

Exhibitor Portal

Instructional Guide

Version: 2.0

Updated: January 7 2021

Table of Contents


- 1** Logging In
- 2** Booth Editor
 - 2.1** Branding
 - 2.2** Screens
 - 2.3** Addons
 - 2.4** Virtual Representative
 - 2.5** Welcome Message
 - 2.6** 3D Product
 - 2.7** About Information
 - 2.8** Social Media
 - 2.9** Team Members
- 3** Job Listings
- 4** Digital Notifications
- 5** Digital Briefcase

1 - Logging In

To log in to your exhibitor portal, visit <https://exhibitor-tqs.angel.events/login>

Enter the ID and password that you were provided by the SEMI Europe team.

If you forget your details, please get in touch.



Welcome back!
Please sign in to continue

ID

Password

2.1 – Booth Editor: Branding

You are able to set up your brand colour scheme and logo on your virtual booth. To begin, click on the orange edit button next to your logo.

Logo Upload

Here you can upload a PNG logo, the file should be no more than 4MB in size.

Make Logo White?

Here you are able to force your logo to appear white. You should do this if you are choosing a dark colour for your header background.

Header Background Colour

Use this field to set a background colour for the header of your booth.

Primary Branding Colour

Use this field to set a primary colour for your brand. These colours will be used for the chat bubble, brochure rack backgrounds and other elements. We recommend using a colour from your logo here.



Edit Header ✕

Logo Upload
 No file selected.
File type should be .png only. Maximum filesize is 4MB.

Make Logo White?

Yes, make the logo white

Choose whether to make the logo completely white (useful for coloured backgrounds), or leave it as is.

Header Background Color

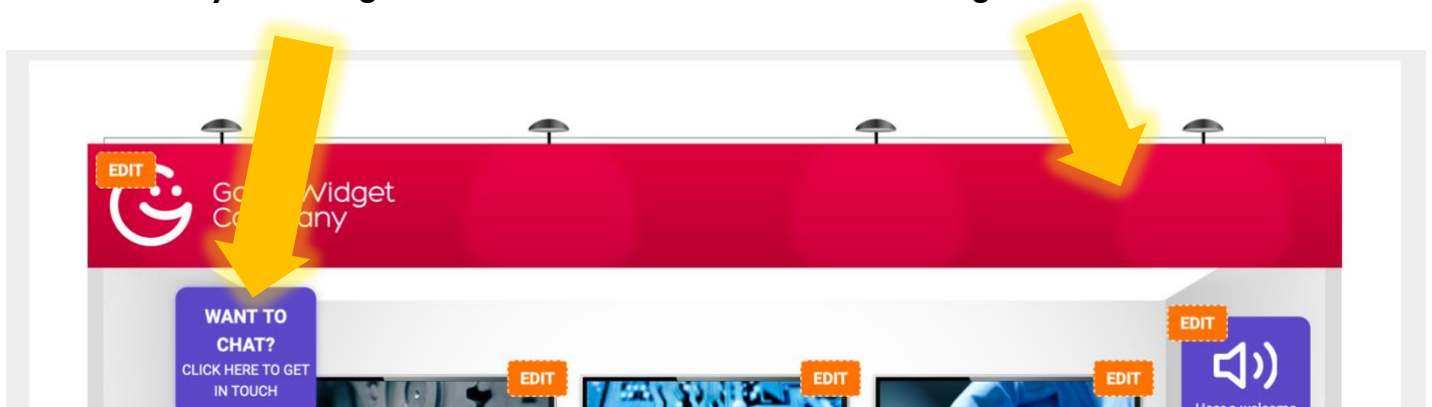
Choose a background color that works well with your logo. Default is white.

Primary Branding Color

Used for buttons and titles. Choose your primary colours which is used in your branding/logo.

Primary Branding Colour

Header Background Colour



2.2 – Booth Editor: Screens

Depending on your booth type you will have either two (standard) or three (premium) screens. These screens can either link to a series of videos or PDFs.

