

# WINER

WEEK OF INDONESIA-NETHERLANDS  
EDUCATION AND RESEARCH



# Virtual Exhibitor Guideline

Study in Indonesia  
Virtual Expo



18 - 20 October 2022



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## Virtual Exhibitor Guideline

### Study in Indonesia Virtual Expo

18 – 20 October 2022

Welcome to the WINNER Conference 2022!

We are thrilled that your university is joining Study in Indonesia Virtual Expo for this exciting programme in WINNER legacy.



#### EXHIBITOR GUIDE INFORMATION

This exhibitor guideline is a comprehensive resource of all available details related to the set up and management of your virtual booth as an exhibitor. This guideline is completed with the most recent information made available by the event platform, Hopin. Should anything be inconsistent with information found elsewhere or you have other enquiries, please reach out to the Team of Study in Indonesia Virtual Expo:


ID\_NL.expo@outlook.com

ASK  
FOR  
HELP



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#### HOPIN PLATFORM FEATURES

There are multiple activities that can be taken to make your booth looks more liveable and more engaging to the participants. Below is the list of features to decorate your virtual booth:

1. Provide information about your institution and international programmes that you offer in texts or images.
2. Share pre-recorded videos using YouTube, Vimeo, and Wistia.
3. Share slides using Google slides.



#### HOW TO REGISTER IN HOPIN AS AN EXHIBITOR?

This event will be live via [Hopin platform](https://hopin.com). Before you can access Hopin, you will require to have a Hopin account, follow the steps below to register for an account:

1. Visit [https://hopin.com/sign\\_up](https://hopin.com/sign_up)
2. Choose 'sign up with email'.  
We recommend you to use your general institution's e-mail address that has been registered in the Study in Indonesia Virtual Expo registration form or personal institution account (We will send the booth access to this e-mail address). Every representative who will be present in the event shall have their own personal Hopin account too.
3. Follow through the steps by filling in your personal details and finally click 'sign up with email.'

4. Once you have been registered, you can use your login details through [https://hopin.com/sign\\_in](https://hopin.com/sign_in)
5. To register to the WINNER Conference simply click 'register' by accessing <bit.ly/RegWINNER2022>



## UNIVERSITY BOOTH SET-UP

We strongly recommend you follow [this tutorial](#) to understand how the platform works. The tutorial covers technicalities on how to access your booth on the day of the event, how to add your presentation to the platform, and other function for the expo.

**Step 1:** 9 – 1 September, we are setting up your booth, and in this [link](#) you can see the list of what we need to set up your booth.

**Step 2:** On 19 – 25 September, we will send you the booth access invitation to decorate and update information in your booth. After you received the access via e-mail from Hopin (If you did not receive it in your inbox, kindly check your spam e-mail), you can **login** with your e-mail address to your virtual booth. Note: Only e-mail address with access to the 'backend' booth can decorate the virtual booth, please inform us should you have additional e-mail address to include)

**Step 3:** Setting up your booth. All information 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 décor your booth with text, images, a pre-recorded video, or use Google Slides.



## BOOTH STAFFING

As an exhibitor, you are **not expected** to stand by at the virtual booth during the whole duration of the fair. At your booth, apart from showcasing information such as available international programmes, you have the possibility to upload your presentation material or a video presentation. The visitors may contact you through the contact details provided by your institutions.

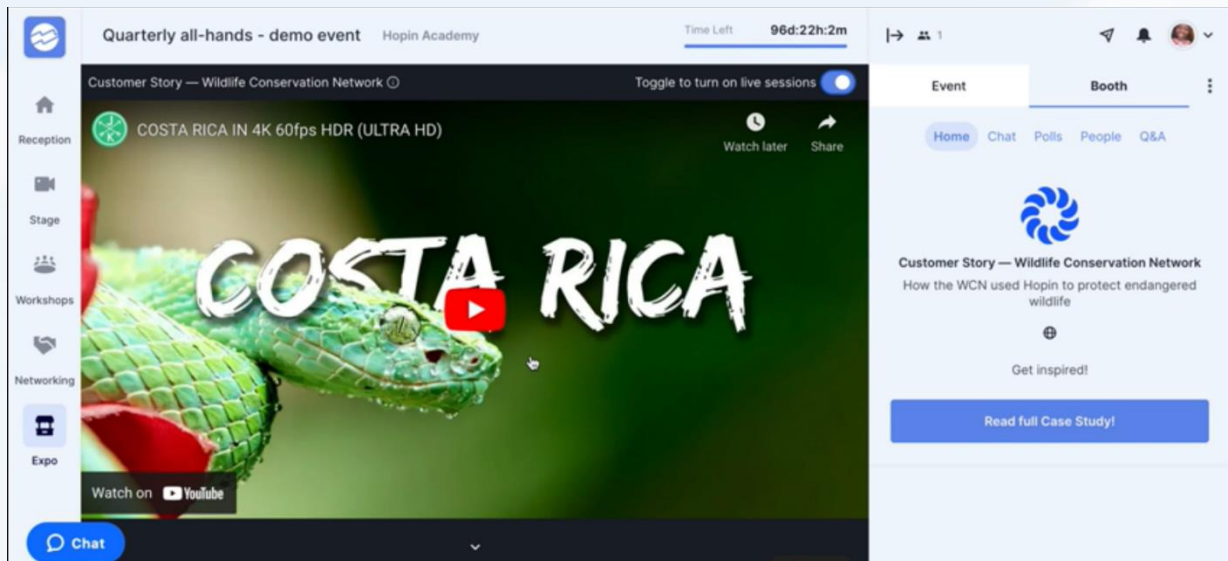
### How do I enter my virtual booth once the event is live?

