

JUNE 24 - 25, 2021
NORFOLK, VIRGINIA

2021 NAVY CONTRACTING SUMMIT

Virtual Exhibit Instructions

We look forward to your virtual participation in the annual Navy Contracting Summit. In preparation for the event, please read the following document in its entirety.

(202) 552-0179

Marketing@defenseleadershipforum.org

www.usdlf.org

AGENDA

All Virtual Attendees, Sponsors, and Exhibitors are encouraged to engage with each other through the Event App – before, during, and after the event.

May 28 – June 15: **EDIT YOUR VIRTUAL PROFILE**

Wednesday, June 16: **WHOVA EVENT APP GOES LIVE**

Thursday, June 24

8:30AM – 12:00PM: General Sessions (Live Stream)
12:00PM – 1:00PM: Break for Lunch
1:00PM – 4:00PM: General Sessions (Live Stream)
4:00PM – 5:30PM: Virtual Matchmaking via Whova App

Friday, June 25

8:30AM – 12:00PM: General Sessions (Live Stream)
12:00PM – 1:00PM: Virtual Matchmaking via Whova App

*Schedule subject to change.

CONTACT INFO

Defense Leadership Forum

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We look forward to your participation!

General Information

The 2021 Navy Contracting Summit is a hybrid event allowing for in-person and virtual attendance. All participants will have access to the virtual event platform to set up an individual virtual attendee profile. Instructions on how to download the event app and set up your attendee profile will be sent out in a general attendee update email. Virtual Exhibitors will also set up their virtual exhibit profile between May 28-June 15. See details below.

Virtual Exhibit Profile Set-Up

To maximize your ROI, we invite you to edit your exhibitor profile on our official digital event platform, Whova. You will receive an email from us with an individual link to edit your virtual profile. If you have not received your link by June 1st, please email us at marketing@defenseleadershipforum.org. **Be ready to go live with your virtual profile by JUNE 11.**

By setting up your virtual profile, you can better showcase your company and your products/services to attract both, in-person and virtual visitors to your virtual booth.

We highly recommend that you:

- Upload your organization/company logo
- Upload a company video (up to 100MB)
- Upload capability statements and literature regarding your products and services
- Schedule live info sessions or demos
- Provide coupons, giveaways, raffles to generate more leads. Stay tuned for more details on the “Exhibitor Passport” contest.
- Engage with attendees via in-app messages, community board, group chat, business card exchanging, Twitter outlet, etc. (before, during and up to 3 months following the Summit).