

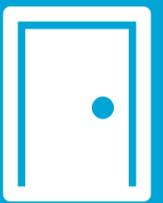


PheedLoop Tips and Tricks for Sponsors and Exhibitors

Also <https://c2021.evaluationcanada.ca/youtube>

INTRODUCTION

- This sheet gives some quick tips and tricks for making the most of the CES virtual event you sponsor. Feel free to refer to it before and during the event.
- If you have any questions or issues logging in, please reach out to c2021tech@evaluationcanada.ca.



GETTING STARTED

- As a sponsor or exhibitor, you will be enrolled in the conference and issued a **sponsor account**.
- It is then your responsibility to **populate** your corporate profile.
- During the conference, **contacts** you establish with delegates will be up to you as well.



SPONSORS' PORTAL

You will be sent a URL to access **your sponsor's portal**. This URL is different from the conference URL where you will interact with delegates. In the Sponsor's Portal, **you can**:

- provide a description of your organization;
- upload documents you want to share;
- place the gamification code you will be given (this acts as a perk to delegates);
- add an MP4 video (up to 100 MB, 16:9 aspect ratio) to promote your organization or your cause.



INTERACTION WITH DELEGATES

- Your corporate profile will be included in the **Exhibit Hall**.
- Delegates will **visit** your virtual booth, watch your video, access your documents.
- Delegates will also be able to **initiate contact** with you through PheedLoop, asking for one-on-one conversations or video chats. Therefore, you should make sure to be logged into PheedLoop and be ready to answer queries.



TROUBLE SHOOTING AND TIPS

- Make sure you are using a **modern browser** (Internet Explorer is not supported by Pheedloop).
- Double-check that you are **copying** email addresses / passwords correctly.
- Ensure you have granted your **browser correct permissions** (such as to access your camera, speakers and microphone).
- Try a **different browser** to bypass any settings which may be causing issues.
- If you have questions, reach out to c2021tech@evaluationcanada.ca.

