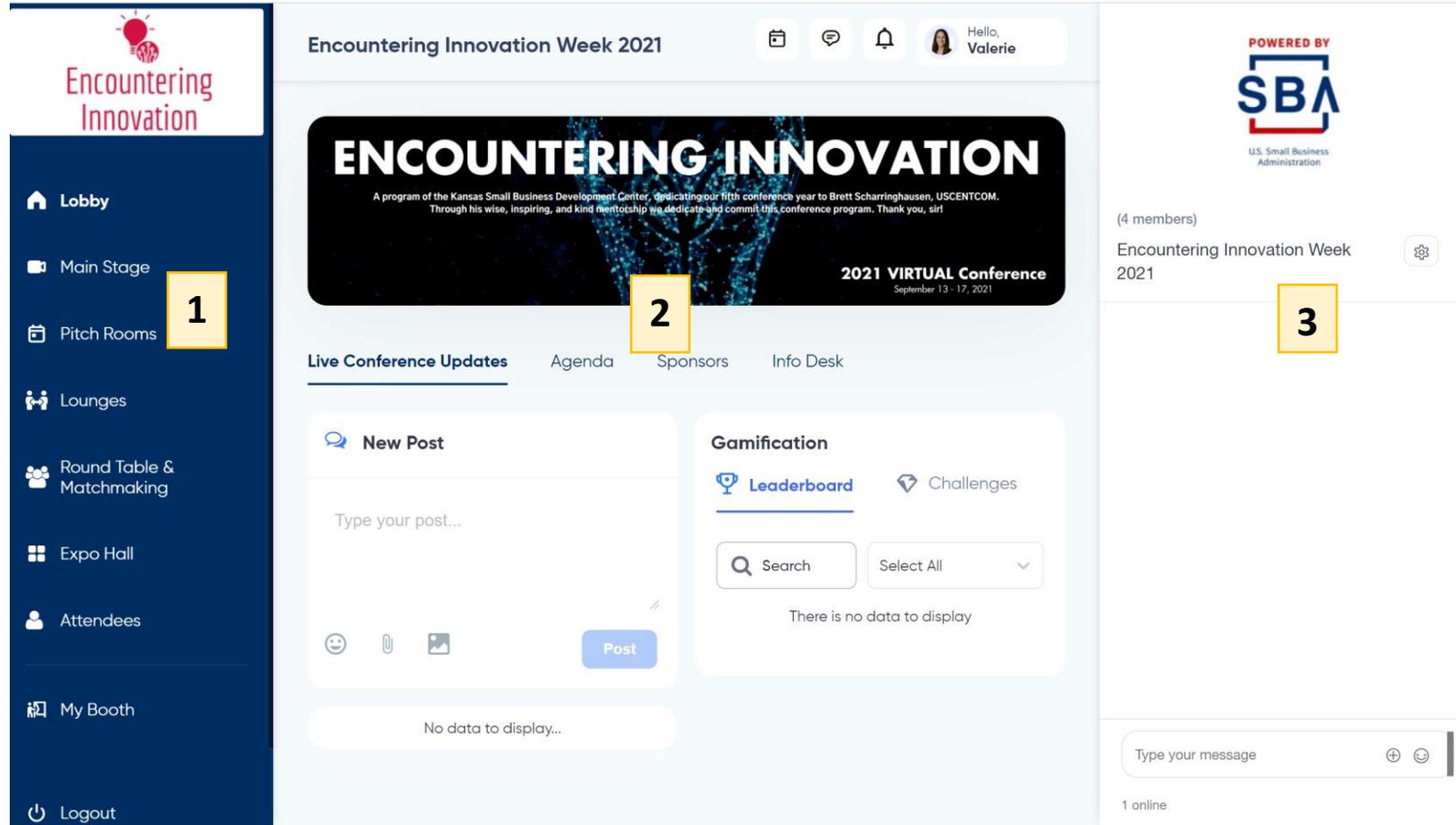


The virtual event hub is where the virtual event takes place, this is what you will see after you click the Enter Event button from the [event page](#). This screen has 3 areas:

