

Getting Started

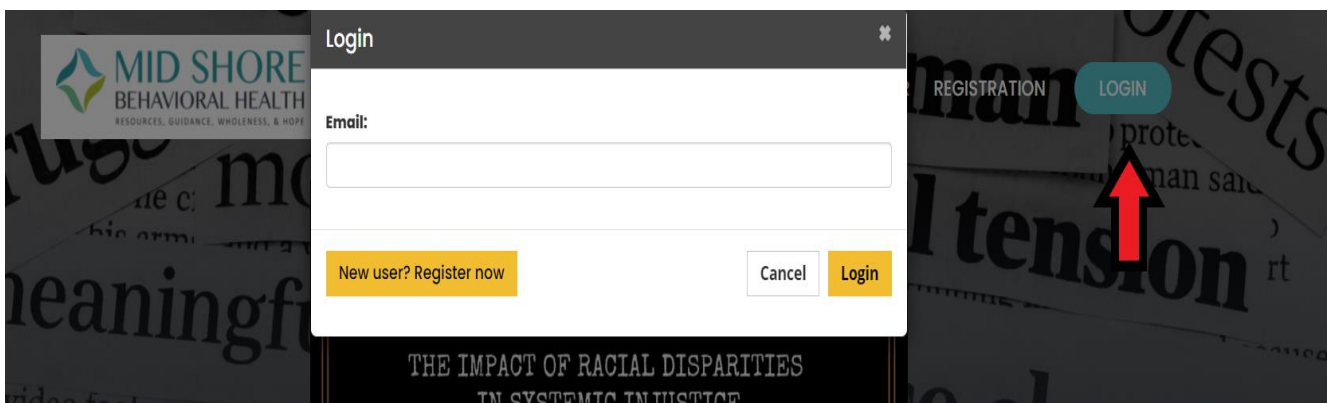
This is your guide to help navigate the **8th Annual SIM Conference** virtual platform vFairs.

Main Page

Type in the URL: <https://8thannualsim.vfairs.com> the address bar of your browser to visit the online event. We recommend that you use either Chrome, Safari or Firefox for best performance.

Log-in

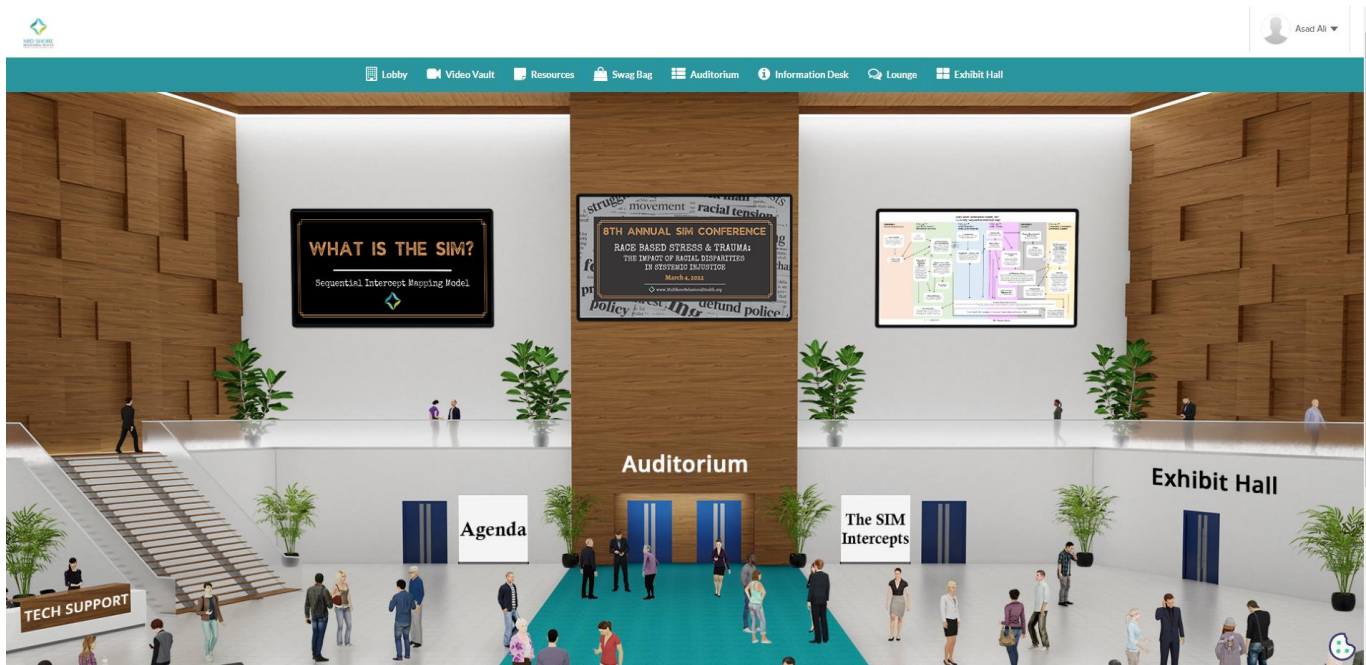
You will be able to log in by entering your Attendee credentials. Enter the email address you used to register yourself to the event. You will be able to login with the email address from that point on.



