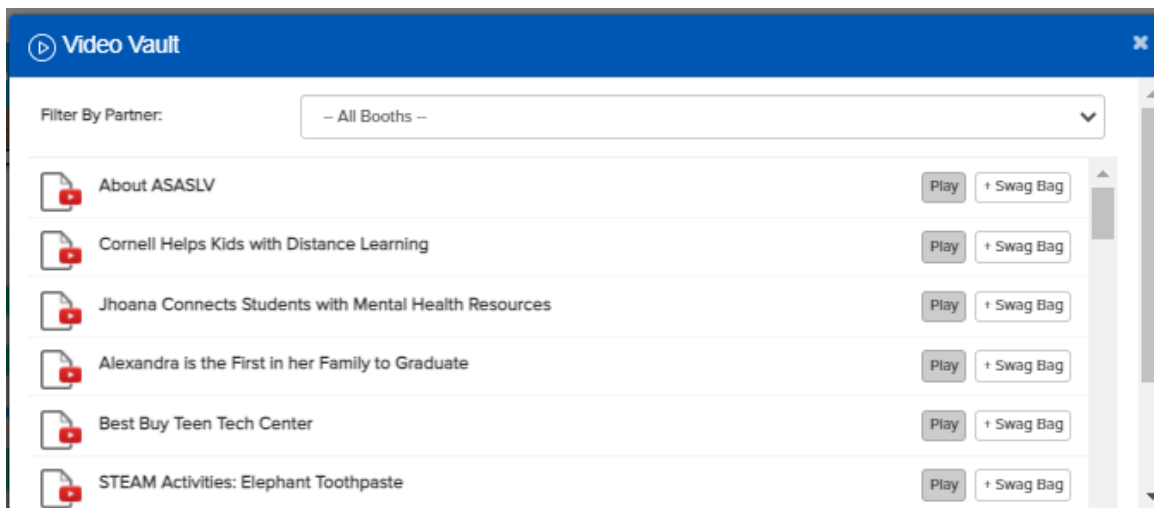
***Note:** Don't forget to click on the **booth banners**. The booth banners contain redirection links for you to explore more about the exhibitor 😊*



VIDEO VAULT

Video vault contains a directory of videos which are available on the event for you to watch. You can also save a video for later by adding them to “Swag Bag”. You can always access the saved videos by clicking on the **Swag Bag** tab on the main menu bar. If you want to [email the video links to yourself](#), you can do that too so you can access the videos even after the event is over.

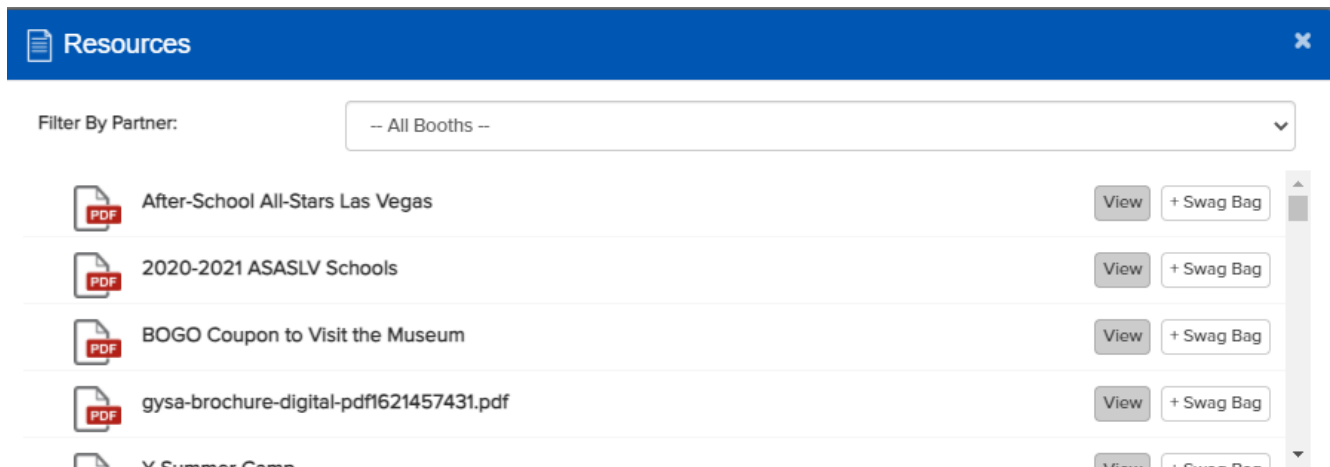
Using the dropdown filter, you can also filter the videos according to your desired booth.



RESOURCES


It contains all the documents which are showcased on different booths for you to read them by clicking on the 'View' button.

Just like videos, you can also [add documents to your Swag Bag and email](#) them to yourself or your friends to access when desired.







