VIRTUAL EDITION
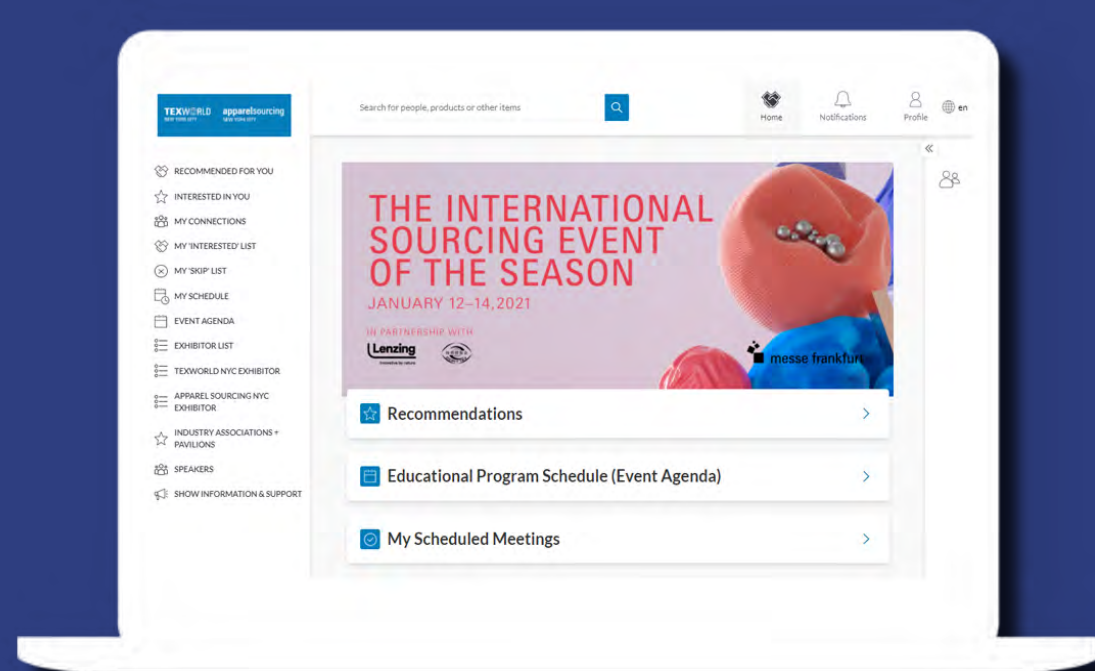## step-by-step guide
## for exhibitors
JANUARY 12 – 14, 2021

1
LOGIN

The main contact listed on your exhibitor contract will receive a welcome email (make sure to check spam folder) with a link to the platform to login with your Badge/Registration ID.

Navigate to the event platform, your Badge/Registration ID should auto-populate from your email. Click on "Login" and activate your account by using your email. If your email is not registered, contact support@grip. events.

