



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

Standard 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.


AWI Systems
ANNUAL MEETING
E. 12th St. | Denver, CO 80202

Difficult to Control
Asthma
12/29/22

Immunology

Virtual Exhibitor Profile

Company Logo



Company Logo
c3uhagotvxd41.jpg
Uploaded on 12/29/2021 at 5:31 PM

Company Name

immunology

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 2

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.



ANNUAL MEETING

Difficult to Control
Asthma

Immunology

Media Links

Website

Facebook

LinkedIn

Instagram

Twitter

YouTube


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

[← 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.



AAHA
ANNUAL MEETING
FEBRUARY 17-19, 2012



Difficult to Control
Asthma
2012

Immunology

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: There is no live engagement with attendees in the virtual platform for standard booths. 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 following elements from left to right: a logo for 'AAA' (American Asthma Association) featuring a cactus, the text 'AAA ANNUAL MEETING', 'Difficult to Control Asthma', and the phone number '424-6422', and the word 'Immunology'. Below the header, the main content area is titled 'Add Booth Personnel'. It contains a table with one row of data:

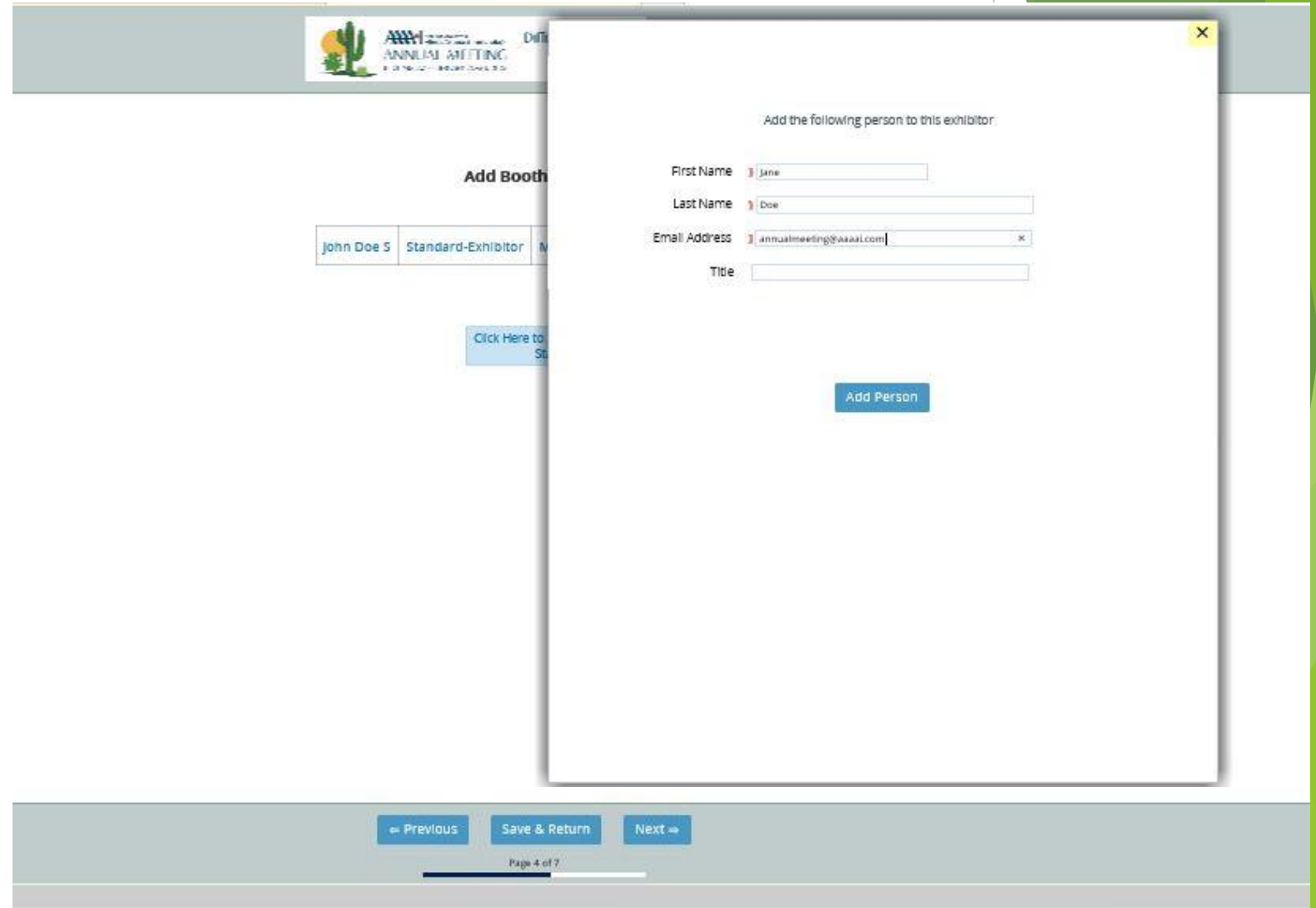
John Doe S	Standard-Exhibitor	Manager	eathey@aaaaa.com	
------------	--------------------	---------	------------------	--

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 these buttons, the text 'Page 4 of 7' is displayed.

