

# Sponsor Guide

GPRAS  
22-24 October 2024



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# ConnectMe Guide: How to Edit Virtual Booths

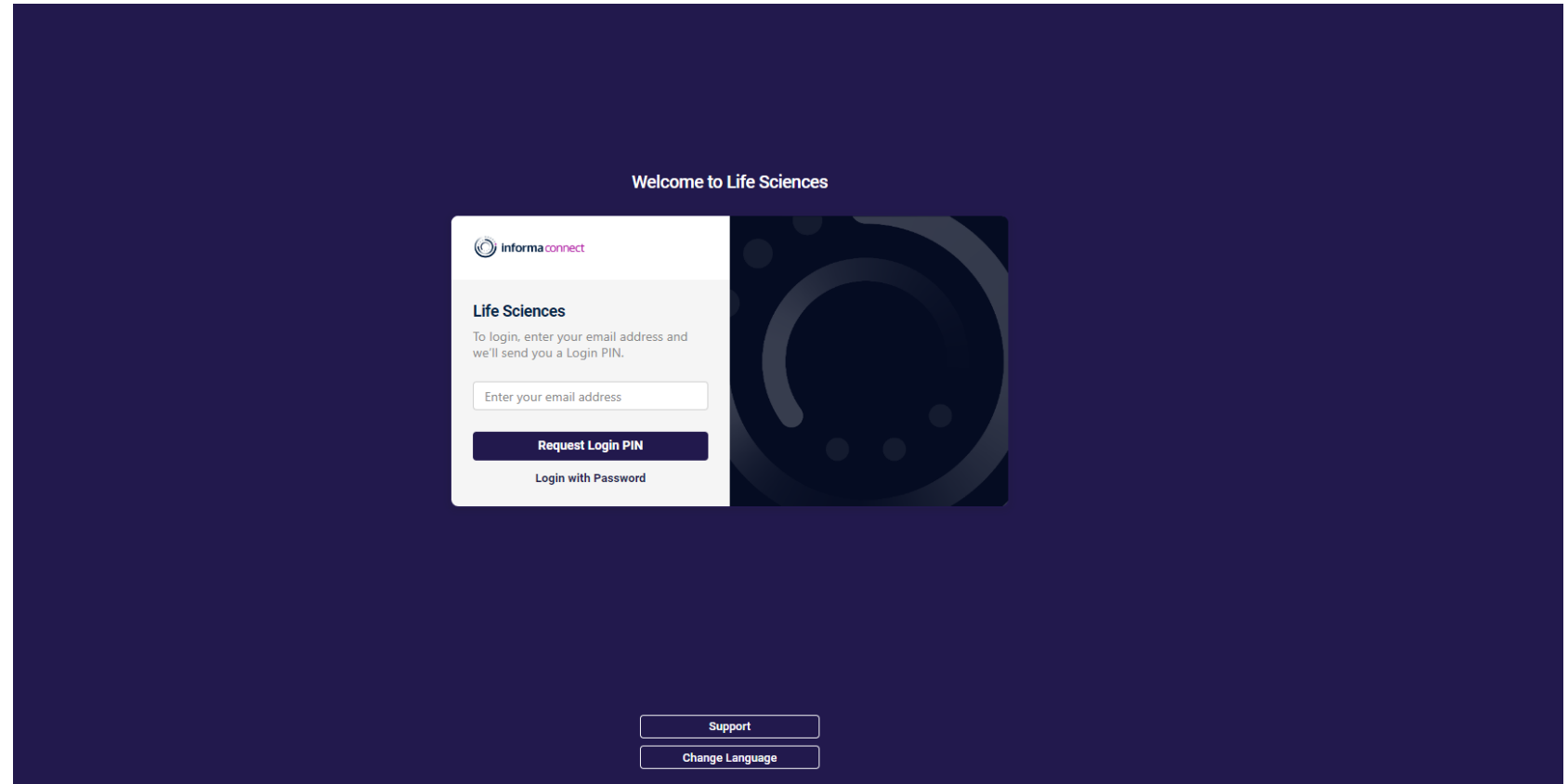
# STEP 1 – LOGIN TO PLATFORM

Link to online platform: <https://lifescience.connectmeinforma.com>

Please use the login details you have received by email.

Enter your email.

You will be emailed a 4-digit code that will redirect you to the platform. Please contact us if you do not receive the email. It will come from “Totem”



## STEP 2 – FIND YOUR BOOTH

Click on the **“Exhibit Hall”** to see a list of all sponsors and partners. *The navigation could vary each event*

Search for your company name

Click on **“Showcase”** to access the booth.

The screenshot shows the 'Exhibit Hall' interface. At the top, there is a navigation bar with 'Home', 'My Event', 'Attendees', and 'Exhibit Hall' (highlighted with a red box). Below the navigation is a 'Filters' sidebar on the left, containing a 'Name' search box (highlighted with a red box) and an 'Interests' section with a checked 'All' option. The main content area is titled 'Sponsors' and displays a grid of six sponsor cards. Each card features a logo, the company name, and a 'Showcase' button. The first card for 'Informa' has its 'Showcase' button highlighted with a red box. The other cards shown are Marriott, Hilton, IHG Resorts, Visit St Pete, and Array.

