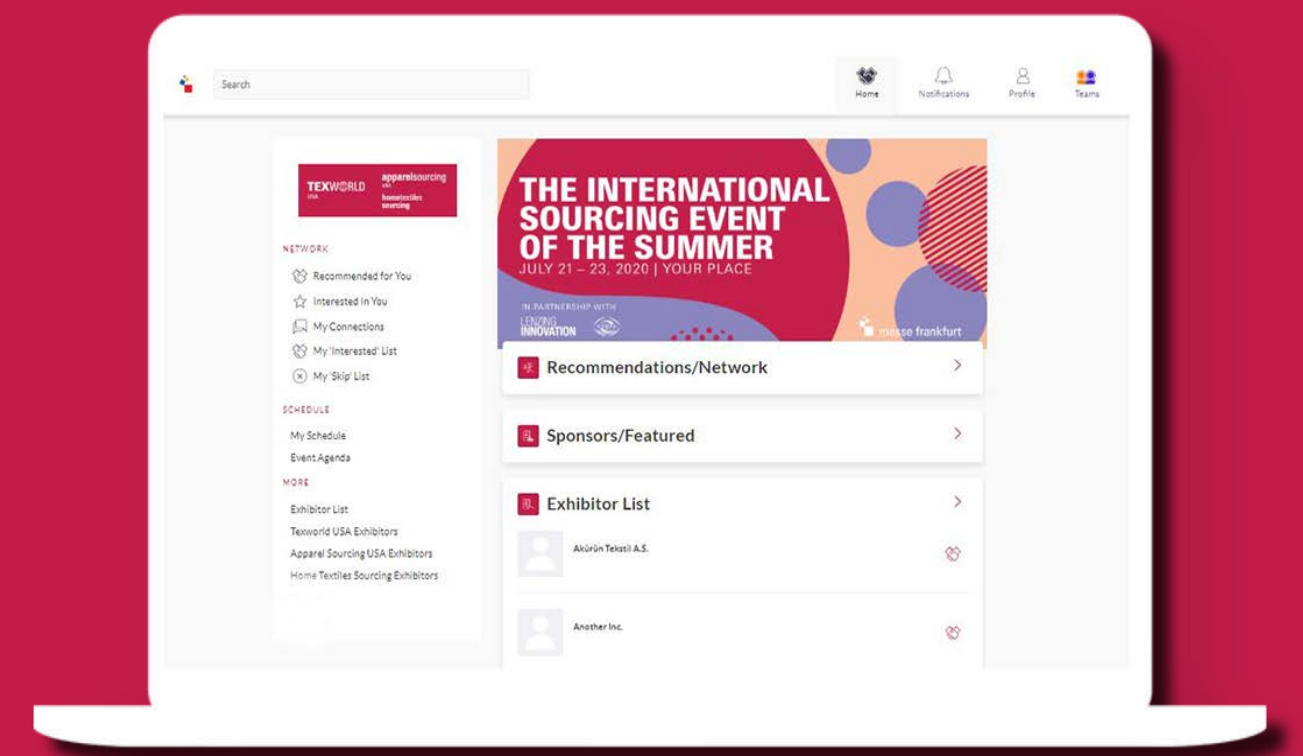


VIRTUAL EDITION

step-by-step guide for exhibitors

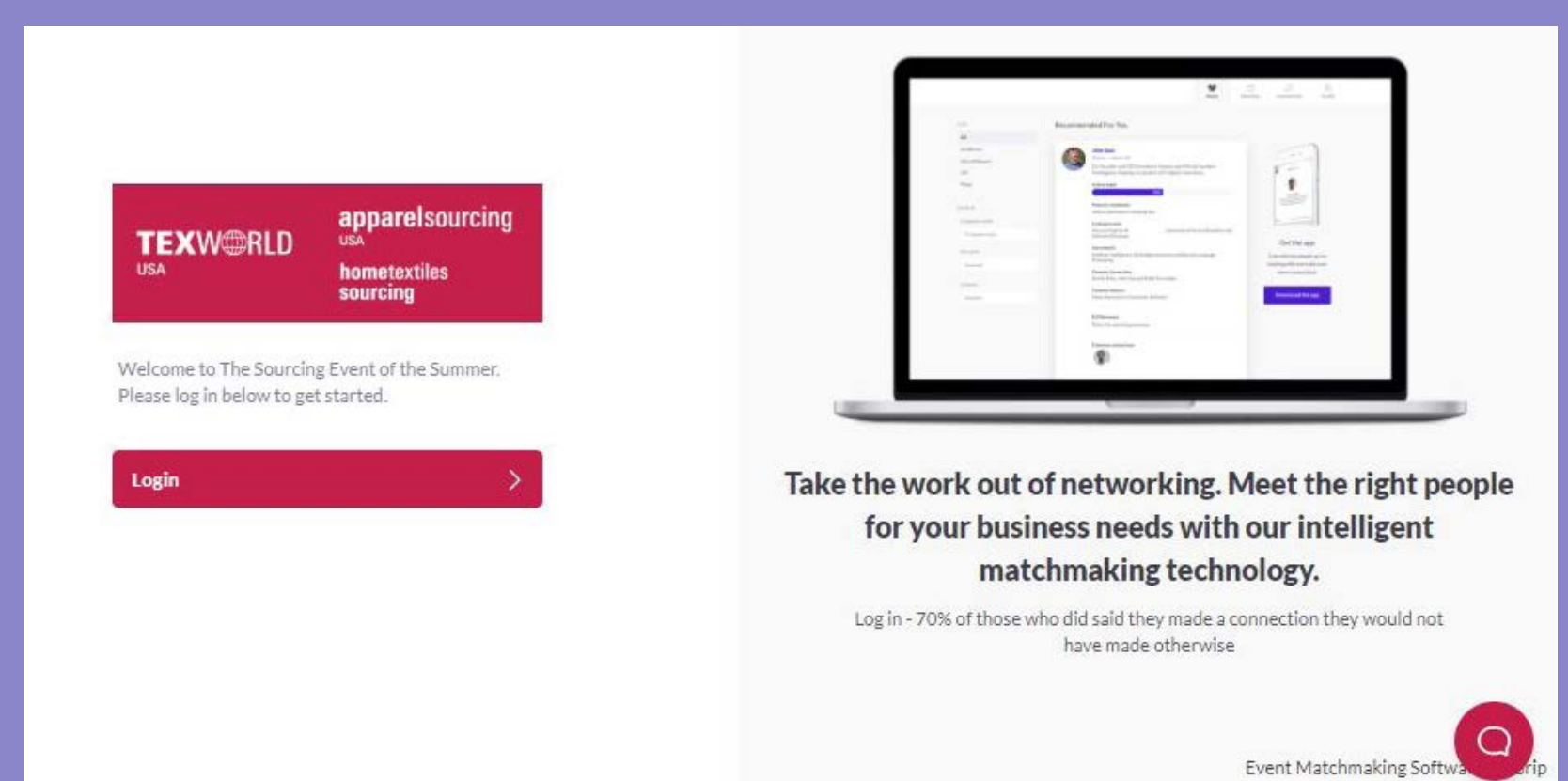


1 LOGIN

The main contact listed on your exhibitor contract will receive a welcome email (make sure to check spam folder) with a link to the platform to login with your Badge/Registration ID.

Navigate to the event platform, your Badge/Registration ID should auto-populate from your email. Click on "Login" and activate your account by using your email. If your email is not registered, contact support@grip.events.

You will be asked to set your password. You can always reset it in case you forget it.



