



# EXHIBITOR MANUAL

# CONTACT



## **ORGANIZER**

### **IEM TRAINING CENTRE SDN BHD IEM ACADEMY SDN BHD**

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## **VIRTUAL PLATFORM**

### **KL CONVENTION CENTRE**

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### **CONTACT PERSON**

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# VIRTUAL BOOTH

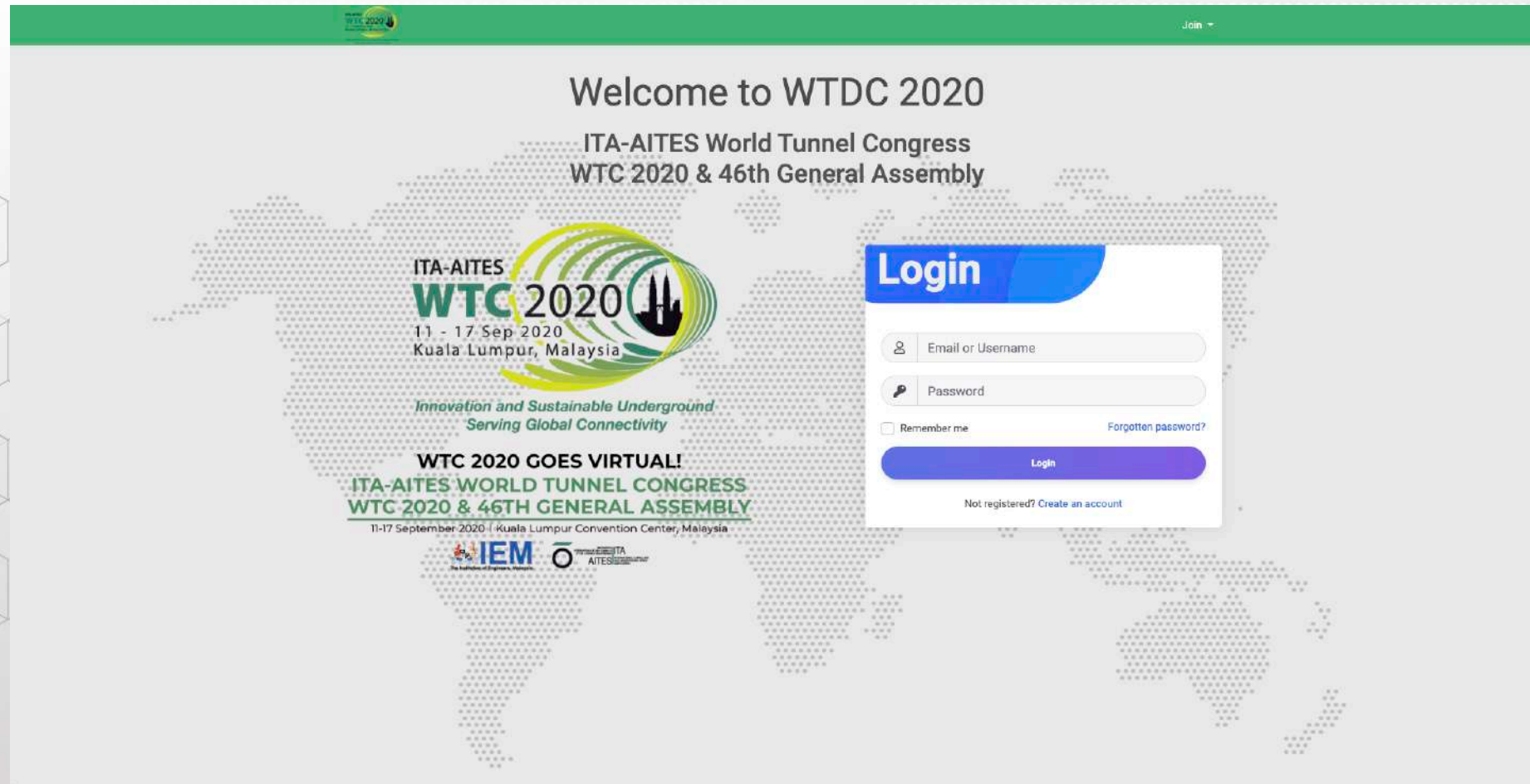


# How to set up your virtual booth in the WTC 2020 Virtual Event, step by step:

## LOGIN PROCESS

Log on to the **Virtual Platform** on the Exhibitor's Login Day.

(You will receive an email notification with a URL link on the mentioned day; with username and password)



