

Attendee Manual

2021 SERUG VIRTUAL CONFERENCE

May 25-26, 2021

Event URL: <https://serug2021conference.vfairs.com/en/login>



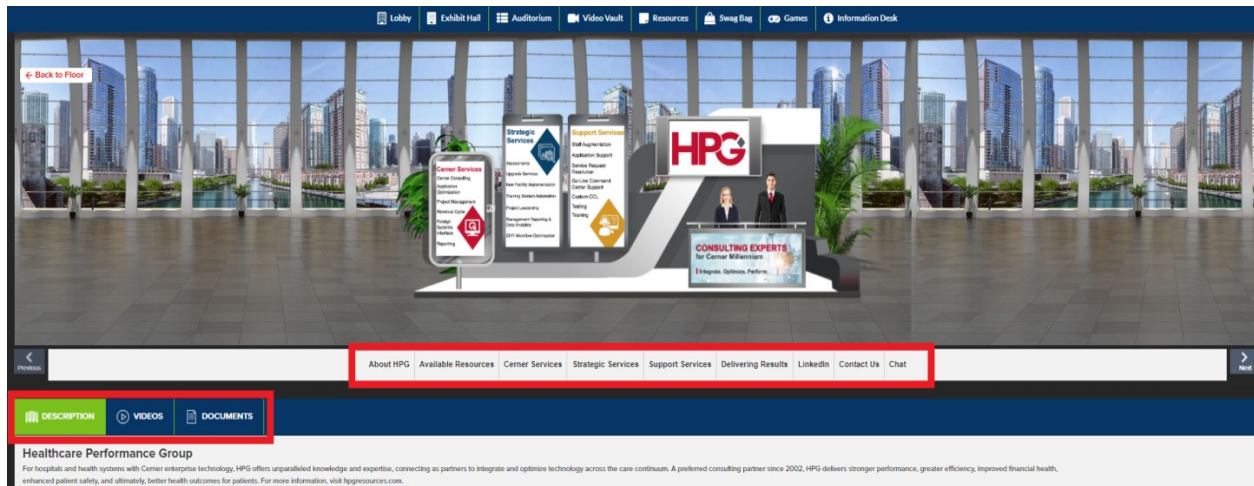
- After successfully registering with a business email and password, the attendee must login the event to have access to the virtual environment.
- The below screen is the Lobby. The attendees can navigate from here into different platforms (Exhibit Hall, Auditorium, and Info Desk) to have an entire conference experience.



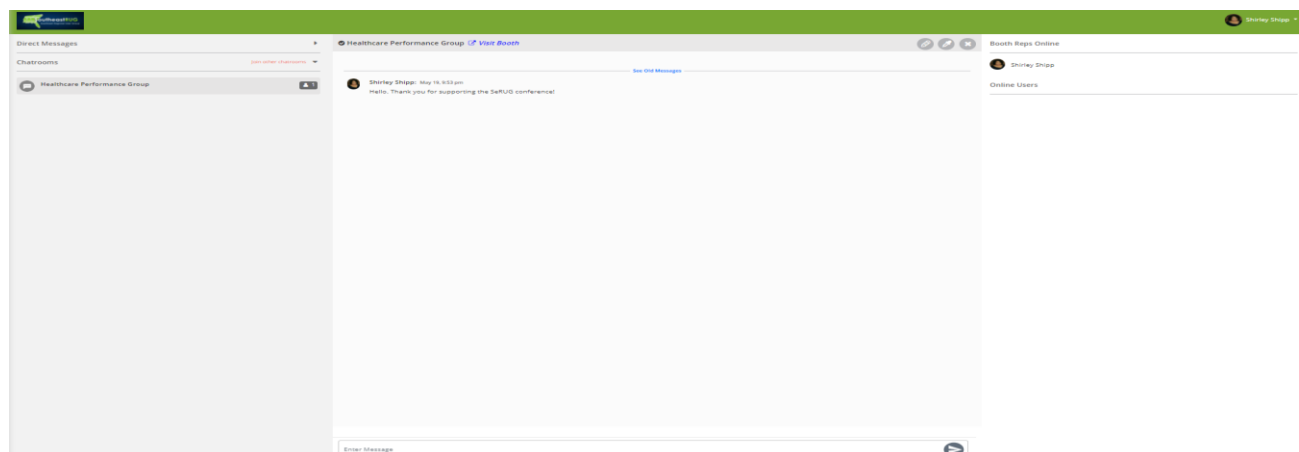
- The Exhibit Hall is where the booths are located. Visit all booths to be entered in a drawing to win an Amazon gift card. The winners will be chosen on May 26, 2021 at 4:30 PM.



