

**Open Compliance Summit 2020 Sponsor Event Guide**  
**December 1, 2020**  
**Japan Daylight Time, UTC +9**

**Sponsor Showcase Hours**

Booths will be open for the duration of the event; however, we expect most booth traffic to be during the breaks.

**Tuesday, December 1:**

Recommended booth staff hours: 8:30 AM - 3:00 PM

Session break time: 12:45 - 13:45 JST

The complete Open Compliance Summit schedule is available [here](#).

**Accessing the Event**

Upon registration, you will receive your event access link, sent directly from the platform. The event access link is your ticket to enter the event - please keep this email handy, and use it every time you access the event.

After receiving your event access link, we recommend you update your attendee profile. Specifically, you may want to update your name to reference your organization, such as: Emily Ruf - Linux Foundation. This will allow attendees to easily identify you in the chat of your booth.

**Booth Staff/Moderators**

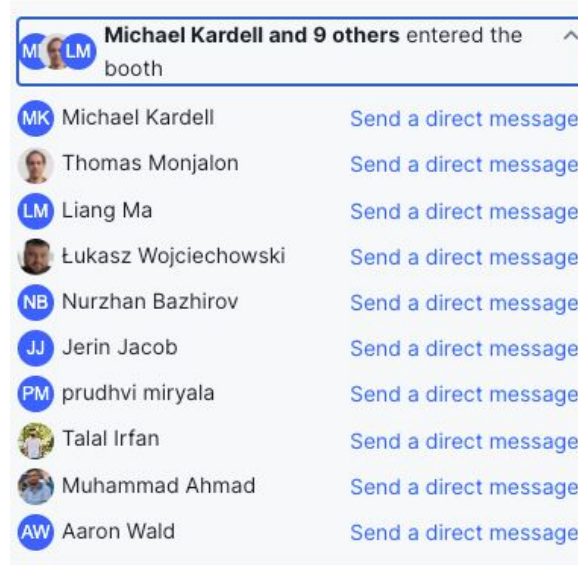
In order for booth staff to have appropriate permissions in your booth, all booth staff must be registered. If you have not done so, please register ASAP using your sponsor codes. If you need assistance with registration, please reach out to [lfcosponsorship@linuxfoundation.org](mailto:lfcosponsorship@linuxfoundation.org).

Booth staff is referred to as Moderators in the virtual event platform and will receive special permissions. Booth moderators can toggle between live sessions and the default video, set up for when no live sessions are taking place.

Please provide your booth staff (first and last name) via email to [lfcosponsorship@linuxfoundation.org](mailto:lfcosponsorship@linuxfoundation.org) at your earliest convenience.

## Who's In My Booth?

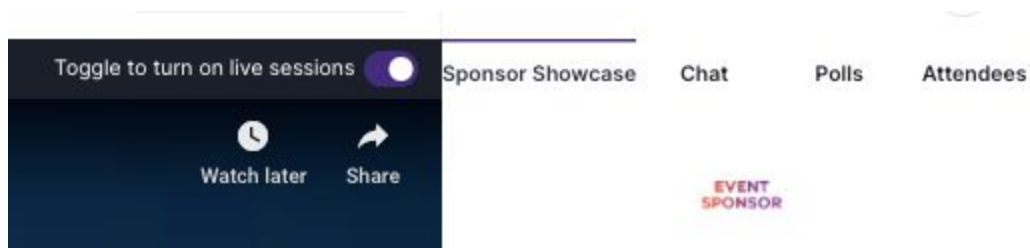
To see who is in your booth, navigate to the Booth Chat tab and you will see a list of names. You can click on their name to send them a direct message.



## Live Sessions and Presentation Mode

You may hold "live sessions" in your booth at any time - we suggest planning your sessions to take place during dedicated sponsor showcase hours. This is a great way to host a demo in your booth.

To toggle between Live Sessions and Presentation mode, find the toggle button in the upper right-hand corner of the video screen in the center of your booth - shown below.

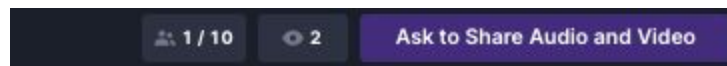


When your booth is in presentation mode, your pre-recorded media is queued up, and ready to be played for any attendee who enters your booth - please note, it does not auto-play, rather each attendee must press play when they enter.

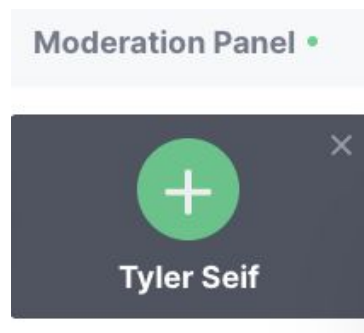
Booth moderators and organizers are notified when an attendee enters their booth. The notification message appears above the chat.

Note: This notification displays only when the booth is set to live sessions, not presentations or pre-recorded video.

When your booth is in live session mode, any booth moderator may share their audio/video and be displayed on the screen. Additionally, you may invite your booth visitors to join you on the screen to participate in interactive sessions, such as bingo, a live demo, etc. To invite an attendee to join you on screen, simply ask them to click the Ask to Share Audio and Video Button in the upper right-hand corner, and approve their request. Only 10 attendees or screen shares are allowed at one time in the expo booth.



To approve an attendee's request to join you on screen, you will see a small Moderation Panel box appear in the lower-left hand corner of the screen - hover over the name of the attendee asking to join and click the green plus to allow them to join you on screen.



### Reporting and Analytics Post-Event

After the event, you will receive a report with the following information:

- List of attendees (including email) who visited your booth
- List of attendees (including email) who clicked your button action, such as "Learn More"
- A complete download of your Sponsor Booth chat

### Event Day Assistance

For the fastest response, please visit the Help Desk within the event platform OR email [lfcosponsorship@linuxfoundation.org](mailto:lfcosponsorship@linuxfoundation.org).