



**vFAIRS**

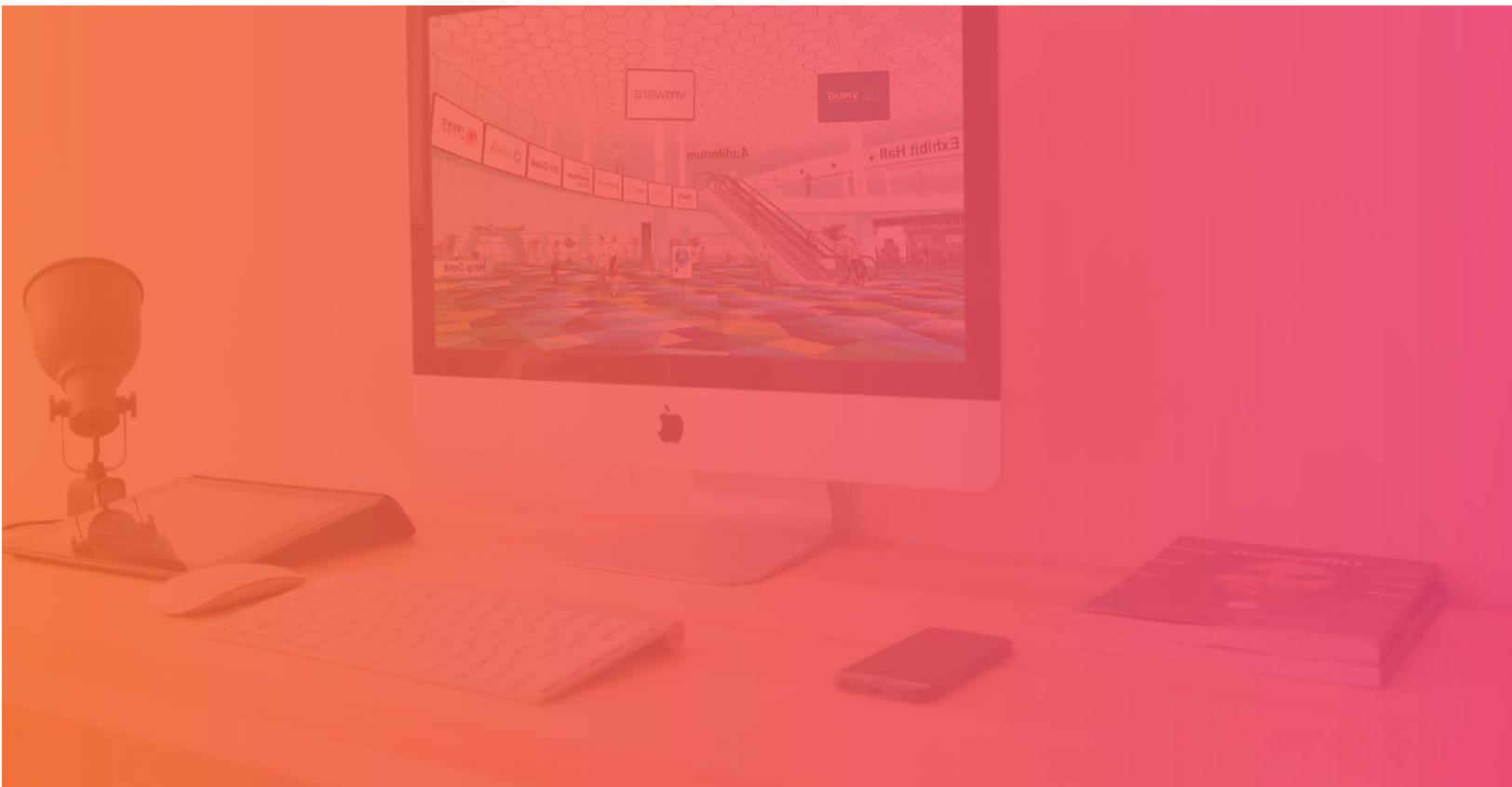
## **ATTENDEES USER GUIDE**

National Breast and Cervical Cancer

Early Detection Program

**Working Toward Health Equity**

October 6 - 7, 2021



## ATTENDEES USER GUIDE

If you are participating in a virtual event that is hosted on the [vFairs](#) platform, then this guide can come in handy for you to get familiar with the virtual environment of the event beforehand.