Navigating your way around the Virtual Fair

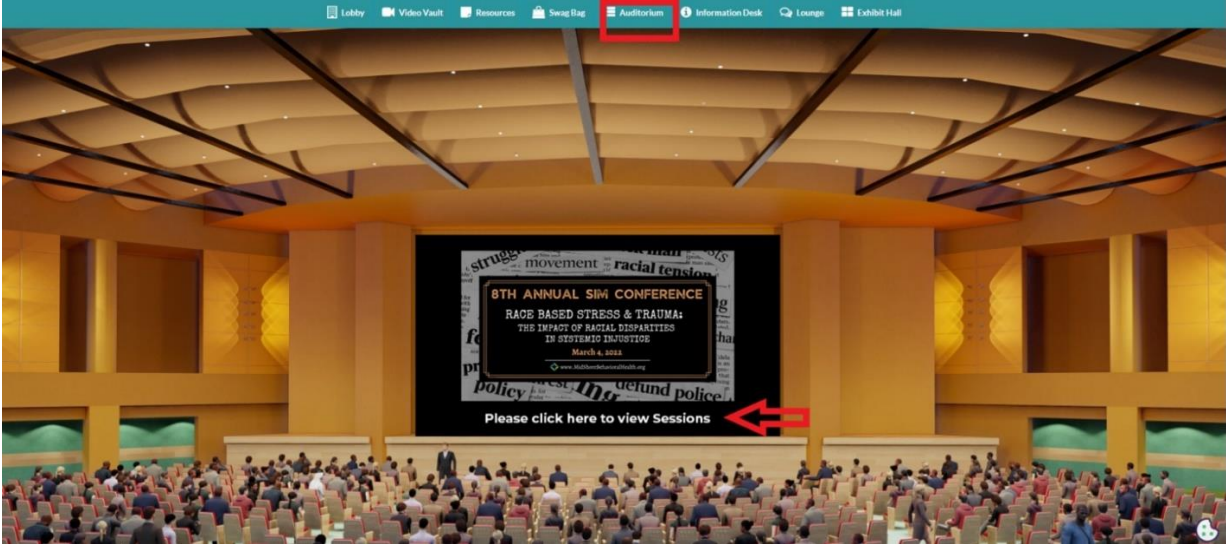
Lobby

As soon as you enter the platform, the first thing you see will be the lobby that will allow you to visit various places including the Exhibit Hall, Auditorium and Lounge by using the blue Navigation Bar at the top of your screen.



Auditorium:

You will be able to join the sessions of the day by going to the Auditorium. Once you are in the Auditorium, click on the screen in the middle to view the complete list of the sessions.



Locate your session from the list of webinars. A **Join** button will appear automatically next to it when it is time for the sessions to start. Click on the Join button to play the video.

The screenshot shows a teal navigation bar at the top with icons and labels for 'Lobby', 'Video Vault', 'Resources', 'Swag Bag', 'Auditorium', 'Tech Support', 'Lounge', and 'Exhibit Hall'. Below the navigation bar is a white search bar. Underneath the search bar is a teal bar with the text 'MARCH 4TH'. Below that, the text 'Welcome to the 8th Annual SIM' is displayed on the left. On the right, the date and time 'March 4, 2022 09:00 (EST)' and '2 days, 6 hours, 57 minutes' are shown. A red arrow points to a blue 'Join' button.

