Setting Up Your Virtual Booth

This article will serve as a guide for accessing the admin portal and setting up your poster booth at your virtual event.

You will receive an email invitation from reservations@boomset.com after you've been added to the event on <mark>Friday, 1/22.</mark>

boomset
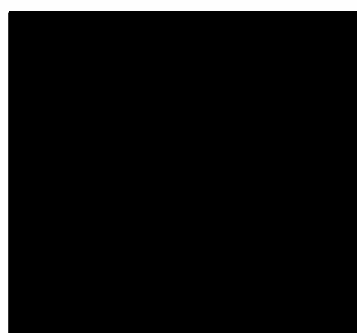Event Software Solutions

Hello Exhibitor,

AADPRT Spring Conference

You are invited to ~~Virtual Coffee with Jason~~ as an ~~Exhibitor~~.

Exhibitor = Poster Presenter

IGNORE instructions to download lead retrieval app.

Download on the App Store

GET IT ON Google Play

Click here to begin

Note, for creating a virtual booth **you will not need to download the Lead Retrieval app or scan the QR code**. Click the "Click here to begin" button in the email to get started on setting up your account. This will take you to the Boomset website with the following prompt:

License Validated

Exhibitor

Please choose below if you would like to link this license to a Boomset user account or continue as a guest.

Continue as a guest   Don't use

Link to Boomset Account   Don't use

Create an account   Click here to create account.

After selecting "Create an account", you will be prompted to enter in your details:
Your phone number and email address will not be published.

Let's get started!

Signing up for Boomset is free.

CALL US +1 (860) 266 6738 . GO BACK TO BOOMSET

First Name

John

Last Name

Smith

Company Name

Coffee Klatch Communications

Phone Number

▼ +1 5555555555

Email

jason@boomset.com

Password

••••••••

✓ I'm not a robot

reCAPTCHA
Privacy - Terms

After this is created ~~(or if you chose to link to an existing account)~~, you will be brought to the administrative portal for your event. The only area you'll use is the Virtual area highlighted in red below. Do not use the Design tab, nor the Manage Options and Custom Qualifiers tab to create your booth.

All of the setup for the booth will take place under the Virtual section on the left sidebar, under the Settings and Information Tabs. For reference, here is an example of a completed ~~exhibitor~~ **poster** booth to compare to when going through the setup options.

