

A photograph of four healthcare professionals, three women and one man, walking outdoors on a paved path. They are all wearing white lab coats. The woman on the far left has curly hair and is smiling. The woman in the center is wearing a hijab and glasses. The woman on the right is wearing glasses. The man on the far right is wearing a dark button-down shirt and glasses. They are walking away from the camera. The background shows a grassy area and some trees.

Exhibitor Instructions

How to set up your booth in

zoom
Webinars & Events

Dear Exhibitor,

Thank you for joining us as an exhibitor at the Virtual Pharmacy School Fair!

We're excited to have your institution participate in this important event designed to connect prospective pharmacy students with programs across the country.

To help you prepare, we've outlined the **steps for setting up your virtual booth in Zoom Webinars & Events**. Booths must be set up at least **one week in advance** of the event.

Your booth will be hosted in the **Exhibitors** and **Expo** sections of Zoom Webinars & Events. You should have received an invitation from Zoom Webinars & Events. Please check your spam folder if you do not see it in your inbox.

Platform: **Webinars & Events**

We will be using **Zoom Webinars & Events** for the fair. Zoom Webinars & Events is used for the fair--this is a separate Zoom product. Here is what you can expect:

Centralized Event Hub

Exhibitors access an event lobby where all sessions, exhibitor booths, and networking options are organized in one place.

Exhibitor Registration & Access

Exhibitors receive a branded event page, (i.e. a virtual booth) and confirmation email with instructions to set up their booth. This process feels more like preparing for a conference than joining a regular Zoom meeting.

Interactive Lobby Experience

Before the event starts, exhibitors can explore the lobby, preview their booth, and see the event schedule—similar to walking into a physical expo hall.

Enhanced Engagement Tools

Features like chat and Zoom Spaces (covered later) allow exhibitors to connect with attendees directly, answer questions, and share resources in real time.

Branding & Professional Look

Exhibitor booths can include logos, videos, downloadable resources, and links, creating a polished, branded experience that stands out from a standard Zoom call.

Post-Event Access & Analytics

After the event, exhibitors can request booth engagement metrics, attendee leads, and continue conversations using the full registrant list that will be sent out after the event.

Step 1: Accept Your Zoom Webinars & Events Invite

zoom Webinars & Events

Event organizer is inviting you to edit your Exhibitor details in AACP's 2026 Spring Virtual Pharmacy School Fair

Hi Pharm4Me,

Event organizer is inviting you to be a/an Exhibitor for AACP's 2026 Spring Virtual Pharmacy School Fair. Changes will be published once they're approved by the event host.

[Click here to edit your Exhibitor details.](#)

Regards,

Zoom Webinars & Events

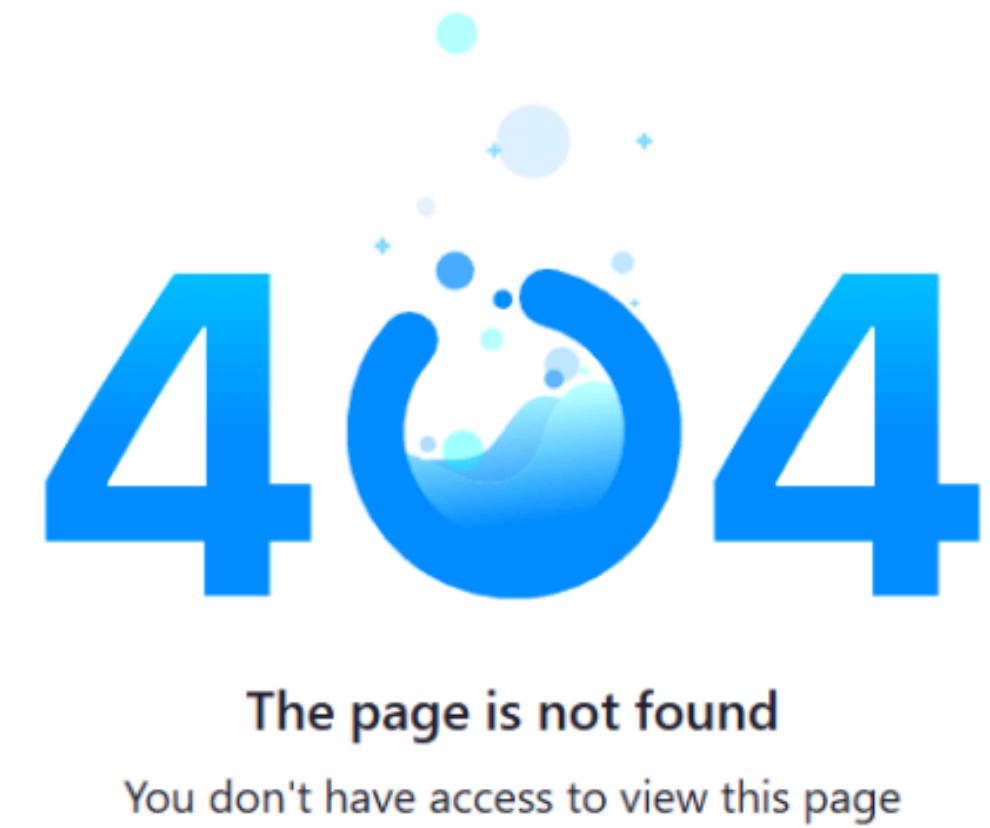
Learn more about Zoom Webinars & Events

- Look for an email from Zoom Webinars & Events inviting you to join the event as an Exhibitor.
- Click the “[Click here](#)” link to begin editing your booth.

