

NCRA 2022

Build Exhibitor Profile Add Content to Profile

To prepare to build the profile on conference all, ensure that you have the following information:


- Company Logo (square image larger than 300X300 pixels)
- Virtual Banner (recommend an image that is 1872X320 pixels with a ratio of 936X160 pixels)
- Corporate Description (max 5000 characters including spaces and no links)
- Person you wish to list as contact person (optional)
 - Phone
 - Email
- Website
- Social Media URLs

Content for profile/booth, ensure that your items meet the following guidelines

- Documents
 - Files size: less than 20MB
 - Format accepted: .doc, .docx, .gif, .jpg, .jpeg, .pdf, .png, .ppt, .pptx, .txt, .xls, .xlsx.
- Videos
 - File size: less that 5GB
 - Must be in .mov or .mp4 format
 - If you have a URL rather than the extra video, you can upload as a link
 - You will want a video thumbnail (if there is no thumbnail, the middle slide of video will be used as default)
 - recommended size 640X360 pixels
 - file size: less than 2MB

Instructions To Build Profile & Add Content


After you login to the website, click on Finish Profile under Exhibitor Profile in the center of the page.



Exhibitor Tasks

You have **2** tasks to complete


[View tasks](#)



Exhibitor Profile

Create an exhibitor profile to share with the event planners. This can include a company logo, description, and contact information.

[Finish profile](#)



Booth Staff

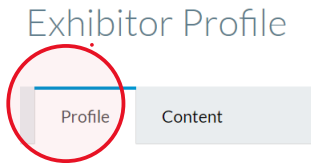
Right now, you have **0** booth staff.
Finish creating your booth staff.

[Find booth staff](#)

Build Profile

This is basic information about your organization

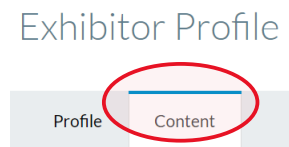
- Logo
- Banner (if desired)
- Description
- Tax Id (optional)



Add Content

This is optional and we recommend you add limited items as the conference is face to face (F2F)

1. Click the Content tab at top of page
2. Click the green add content button
3. Then click on the type of content you would like to add



- a. Documents (Max of 50 documents. We recommend no more than 5 if any.)
 - i. Items appear in order uploaded
 - ii. Click on upload files
 1. Either browse for files or drag files to field
 2. Click upload. Click done.
 - a. When you upload files you are given the opportunity to change the display text. This is important if your file name is not appropriate.
 3. Click save in lower right corner
 4. Click upload for your next document. Click done. Change text if necessary. Click save.
- b. Links (We recommend no more than 5 if any)
 - i. Link 1
 1. Provide Website URL
 2. Create Display Text
 - ii. To add additional links
 1. Click add link
 2. Follow steps above
 - iii. When done, click save in lower left corner
- c. Videos
 - i. Upload the video file - must have file not URL
 1. If you only have URL, add as a link
 - ii. Enter title of video
 - iii. Upload the thumbnail
 - iv. Decide if you want this video to be feature
 1. Feature video means that it would be at the top of your profile within the Attendee Hub
 2. You may only have 1 featured video
 - v. Continue steps to upload additional videos.

Additional Features:

- Attendee Hub Analytics - your administrator will be able to gather the following information from the exhibitor management platform. You will be able to learn how many of the F2F attendees accessed the content you provided.
- For those that have seen the Cvent Attendee Hub NCRA is not enabling the virtual feature such as chat, meet now, schedule, etc.

Virtual Options:

Attendee Hub was created to host F2F, Virtual and Hybrid Events. When building your profile you can ignore the following as we are F2F:

- Virtual Meeting URL
- Virtual Host Key