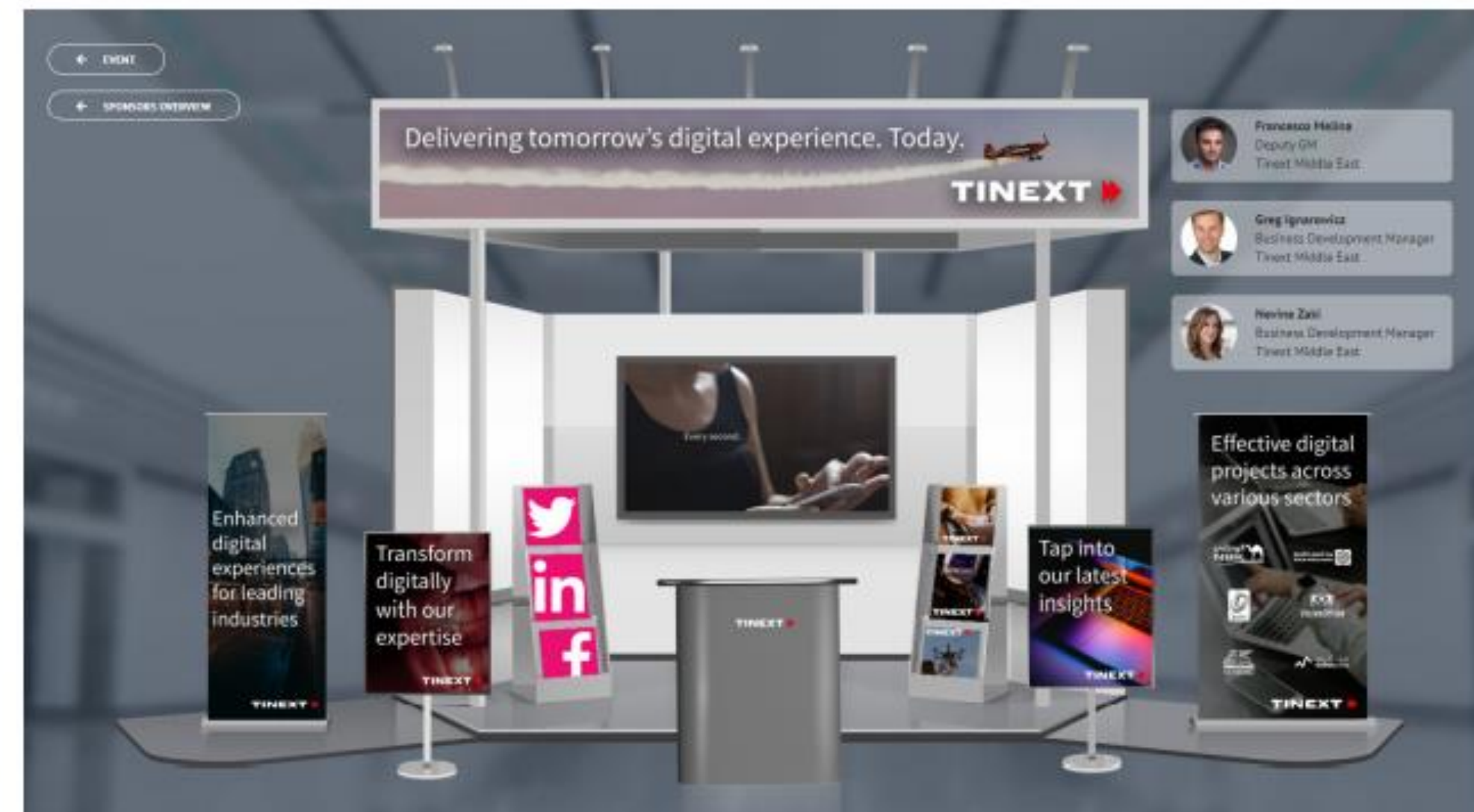