1. Navigation Menu
2. Activity Area
3. Chat Area



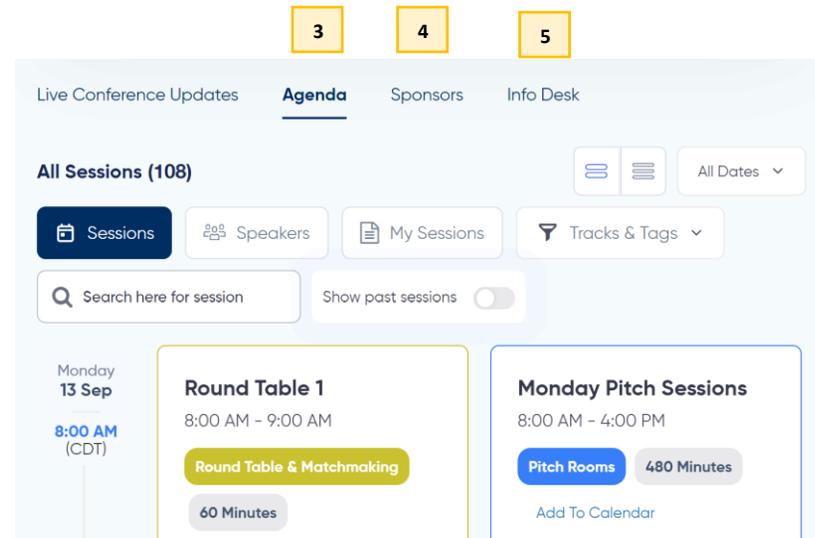
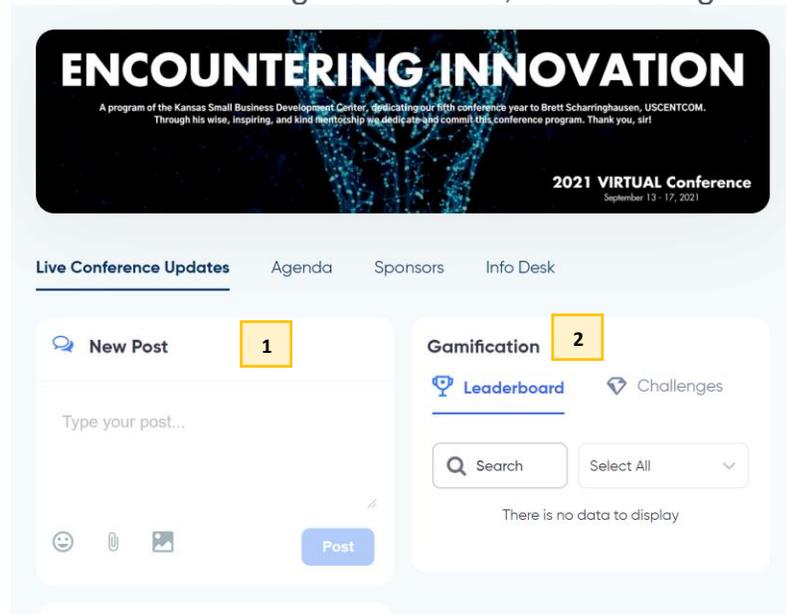
The Navigation Menu

This will show you all the available sections in the event, you can click the tabs to get to the sessions you want to attend, exhibitor booths you want to visit and connect with other attendees. If you're a speaker, you can also see a list of talks that you are involved in and as an exhibitor, you'll have access to edit your booth.