SWAG BAG

When you click on the **Swag Bag** tab, you can find all the resources (documents and videos) which you have saved for yourself. As explained above, you can always email the **Swag Bag** items to yourself and your friends/colleagues

 **Swag Bag** ✕

☐ Select All Action:

<input type="checkbox"/>	 2020-2021 ASASLV Schools	<input type="button" value="View"/> <input type="button" value="Remove"/> <input type="button" value="Email"/>
<input type="checkbox"/>	 BOGO Coupon to Visit the Museum	<input type="button" value="View"/> <input type="button" value="Remove"/> <input type="button" value="Email"/>
<input type="checkbox"/>	 Best Buy Teen Tech Center	<input type="button" value="Play"/> <input type="button" value="Remove"/> <input type="button" value="Email"/>
<input type="checkbox"/>	 Group Fitness for ALL	<input type="button" value="Play"/> <input type="button" value="Remove"/> <input type="button" value="Email"/>

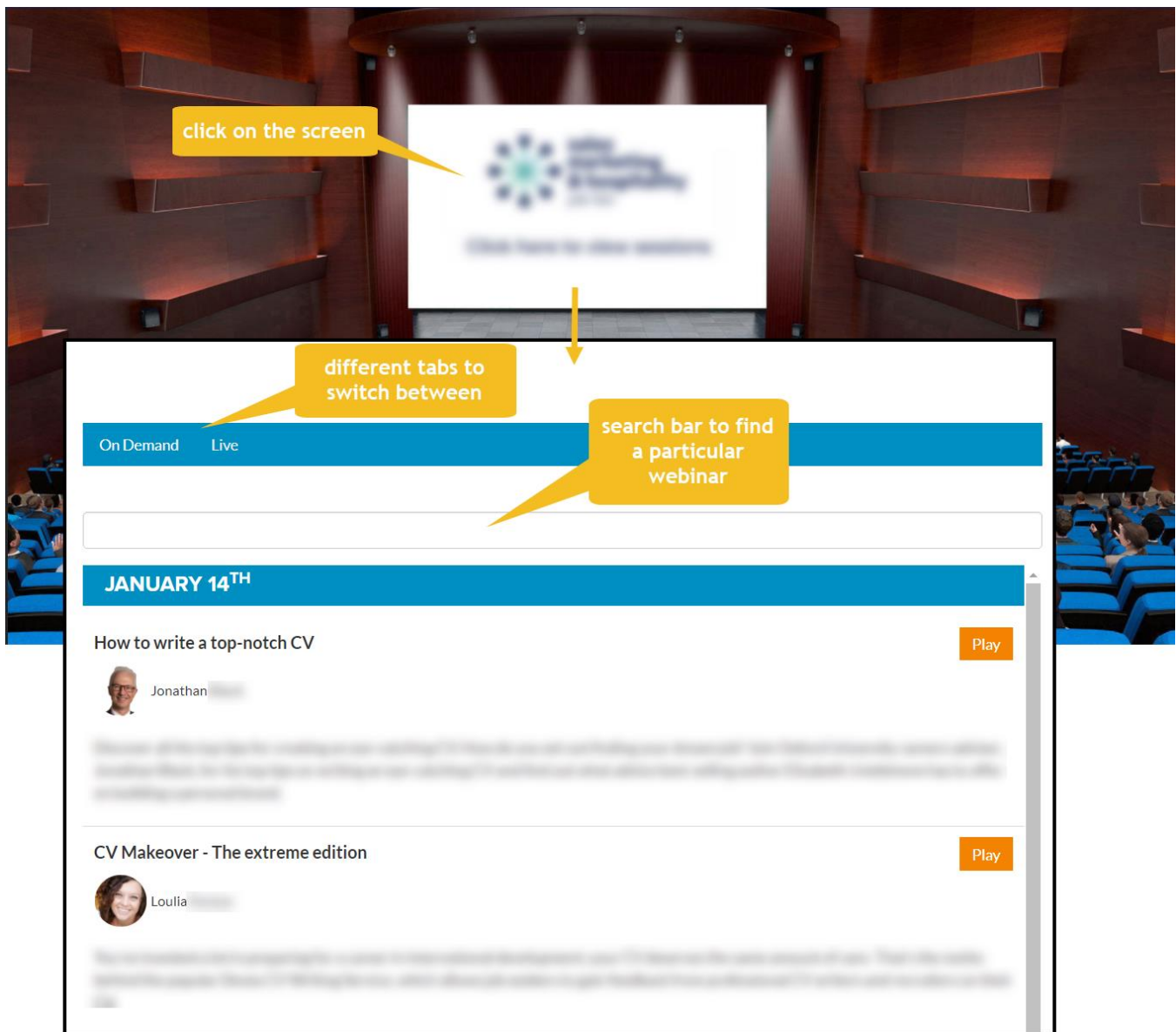
AUDITORIUM & WEBINARS

It takes you to the hall where you can access all the scheduled webinars/meetings/on-demand videos that you can easily participate in. The sessions could be live or pre-recorded.

