

## Uploading a Presentation on Demand

### Step-by-Step Instructions

1. Login to the [Exhibitor Dashboard](#) using your Exhibitor ID and Password
  - a. These credentials were provided to the Show Contact in the first Exhibitor Bulletin email. If you cannot find this information, please send an email to [Operaciones@expopack.com.mx](mailto:Operaciones@expopack.com.mx) requesting the credentials.
2. Click the **Upload Gallery Content** tile.
3. Click **Add** under the Show Feature/Products section.
4. After selecting the Feature Type, click on the **Product Presentation on Demand** drop down and select Product Presentation on Demand.
5. Complete the remaining fields on the form as it relates to your Product Presentation on Demand.
6. Click **Update Show Feature!** to submit your Product Presentation on Demand and have it appear in your online showroom.
7. To view how your Product Presentation on Demand appears in your online showroom, click on **Preview My Showroom** from the home page of the Exhibitor Dashboard.

### What is the Difference Between Presentations on Demand and Videos?

- **Presentations on Demand:** 10-minute, pre-recorded product demonstration videos. These videos can include, but are not limited to, actual demos of your product, tours of your facility and equipment, teaching or sharing a new concept with the help of your product, and sample packages you can make or package with your product. End-users want these presentations to be authentic and personal in nature. A marketing video will not be considered a presentation on demand and does not fit in this category.
- **Videos:** Examples include company commercials, marketing videos, public videos from your website, etc.

### Important Notes:

- Presentations on Demand videos cannot exceed 10 minutes in length.
- View the [Spec Sheet](#) for additional requirements as it relates to uploading a pre-recorded Presentation on Demand.