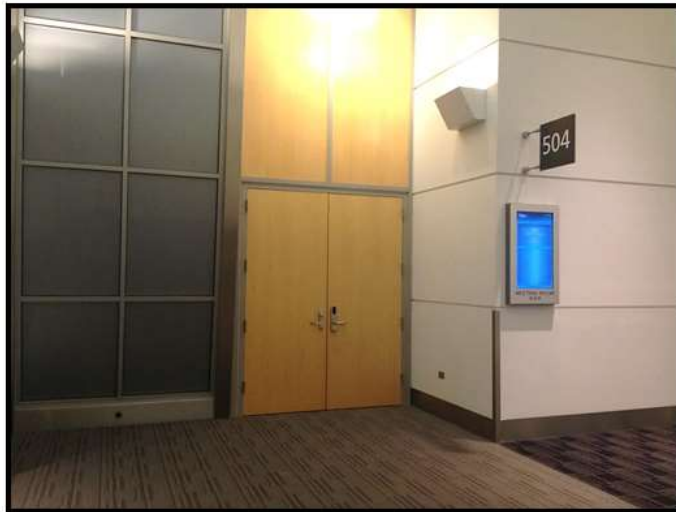




## Digital Display Monitors

The Colorado Convention Center (CCC) offers our customers the ability to digitally display their meeting information and/or company logo for each meeting room which allows flexibility and convenience not offered with traditional printed signs. Our clients may display custom logos, meeting name, and meeting itinerary in each of the meeting rooms. **Please note that the use of our Digital Display Monitors (DDMs) is a complimentary, self-service option and responsibility of uploading of content, including logos and images, lies in the hands of the client, rather than your CCC Event Manager or the CCC Digital Display Monitor Representative.**

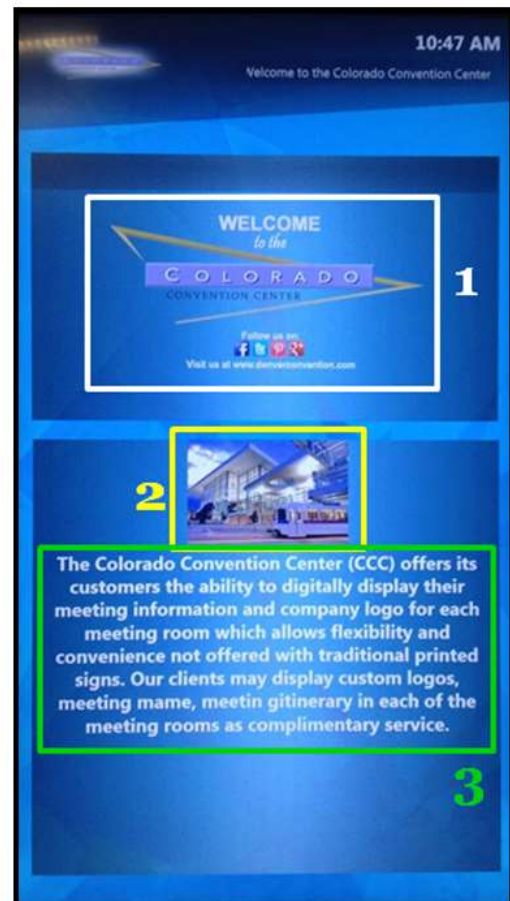
Room signs are located outside the entrance to each meeting room (100s – 700s) and in front of each ballroom (Four Seasons and Mile High) entrance. A 75" digital display, located in the middle wall of the Four Seasons Ballroom Pre-function, is also utilized during events in the ballroom.



