



Nigeria
Energy

Dates: 15 – 17 October 2024

Location: Landmark Centre, Lagos

Nigeria Energy^{OS} 2024

Exhibitor Onboarding Journey



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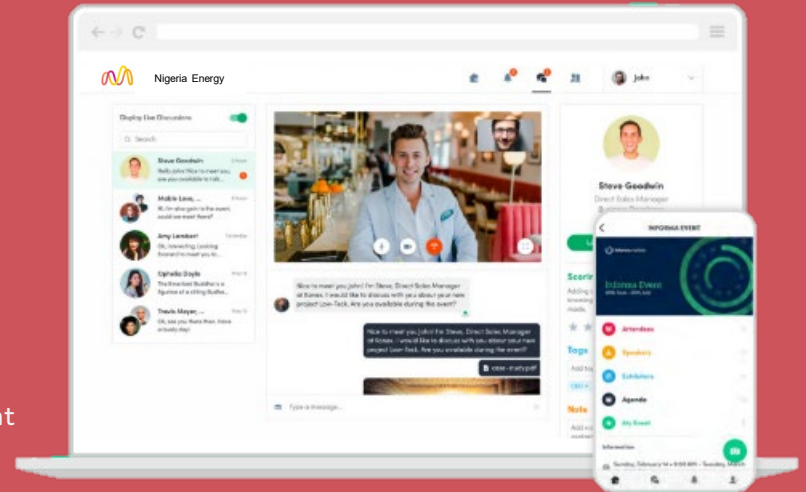
- ▶ Access the app
- ▶ Exhibitor Center
- ▶ Content features
- ▶ Networking features

What is the event platform?

The event platform is your number one tool for increasing the efficiency and success of your event. Here you will find a suite of easy-to-use tools that extend your sphere of influence, facilitate deeper connections and increase your return on investment. All personalised to your needs and accessible at your pace.

On the platform you can:

- Advertise your presence at the event through a company and personal profile
- Search the full list of attendees to find your target audience
- Network with professionally aligned contacts before, during and after the event through messaging or setting up meetings
- Capture and retrieve the details of all the connections you make



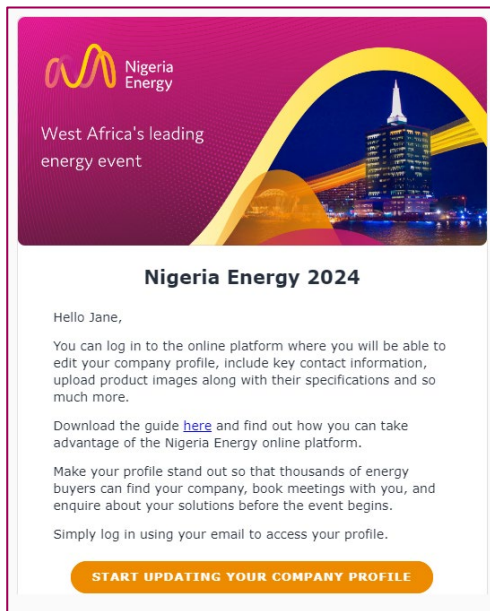


ACCESS THE APP

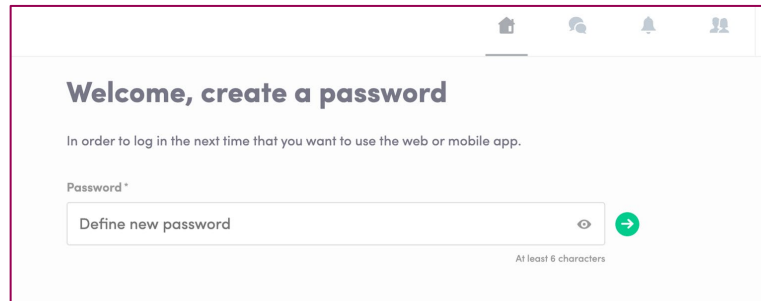
LOGIN

How to login for the first time?

- 1 You will receive an email similar to **these ones** with a button redirecting you to a login page. Your account is automatically created by the platform after you have registered. A window will then prompt you to create a password for your account:



2

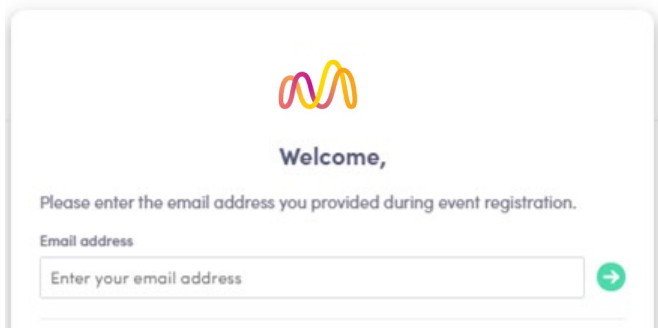
A screenshot of a web interface for creating a password. The heading is "Welcome, create a password". Below the heading is the instruction "In order to log in the next time that you want to use the web or mobile app." There is a "Password *" label above a text input field containing the placeholder text "Define new password". To the right of the input field is a green eye icon and a green arrow icon. Below the input field, the text "At least 6 characters" is displayed.