# Booth Template Design

Platinum A



Platinum B

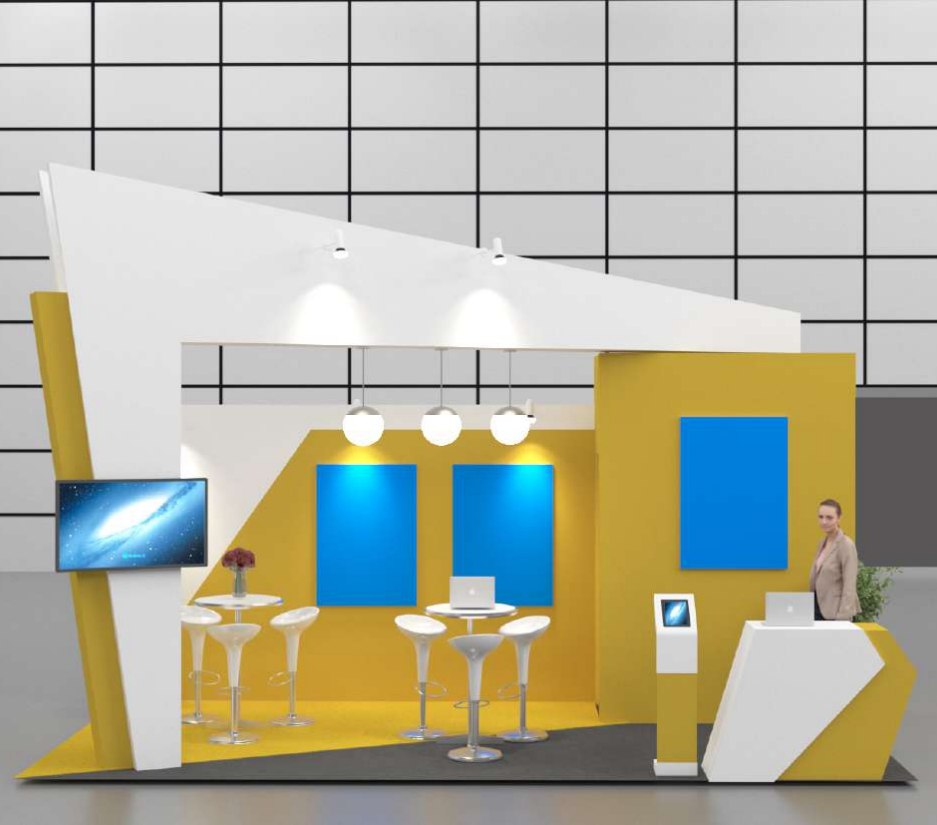


Platinum C



# Booth Template Design

Gold Booth



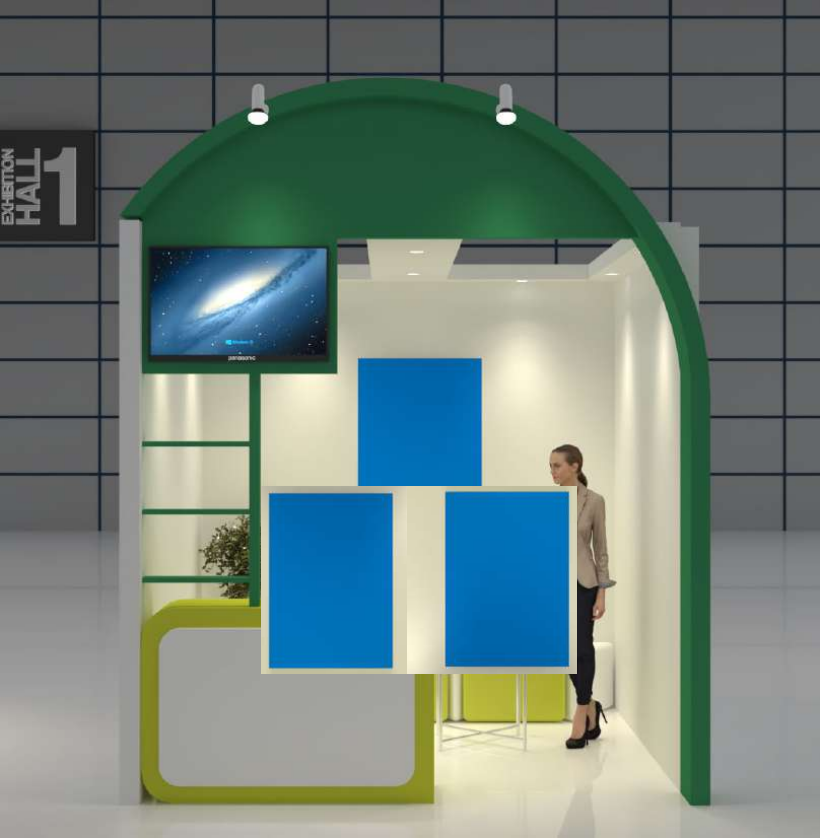
Silver Booth



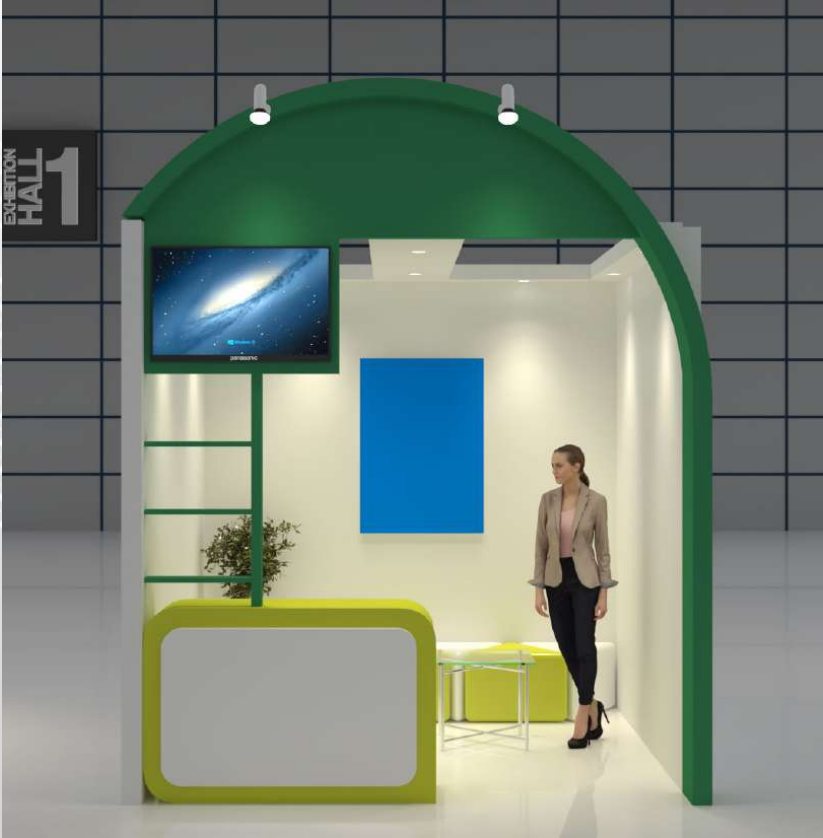


# Booth Template Design

Standard Booth +

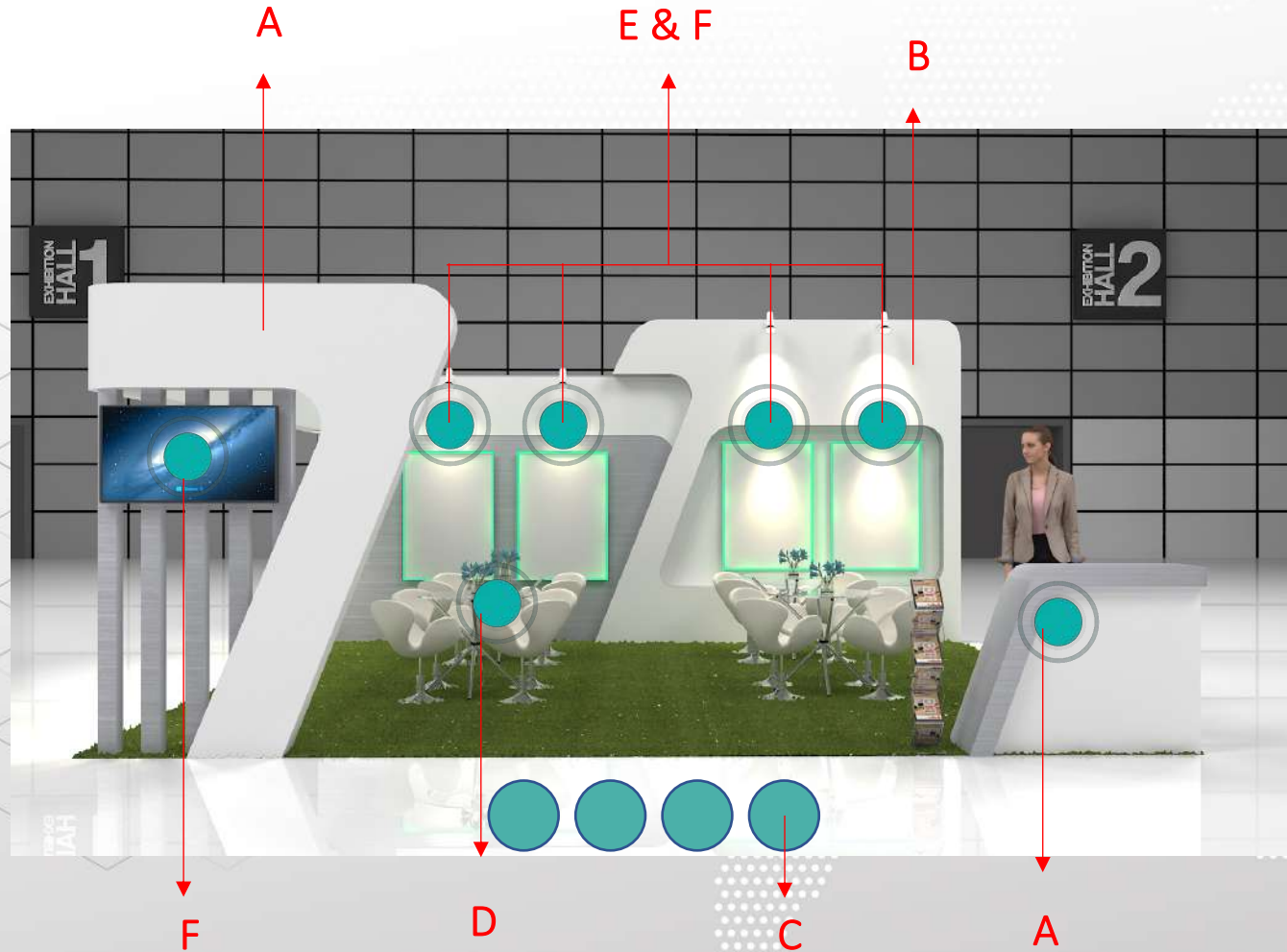


