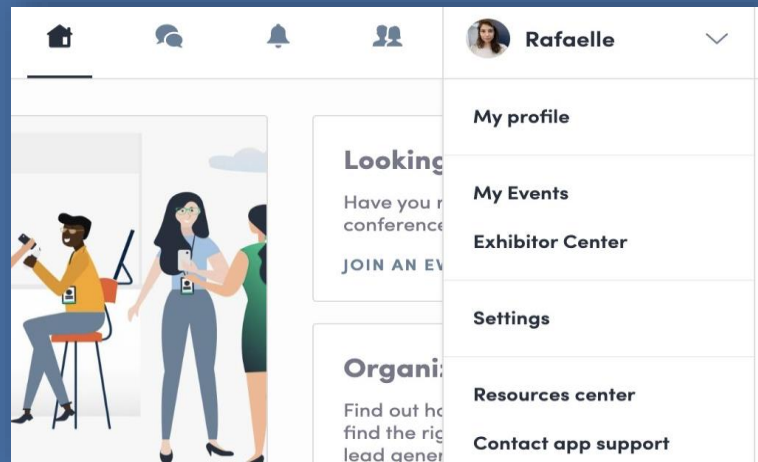
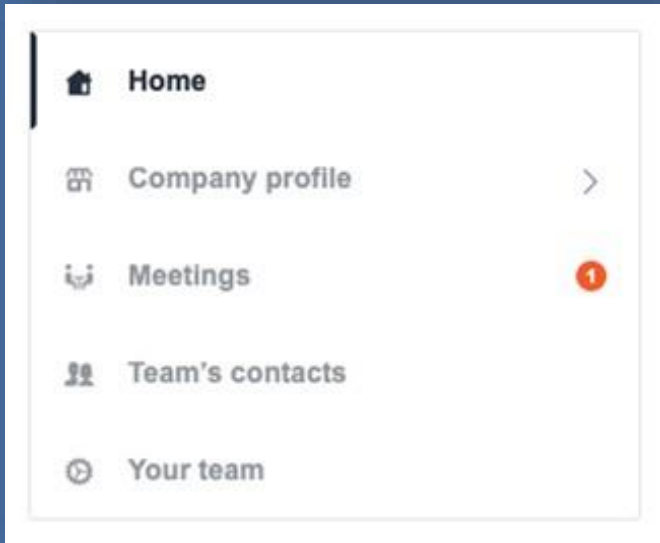


EXHIBITOR CENTER

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

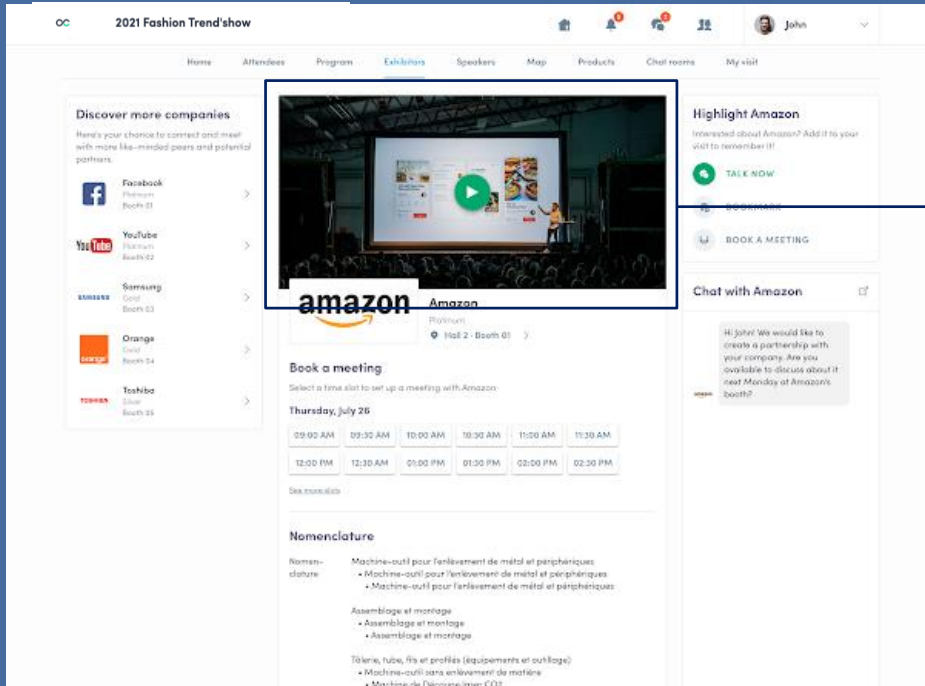


To navigate through the different sections of your exhibitor center, please use the menu bar that appears on the left-hand side of your screen.