Auditorium resembles the image shared below.



To see/access the webinar listing/agenda, you need to **click on the screen** of the auditorium.



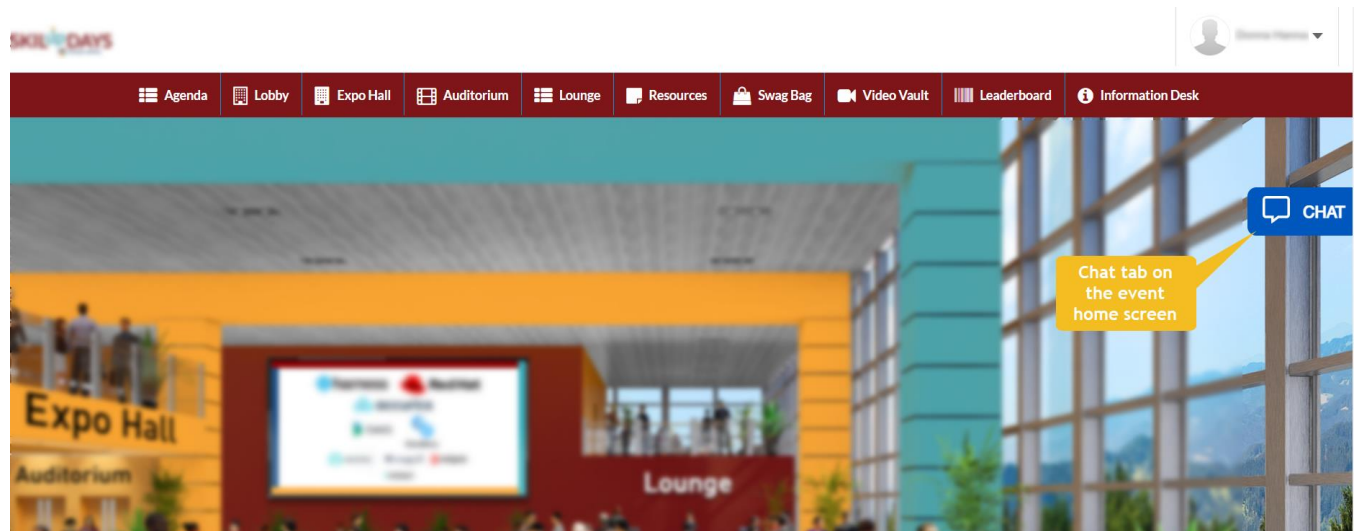
In an auditorium, using the webinar listing page, you can do the following:

- [Access the webinars listing to watch/participate in webinars/meetings](#)
- [Create personalized agenda](#)
- [Bookmark a webinar to your personal calendar](#)