Click on the orange edit button to open the edit dialog.

Screen Image

This image will be displayed on the screen. We recommend an image with 16:9 resolution (1920x1080), however any image will work, and will be automatically resized to fit.

Maximum size is 2MB.

Content Type

Here you can select to open videos or PDFs when an attendee clicks on the screen.

Title

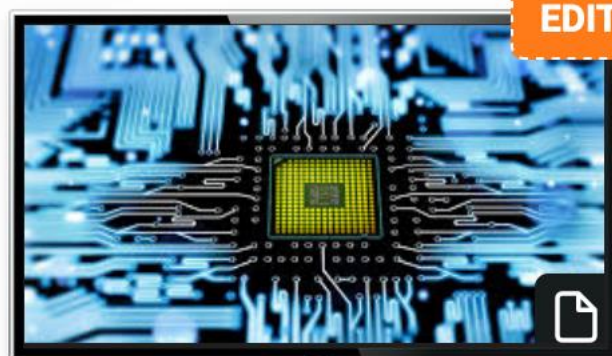
The title will be shown next to the video/PDF thumbnail. Try and enter something descriptive here, which sums up the topic of the video/PDF.

Videos

Here you can select either YouTube, Vimeo or Upload. If you choose YouTube or Vimeo, please make sure to follow the on-screen instructions, and enter only the video ID, not the full URL. If you choose to upload a file, it must be in MP4 format and no larger than 25MB.

PDFs

Files uploaded here must be in PDF format and no larger than 8MB.



Edit Screen

Screen Image

Browse...

No file selected.

This image should be 1920x1080 (16:9) resolution. Maximum filesize is 2MB.

Content Type

Videos

Video 1

Video 2

Video 3

Video Title

My Video

Enter the title for the video.

Video Type

YouTube

YouTube Video ID

PpRHwM_1v5o

Enter a YouTube video ID. The ID can be found at the end of the YouTube URL. For help finding a YouTube videos ID, [click here](#).

Save

Cancel

2.3 – Booth Editor: Addons

During the registration process you had the option to purchase three additional booth elements (brochure racks or roll-up banners). If you purchased these addons, then they will be shown to you on your digital booth editor page.

To edit your addons, click the orange edit button.

The editing process for addons is very similar to the screens. Simply choose a 'Click action' and add the required images.



Roll-up Banners

For roll-up banners, one image is required. This image must be 300x728 in dimensions and should be in JPEG or PNG format.

You should also choose either to open a link or PDF file. If you choose PDF, then the file must be no larger than 30MB in size.

Brochure Rack

For brochure racks, two images are required. These images must be 460x650 (A4 Letter Size) in dimensions, and should be in JPEG or PNG format.

You can also enter a title for the brochure rack. If you are linking news articles, then you may want to title your rack 'News'.

