

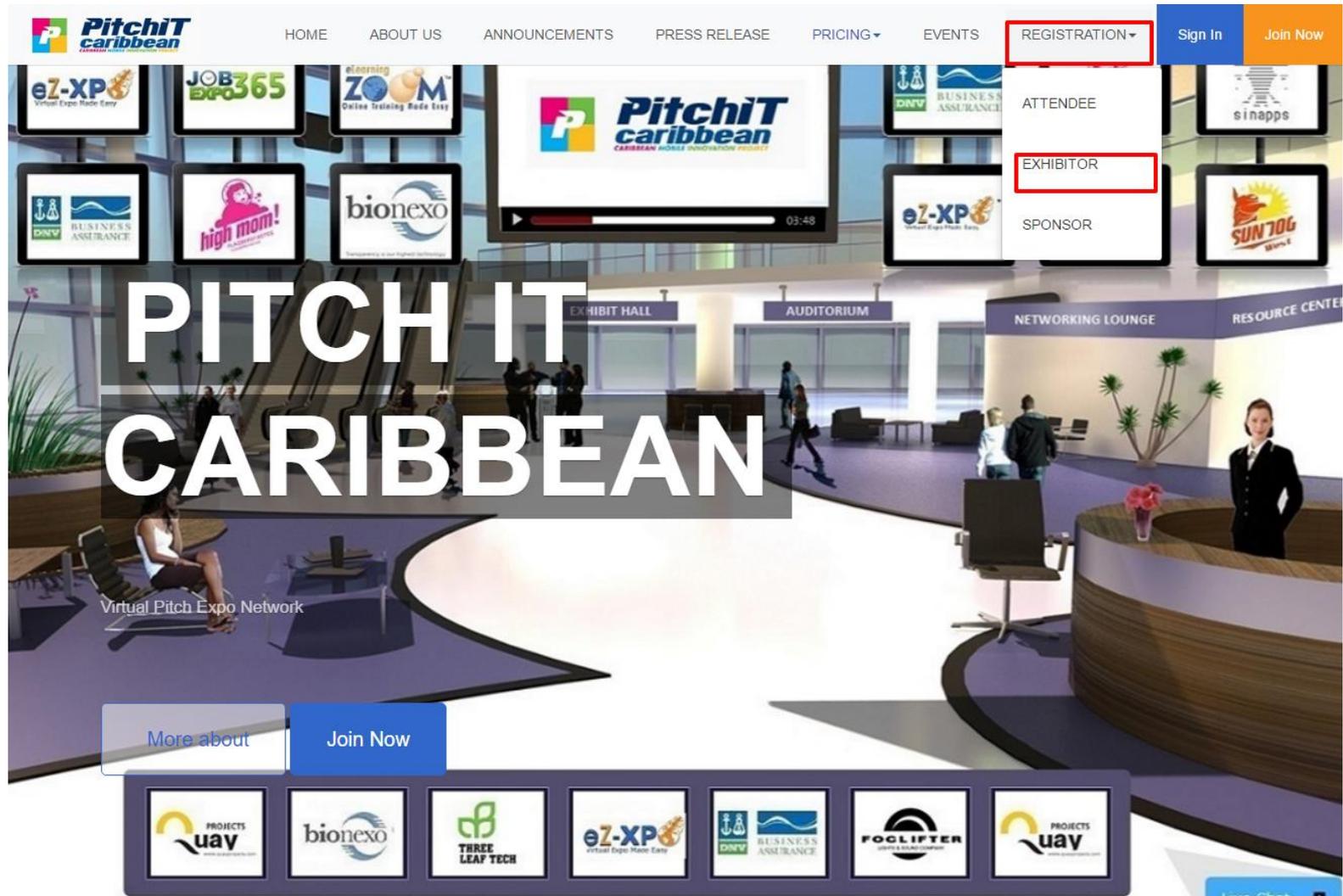


Virtual Expo Network

Exhibitor – Quick Start Guide

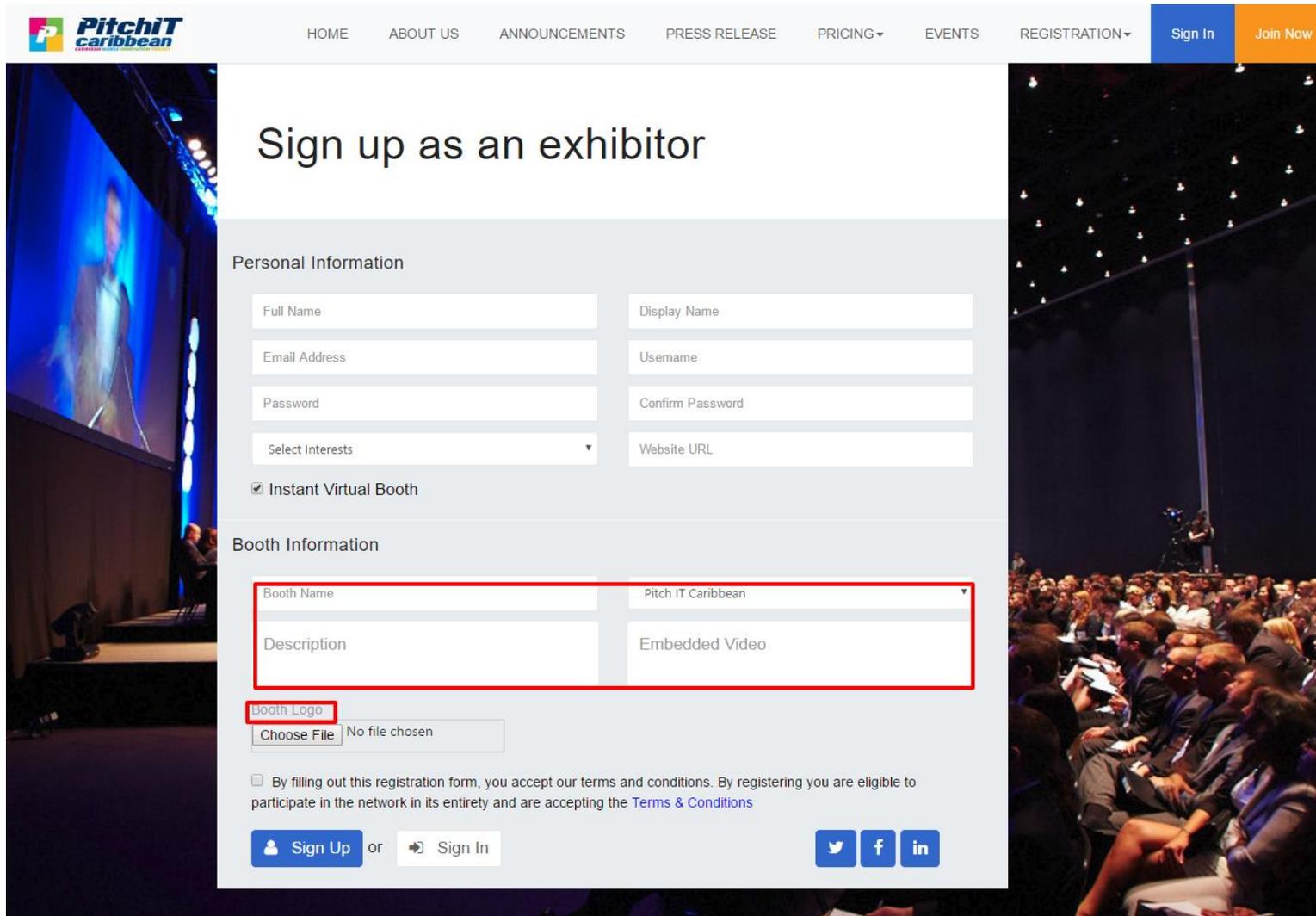


1. Registration



Go to Register at https://ezxpo.net/pitchitcaribbean/exhibitor_register

Please fill out your company form with your logo and video (optional) as below:



PitchIT
caribbean

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Sign up as an exhibitor

Personal Information

| | |
|--------------------|------------------|
| Full Name | Display Name |
| Email Address | Username |
| Password | Confirm Password |
| Select Interests ▾ | Website URL |

Instant Virtual Booth

Booth Information

| | |
|-------------|----------------------|
| Booth Name | Pitch IT Caribbean ▾ |
| Description | Embedded Video |

Booth Logo
Choose File No file chosen

By filling out this registration form, you accept our terms and conditions. By registering you are eligible to participate in the network in its entirety and are accepting the [Terms & Conditions](#)

or

[Twitter](#) [Facebook](#) [LinkedIn](#)

2. Booth Setup

The booth exhibitor dashboard consists of four major areas:

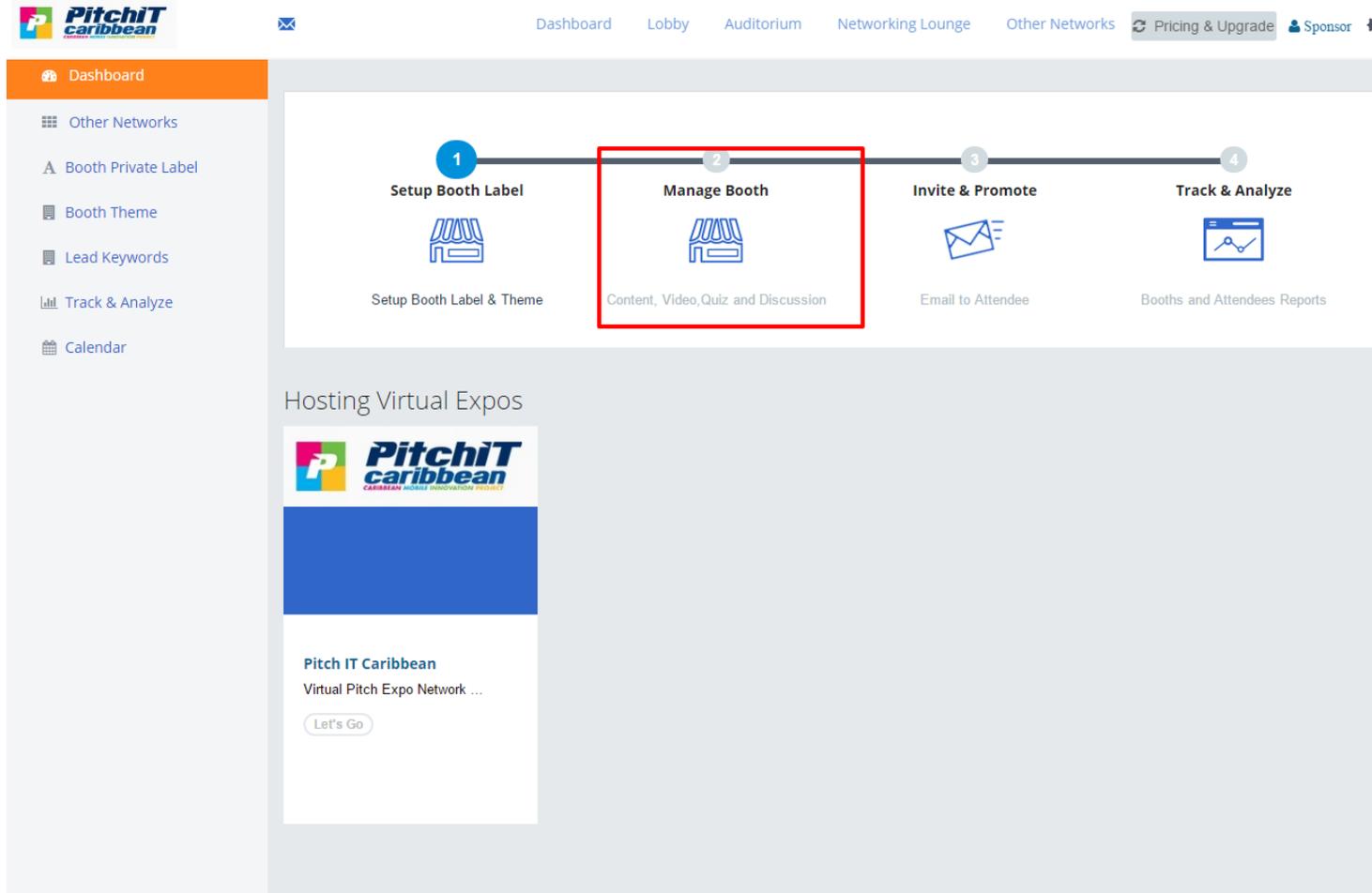
1. Setup Booth Label – can customize the booth labels (i.e, discussion board, Facebook Live, Hangout etc)
2. Manage Booth – add job posting and other related videos or information about your company
3. Invite & Promote – add other staffs or invite others to join the job fair
4. Track & Analyze – capture insights with marketing analytics on who goes to your booth, how long they stay, and what material they view.

