

# ***GUIDE***

EasyVirtualFair



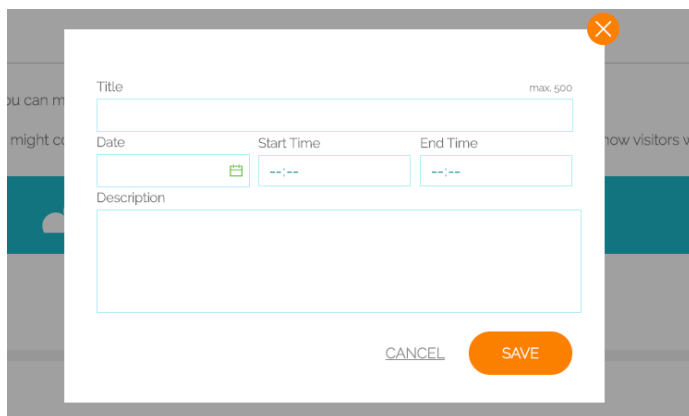
## ***CHAT GUIDE***

## STEPS

### CREATE A CHAT SESSION

It is important to know that it is not necessary to create a session to connect to the chat. You can log in and chat any time you want. This agenda only serves to indicate attendees when you will be online, so when a user enters and you are not online, they will know when to locate you.

To plan a chat you have to add a date, a start and end time and a title.



The screenshot shows a modal form for creating a chat session. It includes a title input field with a 'max. 500' character limit, a date picker, start and end time fields, and a description text area. The form is set against a blurred background of the virtual fair interface.

### USE CHAT

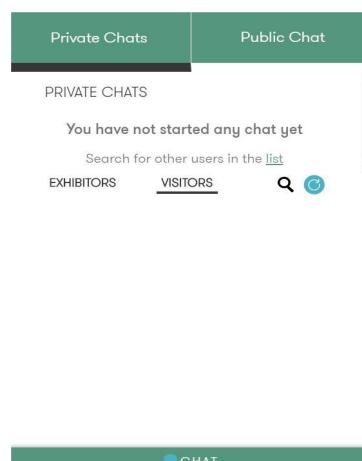
To chat with the fair's visitors, you have to login with the specific users to the chat that we will have communicated previously. Each stand has 10 users and they are formed following this rule:

**standuser\_CHATn<sup>0</sup>** ( Being "n<sup>0</sup>" the numbers from 1 to 10)

We recommend that the first time you access, you add your personal info and upload a photo in "My Profile".

**IMPORTANT:** Chat is accessed from the event url, not from the content manager.

The chat window can be divided into two parts: Public Chat (Stand Chat) and Private Chats.



To start a private chat, go to the list of visitors and click on the person you want to talk to.

You can view the registration data of that person by clicking on their name to ensure beforehand that their profile matches what you are looking for.

A red circle and a sound alert will appear every time you receive a new message.

Conversations held in the private chat will be automatically saved in the content manager, unless you lose internet connexion.

If the person speaks a language different to your own, you have the possibility to activate automatic translation.

The “Stand Chat” section corresponds to the public Chat of your virtual stand. All visitors who are at your booth at a certain time will be able to write in this chat where all the representatives of the company who are online will also be available.

## ACCESS CHAT ARCHIVE

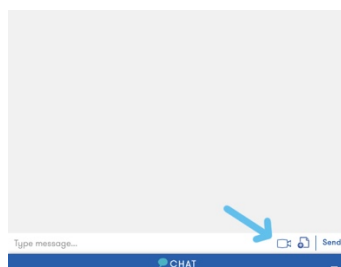
Conversations held in public chat will be automatically saved in the content manager. If your session closes, when you re-enter you will be able to see the conversation that was previously held in the public chat.

## USING VIDEO CHAT

### A) Integrated Video Chat

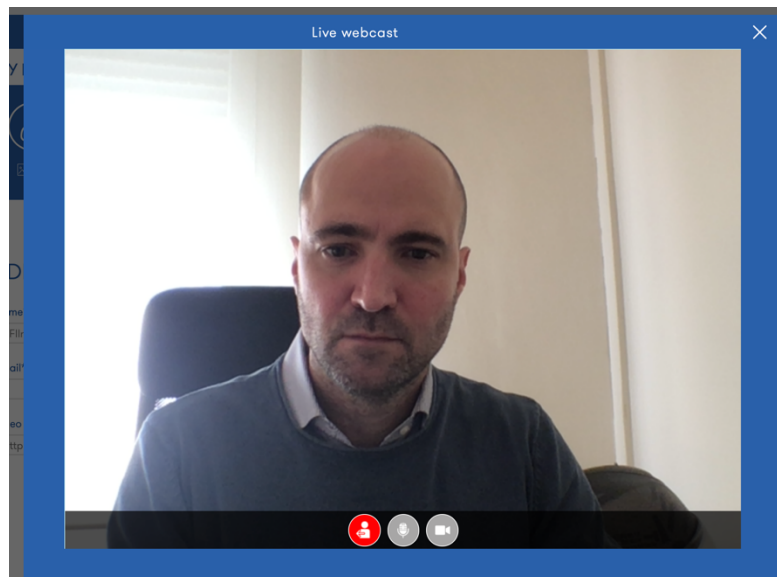
If your event has Video Chat integrated, exhibitors may open video conversations with visitors.

To do so, once you are in a chat conversation with any visitor, just click on the video icon that will appear beside the text area as shown in the picture



Next, click on the pop up button to connect and it will automatically take you to this screen with the following 3 options:

- Leave meeting
- Quit microphone
- Quit camera



Once the visitor accepts the invitation you will both be connected



## **B) Without integrated Video Chat**



If your event doesn't have integrated video chat, there will be no camera icon in the chat, but you are still able to open a video conversation if you have any room chat of your own or you use any free link (whereby, meet, teams...)

To do so first step would be to log in to the event and click on My profile on the top right of the

screen.

You will find there is a video link field where you should place the link to your video room.

#### MY PROFILE

 <p>Hello! EFInfoStand0_CHAT8</p> <p> add photo</p>	<p>DO YOU WANT TO CHANGE YOUR PASSWORD</p> <p><a href="#">Change password</a></p>	<p>DO YOU WANT TO SEND NOTICE TO THE FAIR?</p> <p><a href="#">Send message</a></p>
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#### EDIT YOUR DATA

<p>Name* (max. 100 characters)</p> <input type="text" value="EFInfoStand0_CHAT8"/>	<p>Position* (max. 100 characters)</p> <input type="text"/>
<p>Email* (max. 100 characters)</p> <input type="text"/>	<p>Skype (max. 40 characters)</p> <input type="text"/>
<p>Video link (max. 255 characters)</p> <input type="text" value="http://"/>	

[Save](#)

Then go back to the chat and you will see that the camera icon is there. Everytime you click on it your video link will be sent to the visitor.

