



# Detailed Manual

The screenshot shows a web browser window with the URL [nailbaengage.vfairs.com](http://nailbaengage.vfairs.com). The page features the NAILBA logo and navigation links for Home, Login, and Register. The main content is a promotional banner for a virtual symposium titled "Innovations in sales & underwriting". The banner includes a large white egg graphic with the text "Cracking the code" and the dates "JUNE 22 & 24". Below the egg, there is a list of topics to be discussed during the symposium. A "REGISTER TODAY" button is prominently displayed. At the bottom of the banner, a row of logos for various sponsors is shown.

**Innovations in sales & underwriting**

Join us for two virtual half-day symposiums for panel discussions, expert interviews, and keynote speakers on such topics as

- Following the paperless trail for success
- Data trends & carrier champions
- Carrier responses to IRC Section 7702
- Modern tech sales experience

**REGISTER TODAY** for the complimentary events

Sponsors:

- INSURANCE TECHNOLOGIES
- techficient
- Mutual of Omaha
- SIMPLICITY GROUP
- formstack
- LexisNexis RISK SOLUTIONS
- Lincoln Financial Group
- AMERICAN NATIONAL
- Prudential
- Legal & General

Live Days: 22 June & 24 June 2021



## Getting Started:

This manual aims to guide you so you can make the most of your participation in the ‘Virtual Event: NAILBA ENGAGE’! The manual will elaborate on how you can navigate through the virtual platform.

## Main Page:

Type in the URL: <https://nailbaengage.vfairs.com/> in the address bar of your browser to visit the virtual platform. We recommend that you use either Chrome, Safari, Firefox or MS Edge for best performance.

Need Technical Assistance? [nailba@getvfair.com](mailto:nailba@getvfair.com)

Home Login Register

# Innovations in sales & underwriting

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Sponsors:

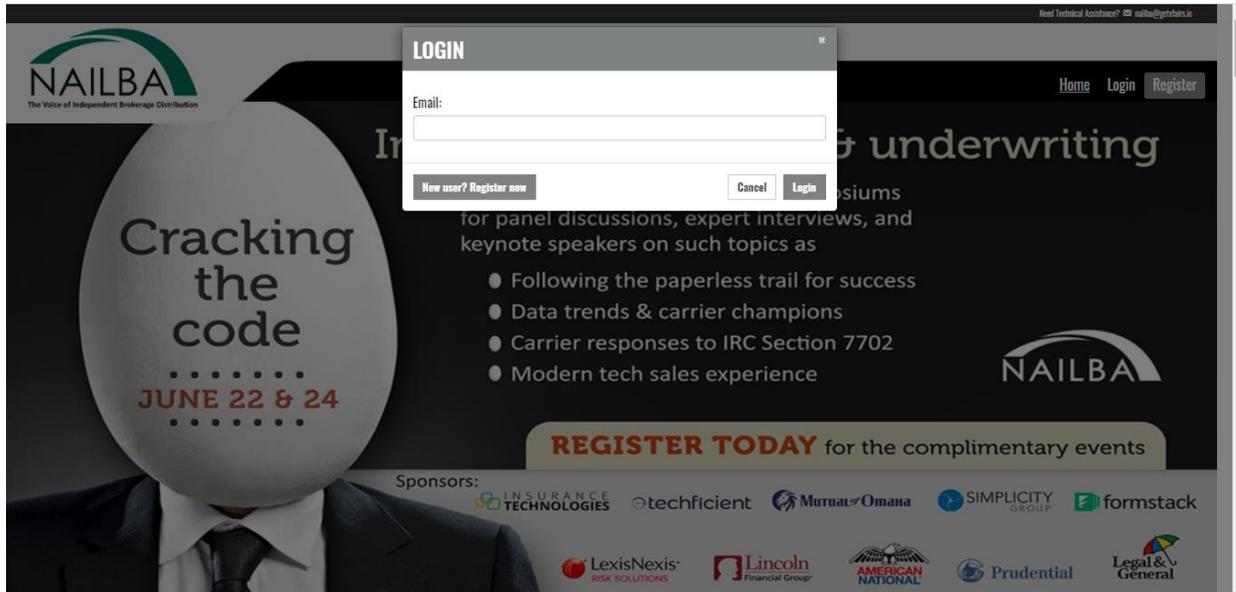
INSURANCE TECHNOLOGIES techficient Mutual of Omaha SIMPLICITY GROUP formstack

LexisNexis RISK SOLUTIONS Lincoln Financial Group AMERICAN NATIONAL Prudential Legal & General



## Login:

Click on the Login button on the Homepage. It will open a popup asking for your Email ID.

