CAEP Summit 2021
vFAIRS Virtual Conference Platform
User Guide for Exhibitors
September 2021

For technical assistance, contact the vFAIRS Technical Assistance Team at caepsummit21@getvfairs.io.
Contact CAEP TAP at tap@caladulted.org or (888) 827-2324 for general conference assistance.

CAEP Summit 2021 Virtual Platform Landing Page

Use the following URL to access the vFAIRS website

Use the email address and passcode used to register to login

CAEP Summit 2021

Overview of the Virtual Platform for Exhibitors

There are approximately 1,000 attendees registered to attend the CAEP Summit 20201! Exhibitors are in a great position to interact with attendees across the virtual platform. Depending on the tier you registered for, exhibitors can engage in the following activities:

- During a Learn at Lunch Session
- In any chat room, including their own chat room
- Direct communication via direct message, voice call and video call
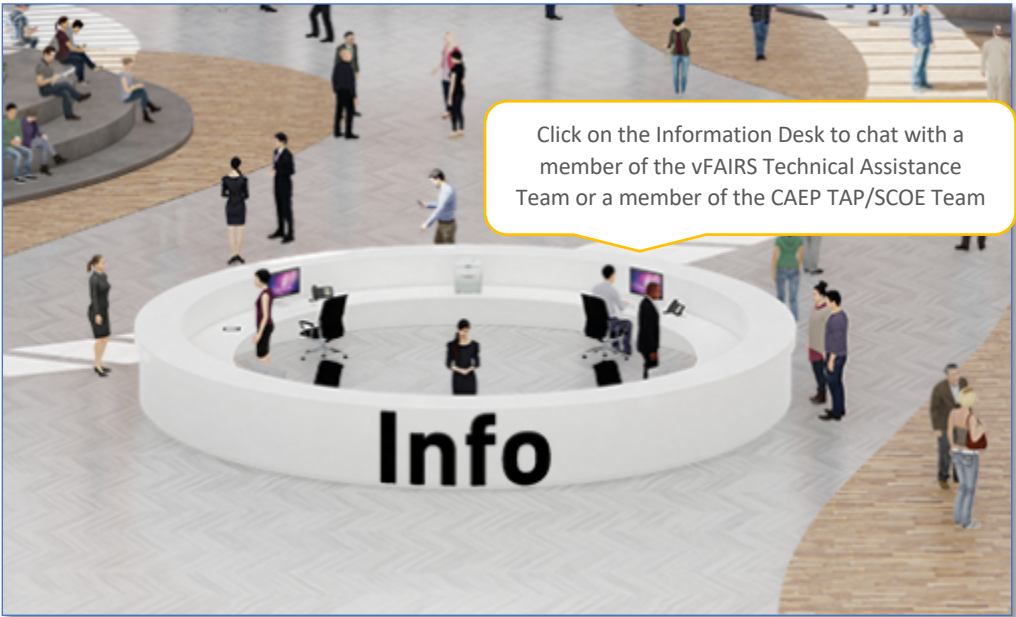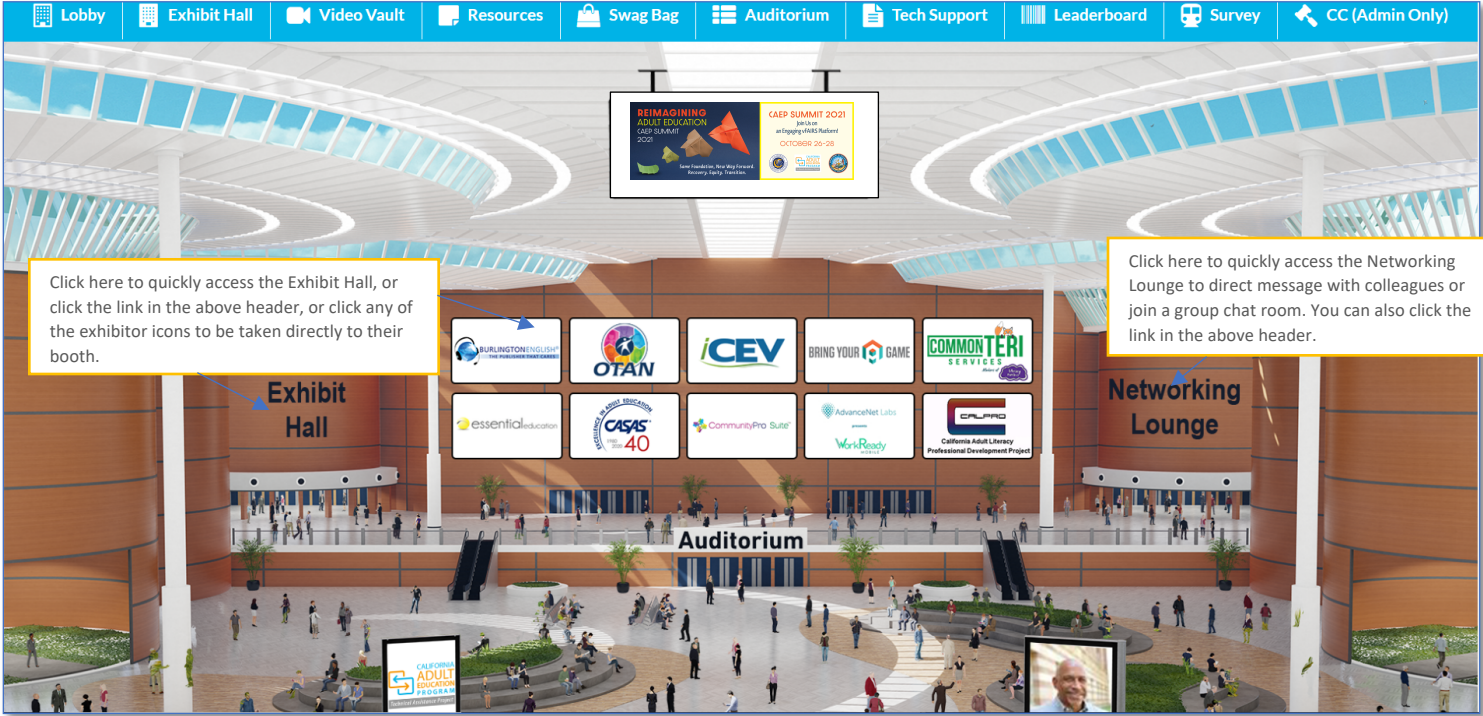- CAEP Summit 2021 Networking Event on Wednesday, October 27, 2021 at 3:30 p.m.

