

Exhibitor Guide

CORROSION
Virtual Conference & Expo **2021**
April 19-30

Welcome to the 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?



You will receive an email similar to this one with a button redirecting to a login page. Your account is automatically pre-created by the platform after your registered.

A window will then suggest you to create a password for your account.

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.

swapcard
Empower Meaningful Encounters

WELCOME TO YOUR EVENT!

Hello Jane,

Want to **increase your visibility** and **triple your number of qualified leads** at **WELCOME TO YOUR EVENT!?** Then you need **Swapcard app**.

Gain access to the **full list of attendees**, **start targeting your audience** and **make valuable connections** before the event begins.

During the event, the **in-app badge and business card scanner** makes it easy to **capture and store leads** for easy export and follow up.

Start now to ensure you'll **meet the right people** and **watch your ROI soar!**

LET'S GET STARTED!

How to login when I already have an account?

Access to your account on sfe.app.swapcard.com


Enter the email you used to register to your event and the password you've created before.

Then, click enter to connect.

Login

Type the email address you provided during event registration.

Email address*

Insert your email address 

[Or scan my badge](#)

swapcard

• • • • •

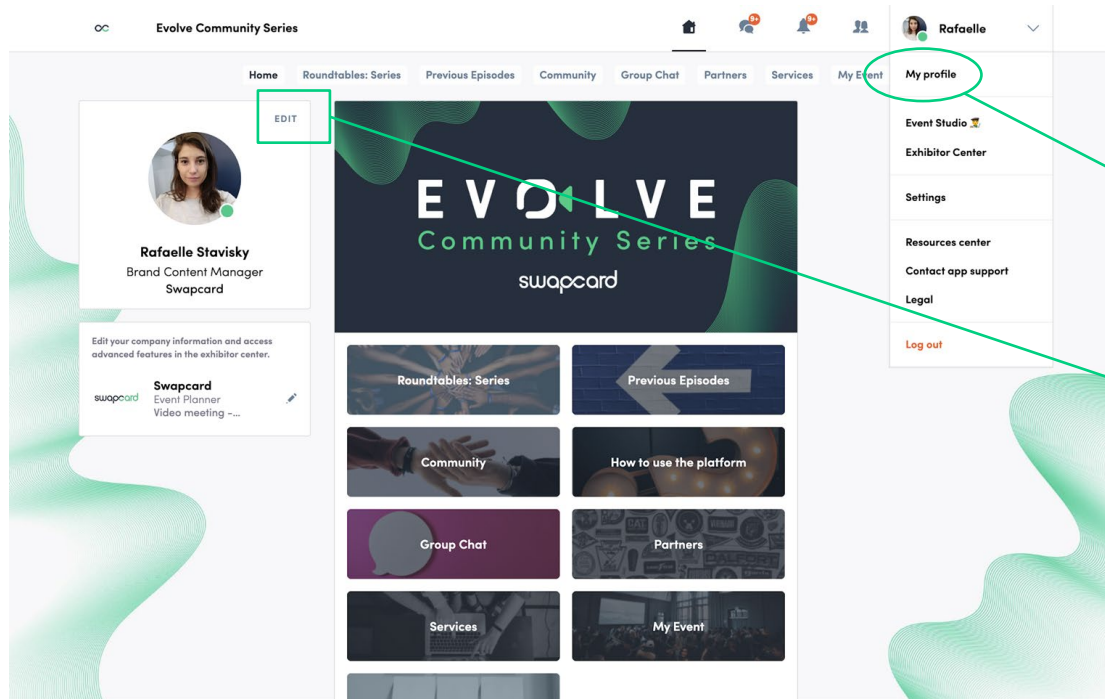
Note : If you have forgotten your password after entering your email, click on **Send me a magic link**. You'll receive in your mailbox an email to reset your password.

