



Global Finance

Sponsor Guide

FundForum Asia 2026

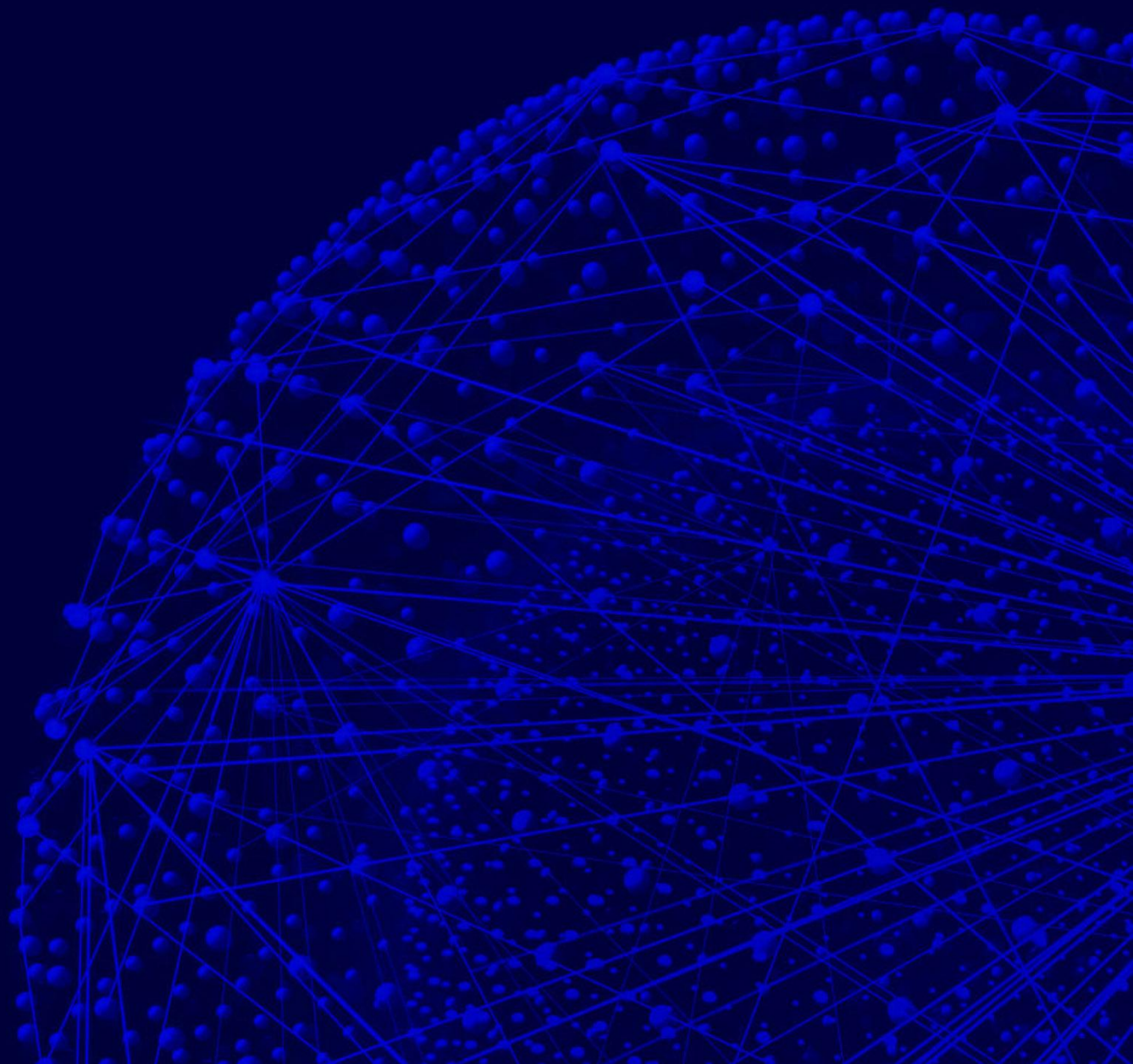


Table Of Contents

Please click on a link below to go directly to that section of the guide.

