

## TECHNICAL MANUAL/INSTRUCTIONS FOR EXHIBITORS

26th ICOM General Conference in the week of 20–28 August 2022

Dear partners and exhibitors,

please allow us to thank you once again for your support.

We have prepared for you brief instructions which will help you with technical issues connected with your virtual participation.

Please be so kind and put your time and attention to this important matter.

Below you will find all instructions in separate paragraphs.

If in doubt, please contact us, we will be happy to assist you anytime.

Your exhibition and technical team.

### TECHNICAL PRE-REQUISITES IN GENERAL

For correct function of the online conference platform please follow the minimum system requirements:

- Microsoft Windows or Mac OS or Linux based device (iPhone is not supported)
- Latest Chrome or Microsoft Edge internet browsers (*other browsers are not fully supported*)
- Noise cancelling headphones with microphone to reduce background noise
- Stable Internet connection (minimum 10/10Mb)

### LOGIN – using the gcon address: <https://icomprague2022.gcon.me/page/home>

**First step:** please send us the names and email addresses of booth administrators, then we may create an account for you.

**Second step:** To attend the virtual booth, please visit the ICOM LIVE part of the conference's website <https://icomprague2022.gcon.me/page/home> and click the "User Login" link in the top right corner of the page.

🕒 10:58:20 CET

👤 User login  

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**Third step:** On your first login attempt the site will ask you to provide your email address (**which you have sent us in advance - see the first step**). Your password will be automatically sent to this address (coming from the e-mail address info@gcon.cz). You may change then your password anytime - just if you wish – under your name – change the password.



You may also add your photo if you wish to do so – 300x300 px (administrator photo).

## EXHIBITION

Each sponsor and exhibitor have his/her own company profile, which is administrated by each company. Company profiles, documents and videos are available under each company´s exhibition booth.

As each exhibitor has multiple employees registered to attend the virtual event, each employee can have on of the following roles:

**Delegate** – may attend the virtual congress as an attendee, DOES NOT manage the company´s profile or chat in the exhibition booth

**Exhibitor/administrator** – may attend both the virtual congress and company´s booth and chat. The administrator may change the content of the booth as well as he/she can chat with booth visitors.

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## MY BOOTH

**My booth** section allows you to administrate your profile according to your requirements.

11:27:07 CET

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HOME PROGRAMME EXHIBITION SPEAKERS Online HALLS My booth

- **Chat** – the space where you may answer your visitor's questions
- **Information** – the space for your company profile/description activities
- **Social Networks** – the space for your company social network pages link
- **Videos** – the space for your company promotion or product promotion in mp4 format recommended aspect ratio 16:9
- **Documents** – the space for your pdf files (brochures, ads or any other materials which you wish to present)

11:56:49 CET

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HOME PROGRAMME EXHIBITION SPEAKERS Online HALLS My booth

Chat

Info

Social networks

Videos

Documents

Contacts

Pavel Matějka

NEW

## UPLOADING VIDEOS AND DOCUMENTS

To upload and manage the documents and videos available at your virtual company booth please follow next instructions:

- Navigate to My Booth
- Select here the **Video or Documents** section
- To add your first file, click the **Add File** button, this will open the file upload box on the right side of the page. Here you can also **name your file** (this will be the file name when visitors download the file).
- Press **Upload File** and navigate to the file on your computer which you desire to upload. You can **add** multiple files - they are visible in the left panel on the page. Click the file name you would like to manage (rename or upload the new file), use the **Delete** button to delete the file. Should you decide to re-arrange the order in which the files are shown, just drag the file in this view and put it to the slot you desire.
- Videos must be in MP4 Format
- Recommended aspect ratio is 16:9
- There is file size limitation (**100 MB**) and required bit rate of <1Mbps is recommended to ensure optimum playback experience for the users
- Documents recommended in pdf format

## CHAT (with sponsors and exhibitors)

The chat and video chat with congress attendees' function is available under **My Booth**.

You can decide if your company will use only **text chat** or also accept **video chat** by ticking the Accept Video chat checkbox.

Once congress participants contact your company through the chat or video chat, they will become visible in the **Contacts** section and will be marked with the icon **Waiting** (in case of the video chat)

- Please select the person's name to enter in the chat with the participant
- Enter or type your message into the chat box and click **Send** to reply to the participant. Then the conversation may start.
- In case the second party uses the video chat, you can join the video chat by clicking on video chat-Enter

### Important note:

**!** All administrators and company representatives whose email addresses were provided by the company are available to chat and reply the chat messages.

## NETWORKING

The networking feature enables you to connect with any participant of the conference through our secure platform, the same way as it allows everyone to connect with you. It is up to the contacted persons to decide if they want to network with you. No contact detail or personal information is shared between the two sides and the communication is managed only through the virtual platform.

- Networking is entered by clicking the letter icon next to your profile.
- In the networking page please enter the name or better select your desired contact from the list and compose your message to them.
- Reply to message/ongoing networking

The screenshot displays the user interface of the virtual platform. At the top, a grey header bar shows the time '12:02:44 CET' and various notification icons. Below this is a navigation menu with buttons for 'HOME', 'PROGRAMME', 'EXHIBITION', 'SPEAKERS', 'Online HALLS', and 'My booth'. The main content area is divided into two columns. The left column contains a vertical menu with options: 'Networking' (highlighted in blue), 'News', 'Notifications', 'Personal data', and 'Description'. The right column features a 'Search contact' input field with a 'List of all participants' button to its right. Below the search field is a 'Conversations' section showing a message from 'Pavel Matějka' with a 'NEW' indicator.

## VIRTUAL STAND – COMPANY PROFILE

### Virtual stand – company profile

- Stand size 16:9, 16:6 or 16:3 (depending level of sponsorship)
- Company profile (information about the company, products etc.)
- Hyperlink to partner's website, microsite and social networks etc.
- Videos to be uploaded in format MP4
- Documents to be uploaded in format PDF, DOCX, PPTX, ...
- Chat-to be operated by company representatives
- Video chat-to be operated by company representatives
- Stream-to be operated by company representatives (one-way streaming)
- Company logo announced on the website with hyperlink to virtual exhibition hall with company details



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### **Networking**

- Possibility to contact participants within the online platform
- 4 registrations that can be chosen arbitrarily out of conference and exhibitor registrations

**WE ARE LOOKING FORWARD TO MEETING YOU VERY SOON!!!**

GUARANT International, spol. s.r.o. team