

Exhibitor briefing

Summary of virtual booth

Below is a list of features that have been included within the booth (depending on the information you have supplied to us):

- **Customised booth** to showcase your products / services, including:
 - Organisation logo and profile (logo to be supplied in high res jpeg at 600px (width) x 338 px (height))
 - Organisation photo or video can be embedded (please supply a YouTube or Vimeo link for video)
 - Website, email and social media links (Facebook, Twitter, LinkedIn, Instagram, Snapchat) – please provide full URLs.
- **Document storage** for organisation brochures, reports etc which attendees can download (there is no set limit on the number of documents). Please provide in pdf format – maximum 10mb per document.
- **Exhibitors who are full symposium attendees** also have the option to:
 - 1.1 text chat to other attendees
 - 1.1 video calls with other attendees
- **On-demand content:** the virtual booths will be available on demand for one month before the event and for 14 days after the event so attendees and exhibitors can connect over a long period

Managing your booth (attendees only)

- Once your booth is ready, you will receive an email allowing you to access the platform.
- Click on the link in the email which will bring you to the landing page on the platform.
- On first login, you will be required to accept the terms of service and opt in or out of appearing in the attendee section, being contactable through 1-2-1 chat messaging or 1-2-1 video calls.
- From there you will be able to update your own personal profile with company details, bio, and your profile picture.

BOOKING FORM – VIRTUAL BOOTH

Organisation name	
Country	
Website	
Description of organisation / products / services	
Name of contact	
Email	
Facebook	



Twitter	
LinkedIn	
Instagram	
Snapchat	
Video link (link to video at Vimeo, YouTube etc)	

Please email this form back to us along with any logo and organisation jpeg files, and pdf attached documents, to mail@agroforestry.co.uk