ATTENDEE
BRIEF

2021
EDITION

eSHOW

PACKET CONTENTS

This packet contains information that you can use as a guide to navigate through the services available to you.

# WELCOME TO VEM™

signing in to virtual event

Congratulations! you have successfully registered to and will be participating in a Virtual Event.

Your Log in details has been sent to your email together with your password. Simply key in your credentials in the **SIGN IN BOX (1)** and click on the **SIGN IN** button to access your event!

This packet shall serve as your comprehensive guide in navigating through this event. Please take time to read this so that you can make the most out of the features available to you.

TAKE A PEAK AT WHAT'S IN STORE FOR YOU!
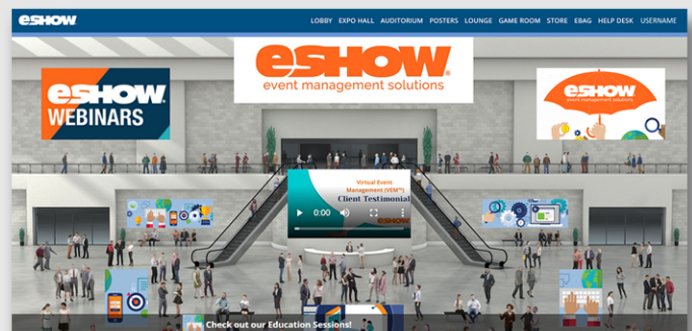
Be greeted by a Welcome video. Avoid FOMO with daily newsletters, announcements and ticker messages. View and click on rotating sponsor banners to learn more.
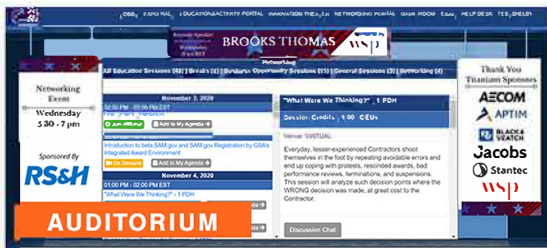
QUICK TIP
Did you forget your password? Don't worry! Password retrieval is easy. Just click on **FORGOT PASSWORD?*** and follow the simple password recovery steps.

VIRTUAL EVENT MANAGEMENT (VEM™)

eShow's **Virtual Event Management (VEM™)** platform is designed to focus on the full event experience.

We've created VEM™ to replicate the full event experience in a safe virtual space. This way, you can attend your event worry- and hassle- free.

1. Chat with peers easily through the Unified Communications portal.
2. Attend live webinars and have on-demand access to the ones that you missed.

VEM™ OVERVIEW

1   Entrance

2   Lobby

3   Auditorium   ✓ Join webinars
✓ On-demand access
✓ Join discussion chats

4   Schedule-at-a-glance

5   Game Room

6   Networking Lounge

✓ Join Unified Communications to chat and join session groups

✓ Submit evaluations and access certificates

7   My Profile

8   Help Desk

ENTRANCE

LOBBY

AUDITORIUM

EDUCATION OPPORTUNITIES WITH VEM™

Visit the Auditorium.

AUDITORIUM

- ✓ Join webinars and discussion groups
- ✓ Watch on-demand webinars
- ✓ Build your Agenda for easy access later

FEATURES FOR YOU TO ENJOY:

▶ Join Webinar	Join a live webinar
🎥 On Demand	View recorded sessions
📅 Add to My Agenda →	Add sessions to your Agenda/Schedule
Discussion Chat	Be in the loop, join a discussion group

how to JOIN A WEBINAR

Excited to enter your first webinar? Follow these easy steps to join a webinar that you find most interesting.

AUDITORIUM WINDOW

Enter the Auditorium, then scroll through the list of available webinars. Once you've located your webinar of interest, click **JOIN WEBINAR**[*].

Networking

All Education Sessions (43) | Breaks (6) | Business Opportunity Sessions (15) | General Sessions (3) | Networking (4)

November 3, 2020

02:00 PM - 03:00 PM EST
First Timer's Orientation
⊙ Join Webinar | 🗓 Add to My Agenda →

03:30 PM - 04:30 PM EST
Introduction to beta.SAM.gov and SAM.gov Registration by GSA's Integrated Award Environment
🎥 On Demand | 🗓 Add to My Agenda →

November 4, 2020

01:00 PM - 02:00 PM EST
"What Were We Thinking?" - 1 PDH
🎥 On Demand | 🗓 Add to My Agenda →

Aim High - Inspire, Improve, Innovate, Implement - 1 PDH
⊙ Join Webinar | 🗓 Add to My Agenda →

"What Were We Thinking?" - 1 PDH

Session Credits : 1.00 CEUs

Venue: VIRTUAL

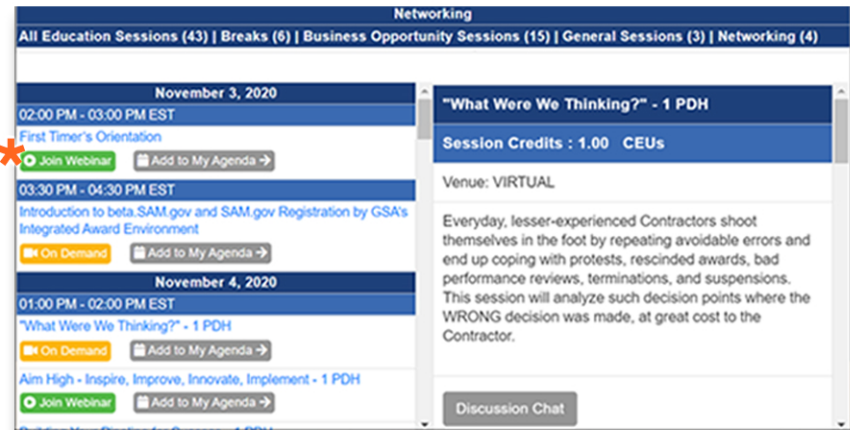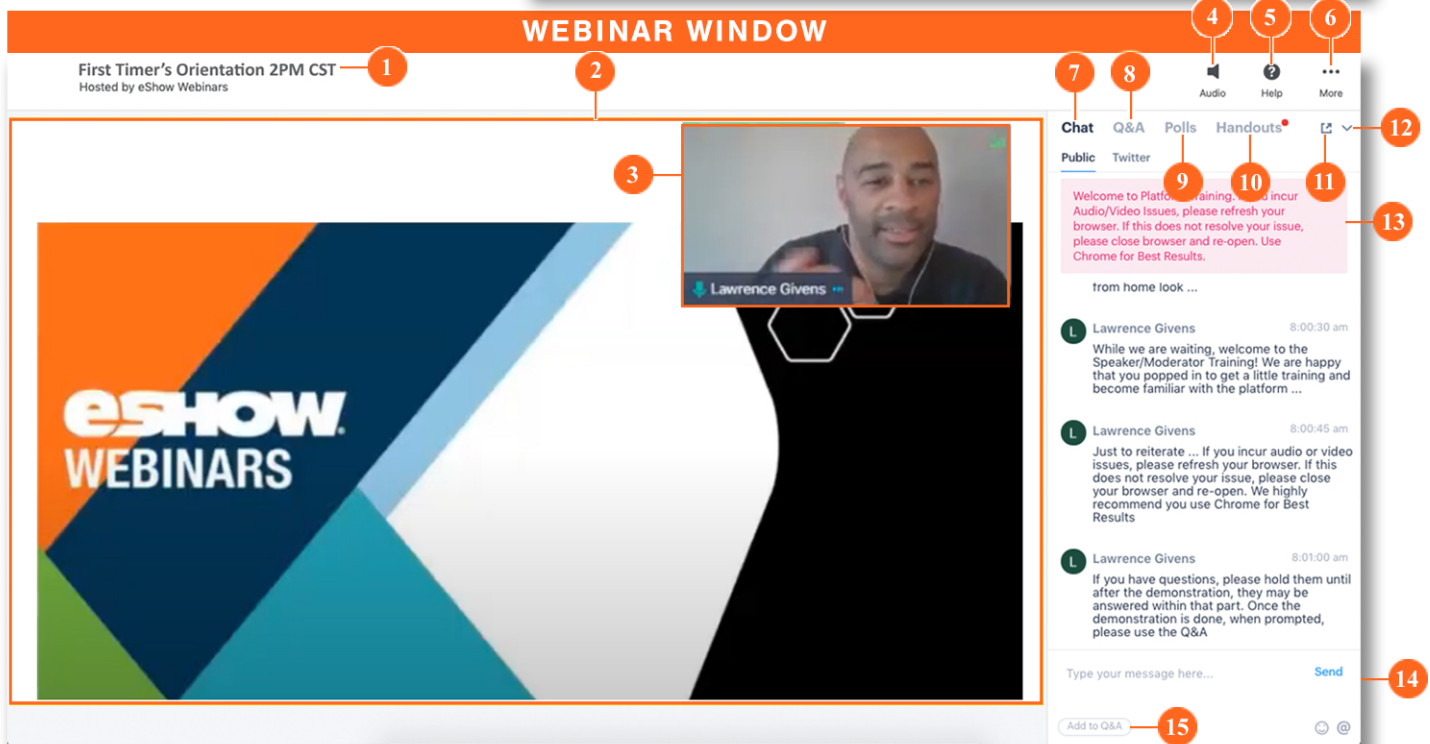Everyday, lesser-experienced Contractors shoot themselves in the foot by repeating avoidable errors and end up coping with protests, rescinded awards, bad performance reviews, terminations, and suspensions. This session will analyze such decision points where the WRONG decision was made, at great cost to the Contractor.

