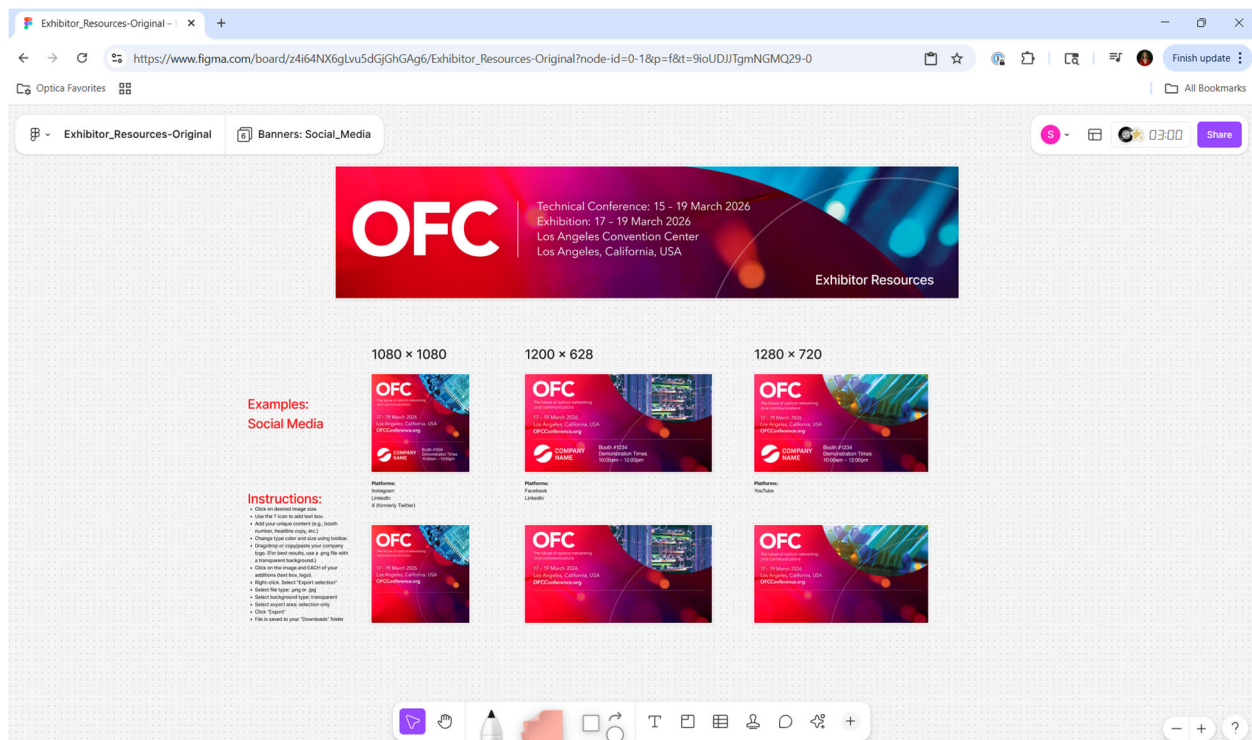


How to Use the Exhibitor Promotional Resource Platform

- 1) Request access by emailing accounts@ofcconference.org. Include your company name and booth number.

PRO-TIP: Submit the email address of your marketing team lead or graphic design lead. This system is designed with their use in mind, but it is also user-friendly for those without marketing or design experience.

- 2) You will receive a return email from accounts@ofcconference.org with a link to the platform. Click on the link to access the Exhibitor Resources.
- 3) The link will lead you to the OFC Exhibitor Promotional Resource Platform, which will look like this:



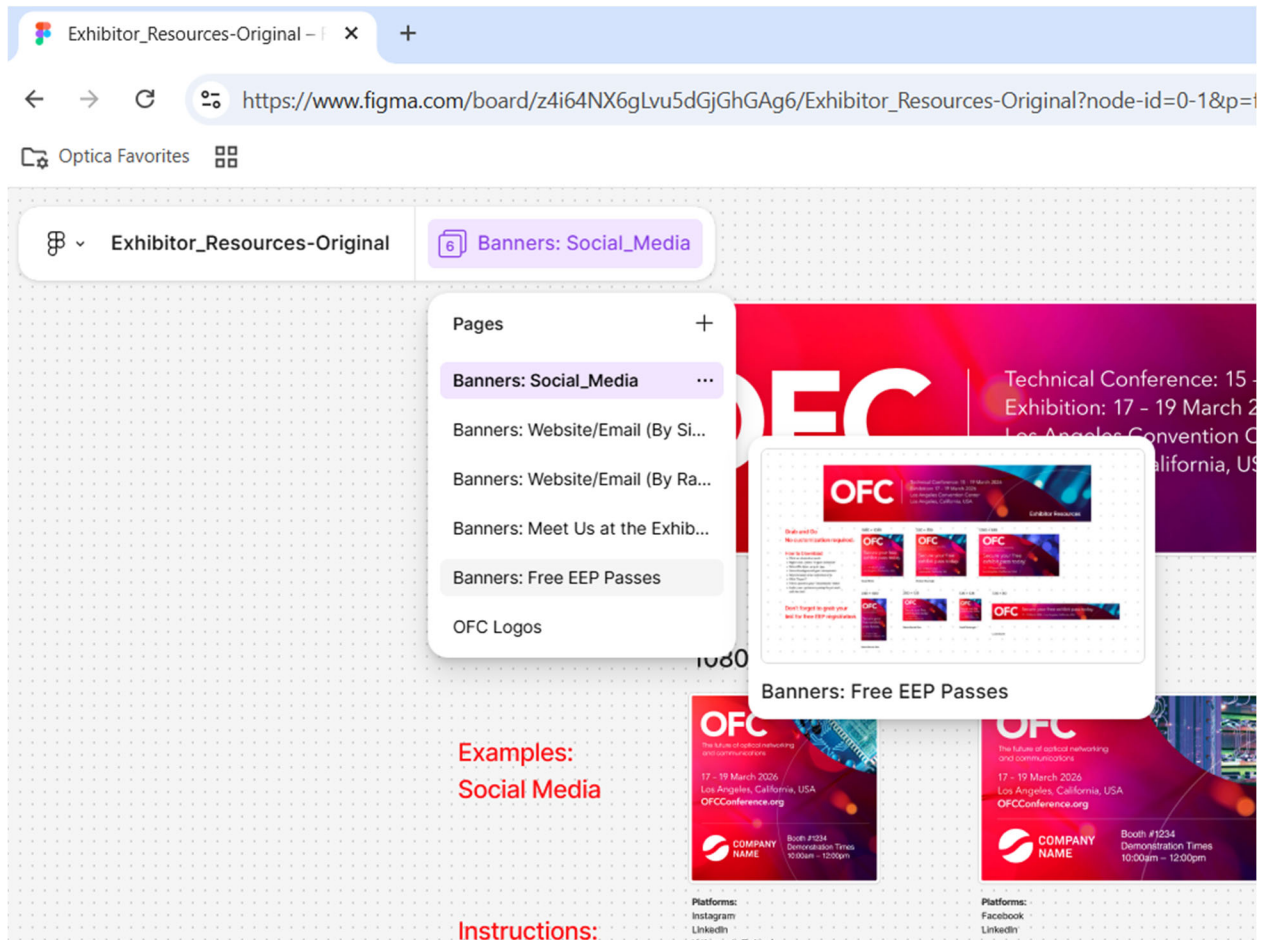
The top row of the page displays examples of what your banners will look like. The bottom row are your own customizable graphics.

- 4) There are four pages of graphics to customize and download –
Banners: Social_Media, Banners: Website/Email (by Size) and
Banners Website/Emails (by Ratio) and Meet Us at the Exhibition.

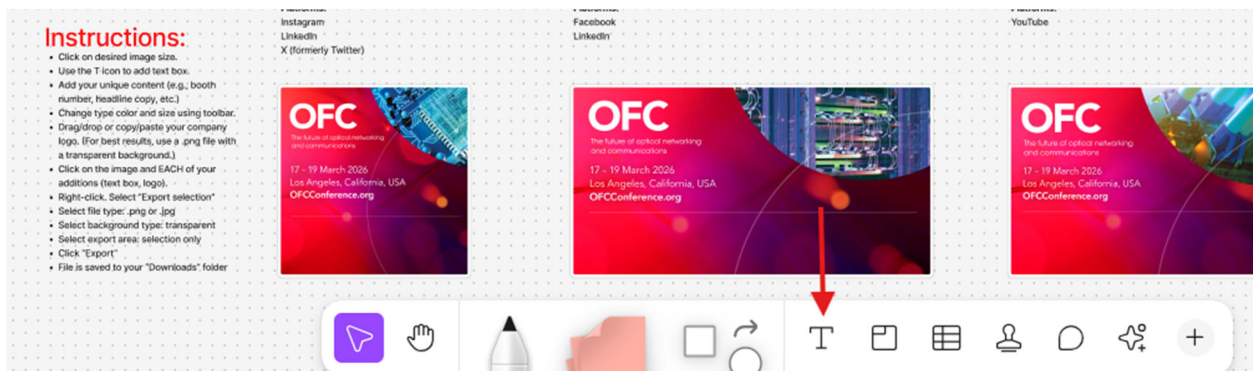
There are also two pages of graphics available for download that do not need to be customized –