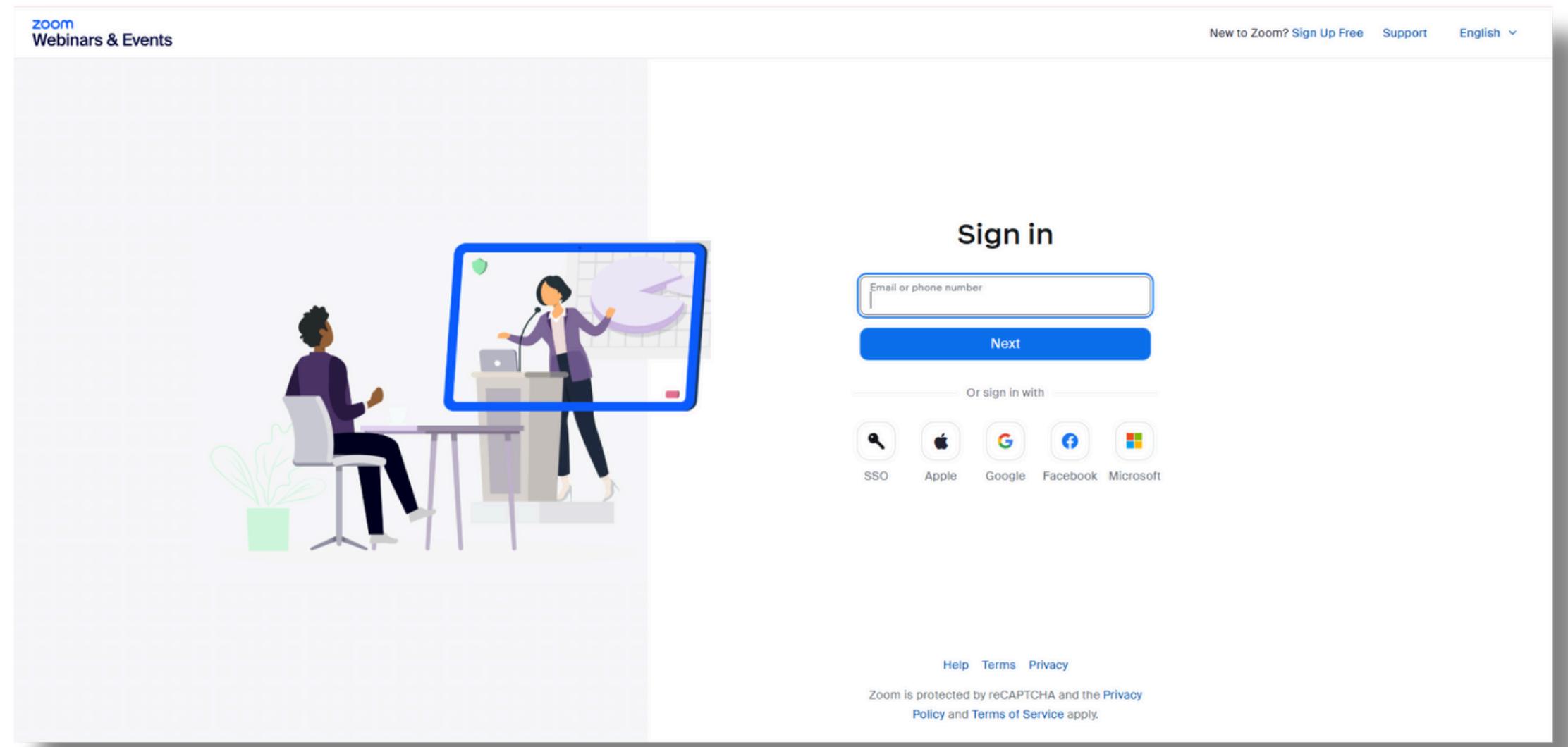


Helpful hint:

- If you're signed into a Zoom account that's different from the one you used to register for the event, you may see a 404 error when clicking the link in your invitation email.
- To fix this, sign out of Zoom and then click the "Click here" link in the email.



