Nigeria Energy

Dates: 15 – 17 October 2024
Location: Landmark Centre, Lagos

Nigeria Energy OS 2024

Exhibitor Onboarding Journey

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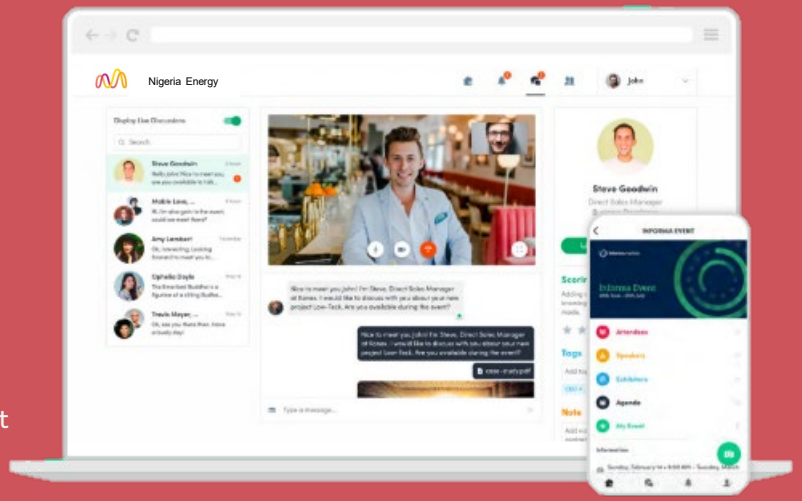
Information Classification: General

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

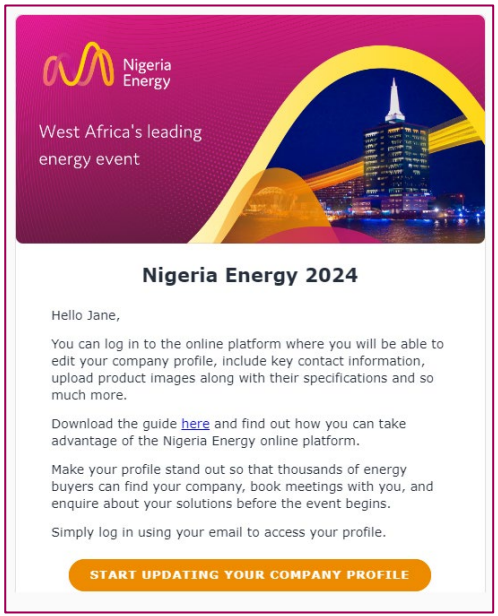
Information Classification: General

ACCESS THE APP

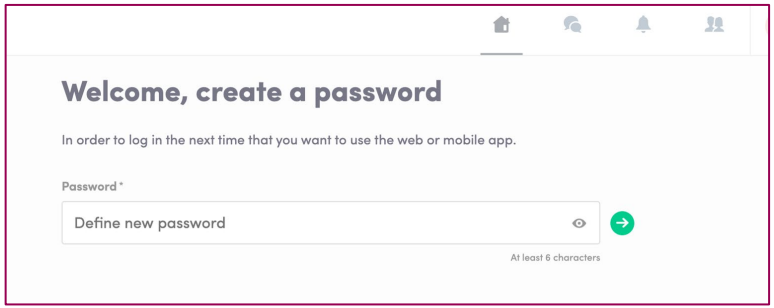
LOGIN

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.



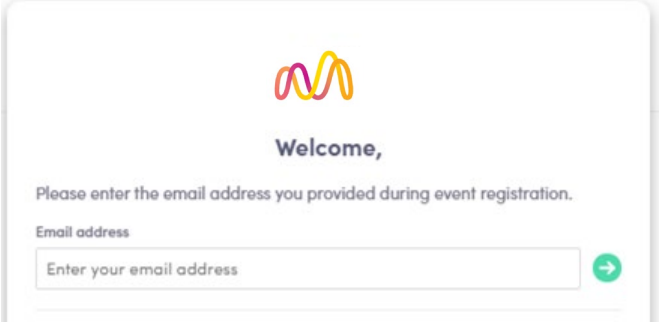
i Note: If you don't see this email in your mailbox, please check your spam folder. Most of our emails are sent from **info@nigeria-energy.com**

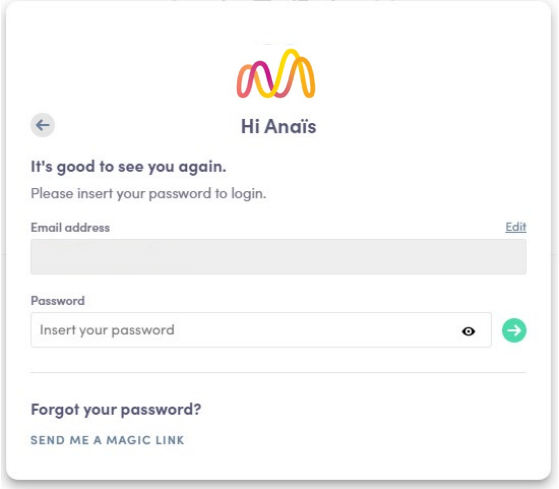
Information Classification: General

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.