◀ **Home** is the first page that you will see when accessing the Exhibitor Center.

◀ A red pin indicates that you have a **pending notification**, so take a look and see what's going on!



In the exhibitor center you are able to upload an image or video to your company homepage.

To upload a file, click on « Company Profile ». In the first part, click on « Edit ». You will then be able to add your image file or video ID.

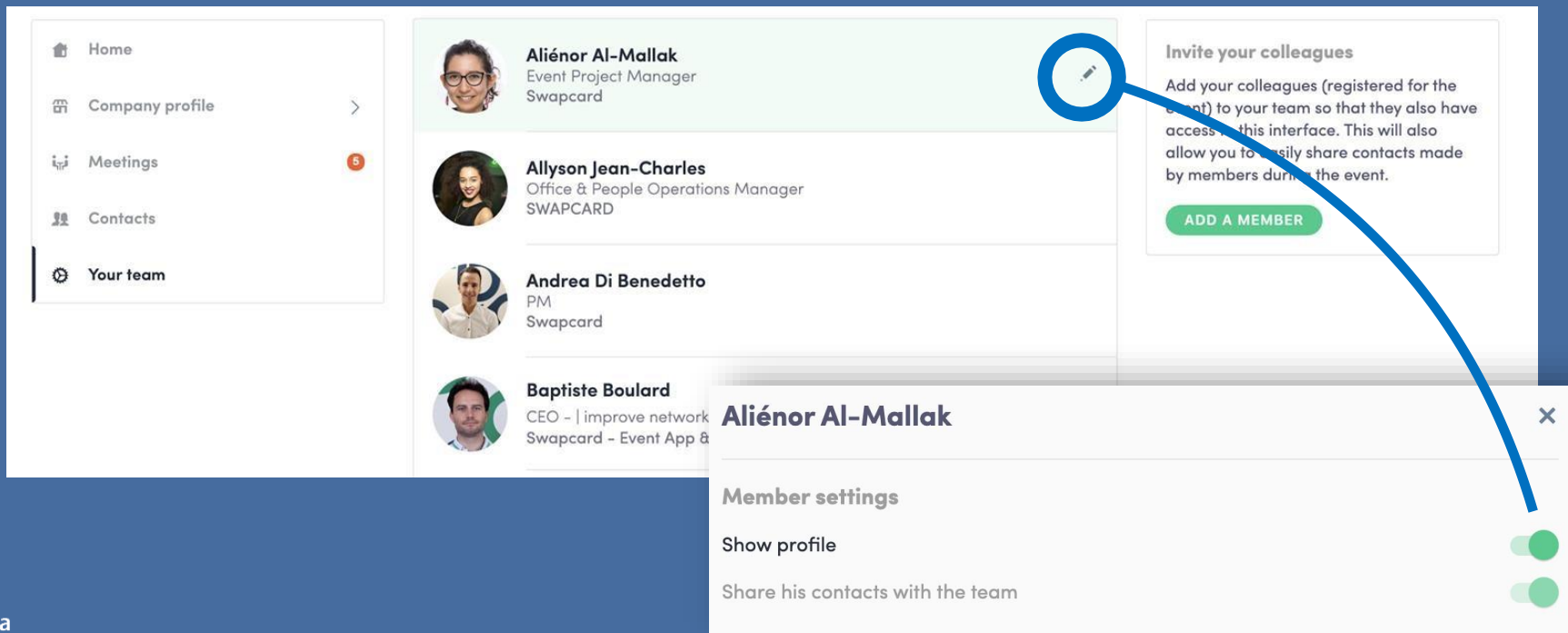
This can be a live or pre-recorded video, hosted on Youtube or Vimeo.

This video will play at the top of your booth's page. Suggested video length should be no more than three minutes.

Managing your team

To manage the members attached to your exhibiting company, go to "Your team".

You can then view your team members, delete or add them and manage the visibility of their profile.



The screenshot displays the 'Your team' management interface. On the left is a navigation menu with options: Home, Company profile, Meetings (with a red notification badge '5'), Contacts, and Your team (highlighted with a vertical bar). The main content area shows a list of team members:

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

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

A modal window is open for **Aliénor Al-Mallak**, showing 'Member settings' with two toggle switches, both of which are turned on (green):