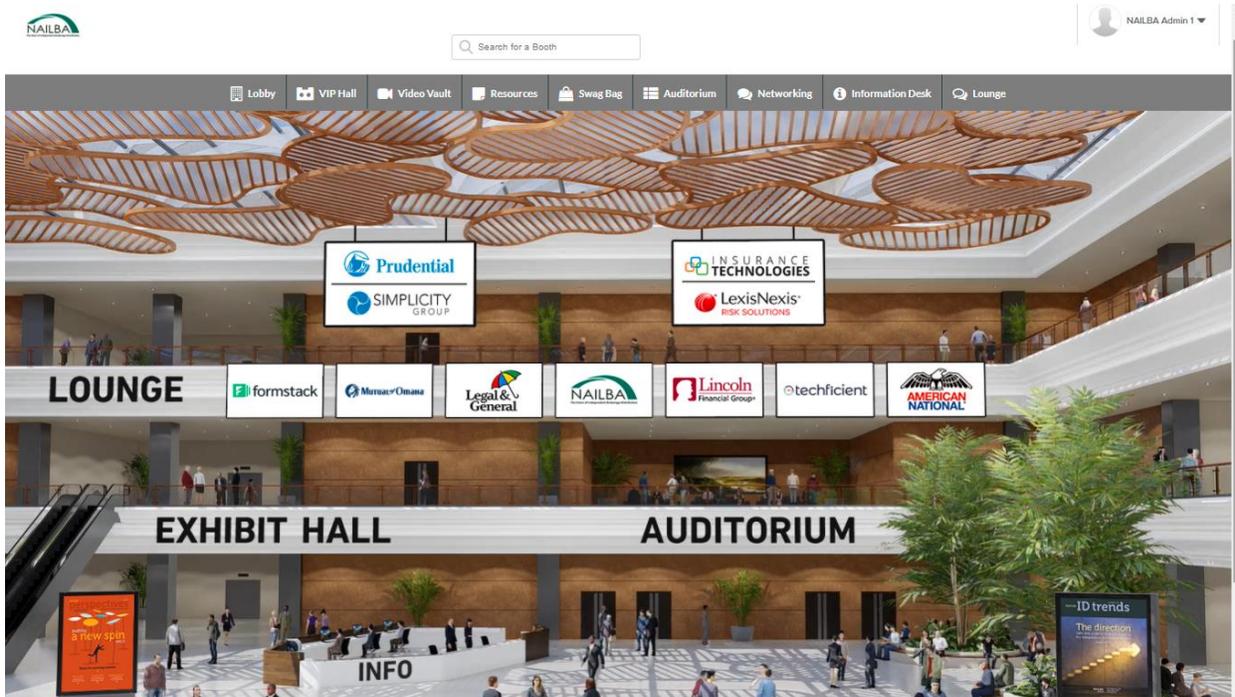
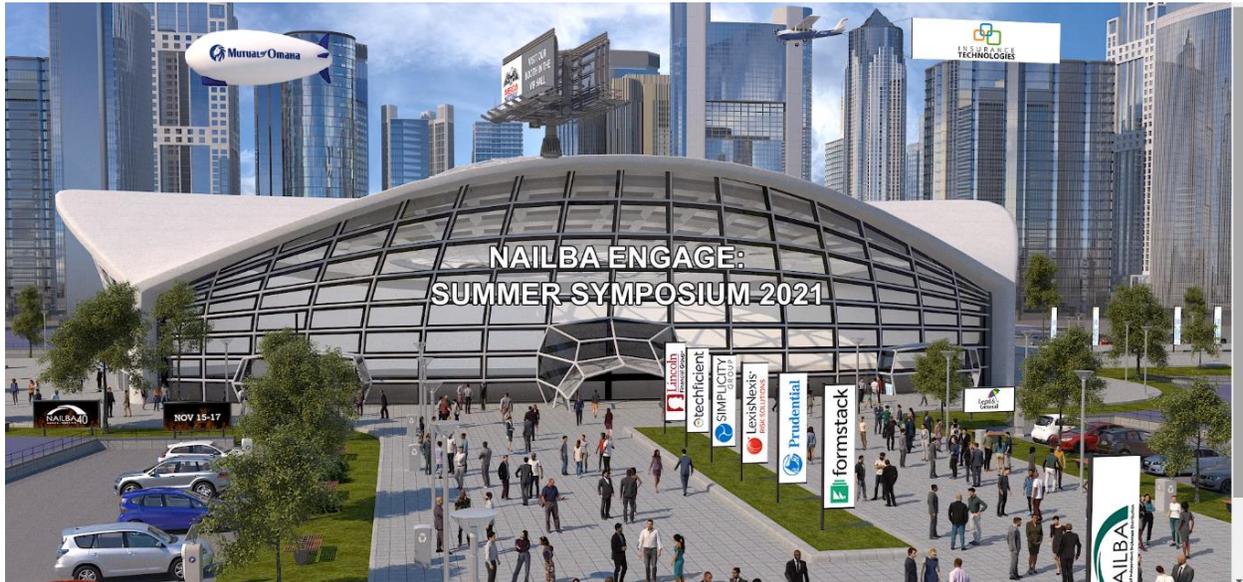


