

Networking Platform Exhibitor Guide



Index

- What's Exhibitor Dashboard
- Explaining The Terms To Access The Platform Features
- Platform Navigation Requirements
- From Exhibitors Exhibitor
- Dashboard
- Navigation
- How To Schedule A Meeting
- Chat And Make Connections
- Download
- My Meetings
- My Contacts
- What Is Matchmaking
- Reports

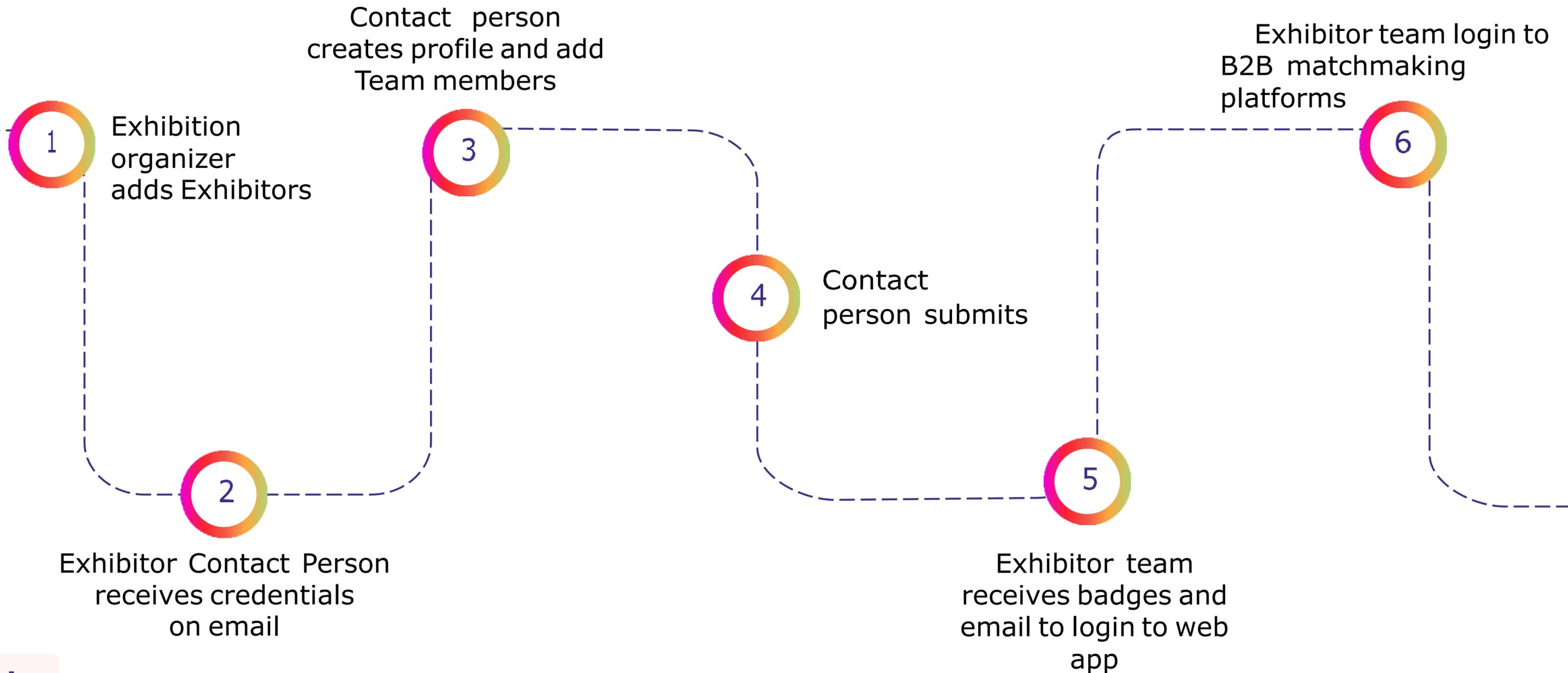
What's Exhibitor Dashboard

The exhibitor dashboard is a section to input and manage the following details to be listed on the B2B matchmaking platform.