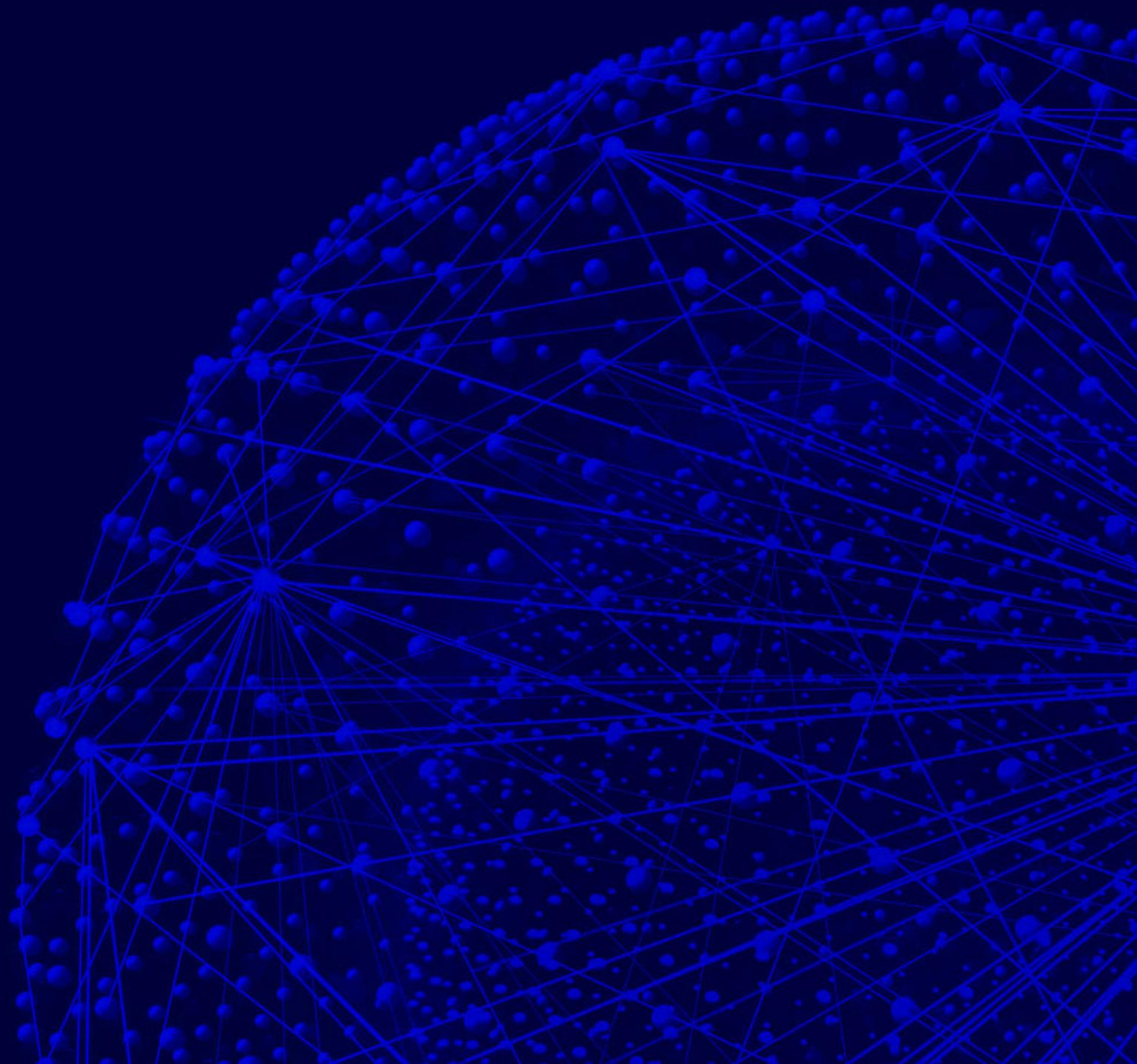
1. [How to Login to the ConnectMe Platform | \(Slides 3 – 8\)](#)
2. [How to Edit your Virtual Booth | Details \(Slides 9 – 12\)](#)
3. [How to Edit your Virtual Booth | Videos \(Slides 13 – 15\)](#)
4. [How to Edit your Virtual Booth | Downloads \(Slides 16 – 17\)](#)
5. [How to Edit your Virtual Booth | Staff \(Slide 18\)](#)
6. [How to Download QR codes for your Documents \(Slides 19 – 20\)](#)
7. [Lead Retrieval | \(Slides 21-25\)](#)
8. [Your Lead Insights | \(Slides 26-29\)](#)





ConnectMe Guide:

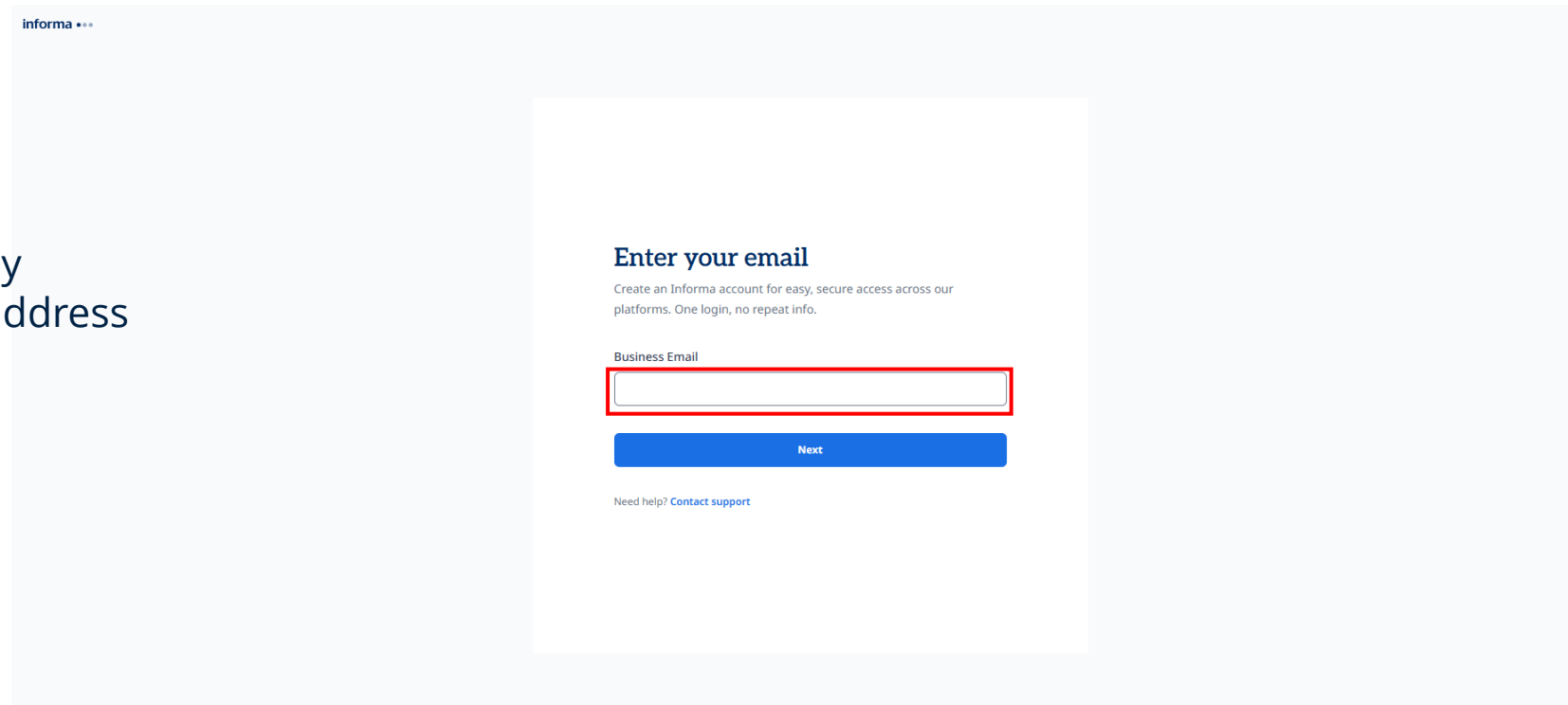
How to Edit Virtual Booths



STEP 1 – LOGIN TO PLATFORM

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

Create your Informa account by entering your business email address

A screenshot of the Informa account creation interface. The page has a light gray background. In the top left corner, the 'informa' logo is visible with three dots to its right. The main content area is a white card. At the top of the card, the heading 'Enter your email' is displayed in a bold, dark blue font. Below this heading, a smaller line of text reads: 'Create an Informa account for easy, secure access across our platforms. One login, no repeat info.' Further down, the label 'Business Email' is positioned above a white text input field. This input field is highlighted with a red rectangular border. Directly beneath the input field is a solid blue button with the word 'Next' written in white. At the bottom of the white card, there is a link that says 'Need help? Contact support'.

LOGIN TO PLATFORM cont...

Complete your profile

informa •••

< Back

Fill in your details

One Account, One Informa, More Events

Business Email

First Name

Last Name

Country or Region of Residence



🔍 Select Location



Save and Continue

Need help? [Contact support](#)



LOGIN TO PLATFORM cont...

Your Informa sign-in code



Informa <noreply@informa.com>
To: Gulden, Jamie

☺ Reply ↩ Reply All → Forward 📧 ⋮
Thu 3/26/2026 9:22 AM



Your one-time passcode from Informa

Use the code below to complete your sign-in:

682106

This code will expire in 5 minutes. If you didn't request it, you can safely ignore this email.

Privacy Statement

5 Howick Pl, Greater, London SW1P 1WG, United Kingdom

Copyright © Informa Plc, 2026. All rights reserved.

informa ⋮



We've just sent a verification code to your email

Please check jac*****@informa.com for your one time password.

—	—	—	—	—	—
---	---	---	---	---	---

Didn't receive an email? [Resend](#) in 0:56

Need help? [Contact support](#)

*If you encounter any issues, Click
"Contact support"*



LOGIN TO PLATFORM cont...

Enter your Event



Hi, Jamie

Welcome Back

Where will you go today?