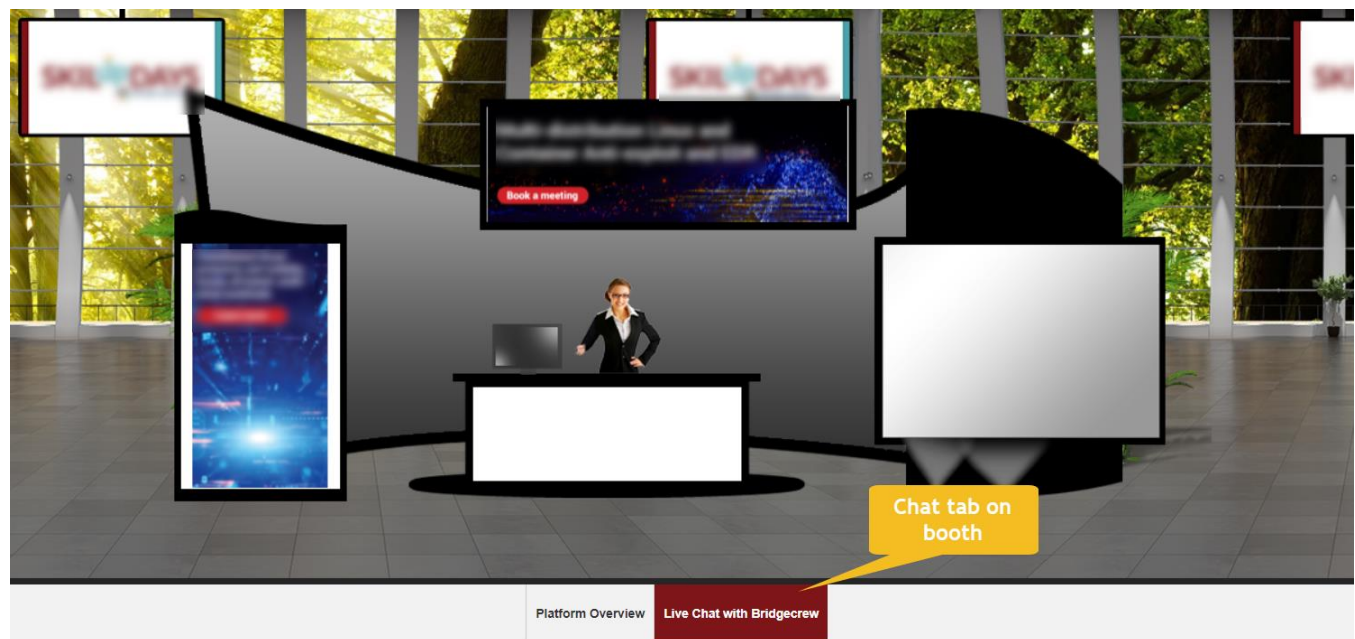
CHAT

You can find the **Chat** tab either on the **home screen** as soon as you log into the event, or by **visiting a booth** as explained above.

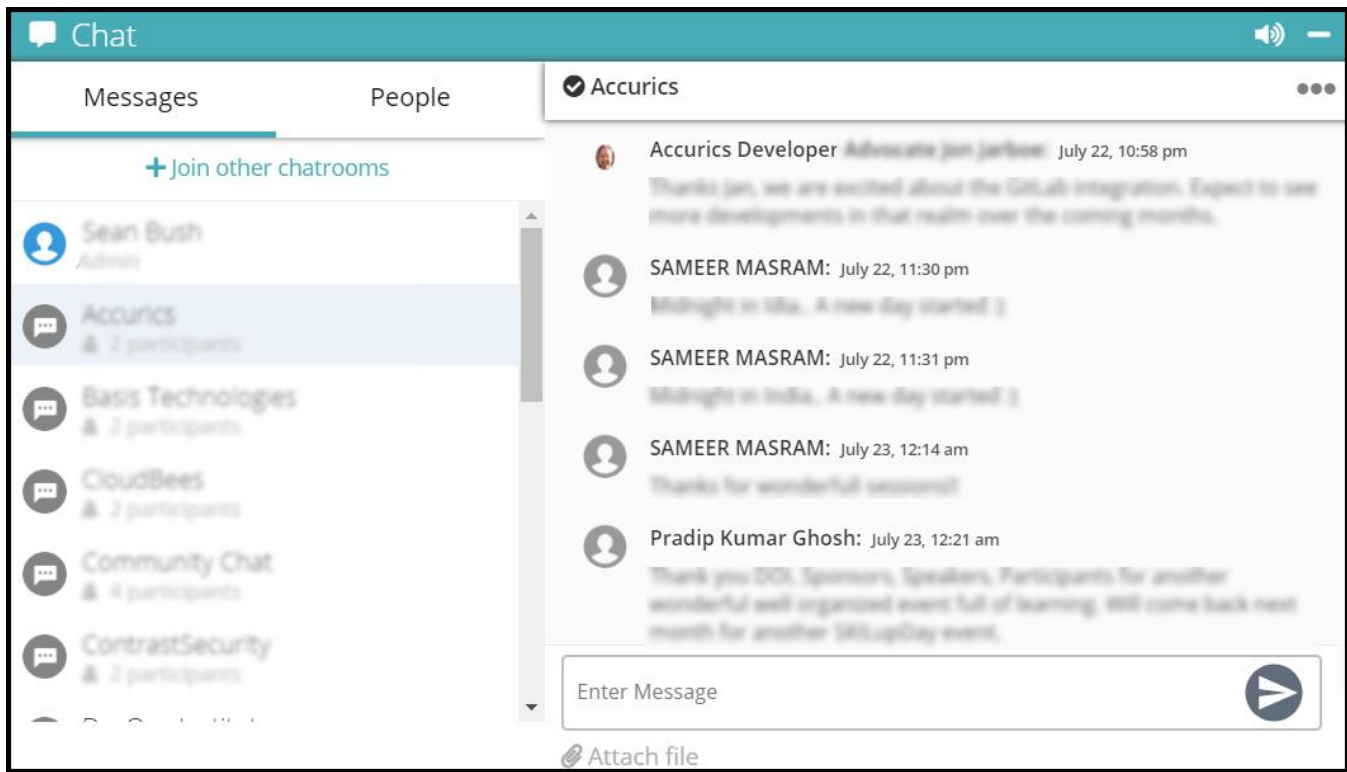
Chat tab on home screen



Chat tab on booth display



By clicking on the 'Chat' tab, you can interact and chat with different **Booth Reps/exhibitors** as well as other attendees who are online in the event.