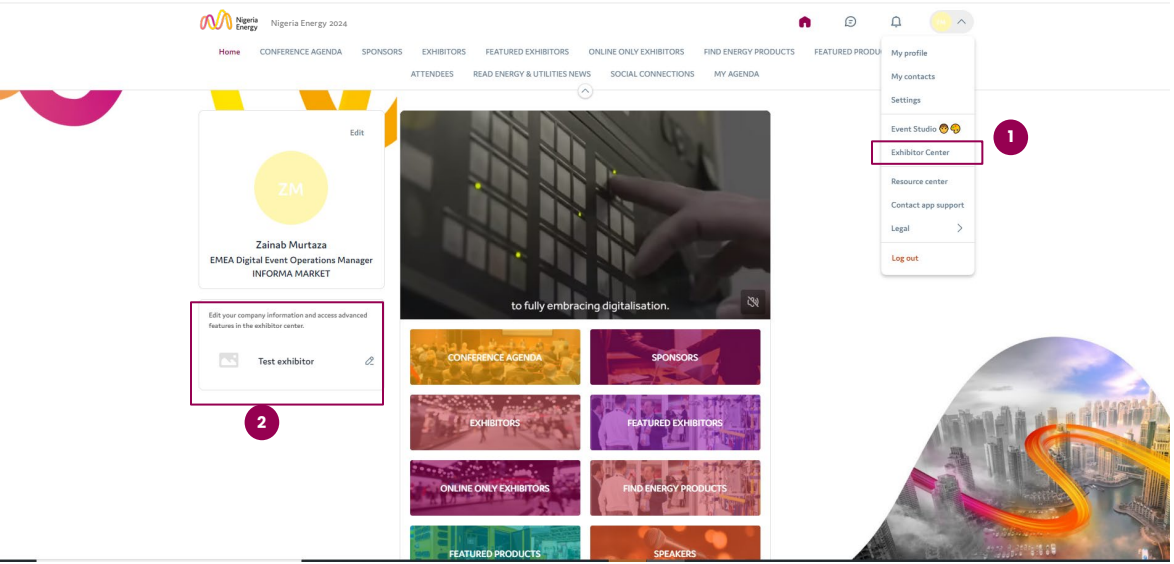
Note: If you have forgotten your password, click **"Send me a magic link"** after entering your email. You'll receive an email to reset your password (valid for 1 hour).

Information Classification: General

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.

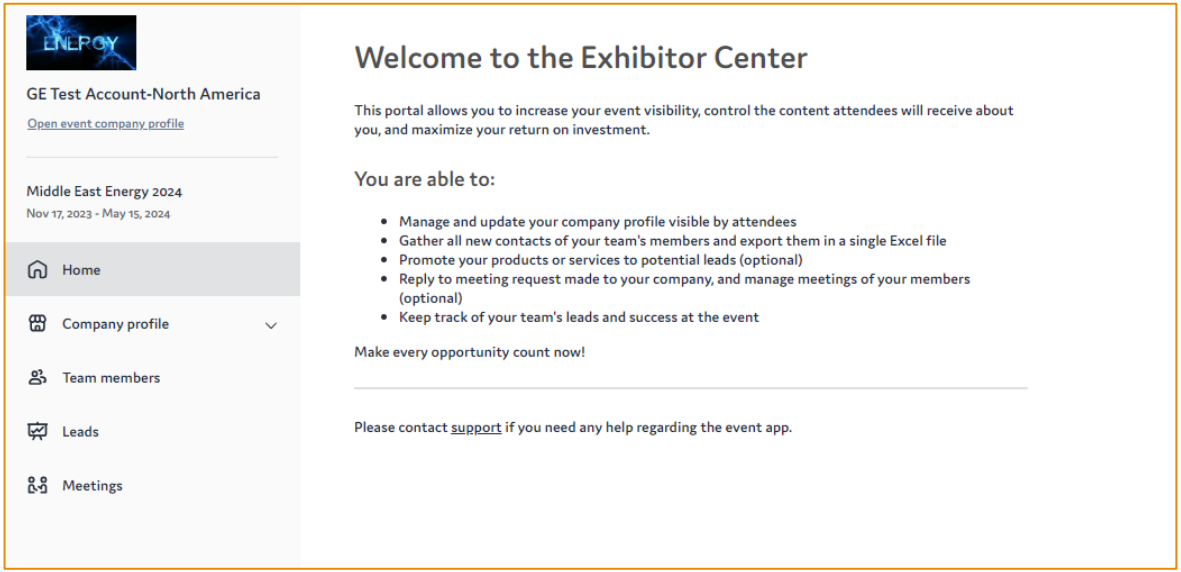
Note: you can access the Exhibitor Center even if the event isn't live.

Information Classification: General

Navigation

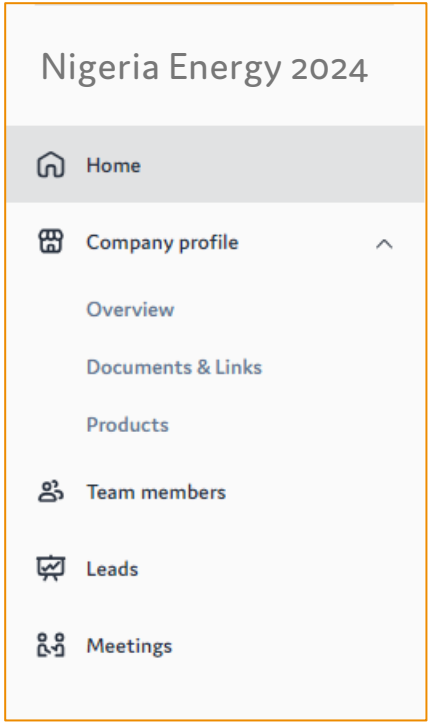
This navigation bar will appear on the left side of your screen. It will be help you to navigate between the different sections of the Exhibitor Center.

