



ACT ANNUAL
CONFERENCE **2020**



BALANCING RISK

Championing
Sustainable
Growth

5-8 October | A Virtual Event

EXHIBITOR USER GUIDE

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The Event Platform

The ACT Annual Conference 2020 is being held on Engagez, a cloud-based events platform which is designed to encourage attendee engagement through video calls, chats, polls, notifications and Q&As. Delegates have access to live stream, simulive and on demand content and can visit virtual exhibition stands where they can view company resources and interact with nominated company representatives.

Please note that the event platform continues to be developed in the run up to the conference. All images featured in this guide may be subject to minor changes.

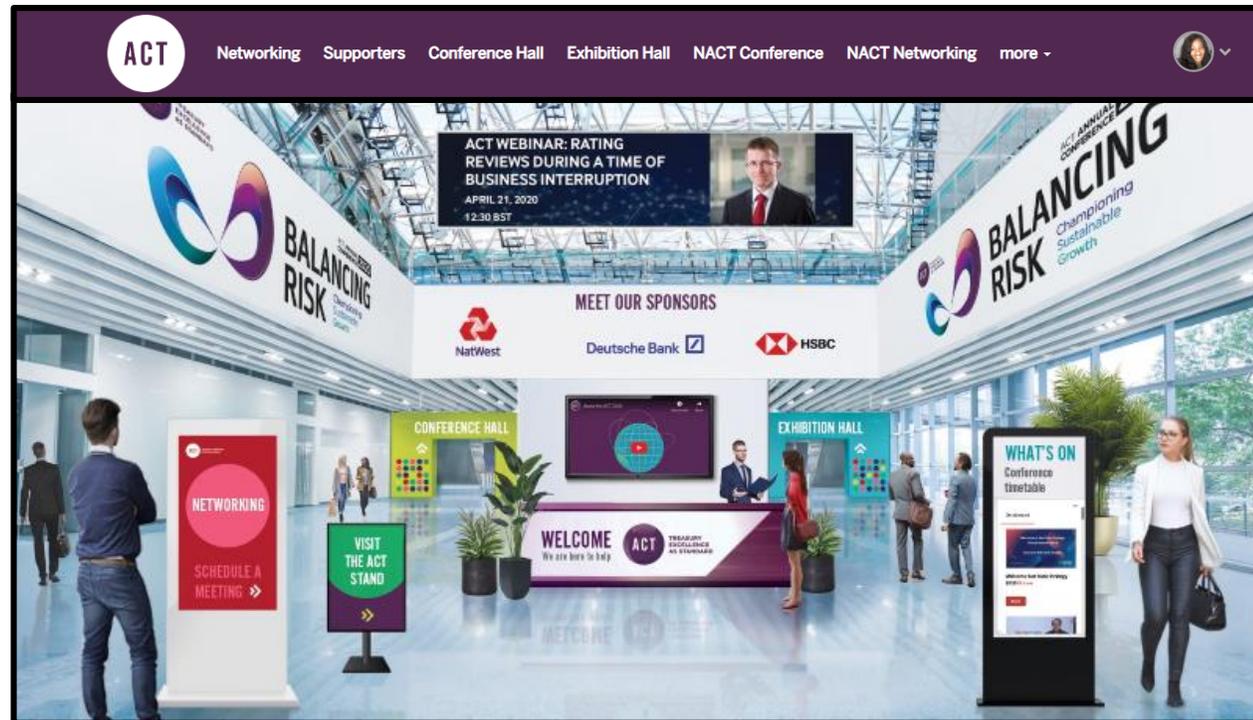
Access

Once your participation in the Annual Conference has been confirmed, you will receive an email with your username, password and the access link for the event. You will have the opportunity to change your password once you have logged in.