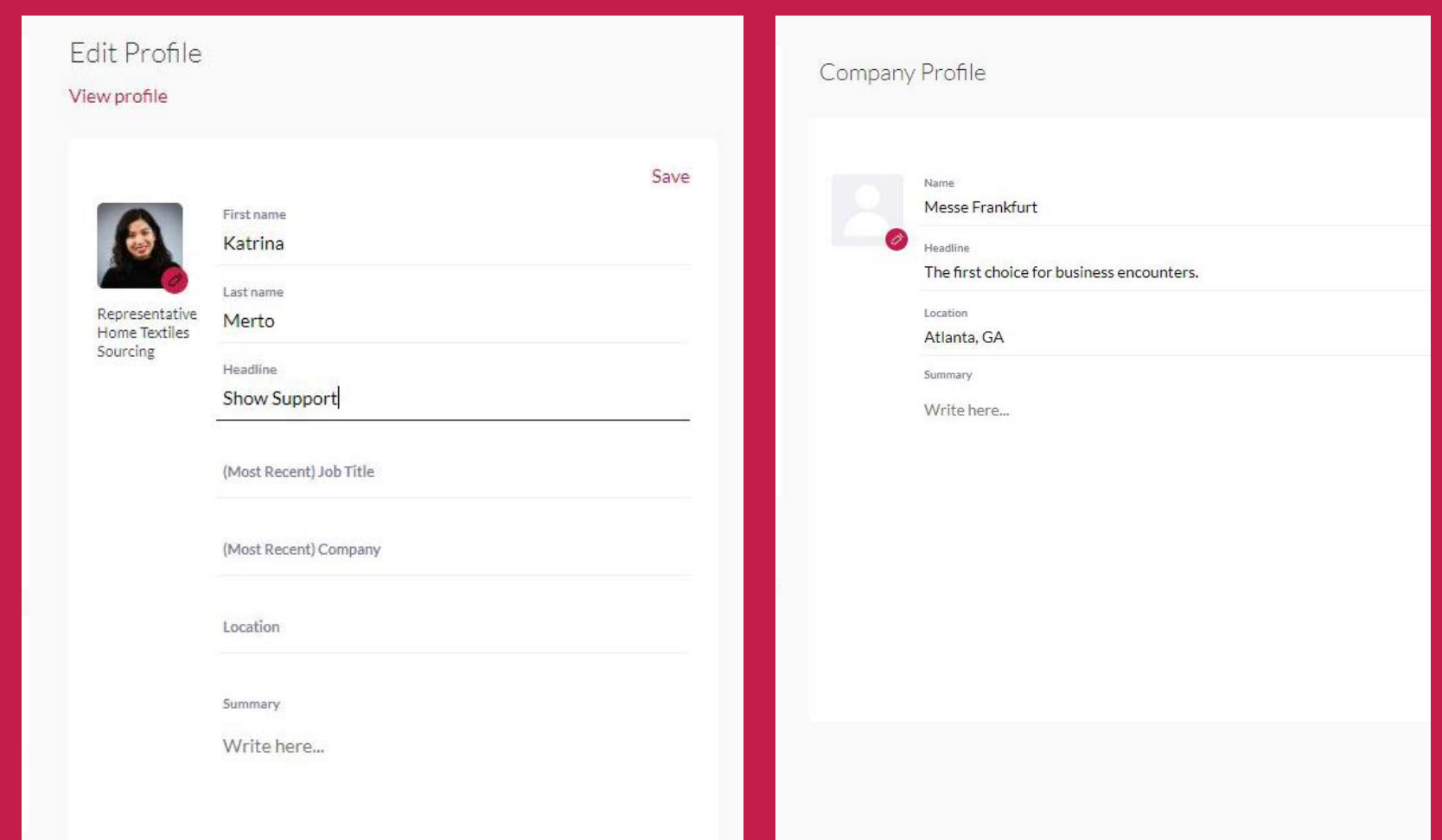
2 UPDATE YOUR PROFILE + COMPANY PAGE

Click on 'Profile' and make sure your profile is up to date:

- Upload a headshot
- Enter your personal information

Click on 'Company Profile' to make necessary updates to your company page.

Having a complete profile will allow you to make more meaningful connections.



3 MANAGE "TEAMS"

Go to the "Teams" tab to use the different features available to you and your team. The assigned Admin will be able to invite other team members.