You will be asked to set your password. You can always reset it in case you forget it.
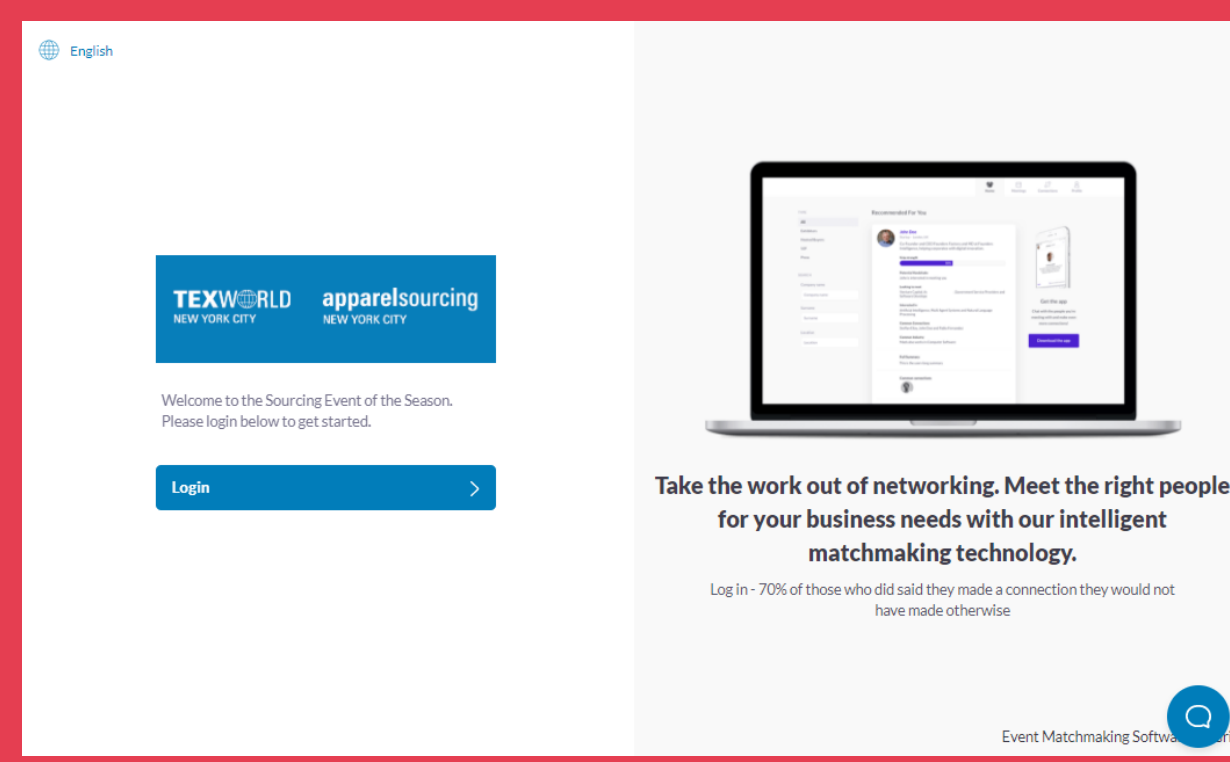
2
UPDATE YOUR PROFILE + COMPANY PAGE

Click on 'Profile' and make sure your profile is up to date:
• Upload a headshot
• Enter your personal information
Click on 'Company Profile' to make necessary updates to your company page.
Having a complete profile will allow you to make more meaningful connections.
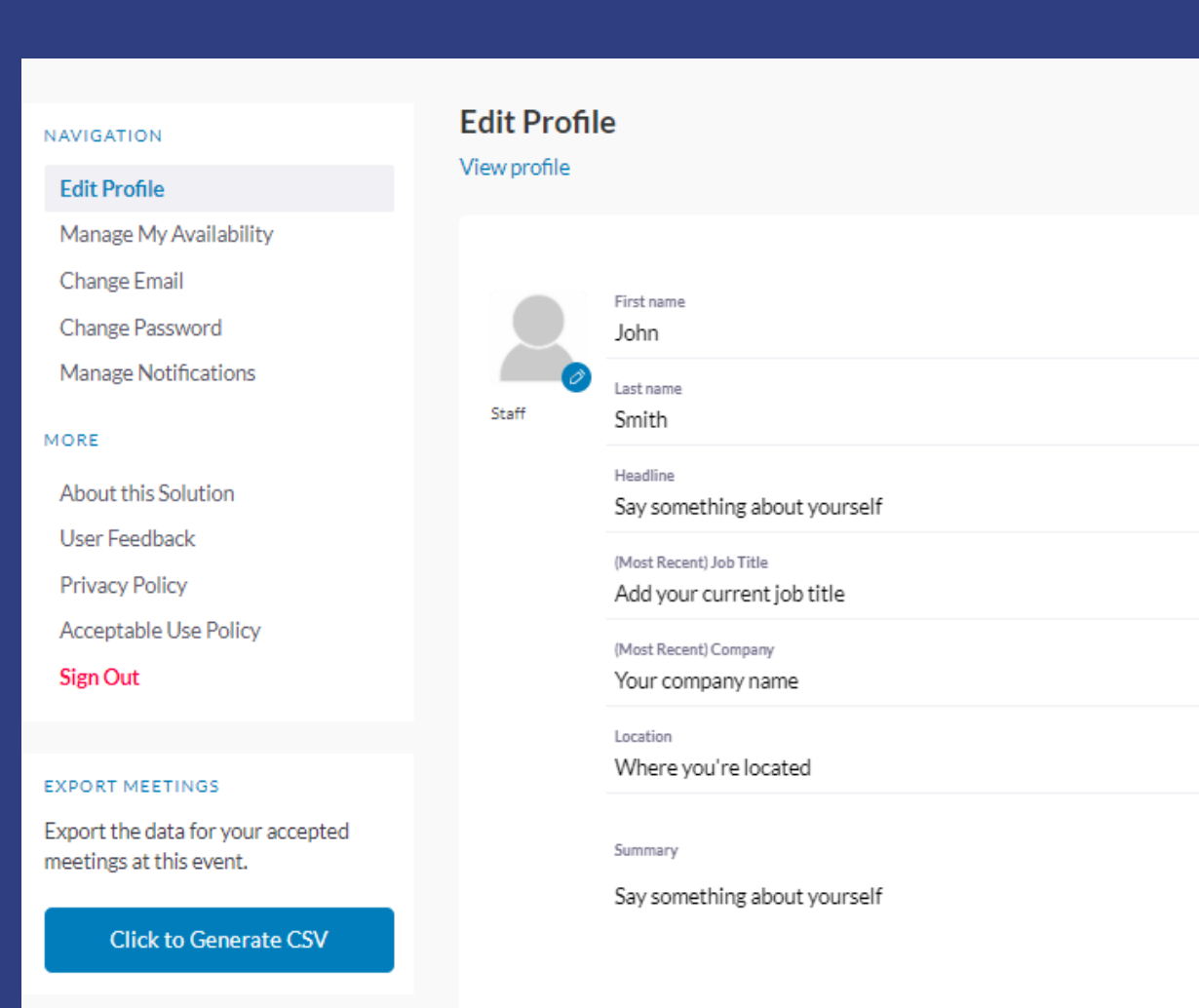
3
MANAGE "TEAMS"

