



AAAA American Academy of
Allergy Asthma & Immunology
ANNUAL MEETING
PHOENIX, AZ · FEBRUARY 25–28, 2022

Deluxe Virtual Booth Guide

Welcome to the Exhibitor Portal

- To access the Exhibitor Portal, please click the link in your welcome email. You do not need a username & password for this site.
- From this page you will be able to edit your personal profile, setup and edit your booth, and view your exhibit booth card (which is your virtual exhibit booth).

PLEASE NOTE: Only the main exhibit booth contact has permission to build/edit the virtual exhibit booth.



[Exhibitor Portal](#) [My Profile](#) [Logout](#)

John Doe (PROXX)

Welcome to the Exhibitor Portal

Your Profile

Click here to upload your headshot and enter contact info

Booth Setup

Click here to setup your virtual booth

Proof


Click here to preview your booth as it will appear to attendees

EventHub 3.0 and Support

Booth Setup Page 1

- Upload company logo (acceptable formats include gif, jpeg, jpg, pdf and png)
- Edit company name, if desired (50 character max)
- Add 50 word description
- Add 500 word description

NOTE: The company logo, company name and 50-word description will appear on the Card View. The company logo and 500-word description will appear on the Detail View.




ANNUAL MEETING
8.13.2021 - 10.07.2021

Difficult to Control
Asthma
2020-22

Asthma

Virtual Exhibitor Profile

Company Logo



Company Name

Asthma

Short Company Description Displayed in Card View (maximum 50 words)

TBD

1 out of 50

Long Company Description Displayed in Details View (maximum 500 words)

TBD

1 out of 500

Save & Return Next →

Page 1 of 3

Booth Setup Page 2: Media Links

- Add media links (i.e. your company website, Facebook, LinkedIn, Instagram, Twitter and YouTube)
- Add a “Contact Us” email address for attendees to contact you directly
- Provide a Calendly link (visit <https://calendly.com/> for more information), as well as the text you would like to appear as part of the link name
- Add a video conference link (such as Zoom, GoToMeeting, etc.), as well as the text you would like to appear as part of the link name

NOTE: Suggestions for text to appear for your Calendly/video conference link include:

Calendly link: “Schedule a private consultation so we can answer your questions here!”

Video Conference link: “Join us daily for live Q&A with our team from 10am - 12pm MT”

There is a 60 character maximum in both of the link name fields.

The screenshot shows a web form titled "Media Links" for booth setup. At the top, there are logos for "AAHA ANNUAL MEETING" and "Difficult to Control Asthma". The form includes input fields for Website, Facebook, LinkedIn, Instagram, Twitter, and YouTube. Below these is a field for "Contact Us" Email Address (for attendees to send inquiries). There are two sections for scheduling: "Schedule for Appointments" with a "Provide your Calendly link below." instruction, and "Video Conference (Zoom, etc.)". The video conference section includes an "Enter Meeting Link" field and an "Enter text to display for link" field. At the bottom, there are navigation buttons: "Previous", "Save & Return", and "Next". A page number "Page 2 of 7" is visible at the bottom center.

Media Links

Website

Facebook

LinkedIn

Instagram

Twitter

YouTube

Contact Us* Email Address (for attendees to send inquiries)

Schedule for Appointments

Provide your Calendly link below.

Calendly link:

Calendly Link Label

Video Conference (Zoom, etc.)

Enter Meeting Link


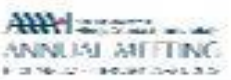

Enter text to display for link (i.e. "click here to join our zoom conference")

Previous Save & Return Next

Page 2 of 7

Booth Setup Page 3: Search Criteria

- Select up to 3 Product/Service Listings to be searched for by attendees.
- You are also able to add a maximum of (3) additional categories under the Other field. Please separate each additional category with a semi-colon. The field has a maximum of 60 characters.

Asthma

Search Criteria

Select up to (3) product/service listings used during attendee searches

Product/Service Listings:

- Allergenic Extracts
- Clinical Research Organizations
- Computer Hardware/Software
- Diagnostic Equipment
- Environmental Products
- Equipment/Supplies
- Health/Body Care
- Immunotherapy
- Nutrition
- Office Management
- Patient/Public Education
- Pharmaceuticals
- Physician Education
- Physician Recruitment
- Professional Association
- Publications
- Skincare
- Spirometry
- Diagnostic Testing

Other Categories - Maximum of 3. (if entering multiple categories, please separate by a semi-colon)

← Previous Save & Return Next →

Page 3 of 7

Booth Setup Page 4: Booth Personnel

- Click the “Click Here to Add Exhibitor Staff” button to add the information of those that you want attendees to be able to contact.
- PLEASE NOTE: The only live engagement with attendees in the virtual platform is through the use of Calendly or a video conference platform. However, attendees are able to initiate contact with any staff which you have added here.