If you need any help, please contact support@swapcard.com

AVAILABLE FEATURES

CONTENT FEATURES

How to edit my profile? (1/2)



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 to edit my profile? (2/2)

Rafaella Stavisky
Brand Content Manager
Swapcard

Skills
Marketing brand content Digitalization

Bio
Je travaille chez swapcard depuis maintenant plus d'un 1 an.
Véritable passionnée du digital, de photographie, cinéma et voyages.
Comptes Instagram & Twitter : @rafastav

Social media
in t f i

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
- Skills
- Biography
- Social Media
- Contact details
- Company

How to add a video in my company profile?

The screenshot shows a virtual conference interface. On the left, there's a 'Discover more companies' section with logos for Facebook, YouTube, Samsung, Orange, and Toshiba. The main content area features a video player for Amazon, which is highlighted with a green box. Below the video player, there's a 'Book a meeting' section with a calendar for Thursday, July 26, showing time slots from 09:00 AM to 02:30 PM. Below the calendar, there's a 'Nomenclature' section with details about machinery and assembly services.

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 exemple in « https://www.youtube.com/watch?v=_mKoi9VNgx4 », the ID of the video is « mKoi9VNgx4 ».

How to add a background in my company profile?

The image illustrates the steps to add a background image to a company profile. It consists of three panels:

- Panel 1 (Left):** Shows the 'Company profile' page. The 'Background image' section is highlighted with a red box. The text in this section reads: "Upload a background image to brand your company profile (desktop version only). Import a 2560x1600px (16:10 ratio) image, no larger than 1MB." Below this text is an "ADD BACKGROUND" button.
- Panel 2 (Middle):** Shows the 'Background image' upload interface. It features a large red arrow pointing from the highlighted section in the first panel to this interface. The interface includes a "REMOVE BACKGROUND" button.
- Panel 3 (Right):** Shows the final result of the background image being applied to the company profile. The background image is now visible on the left side of the profile page.

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

How does the program work?

The screenshot shows the event program interface. At the top, there are navigation tabs: Home, Attendees, Brands, Brand's Products, **Conferences**, Training & Workshop, Speakers & Trainers, Group Discussions, and My Visit. Below this is a date selector for Saturday, Sunday, and Monday. The main content area is titled "Recommended for you" and features three session cards: "What are the new types of fashion training?", "What will be 2021 flashback trends?", and "Gates opening - Day 1". A green box highlights a "Filters" sidebar on the left, which includes a search bar, a "TYPE" section with checkboxes for "Break" and "Session", and a "LOCATION" dropdown. A green circle highlights a session card titled "What is the impact of independant creators?" with a red icon in the top right corner.

The program tab gathers all sessions of the event. You can easily register to sessions by clicking on this logo.

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

The tab of "**My Event**" allows you to see your own schedule. You can find there the **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 ».

The screenshot shows the "My Event" tab interface. The top navigation bar includes Home, **My Event**, Watch Replay, Informa Group Chat, LIVE: Watch now!, Attendees, Schedule (Eastern Time), Speakers, and Group Chats. Below this are sub-sections: Roundtables (Eastern Time), Speed Meetings, Partners, and Services. The main content area is divided into two columns. The left column, titled "My schedule", contains links for "My meetings", "My networking", "My wish list", and "My bookmarked companies". A green box highlights an "Export" section with the text: "Add your upcoming sessions and meetings to your calendar application. EXPORT TO MY CALENDAR" and "Export your sessions, meetings and bookmarks in a single printable PDF file. DOWNLOAD PDF". The right column shows a list of sessions for "Tuesday, May 12, 2020", including "Welcome to Evolve with Swapcard", "Engagement Expert Challenge", and "Shaping the Future of the Industry with Hybrid Events". Each session card includes a red icon in the top right corner.

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 session** » 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 Event** tab, click on the current session you want to follow. You are now on the session page where the live session is taking place.

