CLIENT PROJECT REQUIREMENTS

Introduction:

Below is a list of requirements for all objects that can be used in your new virtual environment.

We have established these guidelines to streamline the process for all parties involved and to ensure the highest level of quality both in aesthetics and functionality of the final product.

Keep in mind if you have any questions about the terminology or concepts listed below, feel free to reach out, we are here to help!

General Graphic Requirements:

- All graphics should be supplied in RGB color mode (any other color mode will not appear correctly).

- If you would like to integrate the look of your existing web presence, please supply us with any icons, logos, images and any other items you have that we can use in your new interactive virtual environment.

- All files that you plan on sending should be sent in formats and resolutions listed here. If your file does not fit the requirements please contact us, we will review the file(as) and let you know if it is in fact usable.

  Icons: Highest resolution possible, .jpg or .png (for transparency functionality) or Illustrator vector file saved as .eps

  Forms: (Contact, Survey, Registration, etc...) Provide all field titles you would like to be included, in the order you would like them to appear on the final form. Please provide each form as a separate word file, labeled accordingly.

  Logos: Highest resolution possible, .jpg or .png (for transparency functionality) or Illustrator vector file saved as .eps

  Images: Highest resolution available, .jpg, .png, .tiff, .psd

  PDF files: Highest resolution available, if being used as a downloadable document make sure file size is 8.5" w x 11"h

  Audio files: .mp3 format, send each audio file as a separate document, labeled accordingly

  Video file: Highest resolution available, must be mp4 format

  360 image files: Highest resolution available, .jpg or .mp4 format

  360 video files: Highest resolution available, must be .mp4 format

  Please note anything listed above saying "highest resolution available" does not guaranty your file will be usable. We will contact you asap if the quality is not up to par for your virtual environment.

Video Link:

All video links supplied must be hosted on a safe and reputable platform, preferably YouTube, Vimeo or your own web site. All video links should not be password protected unless you want to restrict access. If you want restricted access, please inform us. We will create a warning note or label indicating that in the environment.

Social Media Link:

Provide verified link to your social media platform. If preferred to use social media icon matching your web presence, supply as listed above.

Web Site Links - URLs:

All URL links supplied must be hosted on a safe and reputable platform. All links should not be password protected, unless you want to restrict access. If you want restricted access, please inform us. We will create a warning note or label indicating that in the environment.

Chat and Message Services:

Provide the working script for your Chat or Message Service. This code will be embedded into the environment for a seamless experience. This script is normally available within your service interface. Your IT Department or Service Provider will be able to point you to that script. If you do not have Chat or Message Service and would like to, we can assist you in finding a reliable service.

Zoom Meeting or ZOOM Rooms:

Provide link and credential code (if required) to your Zoom corporate landing page or Zoom Room(s). We will integrate into the environment. The use of Zoom.ai or other Zoom integration aps are available. Provide link and credential code or script required for integration.

Live Streaming:

Provide link to your Live Stream.
For security reasons, we only accept live streams from platform such as Facebook, YouTube & Periscope, or if hosted directly from your web site.

Passwords:

We can control and restrict any area to approved visitors. Let us know the areas you want restricted and the types of restrictions. We will supply login information to the corresponding areas and criteria for you to have full control.

VIRTUAL EXHIBIT SOLUTIONS
EMBRACE THE FUTURE

631.471.8701
www.virtualexhibitsolutions.com