



ATTENDEES USER GUIDE

NYSDDS 2021

OCTOBER 26 - 29, 2021

FOUR DAYS VIRTUAL EVENT



ATTENDEES USER GUIDE

If you are participating in a virtual event that is hosted on the [vFairs](#) platform, then this guide can come in handy for you to get familiar with the virtual environment of the event beforehand.

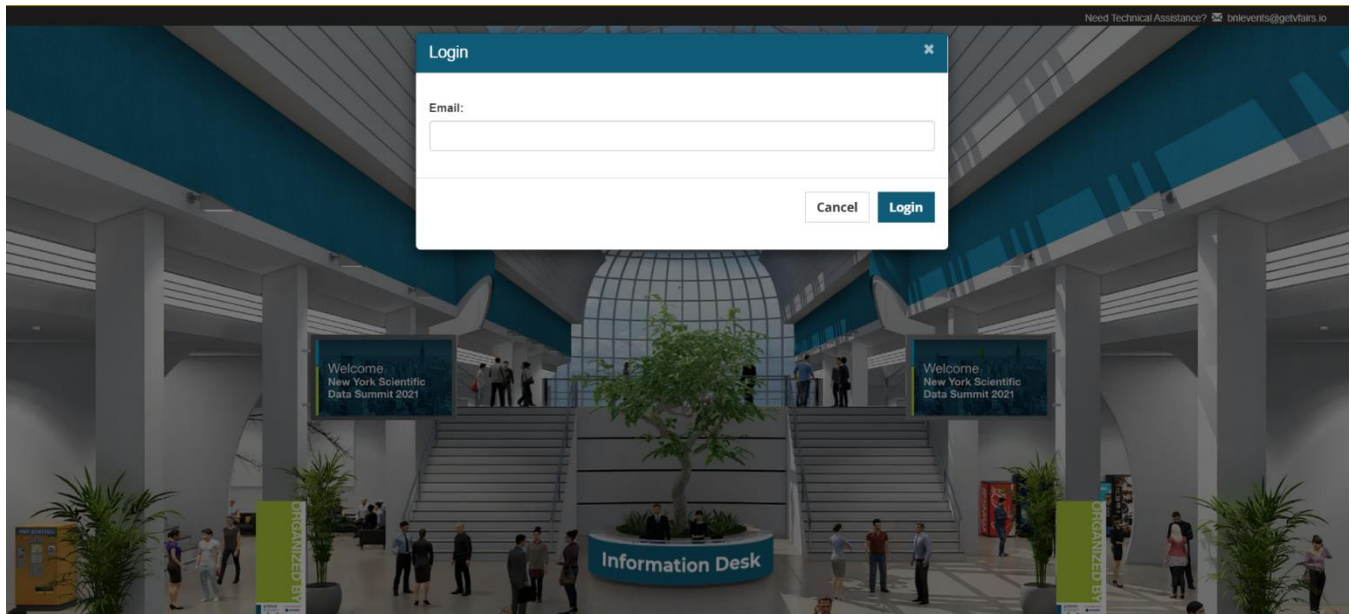
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LOGIN

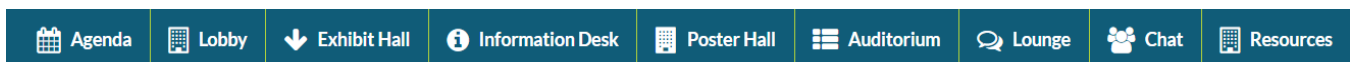
The event URL can be accessed by browsing bnlevents.vfairs.com. The login process is quite simple.

- You can access the event via **Event Access Link** received in an email from vFairs.
- You can enter the event by using your **email id alone**.



MENU BAR

When you enter the event, the main menu bar is going to be your best friend for friendly navigation across different features available.



LOBBY

Lobby contains the doors to other spaces of the event such as **Information Desk** which you can access by simply clicking on the titles/banners.



EXHIBIT HALL

Exhibit Hall contains virtual booths where you can interact with various departments/divisions regarding their services. Once entered in an exhibit hall, you can visit a specific booth to explore its features.

