



### PRE-EVENT:

- Download a compatible browser:
  - **Windows:** Chrome (best option) or Firefox
  - **Apple:** Safari (best option), Chrome or Firefox
- Have headphones/earbuds handy in case you experience audio issues (like feedback or an echo).

### DAY OF:

- **Close out from other platforms that use a camera** (i.e. Zoom, Teams, Skype).
- Set up your Personal Profile:
  - Create a username/password to access the virtual event space
  - First/Last Name
  - Headline – *please enter “Manufacturer” or “Media” here so you are easily identifiable.*
  - Company Name
  - Social Account Links – *LinkedIn, Facebook, & Website (recommended but not required)*
  - Add a Headshot or company logo (ideal size/format: JPG or PNG, 480 wide x 480 high, max 512 kb)

### NAVIGATING THE EVENT SPACE:

When you enter the event for the first time, you will be on the 1<sup>st</sup> floor. Switch floors by clicking on the “elevator” (found on the left side of the screen).

- **1st Floor** – This floor will be used for open networking opportunities, as well as the following areas:
  - **Help Desk:** SEMA staff will be available to answer questions and provide tech support.
  - **Media HQ:** SEMA staff will be available to assist media with questions about their schedules.
- **Floors 2–9** – Manufacturers are assigned a designated table to host meetings, **listed in alphabetical order.**
  - All scheduled meetings will occur on these floors.
  - Switch floors by clicking on the desired floor from the “elevator” (found on the left side of the screen).
  - **IMPORTANT:** Travel between floors with your mic and camera off.
  - When you arrive on your designated floor, you will land at a random table. Find your meeting location table and double click on the table to enter your meeting, turn your mic and camera on to begin the meeting.
  - Seating is limited to a **total of 6 participants** at each table.
- **Lounges** – Each floor has 5 lounges on the perimeter for open networking in-between scheduled meetings.

### DURING A MEETING:

- Scheduled meetings are limited to a **total of 6 participants per table.** We recommend that media plan on a maximum of 3 representatives from their group for a single meeting.
- Make sure that your camera and audio are turned on by clicking the “Cam On/Off” and “Mic On/Off” buttons at the bottom of the screen.
  - *If you experience any audio feedback or echo, please try to use headphones/earbuds.*
- During the meetings, you can use the following features found at the bottom of the screen:
  - **Chat:** Allows you to chat directly with the group you are meeting with or a private chat with any registered attendee at the event.
  - **Share Screen:** Allows you to share your desktop screen with your group.
- You can choose to view other participants at the table in two formats: Floor View or Tile View. *You can toggle between the two by clicking “Floor/Tile view.”*
  - **Floor View:** Allows you to continue viewing the virtual floorplan while placing the camera windows along the top of the page.
  - **Tile View:** Switches your video windows to a **full-screen view.**