

FLOOR Instructions for Exhibitors/Poster Presenters

FLOOR documentation to review before tutorial:

- [What are the functionalities for Exhibitors on FLOOR?](#)
- [Exhibitor Login + Booth Management Video Demo](#)
- [FLOOR YouTube Channel](#) (demo videos)

Features in the right side menu (chat):

- **Guest Book:**
 - **Public:** Audience, Session Chair, Presenters, Admins can view and participate.
 - **Private:** Session Chair, Presenters, Admins can view and participate.
 - Red dot on the **Guest Book** panel tab indicates a new post.
- **Profiles:**
 - Shows Booth Manager(s) profiles.
- **Handouts**
 - Upload files for visitors to view (poster, brochure, video, etc.)
 - Allowable file formats: jpg, png, pdf, mp4; 6MB max per file.
 - Files uploaded here are only available within your Booth and would not appear in the Handbag for all conference attendees.
- **Rooms:**
 - **Wait Room:** Visitors land in the **Wait Room** when they enter your booth. When you (Booth Manager) join the Wait Room your video and mic are activated and booth visitors can see/hear you but they can only video chat with you in a Board Room.
 - **Board Room(s):** Visitors must be invited by a Booth Manager to enter a Board Room. Max capacity 8 people per room.
- **Wait List:**
 - Shows visitors waiting to be invited to a Board Room to meet with you.
 - Green dot on the **Wait List** panel tab indicates the number of visitors waiting to meet you.
- **Info:**
 - Any information you want visitors to see (e.g., your contact details, date/time you will be attending your booth, general info about your company/book/poster).

Things to do before the conference:

1. Review the FLOOR documentation above and read through these instructions.
2. Attend a tutorial session.
3. Set up your booth:
 1. Log in to the event site at least **one day** before the start of the conference by clicking the **Join** link in your email invitation.
 2. You will go directly to your **Booth**.
 3. Click the **Handouts** tab on the right side of the screen and click the **Manage Handouts** (file icon) in the bottom right corner of the panel.

4. Drag and drop your files to the top area of the panel or click to select a file from your computer.
5. When your file appears in the panel, click the **Publish** toggle to make it available to booth visitors.
6. Click the **red X** in the top right of the panel to close the management screen. If you do not see your file on the **Handouts** panel go back to the management screen and make sure you have clicked the **Publish** toggle.
7. **Customize your Booth:**
 - a. Click the **Gear** icon at the bottom right of the screen to open the **Room Settings** panel.
 - b. **INFO** tab (content entered here will appear on the **Info** panel)
 - i. Add a logo or profile pic. This pic will appear on the Floor layout as your booth icon.
 - ii. Add Description.
 - iii. Add Website URL.
 - iv. Set the number of board rooms (max 8 people per room) linked to your booth.
 - v. Add/remove other Booth managers (via email address)
 - c. **SETTINGS** tab;
 - i. You will probably want to keep most of the default settings here.
 - ii. **Away Message:** choose one of the options or write your own.
 - d. **PERSONALIZE** (optional):
 - i. Select an image for the **Room Skin** (image behind the Stage).
 - ii. Poster Presenters: upload a jpg or png of your poster as the **Stage Backdrop**.
 - iii. Upload a **Welcome Video**
 - e. **SOCIAL STREAM** (not available)
 - f. **ANNOUNCEMENT:**
 - i. Enter a message to display in the **Guestbook** for all visitors to view.
 - g. Click the **Dismiss** button at the bottom of the **Room Settings** panel to close it.

During the conference:

****Poster Presenters: Please be at your Booth during the Poster Session time slot.****

1. When you enter your booth, you can access the panel tabs and settings without joining the **Wait Room**. When you click the **Join Wait Room** button, your video and mic become active and any visitors to your booth can see and hear you.
2. When a visitor joins your **Wait Room**, you will be notified with a bell sound (if you have kept the default setting **Enable Notification Sound** On) and a green dot will appear on the **Wait List** panel tab (number in the green dot indicates number of visitors waiting to be invited to meet with you).
3. To video chat with a booth visitor, click the **Wait List** tab and click the **Invite** button on the visitor's profile. If you have more than one Board Room attached to your booth

you can choose which **Board Room** to invite them to. You can invite multiple visitors to the same Board Room (max capacity 8).

4. When a visitor accepts your invitation, they will move to the Board Room you have selected and their video will appear on screen there.
5. Click the **Rooms** tab and click the **Enter** button next to the **Board Room** where the visitor is waiting. The occupied seats in each Board Room will be colored **green**.
6. Click the **Remove** link next to the visitor's profile to move them from the Board Room back to the Wait Room.
7. Click the **Red Arrow** icon to leave a **Board Room** or the **Wait Room**.
8. Click the **Gray X** icon to exit the Booth.