# STEP 3 – BUILD YOUR BOOTH

The screenshot shows the Informa booth builder interface. At the top right, there is an **Edit Stand** button. Below the main header, there are buttons for **Book Meeting** and **Chat Now**. A row of social media icons (Facebook, LinkedIn, Instagram, Twitter, Email) is highlighted. Below this, there are tabs for **About** and **Representatives** (with a notification badge). The **About** section is currently selected. On the right side, there is a **Guest Book** section with a **Sign Guestbook** button and a profile card for Isabela Silva, Digital Experience Co-Ordinator at Informa. At the bottom right, there is a **Chat** section with an **Options** button. At the bottom left, there is a placeholder for a **Presentation title**.

You can change the settings, by clicking on "Edit Stand". Only **representatives** can edit the booth.

If you don't have this permission, please send an email to your Informa contact.

**Book Meeting & Chat Now:** Interactive tools that can be used by attendees to either book a meeting with Reps or send a message on Chat.

### Social media links

**Representatives:** will show all registered staff from your company attending the show (all attendee's will be registered 2 weeks before the event).

**About:** short company description

**Guest book:** Lead capture tool that can be used by attendees. You can export a list of all guests who signed by clicking on the Spreadsheet icon.

Presentation title

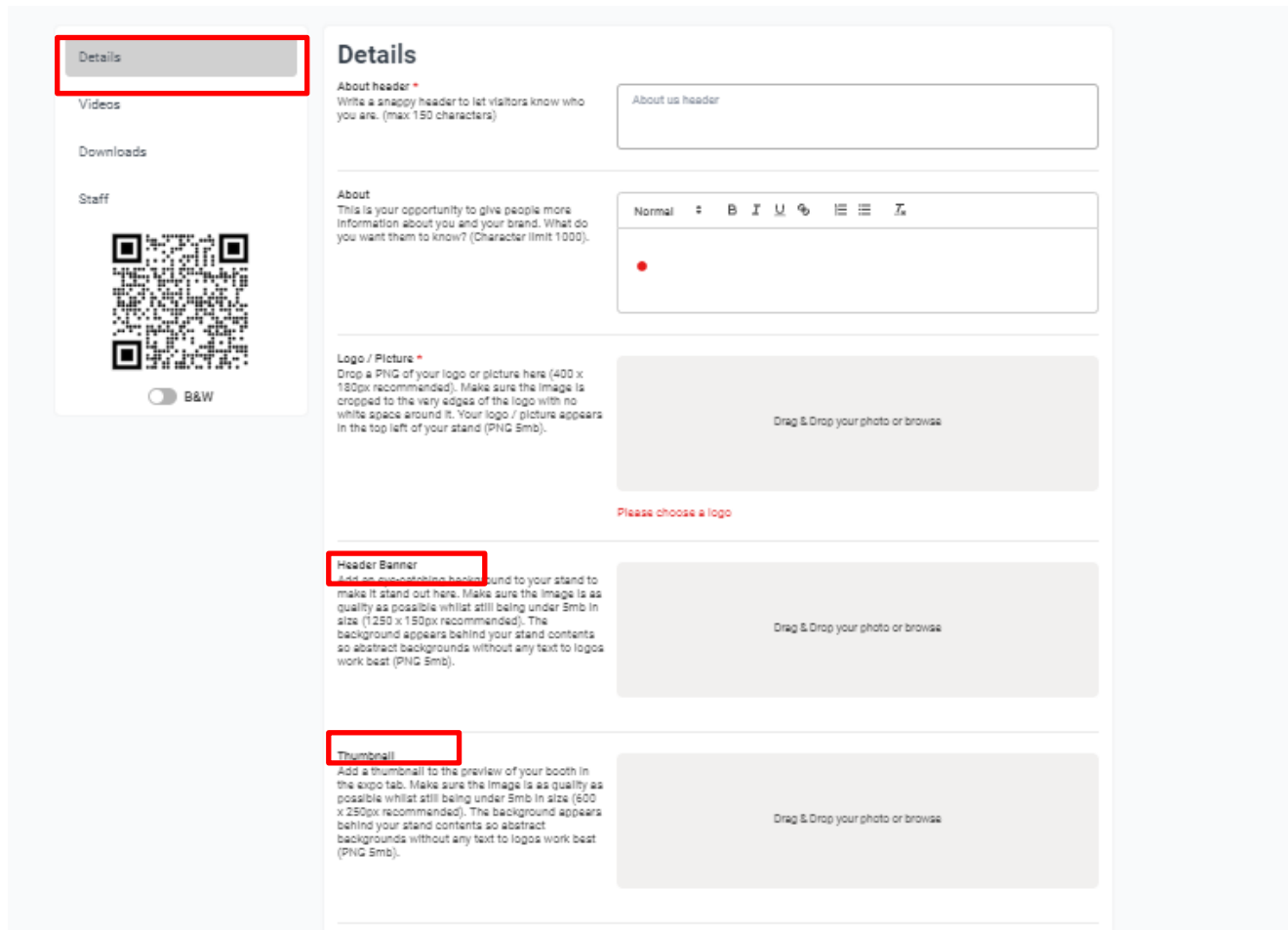
# STEP 4 – BUILD YOUR BOOTH

**Details:** An overview of your booth. You can edit all your company details such as 'About Us', 'Logo', 'Background', etc. Specs are listed besides each editable option.

