



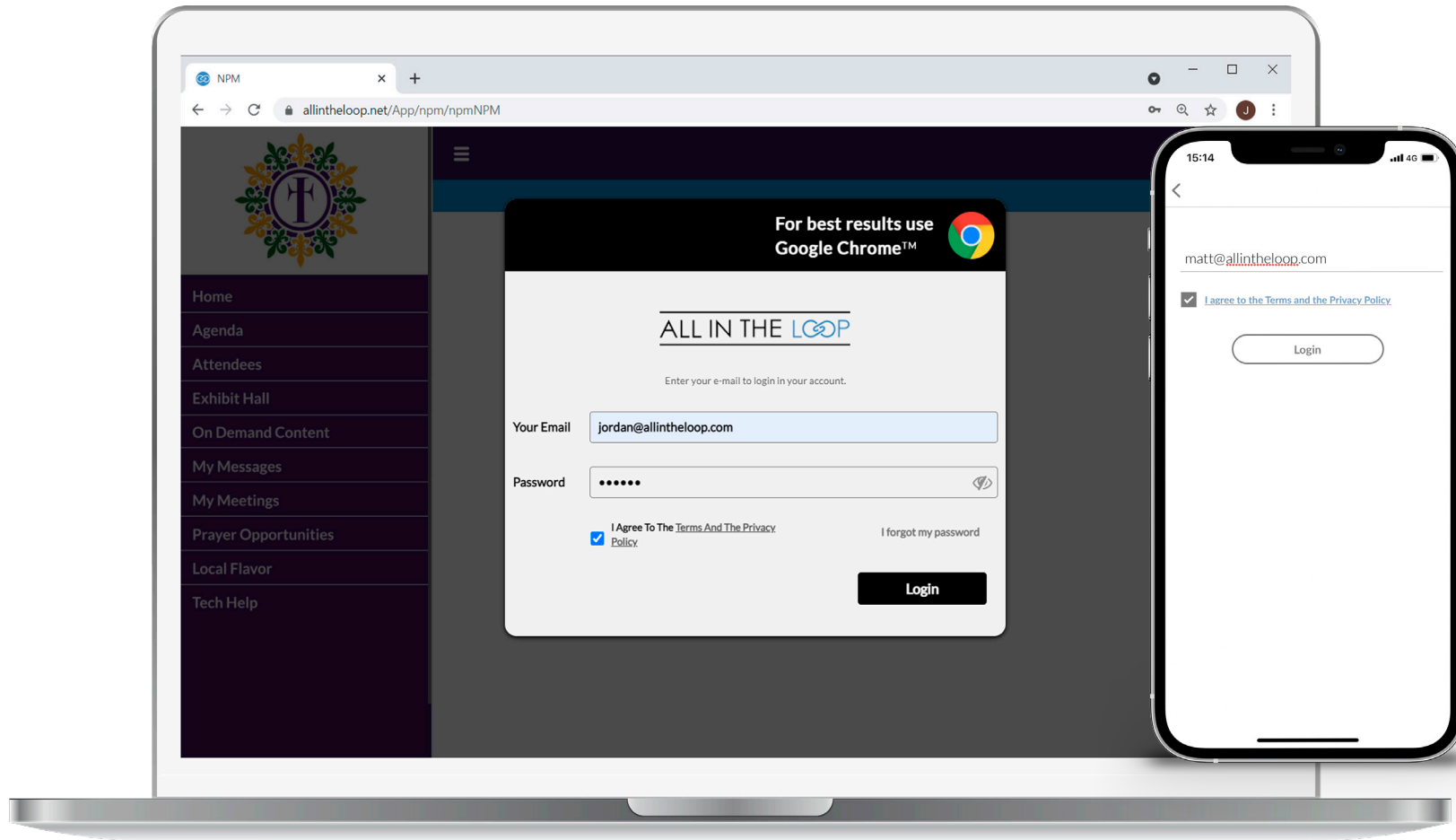
EXHIBITORS

HOW TO-GUIDE

Both Web and Mobile experiences are available for this event. When you are at home you can securely use the web application and when attending the event in person you can safely use the mobile application.



Log in



Log in to the platform using your email and provided password. As soon as the homepage appears click **Allow>Show Notifications** in the pop-up that appears in the top left corner of your window.





CONFIRMING YOUR PROFILE DETAILS



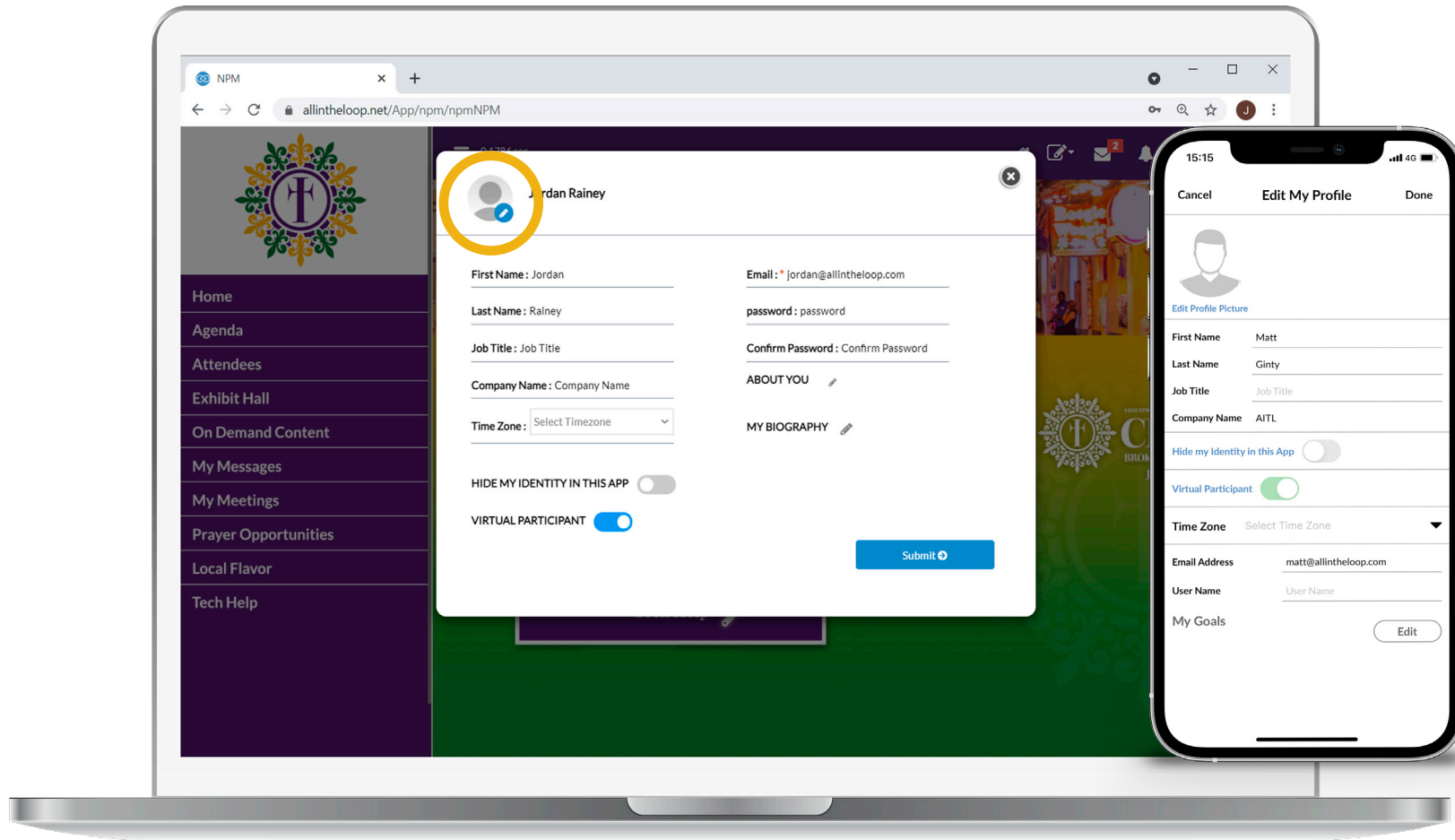
Your Profile



On the web application click your name in the top right corner and then click **My Profile**. If using the mobile app tap on the three horizontal circles.



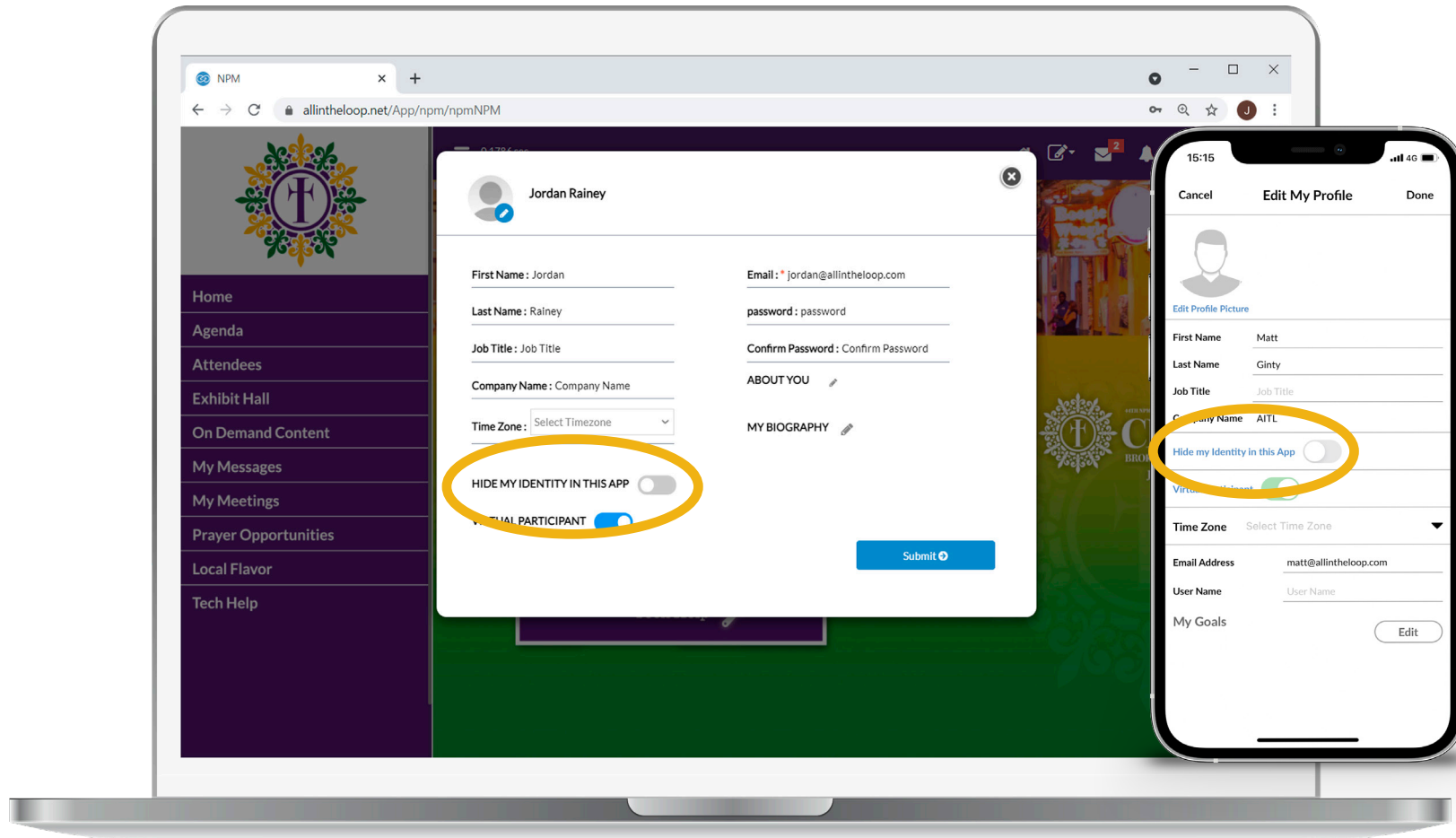
Your Profile



Click the pencil icon to add a **profile picture** or **tap on a field** to edit any incorrect information.