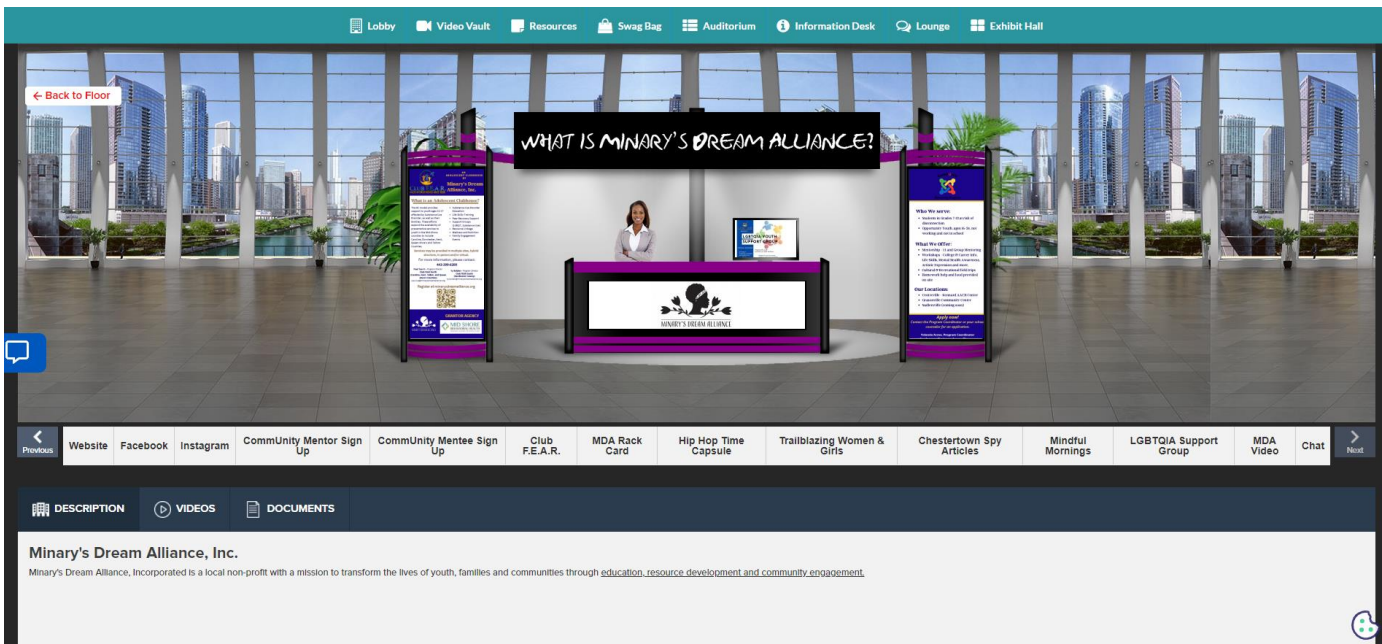
Exhibit Hall:

All exhibitor booths can be seen in the Exhibit Hall. You can view the entire. To see the information available at a specific booth, click on the booth to enter.



Booth View:

Clicking on a booth name will take you inside that company's booth as seen below.