Don't forget to save your changes by clicking on **“Update About Us”** at the bottom of the page.

**Header Banner:** 1250 x 150px recommended. The background appears at the top of your stand so abstract backgrounds without any text to logos work best.

**Thumbnail:** 600 x 250px is in the lobby of the Exhibit Hall - we will provide one for you if you choose not to add one of your own.



**Website & Social links:** The links must include the prefix https://

**Helix Tags:** *If these have been provided* for the event, pick up to 10 Helix tags that best define your stand to help the most relevant attendees find you. Attendees can filter stands by specific Helix tags on the Expo overview page. Chosen Helix tags will also appear in the top left of your booth, underneath your logo.

**Chat & Guest book list:** Interactive tools. We recommend keeping both of these toggled on.

**Expo Visibility:** *I do not believe you will have this button, but if you do, please leave it toggled on*

Don't forget to save your changes by clicking on **"Update About Us"**

Presentation title

**Website URL**  
Link to your company website in the top left of your stand by adding your URL here.

**Social Links**  
This is your opportunity to add social media URLs to your stand and encourage traffic! Icons for each social media site will only appear on your stand once a link is added.

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**Choose Helix Interests**  
Pick up to 10 Helix tags that best define your stand to help the most relevant attendees find you. Attendees can filter stands by specific Helix tags on the Expo overview page. Chosen Helix tags will also appear in the top left of your booth, underneath your logo.

Alternative Credit

Analytics/Data

Consumer/Retail Banking

Core Banking/Back Office

Customer Engagement

Embedded Finance

Identity/Authentication

Insurtech

Investing/Asset Trading

Lending/Alternative Lending

Open Banking

Payments

PFM/Financial Planning

Regtech/Compliance

Risk Management

Security/Biometrics

SMB/SME

Wealthtech

Financial Inclusion

**Chat** visible   
Toggle this button off to hide chat from this expo

**Guest Book** visible   
Toggle this button off to hide guest book from this expo

**Expo Visibility** visible   
Toggle this button off to hide this expo from mobile app

**Update About Us**



# STEP 5 – ADD NEW VIDEOS

< Back to Stand Back to Stand


## Informa Demo

Details

Videos

Downloads

Staff



BBW

### Video Files

Entice your visitors with up to ten engaging videos at a time that represent your brand. Click the cloud icon to open your stand media browser. Choose an existing file or click Upload to add something new. Use the trash icon to delete an existing stand video. When uploading a new video you must include a Title, Description and static Thumbnail which will display to visitors before a video is played. Finally drop your chosen video into the upload area (recommended 1920 x 1080px). Videos over 500mb or 5min in length will fail to upload, so keep them short and interesting!


[Update Videos](#)

**Videos:** An overview of all your videos. To add new videos please click on the icon highlighted.

Don't forget to save all changes by clicking on **"Update Videos"**

# STEP 5 CONT.- ADD NEW VIDEOS

**Add all required information**  
– Title, description,  
thumbnail and the file.

**Thumbnail:** Pause your  
video and take a snapshot  
of the video (5MB PNG  
image).

The screenshot shows the Informa stand management interface. On the left, there are navigation options: Details, Videos, Downloads, and Staff. A QR code is displayed under Staff. The main area is titled 'Video Files' and contains a list of video slots, each with a video icon and a trash icon. Below this list is an 'Upload File' modal form. The form has the following fields and buttons:

- Title:** A text input field with the label 'Title (Required)'. The label is highlighted with a red box.
- Description:** A text input field with the label 'Description (Required)'.
- Thumbnail:** A large grey area with the text 'UPLOAD PHOTO'. The label is highlighted with a red box.
- File:** A large grey area with the text 'DRAG & DROP YOUR FILE OR BROWSE'. The label is highlighted with a red box.
- Buttons:** 'Cancel' and 'Upload' buttons at the bottom. The 'Upload' button is highlighted with a red box.

Presentation title

# STEP 5 CONT. – ADD NEW VIDEOS

Select the file in the library and press "Confirm Selection."

Presentation title

### Video Files

Entice your visitors with up to ten engaging videos at a time that represent your brand. Click the cloud icon to open y existing file or click Upload to add something new. Use the trash icon to delete an existing stand video. When uploadi Title, Description and static Thumbnail which will display to visitors before a video is played. Finally drop your chosen (recommended 1920 x 1080px). Videos over 500mb or 5min in length will fail to upload, so keep them short and inter

📺

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📺

📺

📺

Library ✕

Upload

< 1 >

# STEP 6 - ADD DOWNLOADABLE DOCUMENTS

**Downloads:** Add up to 10 downloadable PDFs to your stand.

Choose an existing file or click **“the icon”** to add something new. Click the upload button to add.