Lobby

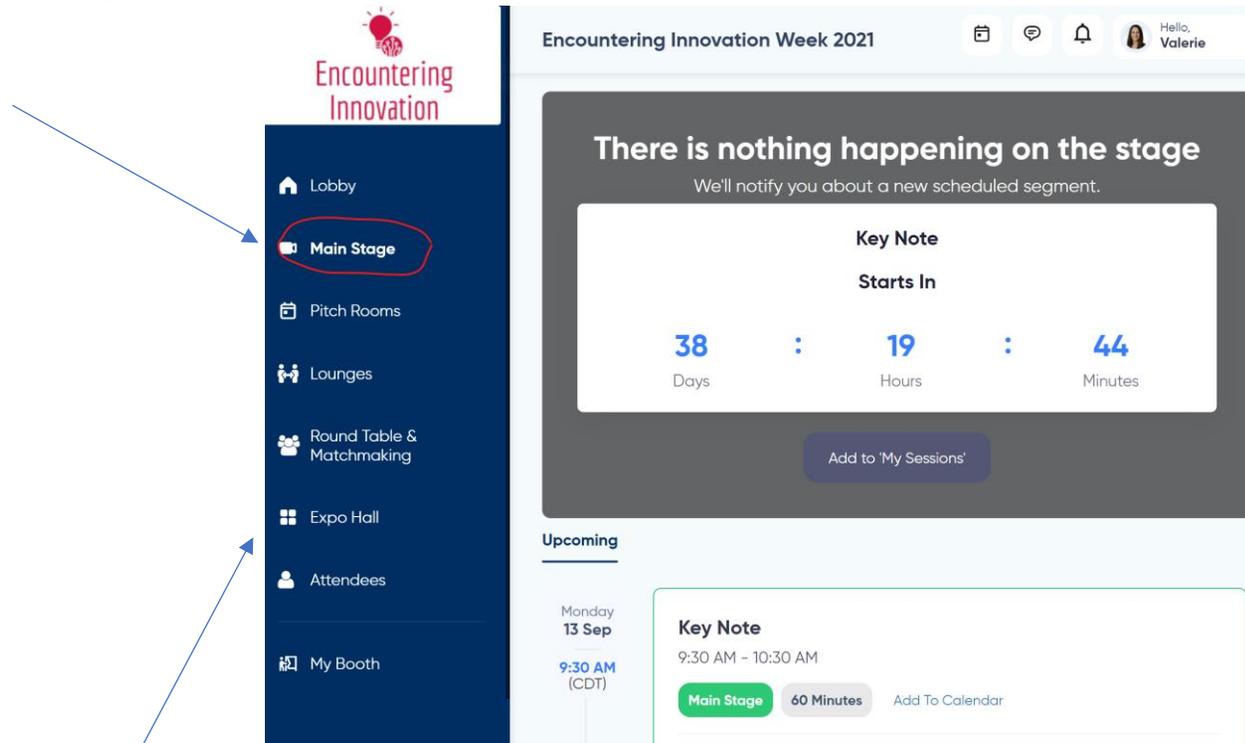
This is what you see when you first enter the virtual event hub where you can see the feed, leaderboard, agenda and sponsors.

1. Feed - this is like your Facebook wall where people can post. Admins can post here and if admins has enabled it, attendees can post too (up to 1900 characters).
2. Leaderboard - this is the results for gamification. [You may click here for gamification rules.](#)
3. Agenda - this is a complete list of all the sessions for the virtual event
4. Sponsors - complete list of sponsoring companies for the event
5. Info Desk – general FAQs, how to navigate the event, etc.



Main Stage

This is where you will see the main stage sessions. Event organizers usually place their major sessions here like keynotes, event kick-offs, or conclusions as the Stage is featured prominently on the virtual event hub. Only one Main Stage session can be run at a time as the intent of these sessions is that the majority of attendees will be tuning in to it.



Expo Hall

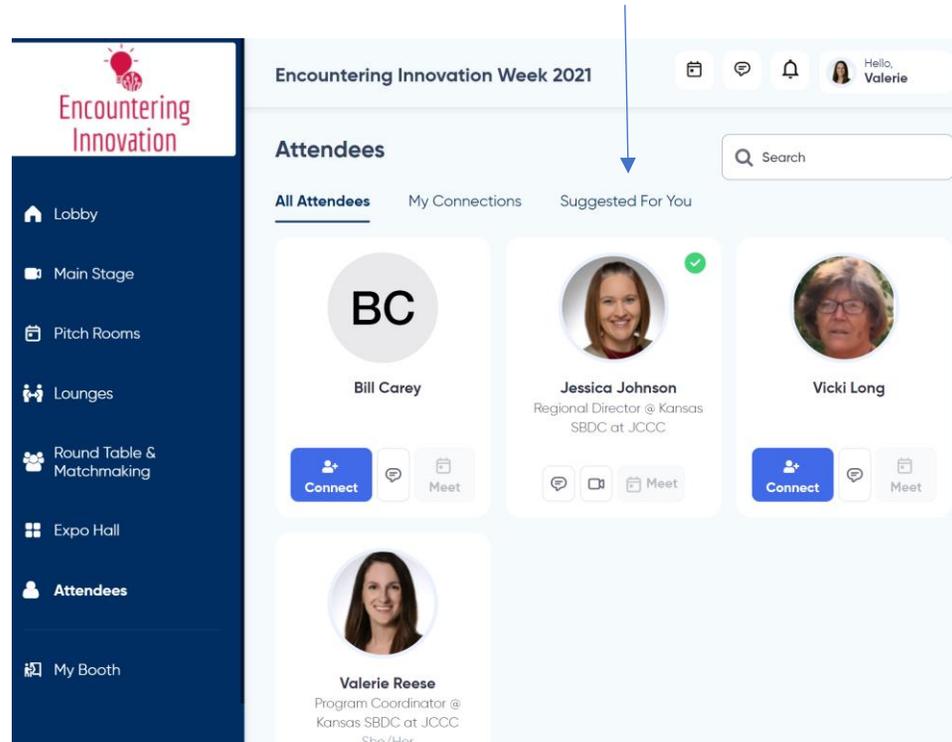
This is where you can see all the exhibitor booths. You can search for them by exhibitor booth name or category name. To enter a booth, just click the right arrow in the booth. Inside the booth you'll see the company details, videos, live stream, offers and products. You will also be able to chat with company representatives, set an appointment with them and download files.