Using a chat tab, you can do the following:

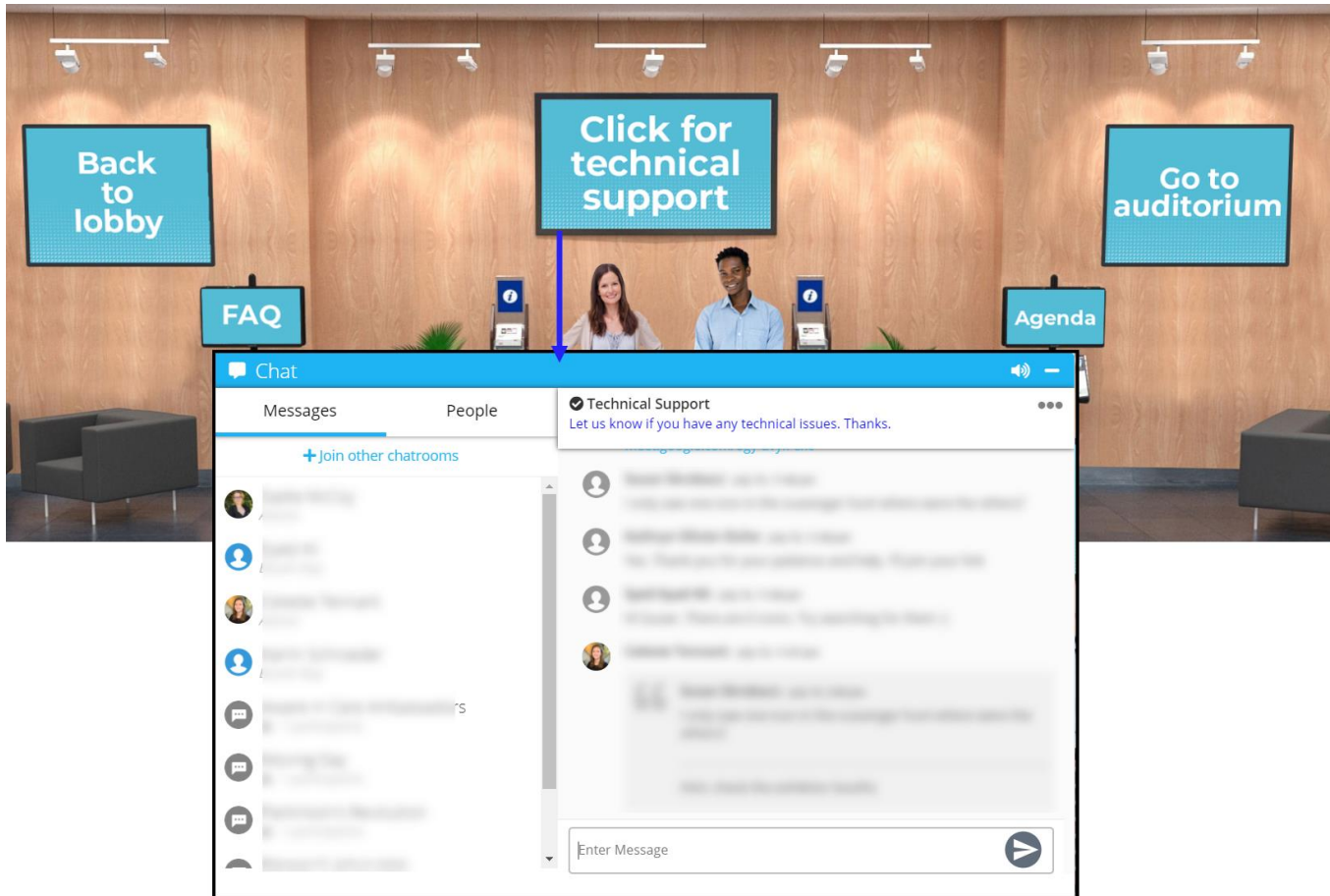
- Join different chatrooms
- Initiate private chat with a booth rep/exhibitor (if allowed by the event organizer)
- Initiate private chat with other attendees (if allowed by the event organizer)
- Start an [audio/video call](#) with a booth rep/exhibitor (if allowed by the event organizer)
- Start an [audio/video call](#) with other attendees (if allowed by the event organizer)
- Send a file attachment

[Learn more about chat features.](#)