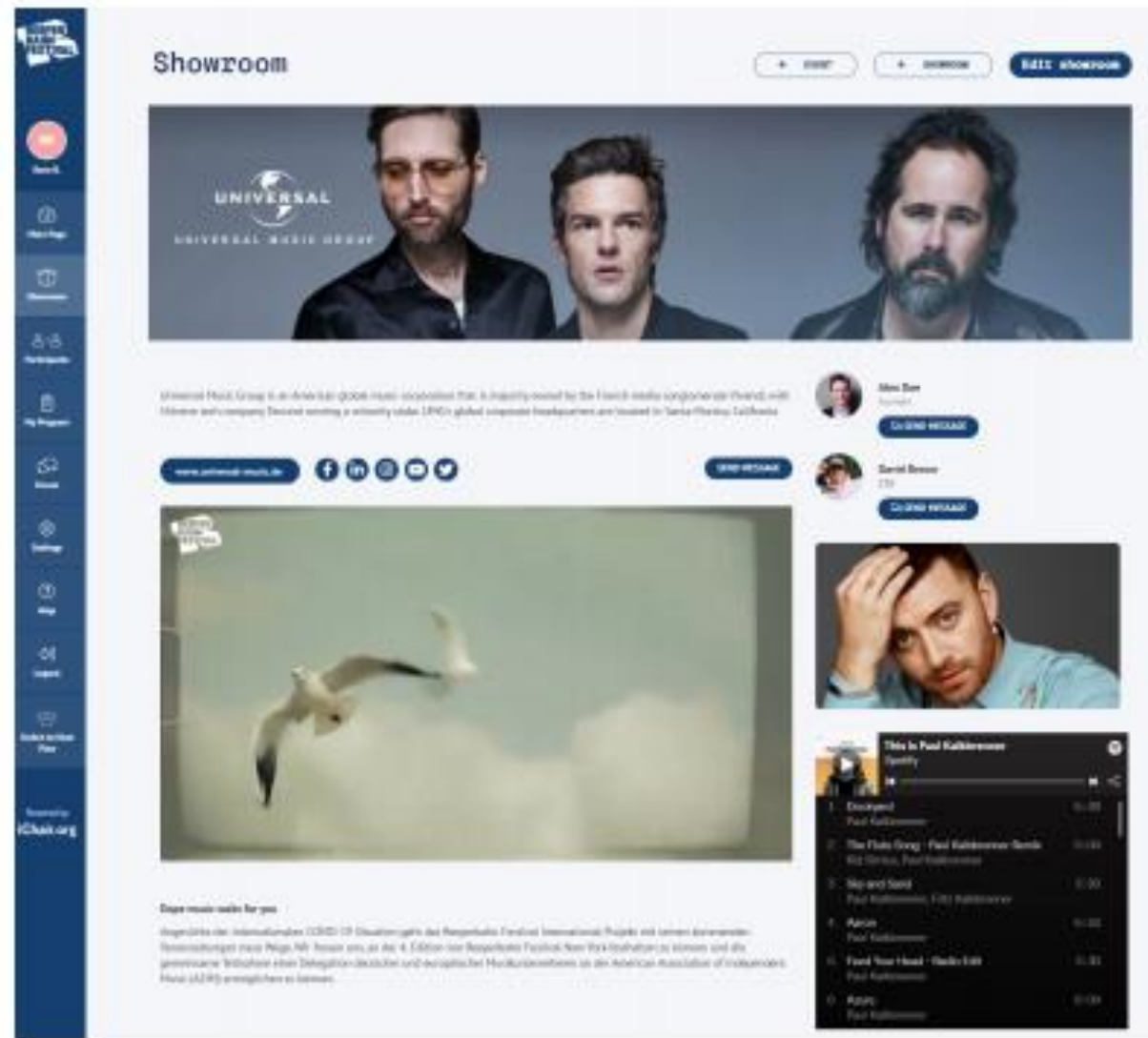