Coffee Klatch Communications
Connect with us!
Gold

About   Leads   Presentations   Photos   Videos   Resources
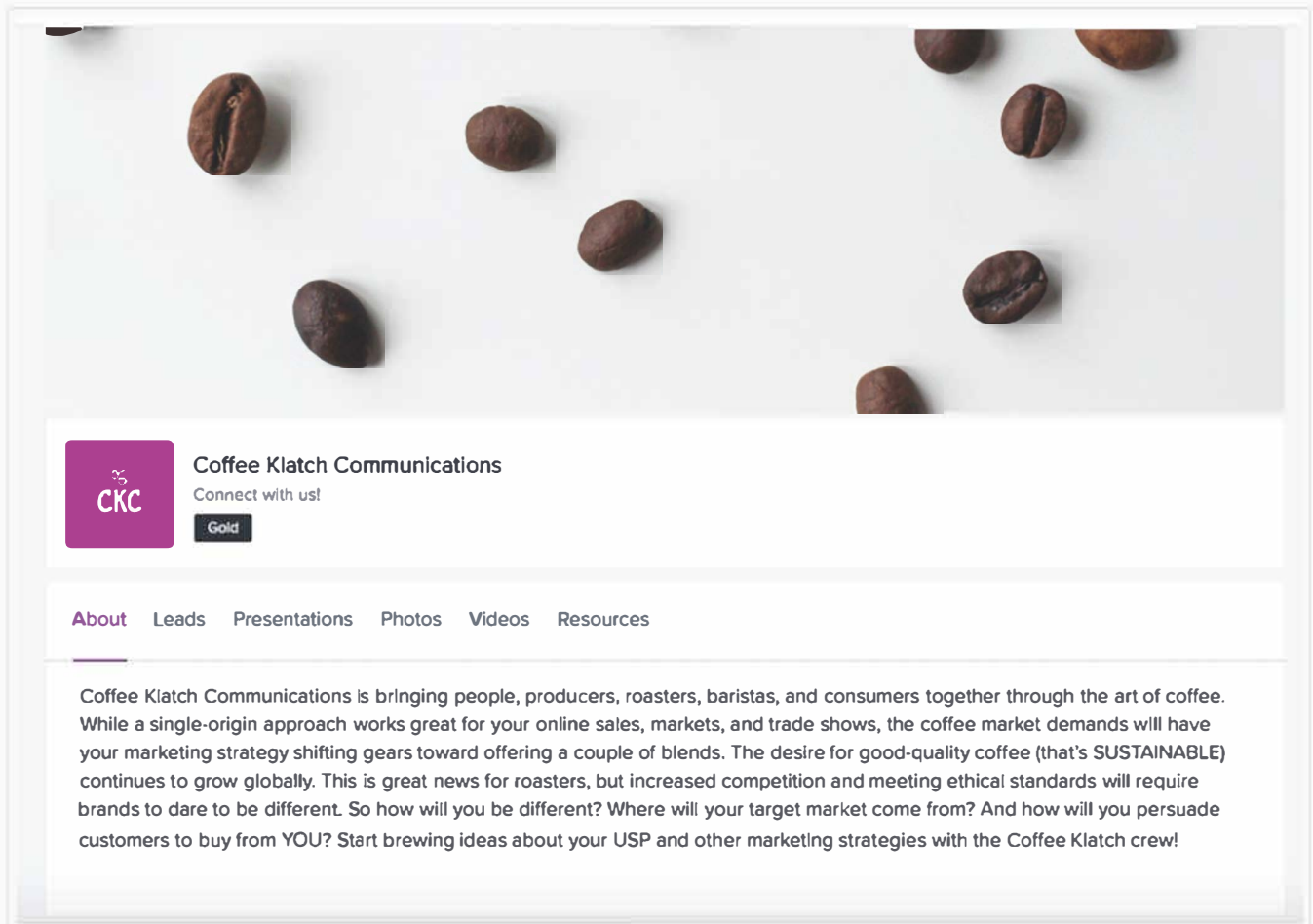
Coffee Klatch Communications is bringing people, producers, roasters, baristas, and consumers together through the art of coffee. While a single-origin approach works great for your online sales, markets, and trade shows, the coffee market demands will have your marketing strategy shifting gears toward offering a couple of blends. The desire for good-quality coffee (that's SUSTAINABLE) continues to grow globally. This is great news for roasters, but increased competition and meeting ethical standards will require brands to dare to be different. So how will you be different? Where will your target market come from? And how will you persuade customers to buy from YOU? Start brewing ideas about your USP and other marketing strategies with the Coffee Klatch crew!

Settings

Manage your virtual booth settings.

Logo **Upload Institution logo or other appropriate image.**

Upload logo

You can upload **JPG, JPEG, PNG** images. The image resolution must be less than **50MB** in size.

Cover Image/Video

Select if you want an image or video as the cover for your virtual booth.

Photo **Ignore this option. AADPRT will upload the video you submitted to Dropbox.**

Image

Upload image

You can upload **JPG, JPEG, PNG** images. The image resolution must be less than **50MB** in size.

Company Slogan

Describe your company in a few words to go as subtext under your company name.

Connect with us! **Enter presenter full names here separated by commas.**

Brand Color

Customize the look of your virtual booth.

