ConnectMe helpline - Fatima.Zehra@informa.com

ConnectMe How-to Guide

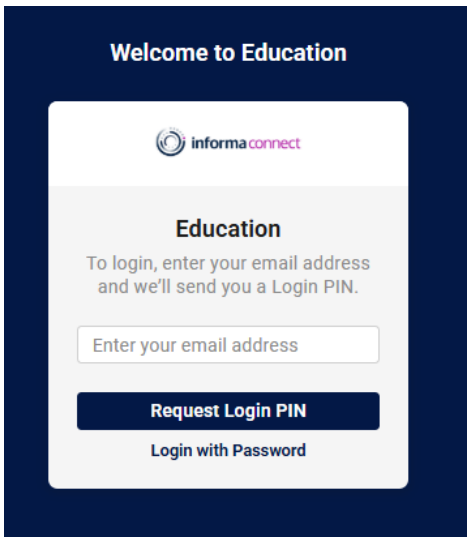
Exhibitors/Sponsors

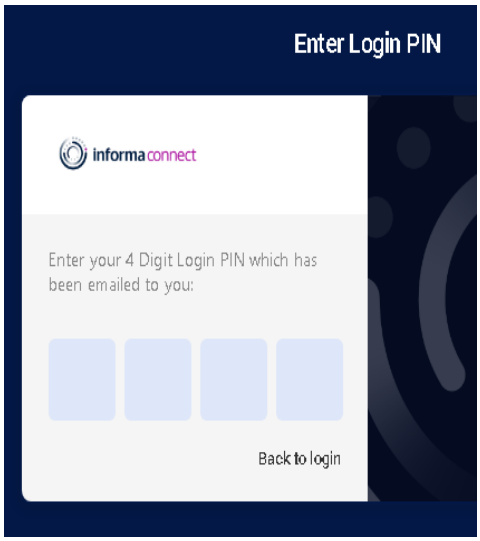
Follow the step-by-step guide below to help you edit your virtual booth on ConnectMe and upload videos, materials, and documents to make the most of your experience.

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

Events - EMEA / https://emea.connectmeinforma.com

STEP 2 – 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.

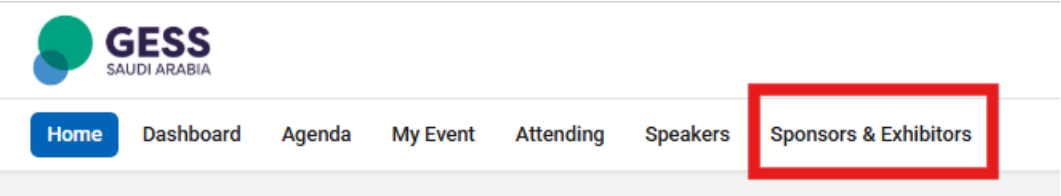




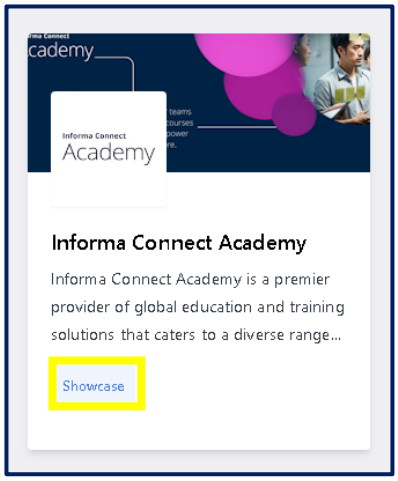
STEP 3 – Once logged in, click on '**Library**' or '**Home**' at the top of the page.

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

STEP 5 – Click on the '**Exhibitors**' tab at the top of the page.



