

# A guide to...



## Getting started...

This guide will help you navigate the NUS Trade Show virtual environment so you get the most out of your visit.

## Logging in...

To log in, all you need to do is go to <https://nustradeshow.vfairs.com/> and log in using the same email address you used to register. We recommend using either Chrome, Safari or Firefox for best performance. Once you've done this, you'll enter the...

## Lobby...

In the lobby (pictured below) you'll find lots of clickable links that take you to different rooms and activities. Feel free to switch off the festive jingles at any time by using the on/off button in the bottom right hand corner by Hillary's welcome video.



You'll also see a navigation bar at the top of the screen. This is just another way to navigate the event.

## MUST VISIT Auditoriums

You'll see there's two auditoriums to visit. The first is the sessions auditorium which is screening useful presentations from industry experts from 10:00am to 17:00pm on both days. The experts will be available to take any questions you may have during these sessions. Take a look at the [agenda](#) to ensure you've noted down the times.

The second auditorium hosts the **Best Bar None and Cocktail and Spirits Awards** from **5pm on both days**. Hosted by Smooth Radio's Jo Lloyd, in a custom-built room full of glitz and glam, we say a virtual cheers 🥂 to this year's winners. Grab a glass and come and join in the celebrations!

## Lounges

We have two very sumptuous lounges for you to drop by and spend some time in. The Molson Coors Mountain Fresh Bar has the most stunning views and for that cozy, warm Christmas feeling, visit 'The Lounge' with licensees LWC and Global Brands ready to greet you. No *screen-shot spoilers* for these rooms!

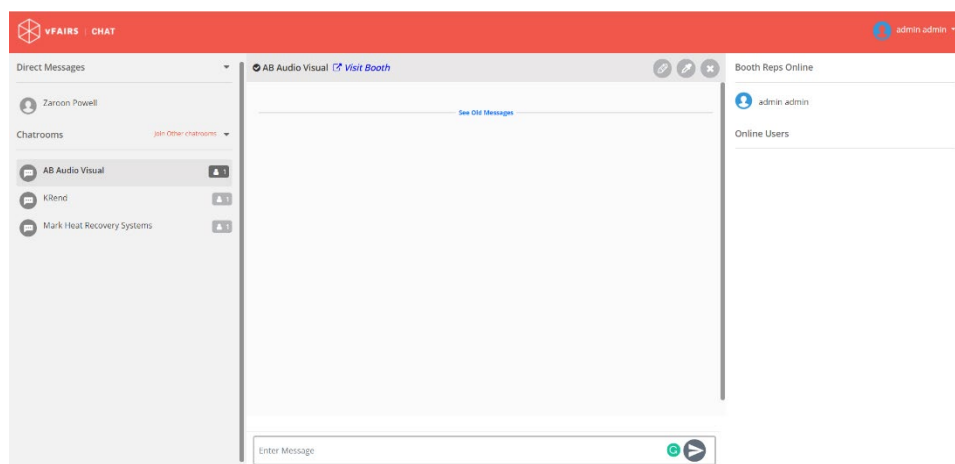
## Exhibition Hall

Once you've entered the hall, simply peruse the stands using the scroller in the middle of the screen or to go directly to a stand, you'll find the Exhibitor Directory in the bottom left corner.

When you click on a stand, you'll see there's a navigation bar along with three tabs under the stand graphic. This is where you'll find everything you need to know about the supplier. Documents uploaded to the stand can be added to your **Xmas Stocking** so you can revisit product information at a later date.

## The chat function

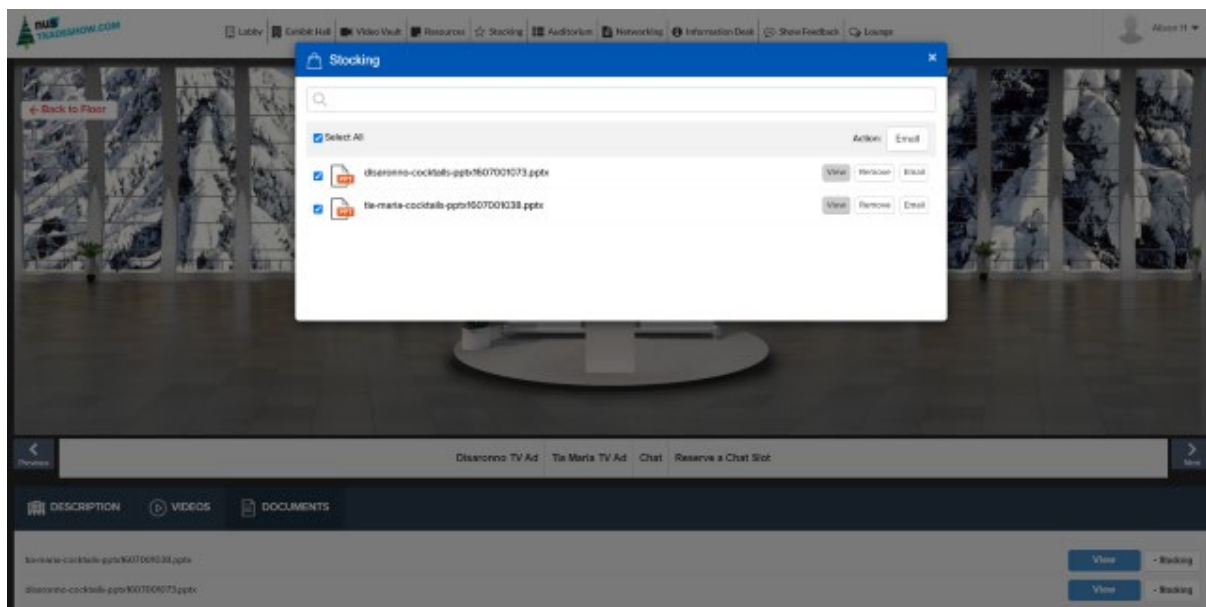
By clicking 'Chat' you can enter the live chat room and choose to either participate in either **public** or **private** chats. Here's a [video](#) to show you how it works but it's pretty simple: Anything in the middle column can be seen by others, if you click on someone in the 'Booth Reps Online' to the right, you'll enter a private chat with them, where you can also use the video function if the stand has this functionality. You'll see a little video icon appear in the top right corner if it does.



If you want to schedule in some time to talk with a supplier, the best way to do this is **'Book a meeting'** – click on this tab and you'll see what availability the exhibitor has.

## Xmas Stocking

All the stands have uploaded useful resources that you may want to read at a later date. Simply click on the Documents tab and click 'Stocking' to the right-hand side. If you then click on Xmas Stocking in the main navigation bar, you'll see all the documents you've added ready to go. You can email them all or select the ones you want to have sent to your email address.



## Scavenger Hunt

Thanks to LWC, Global Brands, Molson Coors and Britvic, we've got some 'stuff' we want to give away! But to be in with a chance of winning some fab prizes, you've got to solve the clues and find the hidden icons around the show. To find out how to take part, go the Exhibition Hall or use the navigation bar above the lobby. Winners will be announced after the show.



## **Show feedback**

It would be great if you could take a few moments to tell us what you thought of the show. This is a first for us and so your opinion really matters. You can remain anonymous and it will only take a couple of minutes to complete, so if you can spare some time, it's really appreciated.

## **Information desk**

If you have questions during the show, just drop by the Information desk in the lobby and click on the relevant screen to get in touch.

That's a wrap! 🎁 Enjoy the show!