- i** Note: If you don't see this email in your mailbox, please check your spam folder. Most of our emails are sent from **info@nigeria-energy.com**

How to login when I have an account?

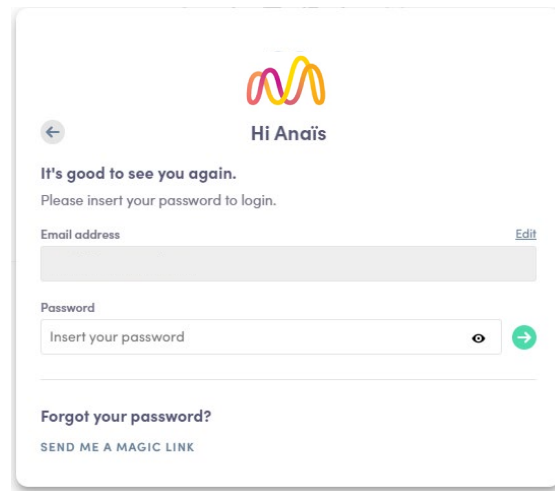
1 Access your account on the **Event Platform**.

2 Enter the email you used to register from your event and your password. Click the green arrow to connect.



The screenshot shows a login interface with the following elements:

- Logo: A stylized 'M' logo in pink and yellow.
- Greeting: "Welcome,"
- Instruction: "Please enter the email address you provided during event registration."
- Input field: Labeled "Email address" with the placeholder text "Enter your email address".
- Action: A green arrow button to the right of the input field.



The screenshot shows a login interface with the following elements:

- Logo: A stylized 'M' logo in pink and yellow.
- Greeting: "Hi Anaïs"
- Message: "It's good to see you again. Please insert your password to login."
- Input fields: "Email address" (with an "Edit" link) and "Password" (with placeholder "Insert your password", an eye icon, and a green arrow button).
- Option: "Forgot your password?" with a link "SEND ME A MAGIC LINK".

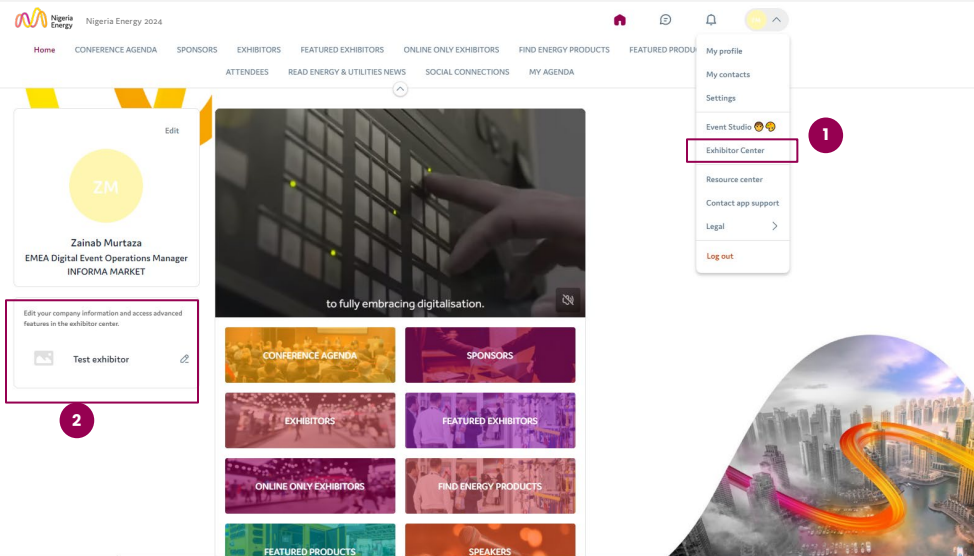
i Note: If you have forgotten your password, click **"Send me a magic link"** after entering your email. You'll receive an email to reset your password (valid for 1 hour).



EXHIBITOR CENTER

FUNCTIONALITIES

Navigation



There are four ways to access your Exhibitor Center

1

By clicking the button in your **invitation email**, which will redirect you to your **Exhibitor Center**.

2

Click **“Exhibitor Center”** in the drop down menu.

3

Click on your Exhibitor booth from the home page.

