

13-15 OCTOBER 2021

SEPAWA[®] CONGRESS virtual



EXHIBITOR MANUAL

VIRTUAL EVENT



➤ Advantages & Benefits as an Exhibitor

- 1 virtual **exhibition booth**
- 1 exhibitor **slot (10 min.)** NEW
- 2 virtual exhibitor **tickets** (including conference access)
- 1 **company entry** Advanced (Website & App)
- Possibility to submit a presentation in the **Forum for Innovation**
- Displayed on the **exhibitor list** in the SEPAWA® CONGRESS app and the opportunity to **contact all participants**
- **Promotional Package** to invite your existing and potential customers

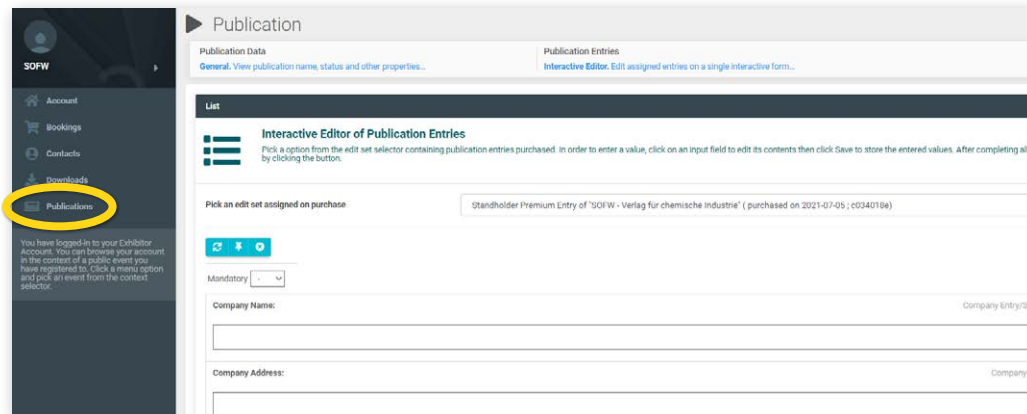
➤ How to become an Exhibitor

- **Please log in** to our registration system at www.panel.sepawa.com with your usual login data. (If you can't remember your login details, please contact Nancy.snehotta@sofw.com)
- **Now go to Booking** and make a new booking
- **Select** the online shop **“Booth”** and follow the link

➤ Book your Company Entry

If you are registered as an exhibitor for the SEPAWA® CONGRESS 2021, you can now enter your company details in the company entry

- **Please log in** to our registration system at www.panel.sepawa.com with your usual login data. (If you can't remember your login details, please contact Nancy.snehotta@sofw.com)
- **Now go to Booking** and make a new booking
- **Select** the correct online shop **“Company Entry”** and follow the link
- After completing the form you can enter all your company details in the **Publication Editor**. This information will be put onto to the **virtual platform** by us



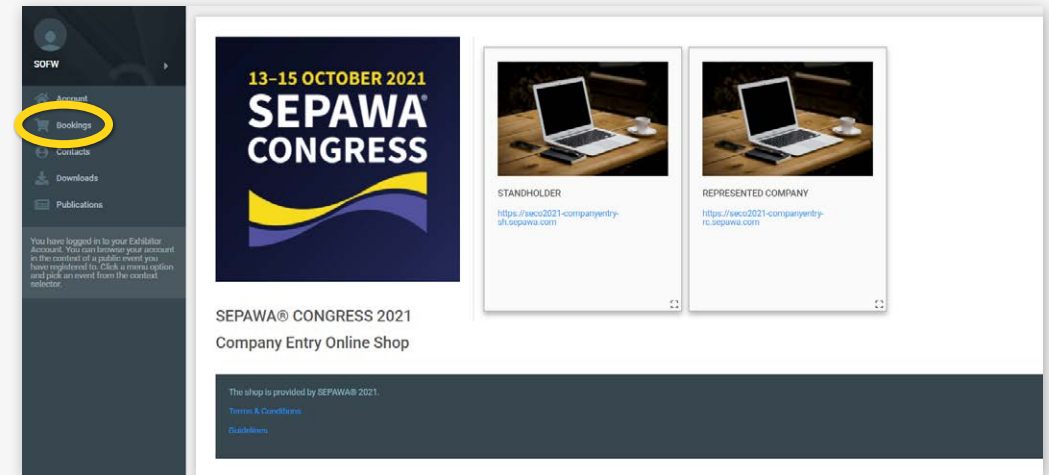
Publication Editor (Registration System)