JG

Jamie Gulden

Staff

Edit Profile

Support

Chat with Support

Device Settings

Logout

Events

Jun 01

Pharmaceutical Compliance Congress Canada

Enter Event

Sep 15

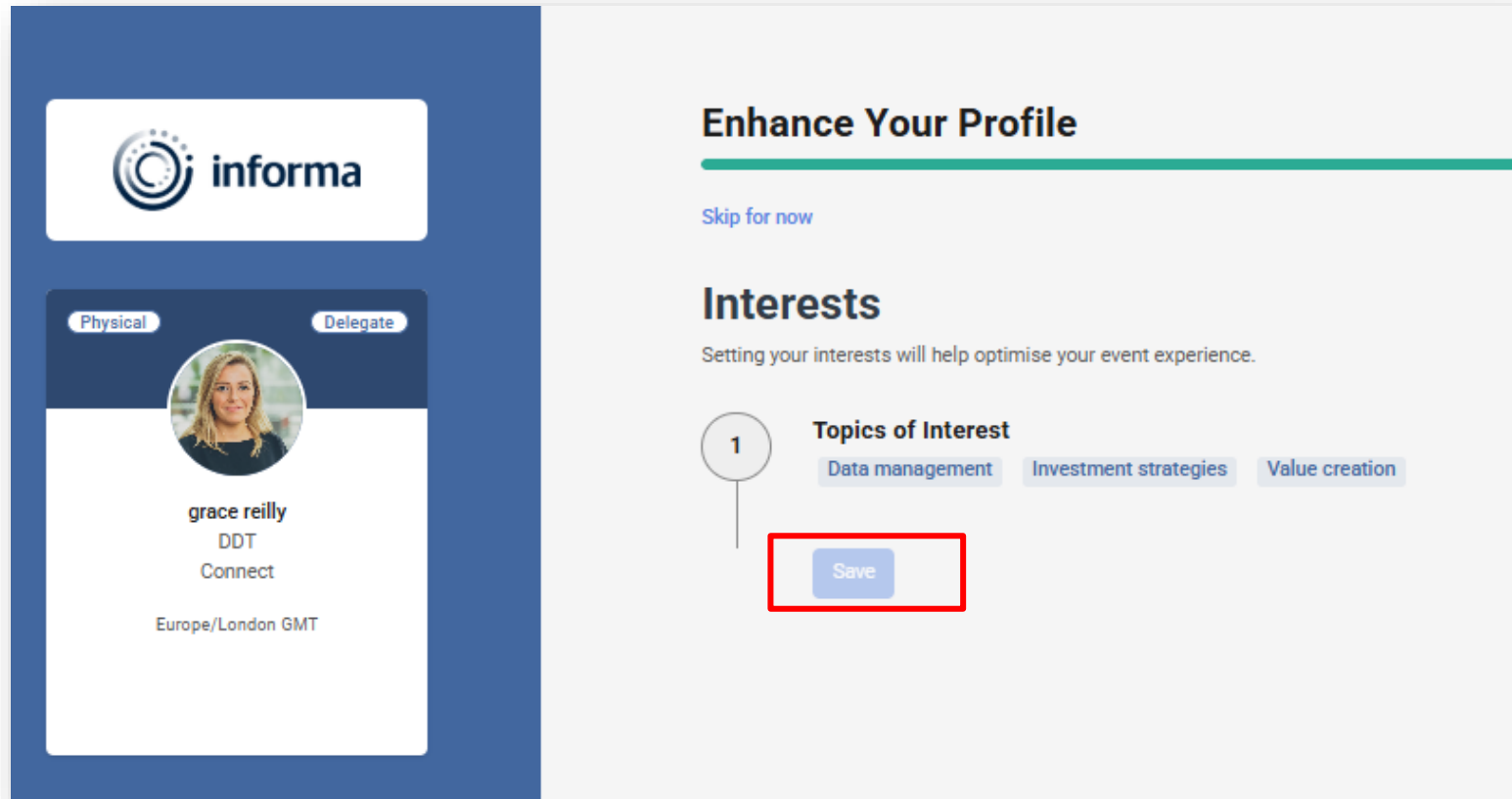
Informa Connect

Enter Event



LOGIN TO PLATFORM cont...

Some events may require you to answer filter questions upon entry. If your event has this setup, it will look something like this.



The screenshot shows a user profile on the Informa platform. On the left, a sidebar contains the Informa logo, a toggle for 'Physical' (selected) and 'Delegate', a profile picture of Grace Reilly, her name, role (DDT Connect), and location (Europe/London GMT). The main content area is titled 'Enhance Your Profile' with a 'Skip for now' link. Below this is the 'Interests' section, which states 'Setting your interests will help optimise your event experience.' It features a 'Topics of Interest' section with three tags: 'Data management', 'Investment strategies', and 'Value creation'. A 'Save' button is highlighted with a red rectangle. A circled number '1' points to the 'Save' button.

Make your selection from the options available and "save".

You will be able to update these options later by selecting "**Edit profile**" on the homepage and clicking on "**Filters**".



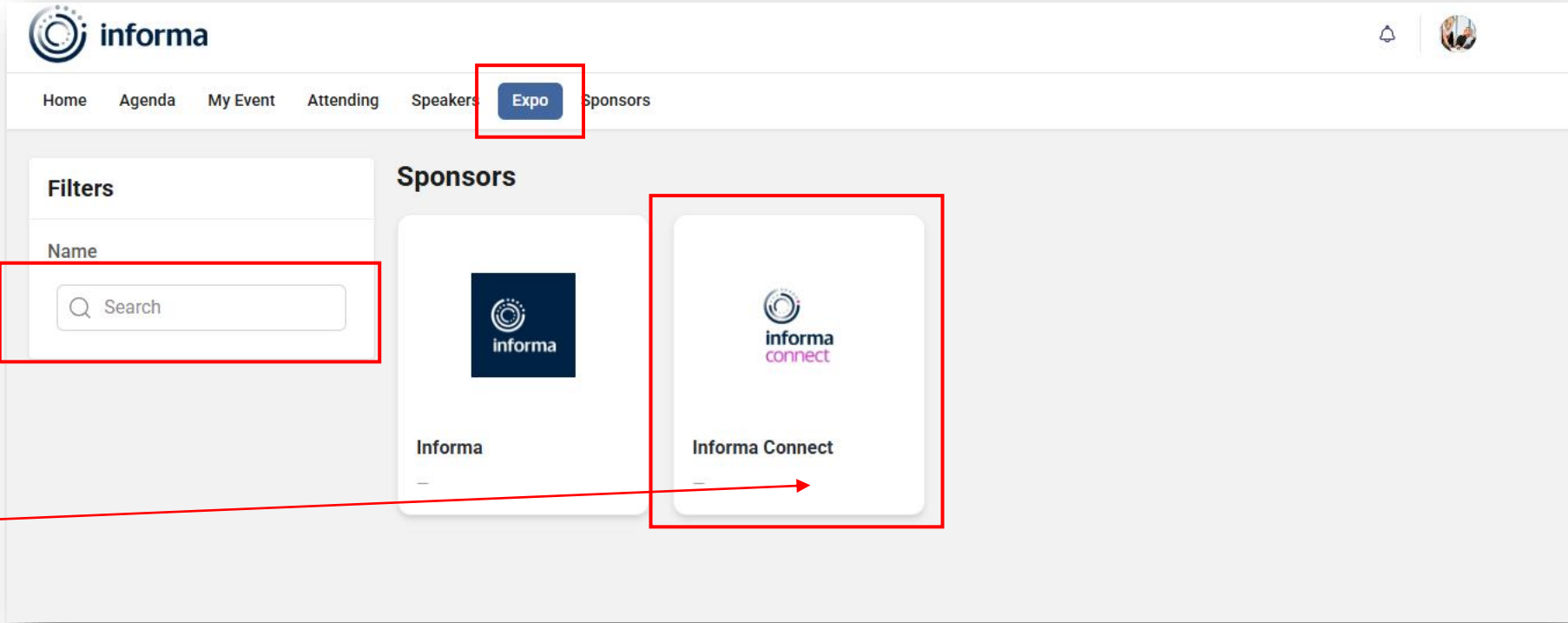
STEP 2 – FIND THE BOOTH REQUIRING EDITS

Click on the “Expo” tab.