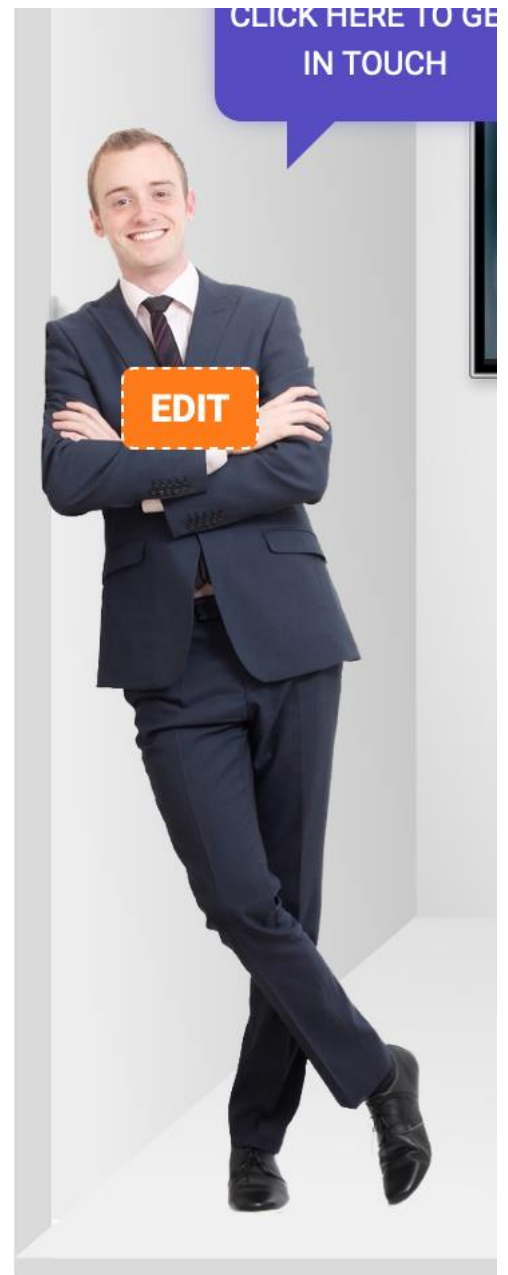
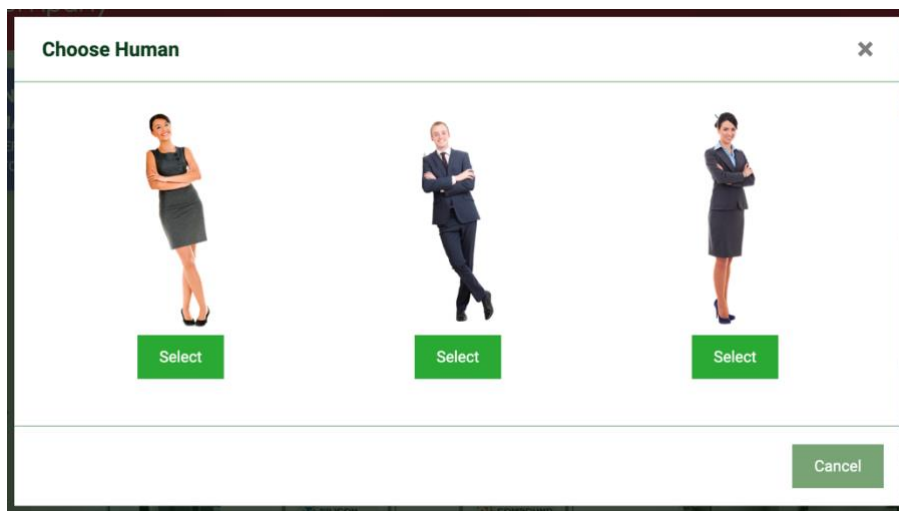
You should also choose either to open a link or PDF file for each of the brochures. If you choose PDF, then the file must be no larger than 30MB in size.

2.4 – Booth Editor: Virtual Representative

An extra feature of the booth editor is the ability to pick from three different booth representatives.

To choose a new representative, click the orange edit button.

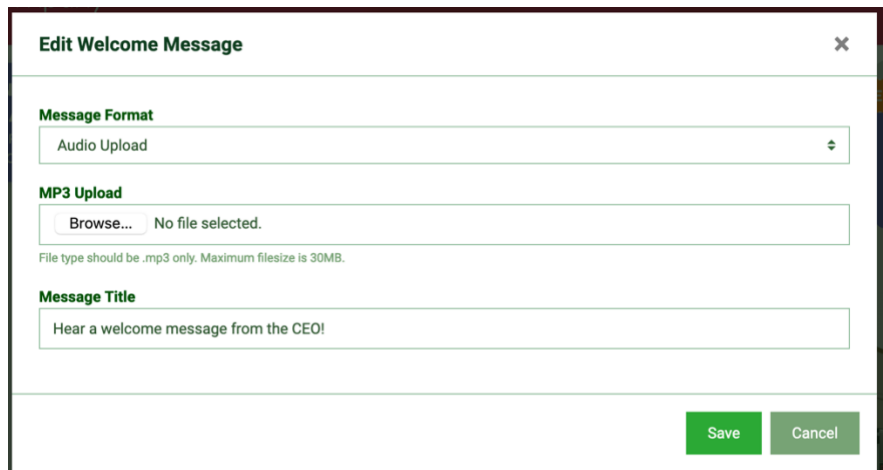
Click 'Select' underneath the representative that you would like to display.



