FEATURED EXHIBITORS

There are three key exclusive capabilities that Exclusive and Featured Exhibitors have:

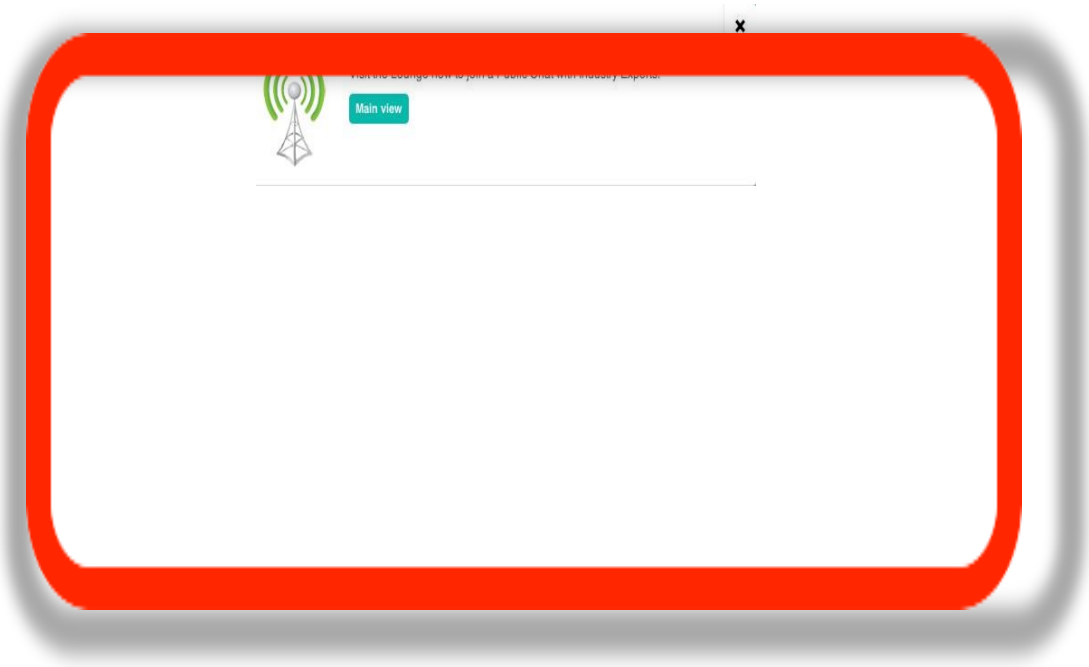
I. Send out a Broadcast Message
II. Create a Public Group Chat
III. Remove an Attendee from the Virtual Environment

This guide gives you additional information regarding the above options.

I. BROADCAST MESSAGES

How a Broadcast Message Works

➢➢ Only Exclusive and Featured Exhibitors have the ability to send out a Broadcast Message. The Message will appear at the top of the screen, in whichever space or room an attendee is in.



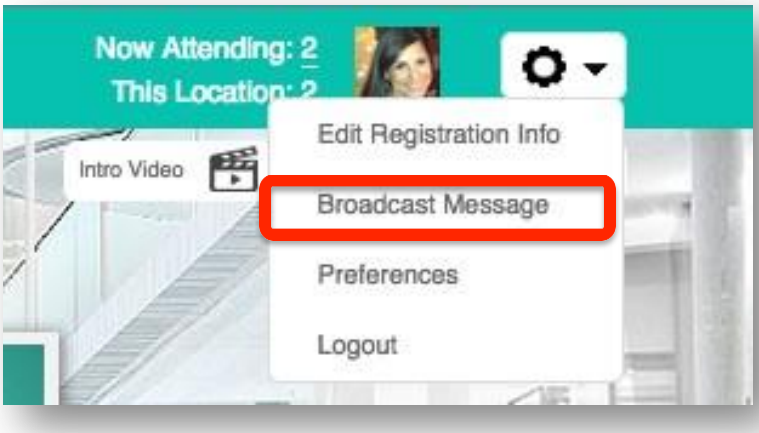
➢➢ The attendee will need to click on the "X" to close the window. If you add the optional "Link Location" to your message, the attendee can click on the "Click here" button and go directly to the space/room in which you wish to direct them.

