

Sponsor script HOPIN platform.

Dear sponsor,

Please follow the steps mentioned below to enter your virtual booth in the Hopin platform. To check how the platform works for you as a regular attendee, [please check this page](#).

In case you have questions or you encounter difficulties with the technical side of your presentation:

Please mail us or call us or visit the helpdesk:

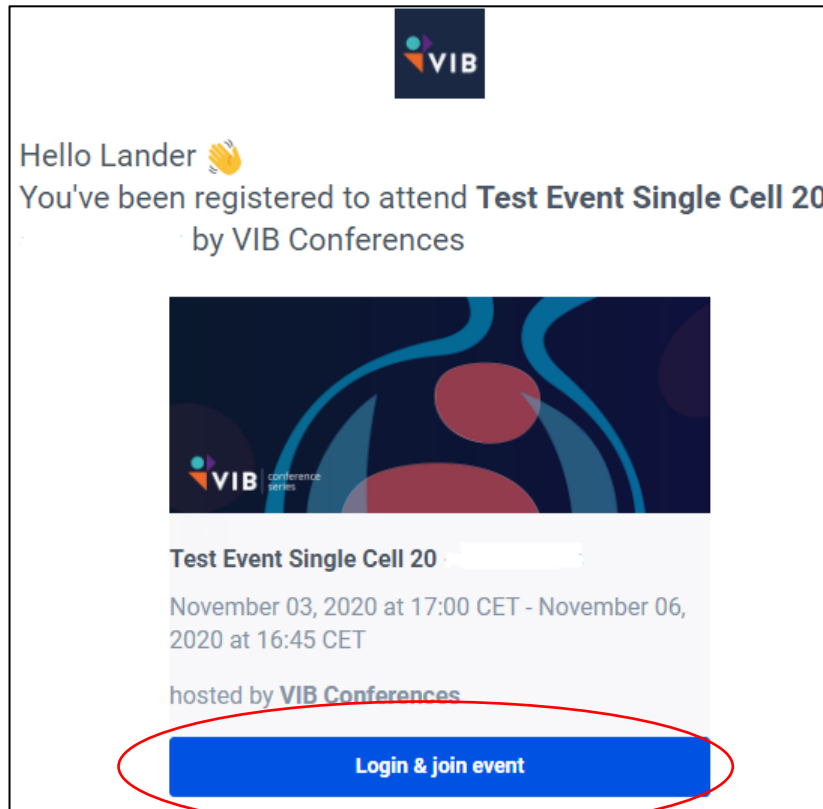
- Conferences@vib.be
- +32 9 244 66 11
- Visit the helpdesk in the session area

Kind regards and thank you in advance,

Important notes before you start

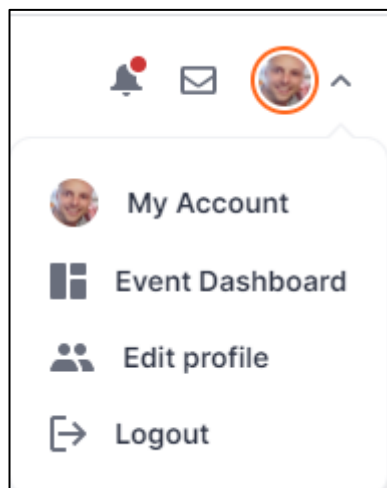
- If you are talking to a customer in your booth, [please close all other Hopin tabs to avoid any echo's](#)
- Please use **Google Chrome** for your presentation. (Internet explorer or Safari don't show all the features Hopin has to offer)
- It is better to use an **internet cable** instead of Wifi. Stream quality depends on the quality of your connection.
- If you have access to a plug-in **headset**, use this instead of a bluetooth headset, a bluetooth headset can have malfunctions in the platform.
- Once your presentation is full screen you can't see yourself anymore
- When you have multiple screens set-up at your desk, make sure you share the screen where the presentation is displayed and not the notes view of Powerpoint
- When you want to mute yourself, please click on the mute button in Hopin and not the mute button on your computer.