Purpose of the User Guide

The purpose of this user guide is to provide guidance on how exhibitors will navigate the virtual conference platform and how attendees will experience and engage with exhibitors.

Access the Virtual Platform

All booth representatives will login using the email address used to set up the booth (or was added as part of a booth representative) for the Summit to access the virtual platform. By logging in, as a booth admin, you will have access to all platform features, including the full agenda, links to join sessions, resources, networking opportunities, and exhibitor booths. No attendees will be able to join sessions without first logging into the site. The virtual platform opens for all attendees, including exhibitors, at **7:30 a.m.** on **Tuesday, October 26, 2021**.

If you experience any difficulty logging in, email the vFAIRS technical support team at caepsummit21@getvfairs.io. first, then contact CAEP TAP at tap@caladulted.org, if your issue is not resolved.

Lobby

Click here to quickly access the Exhibit Hall, or click the link in the above header, or click any of the exhibitor icons to be taken directly to their booth.

Click here to quickly access the Networking Lounge to direct message with colleagues or join a group chat room. You can also click the link in the above header.

Exhibit Hall

Networking Lounge

Auditorium

Click on the Information Desk to chat with a member of the vFAIRS Technical Assistance Team or a member of the CAEP TAP/SCOE Team

Info

If you have landed in the lobby, you have successfully logged on to the CAEP Summit 2021! While in the lobby, you can access any area of the virtual conference platform, including the information desk. By clicking on the information desk, you will be able to chat with a member of the vFAIRS Technical Assistance Team or a member of CAEP TAP/SCOE. Members of both teams will be available each day, before and after the conference, to assist with any technical issues (vFAIRS and CAEP TAP/SCOE) and to provide general information about the conference (CAEP TAP/SCOE).

At any point during the CAEP Summit 2021, if you experience technical issues, click on the 'Info' Desk to begin chatting with a live vFAIRS Technical Assistance Team Member. They will be available from 7:30 a.m. to 3:30 p.m. each day. The technical assistance team will be available until 4:30 p.m. on Wednesday, October 27 to support the networking event.

When you click on the 'Info' Desk, the following chat rooms will appear – SCOE Support and Tech Support. Use the SCOE Support Chat to request information related to the overall conference experience. Use the Tech Support chat to request support related to technical issues.

Technical Support

General Conference Support

You can expect to receive a reply within one hour upon submission, if not sooner. You can also send a direct email to caepsummit21@getvfairs.io for technical support or CAEP TAP/SCOE for general conference information and resources.
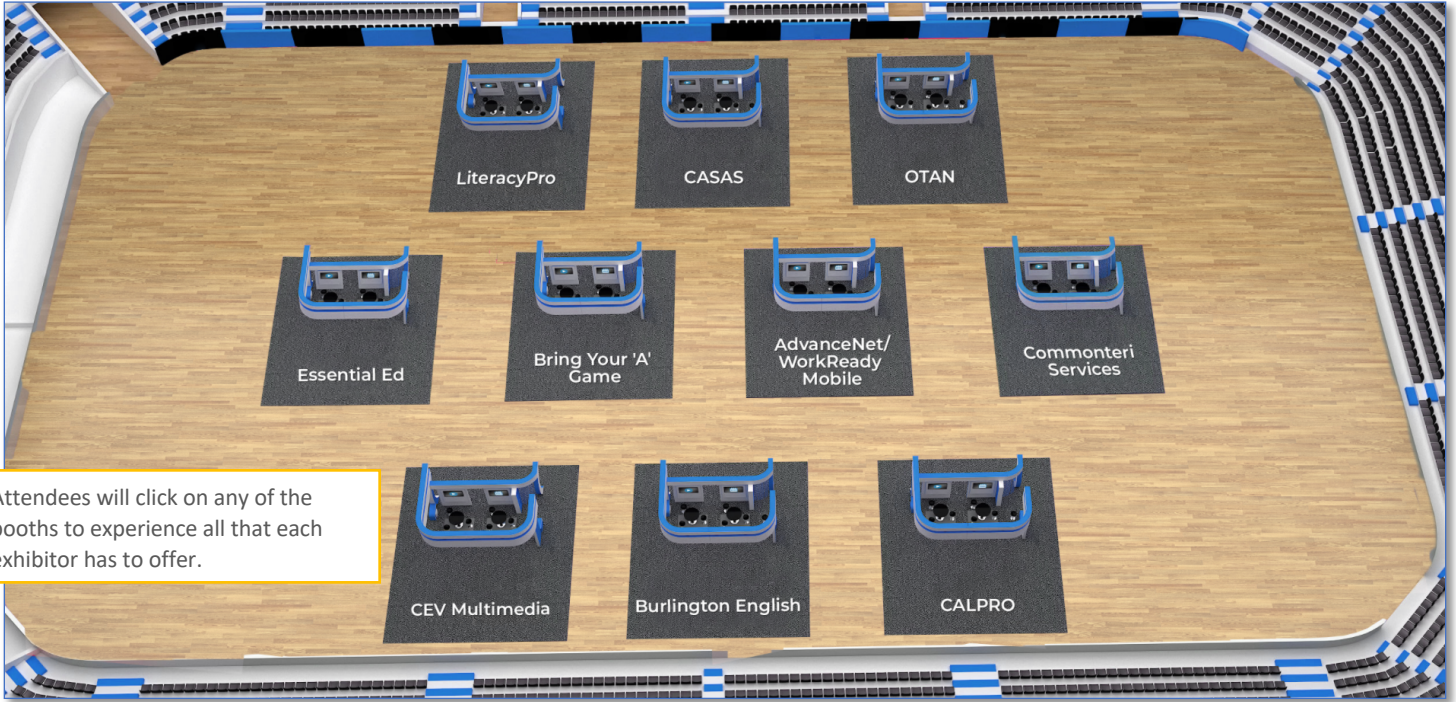
Attendees will click on any of the booths to experience all that each exhibitor has to offer.
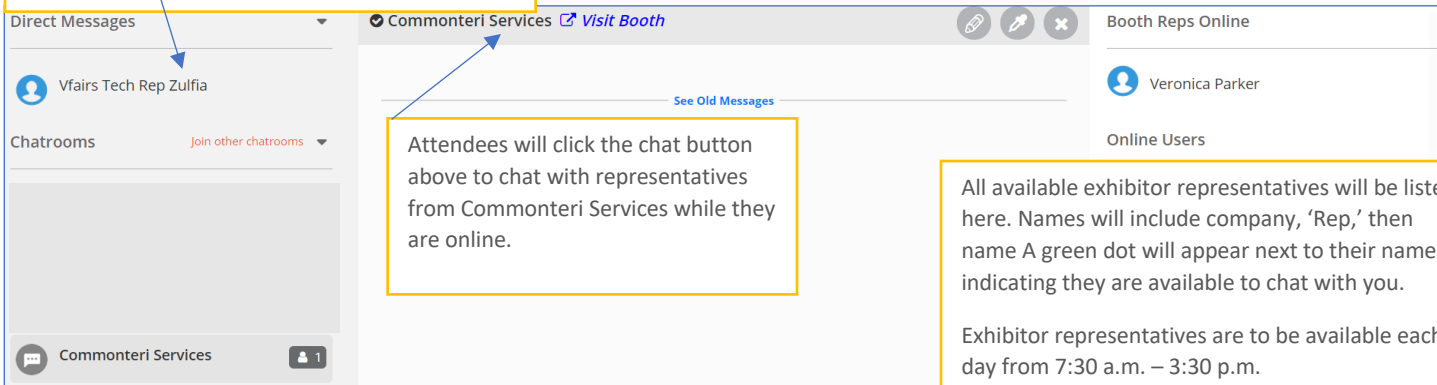

