



## ISTANBUL TURKEY

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## EURIE 2021 Exhibitor Manual

## Dear EURIE Participant,

Thank you very much for your participation in the **EURIE 2021 - Eurasia Higher Education Summit**. Regarding the event, we would like to inform you about some of the topics you may need to know.

During the summit, you can find all the technical information you may need, such as how to take advantage of sessions, networking and other areas, how to communicate with other attendees, how to visit the stands, and so on, from this Exhibitor User Manual.

You can always find answers to many of your questions in the [F.A.Q.](#) section, too.

We look forward to welcoming you to **EURIE 2021**...

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## Online Summit Address

<https://virtual.eurieeducationsummit.com/>

### When and how will the summit be held?

The Eurie - Eurasia Higher Education Summit will be held virtually between **3-5 March 2021**.

We would like to remind you that the online summit page will remain open for live broadcasts between 3-5 March 2021 and have the option to watch the recorded sessions on demand for 30 days.

## Username & Password

You can access your account information by clicking the "**View Voucher**" section under the voucher sent to you.

**Your Username** : The e-mail address used while registering.

**Password** : The "**Event Activation Code**" number placed in your voucher.

\*\* Your user password; It is your event activation code on the Voucher. It is placed on a large blue band for better visibility.

## Signing in

Please click on the summit link or write the summit address to your browser. You will see the below Virtual Summit Page. Click on the "**Entrance**"



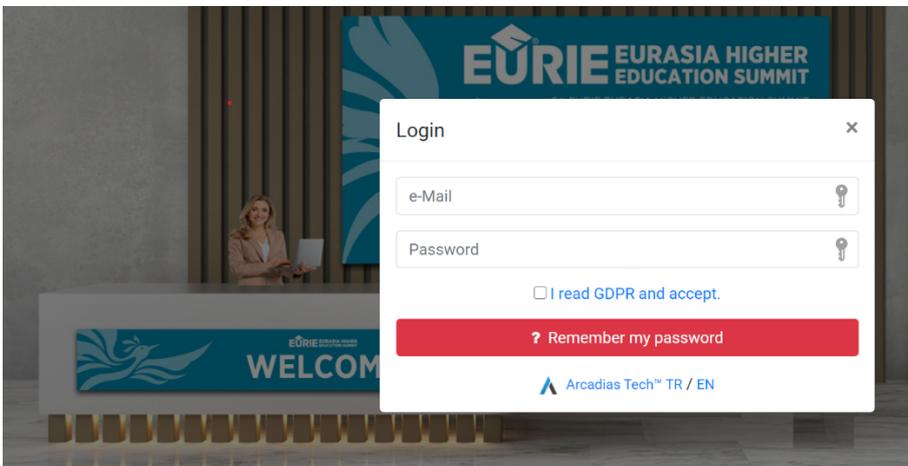
## Registration/Login Area

→ Click on “Login”



→ You will be asked to enter your username and password (Please see the **Username & password** section on page 3, if needed)

→ Please read and accept the “**Personal Data Protection**” GDPR box



## Welcome to Virtual EURIE Summit!



Now you are in the event. As you may check from the main foyer, we have;

- ❖ Information desk
- ❖ Conference Halls
- ❖ Exhibition area
- ❖ Networking area
- ❖ Summit program stream and message board (top at the back)
- ❖ Summit program sign (next to the info desk)
- ❖ Survey sign (next to the info desk)

You can get help from our EURIE information desk between 09: 00-19:00 (GMT +3) every day.

Every participant can benefit from panel sessions, seminars, plenary sessions, virtual exhibition area and other common areas during the event. The networking area and Imagine Tomorrow events may include restrictions based on your registration type.

You may receive some reminder messages as long as you are logged in. You can always exit the summit by clicking the “**exit**” button.

## Sessions – Conference Hall Foyer (Visitor view & visitor instructions)



The EURIE 2021 Summit has two conference halls for the sessions. You can follow the **ongoing program** that continues in the halls from the program stream board at the top of the doors.

→ Please click on the door to enter the session you would like to watch.

You may also notice that there is a 3 day summit program sign on the left hand side of your screen, too. We would like to remind you that the entire stream is GMT +3.

You can access the entire summit program at <https://eurieeducationsummit.com/conference-program/> too.

You can always return to the main summit foyer from the “**Lobby**” button.

## Conference Hall (Visitor view & visitor instructions)



**Language:** The main language of the sessions is English. If some sessions are held in Turkish, the English listening option will be activated. In such a case, you can continue watching the broadcast from the voice of the translator by pressing the translation button that appears at the bottom of the screen.

**Questions:** During active live sessions, you can ask a question to the presenter from the ask question panel. We would like to remind you that the questions will be answered under the direction and initiative of the moderator.

