

**How to...**

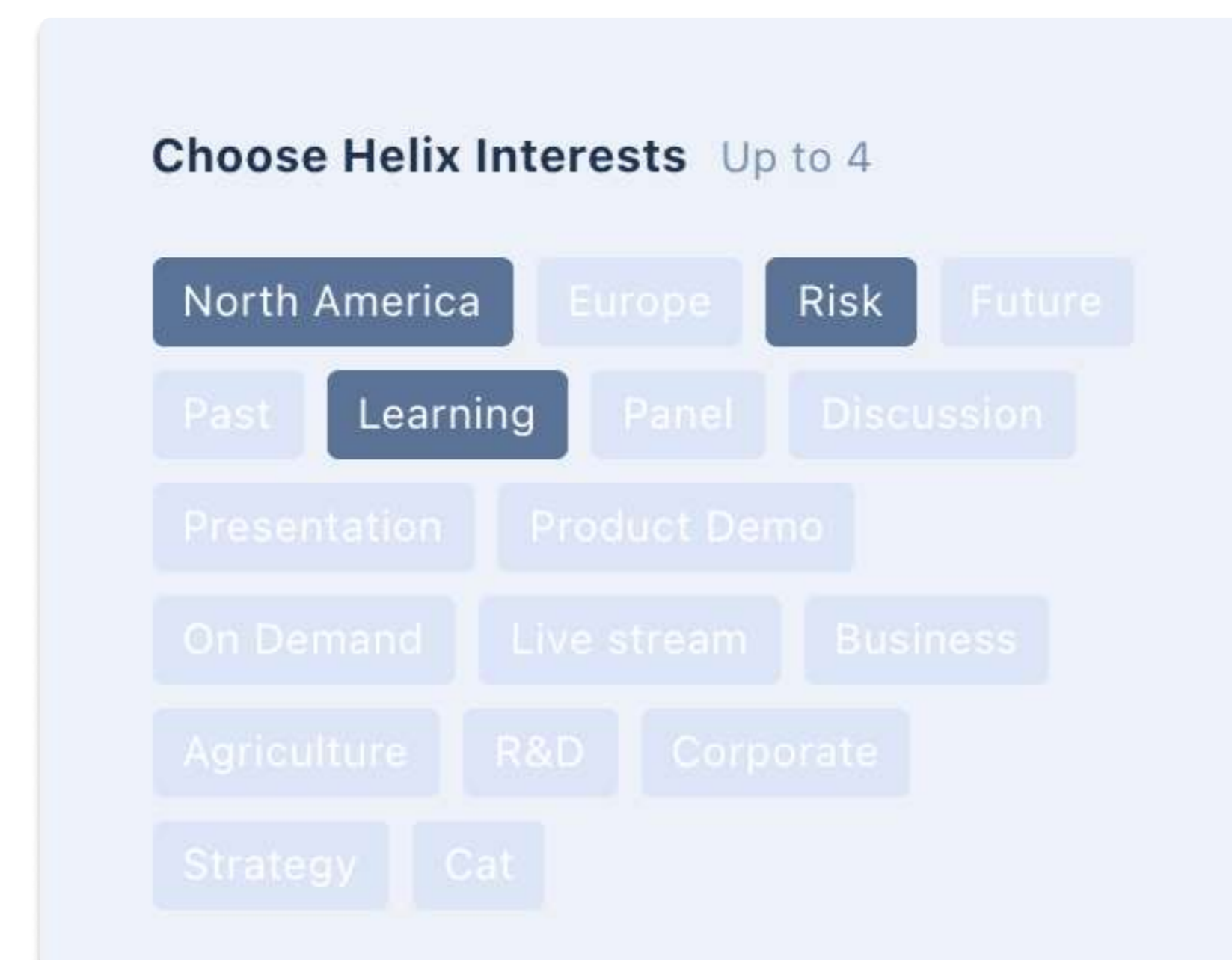
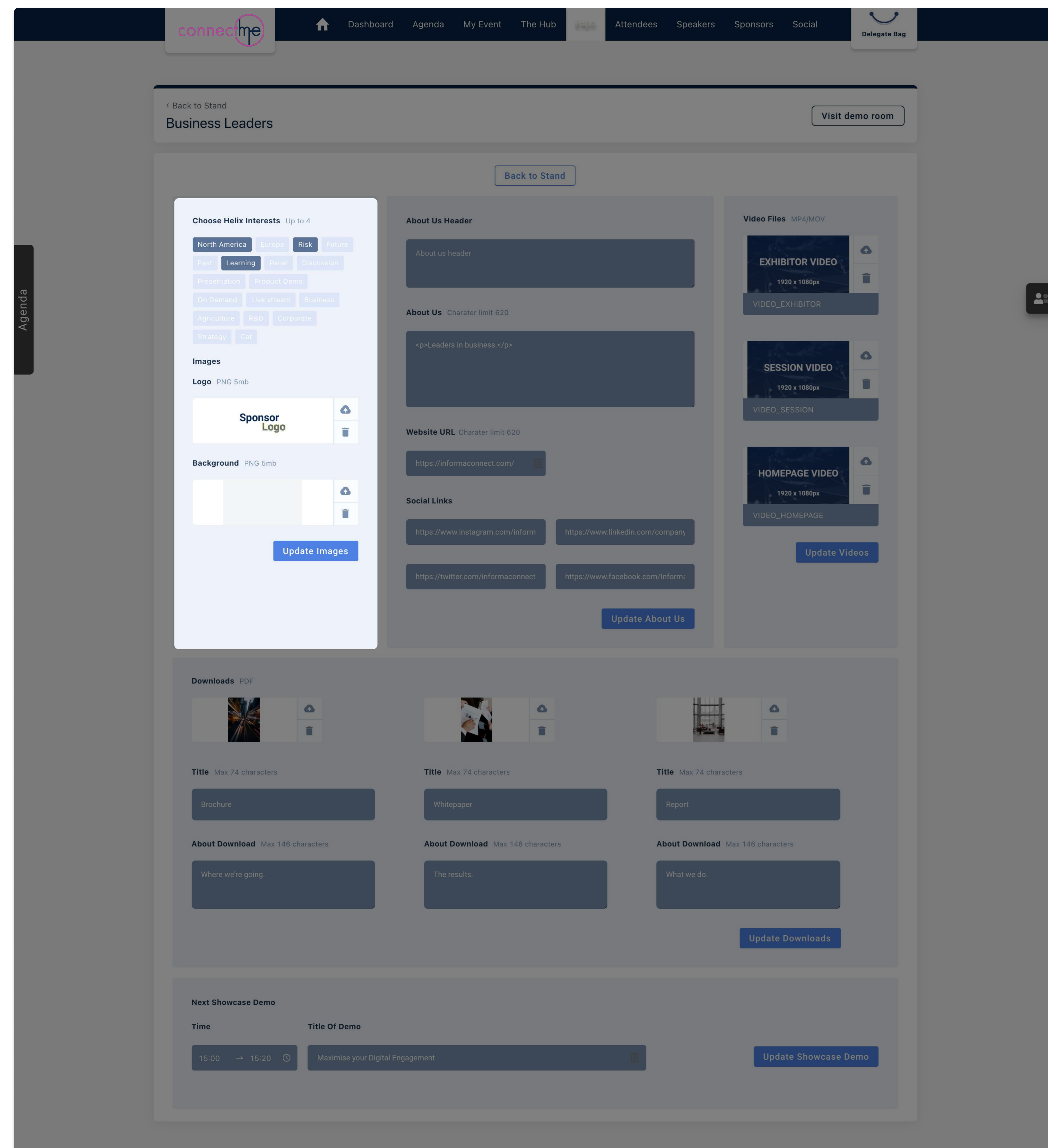
# **Build Your Showcase**

Version 4

# ConnectMe - Media Pack

## How To Build Your Showcase - logo, images and Helix tags

To start editing your Showcase click the **Edit Stand** button in the top right of your Showcase header bar. Representatives must login to the platform first, and then be added to the Showcase by an admin to update content.



