

Connecting employers  
& people with disability

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# WorkAbility Virtual Booth Setup

Funded by the Australian Government Department of Social Services



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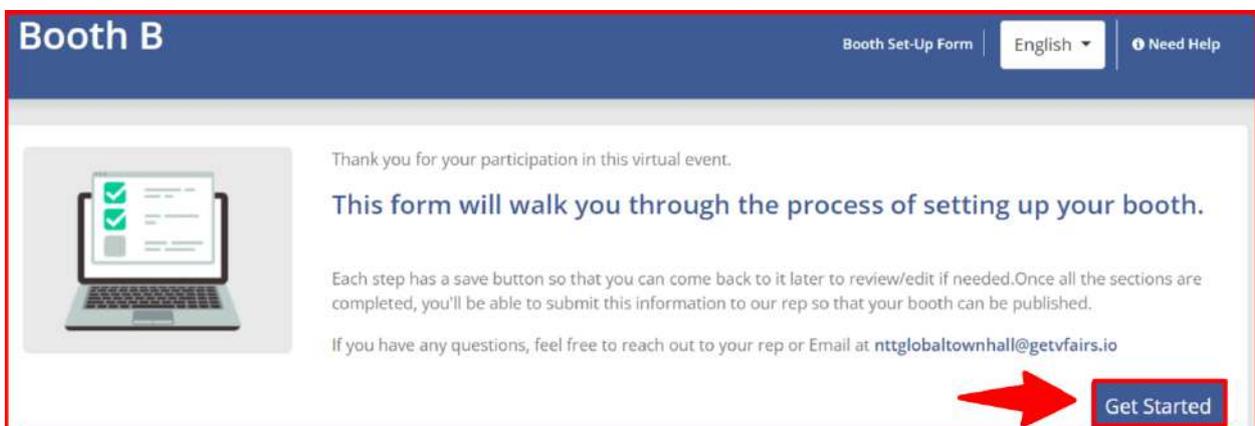
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# How to design your booth using the booth setup form

Setting up a booth at vFairs involves several steps. This guide takes you through each of the seven steps you need to complete in order to set up a booth successfully.

## Access

- After signing up, Exhibitors will receive an email with a link to 'Booth Setup form. Upon clicking the link, they will be directly taken to the form to design your booth.
- Once you have opened up your booth setup form, click on 'Get Started' and follow the 7 easy steps to set up and design your booth.



## Step 1: Basic Information

- Start by filling out the essential details of your booth. This information forms the foundation of your booth's presence at the event.

HP
Booth Set-Up Form | English | Need Help

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### Before We Start!

Here are some sample screenshots of booth designs we've created in the past. This will give you an idea of what a completed booth looks like and what we're aiming to do with the information we'll collect from you.



### Let's Get Started ...

Tell us more about your booth

#### Basic Information Instructions

**Booth Name**

This is the name that will be displayed on your booth and also in the list of exhibitors. Usually, this is your company/department name.

**Upload company logo (400x400px)**

Drop a file here to upload!

**Full Booth Description**

Formats B /

We are a technology company born of the belief that companies should do more than just make a profit. They should make the world a better place.

Our efforts in climate action, human rights, and digital equity prove that we are doing everything in our power to make it so.

With over 80 years of actions that prove our intentions, we have the confidence to envision a world where innovation drives extraordinary contributions to humanity.

Powered by Engage

This section serves as an opportunity to provide a comprehensive description of your booth, allowing you to include detailed information about your offerings. There is no imposed character or word limit for this section, but we recommend providing at least a few lines of text to ensure adequate details are included.