Standard Booth



# Booth Features

## Platinum A

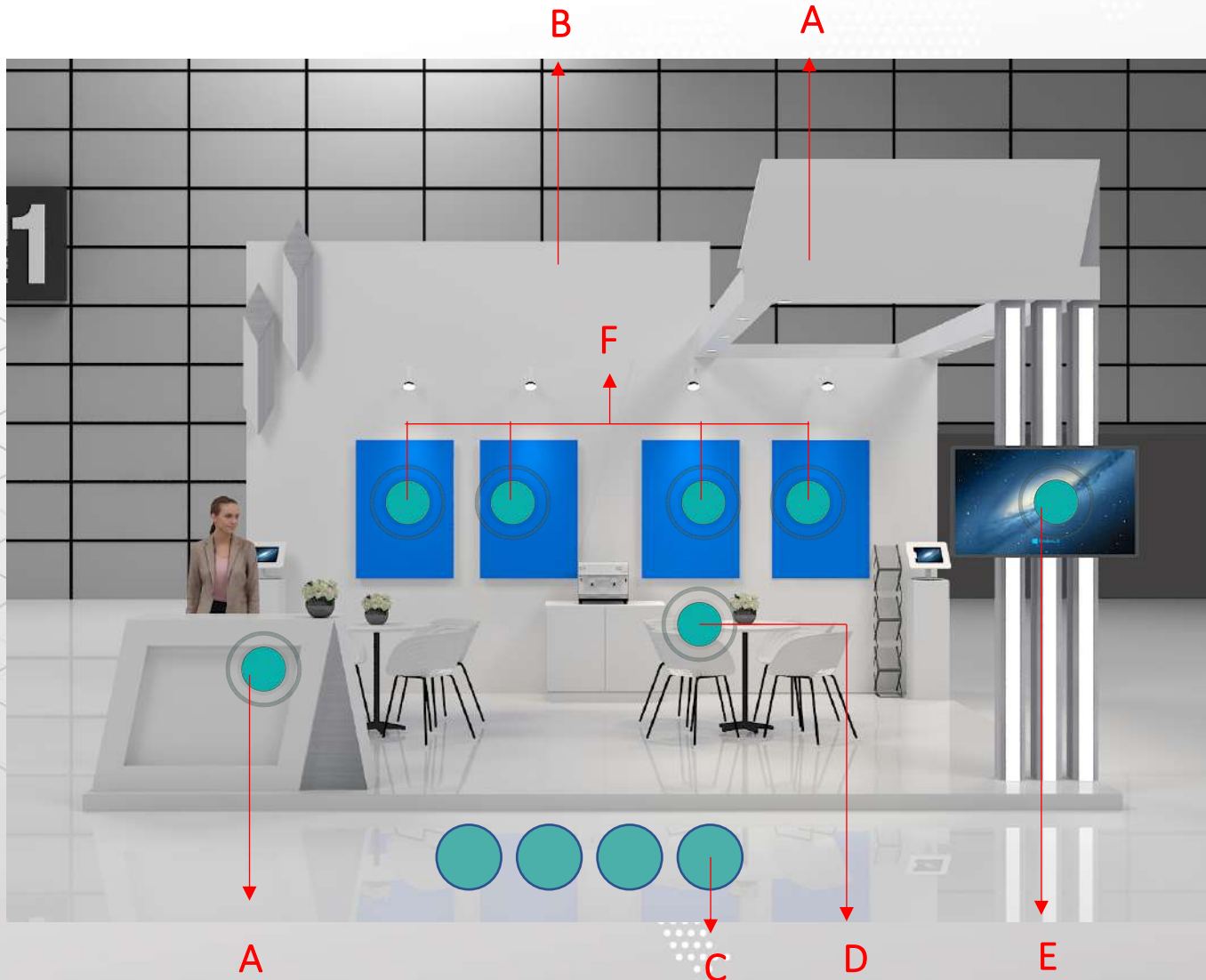


### Booth Include :

- Company Logo (website) **A**
- Company Name **B**
- Live Chat **C**
- Video Chat **C**
- 4 x Download Centre **D**
- Product Video **E**
- 4 x Product Display (with product 360 view if applicable) **F**

