



## Building Your B2B Suite Profile | 'How To' Guide

**Need Help?** Contact Katie Sastre at [ksastre@gcca.org](mailto:ksastre@gcca.org) or 703-373-4300 for profile and site assistance.

**Getting Started** | Log in to <https://exhibitors-gccavip.eventfinty.co/> using the unique email address and password we provide you for building your suite profile. \*You must use Google Chrome or Firefox, other browsers are not supported. \* We strongly recommend completing your profile before scheduling meetings.

**Logo Section** | Everything added to the OA form (starting with the logo) can be shown or hidden on your suite profile. Select "show" or "hide" in the drop down of each section to choose:

The screenshot displays the admin interface for the GCCA Virtual Innovation Program. At the top left is the program logo. In the top right corner, the text reads "Global Cold Chain Alliance Admin", "Global Cold Chain Alliance", and "Log out?". Below the logo is a "Home" button with a house icon. The main content area is titled "Logo Section" and contains two "Show this section?" labels, each followed by a dropdown menu. The first dropdown menu is open, showing options "Show" (highlighted in blue) and "Hide". A red arrow points to the "Show" option. Below these are two more dropdown menus, both currently set to "Select Option". At the bottom of the section is an "Exhibitor Profile" label and a text input field.

**The Resource Section** lets you add up to 10 URL linked texts to display on your Suite profile. Example listed below:

### Resource Section

Show this section?

Select Option ▾

Link 1 URL	Link 1 Text
<input type="text" value="https://www.gcca.org/"/>	<input type="text" value="GCCA "/>
Link 2 URL	Link 2 Text
<input type="text"/>	<input type="text"/>
Link 3 URL	Link 3 Text
<input type="text"/>	<input type="text"/>
Link 4 URL	Link 4 Text
<input type="text"/>	<input type="text"/>

**The Contact Info Section** lets you add an email address or link. Please note that you must include 'mailto:' in front of an email address. Instructions highlighted and example included below:

### Contact Info

Enter an email address or link where attendees can contact you.

Examples:

*mailto:exhibitor@eventfinity.co*

*www.yourwebsite.com/contactus*

**Exhibitor Contact Info**

**The Representative Section** | Four company representatives are included in the price of your suite. Up to 10 can be registered at an additional cost of \$100 per person. Company Representatives entered here will be displayed on your suite profile but only those who have registered for the program with GCCA will have site and suite access. If you provided their name on the suite application form or added it when you registered for the suite on the GCCA website, they are registered and already have access. If you have new or additional representatives to add, please email their name and email address to Katie Sastre at [ksastre@gcca.org](mailto:ksastre@gcca.org).

### Representatives Section

Show this section?

Select Option

Representative 1

Name	Title
Katie Sastre	Programs Coordinator

Representative 2

Name	Title

Representative 3

Name	Title

**The Video Section** lets you attach up to 4 video links to your profile. You must add the "Embed" link, not the URL link for the video. Click [here](#) for instructions on getting the embed link for a video from YouTube, Altru or Vimeo. Instructions highlighted and example noted below:

### Video Section

Embed a video link to attach to this exhibit booth. Be sure to use an embed link.  
Examples:  
<https://www.youtube.com/embed/6mroMGMTlrQ>  
<https://player.vimeo.com/video/402245361>

Show this section?

Select Option

Video 1 Embed URL

Video 1 Title

<iframe width="560" height="315" src="https://www.youtube.com/embed/J5pyPQuG	GCCA's 29 April 2020 COVID-19 Update for the Cold Chain - Central Asia Focus
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**The Image Section** lets you add up to 6 images, 4 headshots, and a logo to your profile. All images and the logo should be uploaded at the same time in zip file format. For instructions on how to zip a file, click [here](#). You can upload multiple zips, but one zip file is preferred.

- The suggested naming formats for your images are: "CompanyName\_Image#" for general images and "CompanyName\_firstnamelastname" for headshots. This ensures the headshots can be matched with the correct company representative.
- Please note, you will not be able to delete your images yourself, you'll have to email Katie Sastre ([ksastre@gcca.org](mailto:ksastre@gcca.org)) to have the site owners take them down.
- Please note that static images are linkable but the rotating carousel of images is not.

## Image Section

Upload up to 6 booth image(s) and a logo using a .zip file.

Show clickable static images?  Show sliding image carousel?

Images

GCCA Images and Logo.zip

Exhibitor Image Link 1	Exhibitor Image Link 2
<input type="text" value="https://www.gcca.org/wfo-institute-classroom-experience-offered-three-location"/>	<input type="text" value="https://www.gcca.org/gcca-advocacy"/>
Exhibitor Image Link 3	Exhibitor Image Link 4
<input type="text"/>	<input type="text"/>
Exhibitor Image Link 5	Exhibitor Image Link 6
<input type="text"/>	<input type="text"/>

**The Social Media Section** lets you add various social media links for your company:

### Social Media Section

Add links to your social media accounts.

**Exhibitor Social Toggle**

Select Option ▾

**Facebook**

<https://www.facebook.com/globalcoldchainalliance/?ref=ts>

**Instagram**

**LinkedIn**

**Twitter**

<https://twitter.com/gccaorg/>

Submit

**Submit |** Selecting “submit” completes your profile! You can edit your profile at any time. Please note, images can take up to 24 hours to appear.



# VIRTUAL INNOVATION PROGRAM

Home

Your booth has been updated! If you uploaded images, please allow **24 hours** for the images to be reflected.

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## Example of what a complete suite site looks like:

# RDH Under One Roof





RDH Under One Roof is a three-day action packed event offering quality dental hygiene education. Dental hygienists learn from leading speakers in the industry during the educational courses. All attendees are also invited to visit the exhibit floor to view the newest dental hygiene products and dental equipment from the exhibitors.



### Resources

- RDH Under One Roof Website
- RDH Magazine Facebook
- RDH Magazine Twitter
- RDH Magazine Instagram
- DACE
- RDH Moving to October

- RDH 2020 Recap
- Video 2 Title
- Video 3 Title

### Representatives

-  Chris Page  
Test1
-  Chris Miller  
Test2
-  Lauren Brenner  
Test3

- Drop a Business Card
- Visit Our Booth \*
- Ask a Question

\* If we are not in the booth, click on the Ask a Question button and we will get back to you.



Test Image 1