

Attendee Tour



When you arrive at a GlobalSpec event, you will always enter through the *Lobby*. The *Lobby* is your gateway to all other areas of the GlobalSpec event environment.



Attendee Welcome



Upon entering GlobalSpec's environment for the first time, a welcome video will introduce you to all the areas of the site and show you the features and benefits of each area. If you would like to watch it again at any time during your participation in the event, click on the GlobalSpec Events Logo on the Screen in the *Lobby*.



Navigating the Environment



The Main Navigation Bar at the bottom of the environment screen will help you access all the areas within the event as well as provide you with helpful information.

The scrolling marquee at the bottom of your screen serves as a message board and will be used throughout the event to keep you abreast of presentation announcements, show updates, prize announcements, and more.



Attendee Profile

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	Send copy of show messages to email addr	ess	
n	Chat Settings		
	Open chat window when new message is re	ceived	
	Not available to other attendees		
	Not available to show staff		15
	Save		
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Upon entering a GlobalSpec event for the first time, y ou'll have the opportunity to review and update your Attendee Profile. Attendee Profile data is based on your registration data. Click on the *My Information* tab and then *My Profile*, to update.

On the Settings tab: Change your Personal and Chat Settings.

On the *Profile* tab: Input further personal information and your time zone.

On the Avatar/Photo tab: Choose an icon from our extensive selection, or upload your own photo.

Remember, completely filling out your Event profile helps you better network with other attendees.



Search for People/Content

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To search for other attendees, click on the *Search* tab and then the *People* tab to begin your search. If you know someone else attending the event, simply type in a name (full or partial) of the person you are looking for and press the Search button or press enter. The search will return all items that contain the characters that you typed in the search field.

To search for content, click on the *Search* tab and then the *Content* tab. Sort your search by title, company, track, and category by clicking on the column titles at the top of each field. You can also use the Advanced Tools button to further refine your search.



Communication Between Exhibitors & Attendees

GlobalSpec Online, Live day events provide three types of communication:

- 1. Chat
- 2. Email
- 3. V-Card

To initiate any form of communication, select a person's name in the *Who's Here* box or the *Location Chat* box. This will allow you to view their profile, exchange V-cards, send an Email, or initiate a private chat.

If someone else is trying to communicate with y ou, there will be numbers along the bottom navigation bar indicating unread messages or private chat invitations. You can view the messages or chat requests by selecting the tab.





Attendee Briefcase

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To download any content into your briefcase, click the briefcase icon. Prior to leaving the event, be sure to gather all the content from your briefcase by selecting the *My Briefcase* tab under the *MyInformation* tab along the bottom navigation bar.



Exploring the Exhibit Hall



Navigating the exhibitor floor is easy -- use the arrows to the right or left of the main hall screen to pan the show floor in the direction of your choice. You can locate a specific booth of your choice in a number of ways: Use the directory listing of exhibitors by selecting the *Booth List* button to the left side of the main show floor. Click on the exhibitor's name to be taken directly to that booth. In addition, if there is a promotional banner for that exhibitor anywhere within the environment, that banner will take you directly to that exhibitor's booth.



Exhibitor's Booth



The *Who's Here* box will automatically open to the left side of the screen when you visit a booth. Select *Launch Group Chat* in order to view and/or join the group chat in the booth.

If y ou would like to chat privately with a booth representative or send them an email, y ou can do so by selecting the *Chat* with Us button and selecting the user's screen name.



The Conference Center

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The *Conference Center* is where you will find the day's educational sessions and time schedule. By viewing the agenda you can gain access to more information about a particular session, including the speaker's name, company and session abstract. To join a scheduled session, click on the title of that session and the "Attend" button once it becomes visible – which will be one minute prior to the session start time.



The Networking Lounge



Just like at an in-person event, your networking experience can be the most rewarding experience of the event. The *Networking Lounge* is the main communication hub for attendees and exhibitors within the event environment. To post a message in the *Networking Lounge* select the *Group Chat* button and type a message in the *Location Chat: Communication Center* and press *Send*.



The Resource Center

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Networking L	ounge							

The *Resource Center* is where all Event documents and links can be found. To enter, click on the Locations tab and then the *Resource Center* tab from the bottom navigation bar or simply click on the *Resource Center* sign in the Lobby. To make it easier for you to find specific information, documents and links can be sorted by Title, Company, Track or Category.

Once you find an item you want to review, open the document, select the Download button, or add it to your briefcase by selecting the briefcase icon on the right.



The Prize Center



The *Prize Center* is where you can learn about the event prize for a specific event. You will find the prize rules by clicking on the *Rules* tab. The event prize winner will be posted towards the end of the live day event on the scrolling marquee. You can learn about Booth Prizes by visiting the Exhibit or Booths in the *Exhibit Hall*.



Help Desk



For any technical questions or questions relative to participation in chat, prizes, or webcasts, access our support documents via the Main Lobby *Help Desk*. You may also reach out for "Live Help" via the *Help Desk* through the *Help Desk* tab on the bottom navigation bar.



Contact Information

Technical Support

virtualshow.support@on24.com

To View the Video Attendee Tour

http://www.globalspec.com/events

Event Questions

eventsgroup@globalspec.com



On-Demand Event



If y ou miss a scheduled presentation that's okay, because in the online event environment, the On-Demand period allows you to re-enter the event at your convenience after the Live event has ended. In the On-Demand event, you may re-enter an educational session as frequently as needed, although each time you re-enter, the presentation will start at the beginning. To contact an exhibitor during the On-Demand period, send e-mails with any questions you may have. You may also download collateral or view materials from within the booths and *Resource Center*.