

TPE | IGNITE

EXHIBITOR GUIDE

Powered by



SWAPCARD PLATFORM

Welcome to the TPE Swapcard Exhibitor Guide. We are using [Swapcard](#) as our event platform, and you will be using the tools in the Swapcard Exhibitor Center to configure your booth, manage your team, and interact with attendees.

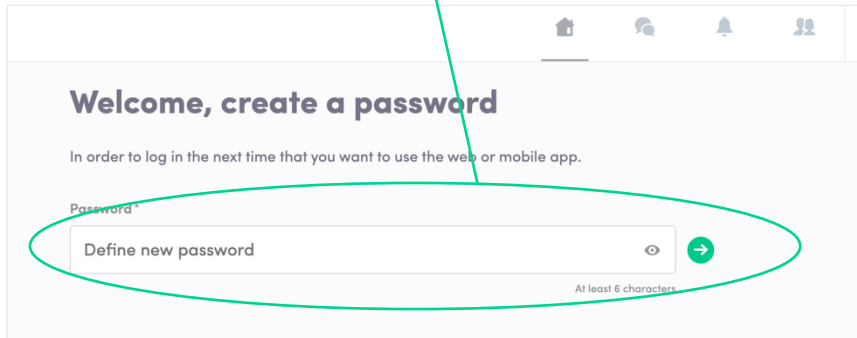


ACCESS THE APP

LOGIN

HOW TO LOGIN FOR THE FIRST TIME

1. You will receive an email similar to this one
2. Click on the **“Let’s Get Started”** button. This will redirect to the login page. Your account is automatically pre-created by the Swapcard platform after you’re registered.
3. A window will then suggest you to create a password for your account.



Home Chat Notifications Profile

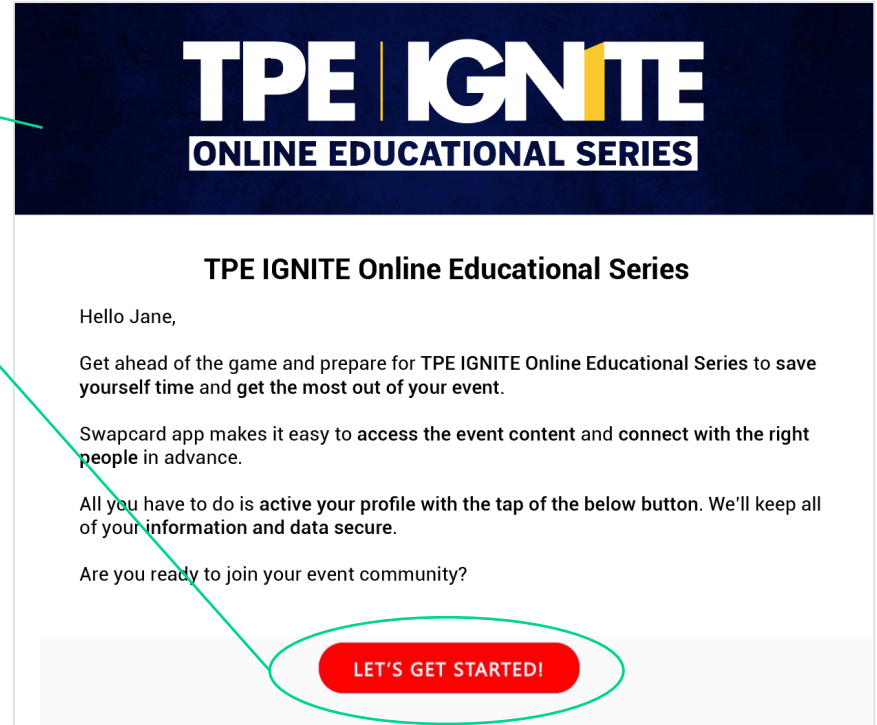
Welcome, create a password

In order to log in the next time that you want to use the web or mobile app.

Password*

Define new password

At least 6 characters



Note : If you don't see this email in your mailbox, please check your spam.

HOW TO LOGIN WHEN I ALREADY HAVE AN ACCOUNT?

1. Access to your account on <http://app.swapcard.com>
2. Enter the email you used to register to your event and the password you've created before.
3. Then, click enter to connect.

Please insert your password to login.

Email address [Edit](#)

justin@beyondbeliefcigars.com

Password

Insert your password

[Forgot your password?](#)

SEND ME A MAGIC LINK

Note : If you have forgotten your password after entering your email, click on **Send me a magic link**. You'll receive in your mailbox an email to reset your password. **If you need any help, please contact** support@swapcard.com

AVAILABLE FEATURES

CONTENT FEATURES

HOW DO I EDIT MY PROFILE?

The screenshot displays the TPE IGNITE Online Educational Series website. At the top, a navigation bar includes links for Home, My Agenda, Live! Watch Now, Sessions, Speakers, Exhibitors, Product Showcase, Show Specials, and Floor Plan. Below this, there are links for Open Discussions and Help Desk. On the left side, a user profile for Justin Johnson, CEO of Beyond Belief Cigars, is shown with a circular profile picture and an 'EDIT' button next to it. The main content area features a large banner for 'TOBACCO BUSINESS presents TPE | IGNITE ONLINE EDUCATIONAL SERIES' running from February 25 to April 25, 2021. Below the banner are buttons for 'My Agenda' and 'Live! Watch Now', and sections for 'Sessions' and 'Speakers'. On the right side, a dropdown menu is open, showing options: My profile, My contacts, Settings, Resources center, Contact app support, Legal, and Log out. A green circle highlights the 'My profile' option, and a green line connects it to the 'EDIT' button on the left profile picture.

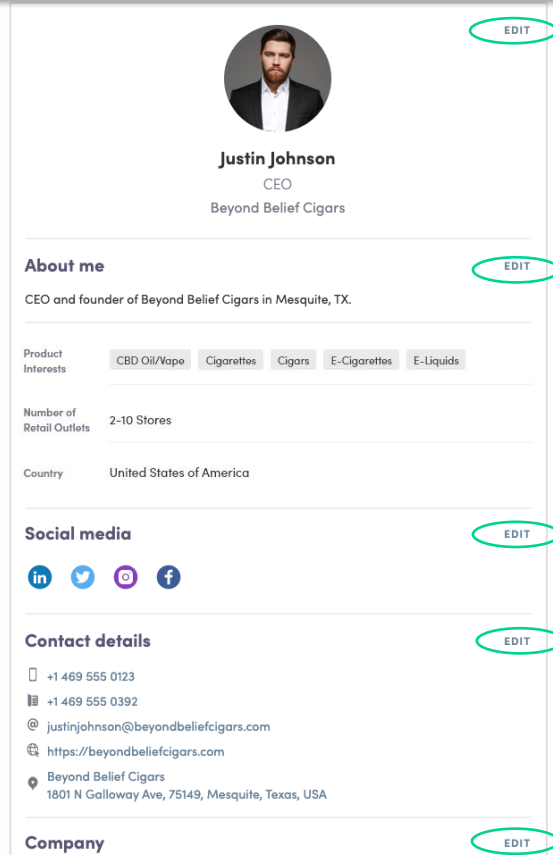
There are two ways for you to access your profile :

- On the upper-right corner of your screen, click on **My profile**.

- On the left side of your screen next to your photo, click on **Edit**.

You'll be redirected to your profile details.

HOW DO I EDIT MY PERSONAL PROFILE?



Justin Johnson
CEO
Beyond Belief Cigars

About me
CEO and founder of Beyond Belief Cigars in Mesquite, TX.

Product Interests: CBD Oil/Vapo, Cigarettes, Cigars, E-Cigarettes, E-Liquids

Number of Retail Outlets: 2-10 Stores

Country: United States of America

Social media

Contact details

+1 469 555 0123
+1 469 555 0392
justinjohnson@beyondbeliefcigars.com
https://beyondbeliefcigars.com
Beyond Belief Cigars
1801 N Galloway Ave, 75149, Mesquite, Texas, USA

Company

To edit the information on your profile, simply click on the **Edit** or **Add** parts depending on which type of information you want to edit.