1. Please accept the registration in your mailbox (check your spam folder as well)



2. Update your profile and add a profile picture when you enter the virtual conference.

- Edit profile in the right top corner (left screen)
- Update your profile with a profile picture and other info & click 'Save' (right screen)

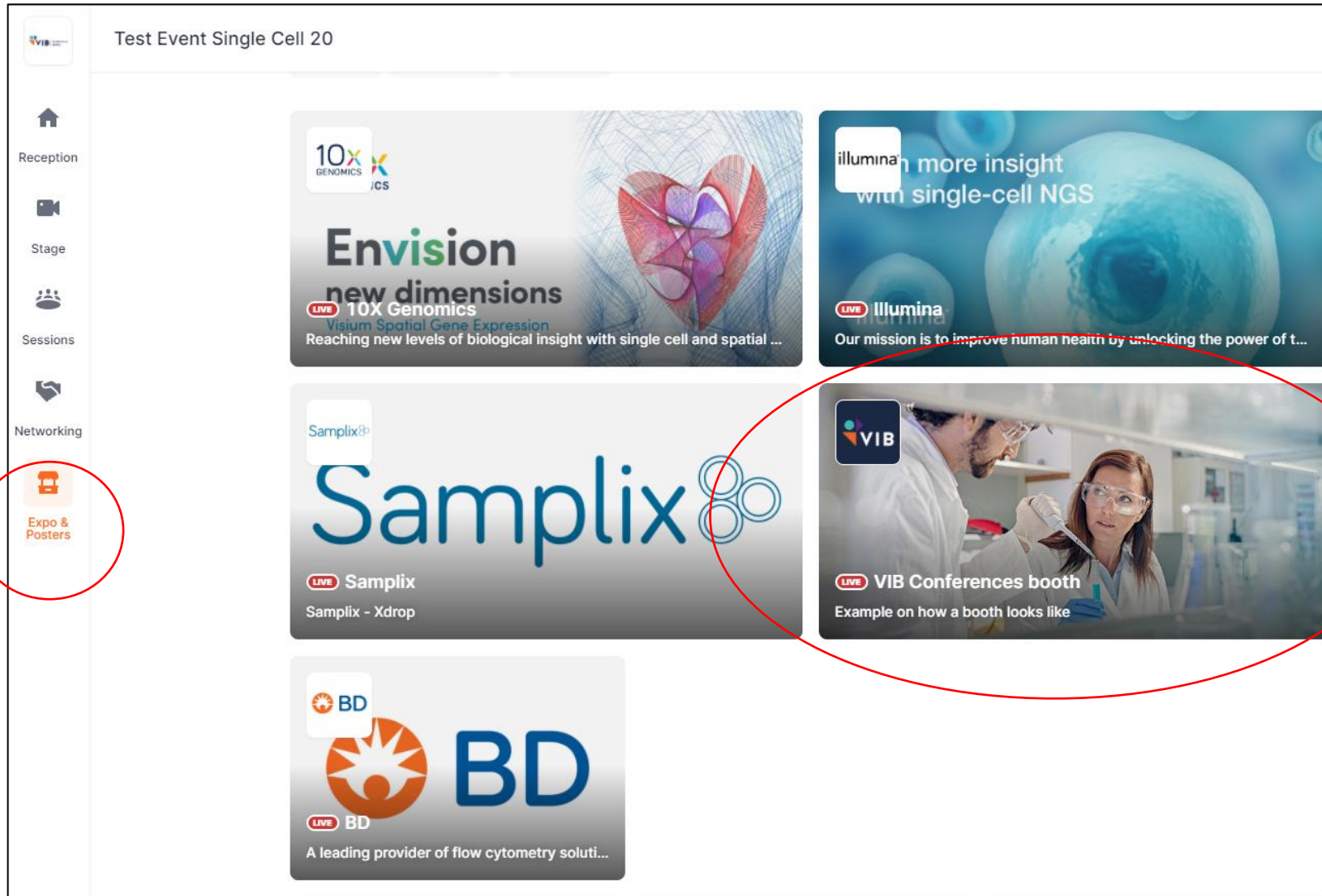


A modal window titled 'Update your profile' with a close button (X) in the top right corner. The form contains the following fields and elements:

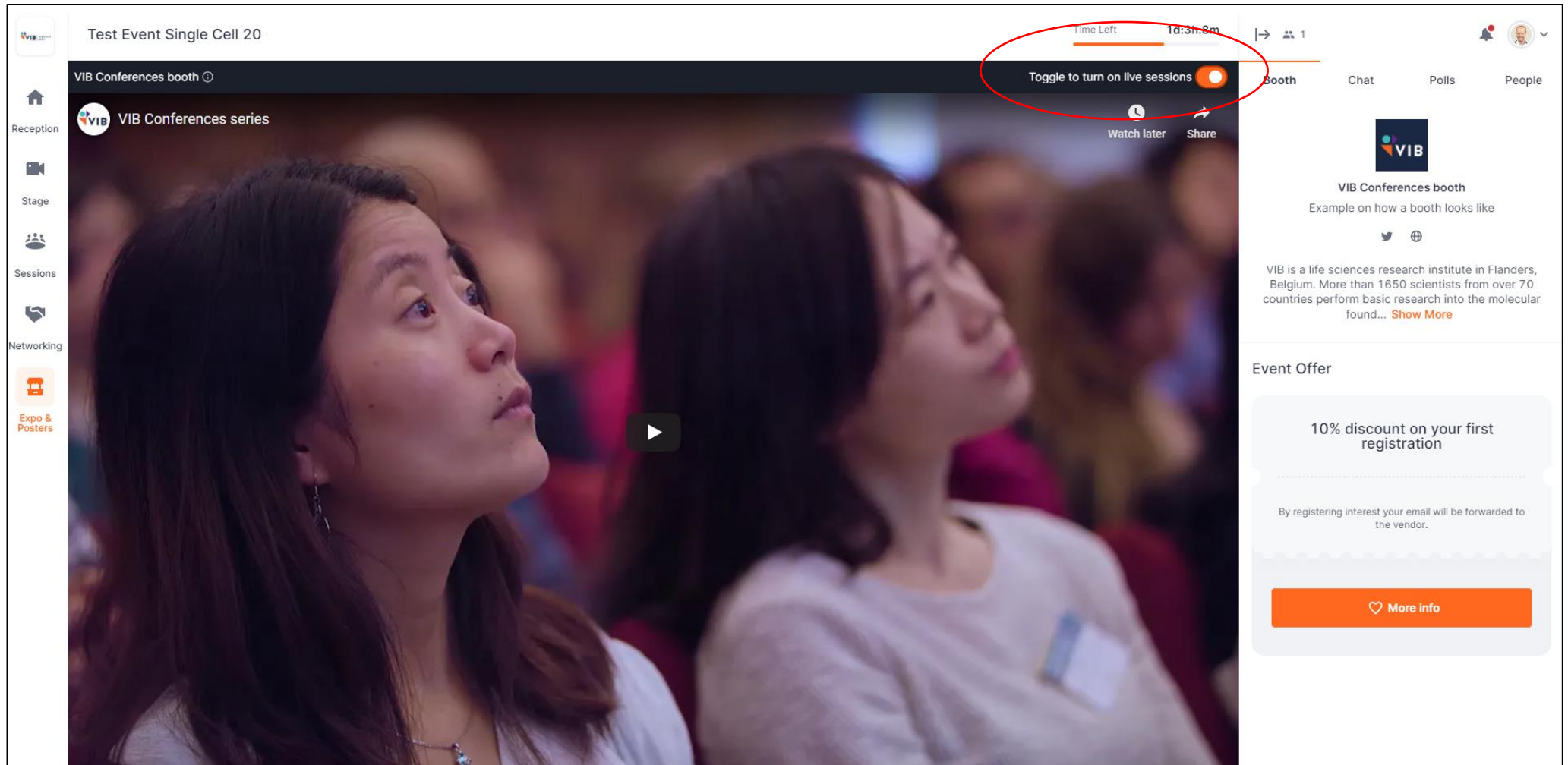
- Avatar:** A circular image of a man's face. Below it, text reads 'Click to choose new image' and 'File types: jpg, jpeg, png'. This section is circled in red.
- First Name (required):** A text input field containing 'Lander'.
- Twitter:** A text input field containing 'Your Twitter profile link'.
- Last Name (required):** A text input field containing 'Briels'.
- LinkedIn:** A text input field containing 'Your LinkedIn profile link'.
- Headline (required):** A text input field containing 'Science Events Officer VIB'.
- Website Link:** A text input field containing 'https://www.vibconferences.be/'.
- Save:** A large orange button at the bottom of the form, circled in red.

