



INSTRUCTIONS FOR EXHIBITORS

Before the Event

Speakeasy will send you a link and login details to the Exhibition Portal where you can upload the following:

- Company logo.
- A keyword-rich description/profile of your company and the products and services you provide.
- Brochure pdfs (maximum of 5 recommended). We would advise that you save the files with identifiable document titles (rather than something like 'Brochure 1').
- Links to YouTube/Vimeo company videos.
- Links to your website
- Links to your social media pages
- A short welcome video for your stand introducing your stand hosts and organisation

You will receive training/guidance from Speakeasy (ILAS platform host) 7-10 days before the event. Speakeasy will contact you to advise of dates/times.

The ILAS 2021 event website will go live one week before the event so ensure your material is made available in good time.

During the Event

- Please be available at your virtual stand at lunchtimes on Wednesday 24th and Thursday 25th March. Delegates will be able to visit your stand and connect with you for live video call, or arrange a convenient time to link up.

If you have any questions please contact Cath at AILU (cath@ailu.org.uk) or Nia at Speakeasy (nia.young@speak.co.uk).

THANK YOU