1

### Choose Helix Interests

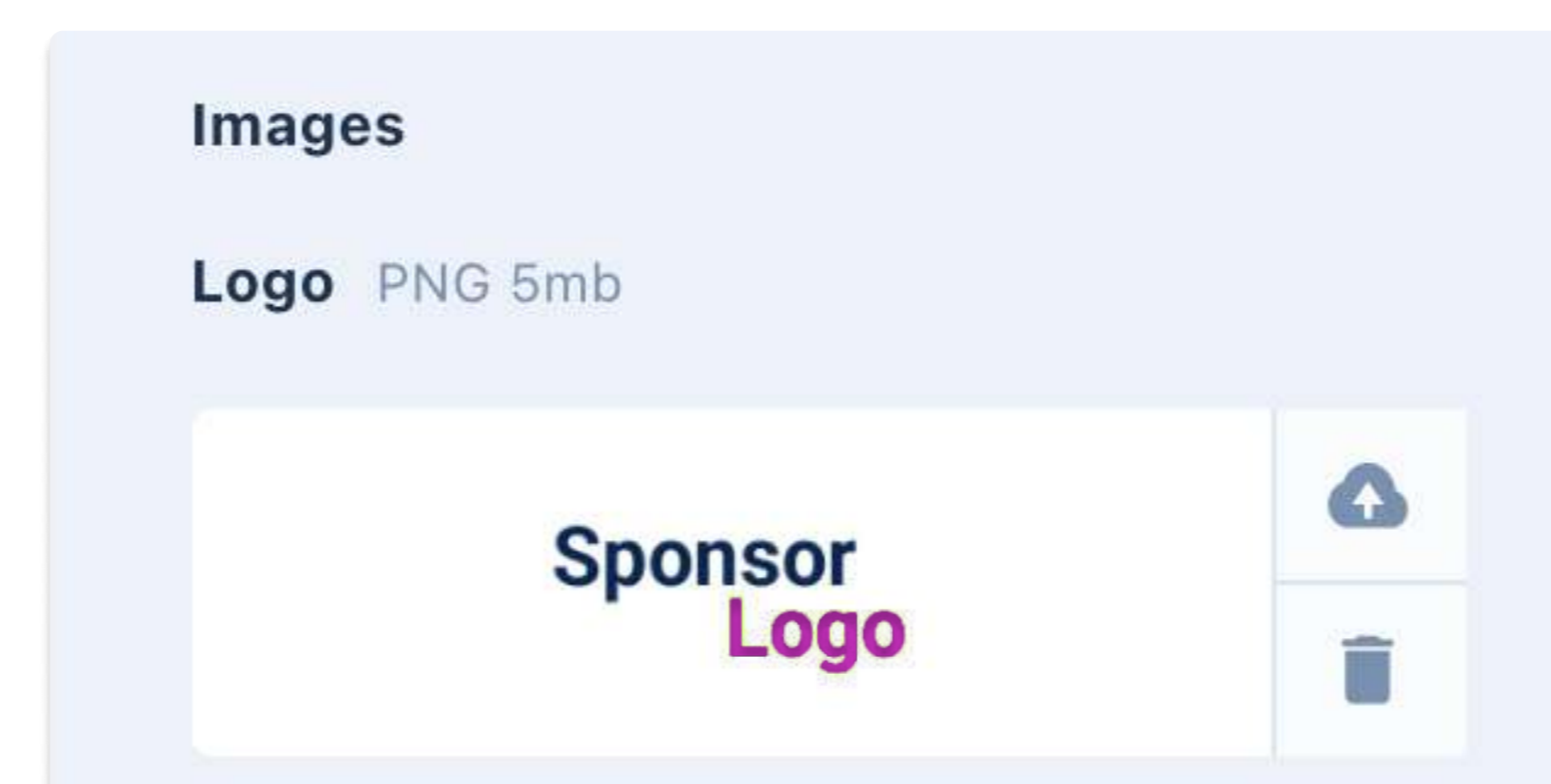
Click to select up to four *Helix Interests* to assign to your Showcase. Attendees will be able to search tags from the main expo, so make sure they're appropriate.

2

### Update Logo Image

Click the upload button, select the relevant file from your computer then click *Open* to add your company logo to the showcase.

Use the Trash icon to delete a logo.

