

ConnectMe How-to Guide

Exhibitors/Sponsors

Follow the step-by-step guide below to help you edit your virtual booth on ConnectMe and upload videos, materials, and documents to make the most of your experience.

<u>STEP 1</u> – Click on the following link to access the ConnectMe platform for the event you are exhibiting at and/or sponsoring.

Events - Education

<u>STEP 2</u> – Login using the email address you have provided our team with and click on 'Request Login PIN'. You will receive an OTP in your email inbox. Please use that code to log in.



OR

You may 'Login with Password', the password is Connectme12345!

<u>STEP 3</u> – Once logged in, click on '**Library'** or '**Home**' at the top of the page.





STEP 4 – Navigate through the Library page, to locate your event (**GESS Saudi Arabia**). Once found, click on '**Enter Event'**.



<u>STEP 5</u> – Click on the '**Exhibitors**' tab at the top of the page.





<u>STEP 6</u> – Once loaded, scroll through the page to find your Virtual Booth (e.g. Informa Connect Academy). Click on '**Showcase**'.

Informa Connect Academy
Informa Connect Academy
Informa Connect Academy is a premier provider of global education and training solutions that caters to a diverse range
Showcase

Editing your Virtual Booth THINGS TO NOTE:

VIRTUAL COMPANY PAGE

You will have the ability to upload/change the following on the platform:

- Upload up to 10 pdfs
- Upload up to 3 videos
- Upload Company logo, profile, and social media links

Specifications for VIRTUAL COMPANY PAGE on the ConnectMe app

Virtual page background

Add an eye-catching background to your page to make it stand out. Ensure the image is as quality as possible whilst still being under 5mb in size (1920 x 1080px recommended). Abstract backgrounds without any text work best (PNG 5mb).

Downloads (pdfs)

Add up to <u>TEN downloadable PDFs</u> when uploading a PDF on the platform, it is requested to include a Title and Description per each PDF. The thumbnail is only visible to you in your media library but is useful to add so you can easily find the right pdf. Portrait PDFs are recommended.

Video Files

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You could upload up to <u>three engaging videos</u> that represent your brand.

When uploading a new video, you must include a Title, Description, and static Thumbnail, which will display to visitors before a video is played. Drop your chosen video into the upload area (recommended 1920 x 1080px).

Videos should not exceed 500mb or 5min in length and will fail to upload if the size is above the limit, so keep them short and interesting!

<u>STEP 7</u> – Click on '**Edit Stand**' in the top right corner of your Virtual Booth page.



<u>STEP 8</u> – On the '**Details**' page, you can edit your logo, header banner, company bio, social links etc.

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Videos Downloads	About us header * Write a snappy header to let visitors know who you are. (max 150 characters)	Informa Connect Academy is a premier provider of global education and tra- solutions that caters to a diverse range of educational partners.	ining
	About Us This is your opportunity to give people more information about you and your brand. What do you want them to know? (Character limit 1000).	Normal : B I U G E E Z. Informa Connect Academy is a premier proder of global education and training that caters to a devise range of professionals, individuely, and education a parta are dedicated to promoting lifeling learning and are committed to defining learning ugudance, training, and resources to help them stars competitive in a rapidly cha world Our comprehensive range of courses and programmes are tailored to me- meds of all professionals, from assigning specialitist to ease eased experiments and the stars and the stars of the stars of the stars respective fields to deliver an exceptional learning experience.	solutions ers. We rs expert nging t the artner with their
	Logo * Drop a PNG of your logo here (400 x 180px recommended). Make sure the image is cropped to the very edges of the logo with no white space around it. Your logo appears in the top left of	Drop file here or Informa Connect Academy	browse



<u>STEP 9</u> – On the 'Video' page, you can upload videos of your choosing. Make sure to read through the specifications paragraph at the top of the page.

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<u>STEP 10</u> – On the '**Downloads**' page, you can upload your chosen documents. Make sure to read through the specifications paragraph at the top of the page.

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<u>STEP 11</u> – On the '**Staff**' page, you can preview all staff associated with your Virtual Booth. Please contact <u>Fatima.zehra@informa.com</u> if members of your team are missing from your virtual booth.

You can choose to hide certain members from showing up on your Virtual Booth by clicking on the **toggle button**.

< Back to Stand Informa Connect A	cademy	Back to Stand
Details Videos	Staff Availability Manage which members of staff are available to contact from your stand by togging them on/off here. Get in touch with the you with to add more staff members to your stand but note that new members can only be added once they have signed in built their badge.	event organisers if to the platform and
Downloads Staff	Krystle Almeida	Grow
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STEP 12 – Click on 'Back to Stand' to save your changes and navigate back to your front-facing Virtual Booth.

	Back to Stand	
Get in touch with the event organisers if they have signed in to the platform and		

Congratulations! You have now edited your Virtual Booth, and it looks great!



If you'd like to update any of your stand details later, you can always click on 'Edit Stand'.

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