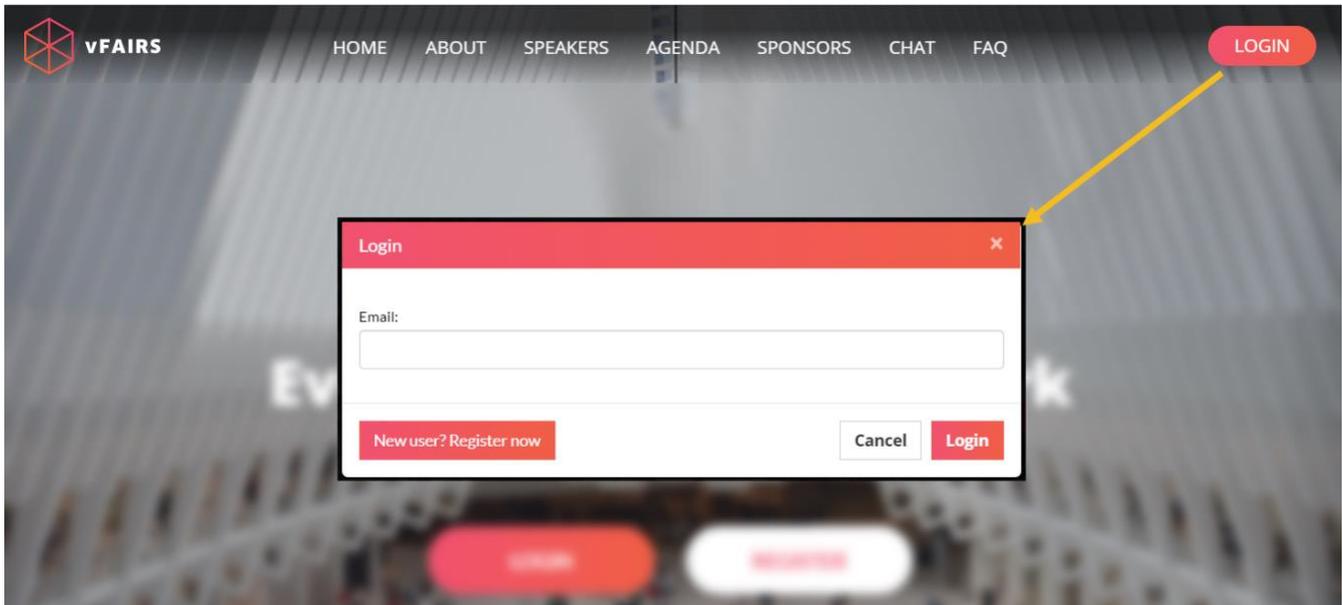
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## LOGIN

The event URL can be accessed by browsing [event@vfairs.com](mailto:event@vfairs.com). The [login process](#) is quite simple. Depending upon the security restrictions:

- You might be required to enter one time password (OTP) in addition to your email id & password to log into the event. Or,
- You might enter the event by using your email id alone.



## MENU BAR

When you enter the event, the main menu bar is going to be your best friend for friendly navigation across different features available.



**Note:** Some of the features mentioned in this document might not be available in the event you are attending. For example, it is not always necessary that a virtual event hosted on the vFairs platform will always have a poster hall or a leaderboard. So, if you don't find anything in the menu bar, then it indicates that the feature was not implemented in the event.

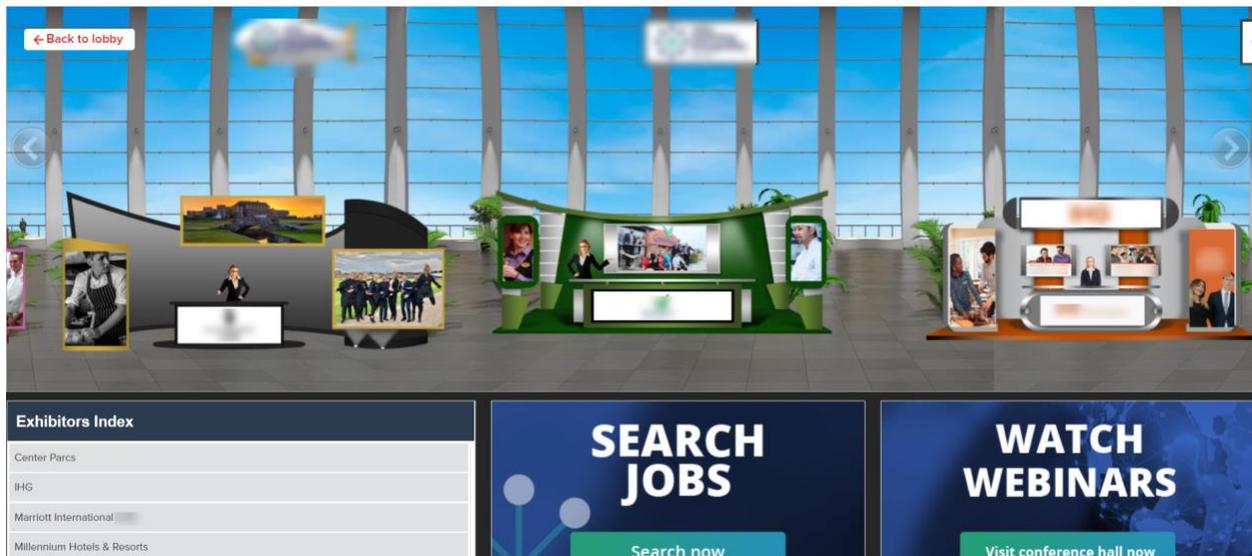
## LOBBY

Lobby contains the doors to other spaces of the event such as **Exhibit Hall**, **Auditorium**, and **Information Desk** which you can access by simply clicking on the titles/banners. It also consists of a welcome video which you can play once you [log into the event](#).



## EXHIBIT HALL

Exhibit Hall contains virtual booths where you can interact with various departments/divisions regarding their services. Once entered in an exhibit hall, you can [visit a specific booth](#) to explore its features.