Discussion Chat

WEBINAR WINDOW

First Timer's Orientation 2PM CST
Hosted by eShow Webinars

Lawrence Givens

eSHOW WEBINARS

Chat Q&A Polls Handouts

Public Twitter

Welcome to Platform Training. and incur Audio/Video Issues, please refresh your browser. If this does not resolve your issue, please close browser and re-open. Use Chrome for Best Results.

from home look ...

Lawrence Givens   8:00:30 am
While we are waiting, welcome to the Speaker/Moderator Training! We are happy that you popped in to get a little training and become familiar with the platform ...

Lawrence Givens   8:00:45 am
Just to reiterate ... If you incur audio or video issues, please refresh your browser. If this does not resolve your issue, please close your browser and re-open. We highly recommend you use Chrome for Best Results

Lawrence Givens   8:01:00 am
If you have questions, please hold them until after the demonstration, they may be answered within that part. Once the demonstration is done, when prompted, please use the Q&A

Type your message here...   Send

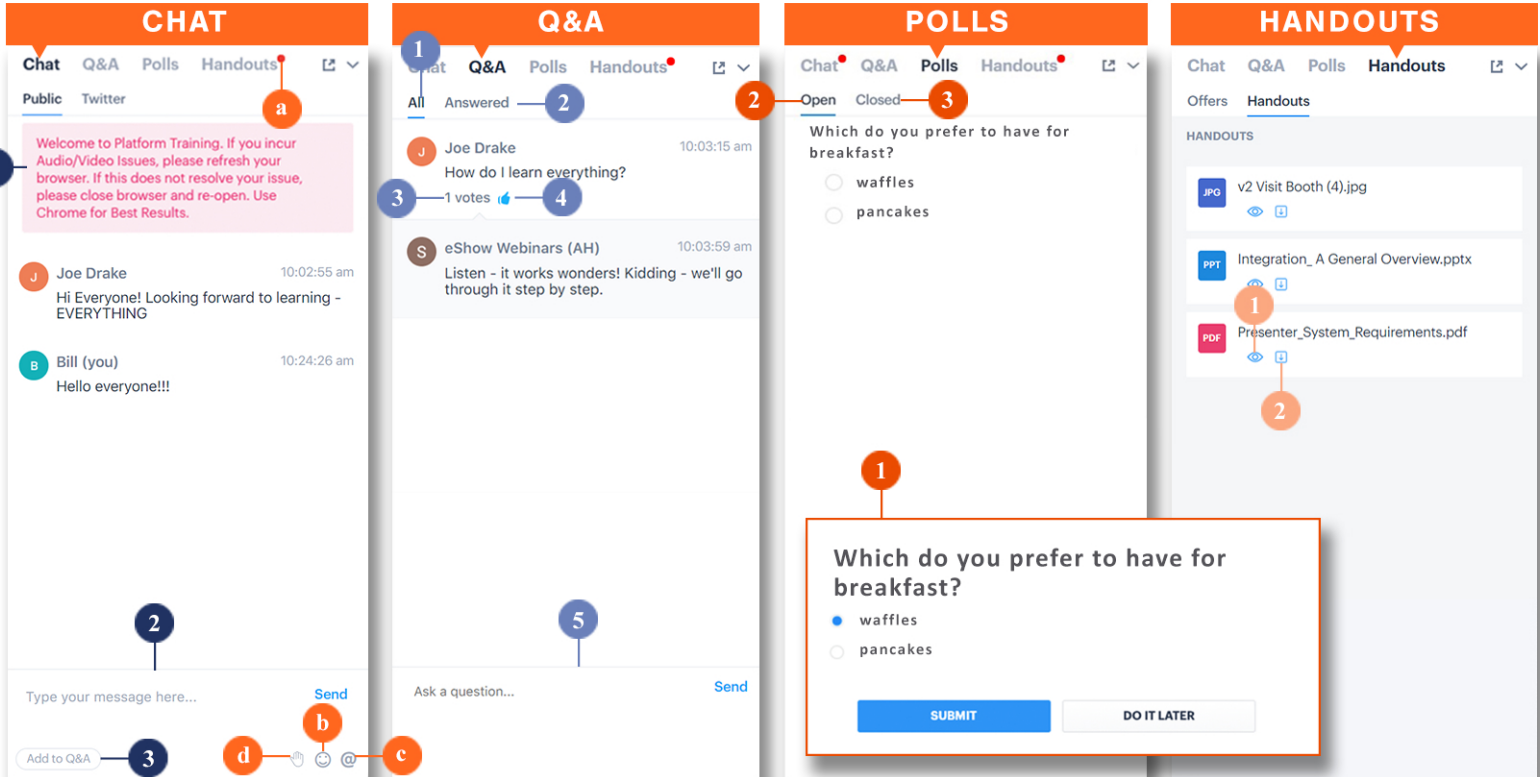Add to Q&A   😊 @

Audio Help More

---

1 **WEBINAR TITLE**: Know that you're in the right place. This is the title of the webinar you joined.
2 **PRESENTATION WINDOW**: Where slides, videos and/or presenter camera(s) are displayed.
3 **WEBCAM DISPLAY**: Hover over this to reveal arrows that will let you move the display within the presentation window.
4 **AUDIO**: Dial in (phone) information is located here.
5 **HELP**: Troubleshooting tips are located here - check it out!
6 **MORE**: Click here to Exit the webinar.
7 **CHAT**: Use this to chat.