Add all required information (title, description, thumbnail and file).

**Thumbnail:** add a screenshot of the first page. Without a thumbnail, the image will be black on the front end (5MB PNG image).

*Portrait downloadable PDFs are recommended.*

Presentation title

# STEP 6 CONT. – ADD DOWNLOADABLE DOCUMENTS

Select the file in the library and press “Confirm Selection”.

Your new document will appear on this page.

You can always come back to this page and edit the title and description if needed.

Cancel **Confirm Selection**

# STEP 7 – MANAGE STAFF AVAILABILITY

**Staff:** Manage staff availability by toggling them on/off.

Get in touch with your operations manager if any of your team is missing.

The screenshot shows a web interface for 'Informa Demo'. At the top left, there is a '< Back to Stand' link. The main title 'Informa Demo' is centered at the top. On the right side, there is a 'Back to Stand' button. A left-hand navigation menu contains links for 'Details', 'Videos', 'Downloads', and 'Staff', with 'Staff' being the active selection. Below the menu is a QR code and a 'B&W' toggle switch. The main content area is titled 'Staff Availability' and includes a descriptive paragraph: 'Manage which members of staff are available to contact from your stand by toggling them on/off here. Get in touch with the event organisers if you wish to add more staff members to your stand but note that new members can only be added once they have signed in to the platform and built their badge.' Below this text is a list of staff members. The first entry is for 'Jamie Gulden', featuring a profile picture and a blue 'Show' button with a toggle switch, which is highlighted with a red rectangular box.


**STEP 8 – QR CODES-** rather than print any materials, you can upload and bring a QR code for attendees to scan and add to their delegate bag. Each time an attendees does so, it will provide a lead for you.

< Back to Stand

# Berkeley Lights, Inc.

Back to Stand













- Details
- Videos
- Downloads
- Staff



B&W

## Downloads

Add up to ten downloadable PDFs to your stand for visitors to take away in their delegate bag. Choose an existing file or click Upload to add something new. When uploading a new PDF you must include a Title and Description which shows to your stand visitors. The thumbnail is only visible to you in your stand media library but is useful to add so you can easily find the right pdf - especially if you want to rotate items throughout the event. Portrait PDFs are recommended.

	<b>Beacon Optofluidic System</b> Brochure	  
	<b>The Opto CLD Workflow</b> Brochure	  
	<b>T Cell Biology Reimagined</b> Brochure	  

You can print a QR code which can be scanned by attendees onsite at your booth to download your documents for later viewing. All downloads come in 1 file

Presentation title

## STEP 8 – QR CODES (cont'd)

QR Code: Beacon Optofluidic System ✕

Download All QR Codes

Download

Select QR Type

bw

QR Code



Beacon Optofluidic System



When you click download, all your uploaded documents will be linked to the respective QR codes for you to print and bring onsite.



# ConnectMe Guide: How to Edit your Personal Profile

# STEP 1 – EDIT MY PROFILE

To edit your profile, go to My Event in the Navigation Bar and select My Profile.

To change/add a photo, click on the profile picture icon. Images should be no larger than 500x500px.

You can also change your password, timezone, job title etc. here too.

**Pharma Forum** Home Dashboard Agenda **My Event** Attendees Speakers Book Supplier Appointments Sponsors WiFi Information Sustainability

- My Profile**
- Delegate Bag
- My Schedule
- My Meetings
- Pending Requests
- Sent Requests
- Cancelled Requests
- Availability

### Edit Profile

**Jamie Gulden** Physical Attendee  
Regional Director, Digital Experience  
Informa

### Change Password

New Password \*

Confirm Password \*

**Update**

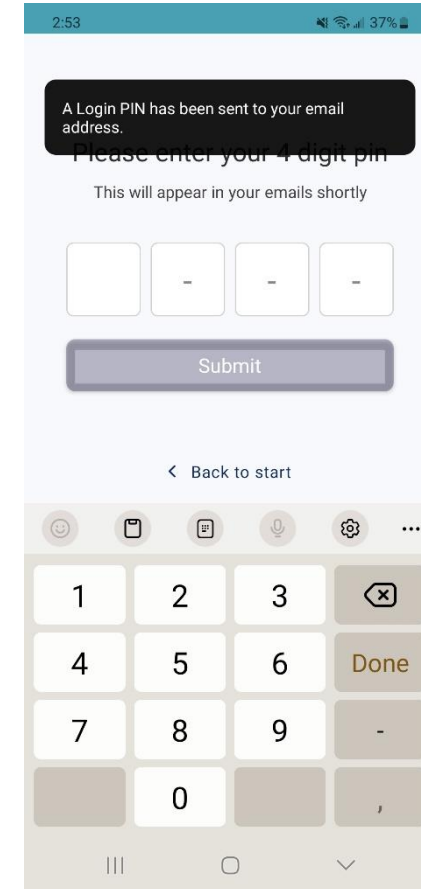
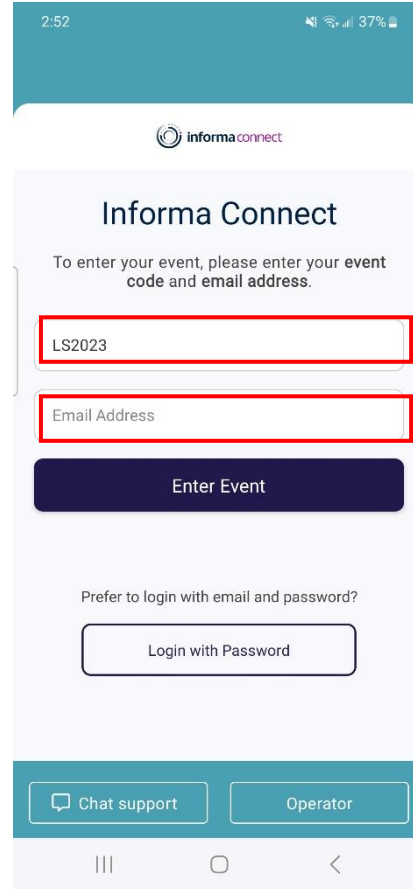
### Details