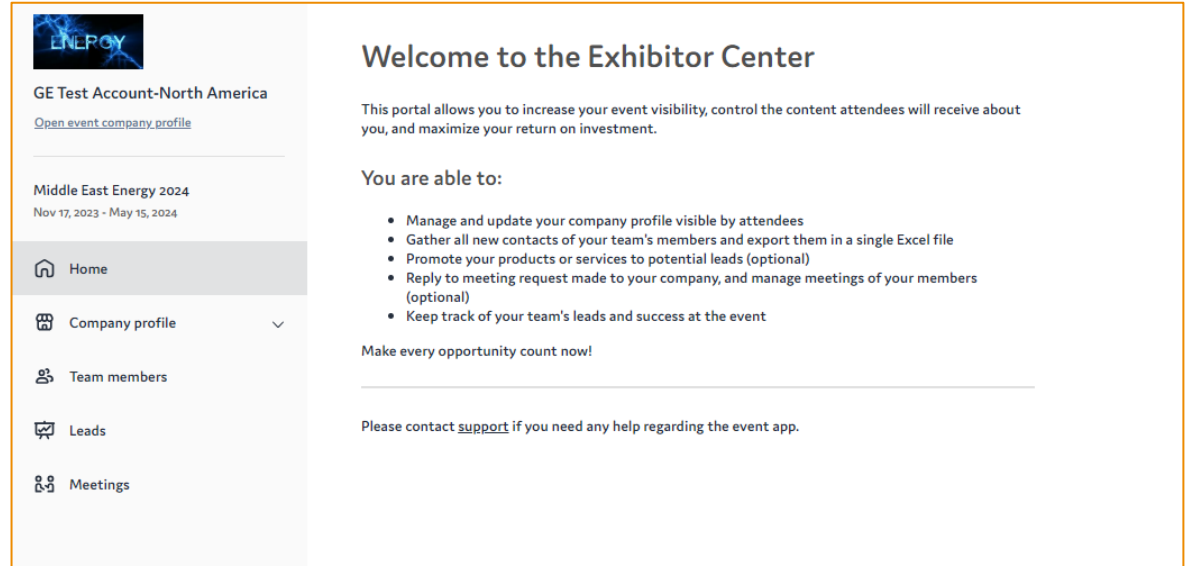
i Note: you can access the Exhibitor Center even if the event isn't live.

Information Classification: General

Navigation

This navigation bar will appear on the left side of your screen. It will help you to navigate between the different sections of the Exhibitor Center.

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



The screenshot displays the Exhibitor Center interface. On the left is a navigation sidebar with a logo for 'ENLPOY' and the text 'GE Test Account-North America'. Below this is a link to 'Open event company profile'. Further down, it shows 'Middle East Energy 2024' with dates 'Nov 17, 2023 - May 15, 2024'. The sidebar menu includes 'Home' (highlighted), 'Company profile', 'Team members', 'Leads', and 'Meetings'. The main content area on the right is titled 'Welcome to the Exhibitor Center' and contains a paragraph about increasing event visibility. Below this is a section 'You are able to:' followed by a bulleted list of capabilities: managing company profiles, gathering contacts, promoting products, replying to meeting requests, and tracking leads. A call to action 'Make every opportunity count now!' is followed by a horizontal line and a note to contact support for help.

ENLPOY
GE Test Account-North America
[Open event company profile](#)

Middle East Energy 2024
Nov 17, 2023 - May 15, 2024

- Home
- Company profile
- Team members
- Leads
- Meetings

Welcome to the Exhibitor Center

This portal allows you to increase your event visibility, control the content attendees will receive about you, and maximize your return on investment.

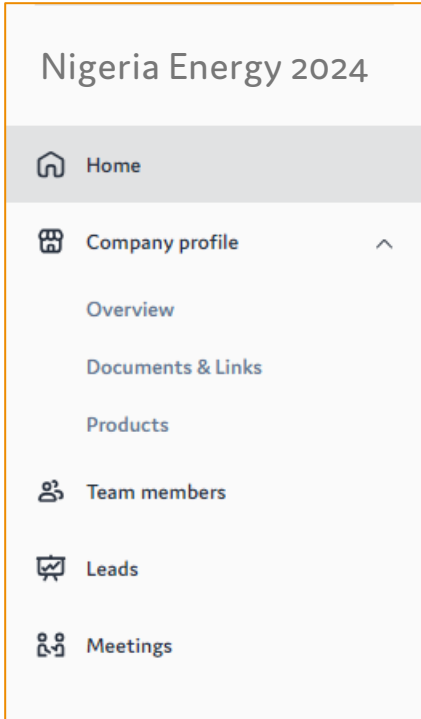
You are able to:

- Manage and update your company profile visible by attendees
- Gather all new contacts of your team's members and export them in a single Excel file
- Promote your products or services to potential leads (optional)
- Reply to meeting request made to your company, and manage meetings of your members (optional)
- Keep track of your team's leads and success at the event

Make every opportunity count now!

