The Preshow Attendee Mailing List is included with Booth Levels 6 and Custom and available for purchase to exhibitors at all other booth levels. The list is for a one-time use only and will be available 30 days prior to the event. ASTRO does require completion of the Preshow Attendee Mailing List Form and approval of your mailer prior to the list being sent. The list will include the following information for attendees who registered in advance:

- Name
- Professional Suffix
- Title
- Organization
- Mailing Address
- Occupation
- Primary Employer
ATTENDEE DATA ANALYTICS
WHAT’S INCLUDED WITH MY BOOTH?

DURING THE EVENT

CONTACT CARD

The Contact Card is visible for each attendee who visits your booth. You will be able to view basic profile information as well as activity for attendees, such as number of booth visits, which booth representative the attendee chatted with and notes. In addition, you can add an attendee to your Watch List for easy follow-up.

- Name
- Title
- Organization

![Attendee Card](image)
DURING THE EVENT

BOOTH ADMIN DASHBOARD

Throughout the 30-day event period, all exhibitors will have access to their own Booth Admin Dashboard. This dashboard features the following information in a tab view:

- **Attendees**
  View all attendees within the exhibitor’s booth in real-time. You can access attendee profile details, LinkedIn information and actively chat with the attendee.

- **Rep Chat**
  Enables booth reps to privately chat with each other.

- **Watch List**
  Save an attendee to your Watch List for future follow-up.

- **Chat History**
  Quick access to all booth rep chats.

- **Chat Queue**
  Attendee can click to be placed into a queue. Available booth reps can respond to attendees waiting in the Chat Queue with a private 1:1 chat.

- **Rep Checklist**
  A handy checklist that can be populated by the exhibitor with tips and other helpful info for booth reps.
ATTENDEE DATA ANALYTICS
WHAT’S INCLUDED WITH MY BOOTH?

DURING THE EVENT

BOOTH ADMIN DASHBOARD FEATURES

Thank you for joining us at virtual FutureCast 2019 and welcome to your event booth! We’re geared up for a great day filled with captivating presentations, industry insights and unique solutions to help you make the most of your event experience.

Timing: The Virtual FutureCast platform will be open from Noon-4:15 pm (EST), so please ensure your booth участие is qualified to respond to questions, hold conversations and discuss your solution. There are pre-planned breaks throughout the day during which you may experience higher than normal activity in your booth. Attendees are encouraged to use the time between sessions to visit the booths and explore the platform.

The booth will be open during the following hours, but please be aware that at any time during the conference, attendees may engage in a chat.

Session Breaks:
- 1:30-1:45 pm
- 2:15-2:30 pm
- 4:05-4:30 pm or until users are logged off.

Chats: To view chats specific to your booth, select the Public Group Chat before in the top-right corner of the booth. Once inside the group chat, you will be able to view comments and messages from attendees regarding your product or solution. When responding to questions, make sure to ‘tag’ attendees by name so they know you are addressing their specific question. To ‘tag’ an attendee, type @ symbol and their attendee name. Example: @BobSmith thank you for your question! Then continue with your unique response.

Client: You can view who is currently in your booth in the Rep Dashboard. Click on the top-right hand corner of the booth and select the Attendance tab. You may need to click the green refresh button to see an updated list.

Rep Chat: This feature provides the ability for individuals within the same booth to communicate privately with each other. Your team can use this function to discuss expectations and question details prior to responding without your messages being viewed by attendees. You can access the Rep Chat by clicking on the Rep Dashboard button in the top-right hand corner of the booth and selecting the Rep Chat tab.

Sample Rep Checklist
Exhibitors with a booth level 3 and above will receive a daily booth activity report for each day the Exhibit Hall is open from Friday, October 23 – Thursday, October 29. **Data will be provided in aggregate and will not include any identifiable information such as attendee name and contact information.** The daily booth activity report will include the following information:

- Booth Entry Details
- Content Views by Content Item
- Click Actions
### Attendee Data Analytics

**What’s Included With My Booth?**

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1. Mailing list to be provided 30 days after the event with signed license agreement and ASTRO approval of mailer.
2. Attendee information will only be included if attendee provided consent to share this information during the registration process. Lead reports will be sent on or about November 13 and again on or about December 15.
3. Includes booth entry details, duration of time on platform, click actions and content viewed.