# Booth Features

## Platinum B

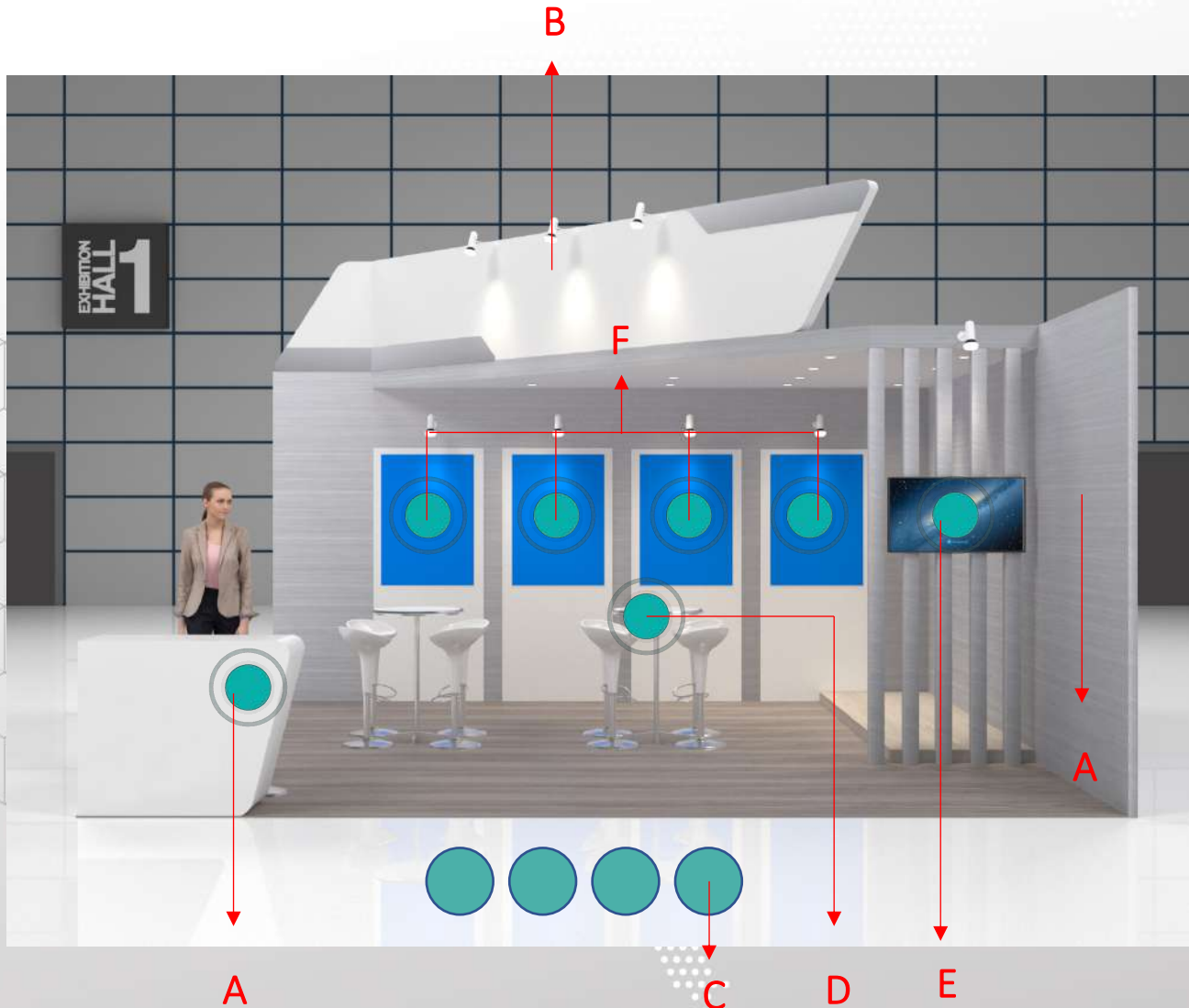


### Booth Include :

- Company Logo (website) **A**
- Company Name **B**
- Live Chat **C**
- Video Chat **C**
- 4 x Download Centre **D**
- Product Video **E**
- 4 x Product Display **F**  
(with product 360 view if applicable)

# Booth Features

## Platinum C

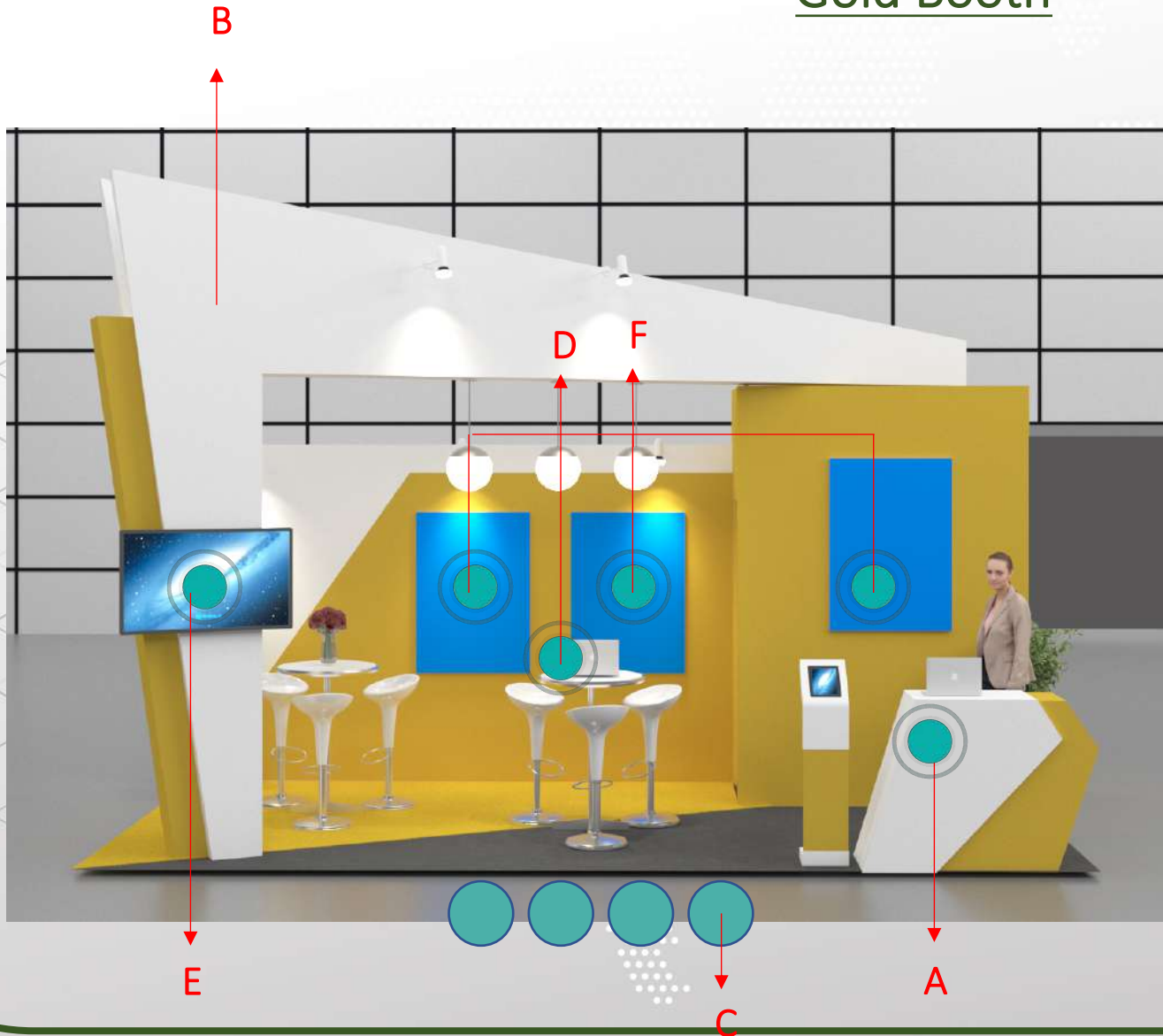


### Booth Include :

- Company Logo (website) **A**
- Company Name **B**
- Live Chat **C**
- Video Chat **C**
- 4 x Download Centre **D**
- Product Video **E**
- 4 x Product Display **F**  
(with product 360 view if applicable)