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

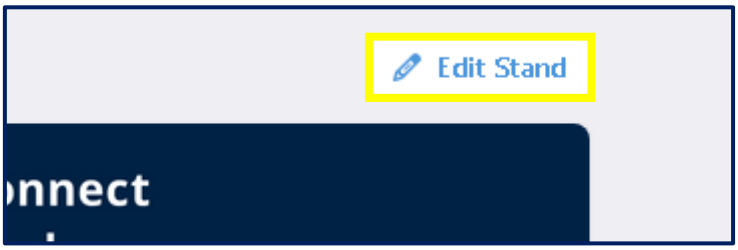
Downloads (pdfs)
Add up to TEN downloadable PDFs when uploading a PDF on the platform, it is requested to include a Title and Description per each PDF. The thumbnail is only visible to you in your media library but is useful to add so you can easily find the right pdf. Portrait PDFs are recommended.

Video Files
You could upload up to three engaging videos that represent your brand.

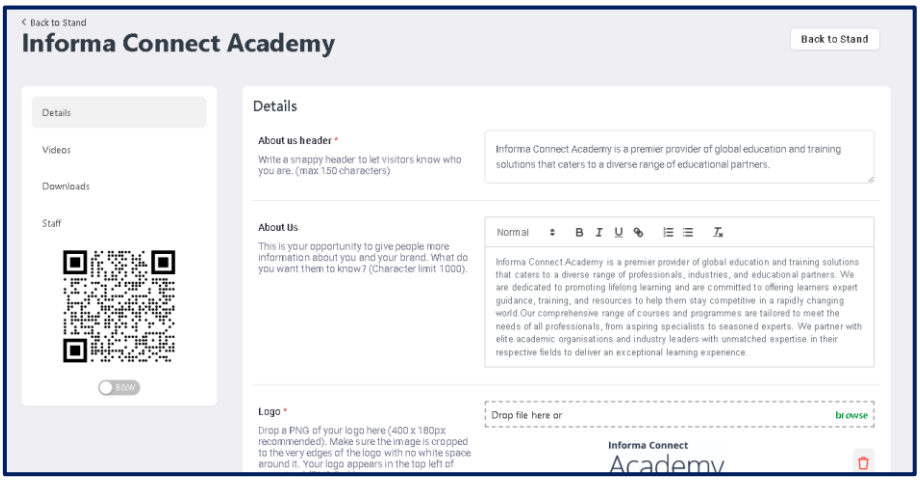
When uploading a new video, you must include a Title, Description, and static Thumbnail, which will display to visitors before a video is played. Drop your chosen video into the upload area (recommended 1920 x 1080px).

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!

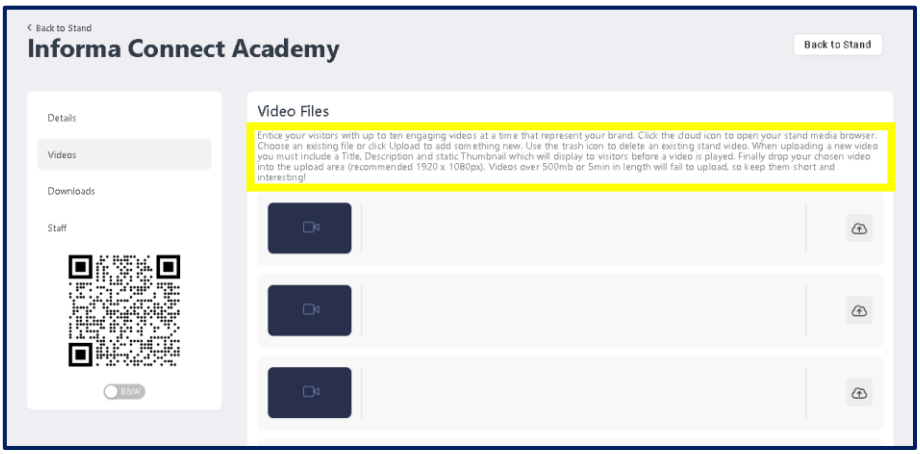
STEP 7 – Click on '**Edit Stand**' in the top right corner of your Virtual Booth page.



