



ECLIPSE
2020 CON

Sponsor Guide

September 2020

Introduction

Welcome to the Sponsor Guide. We are using Swapcard as our conference platform, and you will be using the tools in the Swapcard Exhibitor Center to configure your booth, manage your team, and interact with attendees.

A person is working at a desk in a dimly lit office. They are wearing glasses and have their hand on their chin, looking at a large monitor. The desk is cluttered with papers, a keyboard, a mouse, and a coffee cup. Another monitor is visible in the background.

Timeline

Timeline

- September 21: Sponsors have access to Swapcard to start booth building
- October 1: Booth building ends
- October 5: Attendees have access to Swapcard; everyone can start engaging by completing their profiles, establishing contacts, setting up meetings, and planning their schedules
- October 19: Community Day
- October 20 - 22: EclipseCon 2020



Action Items Prior to Platform Access



Action Items Prior to Platform Access

Before platform access opens on September 21, please complete these tasks:

- Name a team lead.
- Create a list of team members.
- Send all names and email addresses to perri.lavergne@eclipse-foundation.org
- Register everyone by September 18.

Access to the Exhibitor Center

Access to the Exhibitor Center

For the best information about accessing the Exhibitor Center for the first time and setting up your exhibitor team, view this short video created specifically for EclipseCon 2020 sponsors.

When the platform opens for sponsor access on September 21, the team lead will receive an email with the subject line “Welcome, EclipseCon 2020 Sponsor!” The email will be coming from “hello@swapcard.com.” If you don’t see that email, please check your spam folder.

EclipseCon 2020
Welcome, EclipseCon 2020 Sponsor!
To: anne.jacko@eclipse-foundation.org

Inbox - Google 12:58 PM

E

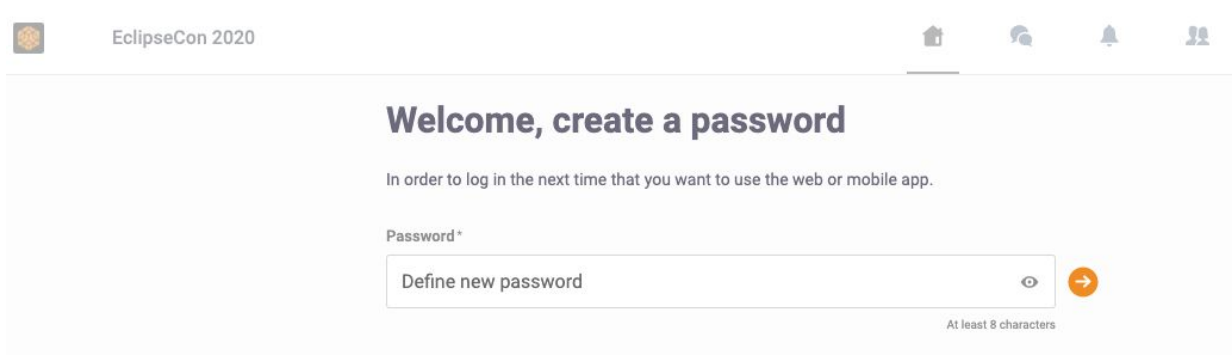


EclipseCon, engagement & networking platform sent you this email
Please contact support@swapcard.com if you need any help regarding the app

Access to the Exhibitor Center

When you receive the email, follow these steps for access to the Exhibitor Center.

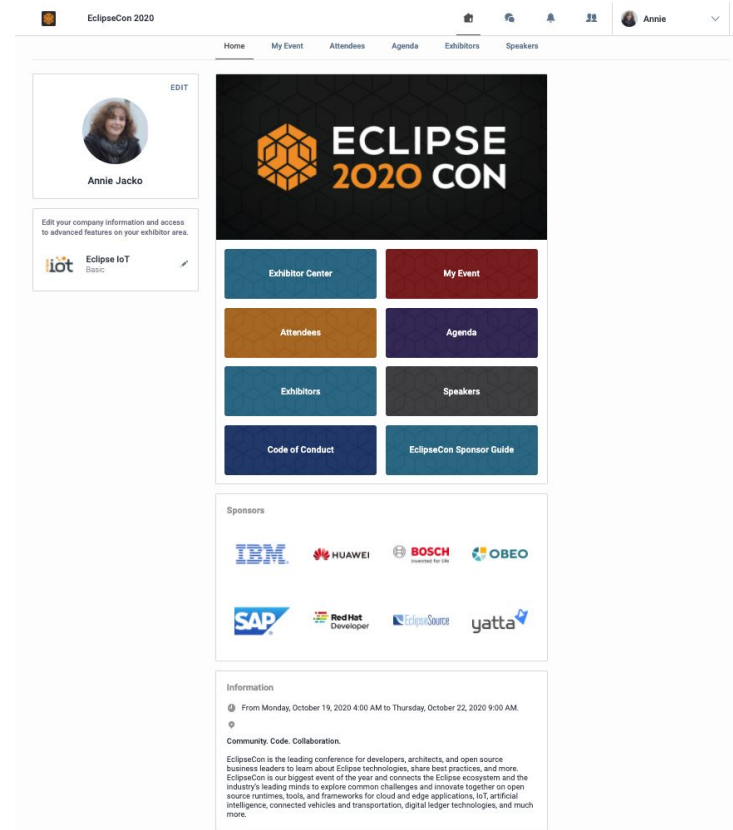
1. Click on the “Let’s Get Started” link in the email. This takes you to the login page for the event. You will be prompted to create a password for your account.