Virtual Booths Checklist



Virtual 2D/3D Exhibition Booths



General Booth Setup

The screenshot shows a web form for setting up a booth. It includes the following elements:

- 1** Active
- 2** Admin only:
 Blue booth
- 3** Sponsor position on Sponsors Overview (1 on top) and Choose Sponsor Level (Type sponsor level...)
- 4** Banner for Sponsors Overview and Banner for Event Dashboard (rotating banner) 340x75. Each has a 'Browse' button and a 'Remove' checkbox. The Event Dashboard banner also has an 'External URL for rotating banner' field.
- 5** Large banner center url (Type URL here...)
- 6** Video for booth: No video for booth, [Livestream/On Demand] Youtube, [Livestream/On Demand] Vimeo. A field for 'Youtube/Vimeo video/Livestream ID/Frame URL' is shown with examples: 'www.youtube.com/watch?v=H3k44444' and 'www.vimeo.com/1477111'.
- 7** Choose Sponsor Booth Type: 2D Booth, 3D Booth.

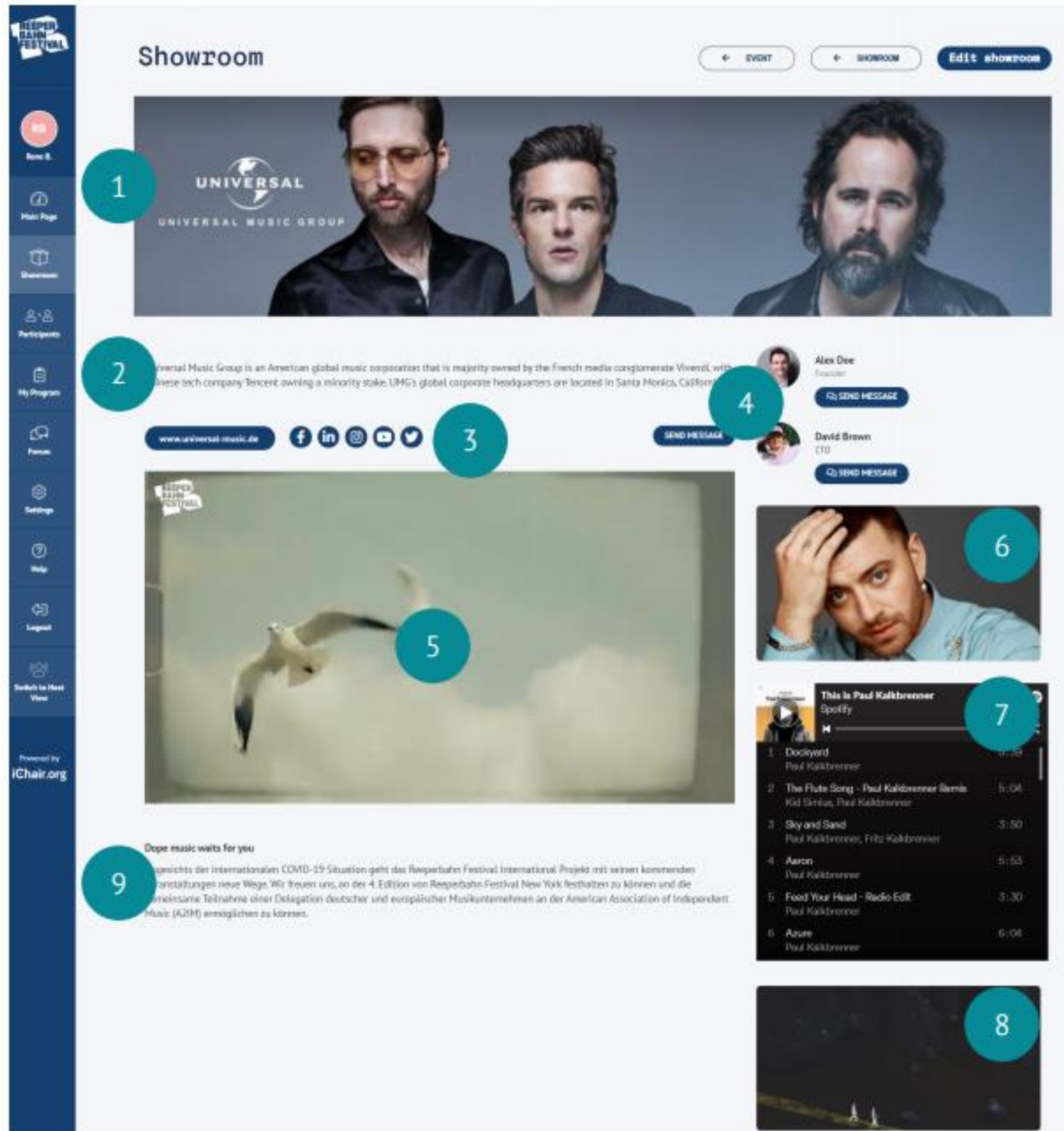
* If you would like to design these elements on PowerPoint use [this pixel to centimeter converter](#) to get the dimensions right.

