238th AAS Meeting Booth Rep
Cheat Sheet

Make sure to review the video tutorials and other meeting resources available at https://aas.org/meetings/aas238/training-resources

This manual will detail how you can navigate through the 238th AAS Meeting to access your virtual booth and interact with attendees.

LOGON AND ACCESS YOUR BOOTH

**Event URL** https://aas238.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.
ZOOM ROOM

If you’d like to arrange a small face to face meeting, host demos, meet & greets, or other small gatherings, you 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 email Debbie.kovalsky@aas.org

We hope you have a great event.