# Booth Features

## Gold Booth

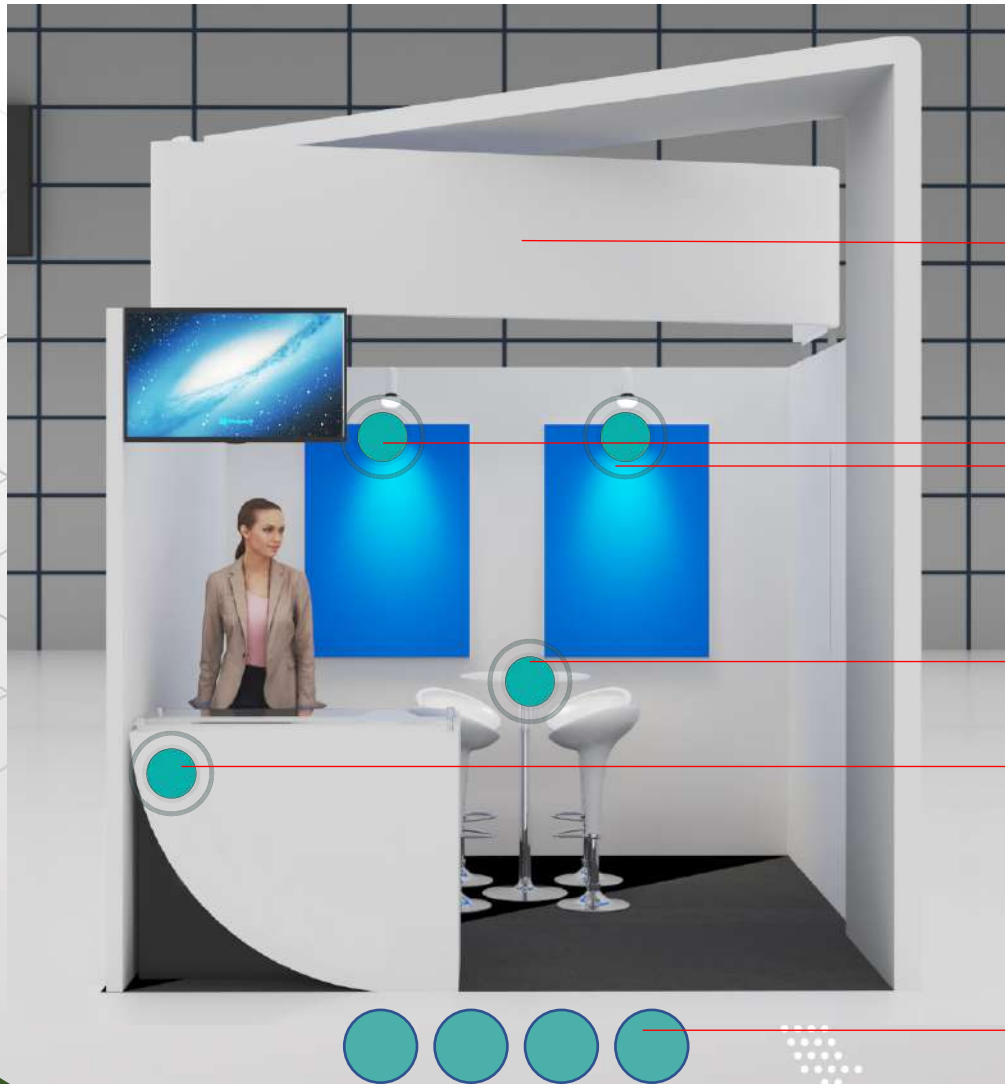


### Booth Include :

- Company Logo (website) **A**
- Company Name **B**
- Live Chat **C**
- Video Chat **C**
- 3 x Download Centre **D**
- Product Video **E**
- 3 x Product Display **F**  
(with product 360 view if applicable)

# Booth Features

## Silver Booth



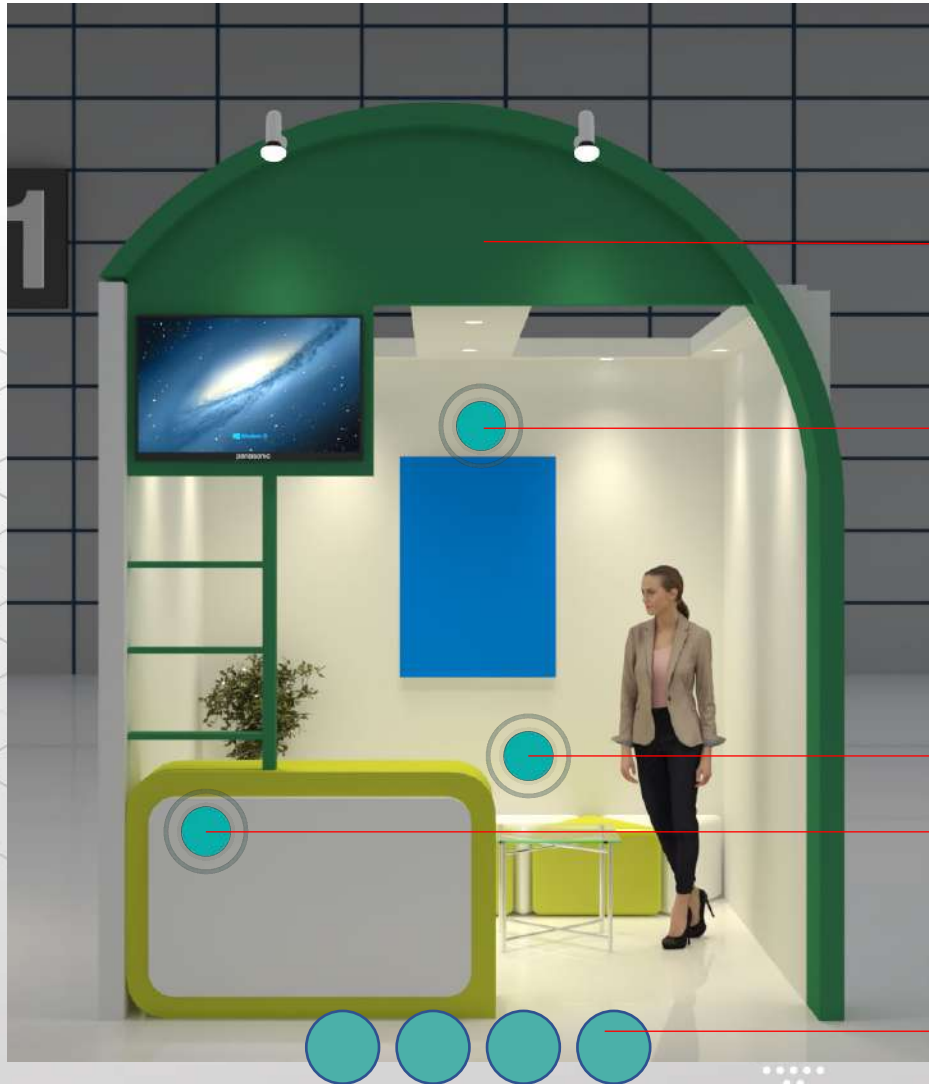
### Booth Include :