### COMPLIMENTARY DIGITAL DISPLAY MONITOR ROOM SIGN PACKAGE

The CCC monitors can display the following information:

- 1) Contracted Event Name – text only
- 2) Custom Logo
- 3) Meeting Description



## Outline

[I. Deadline for Submission ..... Page 3](#)

[II. Website Submission / Entering a Digital Room Sign ..... Page 3](#)

1. Event ID and Meeting Room or Ballroom ..... Page 4

2. Display Dates and Times ..... Page 4

3. Meeting Info/Description ..... Page 5

4. Meeting Logo ..... Page 5

5. Notes ..... Page 6

6. Click Submit ..... Page 6

7. Preview, Edit, New, or Exit ..... Page 6

[III. Entering the Meeting Room Info / Description ..... Page 7](#)

[IV. Four Seasons Ballroom 75” Monitor ..... Page 11](#)

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[VI. FAQ ..... Page 13](#)

1. Who enters the information?

2. Who should I contact if my CCC Digital Display Monitor Representative is out?

3. What happens if I do not enter any information for the signs?

4. My Event Name doesn't appear in the preview of any entry. Can I see how my contracted Event Name will be displayed?

5. I would like my Event Name different than what is on the contract. Can I do this?

6. I want my Event Name to be different in each room. Can I do this?

7. I have multiple displays for the same day, can I do this?

8. We want multiple logos to cycle while the meeting is in session. Can we do this?

9. We have a lot of text to display. Will the information scroll on the display?

# Digital Display Monitor File Specifications and Instructions

## **I. DEADLINE FOR SUBMISSION**

All submissions for room signs and content data are to be uploaded **five business days** prior to the event's first contracted date for approval from the CCC Digital Display Monitor Representative to ensure sign accuracy. Entries after the deadline may be edited due to the conference needs and does not need further approval. Please note that if a room sign is updated while it is currently displaying the information, it may take up to 15 minutes to refresh.

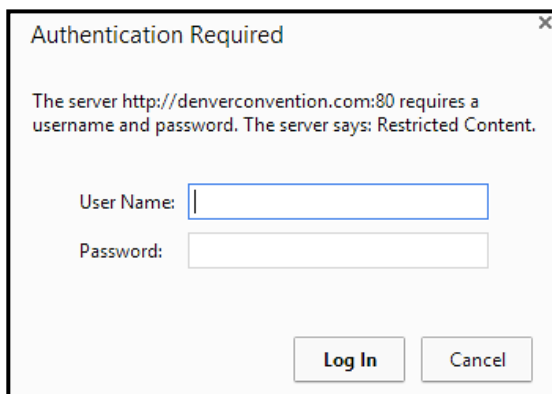
**After the following steps have been completed for all event signs submissions, please notify your Digital Display Monitor Representative to let him/her know that your monitor content is in the system. Normal business hours are Monday – Friday from 8:00am – 4:30pm**

**The CCC Technology Department must approve all initial sign entries to ensure entries will display on the monitor**

**After the initial approval of entries by your CCC Digital Display Monitor Representative or CCC Technology department, any edit or change made to the already approved entry does NOT need further approval. If a new entry is made AFTER the initial approval, contact your CCC Digital Display Monitor Representative for approval.**

## **II. WEBSITE SUBMISSION / ENTERING A DIGITAL ROOM SIGN**

<http://denverconvention.com/room-sign-display>



Username:

Password:

## Data to enter:

### 1) Event ID and Meeting Room or Ballroom\* - required

Your Event ID is: <<insert Event ID before sending>>

Your Contracted Event Name: <<insert Contracted Event Name before sending>>

**MEETING**  
  
Event ID   
Room Number

\* **NOTE:** If the “All” option is selected i.e. MT3ALL (indicating that all the 300 Meeting Rooms, not just the ones that are contracted) and submitted, it will override any other entries for the same date and time.

### 2) Display Dates and Times – required. The display Dates and Times are when the event information is displayed, not the actual meeting times and will not be displayed on the monitor.

**DISPLAY TIME**  
  
Start Date/Time  

June 2016						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
29	30	31	1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	1	2