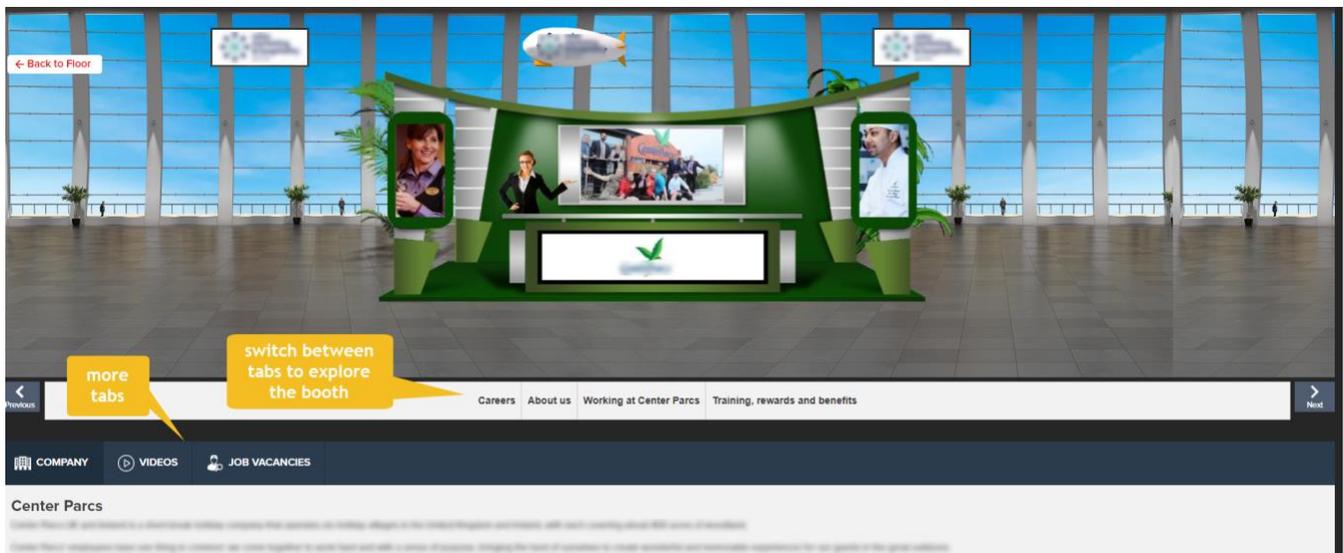


## BOOTH

To visit a booth, you need to click on any booth in the exhibit hall. On the booth site, you will find many clickable tabs such as:

- Description
- Videos
- Documents
- Chat
- Q&A (*live discussion forum page*)
- Other redirecting links/tabs

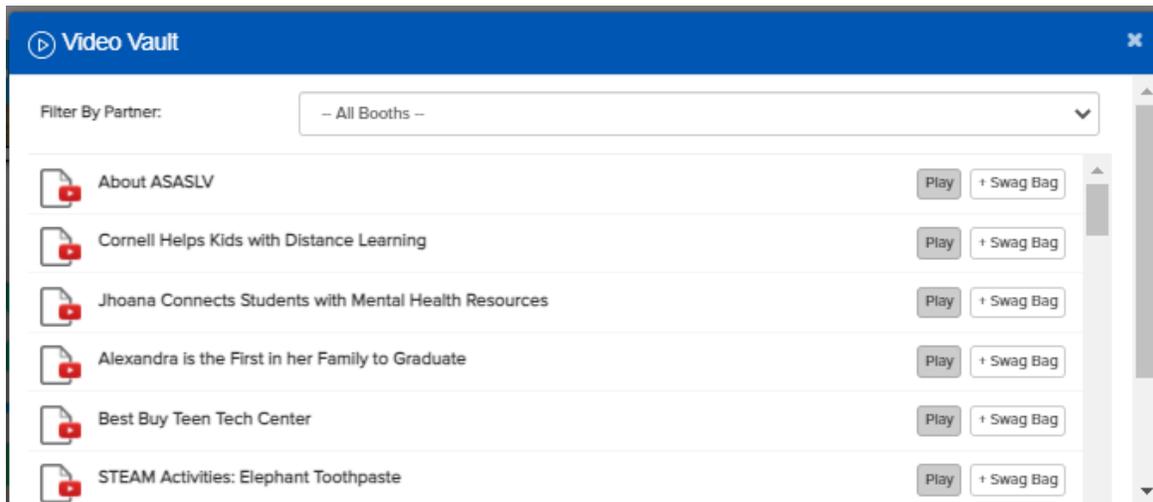
**Note:** Don't forget to click on the **booth banners**. The booth banners contain redirection links for you to explore more about the exhibitor 😊



## VIDEO VAULT

Video vault contains a directory of videos which are available on the event for you to watch. You can also save a video for later by adding them to “Swag Bag”. You can always access the saved videos by clicking on the **Swag Bag** tab on the main menu bar. If you want to [email the video links to yourself](#), you can do that too so you can access the videos even after the event is over.