- Company Logo (website)
- Company Name
- Live Chat
- 2 x Download Centre
- 2 x Product Display

A  
B  
C  
D  
E

# Booth Features

## Standard Booth



- Booth Include :**
- Company Logo (website) **A**
  - Company Name **B**
  - Live Chat **C**
  - 1 x Download Centre **D**
  - 1 x Product Display **E**

## (1) Log in

- Log into the link provided using your personal login information, which you received by email.
- The following screen will appear:

Welcome to WTDC 2020  
ITA-AITES World Tunnel Congress  
WTC 2020 & 46th General Assembly

ITA-AITES  
**WTC 2020**  
11 - 17 Sep 2020  
Kuala Lumpur, Malaysia

*Innovation and Sustainable Underground  
Serving Global Connectivity*

**WTC 2020 GOES VIRTUAL!**  
**ITA-AITES WORLD TUNNEL CONGRESS  
WTC 2020 & 46TH GENERAL ASSEMBLY**  
11-17 September 2020 | Kuala Lumpur Convention Center, Malaysia

ITA IEM AITES

**Login**

Email or Username

Password

Remember me [Forgotten password?](#)

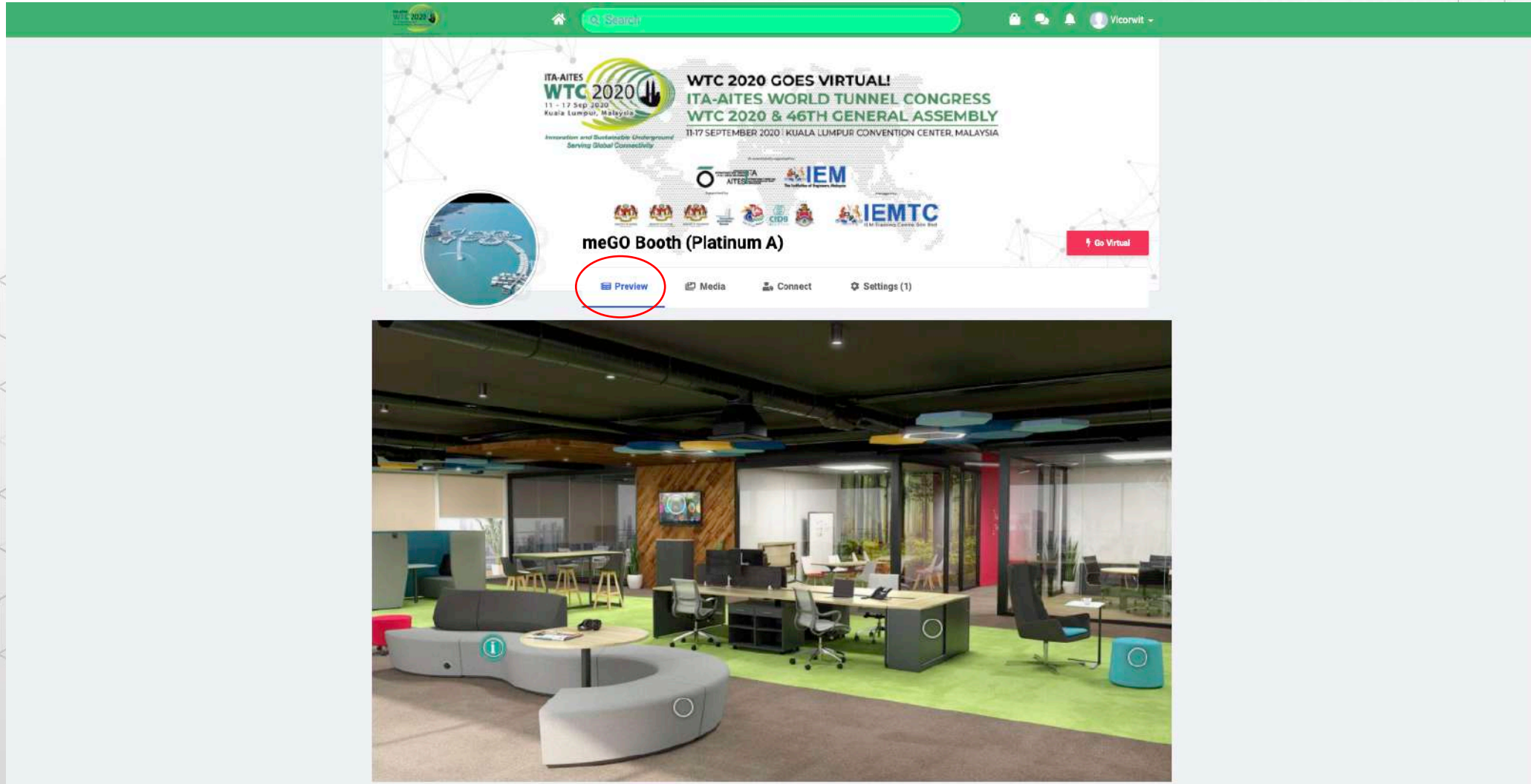
Login

[Not registered? Create an account](#)