8 **Q&A**: Load your questions here for them to be answered.
9 **POLLS**: View poll responses and submit any missed polls here.
10 **HANDOUTS**: Download documents uploaded by the presenters for your consumption.
11 **POP OUT ICON**: Use this to move the chat panel.
12 **ARROW ICON**: Use to hide the communication panel to get a better view of the Presentation Window.
13 **STICKY MESSAGE**: Important messages will be displayed and pinned here - be sure to read it.
14 **CHAT BOX**: After typing your message or question, click Send to submit.
15 **ADD TO Q&A**: Use this button to move questions accidentally typed in chat to Q&A.

If you experience Audio/Video issues, refresh or close/re-open the browser. Use Chrome for best results.

navigating through your
WEBINAR

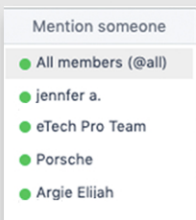**eShow's platform is designed to give you the best webinar experience.**

CHAT

Chat | Q&A | Polls | Handouts
Public | Twitter

(a)

(1) Welcome to Platform Training. If you incur Audio/Video Issues, please refresh your browser. If this does not resolve your issue, please close browser and re-open. Use Chrome for Best Results.

J Joe Drake 10:02:55 am
Hi Everyone! Looking forward to learning - EVERYTHING

B Bill (you) 10:24:26 am
Hello everyone!!!

(2)

Type your message here... | Send

Add to Q&A **(3)** **(d)** **(b)** **(c)**

Q&A

Chat | Q&A | Polls | Handouts
All **(1)** | Answered **(2)**

J Joe Drake 10:03:15 am
How do I learn everything?
(3) 1 votes 👍 **(4)**

S eShow Webinars (AH) 10:03:59 am
Listen - it works wonders! Kidding - we'll go through it step by step.

(5)

Ask a question... | Send

POLLS

Chat | Q&A | Polls | Handouts
Open **(2)** | Closed **(3)**

Which do you prefer to have for breakfast?
○ waffles
○ pancakes

(1) Which do you prefer to have for breakfast?
● waffles
○ pancakes

SUBMIT | DO IT LATER

HANDOUTS

Chat | Q&A | Polls | Handouts
Offers | Handouts

HANDOUTS

JPG v2 Visit Booth (4).jpg

PPT Integration_ A General Overview.pptx
(1)

PDF Presenter_System_Requirements.pdf
(2)

GLOBAL FUNCTIONALITY

a **NOTIFICATION ICON**: a red dot appears when a new item is available on the tab

b **EMOJI**: because it's more fun with emojis

Emoji
😄 :smile:
😐 :neutral_face:
😚 :kissing_closed_eyes:
😢 :cry:
😵 :dizzy_face:
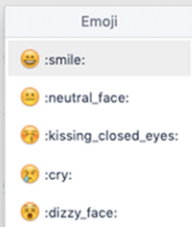
c **MENTION SOMEONE**: use to direct a chat to a specific person

Mention someone
● All members (@all)
● jennfer a.
● eTech Pro Team
● Porsche
● Argie Elijah

d **RAISE HAND**: to politely catch the presenter's attention

SECTIONAL FEATURES

To access the different **SECTIONAL FEATURES**, click on the **Section Tabs** on the top where it says, **CHAT**, **Q&A**, **POLLS**, **HANDOUTS**.

CHAT TAB FEATURES

1 **STICKY NOTE**: important messages will be displayed and pinned here - be sure to read it

2 **CHAT BOX**: type your message here and click send

3 **ADD TO Q&A**: click to add the message that you typed to the Q&A queue

Q&A TAB FEATURES

1 **ALL**: where you can find all questions submitted by fellow attendes

2 **ANSWERED**: where questions are filed once they are answered by speakers

3 **VOTE**: a tally of the number of times the like button was clicked

4 **LIKE**: click to like the question

5 **Q&A BOX**: type in your question here and click send

POLLS TAB FEATURES

1 **POLL POP UP**: this pop up appears on your screen as soon as your webinar presenter starts a poll. You may answer it as soon as it pops up or opt to save it for later.

2 **OPEN**: see polls that you can still answer.

3 **CLOSED**: check out the results of polls that have already closed.

HANDOUTS TAB FEATURES

1 **PREVIEW**: preview your handout without downloading the file.

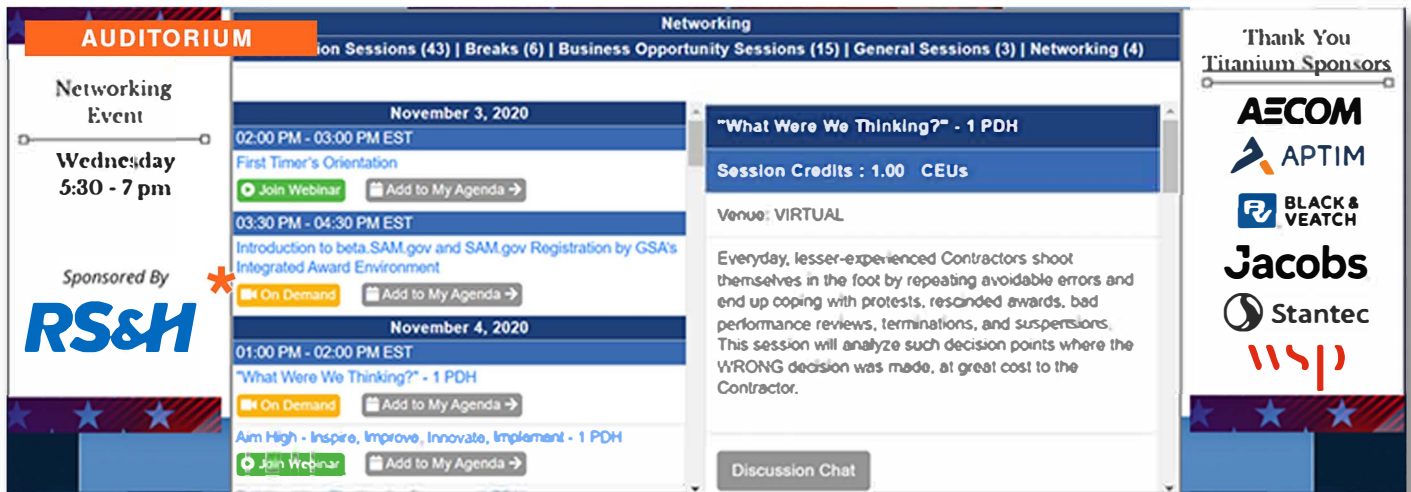**2** **DOWNLOAD**: click on this to download a file so that you can view it even when you are offline.

▉ On Demand

To watch *ON DEMAND VIDEOS simply click on this button when you see it.

VIDEOS ON DEMAND

access recorded webinars anytime, anywhere

AUDITORIUM

Networking Event

Wednesday
5:30 - 7 pm

Sponsored By

*

RS&H

Networking

...ion Sessions (43) | Breaks (6) | Business Opportunity Sessions (15) | General Sessions (3) | Networking (4)

November 3, 2020

02:00 PM - 03:00 PM EST
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Integrated Award Environment
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Aim High - Inspire, Improve, Innovate, Implement - 1 PDH
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Session Credits : 1.00 CEUs

Venue: VIRTUAL

Everyday, lesser-experienced Contractors shoot themselves in the foot by repeating avoidable errors and end up coping with protests, rescinded awards, bad performance reviews, terminations, and suspensions. This session will analyze such decision points where the WRONG decision was made, at great cost to the Contractor.

