Gastech | Hydrogen | Climatetech

EXHIBITION & CONFERENCE
SINGAPORE EXPO | SINGAPORE | 5-8 SEPTEMBER 2023

Gastech
Singapore
2023

Shaping the future of energy

The Gastech Network Exhibitor User Guide

gastechevent.com   @gastechevent   #Gastech

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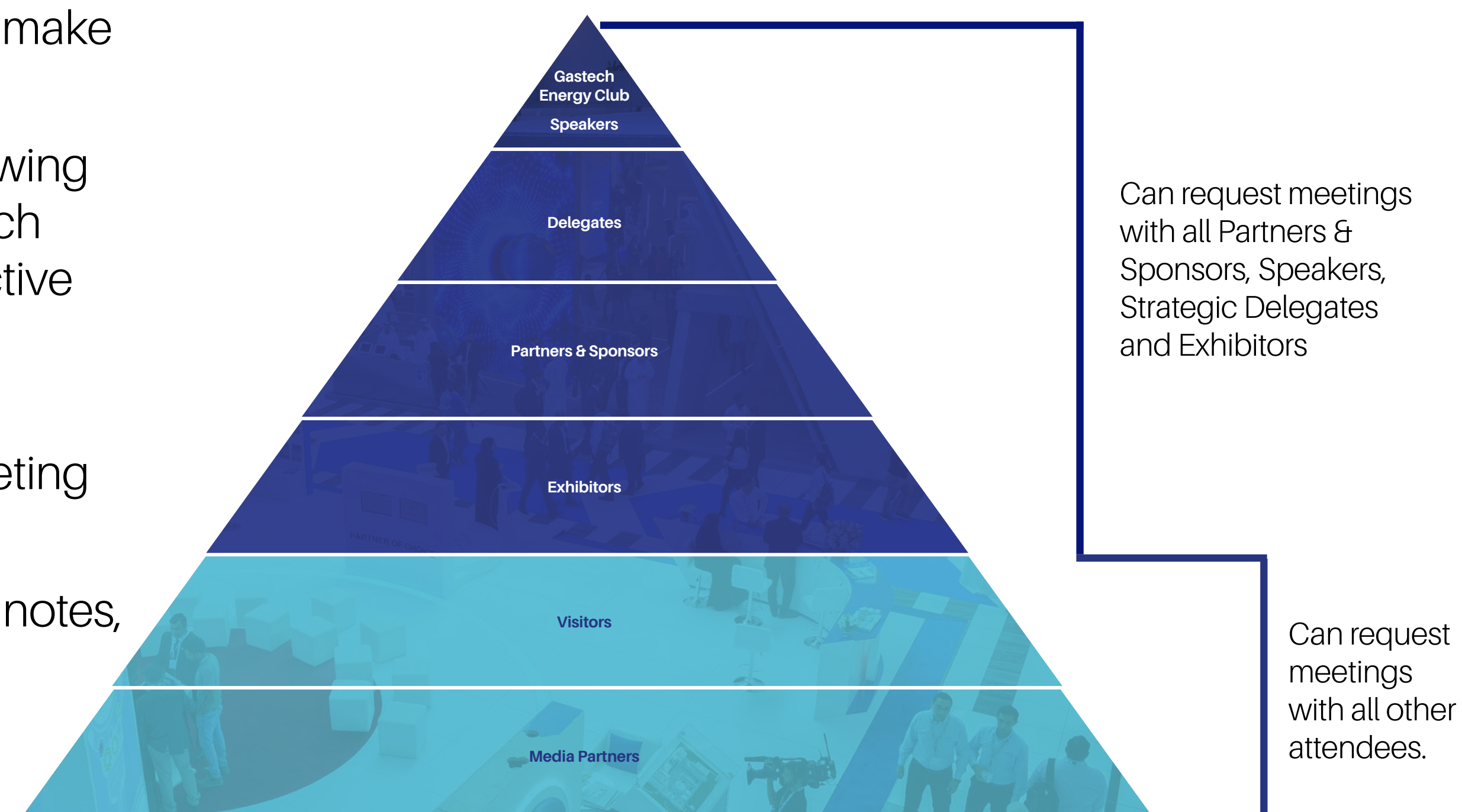CNBC

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dmg events

NETWORKING

The dedicated high-profile networking programme enables Partners, Sponsors, Exhibitors, Speakers, Delegates, Attendees and Media Partners to search, connect and meet with new and existing business contacts on-site at Gastech.

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.

Permission Structure

Gastech Energy Club
Speakers
Delegates
Partners & Sponsors
Exhibitors
Visitors
Media Partners

Can request meetings with all Partners & Sponsors, Speakers, Strategic Delegates and Exhibitors

Can request meetings with all other attendees.

CONTENTS

ACCESS TO THE MOBILE APPLICATION

- To access the application, you must register as an visitor, media or delegate via the website. For delegates, you'll only gain access once full payment is made. For Media, you'll only gain access once your media registration is approved.

- Once registered, please log back into the app after 30 minutes and enter the same email address used when registering
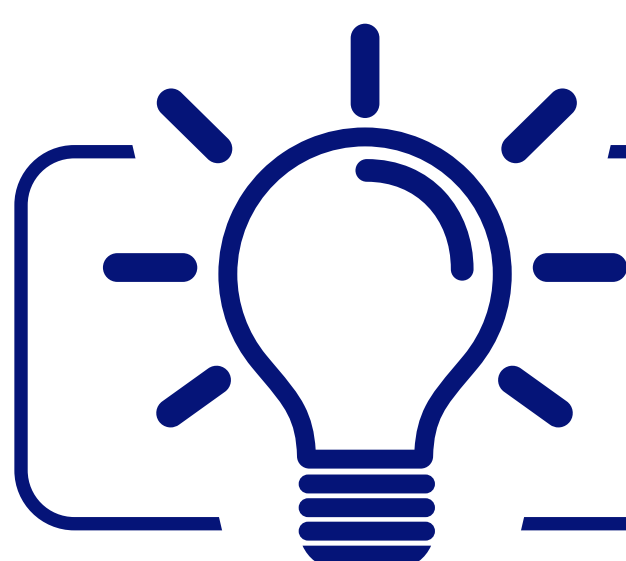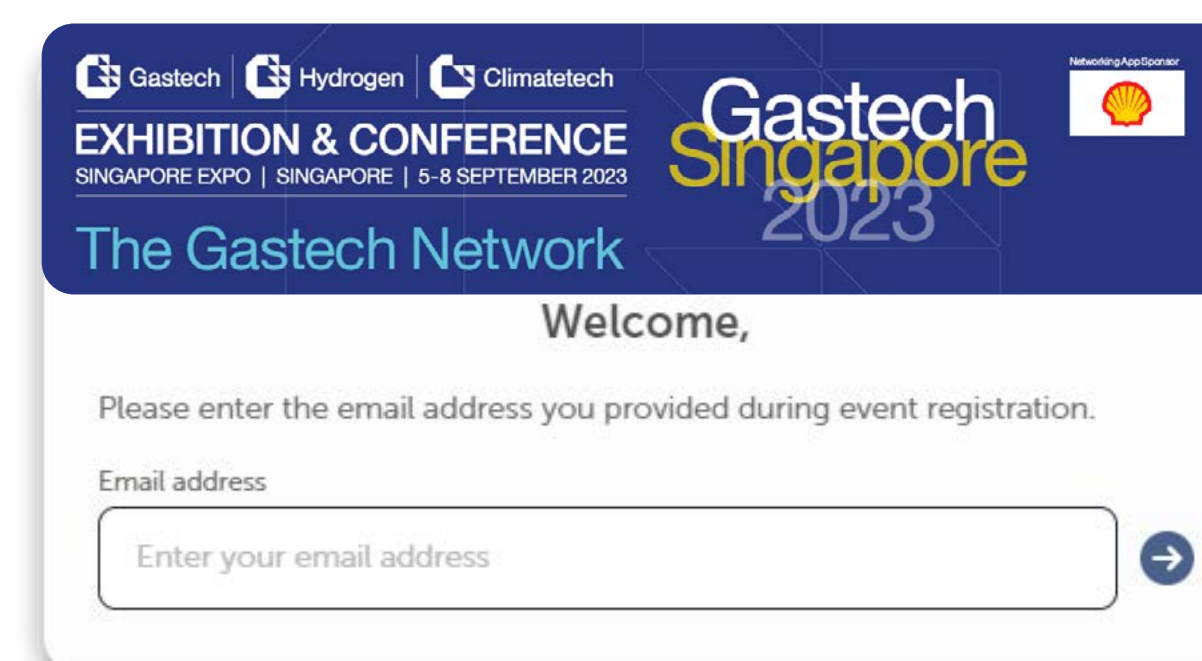
LOG IN / EMAIL

Your account is automatically pre-created when your registration is complete. 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.

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The Gastech Network

Hello Jamie,

Thank you for registering for **Gastech 2023.**

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.

