

# HOSPACE<sup>2022</sup>

Building Future Prosperity  
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## Virtual Exhibition Booth Asset Requirements

1. "Avatar" branding on the platform (please note the profile image can be uploaded at a later date):

### PROFILE IMAGE

- JPG, PNG
- 900x677px
- 4:3 ratio
- Less than 1MB

### COMPANY LOGO

- JPG, PNG
- 500x500px
- 1:1 ratio
- Less than 1MB



2. Virtual Exhibition Booth Asset Requirements:



- Logo
  - MUST be either png with transparent background or Vector image
  - Can be any aspect ratio, does not need to be 1:1
  - No smaller than 600 px square
- 16:9
  - Video and/or cover image
  - 1920x1080px
- 1:1 Background Image\*
  - 2048x2048px
- 16:9 Podium Image
  - Image must say something like “click here for PDF/website”
  - PDF file or website link 512x288px

\*Please consider that most of this will be obscured by the 16:9 screen

## DEADLINES

Information Needed	Deadline Date
Virtual Exhibitor booth assets	21 <sup>st</sup> October
Other print and online info and assets	25 <sup>th</sup> October
Delegate names for registration	28 <sup>th</sup> October
Request for hard wired internet if needed	1 <sup>st</sup> November
Request for screens or monitors if needed	1 <sup>st</sup> November
Confirmation of deliveries to the hotel sent to Royal Lancaster and HOSPA	14 <sup>th</sup> November
Virtual Booth Morning or Afternoon Training Session	15 <sup>th</sup> November