

## Joint Annual Meeting Schedule Highlights

*Below is an overview of the meeting schedule. Dedicated time for industry engagement is noted. These industry engagement times are when you should plan to be available at your booth.*

### Tuesday, July 9, 2024

- 8:00am – 11:30am Industry Partner Move-In
- 12:00pm – 6:00pm Welcome, Opening Keynote, Educational Sessions
  - 2:45pm – 4:00pm Industry Engagement, Networking
- 6:30pm – 8:00pm President's Reception

### Wednesday, July 10, 2024

- 6:00am – 7:00am: JAM 5K
- 7:00am – 8:00am Breakfast, Industry Engagement
- 8:00am – 5:00pm Educational Sessions, posters, industry engagement, networking
  - 9:00am – 10:00am Industry Engagement, Networking
  - 12:15pm – 2:00pm Industry Engagement, Networking
  - 3:00pm – 4:00pm Industry Engagement, Networking
- 5:15pm: ASCLS Awards Ceremony, AGT Awards Ceremony,
- 6:00pm: SAFMLS President's Reception

### Thursday, July 11, 2024

- 7:00am – 8:00am Breakfast, Industry Engagement
- 8:00am – 4:00pm Educational Sessions, posters, industry engagement, networking
  - 9:00am – 9:30am Industry Engagement, Networking
  - 10:30am – 11:00am Industry Engagement, Networking
  - 12:00pm – 1:00pm Industry Engagement, Networking
- 1:00pm – 3:00pm Industry Partner Move-out
- 4:00pm – 5:15pm Closing remarks and Keynote

### Move Out Instructions

Return shipments must be re-packed, labeled, and called in by the shipper.

The Wyndham Grand staff will collect packages around 5pm on Thursday and bring them to the dock. All packages are held on the unsecured dock for shipping and receiving. The Wyndham Grand or conference organizers are not responsible for lost, damaged, or stolen boxes. All packages remaining after 5 days will be discarded.

\*\*If packages are being picked up before 5pm, please notify the event staff at the Registration Desk.

**SAVE THE DATE: 2025 JOINT ANNUAL MEETING – JUNE 8 – 12 | SACRAMENTO, CA**

# Lead Retrieval Instructions

Two ways to capture leads: Attendees scan the QR code on your table OR you can scan their QR code.

## Scanning Attendee QR Codes

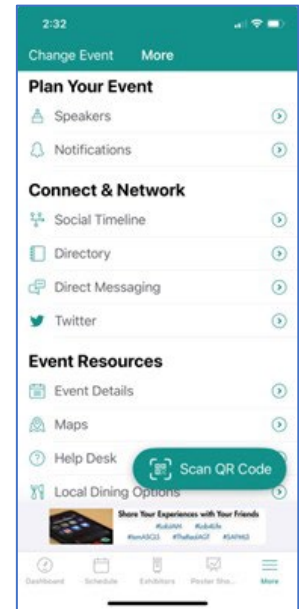
Exhibitor registrants can scan an Attendee's QR code using the LabJAM app.

The exhibitor will open the scanner tool, and the exhibitor will scan the attendee's QR Code (printed on attendee's badge or in the attendee's app).

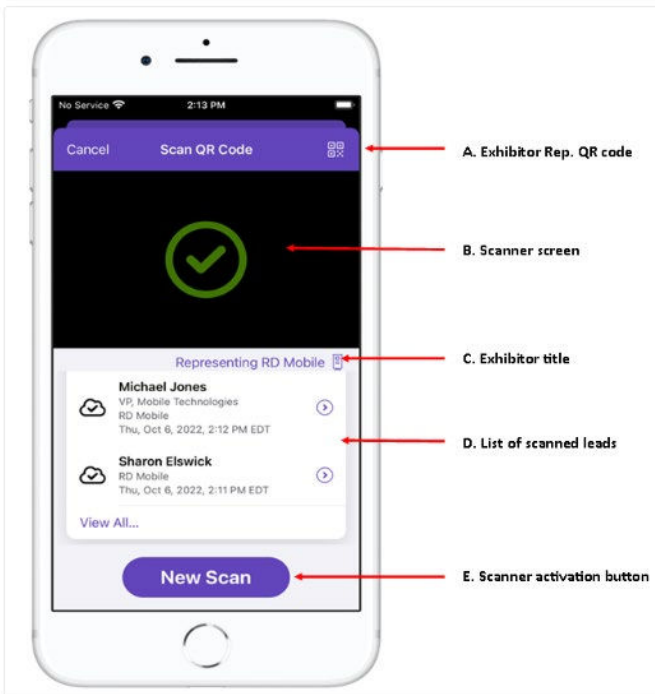
To open the in-app Exhibitor Mode QR code scanner, tap on the icon on the bottom right corner of the main menu (green "Scan QR Code" icon).

