



## EXHIBITOR DASHBOARD INSTRUCTIONS FOR SPONSORS AND EXHIBITORS WITH THE PREMIUM BRAND ENHANCEMENT

ATD has partnered with Map Your Show to provide attendees with an interactive floor plan and online planner to assist them with researching exhibitors and planning their time at ATD 2019.

Make sure your online profile is accurate. Use ATD's exhibitor dashboard to manage your online listing—add your contact details, company description, product categories, and show specials—so attendees can learn more about your company. Please use the following instructions to maintain or update your information.

### STEP 1: Accessing the Exhibitor Dashboard

Go to the [ATD 2019 Exhibitor Dashboard](#) and log in with your exhibitor ID, password, and name (enter the name of the person logging in).



### Welcome to the ATD 2019 International Conference & Exposition Exhibitor Section.

Please login with your Exhibitor ID and Password below. If you have problems logging in please contact us toll free at 888-527-8823 or 513-527-8823.

Exhibitor Sign-In	
Exhibitor ID:	<input type="text"/>
Password:	<input type="password"/>
Your Name:	<input type="text"/>
	<input type="button" value="Login"/>
<a href="#">Forgot ID or password?</a>	

powered by m/s

Map Your Show is an official vendor of ATD 2019 International Conference & Exposition

**NOTE: Your exhibitor ID and password can be found in your confirmation letter. If you don't have the original email, you can request your login information by emailing [expo@td.org](mailto:expo@td.org).**

## STEP 2: Getting Started

Once logged in, you will be taken to the opening page of the exhibitor dashboard. On this page you will find a series of tiles. Click on each tile to prepare your booth for the conference. Click the first tile, Update Your Company Information, and follow the instructions to update your company description.

**Activity**  
What is this?

1












Views

0

Clicks

0

Leads

 <b>Update Your Company Information</b> Review and approve your company information by February 11, 2019 for inclusion in the online and print show directories.	 <b>Upload Advertising Content</b> You've purchased the Premium Brand Enhancement. Upload your company logo by February 11, 2019 for inclusion in the online and print show directories.	 <b>Exclusive Online Upgrades</b> Learn how you can increase your visibility, showcase your products, and generate qualified leads.
 <b>Exhibitor Resources</b> <i>Coming Soon!</i>	 <b>Housing</b> <i>Coming Soon!</i>	 <b>Exhibitor Registration</b> <i>Coming Soon!</i>
 <b>Exhibitor Service Manual</b> <i>Coming Soon!</i>	 <b>Calendar of Deadlines</b> <i>Coming Soon!</i>	 <b>Appointments &amp; Messages</b> Set up time slots for attendees to book appointments!
 <b>View Leads &amp; Messages</b> View your leads and emails.	 <b>Share Your Show Presence</b> Generate a shareable link to your online show listing and booth location.	

powered by 

Map Your Show is an official vendor of ATD 2019 International Conference & Exposition

### STEP 3: Updating Your Company Description

Be sure to update and approve your company name, website, web company description (to appear at [www.atdconference.org](http://www.atdconference.org)), print company description (to appear in *TD* and the program guide), and your product categories (limit of three to appear in the program guide and online). **Be sure to click the green Approve Data button when you are finished.**

Once you have reviewed your company information for the printed show directory/web and made any necessary changes, please click the "Approve Data" button below. In order for your listing to appear in the April issue of *TD* and the onsite program guide, you must approve your listing by Monday, February 11, 2019. Listings approved after this date will be included in the addendum.



**Approve Data**

#### Company Information

**Company Name:**  
**Exhibiting As:** ATD Sales  
**Address:** 1640 King St.  
**City:** Alexandria  
**State/Province:** VA  
**Company Email:** info@astd.org  
**Postal Code:**  
**Country/Region:** USA  
**Telephone:** 703-683-8171  
**Fax:**  
**Website:** www.td.org

**Print Company Description:**

**Web Company Description:**

 [Edit Information](#)

#### Administrative Contact

**Contact Name:** Jennifer Broering  
**Contact Email:** jbroering@td.org

 [Edit Information](#)

#### Secondary Contact

You have not entered any information for this section, [click here](#) to add this information.

