

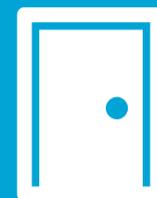


PheedLoop Tips and Tricks for Sponsors and Exhibitors

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) -- feel free to be creative with your gamification code, for example, place it on your website or LinkedIn page, or broadcast it on your Twitter account, or simply put it in your C2021 kiosk.
 - 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.