The Lobby

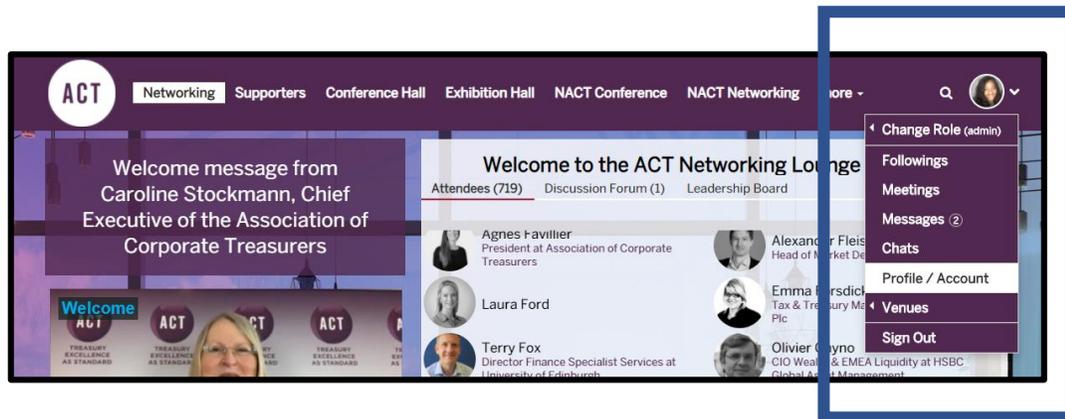
Attendees can reach all areas of the event platform via the lobby and the navigation bar at the top of each page.



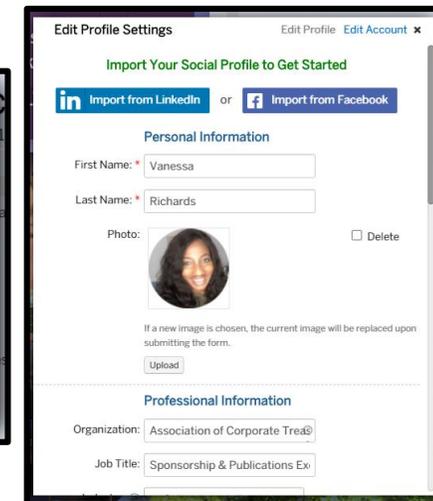
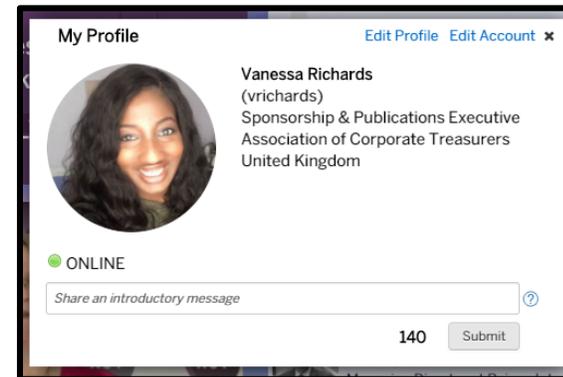
Your Profile/Account

When first logging on to the event platform, it is important to ensure that you update your personal profile.

You can access your profile via your personal drop down menu on the navigation bar.



Click 'Edit Profile' to update the various fields. Please upload an image, double check the information in the prepopulated fields, add your social media links and add a brief bio.