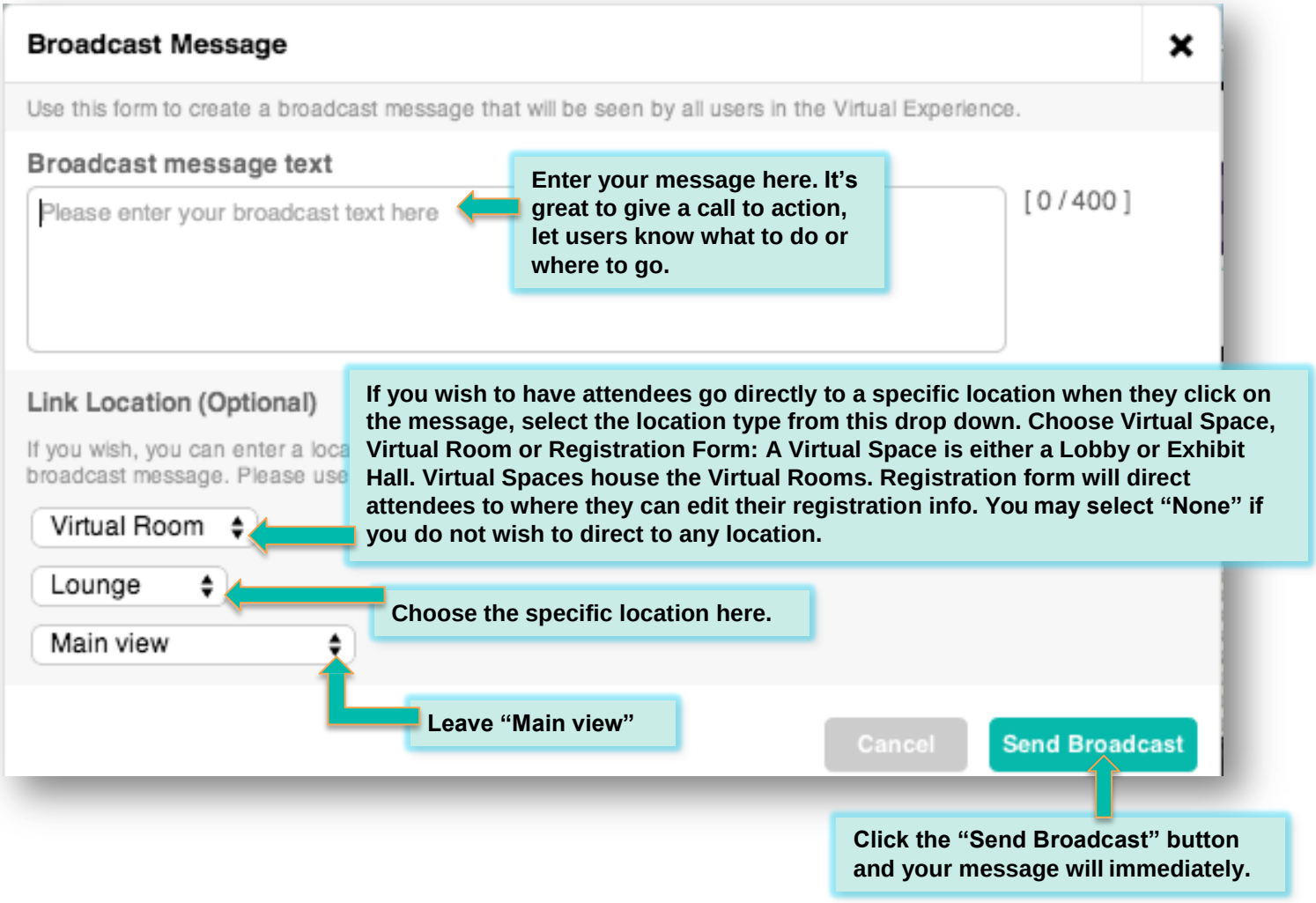
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How to Send Out a Broadcast Message

When logged into the environment, click on the drop down settings icon, in the upper right corner. You will see the option for “Broadcast Message”.





