



We are excited to launch the 2024 Exhibitor Hub and request that you follow the outlined steps below for logging in and successfully setting up your profile listing. Your profile listing information will be used as your online presence and on the mobile app. **Please complete this process at your earliest convenience as the deadline for the mobile app listing is Friday, March 15, 2024.**

### LOG IN

1. Go to <https://immunology24.myexpoonline.com/home>.
2. Click the “Exhibitor Login” button.
3. Enter your email and click “Create/Forgot Password” You must enter your AAI Booth Contact email address. An email will be sent, and you will need to create a password. If you are not the booth contact we have on record, you will not have access to create an account.

A screenshot of a web browser window titled "Login" with a close button (X) in the top right corner. The form contains two input fields: "Email Address" and "Password". Below the "Password" field is a checkbox labeled "Remember me" and a blue link "Create/Forgot password". At the bottom of the form is a dark purple button labeled "Login".

4. Enter your email address in the new window and click “Submit.”

A screenshot of a web browser window titled "Forgot password?". Below the title is a paragraph: "If you have forgotten your password or need to set a password, you can use this form to reset or set it. You will receive an email with instructions." Below this is a label "Email Address" and a single input field containing the text "Email Address".

5. You will receive an automated email from IMMUNOLOGY 2024 ([admin@smallworldlabs.com](mailto:admin@smallworldlabs.com)) to create your password. Click the “Reset Password” link in that email.
6. Create your password and click “Reset Password.”
7. Return to login page at <https://immunology24.myexpoonline.com/home> and log in with your email and new password.
8. Once logged in, click “Company Profile” in the top navigation bar. This is where you will access your company profile listing.

## ADD COMPANY INFO ON THE COMPANY PROFILE PAGE

1. Add a company or product logo and banner. Click the three dots in the top right corner of the banner and click “Add Logo” and “Add Banner.”

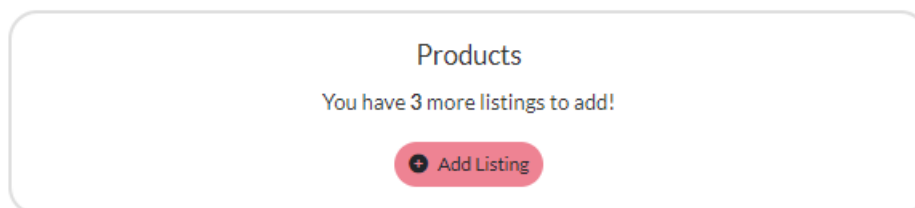
- Logo Specifications:
  - 360px wide x 360 px high
  - png or jpg files only
- Banner Specifications:
  - 1440 px wide x 360 px high
  - png or jpg files only



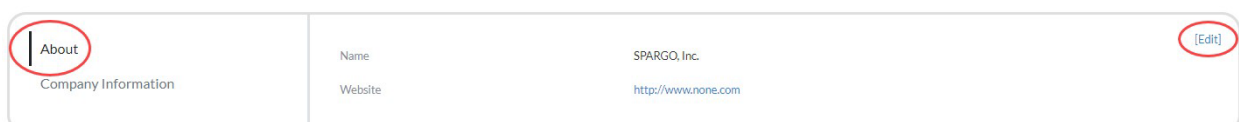
\*If you have upgraded to a [Featured Exhibitor Listing](#), click on “Add Featured Listing Logo (must be a Featured Exhibitor)” to upload the corporate logo (360x360 pixels) that will appear on your Featured Listing tile.



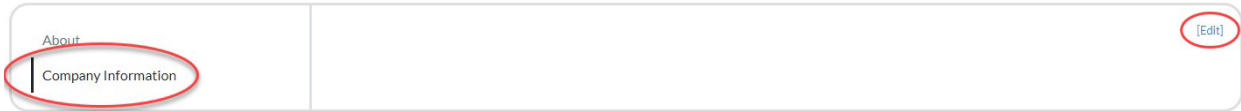
Featured Exhibitors will also have a section below the banner to add their products. Click “Add Listing” and complete the information requested for each product.



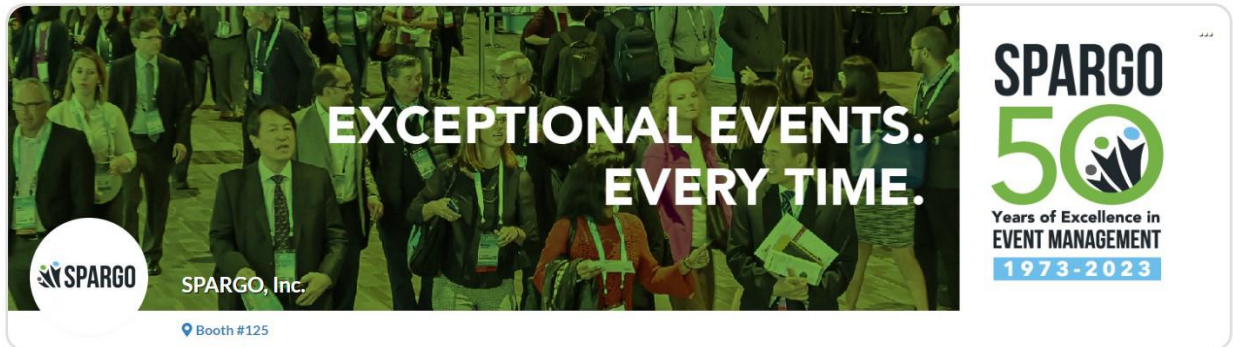
2. In the **About** section, you will add your company description (maximum 500 characters including spaces and punctuation), website URL, and product categories. Click “Edit” in the right corner to start making edits.



3. In the **Company Information** section you will add your company details. Click “Edit” in the right corner to start making edits.



4. Once you’ve completed each section, be sure to click “Save.”



We are here to help! For questions regarding your company listing please contact:

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