Free EEP Passes (Invite Your Customers) and OFC Logos

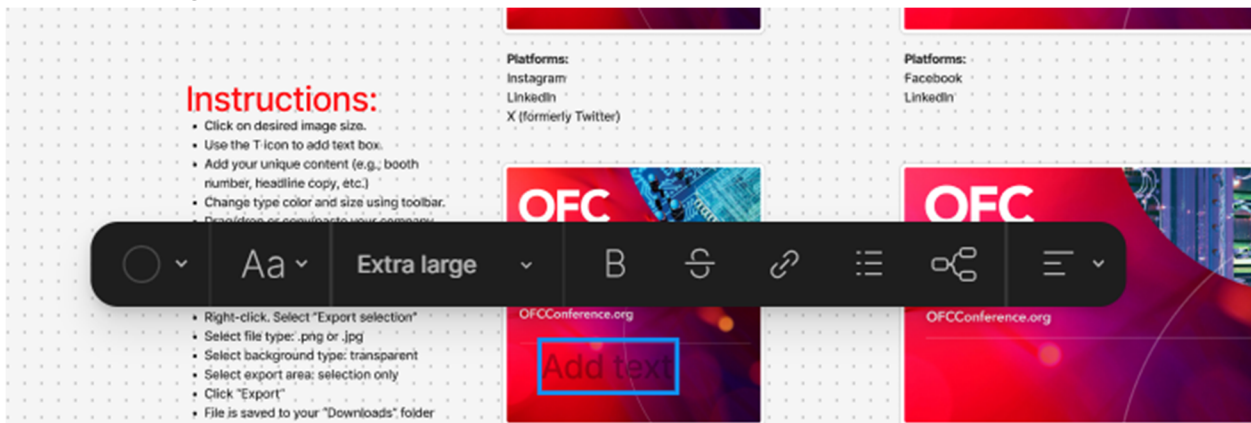
To navigate through the pages of options, simply click on the drop-down menu in the top left-hand corner of the screen:



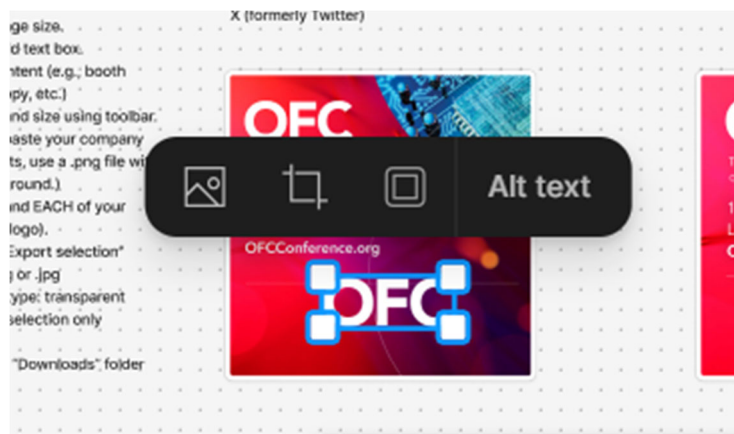
- 5) To customize your graphics, click on the image/banner you want to personalize and use the “T” icon in the toolbar to add a text box. Add your own content, like your booth number or company name.



- 6) You can change the color and size of the type face using the icons in the toolbar widget.