Step 2: Sign into Zoom Webinars & Events



- You will be directed to the Zoom Webinars & Events page, where you will be asked to sign in.
- Sign in **using the email address you used to register for the event.**
- Please note that the email you use to register for the event must have an **active Zoom account** associated with it.
- Sign in with your usual Zoom login credentials.



Helpful hint: If you do not receive the email or the link in the email does not work, here is an alternate way to access your booth.

zoom Webinars & Events

Past Today Upcoming events

Events portal Hubs DS

0 Events

12

No upcoming events.

- Log in to Zoom Webinars & Events using the same email address you used to register for the event:
<https://events.zoom.us/e/view>
- Sign in with your usual Zoom login credentials.
- Click on the Notifications icon in the top right corner

zoom Webinars & Events

◀ Back

Notifications

Attendee System notifications

Event organizer is inviting you to edit your exhibitor details in AACP's 2026 Spring Virtual Pharmacy School Fair

As an exhibitor, you can edit your exhibitor details. Any changes made will be published after the host approves them.

Edit exhibitor details

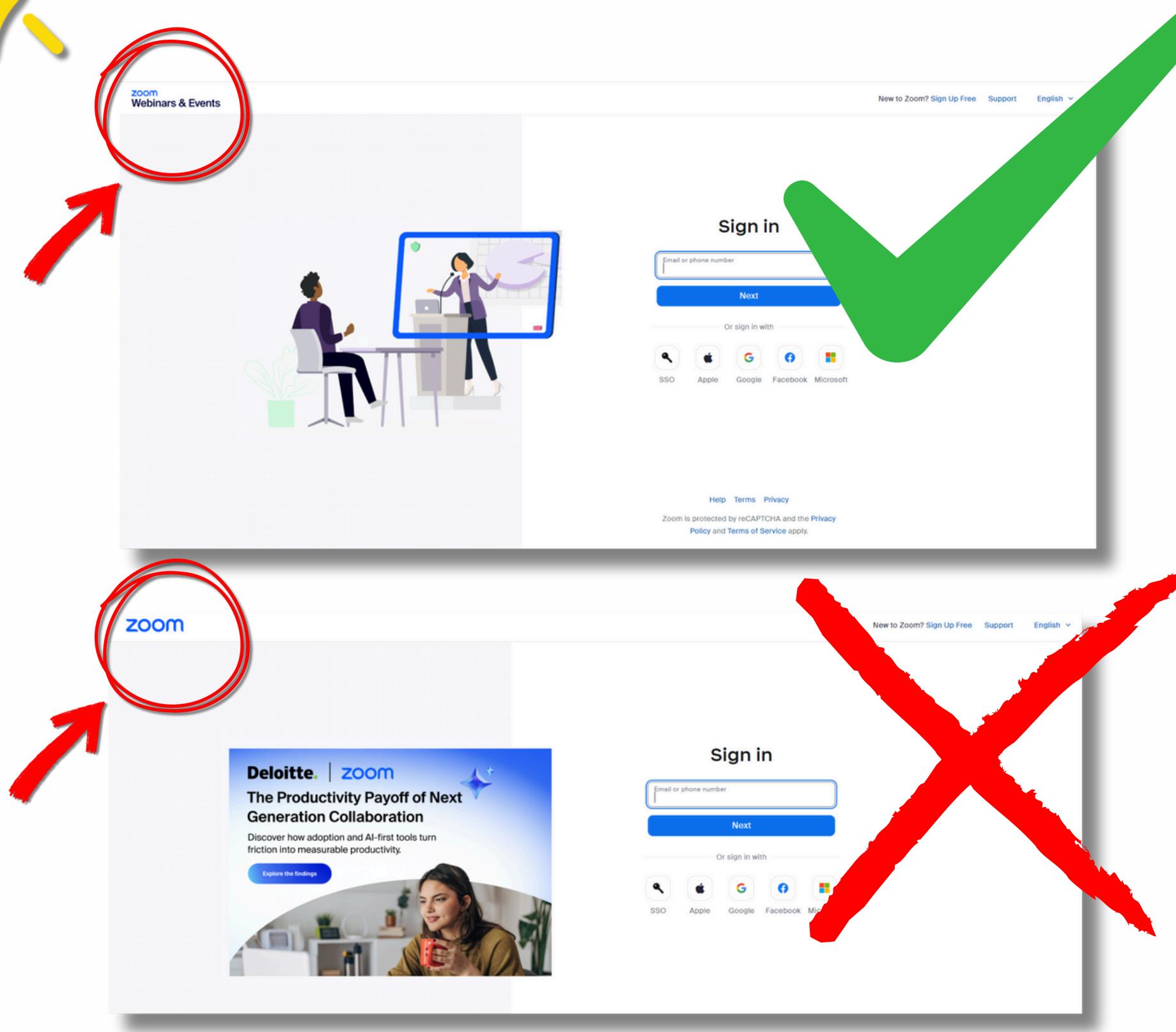
Mark all as read Delete all read Settings