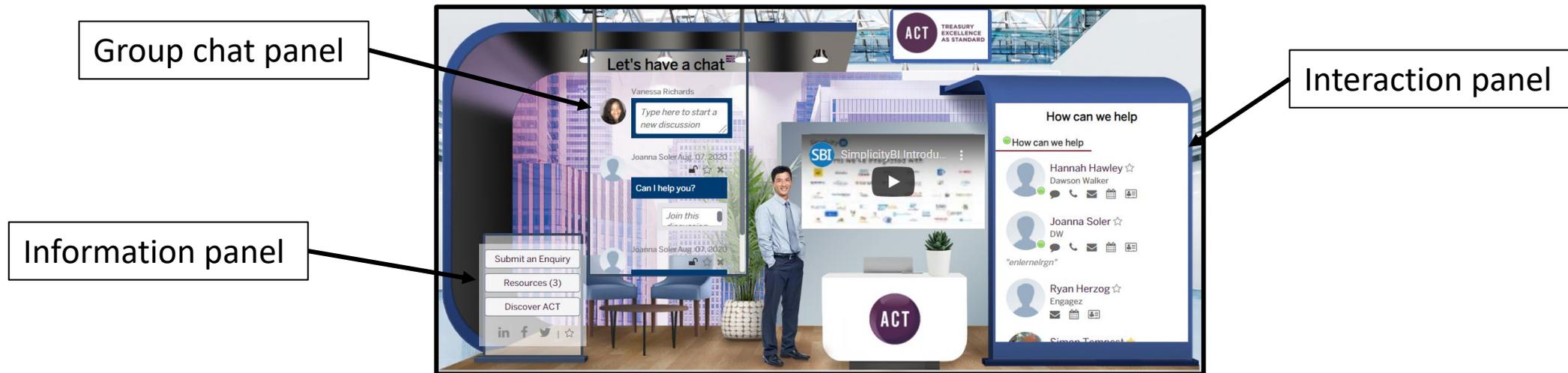
You can also click on 'Edit Account' to update your password and adjust your notification settings.

Your Stand

You can access your virtual exhibition stand via the Exhibition Hall on the homepage and by the corresponding button on the navigation bar. Clicking your company logo will place you 'on your stand'.

Your level of stand functionality will be dependent on your stand package. Attendees have the opportunity to contact company representatives and view resources via a number of interactive panels.

Here is an example of a Gold stand:



Your Stand

Group chat

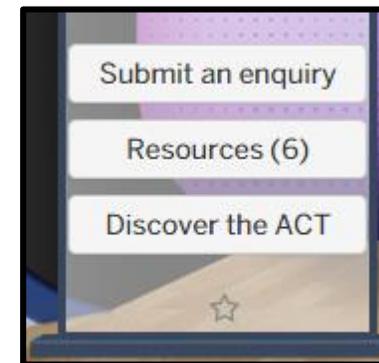
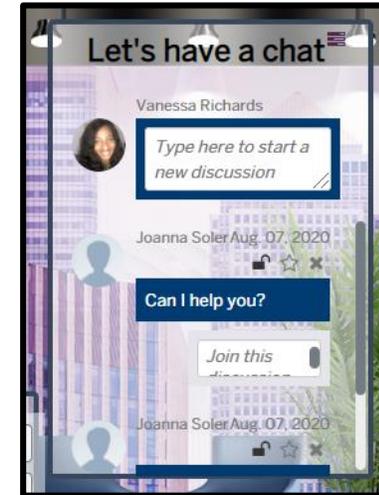
Messages posted on the group chat panel are visible to all attendees. You can engage with others and create a trace of discussions for future attendees (Gold stands only)

Information panel

The information panel is home to three buttons:

- Submit an enquiry (delegates can fill out an online form which will go to a nominated email address)
- Resources (videos and/or downloadable PDFs)
- About your company (a company bio pop up or link directly to the company website)

If your company is hosting a competition, an extra button will be added to this panel



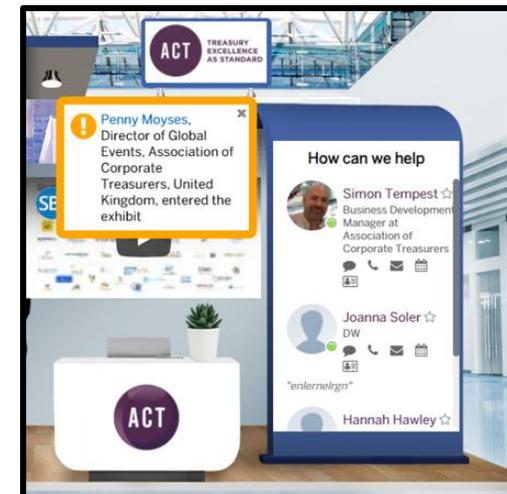
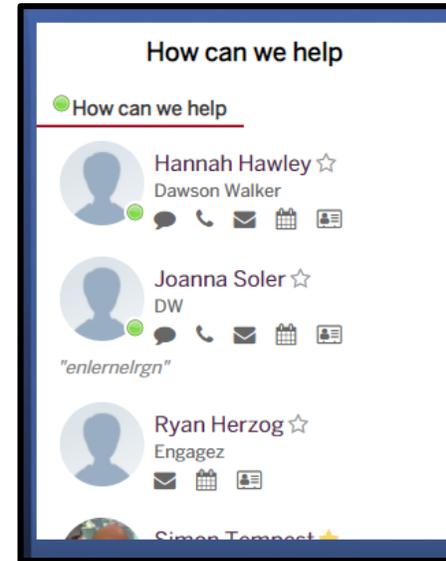
Your Stand