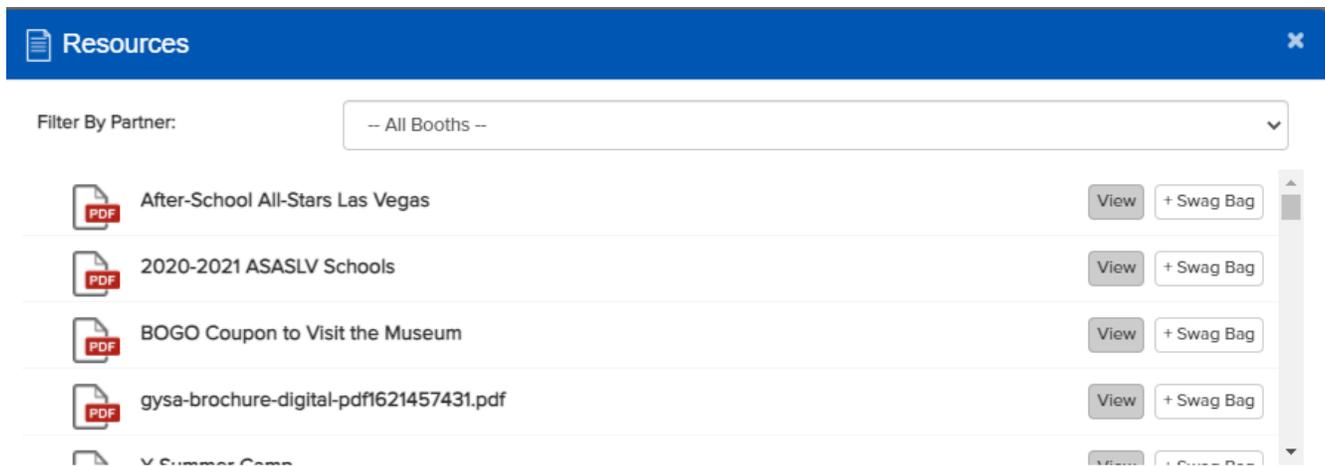
Using the dropdown filter, you can also filter the videos according to your desired booth.



## RESOURCES

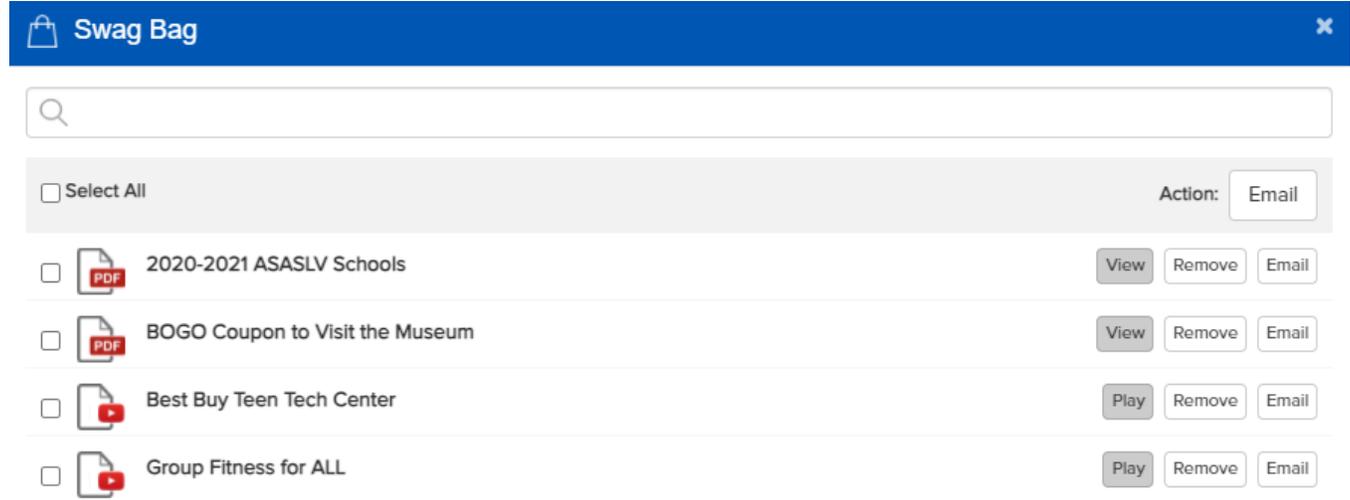
It contains all the documents which are showcased on different booths for you to read them by clicking on the 'View' button.

Just like videos, you can also [add documents to your Swag Bag and email](#) them to yourself or your friends to access when desired.



## SWAG BAG

When you click on the **Swag Bag** tab, you can find all the resources (documents and videos) which you have saved for yourself. As explained above, you can always email the **Swag Bag** items to yourself and your friends/colleagues



The screenshot shows a blue header bar with a shopping bag icon and the text "Swag Bag" followed by a close button (X). Below the header is a search bar. A table lists saved items with checkboxes, icons, titles, and action buttons.

<input type="checkbox"/> Select All		Action:	Email	
<input type="checkbox"/>	 2020-2021 ASASLV Schools	View	Remove	Email
<input type="checkbox"/>	 BOGO Coupon to Visit the Museum	View	Remove	Email
<input type="checkbox"/>	 Best Buy Teen Tech Center	Play	Remove	Email
<input type="checkbox"/>	 Group Fitness for ALL	Play	Remove	Email