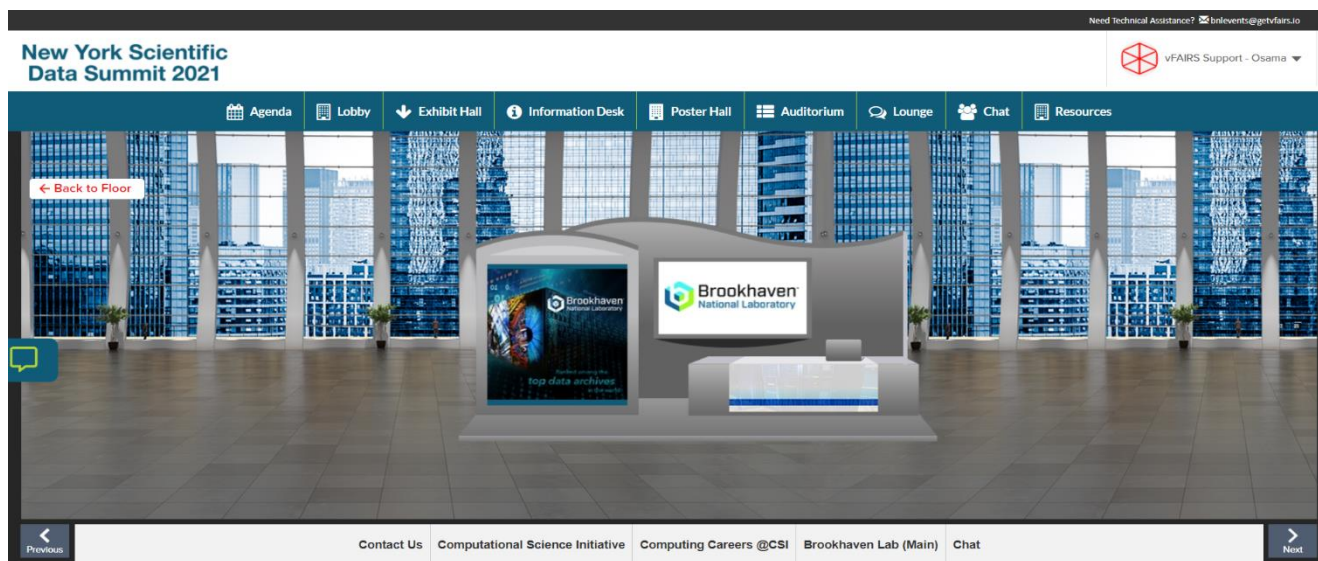


BOOTH

To visit a booth, you need to click on any booth in the exhibit hall. On the booth site, you will find many clickable tabs such as:

- Description
- Videos
- Documents
- Chat
- Q&A (*live discussion forum page*)
- Other redirecting links/tabs


Note: Don't forget to click on the **booth banners**. The booth banners contain redirection links for you to explore more about the exhibitor 😊



VIDEO VAULT





Video vault contains a directory of videos which are available on the event for you to watch. You can also save a video for later by adding them to **"Swag Bag"**. You can always access the saved videos by clicking on the **Swag Bag** tab on the main menu bar. If you want to [email the video links to yourself](#), you can do that too so you can access the videos even after the event is over.

Using the dropdown filter, you can also filter the videos according to your desired booth.

 Video Vault
 ✕

Filter By Partner:


-- All Booths --

	Columbia's Data Science Institute Up Close	Play	+ Swag Bag
	Race + Data Science: Renée Cummings, University of Virginia	Play	+ Swag Bag
	Science Training and Research to Inform Decisions (STRIDE)	Play	+ Swag Bag
	This Is Brookhaven Lab	Play	+ Swag Bag

RESOURCES






It contains all the documents which are showcased on different booths for you to read them by clicking on the **View** button.

Just like videos, you can also [add documents to your Swag Bag and email](#) them to yourself or your friends to access when desired.



Filter By Partner:

-- All Booths --

	CAES Points of Pride	View	+ Swag Bag
	CAES Preeminence Horizon 2023	View	+ Swag Bag
	Department of Agribusiness, Applied Economics and Agriscience Education	View	+ Swag Bag
	Department of Animal Sciences Points of Pride	View	+ Swag Bag
	Department of Family and Consumer Sciences Points of Pride	View	+ Swag Bag

SWAG BAG






When you click on the **Swag Bag** tab, you can find all the resources (documents and videos) which you have saved for yourself. As explained above, you can always email the **Swag Bag** items to yourself and your

friends/colleagues

🛍 Swag Bag
✕

☐ Select All

Action: Email

<input type="checkbox"/>	 CAES Points of Pride	View	Remove	Email
<input type="checkbox"/>	 CAES Preeminence Horizon 2023	View	Remove	Email
<input type="checkbox"/>	 Columbia's Data Science Institute Up Close	Play	Remove	Email
<input type="checkbox"/>	 Department of Agribusiness, Applied Economics and Agriscience Education	View	Remove	Email
<input type="checkbox"/>	 Department of Animal Sciences Points of Pride	View	Remove	Email

AUDITORIUM & WEBINARS

It takes you to the hall where you can access all the scheduled **live sessions** that you can easily participate in.