Interaction panel

If you have been identified as a stand representative you will see your details listed in the 'How can we help' box. A green dot will appear next to your image when you are online. Event attendees can use the various buttons to view your profile and contact you directly when you are both online and offline (see Attendee Interaction)

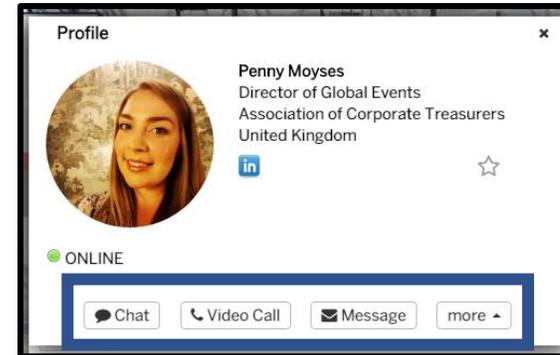
Pop ups

When online and on your own stand, stand representatives will see and hear a notification when an attendee has clicked on to your page. You can access the attendee's profile directly via the notification and contact them using the various interaction buttons.



Attendee Interaction

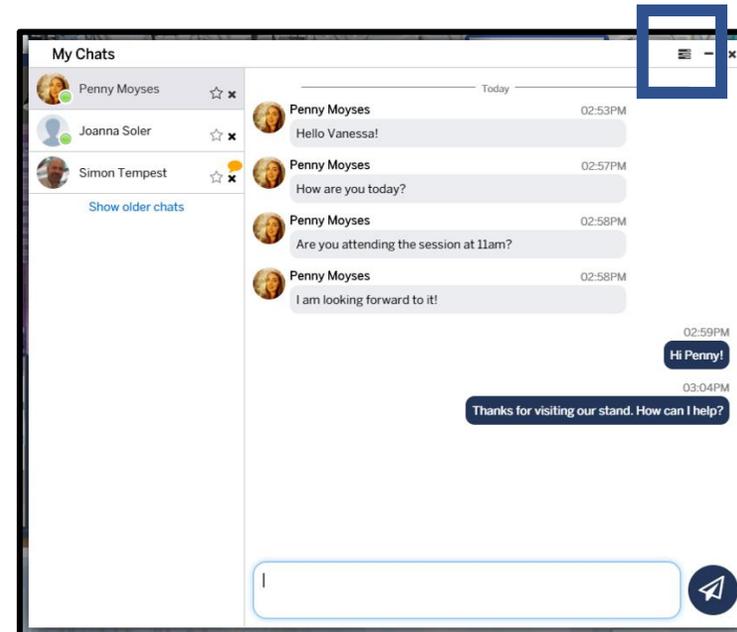
There are a number of ways in which attendees can interact with each other while on the event platform. Click on an attendee's name to view the available options.



Chat

Use the chat function to send messages to attendees within the event platform.