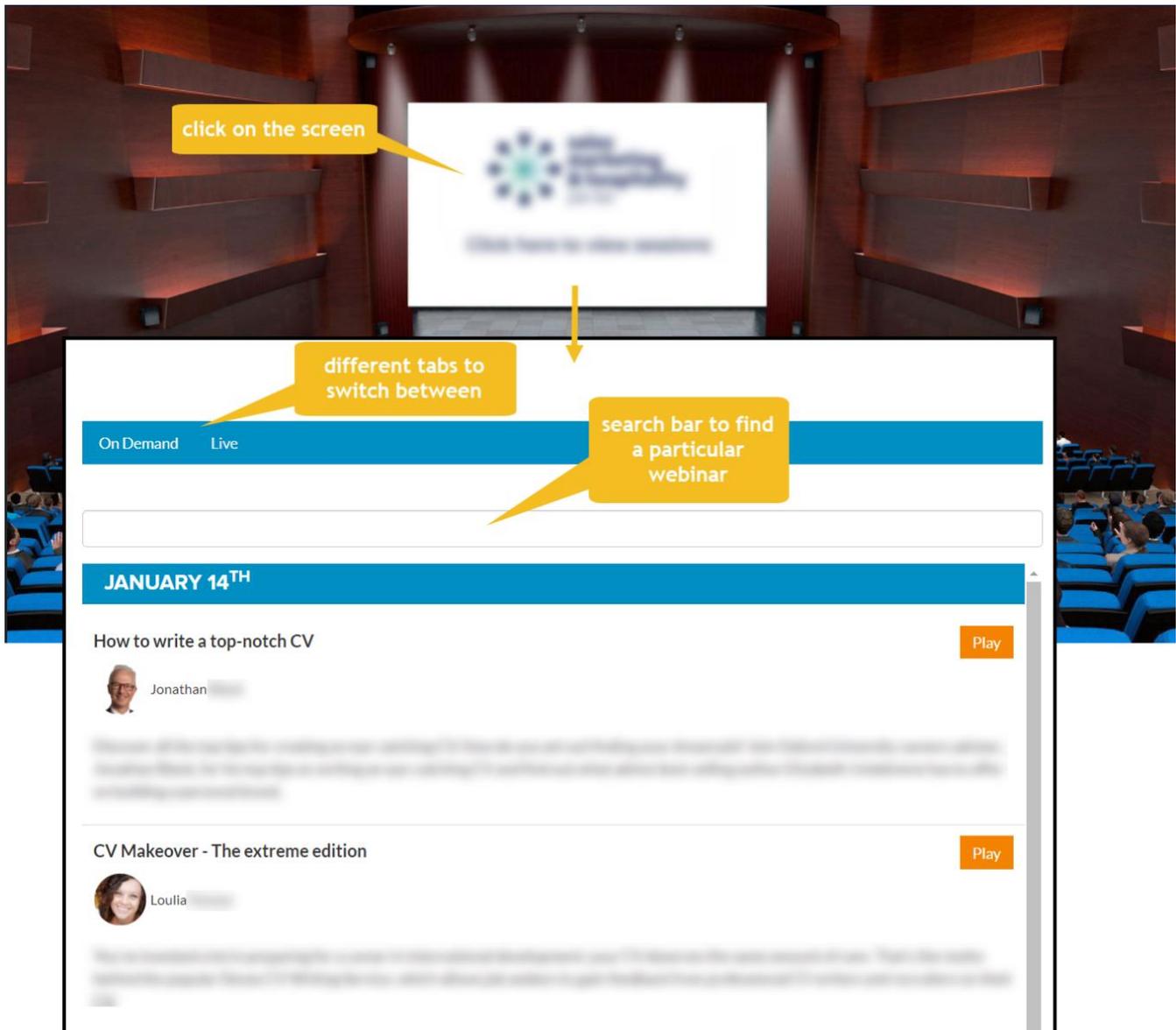
## AUDITORIUM & WEBINARS

It takes you to the hall where you can access all the scheduled webinars/meetings/on-demand videos that you can easily participate in. The sessions could be live or pre-recorded.

Auditorium resembles the image shared below.



To see/access the webinar listing/agenda, you need to **click on the screen** of the auditorium.



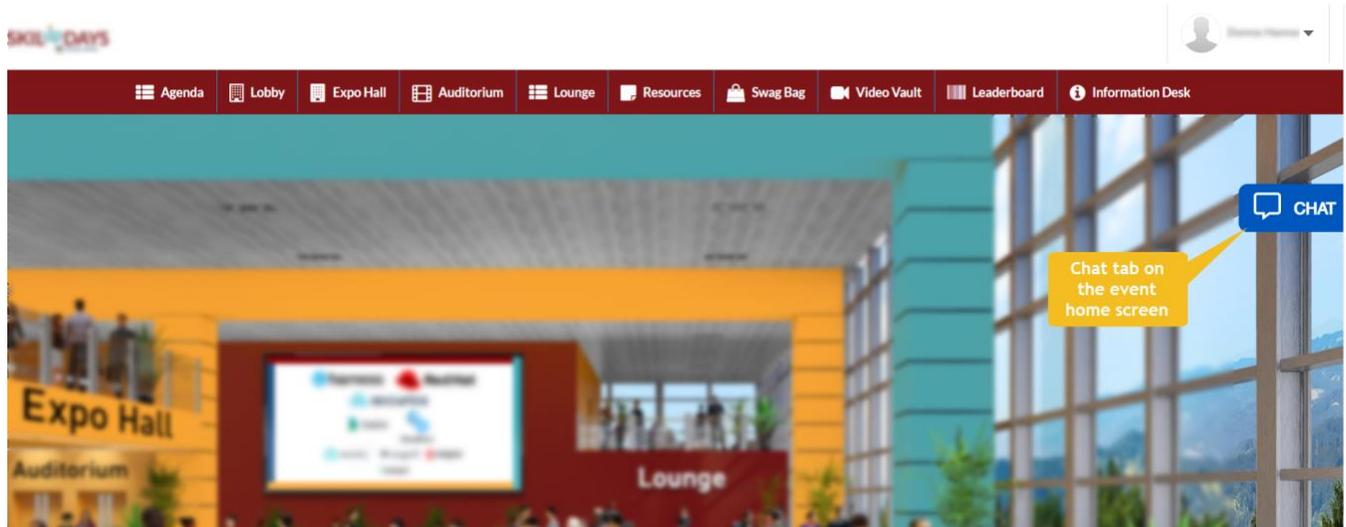
In an auditorium, using the webinar listing page, you can do the following:

