

# Using the Virtual Booth

A virtual booth is a space where you can share information but also meet and greet attendees to exchange experience, strategies etc. Within the booth you can display your logo, videos, publications and other digital content as you see fit. With the help of these, you can effectively connect with the attendees of the Festival of Ideas in a visually appealing environment and build long-lasting connections by using audio/video/text chat.

## Role of Booth Host

Booth hosts get two options, Front Desk and Board Room, to switch through a toggle, on the top right section of the screen.

**Front Desk:** This is the waiting lounge, outside the meeting/board room, where other users are waiting to join in. You are recommended to join Front Desk only when you need to address to the users in wait area and make any announcement.

**Board room:** This is your private meeting room where you can invite users from the waiting area. The conversation in this room cannot be heard or visible to the users other than those present in this room. Users can download brochures and documents whilst in the board room.

## Setting up your booth – Booth Hosts

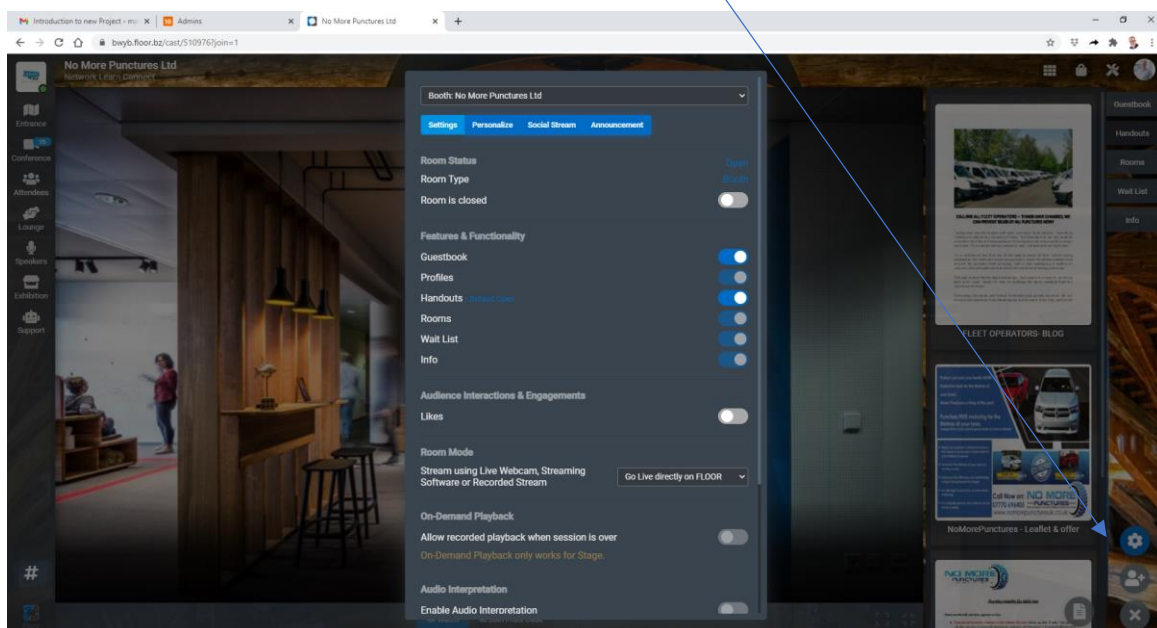
- Welcome Video
- Stage Background image
- Room skins

Simply click on the blue room settings cog, bottom right corner and up will pop the room settings panel. It gives you 4-tab options –

**Settings** – Set your booth to open/close, Enable/disable audio notifications

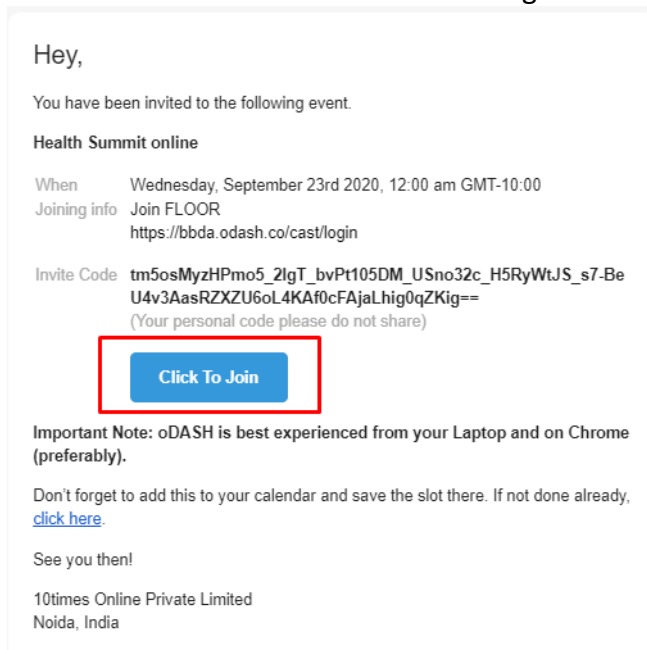
**Personalise** – upload the items mentioned above

