

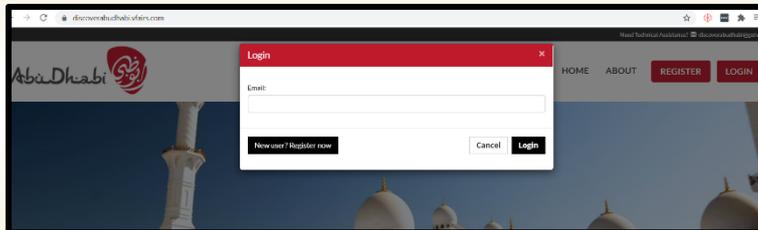
Discover Abu Dhabi Virtual Roadshow 2021 User Manual



1. Visit “Discover Abu Dhabi Virtual Roadshow 2021” landing page:
<https://discoverabudhabi.vfairs.com>



2. Click on the Login button to enter your registered email and password
(In case you forgot the password you can reset by click on forgot/reset password button)



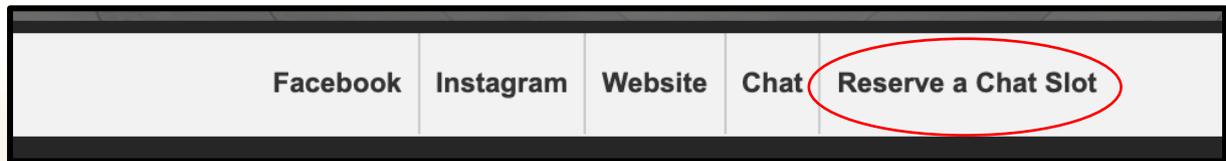
3. Once you successfully login you will be directed to the lobby that includes below tabs.



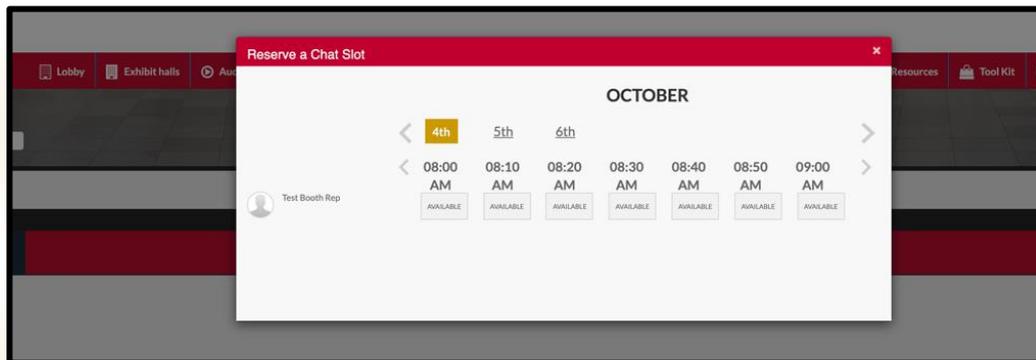
- Exhibition hall: *You can find all the exhibitors.*
- Auditorium: *Access to the talks/sessions.*
- Lounge: *Social Media links.*
- Leaderboard: *List of top winners for certain activities to follow.*
- Networking: *Access to all chatrooms.*
- Info Desk: *Direct chatroom with DCT Team.*
- AD Specialist Program: *Exclusive online training for travel trade professionals to become certified Abu Dhabi Specialists.*
- Video Vault: *List of videos added by all the exhibitors .*
- Resources: *List of documents added by all the exhibitors.*
- Tool Kit: *Any document/video you add to your bag.*
- Survey: *Submit your feedback here.*

How to reserve chat slot with exhibitor

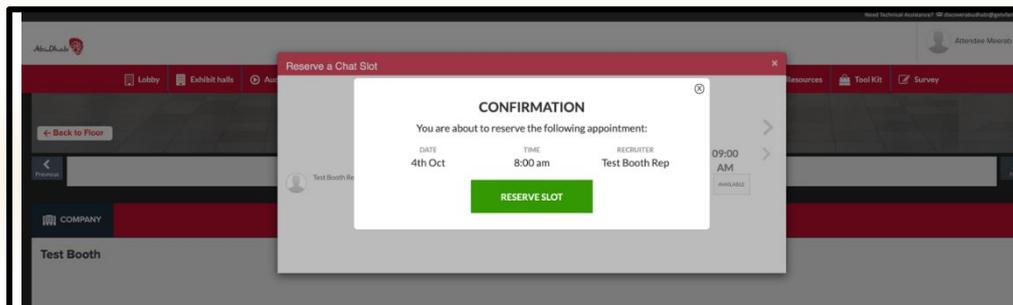
1. Once you visit any booth, click on the “Reserve chat slot” button.



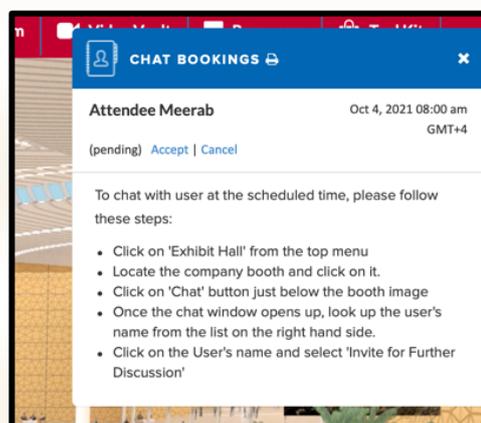
2. Select the time slot and the representative.



