



Booth Representative

We are pleased to welcome you as a Booth Representative for this exciting Virtual Event. This guide will give you important information, instructions, best practices, an overview of features and how to best interact with your booth attendees.

Booth Rep Prep

(each Booth Rep, in advance of the live day)

1. Register for the virtual event (you MUST use the same, corporate email as provided as for your Booth Representative access)
2. Perform the system check and follow up with YOUR company's IT department as needed
3. Review the Room Rep Guide
4. Attend the Room Rep Training session (or review the recording)

Best Practices

System Requirements

1024 x 768 screen resolution minimum

1.4 Mbps internet connection minimum

- **Disable Pop Up Blockers**
- **Disconnect from a VPN (if possible)**

Be sure to **test your system in advance** to avoid issues during the live event!

System Test

<https://virtualdestinations.6connex.com/event/template/library/system-check>

Webinar System Test

<https://event.webcasts.com/viewer/faq.jsp?mType=video&closebtn=no&techview=yes>

Devices

Laptop, computer (Mac or PC) or tablets (Android or IOS) are supported.

Browser

There is a virtual, browser based experience. We find that Chrome or Firefox are the most stable and consistent when accessing the virtual environment.

Audio

Audio is streaming over your device, be sure your speakers/headphones work and are turned up.

Connectivity

- A strong Wi-Fi connection or hardwired internet connection are recommended.
- Disconnect from VPN or corporate networks (if possible).
- Close any unnecessary applications.
- Refrain from browsing the internet, streaming media and/or downloading large files during this time.

Instructions

1. Your 6C Project Manager has added you as Booth Representative to allow you proper access within the booth.
2. Login to the virtual environment using the email you used when registering.
3. You will be placed in the Lobby.
4. Navigate to the Exhibit Hall (also called the Directory) and find the booth you are assigned to represent.
5. Enter the booth you are assigned to confirm your name is listed on the info/rep card. The chat bubble next to your name should be green indicating you are online.
6. The Chat Box should auto open when you first enter the room. If you click out of the box, you can open again by clicking on the icon in the upper right corner that says "Public Chat"

Login



Welcome

Welcome to the Template Library.

This virtual environment will give you an opportunity explore the variety of available templates. All templates can be branded for your specific program, and many can accommodate additional signage and click states.

Please login to browse. Contact your project manager with any questions, or email clientcare@6connex.com.

Thank you!

Not Registered?

[Click Here to Register](#)

Already Registered?

If you have already registered, please log in.

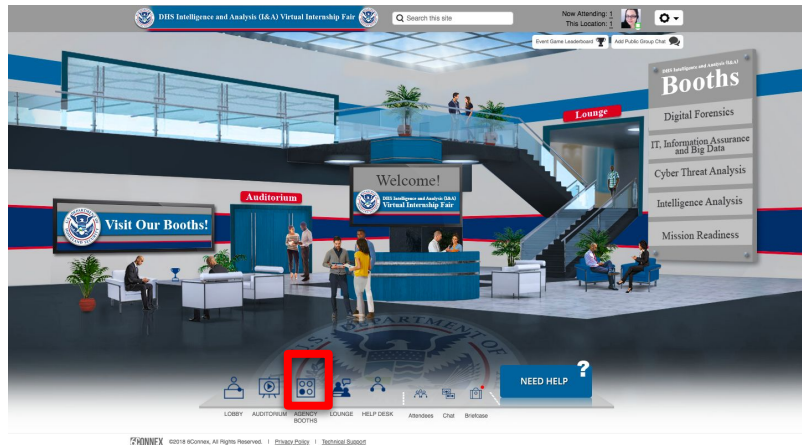
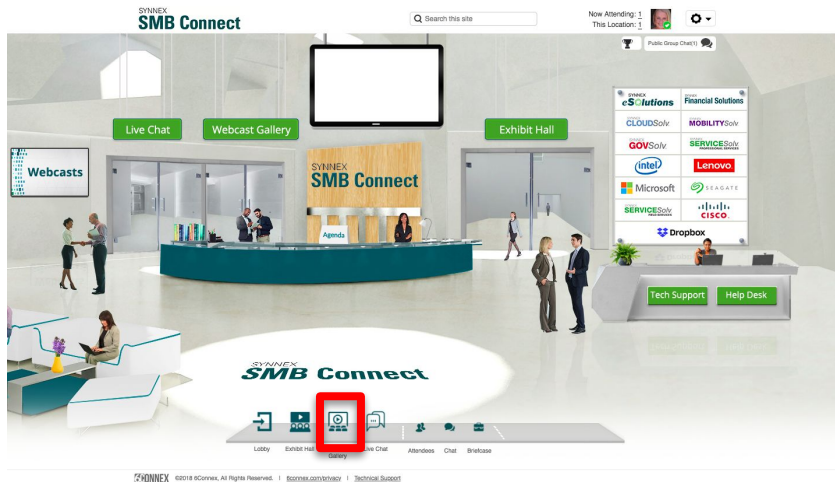
Email*

