



# Virtual Exhibitor & Sponsor Guide

Welcome to the Sponsor Guide. You are using MyConference Suite as the event platform, and you will be using the tools in the MyConferenceSuite Sponsor Dashboard to configure your virtual booth, manage your team, and interact with attendees.



# How to login for the first time?

You will receive an email similar to this one with a link redirecting to a login page. Your account is automatically pre-created by the platform after you're registered.

A window will then ask you to enter a password/confirmation key for your account.

Email  
shanlee@desystems.com

Password  
.....

[Login](#) [Forgot Password](#)

Dear Shanlee,

This year we are hosting a hybrid conference and participants will have the opportunity to engage and interact with our online conference portal and visit your Virtual Booth - a space for you to include your contact information, branding, and upload content.

We suggest you take a few minutes to become familiar with the portal and make any updates to your virtual booth.

Your username and password are below.

Your profile can be accessed through the Sponsor Dashboard (click your name in the upper right, then Sponsor Dashboard).

[Sponsor Dashboard Tutorial](#)

**Please Note: We will have an onsite Marketplace**

**[CLICK HERE TO OPEN THE PORTAL](#)**

**Username:** [shanlee@desystems.com](#)

**Password:** xxxxxxxx



MYConference Suite Registration  
SnapUp Tickets

**Note :** If you don't see a login email in your mailbox, please check your spam.

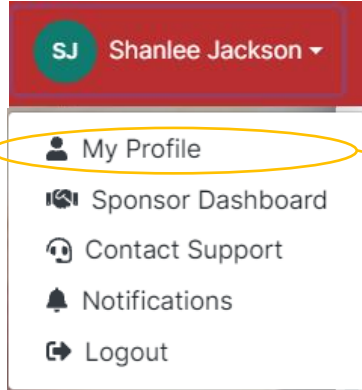


MY CONFERENCE  
SUITE

# AVAILABLE FEATURES

## CONTENT FEATURES

# How to edit my profile ? (1/2)



There can be two ways for you to access your profile :

On the upper-right corner of your screen, click on My profile.  
Click on UPDATE

## Profile

SHANLEE JACKSON

Shanlee Jackson  
shanlee@desystems.com

 Update

**My Sessions** My Notes My Contacts My Leads My Settings Invoice

### Past Sessions

Command Performance by The Caverners - Treasure Hunt Prizes  
2022-01-29 18:00:00

## Update profile Info

First name

Shanlee

Last name

Jackson

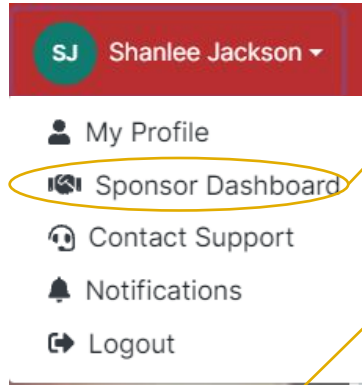
Email

shanlee@desystems.com

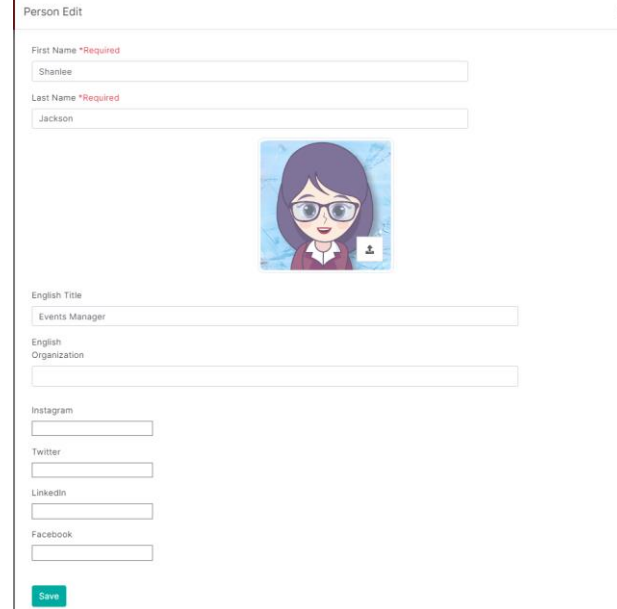
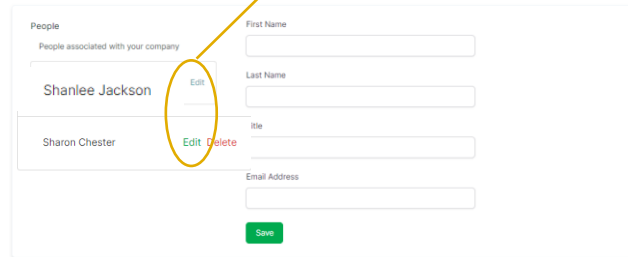
Save

# How to edit my profile ? (2/2)

To edit the information on your profile, simply click on the Sponsor Dashboard and scroll to the 5th section of the page  
Here is the information you can edit on your profile :




- Add more people associated with your company
- Personal Information
- Profile Picture
- Title
- Organization
- Social Media



# How to add content to my company profile? (1/4)

**Section 1**



DE Systems

**Section 2**

Statistics

0 Visits	0 Unique Visitors	0 Video Views
0 File Downloads	0 Leads	

**Section 3**

About us  
Tell the viewers a little bit about your company


English Description

type here...