**Voting:** All sessions are controlled by the moderator and the presenter. The moderator or the speaker may want to vote live. In case of live voting, you can present your active contribution by answering the question from the keypad section that appears on your screen. We would like to remind you that voting results can be shared at the initiative of the moderator or the speaker.

## Exhibition Hall - Foyer (Visitor view & visitor instructions)



Enter the exhibition hall in the main lobby. You will be welcomed to the Exhibition Hall Foyer.  
→ Click on the hall door you want to visit.

## Exhibition Hall – Halls (Visitor view & visitor instructions)



→ When you enter to the hall, click on the stand you want to visit or contact.

## Exhibition Hall – Booths (Visitor view & visitor instructions)



- ➔ You can get the contact details from the company card placed on the desk.
- ➔ You read and download the corporate brochures and service content from the brochure holder placed in front of the booth.
- ➔ If there is one in the stand; you can watch the corporate video by clicking on the TV screen. You can always maximize the screen by clicking on the screen.
- ➔ If you see the representative's name under the TV that means you can communicate with that person live by voice and video by clicking the name.
- ➔ If there is no active authorized person in the stand at that moment, you can select the relevant person from the "**Contact Us**" button and send your message (You may ask to set an appointment, too)

You can always return to the main stand area by clicking the "**Exhibition Hall**" button.

\*\* Although EURIE virtual Exhibition Hall is open 24 hours a day, you may not be able to establish a live communication at any time due to the time differences between countries. In such a case, you can leave a message to the stand officer from the messaging section inside the stand.

\*\* You can also access the Exhibitor information on the **EURIE app**, too.

## Survey

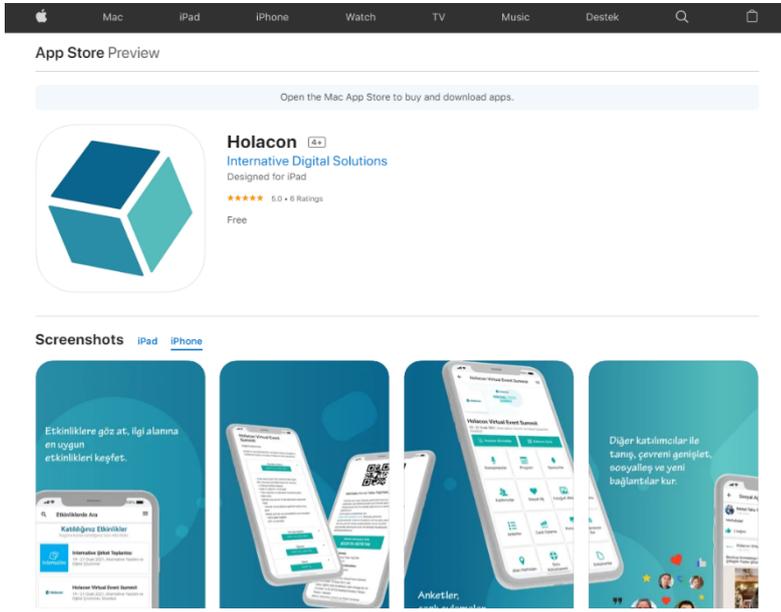
By entering the survey section in our main lobby area, you can offer your support with your answers throughout the summit. The results can be announced at the initiative of the Organizing Committee. In order to attend to a survey, click on the "**Survey**" sign at the main lobby area (next to the info desk) and click on the answers you want to choose.

## EURIE APP

The EURIE application is free for all our participants. The EURIE application infrastructure is provided by Holacon. You can download the **HOLACON application** via the link given in the voucher or from the following links.

→ [Google Play](#)

→ [Apple Store](#)



## Activate your EURIE App

1. Click the android or ios link in the voucher that is sent to you.
2. Download the Holacon app to your mobile device.
3. Click on **“Create account”**
4. Enter your information and create your password
5. Select Eurie from the event field on the next screen
6. Activate the summit by entering the **“Event Activation Code”** sent to you on your Voucher

**Voucher \*\*** Your event activation code is the number highlighted in a big blue band in the voucher.

## What's in the app?

You can reach the following sections about the summit via the EURIE application.

- ❖ Your registration and virtual summit login information (voucher and event activation code)
- ❖ Summit program
- ❖ Speakers
- ❖ Participants
- ❖ Sponsors
- ❖ Stands
- ❖ Social network

## What can I do on the EURIE App?

### Follow the speaker

You can select the speakers you want to follow from the list or scan them from the search section. You can send a message to the speakers you have marked and followed.

### Get in touch with other participants

You can contact other participants from the "**Attendees & Exhibitors**" menus on the EURIE app. You can find a participant by entering a name in the search section, filtering the list or from the drop-down list. By entering a profile you have chosen, you can review their profession and send a direct message.

