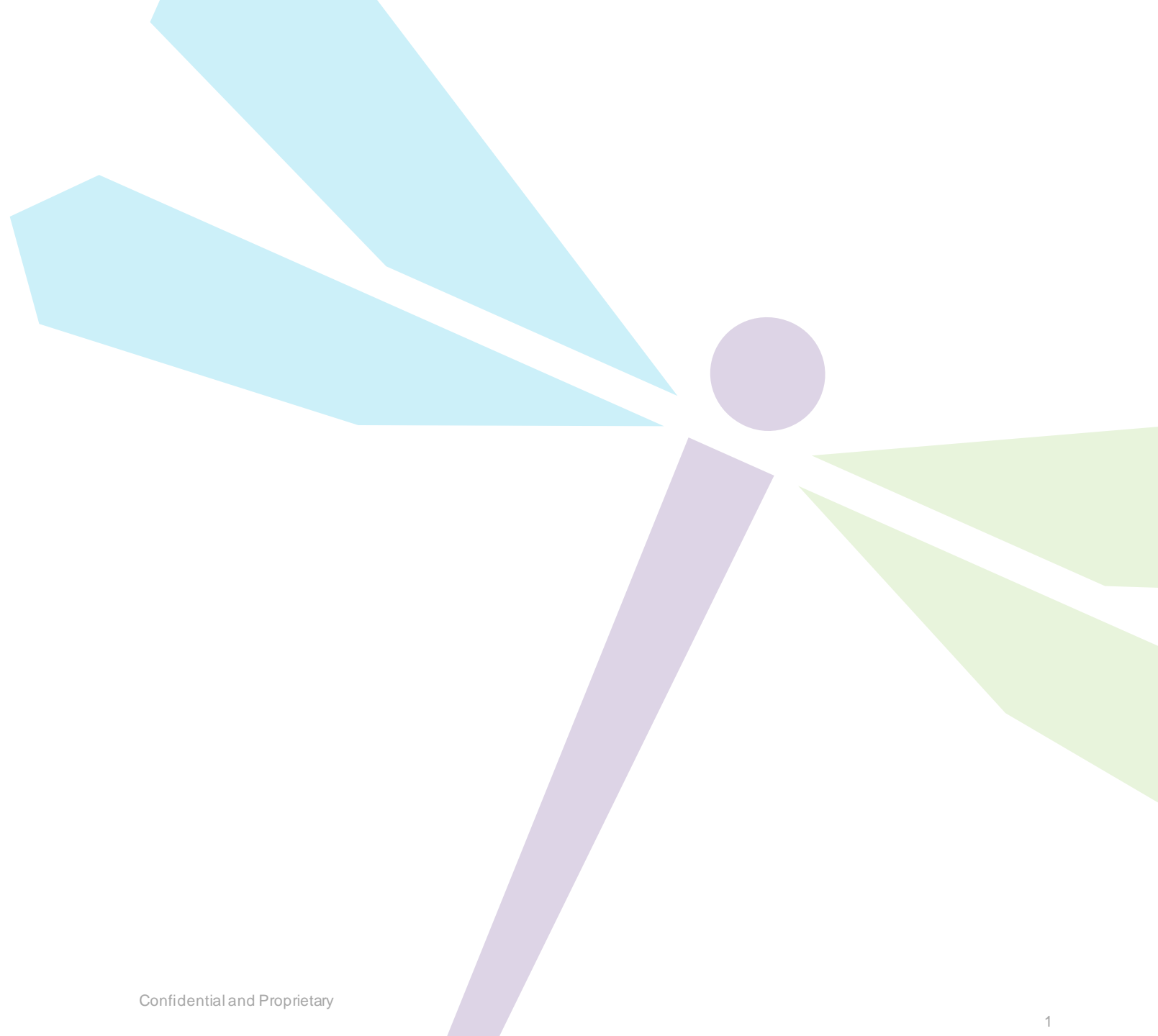




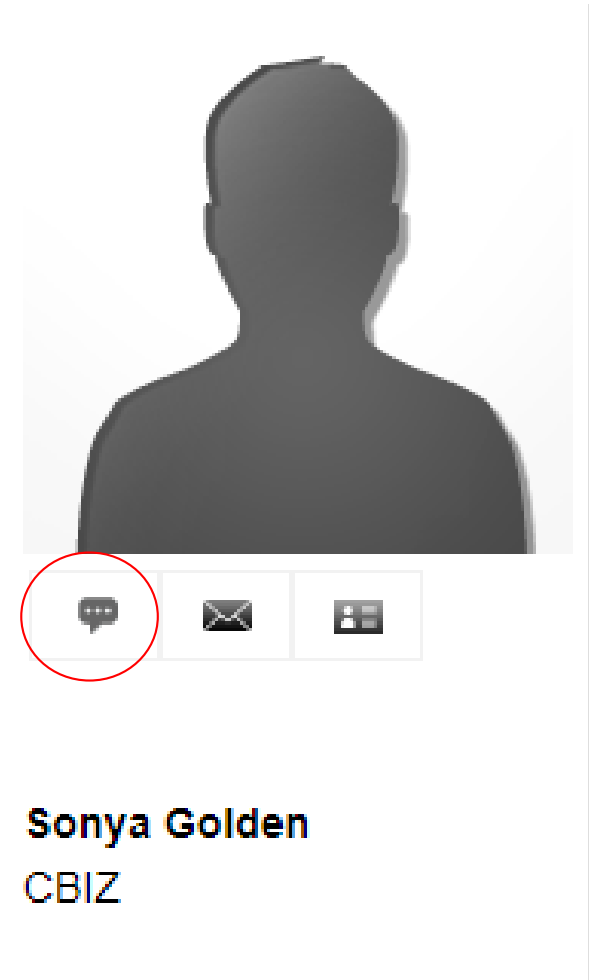
Chat Guide



Private Chat

Step 1:
Click the speech bubble under the individual you'd like to private message.
[Insert login link here]

Step 2:
Wait for their acceptance and once accepted proceed with your private one-on-one chat.



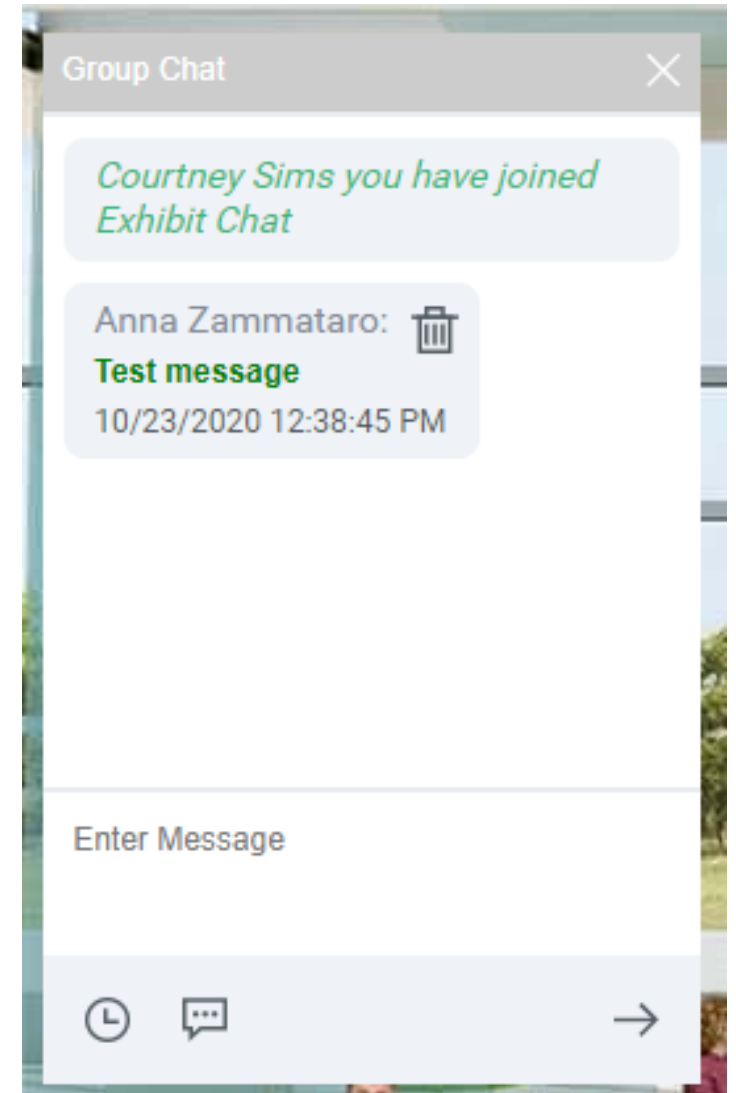
Group Chat // Public Chat

Step 1:

Log into the environment and go to a booth with a group chat.

Step 2:

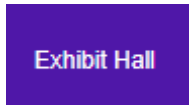
Click on the chat, allow it to load and you will see messages from those who have already contributed. Please remember this is a PUBLIC chat and everyone can see the messages. As a moderator you will see a garbage can to the right of the messages and can delete.



