

How to register your staff and add your team members

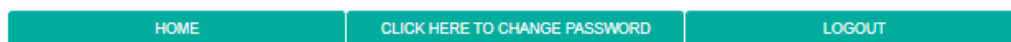
Staff members need to be registered on the exhibitor console. Then you need to add them as members of your team on swapcard so they are linked to your booth. If you need any guidance full details on how to do this are below.

Registering your passes on the Exhibitor Console

1. Log into the [Exhibitor Console](#) using your email address that I have been contacting.
2. Click Registration & Passes



3. Click on the pass code



Register Your Passes

All Access Attendee Pass: An all access attendee pass enables the registrant to access the conference sessions as well as man the booth (and will not be assisting with booth setup or staffing):

1. View the Pass Summary below to see available passes that come with your sponsorship package
2. Click on the hyperlinked code next to the pass you want to assign and follow the registration steps

Please note: Each registrant must have a unique email address. If you want an attendee pass holder to be able to man the booth they will also need a booth pass with a different account.

The Pass Summary grid below outlines the passes that come with your sponsorship package.

Pass Summary

Description	Pass Code	Allotment	Used
Complimentary All Access Digital Pass	AAEX-ErNI68	16	1

4. Enter the first attendee's email address and click next

August 18-20, 2020

TU-Automotive Detroit ADAS & Autonomous Vehicles

RETURN TO REGISTRATION AND PASSES

* Registrant's Email Address:

rebecca.smith.gb@informa.com

START OVER

NEXT

5. Fill out all the required fields and click next

RETURN TO REGISTRATION AND PASSES

Profile Pass Selection Demographics Review Payment

Email us: tu.aisw@informa.com

Enter your personal information:
Fields marked with the * are required.

*** First Name (30 Characters Max)**
Rebecca

Last Name (50 Characters Max)
Smith

Note: If you would like your Twitter handle on your event profile, enter it below.

Twitter Handle

*** Job Title (80 Characters Max)**
Senior Operations Manager

*** Job Function**
Media

Company (80 Characters Max)
Informa Tech

Email Address
Rebecca.Smith.GB@informa.com

CC Email Address (enter an additional email address to receive your confirmation below)

*** Address (100 Characters Max)**
Blue Fin Building, 3rd Fl

*** City (30 Characters Max)**
London

*** Country/Region**
United Kingdom

*** Postal Code**
se10ta

*** Phone**
01234789987

[Click here to review the Informa Tech Automotive Group Attendance Policy and confirm below.](#)

*** Informa Tech Automotive Group Virtual Attendance Policy**
 I have read and agree to the Informa Tech Automotive Group Virtual Attendance Policy.

Informa Permissions Consent (Purchase) Opt-Out
 No, I do not wish to receive news and promotions via email about related products and services from Informa Tech including those of carefully selected business partners (your details will never be shared with them.)

No, I do not wish to hear from Informa Tech Automotive Group Sponsors via email about their products and services.

To facilitate networking at the virtual event, please indicate your time zone:
GB

START OVER NEXT

6. Click next on the below page

RETURN TO REGISTRATION AND PASSES

Profile | **Pass Selection** | Demographics | Review | Payment

Email us: tu.sales@informa.com

Pass:

All Access Digital

Giving you access to:

- Premium Keynotes
- All Premium and Free Conference Tracks
- Roundtables & Working Groups
- Networking Opportunities
- Matchmaking Services
- Awards Ceremonies
- On Demand Slides/ Videos
- Pre and Post-event access to Virtual Environment
- Access to the Virtual Exhibition Hall
- AND full access to the Summer Festival of Automotive

START OVER

NEXT

7. Review the attendee's details and click next (or amend parts as applicable)

RETURN TO REGISTRATION AND PASSES

Profile | Pass Selection | Demographics | **Review** | Payment

Email us: tu.sales@informa.com

Review your registration details:

Name	Rebecca Smith	Promo Code	<input type="text"/>										
Profile First Name	Rebecca	APPLY CODE (ONE PER REGISTRATION)	<input type="button" value="APPLY CODE (ONE PER REGISTRATION)"/>										
Profile Last Name	Smith	Financial Summary											
Email	Rebecca.Smith.GB@informa.com	<table border="1"> <thead> <tr> <th>Description</th> <th>Amount</th> </tr> </thead> <tbody> <tr> <td>All Access Digital</td> <td>\$395.00</td> </tr> <tr> <td>Complimentary All Access Digital Pass - Informa Tech</td> <td>-\$395.00</td> </tr> <tr> <td>Chargeback</td> <td>\$0.00</td> </tr> <tr> <td>Balance Due</td> <td>\$0.00</td> </tr> </tbody> </table>	Description	Amount	All Access Digital	\$395.00	Complimentary All Access Digital Pass - Informa Tech	-\$395.00	Chargeback	\$0.00	Balance Due	\$0.00	
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All Access Digital	\$395.00												
Complimentary All Access Digital Pass - Informa Tech	-\$395.00												
Chargeback	\$0.00												
Balance Due	\$0.00												
Company	Informa Tech												
Job Title	Senior Operations Manager												
EDIT PROFILE													
Pass Type	All Access Digital												
EDIT PASS CHOICE													

By clicking "Next," I agree that I have read and understood Informa Tech's [Terms and Conditions](#) and [Privacy Policy](#).

START OVER | **NEXT**

By registering for this event you acknowledge recordings, video, and photographs are being taken during this event. By you entering this virtual event, you give unqualified consent to Informa Tech, its agents, licensors to record, use and publish your voice, actions, likeness, and appearance, in any manner and media, worldwide in perpetuity. If you wish to avoid being recorded, please do not enter this event.

Registration Policies

Event Access

Access to the virtual event platform opens in July. You will be sent instructions on how to use the platform via email.

Cancellations, Substitutions, Downgrades, and Upgrades

To cancel, change, or substitute your pass, please email tu.sales@informa.com.

Requests for registration refunds must be received before July 5, 2020. Refunds are not available after this date, and are not available for no-shows. Conference Passes are subject to a \$75 service charge. Expo Passes are subject to a \$25 service charge. Student Passes are subject to a \$5 service charge. Passes transferred from the 2020 event are not eligible for a refund or substitution.

When eligible for an upgraded pass will be accepted throughout the event. If you have any questions, please contact tu.sales@informa.com.

Discount/Promotion Code Usage

Only one discount/promotion code is allowed per registration at the time of registration, and no codes may be added after registration has been completed.

Program Changes

Informa Tech, producers of TU-Automotive Detroit, ADAS & Autonomous Vehicles, WardsAuto Interiors Conference and WardsAuto UX Conference, reserves the right to make changes in the programs and speakers, or to cancel sessions if enrollment criteria are not met, or when conditions beyond its control prevail.

Session Recording Policy

Audio and/or video recording of conference sessions, including recording on mobile phone devices and screen recording software is allowed for the first five minutes only. Recording after the first five minutes is strictly prohibited.

Virtual Attendance Policy

Informa (and any third party platform provider acting on our behalf) will use your personal information provided during the registration process to host and manage this digital event, and for analyzing visitor traffic with a view to improving the event experience for visitors.

During registration, you may have chosen to withhold permission to share your data with third parties (i.e. sponsors & exhibitors), however when entering a virtual exhibition booth your personal information will be shared with the exhibitor to allow them to engage with you. If you agree to share your full contact details directly with another attendee or exhibitors they may follow-up and use your details for marketing purposes.