The screenshot shows the event interface. On the left is a sidebar menu with options: 'My schedule', 'My meetings', 'My networking', and 'My bookmarked companies'. Below this is an 'Export' section with instructions to export sessions and meetings to a calendar application or a PDF file. The main content area displays the schedule for 'Tuesday, June 30, 2020'. It lists two sessions: 'Rafat Welcome and Long View' (10:00 AM - 10:10 AM) and 'ROUNDTABLE: Why Local is the Leading Edge of Destination Recovery' (12:00 PM - 1:00 PM). The second session includes details about the discussion topic, a note that only 19 seats are left, and the speaker's name, Dawn Rzeznikiewicz - Skift.

The screenshot shows the 'Welcome to EVOLVE Community Series' session page. The header features the event title and logo. Below the header is a grid of navigation buttons: 'Attendees', 'Speakers', 'Exhibitors', 'Agenda', 'My Event', 'Live Button', 'Chat room', and 'External link'. The 'Live Button' is highlighted with a red circle, and a red line points from the text in the first paragraph to it.

How to follow a live streaming session?

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

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

06 03 1/1R

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 shows a web interface for a live streaming session. At the top, there is a navigation bar with links: Home, LIVE SESSION - WATCH NOW (highlighted), MY AGENDA, FULL AGENDA (CET TIME), SPEAKERS, ATTENDEES, BREAKOUT SESSIONS, and ROUNDTABLES. Below this is a secondary navigation bar with EXHIBIT AREA, GROUP CHAT, and RESOURCES. The main content area is divided into three sections:

- Up next**: A list of upcoming sessions with an 'Autoplay' icon. The first session is 'Rafat Welcome and Long View' starting at 10:00 AM. Other sessions include 'Skift Research: European Recovery Index', 'How Can Europe's Hotels Lead the Continent's Rebound?', 'Liveperson Brand Talk', 'As Destinations Reopen: An Opportunity to Find A More...', and 'Rebuilding the Interconnected Global Travel Ecosystem'.
- Video Player**: A large video player showing a man, Rafat Ali, speaking. The video title is 'Rafat Welcome and Long View'. Below the video, there is a timestamp 'Tuesday, June 30, 2020 10:00 AM to 10:10 AM', a 'Main Stage' indicator, and an 'Intro' button. A red button labeled 'VIEW FULL AGENDA HERE' is also present.
- Live discussion**: A chat area with tabs for 'Chat', 'Questions', and 'Polls'. It shows a 'Chat with participants' section with a message: 'Be the first to send a message to start the discussion and encourage other participants to react.' At the bottom, there is a text input field with a plus sign and a send 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 the 'Live discussions' section of the virtual conference. The main content area is titled 'Astronomy' and shows a list of questions and polls. The questions are sorted by upvotes, with the most upvoted question by Angelique Banlo at the top. The interface also includes a sidebar on the left with various topic categories like 'Robots & A.I.', 'Blockchain', and 'Sustainability'. On the right, there is a 'WHO'S NEXT' section listing speakers and a 'Members' section listing attendees.

Navigation: Home, Attendees, Program, Exhibitors, Speakers, Map, Products, **Live discussions**, My visit

Left Sidebar (Topic Categories):

- Robots & A.I.**: Hello John! Nice to meet you, are you available to
- Astronomy** (highlighted): 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 Discussion Area (Astronomy):

Questions:

- 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 Jalife** (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? (18 upvotes)

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
- Lacarra Jones**: Trainer, J.P. Morgan Chase. [See all \(11\)](#)

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 feature 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.

The screenshot displays the virtual conference interface. At the top, there is a navigation bar with links: Home, LIVE SESSION - WATCH NOW!, MY AGENDA, FULL AGENDA (CET TIME), SPEAKERS, ATTENDEES, BREAKOUT SESSIONS, and ROUNDTABLES. Below this, there are more links: EXHIBIT AREA, GROUP CHAT, and RESOURCES. The main content area is divided into three sections. On the left, the 'Up next' section lists upcoming sessions: 'Rafat Welcome and Long View' (Tue, Jun 30, 2020 10:00 AM), 'Skiff 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). A green circle highlights the 'Autoplay' toggle switch, which is currently turned on. The middle section shows a video player for 'Rafat Welcome and Long View' featuring Rafat Ali, CEO & FOUNDER // SKIFF. The video player includes a title, a timestamp 'Tuesday, June 30, 2020 10:00 AM to 10:10 AM', and a location 'Main Stage'. Below the video player, there is a button labeled 'VIEW FULL AGENDA HERE'. The right section is titled 'Live discussion' and includes tabs for 'Chat', 'Questions', and 'Polls'. The 'Chat' tab is active, showing a 'Chat with participants' section with a message: 'Be the first to send a message to start the discussion and encourage other participants to react.' At the bottom of the chat section, there is a text input field with a plus sign and the placeholder text 'Write a message...'. A green arrow points from the text in the first paragraph to the 'Autoplay' button in the screenshot.