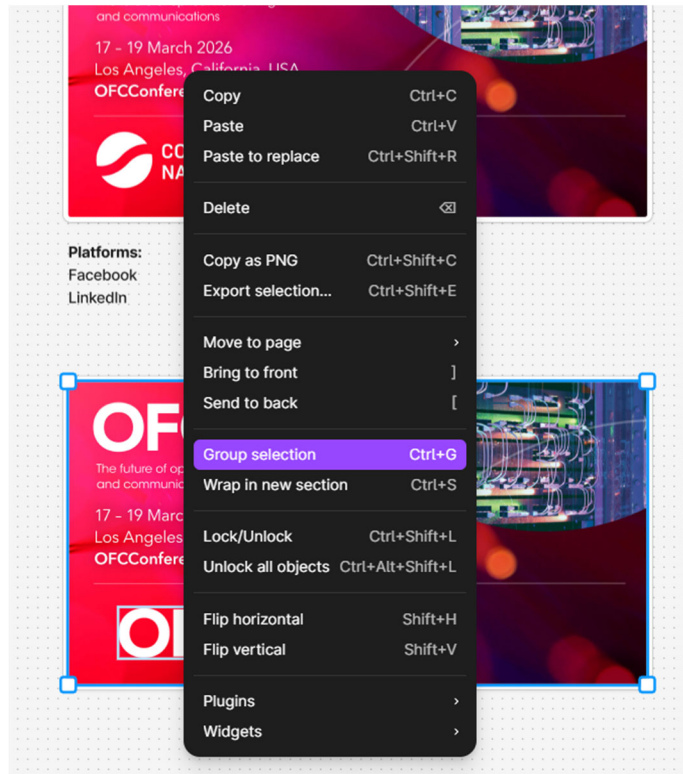
- 7) Drag and drop your company logo into the image. A .png or .svg logo with a transparent background will work best and look the cleanest.



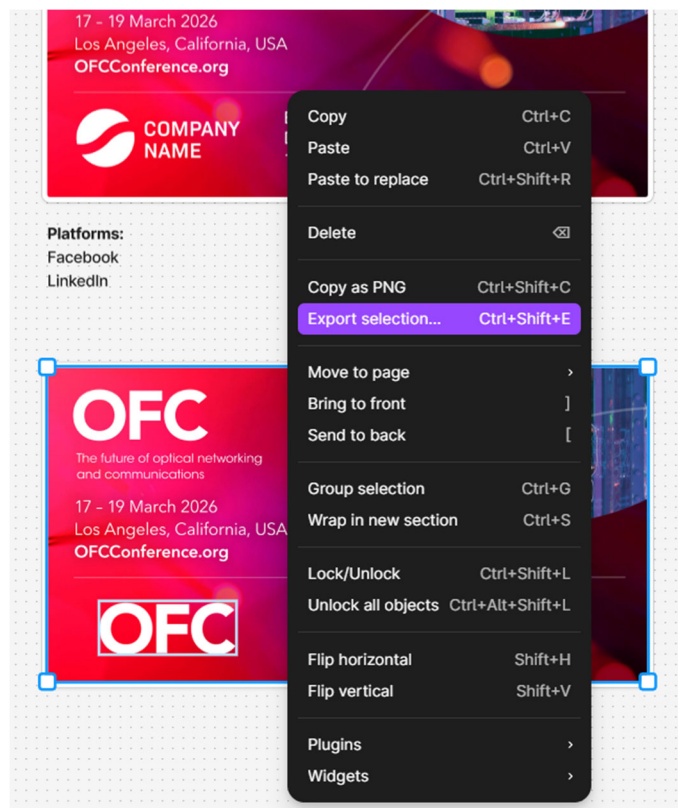
- 8) If a white box appears around your .png logo and it is not visible to you, make sure to toggle the double-lined box highlighted in purple in the first screenshot below. This will allow your logo to be seen without the white box:



- 9) To download your customized images, click on the text box, your logo, and the image itself. Right-click and “Group” the selection.



- 10) Then right click again and “Export selection” (Ctrl + Shift + E). The file should be saved in your “Downloads” folder.



- 11) Once you have downloaded your customized images, use them to promote your company and your booth on social media and your website.
- 12) When downloading the Free EEP Passes, don't forget to include a link to the OFC registration page alongside your invitation graphic. Guide your invitees to register as an EEP registrant, where they can join you on the show floor and explore your booth for free.
- 13) If you need additional assistance, please contact support@figma.com or use the [Help Center](#) to access resources and articles that can help solve any problem.