The screenshot shows the EclipseCon 2020 login page. At the top, there is a navigation bar with the EclipseCon 2020 logo on the left and icons for home, help, notifications, and user profile on the right. The main heading is "Welcome, create a password". Below this, a message states: "In order to log in the next time that you want to use the web or mobile app." The form is labeled "Password*" and contains a text input field with the placeholder text "Define new password". To the right of the input field is an eye icon for toggling visibility and an orange arrow icon for submission. Below the input field, a note specifies "At least 8 characters".

Access to the Exhibitor Center

2. Set a password.
3. The next screen is the Event Home for EclipseCon 2020.
4. Click on the blue “Exhibitor Center” button under the conference logo. If you don’t see this button, contact us.



Access to the Exhibitor Center

5. Your company name is listed on the left side. Click on your company name for access to your booth / company profile in the Exhibitor Center.

Upcoming events





EclipseCon 2020
Oct 19, 2020 - Oct 22, 2020

 Eclipse IoT



The image shows a promotional banner for EclipseCon 2020. The top half of the banner features the event's logo, which consists of an orange hexagonal geometric pattern on the left and the text 'ECLIPSE 2020 CON' in white and orange on the right, all set against a dark background with a subtle hexagonal pattern. Below this, the text 'EclipseCon 2020' is displayed in bold, followed by the dates 'Oct 19, 2020 - Oct 22, 2020'. At the bottom, the 'Eclipse IoT' logo is shown, featuring a small orange icon and the text 'Eclipse IoT'.

Access to Exhibitor Center

Exhibitor Center Welcome Page

 EclipseCon 2020 · Eclipse IoT 

SWITCH TO THE EVENT

 Anne 

 Home

 Company profile >

 Meetings

 Team's contacts

 Your team

Welcome to the Exhibitor Center!

This portal allows you to increase your event visibility, control the content attendees see about you, and maximize your return on investment.

You are able to:

- Create and update your company profile (visible to attendees as your booth)
- Manage your company team
- Communicate with attendees in your booth chat
- Set up meetings with attendees
- Gather all new contacts of your team's members and export them in a single Excel file
- Keep track of your team's leads and success at the event

Please contact support@swapcard.com if you need any help regarding the event app.