Save and Continue

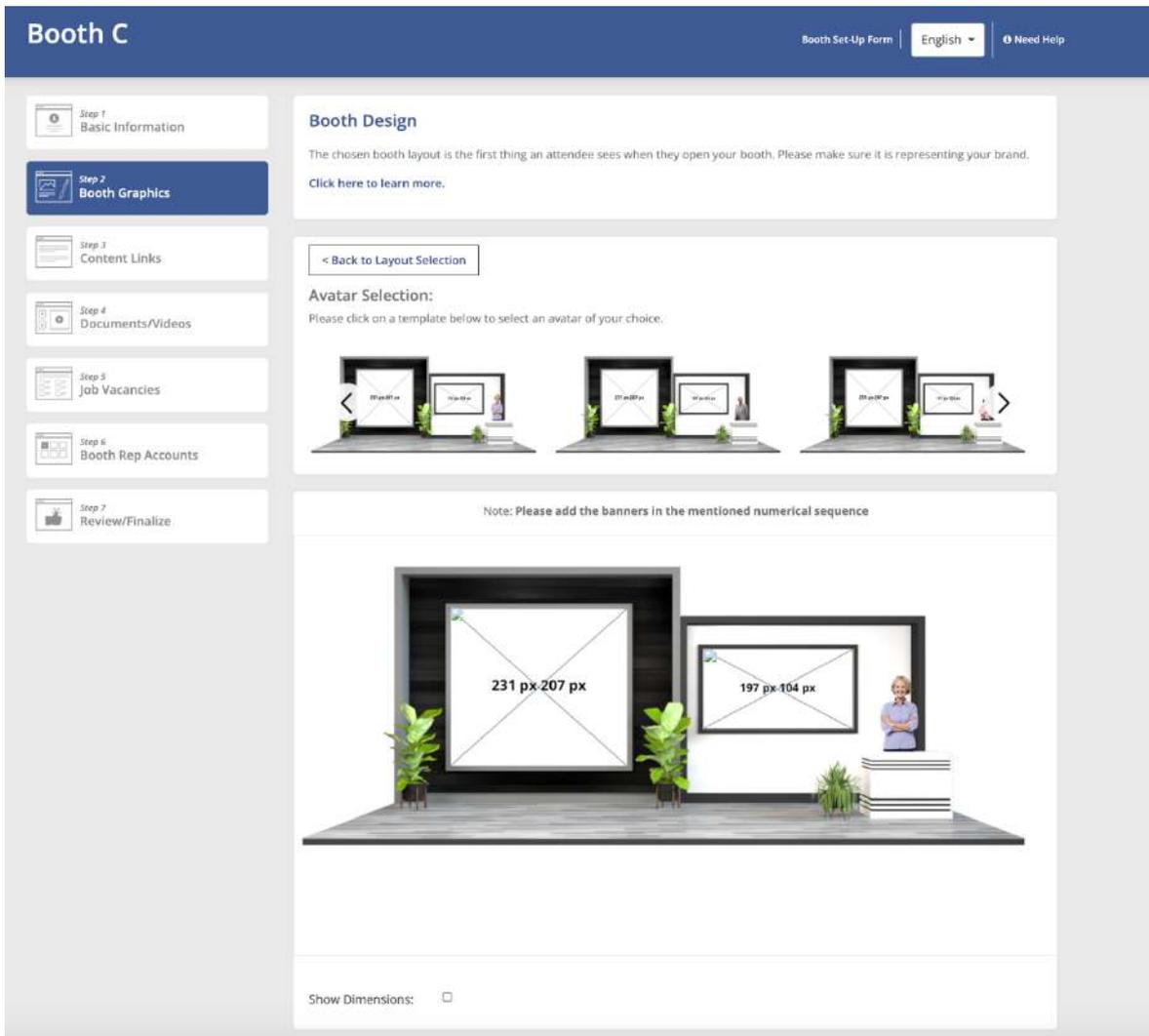
Support

<b>Booth Name</b>	Enter the name of your booth. Typically, this would be your company or department name as it will be displayed both on the booth and in the list of exhibitors.
<b>Company Logo</b>	Upload your company logo (in size 400x400px). This will be displayed on your booth to ensure brand visibility.