13 minutes ago

- There should be a notification that reads "Event organizer is inviting you..." etc.
- Under that heading, click on "Edit exhibitor details"



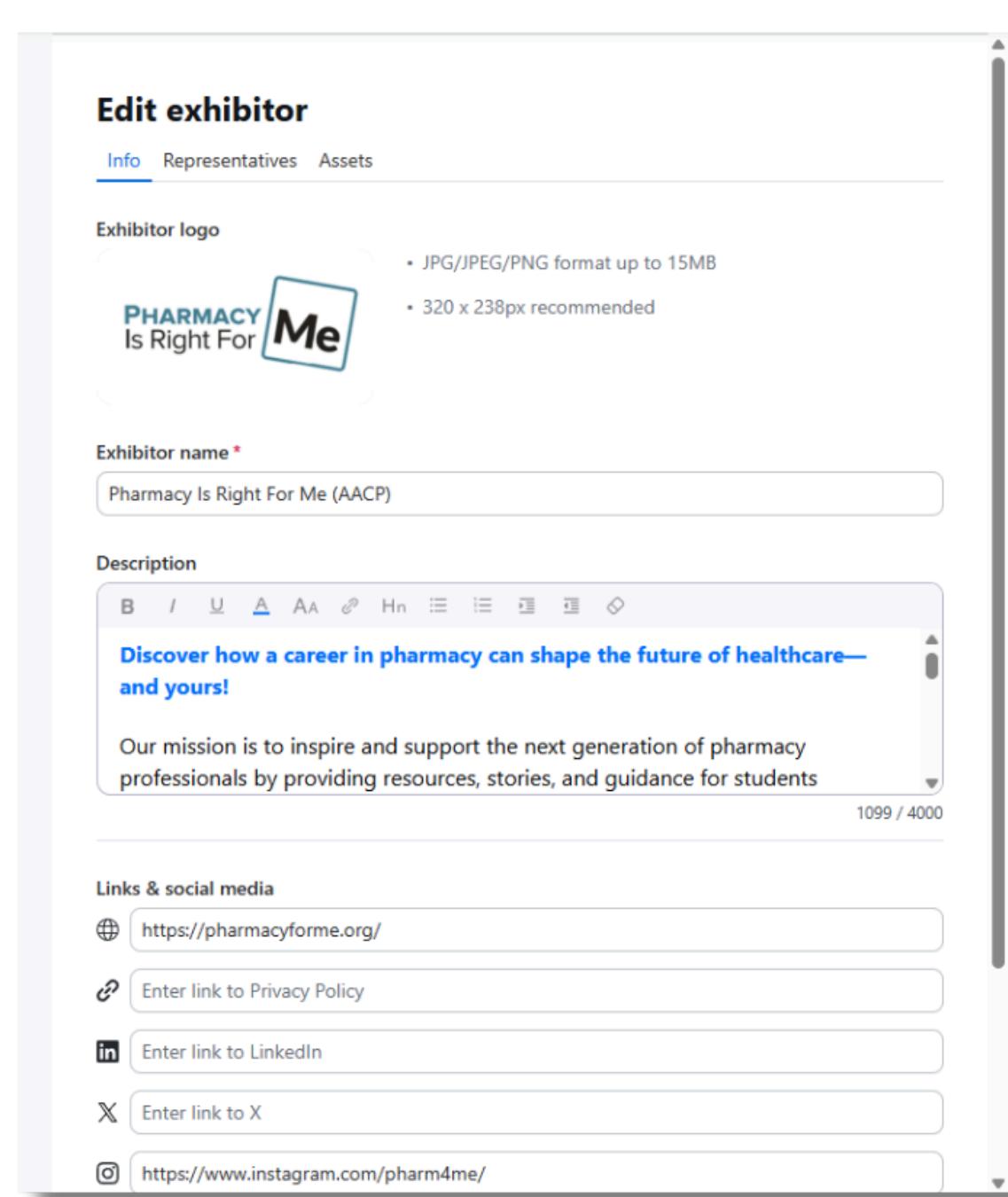
Helpful hint: Zoom Webinars & Events is a separate platform from Zoom.



- Make sure that when trying to access the Virtual Fair, you are signed into **Zoom Webinars & Events**, accessible here: <https://events.zoom.us/e/view>, not Zoom.com.
- See the upper left-hand corner to ensure you're signing into the correct platform.

Step 3: Edit Exhibitor

Once signed in, you will see the “Edit exhibitor” page.



