

# 236th AAS Meeting Booth Rep Chat Cheat Sheet



Make sure to review the video tutorials and other meeting resources available at <https://aas.org/meetings/aas236/training-resources>

This manual will detail how you can navigate **236th AAS Meeting** to access your virtual booth and interact with an attendee through live chat.

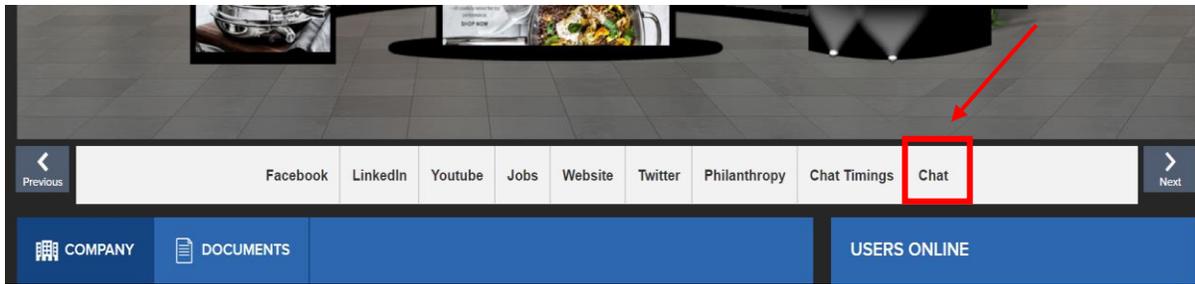
**Event URL:** <https://aas236.vfairs.com/>

- Click on Exhibitor Login
- Enter the login details provided to you.
- Click on Login

## Login and Access your Exhibit Booth

Once logged in, click on **'Exhibit Hall'** to view all the available exhibitors for the event.

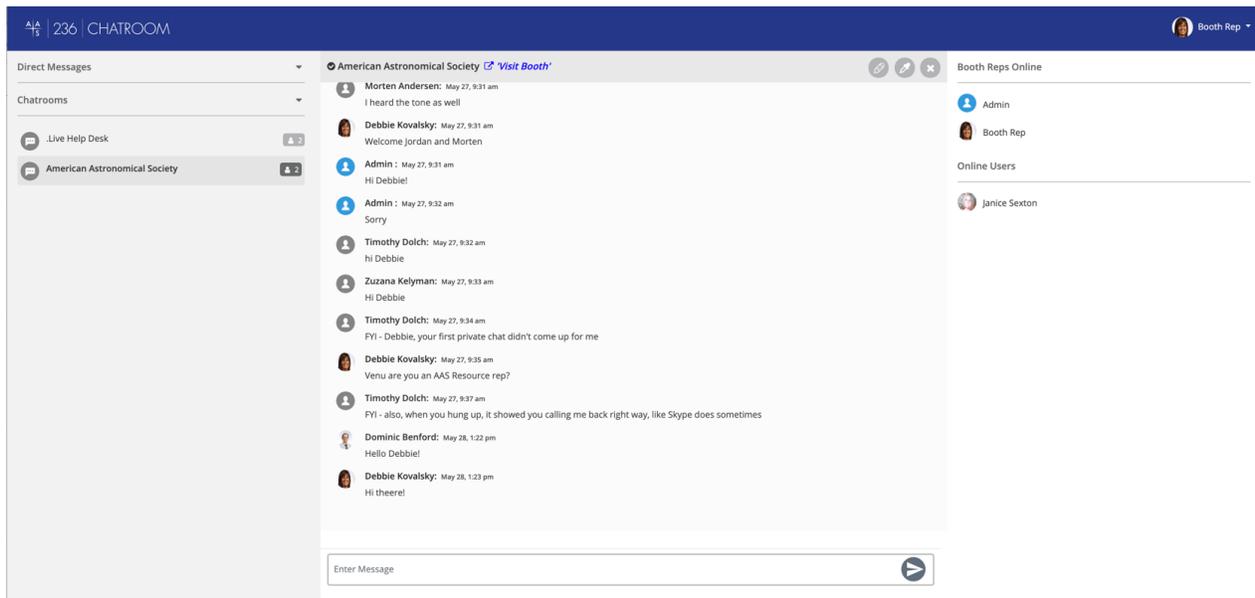
Visit your booth by clicking on your company in the **'Exhibitors Index'** section or by clicking on the thumbnail of your booth.



Click on **CHAT** button in your booth.