Please contact [support](#) if you need any help regarding the event app.

Company Profile



You can update the following details in your company profile.

- **Header image or video :**
 - Image : 1200x675 px, up to 1MB
 - Video : video ID from YouTube, Vimeo or other (Iframe)
- **Background image :**
2560x1600 px, up to 1MB
- **Social media links :**
LinkedIn, Twitter, Facebook...

Company Profile - Overview



GE Test Account-North America
[Open event company profile](#)

Middle East Energy 2024
Nov 17, 2023 - May 15, 2024

- Home
- Company profile
- Overview**
- Documents & Links
- Products
- Team members
- Leads
- Meetings

ENERGY **GE Test Account-North America**
Essential Exhibitor
TEST BOOTH

Products Documents & Links Team

Information [Edit](#)

Please add a description of your company

Nature of Business: **Agent/Distributor** **Consultancy (Engineering)**

Product Category Interests: **AC/HVAC** **Components & Peripherals (Energy Storage)**

Country: **United States**

Social media [Edit](#)

Please link your social media's pages of your company


Contact details [Edit](#)

Please add your company's contact details here

Products [Add](#)

Virtual booth QR code

Get the QR code that is redirecting to your company page in the event app, to display it on your onsite booth or in your email signature.



[Customize](#)

[Download QR code](#)

Main information ✕

Header image [Customize](#)

You cannot edit this information. Please contact the organizer if this is incorrect.

Video platform: **YouTube** Video ID: **https://www.youtube.com/watch?v=**

Logo [Customize](#)

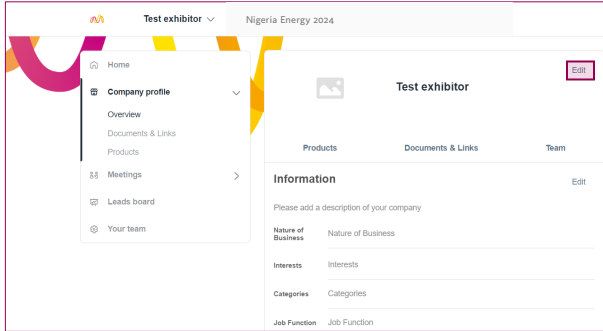
Highlight your company by adding your logo. We recommend using at least a 400x200px (2:1 ratio) image, no larger than 1MB.

Name: **Test exhibitor**

[Information >](#)

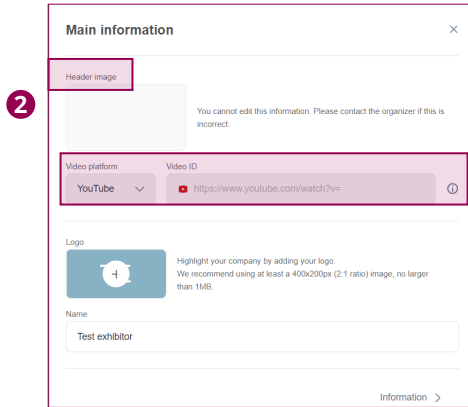
To be contacted by as many qualified participants as possible, we advise to fill in all the **editable information** from your **Exhibitor Center**. If a field cannot be edited, please contact the organizer.

Company profile - How to add a video?



1

As an exhibitor, you are able to upload either an image or a video (live or pre-recorded) onto your company homepage.



2

1

To upload a file, go to your **Exhibitor Center** and click on **"Company Profile"**. In the first part, click **"Edit"**.