ACCESS MY PROFILE

If you didn't receive an e-mail, please check your spam folder or contact us at **app@gastechevent.com**
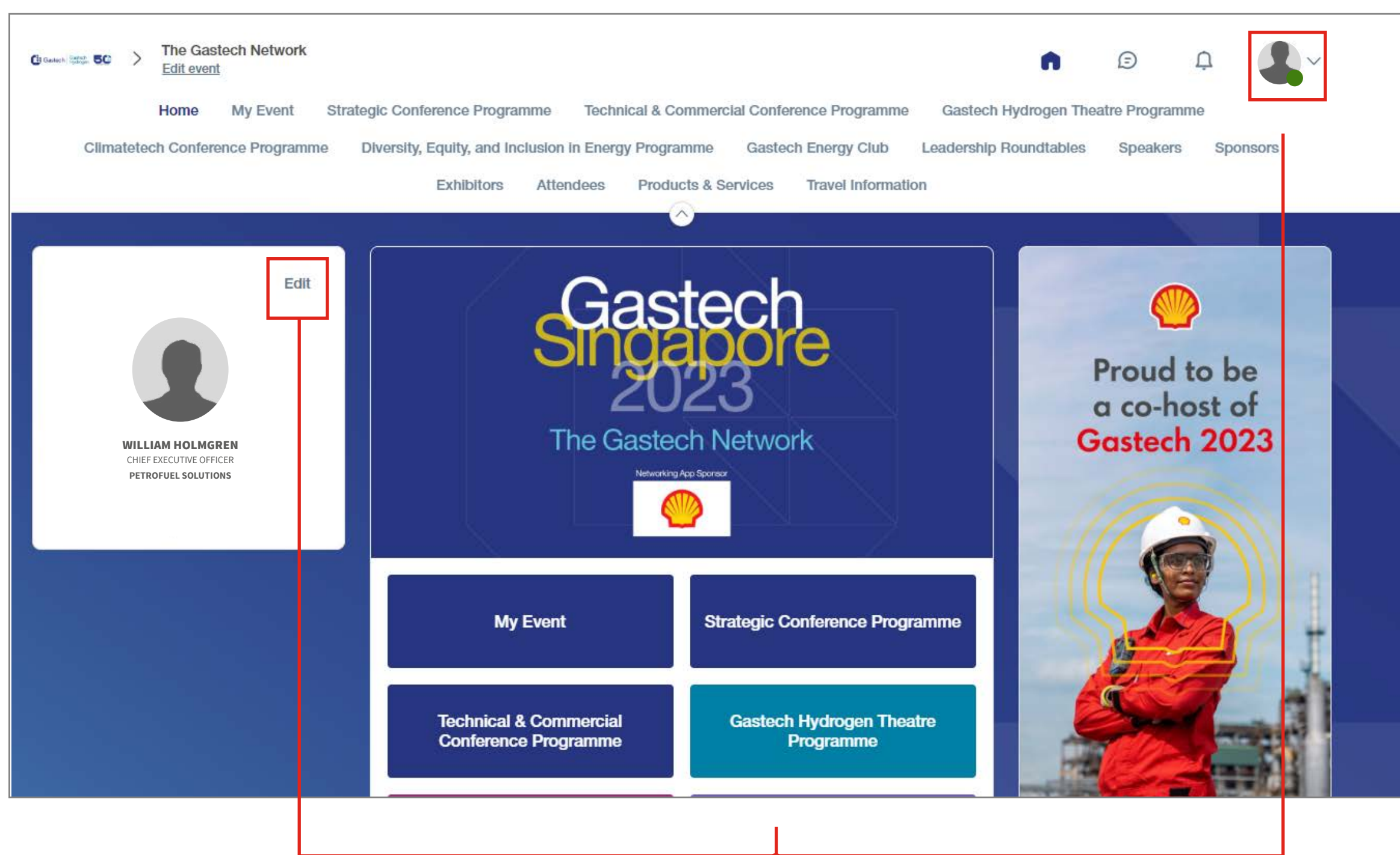
LOG IN DIRECTLY TO THE PLATFORM WITH YOUR ACCOUNT

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

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The Gastech Network
Welcome,

Please enter the email address you provided during event registration.

Email address

Enter your email address

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gastechevent.com @gastechevent #Gastech
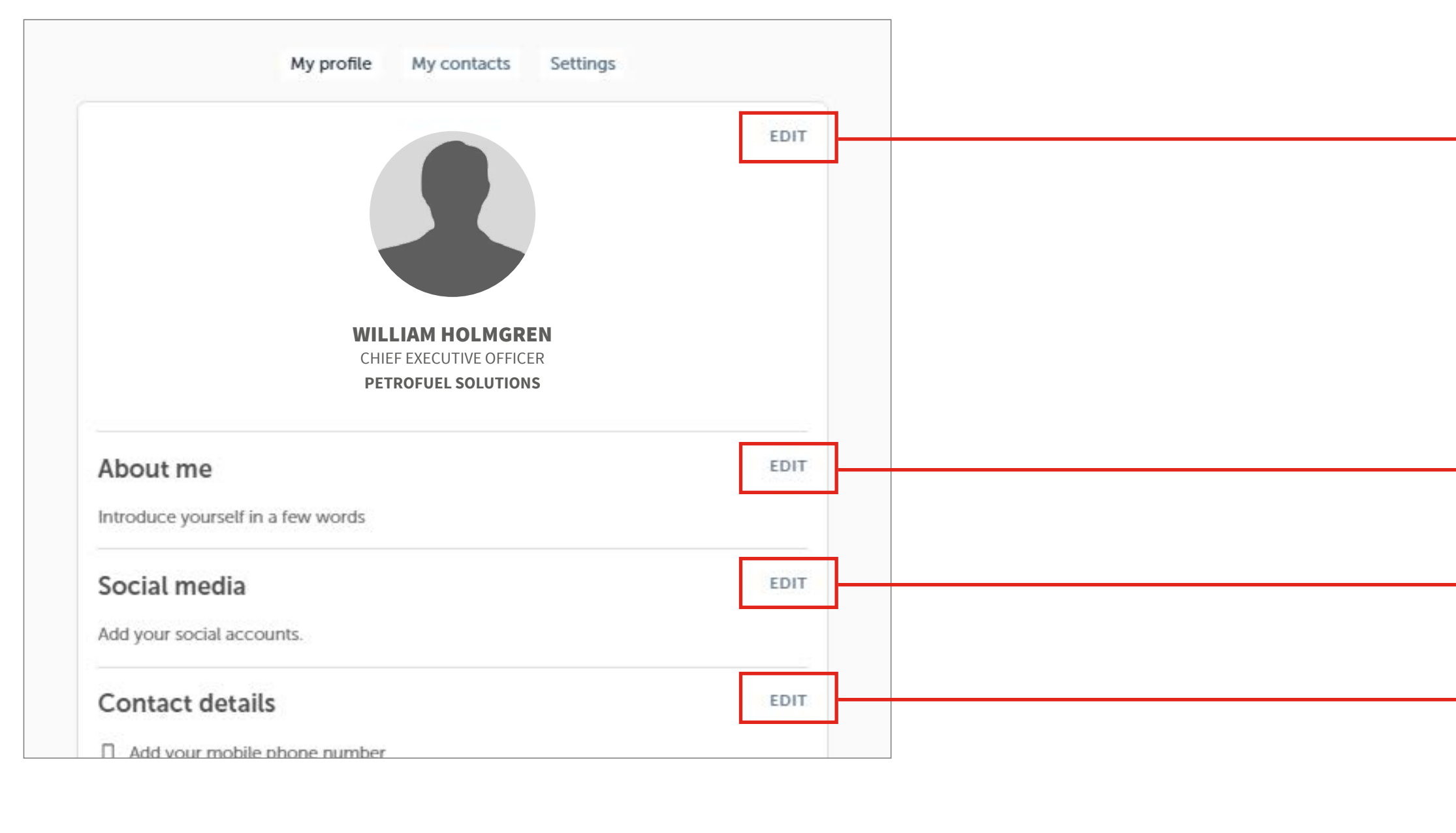
HOW TO EDIT YOUR PERSONAL PROFILE (1/2)

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.
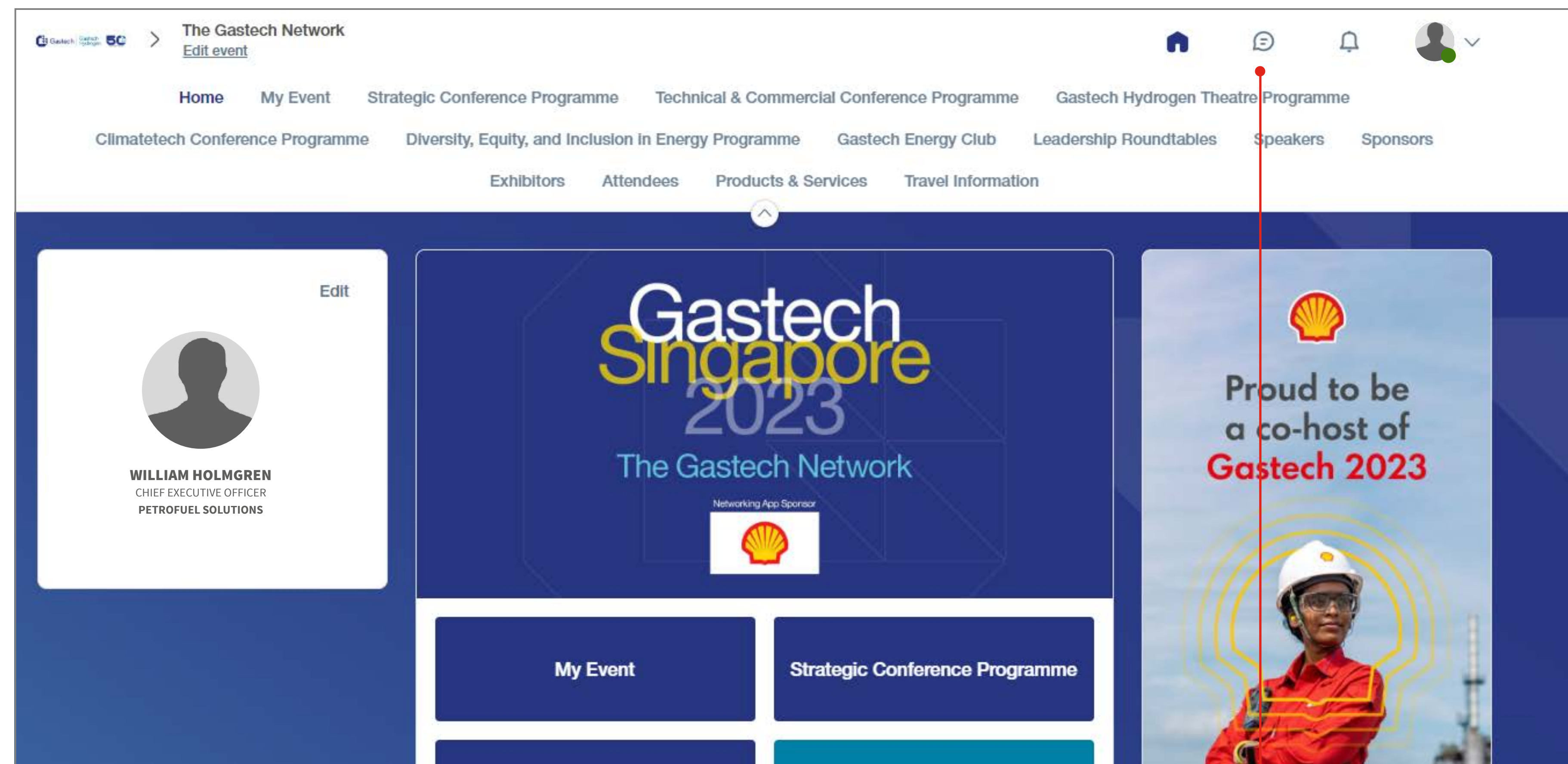
HOW TO EDIT YOUR PERSONAL PROFILE (2/2)