MEETINGS

Recap of all the meetings you and colleagues have requested and scheduled

SMART CALENDAR

Generate a team calendar link to send to your clients

INBOUND LEADS

Access the list interested in your company and colleagues

CONTACTS

View the list of your collective event connections, made up of the people you and your colleagues have connected with or have a scheduled meetings with

TEAM MEMBERS

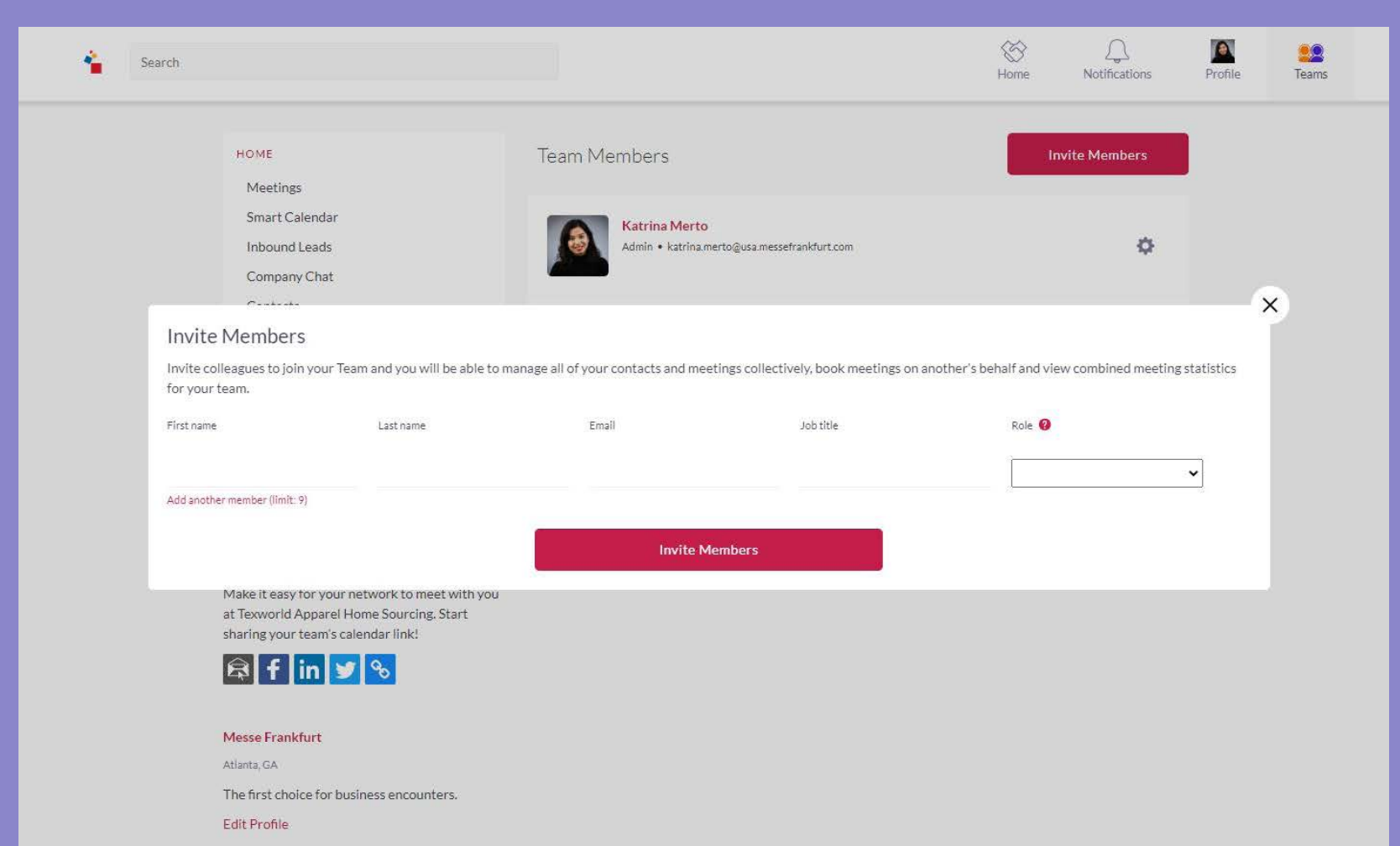
See team member profiles, edit and invite. Note that each representative is required a unique email