Your Profile



Toggle **Hide my Identity in this App** if you do not wish to be contacted or appear in the Attendee List.

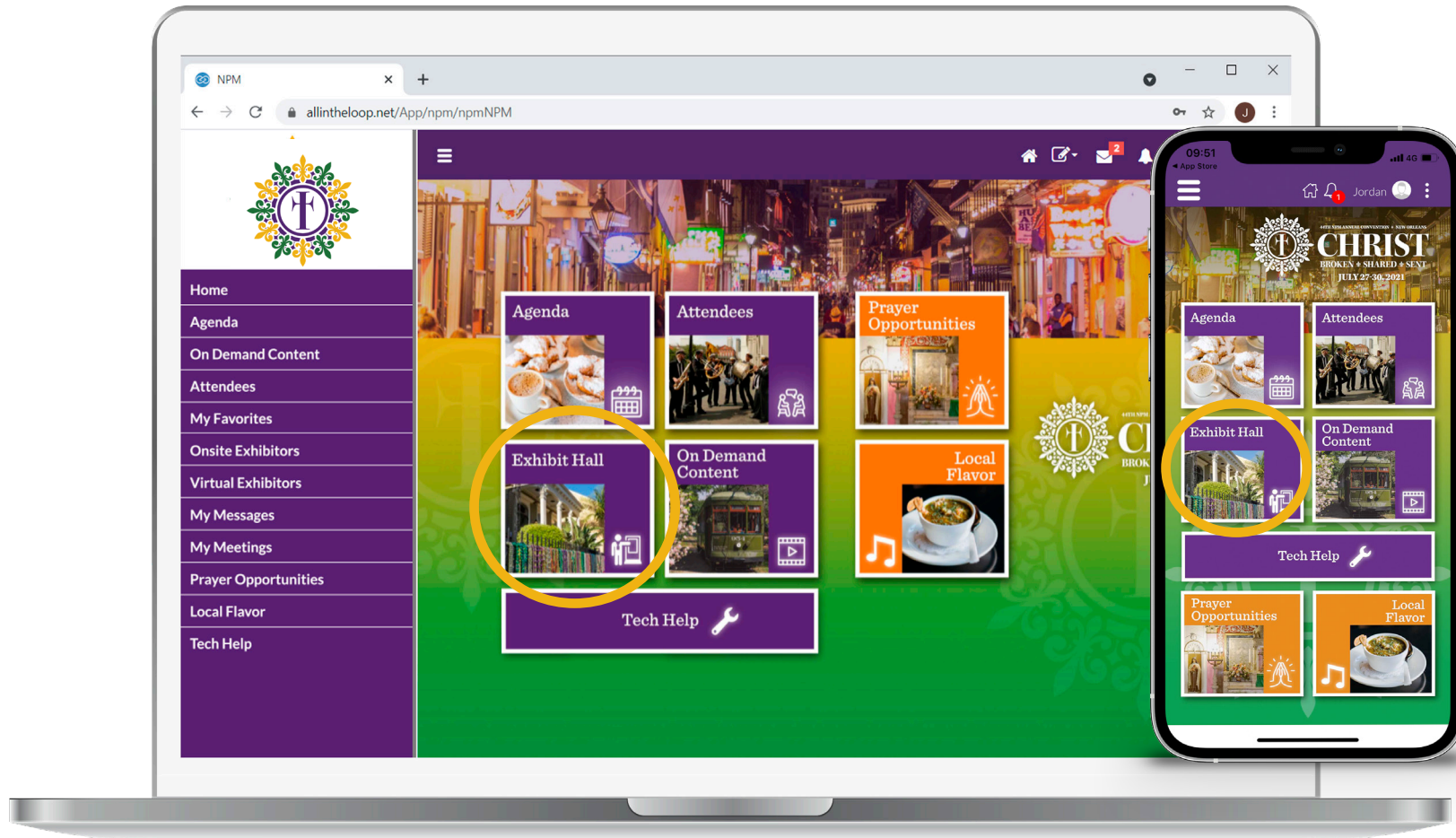




EXHIBIT HALL



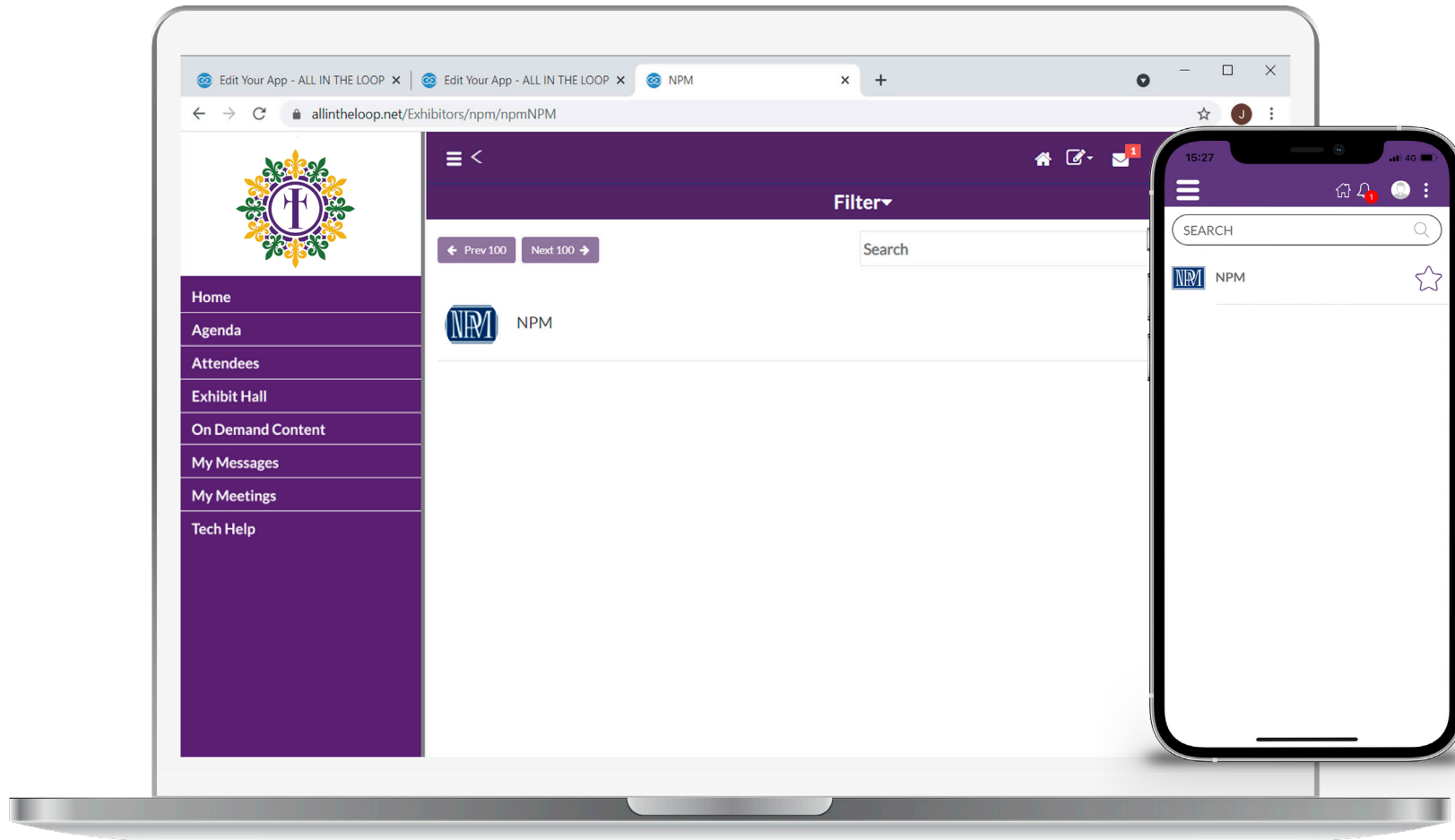
Exhibit Hall



Click on 'Exhibit hall' on the home screen or left hand menu.



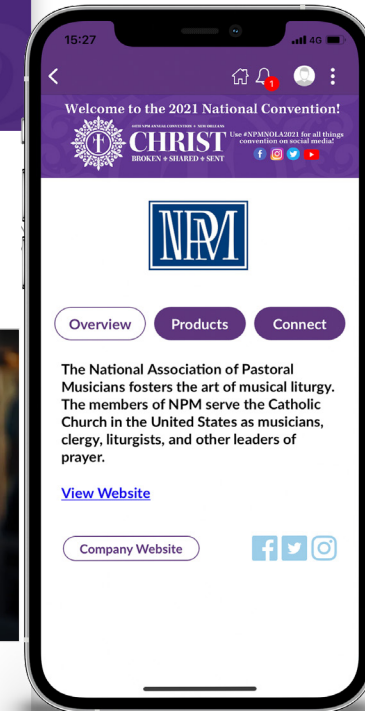
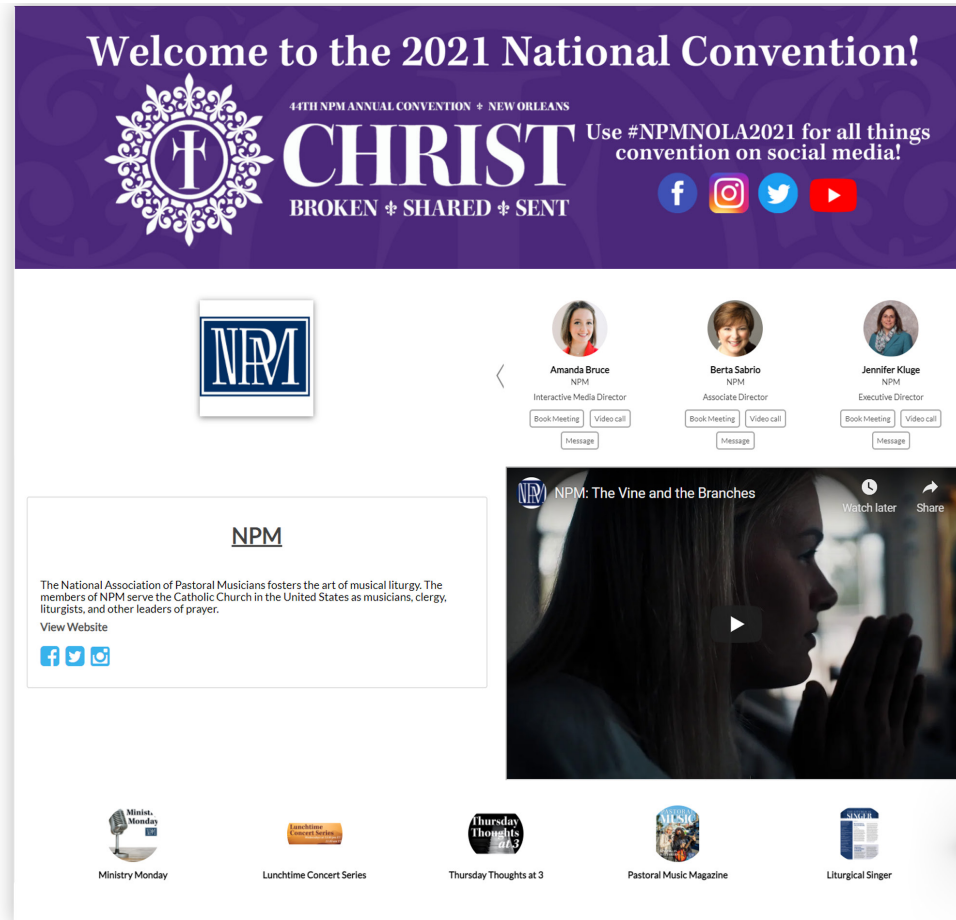
Exhibit Hall



Search for your exhibit booth.



Exhibit Hall



The exhibitors profile page will then open. You will be able to see a description, website/video links and attendees will be able to interact with assigned exhibitor representatives.





