52nd DPS Virtual Exhibit Hall Booth Rep Training

AAS/DPS Meetings Team
October 13, 2020
HOUSEKEEPING NOTES

- 637 Registrants (as of 10/13/20)
- Meeting website https://aas.org/meetings/dps52
  - Block Schedule
  - Scientific Program
  - Exhibitor Webinars
- First Booth Drafts Returned after 10 Business Days
  - Small edits, 2 rounds of revisions
- Booth Staff will be able to access their live booths to practice by October 22
- Booth Contact will receive all other login information by the end of this week
- Please submit Job Ads to https://dps.aas.org/jobs
- Social Media - #DPS2020
MEETING DATES/HOURS

• Live Meeting
  • Monday, October 26 - Friday, October 30, 2020

• Preview Week
  • Monday, October 19 – Friday, October 23, 2020
  • Pre-recorded oral talks
  • iPosters Live
  • Slack Channels Live

• EASTERN DAYLIGHT TIMEZONE
Live Meeting: Monday, October 26 – Friday, October 30

EXHIBIT HALL HOURS

- All Day – Suggested at least 1 Booth Rep
  - Monday– Friday: 11:00 – 22:00 EDT
  - Science Sessions run through ~19:30
  - Evening events include social gatherings, daily chats, webinars
- See the Block Schedule (https://aas.org/meetings/dps52)
Live Meeting: Monday, October 26 – Friday, October 30
EXHIBIT HALL HOURS (continued)

- Interactive Exhibit Hall – **Required** Booth Time all Booth Staff
  - Monday, 10/26: 13:00 – 14:00 EDT
  - Tuesday, 10/27: 12:00 – 13:00 EDT
  - Wednesday, 10/28: 11:00 – 12:00 EDT
  - Thursday, 10/29: 11:45 – 12:45 EDT
  - Friday, 10/30: 11:00 – 12:00 EDT

The booth contents will be available for 30 days following the meeting for registered meeting attendees.
Exhibit Booth Roles

**BOOTH CONTACT**

- Main contact with DPS
- All correspondence should flow through the booth contact
- Manage Zoom Room Hours (Zoom Account Credentials)
- Manage Zoom Room Breakouts
- Manage Appointment Requests with Booth Reps (GMAIL Account)
- Manage Exhibitor Webinar Logistics and Signup Lists
- Provide list of Booth Reps to DPS
Exhibit Booth Roles (continued)

**BOOTH REP**
- Meeting Full Attendee also representing an exhibit
- Staff booth according to Booth Contact’s Schedule
- Hang out in the exhibit Zoom Room
- Monitor Slack Channel
- Meet with Attendees
Sure Success at Your Exhibit

- Review registrant list and reach out to individuals over Slack
- Have a plan for activities in your booth
  - Product demonstrations, post schedule
  - Host a booth event
    - Meet a special guest (author, plenary speaker, prize winner)
    - Trivia, scavenger hunt, survey, contest – mail prizes
- Provide special offers and discounts
- Send digital swag
- Promote on Slack and Social Media #DPS2020
- Monitor other Slack Channels
- FOLLOW UP!
Demonstrate Exhibit Booth

- Logon to Meeting Portal
- Overview of Meeting Platform
- Go to Exhibit Hall
- Find your Booth
- Navigate the panels, tabs, uploads
- Go to Slack
  - Browse Your Channel
  - Find Attendees and Direct Message
- Go to Zoom Rooms
  - Create Breakouts
- Scheduled Appointments
  - Google Calendar
- Exhibitor Webinar
- Support
Meeting Platform Logon Credentials

• Must be registered for DPS
• Welcome emails to be sent on 10/18
• AAS Username/Password
• Check that you know it
  my.aas.org/services
• Forgot username?
• Forgot password?

• Help: reg-help@aas.org
Landing Page

- Navigate
  - Menu Bar
  - Clickable Regions
- Sponsors/Partners
Exhibit Hall

- **Hover** to get description
- **Click** ENTER BOOTH
- **Click** EXHIBITOR WEBINARS
Demonstration
Exhibitor Webinars

- Landing Page
  - PROGRAM SCHEDULE ➔
  - EXHIBITOR WEBINAR TAB

- From Exhibitor Hall
  - EXHIBITOR WEBINARS

- From Exhibit Booth
  - EXHIBITOR WEBINAR SIGNUP

JOIN on ZOOM at specific time or watch recording after finished.
Every registrant received an invitation to connect to the #DPS2020/52nd Annual Meeting of the Division for Planetary Sciences Slack Workspace

Each exhibit has its own Slack Channel.
• Send Messages
• Threaded Conversation
• Direct Message Users
• Upload Files
• Pin Important Content
Quick Guide

Where are the channels?
• Use the + button
• Find channels that interest you
• Join it

What should I be doing in Slack?
• Complete your profile
• Monitor notifications
• Use @ to direct a question or comment towards a particular user
• Respond in threads
Booth Contact (Host) will receive a Username/Password to their own Zoom Account.

The Host may share this with 1-2 other booth staff.

Zoom is scheduled to be live from 8:30 – 22:30 EDT.

Hangout as group and wait for visitors.

Host can setup breakout sessions within your Zoom Room.

- Note that Zoom can be used over through a browser.
- Participants will need to be moved by the host if they are using a browser.
- Only the Host can setup/move users.

Screen Sharing/Video Playback and more capabilities.
Helpful Training

• Breakout Rooms
  https://www.youtube.com/embed/jbPpdyn16sY?rel=0&autoplay=1

• Basic Meeting Controls
  https://www.youtube.com/embed/ygZ96J_z4AY?rel=0&autoplay=1&cc_load_policy=1

• Sharing Your Screen
  https://www.youtube.com/embed/YA6SGQlVmcA?rel=0&autoplay=1&cc_load_policy=1
Conduct Response Team

If you see or experience an incident of concern (such as harassment or bullying), please report it to the Conduct Response Team. They can be reached in the following ways:

- The email address dpsresponsesetsteam@aas.org
- The #conductresponseteam channel on the DPS 2020 Slack workspace
Contact:
Debbie Kovalsky
Director of Exhibits & Development

debbie.kovalsky@aas.org or 301.346.7958
http://aas.org/meetings/dps52