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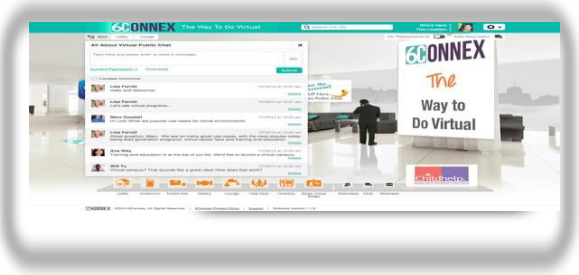
FEATURED EXHIBITORS

II. PUBLIC GROUP CHATS

How Public Group Chats Work

➢➢ Only Featured Exhibitors have the ability to set up a Public Chat. You can assign a Public Chat to any location within the environment, except for a Lobby or Hall.

➢➢ Attendees can click on the “Public Group Chat” icon on the top right corner to open and join a Public Chat. If there is more than one, a window with a list will open.

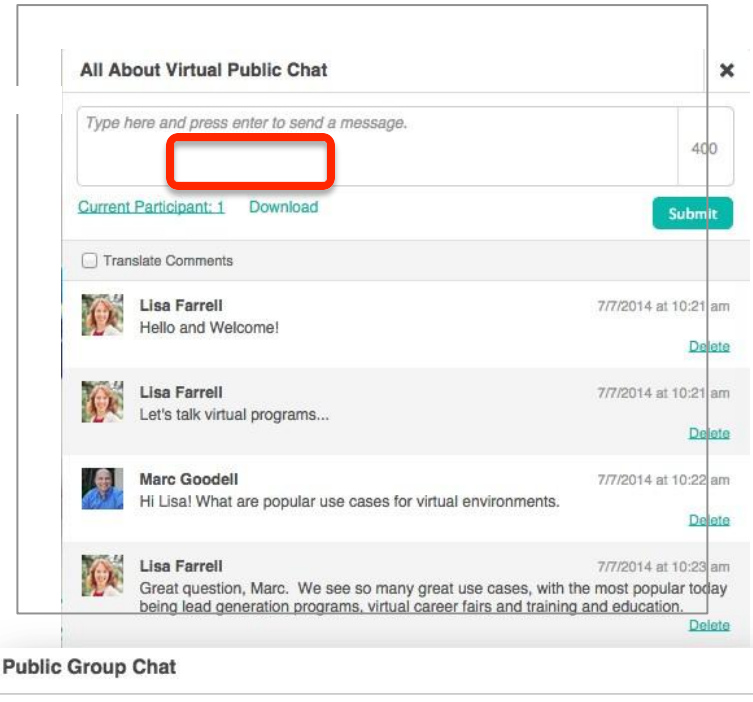


➢➢ The Public Chat window can also be set to open upon entry into a room, by the Featured Exhibitors have. If this is done, the attendee will not need to click the Public Chat button, unless they close the window and would like to re-open it.

➢➢ There can be multiple Public Group Chats in one location, and attendees will then have a choice of which one to join by simply clicking on the green “plus” icon.

➢➢ When an attendee enters a Public Group Chat, they can participate in the conversation. and also view the entire history of comments and Q&A within that Public Chat, regardless of when they join the chat.

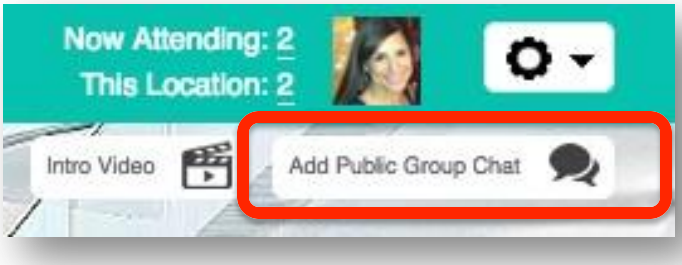
➢➢ As Featured Exhibitors, you also have the ability to download the entire chat history as a CSV file, giving date/time, name and message. Simply click “Download” in the Public Chat window. You can also delete any message posted.