At the bottom of the modal, there is a small text link: 'You can review our privacy policy [here](#).'

3. Click on Expo & Posters → followed by your booth. In this example we use a VIB Conferences booth.

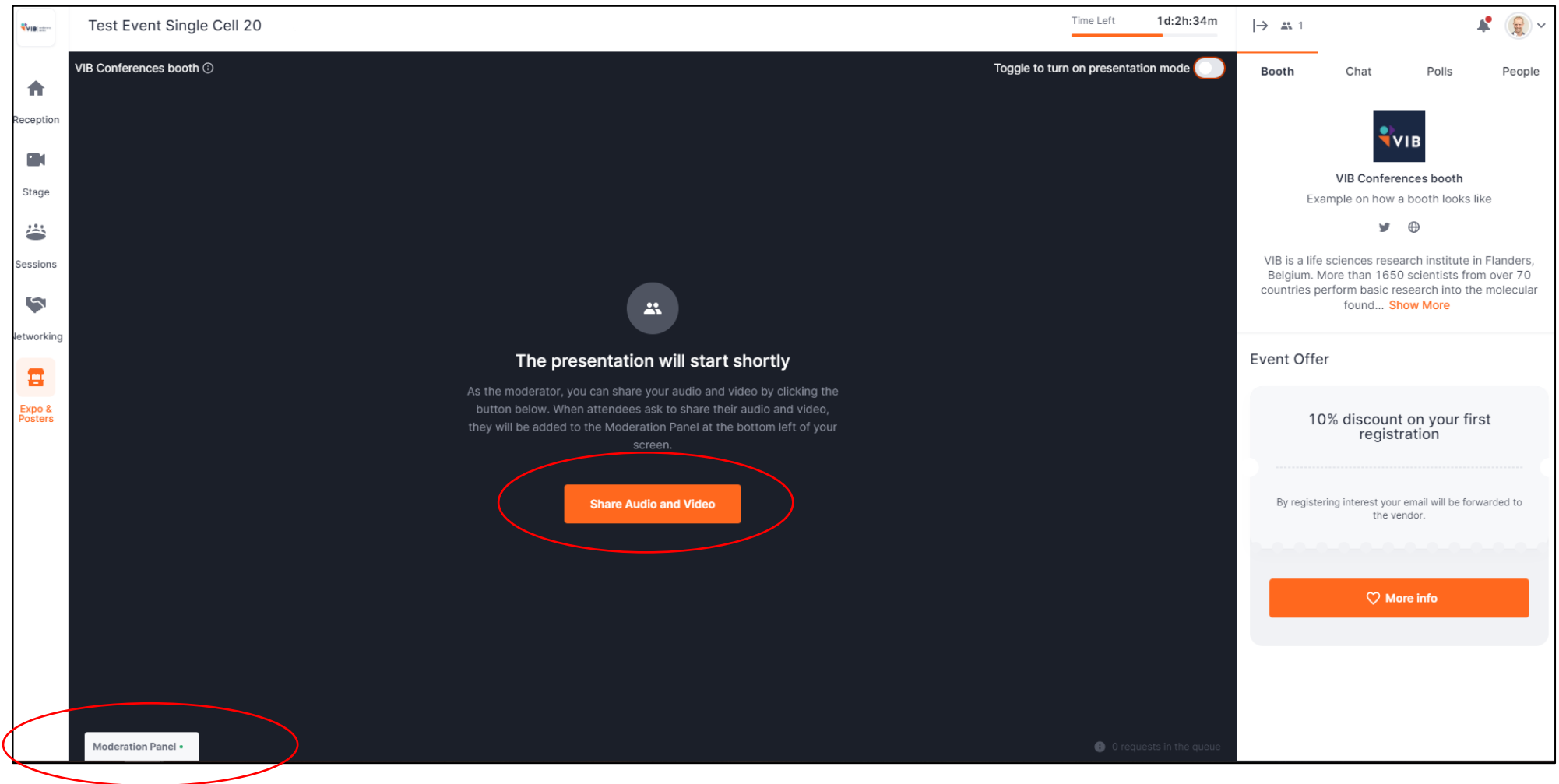
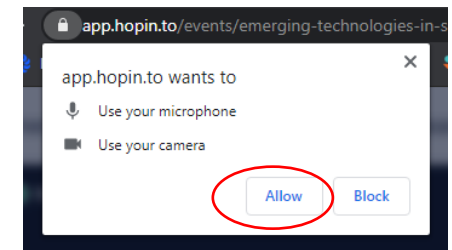