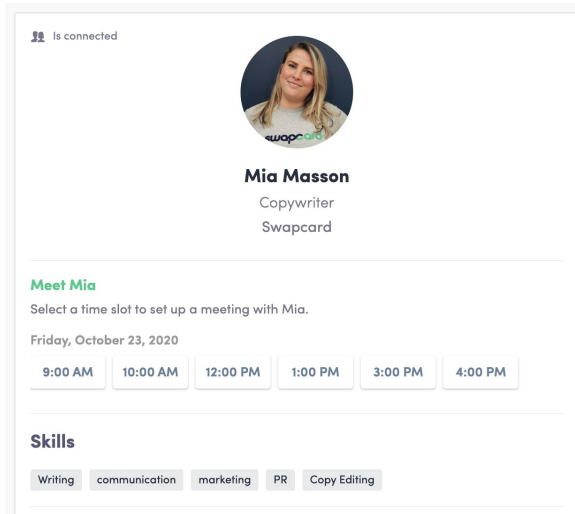
AVAILABLE FEATURES

NETWORKING FEATURES


How to network?

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

Thanks to this, you can identify people of interest. Do not hesitate to contact them through the application to network and schedule **'face-to-face'** meetings with video calls.



Is connected



Mia Masson
Copywriter
Swapcard

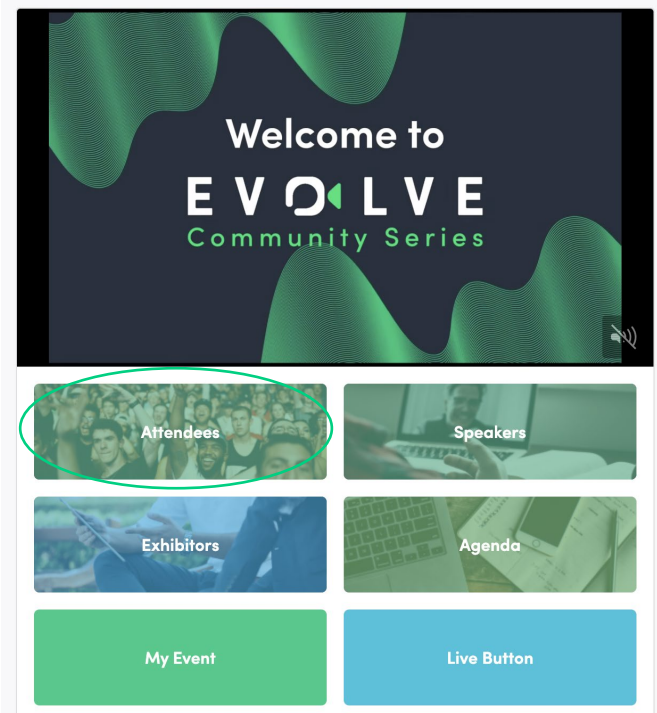
Meet Mia
Select a time slot to set up a meeting with Mia.

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



Welcome to
EVOLVE
Community Series

Attendees

Speakers

Exhibitors

Agenda

My Event

Live Button

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.

How to make a connection request?

The screenshot shows a user profile for Dennis Schaal, Executive Editor/Founding Editor at Skiff. Below the profile is a 'Meet Dennis' section with a grid of time slots for Tuesday, June 30, 2020. To the right is a 'Connect with Dennis' section with a 'SEND CONNECTION REQUEST' button circled in green.