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



Information Classification: General

Company Profile

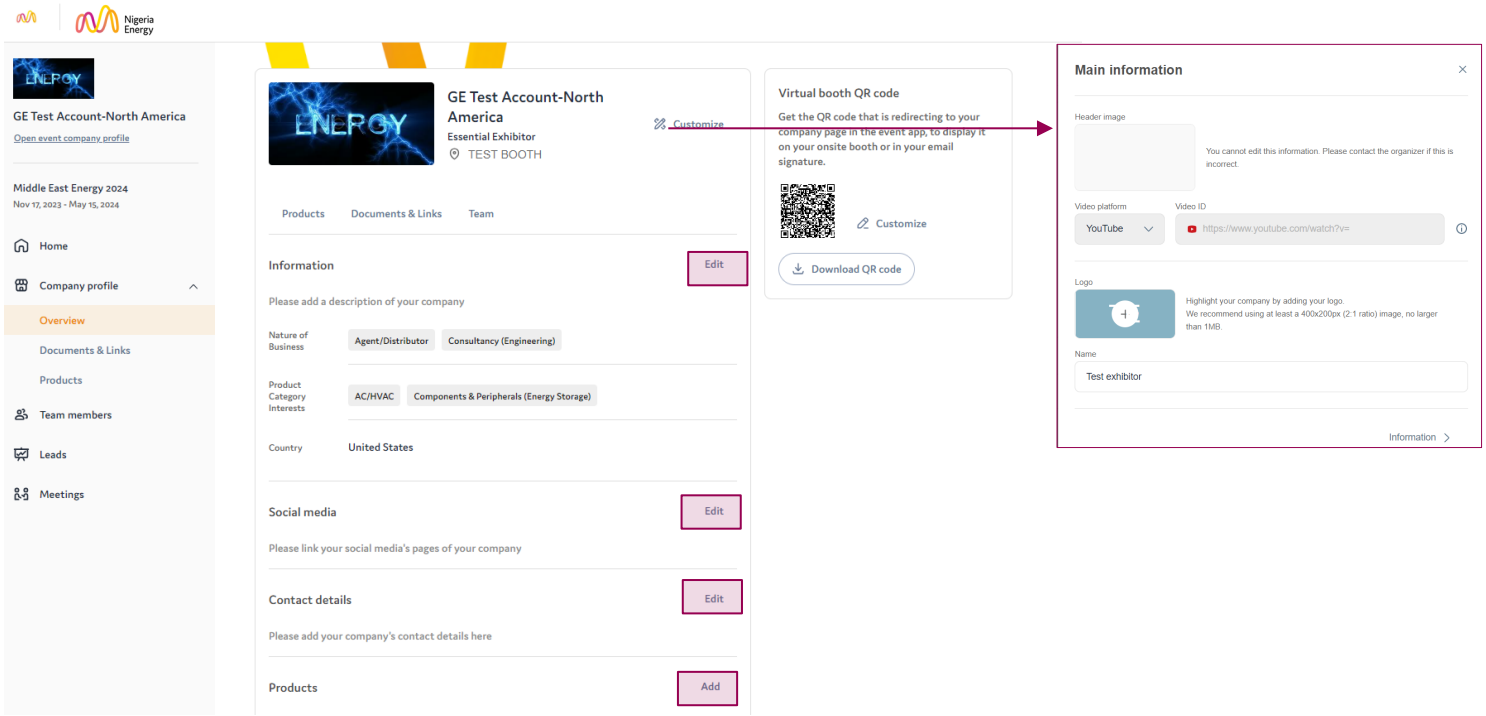


You can update the following details in your company profile.

- **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...

Information Classification: General

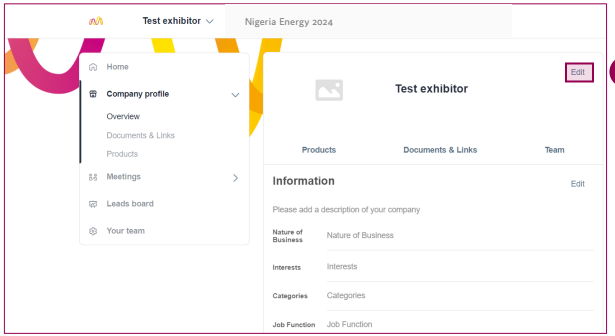
Company Profile - Overview



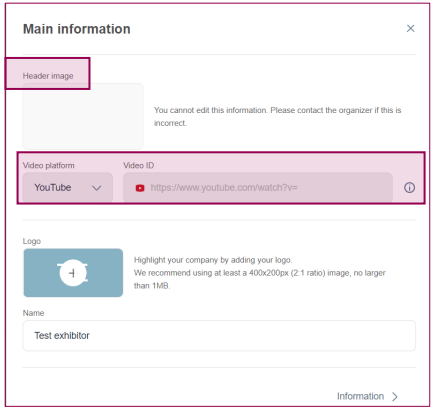
To be contacted by as many qualified participants as possible, we advise to fill in all the **editable information** from your **Exhibitor Center**. If a field cannot be edited, please contact the organizer.

Information Classification: General

Company profile - How to add a video?