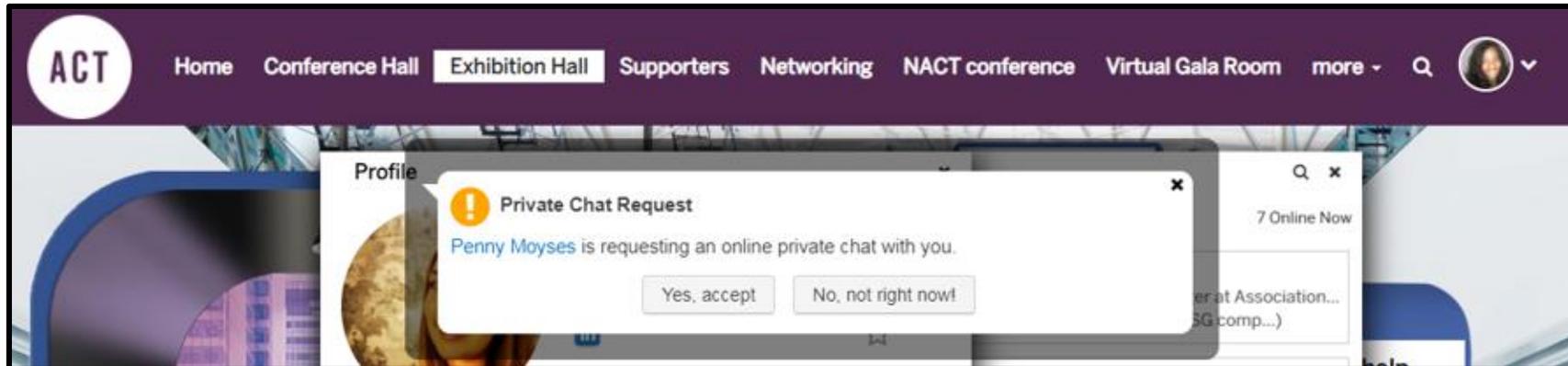
You can email a chat transcript to yourself by clicking the button at the top of the chat box.



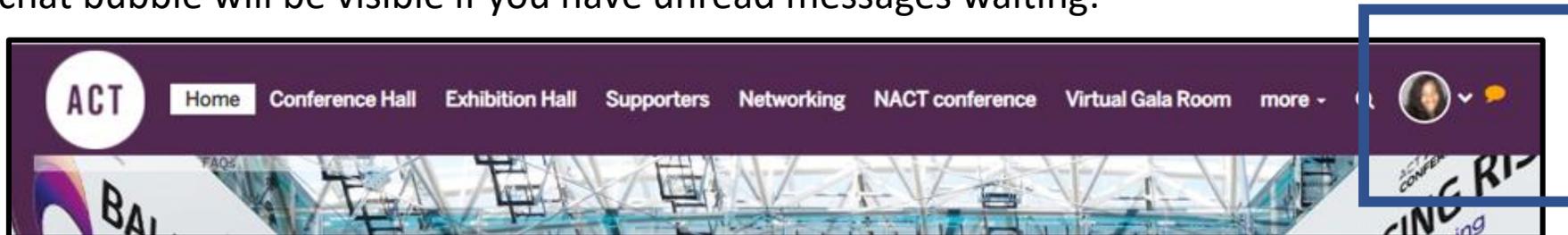
Attendee Interaction

Chat notifications

When an attendee wants to start a conversation with you, you will be notified with a pop up:



An orange chat bubble will be visible if you have unread messages waiting:

