



Exhibitor guide

TEDxLeuvenSalon - The
Next Roaring 20s

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Introduction

Thank you for participating in TEDxLeuvenSalon: The Next Roaring 20s! In this guide, we will provide you with some information to help you successfully run your booth and connect to attendees. We recommend that you go through the same tutorial as the participants do, as it contains most of the basic information. This guide contains some additional information that is specific to running your booth. Overall, it is relatively self explanatory, but please do **carefully read the complete guide** to ensure the best experience possible!

Support

If at any point you require technical support, our dedicated support staff will be available on slack. You can join the slack server via **[REDACTED]**

If you are new to slack, you can find a 1 minute introduction in [this video](#).

If you and your team join the server a few days before the event, we will assign you a dedicated support channel. Please reserve the #general channel for announcements relevant for all partners (as everyone will be able to see it).

Alternatively, you can also reach us at:

- the Q&A feature or private chat in MootUp (explained during the tutorial)
- [facebook messenger](#)
- [Twitter](#)
- email: contact@tedxleuven.com

However, the slack server is specific for partners, and thus you may get a faster reply there. The social media channels may also be used by attendees to request support.

FAQ

We have made an overview of frequently asked questions, which you can find on our [website](#).

Detailed timings

At the start of the break and networking, attendees are automatically transported to the networking area. They are also automatically teleported back to the stage when these networking moments end, so make sure to keep an eye on the time as your conversations may otherwise end unexpectedly!

19:00	Virtual doors open Tutorial starts
19:30	Tutorial end People start finding seats
19:35	TEDx official intro video
19:37	Hilde Crevits welcome
19:38	Raphaël intro + announcement Johan Neyts
19:43	Johan Neyts - COVID19, 102 years after the Spanish flu
19:54	Announcement James Veitch
19:55	James Veitch - This is what happens when you reply to spam email
20:05	Announcement Lin Pang
20:07	Chin Lin Pang - "From rhetoric to reality? The quest of Chinese females for self-realization"
20:16	Break announcement
20:20	Start Break
20:50	Start countdown for part 2
20:51	Break end People start finding seats again
20:55	Announcement Anton Jäger
20:56	Anton Jäger - Back to the Future: The Alternative Twenties
21:12	Announcement Rich Benjamin
21:13	Rich Benjamin - My road trip through the whitest towns in America
21:26	Announcement Allison Duetmann
21:28	Allison Duetmann - "Existential hope, why more is possible and how now is the time to get it"
21:44	Closing remarks
21:48	Start Networking
23:00	Event end

General guidelines

- Please use **Google chrome** as your browser. Alternatively, firefox is also a good option, be we recommend to not use edge or safari.
- Please **join the event early enough**, so that you have enough time to complete the tutorial. We expect this will take you between 5 and 10 minutes.
- **Whisper feature:** If you want to talk to someone over chat, click on their avatar and select 'whisper' to send them a private message. They can reply by clicking that message. This way, they don't need to be in an audio zone to connect with you.

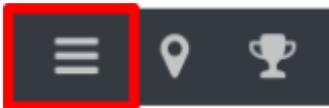
Joining the event

Accessing the event is easy! A few hours before the event, you will receive a **link from us in your inbox**. Simply click the link to make your avatar and go to the event. [This video](#) shows the process in more detail.

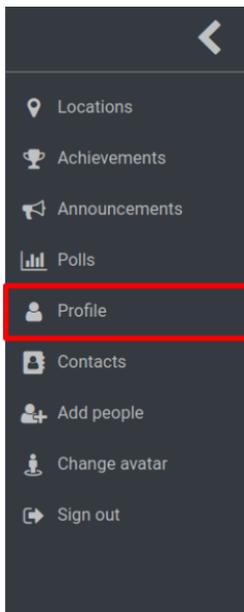
Your avatar and profile

Don't forget to **fill in your profile!** You can do so in three easy steps:

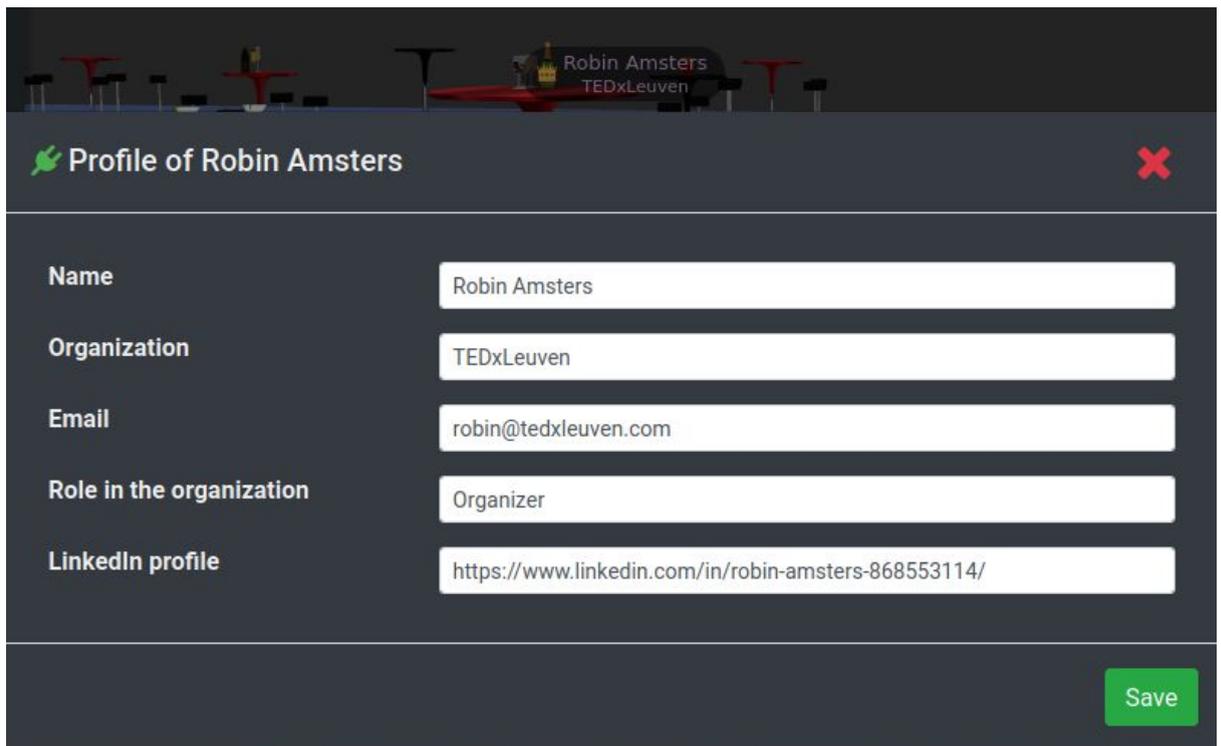
1. select the burger (three stripes) menu in the top left:



2. select "Profile:



3. Complete the fields with your information. Your organisation will be listed below your name:



The image shows a 3D-rendered booth profile form. At the top, there is a header with a green leaf icon, the text "Profile of Robin Amsters", and a red close button (X). Below the header, the form contains five input fields with labels on the left and values in the input boxes:

- Name:** Robin Amsters
- Organization:** TEDxLeuven
- Email:** robin@tedxleuven.com
- Role in the organization:** Organizer
- LinkedIn profile:** <https://www.linkedin.com/in/robin-amsters-868553114/>

At the bottom right of the form, there is a green "Save" button.

Your booth

Your booth is an immersive fully 3D experience. Customization options include links to websites, google documents or forms (useful for collecting CV's!) and more. The design of your booth needs to be finalized sufficiently in advance, please get in touch if you would like to request changes.

Audio zones

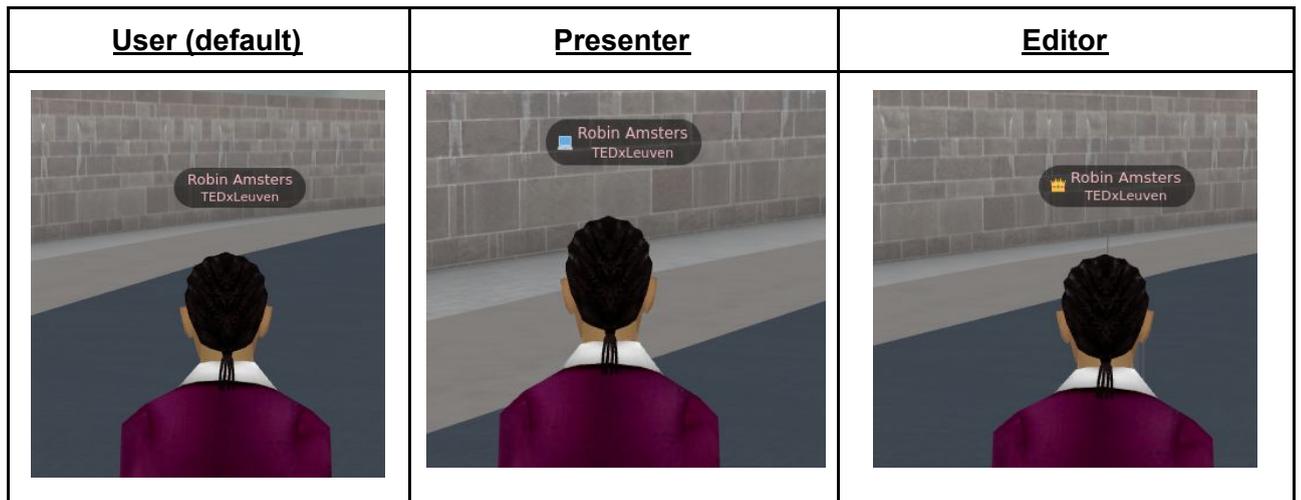
Your booth will have a number of **audio zones** (indicated in yellow in the figure below). Participants who enter these zones, automatically take part in a private conference call. This is particularly useful for having private conversations. If all audio zones at your booth are becoming crowded, you can also move to a table in the networking area (they also have audio zones).



Instances

As this guide is being written, more than 300 people are registered for this event! It would be impossible to put all these attendees in the same virtual room. You would need a very powerful computer to render all these avatars in real time. Instead, the maximum users per space is limited. When a space is at capacity (30 people is reached), the next person that joins will be placed in a new “instance”. This is essentially a copy of the space, but some elements are still the same. Depending on the role of the attendee, he or she may be visible across multiple instances:

- **Users** have a standard account and can access the space, see videos, etc. They have no icon next to their name. This is the vast majority of attendees.
- **Presenters** are visible across all instances by users. We will give **presenter permissions to the people that will be running your booth**, so that you do not need a small army to man your booth across all instances! Presenters will have a computer next to their name. Please contact support if your role was not assigned correctly
- **Editors** have the same rights as presenters. Additionally, they can make changes to the VR environment. Editor accounts will either belong to people of the TEDxLeuven organisation, or are employees of the VR platform itself. So if you have questions, you can also ask them to these people in VR directly. Editors can be identified by the crown next to their name.



Audio conferencing in multiple instances

In summary, everyone only sees the people in their instance. Editors/presenters are visible across all instances, but don't see everyone themselves. Audio conferences are their own instances. So people may suddenly appear in your audio zone if they come from an instance different to yours. You should, however, be able to see everyone in your audiozone.

If you have any questions, please don't hesitate to reach out!