Go to the "Teams" tab to use the different features available to you and your team. The assigned Admin will be able to invite other team members.

Actions you can take:

MEETINGS
Recap of all the meetings you and colleagues have requested and scheduled.

INBOUND LEADS
View the list of your collective event connections, made up of the people you and your colleagues have connected with have a scheduled meetings with.
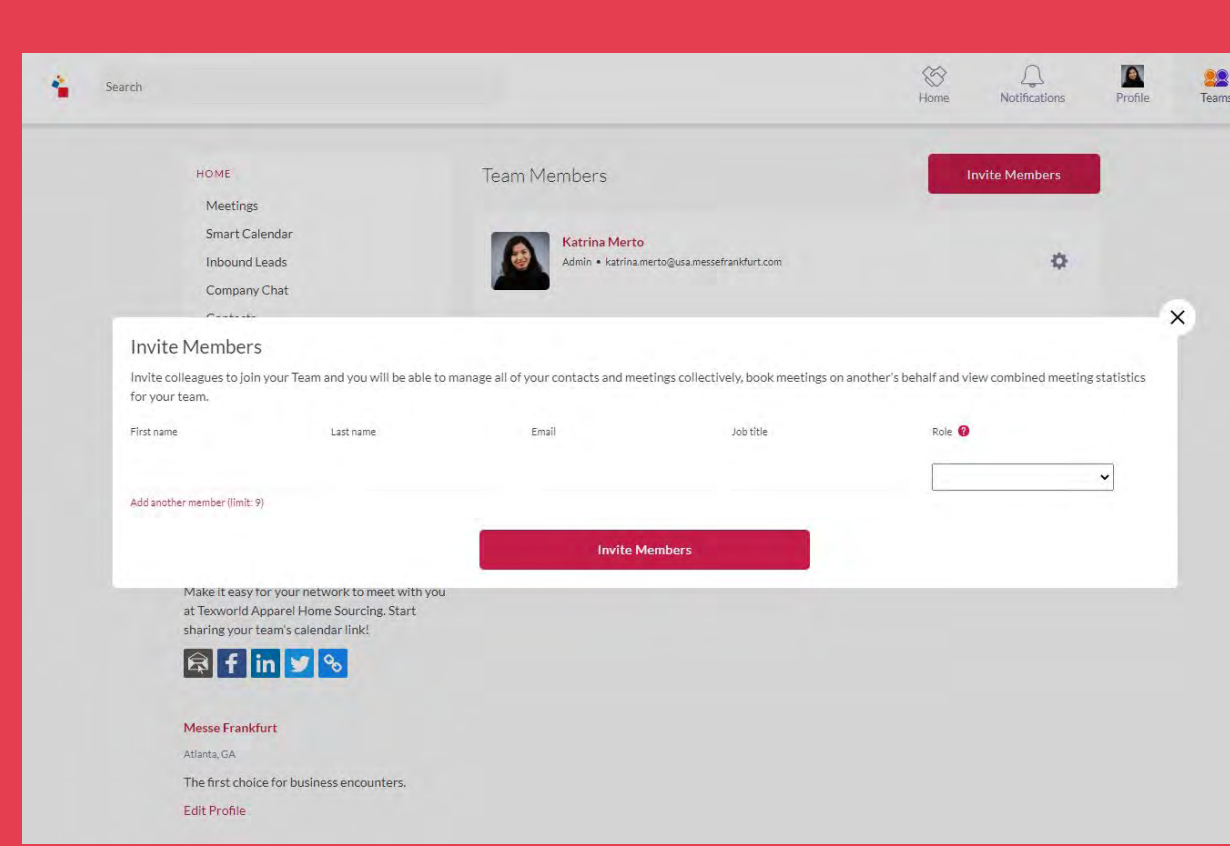
TEAM MEMBERS
See team member profiles, edit and invite. Note that each representative is required a unique email.