Here are the information you can edit on your profile :

- Personal information
- Company
- About Me (Bio)
- Social Media
- Contact details
- Country
- Product Interests
- Number of Retail Outlets

COMPANY (EXHIBITOR) PROFILE

HOW DO I EDIT MY COMPANY PROFILE?

The screenshot shows the exhibitor profile for 'Cigar Factory' at the TPE20 International Tobacco Business event. The page layout includes a left sidebar with navigation links (Home, Company profile, Overview, Documents, Products, Show Specials, Meetings, Team's contacts, Your team), a main content area, and a right sidebar. The main content area features a header with 'ATTENDEE REGISTRATION' and 'TPE20 TOBACCO BUSINESS' banners, a profile picture of a building, and a name 'Cigar Factory' with a location pin. Below this are tabs for 'Products', 'Show Specials', 'Documents', and 'Team'. The 'Information' section contains placeholder text and a 'See more' link. The 'Products' section shows 'CBD Topical', 'Cigarettes', and 'Cigars'. The 'Country' is listed as 'United States of America'. The 'Social media' section has icons for LinkedIn, Twitter, Instagram, and Facebook. The 'Contact details' section shows a website URL 'https://tobaccoplusexpo.com'. The 'Products' section at the bottom shows images of cigar boxes and a cannabis leaf. Several 'EDIT' buttons are circled in red: one next to the profile picture, one next to the 'Information' section, one next to the 'Social media' section, one next to the 'Contact details' section, and one next to the 'Products' section. A red box highlights the 'Background image' section at the top right, which includes a 'REMOVE BACKGROUND' button. A red line connects this box to the list of editable information on the right.

To edit the information on your company (exhibitor) profile, go to Exhibitor Center and click on « **Company Profile** ». Then click **Edit** or **Add** parts depending on which type of information you want to edit.

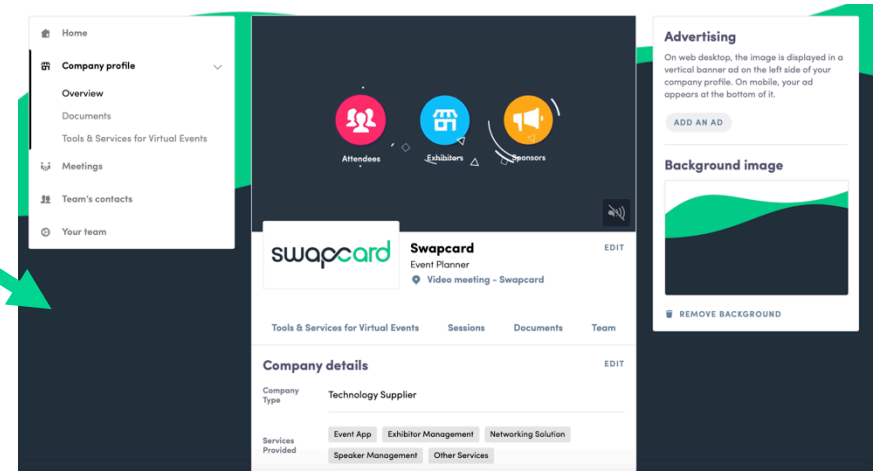
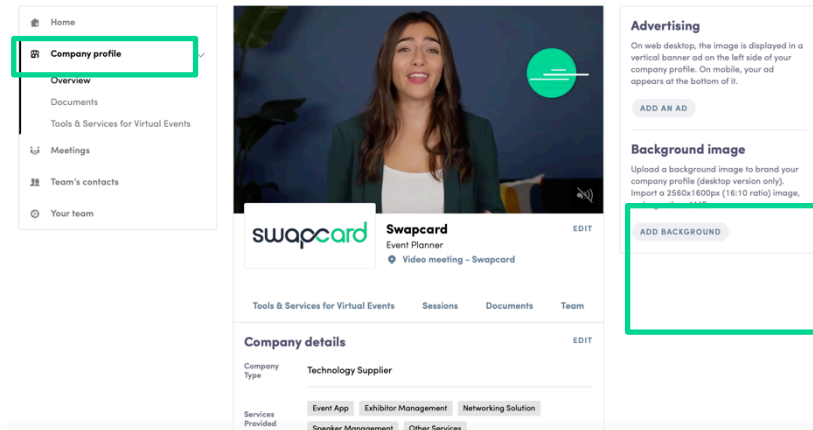
Here are the information you can edit on your profile :

- Background Image
- Website
- Brief Overview
- Industry
- Social Media
- Contact details
- Products (available to Superior, Enhanced, and Essential)
- Show Specials (available to Superior, Enhanced, and Essential)

COMPANY (EXHIBITOR) PROFILE

ADD A BACKGROUND IN MY COMPANY PROFILE?

- As an exhibitor, you can upload a background image onto your company homepage.
- To upload a file, go to your Exhibitor Center and click on « **Company Profile** ». You will then be able to add your file



COMPANY (EXHIBITOR) PROFILE

HOW DO I ADD VIDEO IN MY COMPANY PROFILE?

2021 Fashion Trend'show

Home Attendees Program Exhibitors Speakers Map Products Chat rooms My visit

Discover more companies

Here's your chance to connect and meet with more like-minded peers and potential partners.

- Facebook Platinum Booth 01
- YouTube Platinum Booth 02
- Samsung Gold Booth 03
- Orange Gold Booth 04
- Teshiba Silver Booth 05

Highlight Amazon

Interested about Amazon? Add it to your visit to remember it!

- TALK NOW
- BOOKMARK
- BOOK A MEETING

Chat with Amazon

Hi John! We would like to create a partnership with your company. Are you available to discuss about it next Monday at Amazon's booth?

Book a meeting

Select a time slot to set up a meeting with Amazon

Thursday, July 26

09:00 AM	09:30 AM	10:00 AM	10:30 AM	11:00 AM	11:30 AM
12:00 PM	12:30 PM	01:00 PM	01:30 PM	02:00 PM	02:30 PM

See more slots

Nomenclature

Nomenclature	Machine-outil pour l'enlèvement de métal et périphériques <ul style="list-style-type: none">Machine-outil pour l'enlèvement de métal et périphériquesMachine-outil pour l'enlèvement de métal et périphériques
	Assemblage et montage <ul style="list-style-type: none">Assemblage et montageAssemblage et montage
	Tôlerie, tubes, fils et profilés (équipements et outillage) <ul style="list-style-type: none">Machine-outil sans enlèvement de matièreMachine de Découpe laser CO2

As an exhibitor, you are able to upload an image, a live banner, or a video onto your company homepage.

To upload a file, go to your exhibitor center and click on **« Company Profile »**. In the first part, click on **« Edit »**.

You will then be able to add your file or a YouTube video ID as a banner.

Note: A YouTube video ID is the characters after « /watch? v=_ » in the website link.

- For example in « <https://www.youtube.com/watch?v=mKoi9VNgx4> », the ID of the video is « mKoi9VNgx4 ».


SUPERIOR EXHIBITORS FEATURE:

HOW TO ADD AN AD IN MY COMPANY PROFILE?