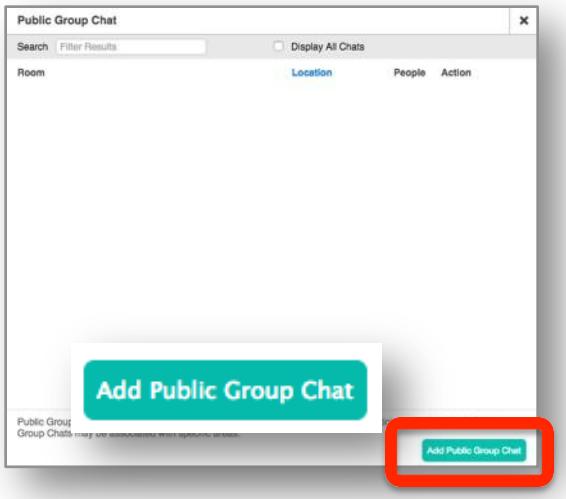
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How to Create or Add a Public Group Chat

➢➢ When logged into the environment, go to the Lobby or Main Campus of your environment. From there click on the “Add Public Group Chat” Icon located in the top right corner, under your Profile image.



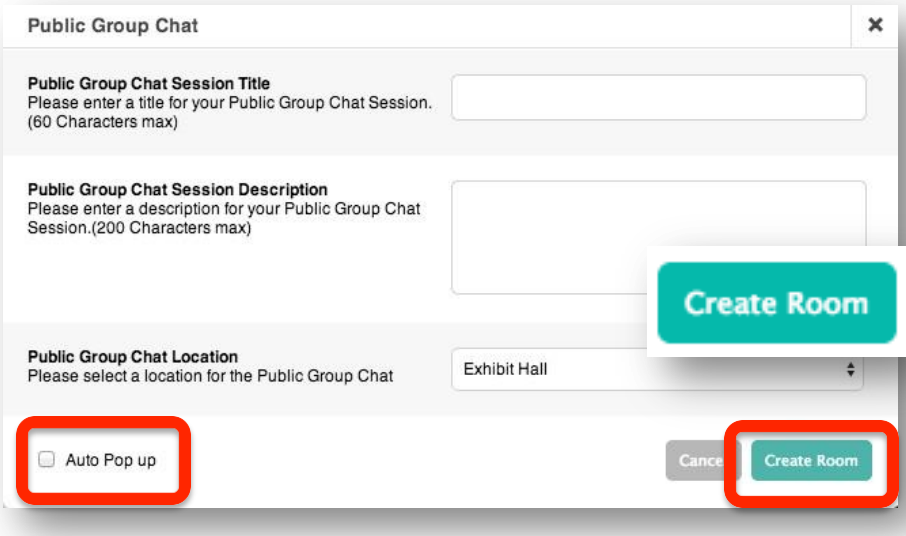
➢➢ The Public Chat window will open, the Admin will have a button option at the bottom right that allows you to “Add Public Group Chat.”



➢➢ Enter a Title, Description and Location for your Public Group Chat. And select if you want your Public Group Chat window to automatically open upon user entry into that location

➢➢ Click on “Create Room” button to create your Public Group Chat

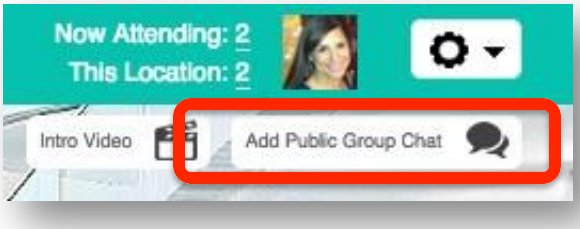
➢➢ You will find your Public Chat in the room you selected.