- **Under the “Info” Tab, you can:**
 - Add basic information about your institution or company such as your logo (320 x 238 px), Institution Name, Description, Website Link & Social Media
- **Under the “Representatives” Tab, you can:**
 - Add up to 10 representatives to staff your booth and engage with attendees.
- **Under the “Assets” Tab, you can:**
 - Add one video (max 5 minutes), up to 4 images (1920x1080 px) and up to 5 downloadable files (pdf only)



Edit exhibitor

[Info](#) [Representatives](#) [Assets](#)

Exhibitor logo

 • JPG/JPEG/PNG format up to 15MB
• 320 x 238px recommended

Exhibitor name *
Pharmacy Is Right For Me (AACP)

Description

Discover how a career in pharmacy can shape the future of healthcare—and yours!
Our mission is to inspire and support the next generation of pharmacy professionals by providing resources, stories, and guidance for students

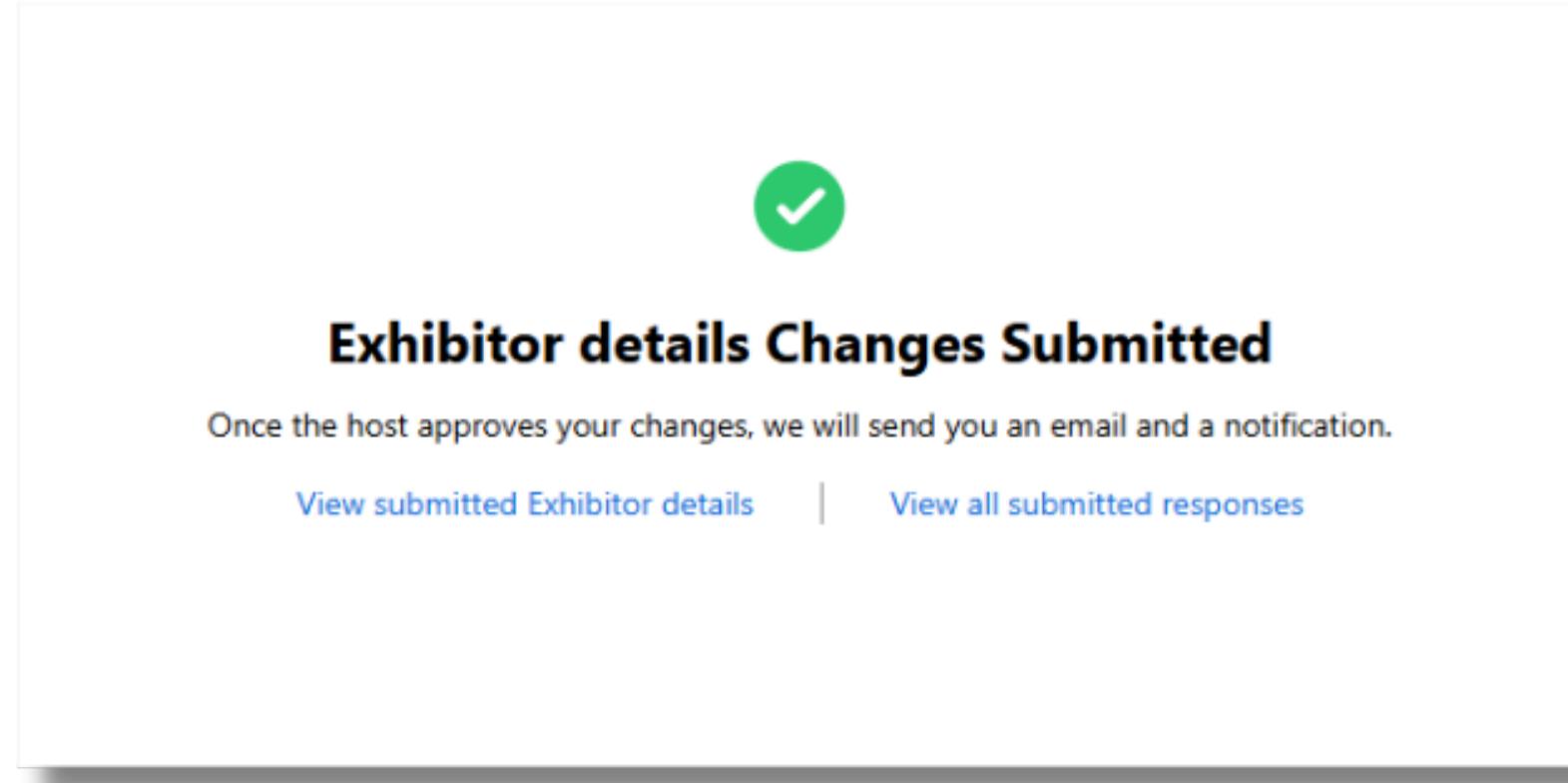
1099 / 4000

Links & social media

<https://pharmacyforme.org/>
Enter link to Privacy Policy
Enter link to LinkedIn
Enter link to X
<https://www.instagram.com/pharm4me/>

- **Helpful hint:** As the **exhibitor contact**, you cannot add yourself as a booth representative using the same email address. If you attempt to add yourself with your **exhibitor contact** email, **your edits will not save**.
- To include yourself as a representative, you must use a different email (one that also has an active Zoom account) than the one assigned to your exhibitor contact role.

