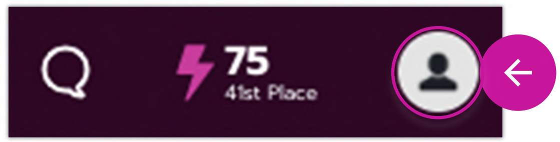
EXHIBITORS FAQ

Where do I find My profile?

In the top right corner, click on your avatar icon.
This will bring you to your profile page.

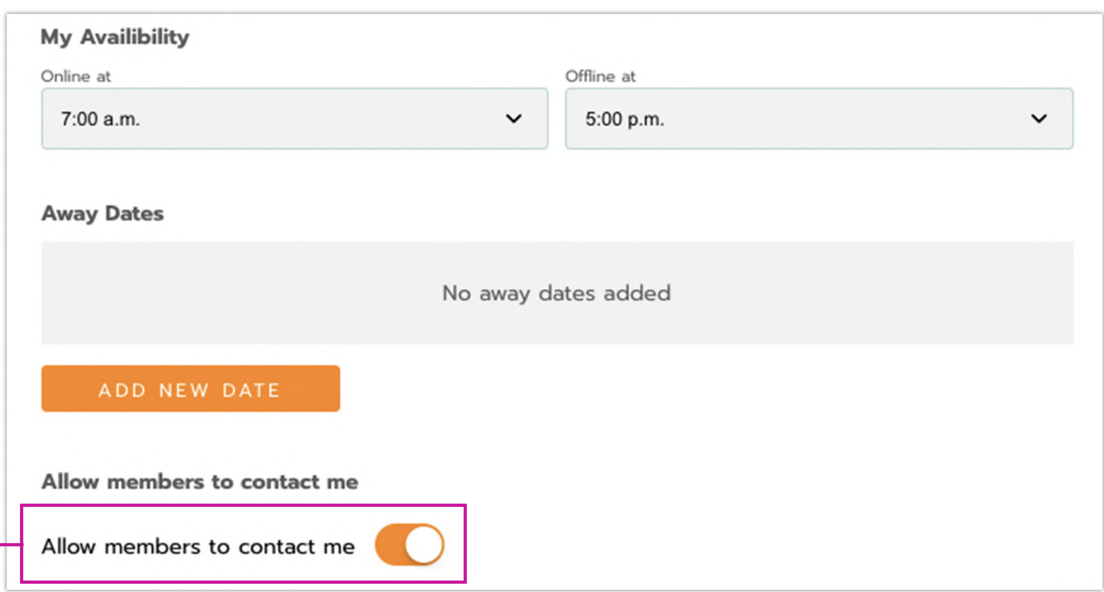


How do I change or update my profile information?

Once in your profile page, you will be able to update all of your information, including your photo, name, company, social accounts and interests. Make sure to save your changes by clicking “Save” at the bottom of the page after any updates.

How do I set my availability for meetings?

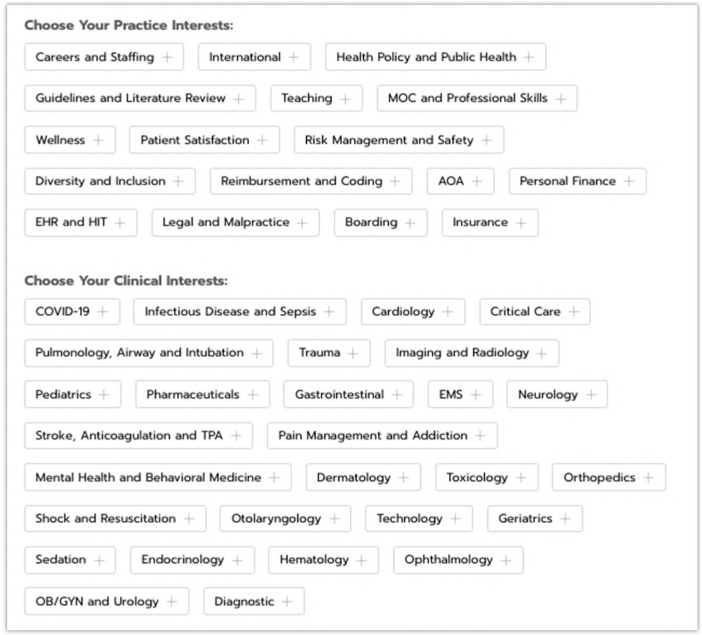
To set your availability, go to your profile page and scroll down to “My Availability.” Choose the time frame where you will be online each day. Under “Away Dates,” add the dates and time frames within your daily availability time period where you will be in a session, in a meeting, or unavailable to meet. **Note: turn on “Allow members to contact me” by toggling the switch to the right.** Make sure to save your changes by clicking “Save” at the bottom of the page after any updates.