HOW TO PICK UP A VIDEO CALL

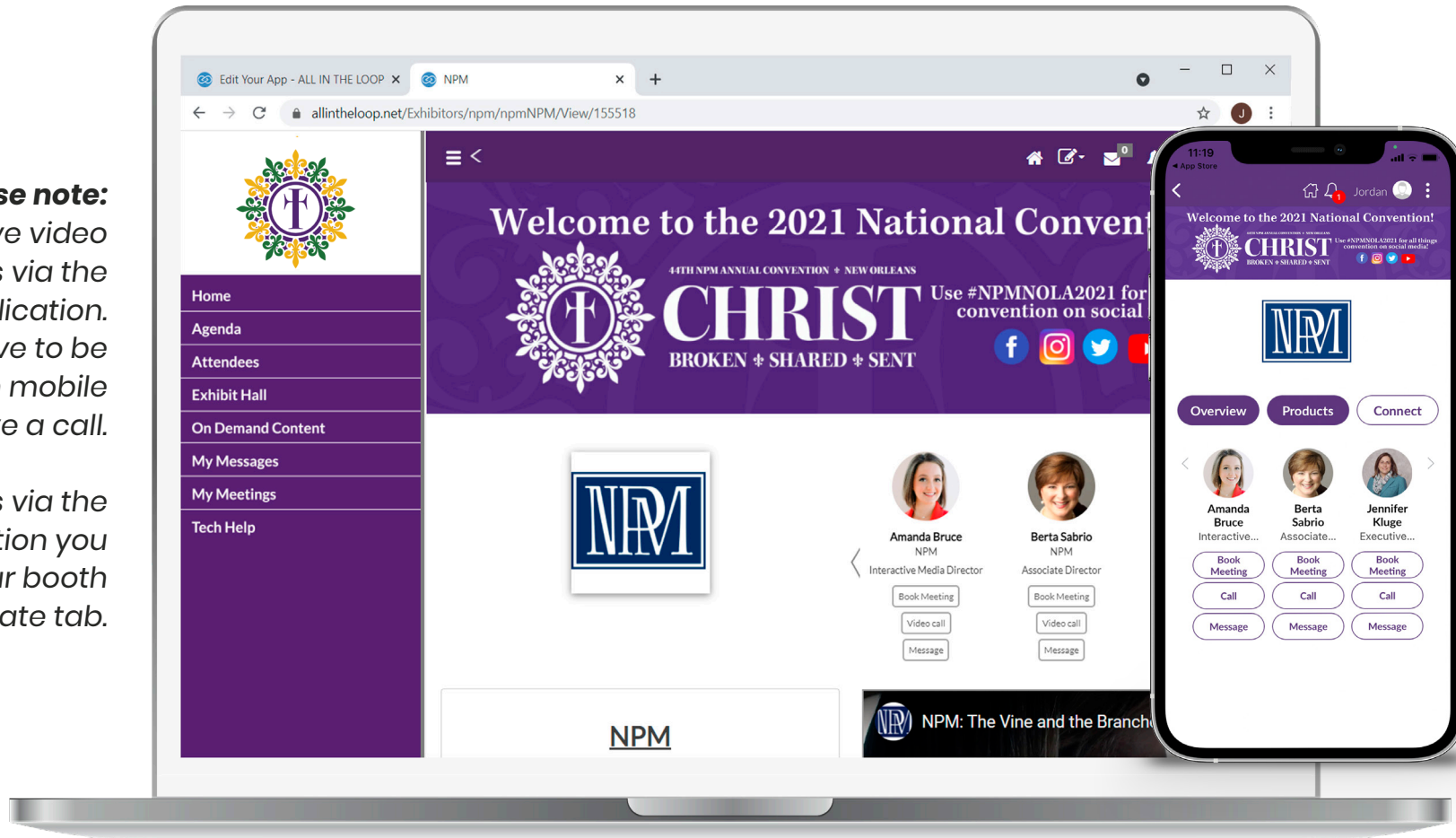


Video Calling

***Please note:**

You can receive video calls via the mobile application. You do not have to be in the booth on mobile to receive a call.

To receive calls via the web application you must have your booth open in a separate tab.



Attendees will click on **Book Meeting**, **Message** or **Video Call** to network with an exhibitor representative. In order to receive a video call on the web application the exhibitor representative has to be in the exhibitor booth.



Video Calling



Representatives will receive a notification about the call. By clicking the **'Accept'** button they will be able to speak to the attendee, who has requested the video call.

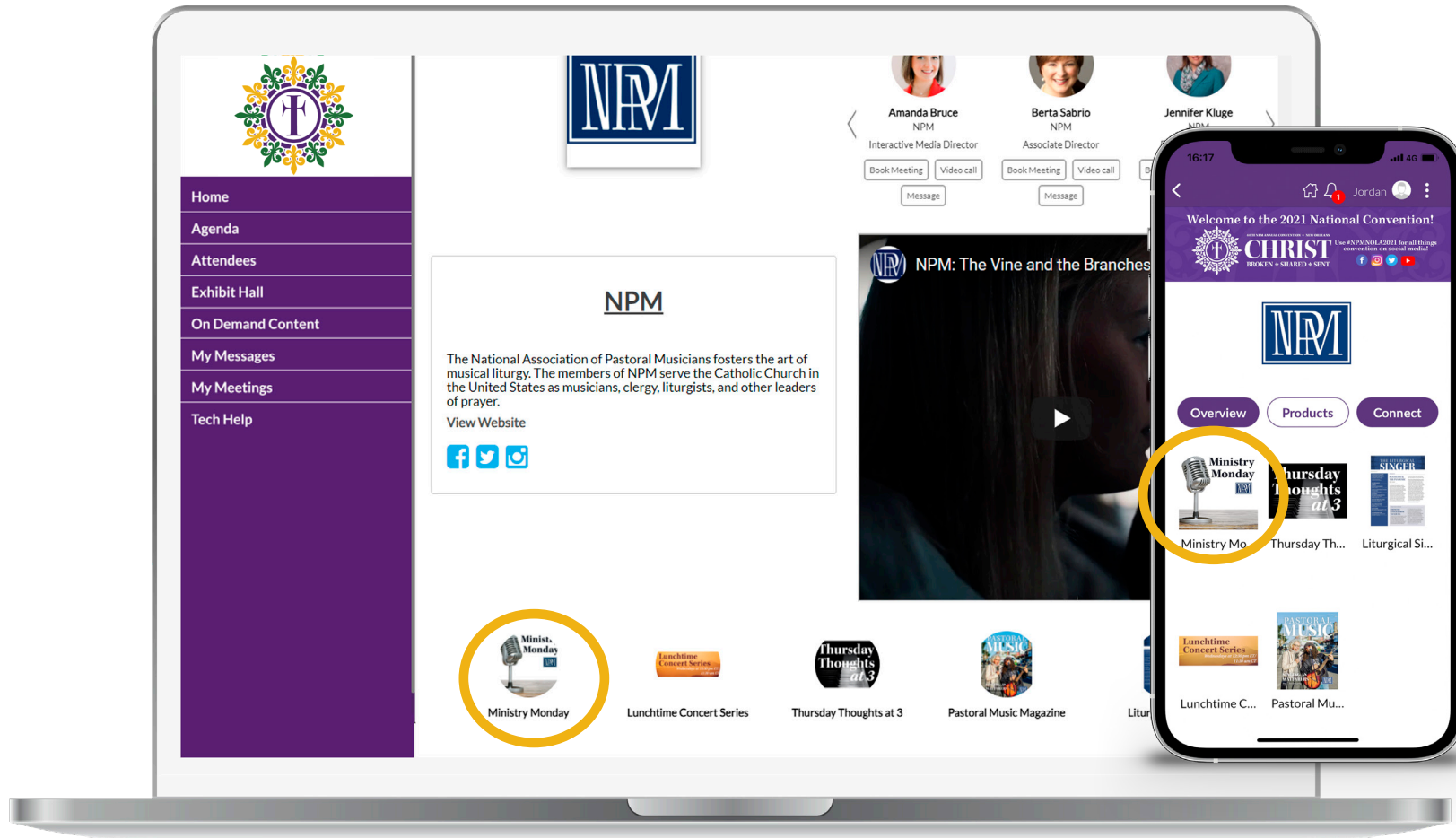




PRODUCTS



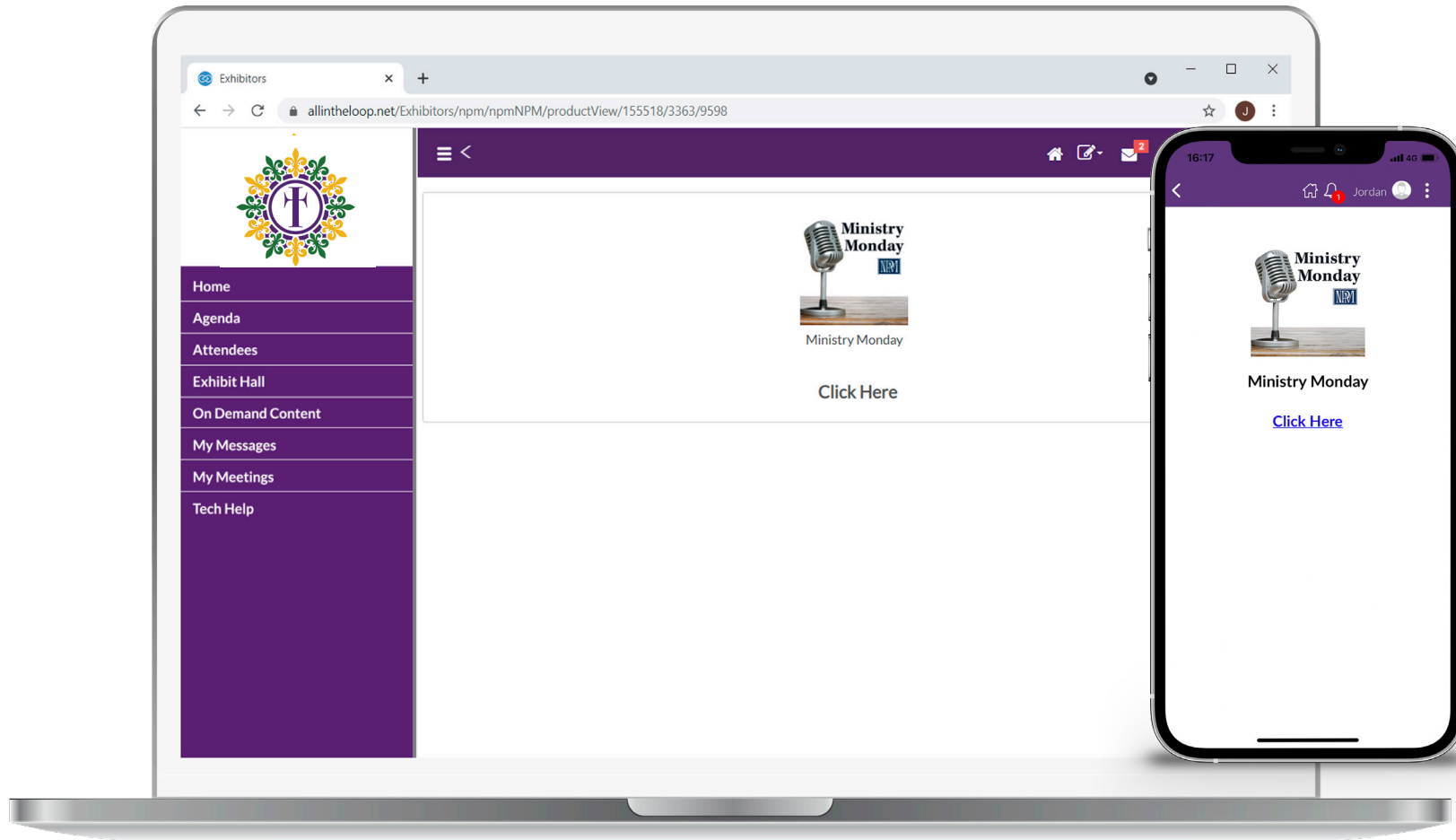
Products



When viewing an exhibitor booth you can also click related products. On the phone App tap the 'Products' button and tap on a product.



