

**SOMETHING TO
CHAT ABOUT**

**BROKER
FAIR
2020**


VIRTUAL

Basic Info



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BASIC INFO

WHO CAN NETWORK?

- Booth Reps can network with attendees and other booth reps
- Attendees can network with booth reps and other attendees

HOW TO NETWORK WITH EXHIBITORS

- Scroll the exhibitor booths above from left to right, or top to bottom in the Exhibitor's Index to the left
- Click on the pictures to learn more about each exhibitor
- Click "Chat" to join a group discussion and click on a user name for individual chat or to request a video/audio chat

BASIC INFO

NETWORKING LOUNGE

- **What is a Virtual Lounge?**

- In the Broker Fair Virtual Networking Lounge, you'll be able to network with attendees virtually during the event by simply tapping on the available attendees, checking out their profile, and then requesting a text, audio or video chat
- Features were designed to facilitate networking and 1:1 socialization in a time when events and meetups have been limited to digital-only connection

GROUP CHAT

- Group chat feature available in every virtual booth and networking lounge
- Group chat allows text only (video and audio feature only available for private chat)
- Group chat can be seen by booth reps and online users
 - Online users:
 - Attendees that are active in chat room
- Reps and attendees can reply to a specific message by clicking the reply button on the top left of your message. Reply button will appear when you hover the mouse over the message.

1:1/PRIVATE CHAT

- 1:1/Private chat feature available in every virtual booth and networking lounge
- 1:1/Private chat allows text, audio and video chat
 - Avoid using Internet Explorer when taking advantage of this feature
 - Notification will pop up on the screen when someone is trying to audio/video chat
- 1:1/Private chat can only be seen by participants.
 - Conversation is private, secure and not recorded

VIDEO + AUDIO CHAT

- **Launching audio/video chat**

- Click online user name to view profile and launch private chat
- Click audio or video icon to launch
- Avoid using Internet Explorer when taking advantage of this feature

- **Receiving audio/video chat**

- Notification will pop up on your screen when receiving an audio or video request
- You can accept or deny the request
- Avoid using Internet Explorer when taking advantage of this feature
- Browser must be open to receive notifications

NOTIFICATIONS

- Simply leave your browser open to receive notifications for 1:1 chat requests and active chat rooms
- You can freely move between browser tabs without interrupting the notifications

EXHIBITOR FEATURES

- **Sticky Notes**
 - Leave a status update for active booth attendees
 - Sticky notes will be posted above the group chat section
- **Notes**
 - You can save notes in each attendee profile. This can only be seen by the booth rep

INFO AVAILABLE IN BOOTH

- Booth reps that are online
- Attendees (Online Users) that are online and are active in booth/chat room