4. A booth moderator can toggle between the YouTube video and a live session. Below a YouTube example in our booth. **The moderator also needs to grant access to the attendee(s) who would like to visit the booth.**



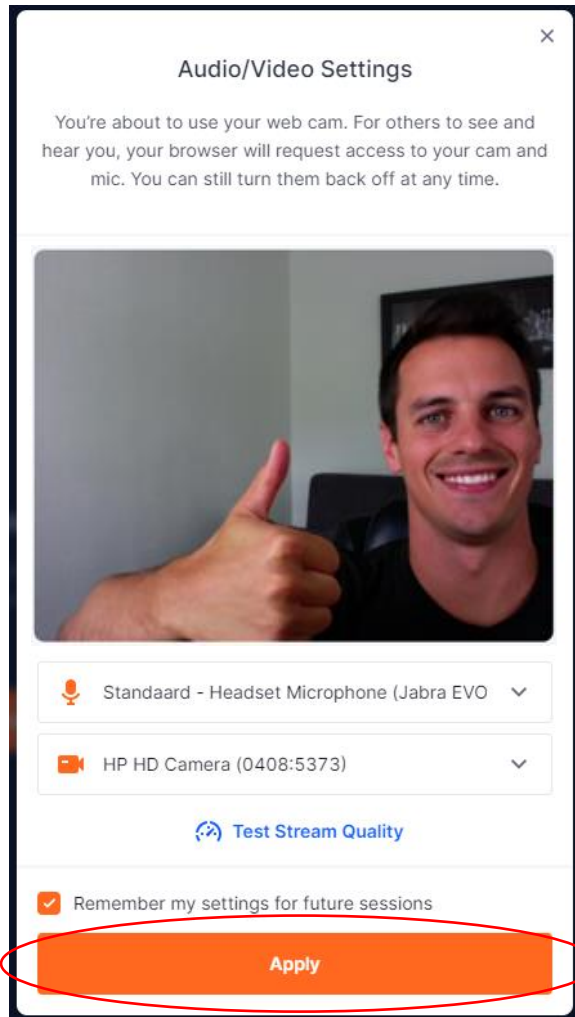
5. On the right side you can see the Booth, Booth chat, Polls and People tab.

6. You can share your audio and video to enter the booth. See print screen below.
7. Make sure you press accept if Hopin tries to use your video and audio. See small print screen on the right.



8. In the bottom left corner you can see **Moderation panel**. Here you can accept the requests of the people who like to enter the booth.