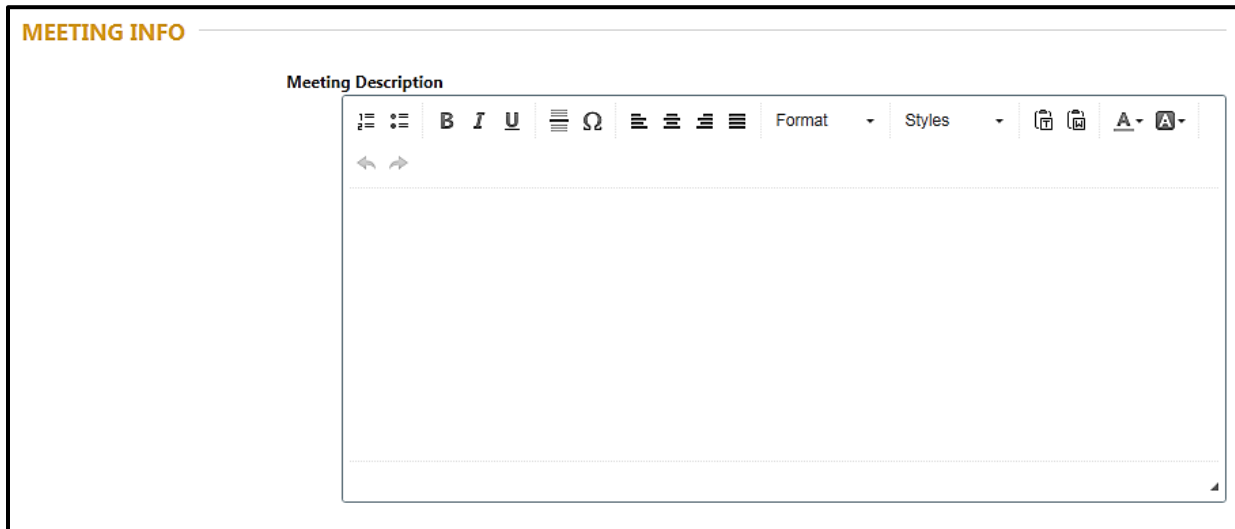
  
End Date/Time  

June 2016						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
29	30	31	1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	1	2

#### Notes:

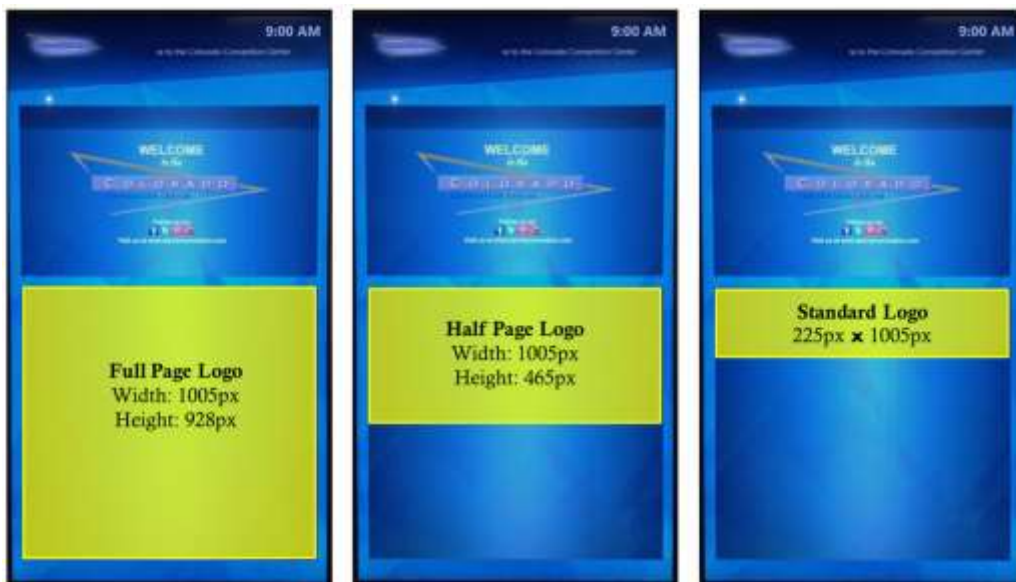
- The event start time will supersede any end time entries. If the end time for Event A sign to stop at 2pm and enter Event B sign to start at 1 pm, Event B sign will overtake Event A Sign at 1pm.

**3) Meeting Info/Description** – optional. Displayed in the 2<sup>nd</sup> box of DDM, any information can be entered that may be helpful to the event and attendees. More information on entering and displaying are on pages 7 - 9.