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3. Add Booth & Content

Under “Manage Booth”, you can add virtual booth and content as follows:

- Add Booth



4. Manage Content

Under “Add Content”, you can add your company content and job listing as follows:

- Add Logo, Video & Content

The screenshot displays the PitchIT Caribbean dashboard. The top navigation bar includes links for Dashboard, Lobby, Auditorium, Networking Lounge, Other Networks, Pricing & Upgrade, Sponsor, and a settings gear. A left sidebar lists various dashboard features, with 'Booth Setup' highlighted in orange. The main content area shows a 4-step process: 1. Setup Booth Label, 2. Manage Booth (active), 3. Invite & Promote, and 4. Track & Analyze. Below the process steps are buttons for 'Add Logo', 'Add Video', and 'Add Content', all of which are highlighted with red boxes. Other buttons for 'Announcements', 'Discussion', and 'Quiz' are also visible. The main content area features the logo for 'THE WORLD BANK' and an 'Upload Logo' section with a 'Choose File' button and a note about the maximum image size (150 X 60). An 'Update' button is located at the bottom of the upload section.

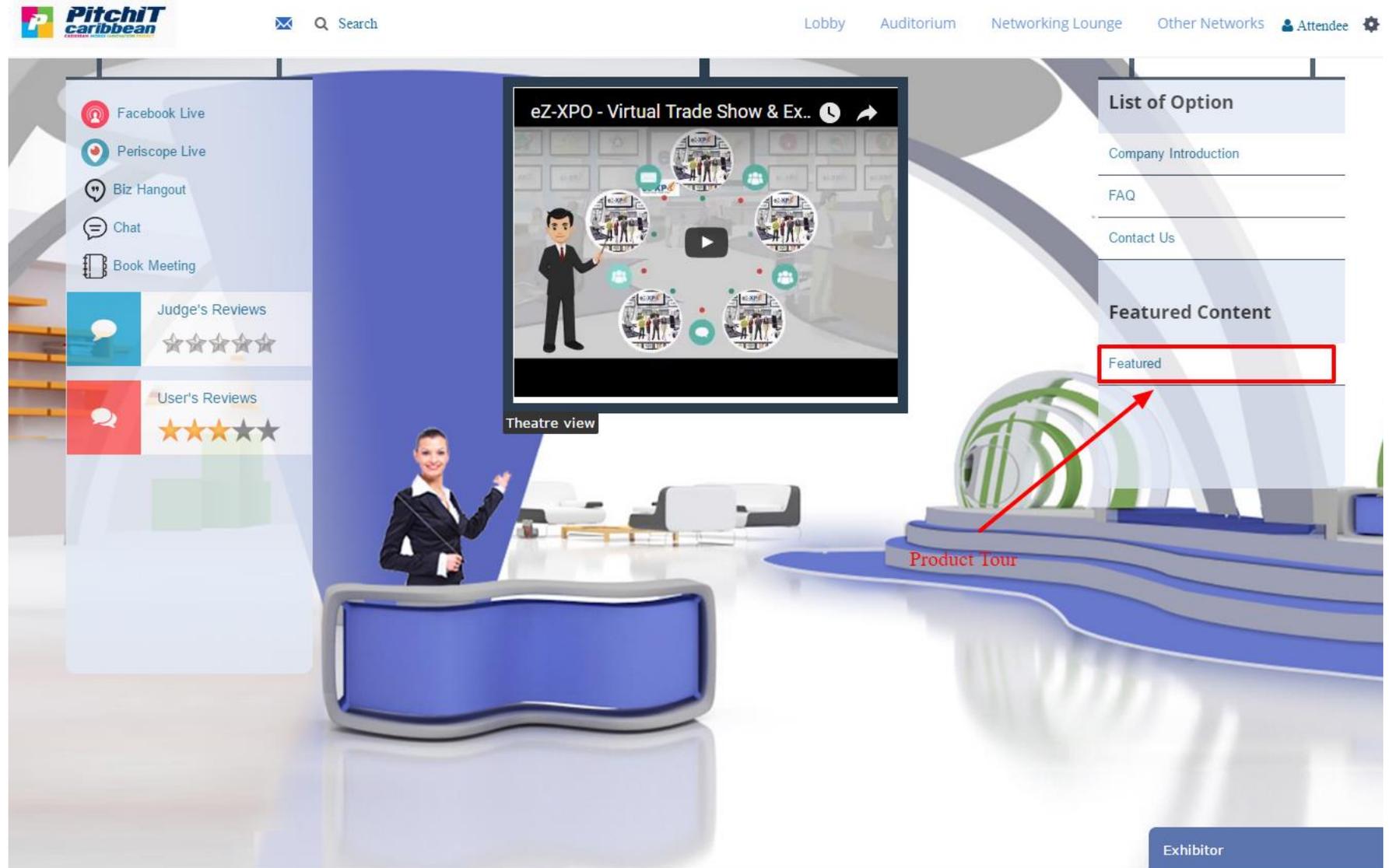
5. Add Booth Content (continued)

You can add web site link, YouTube Video or embedded code to the Product Tour Section.

