



# 11<sup>th</sup> 3DBODY.TECH Conference & Expo

## ONLINE / VIRTUAL · 17-18 November 2020

### 3DBODY.TECH 2020 - INFORMATION AND DETAILS FOR VIRTUAL EXHIBITORS

#### ONLINE CONFERENCE PLATFORM

The online conference platform allows to access live streams, recorded contents, group discussions and to use tools for networking with other online attendees, speakers, exhibitors.

An overview of the functionalities of the online conference platform is included in the following document: [https://www.3dbody.tech/docs/3dbody2020\\_overviewplatform.pdf](https://www.3dbody.tech/docs/3dbody2020_overviewplatform.pdf)

Please note that **only registered participants** can access the online conference platform and actively communicate with other participants with messaging, chat, 1-to-1 video calls.

The virtual exhibitor package includes **1 registration**.

Please contact us if additional registrations are required (cost: 500 CHF for each additional registration).

Details for accessing the online conference platform will be sent by email after your registration is confirmed. The online conference platform will be accessible from **16 Nov. 2020**.

#### COMPANY AND PARTICIPANTS PROFILES

You will receive separate links to edit/update the profiles of your company and your registered participants. These can be edited/updated already now, before the online conference platform is accessible. These can also be edited/updated inside the online conference platform as soon as it is accessible.

Each **registered participants** will receive an individual email with an individual link to edit/update the profile. The email address provided in the registration form will be used to identify each participant.

The following details can be edited/updated/added to your **participant profile**:

- Personal information: picture, biography, contact, socials
- Documents, external links
- Preferences/settings (only inside the online conference platform)

You will also receive an email with an individual link to edit/update the **company profile**.

We have already added some basic information to your company profile, as it is stated on our website. You are free to change/update all the information and details.

The following contents can be edited/updated/added to your **company profile**:

1. Company name, email, description, logo
2. A single video: a video URL has to be provided (e.g. vimeo, Youtube)
3. A call-to-action button: text and a URL has to be provided
4. Contact details and social media
5. Documents: doc, ppt, pdf, jpg, png, maximal size 20MB
6. List of external links

Please contact us, if you have not received the emails with the links for editing/updating the profiles.

#### PRESENTATION AT TECHNICAL SESSION

The virtual exhibitor package includes a presentation at a technical session.

Presentation slots are attributed to exhibitors based on FCFS policy and upon availability in the program. We have scheduled presentations in selected technical sessions based on the topic of the presentation and on the time zone of the speaker/presenter.

At the link below, you can download the updated 3DBODY.TECH 2020 Conference Program. Please note that changes in the conference program, technical sessions and schedule are possible until the week before the conference.

Conference program: [https://www.3dbody.tech/docs/3dbody2020\\_program.pdf](https://www.3dbody.tech/docs/3dbody2020_program.pdf)

Please inform us if you wish to **make changes**: change of schedule, cancel a presentation, request additional presentation slot(s).

If you have a presentation at a technical session, please do the following **tasks**:

1. Read the guidelines for online/virtual presentations  
<https://www.3dbody.tech/authors.html#guidelinespresentations>
2. Read carefully the detailed guide for speakers  
[https://www.3dbody.tech/docs/3dbody2020\\_instructionsforspeakers.pdf](https://www.3dbody.tech/docs/3dbody2020_instructionsforspeakers.pdf)
3. Prepare your presentation video(s)
4. Fill and sign the consent and release form(s)  
[https://www.3dbody.tech/docs/3dbody2020\\_consentform.pdf](https://www.3dbody.tech/docs/3dbody2020_consentform.pdf)

We need to receive from you **for each presentation** the following information and data:

1. The presentation title and if possible a summary/abstract
2. Name of the speaker/presenter (note: he/she has to be a registered participants)
3. **Your presentation video** (mp4, avi file), via file sharing systems at <https://3dbodytech.wetransfer.com/>
4. Filled and signed **consent and release form**

Please do send to us all these **until 30 Oct. 2020**.

### **SCHEDULED LIVE-STREAM SESSION**

The virtual exhibitor package includes a scheduled live-stream session.

Each exhibitor live-stream session is **30 minutes long** and **self-managed** by the exhibitor. It can be ideally used for **live demonstrations from your offices**, showcasing your products, solutions, e.g. 3D/4D body/face/foot scanners, processing software, application software, use cases, etc. The session will be live streamed onto the online conference platform, where online attendees can watch it live and post comments/questions.

Live-stream sessions are attributed to exhibitors based on FCFS policy and upon availability in the program.

Please inform us if you wish to **make changes** or to **cancel** your scheduled live-stream session.

**Live-stream session set-up** (with details for Zoom Pro):

You are free to use your preferred live stream method and provider.

We recommend to use Zoom Pro (1 standard Pro license), as we are sure that it works well in the platform.

We will provide the 3 details needed for streaming live onto the platform: **Stream URL, Key, Page URL**.

In Zoom Pro you can setup the live stream by "Using a Custom Service" with the 3 data we will provide you.

A guide is available at the following link:

<https://support.zoom.us/hc/en-us/articles/115001777826-Live-Streaming-Meetings-or-Webinars-Using-a-Custom-Service>

At the scheduled day and time, you can start the live stream in Zoom and begin your live demonstration.

Important: you will **NOT need to invite participants** to join your Zoom session, attendees will see the session directly on the online conference platform.

Please do **record your live session** (Zoom offer this possibility) and send us a copy of the video (mp4) or provide us with a video url (e.g. vimeo, YouTube).

We will upload the recording onto the online conference platform, so that attendees can re-watch it later.

Note: the platform will be available with all recorded contents for 30 days after the conference.

### **SUGGESTIONS**

We suggest the exhibitors to be very active within the platform in order to attract attention of the attendees: participate at live chats during live sessions, participate at group discussions, post in the activity feed.

Note: only registered participants can access the online conference platform.

Please consider purchasing additional registrations, if you wish to follow all live sessions and actively networking with attendees.

### **3DBODY.TECH CONFERENCE OFFICE**

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