

How to do Your Virtual Expo Booth Information Uploads (updated 9/23/2020)

Want to learn more? [Register for our final exhibitor training session on Wednesday, October 7, 2020.](#)

Deadline to submit your booth information: Friday, October 16, 2020

Enter company information in the form fields at: <https://www.iagandenergy.com/exhibitor-submission-portal>

Upload all your image files, PDFs, or videos to the IAQ & Energy portal at our Hightail FTP: <https://spaces.hightail.com/uplink/IAQNET-FTP> Please group all those files together in a single upload, if possible.

Use the following format to name your files: **[Company Name]_[Item Name]** (i.e. **IAQschool_logo.jpg**).

Here are the various file categories you may be uploading for your virtual exhibit booth and the Item Names you should be using in your individual file names for your particular uploads:

Category	Item Name (for your file)
Company Logo*	Logo
Virtual Booth Representative Photo	Rep1
Feature Box Image file	Feature
Lead Form Promotion Graphic	Promo
Item 1 Product/Services	Item1
Item 2 Product/Services	Item2
Item 3 Product/Services	Item3 (continue numbering for additional items)

*Required files

Company Name: Enter your company name here

Company Logo: Upload a JPEG of your company logo to the Hightail FTP.

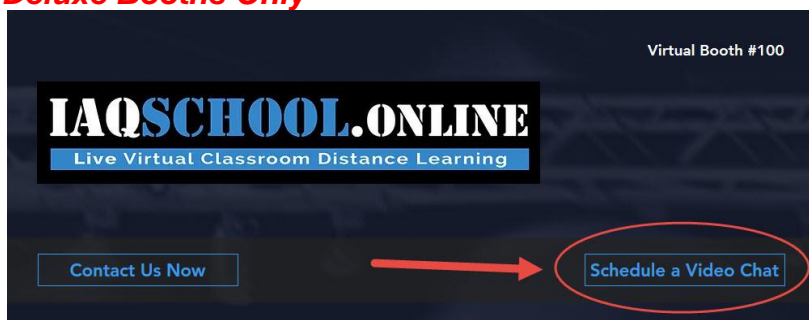
Category: Select your primary business category by checking the appropriate box in this area.

Contact Us: Enter the Email Address to forward inquiries from your booth's attendees to in this space.



Schedule a Video Chat:

****Deluxe Booths Only***



To utilize this feature for your virtual exhibit booth, you will need to have a **Calendly** Premium account (\$10/month) and a **Zoom** Pro account (\$14.99/month).

You will need to indicate that you want to enable this feature. If you do, select the “Yes” option for **Enable the Schedule a Video Chat** and follow the **Calendly Meeting Link** steps below. Otherwise, select “No” and skip the **Calendly Meeting Link** field.

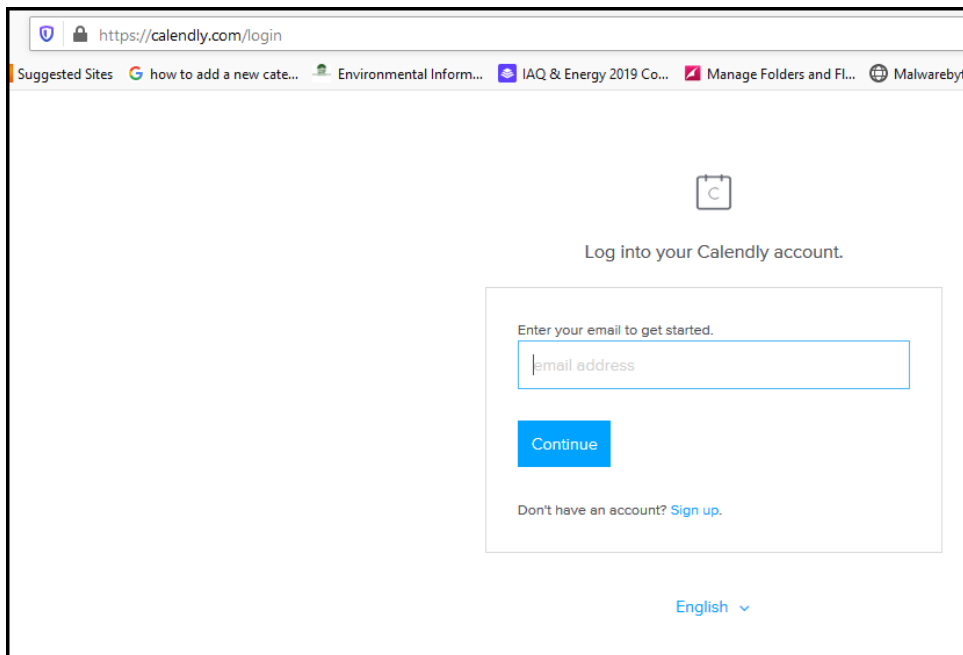
If you are planning on allowing attendees to schedule personal consultation meetings during published exhibitor visiting hours at the Conference, you will need to use a separate Zoom account for this purpose--you can't have two meetings at once in a single Zoom account!