2.5 – Booth Editor: Welcome Message

Premium exhibitors have the ability to add a welcome message to their booth. This welcome message can either be in audio or video format.

We recommend recording this message on a mobile phone, since these cameras tend to be higher quality. A webcam also works well if you would like to add a virtual background.



Message Format

Choose either audio or video upload, depending on the type of message.

MP3 (Audio) Upload

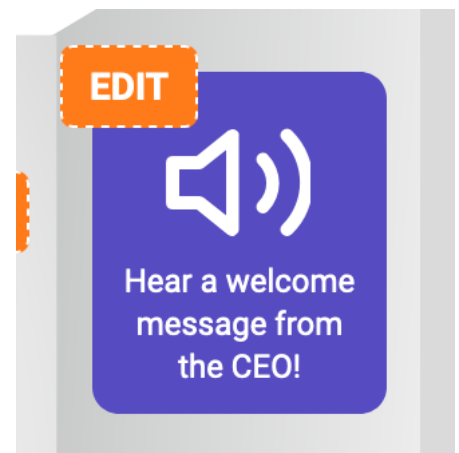
Here you should upload your MP3 recording. This should be no more than 30MB.

MP4 (Video) Upload

Here you should upload your MP4 recording. This should be no more than 30MB.

Message Title

This text will be displayed underneath the welcome message icon (see example above). We recommend using something like 'Hear a welcome message from our CEO!' or similar.



2.6 – Booth Editor: 3D Product

Premium exhibitors are able to upload a 3D product to their virtual booth.

To edit the 3D product, click on the orange 'Edit' button.

Product Image

This image should be a transparent PNG or GIF, this means that the image has a transparent background. You can also use an animated GIF [here](#).

The image should be 500x500 in size, and have a maximum file size of 2MB.

Button Text

This text will be placed into a button on top of the machine. See the example to the right.

Click Action

Here you can select to open a URL or play a video. The upload process is the same as screens and addons.



Edit 3D Product

Product Image

No file selected.

This image should be 500x500 (square) resolution. Maximum filesize is 2MB. It should also have a transparent background.

Button Text

Discover the WidgetMax4000

Enter the text which you want to display inside the button.

Click Action

Open URL

URL to Open

https://google.com

Enter a web address to link to.

2.7 – Booth Editor: About Information

Click the orange 'Edit' button alongside the welcome message to edit your about information.

Company Name

You should enter your company name as you want it to appear to attendees.

Company Description

Here you should enter your company profile. There is a limit of 1000 characters, so try to be as descriptive as possible.

Web Address

Enter the web URL that you want visitors to be directed to when they click on the 'Our Website' button.

Edit Booth Information

Company Name

Widget Corp Ltd.

Enter your company name as you want it displayed to visitors.

Company Description

Lorem ipsum dolor sit amet, consectetur adipiscing elit. Proin vel sapien sed orci tincidunt euismod sit amet et enim. Suspendisse ac libero in nulla porta luctus. Curabitur convallis erat eget accumsan posuere. Nulla facilisi. Mauris finibus a orci vehicula scelerisque.

Maximum length 1000 characters.

Web Address

https://example.com/home.html

Save

Cancel

Welcome to Widget Corp Ltd.'s Virtual Booth

EDIT

Lorem ipsum dolor sit amet, consectetur adipiscing elit. Proin vel sapien sed orci tincidunt euismod sit amet et enim. Suspendisse ac libero in nulla porta luctus. Curabitur convallis erat eget accumsan posuere. Nulla facilisi. Mauris finibus a orci vehicula scelerisque.