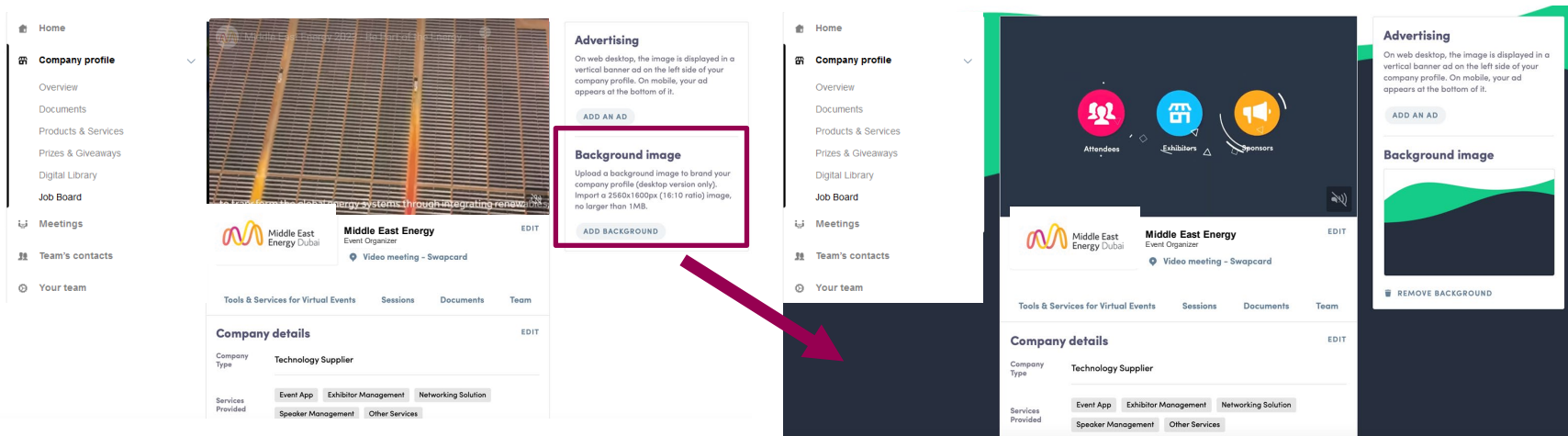
2

You will then be able to add your file or a live or pre-recorded video hosted on YouTube or Vimeo, or add an iFrame.

i

Note: A YouTube video ID is the characters after `"/watch?v=_"` in the website link. I.e. In `"https://www.youtube.com/watch?v=YCc6vDvXaYw&ab"` the ID of the video is `"YCc6vDvXaYw&ab"`

Company profile - How to include a background?



As an exhibitor, depending on your sponsorship package, you can upload a background image onto your company homepage.

- 1 To upload a file, go to your **Exhibitor Center** and click on "Company Profile."
- 2 You will then be able to add your image.

Company Profile - Documents & Links

The screenshot shows a user interface for a company profile. On the left is a navigation sidebar with the following items: 'Home', 'Company profile' (with a dropdown arrow), 'Overview', 'Documents & Links' (highlighted in orange), 'Products', 'Team members', 'Leads', and 'Meetings'. The main content area is titled 'Nigeria Energy 2024' and contains a 'Documents & Links' section. This section has a sub-header 'Documents & Links' and a description: 'Attach documents to your company profile (product catalogues, press releases, etc.)'. Below the description is an orange button labeled 'Add documents'. The main content area also features a large graphic with various icons (plus, magnifying glass, minus, search) and a message at the bottom: 'No content available'.

Attach documents to your company profile (product catalogues, press releases, etc.). **Paste a link** (with http://) or **import a file** (pdf, doc, docx, ppt, pptx, png or jpg), then add a name and a short description.

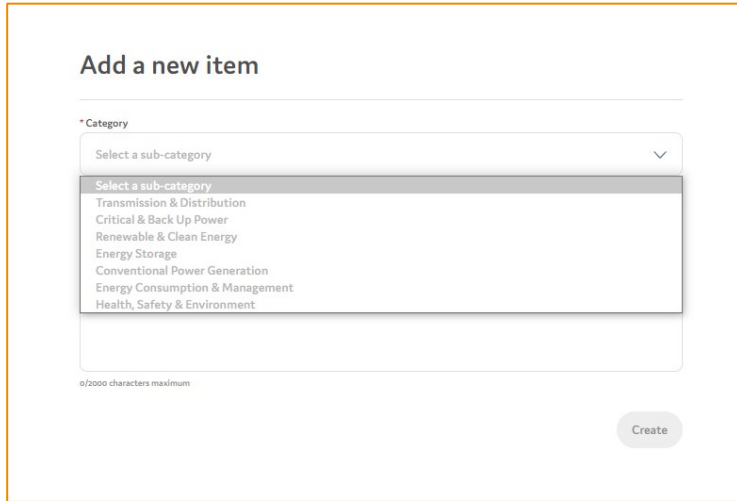
Company Profile - Products

The screenshot displays the 'Company Profile - Products' interface. On the left, a sidebar contains navigation options: Home, Company profile, Overview, Documents & Links, Products (highlighted), Team members, Leads, and Meetings. The main content area is titled 'Manage products' and includes a search bar, a list of product items, and a 'Create' button. A 'Manage products' panel on the right shows a 'Products (0 / 4)' counter and a 'Create' button. A red arrow points from the 'Products (0 / 4)' text to the 'Create' button in the right panel.

(Product listing quantity is based on your package type)

- 1 To add an item, click on **“Company Profile”** and select one of the Product categories available & click on **Create**.