- [Access the webinars listing to watch/participate in webinars/meetings](#)
- [Create personalized agenda](#)
- [Bookmark a webinar to your personal calendar](#)

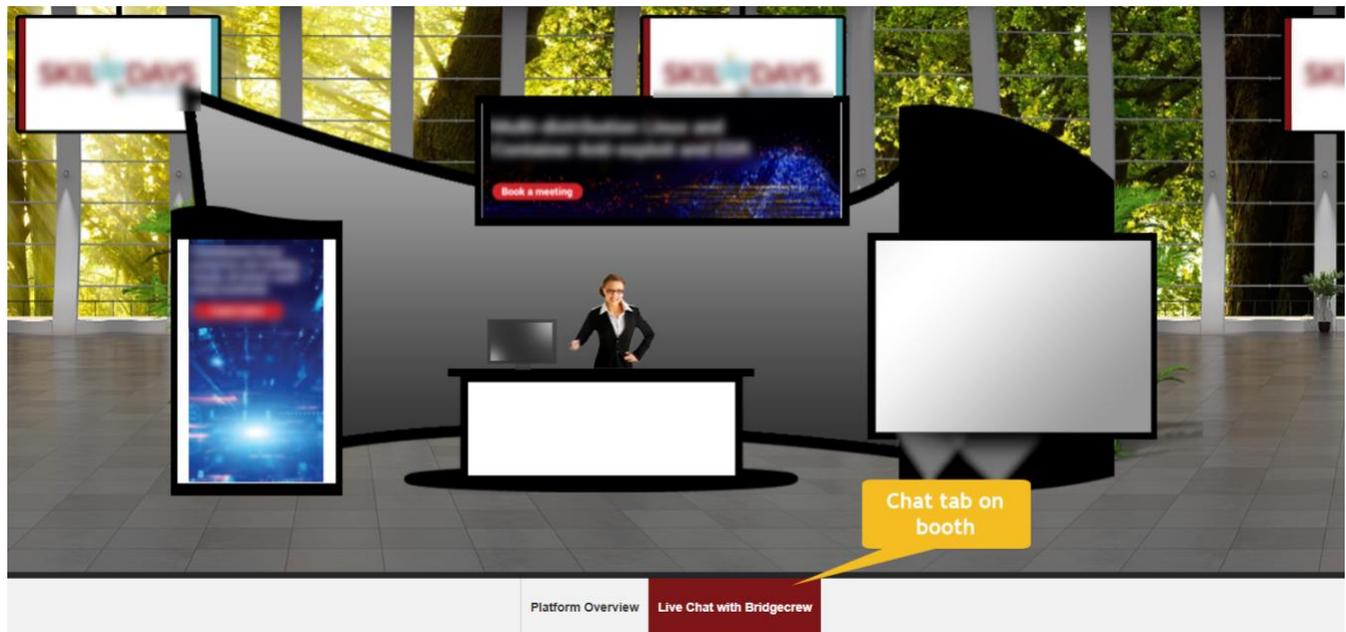
# CHAT

You can find the **Chat** tab either on the **home screen** as soon as you log into the event, or by **visiting a booth** as explained above.

