

FEBRUARY 6-8, WEST PALM BEACH, FL



## EXHIBITOR DASHBOARD INSTRUCTIONS FOR EXHIBITORS

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 TechKnowledge 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 <http://atdtk19.exh.mapyourshow.com> and enter your exhibitor ID, password, and name (enter the name of the person logging in).

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### Welcome to the ATD TechKnowledge 2019 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>




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**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 where you will find a series of tiles. Click on each tile to prepare your booth for the conference.

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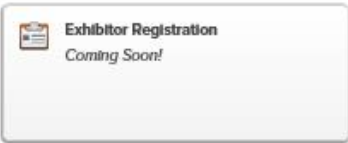
### ATD Sales

Booth(s):


**Activity**  
What is this? 0 Views 0 Clicks 0 Leads




**Update Your Company Information**  
Review & approve your company information by November 9, 2018 for the online and print show directories.



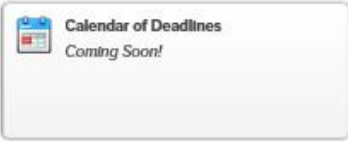
**Exhibitor Registration**  
Coming Soon!




**View Leads & Messages**  
View your leads and emails.



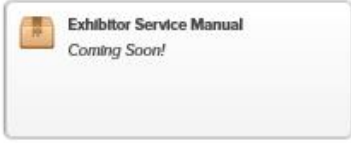
**Exclusive Sponsorships**  
Learn how to track ROI on the ATD website.



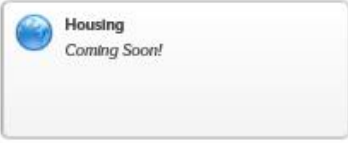
**Calendar of Deadlines**  
Coming Soon!




**TechKnowledge 2019 Exhibitor Website**  
Coming Soon!




**Exhibitor Service Manual**  
Coming Soon!



**Housing**  
Coming Soon!




**Share Your Show Presence**  
Generate a shareable link to your online show listing and booth location



**Statistics**  
How many views, website clicks, and agenda adds do you have?

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### STEP 3: Updating Your Company Description

Click the first tile, Update Your Company Information, and follow the instructions to update your company description. Be sure to update and approve your company address, phone number, email, web company description (to appear at [www.tkconference.org](http://www.tkconference.org)), print company description (to appear in *TD* and the program guide), and product categories (limit of three to appear in the program guide and online).

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## ATD Sales

Booth(s):

In order for your listing to appear in the January Issue of T+D and the credit Program Guide, you must approve your listing by Friday, November 9, 2018. Listings approved after this date will be included in the Addendum.

[Approve Data](#)

### Company Information

Company Name: ATD Sales  
Exhibiting As: ATD Sales  
Address: 1640 King St  
City: Alexandria  
State: VA  
Zip Code:  
Country: United States of America  
Telephone Number:  
Fax:  
Company Email: [jbroering@td.org](mailto:jbroering@td.org)  
Website:

Web Company Description: *Advertise with ATD: - The Association for Talent Development (ATD) represents 40,000 workplace talent development professionals in more than 100 countries globally. - 76% of members manage training budgets of \$100,000 or more annually. - And 79% of ATD members are responsible for developing more than 250 employees. From print, to digital, to event marketing, ATD can connect you to the training and talent development profession. Stop by our booth in Las Vegas to learn more.*

Print Company Description:  
[Edit Information](#)

### Product Categories

You have not selected any product categories.  
[Edit Information](#)

### Administrative Contact

Name: Jennifer Broering  
Email: [jbroering@td.org](mailto: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.

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**Note: For your company description to appear in the January 2019 issue of *TD* magazine and the program guide, this information must be updated and approved by November 9, 2018. Be sure to click the green Approve Data button when you are finished.**