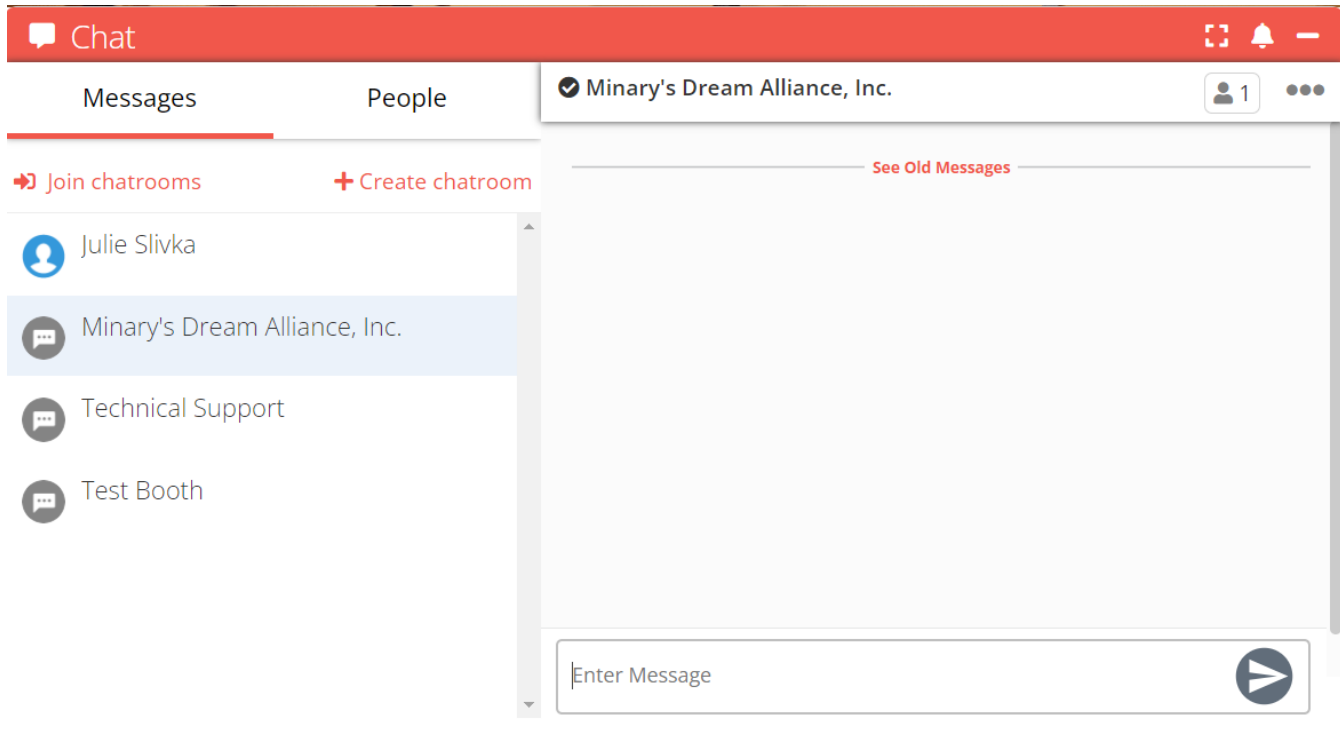


1. **Description:** A brief profile of the company/firm.
2. **Documents:** Displays a list of documents available which can be viewed by clicking on the view button.
3. **Videos:** Displays a list of videos available which can be viewed by clicking on the view button.
4. **Chat:** Clicking on the chat button will take you to the new window "Live chat room"
5. **Briefcase:** If you like a document from a booth, you can add it to your personal Briefcase. You will later be able to email the documents to yourself from your swag bag in the navigation bar.

CHAT INSTRUCTIONS:

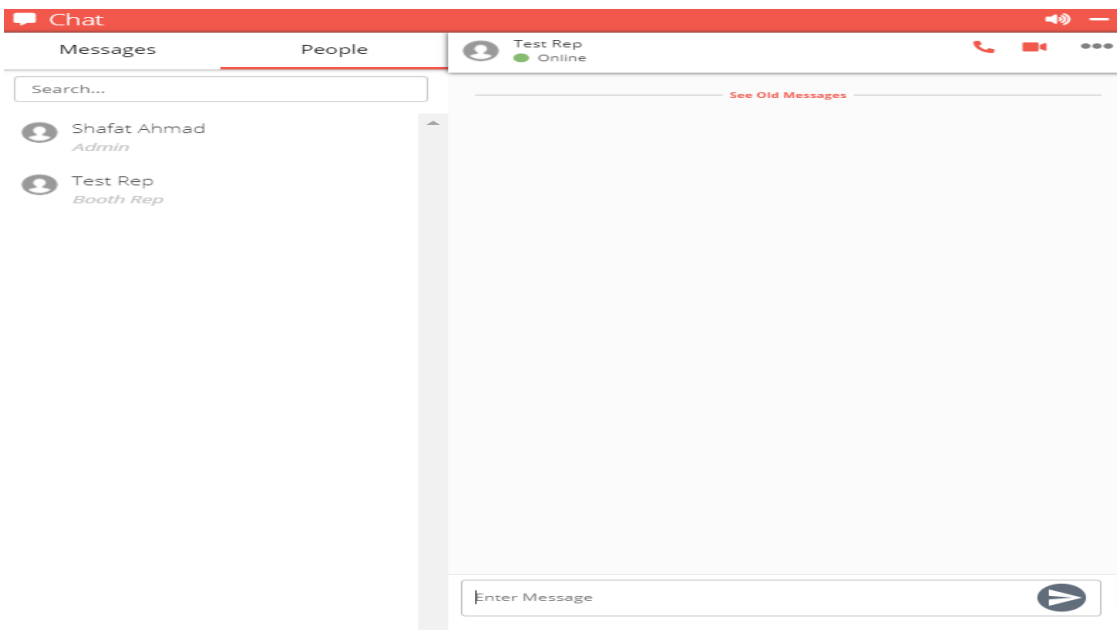
Public Chat

Click on the 'Chat' tab and an embedded chat window will open in the same window. And you'll be taken to the Live Chat room. Clicking on the Messages Tab, all the public chatrooms will appear as shown below. Admins and Attendees can have public as well as private chat.



Private Chat

A booth representative/admin can initiate a chat with an attendee. Likewise, an attendee will be able to initiate a private chat with a booth rep or a fellow attendee. To initiate a private chat, simply hover over the attendee's and click on the **Chat Now** button. If a Booth Rep initiates or receives a private message, it will show up in the **Direct Messages** section of the chat window.



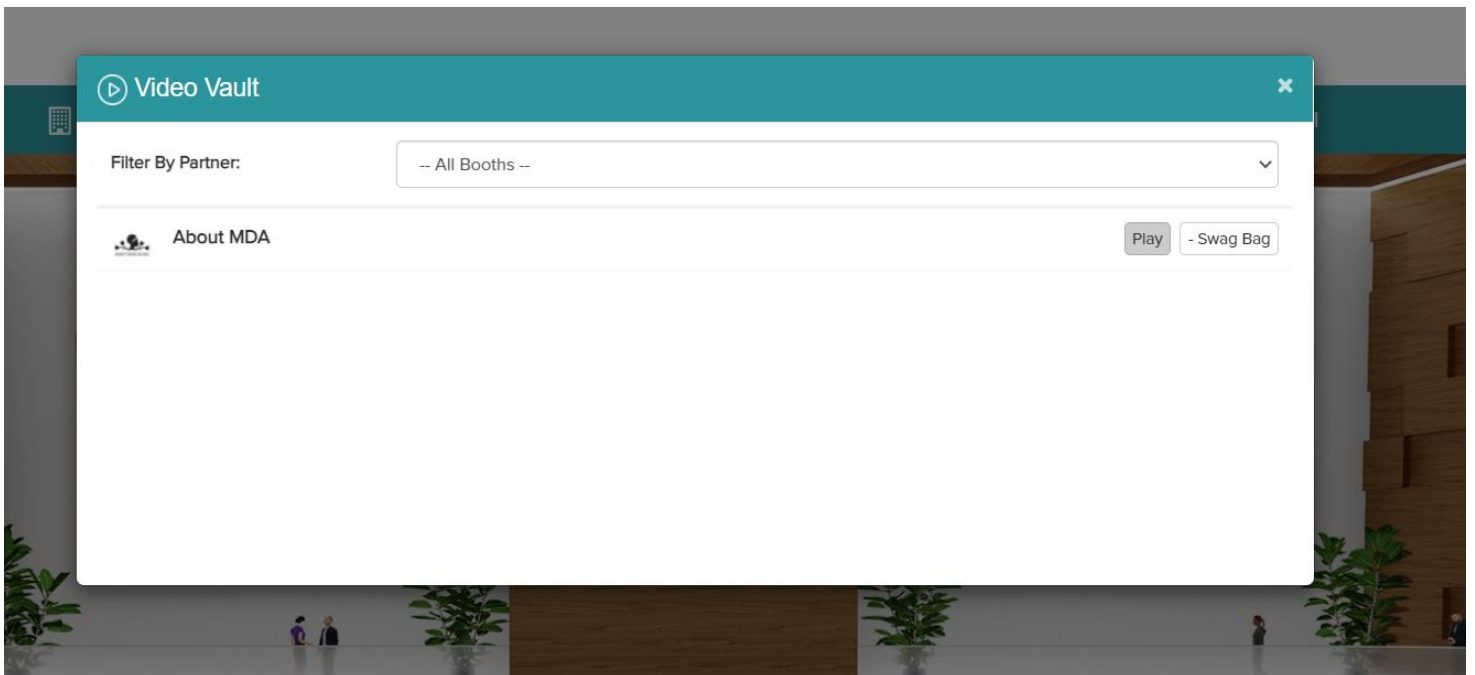
Once you are in the chat platform, you can simply navigate to the top right hand of the screen to the drop down that will allow you to add a profile picture.

