

Booth Staff: Entering the booth and Chat Guide

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How booth staff enter their booth's public chat.

1. Under "Networking Portal" click Exhibitor Networking Portal
2. Click on **Enter Booth Chat** button to open the Unified Communication dashboard.
3. Your exhibit booth thread opens by default.
4. You are now listed under the Staff tab on the right for attendees to view.
5. Chat publicly and/or chat privately with participants.

Note: Click on the Visitors tab to see who is present in your booth, then private chat with them.

The screenshot displays the 'EXHIBITOR NETWORKING PORTAL' interface. At the top, a navigation bar includes 'LOBBY', 'EXPO HALL', 'EDUCATION&ACTIVITY PORTAL', 'NETWORKING PORTAL', 'GALLERY', and 'ROOMS'. Below this, a large banner for '2021 VIRTUAL CAPITAL WEEK' (March 22-26) is sponsored by 'BLACK & VEATCH'. A red box highlights the 'Enter Booth Chat' button in the top left. A blue arrow points from this button to the 'UNIFIED COMMUNICATION' dashboard. The dashboard features a left sidebar with 'EXHIBITOR BOOTHS', 'DISCUSSION GROUPS', 'PRIVATE CHATS', and 'ARCHIVED CHATS'. The main chat area shows a message from Sara Stehle. A right sidebar displays the booth profile for 'Society of SAME American Military Engineers', listing staff members like Jill Murphy, John Frasier, and Kelly Dawson. A blue box on the left contains text explaining that messages are public to all attendees and booth staff. A blue box at the bottom contains text explaining how to use the 'sticky' checkbox in the message input field.

All messages to your exhibiting booth will appear here. These messages will be public to all attendees and booth staff

Type a message in this box to respond to those who stop by. Mark the check box to make your note "sticky" so it appears at the top of the chat screen for everyone!

