EXHIBITOR CHECKLIST

Your Go-To Checkpoints for a flawless event experience
**MUST-DO CHECKLIST**

**Grant Permissions**
- Mic and camera permissions [Read More]
- Screen Share permission in case of Mac OS [Read More]

**Ensure**
- Pre - Event System Check [Start Test]
- Chrome browser with version 79 or higher (recommended) on laptop or desktop
- Updated browser and operating system
- Internet Speed Requirement
  - Minimum upload speed of 5 Mbps and download speed of 10-12 Mbps
- Close all other applications/ tools accessing mic and camera in the background

**Disable**
- VPN & Firewall
- Ad blockers if any
**SHOULD-DO CHECKLIST**

### Joining Link
- Use your [Unique Booth Invitation link](#) to enter the event and [directly land in your booth](#) [Read More](#)
- Click on the “Set Up Booth” button on invitation “Continue” to [complete your registration](#)
- Ensure you have logged in using the same [email address](#) on which the booth invitation was sent

### Pre-Event Booth Setup
- Upload [Booth logo, display banner and booth descriptions](#)
- Select and customise the [Booth Layout](#) [Quick Video](#)
  - Default layout
  - Custom Layout
  - Poster Layout
- [Customize Booth Tables](#)
  - Table Logo and Title
  - Seat count
- Customize [Register Interest Button](#) - Add attractive offers and discounts
**GOOD-TO-KNOW CHECKLIST**

### Live Booth Activity

- Track real time **booth visitors and leads** to send **direct messages**
- **Start a live broadcast** to conduct a "Live Demo" with your Booth Visitors
- **Interact on booth table** and use **Booth Chat** to post a public message for booth visitors

### Other Engagement Options

- **Networking**:
  - **Lounge**: Interact with other attendees on tables for meaningful conversation
  - **Booths**: Visit exhibition area and meet other booth owners
- **Join Live Session or Watch Replay**:
  - Watch other live sessions in the event or watch on-demand replay of completed sessions
- **Schedule Meeting or Send Direct message**:
  - Schedule 1:1 or group meeting with other participants. You can send a Direct message to anyone from “People” Tab on RHS.