French Description

type here...

Logo



Save

As a sponsor, you are able to manage all aspects of your Virtual Booth by adding content to these 7 sections.

## Section 1

This is where your company logo, company name, direct link to company's website and any social media links will appear. Square shape is best 500 x 500px. You must use the full web address including https://

## Section 2

This is where you can view the activity your Virtual Booth has had.

## Section 3

This is where you add the Company description in both English and French and upload your company logo.

## Section 1



D.E. SYSTEMS  
SIMPLIFYING THE COMPLEX

DE Systems

About us  
Tell the viewers a little bit about your company

## Section 3

## Section 2

Statistics

0 Visits	0 Unique Visitors	0 Video Views
0 File Downloads	0 Leads	

English Description

type here...

D.E. Systems' myConferencesSuite provides a comprehensive and integrated cloud-based registration, content and event management platform for meetings and events. myConferencesSuite is built on a robust framework and is customizable to suit your data requirements.

Online/Web-based registration application  
Administrative Dashboard  
Invoicing, Badge Design, Reporting and much more...

French Description

type here...

myConferencesSuite de D.E. Systems fournit une plateforme complète et intégrée d'inscription, de contenu et de gestion d'événements basée sur le cloud pour les réunions et les événements. myConferencesSuite est construite sur un cadre robuste et est personnalisable pour répondre à vos besoins en matière de données.

Application d'inscription en ligne/Web-based  
Tableaux de bord administratifs  
Facturation, conception de badges, rapports et bien plus encore...

Traduit avec www.DeepL.com/Translator (version gratuite)

Logo



D.E. SYSTEMS  
SIMPLIFYING THE COMPLEX

# How to add content to my company profile? (2/4)

Contact Information  
Tell visitors on how they can contact you

**Section 4**

Phone number

Email Address

Address

Social Connections

<input type="checkbox"/> <a href="https://dcsystems.com/">https://dcsystems.com/</a>	<input type="checkbox"/> <a href="www.facebook.com/example">www.facebook.com/example</a>
<input type="checkbox"/> <a href="www.youtube.com/channel/example">www.youtube.com/channel/example</a>	<input type="checkbox"/> <a href="www.linkedin.com/example">www.linkedin.com/example</a>
<input type="checkbox"/> <a href="www.twitter.com/example">www.twitter.com/example</a>	<input type="checkbox"/> <a href="www.instagram.com/example">www.instagram.com/example</a>

As a sponsor, you are able to manage all aspects of your Virtual Booth by adding content to these 7 sections.

People  
People associated with your company

**Section 5**

Sharnee Jackson

First Name

Last Name

Title

Email Address

## Section 4

This is where you add your company's contact information and social media links.

## Section 5

This is where you can add additional people from your organization.

## Section 6

This is where you add files or images for download or viewing .

Files  
Upload files for users to download

**Section 6**

Click or place your resource files here.

## Section 7

This is where you add video files.

Videos  
Upload videos for users to see

**Section 7**

Click or place your resource files here.

Or

Paste a video URL here

*\*\*The next page will explain file and video uploads (Section 6 & 7)*

Contact Information  
Tell visitors on how they can contact you

**Section 4**

Phone number

Email Address

Address

Social Connections

<input type="checkbox"/> <a href="https://dcsystems.com/">https://dcsystems.com/</a>	<input type="checkbox"/> <a href="https://www.facebook.com/dcsystem">https://www.facebook.com/dcsystem</a>
<input type="checkbox"/> <a href="https://www.youtube.com/@myconf">https://www.youtube.com/@myconf</a>	<input type="checkbox"/> <a href="https://www.linkedin.com/company/d">https://www.linkedin.com/company/d</a>
<input type="checkbox"/> <a href="https://twitter.com/dcsystems">https://twitter.com/dcsystems</a>	<input type="checkbox"/> <a href="www.instagram.com/example">www.instagram.com/example</a>

People  
People associated with your company

**Section 5**

Sharnee Jackson <input type="button" value="Edit"/>
Sharon Chester <input type="button" value="Edit"/> <input type="button" value="Delete"/>