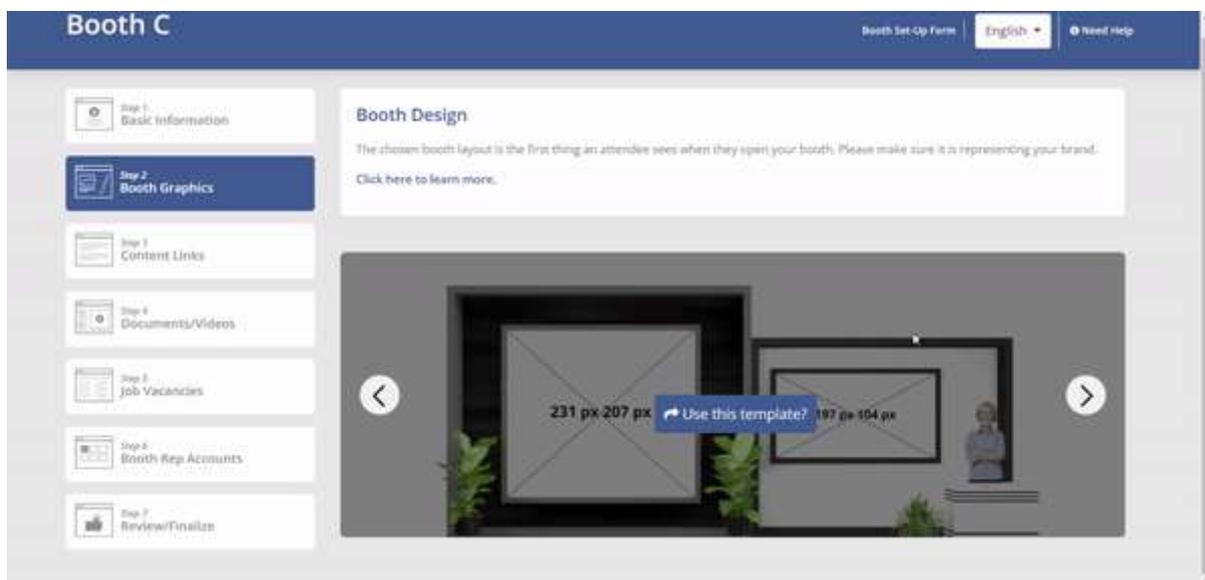
**Full Booth  
Description**

Provide a detailed description of your booth. Use this opportunity to inform potential attendees about your products or services. This is a rich text editor and would allow you to format your text, hyperlink it or add images if you want.

## Step 2: Booth Graphics



- Next, you need to set up the visual representation of your booth. Use the provided image scroller to select a booth template that best represents your brand. Each template can be customised, and you can choose the one that is best suitable for your company’s representation.



### Add Booth Banner

- Here you will be able to upload your booth’s banners/graphics.
- Banner sizes as mentioned on the layout also need to be followed so that your booth looks sharp and not pixelated to the viewers on the platform. Banner sizes as mentioned on the layout also need to be followed so that your booth looks sharp and neat.

Note: Please add the banners in the mentioned numerical sequence



- Click on Save and continue to move to the third step.

### Step 3: Content Links

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In this step of the booth set-up form, you can add content links that appear on the booth navigation bar as demonstrated in the image below. To learn more about the different types of content links you can add, please visit this link [here](#).  
*Tip: This is the perfect place to add links to your corporate website, social media pages, career site etc.*

**Please provide your content links**

<small>Link Title:</small>	<small>Link Type:</small>	<small>URL</small>	
<input type="text" value="Vfairs"/>	<input type="text" value="External Link"/>	<input type="text" value="https://www.vfairs"/>	Delete   Translations

[Add another Link](#)

Save and Continue

- In this step content links are added that appear at the bottom of the booth on the frontend.

- Users can click these links and access other sites for example Exhibitor’s web pages, LinkedIn or any other social accounts etc.



- Add links that provide additional information and ways for attendees to engage with your booth.

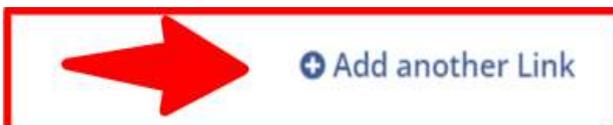
**Please provide your content links**

Link Title:       Link Type:       URL:        Delete | Translations

[+ Add another Link](#)

Field	Description
<b>Link Type</b>	<p>Enter a descriptive title for the link that users will see</p> <p>Select the type of link you want to add, such as an External URL, HTML content, etc.</p> <p>Note: An HTML content type allows you to add any information that you want to display on click as a pop up in your booth. This could be your contact details, or any other information you would like to explicitly showcase.</p>
<b>Status</b>	Toggle to activate or deactivate this link in your booth
<b>Delete</b>	Click to remove this link from your booth

- Users can add more links by clicking ‘Add Another Link’ seen at bottom right of the screen.



