

EXHIBITOR'S GUIDE TO THE *VIRTUAL* WCET ANNUAL MEETING



Thank you for being part of #WCET2020! We are looking forward to having you at the WCET 32nd Annual Meeting Seminar Series. Here are some things to keep in mind to make the most of your exhibitor experience:

Set up your booth in the Exhibitor Portal

See the [PheedLoop Video Tutorial](#). This video was created by PheedLoop and may not completely match WCET's use case; if you have questions, reach out to [Kim Nawrocki](#).

Follow these steps to make your WCET booth a success:

1. Fill in your company profile details and add design elements. These are also assigned tasks - mark as completed so WCET staff is alerted that your profile is ready to review.
2. Add booth managers as needed, or contact [Kim Nawrocki](#) for assistance adding more staff. Booth managers will not have a login to the portal but will be able to manage the booth in virtual event networking.
3. Purchase lead retrieval, if desired. If your sponsor package includes lead retrieval, it has been added for you.
4. Upload resources and information for attendees to access at your exhibit booth. With lead retrieval, you can require that attendees provide contact information to download resources.

Live Experience

We officially kick off the virtual event October 6, 2020. **Watch this [video](#)** from PheedLoop to understand what to expect during the live event.

Gamification

We're using gamification as a fun scavenger hunt and attendees will receive 25 points for each exhibitor code they find. Feel free to share your unique code during a live demo, in your booth description, or in the chat – it's up to you! Contact [Kim Nawrocki](#) for your code.

Video Demos

Lead retrieval gives you the option to share video in a live demo experience. This live video booth is available to you **except** during our general sessions, 9:00-10:00 AM MT. Attendees will see a "Join Live" option on booths where this is enabled.

Booth Times

Here is a list of times (listed in Mountain Time) for breaks and networking activities when we think booth "foot traffic" will be most likely. We know this is a lot to staff, and you do not need to staff your booth at all times – if you are unavailable, put a message in the chat letting attendees know that you've stepped away.

Session	Description	Date	Start Time	End Time
Networking Activity	Meet and Greet	10/6	8:30 AM	8:50 AM
Break	Break	10/6	8:50 AM	9:00 AM
Break / Exhibit Hall	Break / Exhibit Hall	10/6	10:00 AM	10:30 AM
Break	Break	10/6	11:15 AM	11:30 AM
Break / Exhibit Hall	Break / Exhibit Hall	10/6	12:15 PM	1:00 PM
Networking Activity	BYOP- bring your favorite person or pet	10/6	3:00 PM	4:00 PM
Networking Activity	Birds-of-a Feather Social	10/7	8:30 AM	8:50 AM
Break	Break	10/7	8:50 AM	9:00 AM
Break / Exhibit Hall	Break / Exhibit Hall	10/7	10:00 AM	10:30 AM
Break	Break	10/7	11:15 AM	11:30 AM
Networking Activity	Virtual Lunch	10/7	11:30 AM	12:00 PM
Break / Exhibit Hall	Break / Exhibit Hall	10/7	1:00 PM	1:30 PM
Networking Activity	BYOB- bring your favorite beverage or book and discuss.	10/7	3:00 PM	4:00 PM
Networking Activity	Morning Recharge and Self Care	10/8	8:30 AM	9:00 AM
Break / Exhibit Hall	Break / Exhibit Hall	10/8	10:00 AM	10:30 AM
Break	Break	10/8	11:15 AM	11:30 AM
Break / Exhibit Hall	Break / Exhibit Hall	10/8	12:15 PM	1:00 PM
Networking Activity	#WCET2020 Lingo Bingo	10/8	3:00 PM	4:00 PM
Networking Activity	Virtual Coffee	10/13	8:30 AM	9:00 AM
Break / Exhibit Hall	Break / Exhibit Hall	10/13	10:00 AM	10:30 AM
Break	Break	10/13	11:15 AM	11:30 AM
Break / Exhibit Hall	Break / Exhibit Hall	10/13	12:15 PM	1:00 PM
Networking Activity	Mindfulness Workshop	10/13	3:00 PM	4:00 PM
Networking Activity	Walk and Talk	10/14	8:30 AM	9:00 AM
Break / Exhibit Hall	Break / Exhibit Hall	10/14	10:00 AM	10:30 AM
Networking Activity	Virtual Lunch	10/14	12:00 PM	1:00 PM
Break / Exhibit Hall	Break / Exhibit Hall	10/14	2:00 PM	2:30 PM
Networking Activity	Movie Reviews	10/14	3:00 PM	4:00 PM
Networking Activity	Morning Recharge and Self Care	10/15	8:30 AM	9:00 AM
Break / Exhibit Hall	Break / Exhibit Hall	10/15	10:00 AM	10:30 AM
Break	Break	10/15	11:15 AM	11:30 AM
Break / Exhibit Hall	Break / Exhibit Hall	10/15	12:15 PM	1:00 PM
Networking Activity	Final Social	10/15	3:00 PM	4:00 PM
Exhibit Hall		daily	drop in	drop in