#### Additional Contact

You have not entered any information for this section, [click here](#) to add this information.

#### Product Categories

**You have not selected any product categories.**

 [Edit Information](#)

#### Show Specials

[Click here](#) to add Show Specials.

powered by  mis

Map Your Show is an official vendor of ATD 2019 International Conference & Exposition

**Note: All print descriptions must be submitted by **February 11, 2019**, to be included in the April issue of *TD* magazine and the printed program guide. Be sure to click the green Approve Data button when you are finished.**

## STEP 4: Adding More Advertisement Content

As a sponsor or an exhibitor who has purchased the Premium Brand Enhancement, you can add additional advertisement content. Return to the opening page and select the second tile, Upload Advertising Content.

**Activity**  
What is this?

1

Views

0

Clicks

0

Leads

<b>Update Your Company Information</b> Review and approve your company information by February 11, 2019 for inclusion in the online and print show directories.	<b>Upload Advertising Content</b> You've purchased the Premium Brand Enhancement. Upload your company logo by February 11, 2019 for inclusion in the online and print show directories.	<b>Exclusive Online Upgrades</b> Learn how you can increase your showcase your products, and generate qualified leads.
<b>Exhibitor Resources</b> Coming Soon!	<b>Housing</b> Coming Soon!	<b>Exhibitor Registration</b> Coming Soon!
<b>Exhibitor Service Manual</b> Coming Soon!	<b>Calendar of Deadlines</b> Coming Soon!	<b>Appointments &amp; Messages</b> Set up time slots for attendees to book appointments!
<b>View Leads &amp; Messages</b> View your leads and emails.	<b>Share Your Show Presence</b> Generate a shareable link to your online show listing and booth location.	

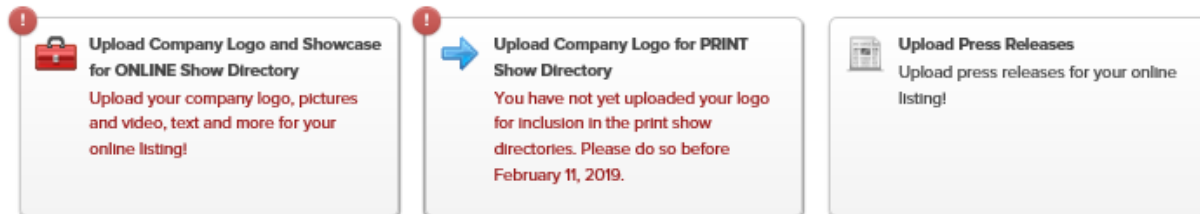
powered by mys

Map Your Show is an official vendor of ATD 2019 International Conference & Exposition

On the next page, you will see three more tiles. Select the first tile to add the **web** version of your exhibitor logo and to manage show features. Select the second tile to add the **print** versions of your exhibitor logo. Select the third tile to upload press releases.

## ATD Sales

Booth(s):



The image shows three rectangular action tiles arranged horizontally. Each tile has a red circle with an exclamation mark in the top-left corner. The first tile features a red briefcase icon and text about uploading logos and showcasing for the online directory. The second tile features a blue arrow icon and text about uploading logos for the print directory, with a deadline of February 11, 2019. The third tile features a document icon and text about uploading press releases for the online listing.

- Upload Company Logo and Showcase for ONLINE Show Directory**  
Upload your company logo, pictures and video, text and more for your online listing!
- Upload Company Logo for PRINT Show Directory**  
You have not yet uploaded your logo for inclusion in the print show directories. Please do so before February 11, 2019.
- Upload Press Releases**  
Upload press releases for your online listing!

powered by  mis

Map Your Show is an official vendor of ATD 2019 International Conference & Exposition

If you are a Platinum, Gold, Silver, or Bronze sponsor, your logo will appear with your online booth description, in the printed program guide, in the April issue of *TD* magazine, on the ATD 2019 Sponsors webpage, and on conference signage. If you have purchased the brand enhancement, your logo will appear with your online and program guide company listing.

**You will be asked to provide three files:** a color EPS file, a black and white EPS file, and a web file. Please be sure to upload all three files to ensure we have what we need to execute the deliverables mentioned above. **All logo files must be submitted by February 11, 2019.**