OUR WEBSITE

CHAT TO US

SCHEDULE MEETING

2.8 – Booth Editor: Social Media

Click the orange 'Edit' button alongside 'Social Media' heading to add your social accounts.

We recommend adding as many accounts as possible to give them maximum exposure on your booth.

Twitter URL

Enter your twitter page's URL here. *We highly recommend adding a twitter URL, since we will be able to dynamically display your twitter feed on your booth!*

LinkedIn URL

Enter your LinkedIn page or group URL here.

Facebook URL

Enter your Facebook page, group or profile URL here.





YouTube URL

Enter your YouTube channel URL here.


Show Twitter Feed?

Here you can choose whether or not to display your twitter feed underneath the social buttons.


Social Media

EDIT

Twitter Feed

**DataCentre Solutions**
@dw_dcs

Congratulations to @teledatauk for winning the Data Centre Energy Efficiency Project of the Year in the 2020 DCS Awards. Learn more about Teledata and how they are leading the way with their data centre services. [teledata.co.uk/energy-efficie...](https://www.teledata.co.uk/energy-efficiency)



Edit Social Media

✕

Twitter URL (optional)

LinkedIn URL (optional)

Facebook URL (optional)

YouTube URL (optional)

Show Twitter Feed?

Yes (Default) ▾

Save

Cancel

2.9 – Booth Editor: Team Members

Click the orange 'Edit' button alongside 'Meet the Team' to edit your team members. Anyone who will be manning your booth during the event should be added here.

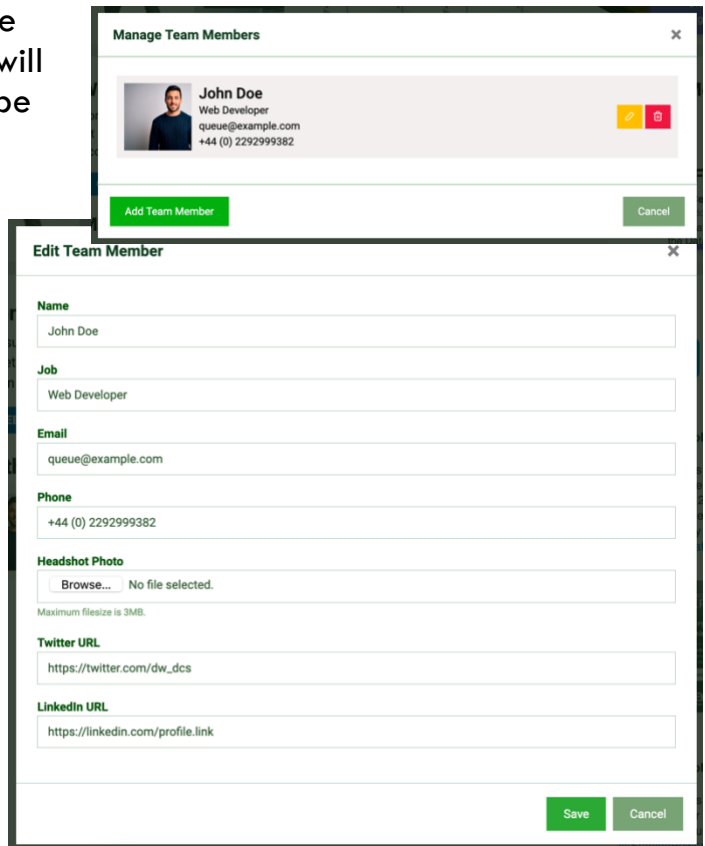
To edit your team members, click the orange 'Edit' button.

To add a team member, click the green 'Add Team Member' button.

To edit a team member, click the yellow pencil icon. The red trash icon will delete the team member.

Try to complete as much information as possible for each team member. The more information that is given, the more useful it will be for the visitors!

The headshot photo should be no larger than 3MB. Try to use a square photo if possible, otherwise it will be automatically resized.