Calendly Meeting Link:

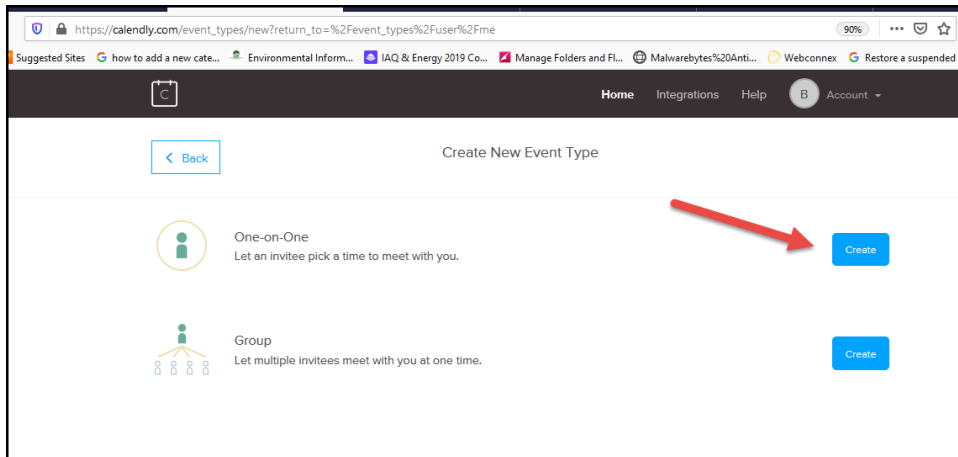
****Deluxe Booths Only***

You will then need to do the following steps to activate this feature:

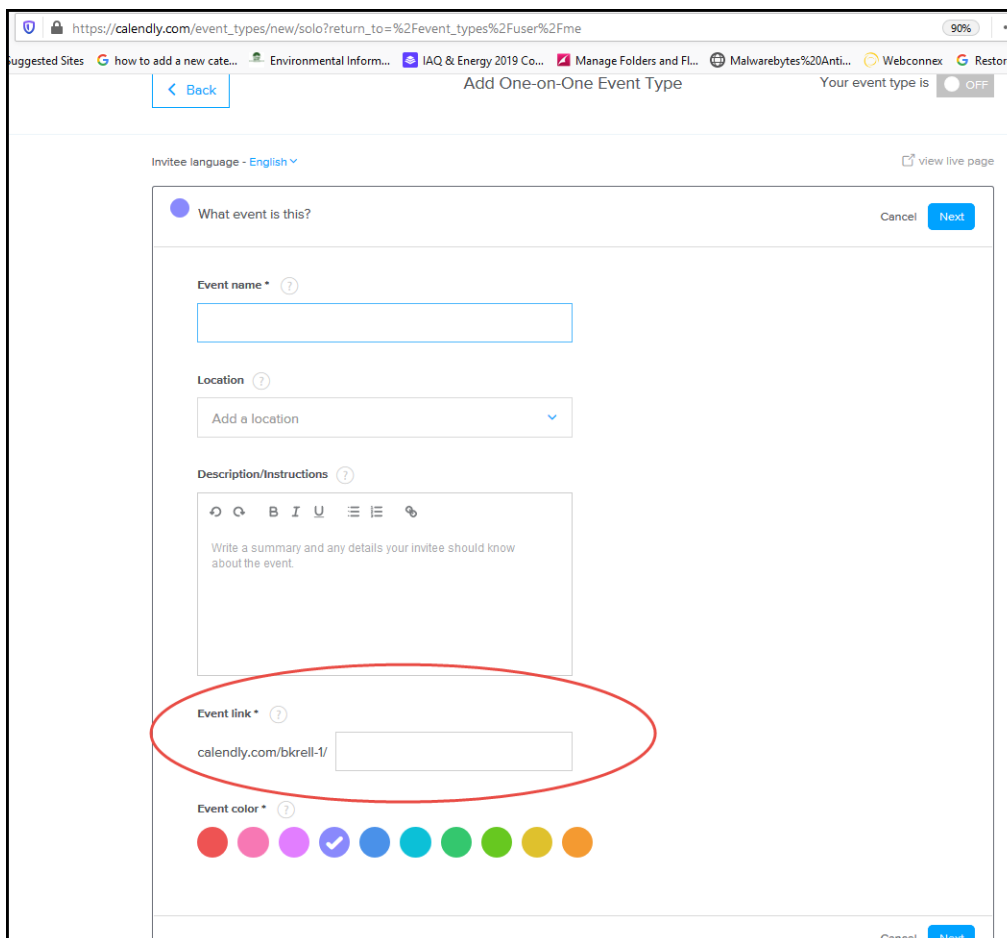
- Enter your Calendly Meeting link (It will look like this link with your custom meeting information:
<https://calendly.com/bkrell-1/iagschool-virtual-booth-consult>)
- Visit <https://calendly.com/> to create your scheduling account. Visit <https://zoom.us/> to create a Zoom account if you don't already have one (Note, you will need a paid Zoom account to utilize the virtual booth video meeting functions—Pro account or higher). Once you have accounts for both Calendly & Zoom, you can link them both by doing the following:
- Login to your Calendly account.



- Create a New Event that you will use for scheduling meetings with event attendees (you can update details in that later).



- This will generate your Calendly meeting link that you will need to copy and paste into this form.



- Put in details like how long the meeting will be for and set up your available times.

← Back
Add One-on-One Event Type
Your event type is OFF

Invitee language - English ▾
Last edited August 24, 2020
🔗 view this page

● What event is this?
test

When can people book this event?
30 min, 60 rolling days Cancel Next

Event Duration * ⓘ

15
min

30
min

45
min

60
min

custom min

Date Range ⓘ

Events can be scheduled over 60 calendar days [Edit](#)

Event Time Zone ⓘ

You're viewing times in Eastern Time - US & Canada. Your invitees will see your availability in their local time zone. [Edit](#)

Availability ⓘ

Set your available hours when people can schedule meetings with you.

Hours
Advanced
Copy availability from... ▾

August 23 - September 5, 2020
⏪ ⏩ 🗓

Sun	Mon	Tue	Wed	Thu	Fri	Sat
23	TODAY 24 9:00a - 5:00p	25 9:00a - 5:00p	26 9:00a - 5:00p	27 9:00a - 5:00p	28 9:00a - 5:00p	29
30	31 9:00a - 5:00p	SEP 1 9:00a - 5:00p	2 9:00a - 5:00p	3 9:00a - 5:00p	4 9:00a - 5:00p	5