- Company's profile information
- Name
- Description Contact Details
- Details Logo
- Team members - to be listed on the platform and badges to be created
- Documents & Videos

- **Connect with the right people**
- **Increase your visibility with a large number of potential prospects**
- **Manage your meetings**
- **Keep track of your contacts**
- **Make your opportunities a reality**

Journey Exhibitor



Notes

(1) Profile : Display at platform **(2)** Team members : Badges of people who needs exhibition show access as well as login to platforms to schedule meetings.

What's Exhibitor Dashboard



01

Download the exhibitor badges

02

Check the previously filled details

03

Check the meeting scheduled by all team members of a booth

04

Allow exhibitors to download database of people who visited their virtual profile scheduled meeting and connections

Explaining The Terms

Exhibitor

The booth or brand that gets listed on the platform front end and also has access to exhibitor dashboard

Representative

Team member of the booth whose badges will be created and the same person login to web app to schedule and receive meeting requests

Contact person

The person from the booth side also known as exhibitor is the person who receives the credentials to b2b portal backend and setup the profile and add team mates

Attendees

Visitors who register on the visitor registration page and receives an email to login to B2B platform

Access The Platform

Contact person will receive the details link, password set-up over mail

Access The Platform

Step 01

Contact person receives an email to exhibitor dashboard

Step 02

Contact person login to the link (received over email)

Step 03

Edit basic profile - add teammates - add products offering
Teammates are badges to be created

Step 04

All received M-badges and also login details to event app

Features at B2B matchmaking platform

- Branding
- Documents and video display
- Schedule a meeting
- Send connection request to chat
- Receives meeting request on email

- Receive meeting confirmation on whatsapp
- Option to download my meetings
- Check profile of different users and apply filters
- Bookmark the relevant attendees and exhibitors

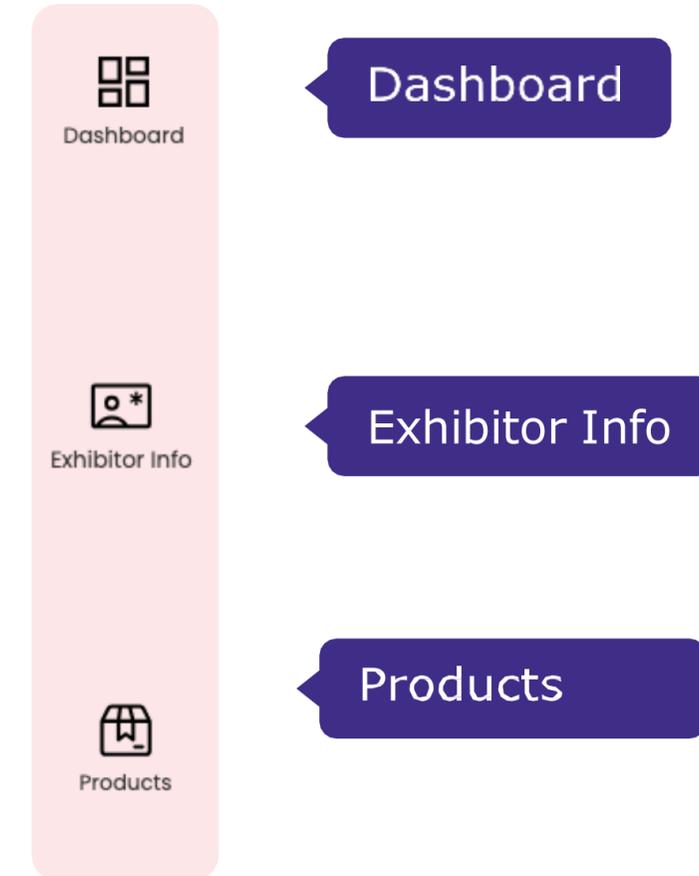
Requirements from Exhibitors

Head	Sub Head	Dimension	Format
Logo	To appear on exhibitor thumbnail		png file
Banner	To appear on exhibitor thumbnail	16:9	png file
Social Networks			URL
Team			
Documents		10 mb	pdf
Videos			Youtube links
Products	Thumbnail of product Images of products Description of products		png png png