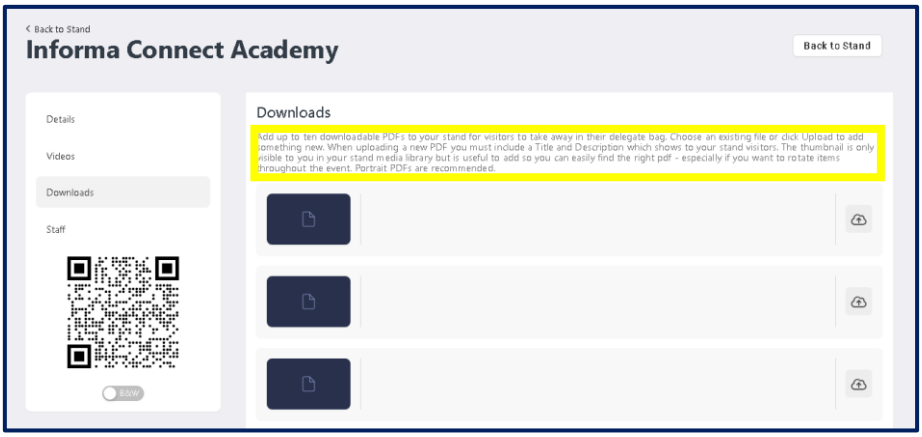
STEP 8 – On the '**Details**' page, you can edit your logo, header banner, company bio, social links etc.



STEP 9 – 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.

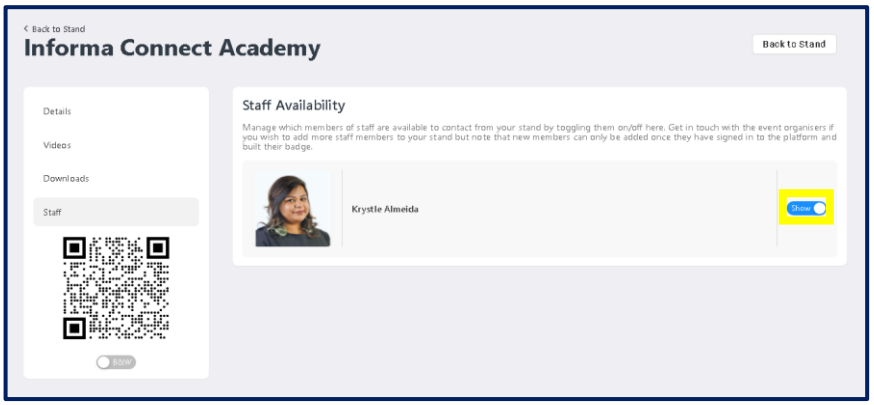


STEP 10 – On the '**Downloads**' page, you can upload your chosen documents. Make sure to read through the specifications paragraph at the top of the page.