- Click the ‘Save and Continue’ button to move to the next step.

## Step 4: Documents/Videos

**Booth C** Booth Set-Up Form English Need Help

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**Step 4 Documents/Videos**

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Step 7 Review/Finalize

You can add documents (PDF, Word, Excel, Powerpoint) and videos (Youtube, Vimeo) to your booth. It is an ideal place to display your company information, brochures, and introductory videos.

Please provide your documents (PDF, Word, Excel, Powerpoint)

Yes, I have documents to add to my booth.

No, I do not have documents to add to my booth.

[Add another document](#)

Please provide your videos (YouTube, Vimeo)

Yes, I have videos to add to my booth.

No, I do not have videos to add to my booth.

[Add another video](#)

[Save and Continue](#)

- Provide attendees with downloadable resources and multimedia content.
- In this step you can add your company’s documents and/or videos that you want to showcase in your booth and allow attendees to view and download.



- **Documents:** Click on ‘Yes, I have a document to share’ to upload PDFs, Word documents, Excel sheets, or PowerPoint presentations.

**Please provide your documents  
(PDF, Word, Excel, Powerpoint)**

Yes, I have documents to add to my booth.

No, I do not have documents to add to my booth.

- Add Document Title, Description, and Type.
- Document Type can be 'Upload Document' or External link.
- Upon selecting one of these, User can either upload the document or attach the url link.
- The Delete button removes the document details that have been mentioned.
- A new document can be added by clicking 'Add another document' button seen at bottom right.

Document Title:

Document Description:

Document Type:

Document URL :

[Translations](#) [Delete](#)

[+ Add another document](#)

- **Videos:** Specify whether you have videos to showcase at your booth. You can add links to YouTube or Vimeo videos to enhance your booth's interactivity.

**Please provide your videos  
(YouTube, Vimeo)**

Yes, I have videos to add to my booth.

No, I do not have videos to add to my booth.

- Fill in the relevant fields:

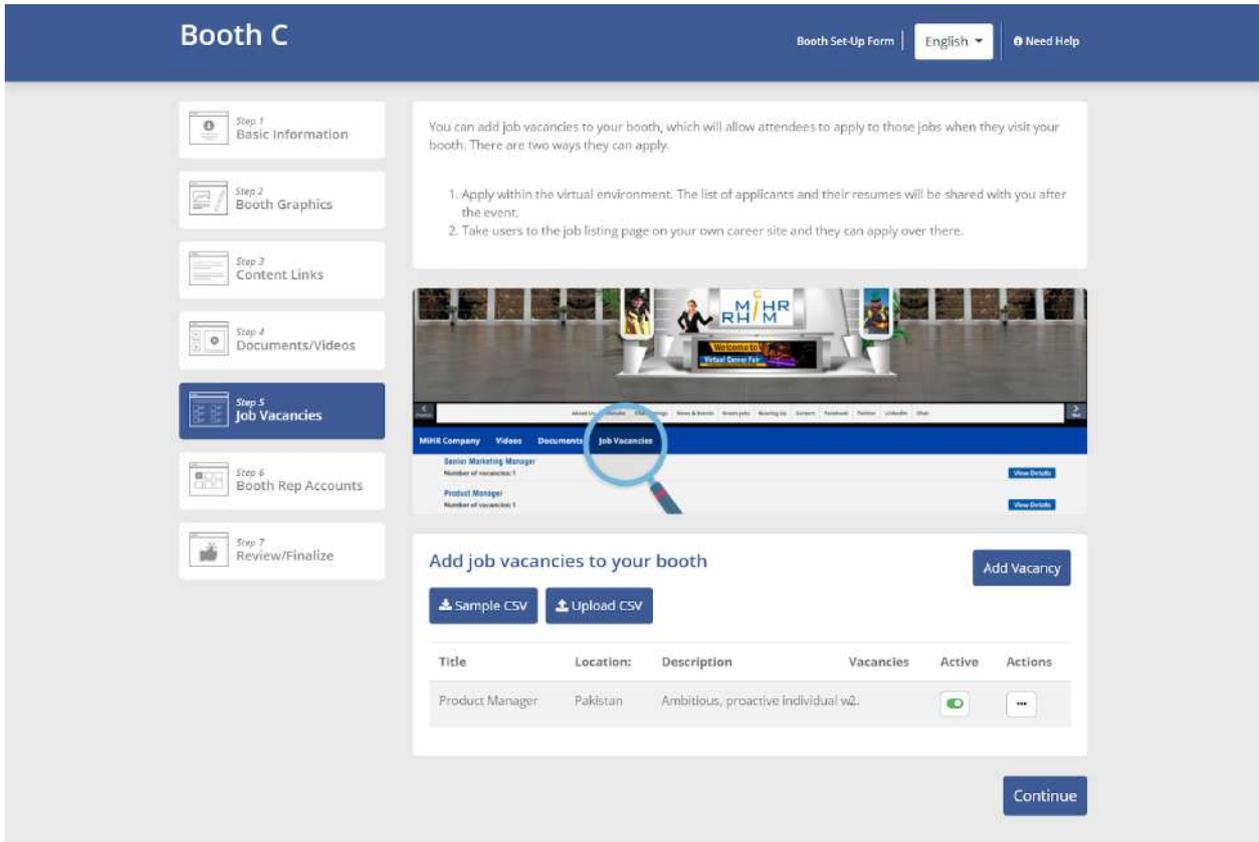
Field	Description
Video Title	Enter a descriptive title for the video that will be displayed on your booth
Video URL	Provide the URL to the video. This could be a link to a video on YouTube, Vimeo, etc.
Video Upload	Upload the video file directly from your computer. The video can be up to 5 GB in size. Please make sure it is one of the following formats: MP4, MOV, WMV, AVI, and FLV."
Video Description	Enter a brief description of the video to give users context or additional information
Thumbnail URL	Please add an image which has dimensions in a 1:1 ratio and is either a PNG or JPEG file type.
Thumbnail Upload	Upload an image from your computer to use as a video thumbnail. Note: If you don't have a thumbnail image or URL, don't worry, our system will automatically display a default thumbnail for you.

- Users can delete the video by clicking 'Delete' button
- Users can add another video by clicking the 'Add another video' button seen on the bottom right of the screen.
- After adding all the details, click 'Save and continue' to move to the next section.

### Step 5: Job Vacancies (Optional)

- If you are hiring, you can add job vacancies to your booth to attract potential talent.

- Note: This step is only shown in the booth setup form if it has been enabled by the Event Organiser.



- Sample CSV:** You can download a sample CSV file to view the required format if you want to upload your jobs using a CSV file.
- Upload a CSV File:** You can use this Upload field to upload a CSV file with your vacancy details.
- Add Vacancies:** Alternatively, you can also use the "Add Vacancy" button to manually add job vacancies to your booth. Fill in all the fields mentioned below:

# Vacancy ✕

Job Title:

Location:

Job Description:

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🔗 🖼️

Are you a visionary leader with a passion for innovation and a knack for strategy? We're seeking a dynamic Product Manager to join our team and drive the development of cutting-edge products that will revolutionize the industry.

**Key Responsibilities:**

- Product Strategy:** Develop and execute product strategies aligned with company goals and market trends.
- Market Analysis:** Conduct thorough market research and competitive analysis to identify opportunities and trends.
- Roadmap Planning:** Create and manage product roadmaps, prioritizing features and enhancements based on customer needs and business objectives.
- Cross-functional Collaboration:** Work closely with cross-functional teams including engineering, design, marketing, and sales to ensure successful product delivery.

Powered by TinyMCE

Number of vacancies:

## Apply Method

- Allow users to apply on my booth and email me whenever someone applies.
- Take users to an external website to apply (usually on your company's careers page)

Email Address:

Field	Description
Job Title	Enter the title of the job vacancy.
Location	Specify the job's location (e.g., city, country or office)
Job Description	Provide a detailed description of the job, including duties and requirements.
Number of Vacancies	Enter the number of available positions for this role
Apply Method	Choose the method for applying to this job i.e. booth application or external website Note: A Booth Application means that the applicants will directly apply to your virtual booth and you would receive the applications in the mentioned email inbox. The external website method, however, allows you to redirect applicants to your company's job board or webpage where they can apply directly.
Email Address	Enter the email address where job applications should be sent
URL	Provide the external URL where applicants can apply for the job.

