



APSAD 2021

**VIRTUAL
EXHIBITION
MANUAL**

7 – 10 November 2021

Exhibition Manual Instructions

Welcome to the exhibition manual for the virtual **APSAD 2021 Conference**. Please ensure you view each section of this exhibition manual to ensure smooth logistics during the lead up to and during the Conferences.

Requirements Check List

Exhibition Booth Requirements	Deadline	Tick when completed
Provide company profile and logo	Monday 25 October 2021	
Watch the Exhibitor Demo video	Monday 25 October 2021	
Downloadable Handouts and/or Videos (PDF / mp4. Format. Max file size 5MB)		
Register staff and advise conference secretariat who will be manning your virtual booth so the correct staff profile is available in the platform		

Exhibition Opening Hours

We recommend exhibitors be at their virtual booth during all breaks. Delegates will not be able to engage in a video call or live chat conversation if you are not at your booth. Please note the break times are subject to change.

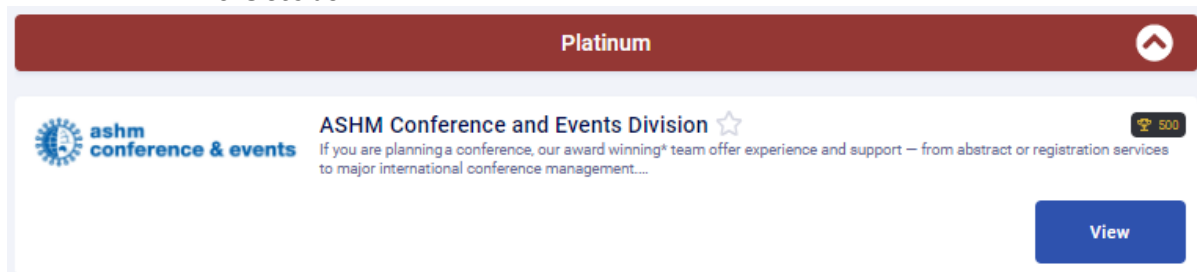
Day 1, Monday 8 November 2021	
10:30am – 11:00am	Morning Tea & Exhibition
12:20pm – 12:50pm	Lunch & Exhibition
15:00pm – 15:30pm	Afternoon Tea & Exhibition

Day 2, Tuesday 9 November 2021	
10:25am – 10:50am	Morning Tea & Exhibition
12:50pm – 13:20pm	Lunch & Exhibition
14:35pm – 15:05pm	Afternoon Tea & Exhibition

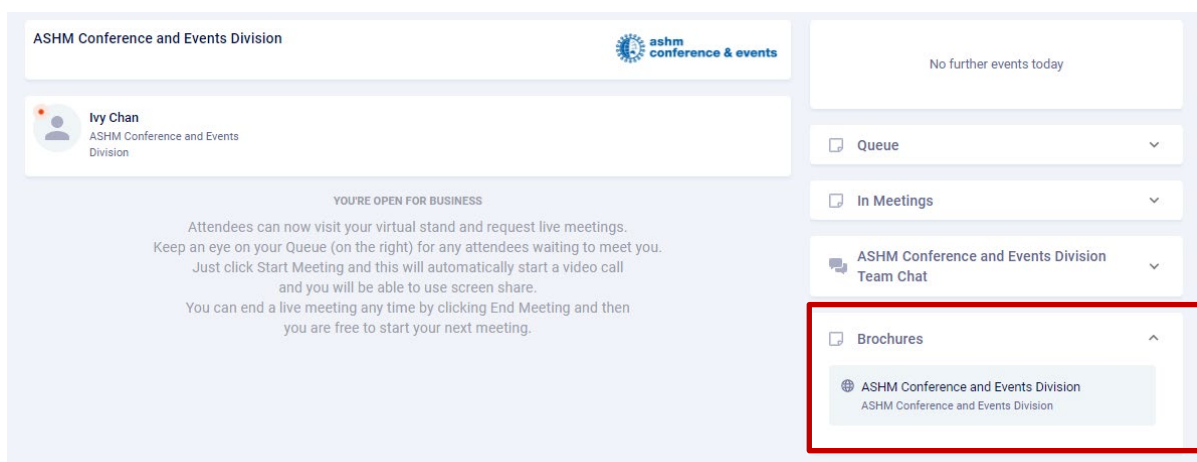
Day 3, Wednesday 10 November 2021	
10:15am – 10:45am	Morning Tea & Exhibition
12:20pm – 12:50pm	Lunch & Exhibition
14:05pm – 14:30pm	Break
15:30pm – 15:55pm	Afternoon Tea & Exhibition