CC00FF   Edit

Presentations   **Turn ON Presentations toggle.**
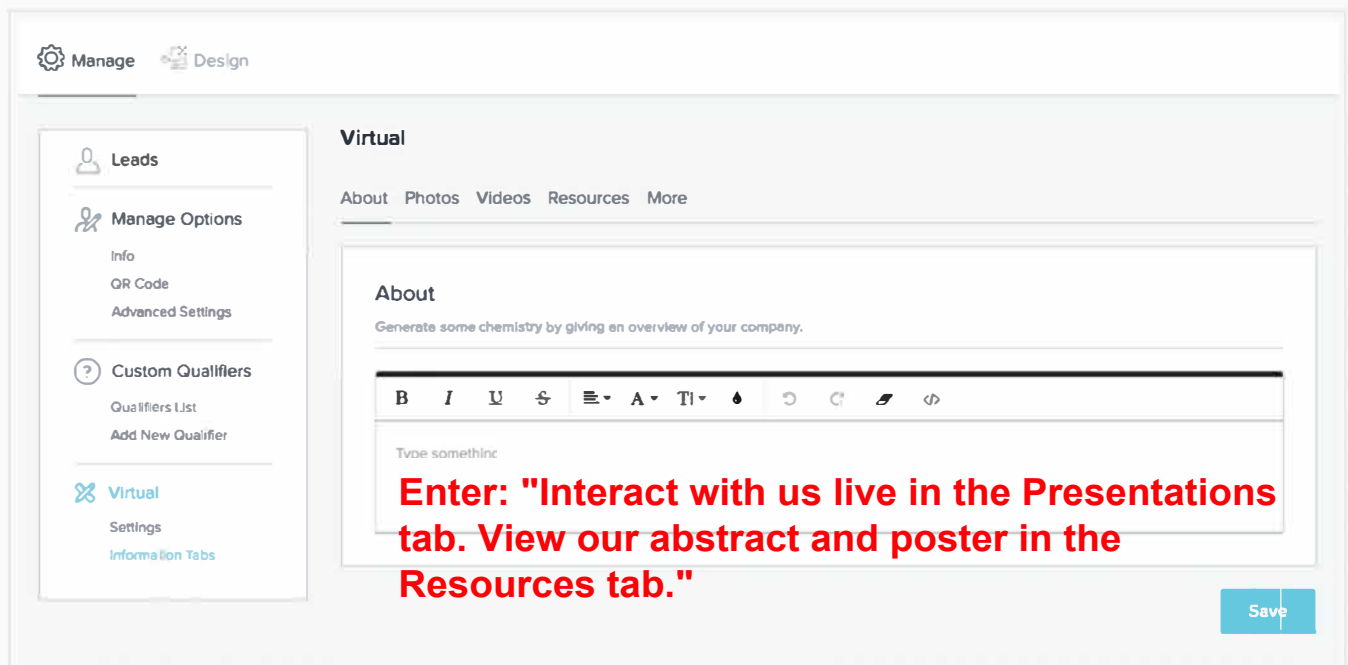**Presentations is a video conference you'll use to interact live with booth visitors. We set up Presentations for you.**   OFF

Staff   **Leave Staff Toggle OFF.**   OFF

The Presentations and Staff toggles will enable or disable the visibility of those two sections on your booth. ==Presentations are live broadcasted sessions that the event organizer must assign to you,== ~~if you have not been assigned any presentations, you may leave this disabled.~~

~~The Presentations and Staff toggles will enable or disable the visibility of those two sections on your booth. Presentations are live broadcasted sessions that the event~~

~~The Staff tab will show a gallery of your booth staff, their images, and their profiles.~~

~~or leave this disabled.~~

Under the Information Tabs section, you will be able to customize the following:

~~The Staff tab will show a gallery of your booth staff, their images, and their profiles.~~

~~Under the Information Tabs section, you will be able to customize the following:~~

In the About section, enter: "Interact with us live in the Presentations tab. View our abstract and poster in the Resources tab."
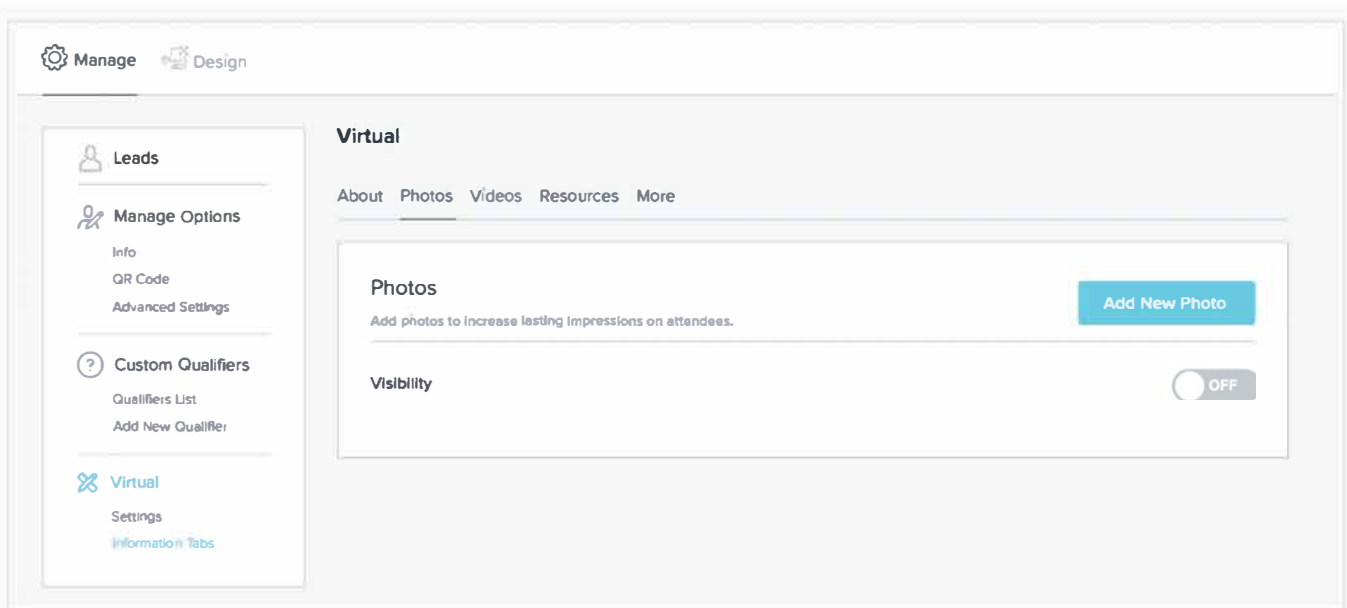
The photo tab is a photo gallery, you will upload images directly into the platform for attendees to view. If you are uploading photos, be sure to turn Visibility "On" to make the tab show up on your booth. If you don't have photos, leave this toggle OFF.