8. Registration is complete (you can either click register another person or log out)

Registration Successful

Registrant: Rebecca Smith
Registrant Invoice/Confirmation # HGMPBY3H

[Click here to print a copy of the confirmation](#)

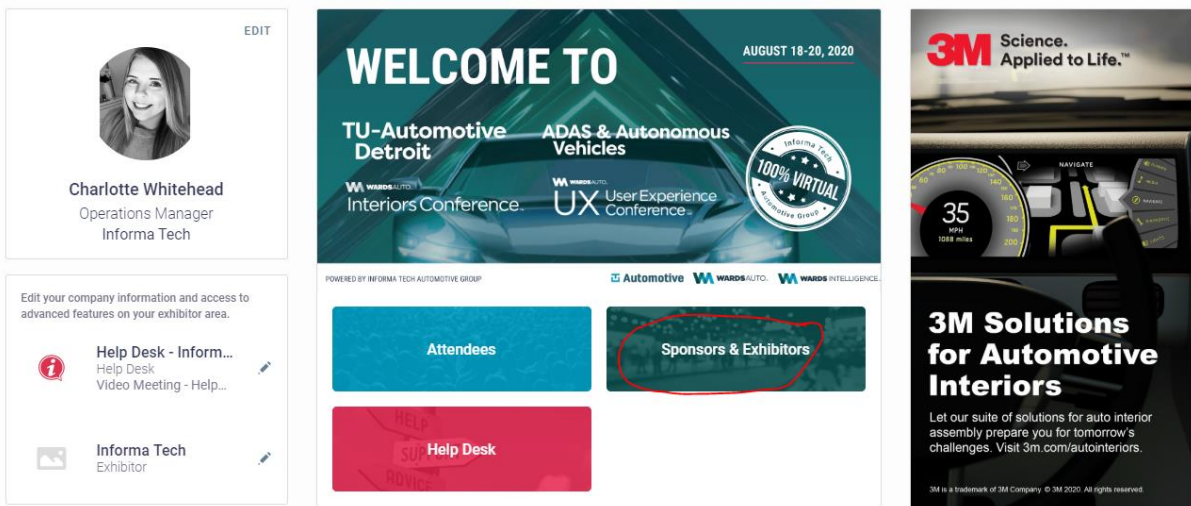
The registrant will receive a confirmation email shortly with their registration receipt/details, our event policies, and other important information.

REGISTER ANOTHER PERSON

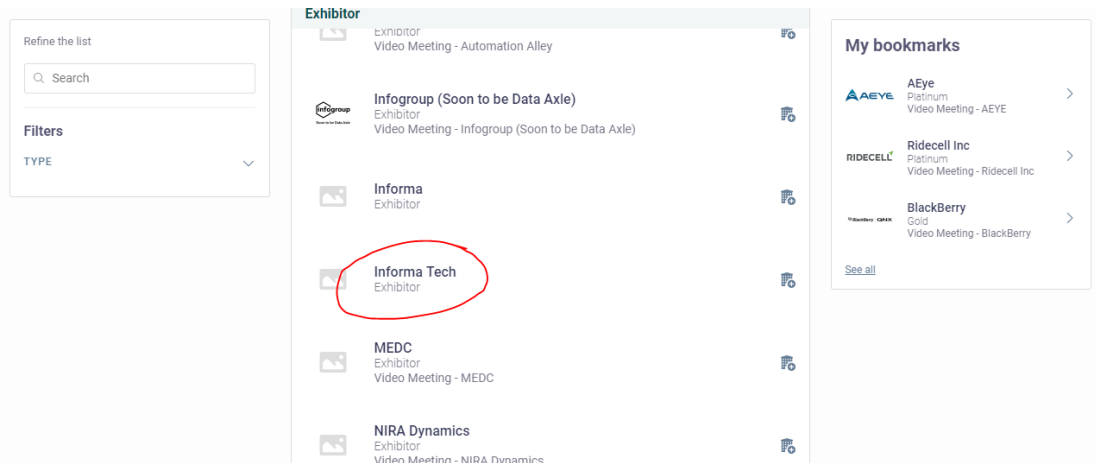
DONE REGISTERING; RETURN TO EXHIBITOR PORTAL