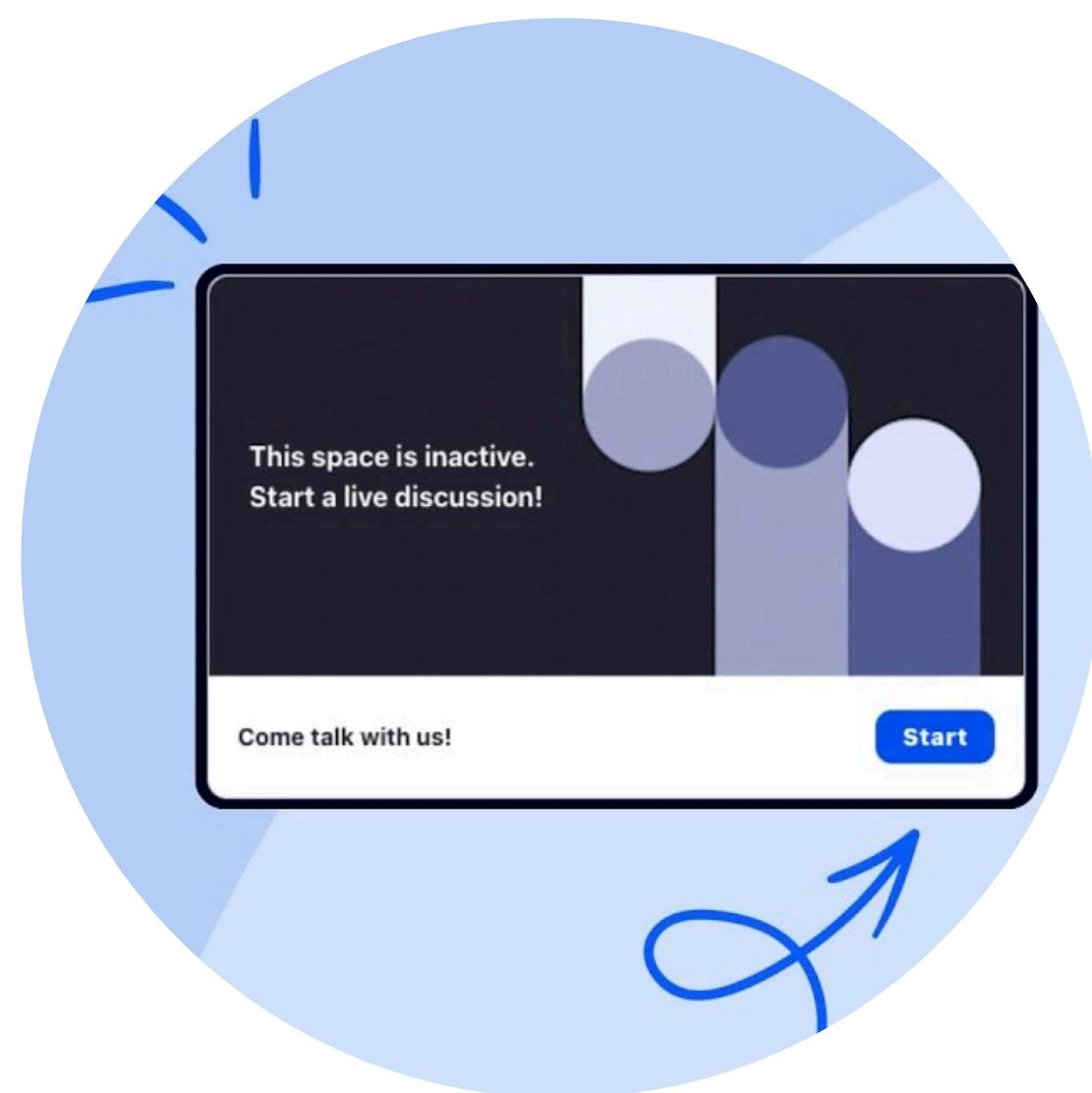
Step 4: Save



- Once you have completed your edits, hit “Save”. Your profile will be sent to AACP staff for review, who will review it within 1 business day.
- If you need to make edits after submitting your booth for review, you can copy and paste the “Click here” link from the invitation email into your browser (or follow the alternate instructions on Slide 6). It will bring you back to the “Edit exhibitor” page from Step 3.
- Please note, if you hit “Save” and this screen does not appear, then **your edits were not saved!** This is likely due to the issue mentioned on the previous slide.

