



# geoconvention

Virtual Event **2020**  
September 21-23

CSPG • CSEG • CWLS • GAC • MAC • IAH

Here are instructions on how to prepare your virtual booth, using the menu to the left. A printable copy of this information is provided below.

## Edit Profile

Customize the information attendees will see when visiting your virtual booth, including contact information and your company description. The Organization Description will also be used for your listing on the GeoConvention website.

- If the Company Name listed is not correct or complete, please email the name as it should show in all convention materials to [manager@geoconvention.com](mailto:manager@geoconvention.com).
- You may include keywords to make your booth easier for attendees to find.
- We encourage you to link to your website and social media profiles.
- You can play a video at your booth by linking to YouTube. For more information on hosting videos on YouTube, [click here](#).
  - You can update the YouTube link at any time, including once GeoConvention starts, so you can host a series of technical presentations if you like.
  - If you do not have your own YouTube channel, GeoConvention will host your video(s) for you. Please upload the video as a private file in the File Uploads area of this portal (see instructions under File Uploads below).
- If you already provided a description, keywords, and website URL on the previous Exhibitor portal, the information has been carried over. You may update it. Please review the information to ensure accuracy and complete additional fields.
- Be sure to click 'Save Profile' before you leave this page or your changes will not be captured.

## Edit Design

Upload your logo and a banner graphic to be displayed on your virtual booth. The logo will also be used for your listing on the GeoConvention website.

- If you already provided a logo on the previous Exhibitor portal, it has been carried over. You may upload a new one.
- Your company logo will show at the top of your virtual booth unless a banner graphic is provided.
- The thumbnail will be used as an icon for your company in the exhibitor list.
- Graphic dimensions and file requirements are listed for each upload.
- Only 1 file can be uploaded for each requested graphic. To replace the uploaded graphic, simply click "browse" and select a new file - it will replace anything previously uploaded.
- To remove a graphic entirely, email [manager@geoconvention.com](mailto:manager@geoconvention.com).
- Be sure to click 'Save Design' before you leave this page or your changes will not be captured.

## Assigned Tasks

Please reference this checklist for further instructions, important dates, and actions to help you get the most from your virtual exhibitor experience.

## Lead Retrieval

To capture leads in real-time and instantly collect contact information for your leads, click on the Purchase Lead Retrieval button.

A request for information button will be added to your virtual booth and attendees, at any time, can drop their virtual "business card" with notes.

As a bonus feature, a "Join Live" button will be added to your virtual booth so visitors to your booth can click the button and instantly join a live video meeting with up to 25 fellow attendees and exhibit staff members.

## File Uploads

Upload any files or resources that you wish to make available to attendees who visit your booth.

- If you are uploading multiple files, be sure to click 'Add File' after browsing for each file.
- Be sure to click 'Add File', and ensure your files are listed at the bottom of the page, before you leave this page or your changes will not be captured.
- Uploaded files will show at the bottom of the page and can be removed at any time by clicking the red 'Delete' button.
- If you want to upload a file for sharing with your booth team or GeoConvention, that should not be available to attendees, you can check the 'Private File' box.
  - If you wish to play a video for visitors to your booth but do not have your own YouTube channel, GeoConvention will host your video(s) for you. Please upload the video as a private file and email [exhibits@geoconvention.com](mailto:exhibits@geoconvention.com) to request that we load it onto YouTube. We will send a link back to you, once ready.

## Products and Services

Categorize your organization by selecting the appropriate product or service you specialize in.

- If you selected a technical area on the previous Exhibitor portal, it has been applied here. You may update it.
- Be sure to click 'Save Selections' before you leave this page or your changes will not be captured.

## Announcements

We will keep you notified about updates and information as over the coming months. A copy of notifications and announcements will be kept here.

Should you have any questions, please contact us anytime at [exhibits@geoconvention.com](mailto:exhibits@geoconvention.com).