← Back to Floor
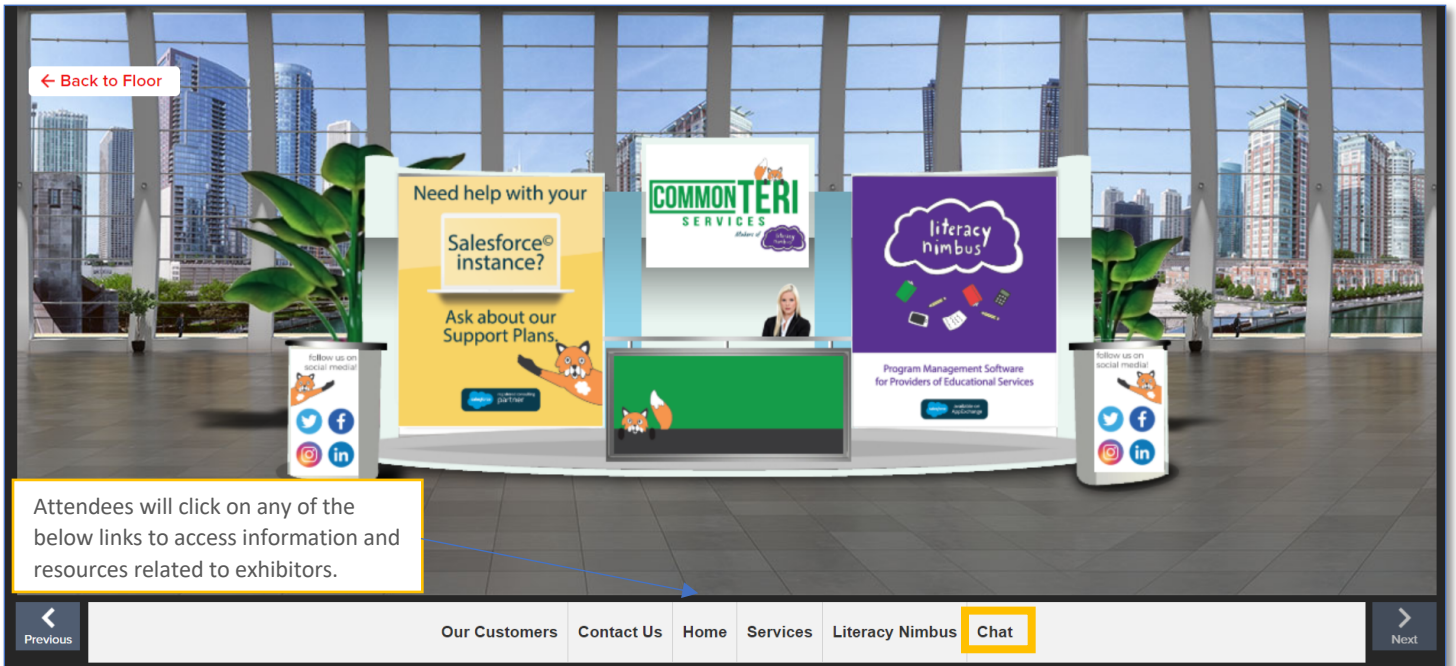
Attendees will click on any of the below links to access information and resources related to exhibitors.

Previous | Our Customers | Contact Us | Home | Services | Literacy Nimbus | Chat | Next

The number one engagement tool is use of the Chat (outside of individual breakout sessions). There are multiple ways an exhibitor can use the chat to engage with attendees. An exhibitor can direct message attendees, voice chat, or video chat, and vice versa (attendees can do the same with an exhibitor). Each exhibitor has their own chatroom in the virtual conference platform (displayed below). Exhibitors can open their chat room and begin a conversation for other attendees to join. The CAEP TAP Team can push notifications to all attendees and let them know there is a discussion taking place. Contact CAEP TAP at

tap@caladulted.org or (888) 827-2324, if you would like notifications pushed out at certain times. Attendees can chat with exhibitors from the booth and from the Networking Lounge.

Below is an example of an attendee who clicked on the above chat button to communicate with a representative from the organization in their own chat room.

Attendees can direct message, call, or video chat any available representatives from this organization.