Discussion Chat

Thank You
Titanium Sponsors

AECOM
APTIM
BLACK & VEATCH
Jacobs
Stantec
WSP

Your event offers both live webinars and **ON DEMAND VIDEOS**. This means that you can still access live webinars that you've missed!

ON DEMAND VIDEO

Q&A

eShow Has Your Event Management Solution Needs – All under One Umbrella

- Registration
- Housing/Travel
- Sales Exhbit
- Virtual Event Management (VEMS)
- Floor Plan
- AMS/CRM Integration
- Mobile Apps

- Moving Logistics
- Banquet
- Abstracts
- Session Management
- Speaker Management
- Event Website
- Lead Retrieval

Contact sales@goeshow.com

© 2020 eShow Network

eSHOW
event management solutions

▶ ⟲15 ⟳15   36:22 / 01:03:28   🔊 💬 ⛶ **eSHOW**

ON DEMAND VIDEOS are any of the following:

✓ a recording of a finished webinar

✓ a pre-recorded webinar

✓ an uploaded video

How to access **ON DEMAND VIDEOS**:

1 Auditorium

2 My Agenda

how to join
SESSION GROUPS

SESSION GROUPS are used to talk about sessions/ webinars and are available only when live sessions/webinars have ended.

Did you find the webinar that you just joined interesting? Did you have questions that need to be answered but didn't get the chance to ask them during the webinar? Join the webinar's **SESSION GROUP**!

**SESSION GROUPS** are open as soon as the webinar ends and stays open for the duration of the event.

HOW TO LOCATE YOUR SESSION DISCUSSION GROUPS

1 Enter the **AUDITORIUM** or the **NETWORKING PORTAL**.

2 Scroll through the list of webinars. When you find your webinar, click on it.

3 Doing this will populate the **WEBINAR PROFILE** panel on the right.

4 Scroll down below the description and click on the **DISCUSSION CHAT** button.
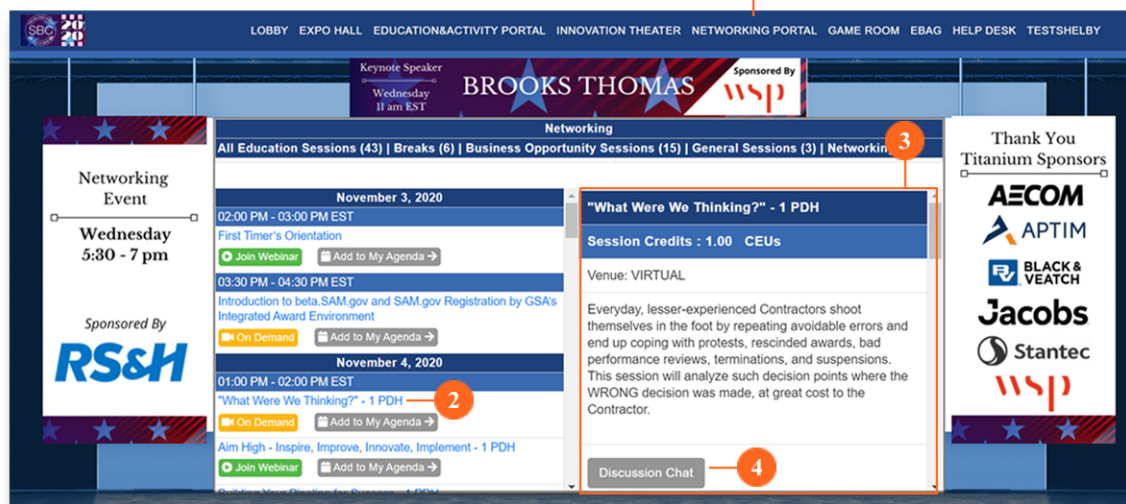
SESSION DISCUSSION KEY

a SESSION TITLE

b SESSION GROUP LIST under the **SESSION GROUPS** header, is a list of all session groups that you've joined.

c CHAT BOX enter your message and click send.

d LEAVE CHAT BUTTON to leave the group, scroll down in the profile and click on the **LEAVE CHAT BUTTON**.
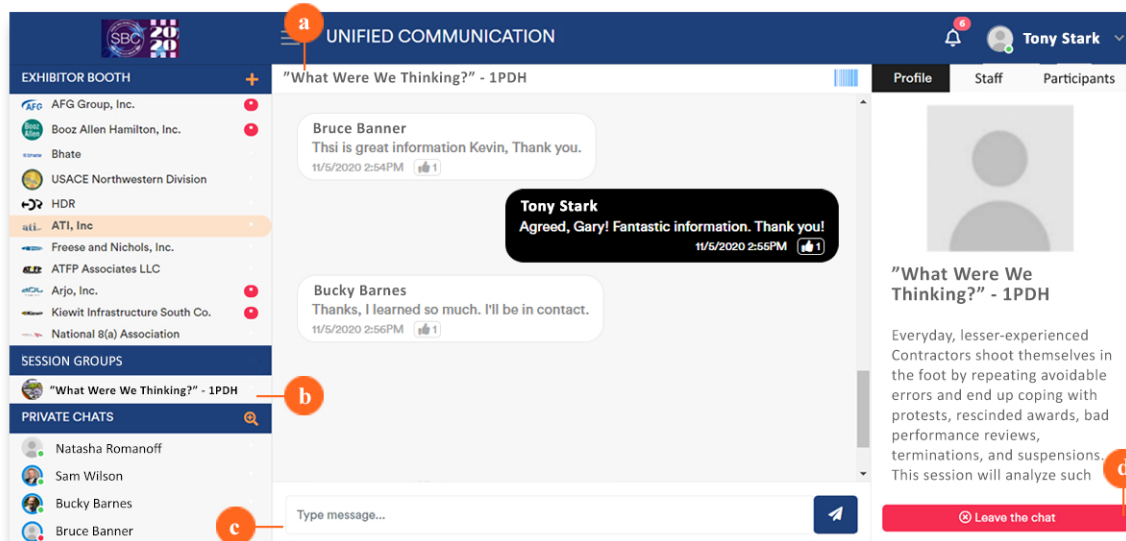
QUICK TIP
All Session Chat Groups under the **SESSION GROUP** header remain **ACTIVE** until you click on the **LEAVE CHAT BUTTON (d)**. This means that you will still get the red dot notifications whenever the chat gets new messages. Easily access active chats by clicking on this list.

MY AGENDA

going back to your bookmarked items

Features for you to enjoy:

- **Join Webinar** — Join a live webinar
- **On Demand** — View recorded sessions
- **Webinar Ended** — Notice that webinar has already ended
- **Remove from My Agenda →** — Delete the bookmark
- **Discussion Chat** — Be in the loop, join a discussion group
- **Session Evaluation** — Send your feedback

Saw a **webinar** in the **Auditorium** that was particularly interesting? Save it for later by clicking on the **ADD TO MY AGENDA** button.

To open a list of your bookmarked items, hover over *LOUNGE on the top toolbar and then click on *MY AGENDA.

