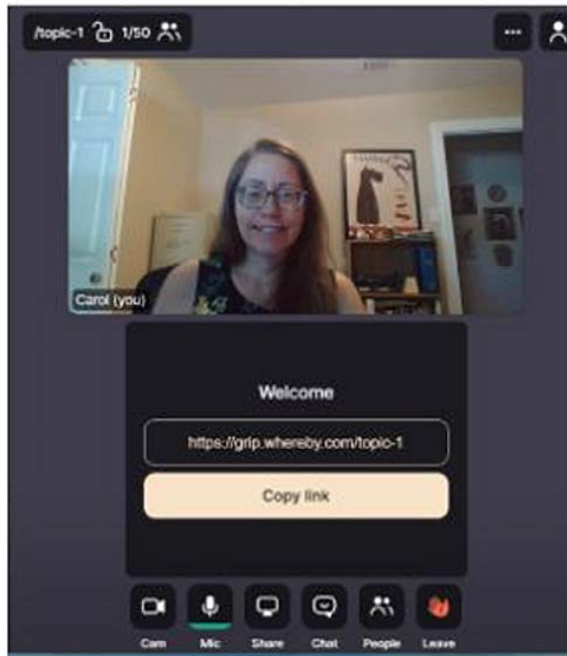


Conducting a Meeting

Within OEPro, Meetings can be setup for Exhibitors to conduct meetings. Therefore, the link is imbedded within the Exhibit Booth via the 'Contact Representative' button. When the link is selected, the user is redirected to the platform where they are walked through joining the meeting.

Once the user has joined the meeting, they have many of the same options as other video platforms such as Zoom



- **Copy Link:** The user can copy the link and send to anyone they would like to join the meeting. The receiver of the link does not have to be a registered attendee for the event to be able to join. It can be sent to anyone.
- **Cam:** toggle to turn the display off/on
- **Mic:** toggle to turn their microphone off/on
- **Share:** allows the user to embed links for another app or to share their screen with other participants.
- **Chat:** allows the user to enter a chat if hovering over the Chat button or on selection will open a window. The user is able to type a message or send an emoji from either place. The window opened has a toggle switch to display Chat or People.
- **People:** Upon selection, the window will open where all current meeting participants will be listed. This is the same window as the Chat window. There is a toggle switch to move between the two views.
- **Leave:** Upon selection, the participant leaves the meeting and a pop-up is displayed.