9. Select to correct Microphone and video input & click 'Apply'



Test Event Single Cell 20

Time Left 1d:2h:20m

VIB Conferences booth

Toggle to turn on presentation mode 1 / 10 1 Leave

Reception

Stage

Sessions

Networking

Expo & Posters

Booth Chat Polls People

VIB

VIB Conferences booth

Example on how a booth looks like

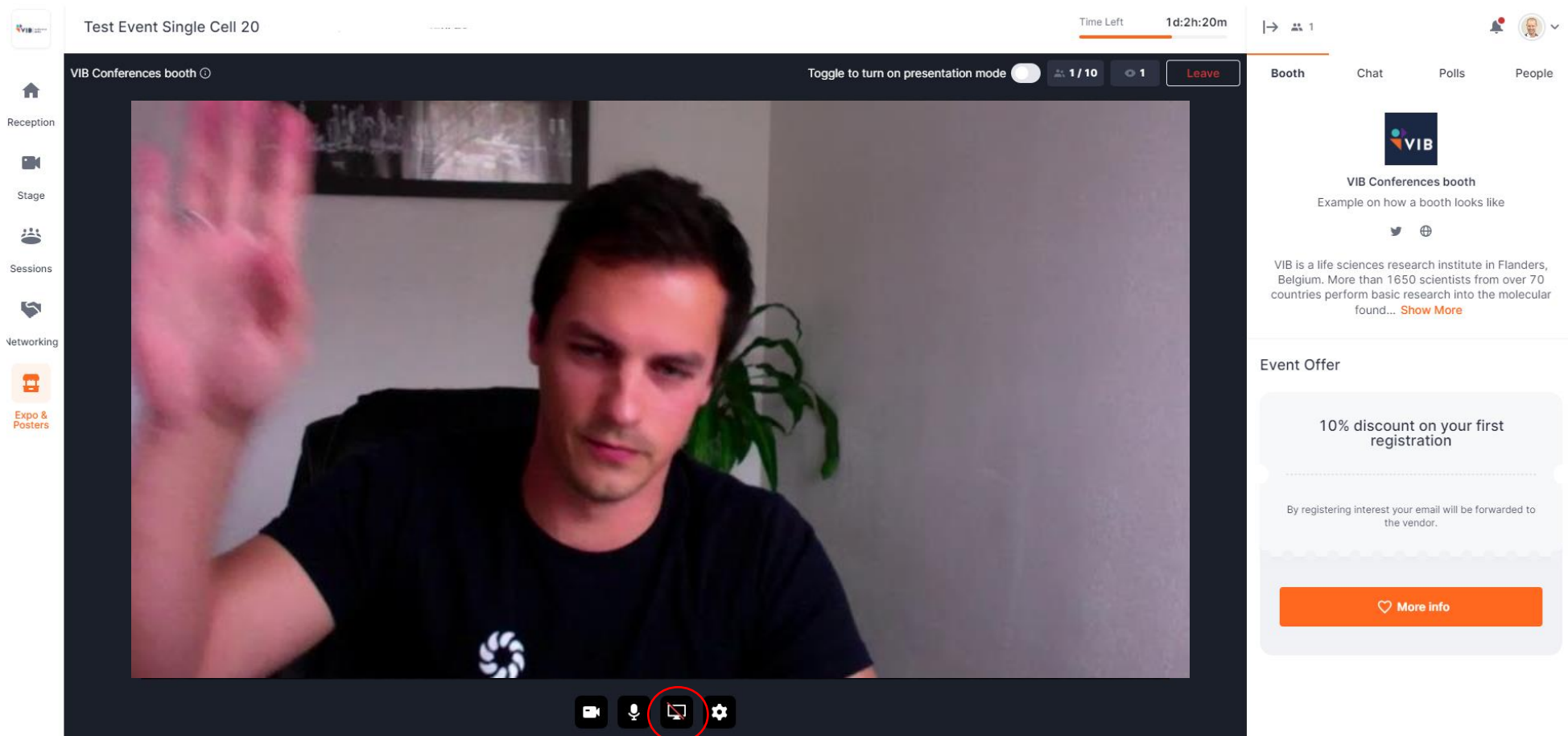
VIB is a life sciences research institute in Flanders, Belgium. More than 1650 scientists from over 70 countries perform basic research into the molecular found... [Show More](#)