Step 5: Indicate your Preference for your Zoom Spaces

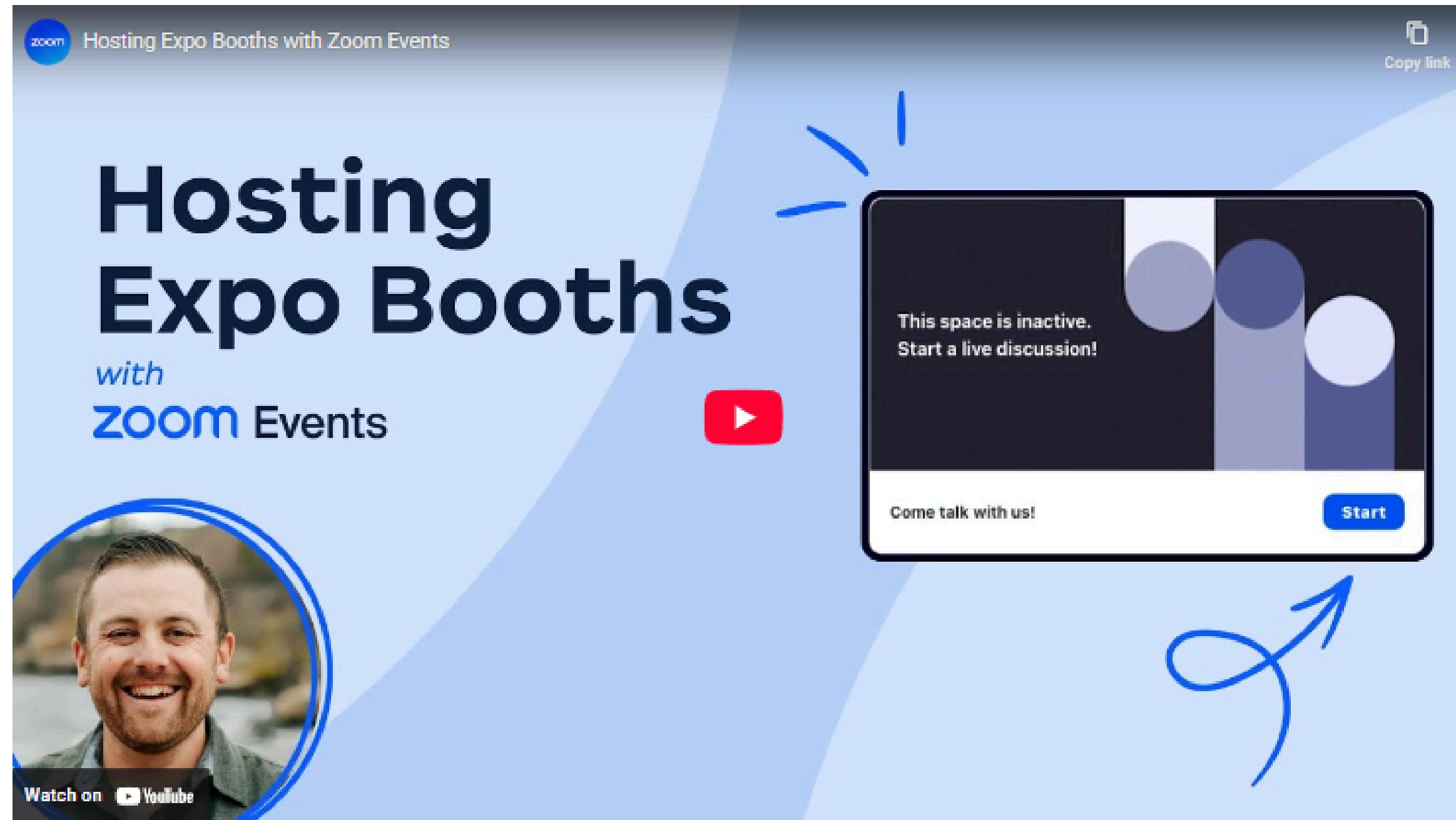
Zoom Spaces are dedicated video meeting areas embedded within an exhibitor's virtual booth. They allow real-time interaction between booth staff and attendees, similar to stepping into a private meeting room at a physical trade show. They function much like the regular Zoom meetings most are used to.



- **Key Features:**
 - Video and audio, screen sharing, chat integration, breakout rooms;
 - Multiple booth representatives can join to handle conversations simultaneously.
 - Attendees will click "Join" in the booth to enter the Zoom Space—no separate link required.
- **Benefits for Exhibitors:**
 - Creates a personalized experience for attendees.
 - Encourages deeper engagement beyond static content.
 - Provides an opportunity for real-time lead capture and relationship building.
- **How They Function:**
 - Each booth has 2 default Zoom Spaces for live conversations, presentations, or Q&A sessions.
 - One is titled "Come talk with us" and the other "Ask us a question".
 - **Exhibitors must email pharm4me@aaccp.org to change the number and titles of the spaces.**