TECHNICAL SUPPORT

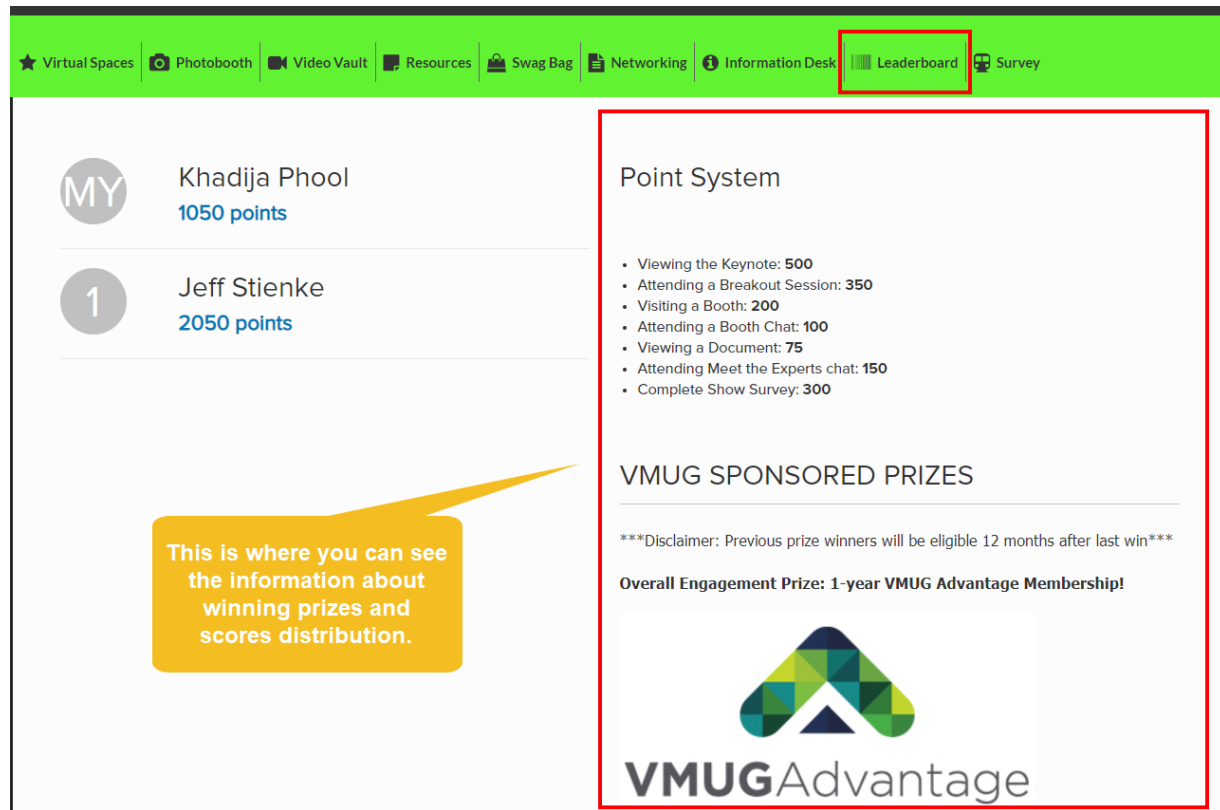
If you face any technical issue during the event, then you can get assistance from vFairs technical support staff by submitting your query in the Technical Support chat room which can be accessed at:

- **Help** or **Info Desk** tab in the **Menu** bar
- **Technical Support** chatroom in the **CHAT** tab



LEADERBOARD

A [virtual leaderboard](#) displays the points that you have scored either by participating in scavenger hunt or by exploring the event features such as visiting a booth, opening a chat window, attending a webinar session, or any other activity against which points can be scored.



★ Virtual Spaces | 📷 Photobooth | 🎥 Video Vault | 📁 Resources | 🛍️ Swag Bag | 🗺️ Networking | ⓘ Information Desk | 🏆 Leaderboard | 📊 Survey

MY Khadija Phool
1050 points

1 Jeff Stienke
2050 points

This is where you can see the information about winning prizes and scores distribution.


Point System

- Viewing the Keynote: **500**
- Attending a Breakout Session: **350**
- Visiting a Booth: **200**
- Attending a Booth Chat: **100**
- Viewing a Document: **75**
- Attending Meet the Experts chat: **150**
- Complete Show Survey: **300**

