Helvartis, *siège central* — Les entreprises de pratique commerciale suisses
Die schweizerischen Praxisfirmen | Le aziende di pratica commerciale in Svizzera

Rue Jardinière 69   T +41 32 910 94 03   www.helvartis.ch
CH-2300 La Chaux-de-Fonds   info@helvartis.ch

Online trade fair – booth management
Manual

Version	Date	Content	Author
V1.0	25.02.2021	Base document	N. Ritler
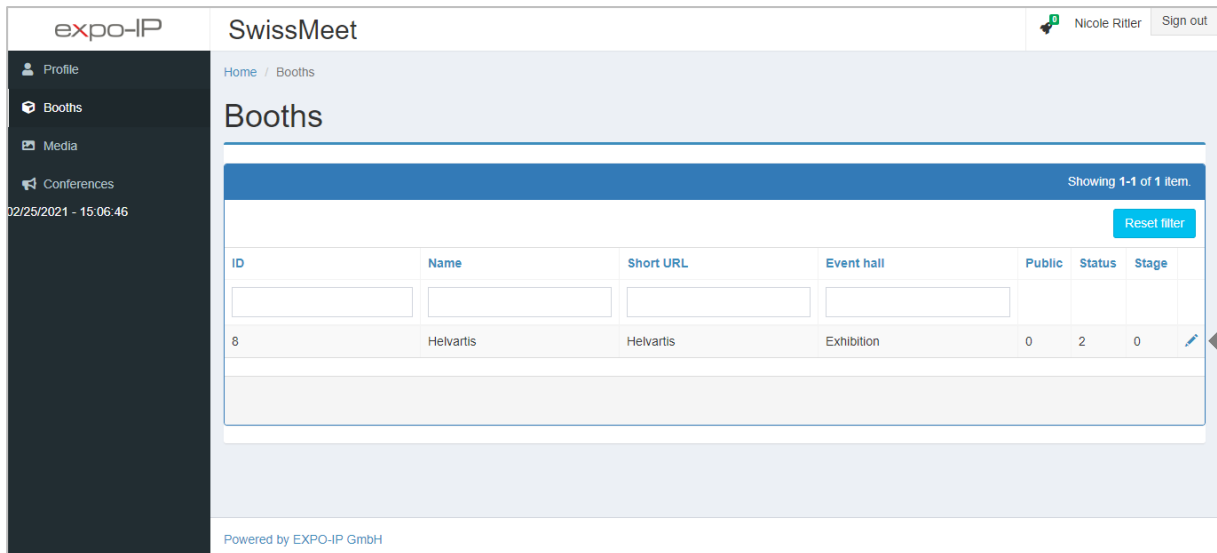
Table of contents