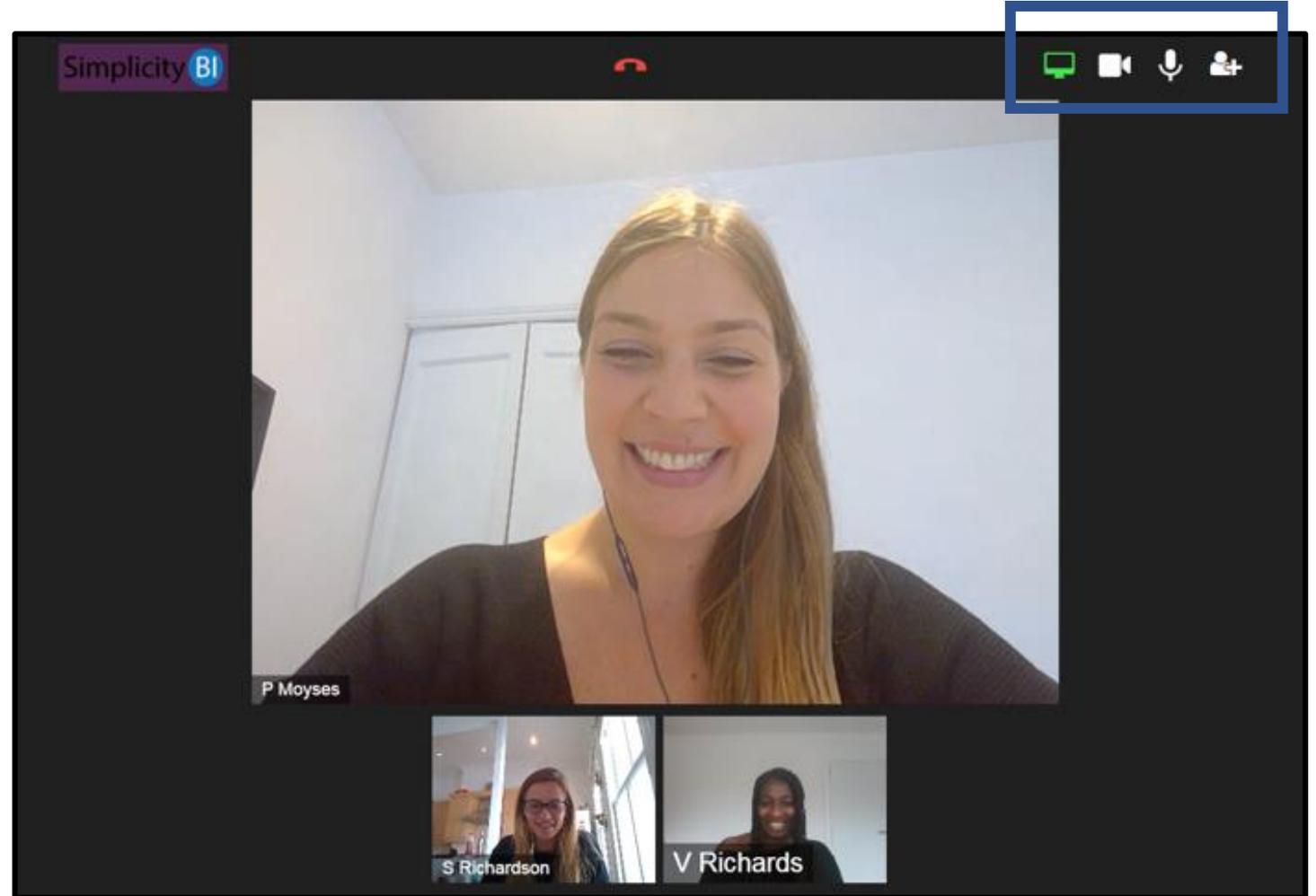


Attendee Interaction

Video calls

Video calls take place within the event platform. Once you have clicked on the phone icon on the platform a separate tab will open for the call. Attendees will see a pop up request which they will need to accept in order to join the call.

