Thank you for supporting the 2021 ASEEES Annual Convention by securing a virtual exhibit booth. The booths are now ready for set-up.

Exhibitors will be listed alphabetically on the opening page. Your booth will show the company/organization name, a small logo, and a 50-word description. Visitors enter your booth by clicking on the tab “View Exhibit.” They will be directed to a landing page containing the additional information you have provided.

**Please follow these instructions to complete set-up:**

1. Enter your booth information by logging into the [ASEEES Convention 2021 (allacademic.com)](https://allacademic.com) using your ASEEES username and password. If you are unable to login, please contact Jenn Legler at aseees@pitt.edu.

2. Under the Exhibitor Menu, click on Manage “My Exhibitor Booth” and select the “Edit” link next to the company/organization name.

3. There are notes for each section that explain what that section is for. Enter as much or as little information as you wish. Only the Name field is required. You may return to this form to add or update information at any time.

Information that can be added includes an embedded video, a link to a zoom chat, books or merchandise for sale with links to your organization’s e-commerce page, and photos. If adding a zoom chat, the link is provided by the exhibitor.

Please note that if you have multiple exhibitor managers assigned, only one should make edits to the page at a time. This will prevent work from being overwritten or lost.
4. The Exhibit Hall will go live on October 1. At that time attendees will be able to view your booth. To preview it in advance, contact Jenn Legler at aseees@pitt.edu.

To view how your page appears to attendees, in the main menu select “View Online Program.”

Scroll down the left-hand navigation bar to the “Information Menu” and select “Browse Exhibitors.”
This will take you to the exhibit hall.

The Opening Page will show each booth with their mini logo, a 50 word description, and a link to their webpage. Click “View Exhibit” to enter and view your booth.

You can continue to make edits to your booth at any time. We recommend that you have your virtual booth set up complete by October 1. Convention participants and attendees will be logging into the system to see the convention calendar and will be able to visit your booth prior to the convention itself.

The Virtual Exhibit Hall will launch on October 1.

I am happy to help with any questions!

Thank you,

Margaret Manges
Convention Manager
aseeescn@pitt.edu