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2D/3D VIRTUAL BOOTH ELEMENTS

- 1) Active:** once you are happy with your booth, enable it by clicking “Active”.
- 2) Blue Booth:** option to select a blue background instead of the standard background.
- 3) Sponsor Level and Sponsor Position:** create 1-4 sponsor levels (or categories) and select the order of the booths (you must always have at least one sponsor level and one booth in position 1).
- 4) Banner Sponsor Overview and Event Dashboard:** for a consistent design, design both banners with 340 x 75 px.
- 5) Large Banner Center and URL:** upload a banner with the following dimensions 1490 x 360 px (if 2D booth) or 810 x 120 px (if 3D booth) and connect it to any URL.
- 6) Video for Booth:** select if YouTube or Vimeo video and add the video ID.
- 7) Booth Type:** choose if you would like the booth to be 2D or 3D (see what 2D and 3D booths look like in the following pages).

Virtual 2D Booth



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2D VIRTUAL BOOTH ELEMENTS

1) **Large Top Banner:** 14930 x 360 px.

2) **Description:** allows unlimited text and integration of pictures (no specific dimensions).

3) **Social Media Handles and Chat:** add links to social media and assign a person for generic representative tasks.

4) **Booth Representatives:** assign up to 3 dedicated representatives. Check how to onboard sponsors [here](#).

5) **Video:** add YouTube or Vimeo video ID.

6) **Banner Right Top:** 480 x 320 px.

7) **iFrame:** integrate different iFrames such as location, weather, or playlists (optimum size: 480 x 320 px). Not all applications can be embedded as an iFrame (check [here](#)).

8) **Banner Right Bottom:** 480 x 320 px.

9) **Highlights:** allows unlimited text and integration of pictures (no specific dimensions).

Virtual 2D Booth

The image shows a web-based configuration interface for a 'Virtual 2D Booth'. At the top left, there is a dropdown menu labeled 'Choose Sponsor Booth Type' with '2D Booth' selected. Below this, the interface is divided into two main columns. The left column contains several text input fields, each with a 'Type URL here...' placeholder. These fields are labeled: 'Description', 'Blog url', 'Facebook url', 'LinkedIn url', 'Instagram url', 'Twitter url', 'Twitter url', 'Spotify url', and 'Site url'. A 'Choose person to chat' dropdown is located at the bottom left. The right column contains a large text area labeled 'iFrame' with a 'Paste here the iFrame code' placeholder, a 'Highlights' text area with a 'Type highlights...' placeholder, and a 'Rename highlights label' text input field with a 'Type new label here...' placeholder. Five red circular callouts with white numbers are overlaid on the interface: '1' is next to the 'Description' field, '2' is next to the 'Blog url' field, '3' is next to the 'Choose person to chat' dropdown, '4' is next to the 'iFrame' text area, and '5' is next to the 'Highlights' text area.

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2D VIRTUAL BOOTH ELEMENTS

- 1) Description:** allows unlimited text and integration of pictures (no specific dimensions).
- 2) Social Media Handles:** add links to social media.
- 3) Person to Chat:** assign a person for generic representative tasks.
- 4) iFrame:** integrate different iFrames such as location, weather, or playlists (optimum size: 480 x 320 px). Not all applications can be embedded as an iFrame (check [here](#)).
- 5) Highlights:** allows unlimited text and integration of pictures (no specific dimensions).

Virtual 2D Booth

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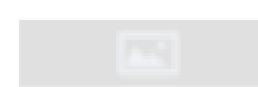
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2D VIRTUAL BOOTH ELEMENTS

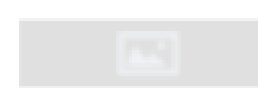


6) **Banner Right Top/Bottom:** 480 x 320 px.

7) **Booth Representatives:** assign up to 3 dedicated representatives. Check how to onboard sponsors [here](#).