Direct Messages

Vfairs Tech Rep Zulfia

Chatrooms   Join other chatrooms

Commonteri Services   1

⊘ Commonteri Services ⧉ *Visit Booth*

See Old Messages

Attendees will click the chat button above to chat with representatives from Commonteri Services while they are online.

Booth Reps Online

Veronica Parker

Online Users

All available exhibitor representatives will be listed here. Names will include company, 'Rep,' then name A green dot will appear next to their name indicating they are available to chat with you.

Exhibitor representatives are to be available each day from 7:30 a.m. – 3:30 p.m.

🏢 **DESCRIPTION**   📄 **DOCUMENTS**

CommonTeri Services

CommonTeri Services is your source for Salesforce® support that makes sense, and the creators of Literacy Nimbus. We offer Salesforce® Managed services on an affordable monthly plan to keep your instance running efficiently and remain updated with the latest capabilities.

Literacy Nimbus is a program management solution we created for direct service nonprofits, specifically Literacy nonprofits! The app, available on the Salesforce® AppExchange is a ready to use solution that's customizable to your org's needs for tracking attendance, outcomes, program enrollments and more.

CommonTeri was created out of a passion for helping nonprofits use software to accelerate their mission. Consider us your trusted guide on your Salesforce journey!

🏢 **DESCRIPTION**   📄 **DOCUMENTS**

CommonTeri Services Flyer

Available documents to add to your 'Swag Bag' are located here.

+ Swag Bag

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Networking Lounge

Exhibitors can open their own chat room and begin a conversation with attendees.

Direct Messages

Vfairs Tech Rep Zulfia

Chatrooms   Join other chatrooms

Attendees can click the 'join other chat rooms' to partake in conversation with other groups.

Please select a chatroom!

List of All Chatrooms

All exhibitors have their own chat room. Attendees can select any of the below listed chat rooms to join the conversation.

Select to join Chatrooms

Search...

- AdvanceNet/WorkReady Mobile
- Bring Your 'A' Game
- Burlington English
- CAEP TAP
- California Adult Literacy Professional Development Project
- CEV Multimedia
- Commonteri Services
- Comprehensive Adult Student Assessment System
- Essential Ed
- General Chatroom
- IBM Booth
- IBM Virtual Booth
- LiteracyPro Systems, Inc.
- Outreach Technical Assistance Network
- Program Strand - Curriculum
- Program Strand - Equity
- Program Strand - Leadership
- Program Strand - Learn at Lunch
- Program Strand - Learner Transition
- Program Strand - Marketing
- Program Strand - Program Development
- Program Strand - Program Evaluation
- Program Strand - Technology and Distance Learning
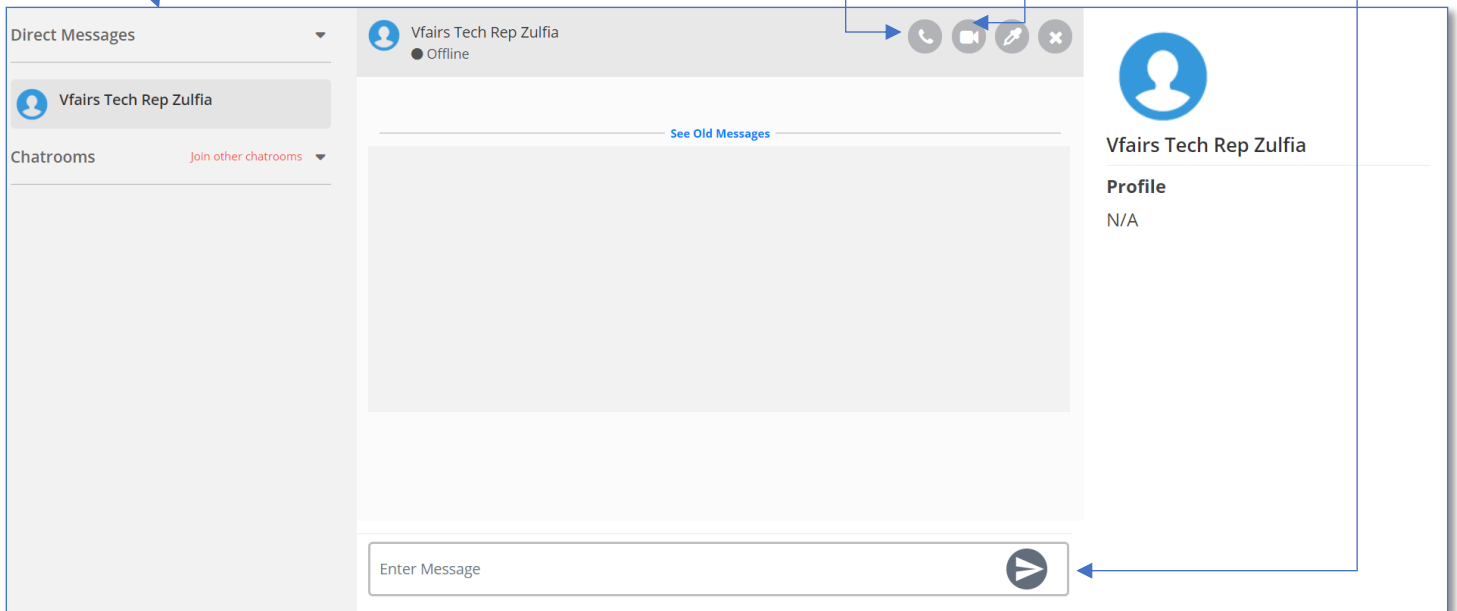- SCOE Support
- Tech support

Save

All selected chats will be saved to attendees' chat room sections. Attendees can click on any at any time to join the conversation or see what others are discussing.

Attendees are listed here to direct message with. Click on the attendee's name for direct conversation with them.

Exhibitors can call and video chat with attendees directly by clicking on their name and clicking one of the below icons.

Click on the below color drop to differentiate the color of your message from others.

Direct Messages

Vfairs Tech Rep Zulfia

Chatrooms   Join other chatrooms

Vfairs Tech Rep Zulfia
● Offline

See Old Messages

Enter Message

Vfairs Tech Rep Zulfia

Profile
N/A

Resources

All exhibitor uploaded documents are available in this resource pod. Attendees can filter by program strand or exhibitor to access available resources faster. Session resources are labeled by session title.

