

Resource Gallery

Last Modified on 05/30/2022 11:40 pm EDT

The Resource Gallery is a very useful feature that allows you to display almost any kind of resources from your Staff, Presenters, and Exhibitors. These documents can be resources such as document, posters, images, videos, and more.

Attendees can also mark specific resources from the Presenter and Poster Galleries as favorites, and when you select the Favorites filter, only selected presentations are displayed.

It is a great way to provide your attendees the opportunity to browse and discover all resources that you want to share in one place. It can be enabled from four different sources or sections:

Exhibition

When enabled, the Exhibitor Brochure Gallery is added to the Resource Gallery and displays all exhibitors and their available brochures in a searchable grid. Attendees can preview videos or brochures for each stand, view exhibitor details and if the exhibition is live, or jump directly to visit a specific exhibitor stand.

- **Add Exhibitor brochures to Resource Gallery** - select this option to enable the Exhibitor Brochure Gallery to the Resource Gallery
- **Exhibitor Gallery Name** – Enter the name of your gallery here
- **Exhibitor Gallery Instructions** – You can write instructions for how to use the Exhibitor Gallery here

Sessions

When enabled, the Presenter Gallery will be added to the Resource Gallery and displays all documents added to their contact record. Attendees can browse and have a look at presenters' papers to get information before their sessions start.

- **Add Presenters to the Resource Gallery** - click this option to enable the resource gallery for your presenters. When enabled, presenter handouts and videos are added to the Resource Gallery for attendees to access whenever they need
- **Presenter Gallery Name** - enter the name of your Presenter Gallery here
- **Instructions** - enter any instructions for the Presenter Resource Gallery here
- **Document for Gallery** - choose the document type that will be accessible from the Presenter Resource Gallery
- **Number of Documents per Page** - enter the required number of documents per page here
- **Add On Demand Sessions to Resource Gallery** - when selected, all on-demand sessions in your program are added to the Resource Gallery
- **Gallery Name** - Enter the name of your Resource Gallery here
- **Instructions** - enter any instructions for the On-Demand Session Resource Gallery here
- **Number of On-Demand Sessions per Page** - enter the required number of On-Demand Sessions per page here

Poster Sessions

When enabled, the Poster Gallery is added to the Resource Gallery and displays all poster presentations in a searchable grid, across all available poster presentation times. Attendees can preview videos or handouts for each presentation, view presentation information and presentation times.

- **Poster Gallery Name** – Enter the name of your gallery here
- **Poster Gallery Instructions** – You can write instructions for how to use the Poster Gallery here
- **Main Document for the Poster Gallery** – This option lets you choose a video or handout to be accessible in each Poster Gallery card that attendees can watch or access while previewing the poster presentations in the gallery
- **Number of Presentations per Page** - entered the desired number of poster presentations viewable on a single page here

On Demand Sessions

If you create any on-demand video sessions, you can choose to include these sessions in the Resource Gallery. They will appear in their own gallery and are a great way to include access to on demand videos before or after their scheduled times.

Tip: If you create On Demand sessions without a date or time, they will NOT appear in the timeline but will still appear in the Resource Gallery
