



THE  
MARYLAND  
MUNICIPAL  
LEAGUE

# Maryland Municipal League Virtual Fall Conference October 8 - 9, 2020

Please provide the following **to appear in your virtual booth profile:**

**Company name:** \_\_\_\_\_

**Company Description (200 words or less):**

\_\_\_\_\_

**Website:** \_\_\_\_\_

**Social Media Links:** \_\_\_\_\_

**Facebook:** \_\_\_\_\_

**Youtube:** \_\_\_\_\_

**Twitter:** \_\_\_\_\_

**Booth Contact Email:**

\_\_\_\_\_

**Booth Contact Phone:**

\_\_\_\_\_

Booth Contact Person Name: \_\_\_\_\_

Booth Contact Person Email: \_\_\_\_\_

\*You must also register the booth contact person if they are attending the conference\*

Please register each (2) of your booth staff members → **HERE**

If currently unavailable, booth staff names may be emailed to [MML](#) before September 30.

Optional items for your booth profile, please email to MML by September 30.

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**Logo** - A high resolution of your logo, higher resolution the better. Please attach in an email with the rest of the information, [jpgs preferred](#).

**Chat/Zoom Room** – Chat/Zoom Meeting rooms are a great way to engage attendees face to face virtually. Rooms/Meetings are set up by you on any platform you choose, Zoom and Microsoft Teams are preferred. These may be open any time during the conference however dedicated chat room times can be found on the schedule here →

<https://www.mdmunicipal.org/DocumentCenter/View/7512/FC-2020-Program-81120>

This is optional and is essentially a virtual meeting where attendees can move through chat rooms during the day. Email the meeting link, meeting ID, date, time, to your chat or zoom room to MML by September 30.

Attendees will be participating in a full conference schedule. Chat room traffic is not expected to be high while other sessions are in process. We suggest chat room are set up during the following dedicated time slots:

Thursday, October 8  
Noon – 1:30 pm  
3:00 – 4:00 pm

Friday, October 9  
11:15 - noon

The app may be utilized to promote your chat room directly to the attendees. Offer prizes, highlight products, and arrange one on one meetings

Link: \_\_\_\_\_

Meeting ID: \_\_\_\_\_

Date: \_\_\_\_\_

Time(s): \_\_\_\_\_

**Virtual Booth Contents** - Send items such as photos, videos, company description, documents, or links to these items to me at [MML](#) to be included

in your virtual booth profile. Virtual booth profiles will be listed as part of the expo directory. Visitors will see your logo, your contact information, and items you want your clients to see, a document, a video, product description, links to videos or documents, chat/zoom room information, prize/swag opportunities, etc. Sample directory profiles may be seen [here](#).

When sending items for the profile please label them with your organization's name so that visitors know what is in the document.

- If sending videos: the embed code and/or link to the video must be provided (2 videos max.)
- If sending documents/photos: (5 documents max).
- Company description: Word doc, 200 word maximum, may include links
- Chat room details: Provide meeting link, meeting ID, date, time(s)

All items are due by September 30. Please email to MML.

The key is to show Maryland officials you are here.

Are there more booth benefits?

**Enhance your booth presence. Become a sponsor!**

**Sponsorships include a booth, comp ads, session branding, registrations, attendee lists, and more. Link to sponsor opts below:**

**[CLICK HERE FOR SPONSOR OPPORTUNITIES!!!](#)**