Exhibitor Dashboard Navigation

This navigation bar will appear on the left side of your screen. It will be useful for you to navigate between the different sections of the Exhibitor Dashboard

- Shows number of badges created and percentage of profile completion <
- The details are only for display purposes <
- Add products to be displayed to attendees to preview bookmarks and drop queries <



Dashboard Exhibitor Navigation

Company profile Offering Representative Badges Service Badge Videos Documents Product

Company profile

 Company Logo
We recommended using a 256x256 (Square ratio) image, no larger than 1 MB

About Me 0/5000

Linkedin Twitter

Instagram Facebook

Website

Next >

Header Image

Company Logo

Note:

To be contacted by as many qualified participants as possible, we advise to fill in all the editable information

Dashboard Exhibitor Navigation

Basic Details **Information** Product Images

Country (Service offered From) *
Choose... ▾

Services Offered *

- Accommodation (Hotels, Resorts etc)
- Business Travel & MICE
- State Tourism Board
- Tour Operator - Outbound
- Online Travel Agency (OTA)
- Cruise Travel
- Wholesaler/Consolidator
- Airline
- Destination Management Company(DMC)
- Regional/City Tourism Board
- Islamic Travel

products list/tick

From the list of the
you deal in for better
mark the products

Dashboard Exhibitor Navigation

The screenshot displays the Exhibitor Dashboard navigation menu with the following tabs: Company profile, Offering, Representative Badges, Service Badge, Videos, Documents, and Product. The 'Representative Badges' tab is highlighted with a blue box. Below the navigation menu, the 'Team' section is visible, featuring a search input field labeled 'Enter Name,Email,Mobile', a 'Filter' button, and an 'Add Team' button. A table lists the team members with the following data:

#	Name	Company Name	Email Address	Mobile Number	Action
1	Yogesh Tiwari	Dreamcast Testing	yogesh@dreamcast.co	919024479851	⋮

In your exhibitor dashboard, you can manage your team login details and badges. Go to the "Representatives" tab and see all your teammates on the booth. To add a new member, click this button and add their email address & other details.

Dashboard Exhibitor Navigation

The screenshot displays the 'B2B Match Making Profile' dashboard. The navigation menu includes 'Company profile', 'Offering', 'Representative Badges', 'Service Badge', 'Videos', 'Documents', and 'Product'. The 'Documents' tab is selected and highlighted. Below the navigation, there is a 'Documents' section with an 'Add New' button and a document card for 'BROHURE'. A blue arrow points from the 'Add New' button to the 'Add Document' modal form on the right. The modal form contains the following fields and options:

- Name: Text input field
- Media Type: Dropdown menu with 'Image' selected
- Choose File: File selection area with 'Choose file' button and 'No file chosen' text
- Display Order: Text input field with '1' entered
- Status: Radio buttons for 'Active' (selected) and 'Inactive'
- Submit: Blue button

company profile
Attach documents to your
(product catalogues)

Dashboard Exhibitor Navigation

< B2B Match Making Profile

Company profile

Offering

Representative Badges

Service Badge

Videos

Documents

Product

Products

Filter

Add Products

Name	Image	Description	Status	Action
COFFEE		Eating Everything At CAFE COFFEE DAY The Urban Guide Eating Everything At CAFE COFFEE DAY The Urban Guide	Inactive	
COFFEE		Eating Everything At CAFE COFFEE DAY The Urban Guide Eating Everything At CAFE COFFEE DAY The Urban Guide	Active	
COFFEE		Eating Everything At CAFE COFFEE DAY The Urban Guide Eating Everything At CAFE COFFEE DAY The Urban Guide	Active	

