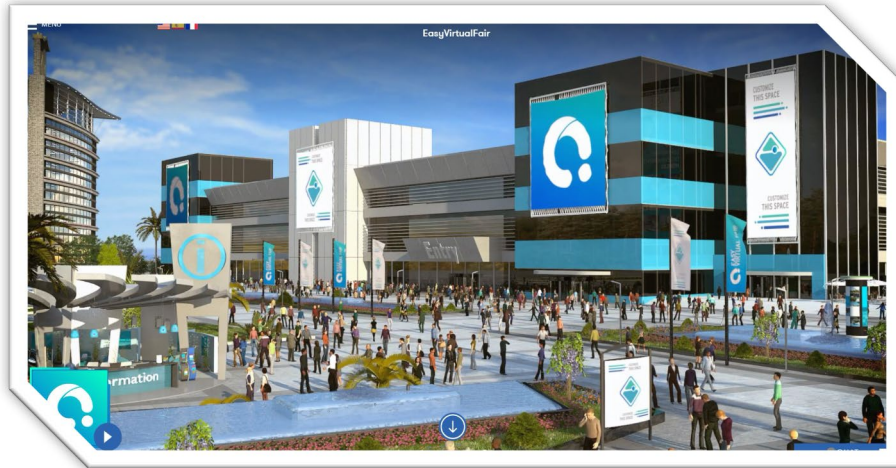# GUIDE

EasyVirtualFair

INFORMATION AVAILABLE IN A BOOTH

¡WELCOME TO THE VIRTUAL EVENT!

A Virtual Event is an interactive website with an attractive design to create a meeting point for exhibitors and visitors.

Each participant has a virtual booth to receive visitors.

Here you can provide information about your organization, publish offers, products, collect resumes, and introduce yourself to the visitors without the need for to travel and meet in person and in an easy and attractive way.

Your virtual booth will allow you to reach a large number of leads in one click

Through our easy content management system you can share:

CORPORATE INFORMATION

Upload the content that you consider useful to visitors: corporate data, information about the company, offers, contact information, products...

LEAD GENERATION

View and download the contact information for the people who have visited your stand. Classify, sort and export the visitors.
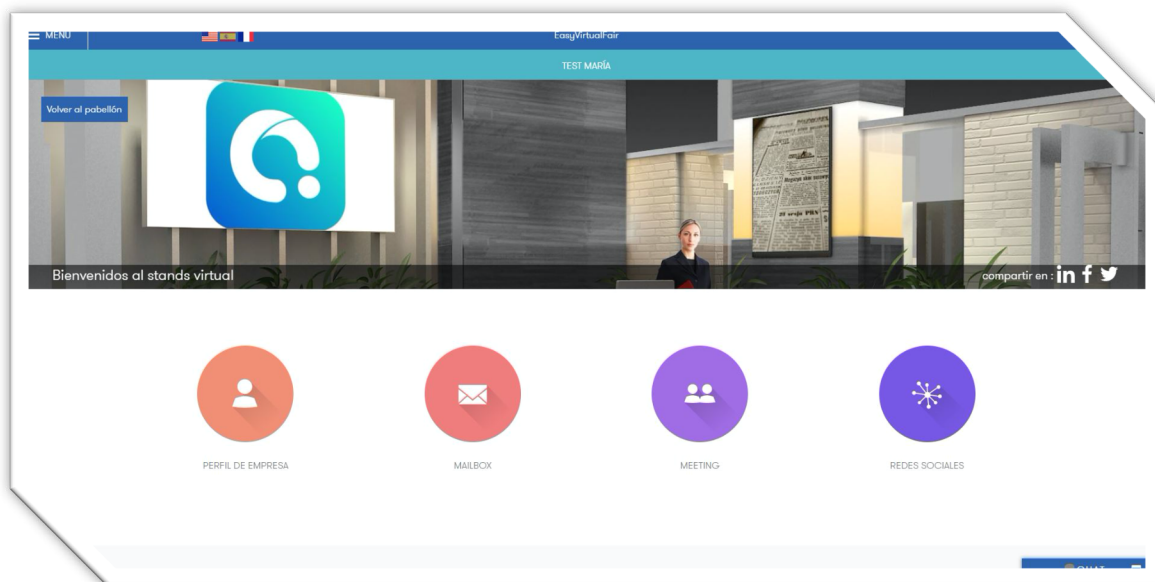
VISITOR CHATS

Get in direct contact with visitors through the chat and with visitors who are interested in learning more about your organization.

All the information and materials you upload through the Content Management System will be available to the visitor during the time the fair is open to the public.

The information can also be updated in real time with just a click.

INFORMATION YOU CAN UPLOAD TO YOUR VIRTUAL BOOTH

PROFILE:

• Logo (format: .jpg max. size 5Mb)

• Contact Information

• Links

• Social Media

• Company information

• Offers

DESIGN: Choose a banner and boster to decorate your virtual booth. Choose the design and the receptionist. You can also upload your own background with the following dimensions

• 1 banner: 317x177 (format: .jpg max. size 5Mb)

• 1 poster: 217 x 304 (format: .jpg max. size 5Mb)

Booth template: 1984 x 1120 px (format: .jpg max. size 500Kb)

VIDEOS: Share you organization's videos. (links to Youtube or Vimeo videos)

DOWNLOADS: Upload documents to your booth for visitors to download (PDF, Word, or JPG images)

MEETINGS: Share your calendar to automate appointment scheduling. The visitor will be able to choose and book the appointment according to their preferences. We recommend **Calendly** in case you need one.

MAILBOX: Here you can continue to receive messages from visitors even if you are not connected to the fair.

WEBCASTS: Here you can manage and plan your live or prerecorded sessions choosing a topic, date and time.

OFFERS / PRODUCTS: Here you can upload job postings, product offers etc...
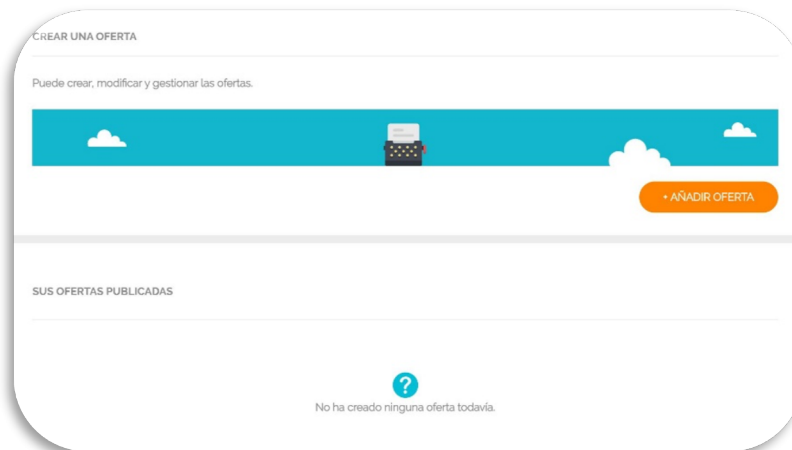
CHAT:

Talk with fair visitors through the chat. You can have group chats (public chats) or chat with individuals one to one (private chats), you can send them links or finalize an interview with them.

Connect to the chat when you want or schedule a time when you will be connected so the visitors know when they can connect with you.

View the chat transcripts of the public and private chats through after the fair takes place

VISITORS:

Additionally, through the content management system you can see the number of visitors who have navigated to your booth and the profile of the candidates who have applied to your job postings, filter and export their contact information.