Look towards a brighter energy future at Gastech 2022
The Gastech Network Exhibitor user guide
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NETWORKING AT GASTECH 2022

The dedicated high-profile networking programme enables Gastech Energy Club members, Partners and Sponsors, Speakers, Delegates, Exhibitors and Media Partners to search, connect and meet with new and existing business contacts on-site at Gastech 2022 as well as in online meeting rooms if it suits you.

- As part of creating your profile, a series of questions will be asked to understand your business interests, and AI will make recommendations to you.
- The system is user-friendly, allowing a focused and targeted approach to meeting high-profile prospective partners.
- You will be sent email and push notifications to ensure your meeting takes place on time.
- You can share documents, add notes, ratings, tags and export leads.

CONTENTS

- Logging in
- Editing your personal profile
- Navigating the platform
- Networking
- Updating your company profile
- How to make a connection request
- Contact us

Permission Structure

- Speakers
- Conference Delegates
- Partners and Sponsors
- Exhibitors
- Visitors
- Media Partners

Can request meetings with all Partners & Sponsors, Speakers, Delegates and Exhibitors
Can request meetings with all other attendees.
LOG IN / EMAIL

Hello Jamie,
Thank you for registering for Gastech 2022.
The platform is now live so please view your profile to make sure all your details are correct, view the full list of Delegates, Exhibitors and sponsors and make valuable connections before, during and after the event.

Your account is automatically pre-created when your booking is made. You will receive an e-mail with a button redirecting you to a log in page.
The new window will then suggest that you create a password for your personal profile/account.

If you didn’t receive an e-mail, please check your spam folder or contact us at app@gastechevent.com

LOG IN DIRECTLY TO THE GASTECH 2022 PLATFORM WITH YOUR ACCOUNT

Enter the email you used to register for the event. If your address is not recognised, please contact us at app@gastechevent.com

Special Instructions for Participants from China
To access the platform, participants from China are advised to use a VPN service that allows users to successfully access external services and websites that originate outside mainland China. Accessing the platform via corporate VPNs or an internal corporate network may cause issues, dependent on IT security policies. These issues can be resolved with internal IT departments.
HOW TO EDIT YOUR PERSONAL 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 will then be taken to your profile.

HOW TO EDIT YOUR PERSONAL PROFILE (2/2)

To edit the information on your profile, simply click on Edit or Add depending on which type of information you want to amend.

Here is the information you can edit on your personal profile:

- Personal information
- Skills
- Bio
- Social media accounts
- Contact details
- Company name
This is the homepage of your event. The main navigation is the same on web and mobile. It is divided into 3 parts:
To access the different sections of the platform, use the **buttons** on the homepage, once you are using the platform you can use the **navigation sub-bar**. This allows access to the different areas of the event.
AGENDA, SPEAKERS, SPONSORS, EXHIBITORS
AND MEDIA PARTNERS

Gastech 2022

The conference sessions are located in the main menu. You can filter the agenda based on the sessions you are interested in. You have the possibility to bookmark the sessions that interest you to create your personalised agenda.

By clicking on a session you can view an overview of the session as well as the speakers and companies involved.

Speakers

A list of all Gastech 2022 Speakers is displayed here and is searchable.

In addition to the general information available on their profile, you can also view the list of sessions they are speaking in.

Sponsors, Exhibitors and Media Partners

You can search based on keywords or filters and access a company’s profile to find their contact details and connect with them.

Please note that Conference content can only be accessed by paying delegates. To register as a delegate please visit: www.gastechevent.com/delreg
NETWORKING WITH ATTENDEES AND AI MATCHMAKING

Find out who you can meet
1. Sort delegates or speakers to see the most relevant results.
2. Click on a participant to view their information.
3. Connect with qualified profiles.

A personalised connection request (with message) will be 4 times more likely to succeed

AI and Matchmaking
1. Fill in your profile information.
2. Enter your search criteria.
3. Add and connect to the profiles that interest you.

The more data you enter into the platform the more efficient the matchmaking will be
The Company profile (Exhibitor Centre) portal allows you to increase your event visibility, control the content attendees will receive about you, and maximise your ROI.

To access your exhibitor profile, click on your name at the top right hand corner then on "Exhibitor Centre."