Resources

Filter By Partner: -- All Booths --

PDF	CommonTeri Services Flyer	+ Swag Bag
PDF	About CASAS	+ Swag Bag
PPT	marketing-flyer-2020-pptx1601067154.pptx	+ Swag Bag
PDF	next-generation-bring-your-a-game-sample-curriculum-guide-	- Swag Bag
	bring your a game pricing 2020 pdf1601067258 pdf	Swag Bag

Once attendees have identified the resources they are looking for, they will click on the 'Swag Bag' icon.

Use the resources section to add materials to your 'swag bag,' email to yourself, then download to save for future reference.

Session resources are categorized by day. Attendees will click on the appropriate day and select the resources they would like to add to their 'Swag Bag."
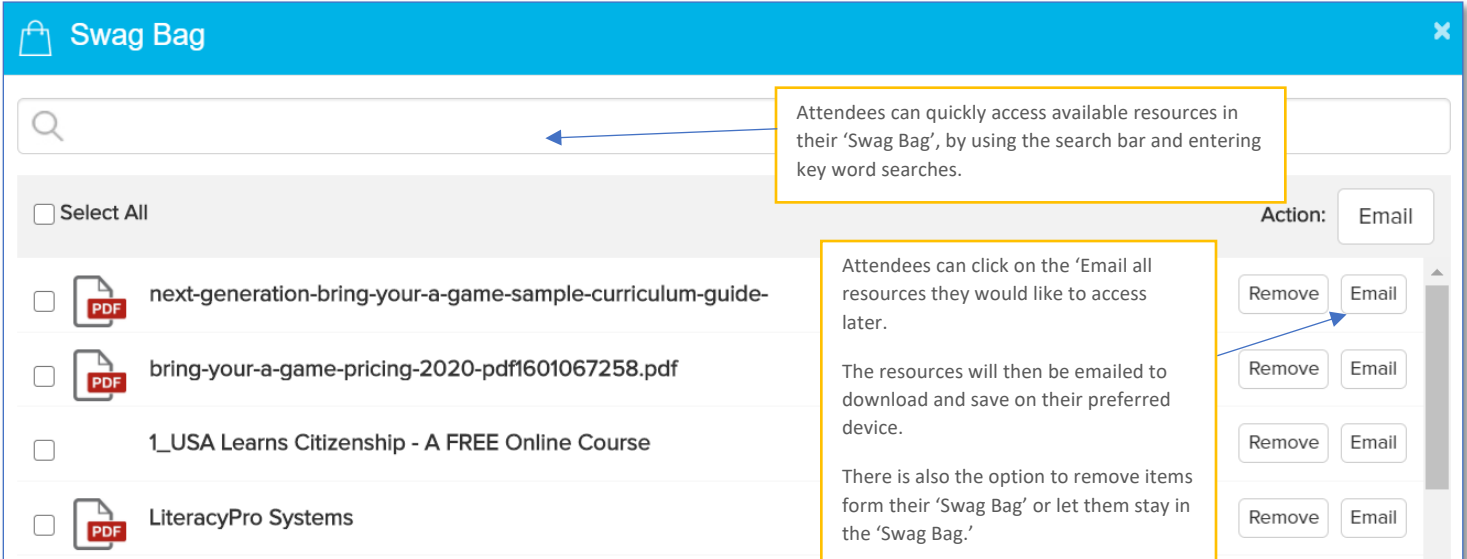
Resources

Filter By Partner: Program Strand - Curriculum

4_Creating a Health Care Pathway Through Strong Community Partnerships:	+ Swag Bag
6_Delivering Online Virtual Teaching and Learning for Incarcerated Adults	+ Swag Bag
8_Beyond Emergency Remote Teaching: Strategies and Resources to Promote	+ Swag Bag
11_Building Resilience With a College and Career Readiness Program	+ Swag Bag

Please note: Resources without an icon next to the name such as the PDF or PPT icons means they are URLs to a website or Google Folder.

Swag Bag

Swag Bag

🔍 [search]

☐ Select All   Action: | Email

Attendees can quickly access available resources in their 'Swag Bag', by using the search bar and entering key word searches.

☐ 📄PDF next-generation-bring-your-a-game-sample-curriculum-guide-   Remove | Email

☐ 📄PDF bring-your-a-game-pricing-2020-pdf1601067258.pdf   Remove | Email
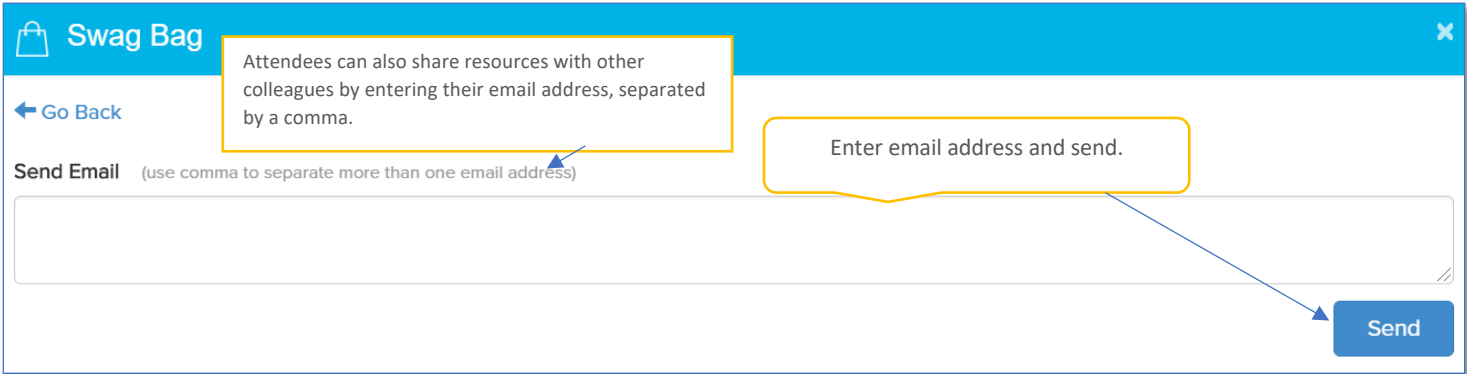
Attendees can click on the 'Email all resources they would like to access later.