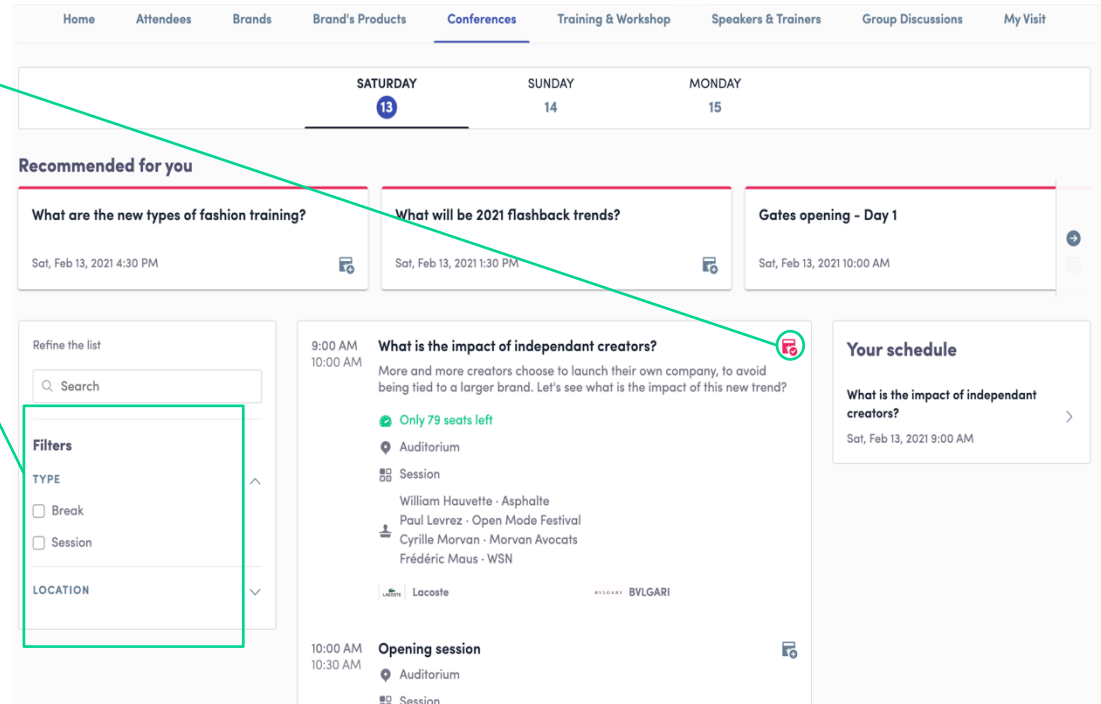
- As a **Superior Exhibitor**, you can also add an ad to your company homepage and choose your redirection for it.
- To upload a file, go to your Exhibitor Center and click on «**Company Profile**». You will then be able to add your file.
- Ads are not available to Enhanced nor Essential Exhibitors

The image displays the Swapcard Exhibitor Center interface. On the left, a sidebar menu includes 'Home', 'Company profile' (selected), 'Overview', 'Documents', 'Tools & Services for Virtual Events', 'Meetings', 'Team's contacts', and 'Your team'. The main content area shows the 'Company profile' page. At the top, there's a video of a woman speaking. Below it, the 'Advertising' section is highlighted with a red box. It contains two options: 'ADD AN AD' and 'ADD BACKGROUND'. The 'Background image' section below it provides instructions: 'Upload a background image to brand your company profile (desktop version only). Import a 2560x1600px (16:10 ratio) image, no larger than 1MB.' To the right, a preview of the company profile is shown, featuring the Swapcard logo, the name 'Swapcard Event Planner', and a video meeting link. A red arrow points from the 'ADD AN AD' button in the 'Advertising' section to the 'We have both the Technology & Human Expertise' ad displayed on the company profile preview. The ad includes a 'Get a free demo' button and a 'LEARN MORE' button. The bottom of the interface shows 'Company details' with 'Company Type' as 'Technology Supplier' and 'Services Provided' as 'Event App', 'Exhibitor Management', 'Networking Solution', 'Speaker Management', and 'Other Services'.

HOW DOES THE PROGRAM WORK?

The program tab gathers all sessions of the event. You can easily bookmark sessions of interest by clicking on this  icon

Note : You can define your search by using **filters** located on the left side of the screen.



The screenshot displays the 'Conferences' tab of an event program. The interface includes a top navigation bar with links: Home, Attendees, Brands, Brand's Products, Conferences (active), Training & Workshop, Speakers & Trainers, Group Discussions, and My Visit. Below the navigation bar, a date selector shows 'SATURDAY 13', 'SUNDAY 14', and 'MONDAY 15'. A 'Recommended for you' section features three session cards: 'What are the new types of fashion training?' (Sat, Feb 13, 2021 4:30 PM), 'What will be 2021 flashback trends?' (Sat, Feb 13, 2021 1:30 PM), and 'Gates opening - Day 1' (Sat, Feb 13, 2021 10:00 AM). A 'Refine the list' sidebar on the left contains a search bar and a 'Filters' section with 'TYPE' (Break, Session) and 'LOCATION' options. The main content area shows a session titled 'What is the impact of independant creators?' (9:00 AM - 10:00 AM) with details: 'More and more creators choose to launch their own company, to avoid being tied to a larger brand. Let's see what is the impact of this new trend?', 'Only 79 seats left', 'Auditorium', 'Session', and a list of speakers: William Hauvette - Asphalte, Paul Levrez - Open Mode Festival, Cyrille Morvan - Morvan Avocats, and Frédéric Maus - WSN. The session is sponsored by Lacoste and BVLGARI. A 'Your schedule' section on the right shows the current session: 'What is the impact of independant creators?' (Sat, Feb 13, 2021 9:00 AM). Annotations include a green line pointing from the text 'You can easily bookmark sessions of interest by clicking on this icon' to a bookmark icon on the 'What will be 2021 flashback trends?' card, and another green line pointing from the text 'You can define your search by using filters located on the left side of the screen.' to the 'Filters' section in the sidebar.

HOW DOES THE PROGRAM WORK? (CONT)

OC TPE IGNITE Online Educational Series

Home **My Agenda** Live! Watch Now Sessions Speakers Exhibitors Product Showcase Show Specials Floor Plan Attendees Test

Open Discussions Help Desk

My schedule >

My meetings >

My networking >

My bookmarked companies >

My wish list >

Dates are displayed in your time zone (America/Los_Angeles)

Thursday, February 25, 2021

10:00 AM **NATO | The Two-Front War: Flavor and Taxes in 2021**

10:45 AM As the country continues to grapple with the new reality following the global pandemic, local and state governments are looking toward...

Mass-Market Tobacco

Thomas Briant · NATO

NATO NATO

11:00 AM **CBDIA | A Greener Future: CBD and America**

11:45 AM Despite the passing of the 2018 Farm Bill, obstacles and challenges continue to hinder the growth of the CBD industry in the U.S. This sessio...

CBD

Priscilla Agoncillo · Cannabinoid Industry Association

Cannabino Industry Association

Export

Add your upcoming sessions and meetings to your calendar application.

EXPORT TO MY CALENDAR

Export your sessions, meetings and bookmarks in a single printable PDF file.

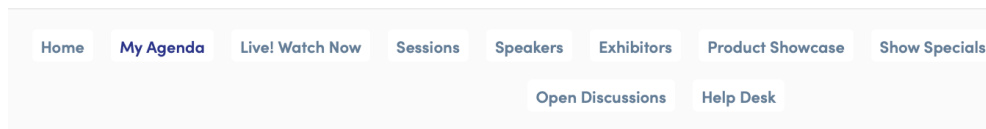
DOWNLOAD PDF

- The tab of “**My Agenda**” allows you to see your own schedule. Here you can find **sessions** you are interested in, the **sponsors** and **partners** you bookmarked, as well as your confirmed **meetings**.
- You can **export your program** by clicking on «**Export to my calendar**» or «**Download PDF**».

HOW TO ACCESS A LIVE STREAMING SESSION?

There are two ways to access a live streaming session:

- From your **Event Home**, click on the « **Live! Watch Now** » button which should be displayed. You will get redirected to the current session, or the following one if nothing is happening at that time.
- From your **Event schedule** or **My Agenda** tab, click on the current session you want to follow. You are now on the session page where the live session is taking place.