Company Profile - Products



Add a new item

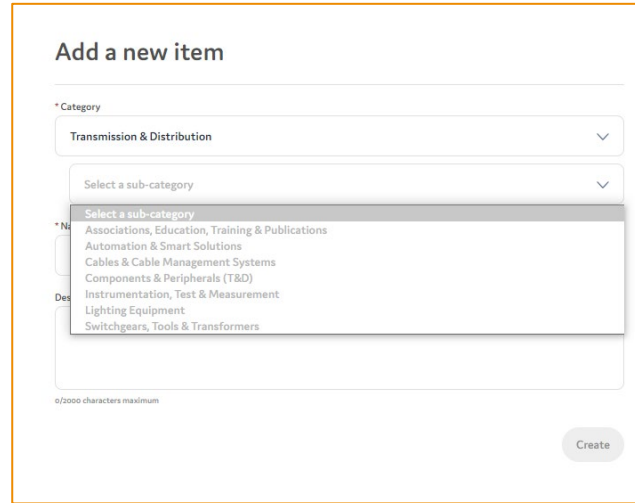
* Category

Select a sub-category

- Select a sub-category
- Transmission & Distribution
- Critical & Back Up Power
- Renewable & Clean Energy
- Energy Storage
- Conventional Power Generation
- Energy Consumption & Management
- Health, Safety & Environment

0/2000 characters maximum

Create



Add a new item

* Category

Transmission & Distribution

Select a sub-category

- Select a sub-category
- Associations, Education, Training & Publications
- Automation & Smart Solutions
- Cables & Cable Management Systems
- Components & Peripherals (T&D)
- Instrumentation, Test & Measurement
- Lighting Equipment
- Switchgears, Tools & Transformers

* Name

Description

0/2000 characters maximum

Create

- 2 Select your Product Main category & a Sub-category. This is how your product will be segmented on the product listing
- 3 Fill in the name and description of your product

Company Profile - Products

The image shows a user interface for managing products. On the left, a 'Manage products' modal is open, displaying a grid of product cards and a 'Create' button. On the right, a 'Test Product' form is shown, which is used for adding or editing a product. The form includes a search bar, a 'Manage products' section with a 'Create' button, and a 'Test Product' section with a close button. The 'Test Product' section contains a text area for a description, a 'Name' field, and an 'Other information' section with a 'Sub-Categories Offered' field. A 'Delete' button is located at the bottom right of the form.

Search

Manage products

Here is the list of the items inside the Items Type. Select which one you want to make visible on this specific event.

Display hidden items

Products (1 / 4)

Create

Test Product

Highlight your item page with images. You can add up to 20 images. We recommend using at least a 1000x1000px (1:1 ratio) image, no larger than 1MB.

Create

* Name

Test Product

Description

Please write your product description here

42/2000 characters maximum

Other information

Sub-Categories Offered

Sub-Categories Offered

Delete

4 Add in the image & fill out the sub category field.

How to manage your team members?*

In your **Exhibitor Center**, you can manage your team.

Go to the **“Team Members”** tab and see all your teammates in the booth.

You can now manage the rights of your team members by selecting their access level in the team.

The screenshot displays the 'Team members' section of an Exhibitor Center. On the left, a sidebar menu includes 'Home', 'Company profile', 'Team members' (highlighted with an orange box), and 'Leads'. The main area is titled 'Team members' and features a search bar. Below the search bar, a grid of team member cards is shown. Each card includes a profile picture, name, role, and company. For example, Maisam Rattansi is a Group Marketing Manager at Informa Markets. Below each card is an 'Admin' dropdown menu and a 'View profile' button. A magnified view of the Maisam Rattansi card is shown in the foreground, with a red-bordered box highlighting the 'Admin' dropdown. A tooltip is visible over this dropdown, showing 'Limited access' and 'Admin' with a checkmark. Another orange box highlights an eye icon on the 'View profile' button of the Sharad Chaturvedi card, with an arrow pointing to it from the text below.

If you would like to hide certain team members you can do so by clicking on the eye icons