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

PLATFORM NAVIGATION

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

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. Please note that conference sessions can only be accessed by paying delegates.

Speakers

A list of all Gastech 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.

09:30

GASTECH 2023

Gastech Singapore 2023

The Gastech Network

Networking App Sponsor

My Event	Strategic Conference
Technical Conference	Strategic Speakers
Technical Speakers	Gala Dinner

Please note that Conference content can only be accessed by paying delegates. To register as a delegate please email: delegates@gastechevent.com or visit: https://www.gastechevent.com/conferences/delegate-rates/

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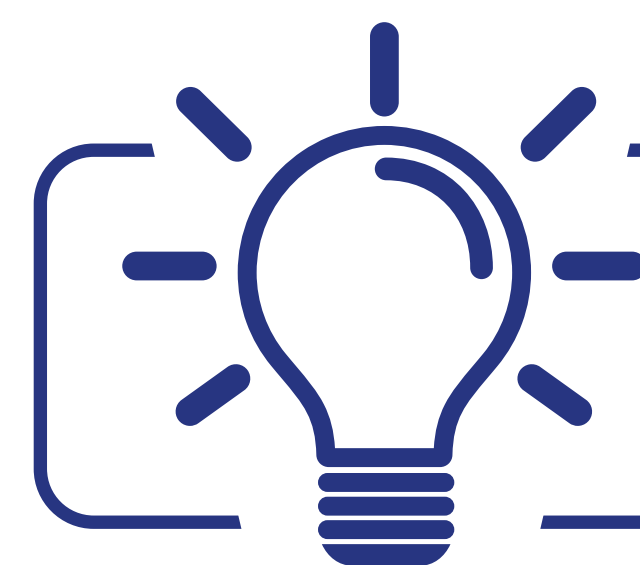
A personalised connection request (with message) will be 4 times more likely to succeed

AI and Matchmaking

1. **Fill in** your profile information.

2. **Enter** your search criteria.

3. **Add** and connect to the profiles that interest you.
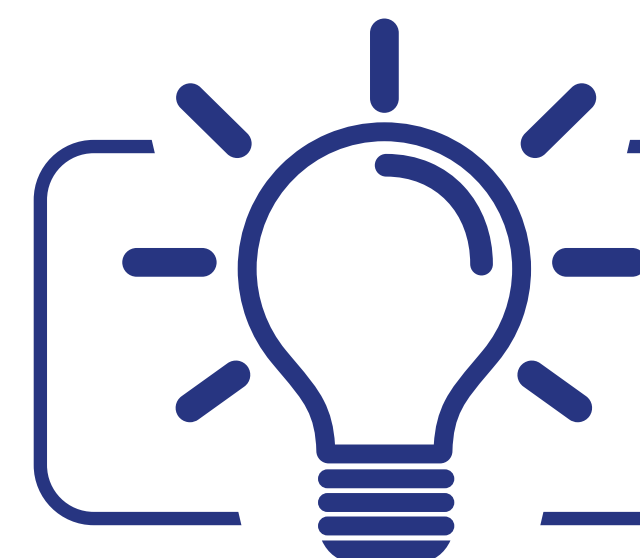
The more data you enter into the platform the more efficient the matchmaking will be
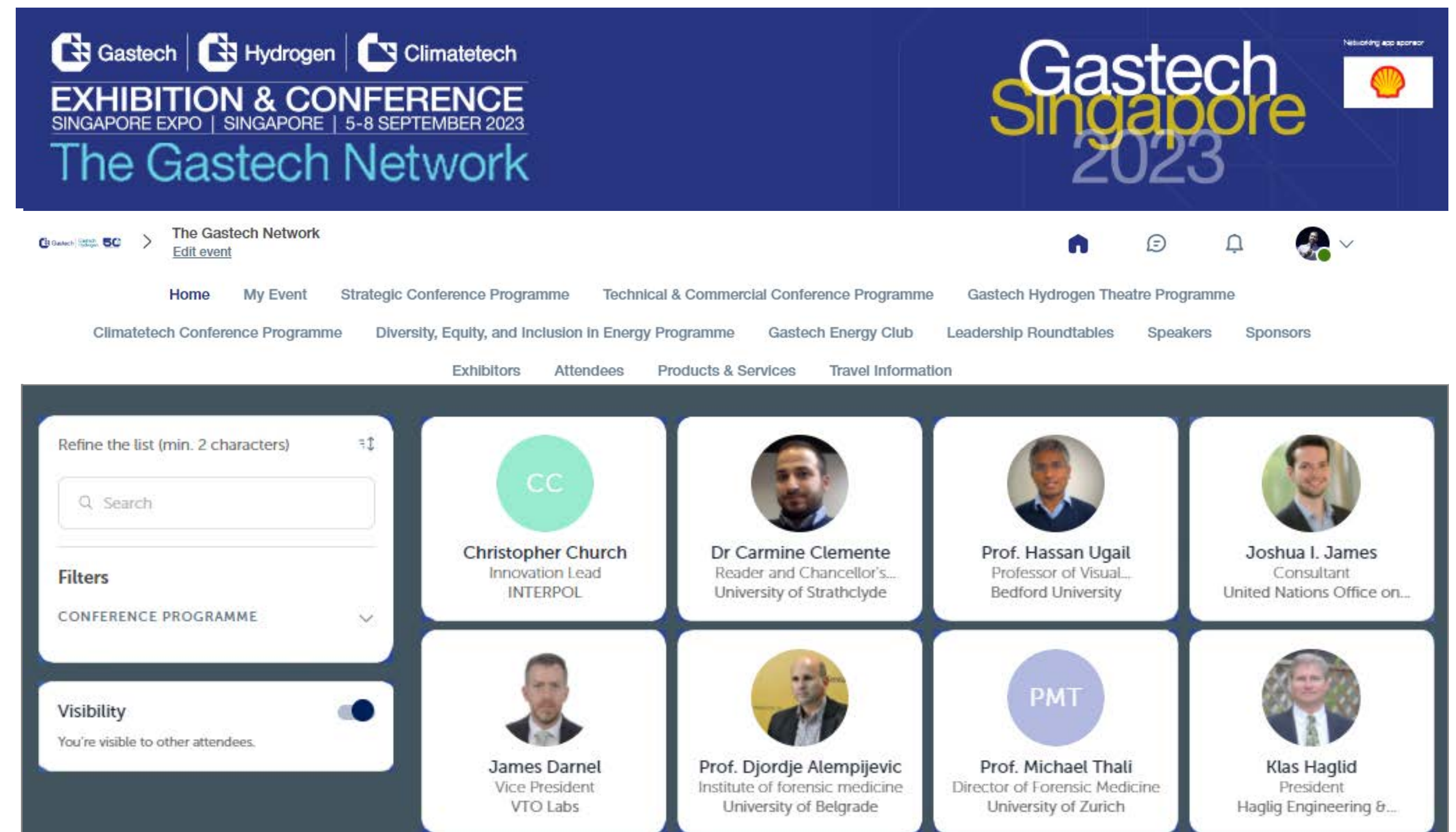
COMPANY PROFILE / NAVIGATION