**Announcement** – This is where you can broadcast messages on event day

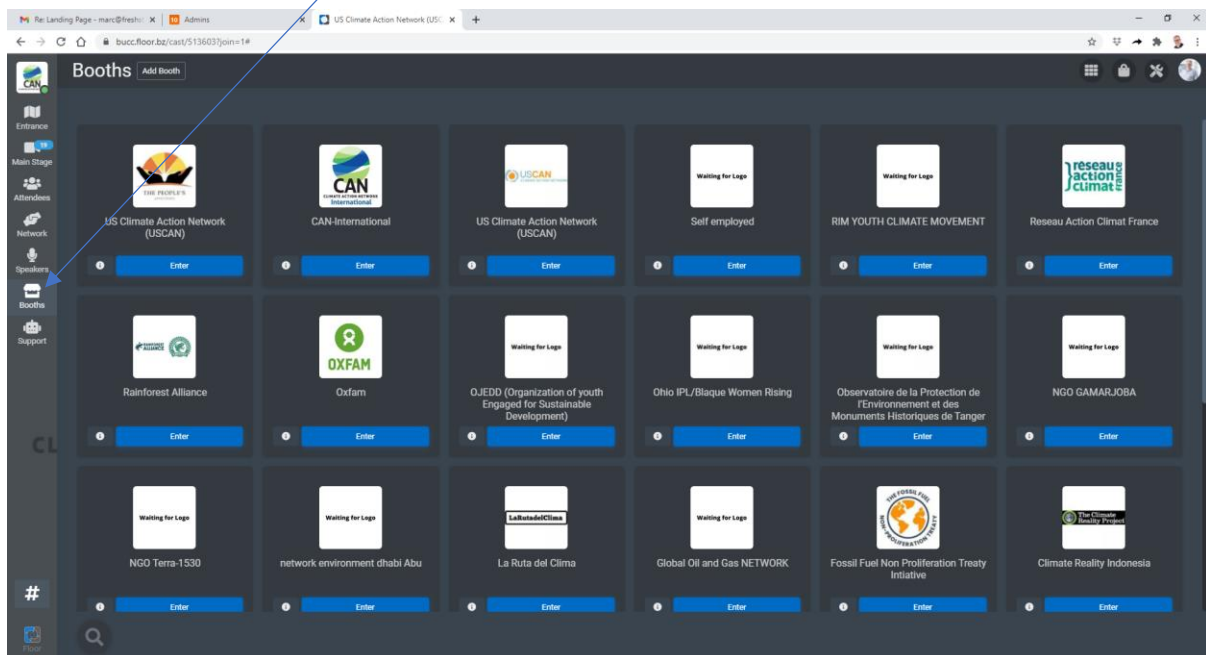


## How to enter your Live booth and access various settings for Booth activities.

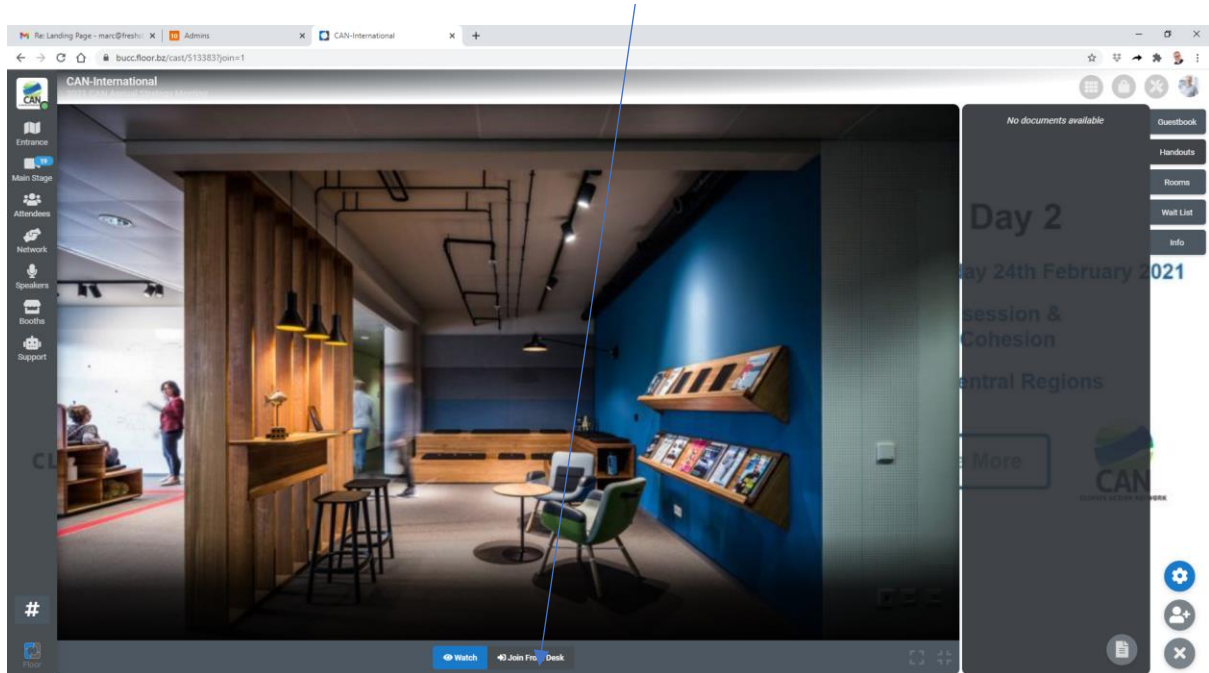
**Step 1:** Check the Invite received from 10times for joining the Event on FLOOR and