Complete as much information as possible to get your products, services, and offers to the top of the list and set you apart from other Exhibitors! You can also edit the displayed order of your Items on your Company profile with a good quality picture and all the information a buyer could need

Schedule A Meeting

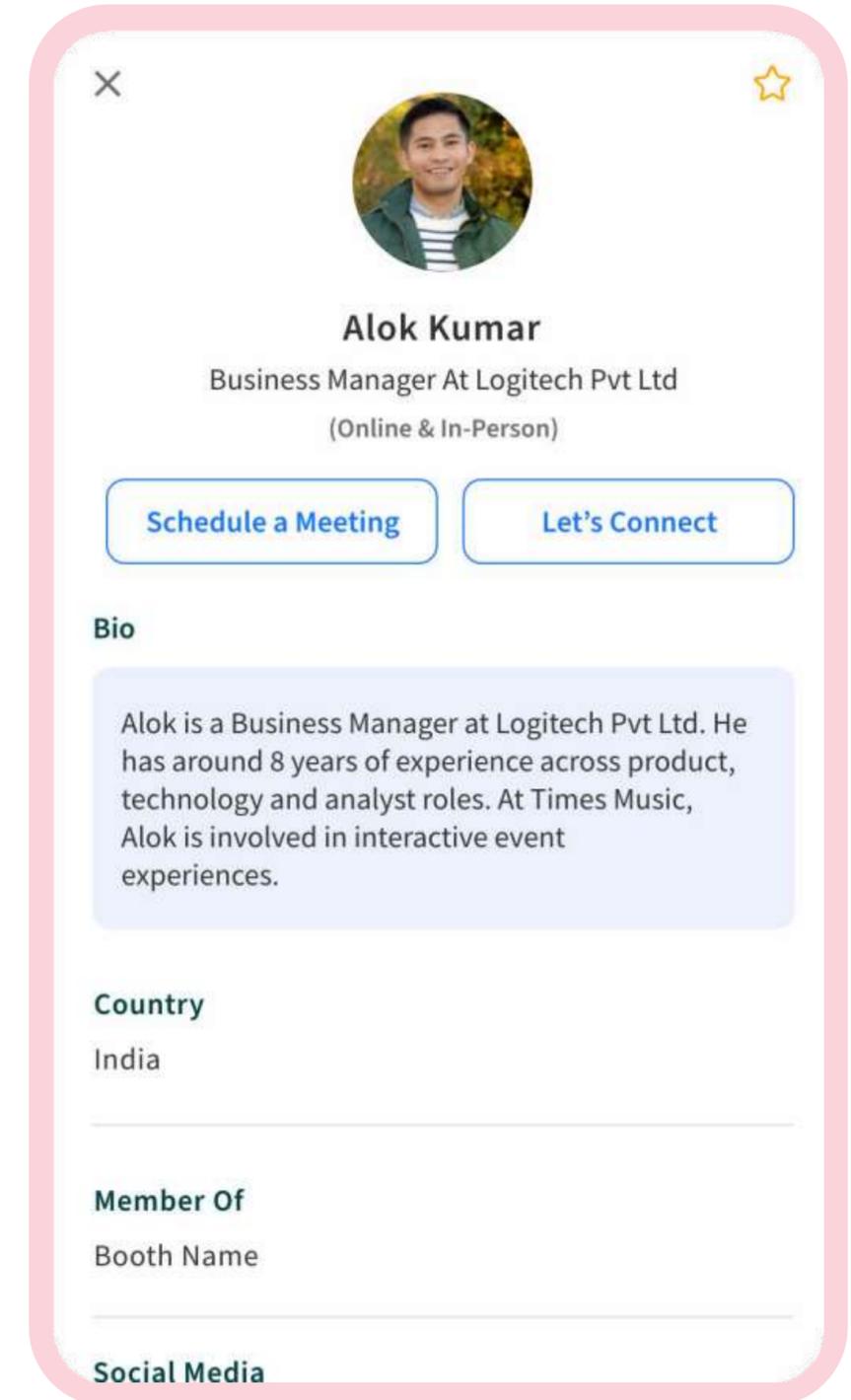
Teams created at the dashboard to login to platform after received the login credentials - login to platform using email address.