Booth Resources:

All Booth Resources are available in the Navigation Bar as well.

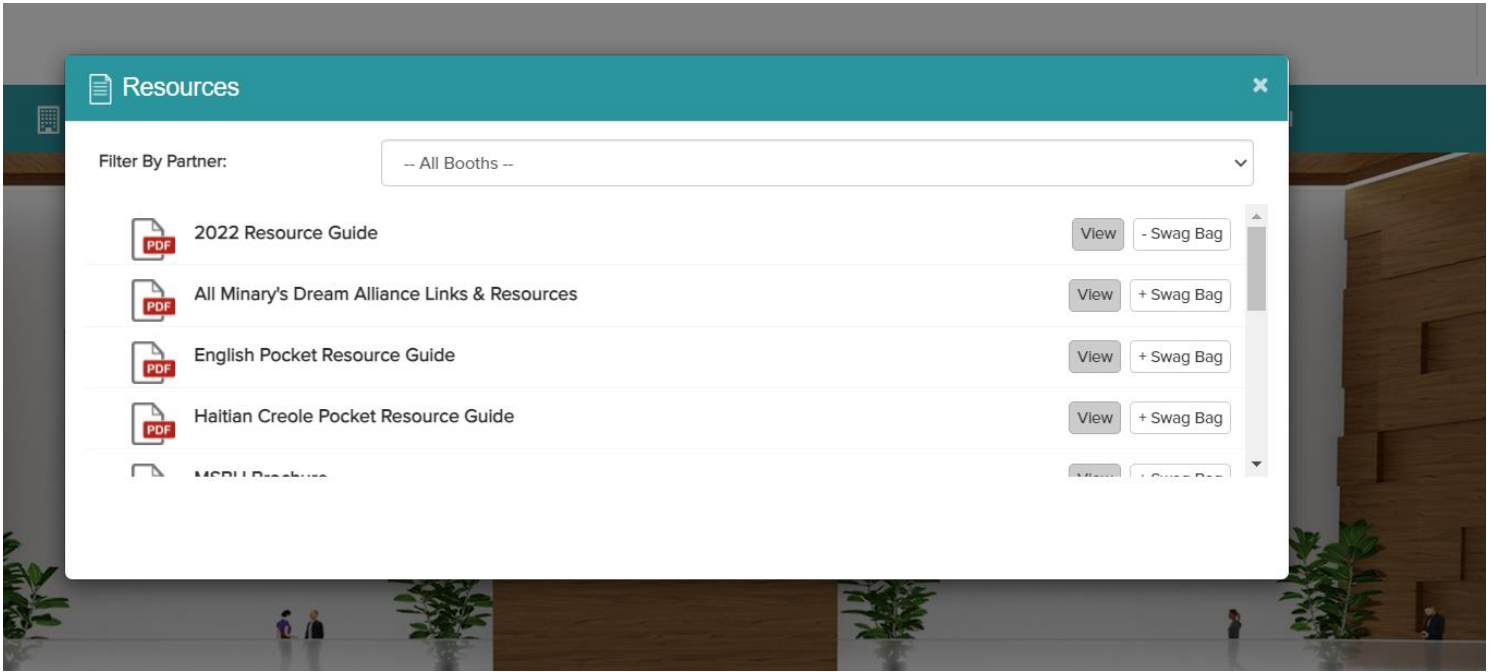
Booth Videos:

The Booth Videos (in the Navigation Bar) is an area which accumulates all the videos uploaded by different exhibitors participating in the event in one place. If you are having one of those lazy days & do not want to visit all exhibitor booths – use the Booth Videos pop-up to filter out videos from exhibitors that interest you.