- My schedule >
- My meetings >
- My networking >
- My bookmarked companies >
- My wish list >

Thursday, February 25, 2021

10:00 AM **NATO | The Two-Front War: Flavor and Taxes in 2021**

10:45 AM

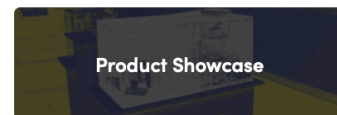
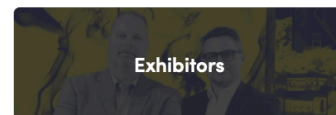
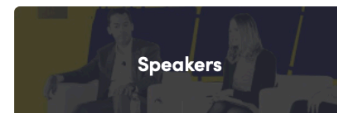
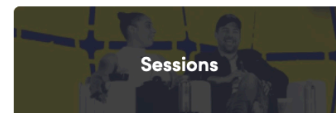
As the country continues to grapple with the new reality following the global pandemic, local and state governments are looking toward...

Mass-Market Tobacco

Thomas Briant · NATO



NATO



HOW TO FOLLOW A LIVE STREAMING SESSION?

- Less than 24 hours before a session: a countdown will be added to the session page

Streaming will start Monday, April 20, 2020 4:40 PM

06 03 17
1A

- As soon as the session begins, the video will be displayed at the top of the session page and will start automatically (except on Safari for which you will have to click on "Play").
- You will then be able to watch the video, in **full screen** mode if you wish, or continue to browse the app while watching the session.

The screenshot displays the Skift Europe Forum live session interface. At the top, a navigation bar includes links for Home, LIVE SESSION - WATCH NOW (highlighted), MY AGENDA, FULL AGENDA (CET TIME), SPEAKERS, ATTENDEES, BREAKOUT SESSIONS, and ROUNDTABLES. Below this, a secondary navigation bar lists EXHIBIT AREA, GROUP CHAT, and RESOURCES. The main content area is divided into three sections. On the left, a sidebar titled 'Up next' with an 'Autoplay' icon lists upcoming sessions: 'Rafat Welcome and Long View' (Tue, Jun 30, 2020 10:00 AM), 'Skift Research: European Recovery Index' (Tue, Jun 30, 2020 10:10 AM), 'How Can Europe's Hotels Lead the Continent's Rebound?' (Tue, Jun 30, 2020 10:25 AM), 'Liveperson Brand Talk' (Tue, Jun 30, 2020 10:45 AM), 'As Destinations Reopen: An Opportunity to Find A More...' (Tue, Jun 30, 2020 11:00 AM), and 'Rebuilding the Interconnected Global Travel Ecosystem' (Tue, Jun 30, 2020 11:25 AM). The central section features a large video player showing Rafat Ali, CEO & Founder of Skift, speaking. Below the video, the title 'Rafat Welcome and Long View' is displayed, followed by the date and time 'Tuesday, June 30, 2020 10:00 AM to 10:10 AM', and the location 'Main Stage'. A 'VIEW FULL AGENDA HERE' button is also present. The right section, titled 'Live discussion', includes tabs for Chat, Questions, and Polls. It shows a 'Chat with participants' area with a message input field and a 'Write a message...' button.

HOW TO INTERACT DURING A LIVE SESSION?

Thanks to the **live discussion**, you are now able to **speak** with other attendees, ask **questions** to the speakers, and answer to different **polls** they will create.

React on other people's messages or delete your message by click on the three dots next to it. Questions will be sorted by upvotes.

The screenshot displays a live session interface with a top navigation bar containing links: Home, Attendees, Program, Exhibitors, Speakers, Map, Products, Live discussions (active), and My visit.

Left Sidebar: A list of topics with icons and brief descriptions:

- Robots & A.I.**: Hello John! Nice to meet you, are you available to...
- Astronomy**: Hi, I'm also going to the event, could we meet
- Blockchain**: Ok, interesting. Looking forward to meet you to...
- Sustainability**: The Emerald Buddha is a figurine of a sitting
- Event industry**: Ok, see you there then. Have a lovely day!
- Energy**: Ok, see you there then. Have a lovely day!
- Healthcare**: Ok, see you there then.

Main Chat Area: Titled "Astronomy" with 21 people joined. It features tabs for Chat, Questions, and Polls. The Questions tab is active, showing a list of questions with upvote counts:

- Angelique Banlo** (Today - 11:32 AM): Hello Paulina, I'm glad to attend your webinar. Can you explain us what is a typical work day for you? (29 upvotes)
- Vanessa Polanverade** (Today - 11:29 AM): Do you have time to share a bit the history of Astronomy? (25 upvotes)
- Aymeric Shilova** (Today - 11:54 AM): Hi Paulina! Do you have some examples of astronomy? (23 upvotes)
- Melissa Jaliloe** (Today - 11:45 AM): Hey, why do you think Astronomy has real impacts in our culture? (19 upvotes)
- Quentin Belarose** (Today - 11:20 AM): What are you best references, inspirations? (19 upvotes)
- Steve Goodwin** (Today - 11:55 AM): Hello Paulina, I'm so excited because this subject is really interesting! I have few questions for you: Why are there radio astronomy, infrared astronomy, ultraviolet astronomy, X-ray astronomy, and gamma ray astronomy? What kinds of telescopes and theories are required for those kind of astronomy? How are they different to ordinary astronomy? (16 upvotes)

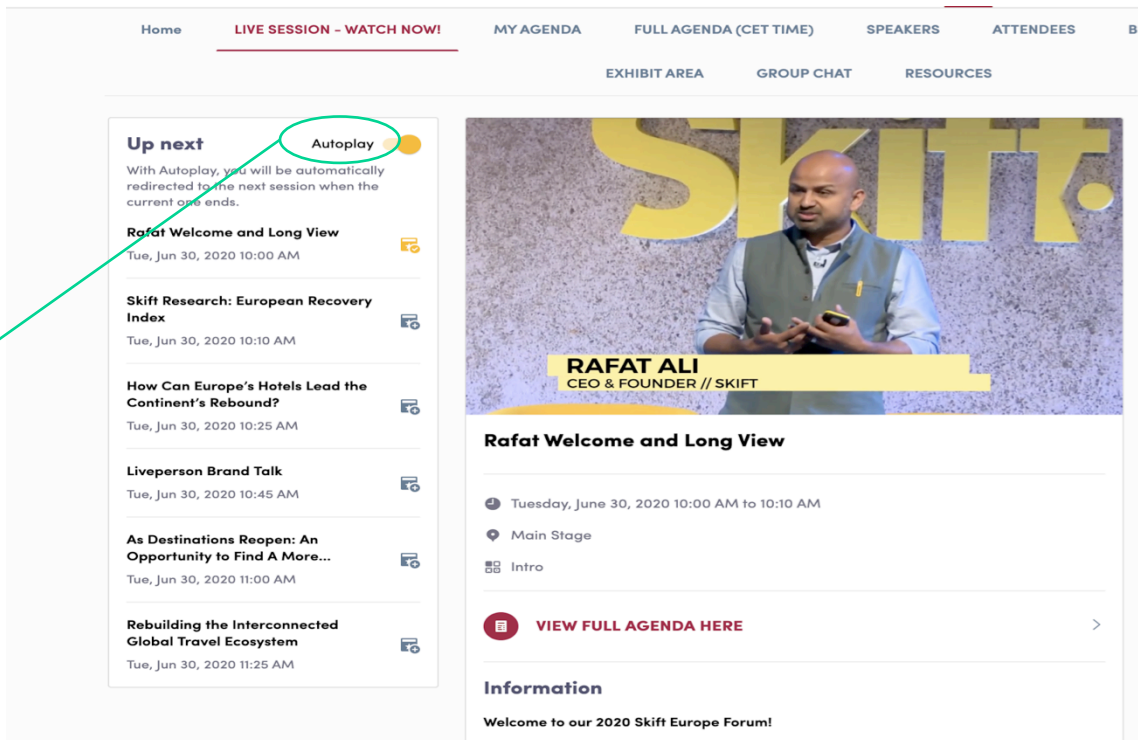
At the bottom of the chat area is a text input field: "Ask a question..." with a send button.