VMUG SPONSORED PRIZES

Disclaimer: Previous prize winners will be eligible 12 months after last win

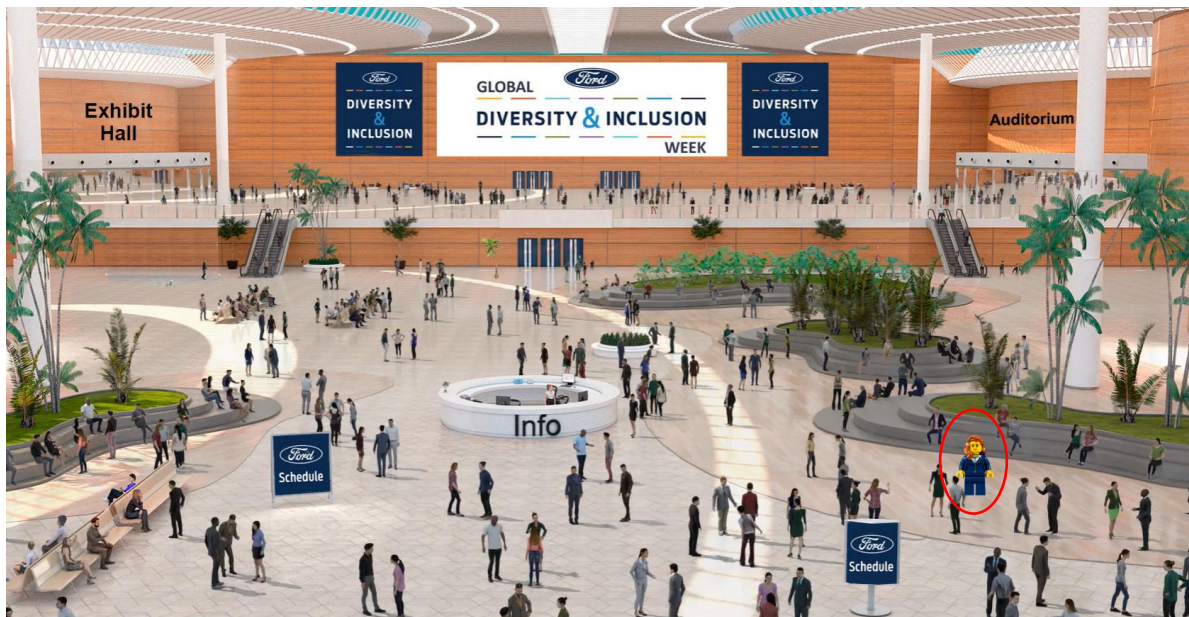
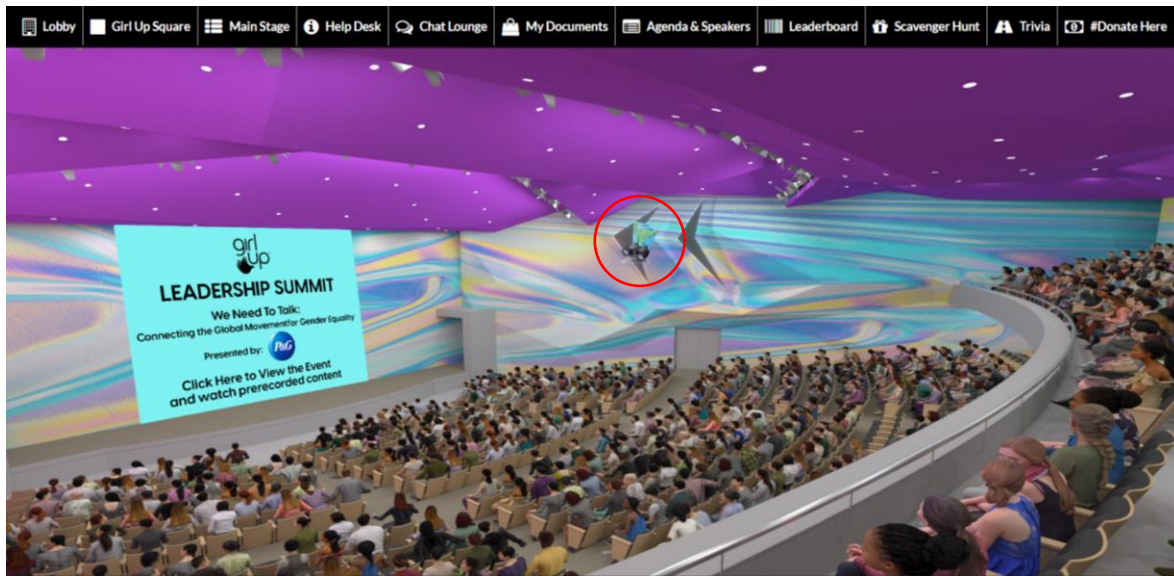
Overall Engagement Prize: 1-year VMUG Advantage Membership!



VMUGAdvantage

SCAVENGER HUNT

The scavenger hunt is a gamification feature/event in which particular objects, whose appearance and number vary according to the clients choice, are hidden throughout the platform. A tab is made in the navigation bar for the scavenger hunt from which the attendees can access its information. The client can ask us to hide these objects wherever they wish to within the platform.



When the attendee finds these objects, they get points, which are set according to the clients choice. Once the attendees find the object they have to click on the object and then they get these points.

Lobby
Girl Up Square
Main Stage
Help Desk
Chat Lounge
My Documents
Agenda & Speakers
Leaderboard
Scavenger Hunt
Trivia
#Donate Here

The Girl Up Scavenger Hunt

1 We've hidden 6 of these objects [img alt="Amazon logo" data-bbox="365 170 385 185"] throughout the virtual platform. As you click on each icon you will see the following message:

Congrats on finding this object. Continue your hunt until you find all 6!

2 Once you've found all the objects you'll earn points on the leaderboard. Remember, the first 100 participants to find all 6 objects get extra points!