[Login](#)

[System Check](#)

Login using the same email address provided for rep access and registration

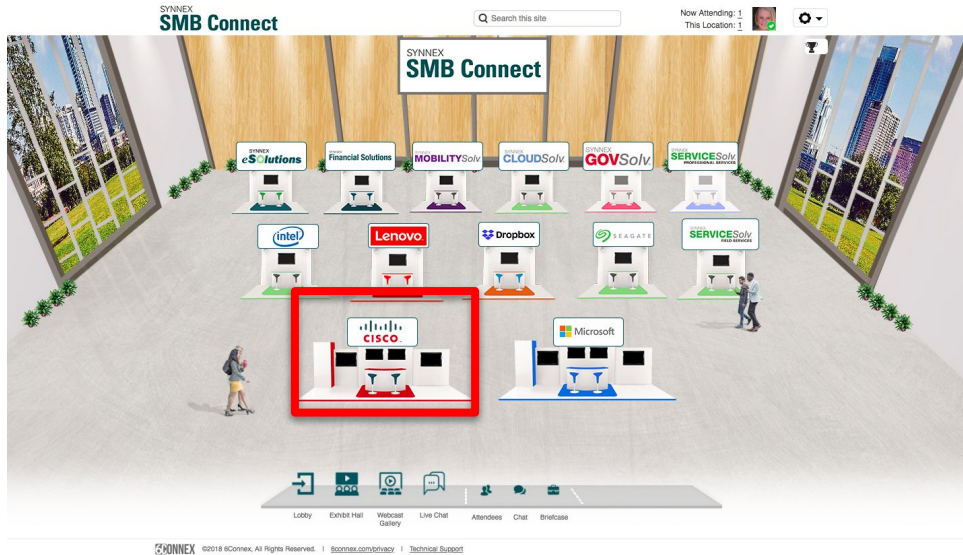
Lobby



After logging in you will be placed in the virtual event lobby. Use the navigation bar or clickable navigation tiles (on the walls, above doorways, etc.) to move from room to room. To navigate to your booth, click on the Exhibit Hall or Directory icon.

