



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

Premium 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.



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

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** **Difficult to Control Asthma** **Asthma**

Virtual Exhibitor Profile

Company Logo



20471513.png
Uploaded on 12/9/2021 at 5:19 PM

Company Name

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

1 out of 50

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

1 out of 500

[Save & Return](#) [Next →](#)

Page 1 of 7

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 the "AAW Asthma ANNUAL MEETING". The form includes the following fields and sections:

- Website:** Input field with a globe icon.
- Facebook:** Input field with the Facebook logo.
- LinkedIn:** Input field with the LinkedIn logo.
- Instagram:** Input field with the Instagram logo.
- Twitter:** Input field with the Twitter logo.
- YouTube:** Input field with the YouTube logo.
- Contact Us* Email Address (for attendees to send inquiries):** Input field.
- Schedule for Appointments:** Section with a blue link: "Provide your Calendly link below."
- Calendly Link:** Input field.
- Calendly Link Label:** Input field.
- Video Conference (Zoom, etc.):** Section with an input field for "Enter Meeting Link" and another for "Enter text to display for link (i.e. 'click here to join our zoom conference')".

At the bottom of the form, there are three buttons: "Previous", "Save & Return", and "Next". Below the buttons, it says "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.



ANNUAL MEETING
OF THE AMERICAN SOCIETY OF
ASTHMA & ALLERGY CLINICAL SOCIETY

Difficult to Control
Asthma
#244422

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 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 displays the 'Booth Setup Page 4: Booth Personnel' interface. At the top, there is a header bar with the AAWI logo, the text 'AAWI ANNUAL MEETING', 'Difficult to Control Asthma', and 'Asthma'. The main content area is titled 'Add Booth Personnel' and features a table with one row of staff information: 'John Doe', 'Premium-Exhibitor', and 'annualmeeting@aaaaa.org'. Below the table is a blue button labeled 'Click Here to Add Exhibitor Staff'. At the bottom, there is a navigation bar with buttons for 'Previous', 'Save & Return', and 'Next', along with a page indicator 'Page 4 of 7'.

Name	Role	Contact Information	Action
John Doe	Premium-Exhibitor	annualmeeting@aaaaa.org	✕

[Click Here to Add Exhibitor Staff](#)

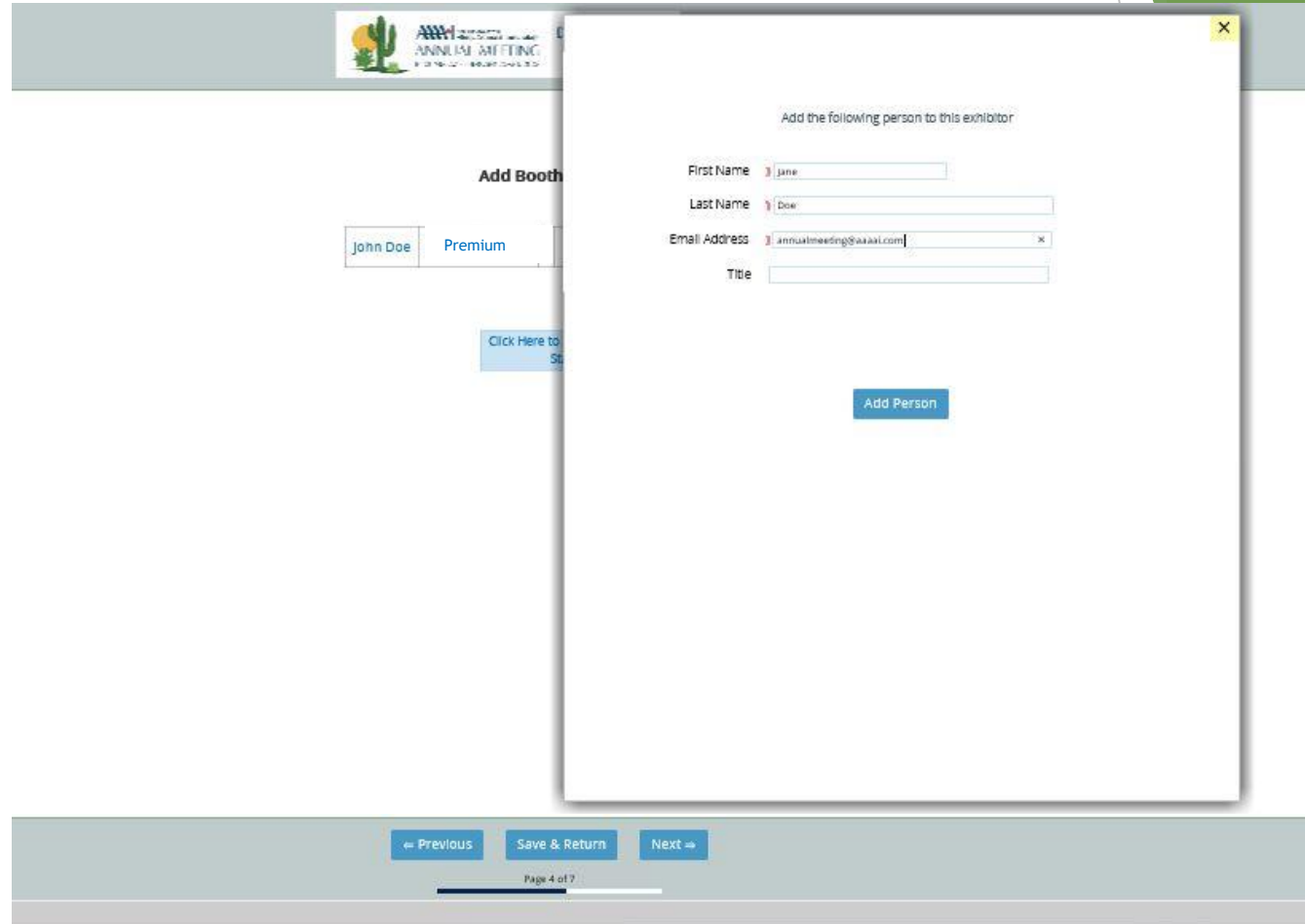
Navigation: [← Previous](#) [Save & Return](#) [Next →](#)