After you have provided the information, you can click on “Login” to login to the event.



## Lobby:

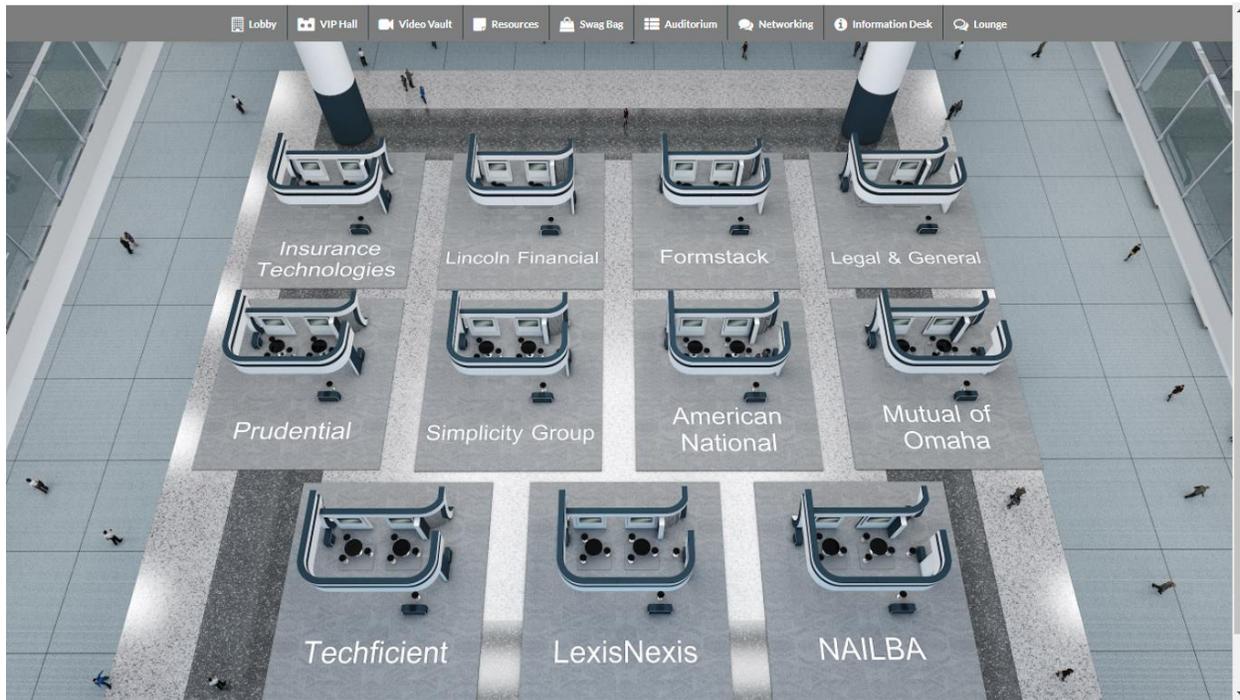
Once you have successfully Logged In, you enter the Exterior Area. Click on the middle of the screen and it will take you to the virtual lobby.



