



DELL Technologies
#RebootingIreland



The Business Show

A 'How to' Guide for Our Virtual Events

10th September

Welcome to The Business Show!

Thank you for joining us on this virtual journey and helping us pave the way towards [#RebootingIreland](#)

We have put together this guide to help you make the most of your time at our virtual event.



Getting Started

Prior to event day, you will be sent a link to the virtual event landing page & your login details. This will be sent to the email address used to register your ticket. Please use these on event day to login.



Important:

We recommend that you use either Google Chrome, Safari or Firefox for the best performance and to avoid any technical issues. (Internet Explorer is not recommended).

If you are logging in on your phone or tablet, you will need to ensure that you download the most up to date version of Zoom from your Apple or Android app store to view stage content at the event.



Logging In

Once you reach our virtual event landing page, complete your login details as instructed to the right.



1. Enter your email address and password.
2. Once you have filled in the fields above, simply click **'Login'** to access the event



The Virtual Lobby

Once logged in you will automatically be brought through to The Business Show's Virtual Lobby.

There will be 4 main areas you can enter from here, **The Exhibition Hall**, **The Stages**, **Networking Chat Rooms** and **The Information Centre**. To enter any room, simply click the room sign.

By clicking on a sponsor screen you will automatically be brought through to their virtual exhibitor booth.





Navigating Your Way Around the Virtual Event

To enter any virtual room from the lobby, simply click on the room icon & you will be automatically brought inside.



1. The Stages

The full event agenda can be viewed in The Stage. Simply click on the stage screen to view the agenda & click on the session to be brought to the live stream.

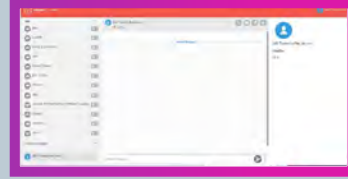
Once a session has started, you will be able to engage with the audience group through a live chat option on the right hand side in Zoom. There will also be a chance to interact with the speakers after their talks.



2. The Exhibition Hall

This is where we will host all of our virtual exhibition booths. Here, you will be able to chat directly with the exhibitors & receive downloadable takeaways such as brochures & leaflets.

To go to a booth, simply click on the booth within the hall, or click on the company's name in the exhibitor's index which is located at the bottom left of the hall.



3. Networking Chat Rooms

Here is where you will meet & interact with other event attendees, speakers & exhibitors. You can easily chat via group chats, private chats or audio/video calls. Its networking made easy!



4. The Information Centre

If you have any questions or technical issues on the day there will be an information desk where you can submit any queries directly to us, or the platform tech support team throughout the event.



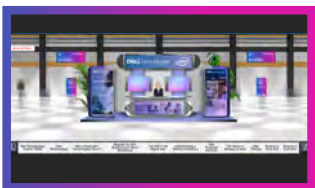
The Exhibitor Hall

When you enter the Exhibitor Hall there are three ways to navigate through the partner booths on display.



1. Aerial View

You will see all the partner booths in an aerial view of the virtual exhibition hall. Click on the booths you wish to visit.



2. Scrolling List

When you click into a booth on aerial view, you will be brought into the 'in person' style view where you can scroll left & right to view the other booths.



3. Exhibitor Index

Alternatively, to go to a specific booth, you can click on the company name from the Exhibitor's Index, which appears at the bottom left of the screen.

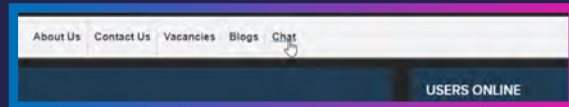


Networking Chat Rooms

1. Public Chat

Throughout the event, you will be able to chat with booth exhibitors, other attendees, speakers and also participate in some live Q & A sessions with speakers through our virtual chat feature.

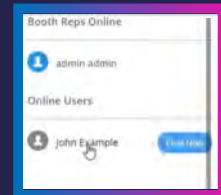
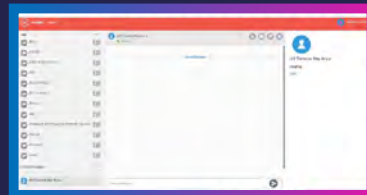
Attendees can initiate a private or open conversation with exhibitors, speakers or any other attendees. When at a booth, simply click on the 'chat' tab at an exhibitor booth or use the 'networking tab' at the top of the navigation bar to start a chat.



2. Private Chat

If there is a partner or attendee you are particularly keen to talk to, you have the option of searching for their name/information in the chat room search bar.

To initiate a private chat, simply click on "Chat Now" in the online user section on the right hand side. This will open the window for that specific user for private chat. You can also initiate a video or audio chat.



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Thank You for helping us pave the way towards #RebootingIreland