COMPANY PROFILE
View and edit your company profile.

EXPORT
Download a CSV file of your team's scheduled meetings and contacts.

4
ADD PRODUCT LISTINGS

Click on 'Product' to start adding product listings. You are able toadd as many product listings as you need.

Be ready to add the following for each product listing (all fields are optional except for NAME):
• (1) photo, recommended size 1000x1000 px; not more than 5MB; jpeg format. The platform will let you scale it to a square format.
• Name - add a name to your product
• Headline - describe your product in a few words
• Categories - enter the product category for your product
• Video URL - add a Youtube or Vimeo embed link to a video of your product
• Location - where your product is made or located
• Material - add the composition of your product.
• Summary - add a long description of your product
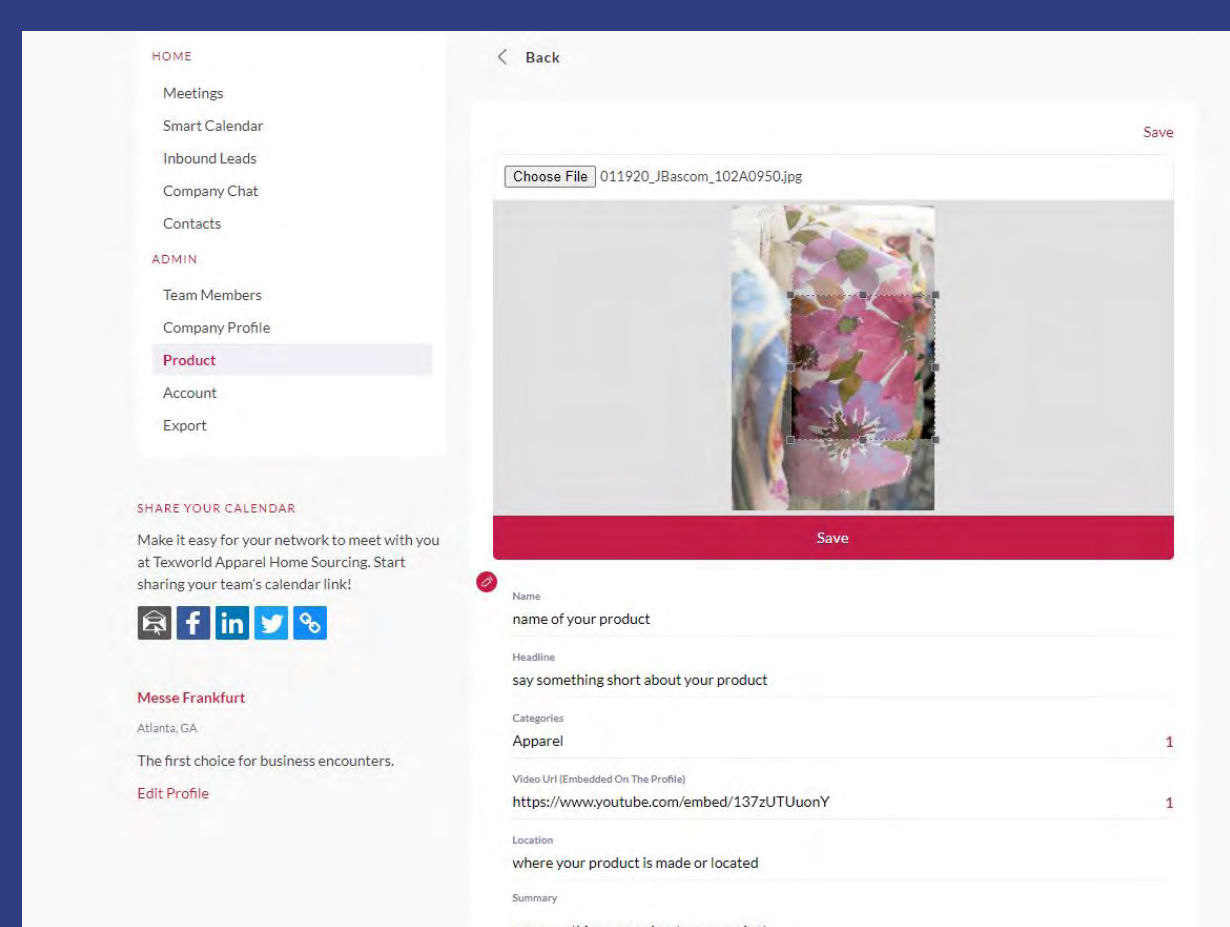
5
PERSONALIZE YOUR SCHEDULE