**4) Meeting Logo** - optional. Displayed in the bottom portion of the DDMs, CCC offers three choices for a logo: Standard, Half Page, or Full Page logo which must be in jpg, jpeg, or png file format.

- 1) **Full screen (1005 x 928 maximum)** – Full page logo with no text. If our Meeting Info/Description templates do not fit your company’s style guide, we suggest creating and uploading a JPG or PNG file containing your event information
- 2) **Half screen (1005 x 465 maximum)** – text will show below logo
- 3) **Standard (1005 x 225 maximum)** – text will show below logo



5) **Notes** – optional. Any text entered here will appear later in the Customer / Master Page (info on Page 10), but **not** on any of the monitors during the selected display date and times.

## NOTES

Include any notes that might be helpful later in the Customer / Master Page.

6) **Complete the event sign by clicking submit.** If any entry is left blank after hitting Submit, the website will list the necessary information that is missing before continuing.

Submit your form to preview & edit your event sign display.

Submit

7) “Preview, Edit, New, and Exit” Page



A) **Preview.** By clicking **PREVIEW**, an image will be shown similar to the one below with the text and/or image that was entered in the previous page. **YOUR EVENT DESCRIPTION** will always be displayed like what is shown below in the preview; **it will not display the actual contracted Event Name.** The Event Name is pulled from our booking system, so it will **not** appear on the preview option or on the Digital Display Monitors until the first contracted day of the event. Close out of the Preview by clicking the gray **x** at the top right corner of the DDM.



**B) After closing out of the Preview**, an entry can be edited or a new one may be submitted. If exit is selected, you will be directed to The Colorado Convention Center homepage website.

**After the steps above have been completed for all event signs submissions, please notify your Digital Display Monitor Representative to let him/her know that your monitor content is in the system. Normal business hours are Monday – Friday from 8:00am – 4:30pm**

**The CCC Technology Department must approve all initial sign entries to ensure entries will display on the monitors**

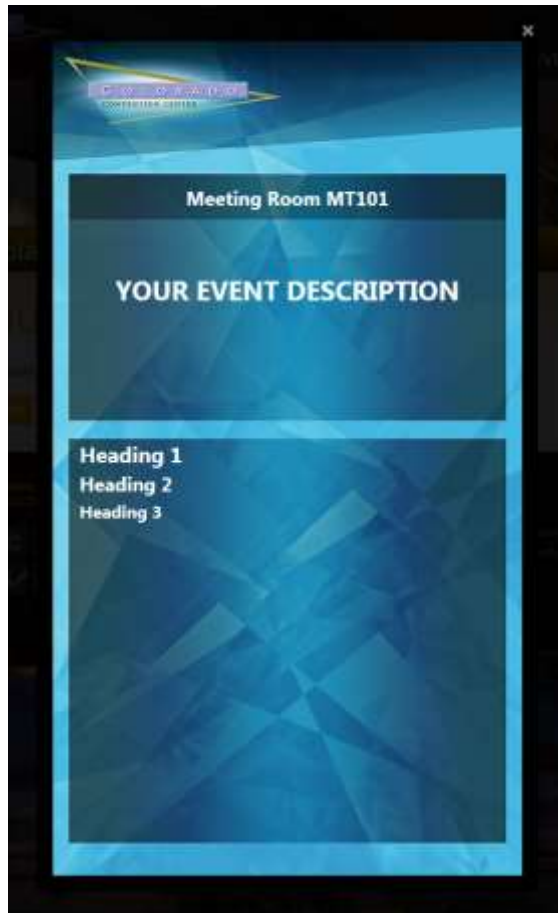
### **III. ENTERING THE MEETING ROOM INFO / DESCRIPTION**

These are the options:

- Numbered List
- Bullet Point List
- **Bold**, *Italic*, or Underline
- Insert a horizontal line
- Insert a special character/symbol
- Left, center, or right align your text or justify it
- Text color