6

| Content Name | Link | Image |
|---|--|---|
| <input type="checkbox"/> Banner right top active | Banner right top url <input type="text" value="Type URL here..."/> |  <input type="button" value="Browse"/> <input type="checkbox"/> Remove |
| <input type="checkbox"/> Banner right bottom active | Banner right bottom url <input type="text" value="Type URL here..."/> |  <input type="button" value="Browse"/> <input type="checkbox"/> Remove |

7

| Content Name | Link | Image |
|---|--|---|
| <input type="checkbox"/> Top right person active first | Top right person name first <input type="text" value="Person Name"/> Top right person position first <input type="text" value="Person Position"/> Top right person company first <input type="text" value="Person Company"/> Choose person to chat <input type="text" value="Choose person to chat..."/> |  <input type="button" value="Browse"/> <input type="checkbox"/> Remove |
| <input type="checkbox"/> Top right person active second | Top right person name second <input type="text" value="Person Name"/> Top right person position second <input type="text" value="Person Position"/> Top right person company second <input type="text" value="Person Company"/> Choose person to chat <input type="text" value="Choose person to chat..."/> |  <input type="button" value="Browse"/> <input type="checkbox"/> Remove |
| <input type="checkbox"/> Top right person active third | Top right person name third <input type="text" value="Person Name"/> Top right person position third <input type="text" value="Person Position"/> Top right person company third <input type="text" value="Person Company"/> Choose person to chat <input type="text" value="Choose person to chat..."/> |  <input type="button" value="Browse"/> <input type="checkbox"/> Remove |

[Standard] 3D Booth



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Please notice below the specific dimensions for these design elements. All pictures should be in **PNG** or **JPG** format.

3D VIRTUAL BOOTH ELEMENTS

- 1) **Large Top Banner:** 811 x 120 px.
- 2) **Video:** add YouTube or Vimeo video ID (311 x 196 px).
- 3) **Tall Left Banner:** 126 x 326 px.
- 4) **Tall Right Banner:** 180 x 325 px.
- 5) **Left Shelf:** top social media 65 x 66 px; middle social media 68 x 73 px; bottom social media 67 x 58 px.
- 6) **Right Shelf:** top info 65 x 65 px; middle info 68 x 73 px; bottom info 67 x 58 px.
- 7) **Reception Desk:** logo 72 x 26 px; picture main contact person 70 x 70 px.
- 8) **Standing representatives (left and right):** 130 x 360 px (no background).
- 9) **Small Banners (left and right):** 131 x 168 px.
- 10) **Booth Representatives:** assign up to 3 dedicated sponsor representatives. Check how to onboard sponsors [here](#).

[Standard] 3D Booth

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- 6) **Right Shelf:** top info 65 x 65 px; middle info 68 x 73 px; bottom info 67 x 58 px.
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- 9) **Small Banners (left and right):** 131 x 168 px.
- 10) **Booth Representatives:** assign up to 3 dedicated sponsor representatives. Check how to onboard sponsors [here](#).

| | | |
|---|---------------------------|---|
| 9 | Small banner left active | Small banner left url Type URL here... or Media <input type="text"/> <input type="button" value="Browse"/> <input type="checkbox"/> Remove |
| 8 | Person left active | Person left url Type URL here... or Choose person to chat Choose person to chat... <input type="button" value="Browse"/> <input type="checkbox"/> Remove |
| 3 | Tall banner left active | Tall banner left url Type URL here... <input type="button" value="Browse"/> <input type="checkbox"/> Remove |
| 9 | Small banner right active | Small banner right url Type URL here... or Media <input type="text"/> <input type="button" value="Browse"/> <input type="checkbox"/> Remove |
| 8 | Person right active | Person right url Type URL here... or Choose person to chat Choose person to chat... <input type="button" value="Browse"/> <input type="checkbox"/> Remove |
| 4 | Tall banner right active | Tall banner right url Type URL here... <input type="button" value="Browse"/> <input type="checkbox"/> Remove |

[Standard] 3D Booth

The image shows a configuration interface for a 3D booth, divided into two main sections: 'Social media active' (top) and 'Info stand active' (bottom). Each section contains three rows of input fields for URLs, each with a 'Browse' button and a 'Remove' checkbox. The 'Social media active' section includes 'Top social media url', 'Middle social media url', and 'Bottom social media url'. The 'Info stand active' section includes 'Top info url', 'Middle info url', and 'Bottom info url'. A teal circle with the number '5' is positioned to the left of the social media section, and a teal circle with the number '6' is positioned to the left of the info stand section.