SCAVENGER HUNT CLUES

1. Have your say in the decision
2. It is a world as we know it!
3. Tell us if you can read this
4. You should be doing this all the time during the event!
5. Do you have any questions?
6. Every day is a learning day
7. From all you are learning today, you could turn in to one of these!
8. It's at the centre of our business
9. You'll find me where you can connect with everyone
10. Want to get involved in WIRPA?



SCAVENGER HUNT PRIZES

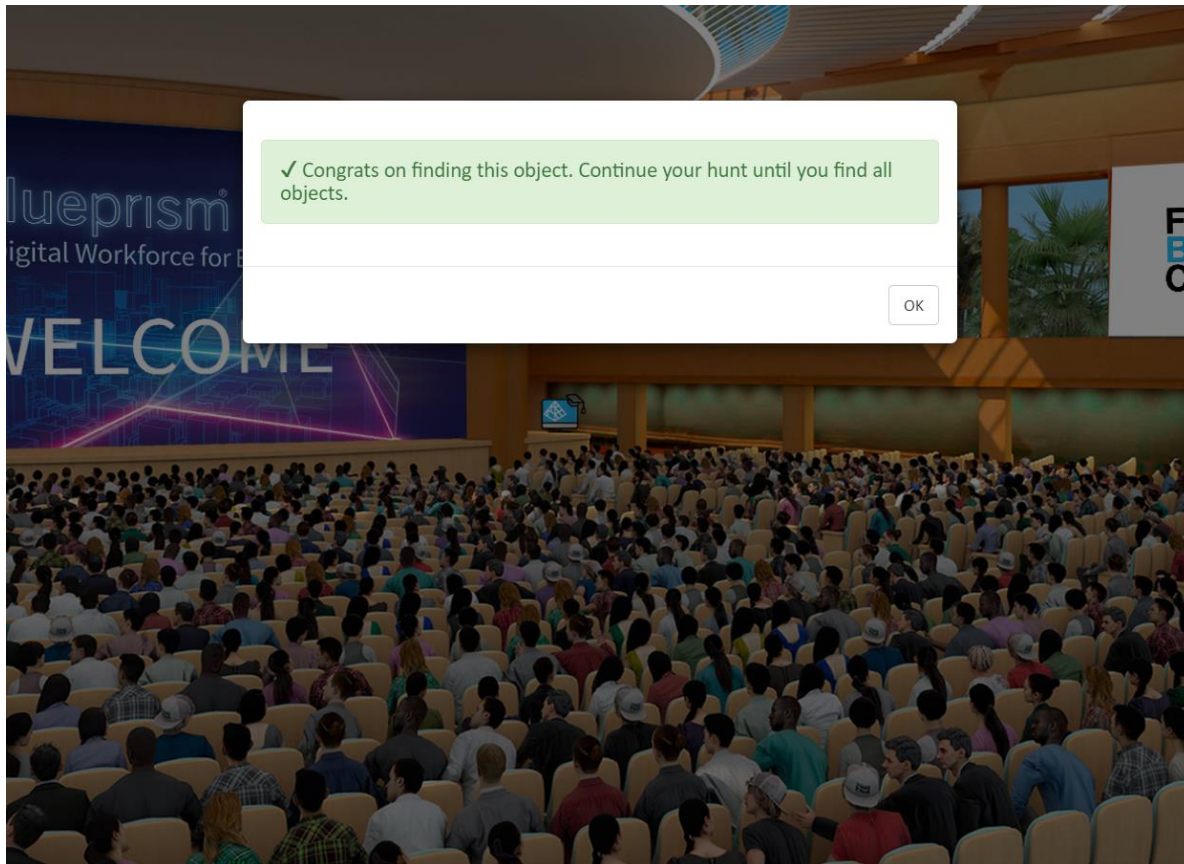
Rules

1. Use the scavenger hunt clues above to locate the objects
2. Find and click on all the objects that are hidden throughout Blue Prism World Virtual
3. If you find all 10 objects and are one of the first 10 to do so, you'll win a £50/\$50 Amazon Gift Card

This score that the attendees accumulate may then materialise into actual prizes from the clients to their attendees. For the prizes the clients can set up their own rules so they can pick how many people they wish to give the prizes to, for example, the first 20 people who find all the object.

You have the choice to provide hints to the attendees as well to make it easier for them to find the object or to make sure that they visit a certain space within the platform.

Once the object is found, the attendees are notified of this through a pop up which tells them that they have found the object and should continue to find the rest unless they have found them all.



We provide the reports of this gamification feature to the client after the event. These reports show the scores of the attendees and then the clients can choose to do what ever they wish to do.

NOTIFICATIONS

On the live event day, you might get various notifications at different times. These notifications help you view/explore/attend important stuff going on in the event. Learn how to [minimize notifications](#) and keep your screen clutter free.

