

## Brilliant Events with Zwoor.com

### Easy Meetings with zwoor.com

This document outlines the steps involved in creating a new meeting using **zwoor.com**.

Creating a meeting that will look just like the one below is an easy task. Instructions on how to create your own meeting are provided in this document.

The screenshot displays a mobile-style interface for a Zwoor.com event. On the left is a vertical agenda for 'Day 1 | Jan 15, 2012' with items like '07:45 - Registration Open' and '08:00 - How to Get the Most Out of Your Trade Show Experience'. The main content area features a title 'How to Get the Most Out of Your Trade Show Experience' with a time of '08:00 - 08:30'. Below the title is a placeholder image for the 'ASI SHOW' logo. To the right of the image is a speaker profile for Matthew Cohn, Vice Chairman of the ASI Family of Companies, with a 'Speaker bio' button. Below the speaker profile is the event location: 'Orange County Convention Center, 9800 International Drive, Orlando, FL 32819, (407) 685-9800'. At the bottom right, there is a 'Materials' section with links for 'LinkedIn Profile' and 'Session Materials @fingertips'. A 'Rate this' button is located below the main text. Navigation arrows and a '2 / 9' indicator are at the bottom.

**ZWOOR**  
Event HD

**The ASI Show Orlando**

Agenda Speakers Materials Places

**Day 1 | Jan 15, 2012**

07:45 - Registration Open

08:00 - How to Get the Most Out of Your Trade Show Experience

08:30 - Ad Specialty Crash Course: Your Ultimate Guide for Success

09:45 - Build a Hard-Hitting Marketing Plan Today

11:00 - Powerful Prospecting: Double Your Client List in 30 Days\*

12:15 - Distributor Success Lunch: Sell to the Industry's 5 Biggest Ma...

13:30 - 10 Ways to Win Clients fo...

14:45 - Reel in the Big Fish: Close

**How to Get the Most Out of Your Trade Show Experience** 08:00 - 08:30

**ASI SHOW**

**Speaker**  
**Matthew Cohn**  
Vice Chairman of the ASI Family of Companies  
[Speaker bio](#)

**Place**  
**Orange County Convention Center**  
9800 International Drive  
Orlando, FL 32819  
(407) 685-9800

**Materials**

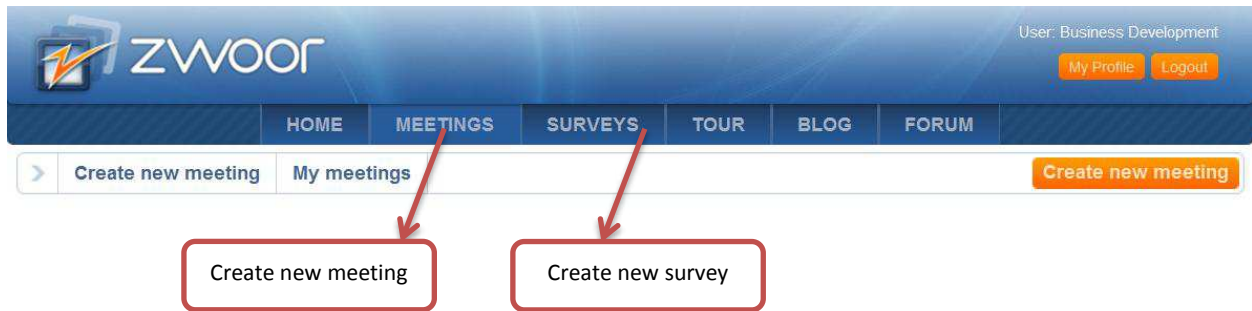
[LinkedIn Profile](#)

[Session Materials @fingertips](#)