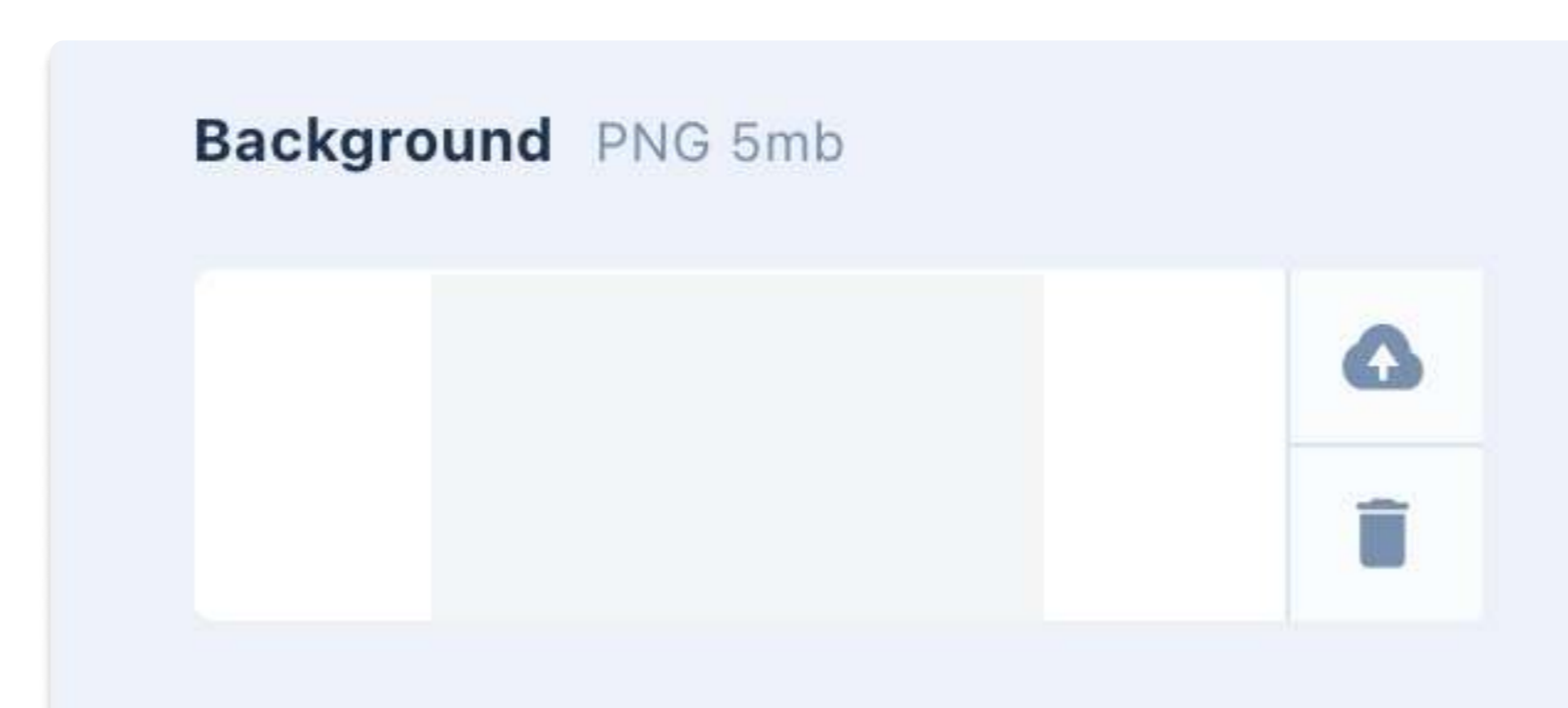


3

### Update Background Image

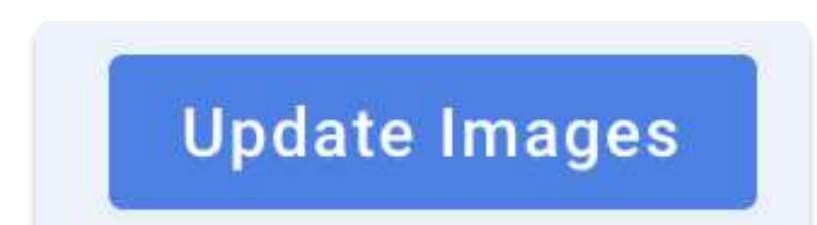
Click the upload button, select the relevant file from your computer then click *Open* to add your background to the showcase.

Use the Trash icon to delete a background.



!

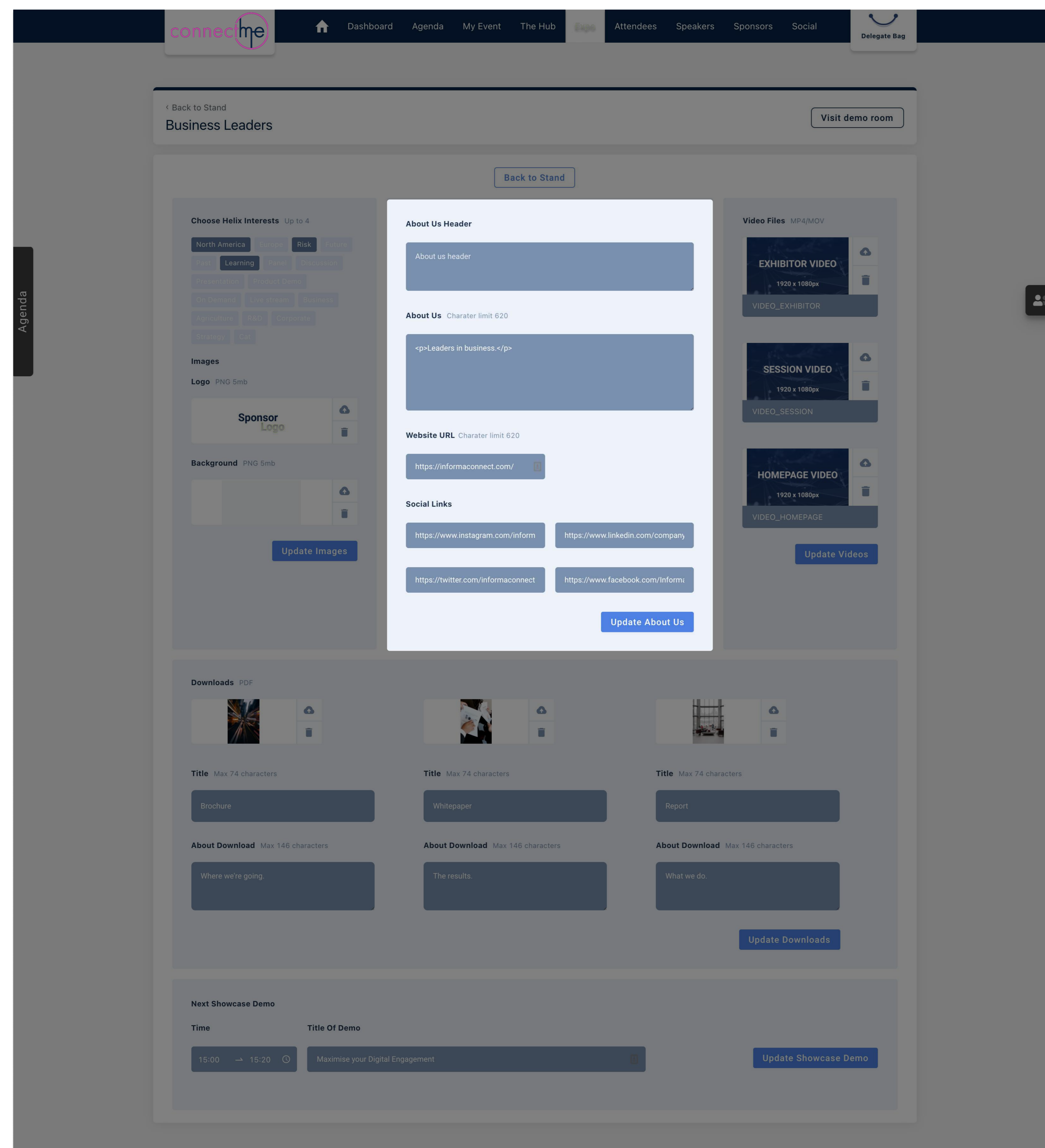
### Save your changes



# ConnectMe - Media Pack

## How To Build Your Showcase - about section, web and social links

To start editing your Showcase click the **Edit Stand** button in the top right of your Showcase's header bar. Representatives must login to the platform first, and then be added to the Showcase by an admin to update content.



**About Us Header**

About us header

1

### About Us Header

Write the title of your Showcase or company name here to let Showcase visitors know who you are.

**About Us** Charater limit 620

<p>Leaders in business.</p>

2

### About Us

Write a short description, strapline or your company slogan here.

**Website URL** Charater limit 620

https://informaconnect.com/

**Social Links**

https://www.instagram.com/inform https://www.linkedin.com/company

https://twitter.com/informaconnect https://www.facebook.com/inform

3

### Website and Social Links

Add a URL link to your company website, and URL links to your social media pages.

!