{⚙} Manage   🖳 Design

Virtual

About Photos **Videos** Resources More

Videos

Add videos to increase lasting impressions on attendees.

[**Add New Video**]

Visibility   **IGNORE this setting. We'll embed your recorded poster presentation video for you here. Be sure to upload it to the Dropbox folder we shared with you.**   (OFF)

Leads

Manage Options
   Info
   QR Code
   Advanced Settings

(?) Custom Qualifiers
   Qualifiers List
   Add New Qualifier

✕ Virtual
   Settings
   Information Tabs
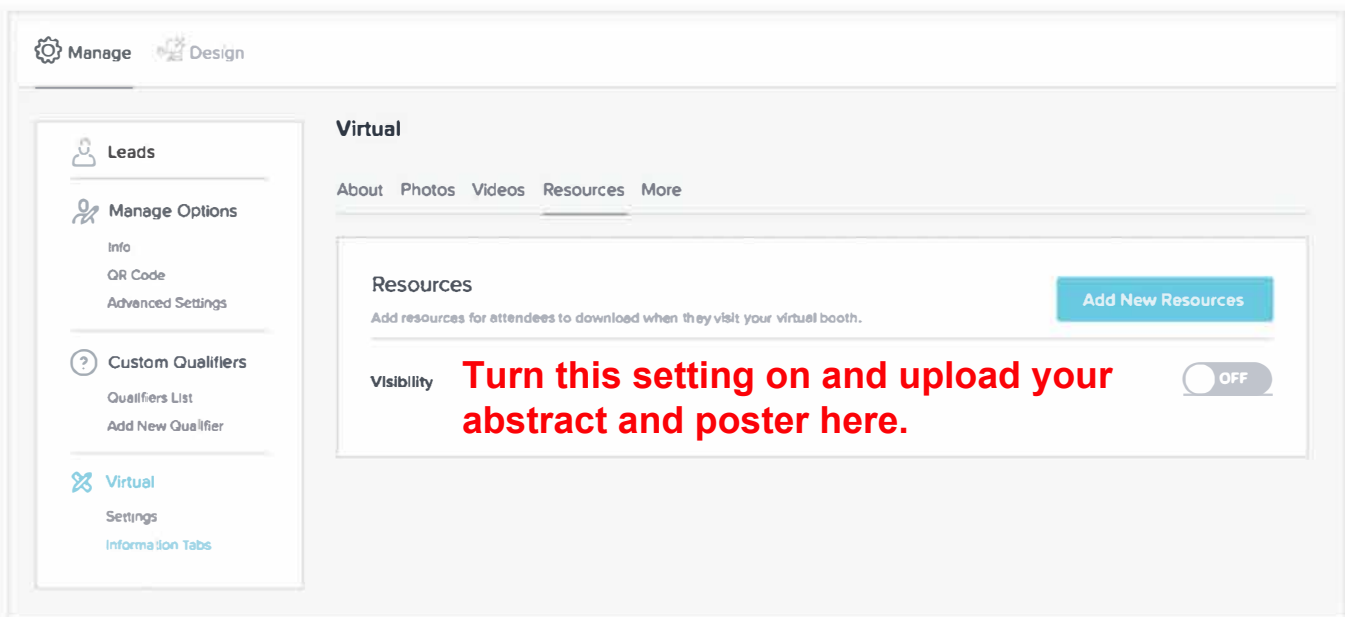
The Resources section is where you'll upload your abstract and poster as well as any miscellaneous documents. Accepted file types are: .png, .jpg, .jpeg, .svg, .pdf, .doc, .docx, .xls, and .xlsx. The file size limit is 15mb per document, and you may upload up to 50 documents.

If you are uploading Resources, be sure to turn Visibility "On" to make the tab show up on your booth.