\*\* The names you see in the list are people who downloaded the app. You can only contact these people. If you cannot find the name you are looking for, it may not have downloaded the app.

## EXHIBITOR'S PANEL

When you login to the summit with your exhibitor account, you will notice that you have an extra exhibitor admin button on the bottom right.



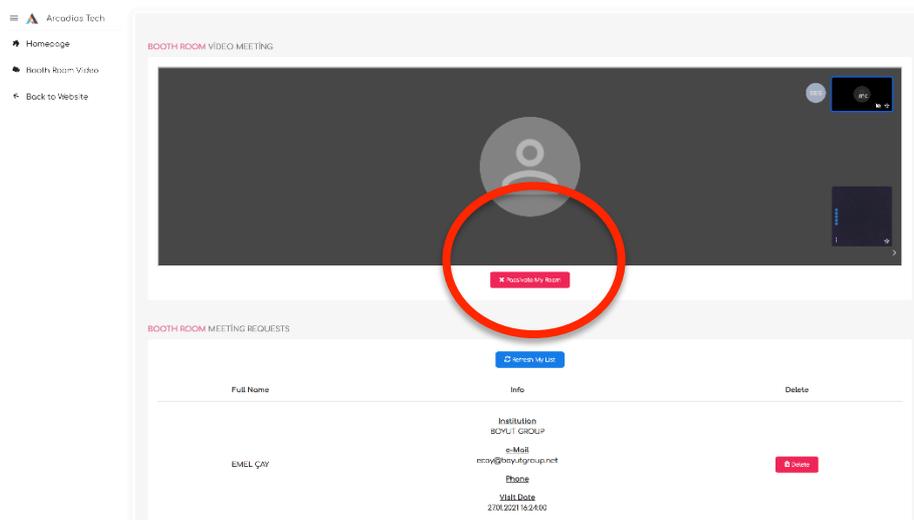
Visitor Main Lobby view



**Exhibitor** Main Lobby view  
(with an extra admin button on the bottom right)

**IMPORTANT!** The Eurie Exhibitor Admin Panel is provided by Arcadias Tech. Because of the security reasons another user login screen will appear. Regarding this panel, **your username and password will be sent to you separately by our partner Arcadias Tech.**

As soon as you login to your panel you will have the following screen.



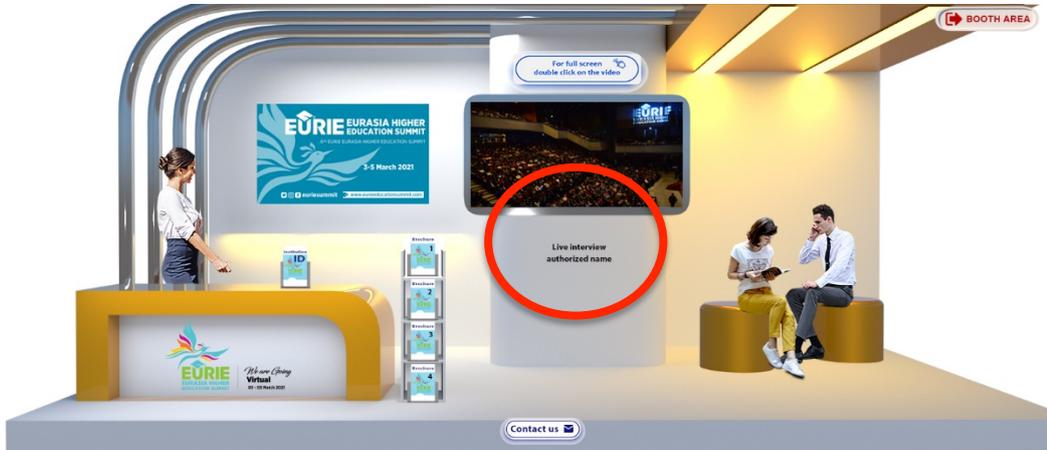
You will notice that you have a live video chat screen on the top and the visitors list who visited your stand in the following. Use the “Passivate” or “Activate” button to change your chat status.

Unless you change your room’s status to “**Passive**”, as long as you stay in your panel the visitors may reach you spontaneously without any warning! If you do not want to receive visitor connections at that moment, please leave your status “Passive.”

As the system simulates the real exhibition experience, you can add as much as visitor for a live group chat while you are talking with a visitor. If you want to have a **private chat** change your room’s status to “**Passive**” after you have started the conversation with your visitor/visitors.

You can always change your room’s status to “**Active**” to accept additional visitor connections.

If you enter your panel, the visitors can see your name under the TV screen panel on your stand and would like to connect you to chat (live video chat)



**IMPORTANT!** Please always leave the room by pressing the RED PHONE icon on the screen to leave your BOOTH and change your status to Passive! You can always return by pressing the “activate” button.

