UCAS Conference for Teachers' and Advisers' exhibitor user guide

Technical requirements

- We recommend using Google Chrome for the best experience. Internet Explorer is not supported.
- You'll need a fast and reliable internet connection to enjoy the live sessions.
- If you've booked networking meetings, you'll need a webcam and microphone - the video meetings are hosted via web-based software called JITSI.
- We recommend you access the conference on a laptop or desktop computer. The event is not optimised for mobile or tablet use.
- Agendas are listed in UK time and meetings can be viewed UK time and your local time zone. Please be aware that colleagues may be in different time zones.
- Not receiving email notifications from us? Remember to check your junk folder and add addnoreply@vcd-eventsforce.com to your safe senders list.

How to join the event

We've sent an email and password to the email address that you registered with. To join the event, just click '**sign in**' in your email.

Set up your personal profile

Access Your profile by selecting the '**Home**' tab on the event menu.

- Select '**Edit my Profile**' to add the details which other delegates, speakers, and exhibitors (universities) can see. You can amend your name, email, exhibitor address, bio, profile photo, and social media profiles.
- Only add information you wish to make public and share with other attendees.
- The recommended profile photo size is 300 x 300 pixels, accepted formats are .jpg .bmp.png .gif.

Manage your exhibitor page

- Login to the event (if you have requested to manage your exhibitor (university) page, you will land on your exhibitor (university) profile, if not, proceed with step 2.
- In the top right, click the dropdown '**Hi, {{firstname}}**'
- Click the exhibitor name
- Click '**Edit Profile**' to update information such as exhibitor overview, logo, and website links.
- Click '**Save**' when done
- Navigate the event as a exhibitor contact and take actions such as manage meeting requests, send messages, and view and download leads.
- To go to your personal profile> click the dropdown in the top right showing the exhibitor name> then select your name.

Adding assets

You can add assets that will be available to anyone viewing your exhibitor profile. Each asset can have a unique thumbnail and name.
Assets are items such as documents e.g. photos, YouTube videos, links, HTML videos, and mp3 files.

Follow the steps to add assets to an exhibitor profile:
- Switch to the exhibitor profile using the dropdown in the top right corner
- Visit the '**Assets'** page
- Choose the type of asset to be added on the left-hand side
- Add the asset details on the right-hand side (some assets require URLs and others require upload)
- Click '**Save'**
- Repeat until all assets are added

Three assets will be visible on the page, if more assets are added, attendees can click an arrow on the right-hand side to view more assets:
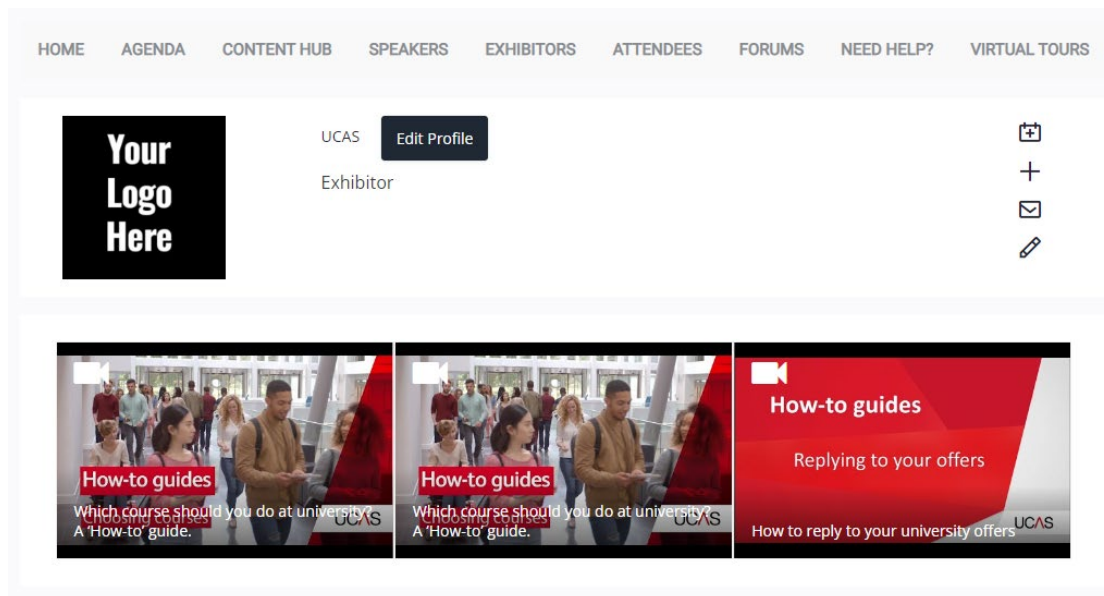
How to book and attend meetings

Book a meeting with a delegate
1. Go to the '**Attendees**' page
2. Click on the attendee you would like to meet with
3. Click the calendar icon to request a meeting
4. Choose your time and date and add details in the meeting description.
5. Attendees can request meetings with you through your exhibitor (university) profile.
6. You can switch to your exhibitor (university) profile and assign the meetings to yourself or a colleague.
7. The meeting will then appear in your personal '**My Schedule'**.
8. Once submitted, the meeting will appear as pending in 'My Schedule'.
9. An attendee/delegate will accept or decline your request. Once accepted, your meeting is confirmed.
10. You will receive a reminder one hour before the meeting starts.