The screenshot shows a web interface for booth setup. At the top, there is a header bar with a logo on the left, the text "AAHA ANNUAL MEETING" in the center, and "Difficult to Control Asthma" on the right. Below the header, the main content area is titled "Add Booth Personnel". Under this title, there is a table with one row containing the following information: "John Doe", "Deluxe-Exhibitor", "annualmeeting@aaaaa.org", and a close button (X). Below the table, there is a blue button labeled "Click Here to Add Exhibitor Staff". At the bottom of the page, there is a navigation bar with three buttons: "Previous", "Save & Return", and "Next". Below the navigation bar, the page number "Page 4 of 7" is displayed.

Name	Role	Email	Action
John Doe	Deluxe-Exhibitor	annualmeeting@aaaaa.org	X

[Click Here to Add Exhibitor Staff](#)

Navigation: [Previous](#) [Save & Return](#) [Next](#)

Page 4 of 7

Booth Setup Page 4: Exhibit Staff Information, cont.

- Enter staff first and last name, email address, and title.

PLEASE NOTE: All exhibit staff will receive an email on Monday, February 14th with a link to access their profile and add a profile photo.

The screenshot displays a web application interface for booth setup. At the top, there is a header with a logo and the text "ANNUAL MEETING". Below the header, there is a section titled "Add Booth" with a table containing the following information:

John Doe	Deluxe-Exhibitor
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Below the table, there is a button labeled "Click Here to...". A modal window is open, titled "Add the following person to this exhibitor". The modal contains the following form fields:

- First Name:
- Last Name:
- Email Address:
- Title:

At the bottom of the modal, there is a blue button labeled "Add Person". At the bottom of the page, there are navigation buttons: "Previous", "Save & Return", and "Next", along with a page indicator "Page 4 of 7".


Booth Setup Page 5: Promotional Documents

- Included with your Deluxe package, you are able to upload up to 5 Promotional Documents.
- Accepted formats are: pdf, doc, jpeg, jpg, gif, and png files.
- There is a maximum of 60 characters for all file names.


The screenshot shows a web interface for uploading promotional documents. At the top, there is a header with logos for 'AAHA ANNUAL MEETING' and 'Difficult to Control Asthma', and the word 'Asthma'. Below the header, a grey box contains the text: 'Your Deluxe Package allows you to upload up to 5 Promotional Documents and 3 Videos'. Underneath, a link states: 'Resources accepted include: pdf, doc, jpeg, jpg, gif and png files.' The main area features three document upload slots. Each slot consists of a large white box with a blue 'Upload Document' button and a 'Drop file here' prompt. Below each box is a text input field labeled 'Document 1 Label', 'Document 2 Label', and 'Document 3 Label' respectively. At the bottom, a navigation bar includes 'Previous', 'Save & Return', and 'Next' buttons, along with a progress indicator showing 'Page 5 of 7'.

Booth Setup Page 6: Promotional Videos

- Included with your Deluxe package, you are able to upload up to 3 Promotional Videos.
- Video files must be mp4 format.
- The maximum time limit per video is 5 minutes.
- There is a maximum of 60 characters for all file names.



AAA
ANNUAL MEETING
8-12 NOVEMBER 2017, GOLD COAST



Difficult to Control
Asthma
2017-2018

Asthma

Promotional Videos

Upload up to three videos below. Your video files must be uploaded in mp4 format. The maximum time limit per video is 5 minutes.

Upload Video 1

Drop file here

Video 1 Label

Upload Video 2

Drop file here

Video 2 Label

Upload Video 3

Drop file here

Video 3 Label

[← Previous](#) [Save & Return](#) [Next →](#)

Page 6 of 7

Booth Setup Page 7

- Click the “Click Here For Proof” button to preview how your exhibitor card will display for attendees.