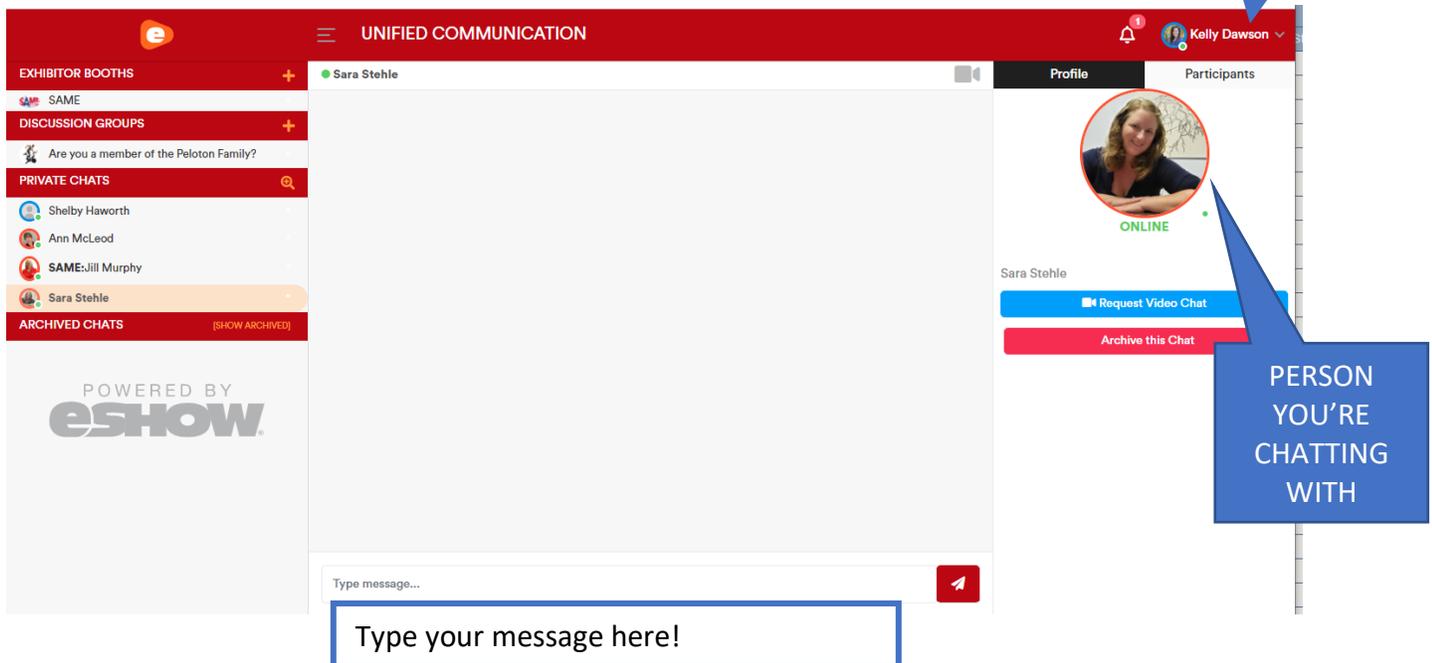
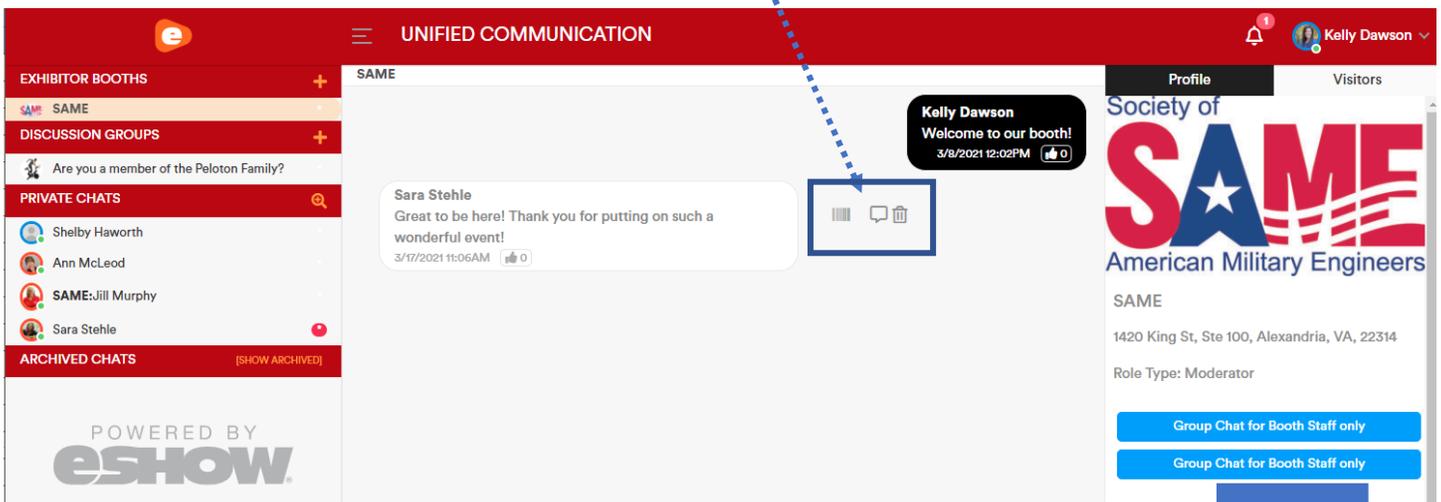
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Request private chat with attendee who is in your booth chat.

1. In the exhibitor booth chat, mouseover a message from the individual to reveal options.
2. Click the chat icon 
3. Your screen will refresh and you're in a private chat with the attendee
4. Type your message at the bottom and click send.
5. To request a video chat, click the "Request Video Chat" button beneath their name.

You can also mouseover any message to:

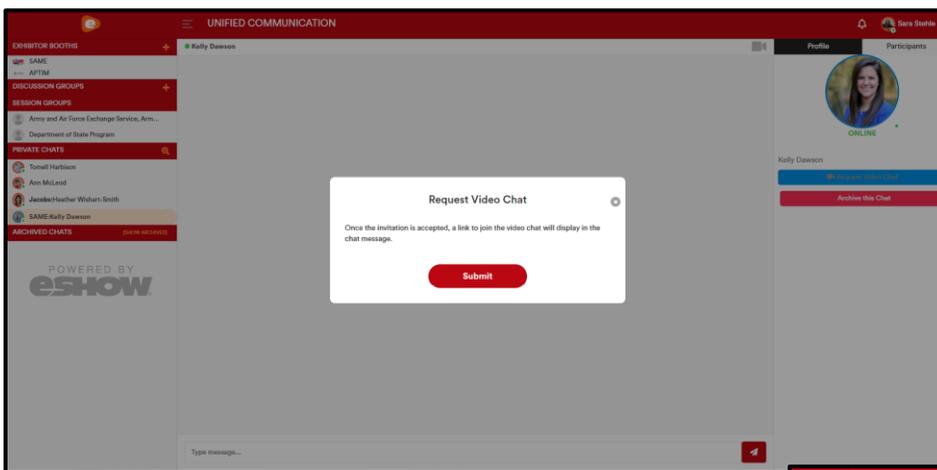
- delete the message
- request to scan the attendee's badge (individual will be asked for approval)



