

Virtual Booth Details and Deadlines

IMPORTANT! This event will be a fully 100% hybrid event! Please be aware that all in-person event logistics can be found on TMT's Sponsor Portal website here:

<https://robinsbigseminar.com/exhibitor-portal/>.

Virtual Booth Schedule/Staffing

- Tuesday, April 7: **9:15 AM CT – 5:15 PM CT.**
- Wednesday, April 8: **8:45 AM CT – 4:30 PM CT.**
- Thursday, April 9: **10:00 AM CT – 1:00 PM CT.**
 - *The Virtual Sponsor Hall and Booths will remain visible for badge scanning, but the Booth Representative Chat Box will only be live during the above times.*

Building Your Virtual Booth – Due March 27

- Virtual Booth Admins are required to upload and customize your booth. Send admins first and last name and email to cassidy.dipaolo@kaseya.com no later than **Wednesday, March 11**.
- I will invite teams to a Virtual Booth Training Webinar **Wednesday March 18th at 1:00 PM ET**. This will cover booth image creation, upload, and staffing.
- Your team will create a custom booth from the 6 templates and instructions provided here: [Virtual Booth Templates](#).
 - Be creative as you build your booth! Some suggestions are to include images of your team members, embrace the Game Show theme, and add your session details or Show Specials if you have them.

Sponsor Representatives

- Peak Virtual Booth Times are during breaks.
- Interaction with virtual attendees is only allowed during breaks. DO NOT reach out to virtual attendees during Main Stage or Breakout sessions.
- If your team has a breakout session, your Sponsor Representatives are encouraged to join the session chat **only when their company is actively presenting**.

Boot Camp Show Special/Promotion – Due March 20

- As a bonus and an additional virtual booth traffic driver, we are giving you the opportunity to provide a Show Special that will be advertised in the Big Red Virtual Lobby. This is optional. If you would like to include a Show Special/ Promotion for Boot Camp, please send to cassidy.dipaolo@kaseya.com.
- There will also be points automatically awarded to all virtual attendees who “scan” their virtual badge at each booth. This will result in their contact information shared to your virtual booth reporting!