The image shows two overlapping window screenshots from a web application. The top window, titled 'Manage Team Members', displays a list of team members. One member, John Doe, is shown with a headshot, name, job title (Web Developer), email (queue@example.com), and phone number (+44 (0) 2292999382). To the right of the member's details are two icons: a yellow pencil (edit) and a red trash can (delete). Below the list is a green 'Add Team Member' button and a grey 'Cancel' button. The bottom window, titled 'Edit Team Member', shows a form for editing the details of John Doe. The form fields include Name (John Doe), Job (Web Developer), Email (queue@example.com), Phone (+44 (0) 2292999382), Headshot Photo (with a 'Browse...' button and a note 'No file selected. Maximum filesize is 3MB.'), Twitter URL (https://twitter.com/dw_dcs), and LinkedIn URL (https://linkedin.com/profile.link). At the bottom right of the form are 'Save' and 'Cancel' buttons.

Meet the Team

EDIT



John Doe
Web Developer
queue@example.com
[+44 \(0\) 2292999382](tel:+4402292999382)

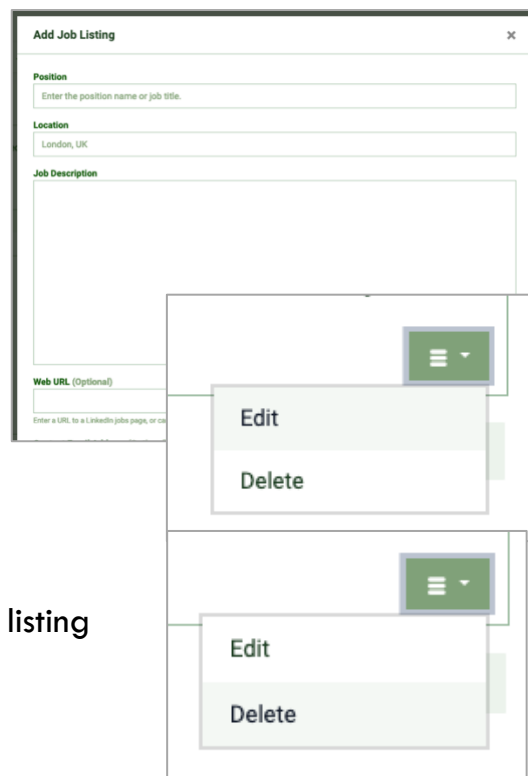


3 – Job Listings

As an exhibitor you are able to add job listings. To do this, click on the ‘Job Listings’ tab within the exhibitor portal. These job listings will be available to view by attendees at the event.

Adding a Job Listing

1. Click the ‘New Job Listing’ button.
2. Complete as much of the form as possible.
Be sure to include a URL or contact details, so any applicants are able to get in touch with you.
3. Click on the ‘Save’ button to save the job listing.

The image shows a 'Add Job Listing' form and two overlays for editing and deleting a listing. The form has fields for 'Position' (with a placeholder 'Enter the position name or job title'), 'Location' (with 'London, UK' as an example), 'Job Description' (a large text area), and 'Web URL (Optional)' (with a placeholder 'Enter a URL to a LinkedIn job page, or other...'). The first overlay shows 'Edit' and 'Delete' buttons. The second overlay is identical.

Editing a Job Listing

To edit a job listing, click on the ‘Edit’ button next to the listing you wish to make changes to.

Removing a Job Listing

To remove a job listing, click on the ‘Delete’ button next to the listing you wish to remove.

4 – Digital Notifications

Depending on your package, you may be able to submit a Digital Notification. These notifications will be displayed to all attendees at a time determined by the SEMI team.

To add a digital notification, click on the 'Digital Notification' tab, and then click on the 'New Notification' button.

Title

Enter a title for your notification. This should be no longer than 48 characters.

