



## AAN Annual Meeting Exhibitor Resource Center Directions

### **STEP 1: LOG IN**

- a) Go to <https://2025am.smallworldlabs.com/>
- b) Click on the Login button.
- c) Enter your email and click Next.

**NOTE: You must enter your email address to move on to the next step.** If you don't have a password, click Forgot Password/First Time Login. This will provide you with a new password, separate from your A2Z sales portal password.

A screenshot of a web form titled 'Login'. It contains two input fields: 'Email' and 'Password'. Below the password field is a checkbox labeled 'Remember My Login'. At the bottom, there is a blue link for 'Forgot Password/First Time Login' and two buttons: 'Login' (blue) and 'Cancel' (grey).A screenshot of a web form titled 'Forgot Password/First Time Login'. It contains one input field labeled 'Email'. At the bottom, there are two buttons: 'Submit' (blue) and 'Cancel' (grey).

- d) Enter your email address in the new window and click Submit.
- e) You will receive an automated email from [admin@smallworldlabs.com](mailto:admin@smallworldlabs.com) to reset your password.
- f) Create your password and click Reset Password.
- g) Return to the login page at <https://2025am.smallworldlabs.com/> and log in with your email and new password.
- h) Once logged in, click on the "Exhibitor Resource Center" tab in the top navigation bar. This is where you'll access forms, deadlines, register your exhibit staff, update your company description and view the Exhibitor Service Kit.

## STEP 2: UPDATE COMPANY DESCRIPTION & WEBSITE

Once you have clicked on the "Exhibitor Resource Center" tab in the top navigation bar, you are able to edit your company information and view important tasks and featured links.

- a. Start by scrolling down and clicking "Edit" in the right corner of the "About" section of your company profile. In the "About" section, you'll be able to add your company name, description, website, and categories. Once you've completed the sections, be sure to **SAVE!**

Please be sure to double-check your information, as it will be published in the mobile app and on *AAN.com*.

The screenshot shows the profile page for "AAN Test Company" with Booth #2759. The "About" section is active, displaying the following information:

<p>About</p> <p>Contact</p>	<p>Name</p> <p>Company Description</p> <p>Website</p> <p>Categories (6)</p>	<p>AAN Test Company</p> <p>Enter Your Company Description Here</p> <p>https://aan.com</p> <p>Alzheimer's/Other Dementias, Anxiety and Depression, Hospital, Medical Device/Medical Software, Non-Profit</p>	[Edit]
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- b. If you continue scrolling, you will see a list of tasks with deadlines, and a featured links column. This houses all the forms and information you might need for the 2025 AAN Annual Meeting.

TASKS	FEATURED LINKS
<ul style="list-style-type: none"> <li><input type="radio"/> Agency of Record Form Due December 6 Due: <a href="#">2024-12-06 5:00 PM</a></li> <li><input type="radio"/> Exhibit Booth Rendering Due January 15 Due: <a href="#">2025-01-15 5:00 PM</a></li> <li><input type="radio"/> Final Payment Due January 31 Due: <a href="#">2025-01-31 5:00 PM</a></li> <li><input type="radio"/> 100% Booth Cancellation fees begin, including downsizing of booth - February 1 Due: <a href="#">2025-02-01 5:00 PM</a></li> <li><input type="radio"/> Handouts and Giveaways Form Due February 5 Due: <a href="#">2024-02-05 5:00 PM</a></li> <li><input type="radio"/> Update Your Exhibitor Description Due February 5 Due: <a href="#">2025-02-05 5:00 PM</a></li> <li><input type="radio"/> Intent to Hire EAC Information Due February 5 Due: <a href="#">2025-02-05 5:00 PM</a></li> <li><input type="radio"/> Lead Retrieval Due February 20 Due: <a href="#">2024-02-20 5:00 PM</a></li> <li><input type="radio"/> Advance Shipments may begin Arriving at Warehouse - March 3 Due: <a href="#">2025-03-03 8:00 AM</a></li> <li><input type="radio"/> Discount Deadline for Orders through GES - March 14 Due: <a href="#">2025-03-14 5:00 PM</a></li> <li><input type="radio"/> Exhibitor Badge Registration Due March 21 Due: <a href="#">2025-03-21 5:00 PM</a></li> <li><input type="radio"/> Last day for Advance Shipments to arrive at Warehouse without surcharges - March 31 Due: <a href="#">2025-03-31 7:30 PM</a></li> <li><input type="radio"/> SDCC Booth Cleaning Order Form Due: <a href="#">2025-03-31 5:00 PM</a></li> </ul>	<p><b>GES Exhibitor Service Kit</b> Access the GES Exhibitor Service Kit to access information on booth furnishings, carpets, material handling, shipping, and much more. For best pricing, order by March 14.</p> <p><b>Intent to Hire EAC Information</b></p> <p><b>Update your Company Description</b> Update your company description so it appears correctly in the mobile app and online.</p> <p><b>Register Exhibit Staff</b> Upload your booth staff through the CHR portal by March 21.</p> <p><b>Exhibitor Housing Portal</b> Submit your exhibitor housing requests by Friday, November 22.</p> <p><b>Lead Retrieval Order Form</b> Submit your lead retrieval needs by February 20 for the best rate.</p> <p><b>Handouts &amp; Giveaways Form</b> Fill out this form and submit to the AAN for approval if you plan on giving away items in your booth.</p> <p><b>SDCC Exhibitor Services Information</b></p> <p><b>SDCC Booth Cleaning Rates</b> SDCC is the exclusive cleaning contractor. No other persons or cleaning services provider can perform cleaning services including, but not limited to, vacuuming on SDCC property.</p> <p><b>Floral Order Form</b> Make your booth stand out with beautiful flowers or greenery!</p> <p><b>Photography Order Form</b></p> <p><b>AV/Electrical Order Form</b> Coming soon!</p> <p><b>INDUSTRY PROSPECTUS</b></p> <p><a href="#">2025 Industry Sales Prospectus</a></p>

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- d. Once you are logged in, you also have access to the homepage, which has the same featured links and other details you might find helpful. You can access that page here: <https://2025am.smallworldlabs.com/dashboard>.