On the homepage of the event, you can access the Attendee List. This will help you find visitors to network with.

If you see time slots appearing on attendees' profiles, it means that the organizer has allowed meetings to be scheduled during the event.

Request meetings with the attendees of your choice.

You can also manage your availability from the "My Profile" section.



The screenshot shows a user profile card for Alok Kumar. At the top left is a close button (X) and at the top right is a star icon. Below the icons is a circular profile picture of a man with short dark hair wearing a green jacket over a striped shirt. Underneath the picture, the name "Alok Kumar" is displayed in bold, followed by his title "Business Manager At Logitech Pvt Ltd" and availability "(Online & In-Person)". Two buttons are present: "Schedule a Meeting" and "Let's Connect". Below this is a "Bio" section with a light blue background containing text about his 8 years of experience at Logitech and Times Music. Further down, the "Country" is listed as "India". The "Member Of" section shows "Booth Name" with a blank line below it. At the bottom, the "Social Media" section is partially visible.

Chat And Make Connections

Teams created

at the dashboard to login to platform after received the login credentials - login to platform using email address

Note: These features will be available and ready for you to view once attendees have received access to the virtual platform.

01

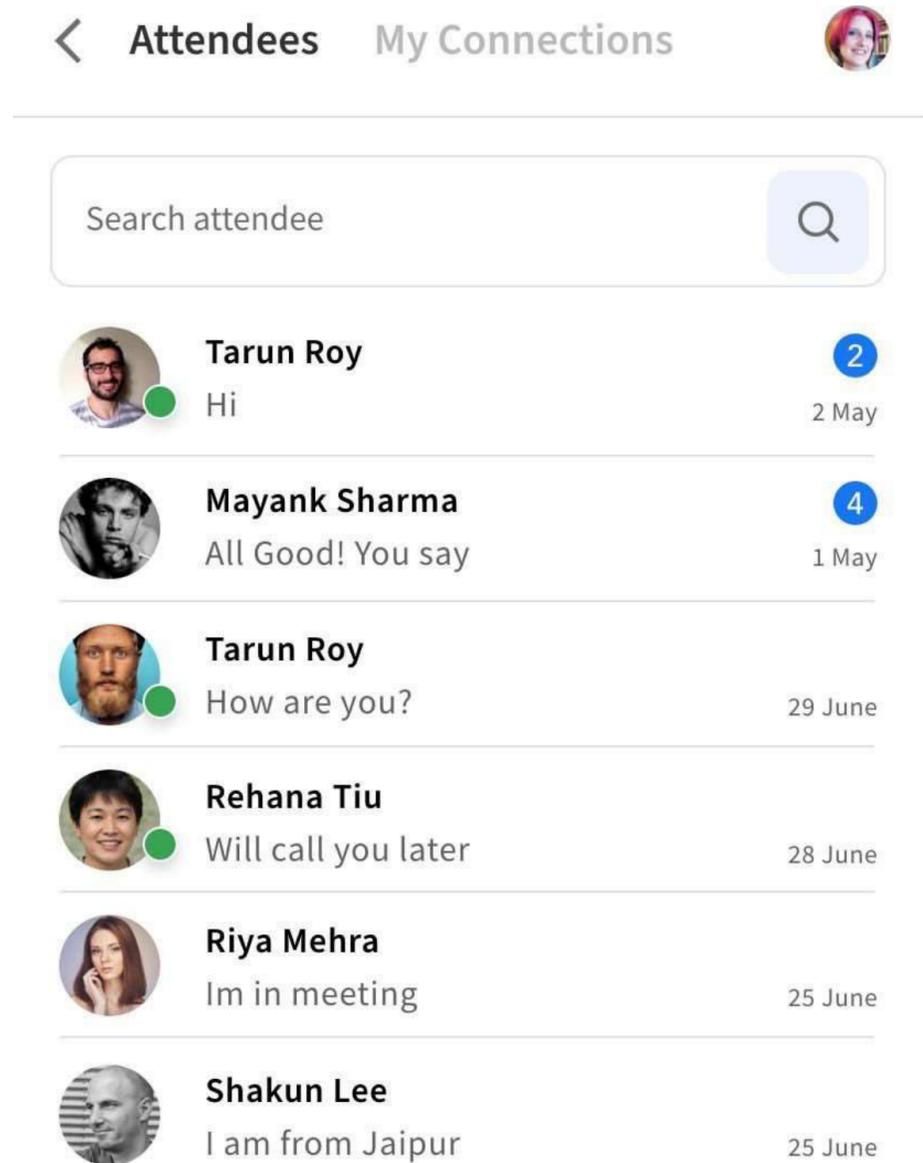
Click on the attendees profile and send connection requests.