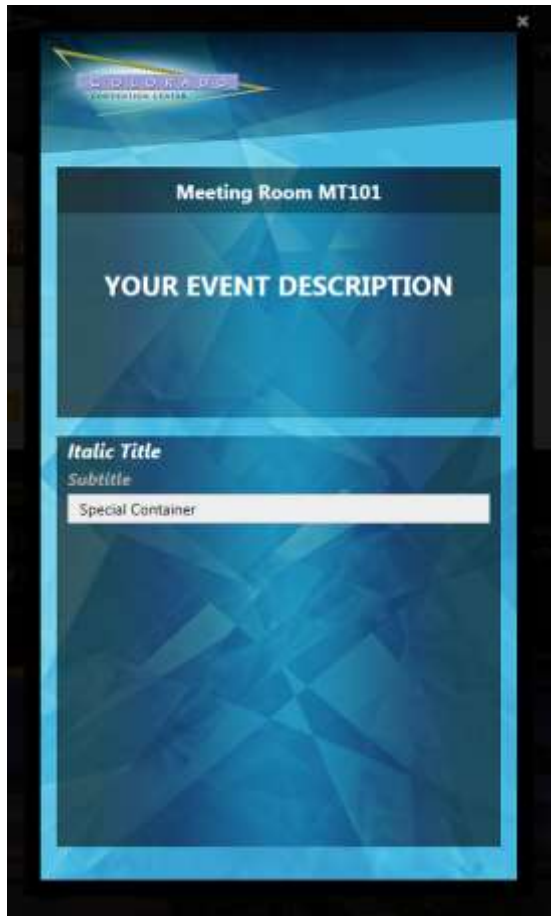


- Highlight color
- Paragraph Format
  - **Heading 1**
  - **Heading 2**
  - **Heading 3**



- Block Styles (Preview shown in Normal Paragraph Format)
  - *Italic Title*
  - *Subtitle*
  - **Special Container** (Note in Special Container, it defaults to a white background in the Preview and the font color must be changed to another color besides automatic for the text to be displayed)





- Inline Styles (Preview shown in Normal Paragraph Format)
  - **Marker** (Text is not highlighted in Preview)
  - **Big**
  - **Small**
  - Typewriter
  - Computer Code
  - Keyboard Phrase
  - Sample Text
  - *Variable*
  - 
  - Inserted Text (Highlighted in beige on Preview)
  - *Cited Work*
  - Inline Quotation (Quotes do not appear in Preview)



Any of the Paragraph Formats, Block Styles, Inline Styles can be in conjunction with another Inline Style (except Big + Small). For example, Small + Sample Text + Variable, or Heading 1 + Deleted Text, or Normal + Inserted Text + Variable.

## IV. FOUR SEASONS BALLROOM 75" MONITOR



The Four Seasons Ballroom has a 75" display between Ballroom 2 and Ballroom 3 that can be utilized. A JPG or PNG image (1280 x 720) can be displayed on this monitor on a day to day basis. Unfortunately, we cannot schedule multiple pictures, but can display your logo for the duration of your event. If you are interested in displaying your logo or an image, please contact your CCC Digital Display Monitor Representative.

**PLEASE NOTE:** We are only able to schedule the 75 inch monitor during business hours of Monday – Friday, 8AM – 4PM. Please contact your CCC Event Manager outside of these hours for questions/concerns.

## V. MASTER / CUSTOMER PAGE

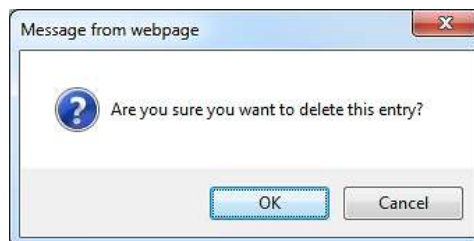
After the room sign information has been submitted, the entries can be viewed anytime via the link below. This page will list all your entries listed under the show's Event ID and each entry can be previewed, edited, and deleted, if needed. Use the same log in credentials that was used to log into submitting a new entry (available on page 2). By clicking on the column name (Room Number, Event Date, etc), it will list it numerically from highest to lowest.