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3D VIRTUAL BOOTH ELEMENTS

- 1) **Large Top Banner:** 811 x 120 px.
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- 3) **Tall Left Banner:** 126 x 326 px.
- 4) **Tall Right Banner:** 180 x 325 px.
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- 6) **Right Shelf:** top info 65 x 65 px; middle info 68 x 73 px; bottom info 67 x 58 px.
- 7) **Reception Desk:** logo 72 x 26 px; picture main contact person 70 x 70 px.
- 8) **Standing representatives (left and right):** 130 x 360 px (no background).
- 9) **Small Banners (left and right):** 131 x 168 px.
- 10) **Booth Representatives:** assign up to 3 dedicated sponsor representatives. Check how to onboard sponsors [here](#).

[Standard] 3D Booth

10

| | | |
|---|---|---|
| <input type="checkbox"/> Top right person active first | <p>Top right person name first</p> <input type="text" value="Person Name"/> <p>Top right person position first</p> <input type="text" value="Person Position"/> <p>Top right person company first</p> <input type="text" value="Person Company"/> <p>Choose person to chat</p> <input type="text" value="Choose person to chat..."/> |  <input type="button" value="Browse"/> <input type="checkbox"/> Remove |
| <input type="checkbox"/> Top right person active second | <p>Top right person name second</p> <input type="text" value="Person Name"/> <p>Top right person position second</p> <input type="text" value="Person Position"/> <p>Top right person company second</p> <input type="text" value="Person Company"/> <p>Choose person to chat</p> <input type="text" value="Choose person to chat..."/> |  <input type="button" value="Browse"/> <input type="checkbox"/> Remove |
| <input type="checkbox"/> Top right person active third | <p>Top right person name third</p> <input type="text" value="Person Name"/> <p>Top right person position third</p> <input type="text" value="Person Position"/> <p>Top right person company third</p> <input type="text" value="Person Company"/> <p>Choose person to chat</p> <input type="text" value="Choose person to chat..."/> |  <input type="button" value="Browse"/> <input type="checkbox"/> Remove |

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- 6) **Right Shelf:** top info 65 x 65 px; middle info 68 x 73 px; bottom info 67 x 58 px.
- 7) **Reception Desk:** logo 72 x 26 px; picture main contact person 70 x 70 px.
- 8) **Standing representatives (left and right):** 130 x 360 px (no background).
- 9) **Small Banners (left and right):** 131 x 168 px.
- 10) **Booth Representatives:** assign up to 3 dedicated sponsor representatives. Check how to onboard sponsors [here](#).

[Blue] 3D Booth



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3D VIRTUAL BOOTH ELEMENTS

1) **Large Top Banner:** 811 x 120 px.

2) **Video:** add YouTube or Vimeo video ID (293 x 174 px).

3) **Tall Left/Right Banner:** 155 x 375 px.

4) **Left Column:** top social media 56 x 56 px; middle social media 56 x 56 px; bottom social media 56 x 56 px.

5) **Right Column:** top info 100 x 75 px; middle info 100 x 75 px; bottom info 100 x 75 px.

6) **Reception Desk:** 136 x 158 px.

7) **Booth Representatives:** assign up to 3 dedicated sponsor representatives. Check how to onboard sponsors [here](#).

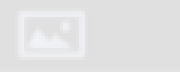
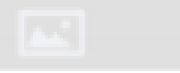
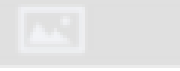
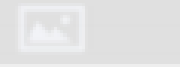


[Blue] 3D Booth

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- 4) **Left Column:** top social media 56 x 56 px; middle social media 56 x 56 px; bottom social media 56 x 56 px.
- 5) **Right Column:** top info 100 x 75 px; middle info 100 x 75 px; bottom info 100 x 75 px.
- 6) **Reception Desk:** 136 x 158 px.
- 7) **Booth Representatives:** assign up to 3 dedicated sponsor representatives. Check how to onboard sponsors [here](#).