Event Offer

10% discount on your first registration

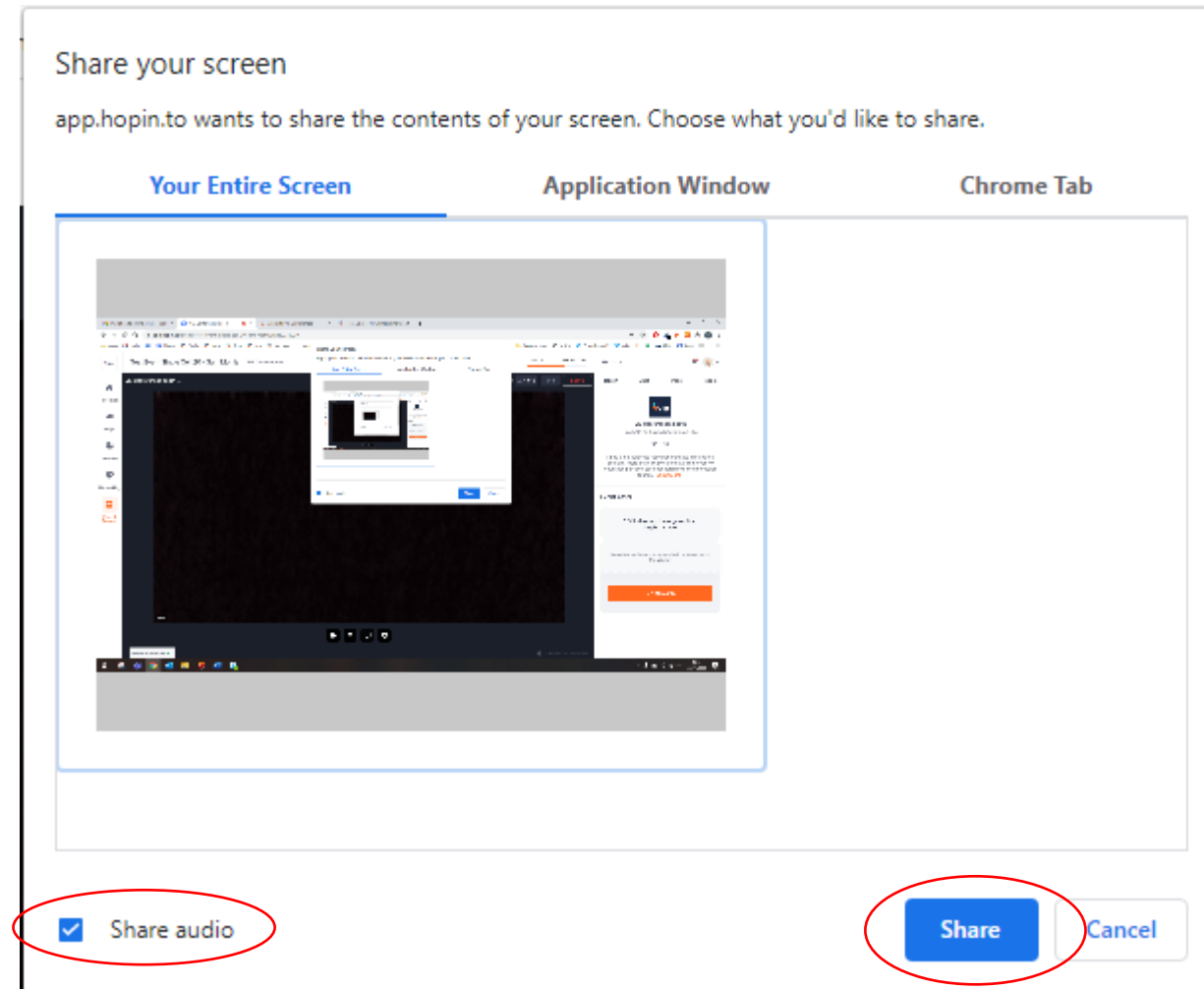
By registering interest your email will be forwarded to the vendor.

[More info](#)