Booth Rep Tool

Step 4: Enter your booth

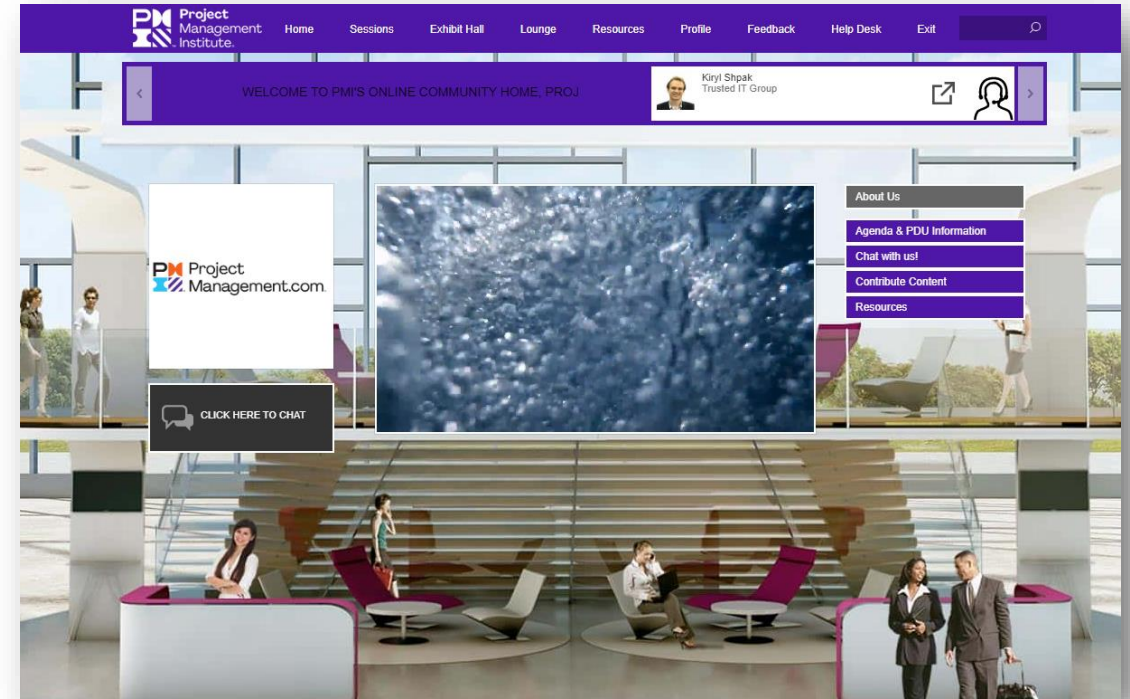
- Select “Exhibit Hall” from the top navigation



- Find and click on your booth from the Exhibit Hall



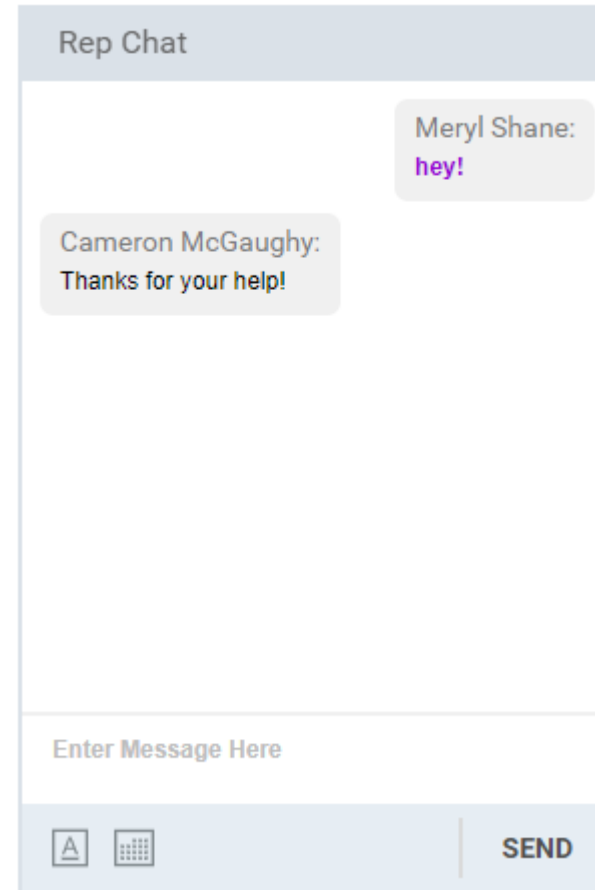
- Click on the Booth Rep Tool Button in the top right of the screen.



Rep Chat

Rep Chat

The Rep Chat is a private chat for **BOOTH STAFF ONLY**.
Attendees will not see anything entered in the Rep Chat.



Booth Rep Tool Overview

The Booth Rep Tool allows you to manage attendees, participate in the group chat as well as initiate private chats all from one interface.

1. Queues Tab/Booth Chat Tab
2. Rep Chat
3. Attendee Information Area