press "Click To Join" button. It is a one click login and contains your unique link for the Event.



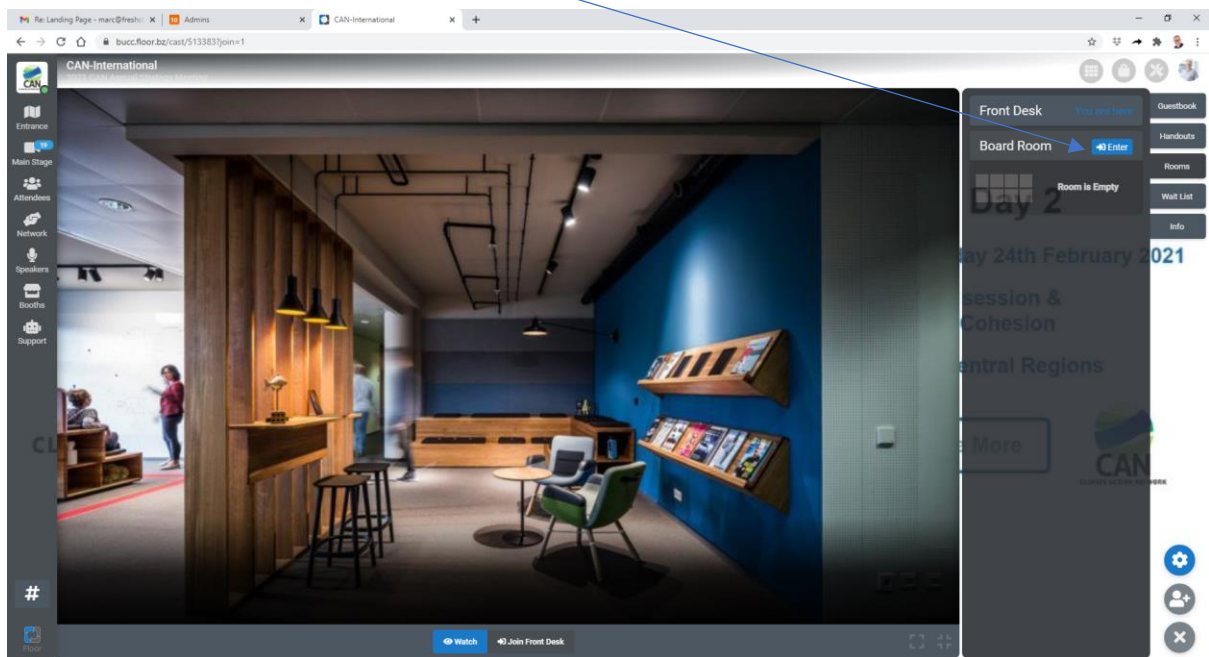
**Step 2:** You will directly land into the event on the platform. Just scroll through the icons on the left-hand side and click on Booths/Exhibition. Find your booth and click to Enter.