Dennis Schaal
Executive Editor/Founding Editor
Skiff

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 ».

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
8:45 PM					

[See more slots](#)

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](#)

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
Oh, interesting. Looking forward to meet you too...
- Ophelia Doyle** May 18
The Emerford Buddha is a figurine of a sitting Buddha...
- Travis Meyer, ...** May 15
Oh, see you there then. Have a lovely day!

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-Teck. Are you available during the event?

2:15 PM

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-Teck. Are you available during the event?

case-study.pdf

You launched a call
Started 2 mins ago JOINED

Type a message...

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

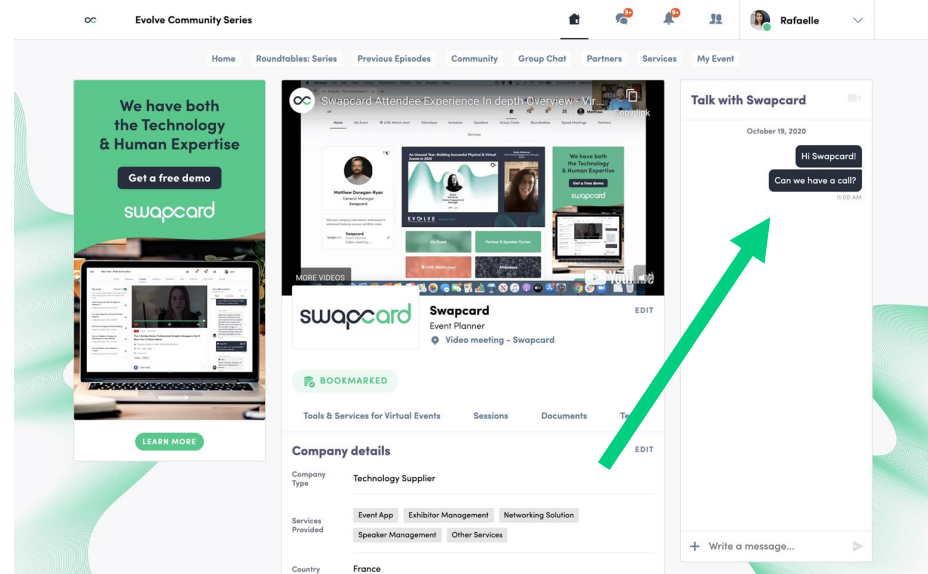
[SEE FULL PROFILE](#)
[DELETE CONVERSATION](#)

What happens if I receive a message as an exhibitor? (1/2)

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.

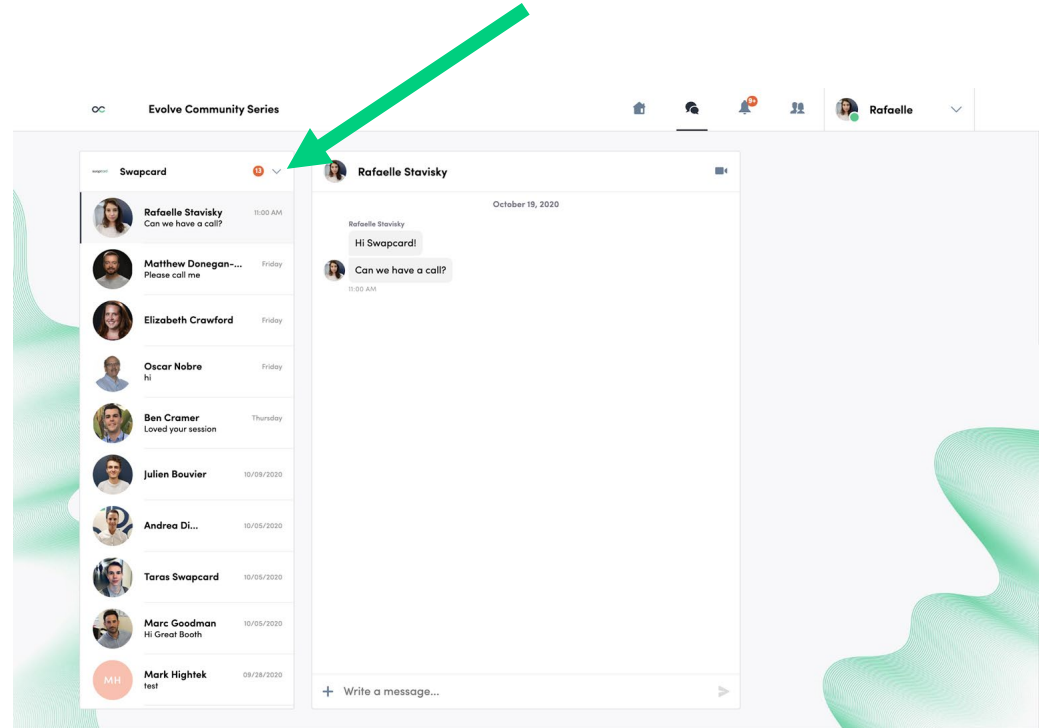
An exhibitor team member will not see the discussion in the "Talk to" window; only the attendee will see it there.