The resources will then be emailed to download and save on their preferred device.

There is also the option to remove items form their 'Swag Bag' or let them stay in the 'Swag Bag.'

☐ 1_USA Learns Citizenship - A FREE Online Course   Remove | Email

☐ 📄PDF LiteracyPro Systems   Remove | Email

Swag Bag

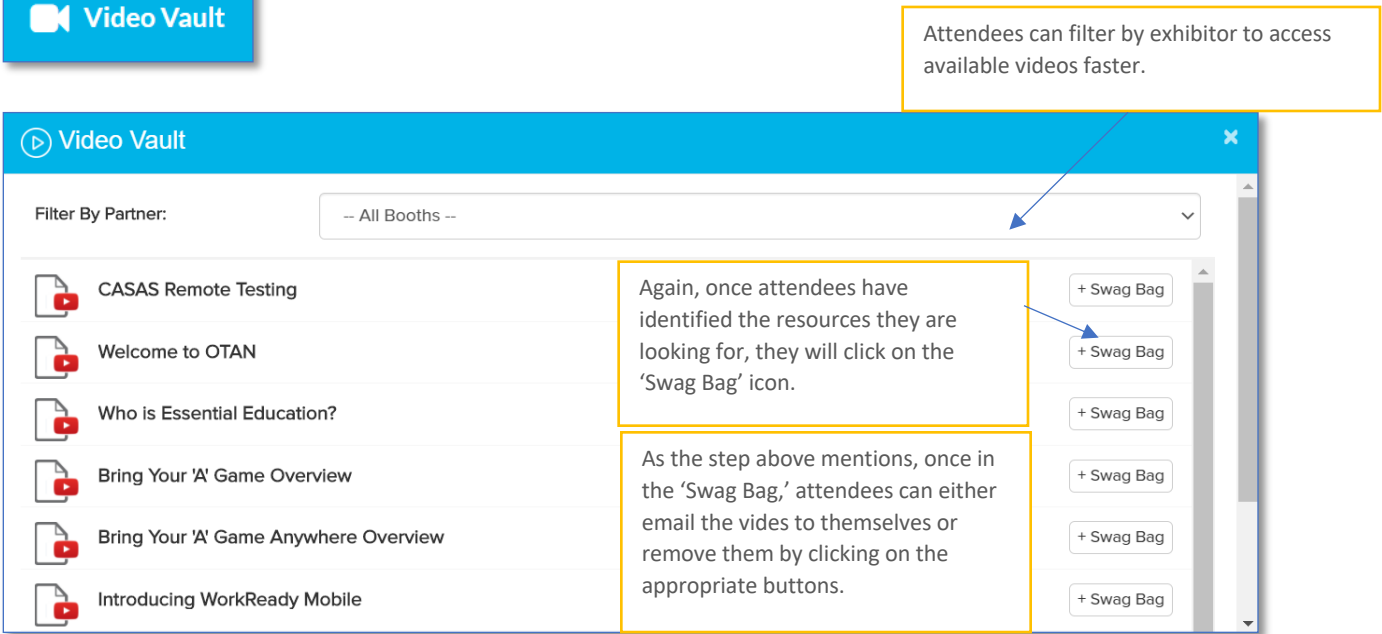Attendees can also share resources with other colleagues by entering their email address, separated by a comma.

← Go Back

Send Email   (use comma to separate more than one email address)

Enter email address and send.

[   ]

Send

Video Vault

Attendees can filter by exhibitor to access available videos faster.

▷ Video Vault

Filter By Partner: [-- All Booths -- ▼]

📄▶ CASAS Remote Testing   + Swag Bag

📄▶ Welcome to OTAN   + Swag Bag

Again, once attendees have identified the resources they are looking for, they will click on the 'Swag Bag' icon.

📄▶ Who is Essential Education?   + Swag Bag

📄▶ Bring Your 'A' Game Overview   + Swag Bag

As the step above mentions, once in the 'Swag Bag,' attendees can either email the vides to themselves or remove them by clicking on the appropriate buttons.

📄▶ Bring Your 'A' Game Anywhere Overview   + Swag Bag

📄▶ Introducing WorkReady Mobile   + Swag Bag

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My Schedule | Day1 | Day 2

No session found. Add your favorite sessions to your schedule that you do not want to miss by clicking on the "Add to My Schedule" button next to each session.

The 'Agenda' button is your sole access point to join any session at the CAEP Summit 2021. After clicking on the 'Agenda' button on the main toolbar, the agenda will appear.

OCTOBER 26ᵀᴴ

Resiliency: CASAS Remote Testing and What Works for Online Learners

Deborah Robiglio

Yas Peters-Knight

Sandra Watts

Lucy Code

Mon, October 26, 1:00 PM (PST)
3 days, 5 hours, 31 minutes

Join

To quickly access available sessions, use the search bar and enter key word searches.

Each session includes the title, presenter name(s) and pictures (if available), resource link (if available), a description, date, time and *'Join'.* button.

The 'Join' button will take you to the Zoom webinar room for the session. All sessions are accessible at least one minute prior to the start time.

Capturing student progress online especially during this pandemic is a challenge when it involves high stakes grant funding with federal and state mandates. Four presenters from adult school programs and community colleges will explain the development and execution of their procedures for CASAS progress tests and EL Civics performance-based assessments. They will describe challenges and successes their programs have realized.

Resiliency_CASAS Remote Testing and What Works for Online Learners

Click on the resource link to view the resource. In another section, you will be able to email and download all resources.

REIMAGINING ADULT EDUCATION
CAEP SUMMIT 2021

CAEP SUMMIT 2021
Join Us on
an Engaging vFAIRS Platform!
OCTOBER 26-28

Same Foundation, New Way Forward.
Recovery. Equity. Transition.

Attendees will participate in activities and will automatically be entered to win some very cool prizes courtesy of you, our exhibitor!