# Booth management
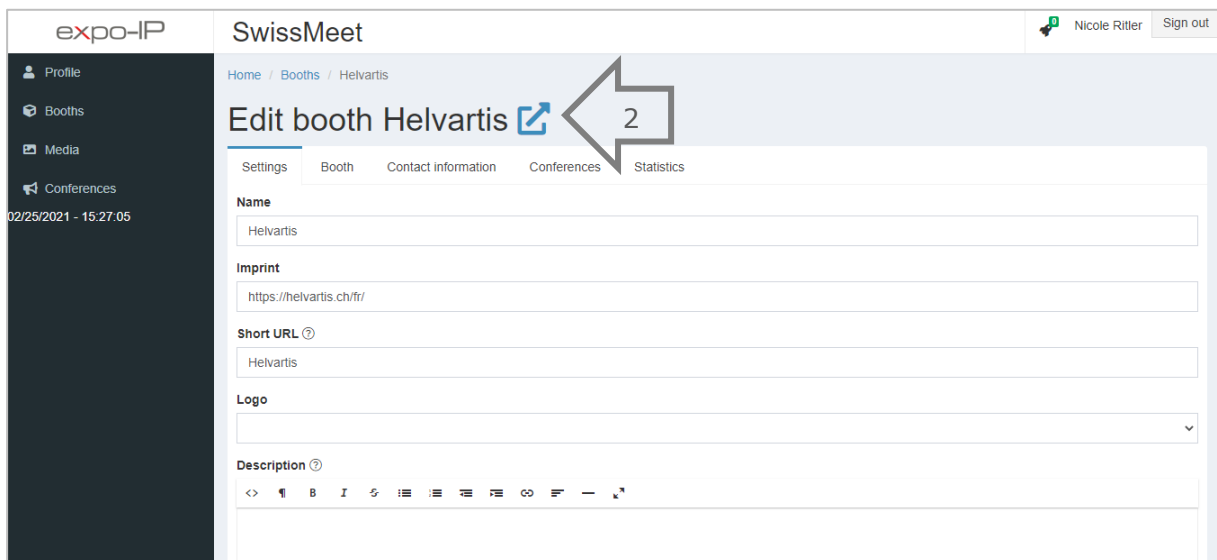
Editing your booth

Connect to https://swissmeetadmin.expo-ip.com/

1. Go to Booths, click on the pencil

1. Complete the **blank fields** with the information on your PE / your booth

   ⇨ Do not change the information in the fields **Name** and **Short URL**

2. You may check your booth's representation at any moment by clicking on this **symbol**

3. Confirm by clicking on **Save**
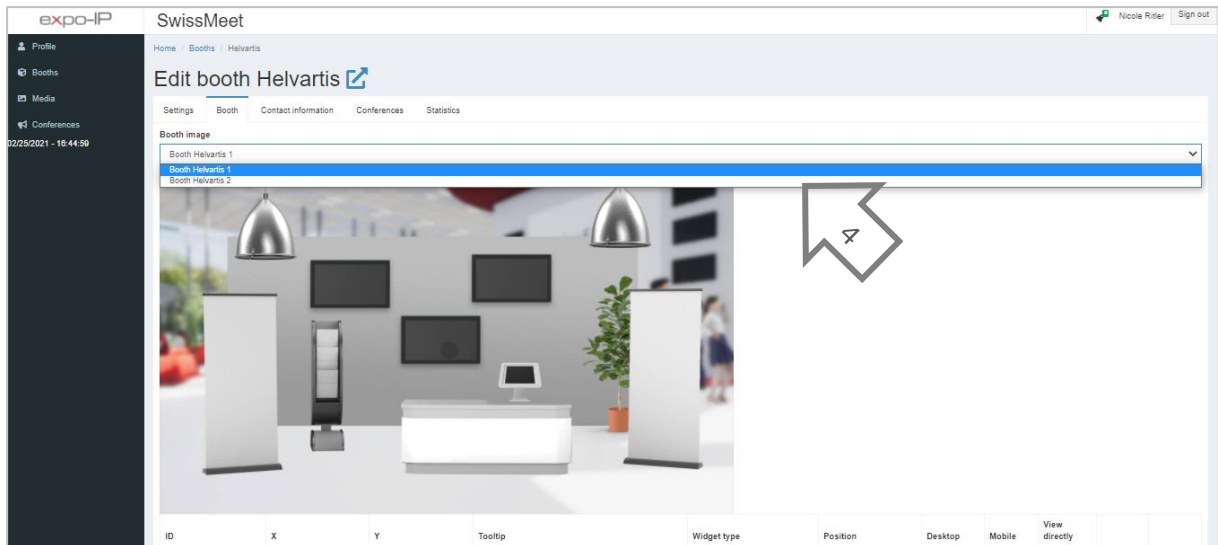
4. To change your **booth image**, you may choose between the different images you uploaded under **Media**

5. **Save**

Widgets
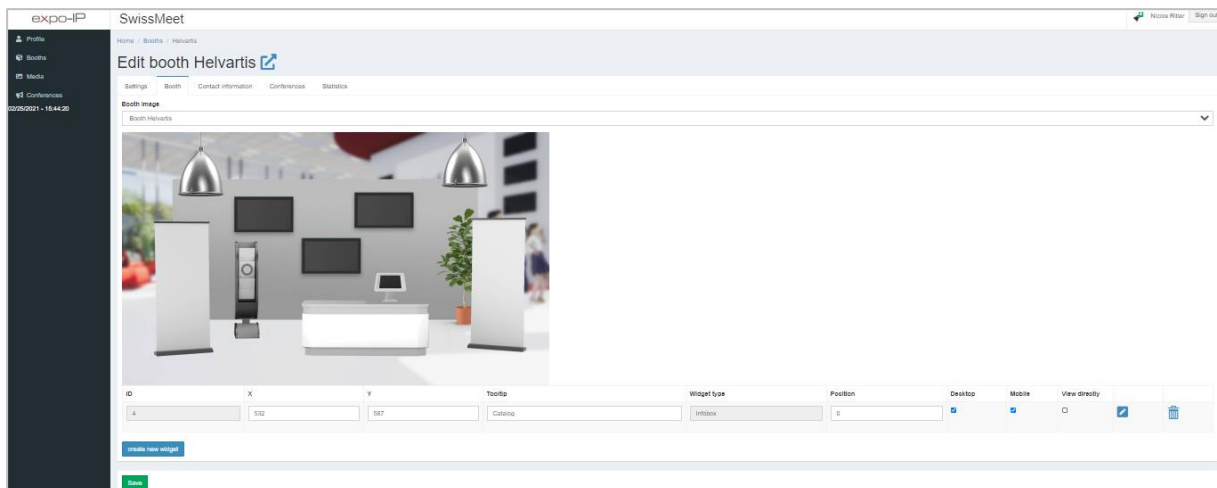
By clicking on Booths > Booth, you may insert widgets to provide files and information.

1. Click on **Create new widget**

2. Choose the **type** of your widget

3. Insert a **tooltip** description

4. Choose a **title** for your file

5. Drag and drop the **media** from the orange into the green box

6. **Save**

7. Once you have created your widget, you may **change its position by dragging and dropping** it. You can also change its position by entering the **axis** manually