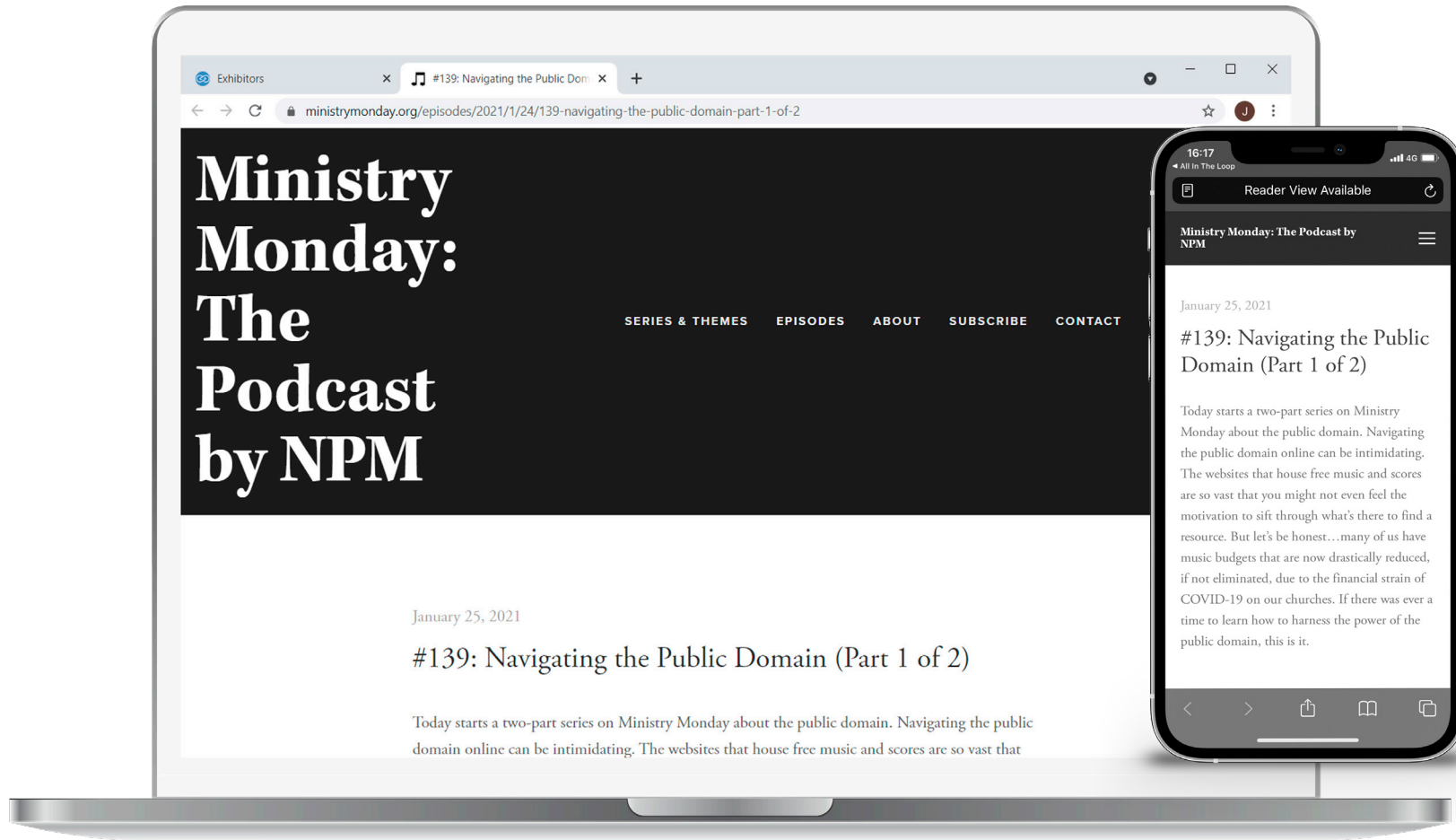
Products



You will then see a page with a product title, product icon and a short product description, which can be linked to a website.



Products



When you click or tap on that link the product/website link will open.

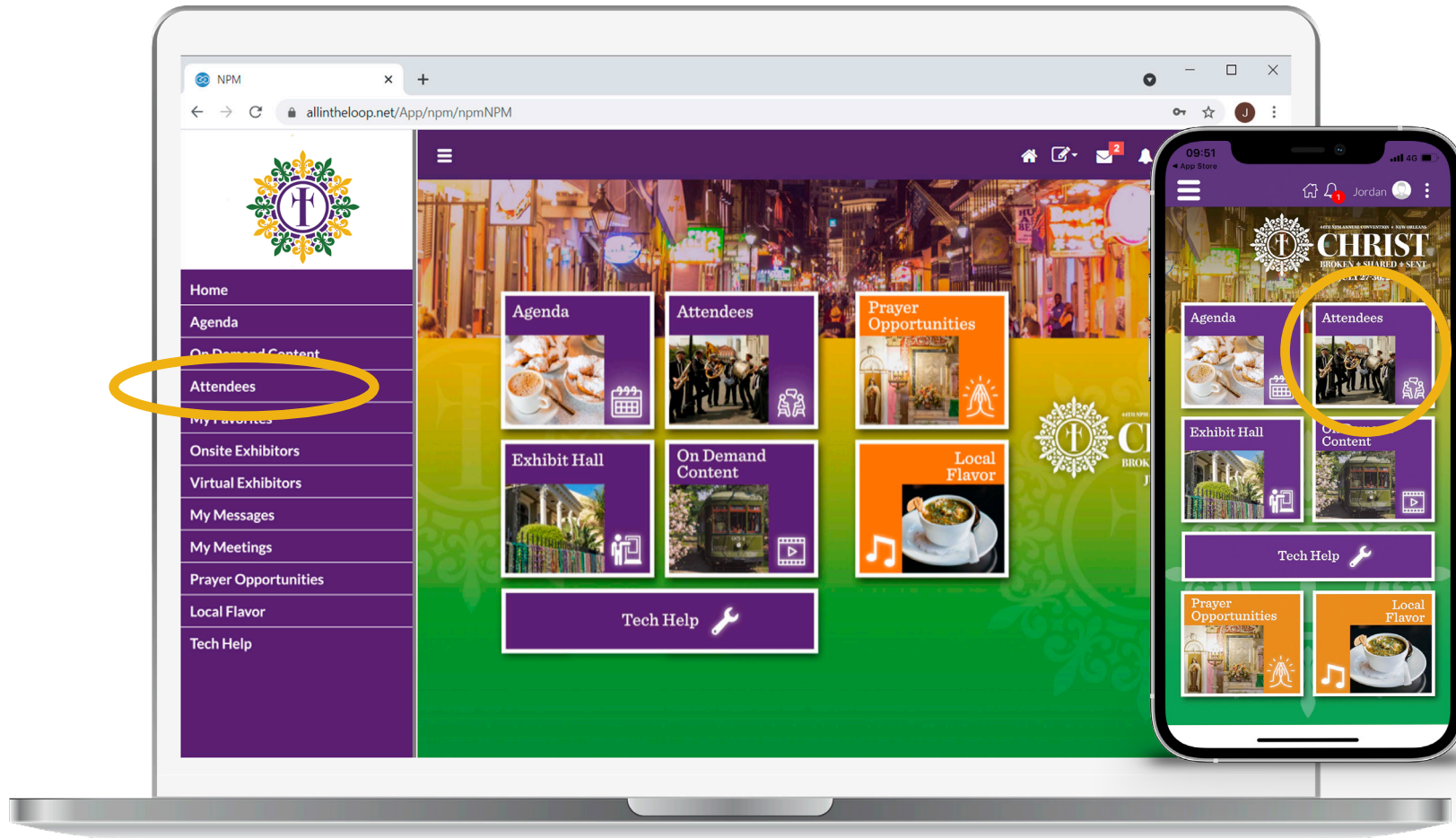




REQUESTING A MEETING



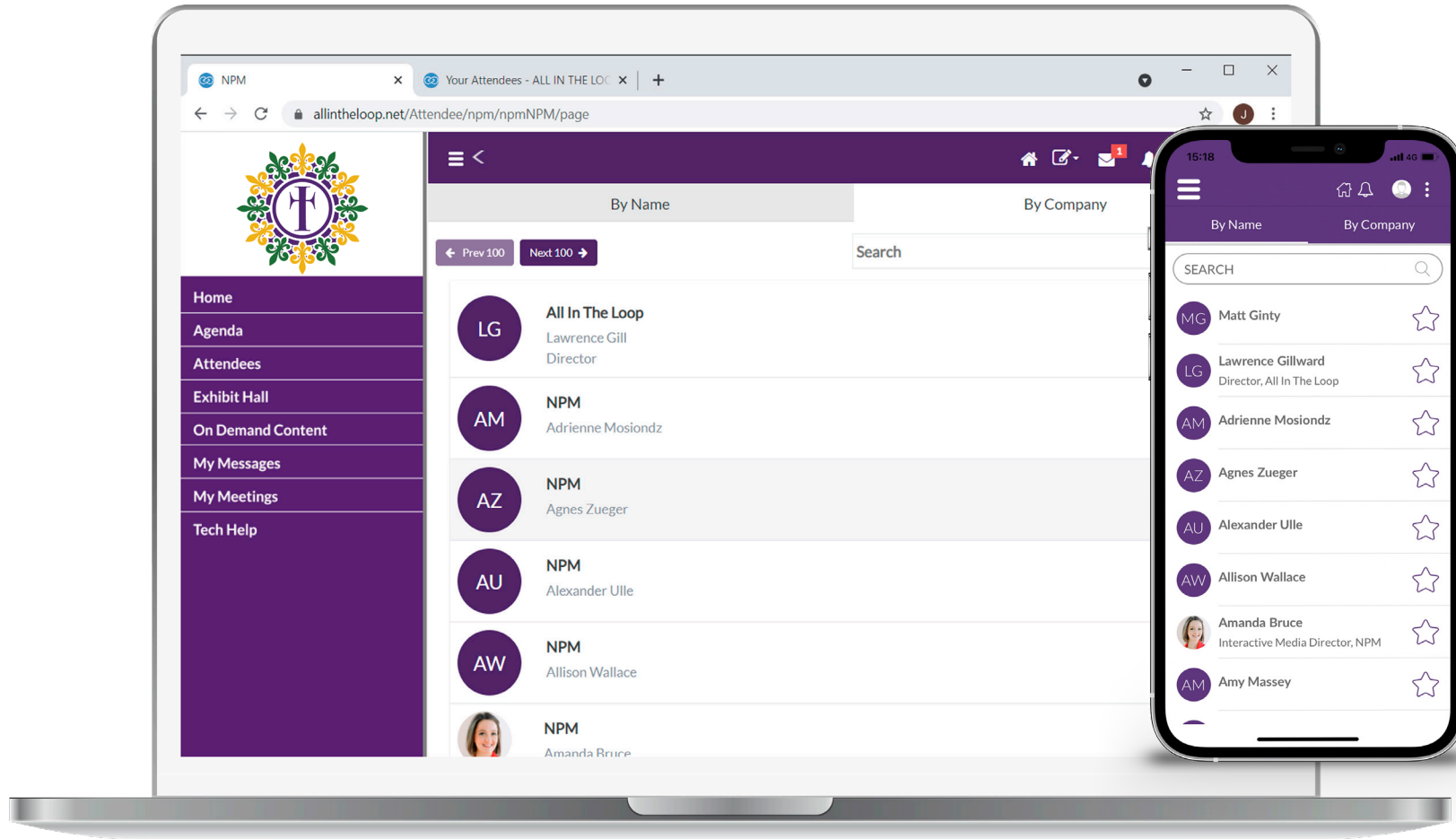
Meeting Requests



Click/tap **Attendees** on the home screen or left hand menu.



