ASNE VIRTUAL SYMPOSIA
EXHIBITOR GUIDELINES,
WHAT TO EXPECT & FAQS
(AUG2020)

External
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Welcome
Welcome to ASNE’s Virtual Symposia Exhibitor Guide. This guide serves as an overview of the functionality you will have as an exhibitor at ASNE’s Virtual Event. The guide will take you through the requirements needed to get started and introduce you to the event experience.

IMPORTANT Tech Requirements to Participate: ASNE’s virtual events are powered by Boomset.com a cloud based solution. Prior to any event please ensure internet access to the Boomset.com domain by whitelisting and/or updating any VPN or firewall settings to allow access to boomset.com, as you will need to reach boomset.com from your pc or device to enter the virtual event. Adding Boomset.com to your trusted sites in your browser is recommended.

Event access for all participants must be through Google Chrome (Version 83.0.4103.X or greater), which is the preferred browser, or Microsoft Edge Chromium-based Version (released January 15, 2020, Version 83.0.478.50).

Review Detailed Technical Requirements via the website:
www.navalengineers.org/Portals/16/Events/VirtualResources/Virtual-Techspecs.pdf

What You Get:
Exhibitors will be able to set up a virtual “booth” that attendees can visit in order to view content your company provides and connect with your booth staff in one-on-one conversations. Get ready to engage, network, chat, video one-on-one and post new offerings that you are marketing.

Company Landing Page
There will be an "About" section with your company information provided and managed by you. The Exhibitor Gallery Page will showcase the company Logo of your choice and this page is the first thing attendees see when they select to see your company from the Exhibitor main page.

A banner photo of your choice will be prominently displayed.
Photo and Video Gallery
Showcase your products via pictures and videos of your choosing,

a. Photos:

b. Videos
Event Interaction

Your staff will have access to view which attendees have reached out to connect with you at your booth. Staff will be able to engage with attendees via text and one-to-one video chats.
Lead Retrieval

Attendees who choose to connect with you will be listed as leads, and you will be able to retrieve a list of these attendees during and after the event. The leads page, logs attendees that have reached out and will capture any notes left by attendees. The “Start Conversation” box will bring you to a chat with an attendee. You can even validate if another staff has already reached out.

The chat window supports text chat and one-to-one video calling. Chat logs are not available separately so please be sure to record any important information you receive.
Resource Library
Documents of the formats PDF, JPG, JPEG, PNG, DOC, DOCX, and XLSX can be uploaded to the booth for the attendees to download.

Getting Started
Once you have secured your exhibit space you will need to gather your baseline information and submit the details to the ASNE team. ASNE will work with you to get your company “exhibit” started and ensure you trained to manage going forward.

What to expect
Once you have secured your exhibit space you will need to gather your baseline information and submit the details to the ASNE team. The sooner we have your input the sooner your exhibit will be ready for your review. The ASNE team will confirm when your base set up is complete and let you know when you have access.

What we need from you
- Identify your organization’s main point-of-contact (name and email address), who will access to the Boomset platform for accessing sales leads and ability to edit your information.
- A list of Staff Members that will have access to your virtual booth, please include their full names, email addresses, companies, job titles and head shot photos if desired.
- A square logo (400x400) image to be used as the icon for your company in the exhibitor gallery and in your booth
- A banner image (860x360) or video to be displayed above your profile in the exhibitor booth. If you’d like to include a video, please ensure that it’s in the .mp4 format.
● A short overview for the About section. This section can accept basic HTML.
● Any photos and videos you would like to include in your booth’s photo and video galleries. Photos in the gallery will be uploaded directly. Videos in the gallery can be embedded from external sites such as YouTube or Vimeo, but not uploaded directly into the platform.
● Any documents you would like to include for download, such as brochures and FAQs. Supported file types are PDF, JPG, JPEG, PNG, DOC, DOCX, XLSX.

Content Submission
Final content should be emailed to exhibits@navalengineers.org. For large files, like videos, you can share:

● A direct link, URL for access (VIMEO, YouTube, etc.)
● Upload videos/files to our SharePoint site by emailing exhibits@navalengineers.org requesting access. We will respond with appropriate link to upload your files.

Support
ASNE is here to assist:

● Questions, issues or concerns contact ASNE: exhibits@navalengineers.org; +1-(703) 836-6727

Tips for a positive Virtual Experience

1. Make sure to bookmark https://virtual.boomset.com
2. Ensure all staff members Login prior to the event to test and ensure access.
3. When speakers are presenting in a session, to ensure a smooth experience, it is best to mute your microphone when you are not speaking to help cut out external noise.
4. During the event period ensure that all excess browser tabs are closed – especially those that are utilizing any type of video or audio.
5. The latest versions of Google Chrome & Windows Edge are the recommended browsers – and the only ones that do allow screen sharing.
6. Keep your devices fully charged with any batteries or chargers needed at hand to ensure you don’t miss out on any key points!

Still having issues or questions? Contact us at virtualevents@navalengineers.com and a member of our team will be delighted to assist you