



14th 3DBODY.TECH Conference & Expo

Lugano, Switzerland · 17-18 October 2023

3DBODY.TECH 2023 - INFORMATION AND DETAILS FOR VIRTUAL EXHIBITORS

1. ONLINE CONFERENCE PLATFORM

The 3DBODY.TECH 2023 online conference platform is accessible to all onsite and online attendees, speakers, exhibitors.

The online conference platform allows to access live streams, recorded contents, group discussions and to use tools for networking with other online and onsite attendees, speakers, exhibitors.

An overview of the functionalities of the online conference platform is available at the following page: <https://3dbody.tech/platform.html>

Please note that **only registered participants** can access the online conference platform and actively communicate with other participants with messaging, chat, 1-to-1 video calls.

The virtual exhibitor package includes **1 online registration**.

Please contact us if additional registrations are required (cost: 600 CHF for each additional registration).

Details for accessing the online conference platform will be sent by email after your registration is confirmed. Please keep this information. The online conference platform will be accessible from **16 Oct. 2023**.

2. COMPANY AND PARTICIPANTS PROFILES ON THE ONLINE PLATFORM

You will receive separate links to edit/update the profiles of your company and your registered participants. These can be edited/updated as soon as you receive the links, even before the platform is accessible. These can also be edited/updated inside the online conference platform as soon as it is accessible.

Each **registered participants** will receive an individual email with an individual link to edit/update the profile. The email address provided in the registration form will be used to identify each participant.

The following details can be edited/updated/added to your **participant profile**:

- Personal information: picture, biography, contact, socials
- Documents, external links
- Preferences/settings (only inside the online conference platform)

You will also receive an email with an individual link to edit/update the **company profile**.

We have already added some basic information to your company profile, as it is stated on our website. You are free to change/update all the information and details.

The following contents can be edited/updated/added to your **company profile**:

1. Company name, email, description, logo
2. A single video: a video URL has to be provided (e.g. vimeo, Youtube)
3. A call-to-action button: text and a URL has to be provided
4. Contact details and social media
5. Documents: doc, ppt, pdf, jpg, png, maximal size 20MB
6. List of external links

Please contact us, if you have not received the emails with the links for editing/updating the profiles.

3. ONLINE PRESENTATION AT TECHNICAL SESSION

The virtual exhibitor package includes an online presentation at a technical session.

Presentation slots are attributed to exhibitors based on FCFS policy and upon availability in the program. We have scheduled presentations in selected technical sessions based on the topic of the presentation and on the time zone of the speaker/presenter.

At the link below, you can download the updated 3DBODY.TECH 2023 Conference Program. Please note that changes in the conference program, technical sessions and schedule are possible until the week before the conference.

Conference program: https://www.3dbody.tech/docs/3dbody2023_program.pdf

Please inform us if you wish to **make changes**: change of schedule, cancel a presentation, request additional presentation slot(s).

If you have a presentation at a technical session, please do the following **tasks**:

1. Read the guidelines for online/virtual presentations
<https://www.3dbody.tech/authors.html#guidelinespresentations>
2. Read carefully the detailed guide for online speakers
https://www.3dbody.tech/docs/3dbody2023_instructionsforonlinespeakers.pdf
3. Prepare and send us until 30 Sept. your presentation video(s)
4. Fill and sign the consent and release form (multiple topics/presentations may be listed in a single form)
https://www.3dbody.tech/docs/3dbody2023_consentform.pdf

We need to receive from you **for each presentation** the following information and data:

1. The presentation title and if possible a summary/abstract
2. Name of the speaker/presenter (note: he/she has to be a registered participants)
3. **Your presentation video** (mp4, avi file), via file sharing systems at <https://3dbodytech.wetransfer.com/>
4. Filled and signed **consent and release form** (a single form is sufficient for multiple topics)

Please do send to us all these **until 30 Sept. 2023**.

4. SUGGESTIONS

We suggest the exhibitors to be very active within the platform in order to attract attention of the attendees: participate at live chats during live sessions, participate at group discussions, post in the activity feed.

Note: only registered participants can access the online conference platform.

Please consider purchasing additional registrations, if you wish to follow all live sessions and actively networking with attendees.

5. 3DBODY.TECH CONFERENCE OFFICE

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