02

Attendee once logged in to platform receives a notification of connection.

03

After acceptance attendee and representative receive a notification and start chat with each other.



My Meetings

In this section you can:

- Filter meetings by status: Pending, accepted, Declined, lapsed, upcoming
- Accept reject - reschedule a meeting

< My Meetings   

21 Aug, 2022 - 10:00 AM
Subhash Kumar - Logitech

22 Aug, 2022 - 10:30 AM
Kumar Shrinivasn - SBI Life

22 Aug, 2022 - 02:00 PM
Rohit Kumar - Logitech

23 Aug, 2022 - 05:30 PM
Subhash Kumar - Logitech

Event Name   

12 Aug, 2022 | 10:00 AM

Group Meeting

 Virtual In-Person



Accept

Reject

Reschedule

PARTICIPANT

Add New



Mayank Sharma

Branch Manager, HDFC Bank



Olivia Smith



What is Matchmaking

Our platform matches participants with attendees, products, and exhibitors to deliver more qualified meetings. This is based on what you have in common using the products and exhibitor is offering or a visitor is interested in. You'll only be able to see accurate recommendations after

Reports available For Exhibitors

Profile Visits

Profile Bookmarks

Document Views

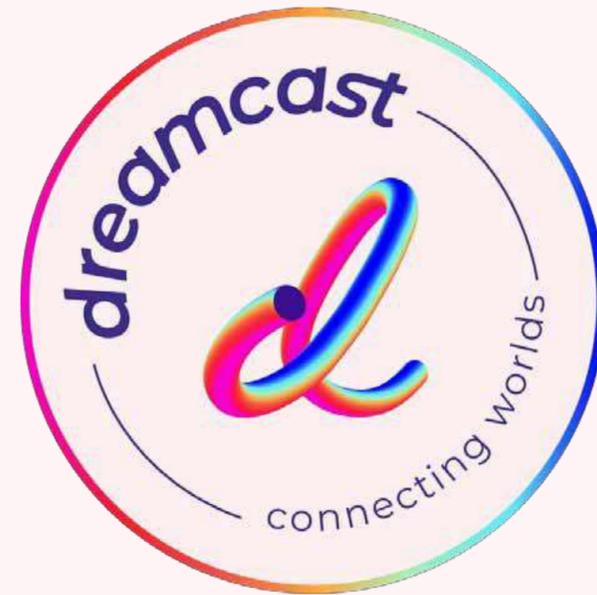
Teams Profile Visits

Video Views

Product Views

- **Team Meetings:** Date - time- status - meeting members
- **Profile Bookmarks:** List of attendees
- **Team Contacts:** List of attendees name - contact details - team member name
- **Documents:** Name of doc - views - downloads - export views - export downloads
- **Video:** Name of doc - views - downloads - export views - export downloads
- **Products:** Name of product - views - downloads - export views - export downloads
- **Enquiries:** Name of enquiry sender - email - mobile - product name- description

Your Event-Tech Partner



Schedule Your Demo Today

Write to us at: contact@godreamcast.com