Auditorium resembles the image shared below.



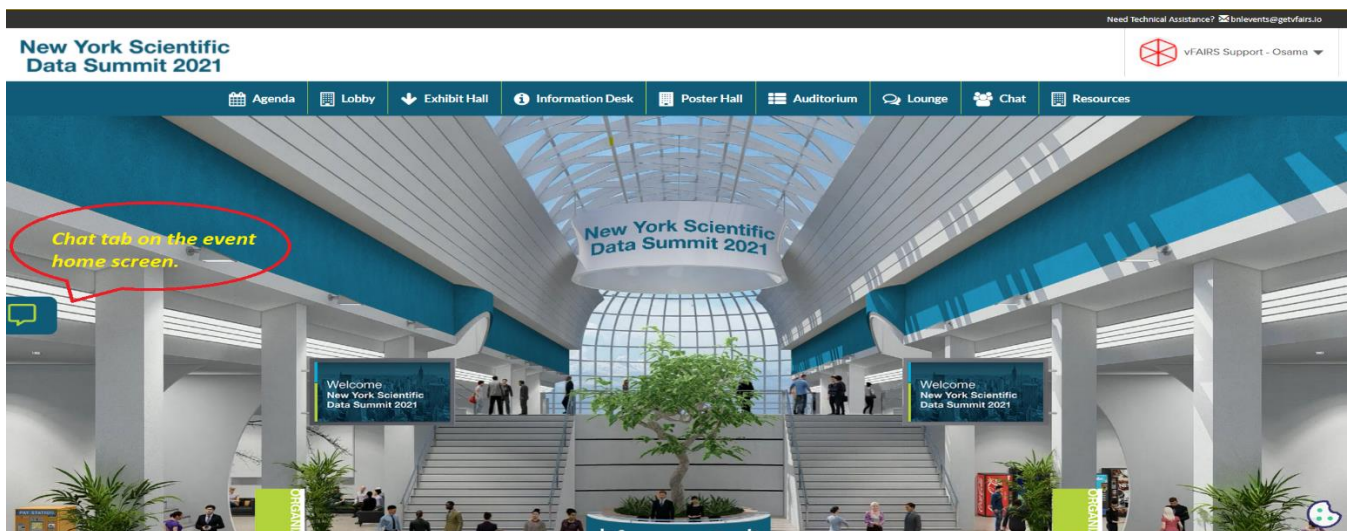
To see/access the webinar listing/agenda, you need to **click on the screen** of the auditorium.

In an auditorium, using the webinar listing page, the “Join” button will appear once the timer is zero/ at the scheduled time.