Attendees

This is where you will see a list of attendees and their profiles. Here you can request to be connected (like a friend request), send them a direct message, request for a meeting, and have a video call during your meeting.

[Click here for more information on connecting with attendees.](#)

The “Suggested For You” area picks Attendees who share similar interests as you (which are selected/entered when you’re setting up for your profile).

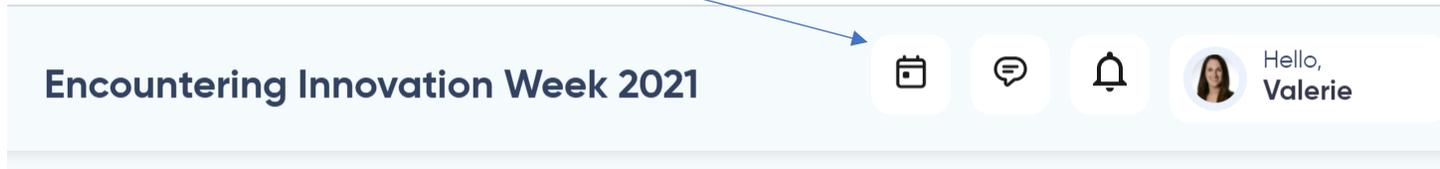


My Booth

This tab is only visible to exhibitors, here you will be able to update your booth information, see the leads you've collected, chat with leads, add other exhibitor admins and lead retrievers and add products to your booth. [Click here for more information on what to do as an exhibitor.](#)

The Activity/Notification Area

This is the center part of the virtual event hub, what you see here would depend on which tab you're accessing in the navigation menu. On top you'll see 3 buttons that are consistently there wherever you are in the virtual event hub.



- **Calendar** - this is where all your appointments are. If you set meetings with exhibitors or other attendees, you'll be able to start your meeting from there.
- **Message** – opens direct message requests
- **Notification** - if someone requests a meeting or requests to connect with you, you'll see a red notification badge.
- **Profile** - this is where you can add your profile picture and add other information. You may also set whether you want people to send you direct messages or not.

The Chat Area

This is where you can type your public messages.

The chat rooms change depending on where you are. For example – when on the Lobby page, typing into the chat types into the General full-conference chat area. If you've entered a Keynote session, the chat adapts to JUST go to everyone in the same session.

The people tab in the chat area will let you know which Attendees have entered that session, a list of all admins for your event and the speakers for that session too. Aside from the people tab, there's also an option for adding polls and Q&A. Click here for information [Polls](#) and [Q&A](#).

The **members** number on top of the chat refers to the number of people that have entered the virtual event hub including admins, attendees, exhibitors and speakers.

The screenshot displays a chat application interface. On the left, there is a sidebar with a 'Channels' tab and a list of chat rooms: '#Virtual Test Event' (selected), '#Archer (Exhibitor)', '#Google (Exhibitor)', '#Accelevents Active (Exhibitor)', and '#Cool Indie Visual M... (Exhibitor)'. A 'Load more' button is at the bottom of the list. The main chat area shows the 'Dodgers' logo at the top. Below it, a settings menu is open, showing 'Event Notification Sound' and 'Event Popup Notification' both turned on. A left arrow is visible to the left of the member count '(663 members)'. At the bottom of the chat area, a '1 online' indicator is shown. The chat history includes a message from 'Thariq Test [Exhibitor]' and a message from 'Kirsten Smith'.