The screenshot displays the PitchIT Caribbean dashboard interface. The main navigation bar includes 'Dashboard', 'Lobby', 'Auditorium', 'Networking Lounge', 'Other Networks', 'Pricing & Upgrade', and 'Sponsor'. The left sidebar lists various features like 'Dashboard', 'Other Networks', 'Announcements', 'Discussions', 'Trivia/Quiz', 'Featured', 'Conferences', 'Virtual Lobby', 'Booth Setup', 'Add Booth', and 'Calendar'. The central area shows a progress bar with four steps: 'Setup Booth Label', 'Manage Booth', 'Invite & Promote', and 'Track & Analyze'. The 'Manage Booth' step is currently active. Below the progress bar, there are four main sections: 'Setup Booth Label & Theme', 'Content, Video, Quiz and Discussion', 'Email to Attendee', and 'Booths and Attendees Reports'. A modal dialog box titled 'Add Item to Featured' is open, showing a dropdown menu with 'Add Web Page' selected. Below the dropdown, there is a text input field for 'URL:' and another for 'Page Name:'. A red arrow points from the text 'Add Content' to the 'Add Web Page' dropdown. Another red arrow points from the text 'Add Content' to the '+Content' button in the bottom right corner of the dashboard. The 'Featured Content' section at the bottom shows two items: 'World Bank' and 'Towards New Solutions for Youth Employment'.

6. Booth View (attendee view)

Sponsor can be judge to post rating on exhibitor. Exhibitor can create product tour in the right banner using “Add Content”.