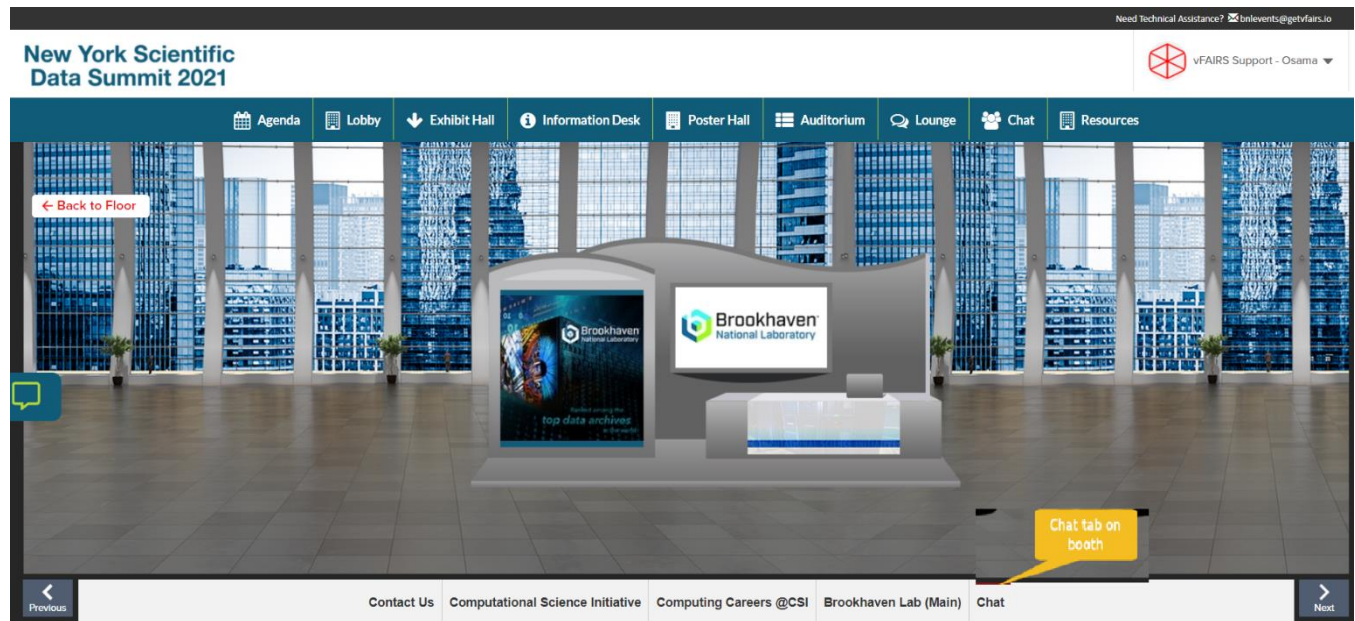
CHAT

You can find the Chat tab either on the home screen as soon as you log into the event, or by visiting a booth as explained above.

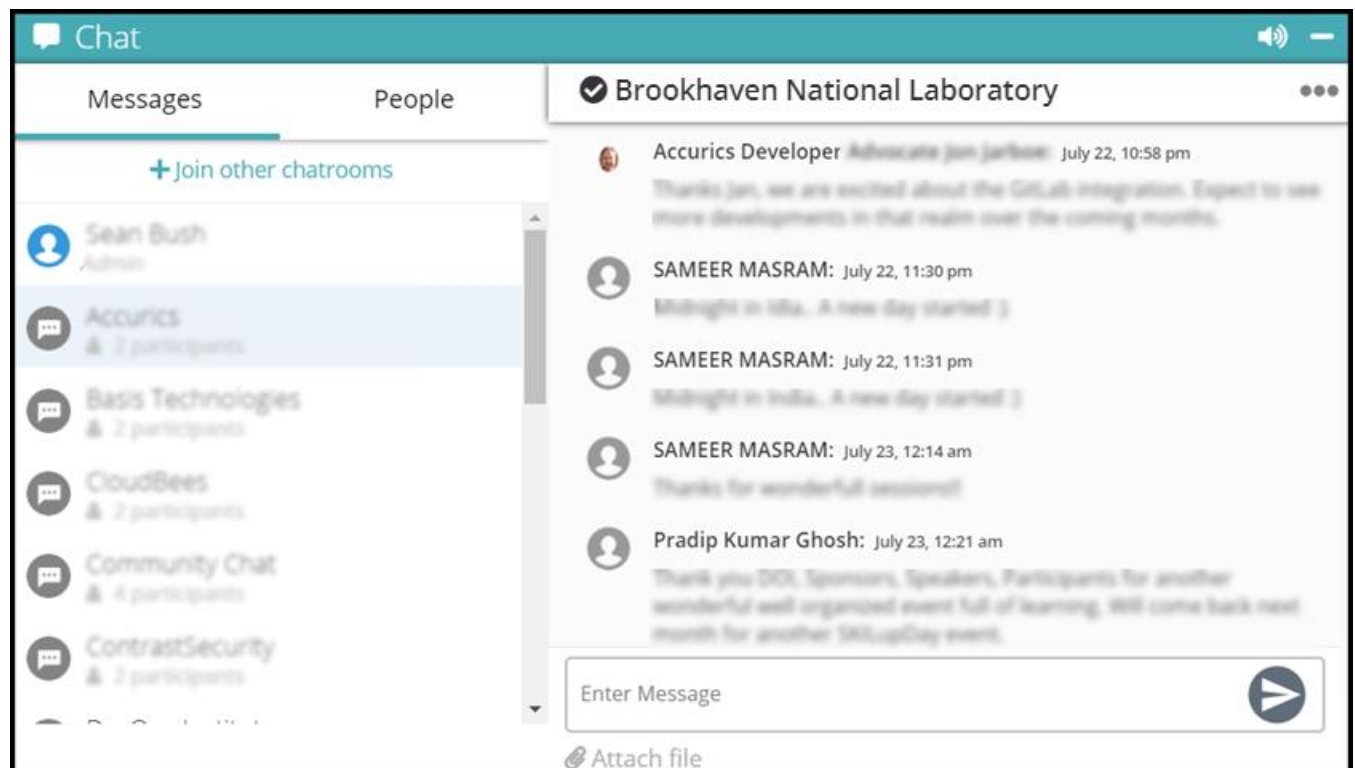
Chat tab on home screen



Chat tab on booth display



By clicking on the 'Chat' tab, you can interact and chat with different **Booth Reps/exhibitors** as well as other attendees who are online in the event.