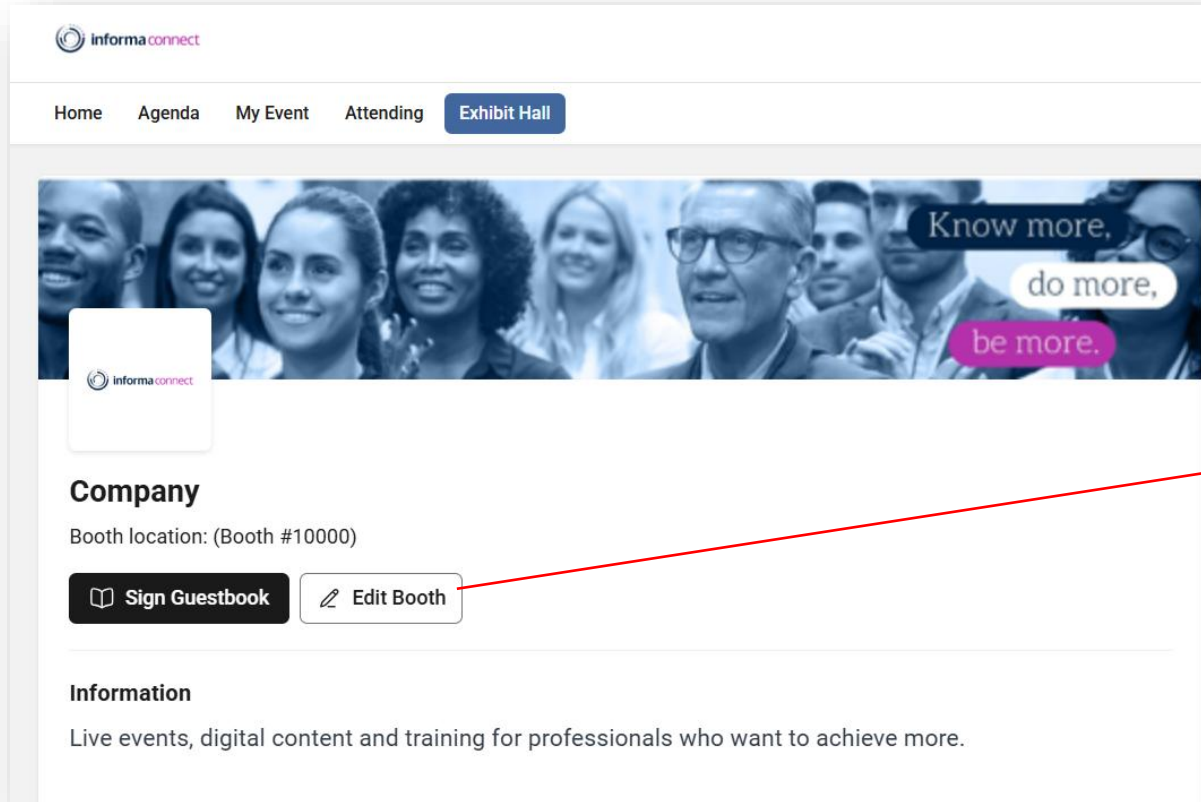
Please note that your event may have renamed this tab. Common alternatives include *Exhibit Hall*, *Sponsor List*, *Sponsor Booths*, or *Virtual Showcase*.

Search for your company name

Click on the preview tile to access your booth



FIND THE BOOTH REQUIRING EDITS cont...



Booth location: (Booth #10000)

 Sign Guestbook

 Edit Booth

Select the **"Edit Booth"** button. **Click it to update the virtual booth.**

Please note: if you are unable to see the "edit booth" option, you will need to reach out to your event contact.



STEP 3 – BUILD BOOTH

Details: edit company details such as 'About Us', 'background', etc. Specs are listed beside each editable option.

Logo: The logo is automatically uploaded by our system and can not be edited here. If this needs to be changed, please contact **Cat Farrer** to ensure it is updated.

Header Banner: 1250 x 150px recommended. The background should be an abstract design without text or logos for the top of the virtual booth stand.

Please be aware that if a banner is not uploaded, none will be displayed.

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

The screenshot displays a web interface for building a virtual booth stand. On the left is a sidebar with navigation links: Details, Videos, Downloads, and Staff. The main area contains several sections:

- Details:** Includes an 'About header' field with a character limit of 105/150, and an 'About' section with a rich text editor (1000 character limit). A red box highlights these two sections.
- Logo / Picture:** A section for uploading a logo or picture (300 x 300px recommended). It shows a preview of the Informa Connect logo. A purple box highlights this section.
- Header Banner:** A section for uploading a banner (1250 x 150px recommended). It shows a preview of a banner featuring a group of people. A yellow box highlights this section.
- Website URL:** A field to enter the website URL, with the example 'https://informaconnect.com/'.
- Social Links:** Fields to enter social media usernames/profile URLs for LinkedIn, Facebook, Instagram, and Twitter/X.
- Chat:** A toggle switch to enable or disable chat, currently set to 'visible'.
- Guest Book:** A toggle switch to enable or disable a guest book, currently set to 'visible'.

A red arrow points from the text 'Don't forget to save changes by clicking on “Update About Us”' to a button labeled 'Update About Us' at the bottom right of the interface, which is also enclosed in a red box.



BUILD BOOTH cont..

Website & Social links: Only enter the username and not the entire URL

Chat & Guest book list: These interactive features are optional.

They can be toggled “on” or “off”.

