



How to Use the Instant Chat Feature to speak with an Attendee

A chat window can be utilized allowing the attendee to correspond with the Exhibitor. This is considered a channel, so **no private conversations can be held.**

A participant is only able to chat with another participant when a connection (handshake) is made. A connection can be comprised of:

- Both participants showing interest.
- A Meeting request has been sent (allows the invitee to message the inviter).
- A Meeting request has been accepted.

When the Message or Chat button is chosen, a chat box will be displayed on the screen where messages can be sent/received. If a user accesses the Chat button externally to the system, i.e. from a meeting request email, they will be redirected into the platform where the Chat box is displayed. The Chat Feature is text only; there is NO audio.

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1325px by 290px
JPEG, PNG, or GIF
max 300MB

Exhibitor Logo
300px by 300px
JPEG or PNG with white or transparent background, max

Exhibitor Website
<https://www.anyfest.com/>

Social Links
Facebook, Twitter, Instagram, LinkedIn, and YouTube

Company Video
Hosted video (YouTube or Vimeo)
Max recommended time: 10 minutes
Preferred video content: featured products + promotions
Max 5 videos per page

Exhibitor Page Group Chat

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