



## 237<sup>th</sup> AAS Meeting Grad School Booth Rep Cheat Sheet

Please review the video tutorials and other meeting resources available at <https://aas.org/meetings/aas237/training-resources> . Specific Grad Fair resources can be found at <https://aas.org/meetings/aas237/graduate-school-reu-fair/navigating-graduate-school-fair>

This manual will detail how you can navigate through the 237<sup>th</sup> AAS Meeting to access your virtual booth and interact with an attendee through live chat.

**Event URL:** <https://aas237.vfairs.com>

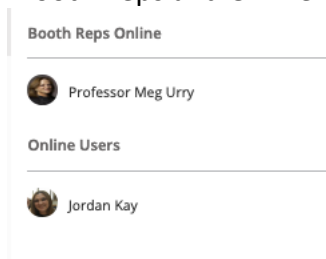
- Click on **Exhibitor Login**
- Enter the **BOOTH REP** login details provided to you.
- Otherwise, login as a regular attendee.

### Access your Booth

- Go to the Top Menu, choose **Hall**
- Select the **Graduate School Fair** to enter
- Visit your booth by clicking on your company name in the **Exhibitors Index** or clicking the thumbnail of your booth.

### Greet Visitors

- Attendees will meet you in your vFairs Chatroom
- Click on the **Chat** link on the toolbar
- This will take you into your booth's chatroom
- A list of Booth Reps and Online Users (Attendees/Students) is on the far right



- The center panel is for a public group chat within your room

### Private Chat

- Initiate a private chat with an attendee, hover your mouse over their name and click on **Chat Now**



- You are now in Direct Message mode with that user
- You can view, comment on their profile (for your eyes only) and download it
- Start a video call by clicking on the Video Camera icon at the top

### Scheduling Chats

- Using the booth setup tool, your booth organizer can specify hours that your booth reps can meet with attendees
- Attendees can schedule appointments using the **Reserve a Chat Slot**
- Email confirmations are sent to the Attendee and Booth Rep
- Meet back at the Chatroom at the scheduled time

### Ending Chat Sessions

- Remind users to click on the RED X to leave the chatroom or private DM

For any questions, issues or clarifications, please utilize the Live Help Desk in the vFairs Platform or email [aas237@vfairs.com](mailto:aas237@vfairs.com)

We hope you have a great event.