Event URL:  https://necalive.necanet.org/

1. **Initial Step - Login:**
   - Press Login
   - Enter your login credentials.

2. **Next Step – Access your Booth:**
   - Click on the “Exhibit Hall” button to view all the exhibitors participating in the conference.
   - Visit your booth by clicking the thumbnails of the booth or by clicking the name of the booth from the “Exhibitors index”.
3. **Access Chat:**
   - Click on the “Chat” button (as shown below) from the booth to access the chat room of your selected booth.

![Chat Interface](image)

4. **Chatroom Instructions for Attendees:**
   - In the **Red** highlighted area, you will see the currently online booth representatives.
   - In the **Green** highlighted area, you will see the list currently online users.
   - In the **Black** highlighted area, you can enter a message in the text field that you would like to send to all users in your chatroom and then press ENTER to send.
   - In the **Yellow** highlighted area, you can access the direct messages.
   - In the **Purple** highlighted area, you can find a list of booths you would like to access to chat with their representatives.

![Chatroom Interface](image)

- To start a private conversation with any Online User/Booth Rep, hover your mouse over their name click on the “Chat Now” button as shown below:
Now you would be able to initiate private chat with that specific user, all the private chats will appear under the “Direct Messages” tab:

You can also use the Audio or Video call option. For Audio call, you would have to click on the phone button, while for a Video call, you would click on the webcam button, both buttons are shown in the above picture.

Kindly make sure your browser configuration allows the usage of both camera and microphone, in order to engage in Audio/Video call. Please ensure that the browser is not blocking either one of them. A window will pop-up as shown in the image below, kindly click on “Allow” to avoid any unnecessary issue during audio/video call.
Granting Permission:

Audio Call:

When you initiate an Audio Call, the following pop-up would show up which means that the call has been successfully initiated and you are now ringing to the user. Clicking on the “Red button will drop the call, and receiver would no longer receive a Call Prompt.
This is how the incoming call looks at the receiving end.

- To accept the Call, click on the “Green” button.
- To reject the Call, click on the “Red” button.

Once the call is accepted from both sides, this is how the audio call would look like:

- By clicking on the “Mic” button you can Mute/Unmute yourself.
• By clicking on the “Red” button you can disconnect from the call.
• By clicking the “Expanding” button you can maximize/minimize the calling screen.

Video Calls:

The Video call prompt is similar to the one showed in Audio Call, and function similarly. Once the Video call is accepted from both sides, you would be able to see your video and the other user’s video on the bottom left of your screen as shown below:

• By clicking on the “Mic” button you can Mute/Unmute yourself.
• By clicking on the “Red” button you can disconnect from the call.
• By clicking the “Expanding” button you can maximize/minimize the calling screen.

5. Chatroom Instructions for Booth Representatives:

• The instructions for Booth Representatives are similar to Attendees except that Booth Representatives will not be able to join any other chatroom so only their chatroom will be visible to them as shown in the image on the next page.
• You may also find the Reply feature to be useful: to reply to any message in chatroom, hover your mouse over the message and click on the “Reply” button (highlighted in the picture below), type your reply in the text field below and press ENTER to send a reply.
Hope you have a great event!