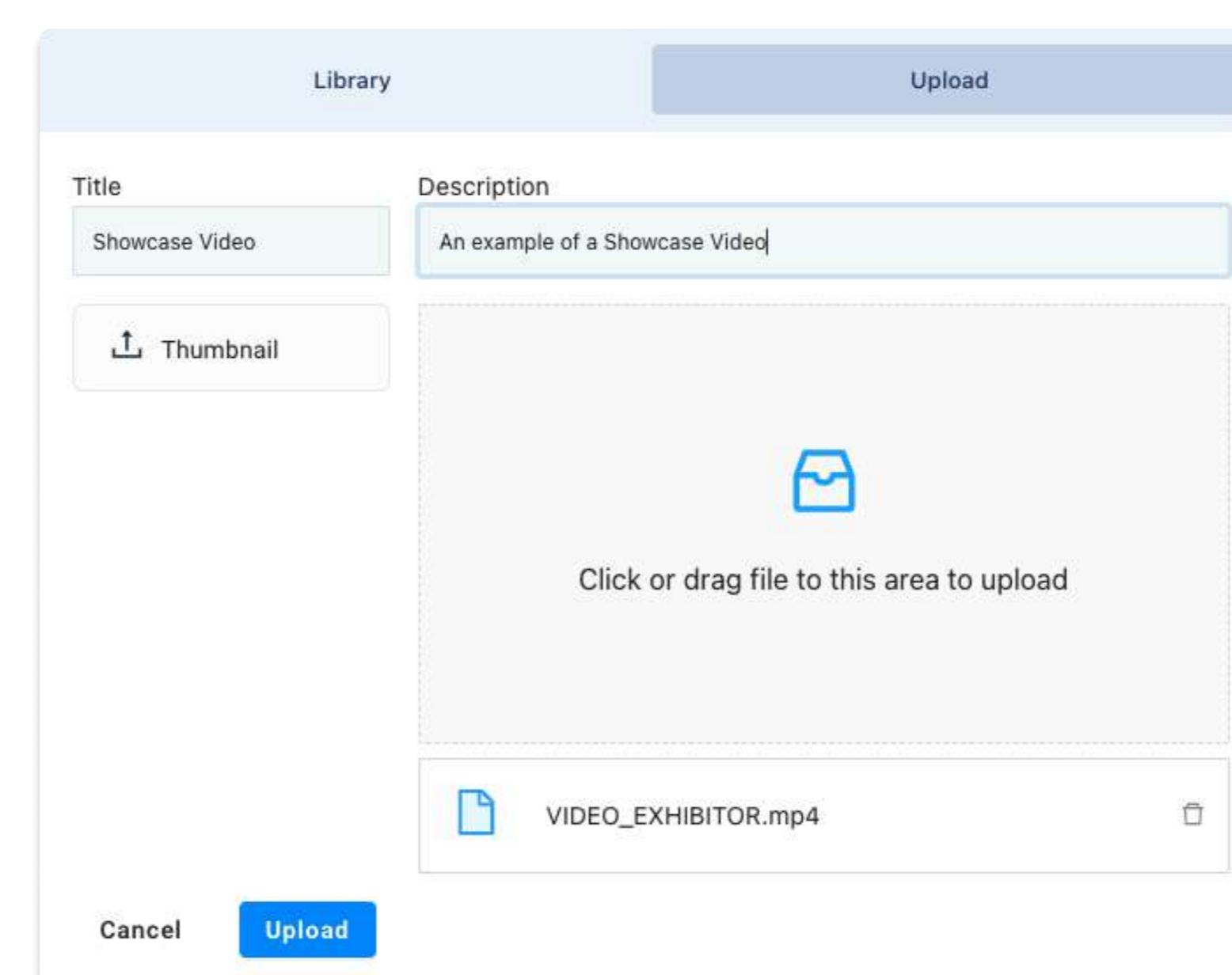
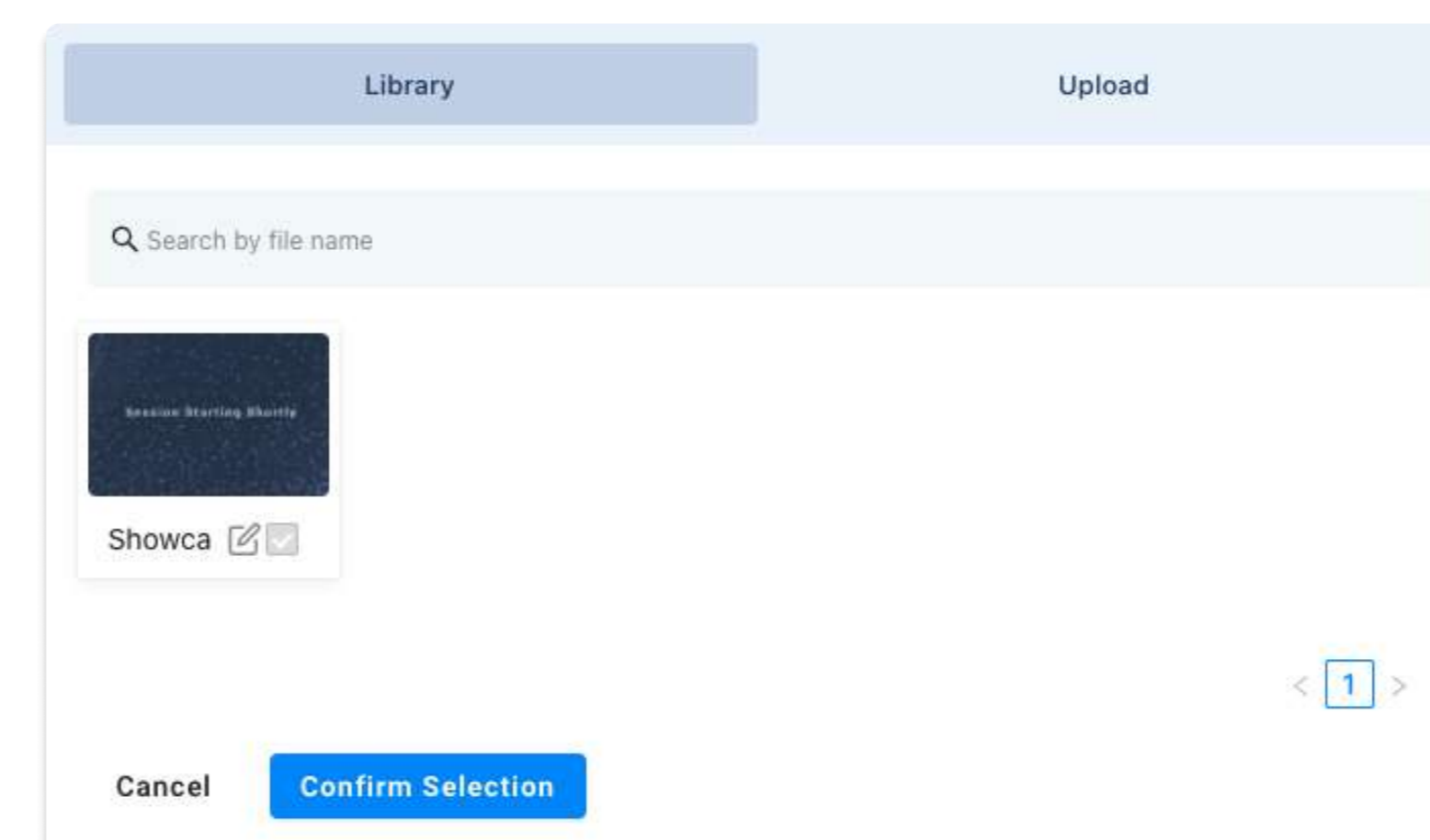