You can go to the different places in the Virtual Environment from the Lobby.

## Exhibit Halls:

For the **VIP HALL** – click on the tab that says VIP Hall in the navigation bar or the text that read VIP Exhibit Hall on the lobby right hand side

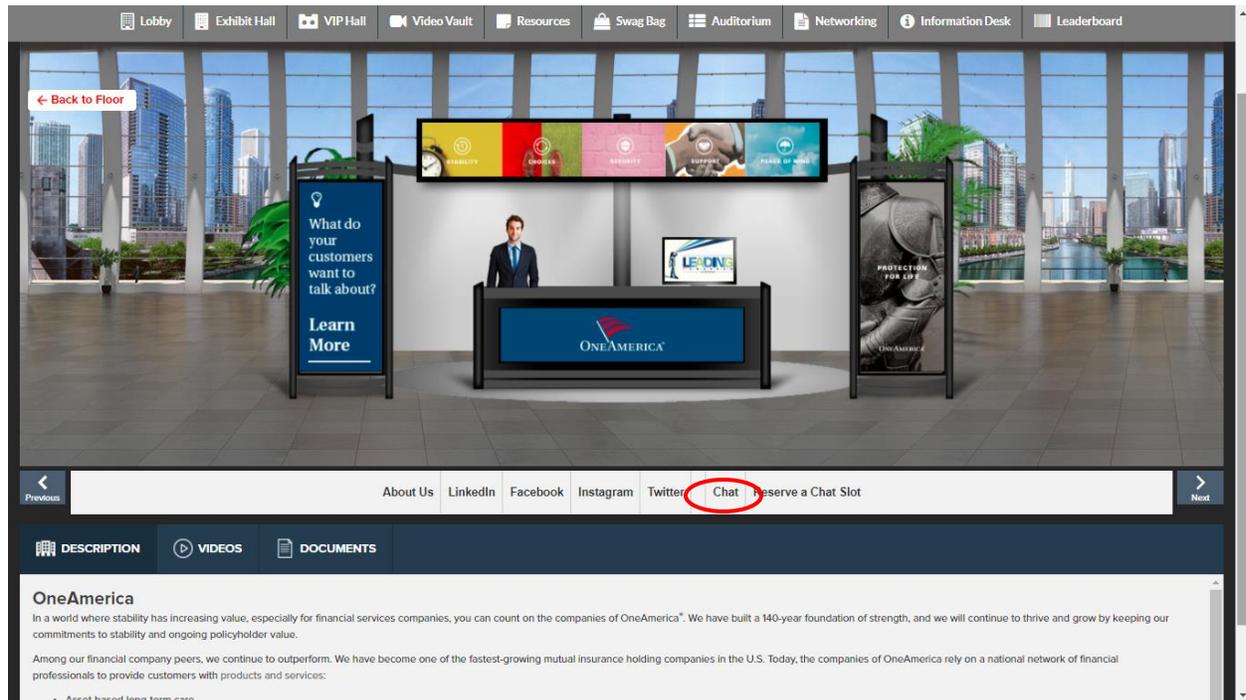


To enter a booth, simply click on that booth aerial view in the VIP Hall or the name of the booth in the Exhibitors Index.



## Booth View

Clicking on the booth will take you inside the booth as seen below.