* FIRST NAME <input type="text" value="Jamie"/>	* LAST NAME <input type="text" value="Gulden"/>
EMAIL <input type="text" value="Jamie.Gulden@informa.com"/>	TIMEZONE <input type="text" value="America/New_York"/>
* COMPANY <input type="text" value="Informa"/>	* JOB TITLE <input type="text" value="Regional Director, Digital Experience"/>

# Lead Retrieval

# LEAD RETRIEVAL – HOW TO SETUP, SCAN AND COLLECT LEADS ONSITE

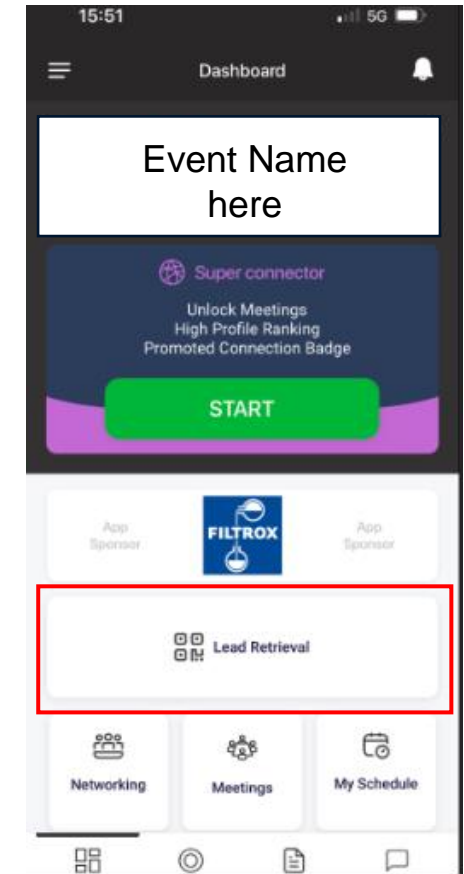
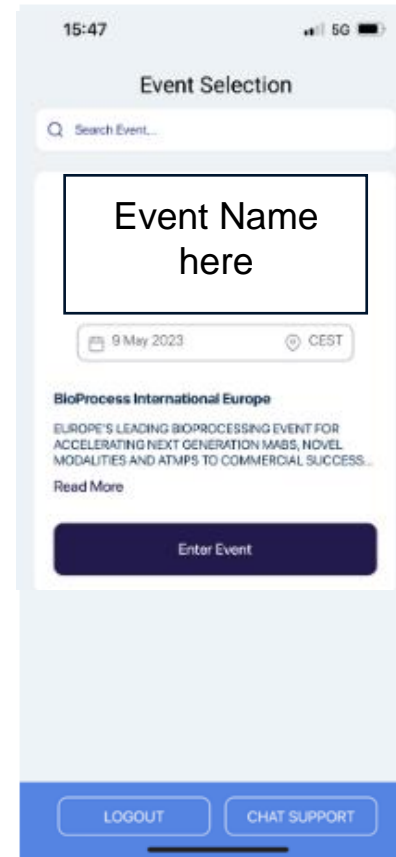
1. On your mobile device, please download the ConnectMe app. To find it in the App Store / Google Play, please search 'ConnectMe by Informa'.
2. Once downloaded, please enter the event code: **LS2024**
3. Enter your email address used to register for the conference, to which you will receive a 4-digit pin to login



# LEAD RETRIEVAL

4. Once entered, please select the **Global Pharmaceutical Regulatory Affairs Summit** event to enter. The dashboard on the right should appear and you will have the **Lead Retrieval** button which will take you to the lead scanning page.