**Step 3:** Click on the "Join Front Desk" button across the bottom of your screen.



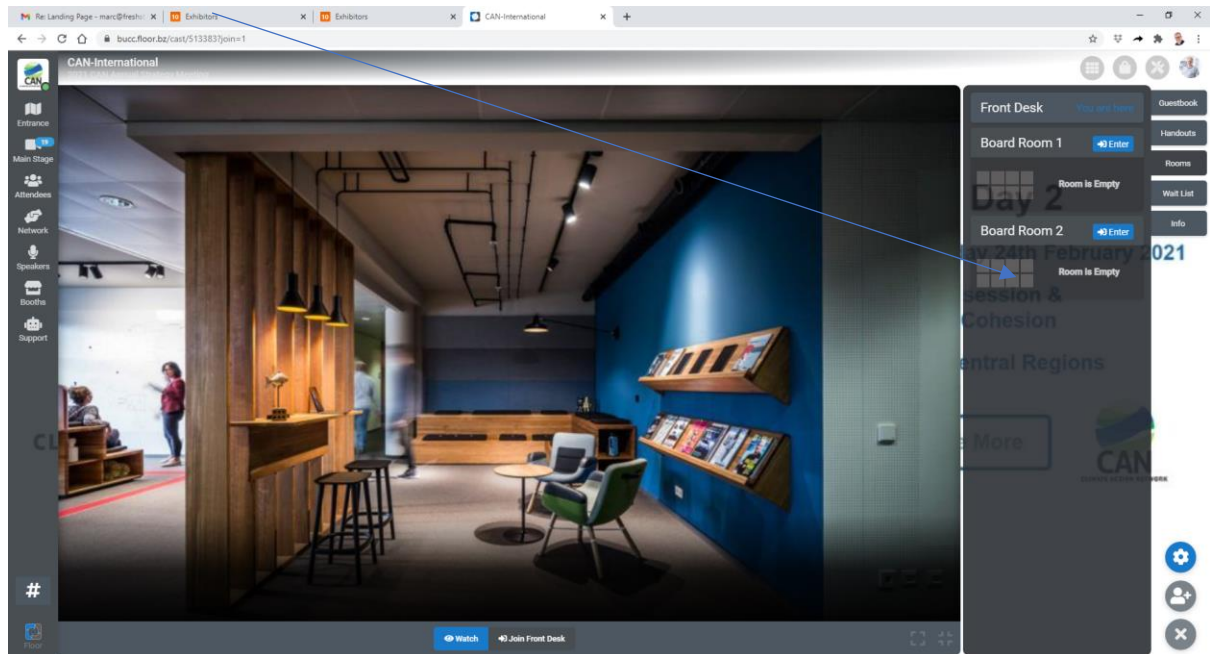
**Step 4:** Enter the **board room**,



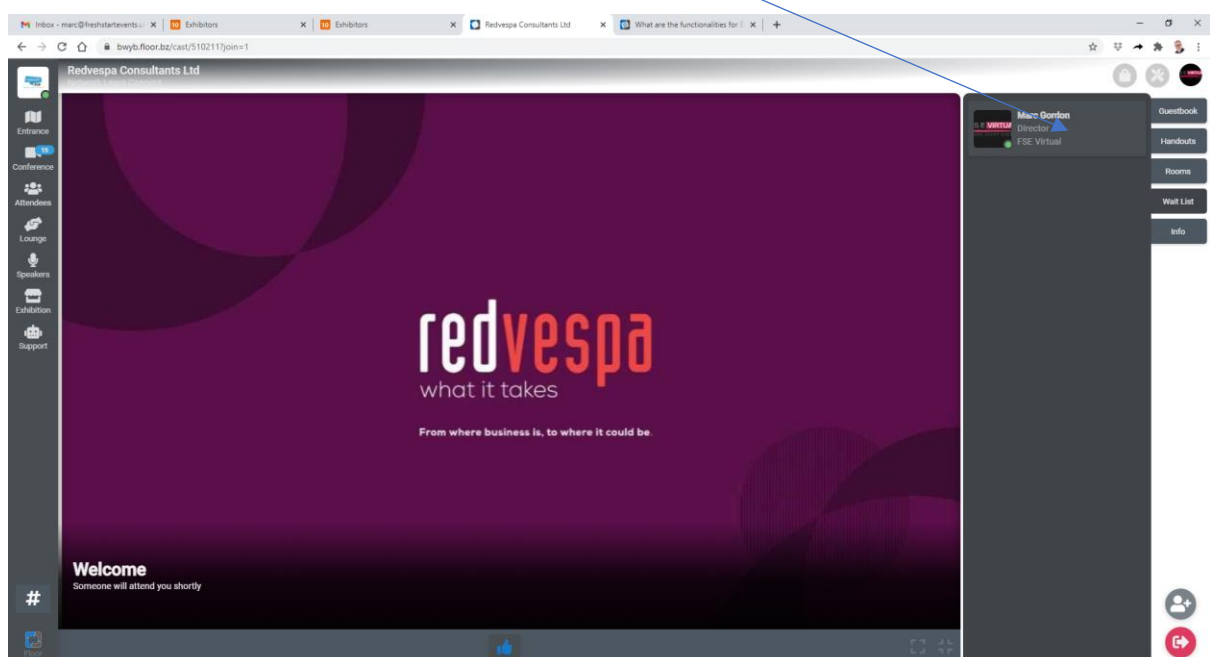
**Note:** Click on "Enter" so that you can enter your boardroom where meetings can happen.  
You can only meet and interact with visitors in this room