1. **Description:** A brief profile or description of the booth
2. **Videos:** Any videos uploaded by the company
3. **Documents:** Any Documents uploaded by the company

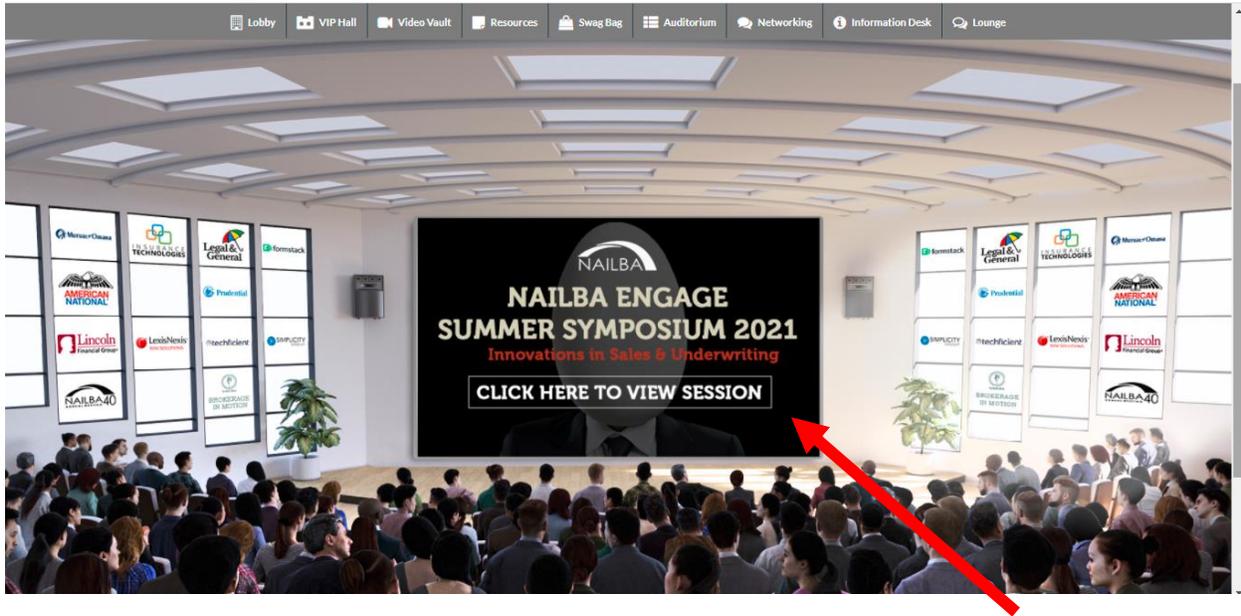
*You can view company information and documents in the booth. You can click on different content tabs as well. You can click on the “Chat” tab to access the chat area.*

*Use the “reserve a chat slot” tab to reserve chat spots with different booth reps.*

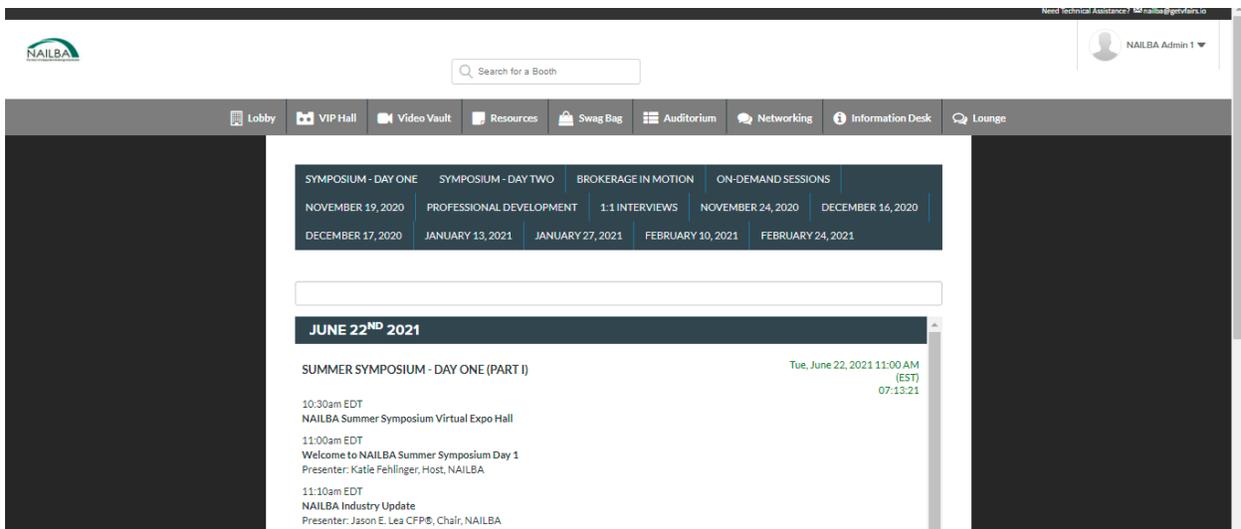


## Auditorium:

Click on the Auditorium tab on the top navigation bar. Once in the Auditorium, click on the screen in the middle. A list of webinars will appear.