What happens if I receive a message as an exhibitor? (1/2)

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.

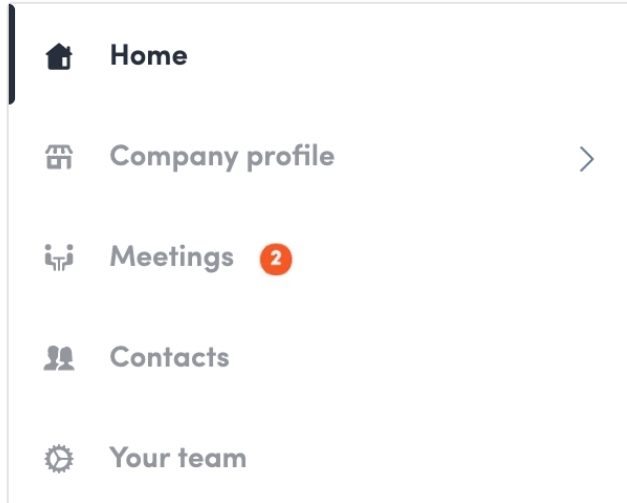
The screenshot displays the user interface for the Evolve Community Series. At the top, the page title is "Evolve Community Series". The navigation bar includes links for Home, Roundtables: Series, Previous Episodes, Community, Group Chat, Partners, Services, and My Event. On the right side, a user profile for "Rafaele" is shown with a dropdown menu containing: My profile, Event Studio, Exhibitor Center (highlighted with a green arrow), Settings, Resources center, Contact app support, Legal, and Log out.

On the left side, there is a user profile for "Rafaele Stavisky", Brand Content Manager at Swapcard. Below the profile is a box with the text: "Edit your company information and access advanced features in the exhibitor center." Below this text is a "Swapcard" logo and the text "Event Planner Video meeting ...".

The main content area features a large banner for "EVOLVE Community Series" by swapcard. Below the banner are several navigation cards: Roundtables: Series, Previous Episodes, Community, How to use the platform, Group Chat, Partners, Services, and My Event.

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 Information

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 displays a sidebar with navigation options: Home, Company profile, Meetings (with a red notification badge), Contacts, and Your team. The main content area shows a filter for 'All members' and status tabs: Invitation (5), Confirmed (18), Pending (41), Canceled (17), and Declined (2). Below this, two meeting requests are listed for 'Sunday, January 1, 2023'. Each request includes a 'REPLY' button and details about the requester and host. The right-hand panel shows the details of a meeting request, including the date and time, location, and the names of the requester (Abby Gonzalez) and host (Charles Benzri). At the bottom of this panel are 'ACCEPT' and 'DECLINE' buttons. An 'Export meetings' box is also visible in the top right corner.