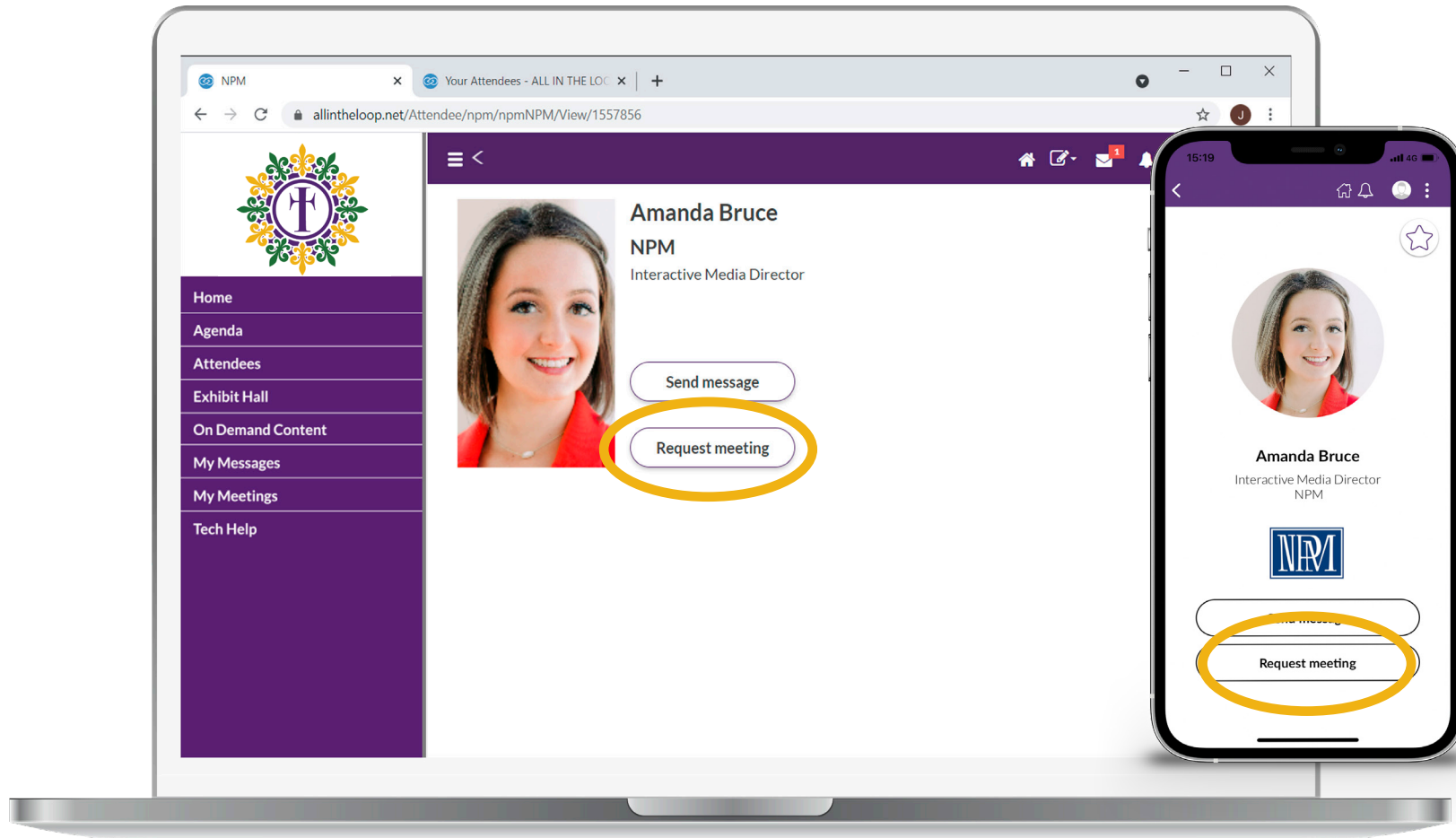
Meeting Requests



Search by the Company or Name tab and find and select an attendee.



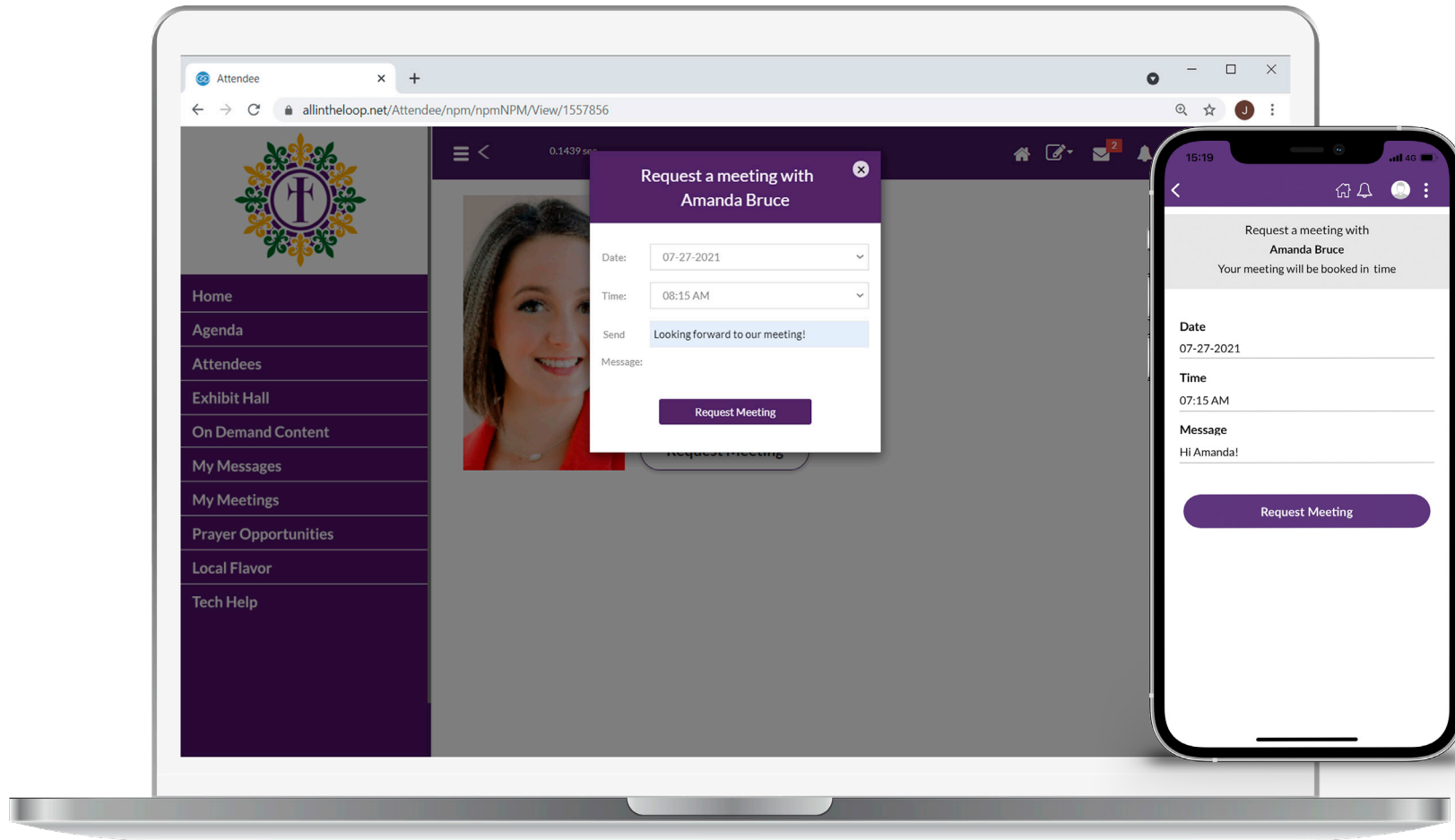
Meeting Requests



After selecting an attendee, tap/click
'Request Meeting'.



Meeting Requests



Choose a **date and time** and include an optional message. ***Note:** Only times that are available for both parties will appear.