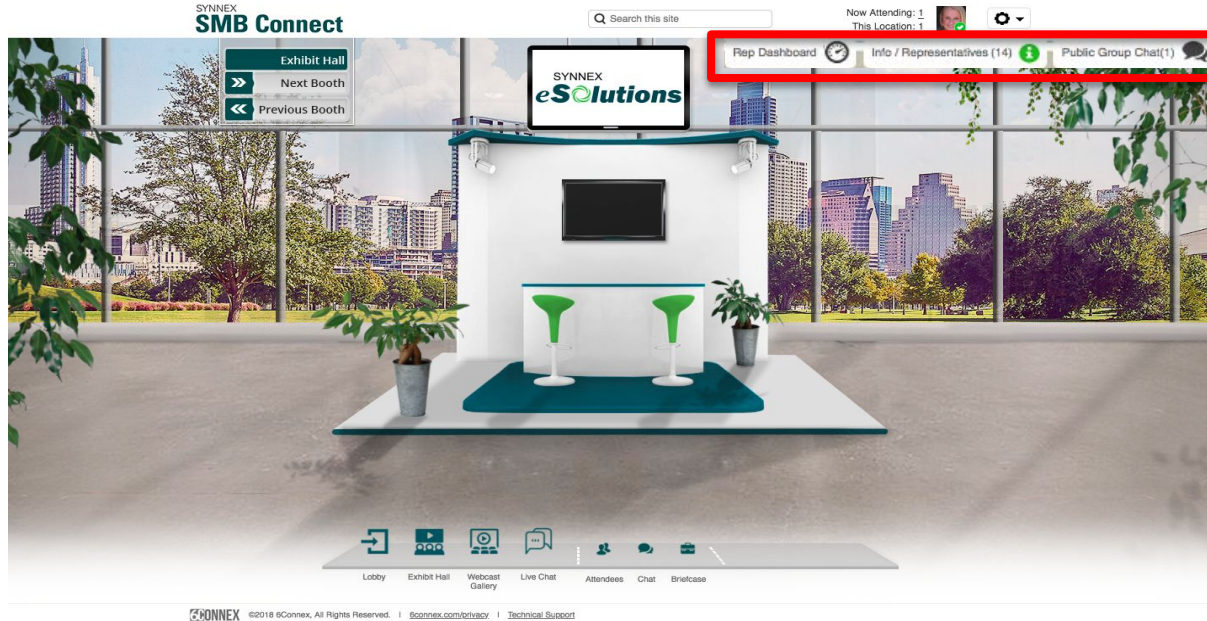
NOTE – Images displayed are for example only and may not apply to the specific event you are participating in. Rooms, interactivity, options, chat features, etc. vary by environment.

Exhibit Hall / Directory



From the Exhibit Hall or Directory, access the booth you are representing by clicking directly on the booth or booth name (if listed in a directory format).

Booth



There are three important features within the Booth which you are assigned.

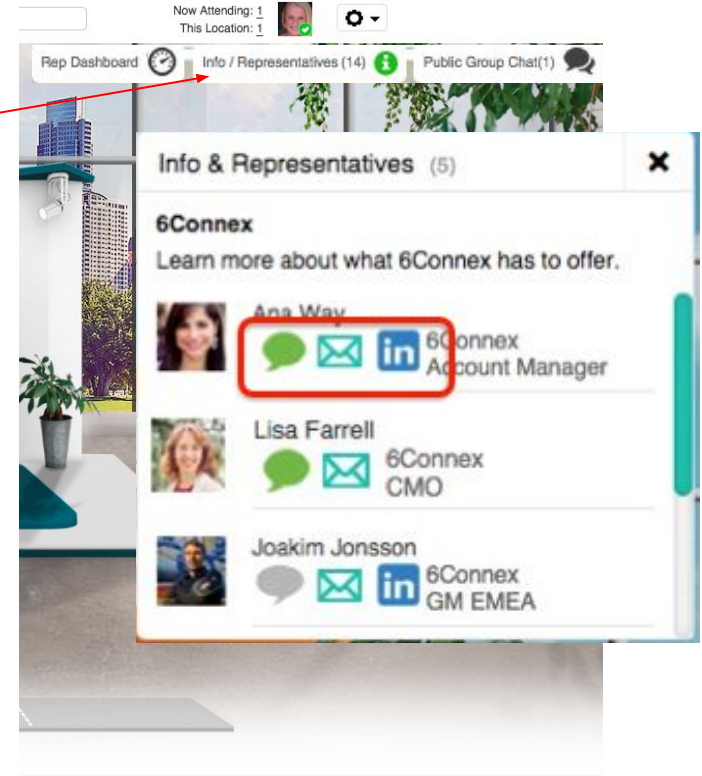
- I. Info / Representative Card
- II. Public Group Chat
- III. Rep Dashboard

You can find buttons for each of these in the upper right corner of your booth.

I. Info/Rep Card

The **Info/Representative Card** gives attendees the ability to get information and reach out to the Booth Reps.