*If you do not see this button on your screen, please contact [ally.lear@informa.com](mailto:ally.lear@informa.com)*

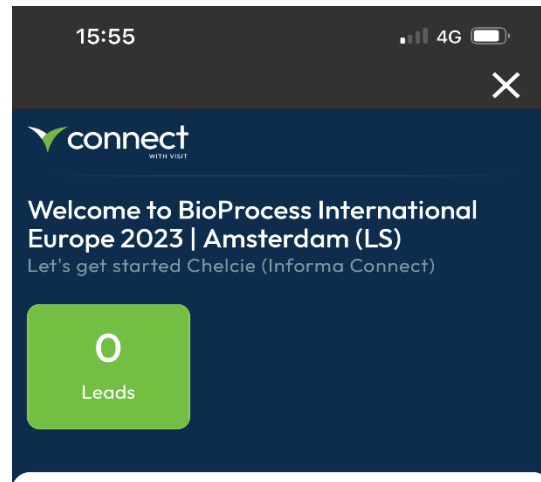


# LEAD RETRIEVAL

5. This takes you to the partner portal for capturing leads. To begin scanning click the blue button at the bottom of your screen.

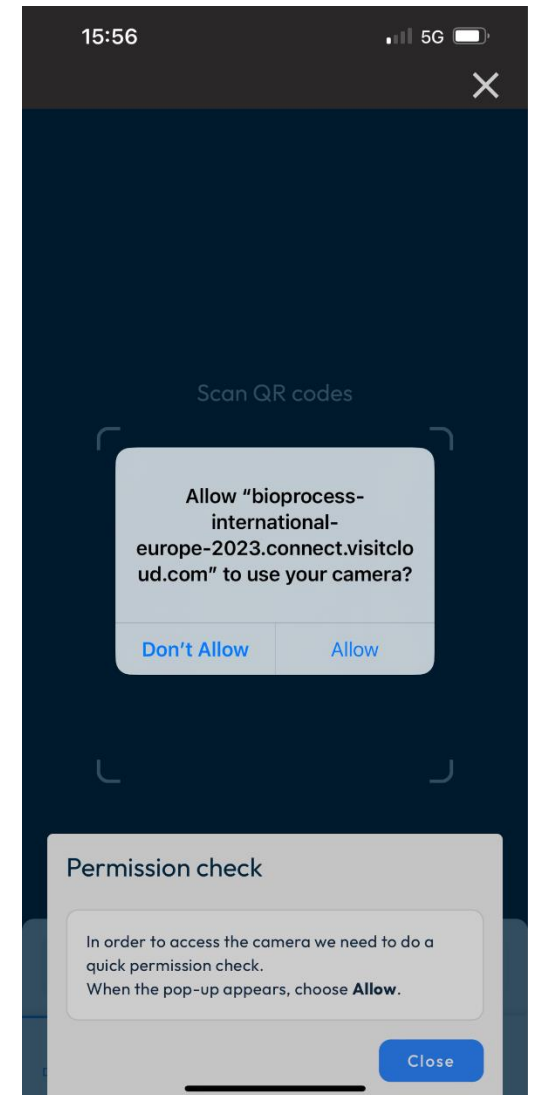
6. Make sure your camera permissions are set to "allowed" in order to scan.

*If you do not see this button on your screen, please contact [ally.lear@informa.com](mailto:ally.lear@informa.com)*



To register your allocated passes, click on Team in the left hand panel, and click Add Staff.

A lead retrieval scan licence is included in your package already, you can setup questions to capture better leads on the left-hand side under the Questions tab.



# FAQ -LEAD RETRIEVAL

## PRE-EVENT

### **How do I setup my team so that they have access to capture leads?**

As the main contact for your team, login to the *VISIT Connect* portal link sent to you by your operations manager to register your allocated passes for the event. Go to TEAM on the left-hand side navigation bar, and then select *Add Staff*. Once your team has been entered, they will be automatically setup with access to lead retrieval.

### **Can I setup custom questions?**

Yes – your company’s main contact person can set these for your team via the *VISIT Connect* portal under *Questions*.

### **How many custom questions can we have?**

You can have an unlimited amount.

### **Is there a character limit for the questions I set?**

There is a 100-character maximum for questions (including spaces).

### **When is the deadline for customizing questions?**

There is no deadline, you can keep updating questions right up until the event.

### **Is it possible to get a developer’s kit so that we can use our own lead retrieval system?**

No, it is not possible. Lead retrieval for this event can only be used via the system provided through the *ConnectMe* app. You cannot scan badges with another program.

### **I want to stop my colleagues attending from downloading leads. Is this possible?**

Yes, in your *Visit Connect* portal, go to TEAM on the left-hand side. Hover your mouse over the attendee whose permission you would like to change and select the *Edit* icon on the right-hand side. From here, you can change whether that person can: capture leads, export leads, show all leads or have admin permissions.

### **What does “admin” permission mean?**

An Admin user will have access to dashboard, users, profile questions, leads and agenda. This included managing registration and downloading the team’s leads.

# FAQ -LEAD RETRIEVAL

## DURING THE EVENT

### **How do I access the lead scanner?**

Download *ConnectMe by Informa* via your smart-device's app store.

### **What is the event code for the *ConnectMe* App?**

LS2023

### **How do I login to the app?**

Enter the email address that was used to register for the event.