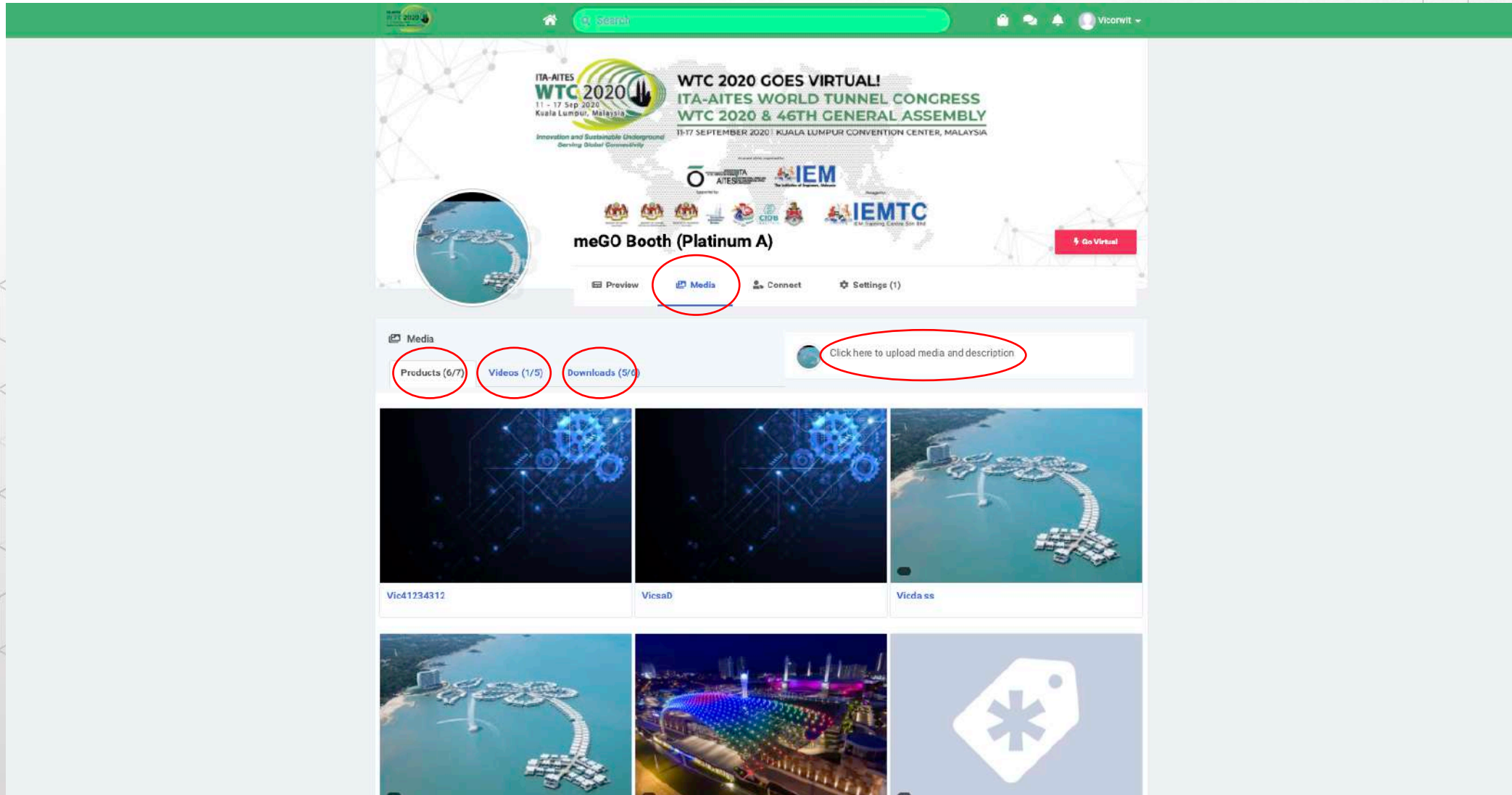
## (2) Virtual Booth Preview

- Click here to view your Virtual Booth in preview mode



### (3) Media

- Click here to edit/upload your media files/documents to be display on the virtual booth



## (4) Booth Info

- Click here to edit/update your business information

The screenshot shows the user interface for editing a virtual booth. At the top, there is a green navigation bar with a search bar and user profile information. Below this is a banner for the event: "WTC 2020 GOES VIRTUAL! ITA-AITES WORLD TUNNEL CONGRESS WTC 2020 & 46TH GENERAL ASSEMBLY". The banner includes logos for ITA-AITES, IEM, and IEMTC, along with the dates "11-17 Sep 2020" and location "Kuala Lumpur, Malaysia".

The main content area is titled "meGO Booth (Platinum A)". Below the title are navigation tabs: "Preview", "Media", "Connect", and "Settings (1)". The "Settings (1)" tab is highlighted with a red circle. On the left side, there is a sidebar menu with options: "Exhibit Settings", "Booth Virtual Settings", "Admins", and "Verification".

The "Exhibit Settings" form contains the following fields:

- Name Your Exhibit:** A text input field containing "meGO Booth".
- Web Address:** A text input field containing "https://wtc2020.mego.events/pages/ mego". Below this field is a note: "Can only contain alphanumeric characters (A-Z, 0-9) and periods (.)".
- Category:** A dropdown menu with "Science and Technology" selected.

A "Save Changes" button is located at the bottom right of the form.

OPTIONAL



# Optional Pricing Structure

SERVICES	QTY	MYR
<b><u>Booth Upgrade</u></b> - Booth Design Upgrade <b>* Important! Kindly design your booth in accordance to the sponsor/exhibitor package.</b>	Per Booth	RM 1,450
<b><u>Exhibitors Login</u></b> - Additional login ID for person in charge / sales representative in exhibitor booth <b>* Important! Max up to 10 logins/exhibitor.</b>	Per Login ID	RM 725

Prices quoted are inclusive of 10% service charge and 6% SST

## Remarks :-

1. Order deadline by **7<sup>th</sup> Sept 2020**. strictly no additional order allowed after the final deadline given.
2. 30% service charge applicable for any amendment made after the order reconfirmation.
3. 100% cancellation fees applicable for any reconfirmed order.

You may place your order here :

<https://esc.klccconventioncentre.com/app85.cshtml?aat=cbWc1qfVrD14gGNwKh72xB3t924dC8R3LhHszUAlwMM%3d>

# TERMS & CONDITION

## 1 Participant Requirements

- 1.1 Access. Your registration entitles you to access to the Virtual Event for which you have registered. Any all other costs associated with your attendance shall be borne solely by you, and Virtual Event shall have no liability for such costs.
- 1.2 Use of Likeness. By participating in the Virtual Event you acknowledge and agree to grant Virtual Event the right at the Virtual Event to record, film, live stream, photograph, or capture your likeness in any media now available or hereafter developed and to distribute, broadcast, use, or otherwise globally to disseminate, in perpetuity, such media without any further approval from you or any payment to you. This grant to Virtual Event includes, but is not limited to, the right to edit such media, the right to use the media alone or together with other information, and the right to allow others to use or disseminate the media.
- 1.3 Virtual Event Content. You acknowledge and agree that Virtual Event, in its sole discretion, reserves the right to change any and all aspects of the Virtual Event, including but not limited to, the Virtual Event name, themes, content, program, speakers, performers, hosts, moderators, venue, and time. Virtual Event content shall be recorded by IEM and will be accessible to paid Participants.

## 2 Prohibited Conduct

**Limitations on Use.** By registering for a WTC 2020 Virtual Events pass you agree not to sell, trade, transfer, or share your complimentary access link and/or code, unless such transfer is granted by the Organizer. By registering for a paid Virtual Event Pass, you agree not to share, sell or trade your access. If IEM determines that you have violated this policy, IEM may cancel your access, retain any payments made by you, report you to law enforcement authorities, and ban you from future Virtual Events.

**Disruptive Conduct.** You acknowledge and agree that Virtual Event reserves the right to remove you from the Virtual Event if IEM, in its sole discretion, determines that your participation or behavior create a disruption or hinder the Virtual Event or the enjoyment of the Virtual Event content by other attendees.

**Recording, Live Streaming, and Videotaping.** Participants may not record or broadcast audio or video of sessions at WTC 2020 Virtual Events.

**Unethical/Non-Compliant Business Practices.** IEM reserves the right to deny participation to anyone who engages in or is reputed to engage in unethical or non-compliant business practices.