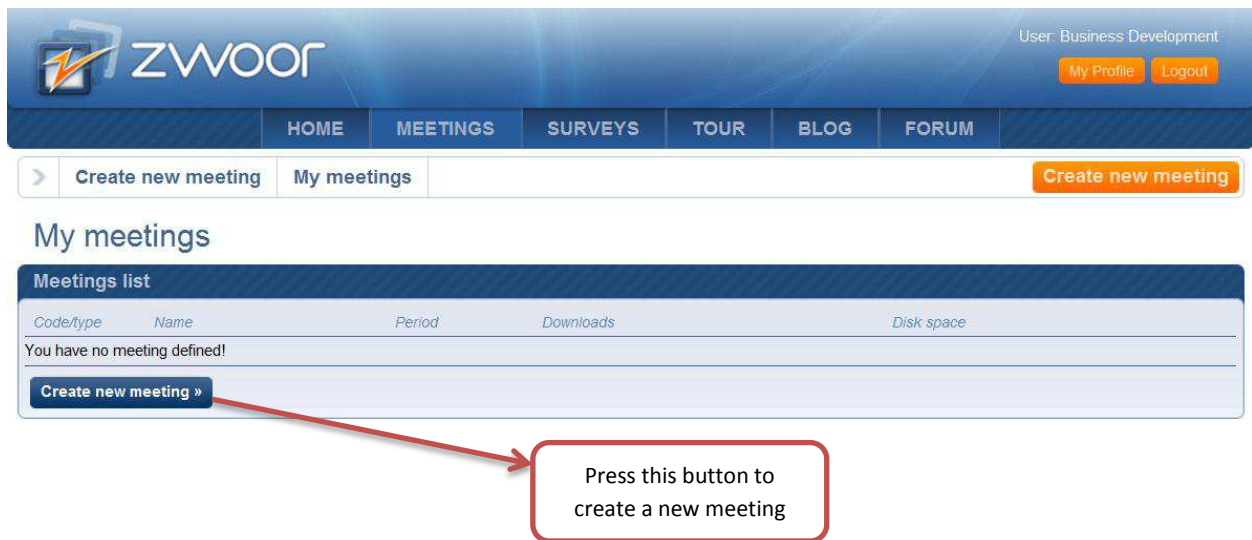
[Rate this](#)

2 / 9

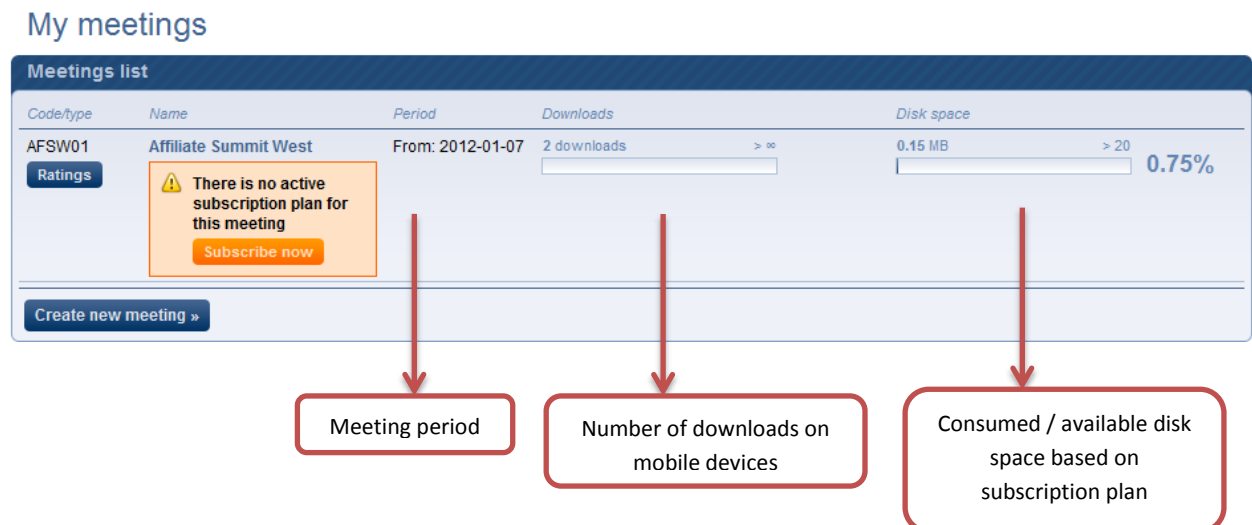
In order to create a new meeting or a survey, you must first create an account on **zwoor.com**. Once logged-in on **zwoor.com**, choose the *Meetings* tab.



### 1) Steps to create a new Meeting using **zwoor.com**



A list of previously created meetings is displayed for existing **zwoor.com** users.



# Create a Meeting

**Meeting details**

|              |   |
|--------------|---|
| Title        | Affiliate Summit West   |
| Code         | ASW01   |
| Description  | Affiliate Summit West   |
| Organized by | Affiliate Summit  |
| Start date   | 2011-12-29  |
| Picture      |  |

[Upload a file](#)

Enter a title for this meeting

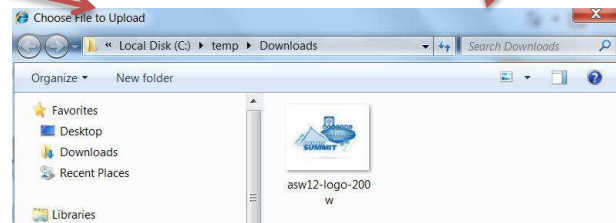
Enter a code for this meeting (free text - 6 char)

Enter a short description this meeting

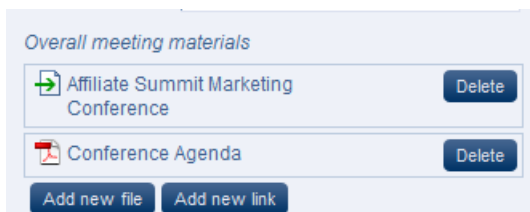
Enter a meeting organizer

Enter starting date for this meeting  
(Start Date cannot be in the past)

Upload a logo for the meeting organizer.  
Use the navigation window for selecting  
the file to be uploaded.