1



2

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

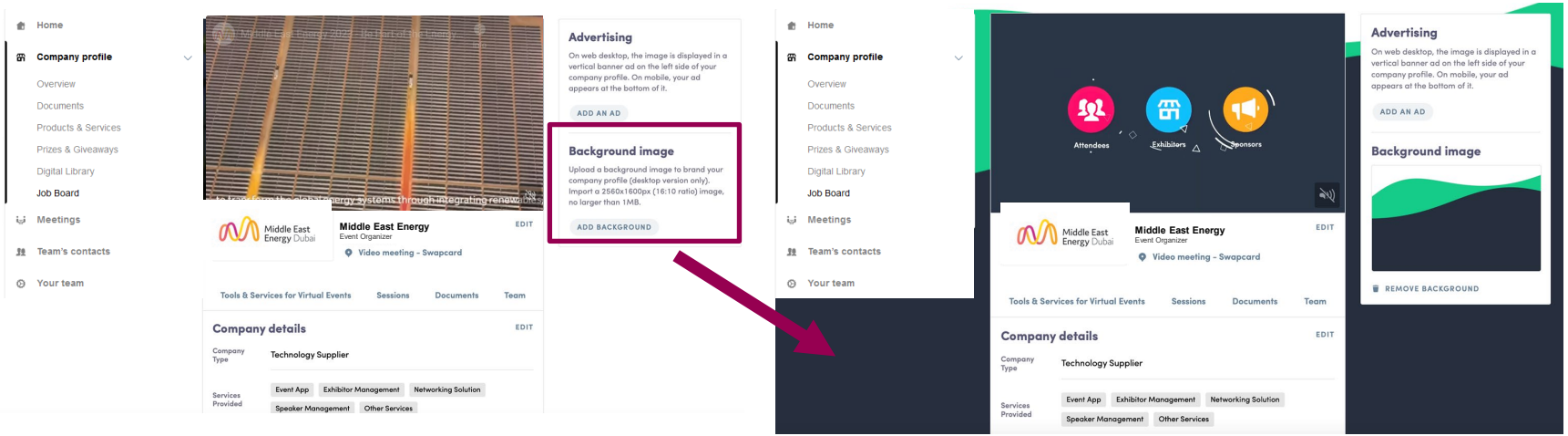
1. To upload a file, go to your **Exhibitor Center** and click on **"Company Profile"**. In the first part, click **"Edit"**.

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.

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"*

Information Classification: General

Company profile - How to include a background?

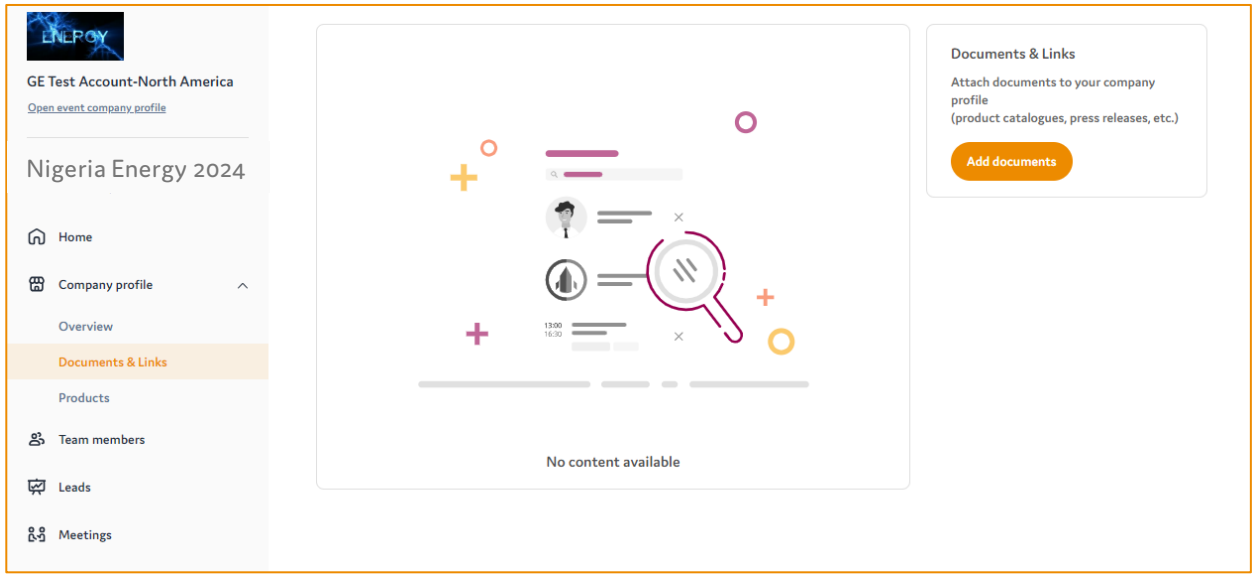


As an exhibitor, depending on your sponsorship package, you can upload a background image onto your company homepage.

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.