EXHIBITORS FAQ

What do the Interests do on my profile page?

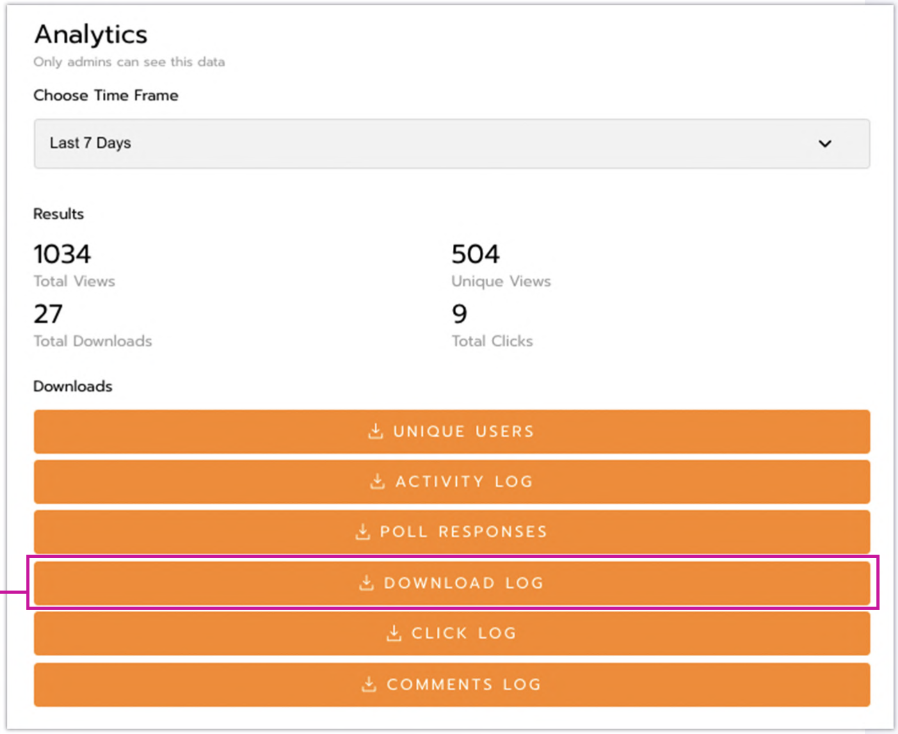
By choosing your interests, the site will automatically filter and show content you are interested in on each page. Choose your interests on your profile page. Make sure to save your changes by clicking “Save” at the bottom of the page after any updates.



How do I see the activity going on in my booth?

At any time, an exhibitor with admin user preferences can go to their booth page. At the bottom of the page, you will see a section dedicated to your analytics. **Click on the buttons to download a CSV file of all the activity related to that action.**

You can filter the analytics shown by choosing a time frame in the drop-down menu.



EXHIBITORS FAQ

As an Exhibitor, how do I schedule a meeting with multiple attendees?

Navigate to “Directory” and choose an attendee that you would like to have in the room. When the attendee’s dialog box opens, click “Schedule a meeting” and choose “Now”. Once scheduled, you will be given a unique URL ID and taken to a virtual meeting room. From there, copy the URL and go through the Attendee List, sending direct messages with that link pasted in to anyone you’d like to join the meeting. Any meetings you create will notify members of the meeting both in the platform and in their personal calendars.