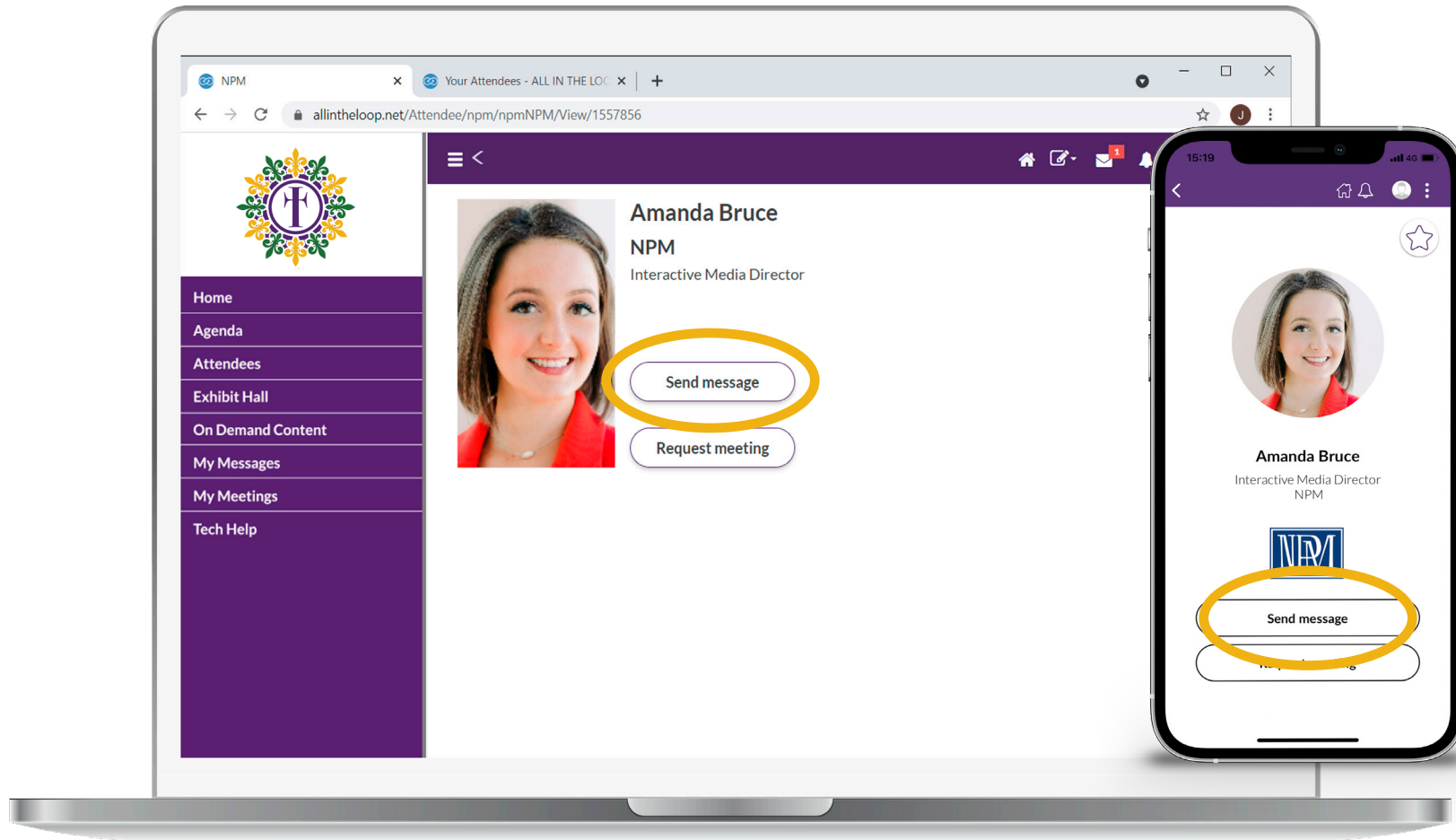




MESSAGING



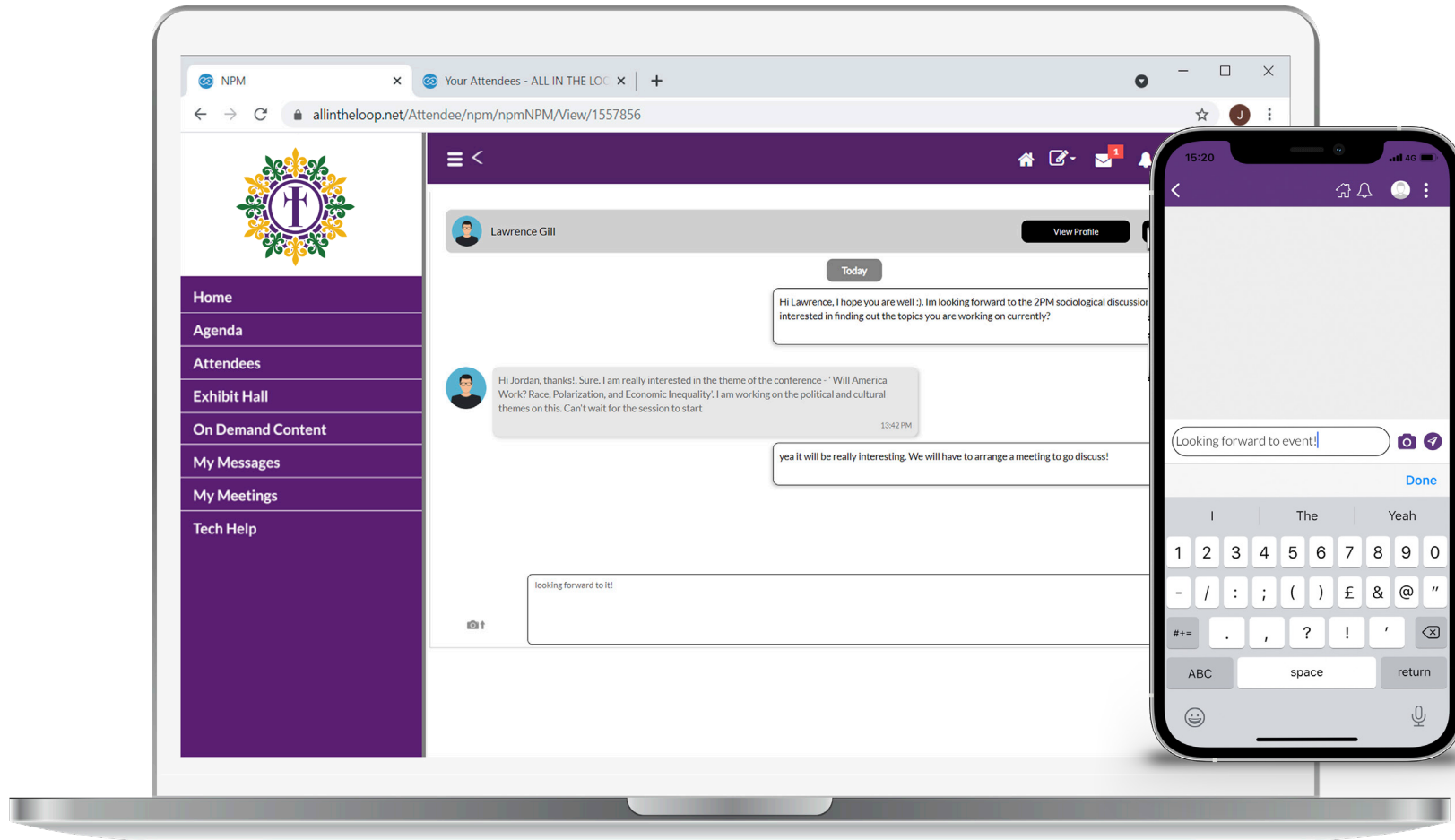
Messaging



Click/tap **'Send Message'** to connect with an attendee.



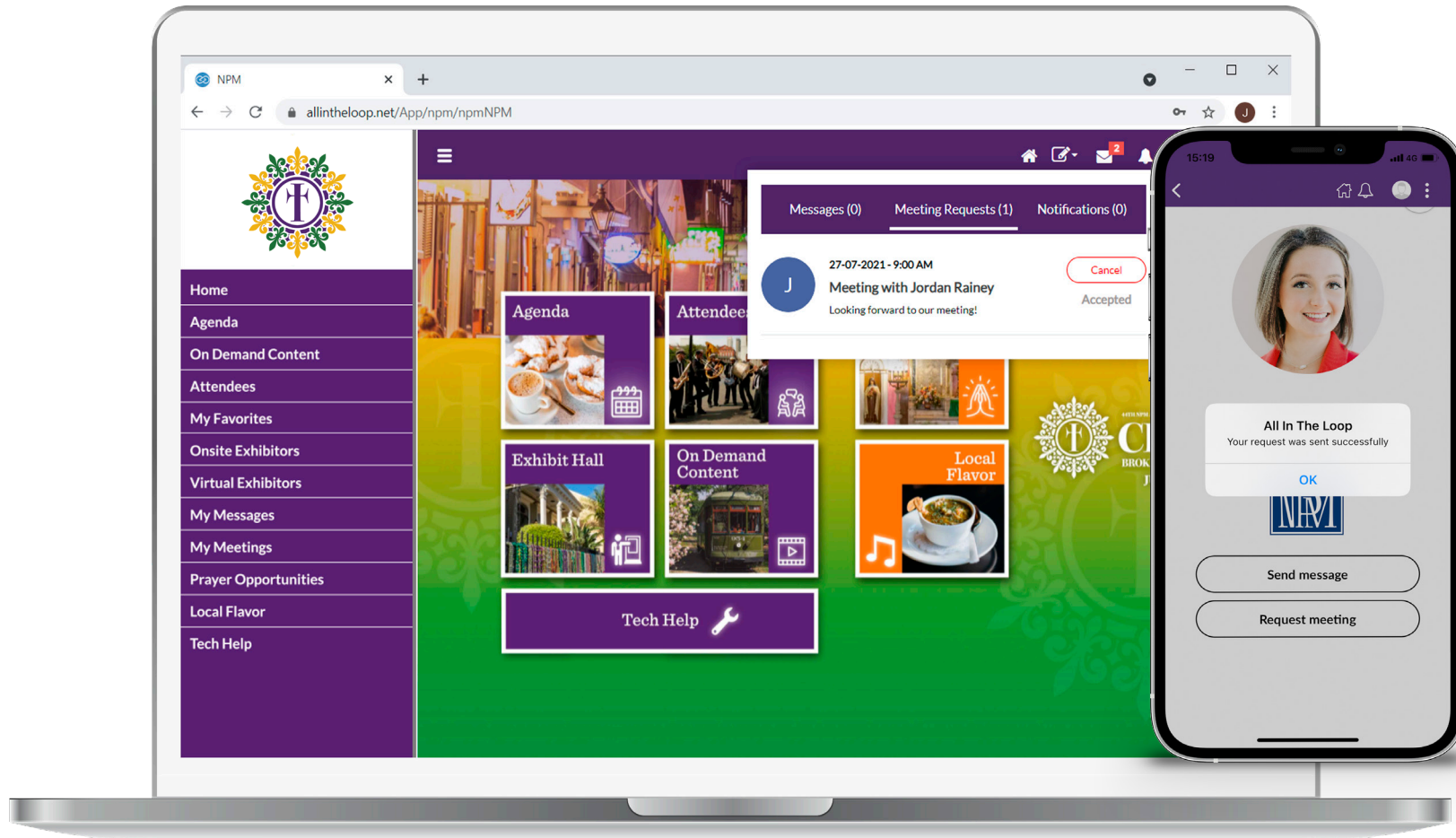
Messaging



Send a message and communicate with other attendees.
You will receive an **alert** when you receive a
message or meeting request.



Messaging



You will also receive an **alert** when someone responds to your messages or meeting requests.