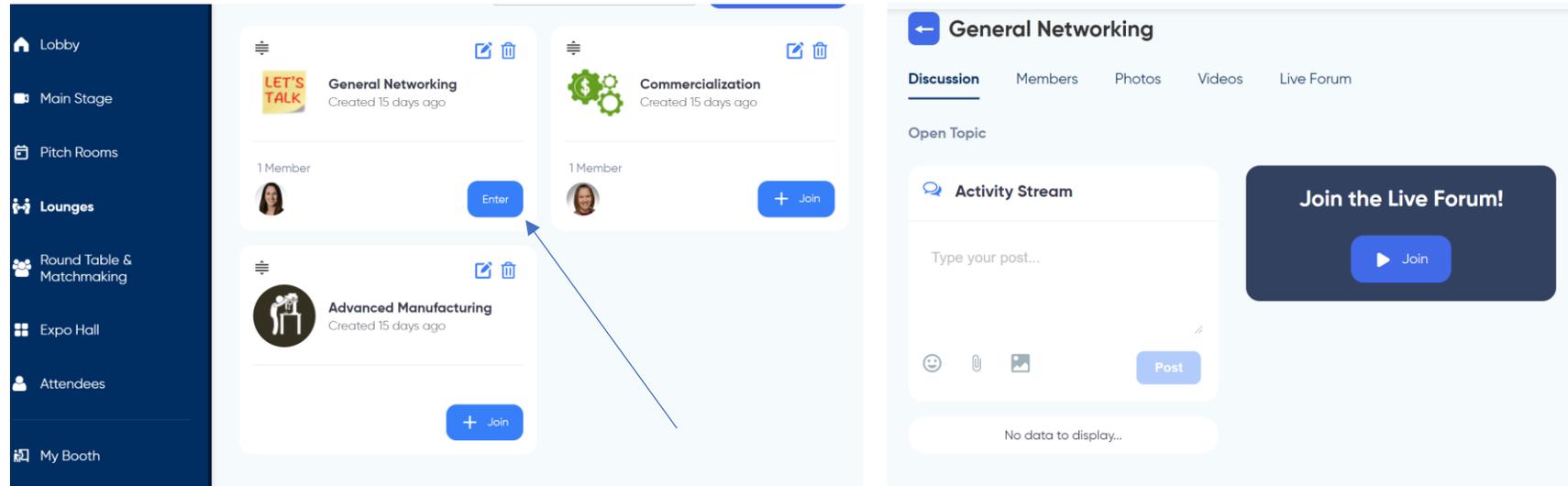
The **online** number at the bottom of the chat refers to the number of people who are currently online inside your virtual event hub.

The **gear icon** allows you to enable pop up and sound notifications when receiving chat messages.

The **left arrow** lets you navigate to other chat rooms and see your direct messages. When you receive a direct message, you should be able to see a double flick on the left arrow to indicate that a new direct message is received.

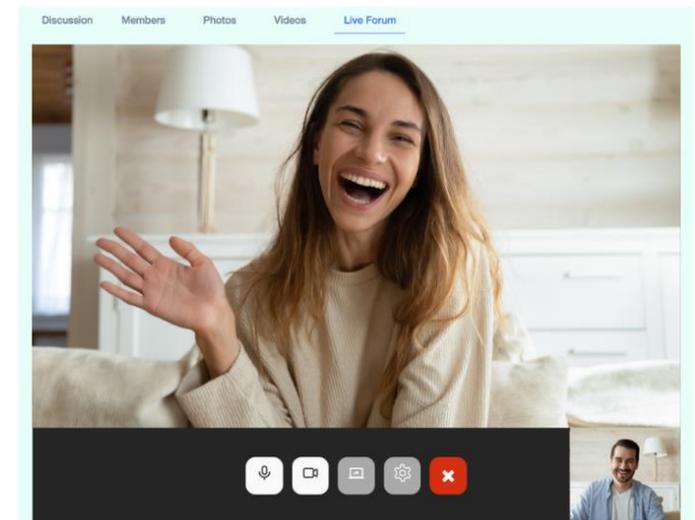
Lounges

The Lounges are virtual rooms where specific topics can be discussed, along with an option to meet people through a live forum. Attendees are also welcome to create discussion posts, add images and videos.