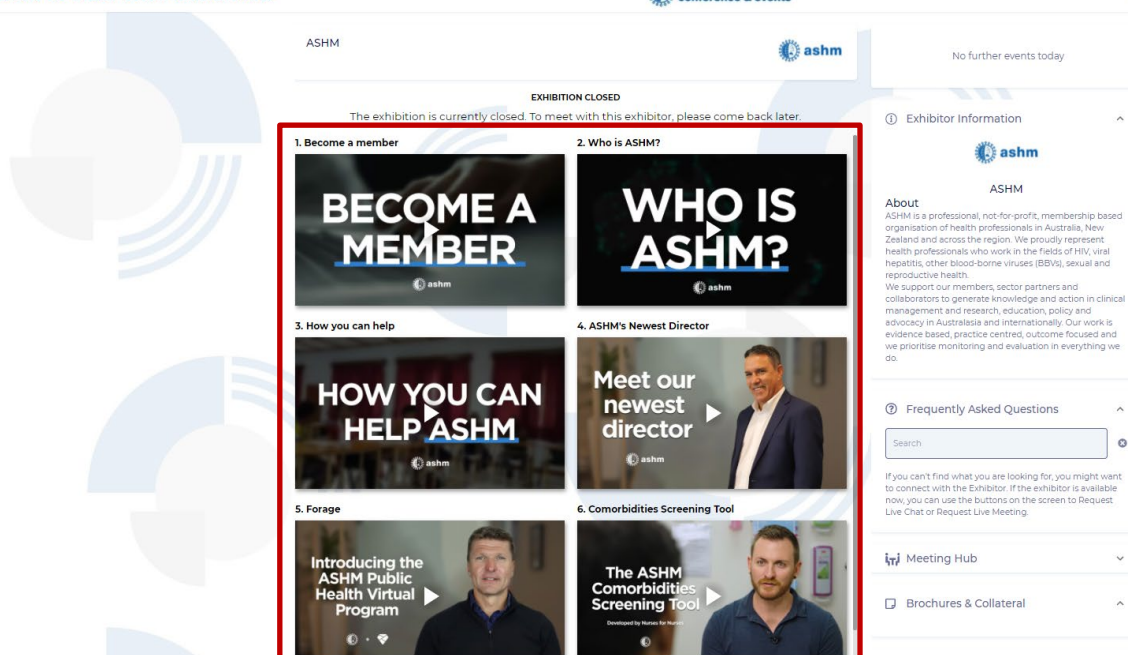
Virtual Booth Requirement

- Company Profile and Logo
 - Company profile and logo will be displayed on the exhibition page. Please email your company profile and logo to cara.bruce@ashm.org.au by **Monday 25 October**.



- Downloadable Brochures
 - Conference delegates can download any exhibitor's materials on the right of the virtual booth. Exhibitor can include as many "brochures" as you want. Brochures can be:
 - **PDF Documents** (Maximum file size is 5MB)
 - **Website URL's**
 - **Videos hosted online via YouTube or Vimeo** (please advise URL)
 - Please send the files by **Monday 25 October** via email to cara.bruce@ashm.org.au.





Important items to note:

- Delegates cannot request a video meeting or live chat if you are not at your booth, but they can request to connect with you via the meeting hub at any time.
- You need to provide the names of the staff who are virtually manning the booth to the conference secretariat. Only those names that have been provided will have access to the virtual booth.
- You will hear a 'ding' noise when a delegate is requesting to meet with you in your stand. You will need to be logged into your virtual stand to be able to hear this sound.

How to access your Virtual Booth

Watch the [demo video](#) to get familiar with the virtual platform. Portal login details will be sent closer to the conference. Live support is also available onsite if you are facing any portal issues.