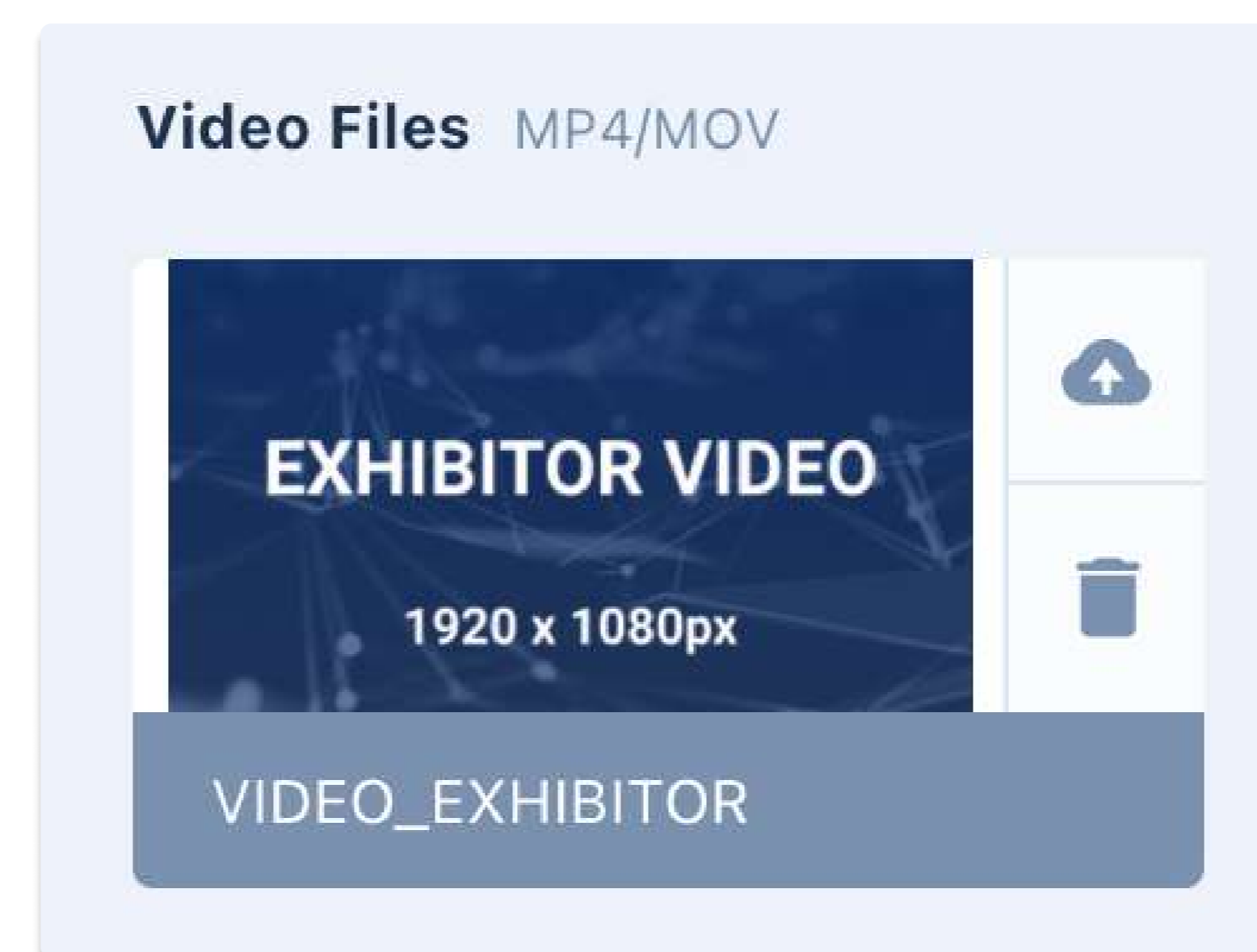
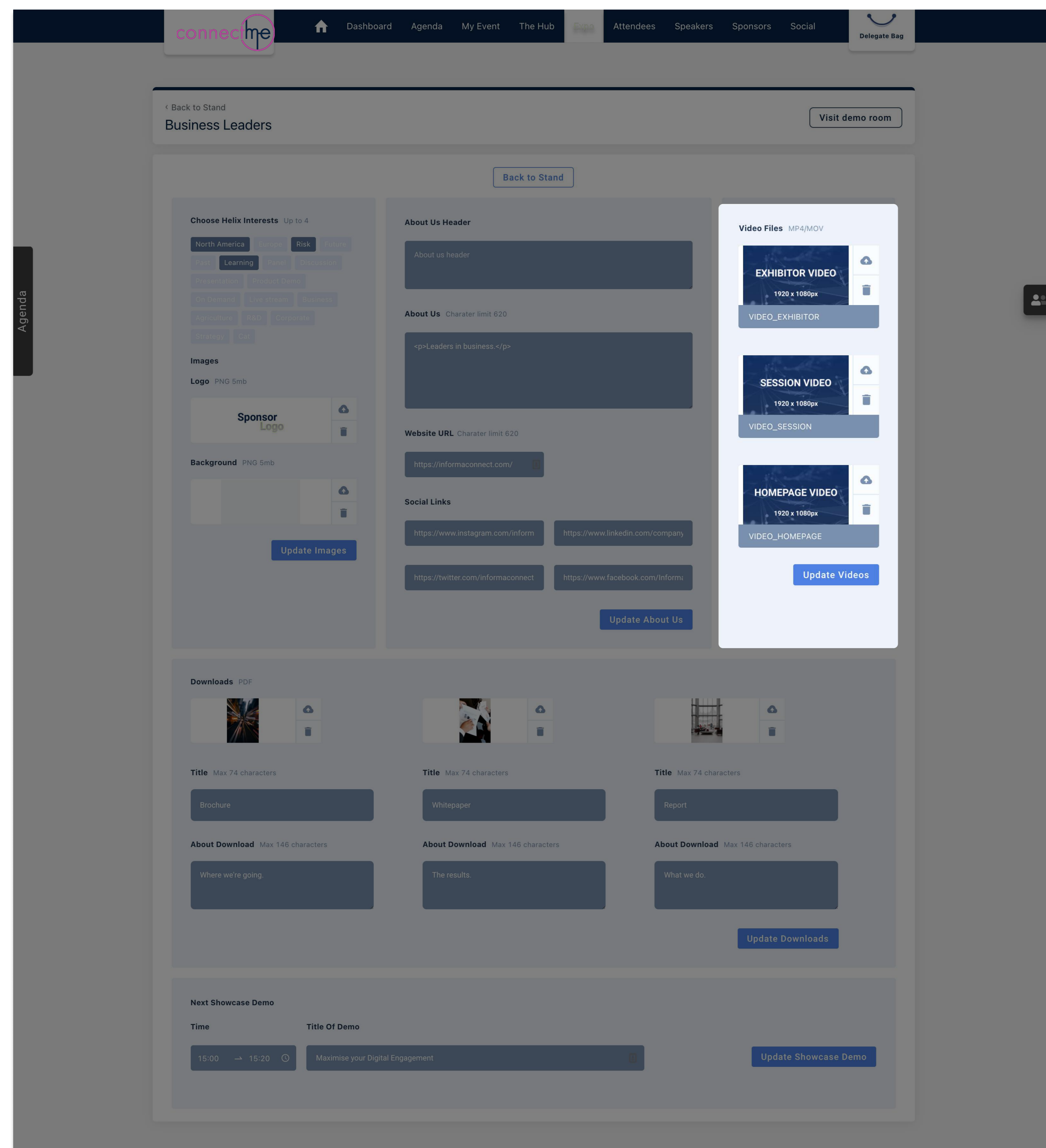
**Save your changes**