Click the Join button on your Lounge, in there you will see these tabs:

- **Discussion** - allows to you post content in your lounge. There is also a "Join" button that will take you to the Live Forum tab.
- **Members** - allows you to see who has entered the lounge
- **Photos** - allows you to post images (200 x 200 pixels .jpg and .png)
- **Videos** - allows you to upload videos (up to 5gb)
- **Live Forum** - allows you to join a live video group session

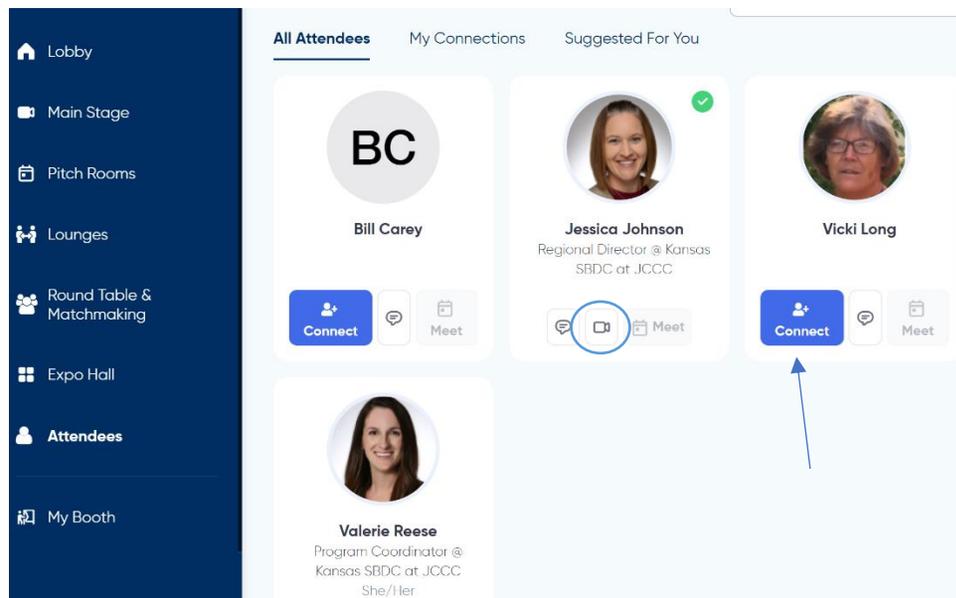


Attendees & Connecting With Others

One of the main reasons why people attend conferences is to connect with other people to expand their professional and social networks. With Accelevents, you can send private messages to other attendees and have one on one video meetings with people you meet in the virtual event!

Here are some of features of the People tab:

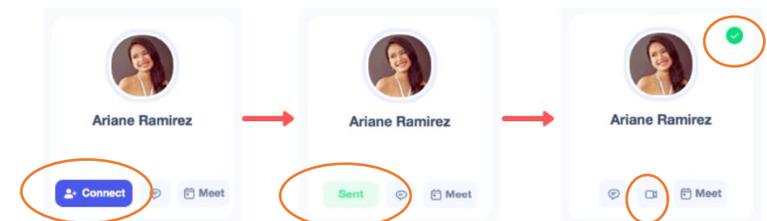
- [Connect](#)
- [Chat](#)
- [Request to Meet](#)
- [One on One Video Meeting](#)
- [Conference Video Meeting](#)