Right Sidebar:

- WHO'S NEXT**: Astronomy. Astronomy is a natural science that studies celestial objects and phenomena. It uses mathematics, physics, and chemistry in order to explain their origin and evolution. [See more](#)
- How to boost your ROI through our Platform?** Friday, December 9, 2020 - 08:00 AM
- Our Event Team For On Site & Off Site Support** Friday, December 9, 2020 - 09:00 AM
- Artificial Intelligence & Matchmaking** Friday, December 9, 2020 - 09:30 AM [See all \(5\)](#)
- Members**:
 - Virendra Sona**: Regional Sales Executive, Anheuser-Busch InBev
 - Rey Mibourne**: Business Analyst, Freddie Mac
 - Lacore Jones**: Trainer, J.P. Morgan Chase[See all \(20\)](#)
- Stay tuned**: By activating this option, you will be kept informed of news. ☒

WHAT'S THE AUTOPLAY?

- The **autoplay feature** is automatically activated when you click on a **“live” agenda button**.
- This features allows a seamless experience when watching sessions since it takes you from one session to another at the end of the first one.
- To **deactivate it, simply click on the « Autoplay » button** on the upper left side of your screen.



AVAILABLE FEATURES

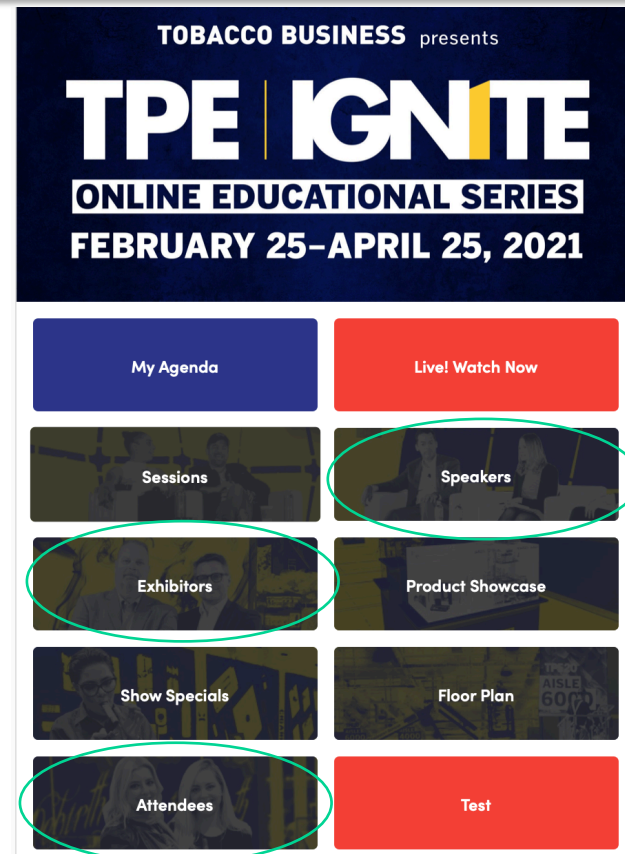
NETWORKING FEATURES

HOW TO NETWORK

In the home page of the event, you can access to the **Speakers**, **Exhibitors** and **Attendees** lists.

There are many ways to identify people of interest. You can search via filters, keywords, as well as receive recommendations based on other's selections.

Do not hesitate to contact them through the application to network and schedule **'face-to-face'** meetings with video calls.



HOW TO NETWORK (CONT)

- If you **see time slots appearing on people's profiles**, it means that the **organizer has allowed scheduling meetings on the event**.
- Don't lose time and ask for meetings to the people of your choice before all their slots are booked.
- You can manage your availabilities from the "**My Event**" section of the application.

Is connected



Mia Masson

Copywriter

Swapcard

Meet Mia

Select a time slot to set up a meeting with Mia.

Friday, October 23, 2020

9:00 AM

10:00 AM

12:00 PM

1:00 PM

3:00 PM

4:00 PM

Skills

Writing


communication

marketing

PR

Copy Editing

HOW TO MAKE A CONNECTION REQUEST?



Dennis Schaal
Executive Editor/Founding Editor
Skift

Meet Dennis

Select a time slot to set up a meeting with Dennis.

Tuesday, June 30, 2020

8:15 AM	8:30 AM	8:45 AM	9:00 AM	9:15 AM	12:00 PM
12:15 PM	12:30 PM	12:45 PM	3:00 PM	5:15 PM	5:30 PM
5:45 PM	6:00 PM	6:15 PM	6:30 PM	6:45 PM	7:00 PM
7:15 PM	7:30 PM	7:45 PM	8:00 PM	8:15 PM	8:30 PM
8:45 PM					

Connect with Dennis

Sending a connection request with a message is three times more likely to be accepted.

SEND CONNECTION REQUEST

To **send a connection request** to a person, go to someone's profile (via the list of participants, speakers, or a company profile) and click on **SEND CONNECTION REQUEST**.

Tip : We encourage you to write a message before sending your connection request to introduce yourself and explain the reason of your request.

You will be able to find all the people you have been in contact with in the "My Visit" button, in My Contacts tab.

HOW TO REQUEST A MEETING?

Step 1 : Go to a person's profile - by going to the list of participants, speakers, or a sponsor's profile.

Step 2 : Click on one of the suggested meeting slots. If you want to see other slots, click on « **see more slots** ».

Step 3 : After selecting a slot and the virtual location, write a message to the person you want to meet. Once done, click on « **send meeting request** ».

Tuesday, 30th June • 8:30 AM to 8:45 AM Edit

Select a place to meet at the event.

Virtual Meeting

[Video Call](#)

Tuesday, 30th June • 8:30 AM to 8:45 AM Edit

Virtual Meeting • Video Call Edit

Message (optional)

Introduce yourself and the purpose of the meeting

[SEND MEETING REQUEST](#)

Pending

Julius Solaris
Editor in Chief - EventMB, a Skift Brand
Skift

Meet Julius

Select a time slot to set up a meeting with Julius.

Tuesday, June 30, 2020

8:15 AM	8:30 AM	8:45 AM	9:00 AM	9:15 AM	12:00 PM
12:15 PM	12:30 PM	12:45 PM	3:00 PM	5:15 PM	5:30 PM
5:45 PM	6:00 PM	6:15 PM	6:30 PM	6:45 PM	7:00 PM
7:15 PM	7:30 PM	7:45 PM	8:00 PM	8:15 PM	8:30 PM

[See more slots](#)

Note: If you plan to do a virtual meeting, select Online Meeting when choosing the location.

HOW TO DO A VIRTUAL MEETING?

To do a virtual meeting, you must select the **virtual location** when requesting a meeting.
(See : *How to request a meeting?*)

A few minutes before the meeting, go to the profile of the participant you have a meeting with, and click on the colored "**Meeting call**" button that will launch the video call (only available if the meeting is confirmed).

Connected

Andrea Di Benedetto
PM
Event Industry
Swapcard

Meeting CONFIRMED

Monday, 6th April - 10:00 AM to 10:30 AM

Virtual meeting

MEETING CALL Cancel meeting

Display Live Discussions

Search

- Steve Goodwin** 2 hours
Hello John! Nice to meet you, are you available to talk...
- Mable Love, ...** 3 hours
Hi, I'm also going to the event, could we meet there?
- Amy Lambert** Yesterday
OK, interesting. Looking forward to meet you too...
- Ophelia Dayle** May 18
The Emerford Buddha is a figurine of a sitting Buddha...
- Travis Meyer, ...** May 16
OK, see you there then. Have a lovely day!