NETWORKING OPPORTUNITIES WITH VEM™

Unified Communications (UC) and Game Room

Interact virtually with other event participants by using VEM™ tools that are super simple to navigate.

UNIFIED COMMUNICATIONS

Chat and video chat with other attendees and webinar speakers. More information available on the **UNIFIED COMMUNICATIONS** page.
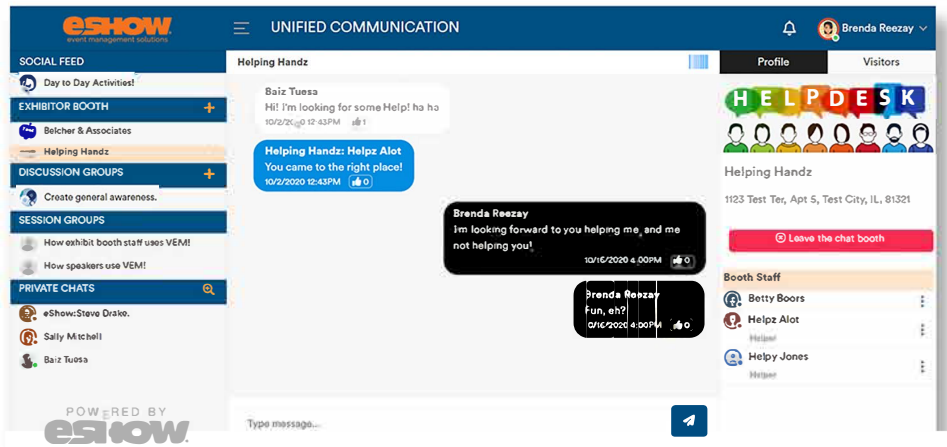
GAME ROOM

Earn points while navigating the venue rooms! Points are available while exploring rooms, booths, sessions, and more. Visit the **GAME ROOM** to check the **LEADERBOARD**, **GAME DETAILS**, and **GAME PRIZES**.
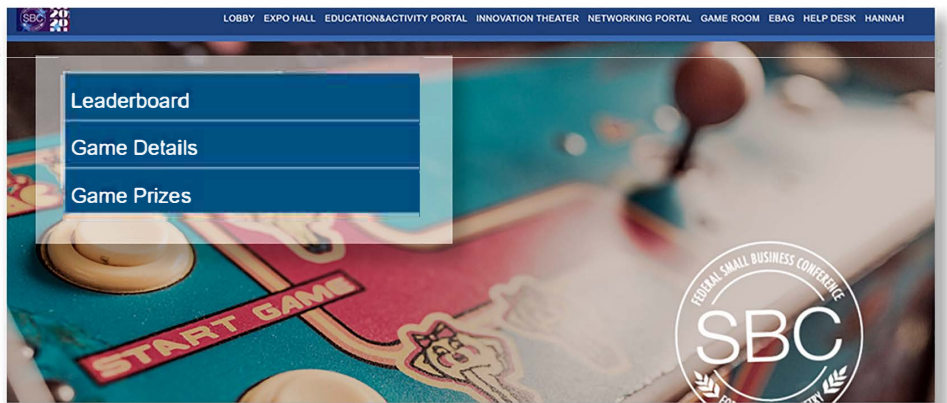
ACCESSING DISCUSSION GROUPS

1 In the **Networking Portal** window, click on **CHAT & DISCUSSION GROUPS** option.

2 This will open the **UNIFIED COMMUNICATIONS (UC)** window.
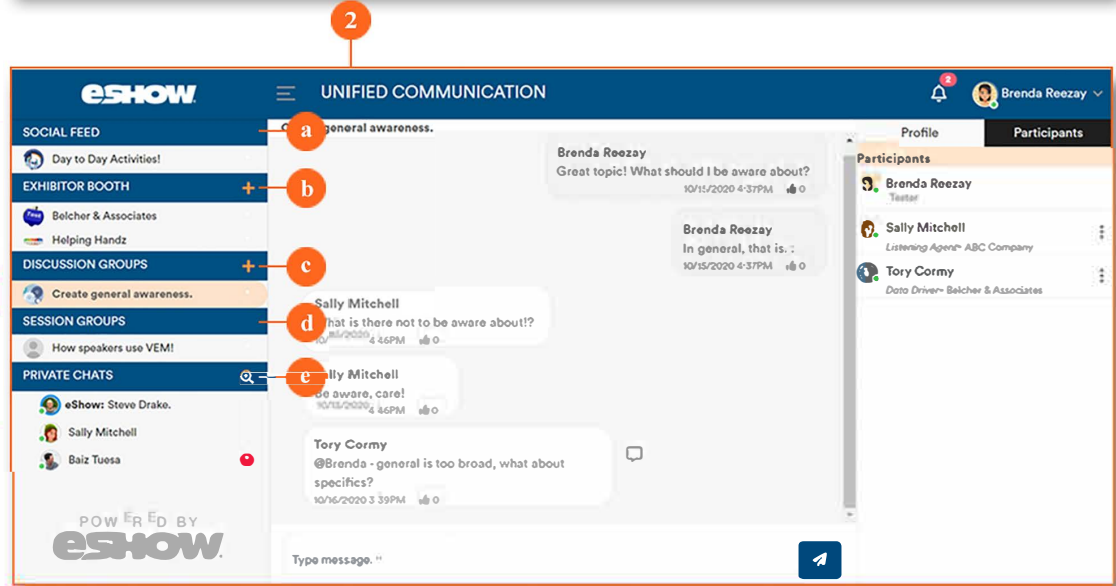
UC HEADERS

Each **Section Header** displays a list of active chats that you've joined. See list below:

a SOCIAL FEED
Join the discussion to post about your event experience.

c DISCUSSION GROUPS
Stay in the know by joining discussion groups on popular topics. Use the plus sign to join additional discussion groups.

d SESSION GROUPS
After the webinar is over, continue the conversation in the session groups. Join these from the Auditorium and/or My Agenda.

e PRIVATE CHAT
Search attendees and speakers here, then start private chat with them.

PARTICIPANT TYPE
- Attendee
- Speakers

STATUS INDICATOR
- Inactive in UC
- Active in UC

UNIFIED COMMUNICATIONS (UC)
a comprehensive guide

1 CHAT ROOM TITLE: Know you're in the right place by checking out the title of the room you're in.

2 HAMBURGER MENU: Use this button to hide or expand the side navigation panel.

3 NOTIFICATION BELL: Clicking on the bell opens the list of notifications. Tip: the number in the red dot indicates the number of new notices.

4 SECTION HEADERS: Clicking on headers expands or hides the list of chats that you've joined.

5 +PLUS BUTTON: Clicking on the plus button opens a list of available chats in each section. Click on the Join Button to join active discussions, sessions, and private chats.

6 SEARCH CHAT BUTTON: Already know who you want to chat with? Click on this button to search for them by name.

7 NEW MESSAGE INDICATOR: A red circle beside list of active chats appears when a new message is available.

8 PRIVATE CHAT: Hover over a message to reveal the Private Chat Button. Clicking on this button starts a private chat conversation.

9 LIKE: Click to like the message.

10 PROFILE TAB: Displays information about the discussion group, along with the lsit of group moderator(s).

11 PARTICIPANTS TAB: Displays the users active in the group. To private message them, click the three dots next to their name.