Information Classification: General

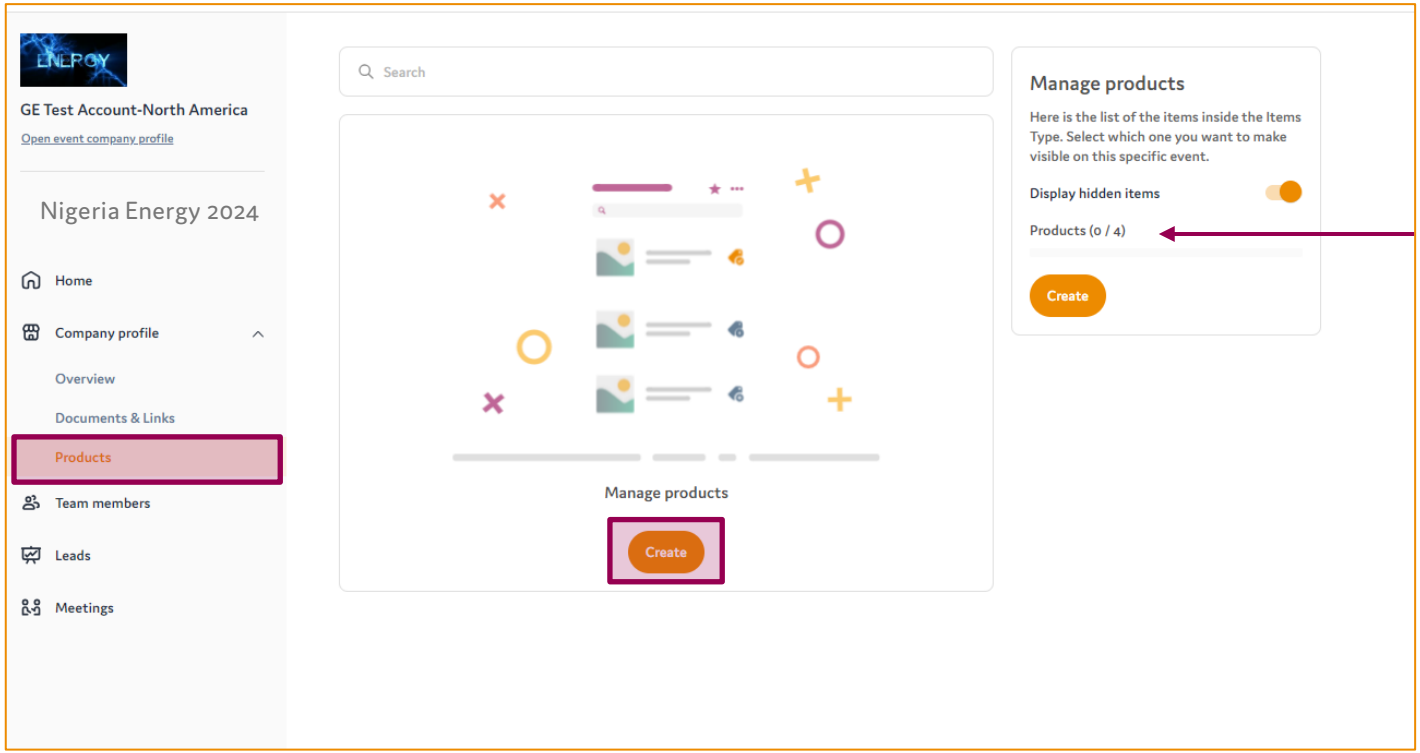
Company Profile - Documents & Links



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.

Information Classification: General

Company Profile - Products

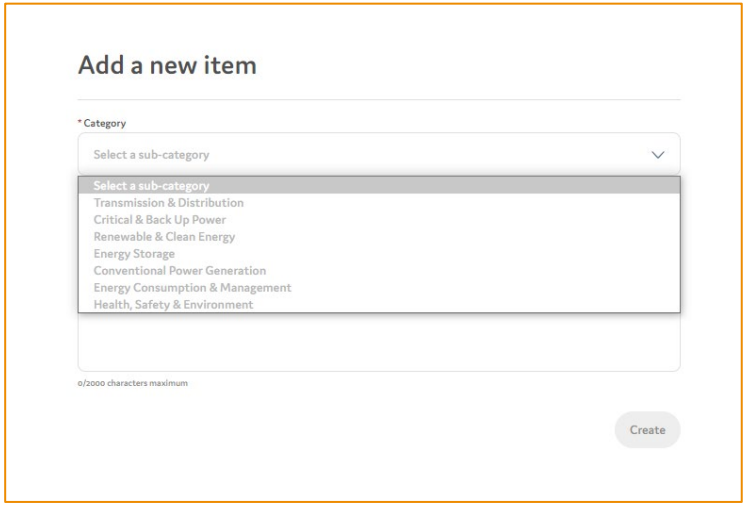


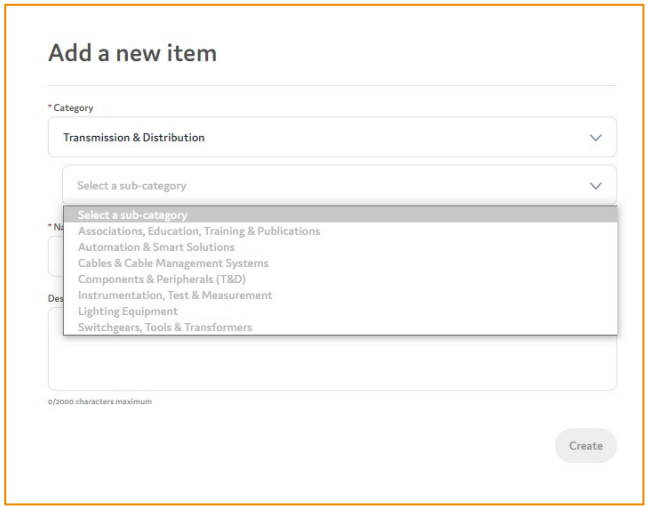
(Product listing quantity is based on your package type)