Steve Goodwin
Direct Sales Manager
Business Developer
Konex

BOOK MEETING

Scoring
Adding a rate helps your follow-up by knowing the potential of each connection made.

★★★★★

Tags
Add tag to organize your contacts
CEO • 2018 •

Note
Add note to remind you about your contacts and how you met them

SEE FULL PROFILE
DELETE CONVERSATION

Nice to meet you John! I'm Steve, Direct Sales Manager at Konex. I would like to discuss with you about your new project Low-Tech. Are you available during the event?

Wed, Oct 24, 2020

Nice to meet you John! I'm Steve, Direct Sales Manager at Konex. I would like to discuss with you about your new project Low-Tech. Are you available during the event?

case-study.pdf

You launched a call
Started 2 mins ago

JOINED

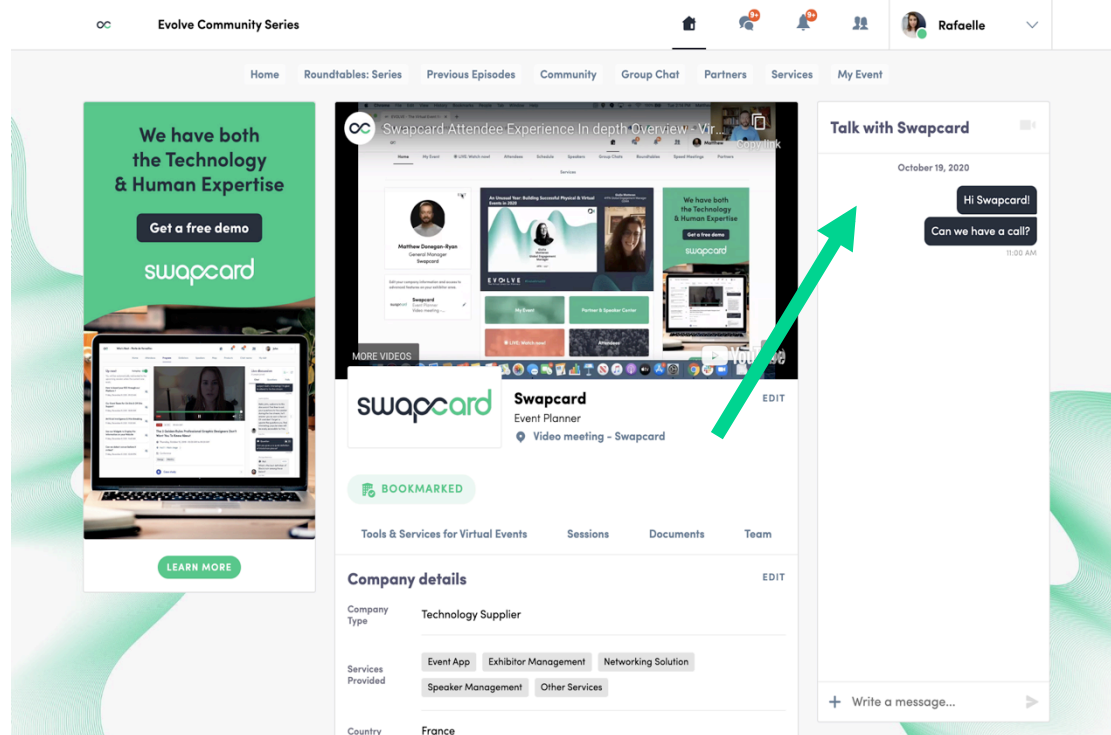
Type a message...

WHAT HAPPENS IF I RECEIVE A MESSAGE AS AN EXHIBITOR?

Once you are added to an exhibit team, **you will have access to an exhibitor inbox shared with all of your organization's team members.** Messages in the inbox are generated when an attendee visits your booth and types a message into the “Talk with...” window.

For the attendee, the message appears within the booth as a 1:1 chat. For the exhibitor team, the message generates a notification in the platform, and appears as a message in the exhibitor inbox.

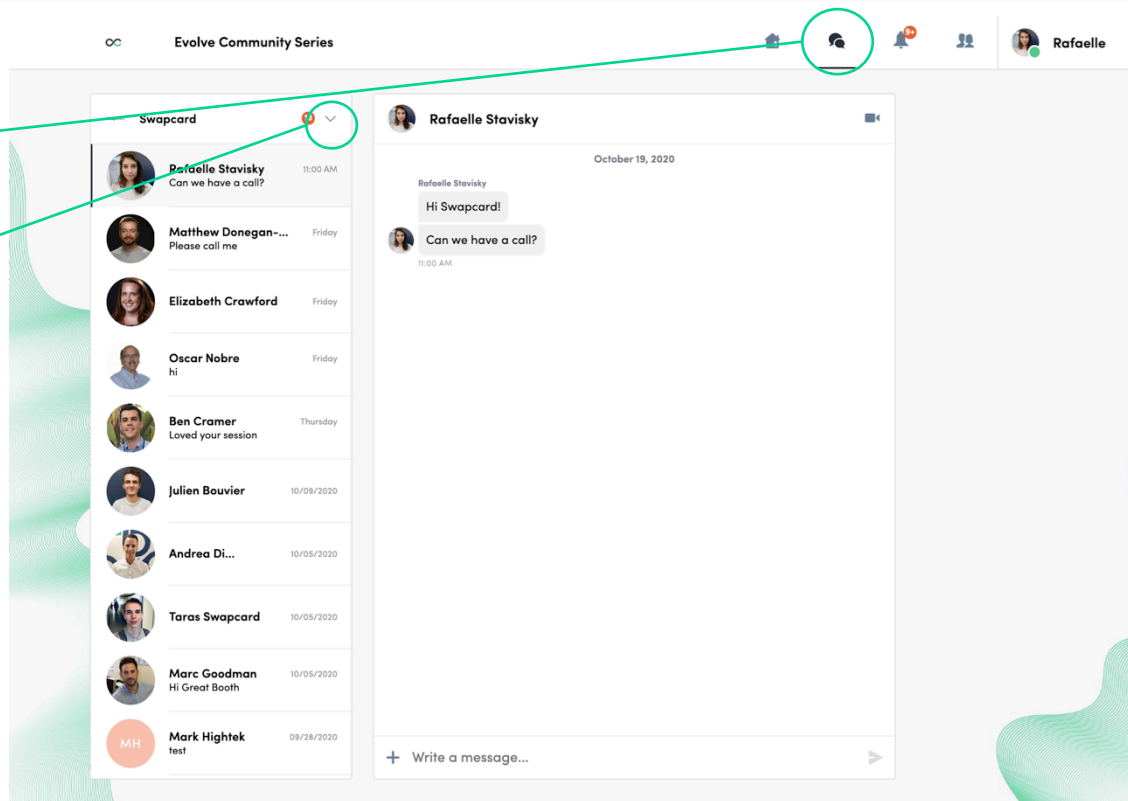
An exhibitor team member will not see the discussion in the “Talk to” window; only the attendee will see it there.



WHAT HAPPENS IF I RECEIVE A MESSAGE AS AN EXHIBITOR? (CONT)

To **view your exhibitor inbox**, click on the **chat bubble icon** along the top menu. Once there, **toggle between your personal inbox and the exhibitor inbox by clicking on the dropdown box** nested under your name on the left hand side.