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!
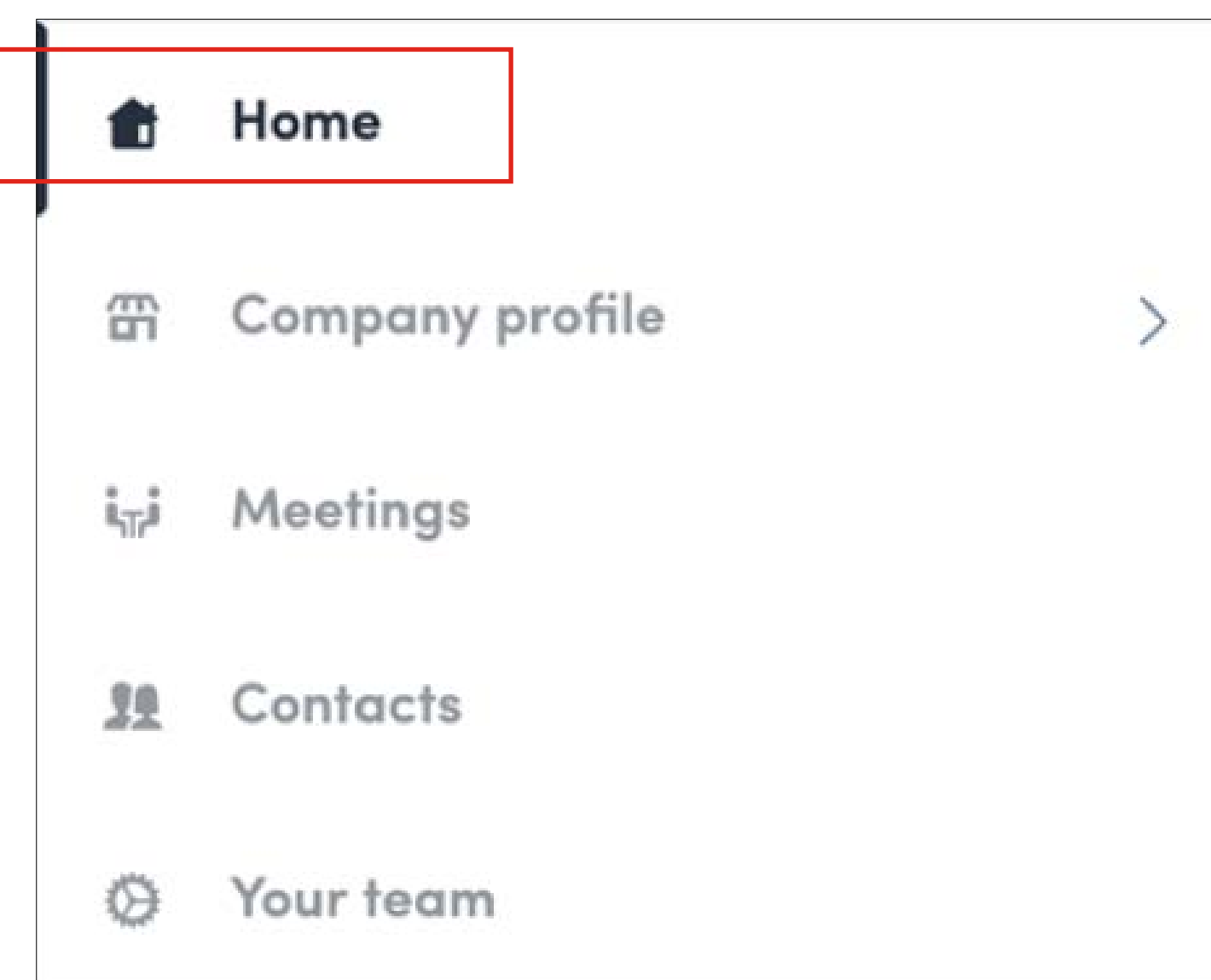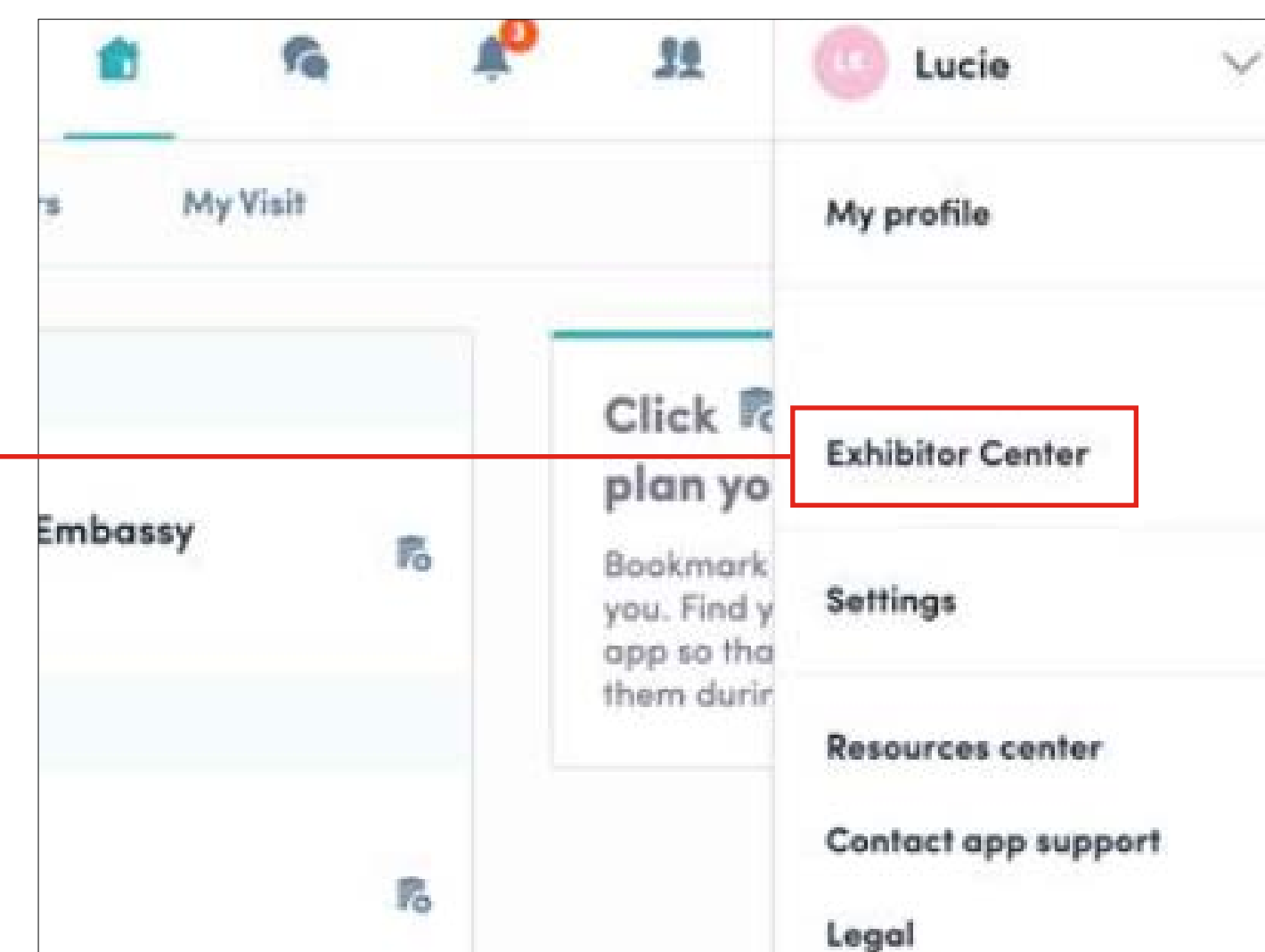
EXHIBITOR CENTRE / COMPANY INFORMATION