- Attendees can engage in a 1:1 private chat with a Booth Rep by clicking on a green chat bubble. If a Booth Rep leaves their assigned Booth to enter another location within the Virtual Environment, the chat bubble will remain green, and Booth attendees will still be able to send a chat message to that Booth Rep. If a Booth Rep logs out of the environment, the chat bubble will be grey, unavailable for chat.
- Attendees always have the ability to e-mail a Booth Rep at any time; they can also include an attachment to their e-mail.
- If a Booth Rep has allowed attendees to view their LinkedIn Profile (which is an option listed when editing one's registration info) the LinkedIn Icon appears and clicks through to their LinkedIn page.



The screenshot displays the 6Connex virtual event interface. At the top left is the 'FUTURE HOUSING LEADERS' logo. A search bar is at the top center. On the top right, it shows 'Now Attending: 37' and 'This Location: 4'. Below this are icons for 'Points Hunter', 'Intro Video', and 'Public Group Chat(1)'. The main area features two chat windows. The 'Avanath Public Chat' window on the left has a text input field with the placeholder 'Type here and press submit to send a message.', a character count of 400, and a 'Submit' button. It also shows 'Current Participants: 3' and a 'Refresh' button. Below this, two messages are visible: one from MARY OWENS at 11/29/2018 09:17 am and another from Odette Yang at 11/29/2018 09:03 am. The 'Avanath Capital Management' window on the right, which is highlighted with a red border, contains a welcome message about the company, social media icons for Twitter and LinkedIn, and a profile card for MARY OWENS with icons for chat and email. The background of the interface shows a virtual 'Exhibit Hall' with a cityscape view. At the bottom, there is a navigation bar with icons for Lobby, Auditorium, Exhibit Hall, Resource Lounge, Attendees, Chat, and Briefcase. A 'FOR STUDENTS' banner is also present. The footer includes the 6CONNEX logo and copyright information: '©2018 6Connex, All Rights Reserved. | Privacy Policy | Support'.

Within your assigned booth, your name is listed within the info/rep card.

The chat bubble next to your name should be green indicating you are online.

The Chat Box should auto open when you first enter the room. If you click out of the box, you can open again by clicking on the icon in the upper right corner that says "Public Chat"


II. Public Group Chat


6Connex Public Group Chat ×

Type here and press enter to send a message. 400

Current Participants: 2 [Download](#) [Submit](#)

☐ Translate Comments [Refresh](#)

 **Will Tu** 1/16/2015 at 5:24 pm
Hi everyone! [Delete](#)

 **Lisa Farrell** 10/24/2014 at 10:29 am
welcome! [Delete](#)

The **Public Group Chat** window allows Booth Reps and attendees to engage in a group chat. Booth Reps and Attendees who join the Public Group Chat can view the history of comments and Q&A within that Public Chat by scrolling through the list of posted comments and questions. If someone joins the conversation late, they can catch up on anything they've missed!

The 'Current Participants' shows who is still viewing the chat window. As a Booth Rep, you have the ability to download the Public Chat log from your assigned Booth (Attendees do not have this option). Reps also have the option to 'Delete' comments for within the chat (Attendees do not have this option).

The screenshot displays the 6CONNEX virtual event interface. At the top, there is a search bar and navigation links for 'Exhibit Hall', 'Points Hunter', 'Intro Video', and 'Public Group Chat(1)'. The main content area features a large 'Avanath Public Chat' window on the left and a smaller 'Avanath Capital Management (1)' window on the right. The public chat window includes a text input field, a 'Submit' button, and a list of participants. A red box highlights the public chat window, and a red arrow points from the 'Public Group Chat(1)' icon in the top navigation bar to the public chat window. Another red arrow points from the 'Translate Comments' checkbox in the public chat window to the text on the right. The bottom navigation bar includes icons for 'Lobby', 'Auditorium', 'Exhibit Hall', 'Resource Lounge', 'Attendees', 'Chat', and 'Briefcase'. A 'FOR STUDENTS >' button is also present.

Avanath Public Chat

Type here and press submit to send a message.

400

Current Participants: 3

☐ Translate Comments

MARY OWENS
Hi Odette, we do have internship openings. Is that what you are looking for?

Odette Yang
Hi, I saw that there are no current position openings. How can I be notified when there are opportunities for me?

