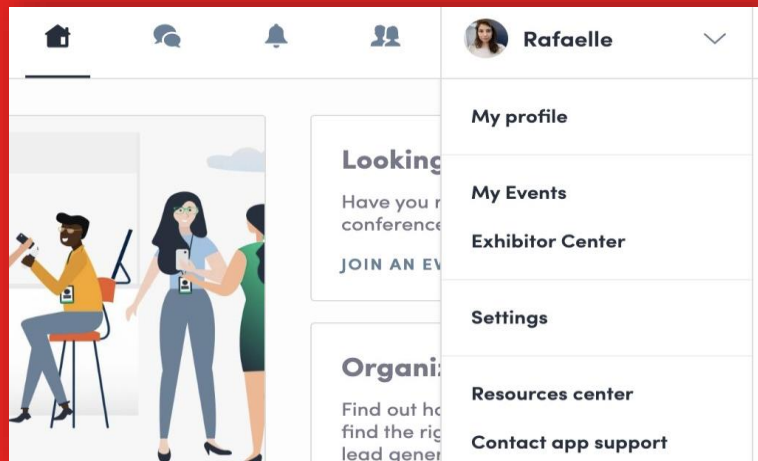


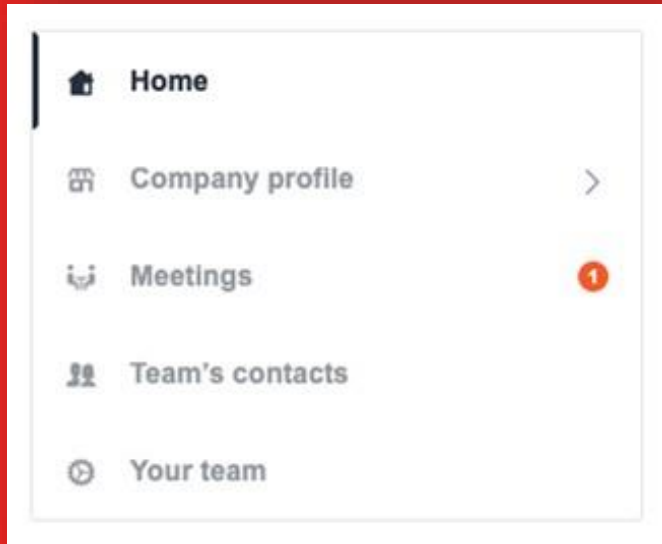
# EXHIBITOR CENTER

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



# 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!

# Adding a header

The screenshot shows the exhibitor center for the 2021 Fashion Trend'show. A video player is highlighted with a blue box, showing a presentation slide with a play button. The interface includes navigation tabs (Home, Attendees, Program, Exhibitors, Speakers, Map, Products, Chat rooms, My visit), a sidebar with social media links (Facebook, YouTube, Samsung, Orange, Toshiba), and a main content area for 'Amazon' with a 'Book a meeting' section and a 'Nomenclature' section.

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.

# 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.

The screenshot displays a user interface for managing a team. On the left is a navigation sidebar with options: Home, Company profile, Meetings (with a notification badge '5'), Contacts, and Your team (which is selected). The main content area shows a list of team members:

- Aliénor Al-Mallak**, Event Project Manager, Swapcard. A blue circle highlights an edit icon in the top right corner of this member's card.
- Allyson Jean-Charles**, Office & People Operations Manager, SWAPCARD.
- Andrea Di Benedetto**, PM, Swapcard.
- Baptiste Boulard**, CEO - | improve network Swapcard - Event App &...

To the right of the team list is a section titled "Invite your colleagues" with the text: "Add your colleagues (registered for the event) to your team so that they also have access to this interface. This will also allow you to easily share contacts made by members during the event." Below this text is a green button labeled "ADD A MEMBER".

An overlay modal is open for **Aliénor Al-Mallak**, titled "Member settings". It contains two toggle switches, both of which are currently turned on (green):

- Show profile
- Share his contacts with the team

The Informa Tech logo is located in the bottom left corner of the slide.

# 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

The screenshot displays the 'Meetings' section of a software interface. On the left is a navigation menu with options: Home, Company profile, Meetings (highlighted with a red notification badge), Contacts, and Your team. The main content area shows a list of meeting requests for 'All members' on 'Sunday, January 1, 2023'. The status filters are: Invitation (5), Confirmed (18), Pending (41), Canceled (17), and Declined (2). Two meeting requests are visible:

- Meeting request 1:** Invitation from Charles Benizri (Product Owner, Swapcard) on 01/13/2020 at 5:28 PM. Location: Primary Hall - Exhibitor room. Requester: Sophia Fields (Director Business, Allianz). A 'REPLY' button is present.
- Meeting request 2:** Invitation from Charles Benizri (Product Owner, Swapcard) on 01/21/2020 at 7:08 PM. Location: L01 - S02. Requester: Joe Williamson (Human Resources, Costco). A 'REPLY' button is present.

A 'Meeting request' modal is open, showing details for a request from Abby Gonzalez (Inside Salesperson, Verizon) on 01/31/2020 at 9:54 AM. The location is 'Elio's hall - table 1'. The requester is Abby Gonzalez and the host is Charles Benizri (Product Owner, Swapcard). At the bottom of the modal are 'ACCEPT' and 'DECLINE' buttons.

On the right side, there is a white box titled 'Export meetings' with the text: 'Get all meetings from your team in an Excel file.' Below this text is a button labeled 'EXPORT MEETINGS'.

# Shared contacts & exporting

Photo	First name	Last name	Job title	Company	Email	Created at
	suhaila	Al Munthari	Conference & Exhibition Head	abu dhabi convention bureau	smunthari@dctabudhabi.ae	12/04/2019 • 10:31 P
	Aliénor	Al-Mallak	Event Project Manager	Swapcard	alienor@swapcard.com	11/08/2019 • 9:14 AM
	Aloysius	Arlando	Chief Executive Officer	Singex Holdings Pte Ltd	alloysius.arlando@singex.com	12/04/2019 • 3:11 AM
	Annie	Bentata		By Ben Solutions	anne.bentata@by-ben.com	11/27/2019 • 12:04 P
	Baptiste	Boulard	CEO - I improve networking at events with AI, Co-founder	Swapcard - Event App & Matchmaking with AI	baptiste@swapcard.com	11/28/2019 • 2:57 PM
	joe	cappuzzello	ceo		jcappuzzello@grouptravelfamily.com	12/04/2019 • 11:37 P
	Marine	Delchie	Coordinatrice Générale	Comenorday	marine.delchie@comenorday.com	11/26/2019 • 2:19 PM
	Godefroy	des Francs	Head of Product, Co-founder	Swapcard	godefroy@swapcard.com	12/11/2019 • 11:48 AM
	Mauro	Dimolfetta	Commercial Director	Ampes Servi Srl	m.dimolfetta@mipel.it	01/24/2020 • 11:03 A
	Xavier	Dordor	Ceo	Myeventnetwork	xavier@myeventnetwork.com	11/27/2019 • 2:21 PM

Nb / page: 10 Page: 1 1 of 30

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".