This year, exhibitors are **not expected** to stand by at the virtual booth during the whole duration of the fair. However, if you decided to be present at the virtual booth, it is 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.

In this [link](#), you can get general information on how to access and use features your booth as an exhibitor.

To enter your booth:

1. Click **Expo** on the event menu on the bottom-left side of your screen.
2. Find your booth. Click it to enter.



Preview of virtual booth in the Expo section.



## DEVICE AND SOFTWARE COMPATIBILITY

### Recommended Browsers:

When accessing the Hopin platform, it is important you use a compatible browser for your Desktop. The recommended browser software is Google Chrome or Firefox.

**WIFI/Internet:** You need a strong and stable internet connection when accessing Hopin platform your home or remote workplace. You can test your internet connection at [Speedtest.net](https://www.speedtest.net) (or an alternative you are familiar with), but we recommend at least a consistent speed of 75mbps and above to ensure a smooth stream with minimal disruptions.

**Clean your 'Virtual' house:** As the stream requires a large amount of bandwidth, we strongly recommended that you do not keep multiple tabs on your browser or applications unless your hardware and internet connection is able to support this. If you have not restarted your system recently or updated your operating system (OS), we recommend doing this ahead of time before accessing the platform.



## VIRTUAL INFO SESSION

Participating exhibitors are welcome to schedule an **Info Session, targeting for students from the Netherlands (or possibly from other countries)**. The duration is 1 hour and will be organised live during the WINNER Conference (via the Hopin platform) with the allocated time below:



## Time Slots

Time	Day 2, 19 October 2022	Day 3, 20 October 2022
14:30 - 15:30	Day 2, 19 October 2022	Day 3, 20 October 2022
15:30 - 16:30		
16:30 - 17:30		No session

### Content of your session

As a start, your university can deliver a presentation or a combination with a talk show with your international office or international students/alumni for instance. Below are some ideas that your university could deliver (not limited to):

- International programmes that your institution offer for international student/graduates
- Information regarding requirements, admissions and applications
- Living and studying at your institution and city destination
- Q&A session with international office, current international students or alumni, etc.

Should you be interested in having a session, please fill in [this excel sheet](#) to book your session at the latest by **Monday, 26 September 2022 at 12:00 WIB**.

### IMPORTANT NOTICE:

We only facilitate in terms of platform and schedule arrangement in the Hopin platform. For session's promotion, we will support general promotion of all info sessions to our contacts in Dutch universities, mainly to the international office and marketing department.

- For universities who **have a Dutch partner university**, we strongly advise you to promote your session directly to your Dutch partner universities (if any) to reach out the main target audience.
- If your university **does not have a Dutch partner university**, we will support the promotion by sending the invitation to the respected Dutch universities.



### PROMOTING STUDY IN INDONESIA VIRTUAL EXPO

For the promotion, we will send out this information through our network to the Dutch higher education institutions, Dutch-Indonesian organisations (e.g., Indonesia Nederland Youth Society), etc. In addition to this, we highly appreciate your support to circulate the promotion through your communication channels (Dutch partner institution, current students and/or alumni) to maximise the target audience reach. We will provide you with the promotional materials once available.



### DATA COLLECTION AND USE OF PERSONAL DATA

WINNER committee strives to maintain the privacy for anyone who is registered as a participant or an exhibitor at our event in compliance with GDPR policy. Collection of personal data such as names and email addresses will occur where visitors/participants provide this kind of data by consent, for example by registering for an event or participating at the event sessions, completing a market survey etc. WINNER committee does not share or sell the participants' personal data to other organisations (including institutions) or individuals.

Exhibitors can collect the participants' names and email addresses from visitors who directly visit and click 'interested' button (or a custom button) in their virtual booth. Once the visitors clicked the button, the data will be sent directly to e-mail address registered in exhibitor's virtual booth.