

# Building your Virtual Exhibit Booth for the 102<sup>nd</sup> Annual Meeting



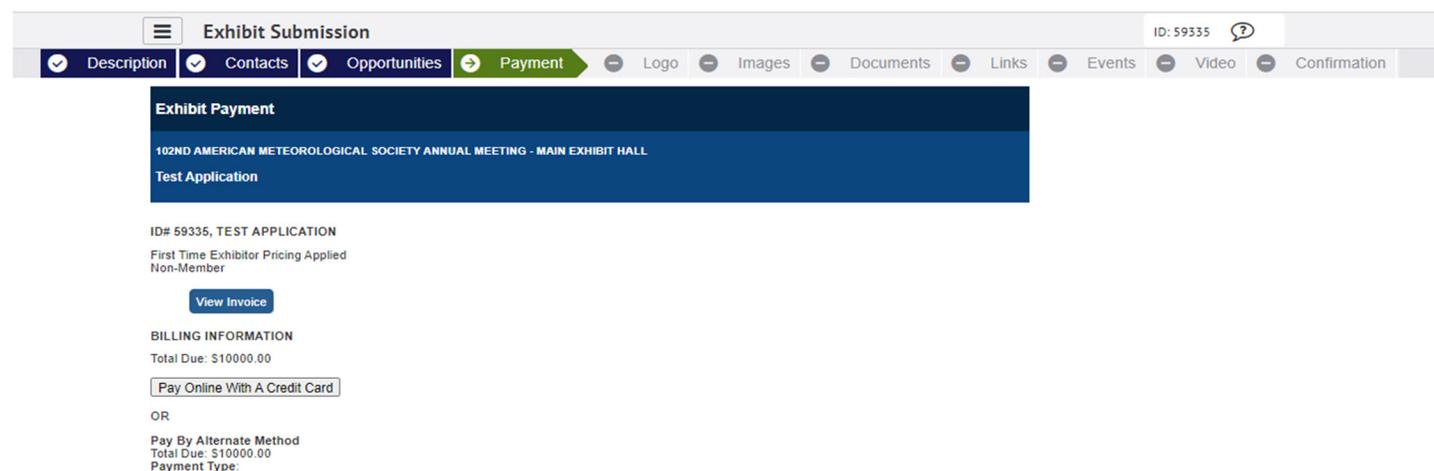
Log on using the link you were sent when you first initiated your application, or the link emailed on December 23<sup>rd</sup>. If you no longer have either of these emails, please contact us at [exhibits@ametsoc.org](mailto:exhibits@ametsoc.org) and we will resend. This is not the link to Exhibitor's Corner you were sent when we confirmed the in-person booth space but rather the initial application confirmation.

When adding content and updating information, please note that you will have access to update and change this information through out the event. We suggest that you use the Description tab to draw attention to your live events each day, any presentations your organization's staff might have within the technical programs or other content you are adding to the space.

## Existing Tab/Options

### Payment Tab:

When logging in, if you still have a balance owed payment will need to be completed before you will have access to add additional content (Images tab, Documents tab, etc.).



Once payment is complete, the tabs at the top will show in color and you can move through the steps below

## Description Tab:

You will have access to edit your original description. We suggest you use this space to share with attendees what you'll be doing within your virtual space through the live event.

For example:

- Will you be hosting any demos? Any meet and greets with specific folks within your organization (using the Events link- for more information see Events section below).
- Draw attention to the images, links and documents you can add.

Keep in mind there is a word limit for the description

The screenshot shows a web form titled "Exhibit Submission". At the top, there is a navigation bar with several tabs: "Description" (selected), "Contacts", "Opportunities", "Payment", "Logo", and "Images". Below the navigation bar, there are two text input fields, both containing "N/A". The first field is labeled "Please try to locate us NEAR the following company:". Below these fields is a section titled "\* Exhibit Description" with a note: "Please let us know what booth display or activity is planned. This description will appear in the printed program guide and displayed on the website/app. 200 words or less." This section contains a rich text editor with a toolbar and the following text: "Testing submission- Thanks for stopping by our virtual exhibit. Take a minute and view the content below to learn about all our organization has to offer. We will be available daily from 10-1045am CST to demo any products you'd like to see. Drop in by view chat by clicking on the 'Join Now' button that will appear when during these scheduled times. Mark your calendar- Our VP of Technology and Innovation, Jane Smith and CEO, Mary Jones will host a fires side chat on Monday afternoon form 5-6pm CST. The link to join will be available here in our virtual space." Below the description is a section titled "Exhibiting Company Information" with a field for "\* Address line 1" containing "44 Beacon Street". At the bottom, there is a label for "Address line 2".

Exhibit Submission

Description Contacts Opportunities Payment Logo Images

N/A

Please try to locate us NEAR the following company:

N/A

\* Exhibit Description

Please let us know what booth display or activity is planned. This description will appear in the printed program guide and displayed on the website/app. 200 words or less.

Testing submission- Thanks for stopping by our virtual exhibit. Take a minute and view the content below to learn about all our organization has to offer.

We will be available daily from 10-1045am CST to demo any products you'd like to see. Drop in by view chat by clicking on the "Join Now" button that will appear when during these scheduled times.

Mark your calendar- Our VP of Technology and Innovation, Jane Smith and CEO, Mary Jones will host a fires side chat on Monday afternoon form 5-6pm CST. The link to join will be available here in our virtual space.

