PTO TODAY VIRTUAL EXPO

EXHIBITOR QUICK START GUIDE

HOW TO ACCESS YOUR VIRTUAL INTERACTIVE BOOTH

1. Open the email invitation you received from "PTO Today Virtual Expo". Save this email as you will need it to access your booth for setup and on the day of the expo.

2. From the email invitation, click the "Join Portal" button.

3. Next, you'll be taken to a login screen on the Bizzabo platform. Enter in the email address where you received the invite at. Then set a password between 6-25 characters. Click "Sign Up" button. If you've already signed in previously, click "Log In" button.

4. After completing your profile or logging in, you will be brought to your profile page. To access your virtual booth, click the "Enter Virtual Room" button on the right side of the page.

5. Booth staff members can enter the virtual booth at any time to get familiarized with how everything works.

HOW TO USE THE INTERACTIVE PORTAL FEATURES

1. You should add any files you want to show on the day of the expo ahead of time. Click on "Files" in the top nav bar and you can start uploading your files. You can then add files to your Playlist so they will show up in the right column to access them during your presentation. We recommend that you open all of your files prior to the expo to ensure they display properly.

2. When you are ready to go live on the day of the expo, click on the camera and microphone icons in the top nav bar if not already active. You'll then be prompted in a pop-up box to activate them both. Then click the "Live" button in the right-hand column under your name.

3. Click on "Apps" in the top nav to access the various portal tools including the breakout rooms and desktop share.

4. There are three chat components enabled within your virtual session. You can toggle between the chat threads in the right column of the portal.

   - **Room Chat component** - visible for all attendees
   - **Q&A component** - attendees-to-booth staff communication. Attendees cannot see other participants questions - just their own.
   - **Moderators Chat component** - chats between booth staff members.

You can access the interactive portal as many times as you like prior to the expo, so we recommend that you familiarize yourself with all the features you intend to use. If you have additional questions, please reference the more comprehensive Exhibitor User Guide and other tools on the Exhibitor Resources page.