



Dear Virtual Resource Room Participant,

Your organization is approved to host a resource table at OVW's "Tribal Affairs Division New Grantee Orientation." Please direct this document to the person(s) in charge of your virtual table.

The information in this document is intended to help you prepare and guide you through setting up or updating your Virtual Resource Table.

## Your Virtual Resource Table Inclusions

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Virtual exhibit opportunities include the following amenities:

- One Virtual Table Listing on the Virtual Platform
- Ability to upload videos and .pdfs
- Ability to chat with participants

## Virtual Resource Room Schedule - *Times Subject to Change*

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### **Tuesday, November 28, 2023**

12:00 - 5:00p.m. Eastern Time Zone

### **Wednesday, November 29, 2023**

12:00 - 5:00p.m. Eastern Time Zone

### **Thursday, November 30, 2023**

1:00 - 5:00p.m. Eastern Time Zone

## Your Organization Portal

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In order to successfully prepare for your Virtual Resource Table, you will need to complete the following tabs in your Organization Portal:

- Exhibitor Information  
(*The information that you provide here will be in your Virtual Exhibit listing*)
  - Organization Name
  - Website Address
- Logo (in high-res .eps or .ai format)
- Registration  
(*Register your virtual exhibit staff and/or organization personnel*)
- Product Marketing  
(*Upload the Product Marketing materials that you will share in your virtual exhibit - Videos, PDFs/Flyers*)

***\*\*Please have all tabs in your organization portal completed by Friday, November 10, 2023\*\****

## Product Marketing Specifications

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As mentioned above, your virtual table includes the opportunity to upload videos and digital PDFs for attendees to view and download while visiting your booth.

Please [Click Here](#) for the Marketing Specs.

## Contact Information

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If you have any questions in regards to your participation at the OVW Tribal Affairs Division New Grantee Orientation, please contact your Virtual Resource Room Manager, Sharla Warren - [Sharla.Warren@Chickasaw.com](mailto:Sharla.Warren@Chickasaw.com) or call 703-740-1950.