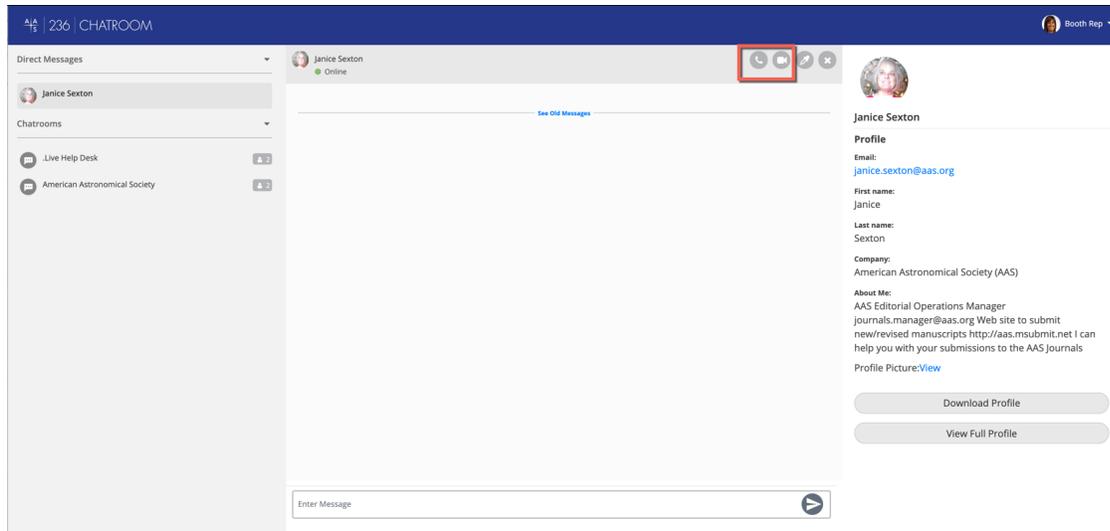
Once you will click on that, it will take you to chat room of your booth.

You will see a list of online users in the panel on your right. To send out a text message to all users in your chat room, type your message and hit ENTER in the text field at the bottom of your screen.



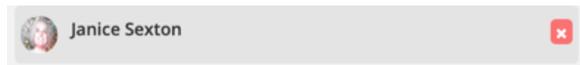
To initiate private chat with an attendee, hover your mouse cursor over their name and click on **Chat Now**.

You will now be able to chat privately with that specific user (See the next page). All private chats will appear under 'Direct Messages' on the left panel.

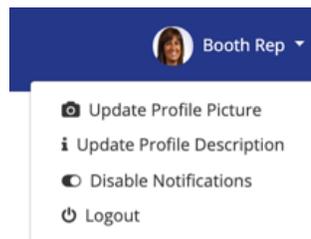


You will also be able to do audio and video chat with them. For this, you can click on the phone and webcam button, respectively, to initiate the chat.

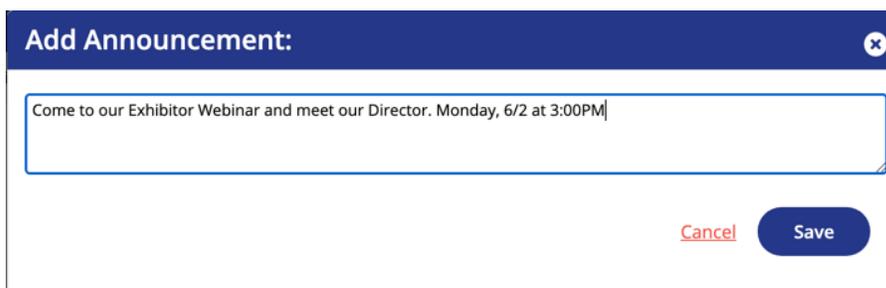
When you have completed your Direct Message, make sure you click the red X



to end your session with that attendee. Also, make sure you LOGOUT so attendees don't think you are still in the booth when you have left.



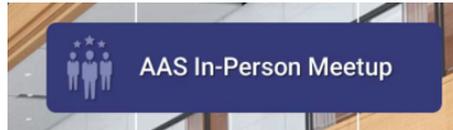
Leave a message or keep an alert up at the top of your Chatroom. Click on the Pencil Tool.



If you'd like to arrange a small face to face meeting. Head to the **LOUNGE** and Click on the **AAS In-Person Meetup**.

Once inside, locate and ask the **AAS Host** to create a **BREAKOUT** room for your group. Provide the names of the attendees who will join your BREAKOUT room and enjoy your meetup.

Please let the AAS Host know when you're done so they can close the room.



For any questions, issues or clarifications with regards to chat feature please email them to [aas236@vfairs.com](mailto:aas236@vfairs.com)

We hope you have a great event.