



236th AAS Virtual Exhibit Hall Booth Rep Training

AAS Meetings Team
May 28, 2020

AMERICAN ASTRONOMICAL SOCIETY

EXHIBIT HALL HOURS

- Monday, June 1 at 9:00am EDT through Wednesday, June 3 at 6:30 pm EDT
- Throughout the meeting day 9:00am-6:30pm EDT
- EASTERN DAYLIGHT TIMEZONE
- Staff your Exhibit Booth Chatroom (logout if you leave)

EXHIBIT HALL HOURS

Monday

1:40pm-2:40pm

5:30pm-6:30pm

Tuesday

9:00am-10:00am

1:40pm-2:40pm

5:30pm-6:30pm

Wednesday

9:00am-10:00am

1:40pm-2:40pm

5:30pm-6:30pm

The booth contents will be available for 30 days following the meeting to meeting attendees

TWO ROLES

- **Booth Rep**
If you are working in the Booth, you will be seen in the chatroom as representing your booth
- **Attendee**
If you have paid for a full registration, you will login as an attendee and participate fully (Oral Sessions, Q&A, Swag Bag)

Hands-on Demo

- Login as and Exhibitor
- Overview of Virtual Lobby
- Go to Exhibit Hall
- Find your Booth
- Navigate the panels, tabs, uploads
- Go to Chatroom – Edit Profile
- Everyone login and try to chat using
 - Text
 - Audio
 - Video
 - Group vs. Direct Message
 - Lounge and AAS Meet-up Room for Small Group Face-to-Face
- Exhibitor Webinar
- Tools and Resources

Contact:

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<http://aas.org/meetings/aas236>