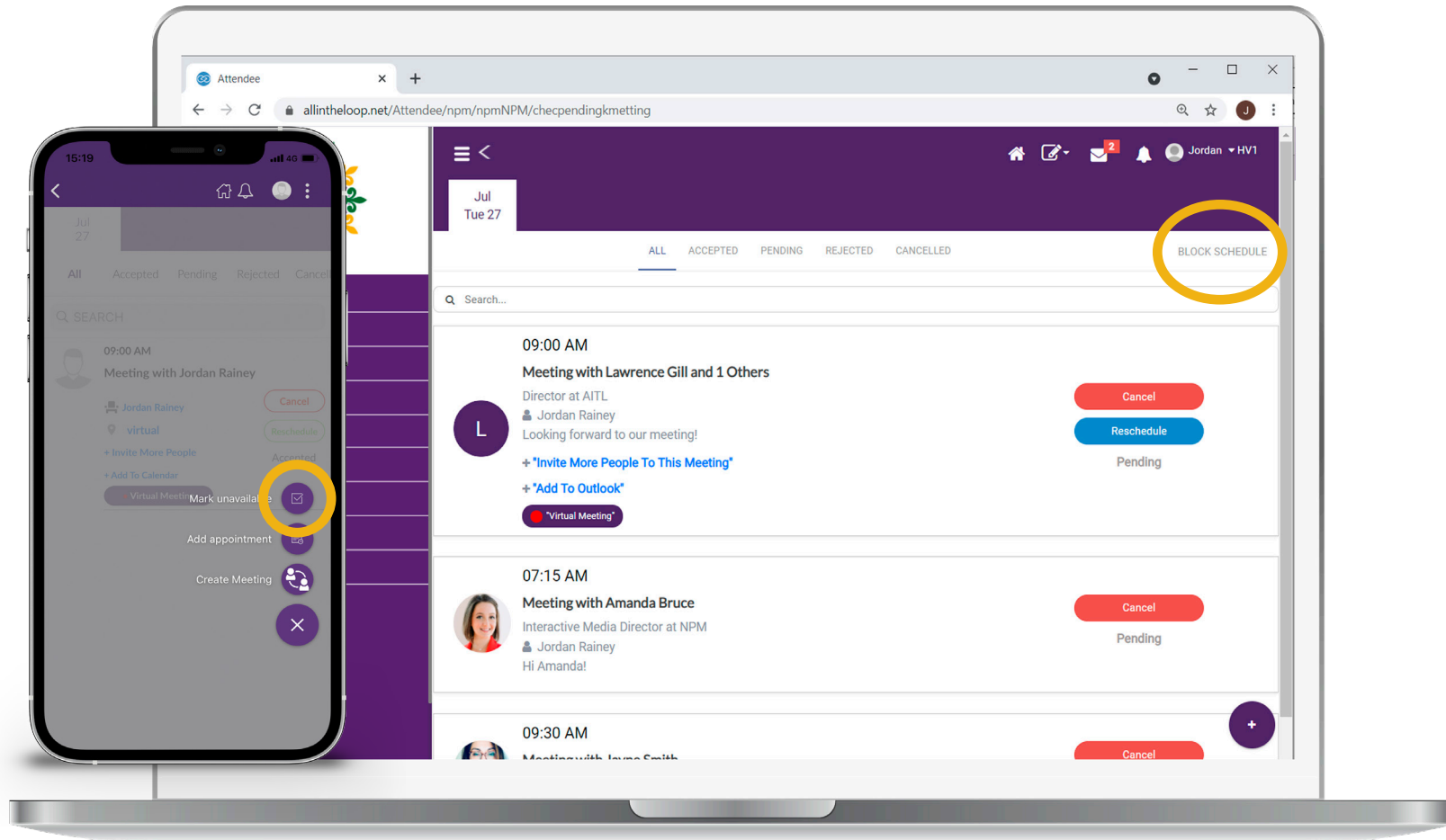




BLOCKING YOUR SCHEDULE



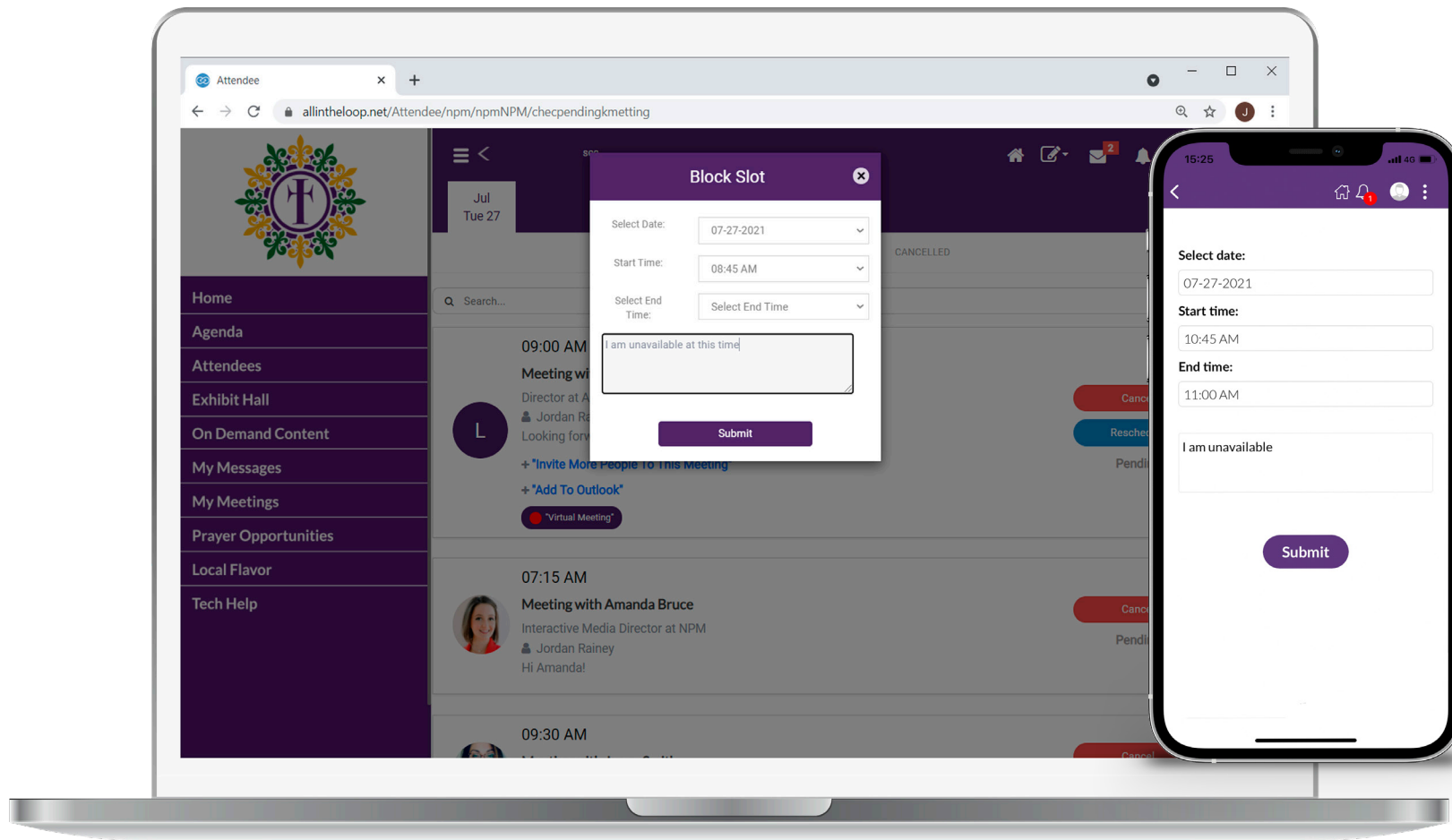
Blocking



On the web application click **My Meetings** on the left hand menu and then click the highlighted **Block Schedule** text. For the mobile app tap on the '+' icon highlighted and select '**Mark unavailable**'.



Blocking



You can then **input the date with the start and end times.**
Other attendees will be unable to arrange meetings
with you during that specific time.

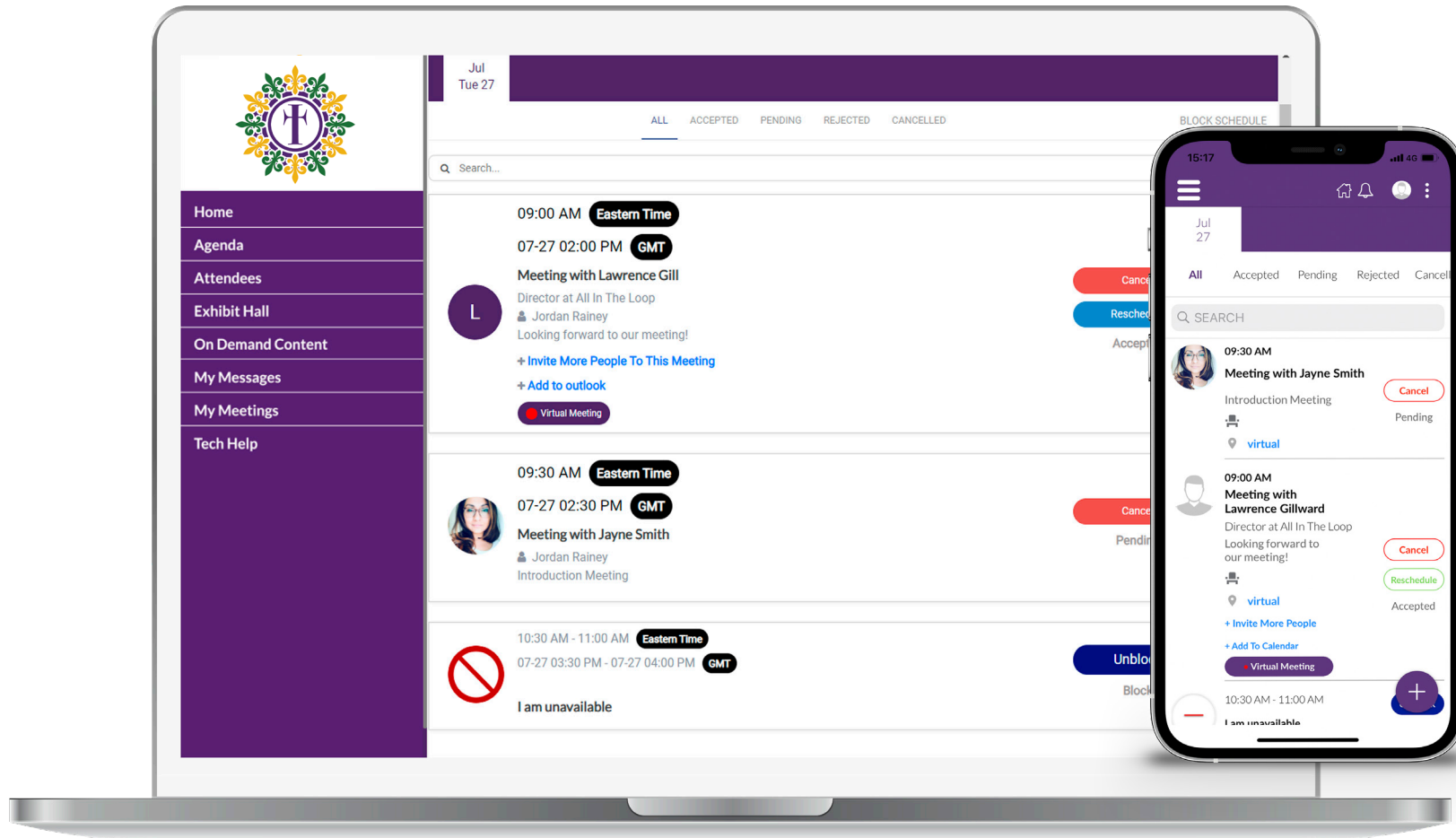




MANAGING YOUR MEETINGS



Meeting Management



On the left hand menu, click **My Meetings**. At the top, meetings are listed by day. Click a tab to view meetings for that date. Any blocked out times appear as **I'm Unavailable** with the option to **unblock** that time.

