

GUÍA

EasyVirtualFair



MEETINGS

IMPORTANT TIPS

LOG IN

It's not recommended that more than one person enters the backend at the same time with the administrator user since it can cause errors and data loss. However, for each administrator user, there will be 10 chat user accounts, that you can use for the LIVE event.

SAVE CHANGES

Save your changes every time a text has been changed, an image has been uploaded or a document has been loaded. The changes are only saved if you click on the "SAVE CHANGES" button. All the modifications made in the manager will be visible in the DEMO or the event website when recharging them. If they do not appear, you may have to clear the cache or open the page in a different browser.

All information or material uploaded to the content manager of your stand will be accessible to the visitor. But only the filled fields will appear in your virtual stand in the form of a clickable buttons (tooltips). If you do not enter information, this button will not be seen, except for "Company Profile" and "Mailbox" which appear by default.

ERROR REPORT

In case of technical problem, you can contact your assigned Project manager indicating the name of the company and the problem (we recommend attaching screenshots)

DOWNLOADS

Any document you wish to share with visitors can be uploaded here. For this you have to enter the "Downloads" section and choose the files one by one by clicking on "+ ADD FILE" followed by "BROWSE". The maximum weight per file is limited to 5MB. You can delete uploaded documents at any time.

Meetings works with your team calendar to automate appointment scheduling. This tool will allow your team to easily organize meetings based on their availability in an independent way and avoid overlapping appointments.

Each user of the stand will be able to post their own agenda link with the appointments available for each topic. The visitor will be able to choose and book the appointment according to their preferences.

In your meeting tab, click on +ADD MEETING and fill in all the required information. When you're done, save your calendar and it will be published at your stand. If you choose 'Embed calendar', visitors can request the meeting directly inside the platform.

Titulo

Sobre el expositor max: 1000 caracteres

Sólo se permiten formatos en .jpg. El tamaño máximo de archivo es de 5Mb.

Subir imagen

Embeber calendario max: 250 caracteres

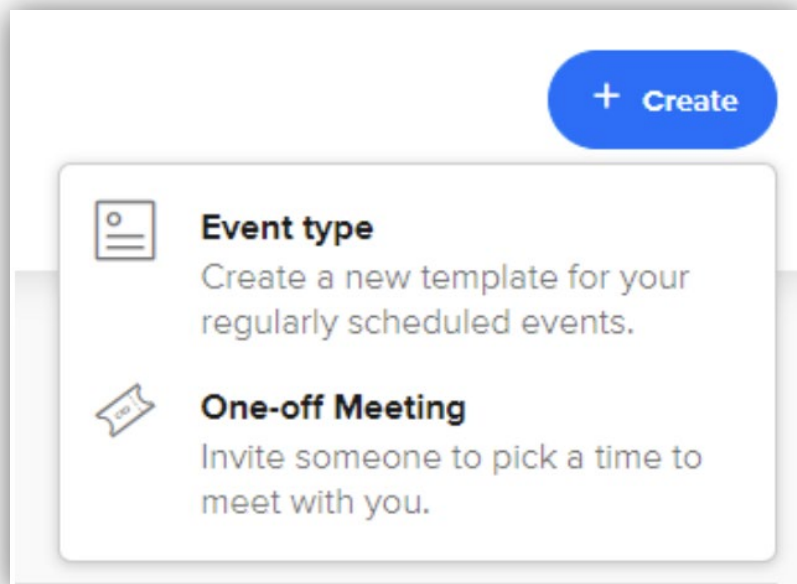
Ejemplo: <https://calendly.com>

CANCEL **SAVE**

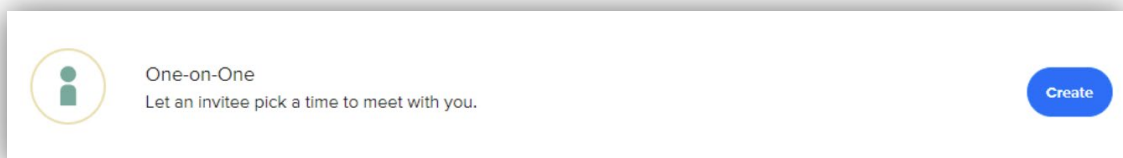
In order for the personal calendar of Meetings to be displayed correctly inside the platform, we recommend you use the Calendly app. It is free and very user friendly.