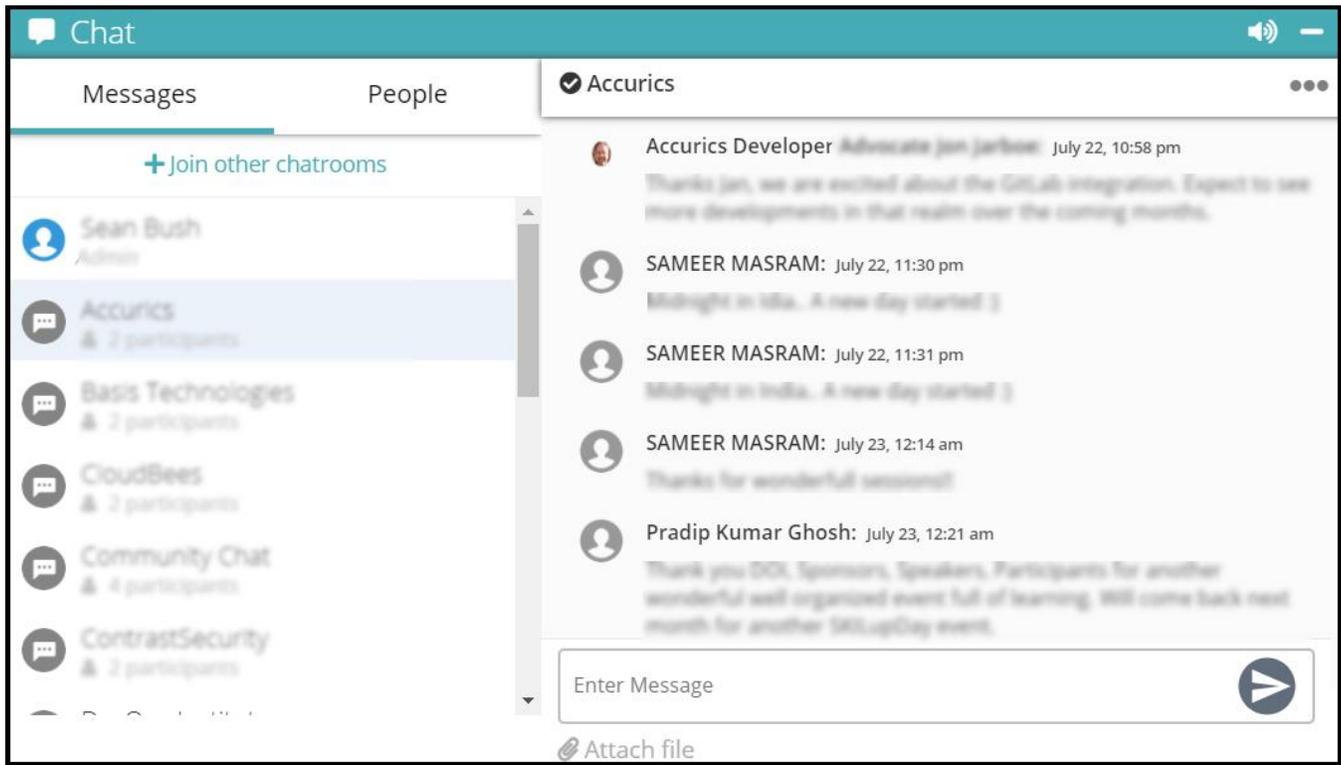
**Chat tab on home screen**



**Chat tab on booth display**



By clicking on the 'Chat' tab, you can interact and chat with different **Booth Reps/exhibitors** as well as other attendees who are online in the event.



Using a chat tab, you can do the following:

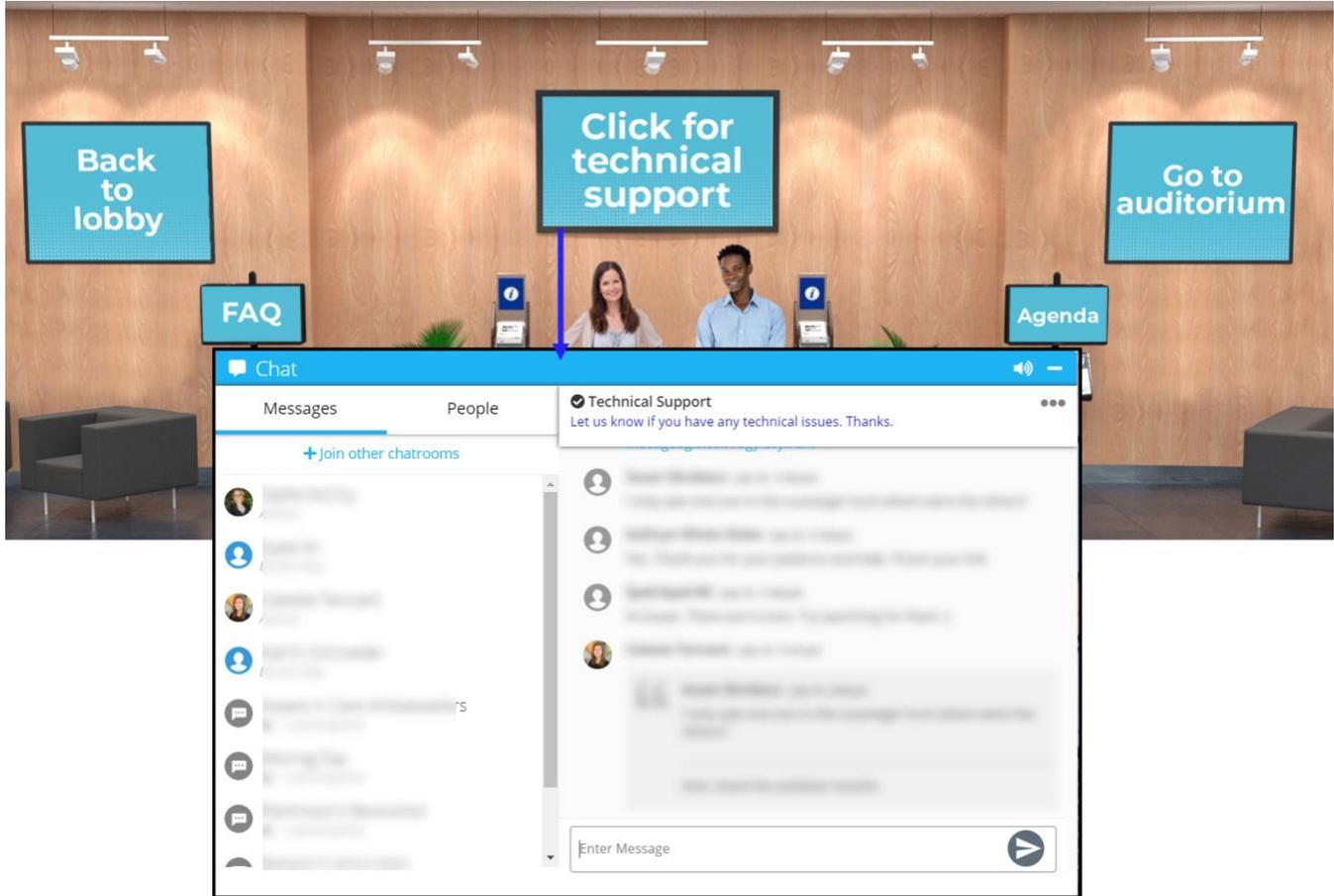
- Join different chatrooms
- Initiate private chat with a booth rep/exhibitor (if allowed by the event organizer)
- Initiate private chat with other attendees (if allowed by the event organizer)
- Start an [audio/video call](#) with a booth rep/exhibitor (if allowed by the event organizer)
- Start an [audio/video call](#) with other attendees (if allowed by the event organizer)
- Send a file attachment