In the Exhibitor Centre you will be able to:

- Manage and update your company profile that is visible to attendees on the mobile app.
- Gather all contacts of your team members and export them into a single Excel file.
- Promote your products or services to potential leads.
- Reply to meeting requests made to your company and manage team meetings of your members.
- Keep track of your team's leads.

**Home** is the first page that you will see when accessing the Exhibitor Centre.

A red pin indicates that you have a **pending notification**, so hurry up and see what’s going on!
EXHIBITOR CENTRE / COMPANY INFORMATION

Your company information will already have been pre-populated with the details you provided previously in the Exhibitor Manual previously.

You have the option to add additional details if you so wish.

You can also add your files to your company page.

You will be able to add your products and services in the platform. Go to **Product Listing** in the menu and follow the instructions.
EXHIBITOR CENTRE / SHARED CONTACTS AND EXPORT SCANNED LEADS

By going to the **Shared Contacts** tab, you can view and export all the contacts collected by you and your team/colleagues before, during, and after the event.

Only the contacts of your additional team members (who must be registered as delegates) who have enabled the contact sharing option will be displayed in addition to yours.

Check that **all your team members have activated it**.

Let’s talk GDPR …

All users of the platform have agreed to share their data with the event organiser. When you scan a badge or connect with a user, they tacitly agree to share information with you. You therefore retrieve this information in accordance with the GDPR.

From the Platform, **you can also export your contacts** (and only yours) as an Excel file by going to your contacts and clicking on “export”
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 of decline meeting requests**.
- **Export the full list of meetings** from your team.
EXHIBITOR CENTRE / YOUR TEAM

To manage the members attached to your exhibiting entity, go to **Your Team**.
You can then view all your team members, **delete or add them** and manage the visibility of their profile.
As an exhibitor, you are able to upload a video into your company homepage.

To upload a video, 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 YouTube video ID as a banner.
HOW TO NETWORK

On the homepage of the event, you can access the **Speakers** and **Delegates** lists and identify people of interest, based on the permission hierarchy. Do not hesitate to contact them through the platform to network and schedule meetings.

If you see time slots appearing on people’s profiles, it means that the organiser has allowed you to schedule meetings based on your badge type.

Ensure you book your meetings before the event with people of your choice before all their slots are booked.

You can manage your own availability from the **My Event** section of the platform.
HOW TO MAKE A CONNECTION REQUEST

To send a connection request to an attendee, go to their profile (via any list of participants) 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 for the connection.

You will be able to find all the people you have been in contact with during the event in the My Event button, My Networking tab.
HOW TO REQUEST A MEETING

Step 1: Navigate to a person’s profile by going to the list of Delegates, Speakers, Exhibitors, or a Sponsor’s profile.

Step 2: Click on one of the proposed meeting slots. If you want to see other slots, click See more slots.

Step 3: After selecting a slot and the location, write a message to the person you want to meet. Once done, click Send meeting request.

Step 4: In My Event, you can view your appointments, cancel them and manage your availability.
SEND A MEETING REQUEST

1. Select a slot
By clicking on a participant, you can view the appointment slots they have available. Select the time slot that you would like to meet with them.

2. Meeting
Once you have selected a time slot, the meeting will be set.

3. Send a message
As a courtesy to your meeting recipient, it is very important to send a personalised message with your request.

4. Manage your meetings
In My Event, you can view your appointments, cancel them and manage your availability.

Be careful! A meeting slot is blocked when a request is made or received, even if it is not validated.
HOW TO USE THE BADGE SCANNER

All staff registered as an exhibitor through the Gastech Exhibitor Portal automatically have access to scan leads through the Gastech Network App. Lead revival functionality will be activated a week before the show.

1. Download the Gastech Network App
2. Tap the Add leads button in the bottom of the Gastech Network home screen.
3. For security, you will be asked to enter an OTP (One Time Passcode) sent to the email you registered with. Once this is confirmed simply click the scan leads button.
4. To scan QR codes, line the QR code up within the square to scan.
SUPPORT - WE ARE HERE TO HELP YOU!

For any mobile app related enquiries, pre-event, email the support team at app@gastechevent.com