The screenshot shows a web interface for booth setup. At the top, there is a header bar with a logo on the left featuring a cactus and the text "AWA ANNUAL MEETING". To the right of the logo, it says "Difficult to Control Asthma" and "Asthma". Further right, the word "Asthma" is displayed again. Below the header, there is a central text box that reads: "Here is a preview of how your booth card will display to attendees. Please note that this view reflects your current data and uploads which you may still be working on. Click anywhere on the card below to view the details page." Below this text is a button labeled "Click Here for Proof". At the bottom of the page, there is a navigation bar with three buttons: "Previous", "Save & Return", and "Finish". Below the navigation bar, it says "Page 7 of 7".

Deluxe Booth Card Proof

- This is how your booth card will appear to attendees.
- It will include the company logo, the company name, and the 50 word description.

Here is a preview of how your booth card will display to attendees

Please note that this view reflects your current data and uploads which you may still be working on

Click anywhere on the card below to view the details page



Deluxe Booth Card

- This is how your Booth Card will look among other exhibitors' booth cards to attendees.
- Premium exhibitors will be listed first, then Deluxe exhibitors and then Standard exhibitors. Within each category, all cards will be listed alphabetically.



Product/Service Listings

- The arrow notes the list of Product/Service Categories which attendees may use to filter exhibit booths.

The screenshot displays the AAAAI Annual Meeting website interface. At the top, the AAAAI logo and text "American Academy of Allergy Asthma & Immunology ANNUAL MEETING PHOENIX, AZ · FEBRUARY 25-28, 2022" are visible, along with the text "Difficult to Control Asthma #AAAAI22". A "Logout" link is in the top left. The main content area is titled "Exhibitors" and features a search dropdown menu currently set to "- All -". A red arrow points to this dropdown menu, which is open and lists various product/service categories: "- All -", "Allergenic Extracts", "Clinical Research Organizations", "Computer Hardware/Software", "Diagnostic Equipment", "Environmental Products", "Equipment/Supplies", "Health/Body Care", "Immunotherapy", "Office Management", "Patient/Public Education", "Physician Education", "Physician Recruitment", "Professional Association", "Publications", "Spirometry", "test", "test 2", and "test 3". Below the search area, there are two columns of exhibitor listings. The left column is labeled "Premium" and shows a listing for "AAAAI Member Resource Center" with a "Deluxe" badge. The right column is labeled "Premium" and shows a listing for "AAAAI Practice Management Hub" with a "standard" badge. The text "We ha" and "ple" are partially visible in the listings.

Deluxe Booth Detail View

- This is how your exhibit booth Detail View appears to attendees

The screenshot displays the AAAAI Webinars Page for the 2022 Annual Meeting. At the top, the AAAAI logo (American Academy of Allergy Asthma & Immunology) is shown alongside the text "ANNUAL MEETING PHOENIX, AZ - FEBRUARY 25-28, 2022". Below this, a welcome message reads "Welcome to the AAAAI Webinars Page!". A paragraph explains that the AAAAI Webinars group collects all currently available webinars into one convenient location, noting that some live and recorded webinars offer CME credit. A section titled "Upcoming Live Webinars" states that there is currently no content available. A note mentions that if credit claiming has expired for a webinar, attendees may still be able to claim but will need to pay an administrative fee. A row of five small thumbnail images is displayed, followed by a "2021 Welcome Video" section featuring a video player with a play button and the name "Mary Beth Fallon, MD, MPP, FAACAP". A prominent blue banner at the bottom of the page reads "Join us Monday at 8am for Dr. Jones's review of allergies". Below the banner, contact information for John Doe P (annualmeeting@aaaai.org) and Nicole Schmidt DOE (annualmeeting@aaaai.org, 4142726071) is provided. The footer includes an "Email Us" button, social media icons for Facebook, Twitter, LinkedIn, YouTube, and Instagram, and a "Schedule your private consultation now via Calendly!" button.

AAAAI American Academy of Allergy Asthma & Immunology
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Welcome to the AAAAI Webinars Page!

The AAAAI Webinars group collects all the currently available webinars into one convenient location. Please note that some live and recorded webinars offer CME credit and some do not. Please read all descriptions and instructions before viewing webinars to be sure you have complete information.

Upcoming Live Webinars
There is currently no content available, and/or no meetings scheduled. Please check back often.

If credit claiming has expired for the webinar for which you would like to claim credit, you may still be able to claim but will be required to pay an administrative fee. Please contact the AAAAI Education Team at cme@aaaai.org for more information.

2021 Welcome Video

Join us Monday at 8am for Dr. Jones's review of allergies

John Doe P
annualmeeting@aaaai.org

Nicole Schmidt
DOE
annualmeeting@aaaai.org
4142726071

Email Us Schedule your private consultation now via Calendly!