A 'Join' button will appear automatically next to it when it is time for the session to start. Click on the Join button to play the video.





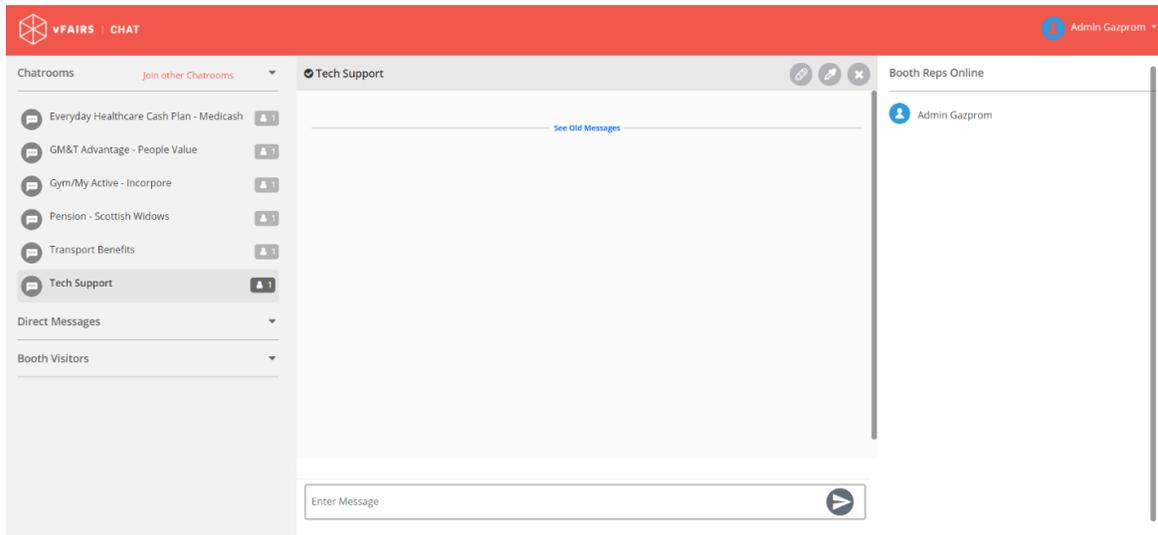
Attendees will submit their questions via the Q&A widget, and it will be visible to you. New questions will filter in from the top of the screen. We would suggest answering the questions after the sessions gets over as we are showing this session as LIVE. You will have 10-15 minutes to answer these questions via text after the session gets over.

To answer a question that is submitted through the Q&A widget, click on the Question, and then Reply below the question. Add your answer and then click Send button to submit the answer. See below.



## Chat:

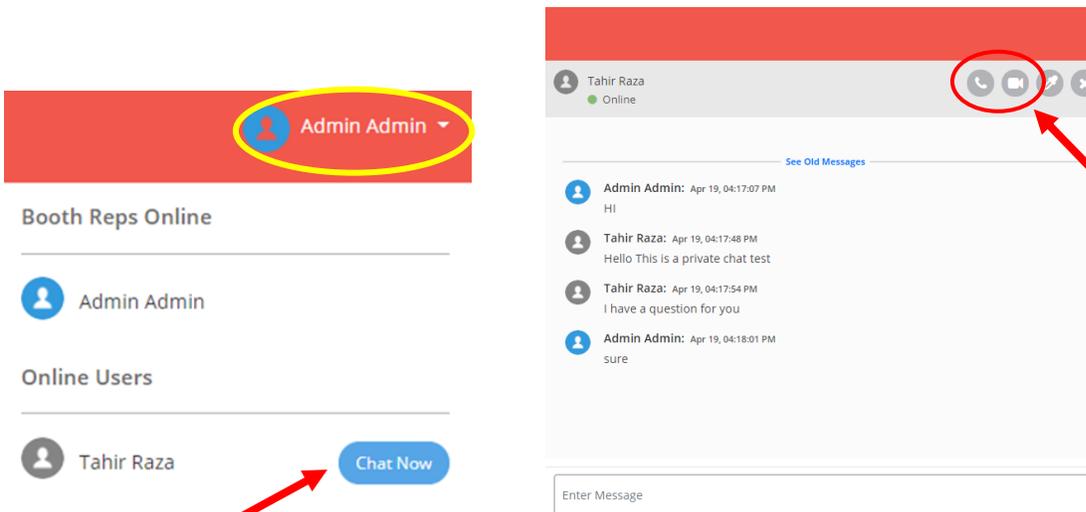
Click on the “Chat” tab in each booth and you will be taken to the chat area. You can also go to chat using the ‘Tech Support’ tab on the top navigation bar. Booth Reps and visitors can have public as well as private chat.