12 THREE DOTS: Click on this to private chat with a person on the list.

13 ONLINE STATUS: Click on the drop down arrow* to open the checkbox to flag yourself as online or offline. The blue check box means you are marked as online.

how to request to
VIDEO CHAT

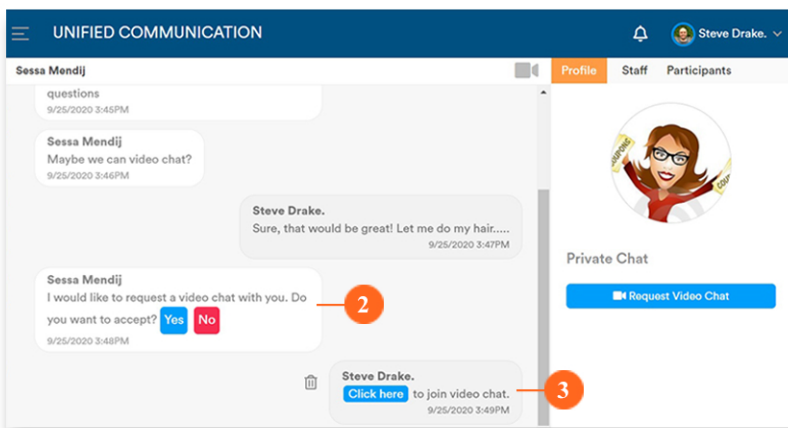## WHAT THE RECEIVER SEES

WHAT THE SENDER SEES

1 Click on the **CAMERA (1a)** or the **REQUEST VIDEO CHAT (1b)** button. Then click **SUBMIT** in the pop up.

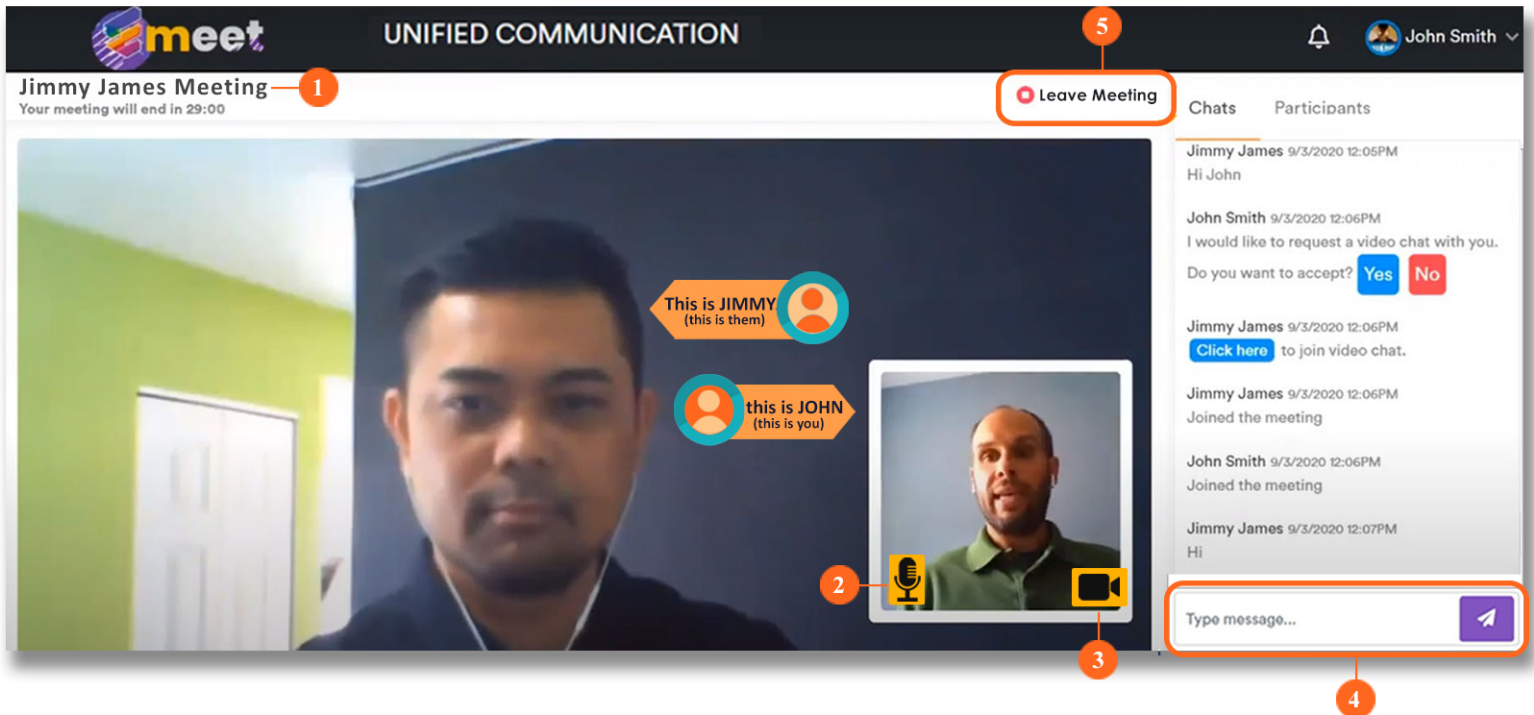**2** The **RECEIVER** gets a **REQUEST VIDEO CHAT** notice.

3 When the **RECEIVER** clicks **YES** (in STEP 2), the **SENDER** receives a message with a **CLICK HERE** to join button. Click to start the video chat!

SMILE
you're on camera!

how to
VIDEO CHAT

After clicking on

📹 Join video chat

the video connects automatically.

KEY COMPONENTS OF UC VIDEO CHAT

1 VIDEO CHAT TITLE: view the meeting title and how long the meeting has left.

2 MUTE ICON: switch your mic on/off.

3 CAMERA ICON: switch your camera on/off.

4 CHAT BOX: use this to send additional information.

**5 LEAVE MEETING:** click to exit the meeting.

QUICK TIPS

✓ **Enable your webcam on your browser**

✓ **Check your internet speed**

✓ **Have your IT confirm your VPN allows video streaming**

Attending your virtual event has just become more fun. Pick a topic and post about your event experiences. Share photos to make things more interesting!