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

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 AA
	Aloysius	Arlando	Chief Executive Officer	Singex Holdings Pte Ltd	aloysius.arlando@singex.com	12/04/2019 • 3:11 AA
	Annie	Bentata		By Ben Solutions	anne.bentata@by-ben.com	11/27/2019 • 12:04 P
	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 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 AA
	Mauro	Dimolfetta	Commercial Director	Ampes Servi Srl	m.dimolfetta@mipel.it	01/24/2020 • 11:03 J
	Xavier	Dordor	Ceo	Myeventnetwork	xavier@myeventnetwork.com	11/27/2019 • 2:21 PM

Nb / page 10 Page 1 1 - 10 of 30

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 **"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, 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?

The screenshot shows the 'Skift Forum Europe 2020 - CROWDRIFF' interface. On the left is a navigation menu with 'Home', 'Company profile', 'Meetings', 'Team's contacts', and 'Your team'. The main area displays a list of meetings for Wednesday, May 13, 2020, and Thursday, May 14, 2020. One meeting on May 14, 2020, at 2:01 PM is highlighted in green. To the right, a detailed view of this meeting is shown. The 'Requester' is Aliénor AL-MALLAK, Event Project Manager at Swapcard. The 'Host' field contains the CROWDRIFF logo and the text 'CROWDRIFF Sponsor', which is circled in green. A 'CANCEL THE MEETING' button is visible at the bottom of the meeting details.

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?

The screenshot shows the Swapcard interface for the 'Evolve Community Series - Swapcard' event. The user is logged in as 'Julien'. On the left, a navigation menu includes 'Home', 'Company profile', 'Meetings', 'Team's contacts', and 'Your team'. The main area displays a list of team members:

- Aliénor Al-Mallak, Event Project Manager, Swapcard
- Alisha Dutt, Event Support Specialist, Swapcard
- Allyson Jean-Charles, Event Project Manager, Swapcard
- Andrea Di Benedetto, Project Manager, Swapcard
- Baptiste BOULARD, CEO, SWAPCARD
- Charles Benizri, Product Tester, Swapcard
- Charles Benizri, Product Owner, Swapcard
- Chris Madden

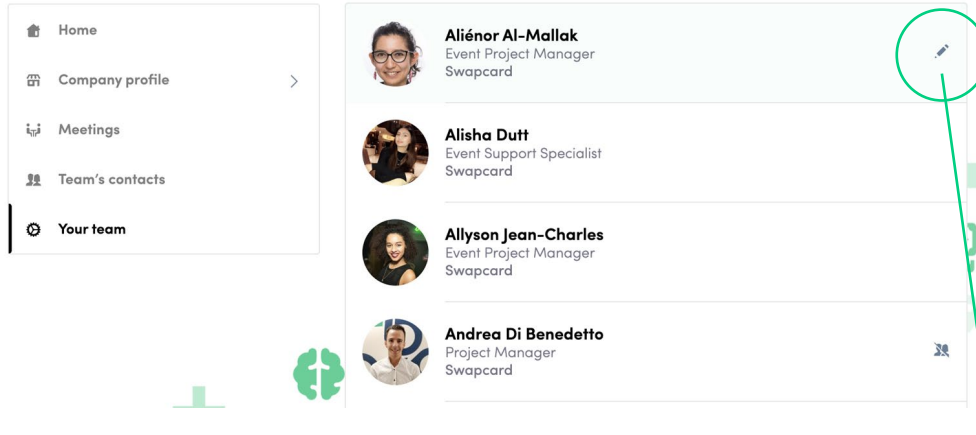
A green box highlights the 'ADD A MEMBER' button in a modal window that says: 'Invite your colleagues. Add your colleagues (registered for the event) to your team so that they also have access to this interface. This will also allow you to easily share contacts made by members during the event.'

In your exhibitor center, you can manage your team.

Go to the « **Your Team** » tab and see all your teammates on the booth.

To add a new member, click on the button here 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 their contacts with the team. If you're not, 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.