Show more ▾

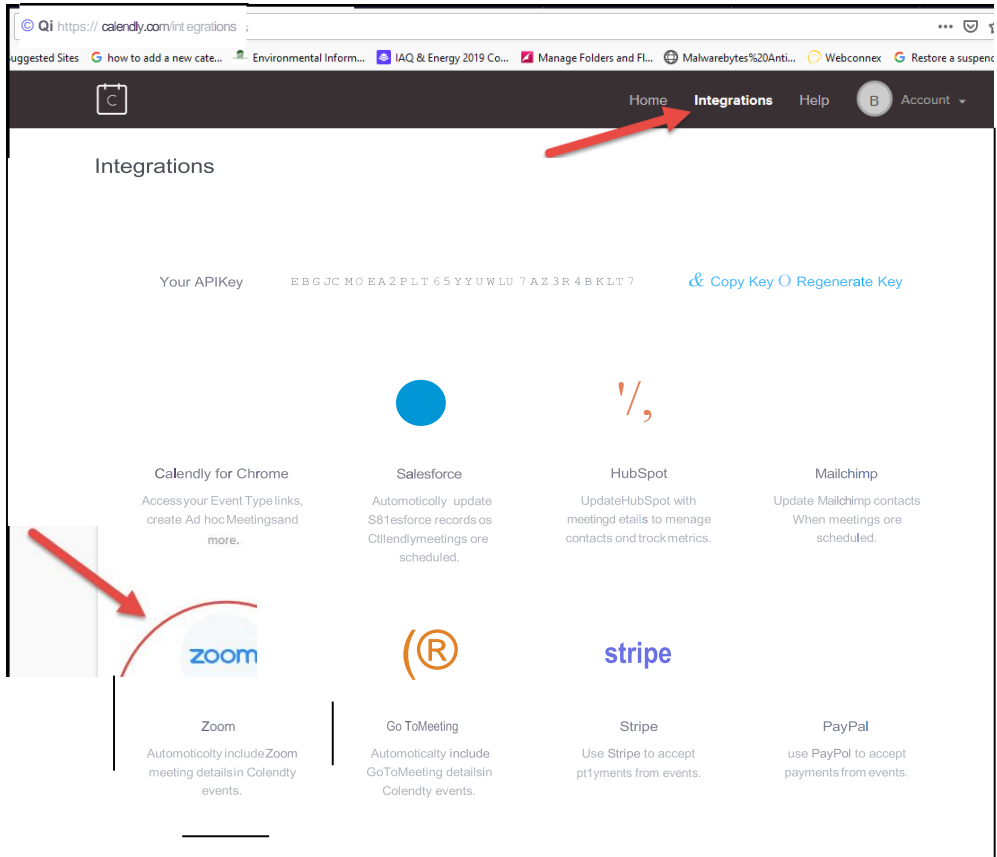
Secret Event ⓘ

Hide this event from your main Calendly page?

NO

Cancel Next

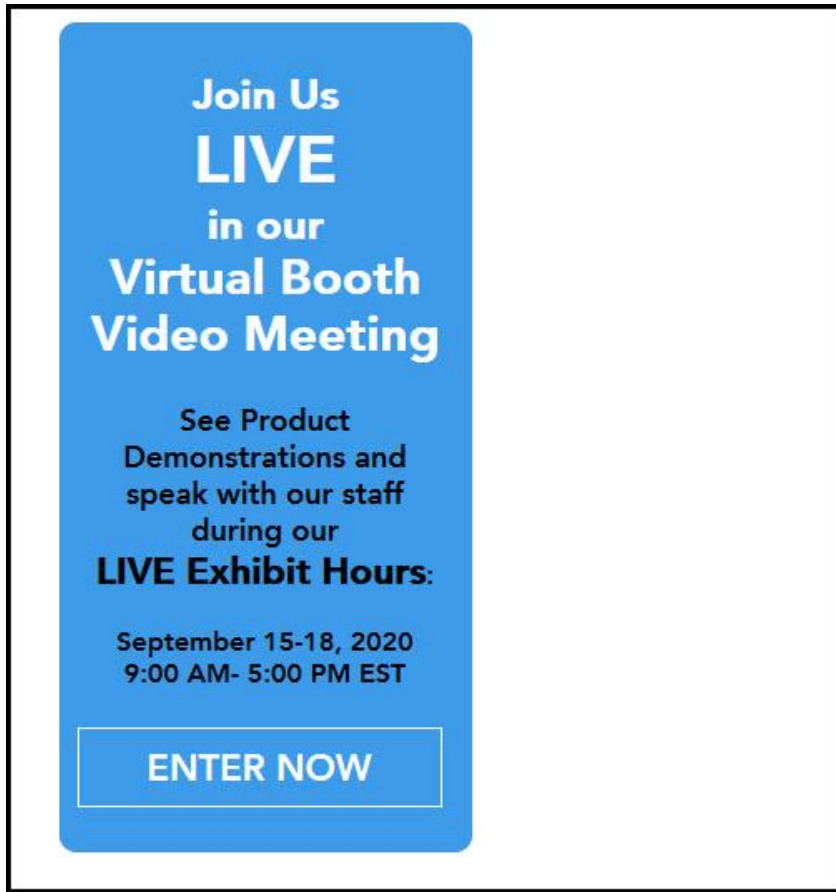
- Once you have a Calendly Event, go to the Integrations tab and then select the Zoom integration. Follow the instructions to link your Calendly and Zoom accounts. This will automate the whole process for scheduling Zoom video meeting appointments with attendees.