Team Access

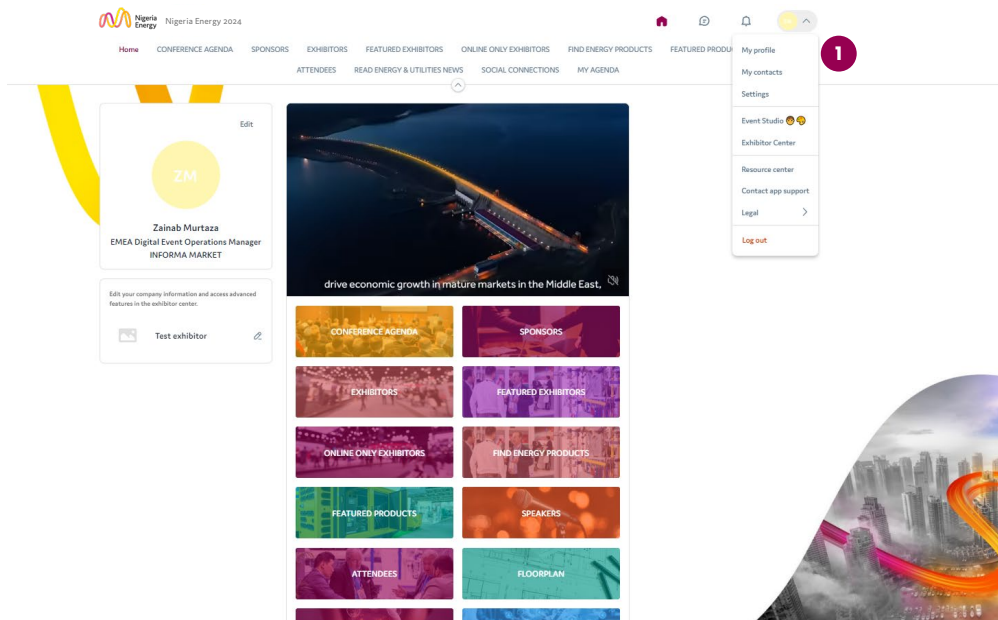
Action/Access	Admin	Limited Access
Company Details Editing	Yes*	No (view only)
Document and Item Management	Yes* (add and manage documents, links, and items)	No (view only)
Team Management	Yes (modify their visibility settings or roles)	No (view only)
Leads Access	Yes* (full access to the page and export)	No (the page is restricted)
Meetings Access	Yes (full access to the page and export)	No (the page is restricted)
Self-Settings	Yes (visibility and share contacts)	Yes (visibility and share contacts)
Access to the Exhibitor Chat in the Event App	Yes*	Yes*



CONTENT FEATURES

INCREASE YOUR VISIBILITY

How to edit my personal profile? (1/2)



There are 2 ways for you to access your profile

1

On the upper-right corner of your screen, click on **"My profile."**

2

On the left side of your screen next to your photo, click on **"Edit."**

You'll then be redirected to your **profile details.**

How to edit my personal profile? (2/2)

The screenshot shows a user profile for Anaïs Silvano, Event Project Manager at Swapcard. The profile is divided into several sections, each with an orange 'EDIT' button:

- Profile Picture:** Located at the top left, with an 'EDIT' button to its right.
- About me:** A section containing a biography and service/role information, with an 'EDIT' button to its right.
- Social media:** A section with social media icons, with an 'EDIT' button to its right.
- Contact details:** A section with contact information, with an 'EDIT' button to its right.
- Company:** A section at the bottom, with an 'EDIT' button to its right.

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

Below is some of the information you can edit on your profile:

- **My main information**
- **About me (Biography)**
- **Social Media**
- **Contact details**
- **Company**

The screenshot shows the 'My main information' edit form, which includes:

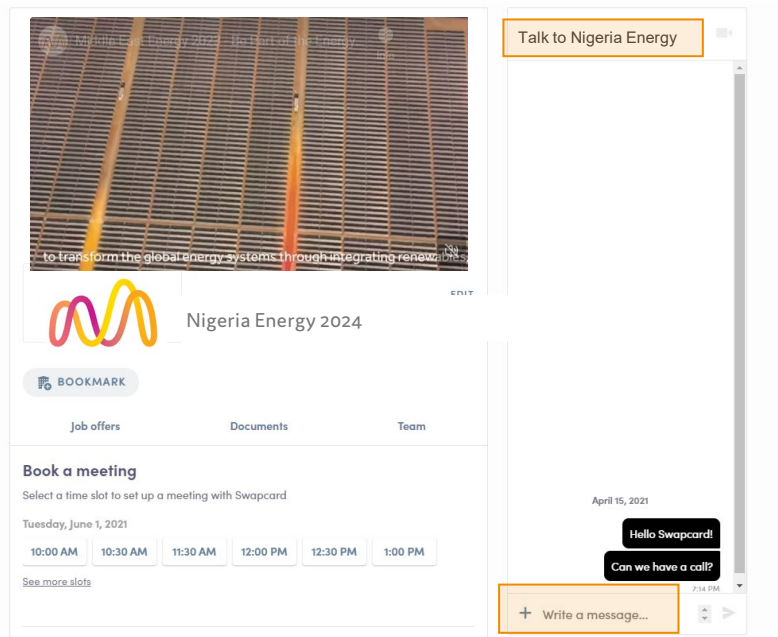
- Profile Picture:** A placeholder for a profile picture with instructions: 'Import a nice picture in 240x240px minimum and no larger than 1MB.' There are icons for adding a new picture or deleting the current one.
- First name:** A text input field containing 'Anaïs'.
- Last name:** A text input field containing 'Silvano'.
- Job title:** A text input field containing 'Event Project Manager'.
- Company:** A text input field containing 'Swapcard'.
- Navigation:** An 'ABOUT ME >' link at the bottom right.