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

Information Classification: General

Company Profile - Products



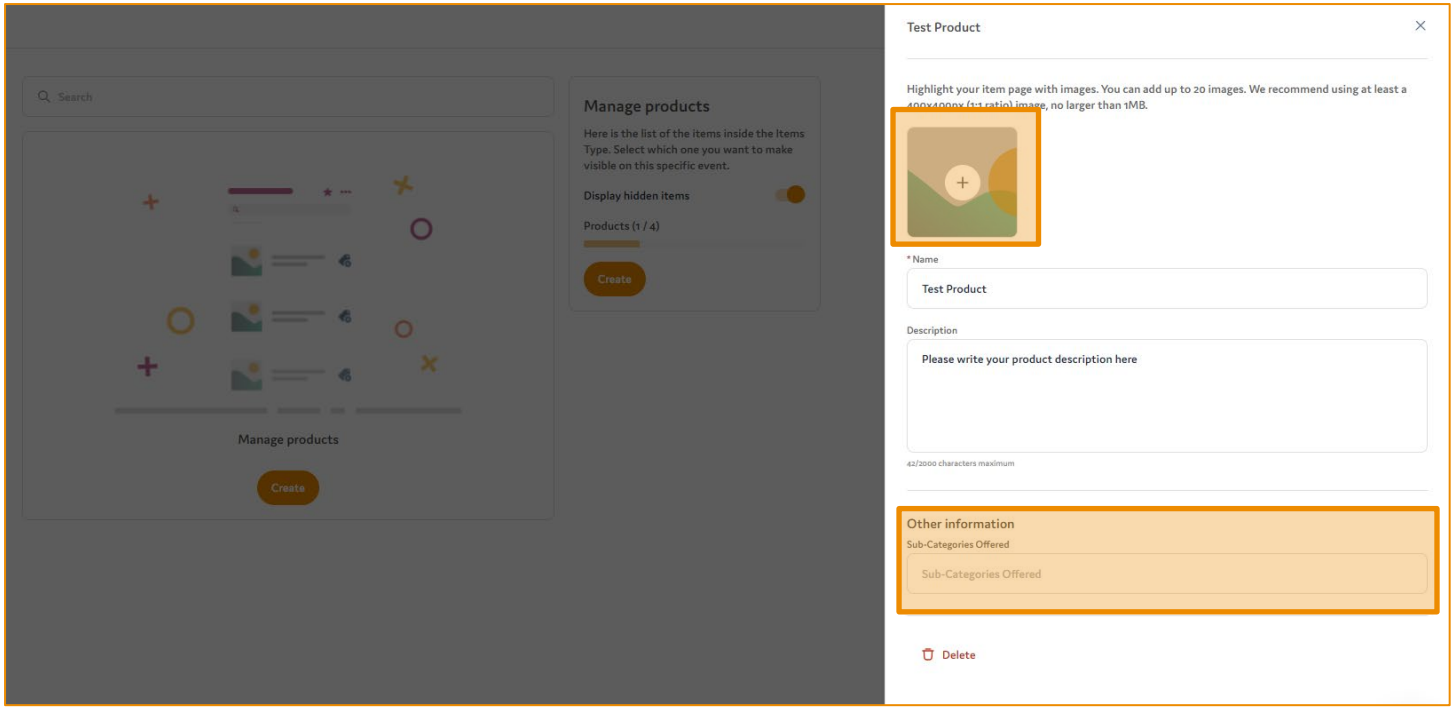


2 Select your Product Main category & a Sub-category. This is how your product will be segmented on the product listing

3 Fill in the name and description of your product

Information Classification: General

Company Profile - Products



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

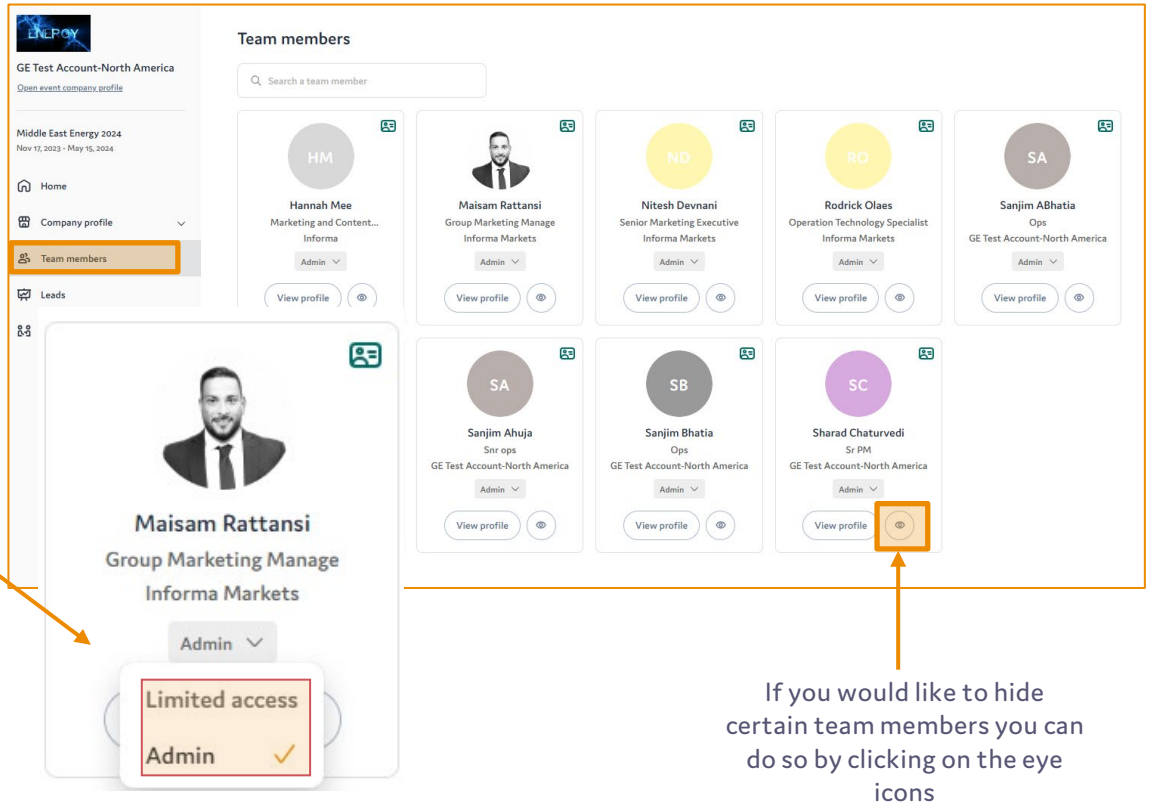
Information Classification: General

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.



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

Information Classification: General

Team Access

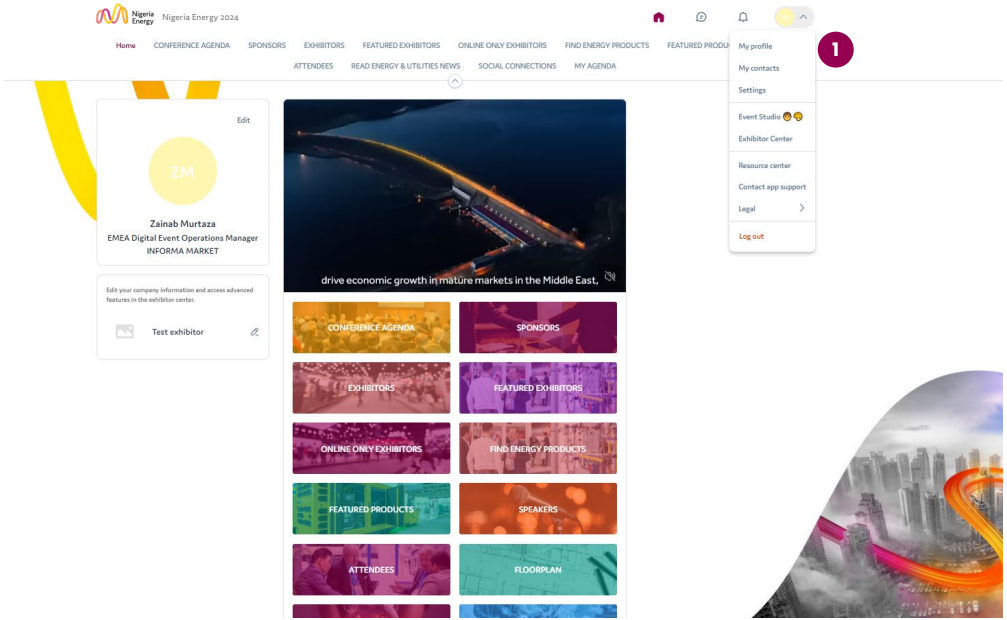