These are the steps to follow to create a calendar:

1. Sign up in <https://calendly.com/signup>
2. Once your account is created, click on the 'Create' button in the main board and 'Event type' next:



3. You may now select 'One-on-One' so that the user can choose the date and time (within the exhibitor's availability) to schedule a meeting.



4. In the next board, you may fill in the features and details you want your event to gather, such as where it is going to take place (Google Meets, Zoom, Teams, etc), length, how far in advance visitors can schedule a meeting and so on.

What event is this?
Meetings, No location given

Event name *

Location *

Description/Instructions

Event link *

Event color *

Cancel Next

When can people book this event?
30 min, 60 rolling calendar days

Date range
Set a range of dates when you can accept meetings.

Invitees can schedule...
 60 calendar days into the future
 Within a date range
 Indefinitely into the future

Duration
Define how long your event will be. It can be as long as 12 hours.

How do you want to offer your availability for this event type?
Select one of your schedules or define custom hours specific to this type of event.

Which schedule do you want to use?
 Working hours

Cancel Next

Central European Time

WEEKLY HOURS		DATE OVERRIDES
SUN	Unavailable	To override your hours on specific dates, update your schedule under Availability
MON	09:00 – 17:00	
TUE	09:00 – 17:00	
WED	09:00 – 17:00	
THU	09:00 – 17:00	
FRI	09:00 – 17:00	
SAT	Unavailable	

Want to add time before or after your events?

Before event

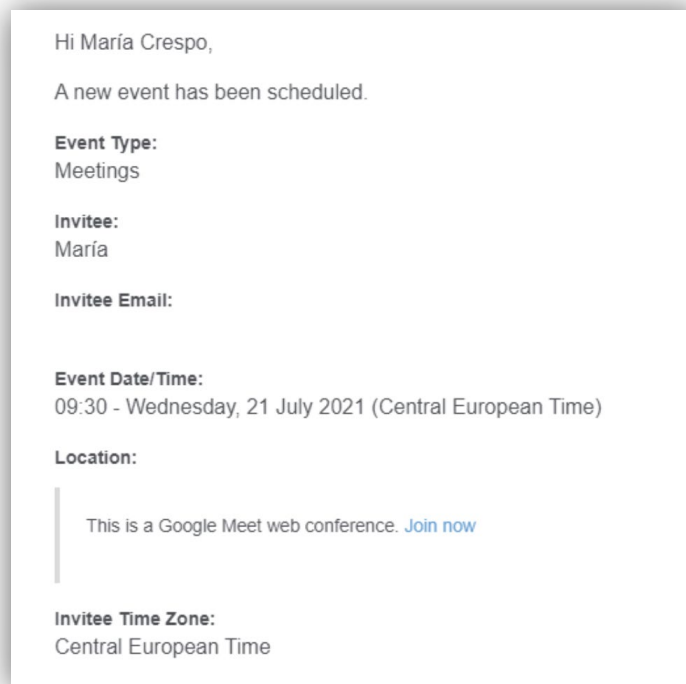
After event

Give yourself some buffer time to prepare for or wrap up from booked Calendly events.

5. Once your event is created, you will be able to copy the link of it and paste it on the Meetings tab in the backend of your event.

<input type="checkbox"/> <p>Meetings 30 mins, One-on-One View booking page</p> <p>Copy link Share</p>	<input type="checkbox"/> <p>15 Minute Meeting 15 mins, One-on-One View booking page</p> <p>Copy link Share</p>	<input type="checkbox"/> <p>30 Minute Meeting 30 mins, One-on-One View booking page</p> <p>Copy link Share</p>
<input type="checkbox"/> <p>60 Minute Meeting 1 hr, One-on-One View booking page</p> <p>Copy link Share</p>		

Every time a visitor requests a meeting, you will receive an email from which you'll be able to add that meeting to your calendar, cancel or reschedule it.



Once your meeting is added to the Google Calendar, you will be able to create the link to the meeting on Google Meets or any other platform you choose.