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.
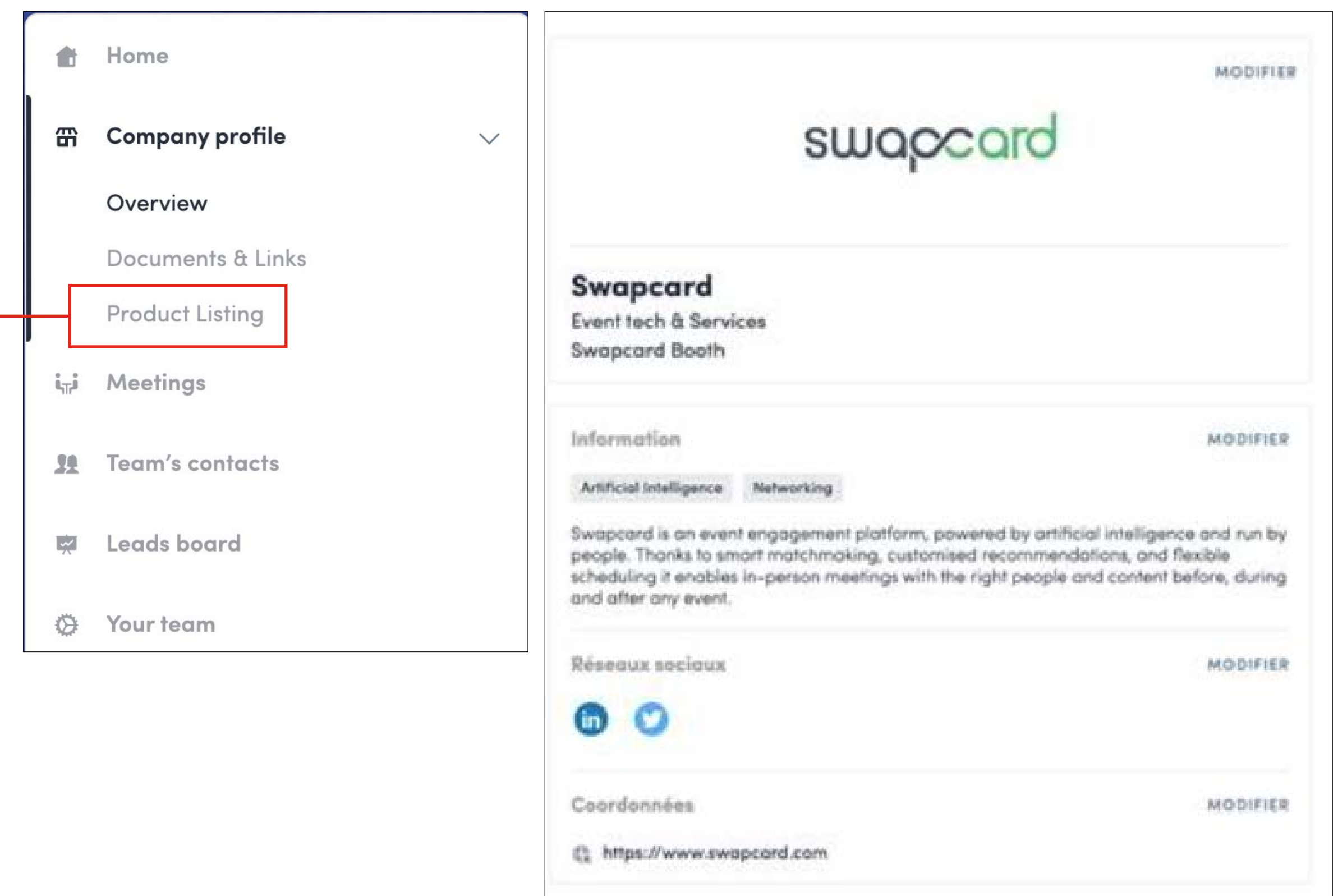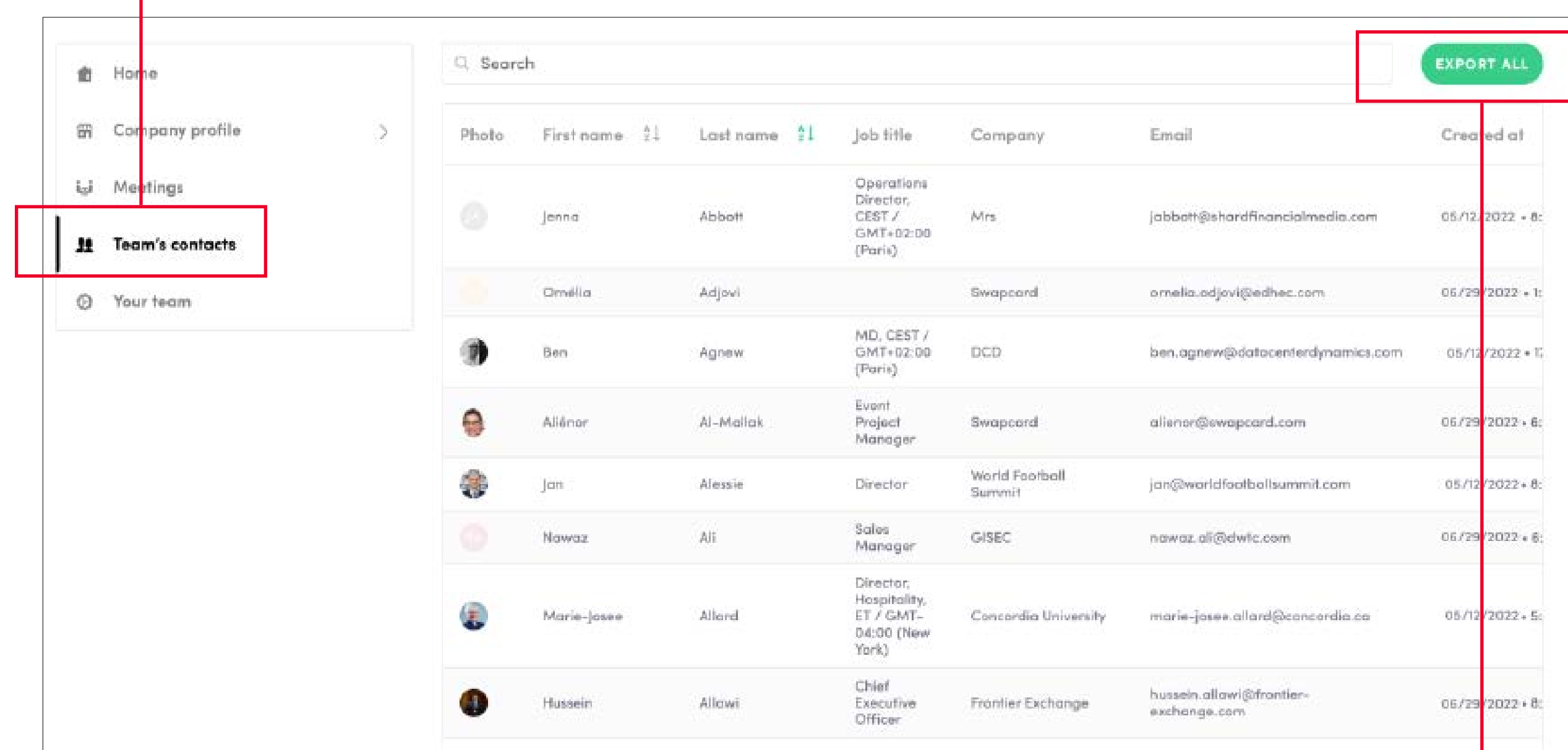
EXHIBITOR CENTRE / SHARED CONTACTS AND EXPORT

By going to the **Team 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 exhibitors) 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"

EXHIBITOR CENTRE / MANAGE YOUR MEETINGS

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**.

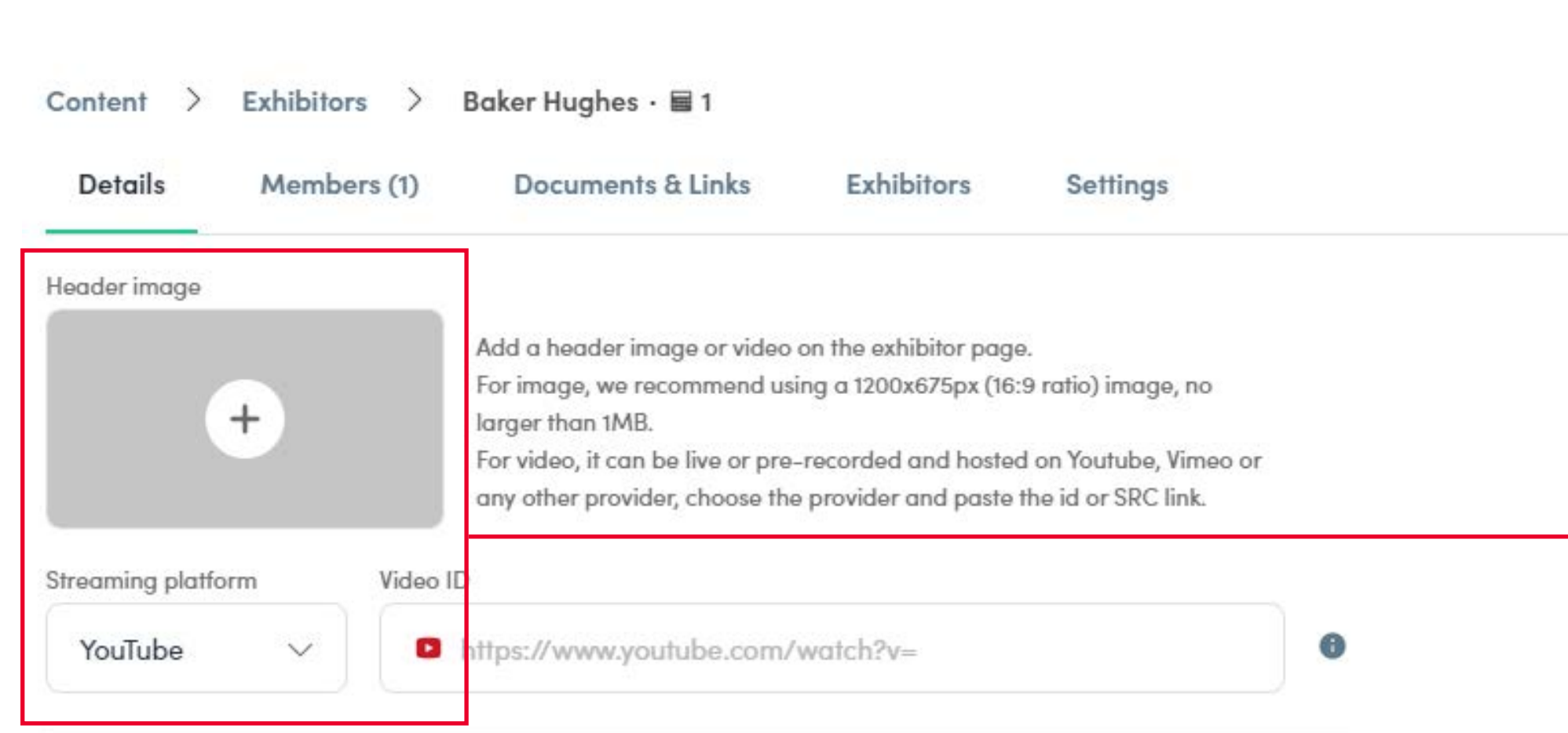- **Export the full list of meetings** from your team.

