



7.8 PhotoBiz Tradeshow Computer Usage Policy

Policy Purpose and Scope

To protect both PhotoBiz and its employees, care must be taken when using office computers for tradeshow use as these can contain personal information and trade secrets. As a result, this policy aims to provide a clear explanation of which computers are suitable to be used at a tradeshow and how.

Roles and Responsibilities

Tradeshow use is defined by computers participating in the exhibit directly or any computers that can be used unattended by tradeshow attendees. Personal computers and laptops, for instance, can be used during and at the tradeshow, but must not be part of the exhibit.

Only computers that are not directly assigned to an individual will be available for tradeshow use. General use computers and those used by multiple individuals (such as the social media iMac) are allowed as long as certain criteria are met:

- It is Marketing's responsibility to notify the IT Department of computing needs at least two weeks prior to a tradeshow. This is so there is ample time to perform the necessary functions, which can include the need to purchase additional hardware if there are not enough computers within the office that can be used for tradeshow.
- Limited access tradeshow accounts must be created and used at all times during a tradeshow. The IT Department will ensure that these accounts have been setup with the proper permissions prior to the computer departing.
- Any sensitive data must not be stored locally on the computer and must be purged prior to departing. This is immaterial to the user account being used to do work on the machine. It is, thus, the IT Department's strong recommendation to store any data on the file-server or on an external drive during day-to-day use.

Operational Procedures

1. IT will ensure that all computers have two Tradeshow specific user accounts.
 - a. Photobiz Tradeshow – Non-passworded Standard Account to be used on the tradeshow floor
 - b. Photobiz – Passworded Administrator Account to only be used for troubleshooting and updates while equipment is on the tradeshow floor
2. IT will ensure that the following software systems are up to date
 - a. Apple Software Update
 - b. 3rd Party Web Browsers - Firefox & Chrome
 - c. Adobe Flash Player

3. IT will ensure computers follow visual aesthetic build for tradeshow.
 - a. PhotoBiz branded login screen background
 - b. PhotoBiz branded desktop background on both tradeshow user accounts
 - c. PhotoBiz logo as user icon for Photobiz Tradeshow user account
 - d. Photobiz.com set as startup page for all web browsers
4. IT will ensure all equipment is provided with needed peripherals this may include keyboards, mice, power cables/bricks, adapters(video/ethernet), remote controls, and more.

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