- Click the 'Save' button to save the vacancy and it will be shown on the listing screen.
- Users can further 'Edit', 'Delete', and add 'FAQs' in the Actions column of the listing.
- Click the 'Continue' button to move towards the next step.

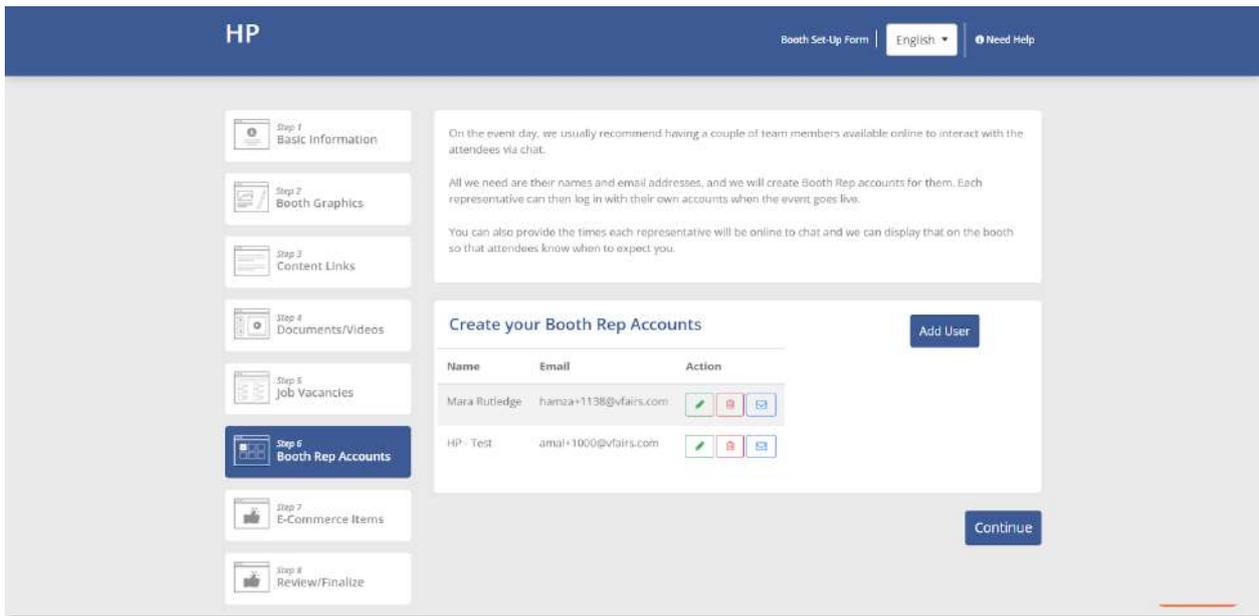
### Add job vacancies to your booth Add Vacancy

Sample CSV
Upload CSV

Title	Location:	Description	Vacancies	Active	Actions
Product Manager	Pakistan	Ambitious, proactive individual w2.		<input checked="" type="checkbox"/>	<span style="border: 1px solid gray; padding: 2px 5px;">...</span>

Continue

## Step 6: Booth Representative Accounts



- Assign booth representatives to engage with attendees. These are your colleagues or team members who would need access to the platform for manning the booth on the live days.
- Add Booth Reps: Click the "Add User" button to create accounts for your booth representatives.



- Add in the fields shown below:

### Add User ✕

**First Name:**

**Last Name:**

**Email:**

**Meeting Link(Optional):** ⓘ

We always recommend having a prefix before the first name that identifies you as a representative from your company. See some examples below::

Microsoft HR Rep John Smith  
 Dell Booth Rep John Smith  
 Admissions Counselor Jamie etc.