The screenshot shows a configuration interface for a 'Build Booth'. It is divided into several sections. The 'Website URL' section has a text input field containing 'https://informaconnect.com/'. The 'Social Links' section includes four input fields for LinkedIn, Facebook, Instagram, and Twitter/X, each preceded by its respective icon. The 'Chat' and 'Guest Book' sections each have a toggle switch set to 'visible'. At the bottom right, there is a blue button labeled 'Update About Us' which is highlighted with a red rectangular box. A red bracket on the left side of the form groups the 'Website URL' and 'Social Links' sections. Another red bracket on the left groups the 'Chat' and 'Guest Book' sections. A blue arrow points from the text at the bottom of the slide to the 'Update About Us' button.

Website URL
Link to your 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.

Chat
Toggle this button off to hide chat from this expo

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

Update About Us

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



STEP 5 – ADD NEW VIDEOS

Back to Stand

Informa Connect

Details

Videos

Downloads

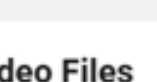
Staff



B&W

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, Upload to add something new and embed videos from Youtube or Vimeo. 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!

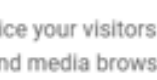


Q2 Town Hall Session



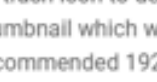






















Update Videos

Videos: Here is an overview of all your videos. To add new videos, please click on the highlighted icon(s).

You can “embed” a video

Or you can “Upload”
a video

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



ADD NEW VIDEOS cont...

Upload File



Title *

Title (Required)

Description

Description

Thumbnail

Thumbnail

Upload Photo

File *

Media File

Drag & Drop Your File or BROWSE

Cancel

Upload

Complete video file details

Add your video file and select **“upload”**



ADD NEW VIDEOS cont...



Home

Agenda

My Event

Attending

Speakers

Expo

Sponsors

< Back to Stand

Informa Connect

Details

Videos

Downloads

Staff



B&W

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, Upload to add something new and embed videos from Youtube or Vimeo. 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!

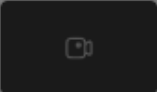


Q2 Town Hall Session



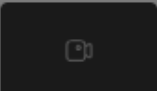
















Library



Q2 Town Hall Session

<

1

>

Please click on a file and confirm selection for file to appear in Downloads Files

Cancel

Confirm Selection





STEP 4 - ADD DOWNLOADABLE DOCUMENTS

Details

Videos

Downloads

Staff

QR Code

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.

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

Choose an existing file or click **“the cloud icon”** to add something new. Complete details, and then select the **“upload”** button to add.

Thumbnail: add a screenshot of the first page or an image of your choice. Without a thumbnail, the preview on the front end will be a blank image (5MB PNG image).

Upload File

Title *

Title (Required)

Description

Description

Thumbnail

Thumbnail

Upload Photo

File *

Media File

Drag & Drop Your File or BROWSE

Cancel

Upload

informa

ADD DOWNLOADABLE DOCUMENTS cont...

Upload File

Title *

Colleague Guide to 240 Blackfriars

Description

A guide for new starters

Thumbnail

Thumbnail

Screenshot 2026-02-24 125042.png

124 KB

Colleague Guide to 240 Blackfriars

APR 2021

File *

Media File

Colleague Guide to 240 Blackfriars - April 2021.pptx

2.4 MB

Cancel

Upload

Library

Upload

Media Vault

Colleague Guide to 240 Blackfriars

Colleague Guide to 240 Blackfriars

<

1

>

Please click on a file and confirm selection for file to appear in Downloads Files

Cancel

Confirm Selection

Once your file has been uploaded, it will appear in the “Library”.

Select the video file and then click "confirm upload" to add it to your virtual booth

If your video doesn't appear in the library immediately, try refreshing the page, closing the library, and clicking the upload icon again.

STEP 5 – STAFF

< Back to Stand

Informa Connect

Details

Videos

Downloads

Staff



B&W

Staff Availability

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.



Grace Reilly

Show

JG

Jamie Gulden

Hide



Jacob Brettle

Show

Existing Representatives can be managed here.

You can toggle their visibility to attendees on or off using the “Show” and “Hide” toggles.

If additional staff need to be added, this will need to be actioned by the event organiser. Please contact [SPEX OPS’ EMAIL] for assistance.



STEP 6 – QR CODES



HomeAgendaMy EventAttendingSpeakersExpoSponsors

< Back to Stand

Informa Connect

Details

Videos

Downloads

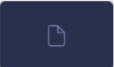
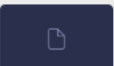
Staff



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.

	Colleague Guide to 240 Blackfriars A guide for new starters	
		
		
		

Download QR Code for Colleague Guide to 240 Blackfriars

QR Style

Black

Preview



Download PDF

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



QR CODES cont...



← Title to match uploaded file

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





Lead Retrieval



LEAD RETRIEVAL – HOW TO SETUP, SCAN & COLLECT LEADS ONSITE

1. On your phone or tablet, 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 App code: **GF2026**
3. Enter your email address used to register for the conference, to which you will receive a 6-digit pin to login

The image displays four sequential screenshots of the Informa ConnectMe app setup process on a mobile device.