SOCIAL FEED
your in-event social media platform
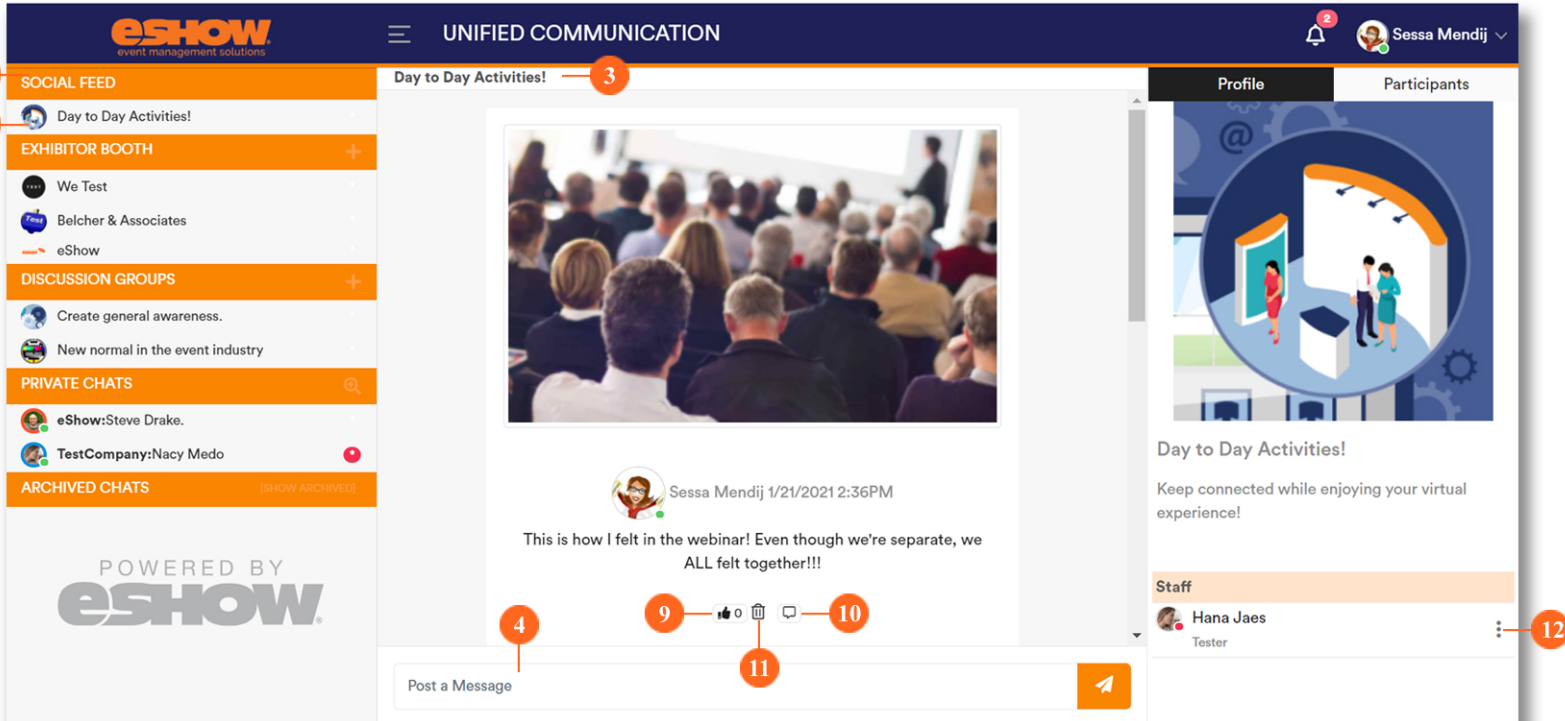
To open a **SOCIAL FEED GROUP (2)**, open the **Unified Communications (UC)** through your LOUNGE and pick a topic under the **SOCIAL FEED HEADER (1)**.

1 SOCIAL FEED HEADER
Under this header is a list of SOCIAL FEED GROUPS that you can join.

2 SOCIAL FEED GROUPS
Your event organizer sets up discussion groups with different topics of interest.

3 SOCIAL FEED GROUP TITLE
Check out the group title to make sure that you're in the right place.

4 MESSAGE BAR
Click on this to open the **POST TO SOCIAL FEED POP UP (5)**.

5 POST TO SOCIAL FEED POP UP
Edit details of your post.

6 CLICK TO SELECT A FILE
Click on the grey box to upload a photo.

7 TYPE MESSAGE
Type in a caption for the photo that you want to share.

8 SHARE BUTTON
Click to share your photo and caption.

9 LIKE
Click to like a post. The number beside represents the number of times the phost has been liked.
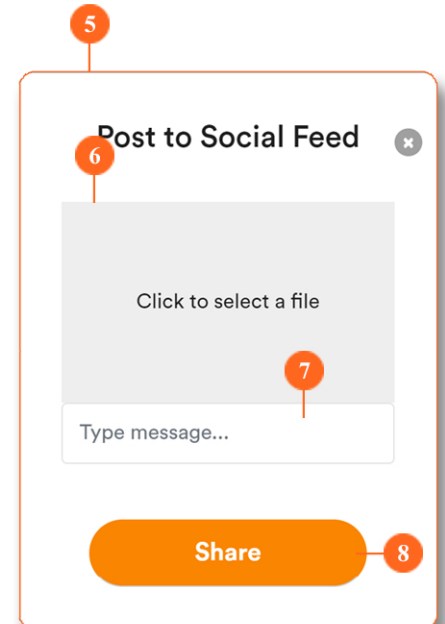
10 PRIVATE MESSAGE
Click to start a private chat with the person who share the post.

11 TRASH
Click to delete your post.

12 PEER LEADER
Organizer appointed moderator. Click the **three dots** to private message them.

POWERED BY
eSHOW.

DISCUSSION GROUPS

DISCUSSION GROUPS are similar to a chat forum where clients create chat panels about a specific topic. Participants can join in to chat and inquire about the posted topic.

HOW TO JOIN DISCUSSION GROUPS

1 In the **Unified Communications (UC)** window, click on the **(+) PLUS BUTTON** beside the **Discussion Groups** header.

2 This will open the **Discussion Groups** window (shown on the right→) which contains a list of groups. Pick one and click on **JOIN**.

3 Joining a group will add its **TITLE** in the list under the **Discussion Groups** header.

DISCUSSION GROUPS KEY

a The **DISCUSSION TITLE** will appear on the top of the chat panel.

b The **PROFILE** tab displays information about the discussion group, along with the list of group moderator(s).

c The **PARTICIPANTS** tab displays the users active in the group. To private message them, click the three dots next to their name.

d To leave the group, scroll down in the profile and click on the **LEAVE CHAT BUTTON** which removes the Discussion Group title from the list on the left side (see **#3**). The Discussion Group name remains on this list until the **LEAVE CHAT BUTTON** is clicked.
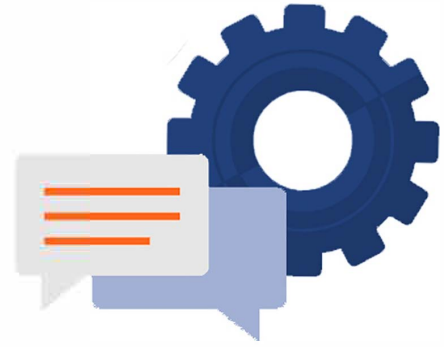
PARTICIPANT TYPE
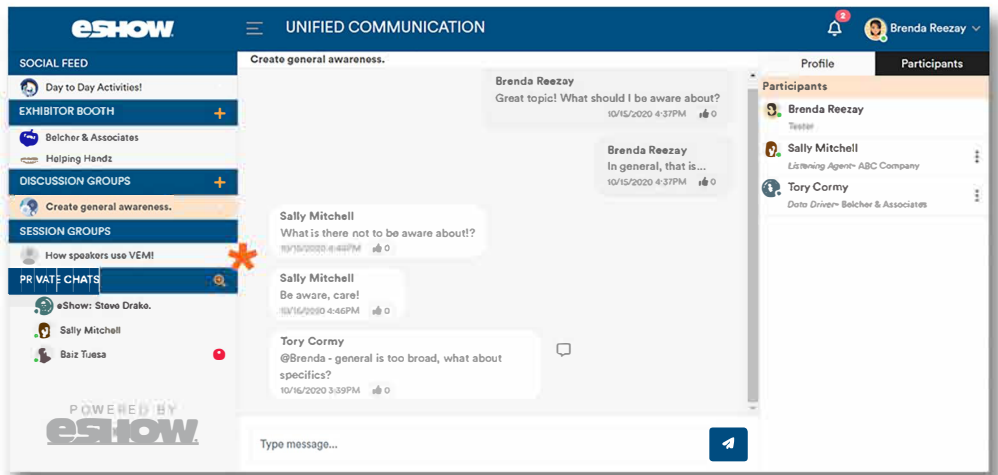
Attendee

Speakers

STATUS INDICATOR

🔴 Inactive in UC

🟢 Active in UC

PRIVATE CHAT

searching for and chatting with event participants

The number of attendees at an event can be overwhelming. Click on the *SEARCH CHAT BUTTON to search for the person you want to talk to!