Networking Activity	Meet and Greet	11/2	8:30 AM	8:50 AM
Break	Break	11/2	8:50 AM	9:00 AM
Break / Exhibit Hall	Break / Exhibit Hall	11/2	10:00 AM	10:30 AM
Break	Break	11/2	11:15 AM	11:30 AM



Session	Description	Date	Start Time	End Time
Break / Exhibit Hall	Break / Exhibit Hall	11/2	12:15 PM	1:00 PM
Networking Activity	BYOP- bring your favorite person or pet	11/2	3:00 PM	4:00 PM
Networking Activity	Birds-of-a Feather Social	11/3	8:30 AM	8:50 AM
Break	Break	11/3	8:50 AM	9:00 AM
Break / Exhibit Hall	Break / Exhibit Hall	11/3	10:00 AM	11:00 AM
Break	Break	11/3	12:15 PM	12:30 PM
Break / Exhibit Hall	Break / Exhibit Hall	11/3	1:15 PM	2:00 PM
Networking Activity	BYOB- bring your favorite beverage or book and discuss.	11/3	3:15 PM	4:00 PM
Networking Activity	Morning Recharge and Self Care	11/5	8:30 AM	9:00 AM
Break / Exhibit Hall	Break / Exhibit Hall	11/5	10:00 AM	10:30 AM
Break	Break	11/5	11:15 AM	11:30 AM
Break / Exhibit Hall	Break / Exhibit Hall	11/5	12:15 PM	1:30 PM
Networking Activity	#WCET2020 Lingo Bingo	11/5	3:00 PM	4:00 PM
Networking Activity	Virtual Coffee	11/9	8:30 AM	9:00 AM
Break / Exhibit Hall	Break / Exhibit Hall	11/9	10:00 AM	10:30 AM
Break	Break	11/9	11:15 AM	11:30 AM
Break / Exhibit Hall	Break / Exhibit Hall	11/9	12:15 PM	1:00 PM
Networking Activity	Walk and Talk	11/10	8:30 AM	9:00 AM
Break / Exhibit Hall	Break / Exhibit Hall	11/10	10:00 AM	10:30 AM
Break	Break	11/10	11:15 AM	11:30 AM
Networking Activity	Virtual Lunch	11/10	12:30 PM	1:00 PM
Break / Exhibit Hall	Break / Exhibit Hall	11/10	2:00 PM	2:30 PM
Networking Activity	Movie Reviews	11/10	3:00 PM	4:00 PM
Networking Activity	Morning Recharge and Self Care	11/12	8:30 AM	9:00 AM
Break / Exhibit Hall	Break / Exhibit Hall	11/12	10:00 AM	10:30 AM
Break	Break	11/12	11:15 AM	11:30 AM
Break / Exhibit Hall	Break / Exhibit Hall	11/12	12:15 PM	1:00 PM
Networking Activity	Final Social	11/12	3:00 PM	4:00 PM

Participate and Connect with the WCET Community

We value your support and hope your schedule allows you to participate in the Annual Meeting. We have some incredible sessions planned, opportunities for engagement, and fun networking activities! Your login credentials for the virtual meeting platform will give you access to sessions for both seminars.

