Thank you for participating in AMCP 2021. This is the fourth of five exhibitor bulletins that include important deadlines and information aimed at helping you have a successful virtual AMCP 2021.

Look for the final issue the week of April 6.

Registration numbers are strong. As of today, there are more than 1,500 attendees registered.

Accessing the AMCP 2021 Platform and Building Your Exhibit

Reminder, exhibit **contacts must be registered for AMCP 2021 to receive the invitation email** to the virtual event platform. Once registered, look for an email from meetings@amcp.org with the link and platform access information. Please email Laura Larson if you need the email resent.

Complimentary registration codes have been sent to corporate or exhibiting contacts. If you have not received your registration code, please email Laura Larson.

AMCP 2021 Expo Upcoming Key Dates

March 24
If you need your exhibit 'hidden' through April 8 for compliance issues, please email Laura Larson.

Please note, if your exhibit is hidden you cannot make edits or access the exhibit until April 8.

March 25
AMCP 2021 registrants will receive an email with instructions to access the virtual event platform and update their profiles. Starting tomorrow, attendees can log in and view the posters and exhibitors any time.

How to Add or Remove Staff from Exhibit

To Add Booth Staff, login to the platform, navigate to your company tile under "Expo Hall" and click on the Manage button in your exhibit. On Manage your Team on the right, select '+ New Member.' From the pop-up box, search by person or email and 'Add Member.' Note that only registered attendees will be available to add to your booth staff.

Remember, exhibit staff have Manage privileges, can make edits, and access Leads and Visits. Exhibit staff cannot be hidden.

To remove exhibit staff, follow above instructions and click on the red 'X' in the photo circle of the person you're removing.

Exhibit staff cannot remove themselves and must be removed by someone else listed as exhibit staff. We suggest once the original exhibit contact adds staff, that another staff remove them using instructions above.

Managing the New Conversation Feature – Pin to Top

The chat/Conversation feature in the platform cannot be disabled. If you do not plan to use these features, we suggest creating a message in the Conversation such as: "Email us your questions and we will respond." And/or "Please do not post here as this discussion post is not monitored." Clients do not have 'pin message to the top' privileges, so if you need your message pinned to the top, please email Laura Larson and I'll pin it for you.

Event Platform Highlight: Talk Now

This new feature gives attendees the opportunity to reach out and 'meet' with designated exhibit staff 1:1 over video during Open Expo Hours – Tuesday and Wednesday, 1-2:30pm ET.

Please review recorded Exhibitor Open House discussions on Talk Now on the FAQs page. You can also watch these videos in advance – one from the exhibitor perspective, and one from the attendee perspective: https://vimeo.com/pathable/exhibitortn and https://vimeo.com/pathable/attendeetn. Talk Now conversations cannot be recorded.

Gamification to Encourage Expo Visits

Attendees can win prizes while participating in AMCP 2021. Points are awarded by interacting with exhibitors through Talk Now, downloading exhibitor files/watching videos and sending an in-platform message. Attendees can start earning points on March 25 when the platform opens through April 16. Check it out under the Play tab on the platform homepage navigation bar.

System Requirement Reminders

No additional software or downloads are needed to participate in AMCP 2021 and/or to build your virtual exhibit. You only need a computer and a stable internet connection. As shown on FAQs, we strongly recommend using Google Chrome or Microsoft Edge as your browser. If you're experiencing technical difficulties, try clearing your browser cache first and closing unused browser tabs or windows.

Attendee Info Only List Online

Last week key exhibit contacts were emailed the pre-registration Attendee Information Only list. Please email Laura Larson if you did not receive the list. The list, which contains name, title, company, city, and state is also posted at AMCP 2021 website.

Use this list to announce your participation in AMCP 2021.

Great Information online: Link here for Expo Key Dates and here for Exhibit FAQs.

Please contact me let me know if you have any questions. I'm here and happy to help.

Thank you again for your support.

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