At the end of the conference, the top names will be drawn for a chance to win the prizes!

Whose name will be listed first?!

Attendee Opportunity Drawing Points:

1. Plenary Address – 1500
2. Networking Event – 1000
3. Sponsored Lunches – 1000
4. General sessions – 500
5. Session Evaluations – 300
6. Networking Breaks – 100
7. Exhibitor Booth visit – base starts at 100 points for visiting a curiosity booth, then increase by 10 points for booth in increased tiers.
8. Conversation using the virtual chat (outside of a session) – 75

Survey

At the end of the conference, please complete the overall Summit survey. Additionally, please complete an evaluation for each session you attended. The results of these evaluations will be used for future planning. Plus, you will earn more points on the leaderboard if you complete an evaluation.

Exhibitor Booth Setup

Step 1

> CAEP TAP adds your organization as a new exhibitor for the conference.

> CAEP TAP will add general information for your booth. This information can be replaced once you have completed your setup.

Booth Listing + Add | ⬇ Sample CSV | ⬆ Import From CSV

Showing 1 - 1 of 1 items   Display 500 items

	Booth	Booth Name	Floor Name	Status	Actions
				Activ ▾	
✛	158486	CAEP Summit 2021	Event Floor	Active	⚙ 🗄 👥 ☰ 📄 🖼 🗇 ✈ 🗑

Create New

Booth Details

Booth Name [_____]

Floor [Select Floor ▾]

Company Profile [editor toolbar: <> ↩ ↪ + ▾ Formats ▾ B I align icons; list icons, indent, link, image, emoji]

Booth Logo

[_____]

Drop files here to upload

> The Booth Administrator's contact name and email address will be added here.

Point of Contact:

(This information is used to reach out to exhibitors to get their booth setup)

Contact Name [_____]

Contact Email [_____]

[Save]

In Step 1, CAEP TAP will add your initial booth information and add one individual to be the Booth Administrator.

Step 2

Booth Communications

🚀 Initial Booth Setup Email   ⏱ Booth Setup Reminder Email   🔒 Booth Setup Confirmation Email

Send Email To

parkernveronica@gmail.com

Send Email From

info@vfairs.com

Cc

Subject

Setting up CAEP Summit 2021 for CAEP Summit 2021

First Paragraph

Please use the following link to set up booth.

Powered by TinyMCE

> CAEP TAP will send the Booth Administrator an email with instructions and a link to complete the booth set up process.

Deadline

2021-09-18

> The email will also include a booth set up deadline. This deadline is important as it will give our vendor enough time to make the site live.

Save & Preview

In step 2, CAEP TAP will create an email from the vFAIRS platform with details to set up an exhibitor booth, including instructions on how to set up the booth, a link to set up form, the deadline, and more information. It is important to adhere to the deadline as the vendor, vFAIRS, need time to finalize the set-up process on their end and make the booth live.

Dear Veronica Parker,

Please use the following link to set up booth.

Please use the following link to fill in the details of your booth.

Booth Setup Link

The deadline to submit this information is **2021-09-18**.

If you have any questions, feel free to reply back to this email and someone from our team will reach out to you.

Thank You

vFAIRS

An email will be sent from the vFAIRS platform. The email will include details to set up the exhibitor, a link to the set-up form, the set-up deadline, and other information.

Step 3

Using the Booth Setup Link in the email sent to you from vFAIRS, you will be taken to the website to start the process.

Step 1
Basic Information

Step 2
Booth Graphics

Step 3
Content Links

Step 4
Documents/ Videos

Step 5
Booth Rep Accounts

Step 6
Review/Finalize

Before We Start!

Here are some sample screenshots of booth designs we've created in the past. This will give you an idea of what a completed booth looks like and what we're aiming to do with the information we'll collect from you.

Using the link provided in the email from vFAIRS, complete the five-step setup process, including selecting the booth layout design, adding representatives, and adding graphics, documents, videos, and more. The final step in the process will be to review and submit.

> The first step in the process is to provide basic information included the booth name, booth description, upload a picture, and more. As you are entering this information, you can see what your design in the 'Example' window.

Basic Information

Booth Name

CAEP Summit 2021

This is the name that will be displayed on your booth and also in the list of exhibitors. Usually, this is your company/department name.

Upload company logo (110x30px)

Drop a file here to upload!
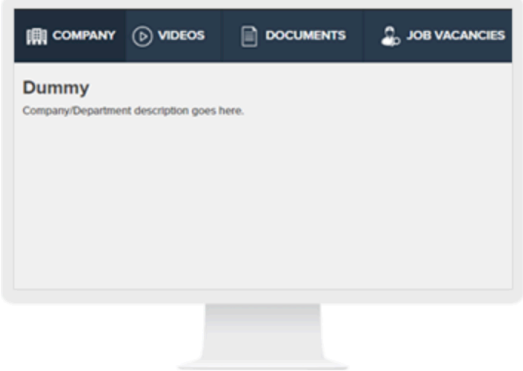
Booth Description

| <> | ← | → | + ▾ | Formats ▾ | **B** | *I* |

CAEP Summit 2021

Powered by TinyMCE

This is like an 'About Us' section that you can use to provide more information about your company/department. It can be as short or long as your prefer (but we recommend at least a few lines of text at a minimum)

Example:

COMPANY | VIDEOS | DOCUMENTS | JOB VACANCIES

Dummy
Company/Department description goes here.

> After reviewing the basic information, save and continue.

Save and Continue

Step 1
Basic Information

Step 2
Booth Graphics

Step 3
Content Links

Step 4
Documents/ Videos

Step 5
Booth Rep Accounts

Step 6
Review/Finalize

Booth Design

The booth graphic is the first thing attendees see when they open your booth. So we'll need to make it look nice and also representative of your brand.

Click here to watch a 2 minute video to learn how to use this booth design tool.

Setup your Booth

Use the carousel below to select a booth template that you'd like to use.

➦ Use this template?