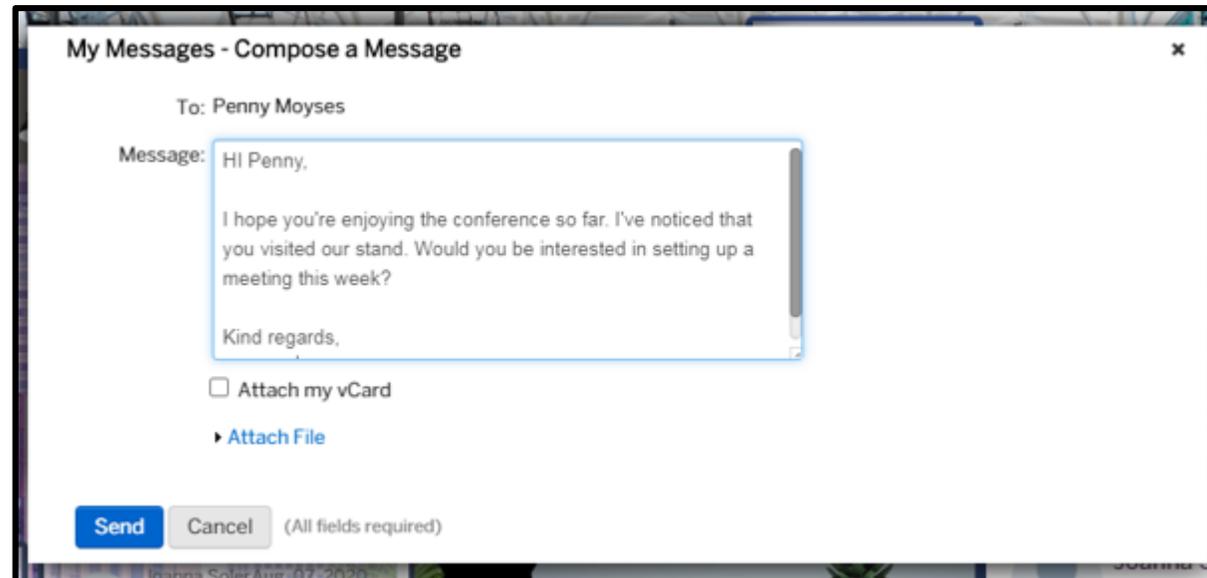
Once a call has been initiated you can turn your camera on and off, mute your microphone, share your screen and add up to 7 other people to the call (a total of 9 people can video call at one time). Please note that your camera will not work if it is being used by another application.



Attendee Interaction

Messaging

Unlike when using the chat function, the messaging box allows attendees to attach a vCard (electronic business card) or files to a message. Attendees will receive email notification of all messages received unless they adjust their personal notification settings.



The screenshot shows a 'Compose a Message' dialog box with the following content:

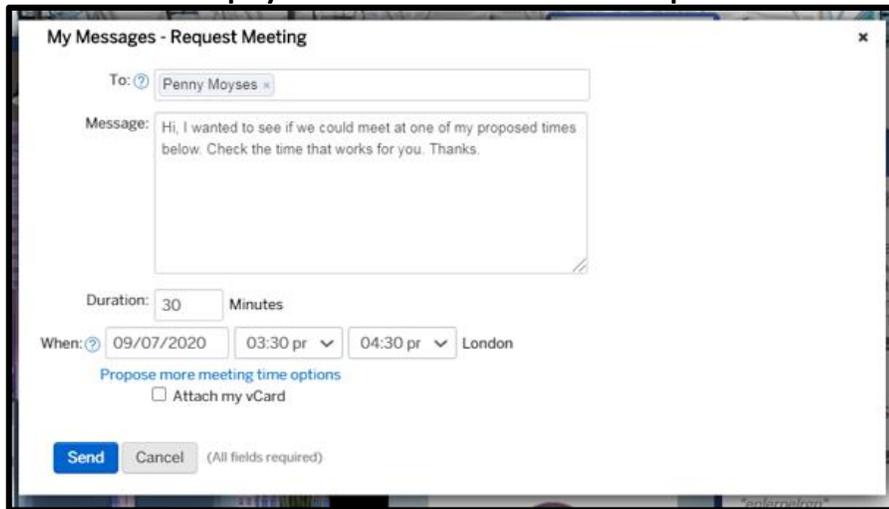
- Title: My Messages - Compose a Message
- To: Penny Moyses
- Message:
 - HI Penny,
 - I hope you're enjoying the conference so far. I've noticed that you visited our stand. Would you be interested in setting up a meeting this week?
 - Kind regards,
- Attach my vCard
- [Attach File](#)
- Buttons: Send, Cancel, (All fields required)