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.
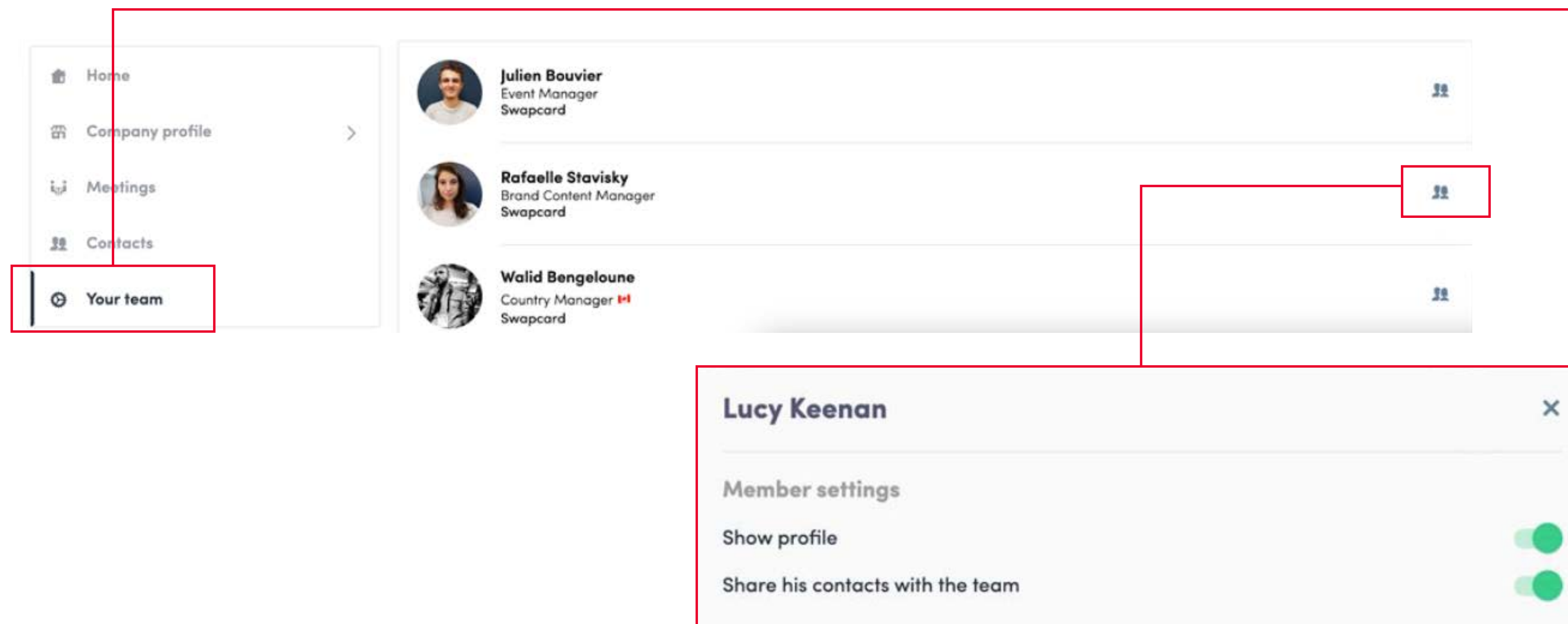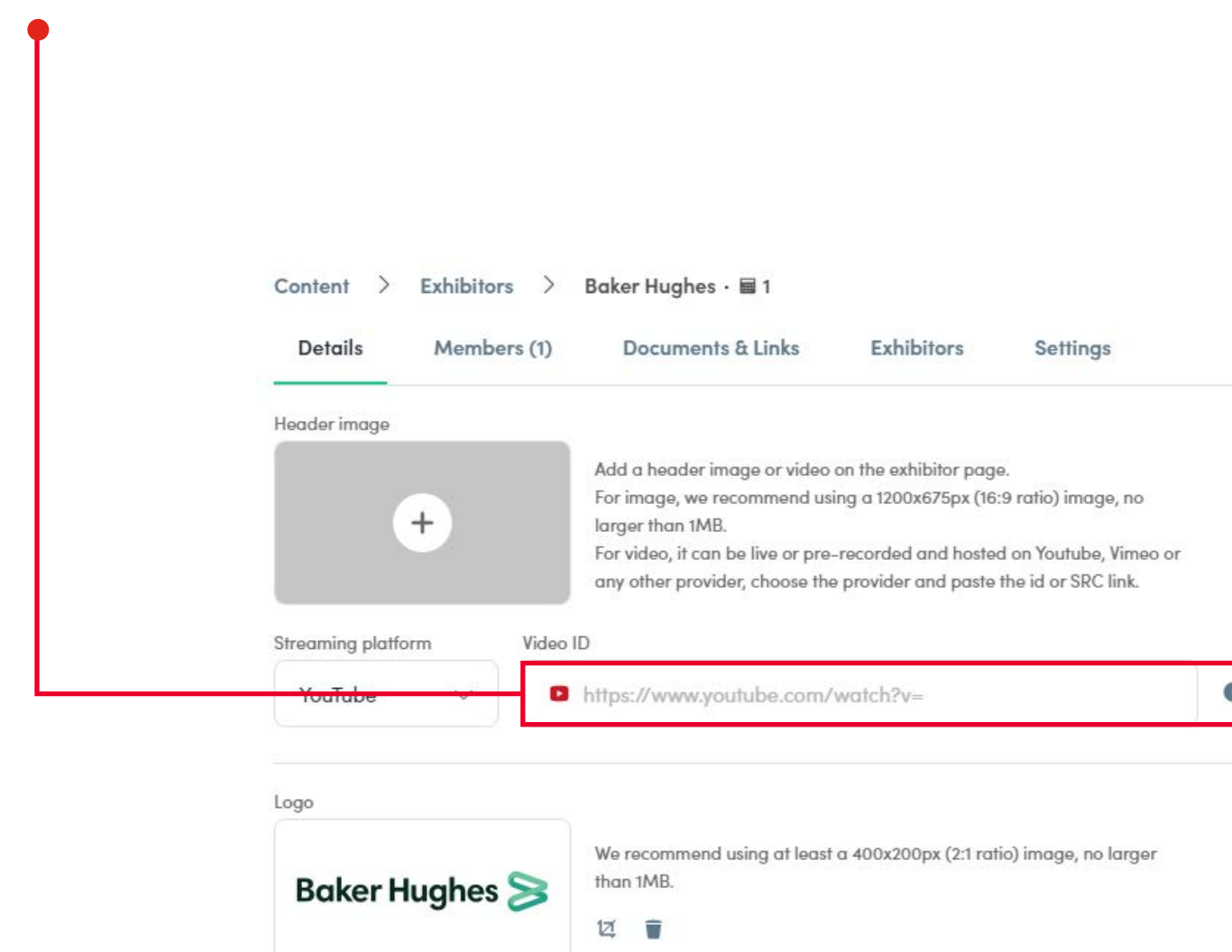
HOW TO ADD A VIDEO TO YOUR COMPANY PROFILE