Avanath Capital Management (1)

Come join our team! Avanath is an investment firm that acquires, owns, renovates, and operates affordable, workforce, and value-oriented apartment communities across the U.S. Avanath partners with institutional investors – both domestically and internationally – to deliver quality primary housing in major metropolitan and suburban markets.

MARY OWENS

FOR STUDENTS >
Learn about internships and more

Lobby Auditorium Exhibit Hall Resource Lounge Attendees Chat Briefcase

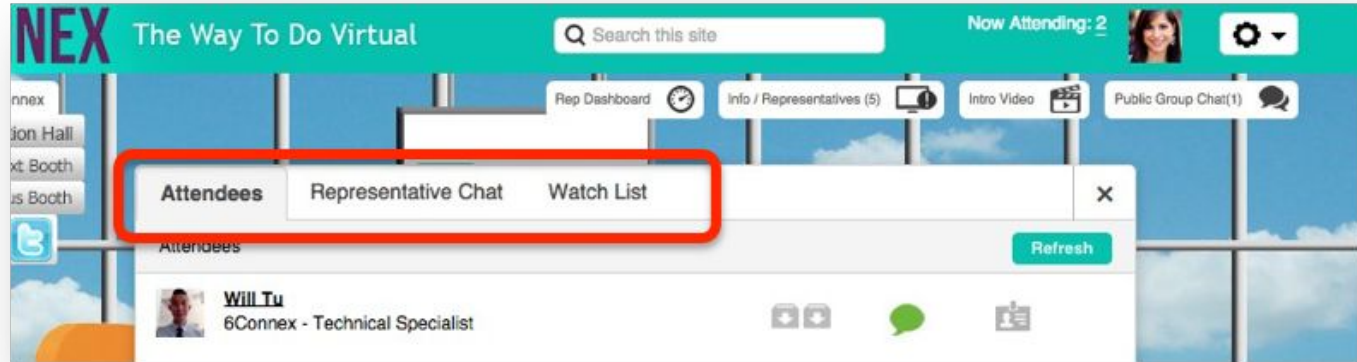
The Public Chat will auto launch when you enter the booth. If you click out of the box, you can open again by clicking on the Public Group Chat icon.

If you need to translate comments into different languages, click the translate comments box to select your preferred language.

III. REP DASHBOARD

The Room Rep Dashboard consists of 3 tabs:

1. **Attendees** – A list of all current attendees in a booth.
2. **Representative Chat** - Booth representative group chat.
3. **Watch List** - Specific attendees that are “favorited” by the booth reps.



Attendees Tab

All attendees in the current booth will be displayed on the Attendees tab. The order of the attendees is based on how long they have been in the booth. New attendees joining the booth will be added to the bottom of the list.

The screenshot shows the 'Attendees' tab selected, with other tabs 'Representative Chat' and 'Watch List' visible. A red box highlights the 'Attendees' tab. Below the tabs, the word 'Attendees' is displayed. To the right, a status bar shows 'Update: 1 user joined' and a 'Refresh' button. A callout box explains: 'The refresh button will show real-time booth activity updates'. Below this, a list of attendees is shown. The first attendee is 'Will Tu', a '6Connex - Technical Specialist', with a profile picture. To the right of the attendee list are four icons: two download icons, a green chat bubble, a LinkedIn icon, and a person card icon. Callout boxes explain these icons: 'If an attendee uploaded a file to their profile (resume, bio, image) click the download icon to view the file(s)', 'Click on the green chat bubble to initiate a 1 to 1 chat with an attendee', 'View the attendees LinkedIn profile', and 'Clicking this icon will open the "Attendee Card" which provides additional information and interaction options'.

Attendees Representative Chat Watch List

Attendees

Update: 1 user joined Refresh

The refresh button will show real-time booth activity updates

Will Tu
6Connex - Technical Specialist

If an attendee uploaded a file to their profile (resume, bio, image) click the download icon to view the file(s)

Click on the green chat bubble to initiate a 1 to 1 chat with an attendee

View the attendees LinkedIn profile

Clicking this icon will open the "Attendee Card" which provides additional information and interaction options

Within an Attendee Card, a room representative can:

- Email the attendee
- Add the attendee to the 'Watch List' (See below)
- View the attendee's number of booth visits
- View the attendee's chat history - active and history
- Make notes that are viewable by all representatives
- Download
- Clicking on Chatted with hyperlink allows you to view the chat and email it to yourself.