[http://denverconvention.com/sign-display/customer/\[Enter your Event ID here\]](http://denverconvention.com/sign-display/customer/[Enter your Event ID here])

For example: <http://denverconvention.com/sign-display/customer/55555>

Logout										
Event ID	Room Number	Event Description	Event Log	Event Date	Display Start Time	Display End Time	Preview	Edit	Delete	
55555	MT103	Our Story Designed By Event Professionals for Events Opened in 1990, with more than 100 professional meeting planners working together with architects to design every aspect of the building, the result was simple; a sensible, state-of-the-art facility with easy traffic flow and everything you need in a stunningly beautiful building in the heart of downtown Denver. Expanded in 2005, well-known as one of the most practical and "user friendly" meeting facilities, the Colorado Convention Center is now home to over 250+ events annually. The Colorado Convention Center is located within easy walking distance of over 8,700 hotel rooms, 300 restaurants, 9 theatres of the Denver Performing Arts Complex and a wide variety of shopping and retail outlets.	Yes	10/30/2015	13:00 PM	13:45 PM	<a href="#">preview</a>	<a href="#">edit</a>	<a href="#">Delete</a>	
55555	MT201	The Colorado Convention Center (CCC) offers its customers the ability to digitally display their meeting information and company logo for each meeting room which allows flexibility and convenience not offered with traditional printed signs. Our clients may display custom logos, meeting name, and meeting itinerary in each of the meeting rooms as a complimentary service.		10/30/2015	9:03 AM	10:15 AM	<a href="#">preview</a>	<a href="#">edit</a>	<a href="#">Delete</a>	

If an attempt is made to delete an entry, the message below will appear. Click OK to delete and Cancel to return to the "Customer Page".



**The CCC Technology Department must approve all initial sign entries to ensure entries will display on the monitor**  
After the initial approval of entries by your CCC Digital Display Monitor Representative or CCC Technology department, any edit or change made to the already approved entry does NOT need further approval. If a new entry is made AFTER the initial approval, contact your CCC Digital Display Monitor Representative for approval.

## VI. FAQ

**Q: Who enters the information?**

A: Because our Digital Display Monitors are a complimentary self-service option available to our clients, the uploading of content, including logos and images, lies in the hands of the client's event team or assigned person. However, your CCC Digital Display Monitor Representative is available to assist with questions, concerns, hiccups, etc in the process.

**Q: Who should I contact if my CCC Digital Display Monitor Representative is out?**

A: The typical hours of your contact are Monday – Friday from 8am - 4pm. If necessary, you may submit a request for him/her to be available during your show hours. If you need assistance after business hours and/or he/she is out of the office, please contact your CCC Event Manager.

**Q: What happens if I do not enter any information for the signs?**

A: Only your contracted event name will display on the top of the room signs. The bottom portion will remain blank.

**Q: My Event Name doesn't appear in the preview of an entry. Can I see how my contracted Event Name will be displayed?**

A: Unfortunately not. Because the Event Name is pulled from our booking system, it will not appear on the preview option or on the Digital Display Monitors until the first contracted day of the event.

**Q: I would like my Event Name different than what is on the contract. Can I do this?**

A: Yes! Contact your CCC Digital Display Representative with what you would prefer to be displayed. \*Please note that **only text** can be displayed in the top portion of the display.

**Q: I want my Event Name to be different in each room. Can I do this?**

A: No, the Event Name comes from the contract and all room signs will display the same Event Name.

**Q: I have multiple displays for the same day, can I do this?**

A: Yes, you will need to fill out a separate entry per display and enter the Start/End times correctly. See below for an example of 2 displays. One being displayed from 8:00 am – 10:00 am and second being displayed from 10:30 am – 12:30pm.

Event Description	Event Logo	Event Date	Display Start Time	Display End Time
1st Meeting Description	Yes	06/29/2016	8:00 AM	10:00 AM
2nd Meeting Description	Yes	06/29/2016	10:30 AM	12:30 PM

**Q: We want multiple logos to cycle while the meeting is in session. Can we do this?**

A: Unfortunately, we cannot do this. Limit 1 logo per display session.

**Q: We have a lot of text to display. Will the information scroll on the display?**

A: No, we would recommend creating another entry if the text does not fit in the allotted space.

**Please contact your CCC Digital Display Monitor Representative with further questions.**