COMPANY PROFILE

View and edit your company profile

EXPORT

Download a CSV file of your team's scheduled meetings and contacts

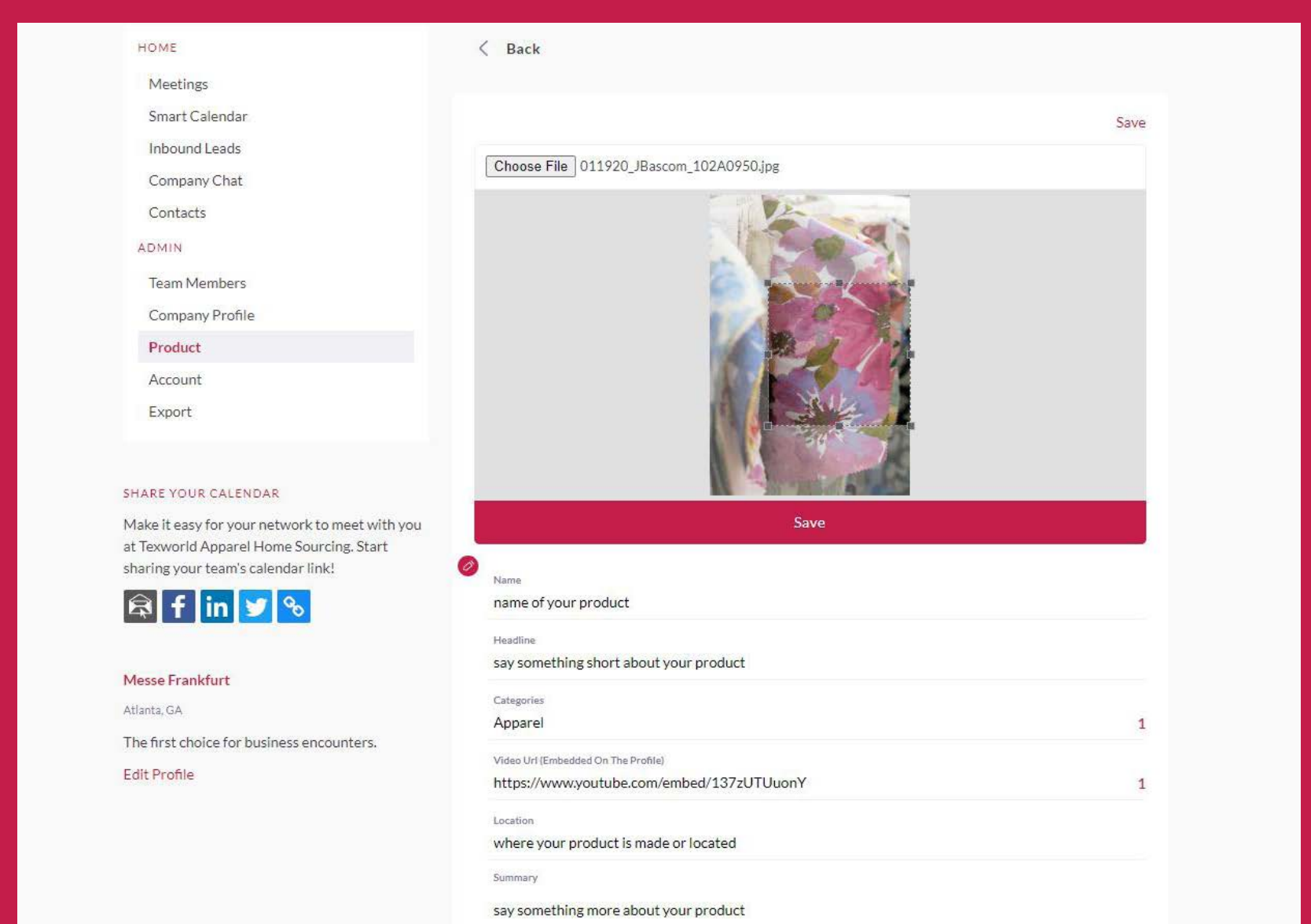


4 ADD PRODUCT LISTINGS

Click on 'Product' to start adding product listings. You are able to add as many product listings as you need.