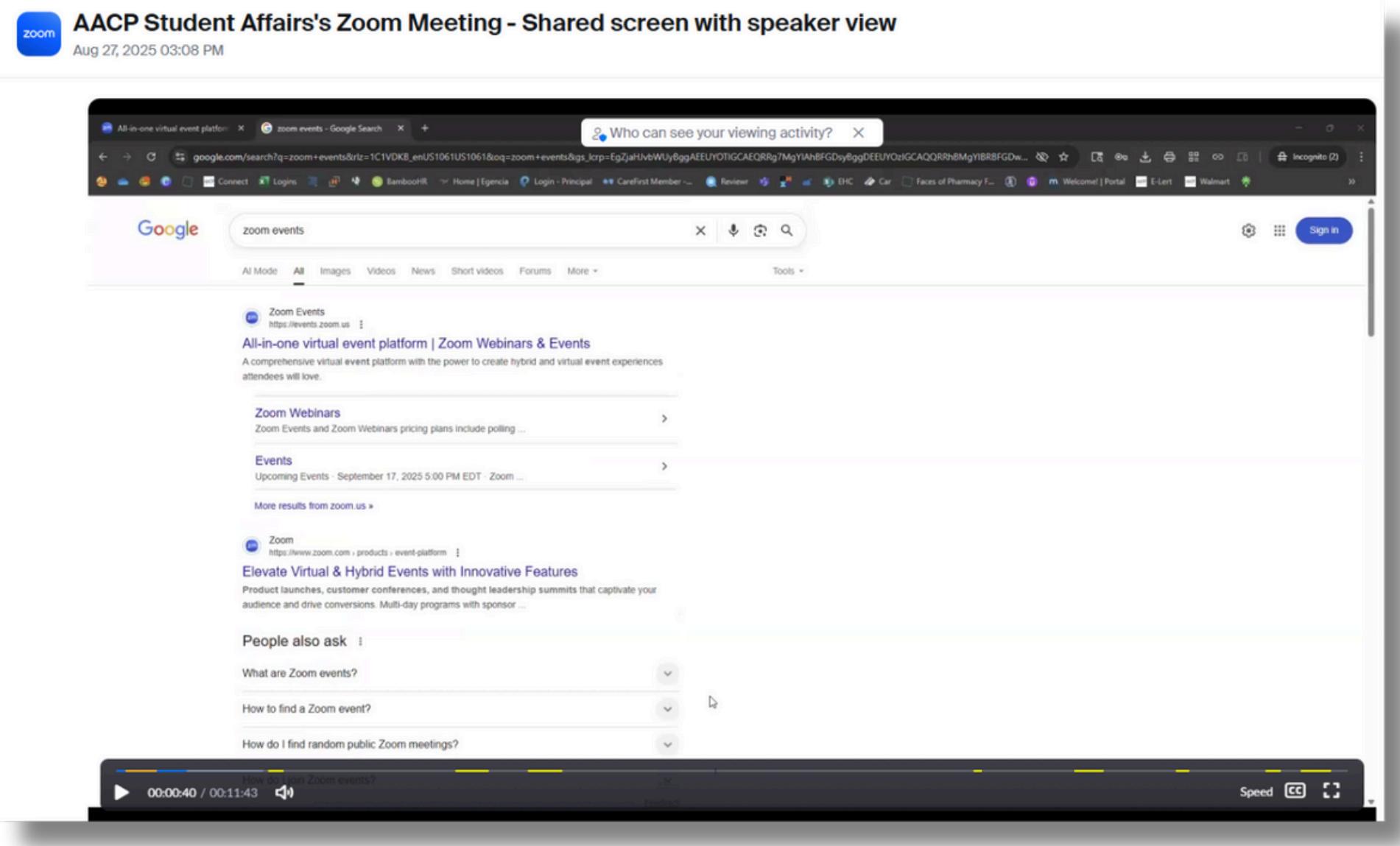
Zoom Spaces in Exhibitor Booths

To learn more about Zoom Spaces, check out this helpful video: <https://www.youtube.com/watch?v=nMWh5ZusaUs>



Additional Resource: Video Tutorial

- How to set up your virtual booth
- How to enter your booth on the day of the event



- [Tutorial for Exhibitors](#)
- Passcode: &6h=Ue8*



Booth Setup Troubleshooting

If your exhibitor content is not saving, try the following:

- Ensure that you are on the latest version of your browser (Chrome, Edge, Firefox, or Safari).
- Clear browser cache and cookies before reattempting to save the booth information.
- Try disabling any browser extensions, particularly ad-blockers or script-blockers, which can sometimes interfere with saving.
- When saving, wait a few moments to allow the system to process before logging out.
- If possible, test from a different network (e.g., switching from corporate Wi-Fi to a personal hotspot) to rule out any local restrictions.
- If your representatives aren't saving, it could be because you are trying to add yourself (the exhibitor contact) as a representative. You certainly can add yourself, but you'll have to use an email address that's different from the one you're using to set up your booth. See [slide 10](#) for more info.

QUESTIONS?

Email pharm4me@aacp.org