In addition to the requirements and prohibitions set forth in this Section 2, IEM may also exclude any prospective participant from registering for or participating in any Virtual Event, in IEM's sole discretion.



### 3. Virtual Event Registration Confirmation

Once you have completed your registration, you will receive your registration confirmation by email. Please ensure that your valid email is entered correctly on the registration form. Be sure to check your junk email box too in case any of your Virtual Event email(s) are caught by spam filters.

You will receive essential information for registered attendees electronically at the email address and mailing address that are provided on your registration form.

### 4. Your Privacy Is Important to Us

“Personal Data” is any information that enables us to identify you, directly or indirectly, by reference to an identifier such as your name, identification number, location data, online identifier or one or more factors specific to your physical, physiological, genetic, mental, economic, cultural or social identity.

#### Personal Data that you give us

We may collect and process the following Personal Data:

- **Contact information**, which you provide when corresponding with us by phone, email or otherwise. This includes information you provide when you participate in discussion boards or other social media functions on our Site and when you report a problem with our Site. The information you give us may include your name, address, email address, phone number, financial information and/or credit card information.

## Personal data we collect from you

With regard to each of your visits to the Site we will automatically collect the following information:

- **Technical information**, including the Internet protocol (IP) address used to connect your computer or device to the Internet, browser type and version, time zone setting, browser plug-in types and versions, operating system and platform;
- **Information about your visit**, including pages you viewed or searched for, page response times, download errors, length of visits to certain pages, page interaction information (such as scrolling, clicks, and mouse-overs), methods used to browse away from the page, and any phone number used to call our customer service number; and
- **Location information**

## Non-Personal Data

We collect information that is sent to us automatically by your web browser and we may use this information to generate aggregate statistics about visitors to our Site, including, without limitation:

- IP addresses
- Browser type and plug-in details
- Device type (e.g., desktop, laptop, tablet, phone, etc.)
- Operating system
- Local time zone

We may use non-Personal Data for various business purposes such as providing customer service, fraud prevention, market research, and improving our Site. Please check your web browser if you want to learn what information your browser sends or how to change your settings.

## **Personal Data that you give us**

We may use Personal Data that you provide directly to us for the following purposes:

- to carry out our obligations arising from your Virtual Event registration, or any other contract entered into between you and us and to provide you with the information, products and Virtual Event registration services that you request from us;
- to organize Virtual Events that you have purchased or registered for, and to provide you with information, and other materials, relating to the content of the Virtual Event, the speakers, sponsors and other attendees;
- to respond to your questions and provide related Virtual Event registration services;
- to transfer your information as part of a merger or sale of the business;
- to ensure that content from our Site is presented most effectively for you and your computer.

## **Information we collect about you**

We will use Personal Data that we have collected about your use of our Site:

- to administer our Site and for internal operations, including troubleshooting, data analysis, testing, research, statistical and survey purposes;
- to improve our Site to ensure that content is presented most effectively for you and your computer; as part of our efforts to keep our Site safe and secure;

## **Selling or renting your Personal Data**

We will never sell or rent your Personal Data to third parties without your opt-in consent.

## When we share and who can access your Personal Data

We may share your Personal Data for the purposes described in this Notice with:

- a member of our group
- partners, suppliers and sub-contractors, for the performance of obligations arising from your Virtual Event registration, or any other contract we enter into with them or you or to provide you with the information, products and Virtual Event registration services that you request from us
- analytics and search engine providers that assist us in the improvement and optimization of our Site
- trusted third-party companies and individuals to help us provide, analyze, and improve the Site and our Virtual Event registration services (including but not limited to data storage, maintenance services, database management, web analytics and payment processing)
- in the Virtual Event that we sell or buy any business or assets, in which case we will disclose your Personal Data to the prospective seller or buyer of such business or assets
- if IEM or substantially all of its assets are acquired by a third party, in which case Personal Data held by it about its customers will be one of the transferred assets.

We will only transfer your Personal Data to trusted third-parties who provide sufficient guarantees in respect of the technical and organizational security measures governing the processing to be carried out and who can demonstrate a commitment to compliance with those measures.

## Selling or renting your Personal Data

We will never sell or rent your Personal Data to third parties without your opt-in consent.

## Security

- Although we use security measures to help protect your Personal Data against loss, misuse or unauthorized disclosure, we cannot guarantee the security of information transmitted to us over the internet.
- All information you provide to us is stored on secure servers.

## 5 Disclaimer of Warranties, Limitation of Liability

- IEM gives no warranties in respect of any aspect of the Virtual Event or any materials related thereto or offered at the Virtual Event and, to the fullest extent possible under the laws governing this Agreement, disclaims all implied warranties, including but not limited to warranties of fitness for a particular purpose, accuracy, timeliness, and merchantability. The Virtual Event is provided on an “as-is” basis. The views, opinions, and positions expressed by the speakers, attendees, or sponsors at the Virtual Event are theirs alone and do not necessarily reflect the views, opinions, or positions of IEM or any employee thereof. Virtual Event makes no representations as to accuracy, completeness, timeliness, suitability, or validity of any information presented by speakers, attendees, or sponsors at a IEM Virtual Event and will not be liable for any errors, omissions, or delays in this information or any losses, injuries, or damages arising from its display or use. IEM does not endorse, and expressly disclaims all liability relating to, any of the products or services provided by speakers, attendees, or sponsors.
- Except as required by law, neither IEM nor its affiliates shall be liable for any direct, indirect, special, incidental, or consequential costs, damages or losses arising directly or indirectly from the Virtual Event or other aspect related thereto or in connection with this Agreement.
- The maximum aggregate liability of Virtual Event for any claim in any way connected with, or arising from, the Virtual Event or this Agreement, whether in contract, tort, or otherwise (including any negligent act or omission), shall be limited to the amount paid by you to IEM under this Agreement.

## 6 Miscellaneous

Virtual Event's failure to exercise any right provided for herein shall not be deemed a waiver of any further rights hereunder. IEM shall not be liable for any failure to perform its obligations hereunder where such failure results from any cause beyond IEM's reasonable control. If any provision of this Agreement is found to be unenforceable or invalid, that provision shall be limited or eliminated to the minimum extent necessary so that this Agreement shall otherwise remain in full force and effect and enforceable. This Agreement is not assignable, transferable or sub-licensable by you except with IEM's prior written consent. A party that substantially prevails in an action brought under this Agreement is entitled to recover from the other party its reasonable attorneys' fees and costs. Both parties agree that this Agreement is the complete and exclusive statement of the mutual understanding of the parties and supersedes and cancels all previous written and oral agreements, communications and other understandings relating to the subject matter of this Agreement, and that all modifications must be in a writing signed by both parties, except as otherwise provided herein. No agency, partnership, joint venture, or employment is created as a result of this Agreement and you acknowledge that you do not have any authority of any kind to bind IEM in any respect whatsoever.