



TRIAL DAY – July 22, 2014

(9.00 am – 6.00 pm Central European Summer Time)

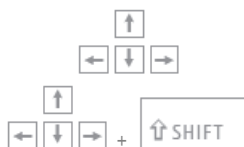
WHAT IS THE TRIAL DAY?

During the trial day, you will have the opportunity to:

- ✓ enter the fair and learn how to move around and interact with others;
- ✓ create your booth assistants;
- ✓ check or edit your profile.

ENTER THE FAIR

Go to <http://webfair.hyperfair.com> and enter your email and password. You will find yourself in front of the fair venue.



To walk

Press the arrow keys on your keyboard

To run

Shift key + arrow key on your keyboard

To find your way

Click on the Map button and teleport to booths

To find people

Click on Search and enter the name of a person or words representing your interests

To give your business card to someone else

Click on an avatar and click on Send your business card

Virtual Bag

Click on it to access all the business cards, brochures and products you saved during the fair. In addition, check your updated booth statistics.

To write a chat message to someone else

Click on an avatar and write a message into the space at the bottom of your window. You can also search the person you'd like to talk to, click on his name and write him a chat message.



CREATE YOUR BOOTH ASSISTANTS

Booth assistants (company staff, agents, etc.) will help you deal with attendees during the fair.


Number of assistants per booth (excluding the exhibitor): silver booth: **1**, gold booth: **3**, platinum booth: **5**

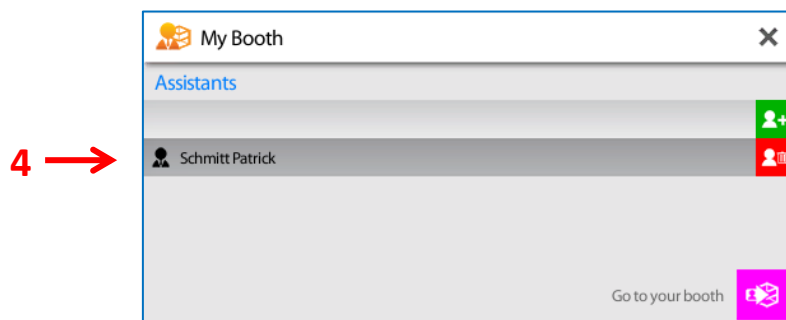
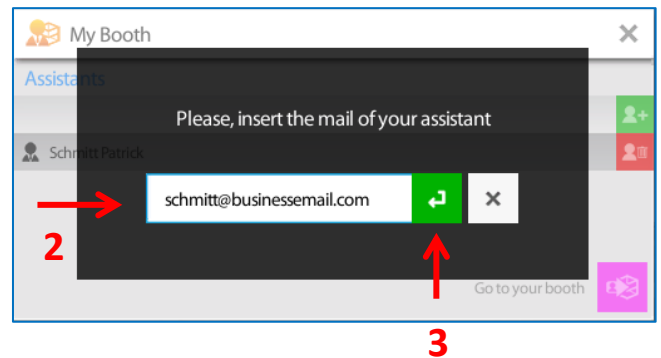
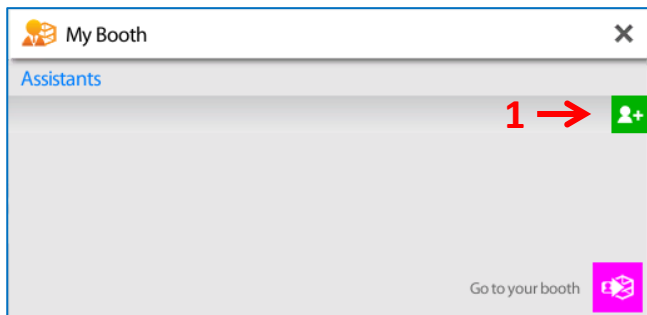
Your assistants need to be registered for the fair as attendees.

To create an assistant:

- Login to the fair;
- Click on the top right corner on the icon MY BOOTH;



- In the “My Booth” window that pops up, click on  (1), enter the email used by the assistant upon registration (2) and click on confirm (3). The name of assistant will appear in the list (4).



The assistant can now access the fair, where he will appear as an exhibitor.

Booth assistants have their own user statistics, but they cannot access booth statistics, which can be viewed and downloaded only by the exhibitor in charge of the booth.

CHECK YOUR PROFILE

Open your profile by clicking on the icon  Profile in the top bar.

Check your business card information. You can edit the data provided upon registration, add or modify your keywords (words that characterize you, your interests and your area of expertise used by the search engine).

Finally, you can choose the aspect of your avatar among the different options.