Using a chat tab, you can do the following:

- Join different chatrooms
- Initiate private chat with a booth rep/exhibitor
- Initiate private chat with other attendees
- Start an [audio/video call](#) with a booth rep/exhibitor
- Start an [audio/video call](#) with other attendees
- Send a file attachment

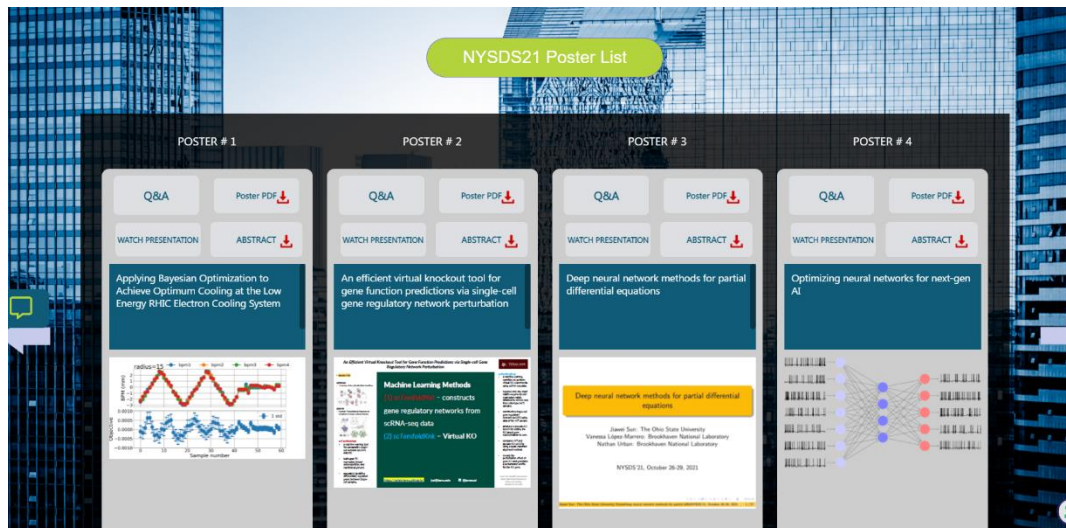
[Learn more about chat features.](#)

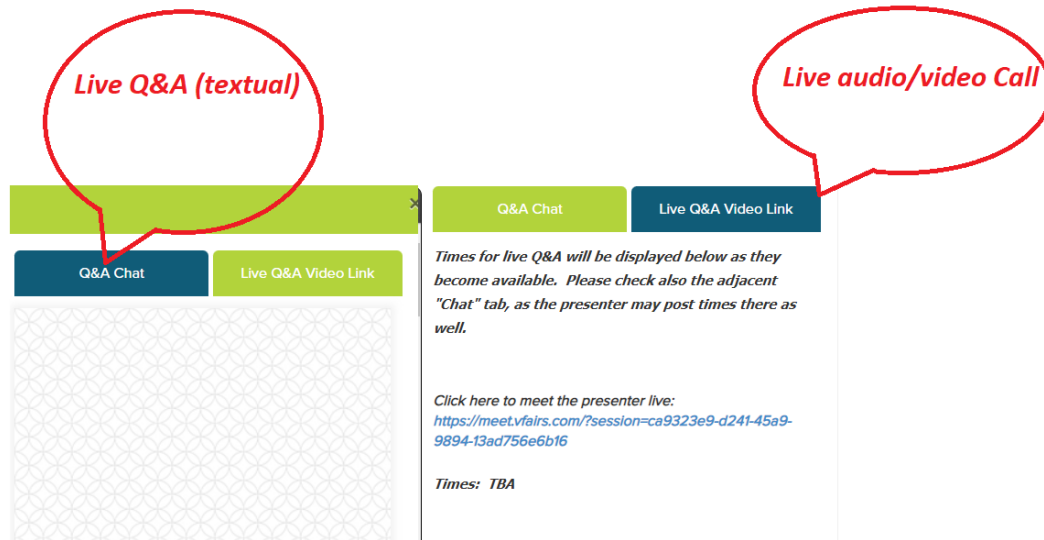
POSTERS

You can find posters in the NYSDS 2021 event. The best thing about posters is that these are not mere PDF files, but you can also ask questions from the poster representative and watch a video relevant to the poster. The posters are often displayed in the following venues:

- [Poster exhibition hall](#)
- [Poster gallery/poster hall](#)

Poster gallery/poster hall

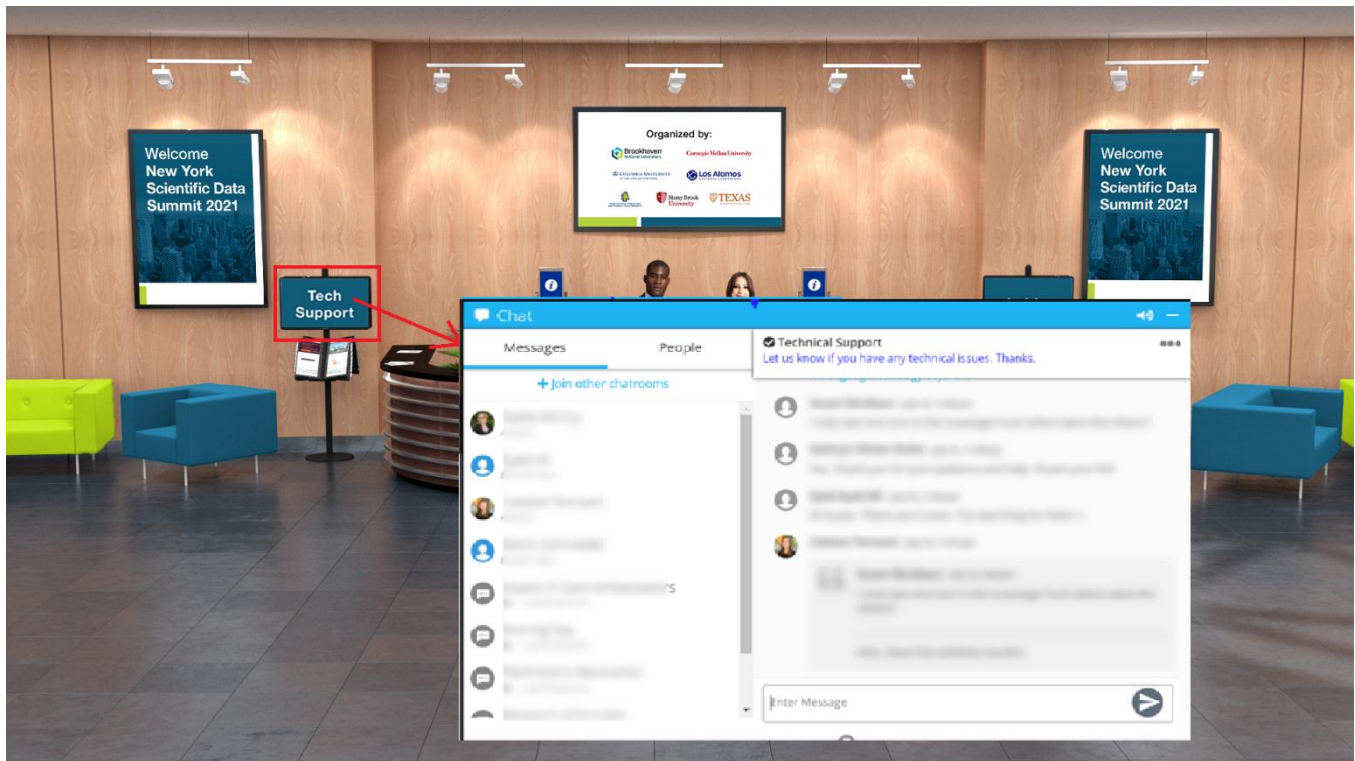




TECHNICAL SUPPORT

If you face any technical issue during the event, then you can get assistance from vFairs technical support staff by submitting your query in the Technical Support chat room which can be accessed at:

- Help or Info Desk tab in the Menu bar
- Technical Support chatroom in the **CHAT**
- tab



NOTIFICATIONS

On the live event day, you might get various notifications at different times. These notifications help you view/explore/attend important stuff going on in the event. Learn how to [minimize notifications](#) and keep your screen clutter free.

