

# atd2020 LEARNING NEVER PEAKS

## INTERNATIONAL CONFERENCE & EXPO

### 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 2020.

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.

#### ACCESSING THE EXHIBITOR DASHBOARD

Go to the [ATD 2020 Exhibitor Dashboard](#) and log in with your exhibitor ID, password, and name (enter the name of the person logging in).



### Welcome to Your ATD 2020 Exhibitor Dashboard!

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>	

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).

## GETTING STARTED IN THE EXHIBITOR DASHBOARD

Once logged in, you will be taken to the home 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?](#)

6

Views

1

Clicks

1

Leads

**Update Your Company Information**  
Review and approve your company information by February 3, 2020 for inclusion in the online and print show directories.

**Exclusive Online Upgrades**  
Learn how you can increase your visibility, showcase your products, and generate qualified leads.

**Housing**  
Secure special housing rates for ATD 2020 by April 24, 2020.

**Exhibitor Registration**  
Click here to register your booth staff for badges.

**Complete Your Notification of Intent to Use An Exhibitor Appointed Contractor (EAC)**

**Upload Your Certificate of General Liability Insurance (COI)**

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

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

## NEW TO THE EXHIBITOR DASHBOARD!

You can now [complete your Notification of Intent to Use an Exhibitor Appointed Contractor \(EAC\)](#), as well as [upload the Certificate of General Liability Insurance \(COI\)](#) for your company or your EAC.

## UPDATING YOUR COMPANY INFORMATION

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 the April issue of *TD* magazine and the onsite printed 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. Any changes made after February 3, 2020 WILL NOT appear in the printed show directory.



Approve Data

### Company Information

Company Name: ATD Enterprise Solutions  
Exhibiting As: ATD Enterprise Solutions  
Address: 1640 King Street  
City: Alexandria  
State/Province:  
Postal Code:  
Country/Region: United States of America  
Company Email:  
Telephone: 703.683.9215  
Fax:  
Website: <http://td.org/enterprise-solutions>  
Print Company Description: ATD Enterprise Solutions creates custom solutions for talent development teams based on the ATD Competency Model. Using a comprehensive suite of ATD resources, our solutions include: on-site training, individual or team learning roadmaps, conference team registration, and ATD Enterprise Membership. Whether your team is small or large and globally dispersed—we can help!  
Web Company Description: ATD Enterprise Solutions creates custom solutions for talent development teams based on the ATD Competency Model. Using a comprehensive suite of ATD resources, our solutions include: on-site training, individual or team learning roadmaps, conference team registration, and ATD Enterprise Membership. Whether your team is small or large and globally dispersed—we can help!

[Edit Information](#)

### Administrative Contact

Contact Name: Amanda Miller  
Contact Email: [amiller@td.org](mailto:amiller@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](#)

### Certificate of Insurance Upload

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

### EAC Form

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

### Show Specials

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

All print descriptions must be submitted by **February 7, 2020**, to be included in the April issue of *TD* magazine and the onsite printed program guide. Be sure to click the green 'Approve Data' button when you are finished.

## ADDING ADVERTISING CONTENT

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



**Activity**  
What is this?



**7**  
Views


**3**  
Clicks


**0**  
Leads


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**Update Your Company Information**  
Review and approve your company Information by February 3, 2020 for inclusion in the online and print show directories.


**Upload Advertising Content**  
You've purchased the Premium Brand Enhancement. Upload your company logo by February 3, 2020 for inclusion in the online and print show directories.


**Exclusive Online Upgrades**  
Learn how you can increase your visibility, showcase your products, and generate qualified leads.

**Housing**  
Secure special housing rates for ATD 2020 by April 24, 2020.



**Complete Your Notification of Intent to Use An Exhibitor Appointed Contractor (EAC)**


**Upload Your Certificate of General Liability Insurance (COI)**


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

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

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** version of your exhibitor logo. Select the third tile to upload **press releases**.

**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**  
Upload company logo for your printed directory listing!

**Upload Press Releases**  
Upload press releases for your online listing!

**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 2020 Sponsors webpage, and on conference signage.

**If you are an exhibitor that has purchased the premium brand enhancement**, your logo will appear with your online and program guide company listing.

**You will be asked to provide (2) files: a color EPS file for print purposes and color JPG or PNG file for web use.** Please be sure to upload both to ensure we have what we need to execute the deliverables mentioned above. **All logo files must be submitted by February 7, 2020.**