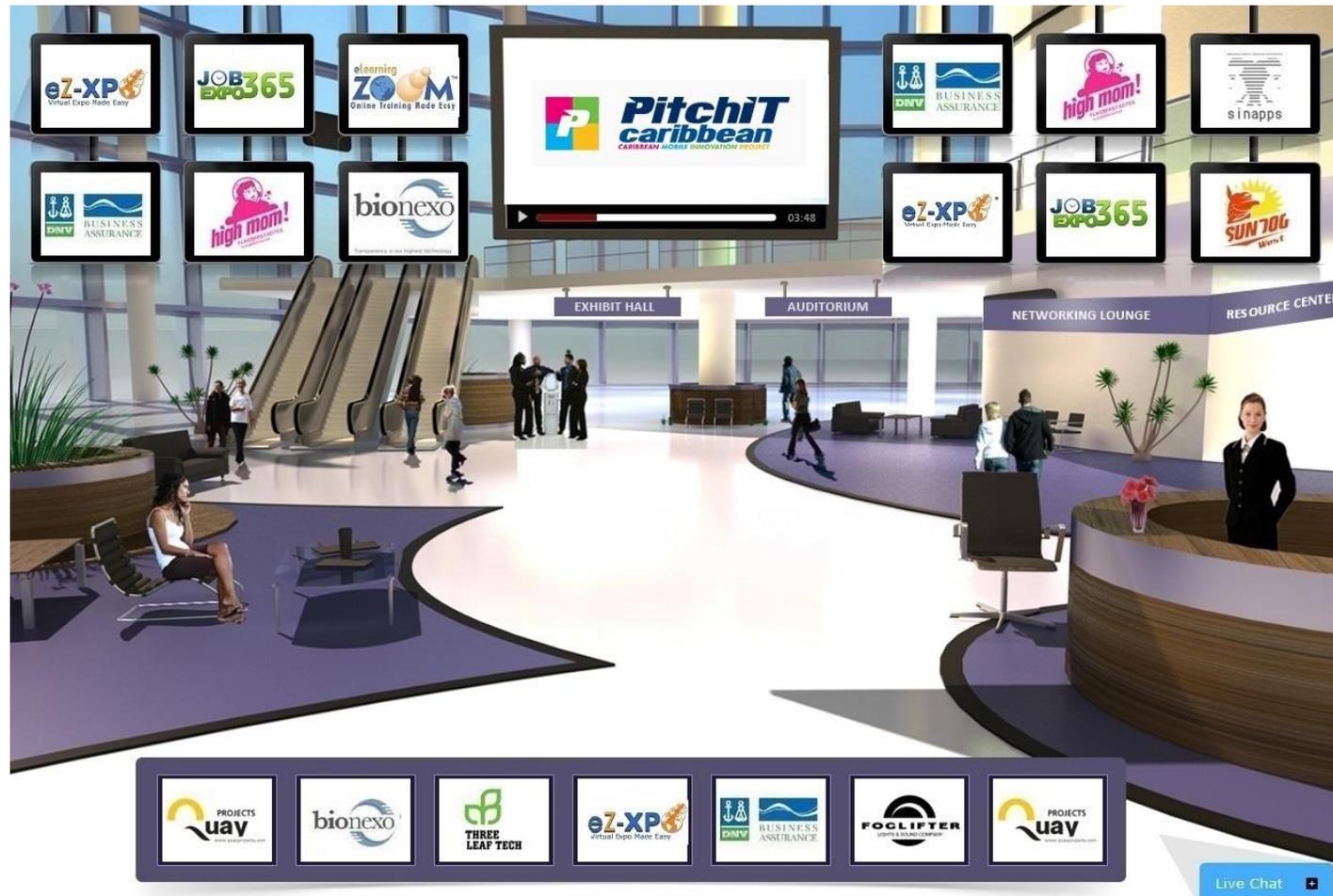
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7. Virtual Lobby & Auditorium & Networking Lounge

- Navigating the Virtual Expo:

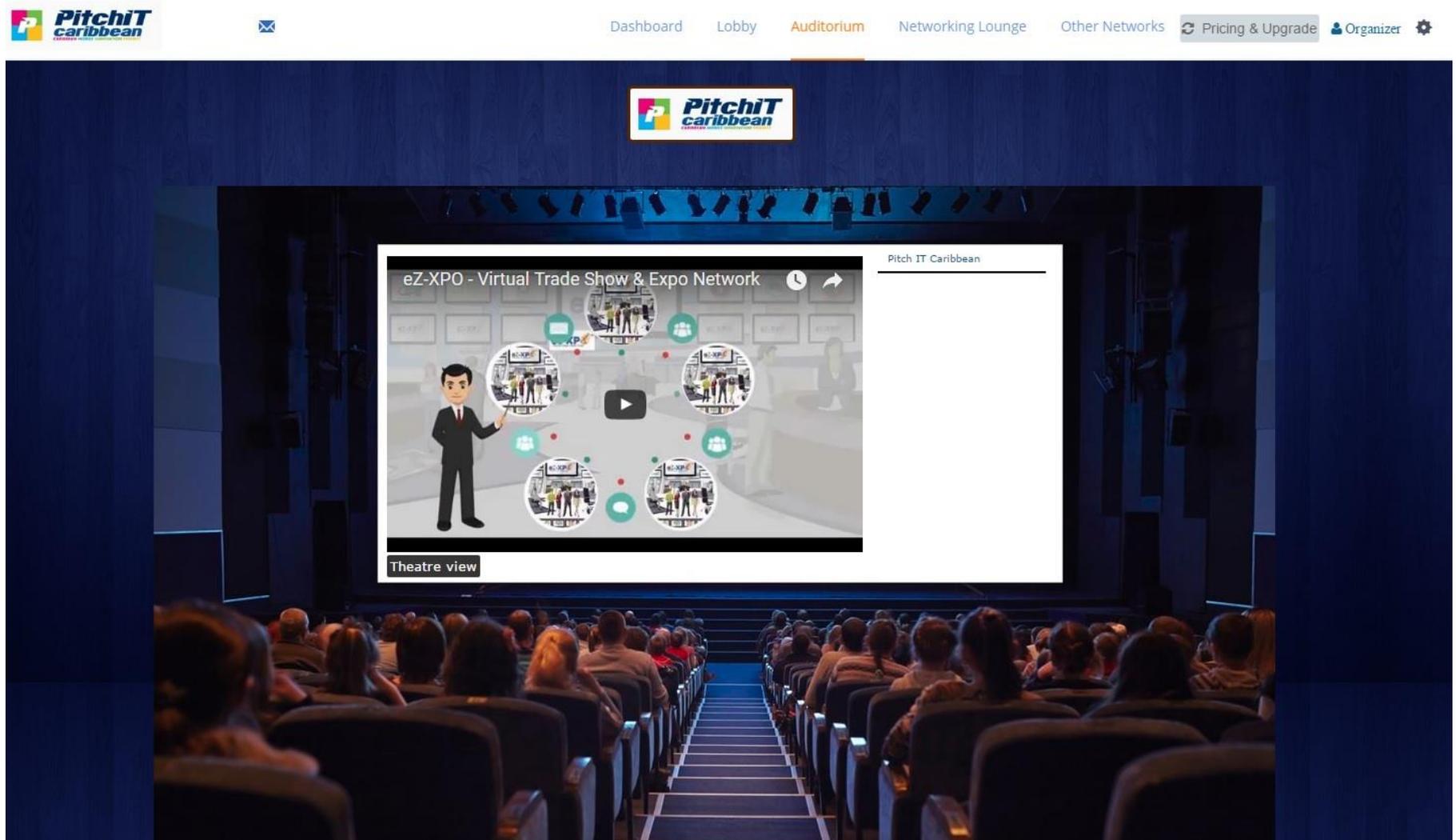
The virtual expo is comprised of 3 main areas: 1) Virtual Lobby, 2) Virtual Auditorium, 3) Networking Lounge. From the main lobby, you can visit any of the virtual booths with simple click of your mouse. The image of the top left corner will always bring you back to the main lobby.