LIVE Virtual Booth Exhibit Video (Zoom Meeting link):

****Deluxe Booths Only***

Enter your Virtual Exhibit Booth Zoom Link in this field. (This is a recurring meeting you need to create in your Zoom account where you will be able to meet attendees and do live video demonstrations during Virtual Trade Show exhibit hours).



- Create a new Zoom Meeting in your Pro (or higher plan). Name your meeting **[Your Company Name] Virtual Exhibit Booth**. Be sure to include the following settings circled below.
- Provide the URL for that meeting on this form so we can link your virtual booth Enter button to it.

Schedule meeting ×

Schedule Meeting

Topic

Recurring meeting

Remember to check recurrence or repeat in your calendar invitation

Meeting ID

Generate Automatically Personal Meeting ID 462 061 1813

Security

Passcode Waiting Room

Video

Host: On Off Participants: On Off

Audio

Telephone Computer Audio Telephone and Computer Audio

Dial in from United States [Edit](#)

Calendar

Outlook Google Calendar Other Calendars

Advanced Options ▾

Zoom Update--VERY IMPORTANT FOR EXHIBITORS!

Zoom has recently changed their security requirements--beginning 9/27/20, all meetings will either require a passcode or have the waiting room feature enabled.

You need to enable Passcodes and make sure the Embed Passcode in invite link is enabled on your account settings. Do not enable the Waiting Room feature for your virtual exhibit booth!

You modify these settings by logging into your account at zoom.us and clicking on the Settings tab on the left to access your account settings.

The screenshot shows the Zoom account settings interface. At the top, there are navigation links for SOLUTIONS, PLANS & PRICING, CONTACT SALES, SCHEDULE A MEETING, JOIN A MEETING, and HOST A MEETING. Below this is a green banner with an important notice and new features information. The main content area is divided into three tabs: Meeting, Recording, and Telephone. The Meeting tab is active, showing a list of settings on the left and their configurations on the right. A red arrow points to the 'Settings' tab in the left navigation menu. The settings shown are:

- Security**
- Waiting Room**: Disabled (toggle off). Description: When participants join a meeting, place them in a waiting room and require the host to admit them individually. Enabling the waiting room automatically disables the setting for allowing participants to join before host. Modified | Reset
- Waiting Room Options**: The options you select here apply to meetings hosted by users who turned 'Waiting Room' on.
 - ✓ Everyone will go in the waiting room
 - [Edit Options](#) | [Customize Waiting Room](#)
- Require a passcode when scheduling new meetings**: Enabled (toggle on). Description: A passcode will be generated when scheduling a meeting and participants require the passcode to join the meeting. The Personal Meeting ID (PMI) meetings are not included. Modified | Reset
- Require a passcode for instant meetings**: Enabled (toggle on). Description: A random passcode will be generated when starting an instant meeting. Modified | Reset