Select "New Scan" to scan Attendee's QR Code.

*If unable to scan QR code on attendee's badge, have the attendee hit their "Scan QR Code" button to have their QR Code appear. You can then scan their QR code.*



## SCAN QR CODE SCREEN



A. Exhibitor Rep. QR code - Display a QR code that attendees can scan. The attendee will be registered as a lead. The attendee will have the exhibitor rep.'s business card and would be checked in with that exhibitor.

B. Scanner screen - After selecting "New Scan" button (indicated by E in the diagram), exhibitors will use this area to 'aim' at the QR code they are scanning.

C. Exhibitor title - Displays the organization the user is representing.

D. List of Scanned leads - Scanned leads, both successful and pending, will appear in this area (if uploads are pending, they are likely due to an unreliable network connection. Once network connection is regained, uploads should happen automatically. If not, please try refreshing the app).

Use the Exhibitor Portal to Download your Leads.

# The Exhibitor Management Portal

## Overview

Representatives who are assigned as **Associated Registrants** to an exhibitor profile by Event Organizers may **edit and preview content** appearing on their exhibitor page, as well as **access lead reports** through the **Exhibitor Management Portal**.

## Accessing the Exhibitor Management Portal

The Exhibitor Management Portal (hereafter referred to as the 'Portal') is accessible through the desktop event website. \*Please note that the Portal is currently *only* accessible through the browser public site, and *not the apps*.

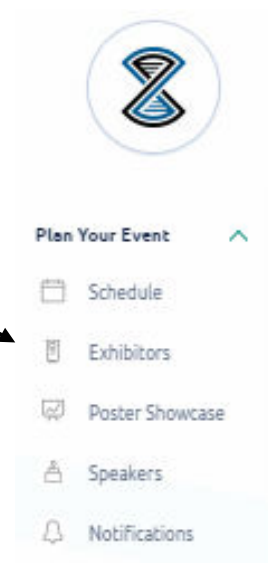
If you are an Associated Registrant for the event, please follow the steps below:

1. Enter the event while signed in as the registered account:



PLEASE MAKE SURE THAT YOUR NAME APPEARS AT THE TOP RIGHT-HAND CORNER WHEN ENTERING AN EVENT.

2. Click the "Exhibitors" tab on the navigation panel on the left and select your organization from a list that appears on the right:



# The Exhibitor Management Portal

3. An “Edit” button should appear on the details page of your organization, near the title. Click “Edit” to enter the Portal:

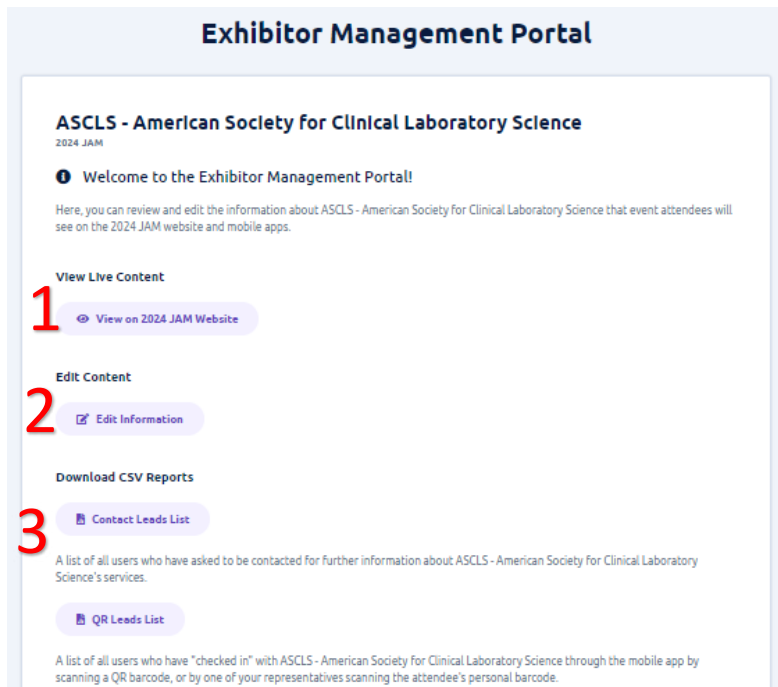


IF THE “EDIT” BUTTON DOES NOT APPEAR, PLEASE CONTACT THE EVENT ADMIN TO CHECK IF YOU HAVE BEEN ADDED AS AN ASSOCIATED REGISTRANT FOR THE EXHIBITOR ACCOUNT.

4. We recommend that you save the Portal URL after entering as a shortcut (The URL should look like the following: <https://events.rdmobile.com/ExhibitorPortal/Details/{exhibitor ID}> )

## The Exhibitor Management Portal Dashboard

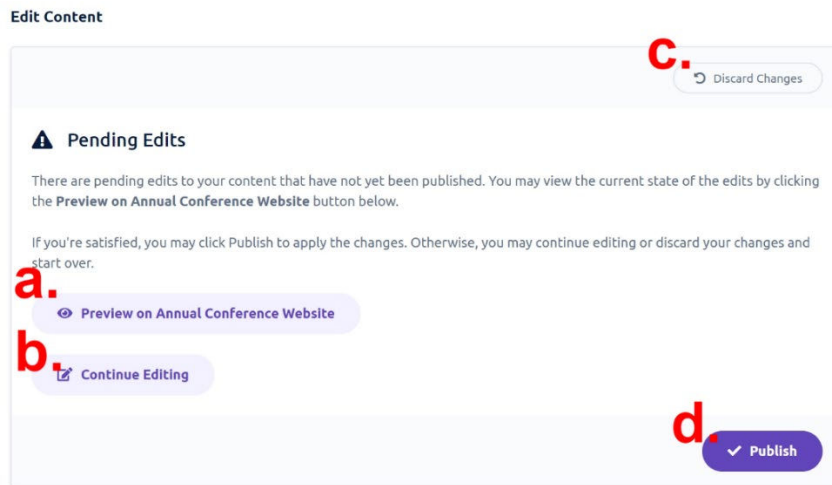
You can view the current exhibitor page, make edits, preview and approve pending edits, and view exhibitor lead reports through the Portal Dashboard.



1. View the current (live) exhibitor content on the event site
2. **\*Edit Content** section with no pending edits - Clicking on “Edit Information” will take you to the Portal Edit Form.

# The Exhibitor Management Portal

\* **2.1.** If there are **pending edits** that have not yet been published, the Edit Content will appear as:



- a. Preview the edits on the event site
- b. Continue editing
- c. Discard the edits
- d. Publish the edits (update the live exhibitor record with the changes)

## Some Tips for Editing Content

- Valid URLs must begin with or "https://" or "http://"
- The Description field/WYSIWYG editor only allows the input of certain very basic HTML styling tags (bold, italic, underline, etc). Attempting to input more complex HTML may cause a validation error.
- Clicking **Save** should save changes to the draft state. A successful save should return you to the dashboard.
  - o If you are not navigated back to the dashboard after saving, there is likely an invalid input. An error message should appear to assist you in determining which field entry needs correcting.

## 3. View reports

- a. Download contact leads report
  - i. A list of all users who have asked to be contacted through the exhibitor page (via the "Send Contact Info" button) can be downloaded.
- b. Download QR leads report
  - i. A list of all users who have been recorded as leads either by scanning the QR code printout with their phone, or by one of the Associated Registrants scanning the attendee's QR code, can be downloaded.

**Contact Us**

Send Contact Info