Eclipse IoT

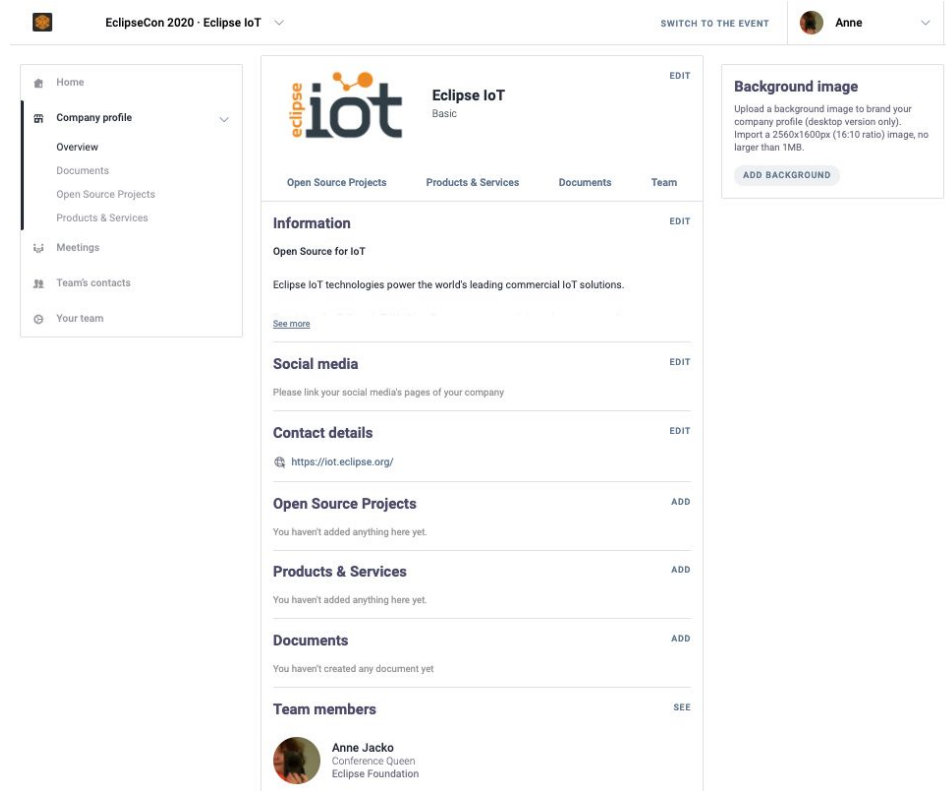
Basic

[EDIT MY COMPANY PROFILE](#)

Building Your Booth

Building Your Booth

1. Now you will see your standard booth / company profile, with these items already added by the conference team:
 - a. Logo
 - b. Name
 - c. Information (company description from EclipseCon 2020 website)
 - d. Website (as part of Contact details)



Building Your Booth

2. You can use the left menu and edit buttons to navigate and add items to your booth. You can also use the edit buttons to change the information that is already there.
3. These items may be added (all are optional):
 - a. Header Image and/or Header Video
 - i. Image: 1200 x 675 px, 16:9 ratio, no larger than 1MB
 - ii. Video: Video ID on YouTube or Vimeo; be sure to enter the video ID, and not the full URL of the video
 - b. Background image
 - c. Social media links
 - d. Open Source Projects: name, description, link, 200x200 image for each
 - e. Products and Services: name, description, link, 200x200 image for each
 - f. Documents (links to content or imported files)

A dark, grayscale photograph of a person sitting at a desk in an office. The person is wearing glasses and has their hand near their chin, looking towards the right. On the desk, there are several computer monitors, a laptop, a keyboard, a mouse, and some papers. The background is a brick wall. An orange banner is overlaid across the middle of the image, containing the title text.

Creating and Managing Your Team

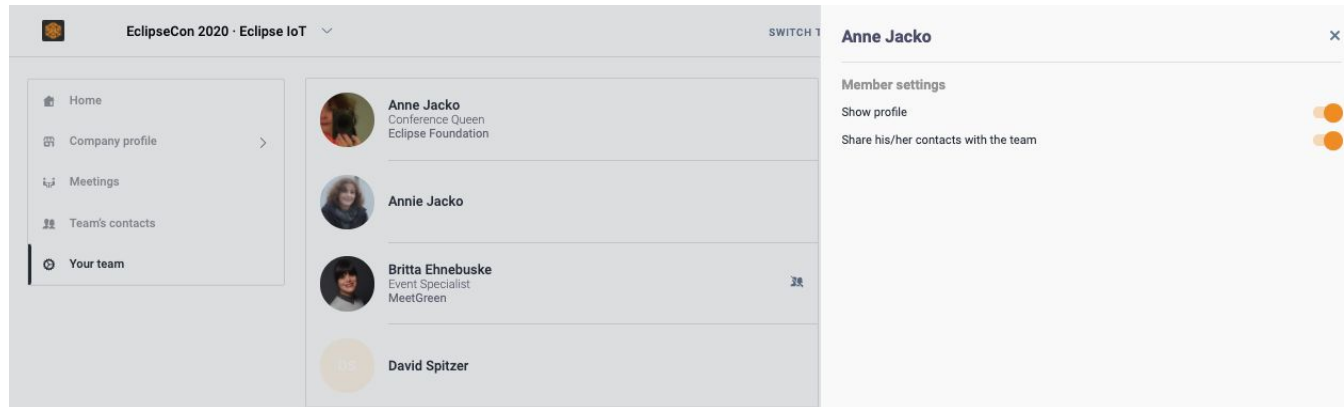
Creating and Managing Your Team

Team members will be able to add more members, modify the Company Profile (booth), answer meeting requests and assign meetings to specific team members, and share the contacts they make during the event with other team members.

1. When the booth is first created, an exhibitor team has only one member, the team lead.
2. To add additional members, click on “Your Team” in the left menu, then on “Add a Member.”
3. On the next screen, search for **registered** team members by their full email address, and then add them. If a team member does not appear, contact us.
4. Each team member will receive an email saying that the team lead has added them, with a link giving them access to the platform.

Creating and Managing Your Team

5. We recommend that each team member have a visible profile, and that the team shares contacts. These attributes are controlled by the individual team members. To enable the settings, each member clicks on “Your Team,” then clicks on their name, and then turns on “Show profile” and “Share his/her contacts with the team.”



A woman with dark hair and glasses is looking at a laptop screen. The image is dark and moody, with the woman's face and the laptop screen being the primary light sources. The background is blurred, showing what appears to be a desk with some papers and a plant.