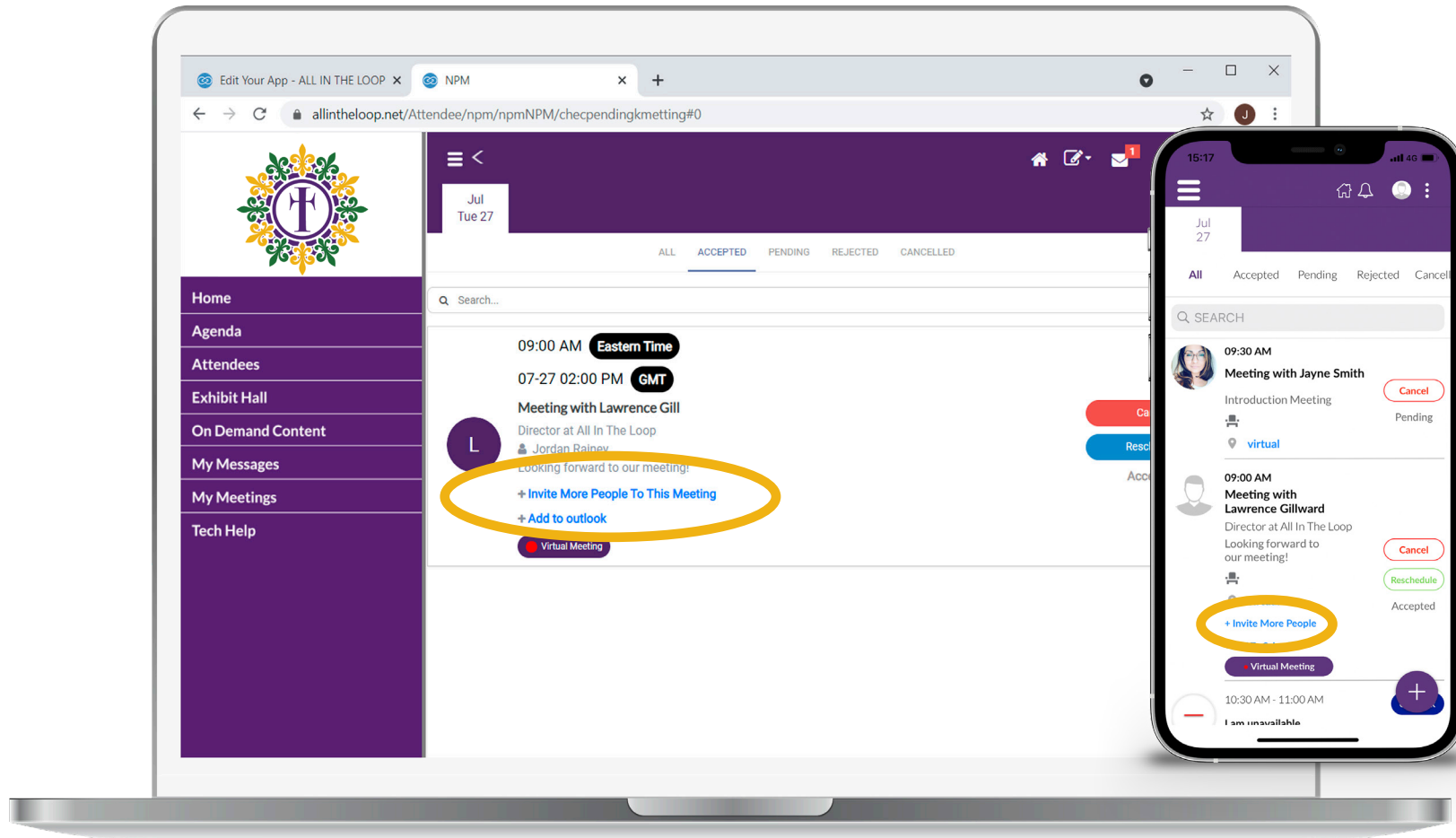




INVITING ADDITIONAL MEETING PARTICIPANTS



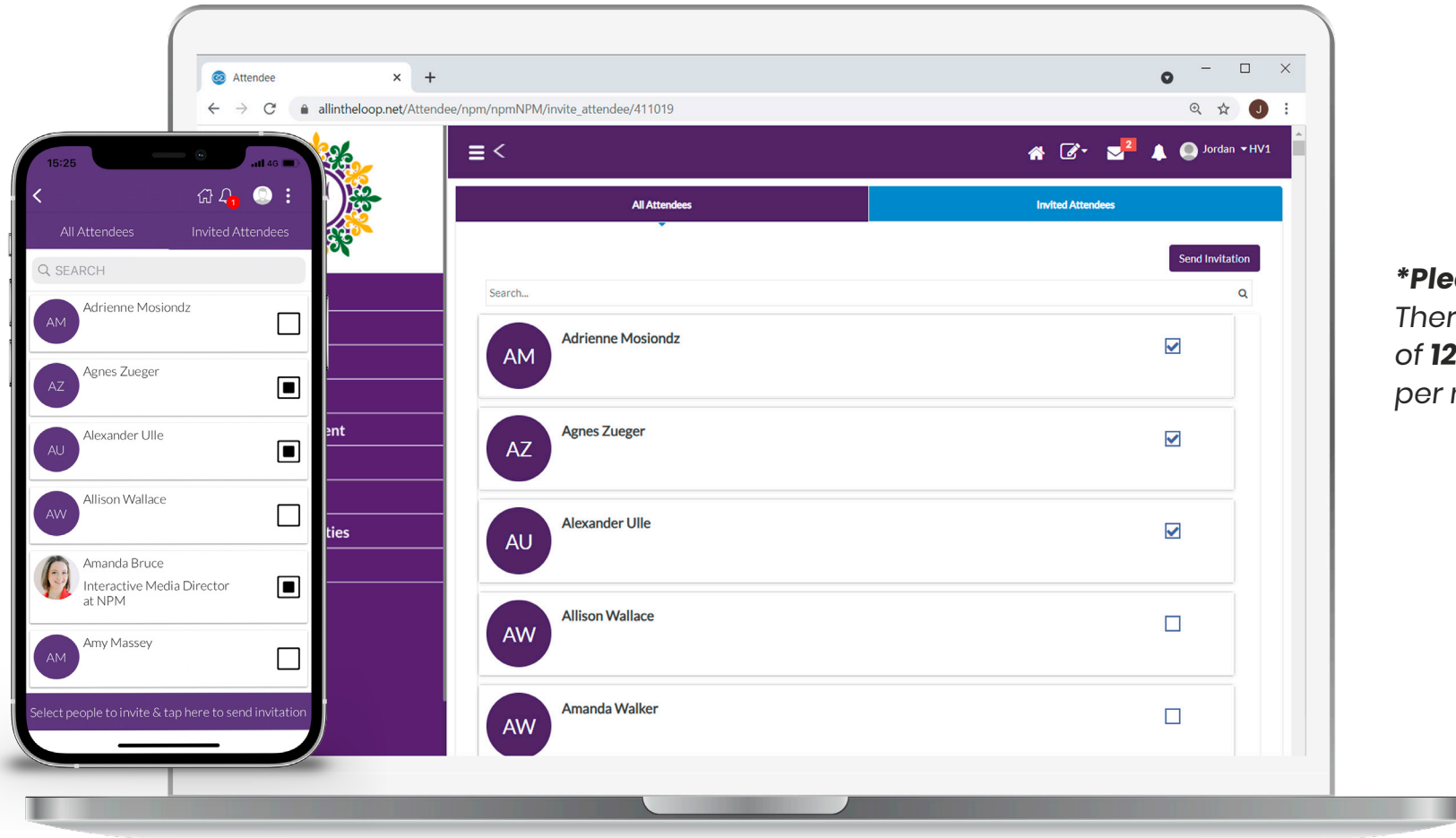
Meetings



Once a meeting has been accepted, you can add participants by clicking/tapping **Invite More People To This Meeting**.



Meetings

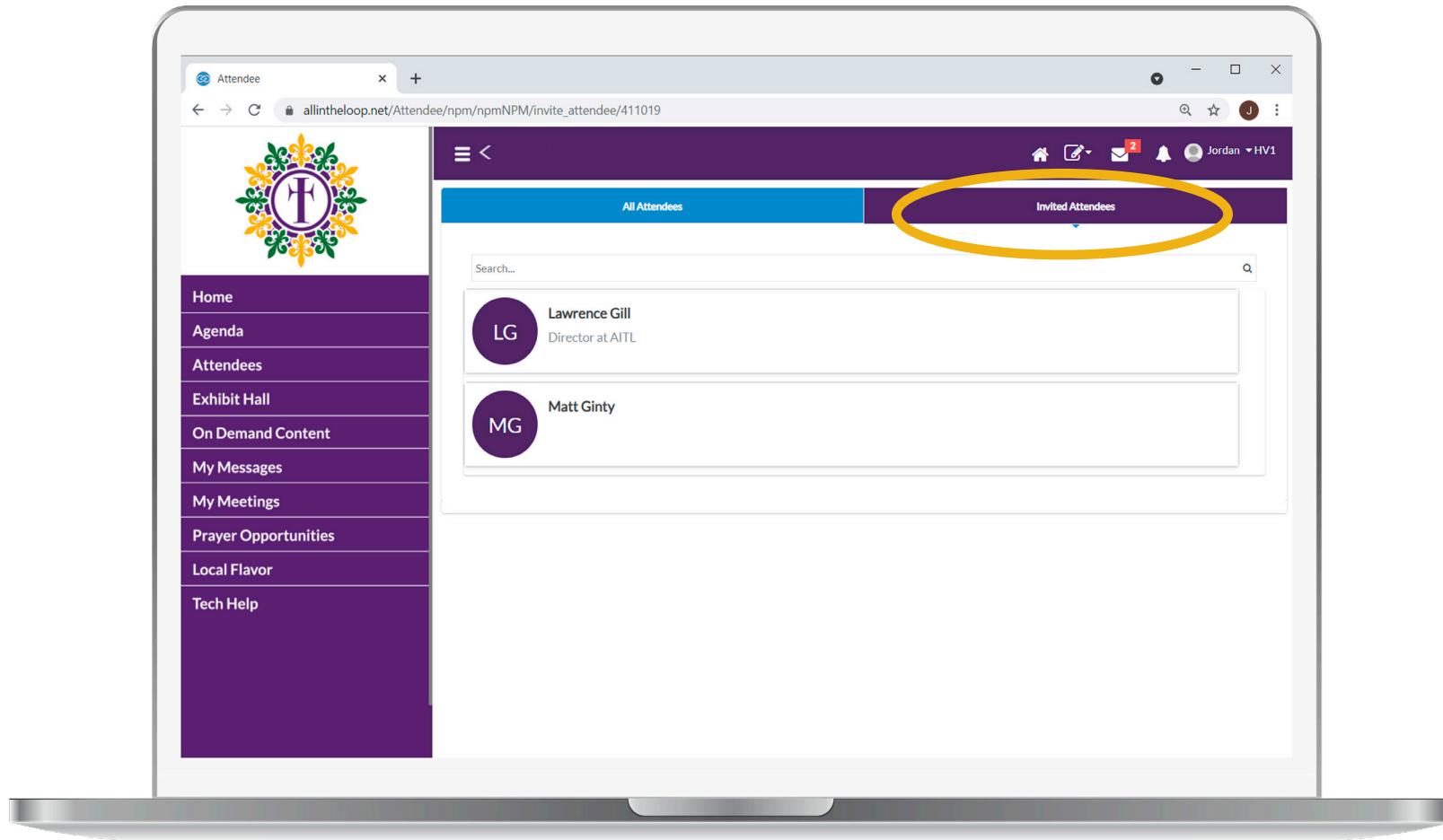


***Please note:**
There is a maximum
of **12 attendees**
per meeting.

Select the check-box next to the attendee name, then click/tap
Send Invitation to invite the person to the meeting.



Meetings



Click the **Invited Attendees** tab to view all attendees.



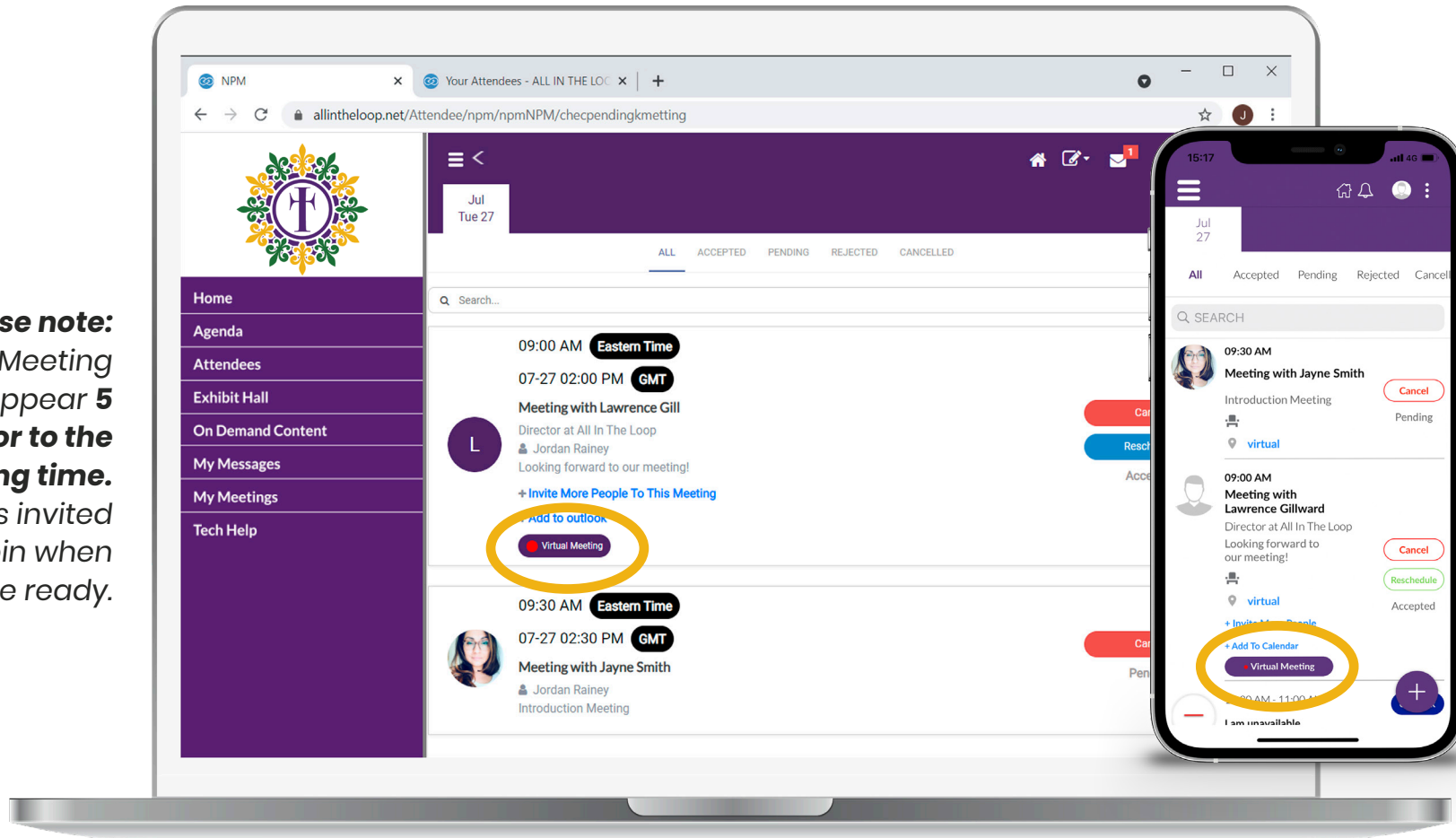


LAUNCHING A MEETING



Meetings

***Please note:**
The Virtual Meeting button will appear 5 minutes prior to the meeting time. Anyone who is invited can join when they are ready.



Click/tap the highlighted **Virtual Meeting** button at the scheduled meeting time to join.



Meetings



The meeting will then begin with all attendees who have joined. Click/tap the **red button** to end the meeting.