Update About Us

# ConnectMe - Media Pack

## How To Build Your Showcase - videos

To start editing your Showcase click the **Edit Stand** button in the top right of your Showcase's header bar. Representatives must login to the platform first, and then be added to the Showcase by an admin to update content.



1

### Open the Media Vault

Click the arrow button to open the media vault in order to upload an mp4/mov to your Showcase.

Use the trash icon to delete an item.

2

### Choose Media

Choose the media you want to add to your showcase in the *Library* tab. Click the tick box  then *Confirm Selection* and you're done.

Click the edit icon to edit the media title, description and thumbnail.

3

### Upload Media

Click the large panel to upload new media to your library. Write a title, description and choose a jpg thumbnail for your media.

The thumbnail should be a small image that represents your media, such as a front page or video frame. Click *Upload* to add your media to the library.

!

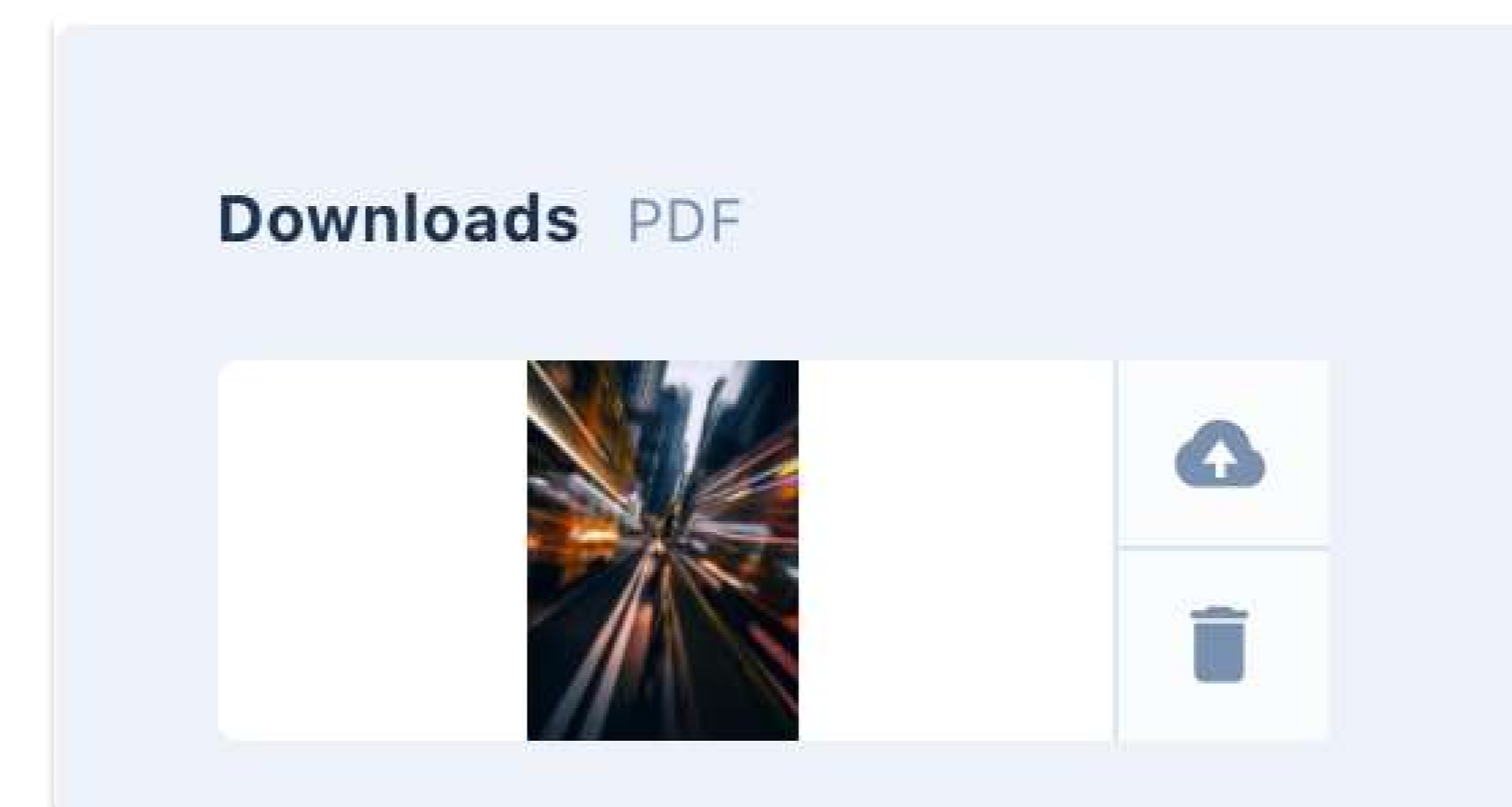
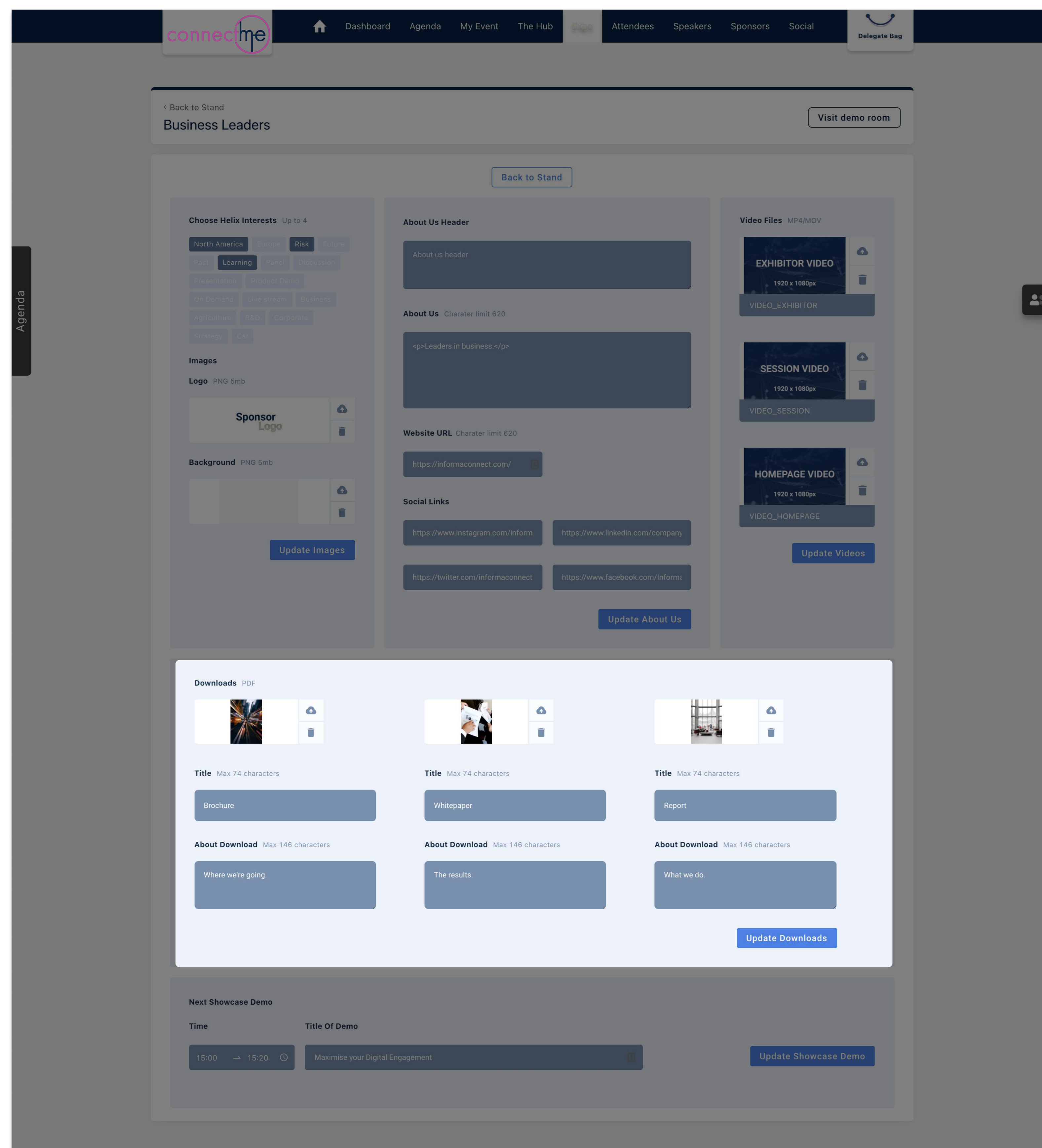
### Save your changes