- ADMIN
- > User Management
- > Room Management
- > Account Management
- > Advanced

- Attend Live Training
- Video Tutorials
- Knowledge Base

- Security
- Schedule Meeting
- In Meeting (Basic)
- In Meeting (Advanced)
- Email Notification
- Other

Waiting Room Options

The options you select here apply to meetings hosted by users who turned 'Waiting Room' on

✓ Everyone will go in the waiting room
[Edit Options](#) [Customize Waiting Room](#)

Require a passcode when scheduling new meetings

A passcode will be generated when scheduling a meeting and participants require the passcode to join the meeting. The Personal Meeting ID (PMI) meetings are not included.



Modified [Reset](#)

Require a passcode for instant meetings

A random passcode will be generated when starting an instant meeting



Modified [Reset](#)

Require a passcode for Personal Meeting ID (PMI)

- Only meetings with Join Before Host enabled
- All meetings using PMI



Modified [Reset](#)

Embed passcode in invite link for one-click join

Meeting passcode will be encrypted and included in the invite link to allow participants to join with just one click without having to enter the passcode.



Require passcode for participants joining by phone

A numeric passcode will be required for participants joining by phone if your meeting has a passcode. For meeting with an alphanumeric passcode, a numeric version will be generated.



Modified [Reset](#)

Company Info:

Fill out the information fields for **Address, Email, Website, and Phone** for this section.

Company Info

IAQschool.online
a division of IAQNET LLC

4851 McDonald Road
Syracuse, NY 13215

+1 888-752-6686

help@IAQschool.online

[IAQschool.online](#)

Virtual Booth Representative:

Include the contact info for your Primary Booth representative in the provided spaces.



Primary Booth Rep Photo: Upload a JPEG headshot pic of your Primary Booth Rep for the event to Hightail FTP.

About Us: Include some information about your company here in paragraph form (up to 200 words).

What We Offer: Include some information about your company's products/services here in paragraph form (up to 200 words).

Feature Box:

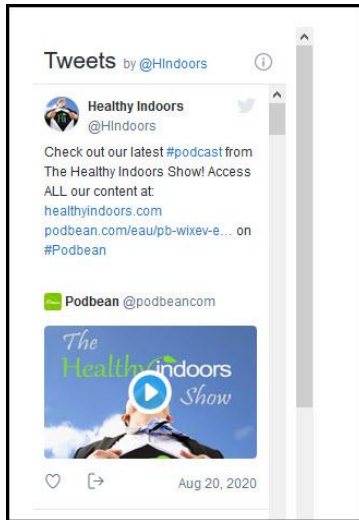
****Deluxe Booths Only***

Feature either a video, photo, or graphic in this space. Upload JPEG image to include (72 dpi, up to 1 MB file size, **[Company Name]_Feature**) to the Hightail FTP, or provide YouTube or Vimeo video URL in the Exhibitor Portal form.

Social Media Feed:

****Deluxe Booths Only***

Drop the URL to either your company Facebook Page or Twitter Account here to have a live feed from your social media account included on your page.



Lead Form Custom Text:

Enter some descriptive text about your offer here to entice attendees to fill out the form.

Include a graphic with information on your promotion offer HERE to entice attendees to fill out the lead form!

Enter To Win a Free Class!