The menu options below allow meeting organizers to include overall meeting materials. This could include general conference information, exhibitors/sponsors, travel information, etc. Various types of files are supported as well as direct links to other online resources.



1. Press "Add new file" to add a new file.
2. Press "Add new link" to add a hyperlink.
3. Press "Delete" to remove a file that has been already uploaded.

Start date: 2011-12-29

Picture: 

Map image: 

Main venue: Caesars Palace

Address: 3570 Las Vegas Blvd S, Las Vegas, Nevada 89109 (702) 731-7110 ()

Upload a logo for the meeting organizer

Upload an image that shows the exact location for this meeting (Please make sure you include the copyright section of the map when using maps.google.com)

Maintain main address for this meeting location

Overall meeting materials

- Conference Agenda [Delete] [Change]
- Affiliate Summit Marketing Conference [Delete] [Change]

[Add new file] [Add new link]

Ratings: Enabled [Edit]

Advertising: Enabled [Edit]

Security: Public  
Any user can have access to this meeting. [Edit]

Insert overall meeting materials

Enable/Disable Ratings for meeting presentations

Enable/Disable Advertising Banner

Control security settings for this meeting.

Security

- None: Any user can have access to this meeting.
- Domain validation: Only users from this domain will be able to access the meeting information.
- Invitation: Only users listed here be able to access the meeting information.

[Cancel] [Save]

### Meeting editors

*There are no main admins defined.*

Name

Email

Define meeting editors / administrators

### Meeting subscription

**Unlimited downloads, maximum 20 MB disk space**  
*There is no active subscription plan for this meeting*

2 downloads  > ∞

0.15 MB  > 20

**0.75%**

There is no limit on how many times a meeting can be downloaded on a mobile device

A maximum of 20 MB disk space is available for free. Activate your subscription for increasing the disk space.

Once the meeting has been saved, additional changes can be made using the "Edit" functions.

## Configure meeting

### Meeting details

Title

|              |                       |                                     |
|--------------|-----------------------|-------------------------------------|
| Code         | AFSW01                | <input type="button" value="Edit"/> |
| Description  | Affiliate Summit West | <input type="button" value="Edit"/> |
| Organized by | Affiliate Summit      | <input type="button" value="Edit"/> |
| Start date   | 2012-01-07            | <input type="button" value="Edit"/> |

### Meeting agenda

Edit selected day | Add new day

Day 1  
12/29

Change meeting title

# How this translates in your mobile meeting?

The screenshot shows a mobile application interface for 'The ASI Show Orlando'. The top left features the 'ZWOOF Event HD' logo. Below it, a navigation bar includes 'Agenda', 'Speakers', 'Materials', and 'Places'. The main content area is titled 'Day 1 | Jan 15, 2012' and lists an agenda of events. The selected event is 'How to Get the Most Out of Your Trade Show Experience' at 08:00 - 08:30. The event details include a speaker, Matthew Cohn, and a location, the Orange County Convention Center. There is also a 'Materials' section with links to a LinkedIn profile and session materials. The interface is designed to look like a spiral-bound notebook.

**ZWOOF Event HD**

**The ASI Show Orlando**

Agenda Speakers Materials Places

**Day 1 | Jan 15, 2012**

- 07:45 - Registration Open
- 08:00 - How to Get the Most Out of Your Trade Show Experience
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- 14:45 - Reel in the Big Fish: Close

**How to Get the Most Out of Your Trade Show Experience** 08:00 - 08:30

**ASI SHOW**

With so many great events taking place at The ASI Show, it can be a daunting task trying to fit everything in. As a new attendee, we know how important it is to you to get the most out of the time you have, but where do you start? Join Matthew Cohn, Vice Chairman of the ASI Family of Companies, as he shares great

**Speaker**  
**Matthew Cohn**  
Vice Chairman of the ASI Family of Companies

Speaker bio

**Place**  
Orange County Convention Center  
9800 International Drive  
Orlando, FL 32819  
(407) 685-9800

**Materials**

- LinkedIn Profile
- Session Materials @fingertips

Rate this

2 / 9