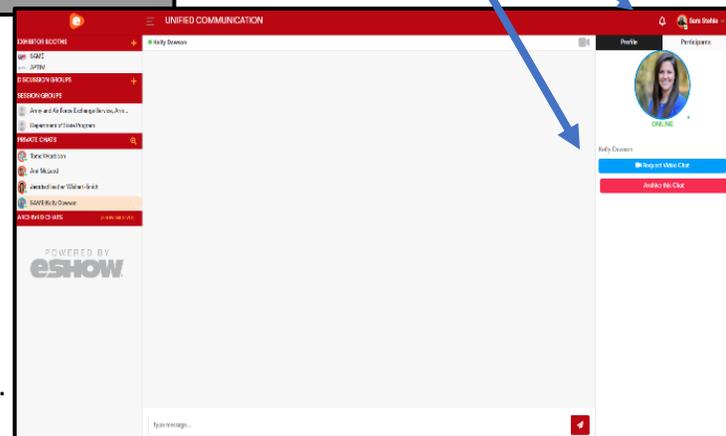
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How to request a Video Chat with someone

1. Start in the Private Chat with the person you want to video chat with.
2. Make sure you and the individual are shown as On-Line (top right corner of window, click your name, click check box so 'You are Online' appears)
3. Click the Request Video Chat button.
4. You should be prompted by your browser to allow mic & camera sharing. **You MUST allow this to enable the video chat.**
5. You will see a "systems check" window that checks that all is correct to enter the video chat.
6. The other user will receive a message to accept Yes/No.
7. When Yes is clicked, the other user receives a message with a Click Here to join button.
8. The Request button now changes to Join Video Chat for the requester. Click to join!



YOUR status is here. Click to change



How to Video chat

1. After joining, the video connects automatically.
2. Use the chat to send additional information.
3. Use the Leave Meeting **button** on top to exit the meeting.

TIPS IF YOU HAVE TROUBLE

- Make sure each party's status is "ONLINE" (top right of screen)
- Make sure browser is set to allow your camera and mic
- DO NOT have your camera open in another app!
- DO NOT CONNECT when in VPN

Video Chat Request....What the Recipient of the Request Sees (and what you'll see when someone asks you for a video chat!)



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- Ann McLeod is the person requesting the video chat.
- Kelly Dawson is the recipient of Ann's request to video chat.

The screenshot displays a unified communication interface. On the left, a sidebar lists categories: EXHIBITOR BOOTHS, DISCUSSION GROUPS, PRIVATE CHATS, and ARCHIVED CHATS. The main chat window shows a message from Ann McLeod: "I would like to request a video chat with you. Do you want to accept?" with "Yes" and "No" buttons. A response from Kelly Dawson says: "Hi Ann! It was great connecting with you today!". On the right, a profile card for Ann McLeod is shown with a "Request Video Chat" button and an "Archive this Chat" button. A blue callout box labeled "YOUR NAME" points to the top right header area, and another blue callout box labeled "PERSON YOU'RE CHATTING WITH" points to the profile card.

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How to quickly open a chat with someone on your booth staff team

1. Start in the Networking Portal / Exhibitor Networking Portal Click the Booth Staff List menu item
2. Click the Booth Staff List navigation
3. Click the Chat button next to the person's name to start chatting in the Unified Communication dashboard.
4. You can also chat with all booth staff attendees by clicking "Group Chat for booth staff only"

The screenshot displays the 'UNIFIED COMMUNICATION' interface. On the left, a sidebar lists navigation options: EXHIBITOR BOOTHS, SAME, DISCUSSION GROUPS, PRIVATE CHATS, and ARCHIVED CHATS. The main chat area shows a message from Sara Stehle. On the right, a profile card for Kelly Dawson is visible, with a 'Private Chat' button highlighted by a blue box. Below the profile card, two blue buttons labeled 'Group Chat for Booth Staff only' are shown. A blue arrow points from the 'Private Chat' button to the 'Group Chat for Booth Staff only' buttons, and another blue arrow points from the 'Group Chat for Booth Staff only' buttons to the 'Private Chat' button.