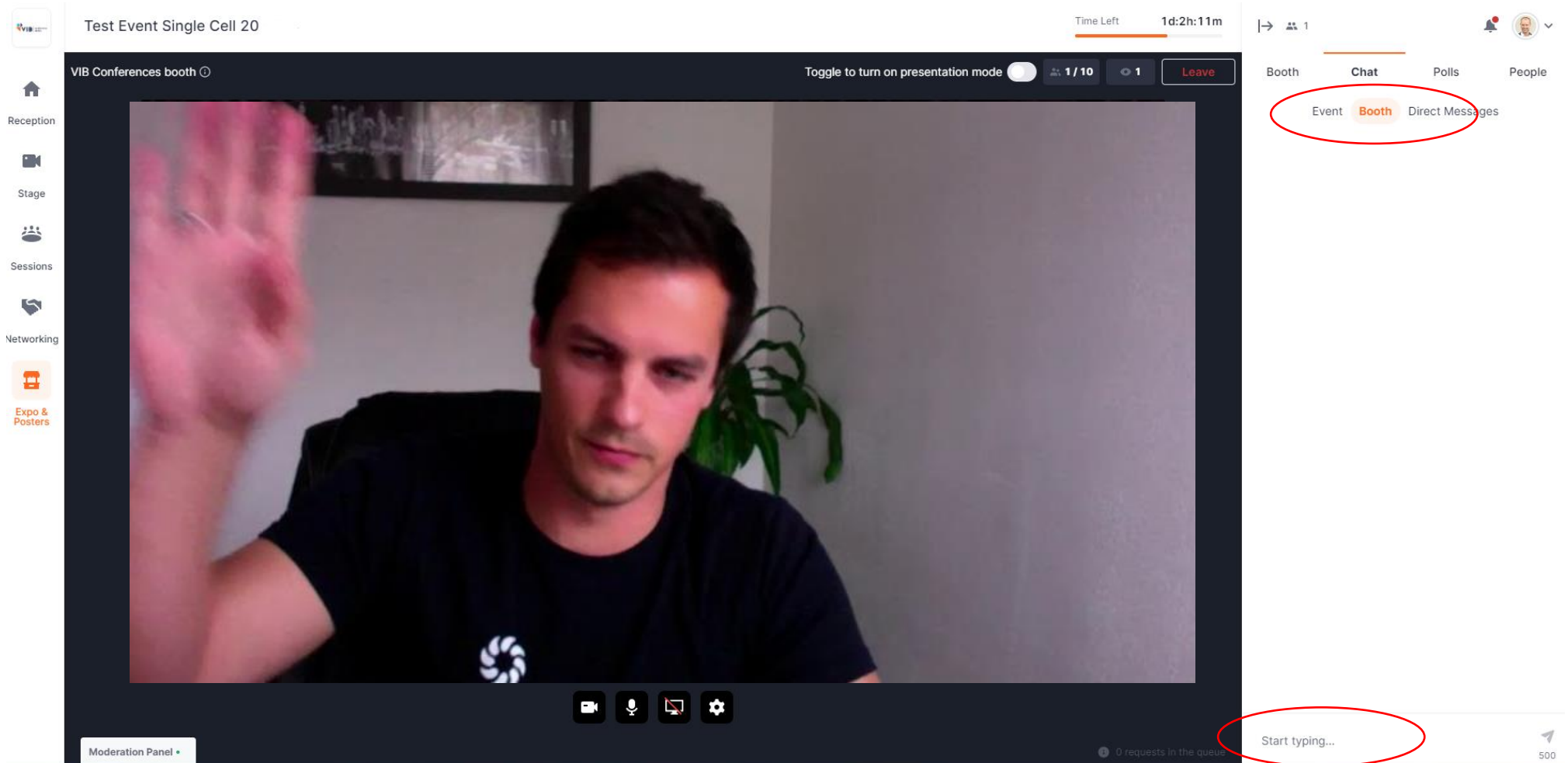


10. If necessary you can share a screen in the booth by clicking on the screen icon.

11. Choose the application, presentation or screen you like to share and press '**Share**'. In case you like to share a video, please make sure the sound is enabled in the same screen.



12. The booth also has a chat function where the attendees can ask questions, and where you can respond. See screenshot below:



13. Event = the event wide chat. The tab direct messages contains messages to and from people directly.

14. If you want to shut down your video/ microphone please use the buttons under the screen. Hopin overrides your 'mute' button on your PC.

15. **1/10** indicates how many people are active in your booth (video & mic). Please note that sharing your screen takes 1 place.
16. The **'eye'** icon next to it shows you how many people are watching your session. This is incognito, so in case you like them to enter the booth you can mention for example 'in case you have questions please feel free to enter the booth' in the booth chat.
17. Next to the time indicator you can see how many people are present on the online platform.