# ConnectMe - Media Pack

## How To Build Your Showcase - documents

To start editing your Showcase click the **Edit Stand** button in the top right of your Showcase's header bar. Representatives must login to the platform first, and then be added to the Showcase by an admin to update content.

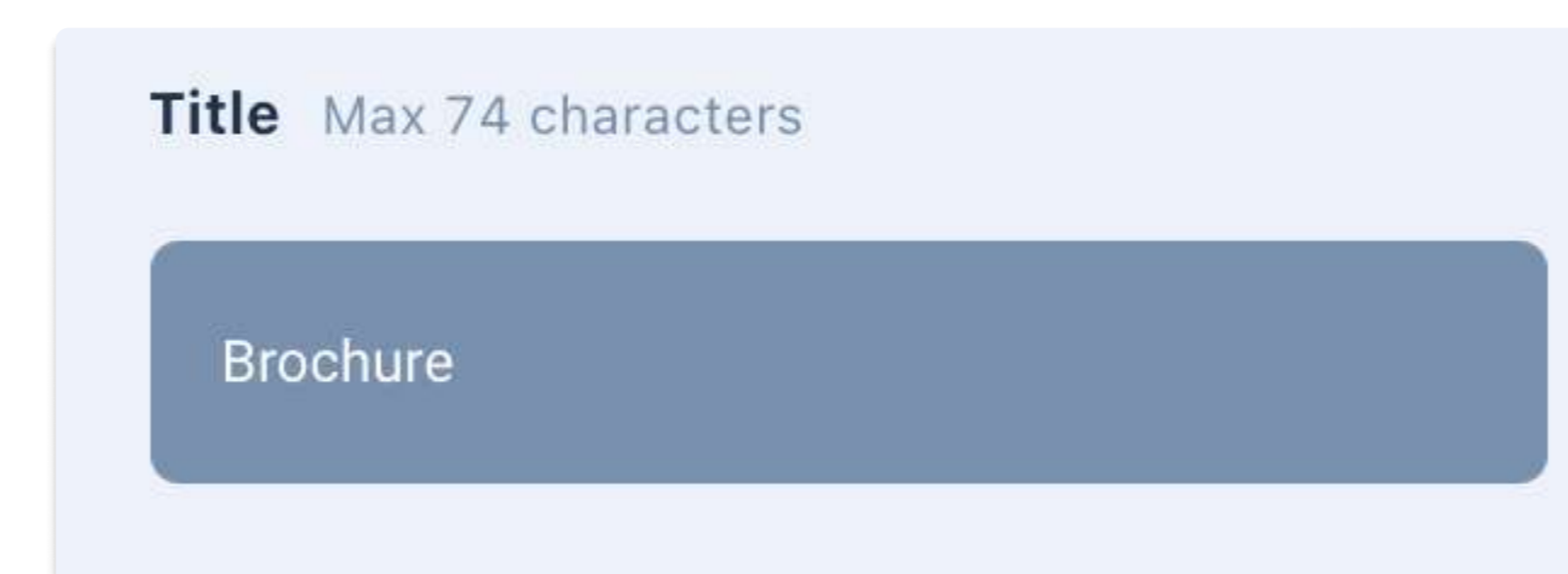


1

### Upload a Document

Click the arrow button to upload a pdf document from your computer to your Showcase. Use the trash icon to delete an item if necessary.

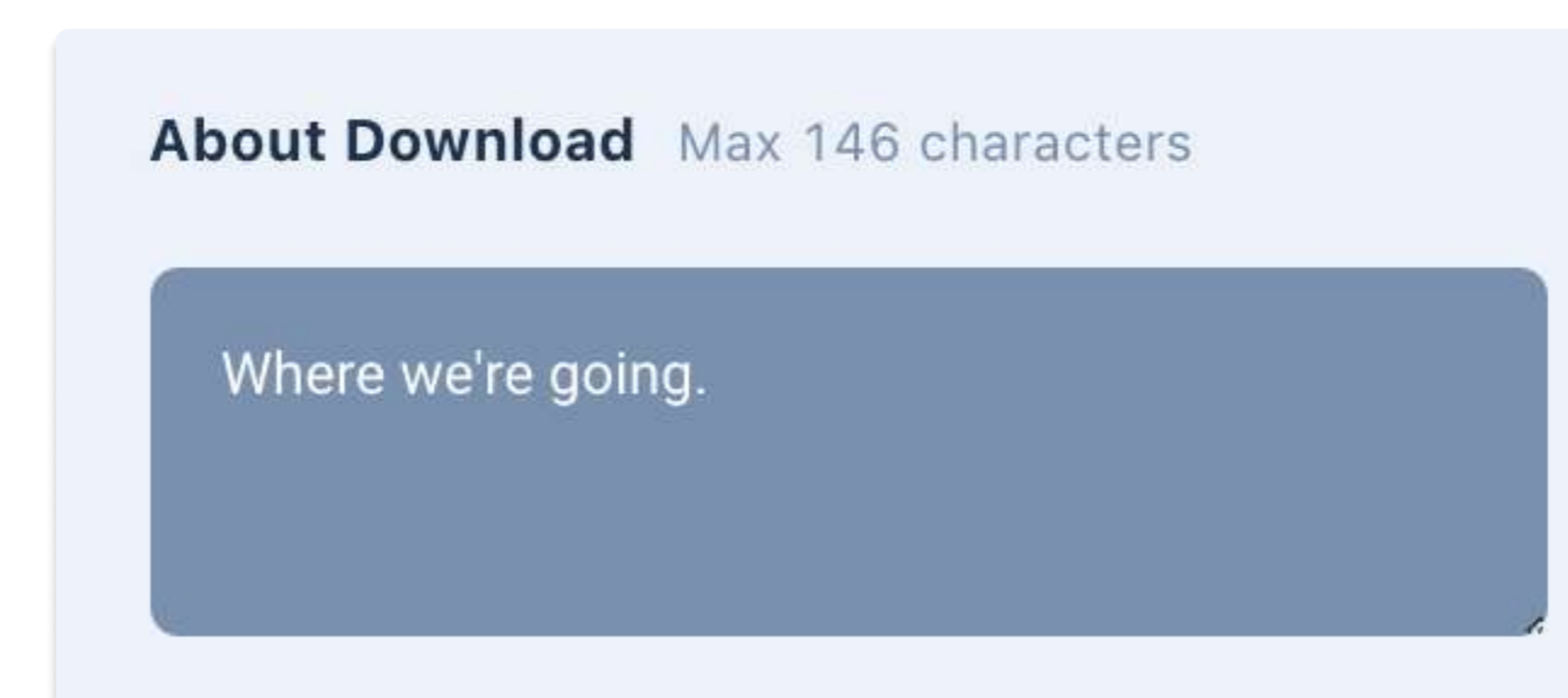
(See previous page for instructions to upload new media).