- Virtual Lobby



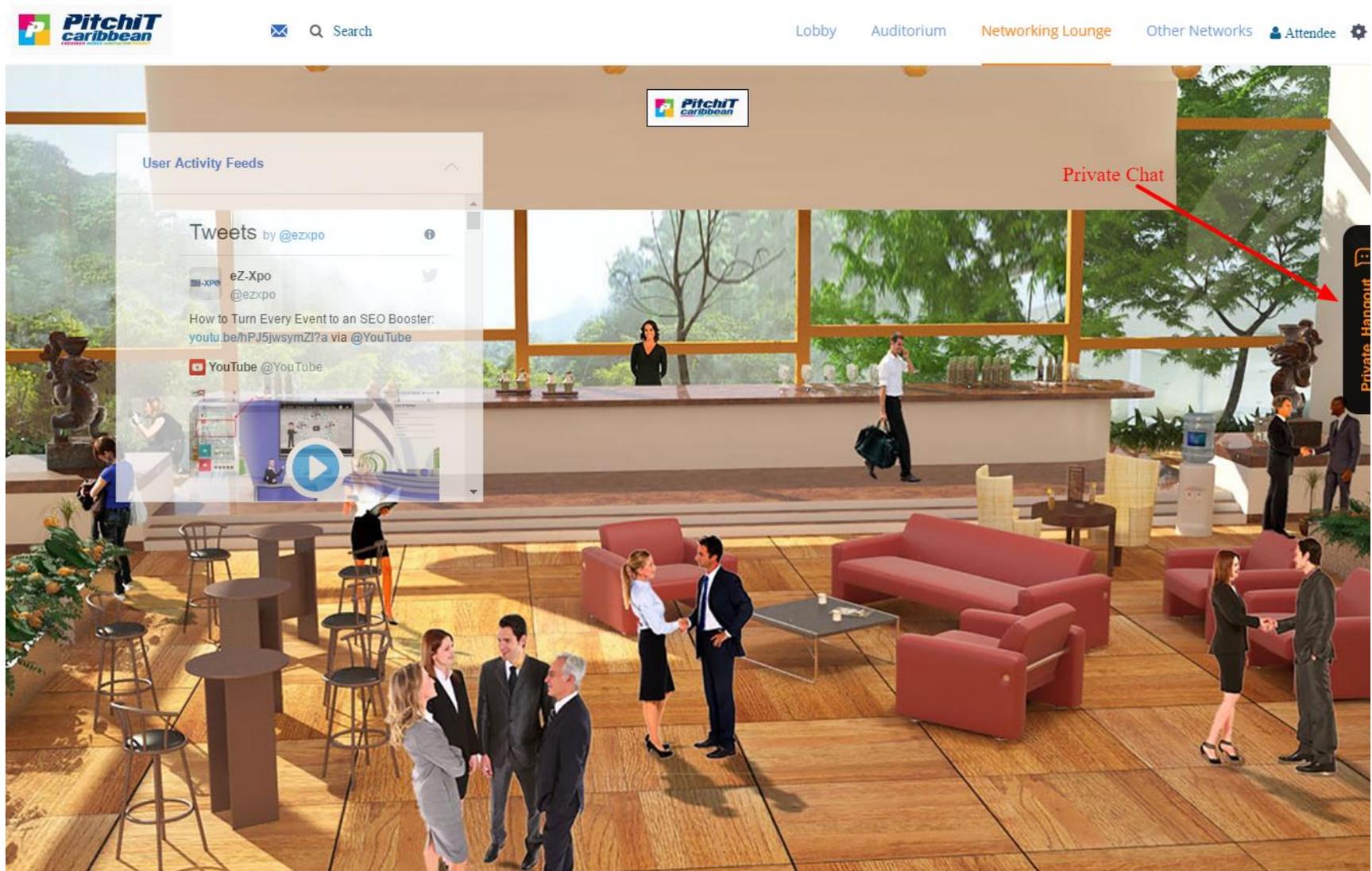
- **Virtual Auditorium**

The auditorium will allow you to view archived presentation, or on-demand webcasts from various companies or speakers.



- Networking Lounge

Everyone can have a private chat casually via Skype, Hangout, chat at the Networking Lounge.



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Virtual Expo Help

If you have any specific questions or need further help, please call us at 415-533-8866 or contact us via Skype (eLearningZoom) at support@eZ-Xpo.com