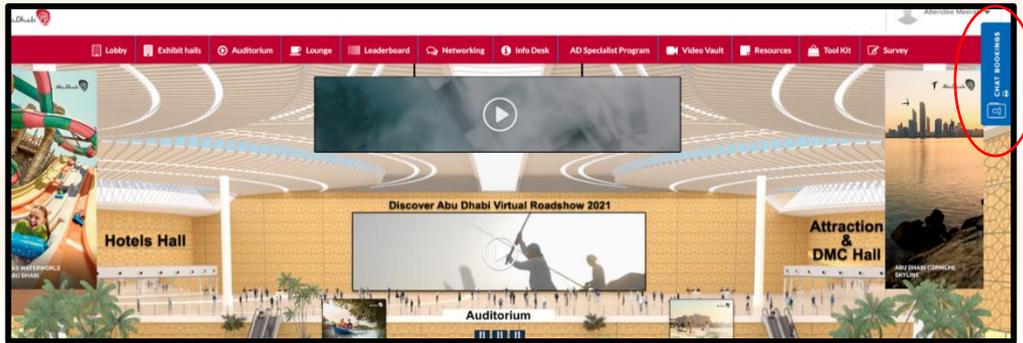
3. Confirm your booking by clicking on the reserve slot button.



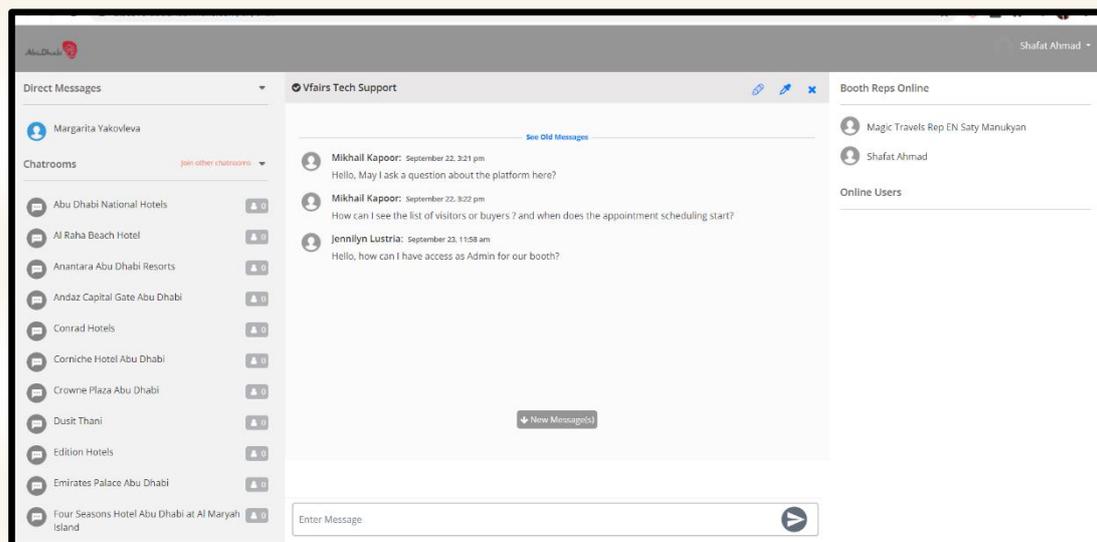
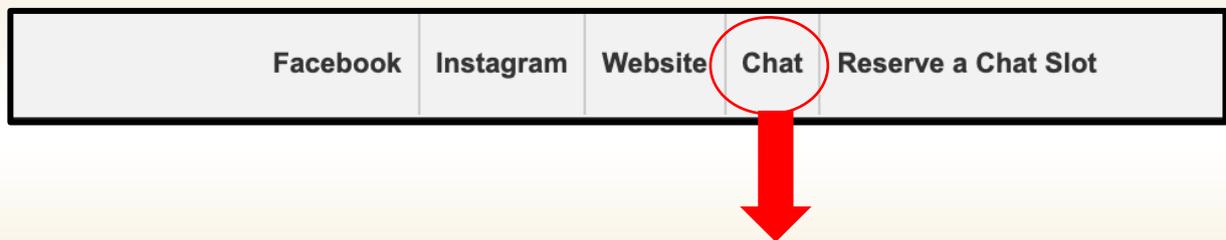
4. The representative needs to accept/reject the invite.
Note: Communications will also be sent by email.



5. The following blue widget will then appear for both the Attendee and Representative. It will show the list of all bookings and you can cancel any if you wish from there.



6. Once it is time for the chat slot, both attendee and the representative needs to click on the chat button inside the same booth and click on the name of the user to start the private chatroom.



- Direct Messages: Private messages you initiate.
- Chatrooms: Shows all the available public chatrooms.
- Booth reps online: Shows the online representatives and admins of the event that are in the room.
- Online users: presents the list of all the online attendees.

