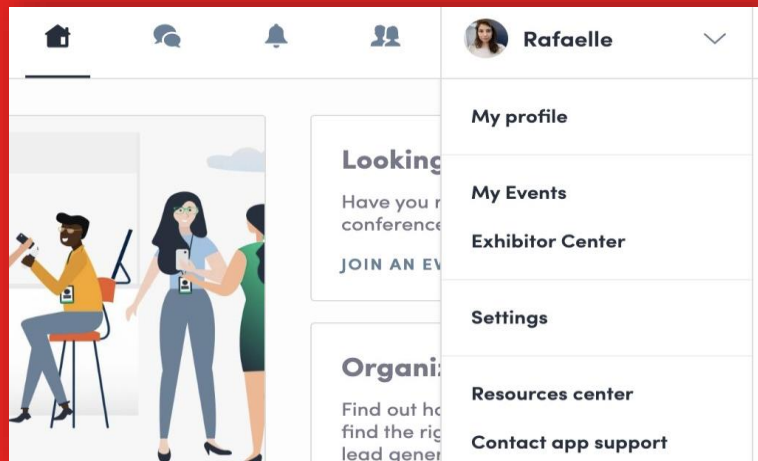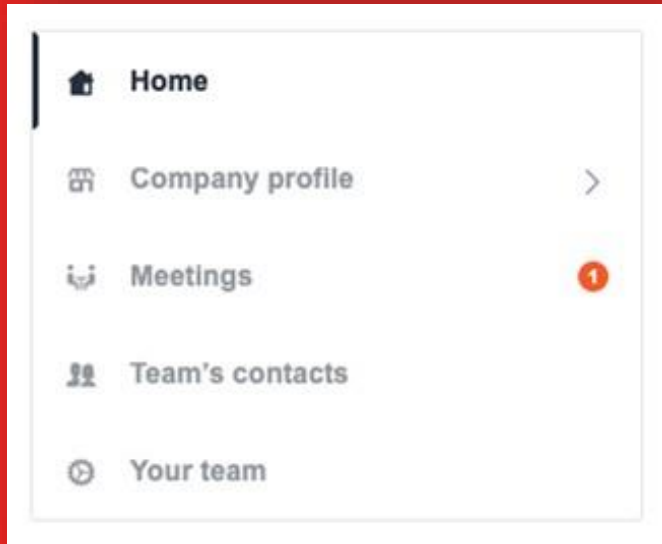# EXHIBITOR CENTER

To access your exhibitor area, click on your name at the top right-hand corner, then on "Exhibitor Center".

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Navigation

To navigate through the different sections of your exhibitor center, please use the menu bar that appears on the left-hand side of your screen.

Home is the first page that you will see when accessing the Exhibitor Center.

A red pin indicates that you have a **pending notification**, so take a look and see what's going on!

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Adding a header

In the exhibitor center you are able to upload an image or video to your company homepage.

To upload a file, click on « Company Profile ». In the first part, click on « Edit ». You will then be able to add your image file or video ID.

This can be a live or pre-recorded video, hosted on Youtube or Vimeo.

This video will play at the top of your booth's page. Suggested video length should be no more than three minutes.

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Managing your team

To manage the members attached to your exhibiting company, go to "**Your team**".

You can then view your team members, delete or add them and manage the visibility of their profile.

Manage your meetings

In this section you can:
- Display your team's meetings
- Filter meetings by status: Pending, Validated, Declined, Cancelled
- Assign a meeting to a member of your team: click "REPLY" on the meeting request, and choose the person to assign
- Accept or decline meeting requests
- Export the full list of your team's meetings

Shared contacts & exporting

By going to the "**Shared Contacts**" tab, you can view and export all the contacts collected by you and your team before, during, and after the event.

Only the contacts of your collaborators who have enabled the contact sharing option will be displayed, in addition to yours.

Check that all your collaborators have activated it.

Let's talk GDPR...
All users of the platform have agreed to share their data with the event organizer. When you scan a badge or connect with a user, they agree to share information with you. You therefore retrieve this information in compliance with the GDPR regulations.

From your App or WebApp, you can also export your contacts (and only yours) as an excel file by going to your contacts and clicking on "export".

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