Action/Access	Admin	Limited Access
Company Details Editing	Yes*	No (view only)
Document and Item Management	Yes* (add and manage documents, links, and items)	No (view only)
Team Management	Yes (modify their visibility settings or roles)	No (view only)
Leads Access	Yes* (full access to the page and export)	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*

Information Classification: General

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."**

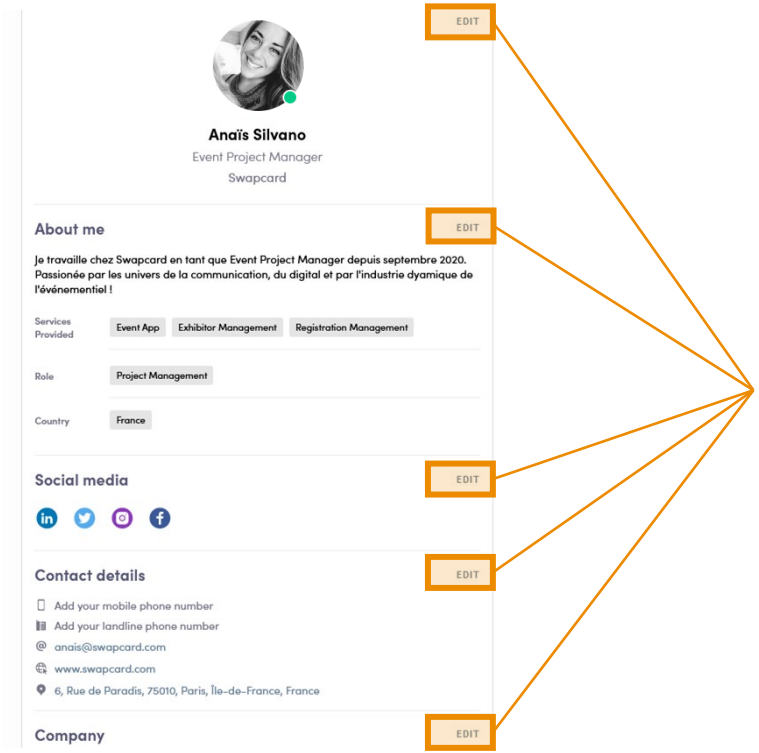
2

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

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

Information Classification: General

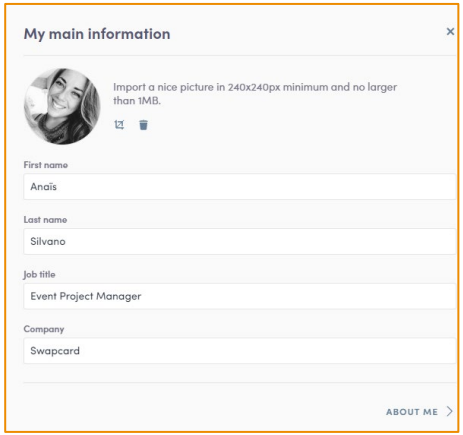
How to edit my personal profile? (2/2)



