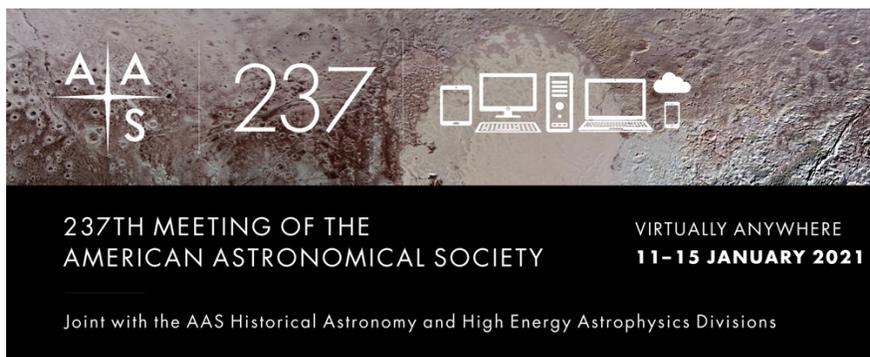


237th AAS Meeting Booth Rep Cheat Sheet



Make sure to review the video tutorials and other meeting resources available at <https://aas.org/meetings/aas237/training-resources>

This manual will detail how you can navigate through the 237th AAS Meeting to access your virtual booth and interact with attendees.

LOGON AND ACCESS YOUR BOOTH

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

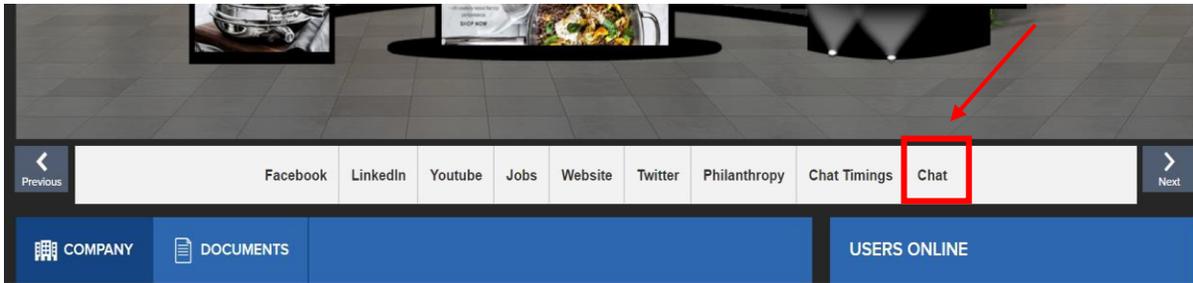
- Click on EXHIBITOR LOGIN
- Enter the login details provided to you.
- Click on Login

Login and Access your Exhibit Booth

Once logged in, navigate to the Halls → '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.

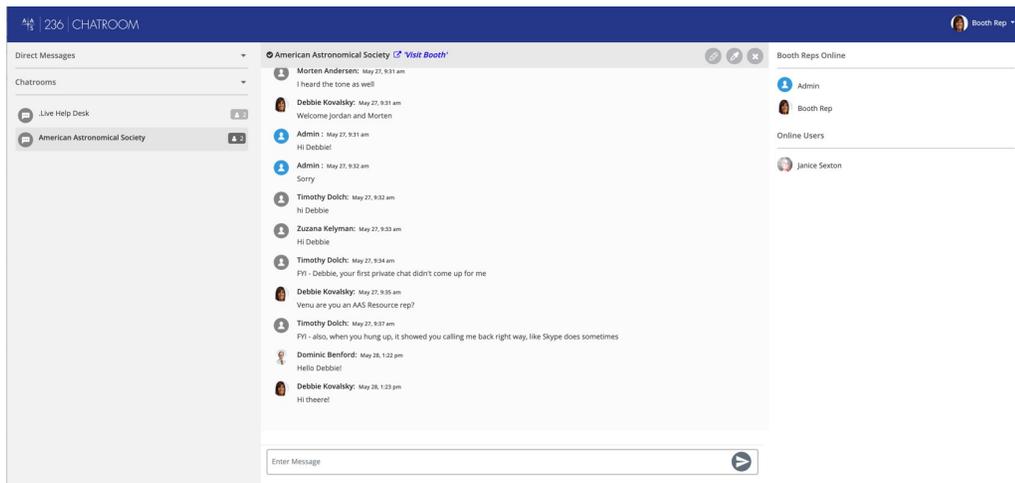
CHATROOM



Click on CHAT button in your booth.