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 **Attendee** 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.
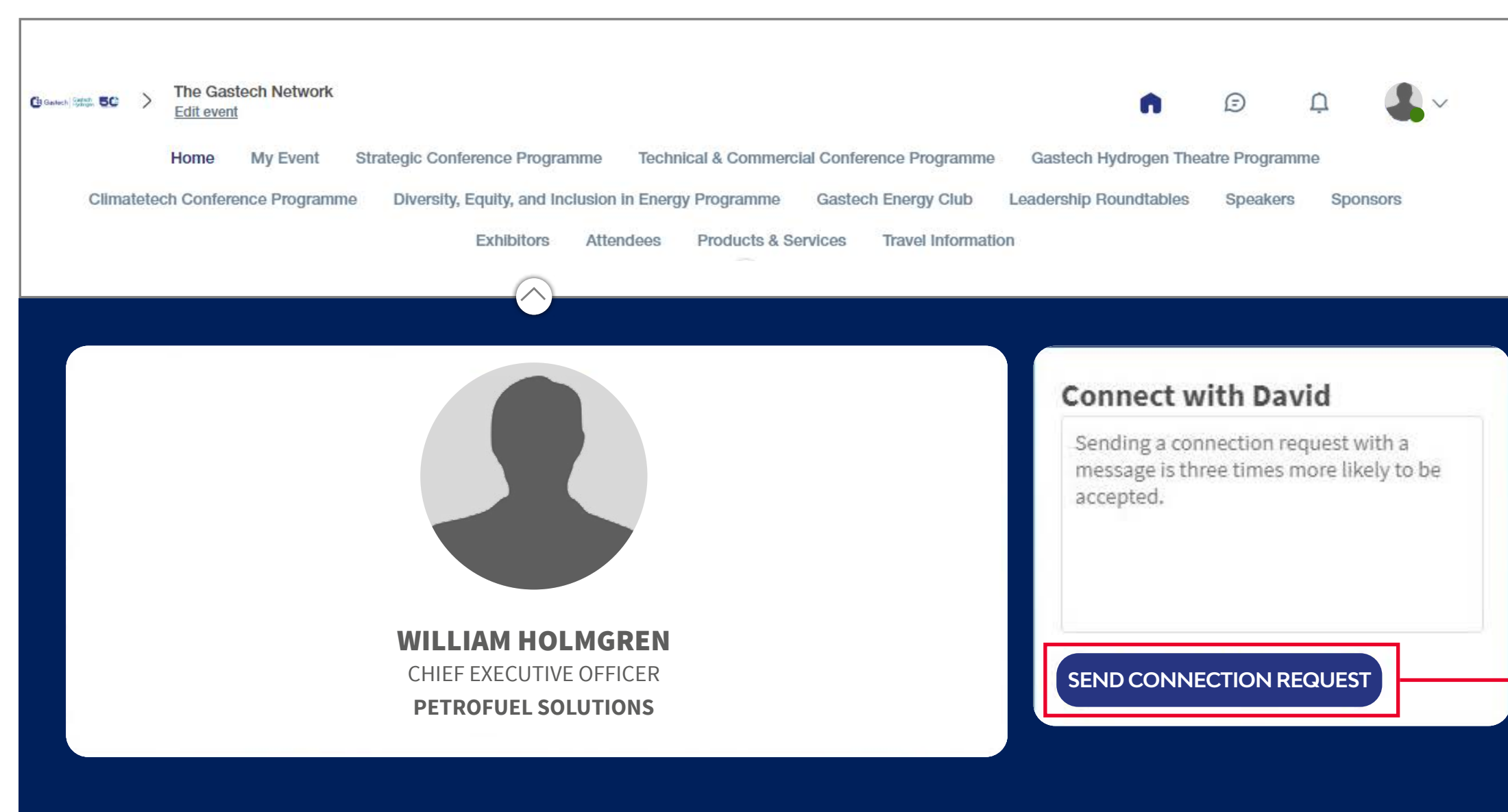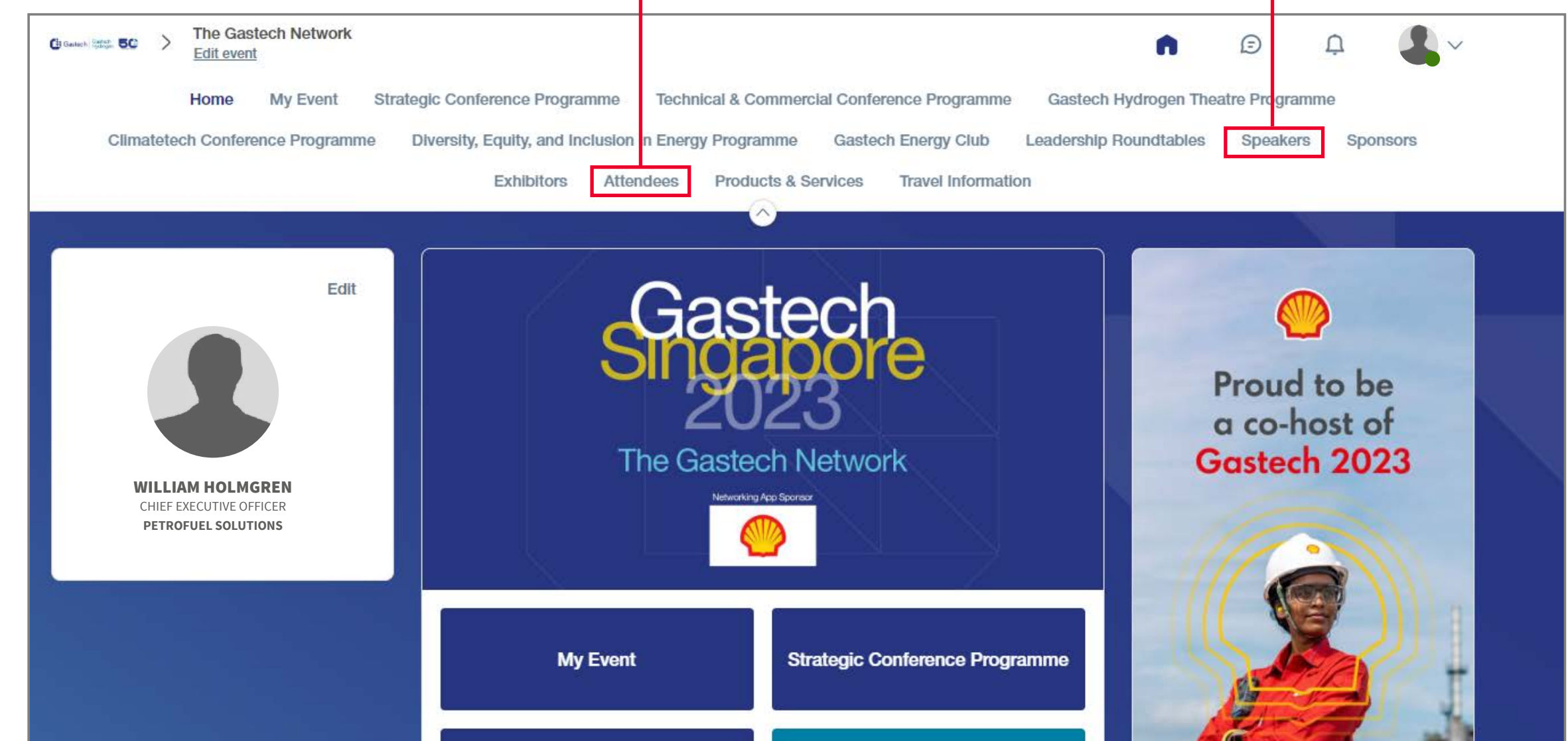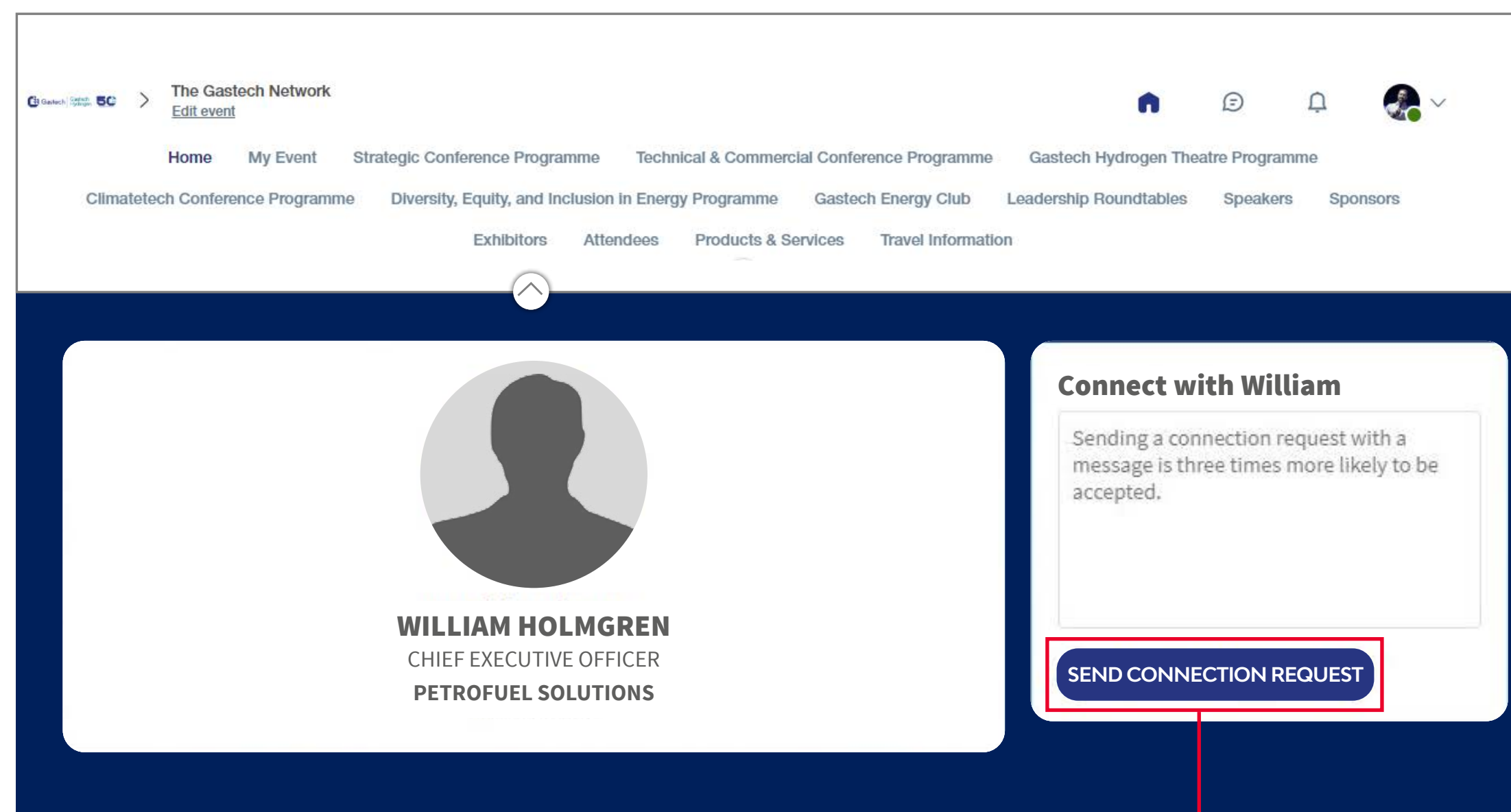

If you see time slots appearing on people's profiles, it means that the organiser has allowed you to schedue meetings based on your badge type.

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.
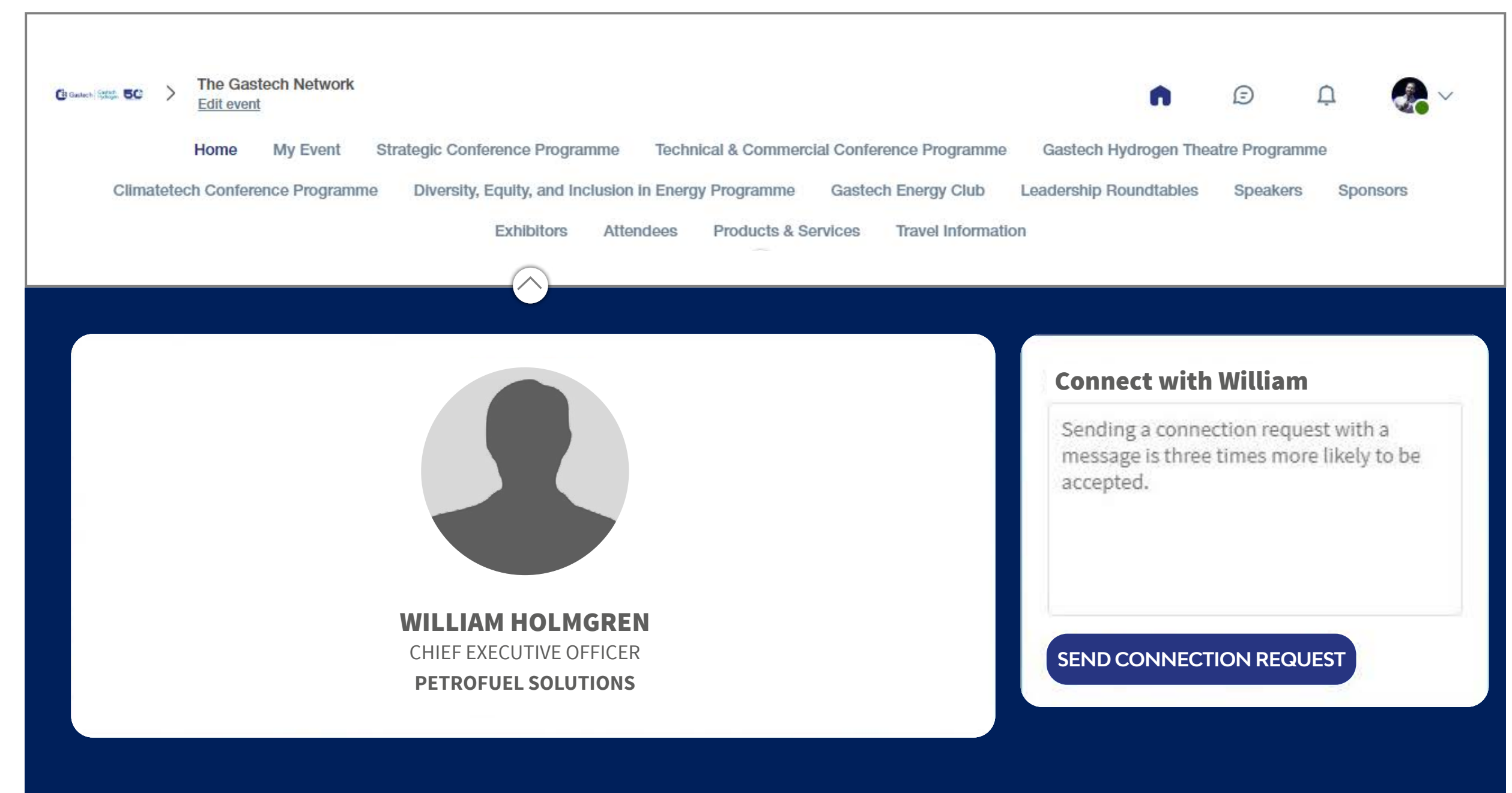
SEND A MEETING REQUEST