Go to "My Schedule". In this section, you will be able to keep track of the meetings you have requested and scheduled seminar sessions you planned on attending.
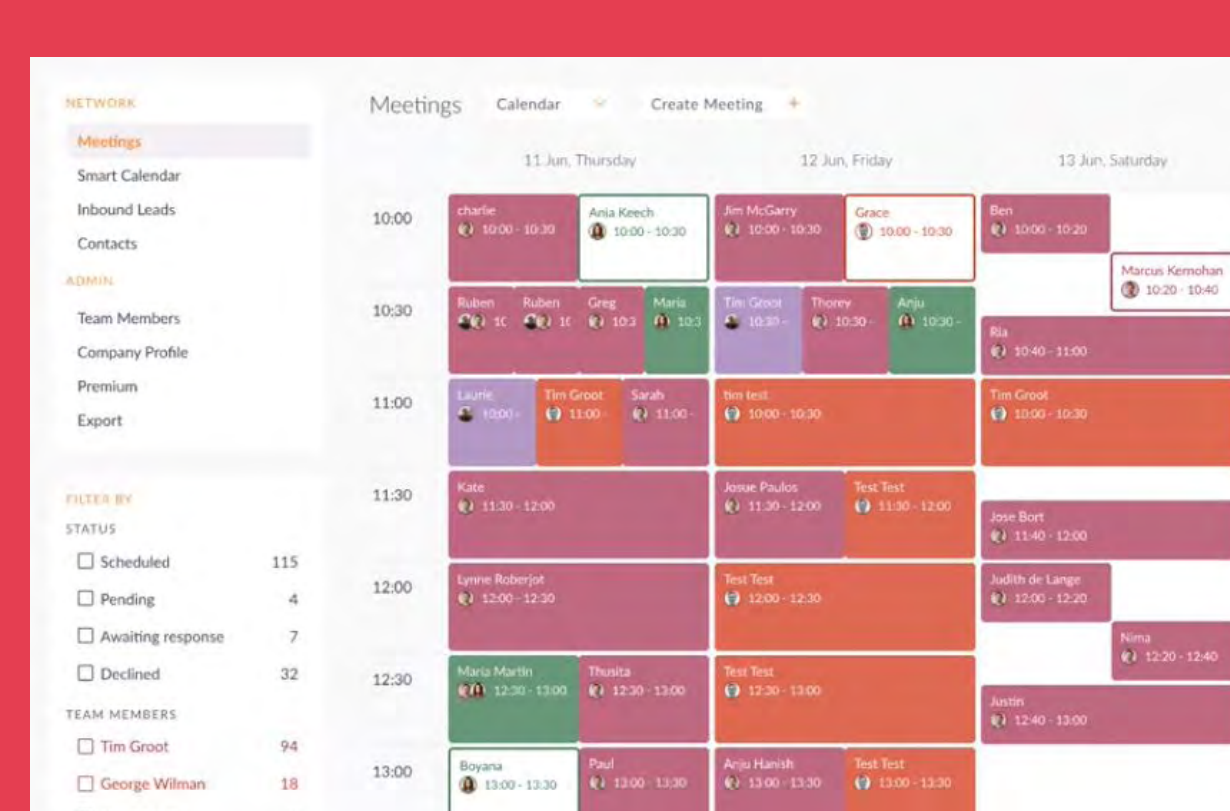
6
START NETWORKING & REQUEST MEETINGS

RECOMMENDED FOR YOU
Review and take action on recommendations made for you.

