

GECO

THE SUSTAINABILITY EXPO

WELCOME TO THE GECO VIRTUAL WORLD

1

REGISTRATION

Take part to GECO Expo is free for all the participants, upon registration at the following link:

<https://www.gecoexpo.com/en/visitors-and-buyer/>

It will be possible to signing in as attendee or buyers, the difference between the kind of users in the functionality dedicated to buyer users, that will be able to request appointments with exhibitors before the fair opens.

Once the registration process is completed, you will receive a verification email in order to validate the request and proceed with the LOGIN (which will be completed with the previously entered email address and password). Please check also the SPAM folder of your mail account.

2

DASHBOARD – CONTROL PANEL

You will be able to manage your avatar's profile through the control panel button (or dashboard), located at the bottom left of the screen.



Inside the white square below you can find the list and description of buttons accessible from the Control Panel.

A) Bag: It's a virtual archive. Here you can find business cards (contacts) received from other users, product sheets (products) and brochures (brochure list) that you have saved among the various stands.




B) Operations: here you can update your profile details (profile), change the aspect and dress of your avatar in the dressing room and look at all the available functions to interact with all the other avatars of the GECO Expo virtual fair.



PROFILE – FILL OUT YOUR OWN BUSINESS CARD (Business card)

All the info you will insert in this area will be sent to other users once you will share your business card. Your profile is your business card (BUSINESS CARD)!

Remember to click on the green button at the right bottom (**SAVE**) to save the changes you have made.

You can also preview your business card by clicking  located at the top left of the screen, and modify your data using the EDIT button located on the right of the screen.

Notes: KEYWORDS in the last field of the avatar profile edit form you will find a space where you can enter the keywords.

Here you can enter keywords – separated only by a space – that identify your role or interests (Eg. Energy Purchasing Manager Tourism Mobility Director ...) through the SEARCH tool, participants



VIEW YOUR BUSINESS CARD (located at the top left of the screen) and modify your data using the EDIT button located on the right side of the screen.



DRESSING ROOM – CREATION AND CUSTOMIZATION OF YOUR OWN AVATAR

Through 4 simple commands you can customize the appearance and clothing of your avatar.

Remember to click on the green button at the bottom right (**SAVE**) to save the changes you have made.



CALL – CALL OTHER USERS DURING THE EVENT

By clicking on this button you will be able to filter the ONLINE users among the participants (the ones that are connected at the moment) and the MY CONTACTS (the ones you have saved as your contacts). Once you choose one or both the options, you will have to click on the search button or press Enter to activate the search and only then you can select the user with whom you want to start a voicecall.

During a call, you can decide to add other users to the conversation through this button




the maximum number of users is 5 including who initiated the call



MAP – EXHIBITION MAP

Here you can view all areas of the virtual fair.

(“TELEPORT HERE” -> ) you can quickly teleport to the area or stand of the fair you wish to visit by clicking on the stand number or name.



CHAT – IN ORDER TO TEXT WITH OTHER ONLINE USERS


By clicking on this command you will see all the users with whom you have already chatted. On your first access, you will see the same search form described for the CALL command.

You can add other people to the chat (ADD USER TO CHAT), download conversations in case of interest (DOWNLOAD CHAT) and delete those you no longer want to view (DELETE CHAT).



SEARCH – SEARCH FOR USERS AND EXHIBITORS AMONG THE VIRTUAL WORLD

Following the same selection logic of the CHAT and CALL commands, you can select the following fields: businesses (COMPANIES), products (PRODUCTS) and users (USERS).

Click on  to search. Once you have selected a user from the search results, you can send your business card, start a chat or call, or teleport in front of the wanted avatar.



SUPPORT – ASK OUR STAFF FOR SUPPORT BY SENDING AN E-MAIL


By clicking on this button you can send your details and ask for the support you need, at any time. Remember to click on the SEND button in order to send help request.



SETTINGS – YOU CAN CUSTOMIZE THIS FEW AND SIMPLE SETTINGS

VOLUME FOR NOTIFICATIONS: to receive an audio notification when receiving messages and business cards. You can disable the audio notification or adjust the volume.

SHOW ME AS AWAY WHEN I HAVE BEEN INACTIVE FOR (MINUTES): here you can indicate the minutes of inactivity after which you will result absent from the virtual platform even if connected.

QUICK TUTORIAL: every time you log in you will see a short info guide to help your virtual navigation; clicking on  at the top right you can consult the guide in other languages.

If you tick the HIDE box it will no longer appear during the following logins.

Remember to click on the green button at the bottom (**SAVE**) to save the changes you have made.



LOGOUT – from the virtual fair platform

Simply click on this command to exit the virtual platform and disconnect.



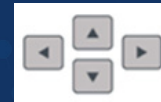
CHANGE PASSWORD – CHANGE YOUR PASSWORD AT ANY TIME

To change your password you will only need to enter and confirm your new password. Also be careful because lower case and upper case letters are detected (CASE SENSITIVE).

3

HOW TO MOVE AROUND THE VIRTUAL LOCATION

To walk you can use the arrows on your keyboard or pointing and clicking with your mouse.



To walk fast keep press SHIFT when you are moving.



View: You can change the view while browsing by clicking the CTRL key + Spacebar on your keyboard, switching from a Third Person to First Person view.
Teleport: opening the map, simply click on the teleportation commands to reach the area of your interest.

4

HOW TO INTERACT WITH OTHER USERS (AVATAR)

You can interact with another avatar in 3 different ways. By clicking on the avatar in front of you, these 3 commands will appear:



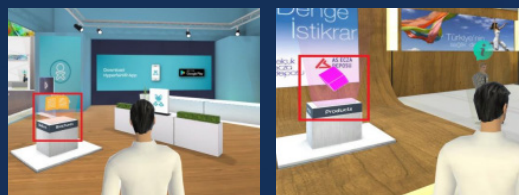
1 – CALL -> to start a call

2 – BUSINESS CARD -> to share your business card

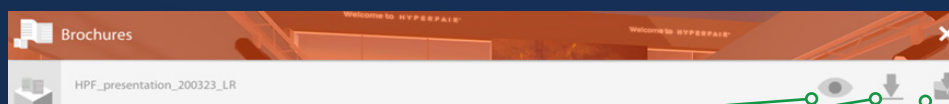
3 – CHAT -> to open a chat

5

INTERACTION WITH THE CONTENTS OF THE STANDS (BROCHURE – PRODUCT – VIDEO)



During the virtual event you can consult, among the various stands, different materials: brochures, product sheets and videos. Clicking on the “Brochures” or on the “Products” columns you will see the following image:



Open the Brochure or the Product Sheet without downloading it



Download the Brochure or the Product Sheet on your PC in a selected folder



Add the Brochure or the Product Sheet to your BAG and download it later

You will also be able to encounter different SCREENS of various sizes and by clicking on the screen (with play icon) to directly watch the video or the list of videos uploaded by the exhibitors.



ENJOY THE WORLD OF GECO


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*For further support send an email to:
support@gecoexpo.com*