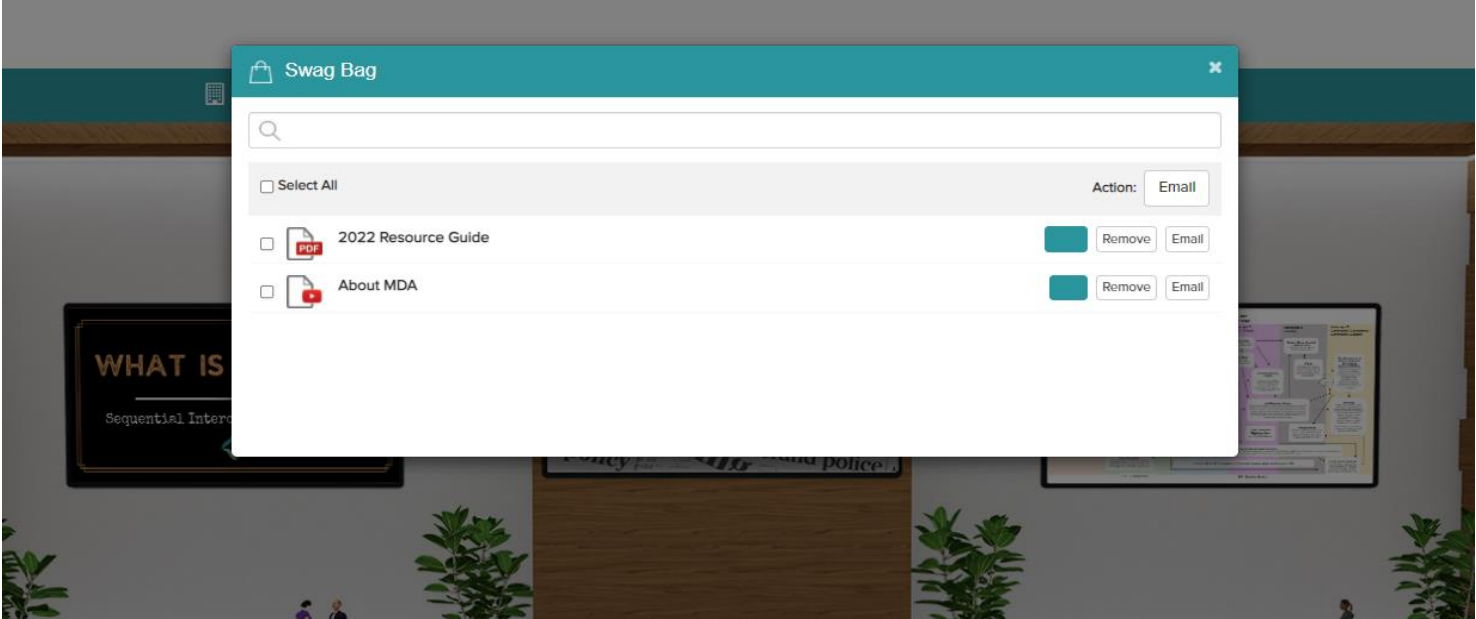
Booth Documents:

Like the video vault, the resources tab accumulates all the documents/ presentations uploaded by different exhibitors participating in the event in one place.