The screenshot displays the 'Attendee Card' for Greg Wolfe, a University Graduate. The card includes options to 'Send an email' and 'Remove from Watch List', along with 'Booth Visits: 2'. Under 'Chatting with:', Lisa Farrell is listed. Under 'Chatted with:', Ana Way and Lisa Farrell are listed, with a red box highlighting this section and an arrow pointing to the 'Email Me This Transcript' link in the chat transcript below. The 'Note' section shows two entries: 'Greg Wolfe Graduating this Spring.' and 'Greg Wolfe sent me an e-mail requesting a meeting.', both dated 1/21/2015. A 'Download Notes' link and a 'Submit' button are also present. The 'Chat Transcript' section shows a private chat between Michael Goodell and Joel Anderson, with a red box highlighting the 'Email Me This Transcript' link and an arrow pointing to the email content below. The email content shows the chat transcript between Michael Goodell and Joel Anderson in Volkswagen.

Attendee Card

Greg Wolfe
University Graduate

Send an email Remove from Watch List

Booth Visits: 2

Chatting with: [Lisa Farrell](#)

Chatted with: [Ana Way](#), [Lisa Farrell](#)

Note

Greg Wolfe 1/21/2015 at 5:12 pm
Graduating this Spring.

Greg Wolfe 1/21/2015 at 5:13 pm
Greg sent me an e-mail requesting a meeting.

Type here to add a note

[Download Notes](#) [Submit](#)

Chat Transcript

V7QA3 - Volkswagen
Private Chat - Michael Goodell / Michael Goodell

[Email Me This Transcript](#)

[01/14/2015 11:23] Michael Goodell: hello

[01/14/2015 11:23] Michael Goodell: what's up

[01/14/2015 11:23] Michael Goodell: test

[01/14/2015 11:23] Michael Goodell: testing

Chat transcript email:

Private chat transcript between Michael Goodell and Joel Anderson
v7qa.6connexnotifications.com
Sent: Friday, January 9, 2015 at 11:10 AM
To: michael.goodell@6connex.com

Michael Goodell,

Here is the chat transcript between Michael Goodell and Joel Anderson in Volkswagen.

[2015-01-08 11:22] Joel Anderson: hello
[2015-01-08 11:22] Michael Goodell: hi, looking for a job?
[2015-01-08 11:22] Joel Anderson: yes

III. REP DASHBOARD

To coordinate activities within the booth, representatives assigned to the booth can chat with each other. There is also the ability to download the chat.

Attendees

Representative Chat

Watch List

×

Type here and press enter to send a message.

400


Current Participants: 2

Download

Submit

☐ Translate Comments


Refresh



Ana Way
Sounds good, Mike seems like a solid prospect!

1/16/2015 at 2:08 pm

Delete



Lisa Farrell
Hey Ana, I'll take Will. You take Mike.

1/16/2015 at 2:05 pm

Delete

Representatives can add booth visitors to the 'Watch List', allowing representatives the ability to save numerous details about the attendee and their interactivity within the booth.

The screenshot displays the 6Connex software interface. At the top, there are three tabs: 'Attendees', 'Representative Chat', and 'Watch List'. The 'Watch List' tab is active, showing a list of three attendees. The first attendee, Michael Goodell, is highlighted. An 'Attendee Card' for Michael Goodell is overlaid on the right side of the screen. The card contains the following information:

- Attendee Card Header:** Michael Goodell, 6Connex - VP, Product Engineering.
- Actions:** Send an email (envelope icon), Remove from Watch List (star icon, highlighted with a red box).
- Booth Visits:** 11
- Chatting with:** -
- Chatted with:** Michael Goodell (link)
- Note Section:**
 - Note:** Michael Goodell Interesting guys (dated 11/20/2014 at 10:38 am)
 - Input field:** Type here to add a note
 - Buttons:** Download Notes, Submit