



**INHSU
2021**

13 - 15 OCTOBER 2021

VIRTUAL



VIRTUAL EXHIBITION MANUAL

13 – 15 October 2021

Exhibition Manual Instructions

Welcome to the exhibition manual for **INHSU 2021**. 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
Watch the Exhibitor Demo video	Wednesday 29 September	
Downloadable Handouts (PDF / mp4. Format. Max file size 5MB)		
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.

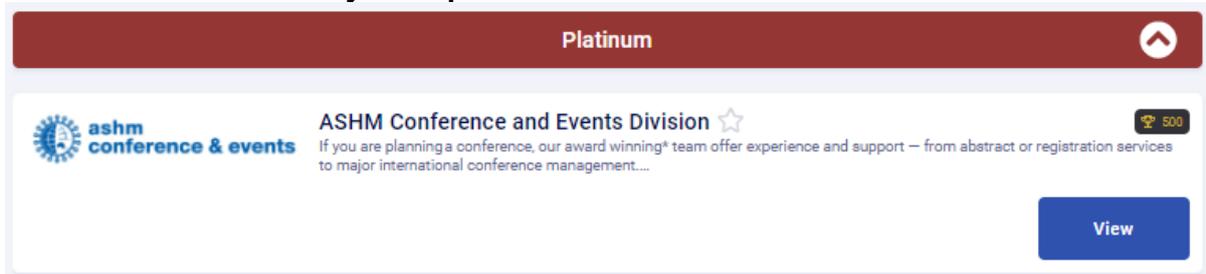
Day 1, Wednesday 13 October 2021	
10.30am – 11.10am	Coffee Break
12.45pm – 1.15pm	Lunch
3.55pm – 4.25pm	Coffee Break

Day 2, Thursday 14 October 2021	
10.30am – 11.10am	Coffee Break
12.45pm – 1.15pm	Lunch
3.35pm – 4.10pm	Coffee Break

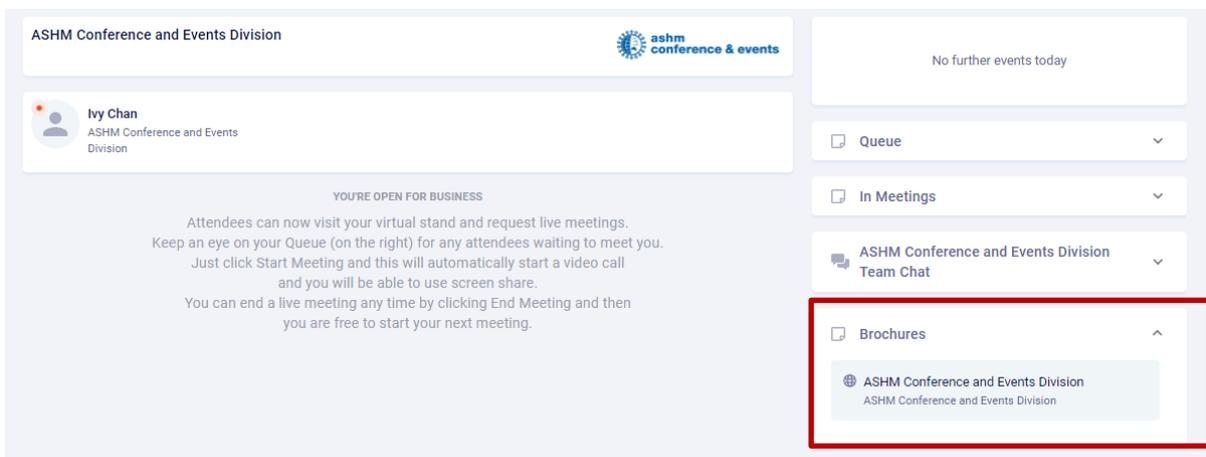
Day 3, Friday 15 October 2021	
10.30am – 10.55am	Coffee Break
12.30pm – 2.00pm	Lunch

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 liagh.manicom@ashm.org.au by **Wednesday 15 September**.



- 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 us the files by **Wednesday 29 September** via email to liagh.manicom@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.
