



Sub-Saharan Africa Virtual Fair

Exhibitor Manual

ID 217



Important Information

ID 217

Sub-Saharan Africa Virtual Fair

[Complete Manual | Download Here](#)

Event Time

Thursday, March 17

From 3pm - 7pm (UTC)

Check the event time in your city at:

[TIME IN YOUR CITY](#)

Target Countries

Cameroon, Ghana, Ivory Coast, Nigeria, Kenya, Senegal, South Africa and more

Important Deadlines

Friday March 4, 11:59pm (UTC) Booth & Profile

Deadline to complete and update all information required for your profile and virtual booth, including photos, videos, images and representative information

AFTER THIS DEADLINE, NO CHANGES TO ANY OF THE SECTIONS IN YOUR BOOTH WILL BE POSSIBLE

Event Agenda

Friday, March 4 - Deadline to Build the Virtual Booth

Monday, March 7 - Login details

Login details for the fair will be sent to each representative by email from virtualevents@fpp.world

March 8 to 10 - Virtual Platform Test Run

 **6am to 8pm (UTC)** Automatic system check to make sure that everything will run smoothly on the day of the event. Login to the platform, run the system check and if you have any issues, please send an email to virtualevents@fpp.world. For more information please go to page 18 of the complete manual.

Thursday, March 17 - Virtual Fair Day

 **2pm (UTC)** Virtual Fair platform open for exhibitor to login

 **3pm - 7pm (UTC)** Virtual Fair

 **7pm - 7:30pm (UTC)** Wrap up conversations with the visitors/students that are inside the platform

 **7:30pm (UTC)** Virtual Platform closes for visitors/students & exhibitors

Friday, March 18 - Download your leads

You'll receive an email with steps on how to download your visitors information details



Event Checklist

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Get ready for the virtual event step by step.

Please make sure to follow all the instructions here to make the most of your event experience.

- 1.** All FPP automatic communication will come from the virtualevents@fpp.world, please make sure to have this removed from your spam folder.
- 2.** Build your booth.
- 3.** Add the representatives that will be working on your booth, make sure to confirm their names, email, languages they speak and picture.
- 4.** Check how your booth will look like to all visitors.
- 5.** Watch the DEMO [video](#).
- 6.** Confirm the time in your city link.
- 7.** Make sure you have received your login credentials. Remember that the main admin for your FPP HUB account can also get all the login information on the FPP HUB.
- 8.** Access the platform to run the Automatic System Check.
- 9.** During the System Check, please click on "View my booth" to reconfirm how visitors will check your booth during the event. Confirm if all your materials are correct - brochures, videos, photos, information about the exhibitor and booth images. If you have any issues, please contact virtualevents@fpp.world. Please note that the View my booth will only be available for you during the system check days.
- 10.** Make your audience aware that you will be available to talk with them at the virtual event.
- 11.** Login to the event 1h before the official starting time, this will reduce any technical issues and give you time to settle.
- 12.** After the event, download your visitors contact information and event statistics.



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Promoting the Event

You may like to enhance your participation by making your audience aware that you will be available to talk with them at the virtual fair. As you may be aware, FPP is our corporate name but not the name that students know us by.



For this event, when speaking with students, we ask that you refer to the event as The Student World Virtual Fair

 [@TheStudentWorld](#)



The website that you can forward to your contacts is hub.thestudent.world/events

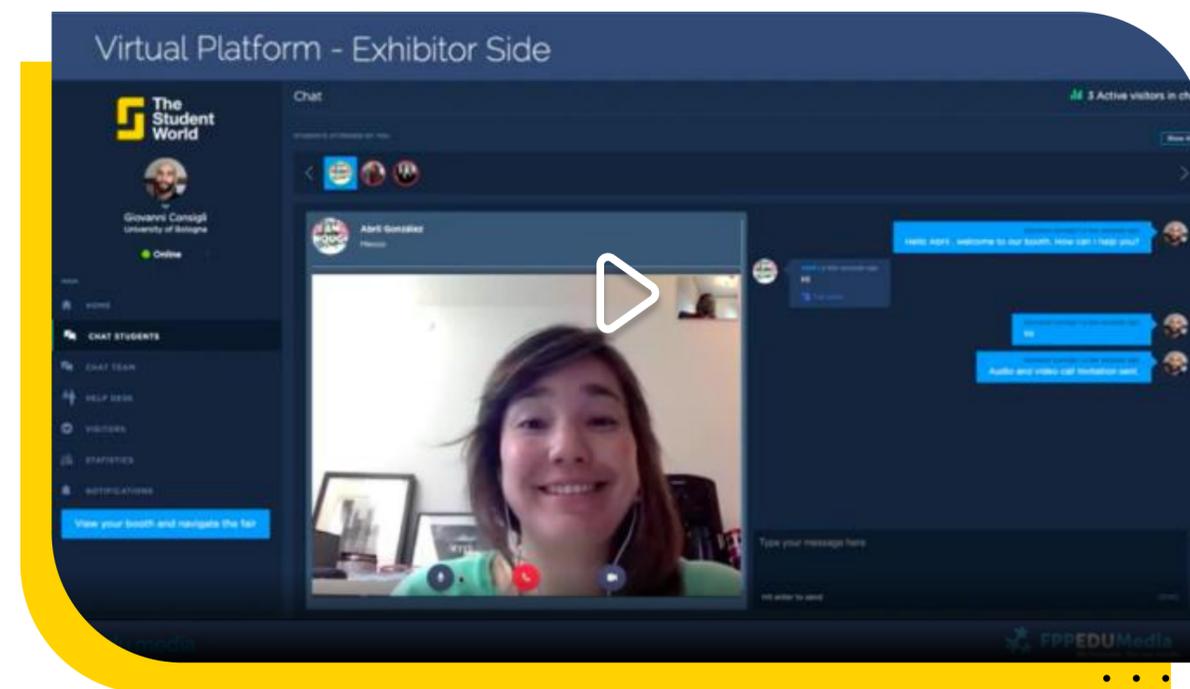
Website will be ready for students 2 weeks before the event.

To make it easier for you, we have provided suggested images:

[Download Material](#)

Get Familiar with the Platform

Please watch this short video to see the Virtual Fair platform in action.



Questions?

Contact us at virtualevents@fpp.world

We look forward to seeing you online!

More Information?

Download the complete manual

[Download Manual](#)

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FPP



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