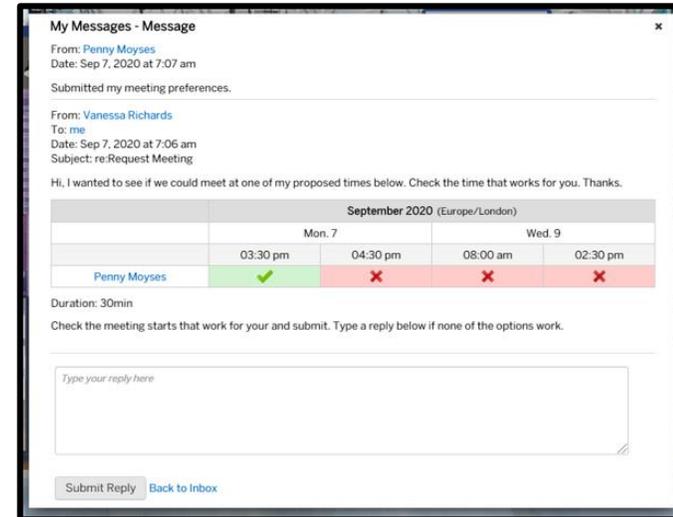
Attendee Interaction

Request a meeting

The 'Book a Meeting' function allows attendees to request a meeting while providing a choice of dates and times. The recipient of the meeting request will then be able to select their preferred meeting option or submit a written reply to discuss further options.



The screenshot shows a 'Request Meeting' form. The 'To:' field is set to 'Penny Moyses'. The message body contains the text: 'Hi, I wanted to see if we could meet at one of my proposed times below. Check the time that works for you. Thanks.' The 'Duration' is set to 30 minutes. The 'When:' field shows the date '09/07/2020', time '03:30 pr', and location 'London'. There are links for 'Propose more meeting time options' and 'Attach my vCard'. At the bottom, there are 'Send' and 'Cancel' buttons with a note '(All fields required)'.



The screenshot shows a 'Message' window. The sender is 'Penny Moyses' and the recipient is 'Vanessa Richards'. The message body contains the text: 'Hi, I wanted to see if we could meet at one of my proposed times below. Check the time that works for you. Thanks.' Below the message is a calendar view for 'September 2020 (Europe/London)'. The calendar shows a table with columns for 'Mon. 7' and 'Wed. 9', and rows for '03:30 pm', '04:30 pm', '08:00 am', and '02:30 pm'. The '03:30 pm' slot on Monday is marked with a green checkmark, while the other slots are marked with red 'X's. Below the calendar, the 'Duration' is set to '30min' and there is a note: 'Check the meeting starts that work for you and submit. Type a reply below if none of the options work.' At the bottom, there is a text input field for 'Type your reply here' and 'Submit Reply' and 'Back to Inbox' buttons.

September 2020 (Europe/London)			
	Mon. 7		Wed. 9
	03:30 pm	04:30 pm	08:00 am
Penny Moyses	✓	✗	✗

Once confirmed, you will need to add the meeting to your work calendar and send a meeting invite to the attendee. Meetings can be set up using your preferred video conferencing platform such as Microsoft Teams or Zoom. Alternatively, you can use the Engagez platform to call your contact at the agreed time.



Hints and Tips

- Make sure that you access the event platform via Chrome or Firefox to ensure that everything runs correctly
- Avoid accessing the platform via a remote desktop as this may affect your ability to log in and fully interact with fellow attendees
- Take time to familiarise yourself with the platform prior to the conference
- Complete your online profile and upload a photograph as soon as possible. These are the first things that an attendee will review when deciding whether or not to contact you
- Use the attendee list to reach out to delegates before the conference and arrange meetings
- Ensure that at least one person is available on your stand at all times to give attendees the opportunity to live chat with a representative
- If you are a designated stand rep, give visiting attendees some time before messaging them. Make sure that only one member of your team reaches out to avoid overwhelming the attendee
- Interact with attendees in the networking lounge and use the discussion forum to get involved with conversations, promote your sessions and signpost attendees to your stand
- Copy your stand's page URL to directly signpost attendees when connecting via the chat/message
- If you have arranged to meet someone using the video call function on the platform, send the person a reminder in the form of a message/chat shortly before the meeting



Further Information

If you have any questions relating to your exhibition stand, please reach out to the commercial team:

Vanessa Richards - vrichards@treasurers.org

Simon Tempest - stempest@treasurers.org

Denis Murphy - dmurphy@treasurers.org

If you have any technical enquiries, please contact the events team:

Events Team – events@treasurers.org