2

### Add a Document Title

Assign a title to your uploaded document for your visitors to see.



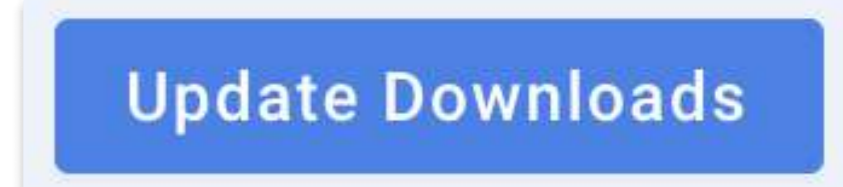
3

### Add a Document Description

Write a short description to give your visitors an overview of what the document is about.

!

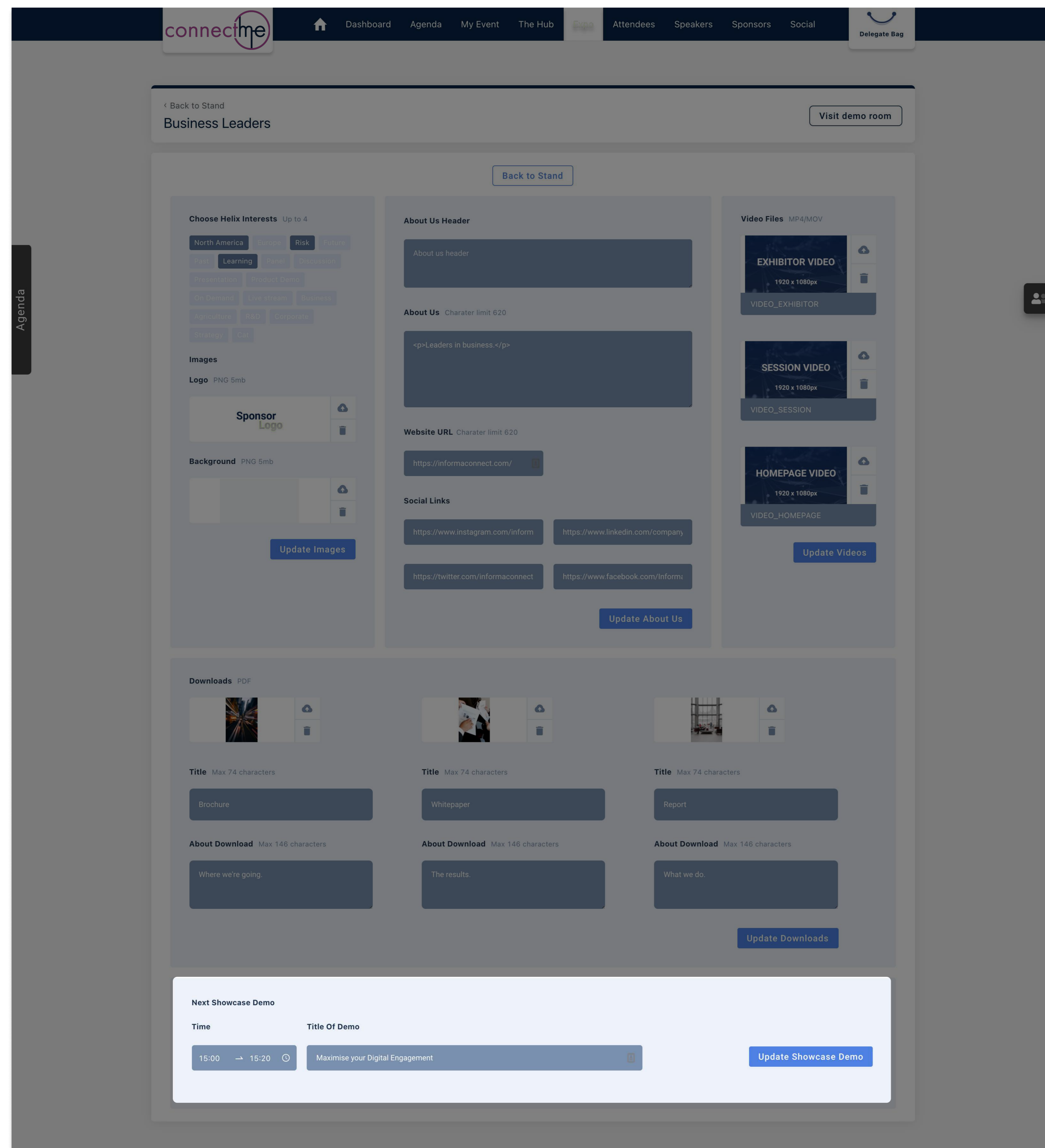
Save your changes



# ConnectMe - Media Pack

## How To Build Your Showcase - advertise a demo time

To start editing your Showcase click the [Edit Stand](#) button in the top right of your Showcase's header bar. Representatives must login to the platform first, and then be added to the Showcase by an admin to update content.



**Next Showcase Demo**

Time

15:00 → 15:20

**Title Of Demo**

Maximise your Digital Engagement

1

### Time

Set the time for your next demo to start and end.

2

### Title

Add the title of your demo here

!

**Save your changes**

[Update Showcase Demo](#)

# ConnectMe - Media Pack

**Content Specifications** - The following content specifications are the ideal, preferred resolutions and file formats for all content used across the ConnectMe platform. As a rule of thumb, the higher the resolution, the better the quality and the more flexibility we have when using that content. Please note - the images used below are not to scale - please use the pixel dimensions stated (w x h).

## THUMBNAIL

Resolution 50 x70 px  
 File Formats jpg / png  
 Orientation Any



## BACKGROUND

Orientation Landscape  
 Colour profile RGB  
 Background N/A\*  
 Resolution 1920 x 1080 px  
 File Formats jpg / png



\* Backgrounds are used behind other assets so content will sit on top of this background. Therefore, we suggested using a generic background image without any text or logos.

## LOGO

Orientation Landscape  
 Colour profile RGB  
 Background white / transparent background  
 Resolution 500 x 300 px  
 File Formats png / jpg / eps



\* Ideally a png that is cropped to the edges and with no white space around the edge of the logo.

## VIDEO

Orientation Landscape  
 Max Size < 5 mins or < 500mb  
 Resolution HD 1920 x 1080 px  
 or 1280 x 720 px  
 File Formats mp4 / mov



## DOCUMENT

Orientation any  
 File Format pdf