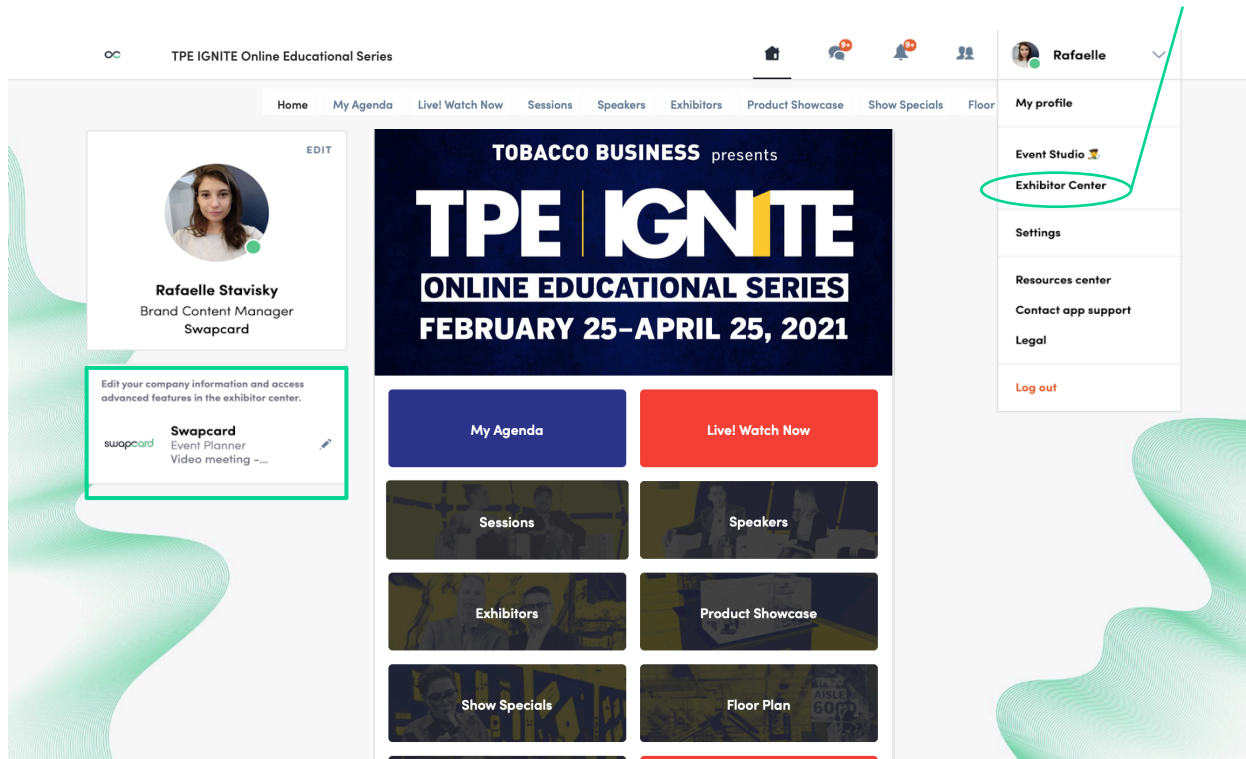
All exhibitors will see a red notification circle over the chat bubble icon when new messages are received. However, please note that once any exhibitor team member reads the message, the red circle will disappear for the entire team.



EXHIBITOR CENTER

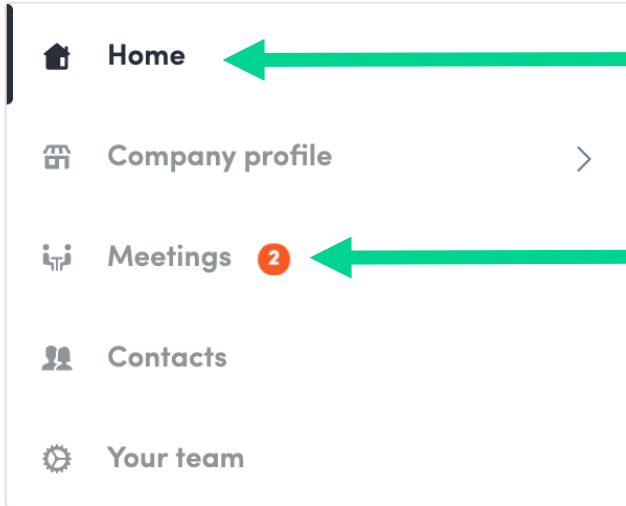
NAVIGATION

To access the **Exhibitor Center**, you can click on your company or on the button « **Exhibitor center** » in the drop down menu.



NAVIGATION

This is the **menu bar** that appears on the left side of your screen. It will be useful for you to navigate between the different sections of the Exhibitor Center.



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 hurry up and see what's going on!

COMPANY INFO

To be contacted by as many qualified participants as possible, you must **fill in all the information** in your exhibitor form:

- ✓ Header Image and/or Header Video
 - Image: 1200 x 675 px, 16:9 ratio, no larger than 1MB
 - Video: Video ID on YouTube or Vimeo; be sure to enter the video ID, and not the full URL of the video.
- ✓ Background image
- ✓ Social media links
- ✓ Open Source Projects: name, description, link, 200x200 image for each
- ✓ Products and Services: name, description, link, 200x200 image for each.
- ✓ Documents (links to content or imported files)

MANAGE YOUR MEETINGS

The interface is divided into three main sections:

- Sidebar:** Contains navigation links: Home, Company profile, Meetings (highlighted with a red badge), Contacts, and Your team.
- Main Content Area:**
 - Filter:** A dropdown menu set to 'All members'.
 - Status Legend:** Invitation (5), Confirmed (18), Pending (41), Canceled (17), Declined (2).
 - Meeting List:**
 - Meeting 1:** Sunday, January 1, 2023. Meeting request (Invitation). Times: 01/13/2020 • 5:28 PM and 01/01/2023 • 9:00 AM to 9:20 AM. Location: Primary Hall • Exhibitor room. Requester: Charles Benizri (Product Owner, Swapcard). Assignee: Sophia Fields (Director Business Development, Allianz). A green 'REPLY' button is present.
 - Meeting 2:** Meeting request (Invitation). Times: 01/21/2020 • 7:08 PM and 01/01/2023 • 2:40 PM to 3:00 PM. Location: L01 - S02. Requester: Charles Benizri (Product Owner, Swapcard). Assignee: Joe Williamson (Human Resources Coordinator, Costco). A green 'REPLY' button is present.
- Meeting Request Detail View (Right Panel):**
 - Meeting request:** 01/31/2020 • 9:54 AM and 01/01/2023 • 7:30 AM to 8:00 AM. Location: Elio's hall • table 1.
 - Requester:** Abby Gonzalez (Inside Salesperson, Verizon).
 - Host:** Charles Benizri (Product Owner, Swapcard).
 - Actions:** ACCEPT and DECLINE buttons.
- Export Meetings (Far Right):** A button labeled 'EXPORT MEETINGS' with the text: 'Get all meetings from your team in an Excel file.'

In this section you can:

- **Display the meetings** of your team
- **Filter meetings by status** : Pending, Validated or Declined, Cancelled.
- **Assign a meeting to a member of your team** : click on « answer » on the meeting request, and choose the person to assign.
- **Accept or decline meeting requests**
- **Export the full list of meetings** from your team.

SHARED CONTACTS & EXPORT

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 PM
	Baptiste	Boulard	CEO - 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 PM
	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@mipeli.it	01/24/2020 • 11:03 AM
	Xavier	Dordor	Ceo	Myeventnetwork	xavier@myeventnetwork.com	11/27/2019 • 2:21 PM

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".

By going to the **"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.