### **How do I scan badges with the *ConnectMe* App?**

Once logged in, on your dashboard you should see a *Lead Retrieval* button. Click this to begin scanning badges. If you do not see this button, please visit the helpdesk at registration.

### **Are the leads GDPR compliant?**

All attendees are asked an explicit opt-in consent statement as a required stage of the delegate badge process. Please see example [here](#). If your company requires a specific question to be asked, the easiest way of capturing this would be to create a custom question at setup.

### **Does lead scanning work if there is no internet connection?**

Yes, you can still scan badges. The app will synchronise the missing information as soon as you reconnect to the internet. There will be event WiFi available to all attendees.

### **Can I see the leads I've scanned in real-time?**

Yes, all the leads you have scanned will show on the lead retrieval dashboard. From there, you can export these leads straight away.

### **Can I see a consolidated list of leads scanned by my team?**

Yes, on the VISIT by GES pass registration portal under *Leads*, you can view and export your team's scanned leads. This will show which colleague scanned which delegate line by line.

### **Can I give permission to my colleagues to view and export all the leads on their devices?**

Yes. As an admin user, you can click on the homepage > Team and see all the colleagues who are using Visit Connect. In the Permissions column, there are shown the 4 types of access:

- *Admin permissions* – in this case, the user becomes an admin user
- *Show all leads* – the user will be able to see the leads captured by other team members
- *Allow capture leads* – this option is already enabled when a user is registered
- *Allow export leads* – when enabled, the user can export the leads

### **Require help onsite?**

*Visit the Helpdesk at registration for all Lead Retrieval Support.*



# FAQ -LEAD RETRIEVAL

## POST EVENT

### **Where can I find my leads post-event?**

By accessing VISIT Connect from a desktop, you can export a .csv file of all the leads scanned by your team, including any notes that were made. Your main contact from each company can do this.

### **Will the leads I scanned be sent to me?**

All leads captured both from your onsite scans and onsite & digital engagement will be processed and consolidated into your ALCHEMY Lead Report, which will be sent to you directly. If you have any questions, contact [Sofia Munoz](#).

### **What is ALCHEMY?**

Your dashboard contains all your event lead data in a single view. You will receive an email from Sofia Munoz via SmartSheet with directions on how to access your data. Your dashboard will continue to be updated after the event – all accessible through the same login credentials. You can then feel free to share your unique login credentials with anyone from your team. For any questions related to your lead data, contact [Sofia Munoz](#).

### **How do I use the ALCHEMY dashboard?**

Please click the link [here](#) to view an example of the Alchemy Dashboard.

### **I can't see the notes my team made in my ALCHEMY dashboard?**

Your booth scan notes and answers can be found on the *VISIT Connect* portal by navigating to “Leads” on the left-hand side navigation bar and clicking “Export.”

**This data is also available within your ALCHEMY report under 'My Leads' and clicking the lead name. For any questions related to your lead data, contact [Sofia Munoz](#).**

# Your Alchemy Dashboard

## Access your Lead data

### Lead Data Details

Your dashboard contains all your event lead data in a single view. You will receive an email from Sofia Munoz ([sofia.munoz@informa.com](mailto:sofia.munoz@informa.com)) with login credentials and instructions to enable access to your company's lead data dashboard. Data delivery timing varies by event so contact Sofia or your account manager to find out when your dashboard will become available.

Keep in mind that your company's primary contact also has real-time access to your raw scan data if exported directly from the VISIT platform, which is the only way to access your booth notes. For questions on this contact [ally.lear@informa.com](mailto:ally.lear@informa.com)

### Alchemy User

**Guide:** [https://assets.informa.com/connectls/SPEX/LeadAnalyticsDashboard/LeadReportGuide\\_AlchemyIRIS.pdf](https://assets.informa.com/connectls/SPEX/LeadAnalyticsDashboard/LeadReportGuide_AlchemyIRIS.pdf)

### Third-party Consent Capture Details:

[https://assets.informa.com/connectls/SPEX/LeadAnalyticsDashboard/ConnectMe\\_GDPR-Consent-Capture.pdf](https://assets.informa.com/connectls/SPEX/LeadAnalyticsDashboard/ConnectMe_GDPR-Consent-Capture.pdf)

## Tips to Maximize Lead Capture

Scan at your booth via the ConnectMe app



Maximize your content footprint



Create a digital booth with resources



Send meeting requests + messages early



Watch dashboard throughout event



CAPTURE  
MORE  
LEAD DATA!