Actions you can take:
REQUEST A MEETING: Schedule a meeting
SHOW INTEREST: Initiate an interest
SKIP: Click if not interested

INTERESTED IN YOU
List of who has shown interest in you

MY CONNECTIONS
View matched contacts, schedule meetings, open a chat window

MY 'INTERESTED' LIST
List of people who you have shown interest in

MY 'SKIP' LIST
List of people you have skipped

IMPORTANT NOTE:
• Each company representative will receive unlimited lead recommendations daily
• Each representative can send a maximum of **50 meeting requests at a time**.
• Exhibiting companies may increase and upgrade their requested meetings to 100 meeting requests daily when they add "Lead Boost" for $900
• Meeting requests are simply meeting requests and are not a guaranteed meeting. Users must accept the request to have a successful meeting
• Representatives open up the allotted slots each time users accept a request. For example, if you've sent 50 meeting requests and 3 accepted, you're able to send 3 more. If all 50 accepted, then you can send 50 more
• Make sure to keep responding to pending requests by taking an action. You may cancel pending requests at any time to open up new slotsmore. If all 50 accepted, then you can send 50 more
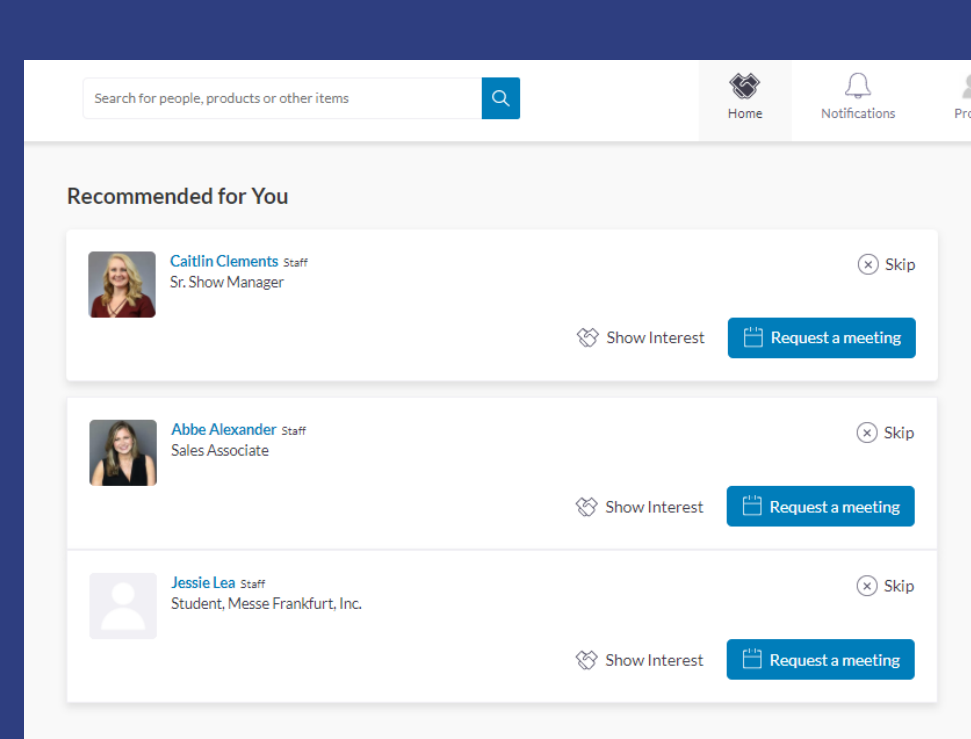
7
ATTEND YOUR VIRTUAL MEETINGS

There is no need to download any additional software. You will be able to access the virtual meeting room for any given scheduled meeting directly within the web platform via the "My Schedule" tab. Each team member can set up meetings simultaneously and has the ability to set up their own meetings, in their own set schedule.

Click on "Open Virtual Meeting Room" to attend your meeting.