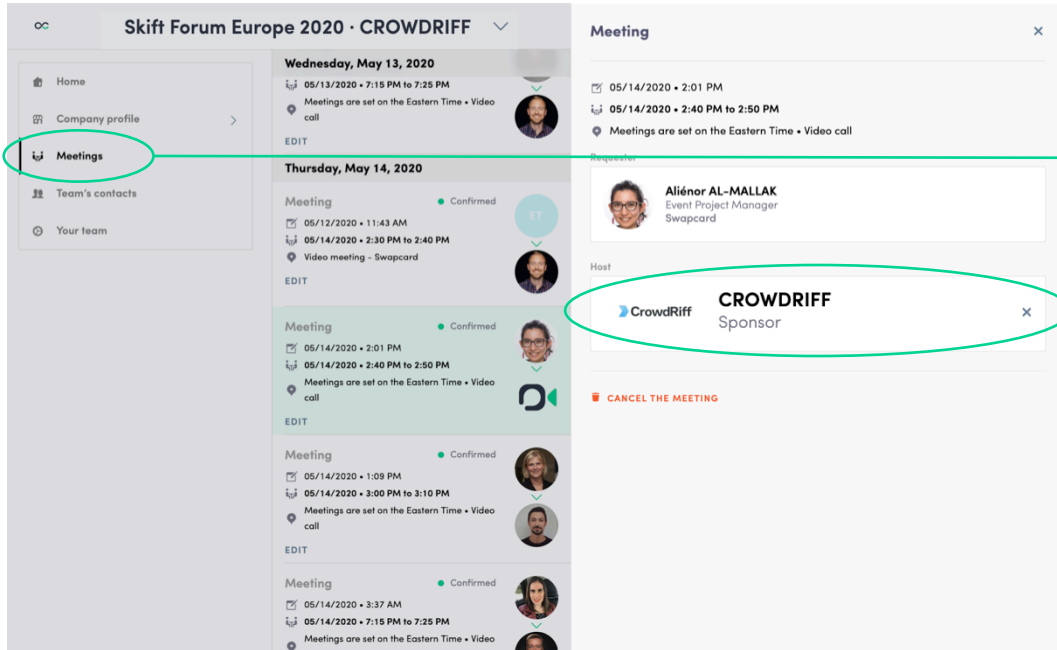
Check that **all your collaborators have activated it**.



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, he tacitly agrees to share information with you. You therefore retrieve this information in accordance with the GDPR.

HOW TO ASSIGN A TEAMMATE TO A MEETING?



In your exhibitor center, you can manage your teammates meetings.

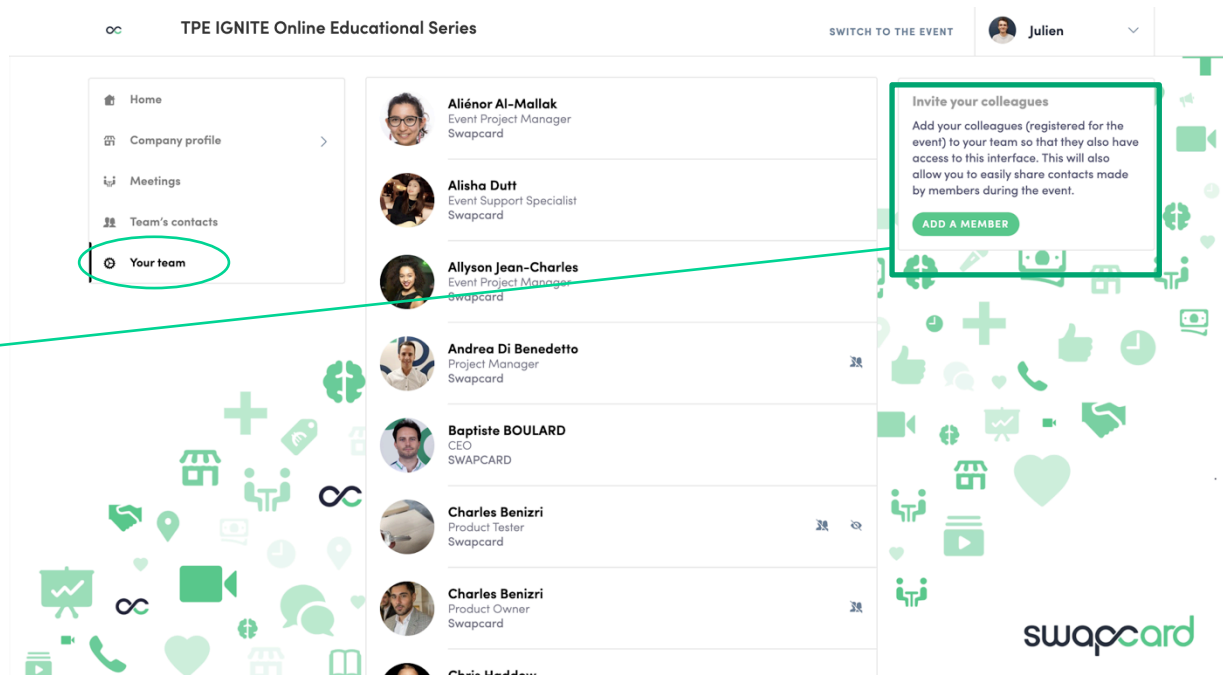
Go to the « **Meetings** » tab and see all your team meetings during the event.

To assign or change a teammate to a meeting, click on the **meeting** and **choose the team member** you want to assign.

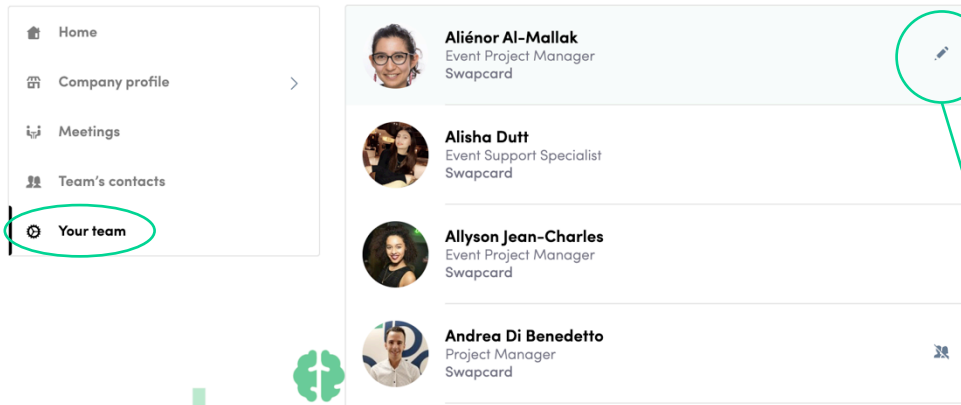
HOW TO ADD A TEAMMATE TO YOUR TEAM?

In your exhibitor center, you can manage your team.

- Go to the « **Your Team** » tab and see all your teammates on the booth.
- Search for **team members** who are already registered for the event **via email address**
- To **invite teammates** to join the event click on « **Add a new member** » button and **add their email address**. They will receive an email to join the event.

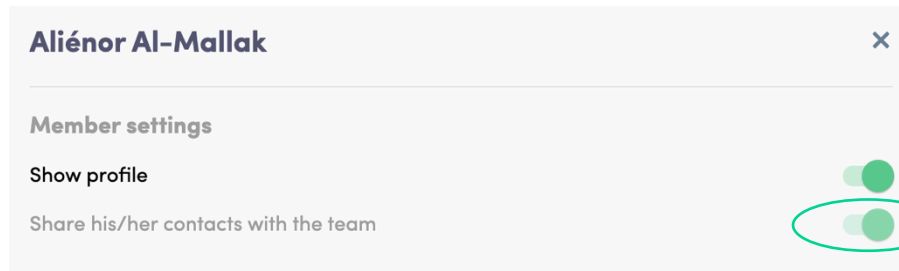


HOW TO SHARE CONTACTS WITH YOUR TEAM?



If you are the admin of the Exhibitor Profile, you can choose who can share or not share their contacts with the team. If you're not the admin, you will only be able to choose to share your contacts or not.

- Go to the « **Your team** » tab and see all your teammates on the booth.
- To share contacts, click on the pen on the right side of the profile.



- You will then see a toggle list appear where you'll be able to choose whether to share or not contacts with the team.