| | | |
|--|--|---|
| <input type="checkbox"/> Small banner left active | <p>Small banner left url</p> <input type="text" value="Type URL here..."/> |  |
| | <p>or</p> <p>Media</p> <input type="text" value=""/> | <input type="button" value="Browse"/> |
| | | <input type="checkbox"/> Remove |
| <input type="checkbox"/> Person left active | <p>Person left url</p> <input type="text" value="Type URL here..."/> |  |
| | <p>or</p> <p>Choose person to chat</p> <input type="text" value="Choose person to chat..."/> | <input type="button" value="Browse"/> |
| | | <input type="checkbox"/> Remove |
| <input type="checkbox"/> Tall banner left active | <p>Tall banner left url</p> <input type="text" value="Type URL here..."/> |  |
| | | <input type="button" value="Browse"/> |
| | | <input type="checkbox"/> Remove |
| <input type="checkbox"/> Small banner right active | <p>Small banner right url</p> <input type="text" value="Type URL here..."/> |  |
| | <p>or</p> <p>Media</p> <input type="text" value=""/> | <input type="button" value="Browse"/> |
| | | <input type="checkbox"/> Remove |
| <input type="checkbox"/> Person right active | <p>Person right url</p> <input type="text" value="Type URL here..."/> |  |
| | <p>or</p> <p>Choose person to chat</p> <input type="text" value=""/> | <input type="button" value="Browse"/> |
| | | <input type="checkbox"/> Remove |
| <input type="checkbox"/> Tall banner right active | <p>Tall banner right url</p> <input type="text" value="Type URL here..."/> |  |
| | | <input type="button" value="Browse"/> |
| | | <input type="checkbox"/> Remove |

[Blue] 3D Booth

| | | |
|-----------------------|---|---|
| 4 Social media active | Top social media url Type URL here... |  <input type="button" value="Browse"/> <input type="checkbox"/> Remove |
| | Middle social media url Type URL here... |  <input type="button" value="Browse"/> <input type="checkbox"/> Remove |
| | Bottom social media url Type URL here... |  <input type="button" value="Browse"/> <input type="checkbox"/> Remove |
| 5 Info stand active | Top info url Type URL here... |  <input type="button" value="Browse"/> <input type="checkbox"/> Remove |
| | Middle info url Type URL here... |  <input type="button" value="Browse"/> <input type="checkbox"/> Remove |
| | Bottom info url Type URL here... |  <input type="button" value="Browse"/> <input type="checkbox"/> Remove |

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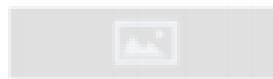


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3D VIRTUAL BOOTH ELEMENTS

- 1) **Large Top Banner:** 811 x 120 px.
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- 3) **Tall Left/Right Banner:** 155 x 375 px.
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- 5) **Right Column:** top info 100 x 75 px; middle info 100 x 75 px; bottom info 100 x 75 px.
- 6) **Reception Desk:** 136 x 158 px.
- 7) **Booth Representatives:** assign up to 3 dedicated sponsor representatives. Check how to onboard sponsors [here](#).

[Blue] 3D Booth

7

| | | |
|---|--|--|
| <input type="checkbox"/> Top right person active first | <p>Top right person name first</p> <input type="text" value="Person Name"/> <p>Top right person position first</p> <input type="text" value="Person Position"/> <p>Top right person company first</p> <input type="text" value="Person Company"/> <p>Choose person to chat</p> <input type="text" value="Choose person to chat..."/> |  <input type="button" value="Browse"/> <input type="checkbox"/> Remove |
| <input type="checkbox"/> Top right person active second | <p>Top right person name second</p> <input type="text" value="Person Name"/> <p>Top right person position second</p> <input type="text" value="Person Position"/> <p>Top right person company second</p> <input type="text" value="Person Company"/> <p>Choose person to chat</p> <input type="text" value="Choose person to chat..."/> |  <input type="button" value="Browse"/> <input type="checkbox"/> Remove |
| <input type="checkbox"/> Top right person active third | <p>Top right person name third</p> <input type="text" value="Person Name"/> <p>Top right person position third</p> <input type="text" value="Person Position"/> <p>Top right person company third</p> <input type="text" value="Person Company"/> <p>Choose person to chat</p> <input type="text" value="Choose person to chat..."/> |  <input type="button" value="Browse"/> <input type="checkbox"/> Remove |

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- 5) **Right Column:** top info 100 x 75 px; middle info 100 x 75 px; bottom info 100 x 75 px.
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- 7) **Booth Representatives:** assign up to 3 dedicated sponsor representatives. Check how to onboard sponsors [here](#).

SCOOCs.co

Have a Question?

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