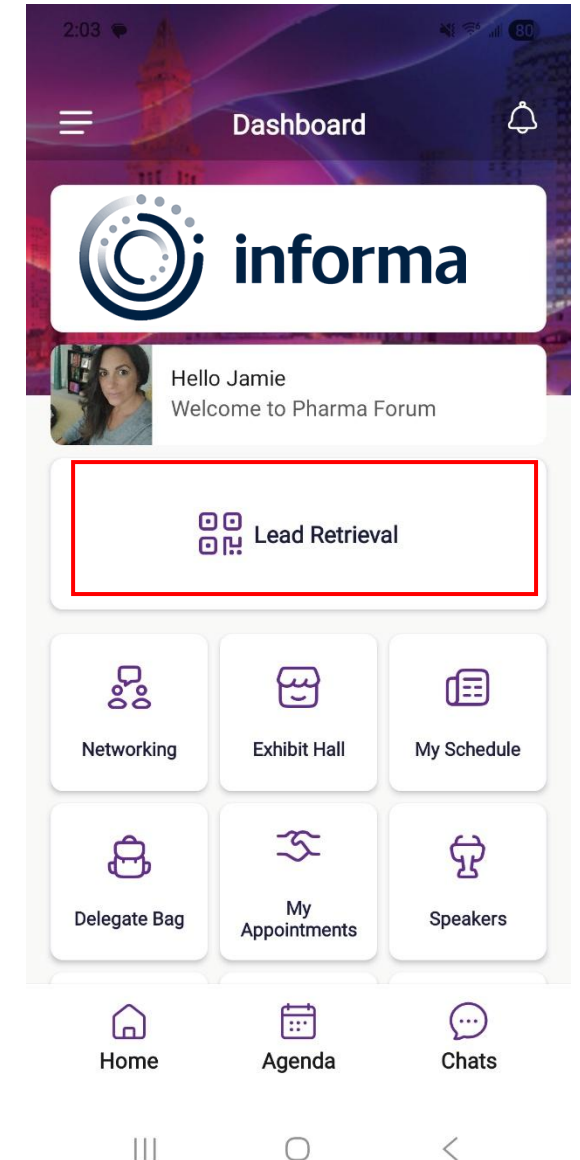
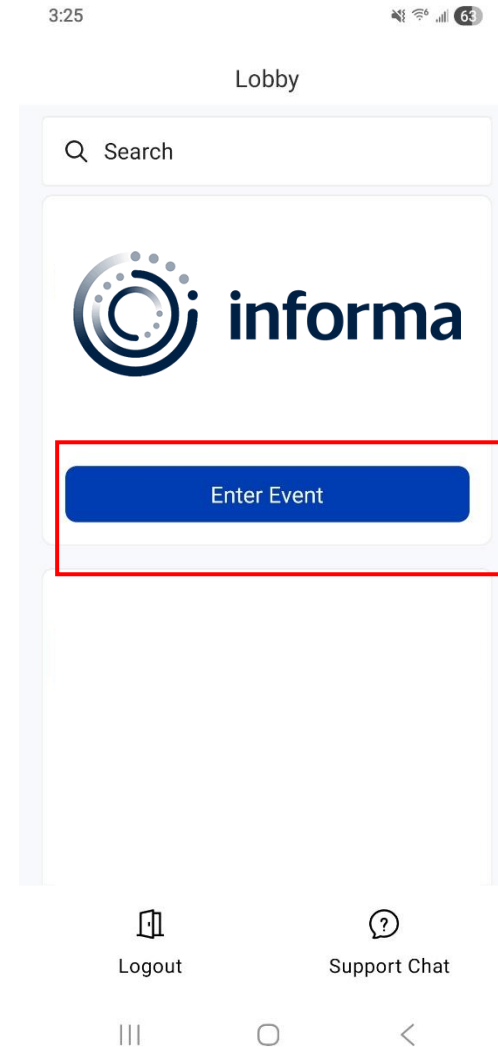
- Screenshot 1 (4:29):** The 'Log in to your account' screen. It prompts the user to 'Enter App Code'. The code 'GF2026' is entered in the text field, which is highlighted with a red box. A blue 'Next' button is at the bottom.
- Screenshot 2 (10:06):** The 'Enter your email' screen. It prompts the user to 'Enter your email' and provides instructions: 'Create an Informa account for easy, secure access across our platforms. One login, no repeat info.' The 'Business Email' text field is highlighted with a red box. A blue 'Next' button is at the bottom.
- Screenshot 3 (10:07):** The 'We've just sent a verification code to your email' screen. It instructs the user to 'Please check Jam*****@informa.com for your one time password.' Below this is a 6-digit pin input field, highlighted with a red box. A red arrow points from this field to the fourth screenshot.
- Screenshot 4:** An email inbox showing a message from 'Informa <noreply@informa.com>' to 'Gulden, Jamie'. The subject is 'Your Informa sign-in code'. The body contains the text 'Your one-time passcode from Informa' and 'Use the code below to complete your sign-in:'. The code '682106' is displayed in a red box.

If you do not receive a 6-digit pin, please use 'Contact Support'.

LEAD RETRIEVAL

4. Once entered, please select the event to enter. The dashboard on the right will 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 your Digital Event Ops Contact which can be found at the end of this document.