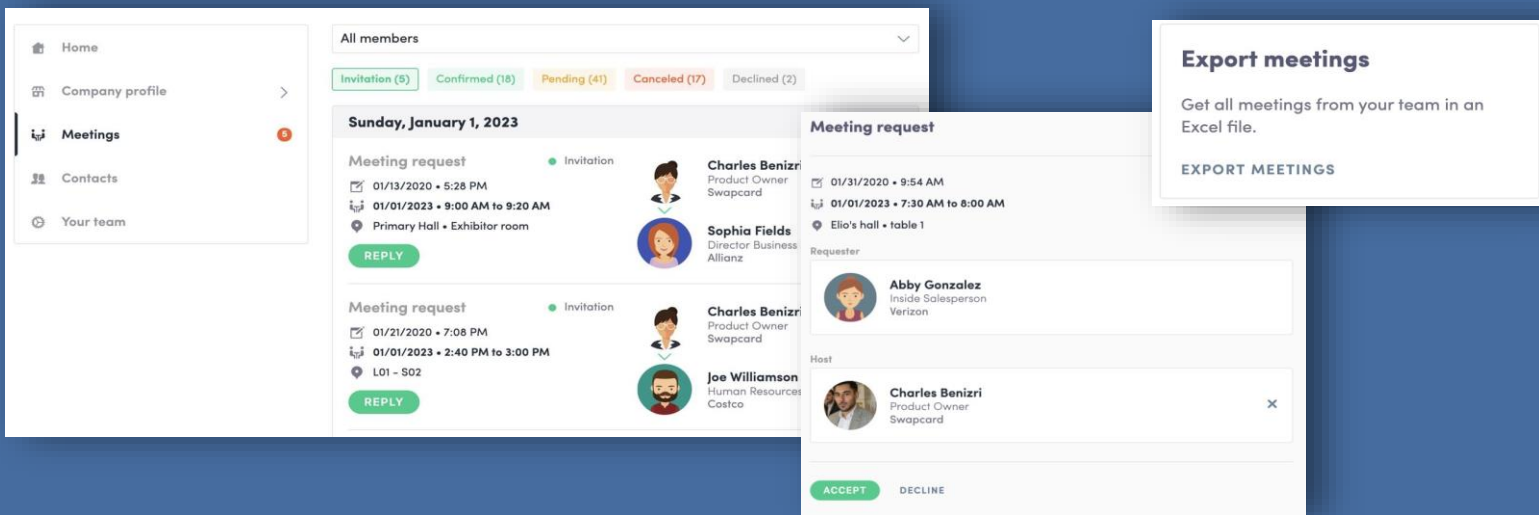
- Show profile
- Share his contacts with the team

A blue arrow points from the pencil icon in the team list to the modal window.

Manage your meetings

In this section you can:

- Display your team's meetings
- Filter meetings by status: Pending, Validated, Declined, Cancelled
- Assign a meeting to a member of your team: click "REPLY" on the meeting request, and choose the person to assign
- Accept or decline meeting requests
- Export the full list of your team's meetings



The screenshot displays the 'Manage your meetings' interface. On the left is a navigation menu with 'Home', 'Company profile', 'Meetings' (highlighted with a red notification badge), 'Contacts', and 'Your team'. The main content area shows a dropdown for 'All members' and filters for 'Invitation (5)', 'Confirmed (18)', 'Pending (41)', 'Canceled (17)', and 'Declined (2)'. Below this, a list of meeting requests is shown for 'Sunday, January 1, 2023'. Each request includes a date and time, location, and a 'REPLY' button. The first request is for 01/13/2020 at 5:28 PM in Primary Hall, with Charles Benizri as the requester. The second request is for 01/01/2023 at 9:00 AM to 9:20 AM in Primary Hall, with Sophia Fields as the requester. The third request is for 01/21/2020 at 7:08 PM in L01 - 502, with Charles Benizri as the requester. The fourth request is for 01/01/2023 at 2:40 PM to 3:00 PM in L01 - 502, with Joe Williamson as the requester. A 'Meeting request' modal is open, showing details for a request from Abby Gonzalez (Inside Salesperson at Verizon) on 01/31/2020 at 9:54 AM in Elio's hall, table 1. The modal lists the requester and the host, Charles Benizri (Product Owner at Swapcard). At the bottom of the modal are 'ACCEPT' and 'DECLINE' buttons.

Export meetings

Get all meetings from your team in an Excel file.

EXPORT MEETINGS

Shared contacts & exporting

Home
Company profile
Meetings
Contacts
Your team

Search

EXPORT ALL

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

Nb / page: 10 Page: 1 1 - 10 of 30

By going to the "Shared Contacts" tab, you can view and export all the contacts collected by you and your team before, during, and after the event.

Only the contacts of your collaborators who have enabled the contact sharing option will be displayed, in addition to yours.

Check that all your collaborators have activated it.



Let's talk GDPR...
All users of the platform have agreed to share their data with the event organizer. When you scan a badge or connect with a user, they agree to share information with you. You therefore retrieve this information in compliance with the GDPR regulations.

From your App or WebApp, you can also export your contacts (and only yours) as an excel file by going to your contacts and clicking on "export".