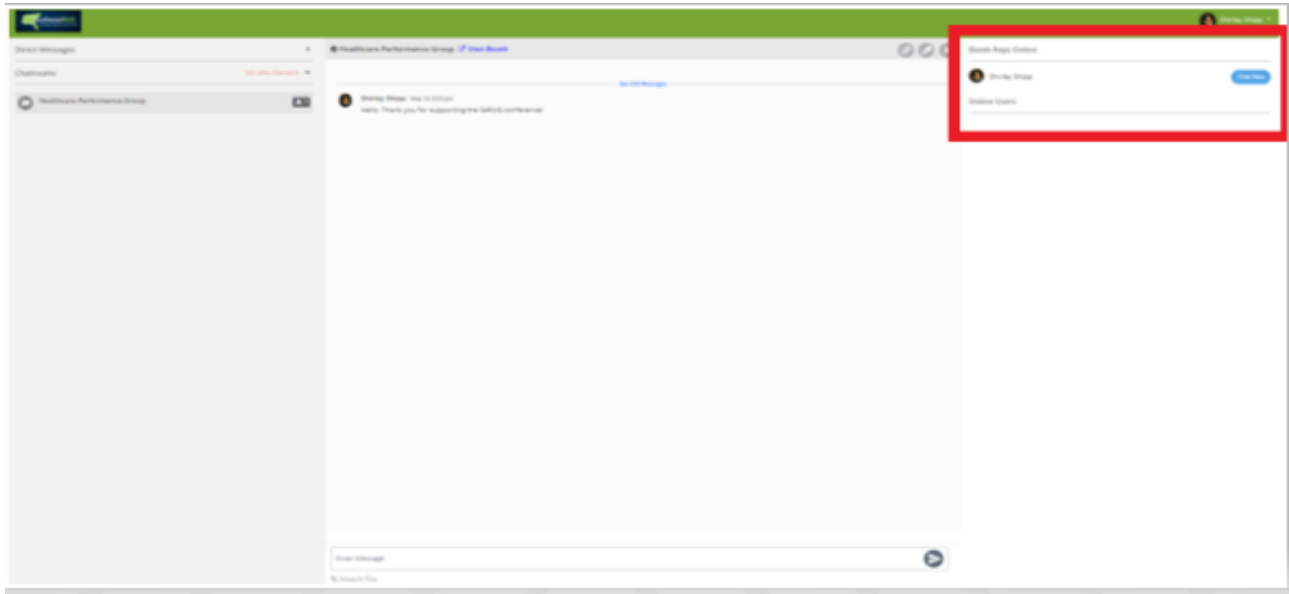
- Attendees can access any booth by clicking on the booth icon. This will focus the view on the booth selected.
- Attendees can view the videos and documents relevant to the exhibitor. Explore the various available tabs to learn about the company.



- Attendees can click on Chat to communicate with the exhibitor. After clicking on Chat, another window will open to enable live interaction with the booth rep online.



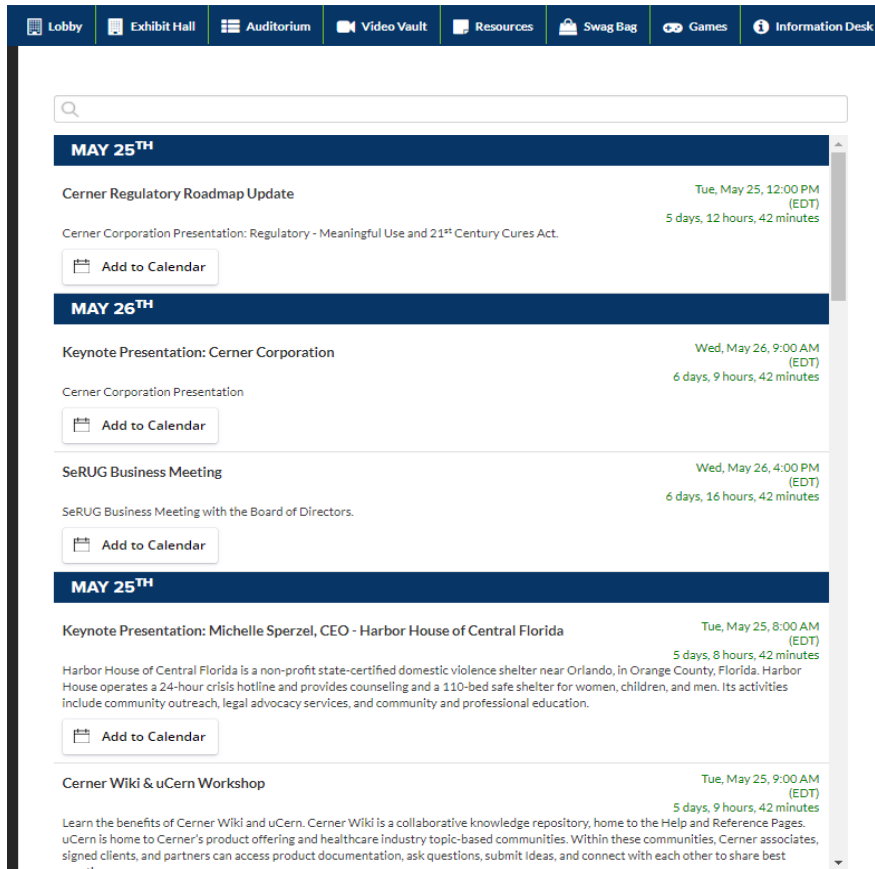
- Attendees can also initiate a private conversation with the booth rep by clicking on Chat Now. These direct conversations are only visible to the attendee who initiated the chat and the booth rep. Hovering over the avitar in the right panel will cause the button to display.



- Return to Lobby to access education sessions and keynote presentations by entering the Auditorium.
- Clicking on Auditorium will open another window where a big screen is displayed. Click on the screen to view the list of available webinars.



- Attendees can schedule or attend a session from this view.



- Return to the Lobby to visit the Information Desk if you need help or have a question. Clicking on Info will open another window for interaction.



- Hopefully, this manual proves to be helpful. Have a great event!