## Engagement Types found on your Alchemy report

Activity Type	Description	Engagement Score
Meeting Schedule	Pre-arranged meeting with a specific time accepted between your staff and a delegate	20
Inbound Call	Call to your staff initiated by delegate who visited your digital exhibition page	15
Session Question	Question submitted in association with your session (live or on-demand)	15
Session Attend - Onsite	Attended a live face-to-face session sponsored by or presented by your staff	12
Session Attend – Live Digital	Attended a live session sponsored by or presented by your staff on the digital platform	12
Meeting unconfirmed	Delegate requested a meeting with your staff with no response from your staff	10
Session Attend - OD	Delegate viewed an on-demand session sponsored by your company	10
Ad Click	Delegate clicked an in-platform banner ad from your company (not applicable to most sponsors)	7
Booth Visit - Onsite	Delegate scanned by your staff at the onsite exhibition	7
Poll Respondent	Delegated answered your sponsored poll question	7
Poster View	Delegate viewed and/or downloaded your sponsored poster presentation	7
QR Code Scan - Onsite	Delegate scanned a QR code at your onsite booth to add your collateral or booth listing to their delegate bag	7
Content View – Digital Showcase/Exhibit	Delegate scanned a QR code at your onsite booth to add your collateral or booth listing to their delegate bag (not applicable to some events)	7
Scheduled Session	Delegate added your sponsored session to their custom agenda	7
Connection Enabled	A connection request was accepted between a delegate and your staff (not applicable to some events)	5
Booth Visit - Digital	Attendee visited your company's showcase page	4



Unique Leads  
384 Out of 512

512

Please select from an Event below:

Select ▼

### Export Your Leads

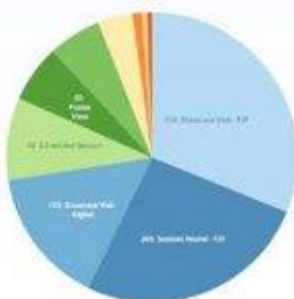
This report contains insight into the contact details, demographics, interest areas, and behaviors of delegates who engaged with your organization's event presence. Full contact details including email and phone (if available) are displayed in your report. It is your responsibility to process and protect this data based on your internal policies and the regulations in effect at each delegate's location captured during registration. Contact your account manager for further clarification on the process used to capture delegate consent.

Hover over the Purple Button to the Right and click the Export icon. This will download all your raw lead data in CSV format.

Export

### Your Event Activity

Showcase Visit - F2F	318
Session Attend - F2F	255
Showcase Visit - Digital	155
Scheduled Session	93
Poster View	65
Session Attend - IG	60
Resource Download - Digital	39
Session Attend - Live Digital	11
Ad Click	6
Meeting Scheduled	5



Top Content (Click to Filter)

Activity Type	Activity Title	Number of Views
Session Attend - F2F	Luncheon Presentation: Leveraging modular single-use bioreactor systems with harmonized automation platform to optimize seed train operations in commercial biomanufacturing	102
Session Attend - F2F	Cell Line Development Tools For Rapid Prototyping of Intensified Bioprocesses	61
Session Attend - F2F	Innovative and Scalable Transient Transfection Processes for GMP Manufacture of AAV and LV	58
Session Attend - F2F	Rapid Analysis of AAV Viral Titer, Infectivity and Characterization	55
Session Attend - F2F	The Leap-in Transposase Platform: Past, Present and Future	52
Session Attend - F2F	Effective Cell Line Development: Reducing Risk, Decreasing Timelines, and Optimizing Outcomes	48
Session Attend - F2F	Scaling viral vector production processes into HyPerforma DynaDrive Single-Use Bioreactors	43
Session Attend - F2F	In-line and real-time monitoring of critical process parameters and quality attributes in CHO cell perfusion cultures using Raman spectroscopy	43
Session Attend - F2F	Applications of ISO Cell Counting Standards to Improve the Quality of Cell Counting in Cell and Gene Therapy	41
Session Attend - F2F	Bring Product Quality Assessment into Early Clone Selection with Opto Cell Line Development	40



- Access lead retrieval to scan attendee badges\*
- View attendee directory
- Send direct messages and meeting invitations
- Set up and view virtual exhibit booths
- Access event content agenda
- Stream live (hybrid events) and on-demand sessions
- Scan exhibit booth QR codes

**Who has access?**

**Sponsors, speakers and all attendees**

[Download the app](#)

Enter App code: LS2024

*(Event registration required to use conference app)*

*\*All sponsor team members should see a “Lead Retrieval” button on the home screen of the ConnectMe app.*

*Key Support Contact*  
**Digital Event Ops**  
[Isabela.silva@informa.com](mailto:Isabela.silva@informa.com)



- Register staff with contracted complimentary event passes
- Access all badge scan data captured by your team
- View badge scan notes
- Set up custom badge scan questions

**Who has access?**

**Sponsor’s main contact only**

*Your main contact will receive pre-event access via email to set up your team registration and lead retrieval*

*Key Support Contact*  
**Exhibitor Ops**  
[Ally.lear@informa.com](mailto:Ally.lear@informa.com)



- Access all your event leads, including session attendance, booth/badge scans, scan notes, virtual booth visits, and more
- View individuals/companies that are most engaged with your company
- Export your full event lead data
- Lead data is updated throughout event

**Who has access?**

**Contract signer and main contact**

*You’ll receive an email pre-event with access to your account, and you can extend access to colleagues. If you have questions about your lead data or access, please contact us.*

*Key Support Contact*  
**Lead Data Delivery**  
[Sofia.Munoz@informa.com](mailto:Sofia.Munoz@informa.com)