**Availability to chat (Optional):**

Time Zone: America/Chicago - GMT-6:00

Tip: Your first name will be prepopulated with a pretext of your booth’s name. While this can be removed, we recommend this practice as it helps in identifying the person quickly from their company name when they are engaging in the chat. See some examples below:

Microsoft HR Rep John Smith

Dell Booth Rep John Smith

Admissions Counselor Jamie etc

- **Set up Available Chat or Meeting times for the rep:**

**Available Meeting Times:**

#	Start Date	Start Time	End Date	End Time	Meeting Duration
1	2024-05-01	05:00:00	2024-06-30	17:00:00	00:15:00
2	2024-08-01	17:00:00	2024-08-16	23:00:00	00:30:00

**Start Date**

**Start Date**

**Start Time**

**Start Time**

**End Date**

**End Date**

**End Time**

**End Time**

➕ Add Another Timing

**Add Keywords**

These could be topics of interest, expertise, any keyword etc. For example #sales , #Marketing. These keyword would be used for filtering reps, while booking the meeting with them.

**Select from existing Keywords**

OR

**Add a New Keyword**

- Upon clicking ‘Save’ the user gets saved and is shown on the Listing screen.
- Note: An Email is sent to that user automatically to set up their Booth Rep account profile and password.

## Create your Booth Rep Accounts

[Add User](#)

Name	Email	Action
Mara Rutledge	hamza+1138@vfairs.com	  
HP - Test	amal+1000@vfairs.com	  

- **Manage Booth Reps:** You can Edit, delete, or resend setup email to booth representatives if necessary. Click 'Continue' to move towards the final step.

## Step 7: Review and Finalise

This final step allows you to review all the information added to your booth to ensure that it is complete and ready for submission.

- **Review Booth Information:** Take a look at the preview of your booth. A visual confirmation will be provided so that you can verify that all elements appear as expected.
- **Edit Details:** If you need to make any changes, use the buttons on the left side of the screen to navigate to the appropriate sections.
- **Submit Booth:** Once satisfied, click the "Submit Booth" button to notify the vFairs representative to review your booth.

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**You're almost done.**  
Once you press the submit button below, our representative will be notified.

Please review your booth details below. If you need to make changes, use the buttons on the left.

Once everything looks good, click on the 'Submit Booth' button at the bottom of the page.

If you need any assistance, use the support email address listed at the top of this screen.

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**Event Access:**

Visit the event URL: [brainstorm.vfairs.com](https://brainstorm.vfairs.com)

Name	Email
Mara Rutledge	marata+1138@vfairs.com
HP - Test	amain-1000@vfairs.com

**Review Booth Information:**

Here is a screenshot of your online booth:

We are displaying the following information on your booth

**Description:**

We are a technology company born of the belief that companies should do more than just make a profit. They should make the world a better place.

Our efforts in climate action, human rights, and digital equity prove that we are doing everything in our power to make it so.

With over 80 years of actions that prove our intentions, we have the confidence to envision a world where innovation drives extraordinary contributions to humanity.

And our technology – a product and service portfolio of personal systems, printers, and 3D printing solutions – was created to inspire this meaningful progress.

We know that thoughtful ideas can come from anyone, anywhere, at any time.

And all it takes is one to change the world.

**About US:** <https://www.hp.com/us-en/hp-information.html>

**Find Your Ink:** [https://www.hp.com/us-en/shop/cat/ink-toner--paper?jumpid=ma\\_home\\_bar\\_ea\\_3\\_220520](https://www.hp.com/us-en/shop/cat/ink-toner--paper?jumpid=ma_home_bar_ea_3_220520)

**Laptops:** <https://www.hp.com/us-en/shop/cat/laptops>

**Desktops:** <https://www.hp.com/us-en/shop/cat/desktops>

**Q&A:** Q&A

**HTML Content:**

Mara Rutledge	2024-05-01 13:01:00 - 2024-06-30 16:03:00
HP - Test	2024-05-01 05:00:00 - 2024-06-30 17:00:00
HP - Test	2024-08-01 17:00:00 - 2024-08-16 23:00:00

**Chat:**

**Documents:**

Following document has been added to your booth:

- ✓ Document.pdf

**Video:**

Following video has been added to your booth:

- 🎥 Demo

**Jobs:**

Following job vacancy has been added to your booth:

- ✓ Product Manager

Submit Booth

Support