Center space seen above is for public chat where anyone can send message. Messages sent in public chat area will be visible to all.

To initiate a private chat, hover over an online user’s name and you see the button that says 'Chat Now'. Clicking on that opens a private chat window where you can chat with visitors.

***You can also add a picture for yourself by clicking on your name in the chat room area on the top at right-hand side. Once upload, log out and log back in.***

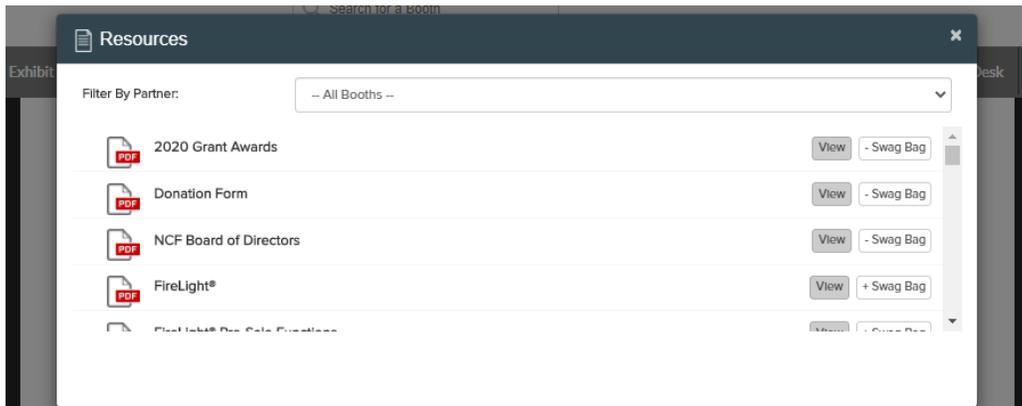




Once you are in a direct message chatroom, the audio/video call icons are available on the top right. Press the icon to initiate and audio/video call.

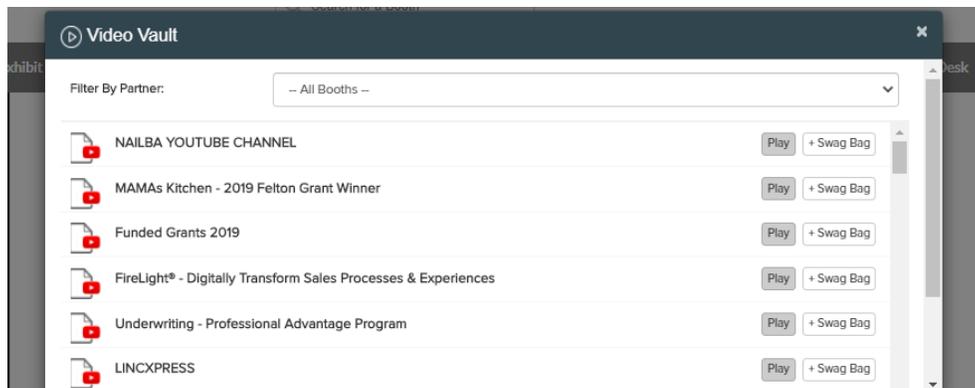
### Resources:

The Resources section contains all the documents available in the event. You can filter the documents by booth.



### Video Vault:

This section contains all the videos available in the event booth. You can filter these by booth.