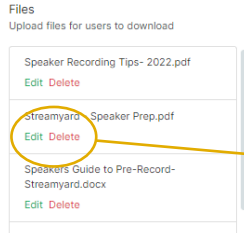
First Name

Last Name

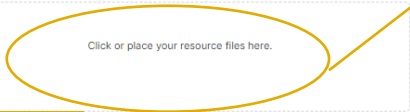
Title

Email Address

# How to add files to my company profile? (3/4)



**Section 6a**



This is where you can upload documents or images to be used as your title image (Banner max 1108 x 340 px (use.png or .jpg image files) ) or for people to view and download the documents (Supplementary) from your virtual booth. You can use .pdf .png .jpg word docs

## File Options

staff picture.png

**Section 6a**

Type \*Required

Supplementary

Select a type that best describes what the file will be used for.

Name

Description

Weight

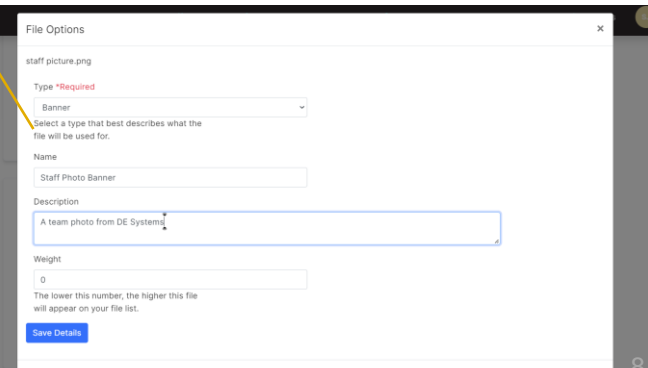
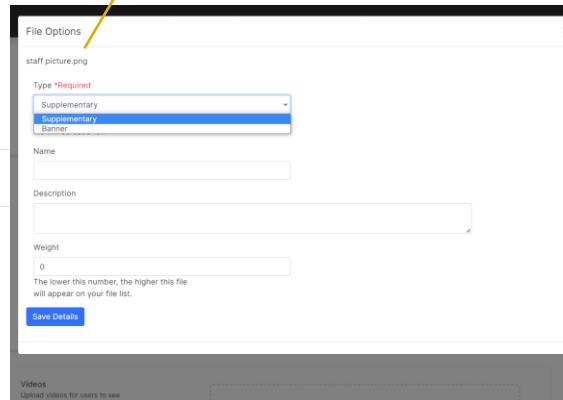
0

The lower this number, the higher this file will appear on your file list.

Save Details

Upload on the right side and once uploaded will appear on the left side. To edit where they appear, click edit or delete to remove. Section 6b is a pop-up window that appears once your files have been uploaded and you click edit. You can now add more details to where your files appear and what they are called.

**Section 6b**



# How to add videos to my company profile? (4/4)

Videos  
Upload videos for users to see

**Section 7a**

DE Systems - Video Intro.mp4 [Edit](#) [Delete](#)

<https://player.vimeo.com/video/578046584>  
[Edit](#) [Delete](#)

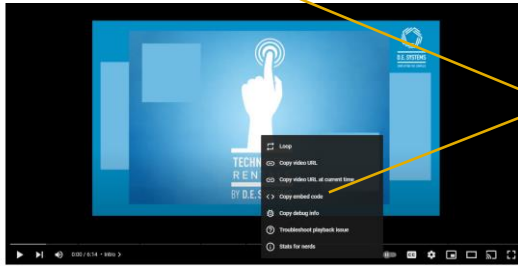
<https://www.youtube.com/embed/oaGzZrmoIRc>  
[Edit](#) [Delete](#)

Or

Paste a video URL here

[Save](#)

Click or place your resource files here.



This is where you can upload Video Files or gif's to be used as your Main Video on your Home Page or for people to view from your virtual booth. You can use an embed code from Youtube or Vimeo, or you can upload a .mp4 file from your computer.

NOTE: You need a part of the EMBED CODE from YouTube (You can get this code in YouTube by right clicking on the video while it is playing in YouTube

EX. `<iframe width="1252" height="704" src="https://www.youtube.com/embed/oaGzZrmoIRc" title="Technology Rentals - Interview" frameborder="0" allow="accelerometer; autoplay; clipboard-write; encrypted-media; gyroscope; picture-in-picture; web-share" allowfullscreen></iframe>`

Upload on the right side and once uploaded will appear on the left side. To edit where they appear, click edit or delete to remove. Section 7b is a pop-up window that appears once your video files have been uploaded and you click edit.

Video Settings

**Section 7b**

Is this the main video? Yes  No  The main video will be front and center on the sponsor page.