First Name

Last Name

Company

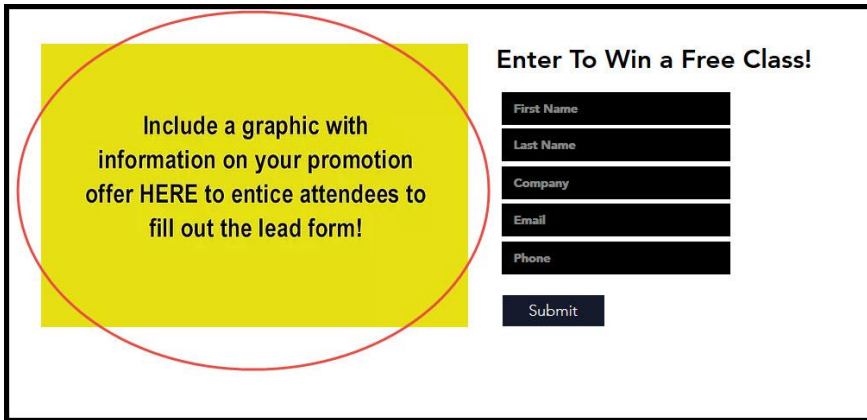
Email

Phone

Submit

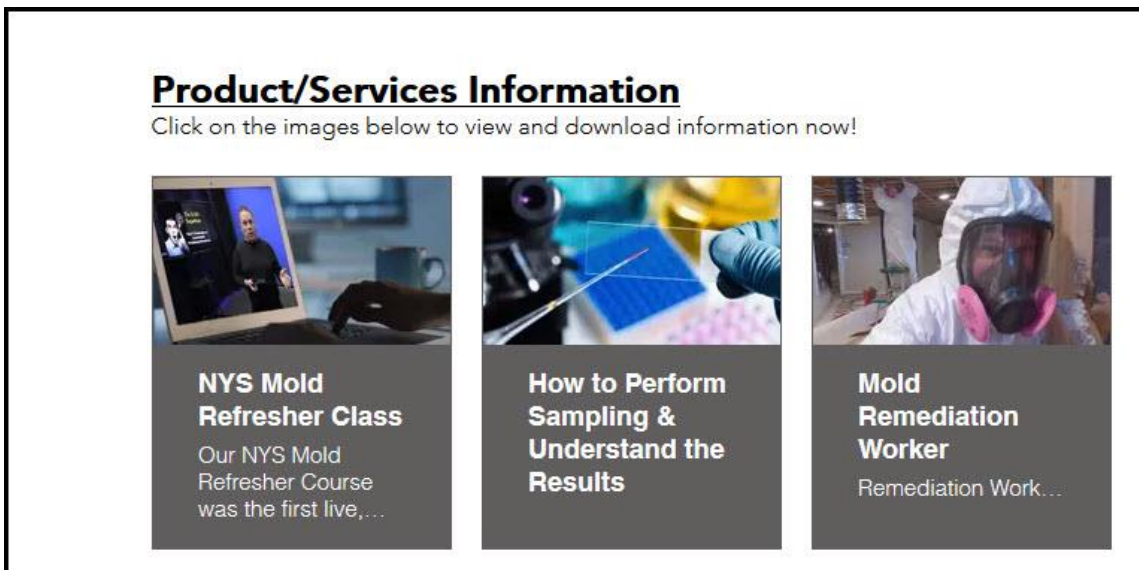
Lead Form Promotional:

Upload a promotional graphic about your offer here to entice attendees to fill out the form in the Hightail FTP. **[Company Name]_Promo**






A promotional graphic for a lead form. On the left, a yellow circle contains the text: "Include a graphic with information on your promotion offer HERE to entice attendees to fill out the lead form!". To the right, the form is titled "Enter To Win a Free Class!" and includes input fields for "First Name", "Last Name", "Company", "Email", and "Phone", followed by a "Submit" button.

Product/Services Information:



Product/Services Information
Click on the images below to view and download information now!

 <p>NYS Mold Refresher Class Our NYS Mold Refresher Course was the first live,...</p>	 <p>How to Perform Sampling & Understand the Results</p>	 <p>Mold Remediation Worker Remediation Work...</p>
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You can include up to 6-items for Deluxe Booth, or 3-items for Basic Booths in Product or Service listings.

These blocks can feature any of the following: Graphic (Upload JPEG 72 dpi, up to 1 MB file size) or Downloadable File (PDF), and some descriptive text (Up to 8 words). Please name your attached files as: **[Your Company Name]_[Item#].jpg** and type your descriptive in the spaces below for each item.