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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 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 listing staff members. The table has columns for "Name" and "Level". One entry is visible: "John Doe" with the level "Premium". Below the table, there is a button labeled "Click Here to".

A modal window is open, titled "Add the following person to this exhibitor". It contains a form with the following 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 is a navigation bar with three buttons: "Previous", "Save & Return", and "Next". Below these buttons, it says "Page 4 of 7".

Booth Setup Page 5: Promotional Documents

- Included with your Premium package, you are able to upload up to 10 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 displays a web interface for uploading promotional documents. At the top, there is a header with a logo on the left and the text "Allergy" on the right. Below the header, a grey box contains the text: "Your Premium package allows you to upload up to 10 Promotional Documents and 10 Videos" and "Upload documents below. Accepted formats are: 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 of the page, there is a navigation bar with three buttons: "Previous", "Save & Return", and "Next". A progress indicator shows "Page 5 of 7".

Booth Setup Page 6: Promotional Videos

- Included with your Premium package, you are able to upload up to 10 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.

Promotional Videos

Upload videos below. Your video files must be 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

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Booth Setup Page 7

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



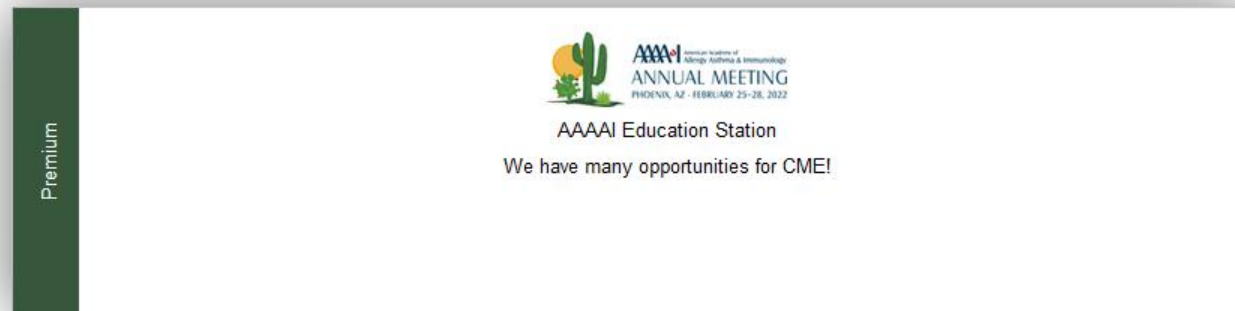
Premium Booth Card Proof

- This is how your booth card will appear.
- 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](#)



Premium 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 header includes the AAAAI logo, the text "American Academy of Allergy Asthma & Immunology ANNUAL MEETING PHOENIX, AZ · FEBRUARY 25-28, 2022", and the slogan "Difficult to Control Asthma #AAAAI22". A "Logout" link is visible in the top left corner of the main content area.

The main content area is titled "Exhibitors" and features a search dropdown menu currently set to "- All -". A red arrow points from the text in the adjacent slide to this dropdown menu. The dropdown menu is open, showing a list of product/service categories for filtering:

- 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
- test 3

Below the search menu, 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. Each listing includes a brief description of the service.

Premium Booth Detail View

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

The screenshot displays the AAAAI Webinars Page. At the top, the AAAAI logo (American Academy of Allergy Asthma & Immunology) and the text "ANNUAL MEETING PHOENIX, AZ · FEBRUARY 25-28, 2022" are visible. Below this, a welcome message reads: "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."

Under the heading "Upcoming Live Webinars", it states: "There is currently no content available, and/or no meetings scheduled. Please check back often."

The "Webinar Recordings" section features a grid of recording thumbnails under the title "Recording of Health Technology Innovation Biodesign Webinar". The thumbnails include titles such as "Big Data and Sensing in Biotech: Trends for All Sectors", "Site Selection and Inspection: Addressing Pain Points", "Site Selection and Inspection: Addressing Pain Points", "Contract Lab Choice", and "expert".

Below the recordings is a "2021 Welcome Video" featuring a video player with a play button and the name "Mary Beth Pezani, MD, MSc, FAACAP" at the bottom.

A prominent blue banner at the bottom of the page reads: "Join us Monday at 8am for Dr. Jones's review of allergies".

At the bottom, there is a contact section for John Doe P (annualmeeting@aaaai.org) and Nicole Schmidt DOE (annualmeeting@aaaai.org, 4142726071), both associated with the AAAAI logo.

The footer contains social media icons for Email Us, LinkedIn, Facebook, Twitter, YouTube, and Instagram, followed by a blue button that says "Schedule your private consultation now via Calendly!".