If youtube gets a thumbnail from here: <https://img.youtube.com/vi/insert-youtube-video-id-here/0.jpg>

Thumbnail

[Choose File](#) No file chosen

[Save Changes](#)

You can now add more details to where your files appear and what they are called. You can only have 1 Video as your main video, the rest will appear as supplementary videos. Your Video will appear with a black thumbnail, you can upload a video specific thumbnail here.

# How does this all look on the Company Home Page?

Thank you to our sponsors



Website Virtual Booth

## DE Systems

D.E. Systems' myConferenceSuite provides a comprehensive and integrated cloud-based registration, content and event management platform for meetings and events. myConferenceSuite is built on a robust framework and is customizable to suit your data requirements.

Online/Web-based registration application  
Administrative Dashboard  
Invoicing, Badge Design, Reporting and much more...

You can view all sponsors on the landing page as well as if you click the sponsor tab on the top menu. From here you can click WEBSITE to go to their website or Virtual Booth.



DE Systems



## Section 4

## Section 1

This is the top of the Virtual Booth with your Main Video and thumbnail image. Below the Main Image or Video is your company logo and quick links to your social media and website.

## About us Section 3

D.E. Systems' myConferenceSuite provides a comprehensive and integrated cloud-based registration, content and event management platform for meetings and events. myConferenceSuite is built on a robust framework and is customizable to suit your data requirements.

Online/Web-based registration application

Administrative Dashboard

Invoicing, Badge Design, Reporting and much more...

## Videos (3) Section 7



This is how all your uploaded content will appear on the front facing page that Attendees will see.

## Get in touch Section 4

1-613-723-1166  
sales@desystems.com  
2212 Gladwin Crescent C6, Ottawa,  
ON K1B 5N1

## Files Section 6

- Speaker Recording Tips-2022.pdf
- Streamyard - Speaker Prep.pdf
- Speakers Guide to Pre-Record-Streamyard.docx

People (2)  
Chat with us below

Shanice Jackson  
Event Producer  
DE SYSTEMS

Sharon Chester  
Event Manager

## Section 5

Q & A  
Ask a question to the sponsor

Shanice Jackson  
Add a comment...

No Comments Yet  
Be the first to comment.

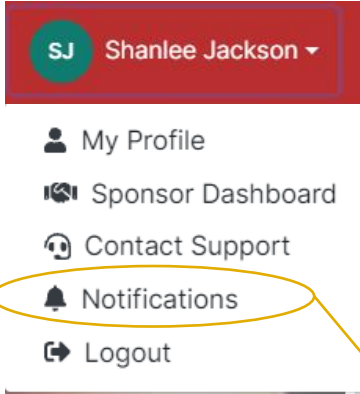
# How can you connect with Attendees via your Company Virtual Booth?

The screenshot displays a virtual booth interface. At the top left, there is a 'People (2)' section with the subtext 'Chat with us below'. It features two profile cards: one for Shanlee Jackson, Virtual Producer at DE SYSTEMS, and one for Sharon Chester, Project Manager. A private chat window is open over Shanlee Jackson's profile, showing a message: 'Hello! I have a private question about your company and would like you to respond directly to me.' dated 2023/1/13 3:45:53 PM. Below this is a 'Q & A' section with the prompt 'Ask a question to the sponsor'. It includes a text input field for Shanlee Jackson and a 'Comments' section with one public question: 'This is a public facing question I have, and anyone who visits this Virtual Booth will be able to see my question.' The question has 0 likes, 0 replies, and a 'Reply' button.

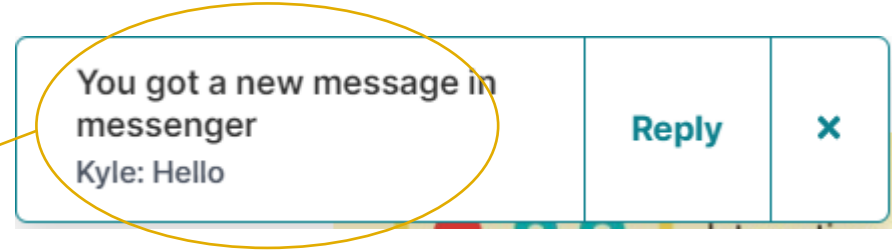
If we have linked all your company people to an active registration, you will have the ability to chat one on one with attendees, via private chat.

There is also a space for public facing questions and answers that you can manage.

# What happens if I receive a message as a sponsor?



If you are online in the Virtual Portal and someone sends you a direct message, you will get a pop-up notification like this. You can hit reply to directly respond to the inquiry.



If you are not online, you will receive an email notification. When you log into the portal check your Notifications tab.