



CBD-IAI Virtual Conference Frequently Asked Question

Chesapeake Bay Division of the
International Association for Identification



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Frequently Asked Questions

WHAT IS A VIRTUAL CONFERENCE?

A virtual conference is hosted entirely over the Internet, allowing attendees from around the world to access presentations, view virtual vendor booths, and network with fellow attendees from their computers, phones, or tablets. Attendees participate through a conference website designed specifically for the virtual conference. This site is where you will watch conference presentations. Workshops may be held live, allowing participation with questions and comments in real time. **You do not need to download any software to participate in the conference.**

WHEN WILL I RECEIVE INSTRUCTIONS FOR ATTENDING A VIRTUAL EVENT?

Once you register, you will receive an email confirming your registration. The CBD-IAI team is working hard to prepare for this unique experience and will send you the necessary instructions for attending within a couple of weeks of the event. **When you register, please make sure that the email address associated with your registration is accurate and up to date so that there is no delay in receiving our conference communications.**

WHAT OPTIONS ARE AVAILABLE TO ME AS AN EXHIBITOR? HOW MUCH DOES IT COST TO EXHIBIT VIRTUALLY?

Realizing that the virtual conference brings a unique opportunity for exhibitors to connect with decision makers in the field, we will be offering various virtual booth packages for exhibitors.

- Logo, description, and contact information for your company, including website and social media links;
- Share a pre-recorded company overview, product demo, or a recording of a previously hosted live session or live-stream using a link to your company's Zoom meeting;
- Up to 20 PDF document uploads;
- Ability for attendees to schedule 1:1 meetings with vendor representatives, reducing the need to monitor your virtual booth;
- Lead retrieval functionality is available
- Registration for team member(s) to attendee speaker sessions
- Company listed on the CBD-IAI website with link to your company's website
- Company logo displayed on virtual conference lobby carousel
- Recognition during opening ceremonies

Virtual exhibitor packages began at \$450. Please contact Third Vice President Mallory McCormick (mallory.mccormick@uss.dhs.gov) or President Shelly Brazelle (shelly.brazelle@gmail.com) for detailed package offerings.

Frequently Asked Questions

CAN MY COMPUTER OR MOBILE DEVICE HANDLE THE VIRTUAL EVENT? WHAT TECHNOLOGY DO I NEED TO HANDLE THIS EVENT?

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IF I'M ALREADY SIGNED UP TO EXHIBIT AT THE CONFERENCE, WHAT DO I NEED TO DO?

Your existing booth registration will be automatically transferred to a virtual registration. Third Vice President, Mallory McCormick, will be reaching out to explain how your existing registration will transfer to the new virtual packages. If any current vendor is interested in upgrading their virtual package, they will be given the exclusive offer to do so at a discounted rate.

Once your company's booth registration has been confirmed, you will receive an email from Acelevents, the hosting website. Click the **Access the Account** button within the email to sign in and set-up your virtual event.

IF I'M ALREADY SIGNED UP FOR THE CONFERENCE BUT NOT INTERESTED IN EXHIBITING AT THE VIRTUAL CONFERENCE, CAN I CANCEL MY EXHIBIT?

Yes, you may cancel your booth for the CBD-IAI conference with no penalty fees, or you can opt to apply your balance to next year's conference.

WILL THE CBD-IAI CONFERENCE BE A VIRTUAL EVENT NEXT YEAR?

No, we anticipate the 2021 Spring conference be held in-person on May 19th through May 21st, in Ocean City, MD.

Frequently Asked Questions

COULD YOU PLEASE EXPLAIN HOW NETWORKING ACTIVITIES WILL OCCUR?

Workshops and presentation will be held live and offer audience participation, including a Q&A session. Questions can be asked of the presenters before their presentation through our website and can be asked after via email.

HOW WILL I CAPTURE LEADS? HOW CAN I CONNECT WITH ATTENDEES?

Exhibitors will be able to view metrics showing attendee engagement with your booth through a **Leads tab** within your virtual booth.

Attendees will be able to schedule meetings with exhibitors within the platform, and exhibitors can connect with attendees through the People Page wherein you can see all the attendee profiles.

WHEN IS THE VIRTUAL CONFERENCE?

The conference will be held Thursday and Friday, September 24-25, 2020 and will begin at 08:00 AM Eastern Standard Time each day.

I STILL HAVE QUESTIONS. WHO CAN I CONTACT?

We are happy to help. Please contact President Shelly Brazelle (shelly.brazelle@gmail.com), Third Vice President Mallory McCormick (mallory.mccormick@uss.s.dhs.gov) or First Vice President Dani O'Neill (forensicgal83@aol.com) with any additional questions.