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

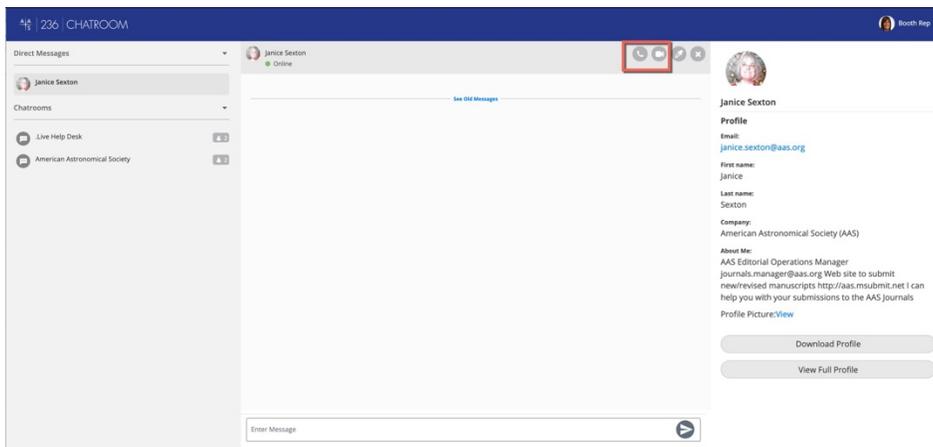
You will see a list of online users in the panel on the right. Use the center panel to message all users in your chatroom. Type a message at the bottom center of your screen.



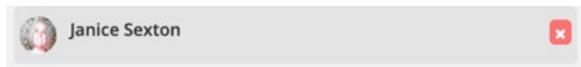
To initiate a private chat with an attendee, hover your cursor over their name and click on **CHAT NOW**.

You will be to chat privately, view their profile, take notes, download their profile and start a video call. All private chats will appear under **Direct Messages** in the left panel.

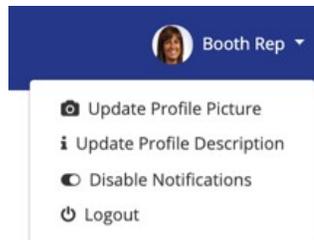
Click on the Webcam to begin a video call.



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 your Chatroom when you have left.



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



Add Announcement: 

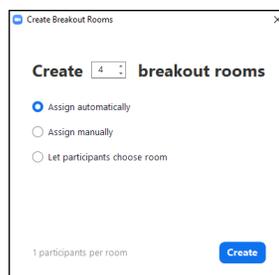
Come to our Exhibitor Webinar and meet our Director. Monday, 6/2 at 3:00PM

[Cancel](#) **Save**

ZOOM ROOM

If you'd like to arrange a small face to face meeting, host demos, meet & greets, or other small gatherings, your Zoom Room is the place to head. Make sure your booth host starts the Zoom Room each day.

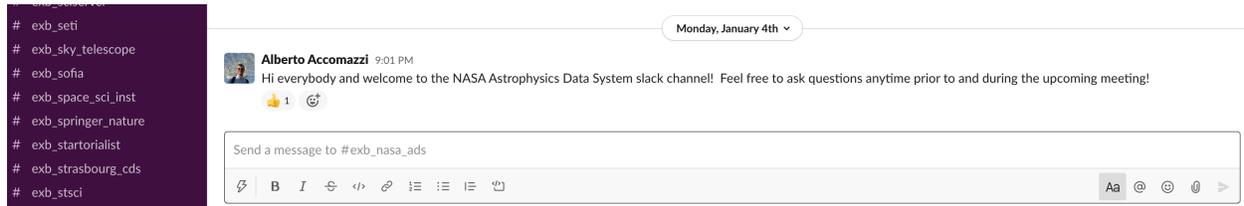
The Zoom Host can also create multiple Breakout Rooms for multiple parallel meetings (interviews, demos, social gatherings, etc.)



SLACK CHANNEL

If you are a full registrant of the meeting, you will also have access to the Slack Workspace and your booth's Slack Channel which begins with `#exb_boothname`

Conversations, questions and promotions should be going on in your Slack Channel.



For any questions, issues or clarifications with regards to chat feature please email them to aas237@vfairs.com

We hope you have a great event.