



**HEALTH IN
DIFFERENCE**

**& THE 5TH NATIONAL BIENNIAL
LGBTI AGEING AND AGED
CARE CONFERENCES**

VIRTUAL 2021
FRI 16 | FRI 23 | FRI 30 APRIL

VIRTUAL EXHIBITION MANUAL

**Friday 16, 23 and 30 April 2021
VIRTUAL**



Exhibition Manual Instructions

Welcome to the exhibition manual for the 2021 Virtual Health in Difference and LGBTI Ageing and Aged Care Conferences. Please ensure you view each section of this exhibition manual to ensure smooth logistics during the lead up to and during the Conferences.

ITEMS YOU NEED TO PROVIDE TO THE CONFERENCE SECRETARIAT

- Terms and conditions
- Company logo (JPEG min 300DPI)
- Company profile 100 words (word document)

Requirements Check List

Item	Deadline
50-word company profile and logo	Friday 9 April
Signed conference Terms and conditions	
Register Staff online	Friday 9 April
Promote your participation at the conference Add Conference logo to email signature, website and newsletters to advise contacts you will be at the conferences	Ongoing
Downable Handouts (PDF / mp4. Format. Max file size 5MB)	Friday 9 April
Advise conference secretariat who will be manning your virtual booth so the correct staff profile is available in the platform	Friday 9 April
Watch the Exhibitor Demo video	Wednesday 9 April



Exhibition Opening Hours

We recommend exhibitors be at their virtual booth during all breaks. Please note the timing of breaks may be updated. A final schedule will be provided a week prior to the conference. Delegates will not be able to leave you a message if you are not at your booth.

Day 1, Friday 16 April 2021	
11:02 - 11:30 am	Delegate Free Time
1:32 - 2:00 pm	Delegate Free Time
3:32 - 4:00 pm	Delegate Free Time
6:02 - 6:30 pm	Delegate Free Time

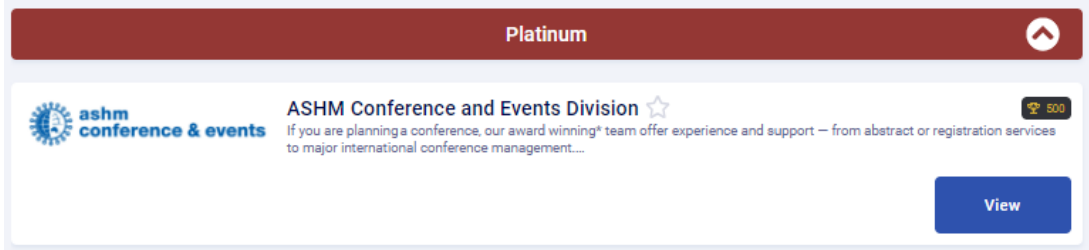
Day 2, Friday 23 April 2021	
10:47 - 11:20 am	Delegate Free Time
1:22 - 2:00 pm	Delegate Free Time
3:17 - 3:50 pm	Delegate Free Time
5:52 - 6:30 pm	Delegate Free Time

Day 3, Friday 30 April 2021	
10:47 - 11:15 am	Delegate Free Time
1:35 - 2:00 pm	Delegate Free Time
3:17 - 3:45 pm	Delegate Free Time
6:00 - 6:30 pm	Delegate Free Time

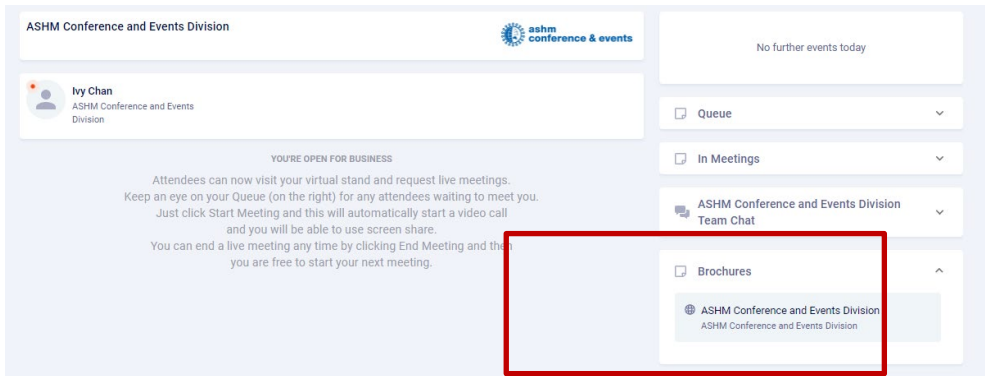


Virtual Booth Requirements

- **Company Profile and Logo**
 - Company profile and logo will be displayed on the exhibition page. Please email your company profile and logo to conference@ashm.org.au by Wednesday 31 March.



- **Downable Brochures**
 - Conference delegates can download exhibitor’s materials on the right of the virtual booth. Exhibitor can include as many “brochures” as you want as long as the **file format is PDF / link / video link**. Maximum file size is 5MB.
 - Please send us the files by Wednesday 31 March via email conference@ashm.org.au.
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Important items to note:

- Delegates cannot leave you a message if you are not at your booth
- You need to provide the names of the staff who are virtually manning the booth to the conference secretariat. Only those names that have been provided will have access to the virtual booth
- You will hear a ‘ding’ noise when a delegate has arrived at your booth. You will need to be logged into the exhibition to be able to hear this sound.



How to access your Virtual Booth

Watch the [demo video](#) to get familiar with the virtual platform. Portal login details will be sent closer to the conference. Live support is also available onsite if you are facing any portal issues.

Marketing and Promotion

We are excited you are participating in the Conference. To assist you in promoting your participation we are providing you with tools to market your involvement in the conference/s, we suggest the following:

Logos & website advertising banner: The conference web banner displayed on your promotional material indicates your involvement in this sector respected event. Please use the meeting banner in emails, on your website, in your newsletter, in print advertising and other promotional materials. Below is a link to the conference banner. Please always link back to and reference the URL: <https://healthindifference.org/> or <http://lgbtiageingconference.com.au/> when using any of the promotional materials.

[Health in Difference Banner](#)

[LGBTI Ageing and Aged Care Banner](#)

Registration

Registration rates and program overview can be found on the [conference website](#).

Please note the below deadlines apply for ALL registrations

- Registration Deadline: Wednesday 14 April 2021