Don't worry if anything **changes** in the meantime

- You will be able to edit your company profile later on the virtual platform by yourself

If you have **Represented Companies**

- You can also add them via the registration system. Just select the Represented Company in the shop and follow the link



Adding Represented Companies (Registration System)



> Exhibitor Slot ^{NEW}

You have the opportunity to submit a **10-minute presentation**

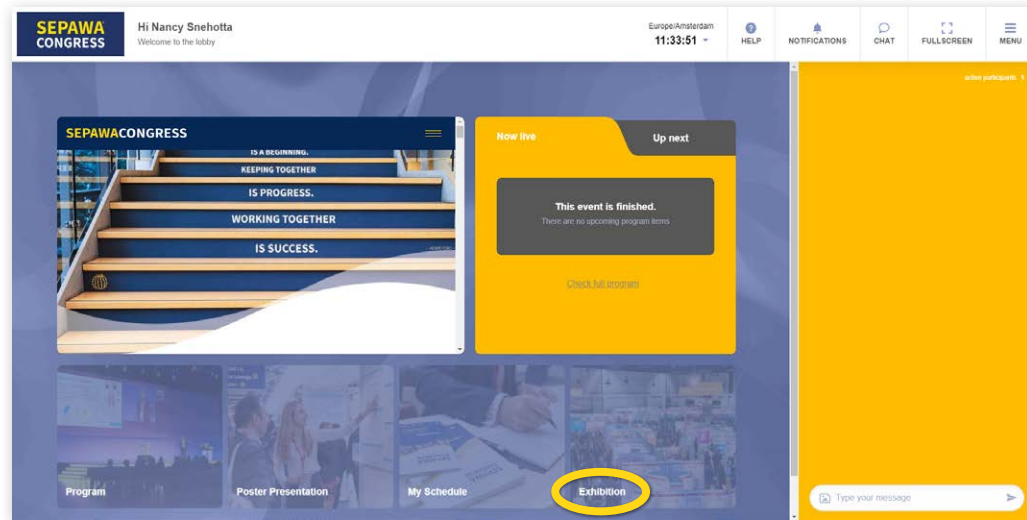
- **Address** all the **participants directly**
- **Report on** your **product innovations**, company, achievements, scientific results, etc.
- The video recording length should not exceed 10:00 minutes, any surplus recording will be cut out
- Think of an **appropriate title** to attract the attention of the participants

Please follow the **Video Recording Guidelines** to submit a perfect result and send your video to nancy.snehotta@sofw.com

Please submit the video with the associated title until **01 October 2021**.

➤ Prepare your booth on the virtual platform

- **Log in** to the virtual platform and you will land in our Lobby
(You will receive the login data approximately 2 weeks before the event)

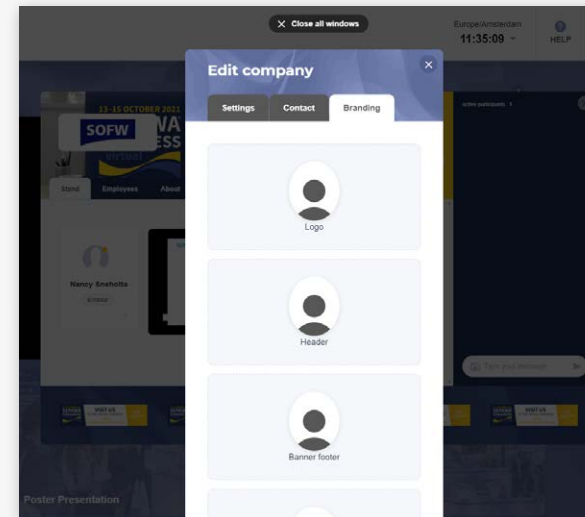


Lobby (Virtual Platform)

- Click on **Exhibition** and select your company
- **Edit** (upper right corner) **and Add** whatever you want

Branding ^{NEW}

- **Upload logos** and **several banners** and select your company **color**
- Make your booth **unique** so your booth really is *your* booth



Company Branding (Virtual Platform)

Banner sizes

| | |
|--------------|--------------------|
| Logo | Equal height/width |
| Header | 1400 × 480 px |
| Footer | 280 × 112 px |
| Banner Left | 240 × 1200 px |
| Banner Right | 240 × 1200 px |

Further Information

Further information about the congress and your presentation will be sent to you **by mail** at regular intervals. Please also check your spam folder regularly to avoid missing out on important information!

Should you have any questions, you can contact Nancy Snehotta anytime at nancy.snehotta@sofw.com or by telephone under +49 (0) 8281-79940-39



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