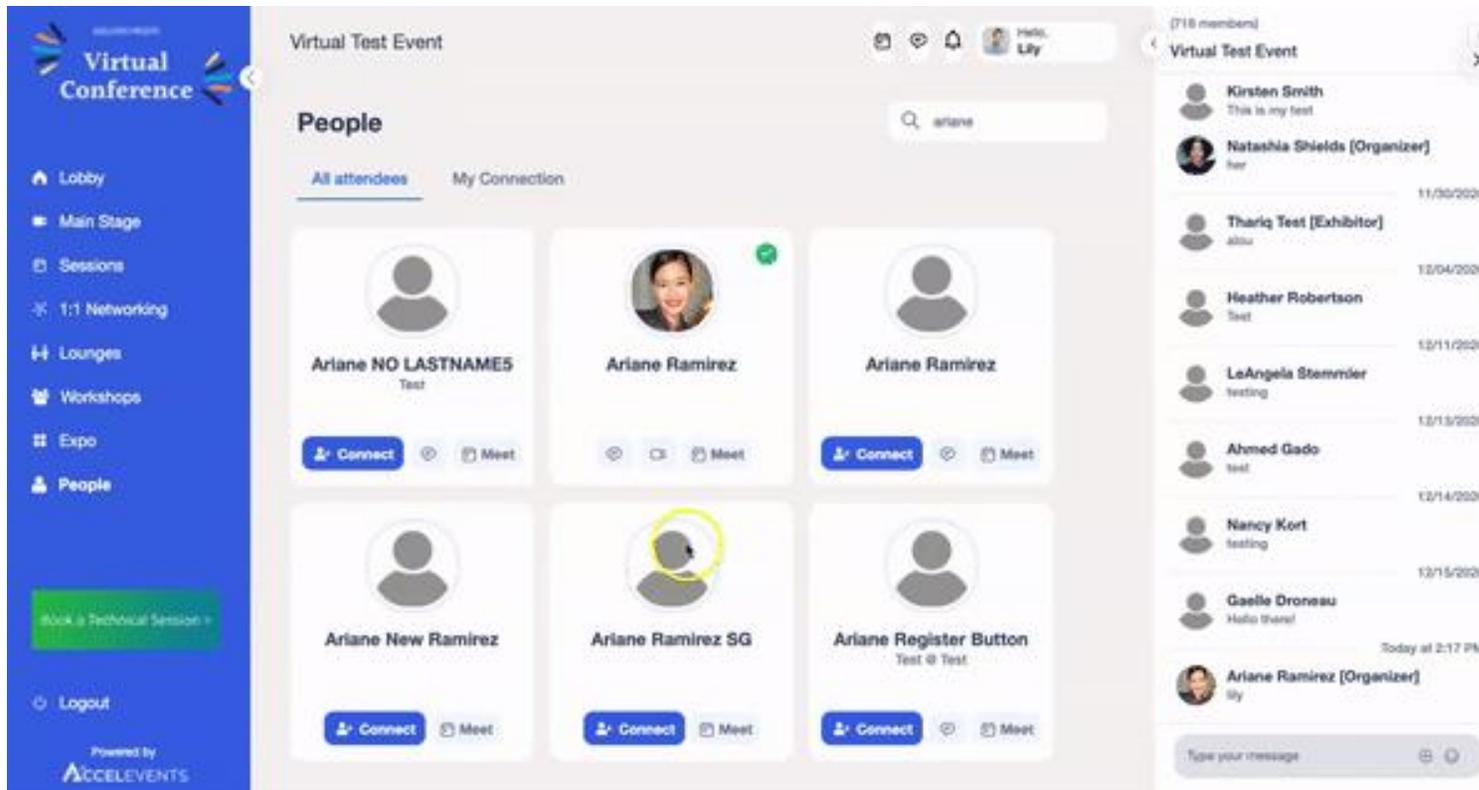
To start connecting with other attendees, click the **People tab** from your virtual event hub. In the People tab you will see all the attendees. By clicking the **Connect Button**, this will send a request to be connected with the other attendee, and once the request is approved, you can start video chatting with them.

- When the Connect button is clicked, it changes to "Sent"
- The other attendee should receive a notification badge on the bell icon after you click Connect
- When the other attendee approves the connection by clicking Connect from the notification, the Sent button disappears and is replaced by a video button and the other attendee is added to your My Connections tab
- When you are connected with another attendee, you can start a one-on-one video meeting with them by clicking the video button

• **Note:** You may only have a video meeting if your connection is approved or if a meeting appointment is approved