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 shows a web application interface for adding exhibit staff. A modal window is open, titled "Add the following person to this exhibitor:". The modal contains four input fields: "First Name" (with "Jane" entered), "Last Name" (with "Doe" entered), "Email Address" (with "annualmeeting@aaaaa.com" entered), and "Title" (empty). A blue "Add Person" button is located at the bottom of the modal. In the background, a table lists staff members, with "John Doe" and "Standard-Exhibitor" visible. A blue button labeled "Click Here to" is also visible. The page footer includes navigation buttons: "Previous", "Save & Return", and "Next", along with the text "Page 4 of 7".

Staff Name	Role
John Doe	Standard-Exhibitor

Click Here to

Previous Save & Return Next

Page 4 of 7

Booth Setup Page 5: Promotional Documents

- Included with your Standard package, you are able to upload up to 2 Promotional Documents.
- Accepted formats are: pdf, doc, jpeg, jpg, gif, and png files.
- There is a maximum of 60 characters for all file names.

AAI ANNUAL MEETING
Difficult to Control Asthma
Immunology

Your Standard Package allows you to upload up to 2 Promotional Documents and 1 Video

Resources accepted include: pdf, doc, jpeg, jpg, gif and png files.
Your video file must be uploaded in mp4 format. The maximum time limit per video is 5 minutes.

Upload Document 1

Resource Label 1

Upload Document 2

Drop file here

Resource Label 2

← Previous Save & Return Next →

Page 5 of 7

Booth Setup Page 6: Promotional Videos

- Included with your Standard package, you are able to upload 1 Promotional Video.
- 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.

The screenshot displays a web interface for uploading a promotional video. At the top, a grey header bar contains the AAI logo (Arizona Allergy & Immunology), the text "AAI ANNUAL MEETING", "Difficult to Control Asthma", and "Immunology". The main content area features a large white box with a blue button labeled "Upload a Video File" and the text "Drop file here". Below this box is a "Video Label" input field. At the bottom, a grey footer bar contains three blue buttons: "Previous", "Save & Return", and "Next". Below the footer bar, the text "Page 6 of 7" is visible next to a progress indicator.

Booth Setup Page 7

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



The screenshot displays a web interface for booth setup. At the top, a grey header bar contains the AAI logo (American Asthma Association), the text "ANNUAL MEETING", "Difficult to Control Asthma", and the year "2014-2015". To the right of the header, the word "Immunology" is visible. The main content area features a preview of a booth card with the text: "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, a grey navigation bar contains three buttons: "Previous", "Save & Return", and "Finish". Below the navigation bar, the text "Page 7 of 7" is displayed.

Standard Booth Card Proof

- This is how your booth card will appear to attendees.
- The Card View includes 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



Standard 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 event details are visible: "American Academy of Allergy Asthma & Immunology ANNUAL MEETING PHOENIX, AZ · FEBRUARY 25-28, 2022". To the right, the text reads "Difficult to Control Asthma #AAAAI22". A "Logout" link is 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 to this dropdown menu, which is open, revealing a list of product/service categories for filtering:

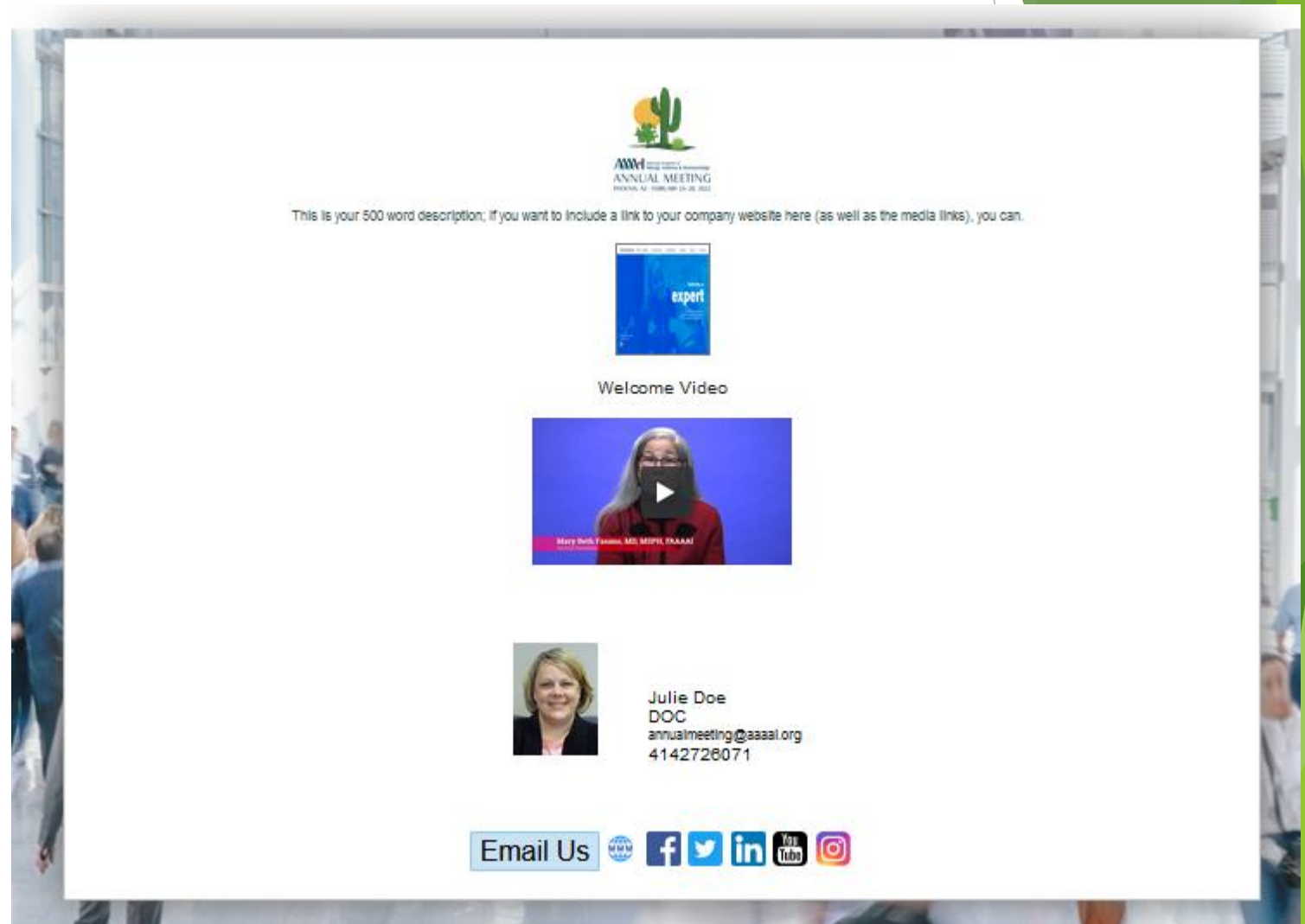
- All -
- Allergenic Extracts
- Clinical Research Organizations
- Computer Hardware/Software
- Diagnostic Equipment
- Environmental Products
- Equipment/Supplies
- Health/Body Care
- Immunotherapy
- Office Management
- Patient/Public Education
- Physician Education
- Physician Recruitment
- Professional 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 partial listing: "We ha". The right column is also labeled "Premium" and shows a partial listing: "ple". At the bottom of the page, there are two membership resource boxes:

- Deluxe**: AAAAI Member Resource Center. Our membership team is here to assist with any membership needs you may have, please stop by to say or tell us how
- Standard**: AAAAI Practice Management Hub. The Practice

Standard Booth Detail View

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



The screenshot displays a digital exhibit booth interface. At the top center is the logo for the AAWI Annual Meeting, featuring a cactus and the text "AAWI ANNUAL MEETING". Below the logo is a 500-word description placeholder: "This is your 500 word description; if you want to include a link to your company website here (as well as the media links), you can." Underneath the text is a small thumbnail image of a document titled "expert". Below the thumbnail is the text "Welcome Video" and a video player showing a woman speaking. At the bottom left is a profile picture of Julie Doe, and to its right is her contact information: "Julie Doe", "DOC", "annualmeeting@aaaai.org", and "4142728071". At the very bottom is a row of social media icons: "Email Us", a globe icon, Facebook, Twitter, LinkedIn, YouTube, and Instagram.