

To: AMEA Vendors

Here is some information that may be helpful to you as you set up your AMEA 2021 Virtual booth.

Use the link sent to you by email (2021 AMEA Professional Development Conference Invites You to Edit: Alabama Music Educators Association). You'll be asked to create an account and choose a password. Log in to begin editing your profile. If you have any problems, need help, or need the email sent to you again, don't hesitate to contact AMEA Executive Director Garry Taylor. Email executive_director@myamea.org or call (256) 636-2754. [Visit the Conference Dashboard](#) and click on AMEA's booth for some ideas.

Set up your booth:

- Main Profile tab - Include a logo and description of your business/institution.
- In the Booth tab - Include photos, bios, contact info, etc. of company/institution personnel
- Products and Services tab
 - Add a PDF or JPG (photo) to your booth
 - Add a link to a website to your booth
 - Schedule a 1:1 meeting or other events (*see below)
- Videos tab
 - Add a video to your booth
 - Include a link to a YouTube video
 - Here's an instructional video on how to upload a video to YouTube <https://www.youtube.com/watch?v=w25FNPlnXXQ>
- Photos tab – Create a photo gallery
- Let's Talk tab – Attendees initiate a chat with vendors.
- Contact Us tab
 - Visitors to your booth may fill out a contact form and, with one click, send it to you by email.
 - Include your contact info, website, social media

*Exhibitors/Sponsors may host :

- Meet and Greet
- 1:1 Meetings
- Happy Hour
- Networking
- Product Showcase
- Etc.

Sign up for Zoom - <https://zoom.us/>

- Free Account (Free forever - no credit card required)
- Host up to 100 participants
- 40-minute maximum group meetings
- Unlimited 1:1 Meetings

Sign up for Calendly (Scheduling App) - <https://calendly.com/>

- Free Account (Free forever - no credit card required)
- One user per free account
- Schedule 1:1 meetings
- Calendar integrations with Google Calendar, Office 365, Outlook, and iCloud
- Zoom, GoTo Meeting, Microsoft Teams integration
- Automated Notifications