Chat with an Attendee



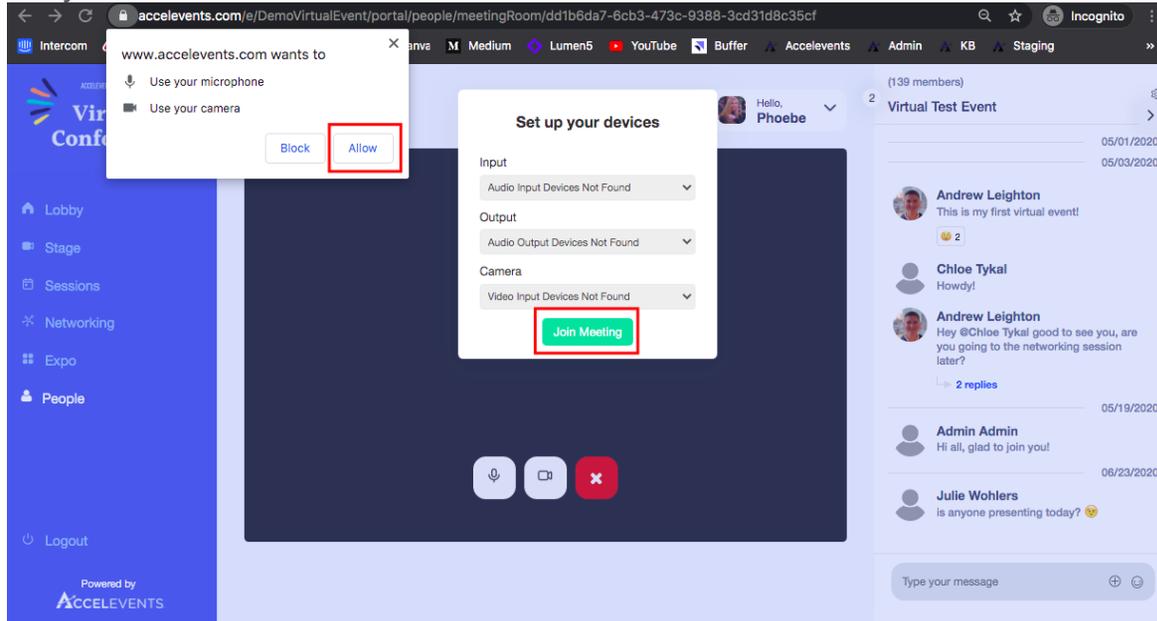
To chat with an attendee, you don't need to be connected. You can send private messages to them by clicking the **Chat Button**.

- When the Chat button is clicked, the existing chat on the right side updates to a private chat between you and the other attendee
- When you receive a reply from the other attendee, you should see a notification on the upper left side of the chat

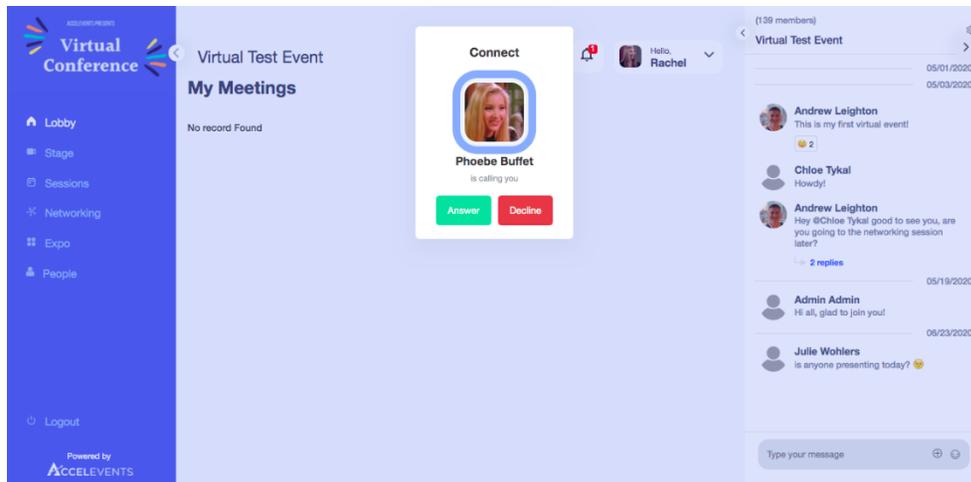
One on One Video Meeting

When a video call is initiated through the video button or start meeting button, it should prompt to allow microphone and camera access on the browser and to join the meeting. Click those buttons to start the meeting. The other attendee should see a pop-up to accept or decline the video call.

On your end:



On the other attendee's end:



When both parties accept, you can start your live video call!

Note: If you're on a call with someone, there will be no indicator that you are currently in a call if someone is viewing your profile in the People tab.