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.
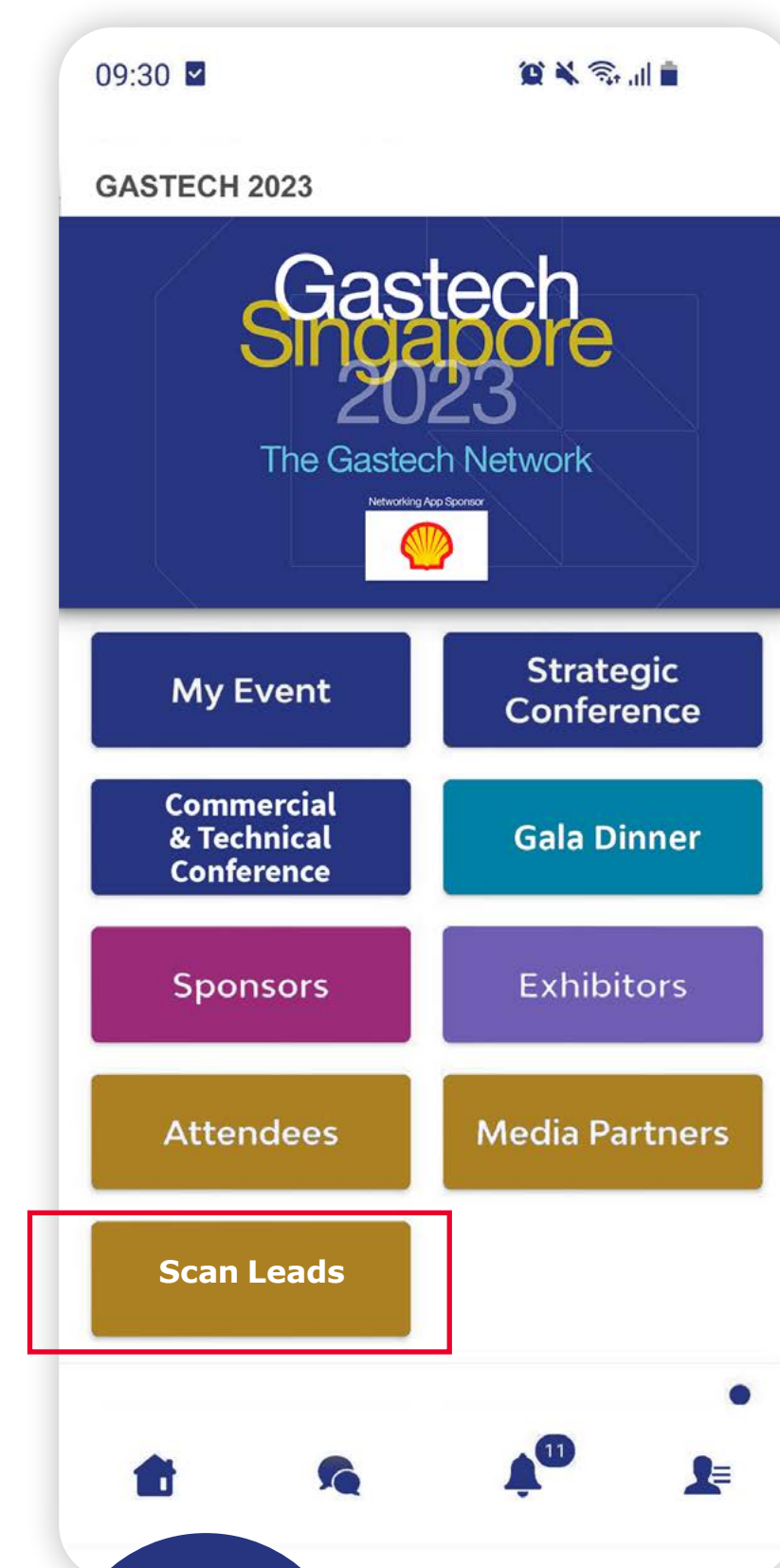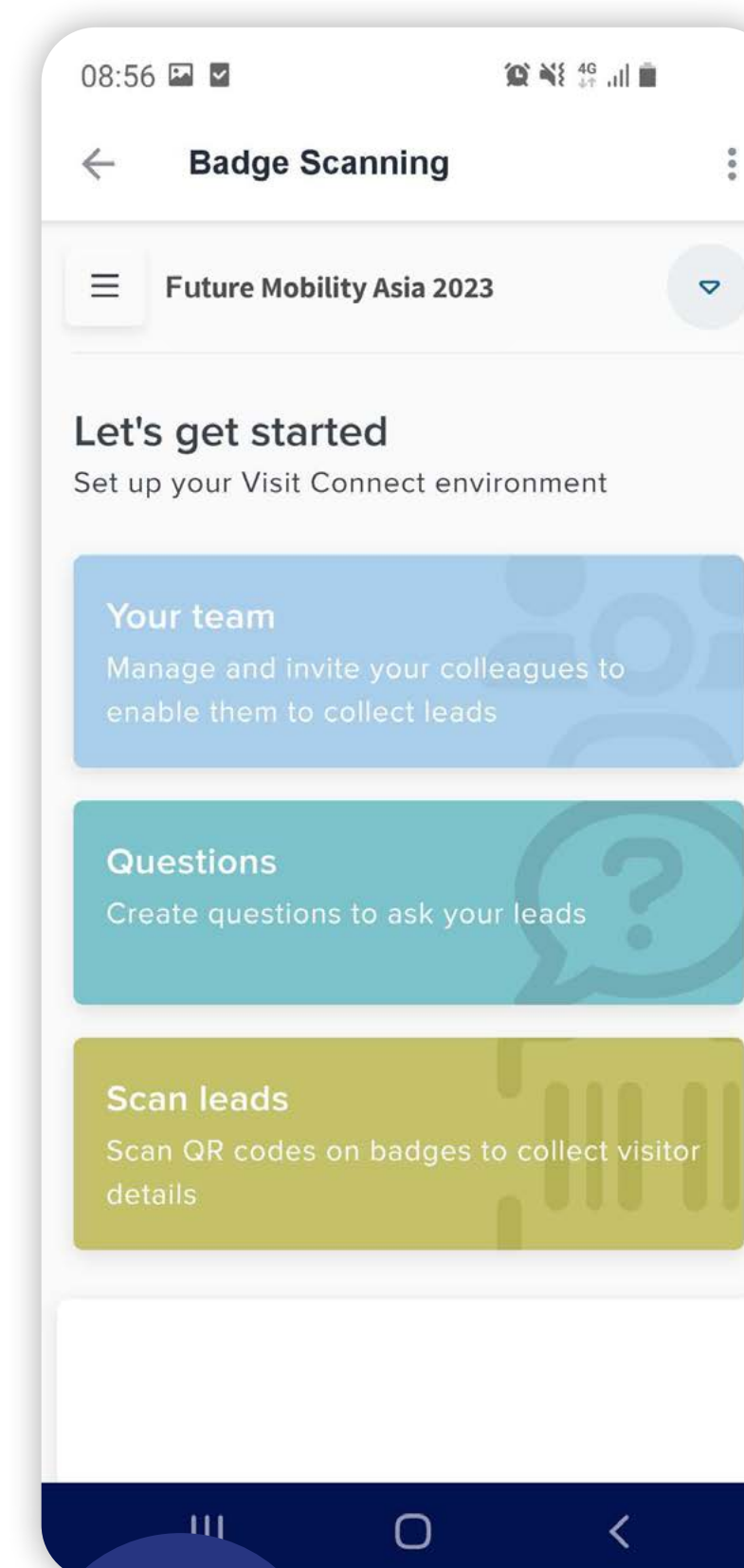
HOW TO USE THE LEAD SCANNER

All staff registered as an exhibitor through the Exhibitor Portal automatically have access to scan leads through the App.

1 Download the App

2 Tap the Scan leads button in the bottom of the App 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.

HOW TO EXPORT SCANNED LEADS

By going to the **Export Scanned Leads** tab, you can view and export all the leads scanned by you and your team/colleagues during, the event.

You can export leads to an Excel workbook or .csv file for follow-up or import into a CRM.

• In the menu, click Leads.

• In the bottom-right corner, click Actions -> Export all leads.

• Click DOWNLOAD and choose where to save the file to your computer and select Save.

• You can now open the export file in Microsoft Excel, or import it into any software that supports this file format

Let's talk GDPR ...

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For any mobile app or lead scanning related enquiries, please email the support team at **app@gastechevent.com**

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SUPPORT - WE ARE HERE TO HELP YOU

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