[Learn more about chat features.](#)

## TECHNICAL SUPPORT

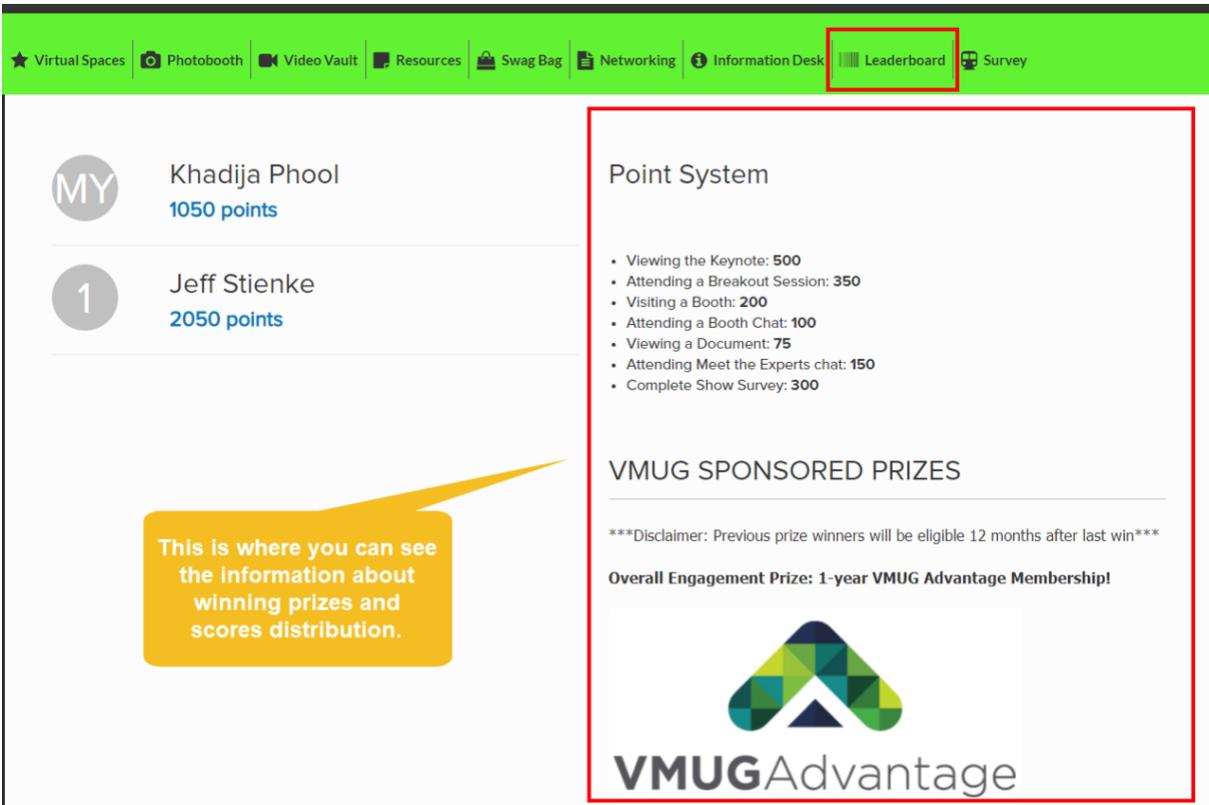
If you face any technical issue during the event, then you can get assistance from vFairs technical support staff by submitting your query in the Technical Support chat room which can be accessed at:

- **Help** or **Info Desk** tab in the **Menu** bar
- **Technical Support** chatroom in the **CHAT** tab
- tab



## LEADERBOARD

A [virtual leaderboard](#) displays the points that you have scored either by participating in scavenger hunt or by exploring the event features such as visiting a booth, opening a chat window, attending a webinar session, or any other activity against which points can be scored.



## NOTIFICATIONS

On the live event day, you might get various notifications at different times. These notifications help you view/explore/attend important stuff going on in the event. Learn how to [minimize notifications](#) and keep your screen clutter free.