Viewing and sending meeting requests

- Exhibitors can receive meeting requests from attendees. A meeting with an exhibitor (university) is separate from a meeting with an individual attendee. As an exhibitor, you can log in to your exhibitor profile and send meeting requests to attendees directly.
- All pending and confirmed meeting requests can be found on the '**Meetings**' page when logged into the exhibitor (university) profile.
- If you have multiple contacts, you can decide who will participate in the meeting. Meetings can include one or multiple exhibitor contacts.

Join a meeting

1. Go to '**My schedule**' or '**Meetings**' on the exhibitor page.
2. Click on the meeting.
3. Click '**Join Conference**'.

Accessing leads

- For an attendee to be a lead, they must favourite your exhibitor page.
- When an attendee selects '+' on a exhibitor, that attendee is added as a 'Lead' to the leads download area.
- You can access your leads by logging in to the exhibitor profile, then visiting the '**Leads**' menu page.
- By default, companies can only access the attendee's name and information available on the attendee profile.

Last updated: 16 June 2022

How to navigate the event as a delegate

In the top right, the dropdown '**Hi, {{firstname}}**' will take you to your personal profile. When your exhibitor is displayed, this will take you to your exhibiting exhibitor page.

Agenda
- This page contains the conference agenda. Use the search bar or advanced search to find a session or filter by day.
- Click the '+' icon to add a session to your schedule and click the pencil icon to add notes about a specific session.
- Click on the session title to see more information including description, speakers, session content and the live or on-demand link to access and watch the session.

Content Hub
Here you will find information and advice from UCAS, as well as conference session materials and on-demand content. Add to your personal content hub by clicking on the "+" icon.

Speakers
This page lists the speakers, here you can see which sessions the speaker will be presenting. Use the search bar to find specific speakers. Add speakers to your contacts, message them, or make notes.

Exhibitors
- This page lists the exhibitors (universities) at the event. Scroll down the page or use the search bar to find specific exhibitors.
- Add exhibitors to your contacts, message them, request a meeting, or make notes.
- Click on an exhibitor to view their profile. View their representatives, exhibitor overview, and resources.

Attendees
This page lists all the attendees at the event, click on an attendee to view their profile. Add attendees, exhibitors and speakers to your contacts, message them, or make notes.

Forums
Here you can find discussion topics. Click on the title of the forum you're interested in, read comments, and get involved in discussions. Use the search bar to find specific subjects or interests, or sort by time.

Your personal menu

My Profile

Access your profile by selecting the '**Home**' tab on the event website menu.
- Select '**Edit my Profile**' to add the details that other attendees, speakers, and exhibitors can see. You can amend your name, email, exhibitor address, bio, profile photo, and social media profiles, only add information that you wish to share.
- The recommended profile photo size is 300 x 300 pixels, accepted formats are .jpg .bmp.png .gif.

My Schedule
- '**My Schedule**' is where you can find all sessions that you have chosen to attend in the '**Agenda**'. Here you can access each live session, remove a session, or add notes.
- You can search for a session using the search bar at the top.
- You can export your schedule to Outlook, iCal, or Google and this will update every 60 minutes.

My Schedule – Meetings
- You can receive meeting requests during the scheduled times and messages from other attendees and exhibitors (universities).
- To accept or decline a meeting, go to '**My Schedule**' click on the meeting to accept the meeting request.
- You can access your meeting room 5 minutes before the scheduled start time. When you open your meeting, your video call will open in a new tab.

My Messages

- View your received and sent messages to other attendees, speakers and exhibitors (universities).
- You will receive an email notification to the registered email address for all messages you receive on the platform. You can turn off these notifications in your settings.

My Exhibitors

- View all exhibitors (universities) you've added (favourited).
- You can contact an exhibitor by sending a message or requesting a meeting.
- **Sending a Message** – visit the exhibitor's page and click the envelope icon to send a direct message. All messages that are sent will appear in '**My Messages**'.
- **Requesting a Meeting**
  - Visit the exhibitor's page and click the calendar icon to request a meeting with a representative.
  - Choose a time slot and add details of the meeting.
  - Once submitted, the meeting will appear as pending in '**My Schedule**'.
  - A exhibitor representative will need to accept this request for the meeting to be confirmed.

My Content Hub

- View all content you've added from the Content Hub.

My Contacts

- View the attendees, exhibitors (universities) and speakers you've added in the '**Attendees**' section. You can contact attendees by sending a message.
- **Sending a Message** – click the envelope icon to send a direct message to another attendee. All messages that are sent will appear in '**My Messages**'.

My Notes

- Access and amend all your notes on contacts, exhibitors (universities), and sessions. Notes are private and not visible to anyone else.

Settings

Change your display name, associated email address, password, or privacy settings in 'Settings'.

Notifications

- Standard notification settings are chosen by default, but you can change this in 'Settings'.

Need help?

Send us an email at events@ucas.ac.uk and we will do our best to help you.