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**

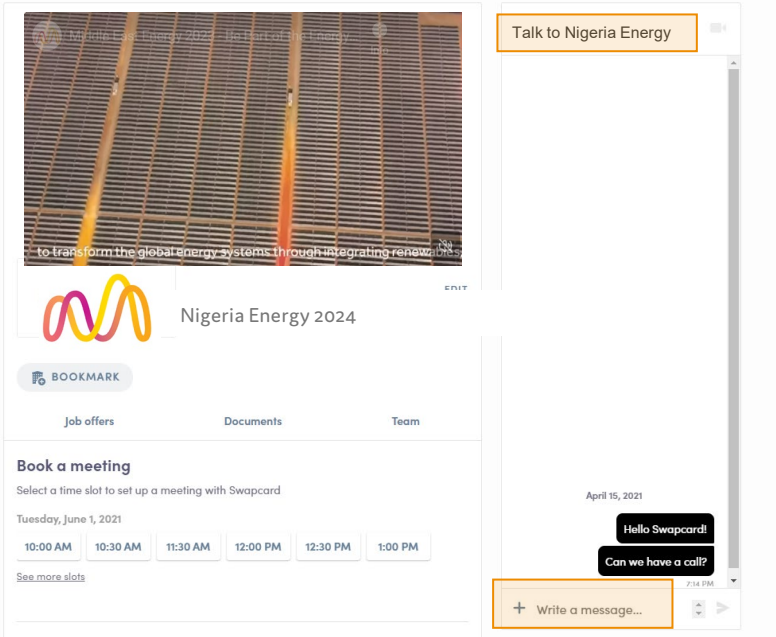


Information Classification: General

NETWORKING FEATURES

MAIN FUNCTIONALITIES

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



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.

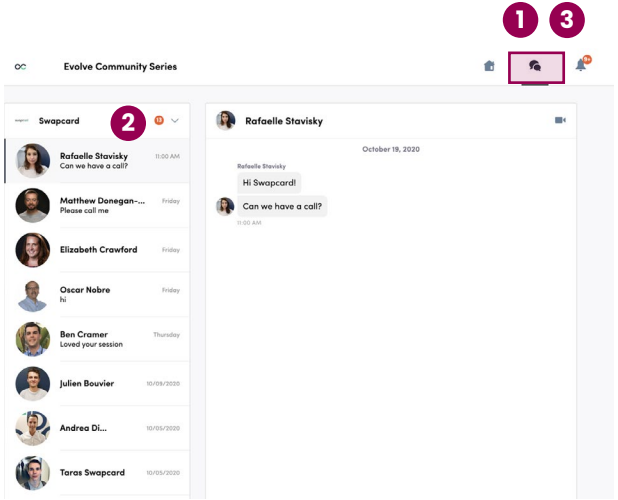
Information Classification: General

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.



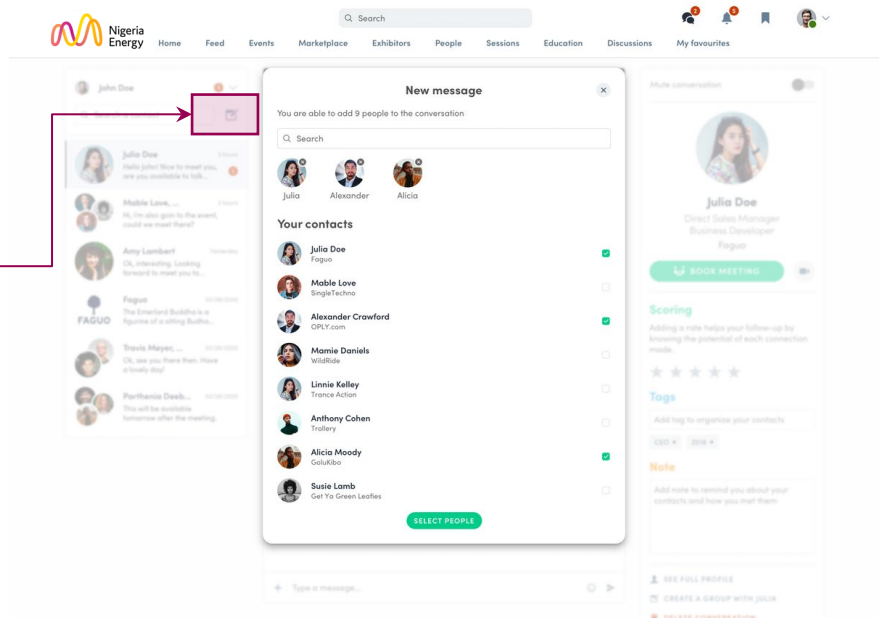
Note: once any exhibitor team member reads the message, the red notification circle disappear for the entire team.

Information Classification: General

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**

Information Classification: General

Nigeria Energy

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

swapcard

Information Classification: General