Adding your staff as team members on Swapcard

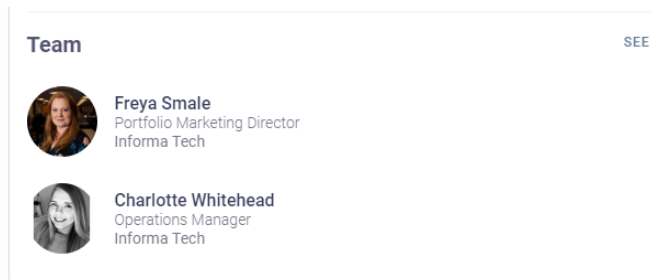
1. Login into swapcard via the link in your email (check your spam) or alternatively follow instructions on the link [HERE](#) on how to sign up or log in to your profile.
2. Once logged in click on sponsors and exhibitors




3. Find your company and click on your profile to open your virtual booth page




- Once opened scroll down to where it says Team and click SEE in the top right of the box

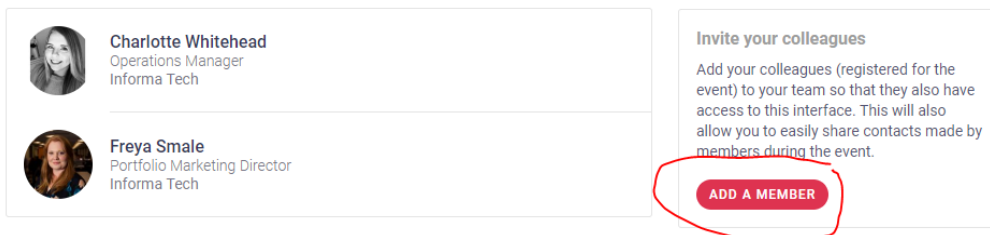



Team SEE


 **Freya Smale**
Portfolio Marketing Director
Informa Tech

 **Charlotte Whitehead**
Operations Manager
Informa Tech

- A new page will open displaying all your team members. To add a new member click **ADD A MEMBER**



 **Charlotte Whitehead**
Operations Manager
Informa Tech

 **Freya Smale**
Portfolio Marketing Director
Informa Tech

Invite your colleagues
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.

ADD A MEMBER

- Enter the email address you used when you registered this team member on the Exhibitor Console and click **ADD MEMBER**

Add a member

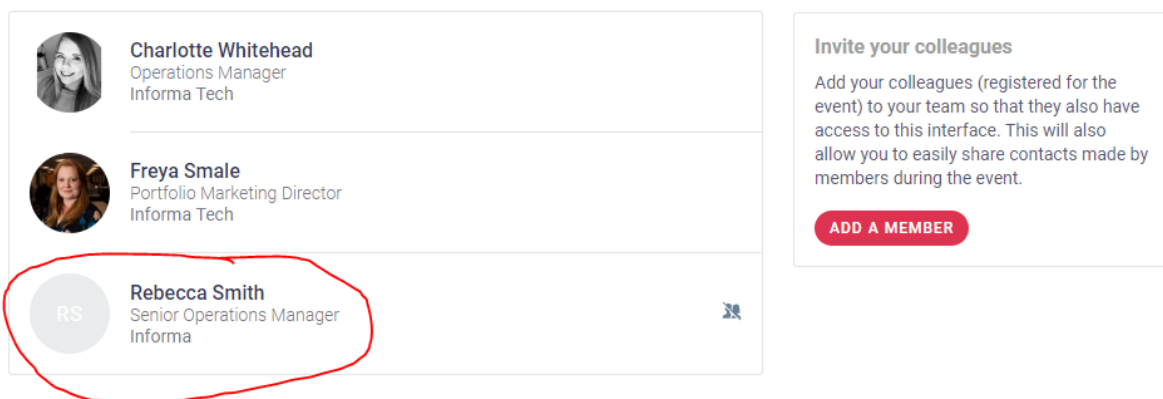
Enter the email address of the person you want to add to your team. The person must already be registered for the event.

Email*


contact@mycompany.com

ADD MEMBER

- Once you have completed step 6 you will see that your new team member has been added



 **Charlotte Whitehead**
Operations Manager
Informa Tech

 **Freya Smale**
Portfolio Marketing Director
Informa Tech

 **Rebecca Smith**
Senior Operations Manager
Informa

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