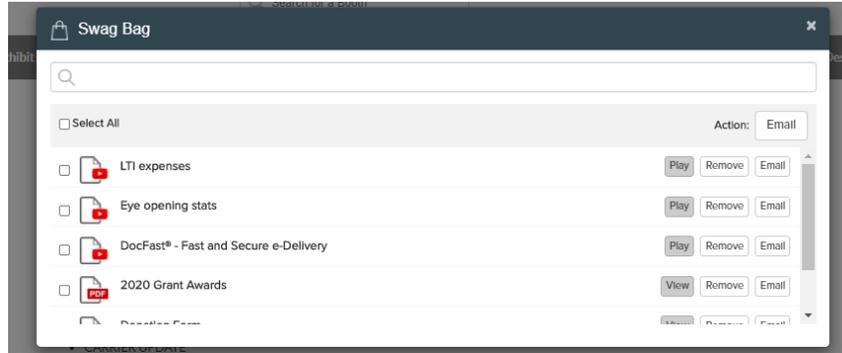


### Swag Bag:

As you go through documents or videos in the event, you can add them to your Swag Bag. The idea is to help you save these in the virtual bag so that you can view them later. These documents can also be



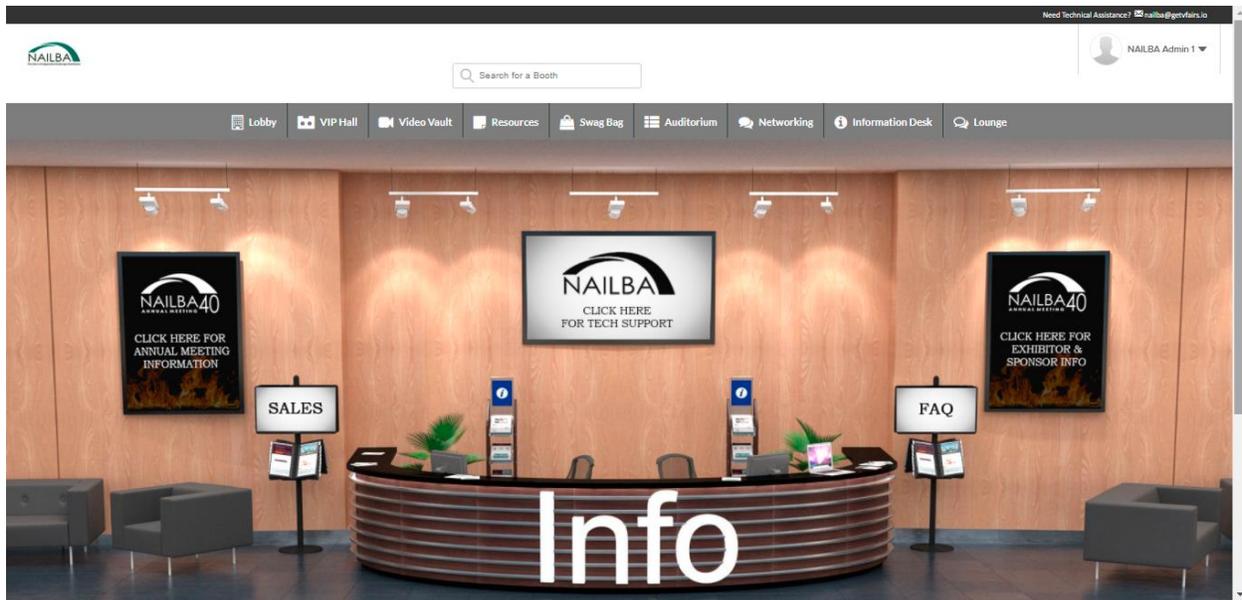
emailed so if you would like to email these documents to your email address, you can choose these documents by clicking on the checkbox next to each document and click on “Email”.



### Tech Support:

In case you have any technical queries, you can click on “Information Desk” in the Lobby and it will take you to the Technical Support Chatroom. In case you have any questions, write an email to [nailba@getvfairs.io](mailto:nailba@getvfairs.io) and we will be happy to assist you.

Click on the text INFO on the desk to access the Navigation Guide.



**We hope you enjoy the event!**