NETWORKING FEATURES

MAIN FUNCTIONALITIES

What happens if I receive a message as an exhibitor? (1/2)



The screenshot displays a digital booth interface for 'Nigeria Energy 2024'. On the left, there is a banner with a grid pattern and the text 'to transform the global energy system through #integrating renewable'. Below the banner is the Nigeria Energy logo and a 'BOOKMARK' button. Further down are sections for 'Job offers', 'Documents', and 'Team', followed by a 'Book a meeting' section with time slots for Tuesday, June 1, 2021. On the right, a chat window titled 'Talk to Nigeria Energy' is open, showing a message history from April 15, 2021, at 7:14 PM. The messages are: 'Hello Swapcard!' and 'Can we have a call?'. At the bottom of the chat window is a text input field with a plus icon and the placeholder text 'Write a message...'.

Once you are added to an Exhibitor booth as a team member, you have access to a shared inbox with all your organization's team members.

Messages in the inbox are generated when an attendee visits your booth and types a message into the **"Talk to..."** window.

For the attendee, the message appears within the booth as a **1:1 chat**. For the exhibitor team, the message generates a notification in the platform, and appears as a message in the exhibitor inbox.

What happens if I receive a message as an exhibitor? (2/2)

1

To view your exhibitor inbox, click the **chat bubble** icon along the top menu.

2

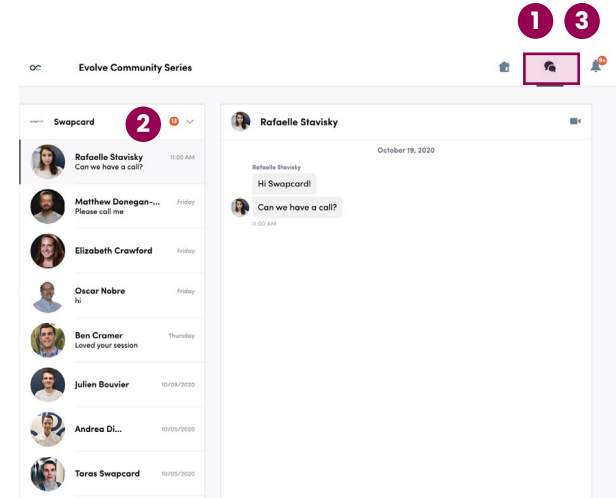
Switch between your personal inbox and the exhibitor inbox by clicking on the dropdown box.

3

All exhibitors will see a **red notification circle** over the **chat bubble** icon after each new message.

i

Note: once any exhibitor team member reads the message, the red notification circle disappears for the entire team.



How to create Group chats?

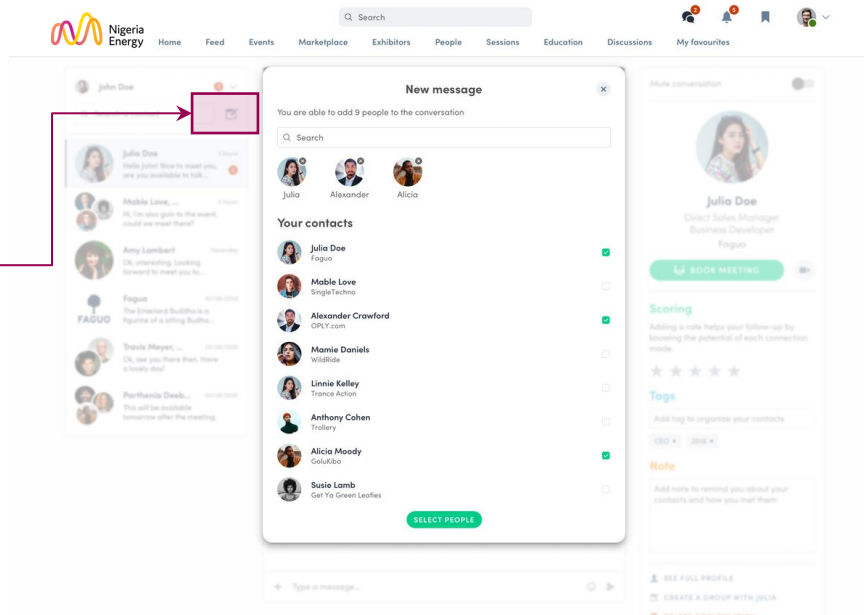
The Group Chat feature gives Users the ability to engage in a discussion with up to **10 people**.

It also allows them to **send messages, files, reactions**, and even have **Group video calls!**

To create a group chat, click on the **message icon** to the right of "search a contact" then add the list of **people from your contacts list** you want to include in your group.

By default, the person creating the Group Chat is the Admin. This will give them the rights to:

- **Add and remove members**
- **Rename the conversation**
- **Assign or demote other Admins**
- **End the conversation**





**Thank you for taking the
time to read this presentation**

If needed, you can fill out this quick form
and our support team will get in touch:

contact Info@nigeria-energy.com

swaccard