**Step 5:** Once you enter the board room, you can meet other folks there, a maximum of 8. That can be your colleagues, potential clients, visitors and guests and anyone associated with the event in question.

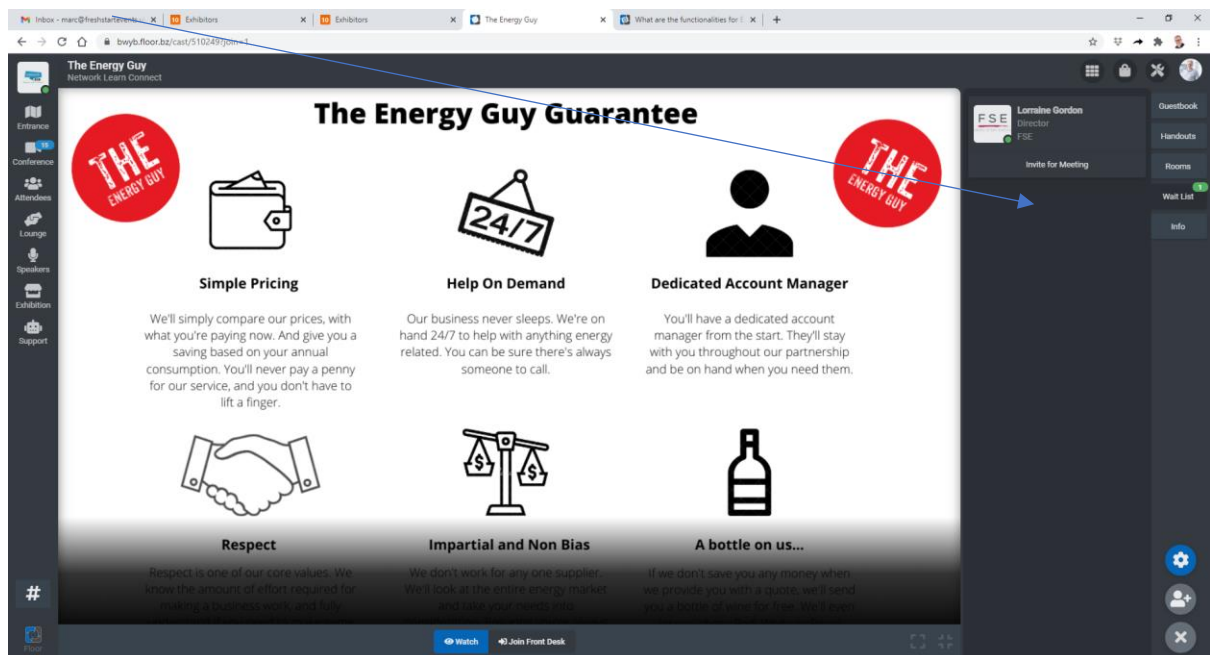
Don't forget you can have multiple boardrooms in your booth for you and your colleague's.