Content

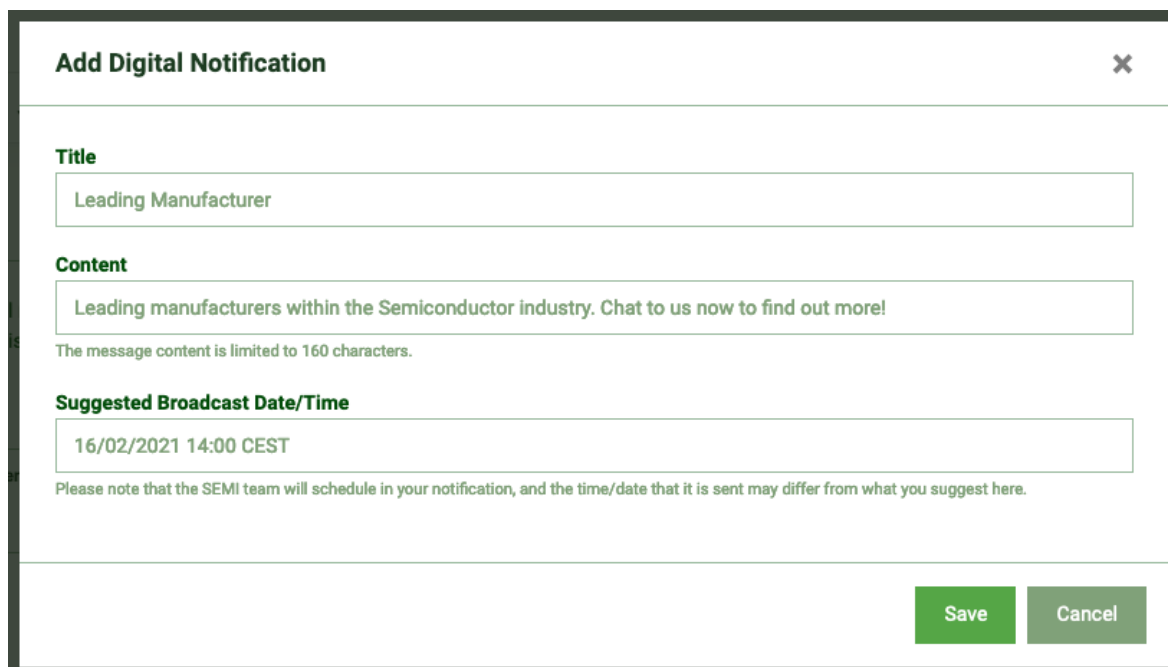
Enter the content for your notification here. This is limited to 160 characters.

Suggested Broadcast Date/Time

Here you can specify a preferred time for the notification. Please note that the SEMI team have the final decision over when the notification will be sent, however you are able to submit a suggestion here.

Once ready, click the 'Save' button.

Similarly to Job Listings, you can edit or delete these notifications using the buttons to the right of the table.



The screenshot shows a modal window titled "Add Digital Notification" with a close button (X) in the top right corner. The form contains three main sections: "Title" with a text input field containing "Leading Manufacturer"; "Content" with a text input field containing "Leading manufacturers within the Semiconductor industry. Chat to us now to find out more!" and a note below stating "The message content is limited to 160 characters."; and "Suggested Broadcast Date/Time" with a text input field containing "16/02/2021 14:00 CEST" and a note below stating "Please note that the SEMI team will schedule in your notification, and the time/date that it is sent may differ from what you suggest here." At the bottom right of the form are two buttons: "Save" and "Cancel".

5 – Digital Briefcase

Depending on your package, you may be able to submit some PDF documents to place into the attendee's digital briefcases. Attendees will be able to download these documents during and after the event.

To submit documents, click on the 'New Item' button.

Complete the short form, and then press the 'Save' button to save the document.

Name

Enter the name of the document here.

Description

Enter a short description of what the PDF contains.

PDF Upload

Upload the PDF file here. It should be no larger than 20MB.

Add Digital Briefcase Item

Name

Product Brochure

Description

Here you can enter a small paragraph about the item you are uploading.

PDF Upload

Browse...

No file selected.

File type should be PDF only. Maximum filesize is 20MB.

Save

Cancel