During Event: Access Your Virtual Meeting Room

Go to your Exhibitor Profile and you'll see two fields towards the bottom of the page:

- "Virtual Booth URL" is what attendees and your booth staff will use to join your booth.
- "Virtual Host Key" is what you, the main booth admin, will use to "open" your booth (start the meeting).

Prepare for Your Virtual Meeting Room

To prepare for attendees to join your virtual booth, follow these steps prior to the event:

1. **Download the Zoom Client** for Meetings on the device you will be using to host the virtual booth. This way, you’ll have additional meeting controls not available in the browser version.

2. Get familiar with the meeting features. To learn more, watch Zoom’s overview video

During the event, attendees will join your virtual meeting room. Like in-person booths, attendees can come and go instead of pre-scheduling meetings with you.

What can you do as the Host?

As the host, you can:

- Turn your camera on
- Share your screen
- Create breakout rooms
- Start and end the meeting
- Mute participants
- Remove participants
- Rename participants
- Update security settings

Virtual Meeting Room Best Practices

Here are a few of our best practices for hosting:

- Add a company or booth logo to your host profile (Participants List>More>Add profile picture)
- Make your booth staff co-hosts (Participants List>More>Make co-host)
- Enable a company branded virtual background (Zoom>Preferences>Virtual Background>+)
- Have content ready to share and discuss with visitors
- Develop a "game day" plan. For example: have two staff members per breakout room, one to drive the conversation and one to answer questions via chat. Additionally, the booth admin (main host) can create breakout rooms and assign visitors to breakout rooms
- Review the event schedule to predict when booth traffic will be at its highest.
Virtual Booth Guide - Final Details

1-on-1 Appointments

This feature will not be enabled until April 21.

Tip:
- Booth Admins can block off timeframes for staff within the Exhibitor Portal to avoid attendees requesting times that are unavailable.

To disable this feature:
- Do not add staff into the booth OR
- Block off all time in the staff's schedule

Post Event: Access Your Leads

Leads will be generated for attendees who click on "Request More Information".

To access leads, go into the tab labeled "Lead Collection." Leads will appear here. Their message will be under the "Lead Comment" header.

Any Questions or Concerns before, during, or after the meeting should be directed to The ACP Exhibit Team at exhibits@acponline.org or 215-351-2544.