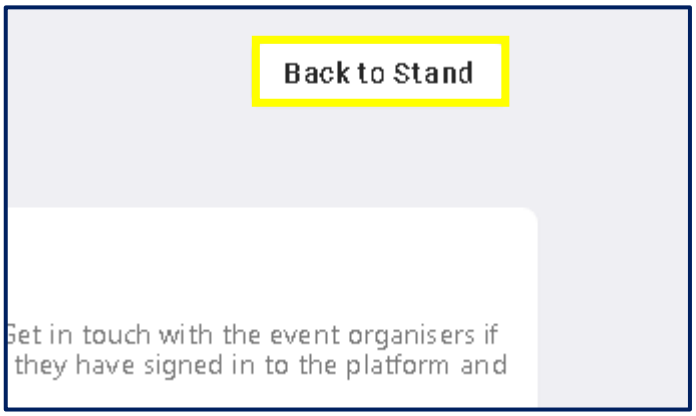


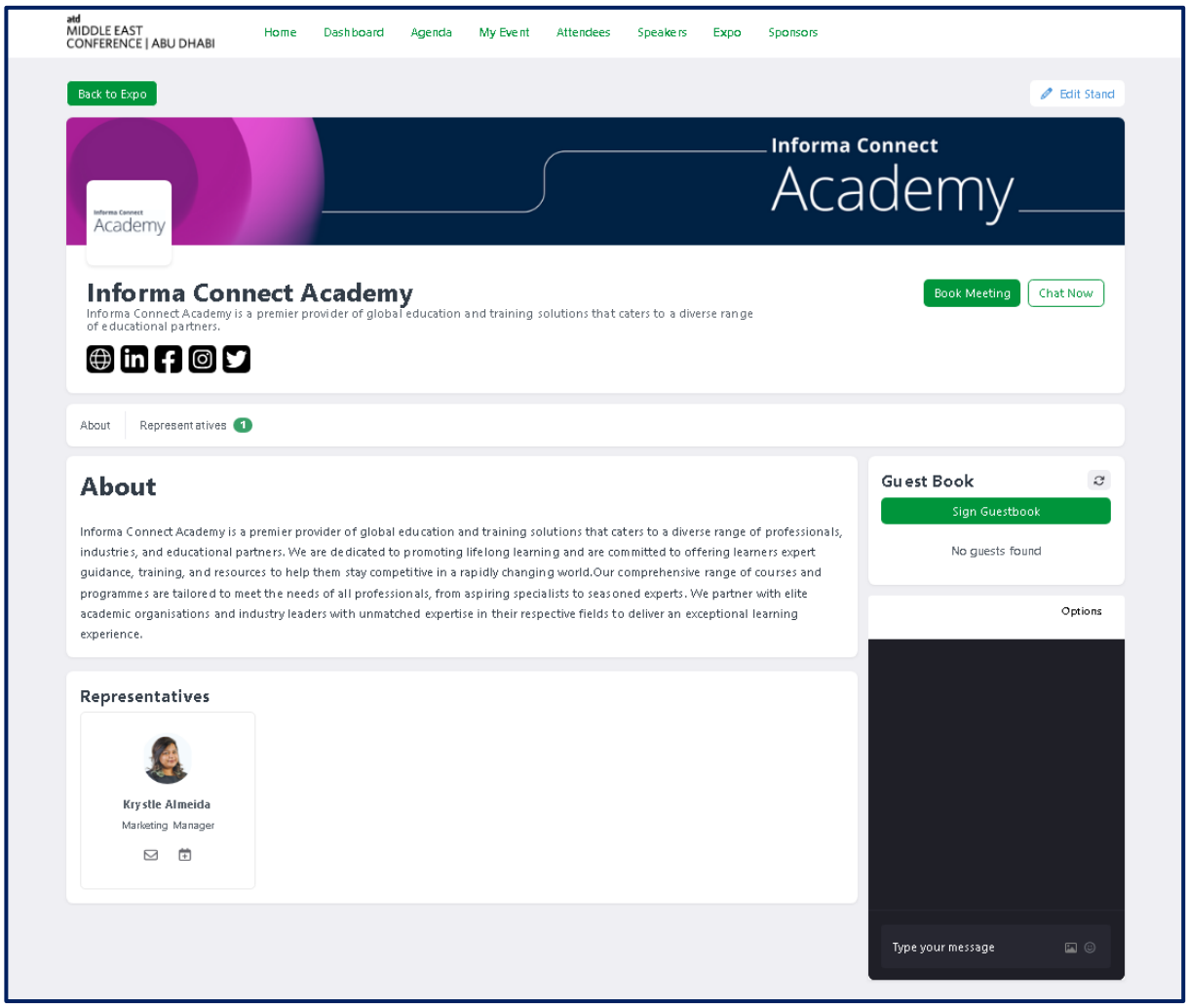
STEP 11 – On the '**Staff**' page, you can preview all staff associated with your Virtual Booth. Please contact Fatima.zehra@informa.com if members of your team are missing from your virtual booth.

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



STEP 12 – Click on '**Back to Stand**' to save your changes and navigate back to your front-facing Virtual Booth.



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'**.