

# WINNER

WEEK OF INDONESIA-NETHERLANDS  
EDUCATION AND RESEARCH

## Guideline for Exhibitor

### Study in Indonesia Expo

26 – 28 October 2021

#### Background

The second edition of WINNER Conference will return this year in an online format on 26 – 28 October 2021 through its theme “Innovation for the SDGs: Education and Research Collaboration towards the future.” This year, WINNER will host a total of various sessions on topics ranging from urban-rural dynamics, innovating food systems, water and energy management, internationalisation of education, COVID-19 and public health, to climate change and climate adaptation. There will also be ample opportunities for online networking and matchmaking. The objective of this guideline is to assist the whole journey of you as **exhibitor**, so that the whole experience will be well ordered.

#### What activities can be done on HOPIN?

There are multiple activities that can be taken to make your booth looks more liveable and more engaging to the participants. Here below are the list activities for your booth as exhibitor:

1. Present live using Hopin backstage and you can use a PowerPoint presentation if needed.
2. Share recorded videos using YouTube, Vimeo, and Wistia.
3. Share slides using google slides.
4. Chat to booth visitors.
5. Answer live questions.
6. Share links of downloadable files using the chat wall.
7. Play games with participants using **KAHOOT!**

Games to engage with your audience throughout your event. You can see how KAHOOT! works by clicking [here](#).

#### How to use HOPIN platform as exhibitor?

As aforementioned, this event is going to be live via **HOPIN platform**. Therefore, we strongly recommend you access it to understand how this platform works, you may click [here](#). This tutorial will cover technicalities how you moderate your booth as exhibitor, how to add your presentation to the platform, and other function for the expo.

#### Planning your virtual expo Booth!

**Step 1:** We will set up your booth, and in this [link](#) you can see the list of what we need to set up your booth.

**Step 2:** We will send you the invitation to rearrange your booth. After you received the access to HOPIN, you can **Login** with your email address to your booth.

**Step 3:** Setting up your booth. All information and details about how to set up your booth can be access through this [link](#).

**Step 4:** Plan your booth activities. As shared in the above list of features, you can live stream, pre-record a video or do both, or use Google Slides. We scheduled your **live session on 27 October 2021 at 15.15 – 16.30 WIB**.

To anticipate the request from some attendees for personal meeting with university's representative, we recommend that exhibitors be available through-out the event.

### How do I enter my vendor booth once the event is live?

It's important to make sure you are "in" your booth during the event on Hopin. This will allow you to answer questions in the **Booth Chat** and be on live camera to engage with participants, if you've chosen that format. When it's time for the event, head to the registration page 5 minutes before the event starts.

To enter your booth:

1. Click Expo on the left-hand side
2. Find your booth. Click it to enter.

If you prepared a **pre-recorded video**, then your job is easy. Prepare your admin on the Booth chat to answering Q&A from any of the participants.

**Tip:** Use the "**Event chat**" to invite people to your booth.

If it's a **live session**, click **Share Audio and Video**. Make sure you have given [browser permissions](#) for Hopin to use your camera and mic.

When **people request to join a live Booth**, you'll see their name pop up in the Moderation panel below. Click their **profile image** to allow them to join. They then select their AV devices and will be on camera shortly. To remove them, click the **RED button** in their screen.

In this [link](#), you can get detail info on how to access your booth as exhibitor.

To familiarize with the event platform, we strongly advise you to participate in the dry run sessions on **13 October 2021 at 14.00 WIB** or on **14 October 2021 at 16.00 WIB**

Then you are set to exhibit your booth in Study in Indonesia Expo at the WINNER 2021!