Viewing Your Booth

Viewing Your Booth

To see what the booth looks like to attendees, go to the Event Home, click on the “Exhibitors” button, and then click on your company name. If you are in the Exhibitor Center, you can get to the Event Home by clicking on “Switch to the Event” at the top of the screen.

Engaging with Attendees

Engaging with Attendees

Swapcard provides great networking opportunities. **Details on using these features will be included in the upcoming Attendee Guide.** Sponsors have some additional ways to use these tools in the Exhibitor Center via the “Meetings” and “Team’s Contacts” menu.

Here is a brief overview of the networking features you see in the Exhibitor Center.


Engaging with Attendees

Meetings

Team members can view and organize meetings set up between team members and attendees.

Messages

When someone visits a booth, they can leave a message for the sponsor team in the “Talk With...” window on the right side of the booth.



Eclipse IoT
Basic

EDIT

Book a meeting

Select a time slot to set up a meeting with Eclipse IoT

Tuesday, October 20, 2020

12:00 AM	12:30 AM	1:00 AM	1:30 AM	2:00 AM	2:30 AM
3:00 AM	3:30 AM	4:00 AM	4:30 AM	5:00 AM	5:30 AM
6:00 AM	6:30 AM	7:00 AM	7:30 AM	8:00 AM	8:30 AM
9:00 AM	9:30 AM	10:00 AM	10:30 AM	11:00 AM	11:30 AM

[See more slots](#)

Information

EDIT

Open Source for IoT

Eclipse IoT technologies power the world's leading commercial IoT solutions.

[See more](#)

Social media

EDIT

Please link your social media's pages of your company

Contact details

EDIT

Highlight Eclipse IoT

Interested in Eclipse IoT? Click below to bookmark it so you don't forget!

BOOKMARK

Talk with Eclipse IoT



Contact this company

Send a message to the company if you have any questions about their services or products. A member of their team will answer you as soon as possible.

+ Write a message...

Engaging with Attendees

Team's Contacts

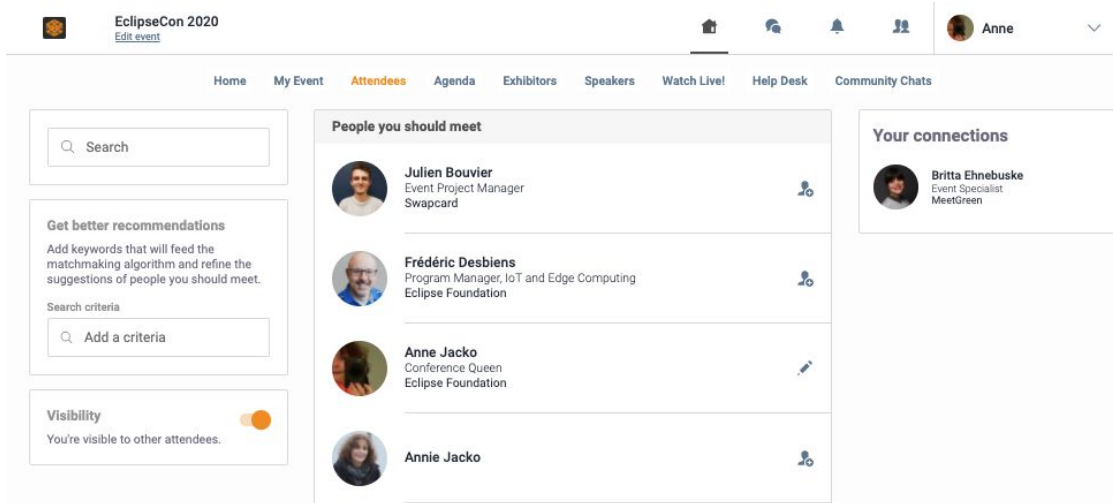
A contact is another attendee with whom you have connected. To establish a contact, go to the Event Home “Attendees” menu, and search using various criteria. If you see a person you would like to add as a contact, send them a request. If they agree, the two of you will then be connected in the platform, and each will have the other as a contact.

Team members can create and then share contacts, and then qualify those contacts by adding scores, tags, and notes. Contact lists can be exported.

Engaging with Attendees

Attendee Privacy

To protect privacy, only an attendee's name will be visible until they update their profile to add interesting information (company, position, skills, interests, location, etc.). Note that attendees can control their visibility within the platform. Only those with who wish to be visible will be listed under the Attendees menu and shown to other attendees.



Engaging with Attendees

When the platform opens for sponsors, only exhibitors and speakers will be listed under the Attendees menu. Conference staff will add all current registrants to the Swapcard platform by October 5.

Thank you!

Join the conversation:

 [@EclipseCon](https://twitter.com/EclipseCon) | [#EclipseCon](https://twitter.com/EclipseCon)



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