



Getting Ready for a Virtual Tour

Virtual Meetings Series™ is designed for individuals who wish to consistently connect with their colleagues and clients, even with a limited ability to travel and meet in person. Originally designed out of a necessity to save planners and suppliers time, this virtual product has been pushed to the forefront due a need to stay connected, to make meaningful connections, all from the comfort of their computers.

Imagine a virtual campus where people from all over the world are interacting, meeting new people, connecting with friends, having live group conversations, while being able to move in and out of groups of people. Ultimately having a true feeling of being able to connect even though it's not in person. This is what Virtual Meetings Series™ offers our clients and partners. Via our immersive 3D interactive platform, which took inspiration from the video gaming platforms; you will emerge into a world unlike anything the meetings industry has experienced.

Via your own self-personalized avatar, you are able to move around in a “virtual world” specifically designed for the Incentive Travel, Meetings and Events (ITME) community where both meeting planners and hospitality suppliers can meet, browse, play, educate, and conduct real business.

In preparation for our scheduled virtual tour. I want to share this document to provide some guidance on how to get ready for the walkthrough to maximize our time:

1. Download. Before our schedule tour, please visit <http://www.luxurymeetingsummit.com/virtual-world/> and download the virtual application.
2. Install & Launch. Click the appropriate link to download for PC or Mac. Once the download is complete, double click the downloaded file (VirtualMeetings.exe for Windows or VirtualMeetings.dmg for Mac). Proceed to run the application. (Note: Depending on your devices security, you might get one or two warnings – we recommend overwriting those to complete the process. To see an example, go to the next page).
3. Select Preferences. Once step one and two are complete, you will see an initial configuration dialog box for Screen Resolution, Graphics Quality and Monitor Selection. If you're ok with the defaults, just click “Play!”
4. Create Account. In the login screen, click “Register” and fill out the form. After completing the form, you will return to the log in screen. Use your email and password to login.
5. Customize Your Avatar. Once you re logged in you will be able to personalize your avatar. Use the panel on the left to play around and give your avatar personality. When you are ready, click the green button on the bottom right to enter our Virtual Meetings World!
6. Test Your Microphone. Click on the gear icon on the top right corner and select “Mic Settings” to select your preferred microphone and view the sound settings. To reduce echo or feedback, we recommend using a headset or earbuds.

By following the steps above you'll be set to start exploring the Virtual Meetings World and experience a whole new way in which we plan to host events for meeting planners and hoteliers to connect.

P.S. Meanwhile you are there feel free to say hi – our team members and visitors from other organizations will be coming and going – just like a real event venue.

PC Warning Example: Click “More Info” and then “Run Anyway”.