Search for an attendee

| search name, title or company | | SEARCH |

Attendee   Speakers

Hana Jaes
Tester TestCompany

Marcy Olson
Tester TestCompany

Maria Keeler
Director TestCompany

Michele Kunzer
Steve Test1

Penny Emas
Tester Test 1

KEY FEATURES

1 SEARCH BOX: Type in the name, title, or company, of the person you are looking for and then click on search.

2 LEGEND: This feature helps you identify whether the person you are serching for is an **Attendee** or **Speaker**.

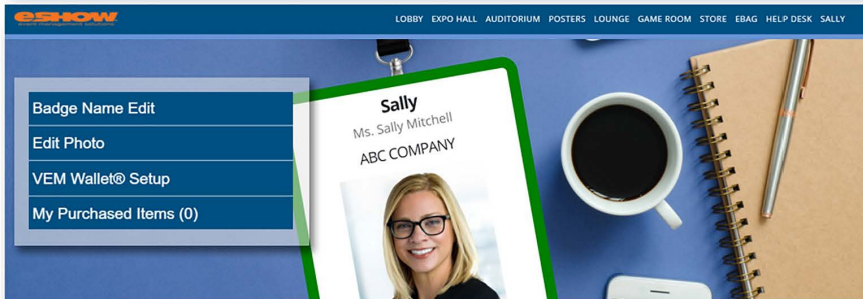**3 CHAT BUTTON**: Click to start a private chat.

MANAGING YOUR ACCOUNT IN VEM™
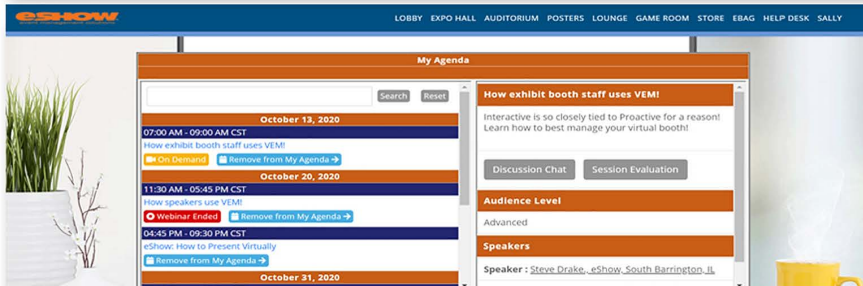
Lounge
My Profile
My Agenda
eBag

LOUNGE

- ✓ Join chat and discussion groups
- ✓ Evaluate sessions and access certificates

MY PROFILE

- ✓ Edit your profile information
- ✓ Update your badge details and photo

MY AGENDA

- ✓ Your go-to for quick content access
- ✓ Join your bookmarked webinars
- ✓ Watch on-demand recordings
- ✓ Join discussion groups and more

EBAG

- ✓ Browse through your saved videos and documents, anytime, from anywhere
- ✓ Continue the conversation with your saved contacts
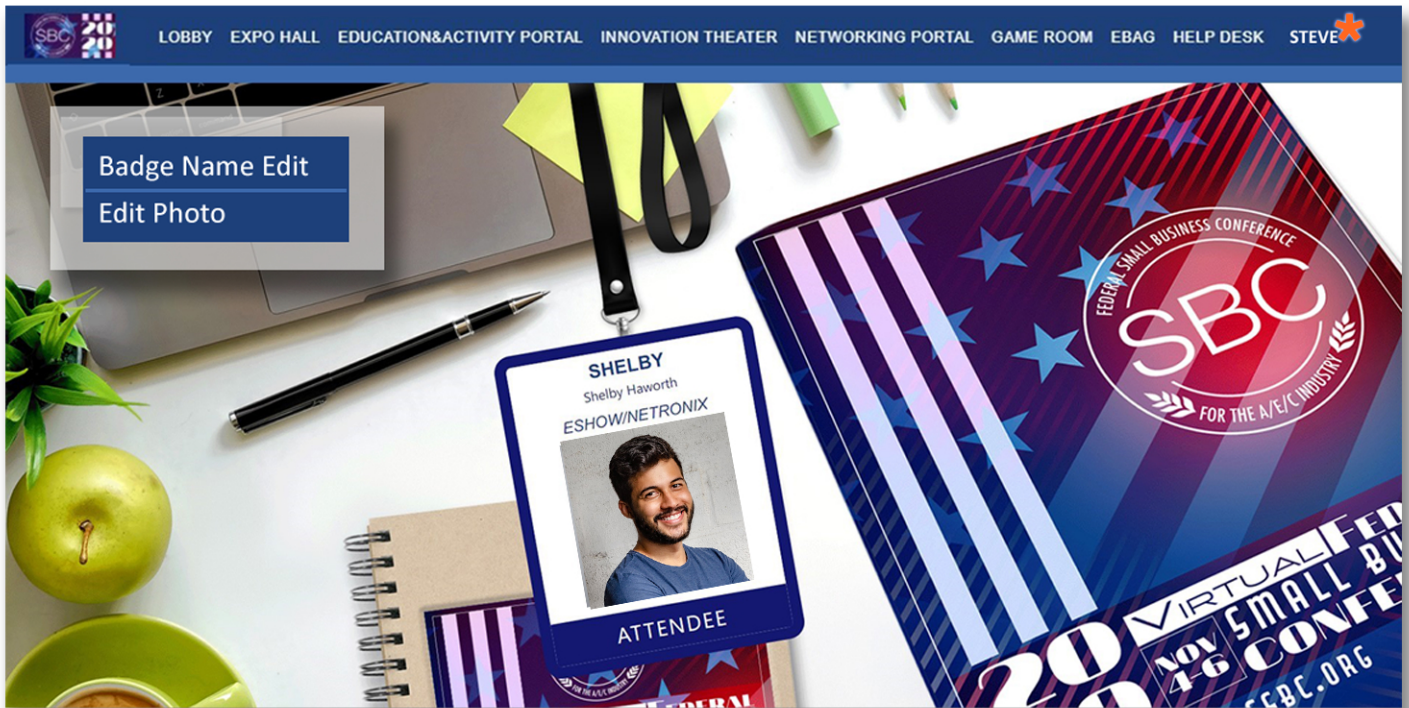- ✓ Easy access to your favorite conference partners

Be identified easily. Make sure edit and update your photo and and info. Be able to edit information such as Name, Salutation, Credentials.

To edit your details, click on your *NAME on the toolbar.

BADGE
edit and update

LOBBY   EXPO HALL   EDUCATION&ACTIVITY PORTAL   INNOVATION THEATER   NETWORKING PORTAL   GAME ROOM   EBAG   HELP DESK   STEVE

Badge Name Edit
Edit Photo

SHELBY
Shelby Haworth
ESHOW/NETRONIX

ATTENDEE

HOW TO EDIT YOUR PHOTO

User Edit Detail

1 PROFILE PHOTO
Click on the photo to change it.

2 CROP
Drag the guides to crop the photo.

3 ROTATE
Tool to rotate photo if needed.

Cancel   Confirm