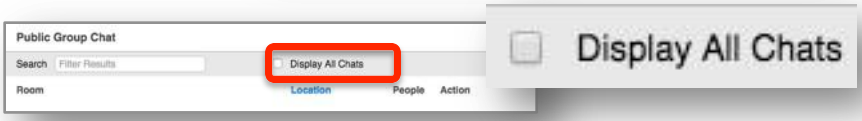
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How to Display All Chats and Delete a Public Chat

➤➤ When logged into the environment, go to the Lobby or Main Campus of your environment. From there click on the “Add Public Group Chat” Icon located in the top right corner, under your Profile image.

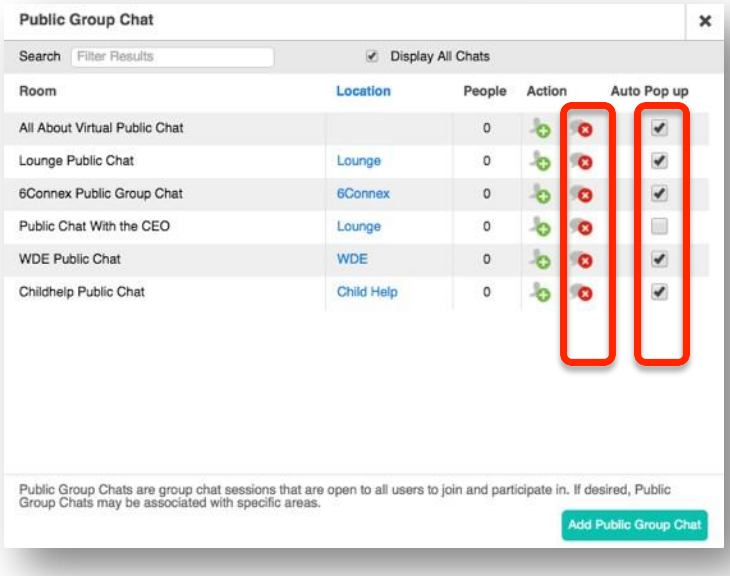


➤➤ At the top of the Public Chat window that appears, check the box by ‘Display All Chats’



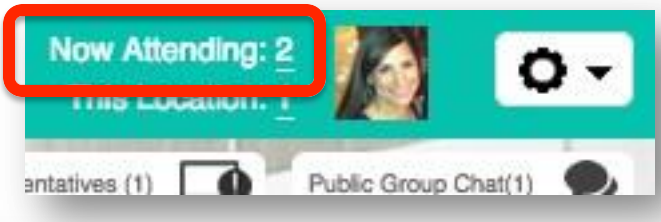
➤➤ A list of all Public Chats will appear. Clicking on the red x icon will delete a Public Chat.

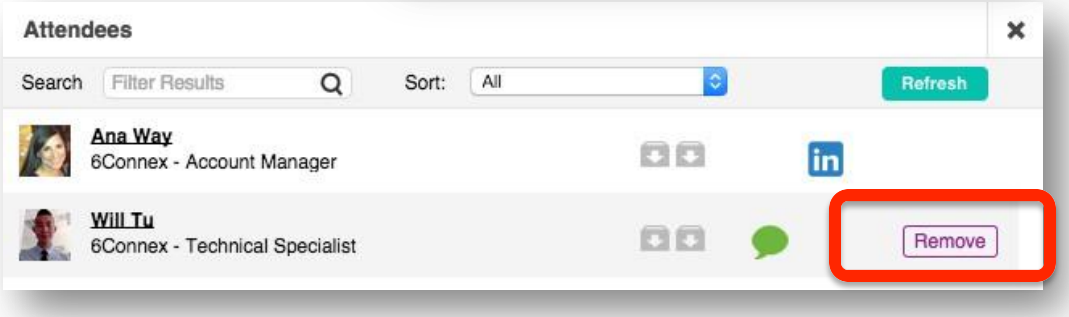
➤➤ From this list, you, once again, have the ability to select or de-select the option to have an existing Public Chat auto-open upon entry into a location.



III. ATTENDEE REMOVAL

➤➤ From any location within the Virtual Environment, an Event Admin can remove an Attendee from the VE. Simply click on the ‘Now Attending’ number by your Profile image in the top right side. The current Attendees window will open. A ‘Remove’ button will appear to the right of every Attendee’s name.





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