**Step 6:** Refer to the option "Wait List" at the right section of your screen. You will find users there, waiting to join the room. Also, you will get a sound notification once anyone enters the wait room.



**Step 7:** Once you hover your mouse on the user profile, you will see an "invite for meeting" option. Just click on that, to invite users into the board room with you.



**Note:**

1. Delegates who are invited will get a sound notification inviting them in.
2. The invited delegates must accept the invitation before coming live with you in your booth.
3. You can invite more than one delegate from your waiting room at a time.
4. The room you are in when you invite the delegate determines which room they join in
5. A maximum of eight people can be allowed in the booth's board room, including the host or hosts of the booth, and there can be **ten** such meeting rooms in any one booth. However, there is no restriction on the number of users in the waiting room. People can come and wait (like in a dentist's reception area). If the queue is too long, people can come back later (voluntarily).



## Whilst you are in the booth

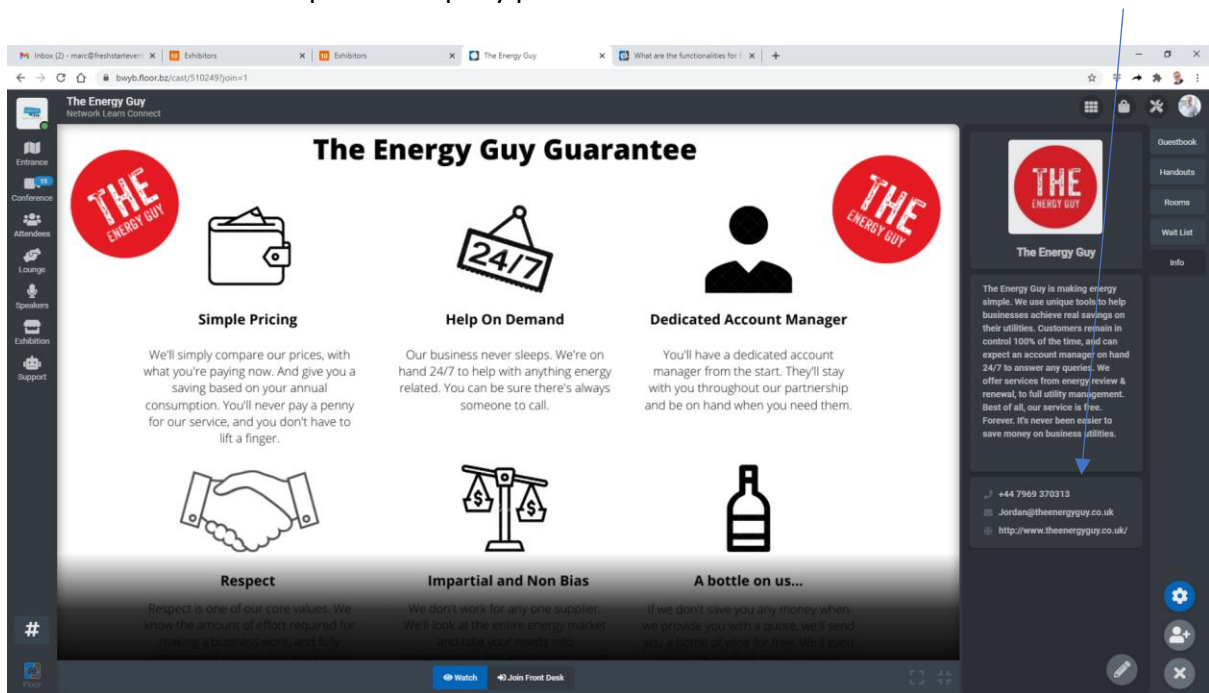
When in the booth you will notice a number of different tabs –

**Guestbook:** You can chat with users (Public) and with other booth hosts (Private) through this option.

**Panelist:** This will show information (Name and Profile) about all the booth managers here, you can connect with them via messages, by clicking on their profile picture.

**Handouts:** Booth hosts can (upload/ publish/ unpublish) handouts from this panel (Bottom left corner, Manage Handouts). Users can click and download handouts that appear in this panel.

**Info:** Booth hosts can upload company profile and contact info in this tab



## Other Options whilst in a Boardroom or Front Desk

When you are meeting visitors/delegates in your boardrooms you have numerous options:

- Mute/Unmute your Mic
- Turn your camera on/Off
- Share your screen
- Go Full screen
- Send broadcast messages to all delegates on the platform