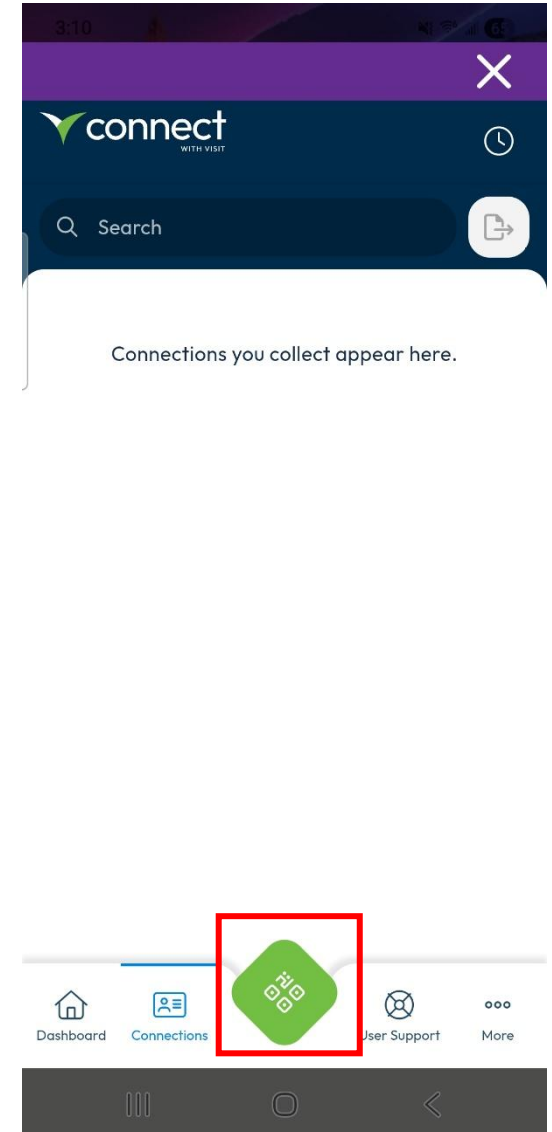
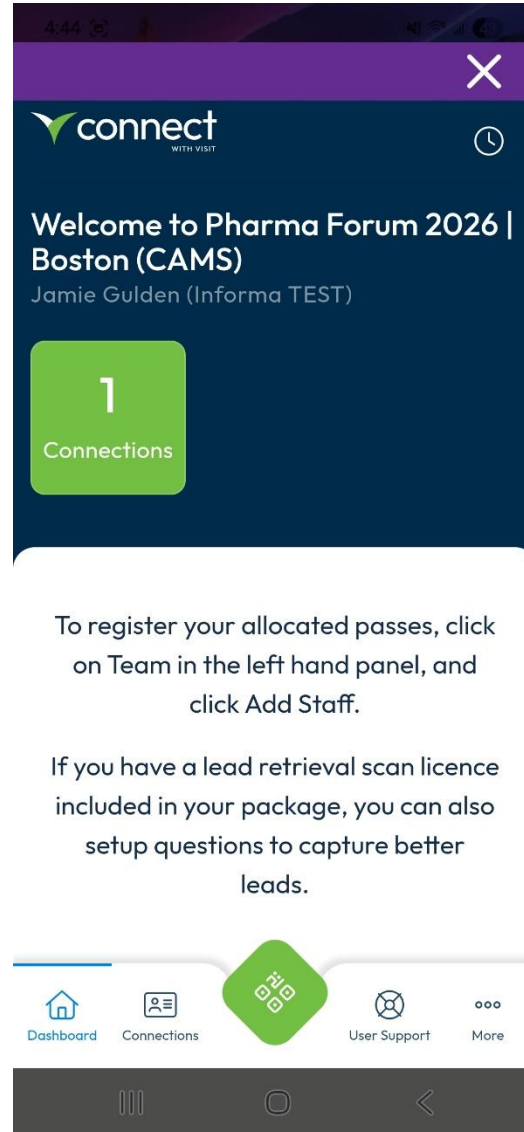


LEAD RETRIEVAL cont...

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

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

**The specific name of your event will be shown*



LEAD RETRIEVAL cont...

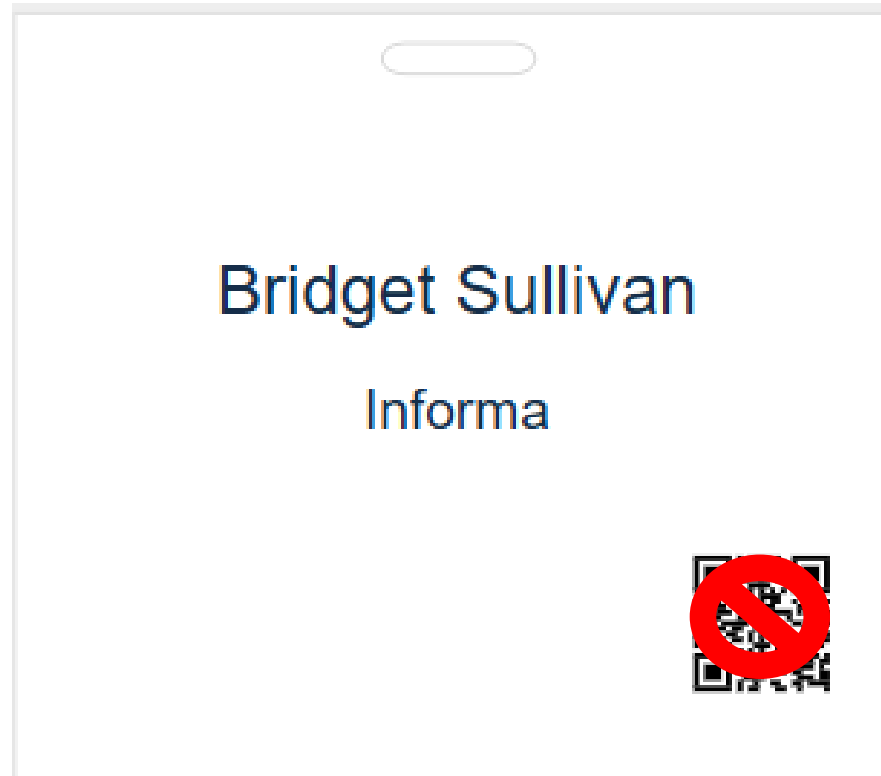
7. QR codes will be printed on attendee badges as seen in this example.

When scanning, please ensure you are scanning the QR code on the attendee badge, and **not** the QR code attached to their lanyard.

Once scanned, the page will show the attendee details and you are then able to add your own notes/media files and answer any preset questions that your company has added.

8. Click the back button at the top left to go back to your main dashboard. This will show all the leads you've personally scanned.

**The specific name of your event will be shown*



This badge is an example and can not be scanned