Swag Bag:

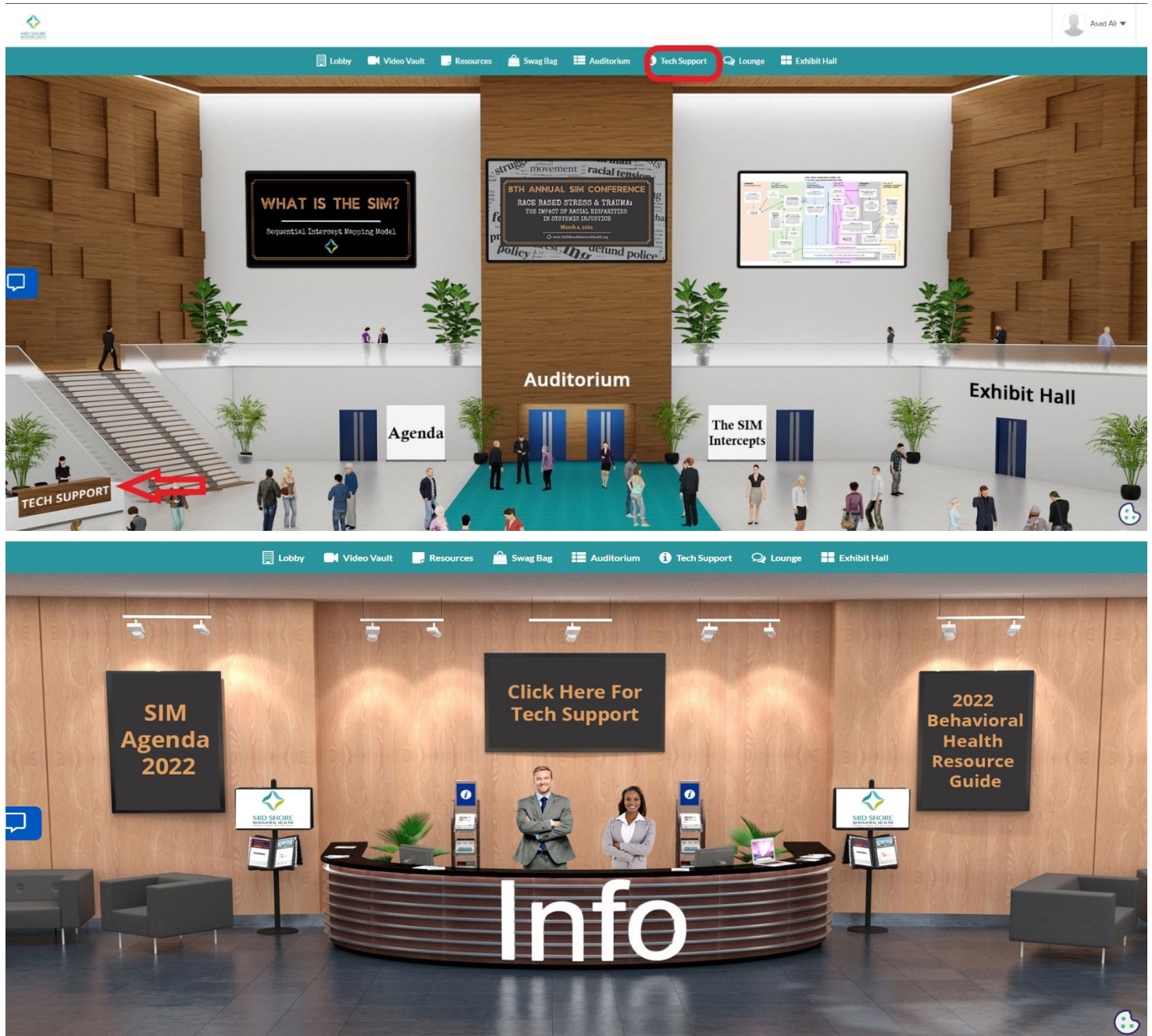
Briefcase is a counterpart to a shopping bag. To add documents in your swag bag, go to Resources tab (in the navigation bar), click on **+Swag Bag** option visible Infront of each listed document & it will be added into your Briefcase from where you can email yourselves the selected documents/videos.



Technical Support

In case of any technical queries, send an email at 8thAnnualSIM@getvfairs.io

The vFairs team will be available to assist you with any issue in the **Tech Support** Chatroom as well, which you can join from the Navigation Bar and from the Lobby.



That is all from our side. We hope you have a great & productive event!