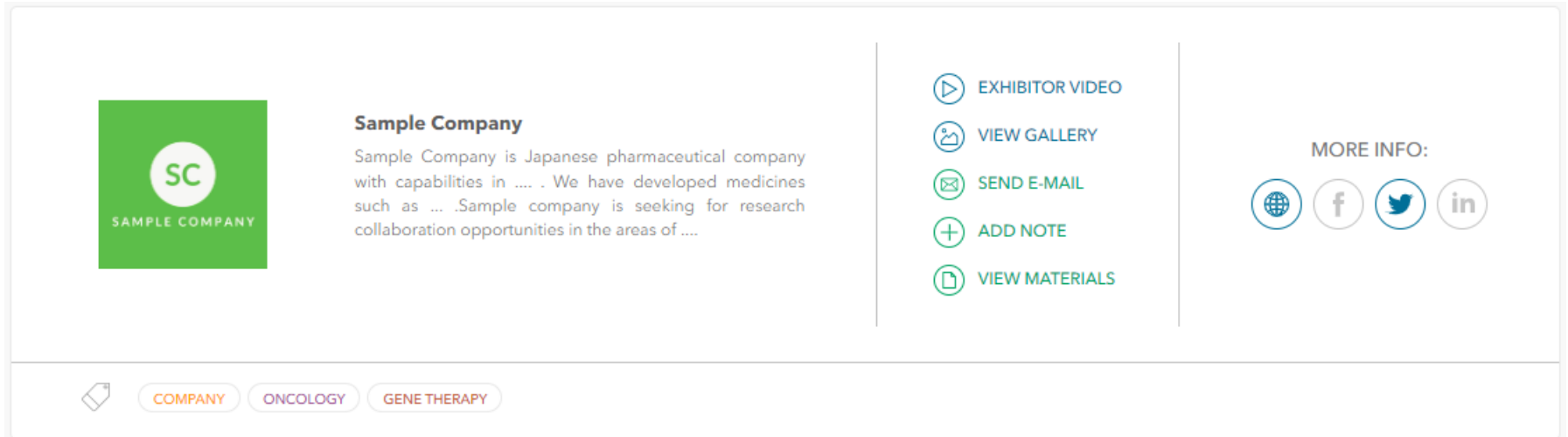


# How to Edit Your Exhibitor Booth 1/4

This is a quick guide to post **your company profile** in **Exhibitor Booth** on the platform.

## ▼ Sample of Exhibitor Booth



The image shows a sample exhibitor booth profile for 'Sample Company'. On the left is a green square logo with 'SC' in a white circle and 'SAMPLE COMPANY' below it. To the right of the logo is the company name 'Sample Company' and a short description: 'Sample Company is Japanese pharmaceutical company with capabilities in .... We have developed medicines such as ... .Sample company is seeking for research collaboration opportunities in the areas of ....'. Below the description are three tags: 'COMPANY', 'ONCOLOGY', and 'GENE THERAPY'. On the right side of the booth, there is a vertical list of interactive options: 'EXHIBITOR VIDEO', 'VIEW GALLERY', 'SEND E-MAIL', 'ADD NOTE', and 'VIEW MATERIALS'. Further to the right, under the heading 'MORE INFO:', there are four social media icons: a globe, Facebook, Twitter, and LinkedIn.

To start the editing, open the link you received from the organizer. This link is an **Exhibitors listening form** where you should upload information about your organization.

Note: Please avoid sharing the URL to your Exhibitors Listing Form to any third party. The form can be edited by anyone who knows the URL.

# How to Edit Your Exhibitor Booth 2/4

Complete following fields: Exhibitor name / Description / Upload logo / Choose your category  
You can also add contact email address and phone number. (Optional)

**\* Exhibitor Name**

**Description**

B I U

Sample Company is Japanese pharmaceutical company with capabilities in .... We have developed medicines such as ... .Sample company is seeking for research collaboration opportunities in the areas of ....

Please contact the organizer  
If stated company name is wrong.

**Choose categories**

- Company
- Oncology
- Gene therapy

CHOOSE CATEGORIES

You can choose  
6 categories in maximum.

**Contact e-mail address**

**Contact phone number**

**Note:**  
This email address is can be seen by other participants.  
If you don't want to disclose your address, keep this form blank.

**Logo**

Image size: min 200x200 px, max file size: 5MB,  
file formats: .png, .jpg

SELECT IMAGE

# How to Edit Your Exhibitor Booth 3/4

If you want to use a **Virtual Booth**, toggle on the switch and set up **start date and time**, as well as **end date and time**. During this time period, the virtual booth will be open for attendees to join your booth. Make sure to allocate a **booth representative** to be in a booth when it's open.

**What is Virtual Booth?**  
Video meeting room for each exhibition so that exhibitor can have **one-to-many meetings** with other attendees. Differ from 1:1 partnering, **no request is needed in advance** to have meeting at the booth.

### Virtual Booth

 ON

Exhibitors are required to stay in the booth when it's open.

### Start date and time

2023年11月27日 [calendar icon] 12 [dropdown] 00 [dropdown]

### End date and time

2023年11月27日 [calendar icon] 14 [dropdown] 00 [dropdown]

 Video room



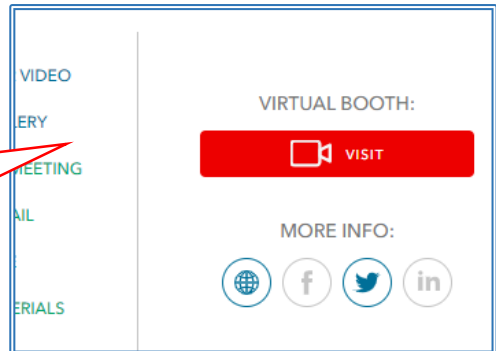
 Custom link

If you want external meeting room, insert the link here (Zoom, MS Teams, etc.)

[Link input field]

Your booth representative will be able to enter the built-in meeting room from this button.

When the booth is open, 'VISIT' button appears in you exhibition so that attendees can enter your booth. Attendees can't tell when the booth is open, please let them know that in your 'Description' (see previous page)



# How to Edit Your Exhibitor Booth 4/4

Follow along, and complete your organization's **social media information**.

You can add a link to **any materials**, such as presentation slides, you want attendees to access. You can also add a link to a video and upload up to 10 photos with short text.

After completing the form, press the button **SEND** at the bottom of the form.

You can edit your booth several times, so that you can add contents one by one when they are ready.

If you have any presentation slides or video online, fill in the **Materials** or **Exhibitor video** form with the URL.

## WWW address

## Facebook

Enter exhibitor's Facebook profile link.  
This will enable Facebook profile button on the exhibitor profile.

## Twitter

Enter exhibitor's Twitter profile link.  
This will enable Twitter profile button on the exhibitor profile.

## Linkedin

Enter exhibitor's LinkedIn profile link.  
This will enable LinkedIn profile button on the exhibitor profile.

## Materials

Enter link with materials.  
This will enable Materials button on the exhibitor profile.

## Exhibitor video

Enter link to exhibitor video. This will enable exhibitor's video button on the exhibitor profile.

## Photos

You can upload up to 10 photos

No photos uploaded

You can also upload up to 10 photos.

Don't forget press **SEND** to save