20

Step 1
Basic Information

Step 2
Booth Graphics
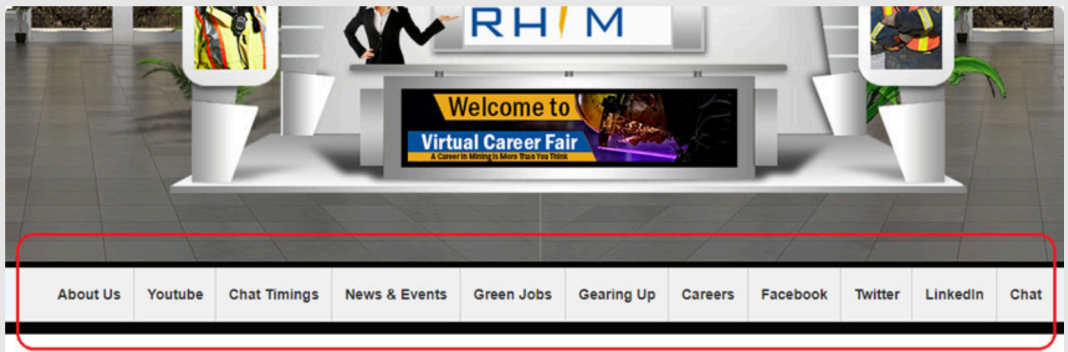
Step 3
Content Links

Step 4
Documents/ Videos

Step 5
Booth Rep Accounts

Step 6
Review/Finalize

You can add links to external websites on your booth. This is the perfect place to add links to your corporate website, social media pages, career site etc.

About Us | Youtube | Chat Timings | News & Events | Green Jobs | Gearing Up | Careers | Facebook | Twitter | LinkedIn | Chat

Please provide your Content Links

Link Title:

Link Type:

URL

Delete | Translations

Use this 'Add' button to add more links.

⊕ Add another Link

The next step in the process is adding your content links. The content links are the tabs you see on the bar up top. The content links should be used to direct attendees to information about your organization, including an 'About Us' section, links to YouTube videos, links to social media, and more.

Save and Continue

After reviewing the content links, save and continue.

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In this step, you can add documents and videos for attendees to view as they visit your booth. Types of documents could include an infographic on the success of your product or service, videos displaying how adult educators can use your product or service, and more. Please note: all documents and videos uploaded must comply with 508 compliance requirements.

You can add Documents (PDF, Word, Excel, Powerpoint) and Videos (Youtube, Vimeo etc) to your booth. It's an ideal place to display your company information, brochures, introductory videos.

Step 1
Basic Information

Step 2
Booth Graphics

Step 3
Content Links

Step 4
Documents/ Videos

Step 5
Booth Rep Accounts

Step 6
Review/Finalize

Please provide your Documents
(PDF, Word, Excel, Powerpoint)

◉ Yes. I have documents that I'd like to add to my booth

○ No. I don't have any documents to add

Click this option if you do not have anything to add.

Document Title:

	Drop a file here to upload!	**Translations**
		Delete

⊕ **Add another Document**

Add additional documents here.

Please provide your Videos (Youtube/Vimeo/etc)

⦿ Yes. I have videos that I'd like to add to my booth

◯ No. I don't have any videos to add

Video Title:	Video URL:	Thumbnail URL:	Thumbnail:	
			Upload!	**Translations** **Delete**

⊕ Add another Video

Save and Continue

After reviewing the documents and videos, save and continue.

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In the final step, identify booth representatives. CAEP TAP will add the booth administrator, so no need to add this person. Booth representatives will be those individuals who will participate in the conference and will be available to contact on demand.

CAEP Sur...

up Form | Need Help

Add User ✕

Step 1
Basic Infor...

Step 2
Booth Gra...

Step 3
Content Li...

Step 4
Document...

Step 5
Booth Rep...

Step 6
Review/Fir...

to interact with the

Each rep can then

booth so that

Add User

Continue

First Name:

First Name

Last Name:

Last Name

Email:

Email

We always recommend having a prefix before the first name that identifies you as a rep from your company. See some examples below::

Microsoft HR Rep John Smith
Dell Booth Rep John Smith
Admissions Counselor Jamie etc

Availability to chat (Optional):

Time Zone: America/Denver - GMT-7:00

Start Date	**Start Time**	**End Date**	**End Time**
	e.g 09:15		e.g 12:45

 Add Another Timing

Save   Close

Please note: include their exact availability. Additionally, please ensure there is always at least one person available during the conference.

After reviewing booth representatives' information, press 'Save.'

Once the booth information is reviewed, you will submit. Once you submit, CAEP TAP will be notified via email. We will have an opportunity to review your booth and alert you to any changes that need to be made. Once final, the booth will be made live by vFAIRS.

Step 1
Basic Information

Step 2
Booth Graphics

Step 3
Content Links

Step 4
Documents/ Videos

Step 5
Booth Rep Accounts

Step 6
Review/Finalize

You're almost done.
Once you press the submit button below, our rep will be notified.

Please review your booth details below. If you need to make changes, use the buttons on the left.

Once everything looks good, click on the 'Submit Booth' button at the bottom of the page.

If you need any assistance, use the support email address listed at the top of this screen.

Event Access:

Visit the event URL: caepsummit21.vfairs.com

Name	Email

Review Booth Information:

We are displaying the following information on your stand

Description:

CAEP Summit 2021

Chat:

Submit Booth

Booth Setup Confirmation - CommonTeri Services - CAEP Summit 2

Login:

Visit the event URL: CAEPSummit2020.vfairs.com

Username	Password
skane@commonteri.com	Falafel123

Review Booth Information:

Here is a screenshot of your online booth.

We are displaying the following information on your stand

Description:

CommonTeri Services offers Salesforce® support that makes sense. Get ongoing support for your nonprofit organization with Salesforce Managed Services. We'd

The booth setup process does not take a lot of time. However, you want to ensure that all content is added in the appropriate manner the first time around as it is difficult to make any changes once the booth goes live. Please reference this user guide, the video recording, the exhibitor booth training, and CAEP TAP for instructions on how to complete the process and for any questions you may have.

For technical assistance, contact the vFAIRS Technical Assistance Team at
caepsummit2020@getvfairs.io.
Contact CAEP TAP at tap@caladulted.org or (888) 827-2324 for general conference assistance.

Enjoy the CAEP Summit 2021!