Exhibiting Company Information

\* Address line 1

44 Beacon Street

Address line 2

## Logo Tab:

One logo limit per organization

You may have already uploaded a logo through Exhibitor's Corner. If so, it will show on this tab. If you have not, please do so by clicking on the logo tab and following the instructions. Accepted file types are either jpeg or png.

Click the Choose File button and browse for the logo. Be sure to hit save to upload.

☰ Exhibit Submission

☑ Description ☑ Contacts ☑ Opportunities ☑ Payment ☑ Logo ☑ Images ➔

### Logo

▼ [Click here to show/hide instructions.](#)  
Exhibitor Company/Institution Logo Guidelines:  
**File size may not exceed 5mb**

The following file types may be uploaded:  JPEG image (\*.jpg) or  PNG image (\*.png).

Files to be uploaded		
File	Category	Date Uploaded <small>(Eastern Time)</small>
1 <input type="button" value="Choose File"/> No file chosen	Exhibitor Company/Institution Logo	

Next step:

If you have an existing logo, it will show and give you the option to delete/edit if needed.

## New Tab/Options for Virtual Space

### Images Tab:

- Standard exhibit – limit 5
- Premium exhibit- limit 10

Here you can add images as jpeg or png, file size limit 5MB each.

- Add a caption for each
- Add clickable url to each image

Be sure to click save after you have browsed and located your file (Image A). Once saved you can add the caption and url (Image B).

Exhibit Submission

Description Contacts Opportunities Payment Logo Images Documents

### Images

Click here to show/hide instructions.

Images Guidelines:  
Add additional images

- Standard Level Exhibitors may upload up to 5 Images
- Premium Level Exhibitors may upload up to 10 Images

Maximum files size per image: 5MB

The following file types may be uploaded: JPEG image (\*.jpg) or PNG image (\*.png).

Files to be uploaded			
	File	Category	Date Uploaded <small>(Eastern Time)</small>
1	<input type="button" value="Choose File"/> No file chosen	Images	

Image A

1	 (492.9KB)	Images	<input type="button" value="Delete"/> <input type="button" value="Replace"/>
Link: <input type="text" value="https://www.grbhouston.com/"/>			
Caption: <input type="text" value="We will miss being in Houston, but looking forward to 2026!"/>			
Files to be uploaded:			
2	<input type="button" value="Choose File"/> No file chosen	Images	

The files you have uploaded total 0.481MB

Image B

## Documents Tab:

Standard exhibit – limit 5

Premium exhibit- limit 10

Here you can add pdf files only, size limit 150MB each.

This is a great spot to add presentation/demo slides (PPT converted to PDFs). Be sure your file is named so that it indicates the content as there is no option for a caption here.

Be sure to click save after you have browsed and located your file.

☰ Exhibit Submission

☑ Contacts ☑ Opportunities ☑ Payment ☑ Logo ☑ Images ☑ Documents

### Documents

▼ [Click here to show/hide instructions.](#)

Documents Guidelines:  
Please upload documents about your program that visitors to your virtual exhibitor booth can view.

- Standard Level Exhibitors may upload up to 5 Documents
- Premium Level Exhibitors may upload up to 10 Documents

*File size maximum: 150mb per upload*  
*Accepted file type: .pdf*

The following file types may be uploaded:  PDF document (\*.pdf).

Files already uploaded				
	File	Category		Da
1	 102AMSchedule_061621 (10).pdf (67.0KB)	Documents	<input type="button" value="Delete"/> <input type="button" value="Replace"/>	January (
Files to be uploaded:				
2	<input type="button" value="Choose File"/> No file chosen	Documents		

The files you have uploaded total 0.065MB

**Links Tab:**

Standard exhibit – limit 10

Premium exhibit- limit 10

This is a great place to point to presentations by your staff that will be happening within the technical sessions of the 102<sup>nd</sup> Annual Meeting and link directly to their scheduled presentation right on the meeting platform.

You can also add links to your organization’s website for more information on a specific product or service.

Use the “Title” option to let attendees know what the link will point to.



**Resource Links**

Suggested links: point to brochures, videos, forms or other resources on your organization's website. Point to specific pages on your organization site that you would like to make quick reference to.

You may enter up to 10 Resource Links.

**Title**

Text label for URL

**URL**

Enter full address, including <https://> prefix



**Title**

Text label for URL

**URL**

Enter full address, including <https://> prefix



Add Record URL

Save / Next Step

### Events Tab:

Standard exhibit – limit 1 per day

Premium exhibit- limit 3 per day

Host a virtual event using your preferred platform – Google Meets, Zoom, Skype, Microsoft Teams, etc. Add the date, time and link for scheduled event and a Join Now button will appear at the scheduled time, allowing attendees to enter your event through your virtual exhibit.



#### Exhibitor Live Events

Advertise links to any planned or hosted virtual events outside the AMS Annual Meeting Agenda. If you would like to host a "Product Demo", a "Chat with Us Live" or have an already planned company webinar, include the details here. Meeting delegates can sign up directly from your exhibitor page. Don't forget to include the time.

We suggest scheduling these live events during break times, so not competing with technical session and to maximize your attendance.

##### Standard Level:

Host live events - schedule demos and fire side chats, etc using your own virtual platform (1 per day max)

##### Premium Level:

Host live events - schedule demos and live events from your listing (3 per day max)

Title

Technology

URL

Start Date Time

Example: 2022-01-23 14:00:00

End Date Time

Example: 2022-01-23 15:00:00

Add Live Event

Live events will appear under your description on the site as shown here-