The meeting duration is set to 20 minutes by default and will automatically extend once you go over this alloted time; other meetings scheduled will automatically start as a new "meeting room" in case you have back to back meetings set.
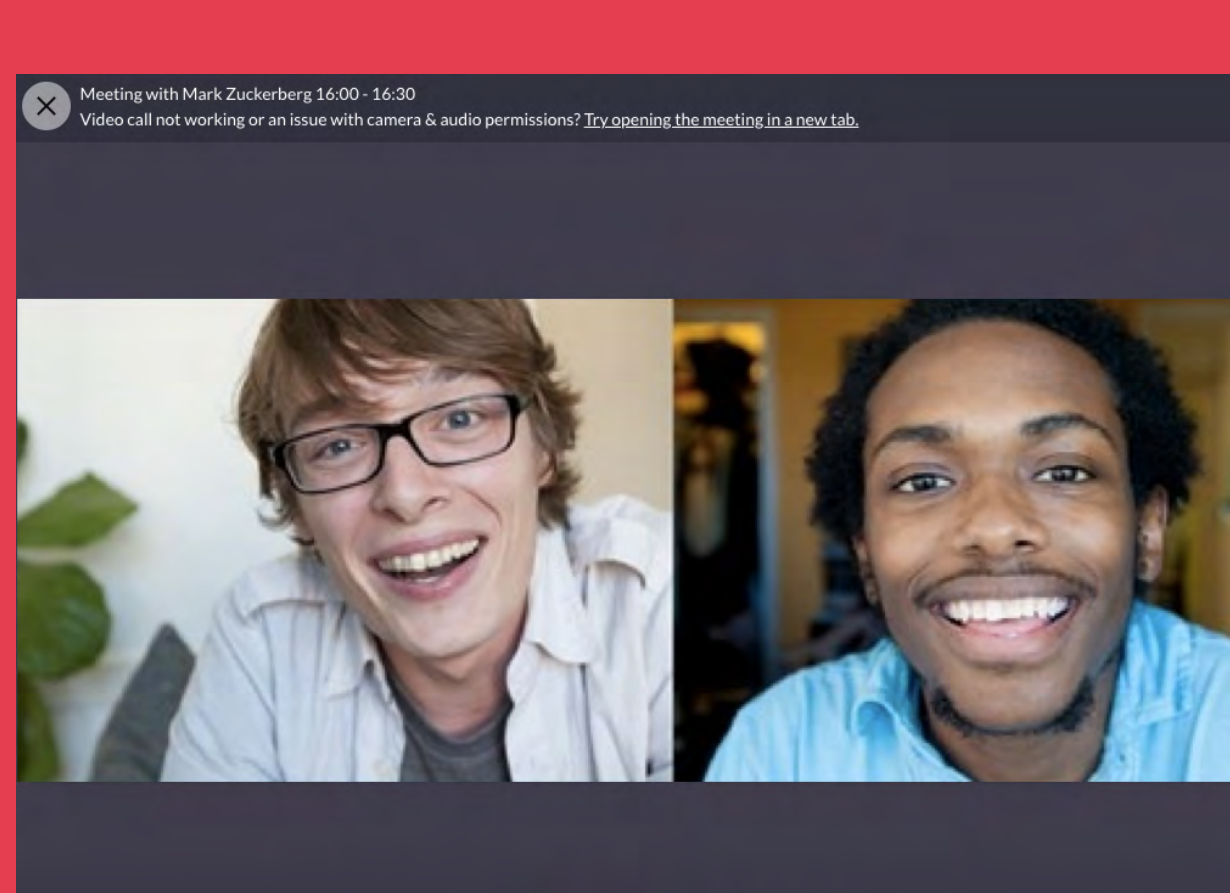
REVIEW SYSTEM REQUIREMENTS

DESKTOP VERSION
Software
A modern web Internet Browser, typically no older than 4 years old. No additional plugins are needed. We are mobile browser compatible but user experience may vary depending on device.

Network
We require HTTPS connectivity to our services based in Rep. of Ireland.
Although increasingly rare, if accessed from a private network (e.g. in a restrictive corporate network environment) where XMLHttpRequest is blocked, then our Web solution may have limited functionality.

VIRTUAL MEETINGS
Hardware
Working web camera, microphone and speaker.

Software
A modern web Browser, typically no older than 4 years old. No additional plugins are needed.

Network
As virtual meetings use WebRTC for communications, participants connect directly with each other in a peer-to-peer network and is not affected by your connection to the platform once a meeting is in progress. The bandwidth requirements will increase as you add more participants into a meeting.

FOR ADDITIONAL QUESTIONS
contact: twusainfo@usa.messefrankfurt.com