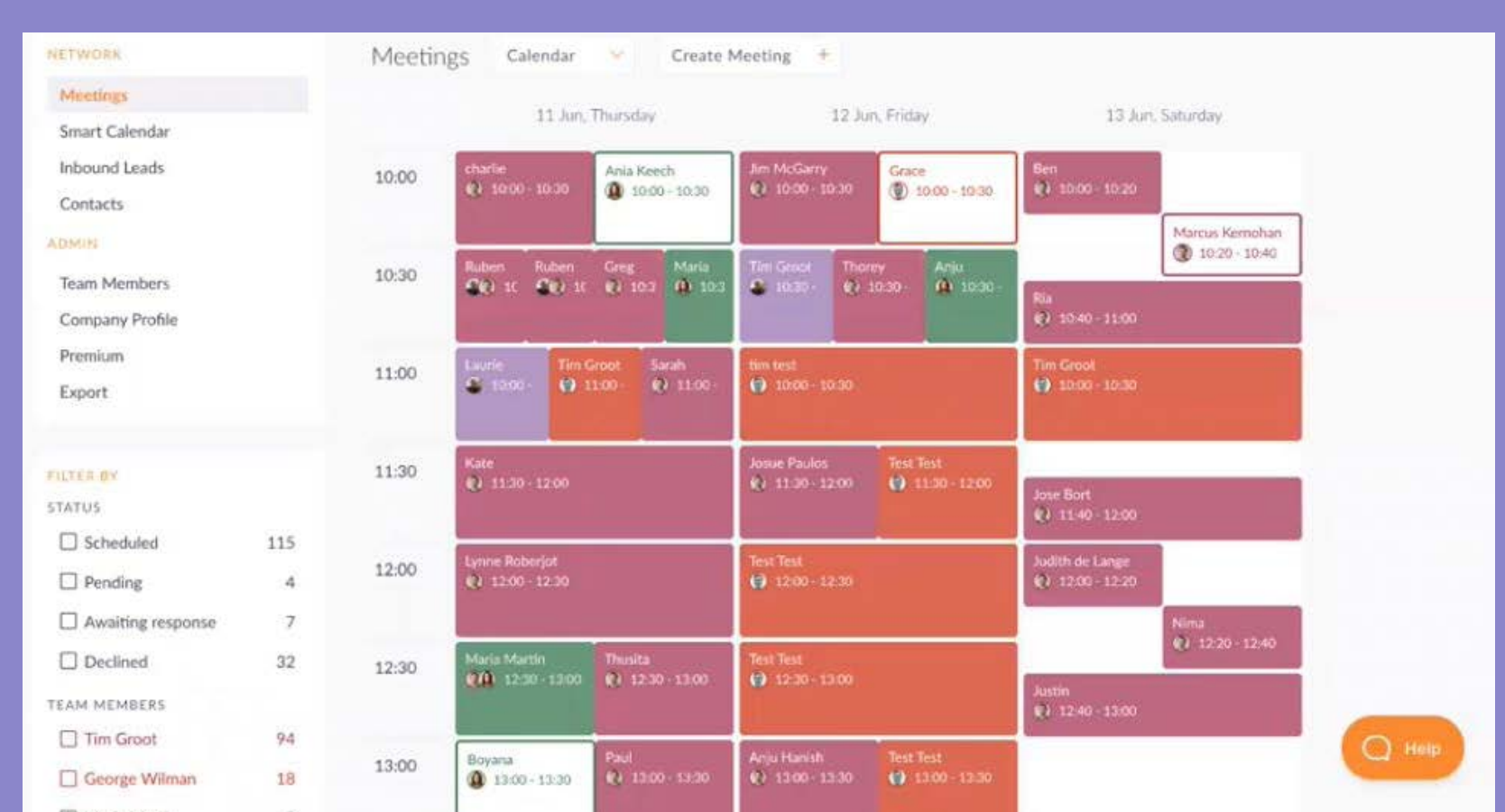
Be ready to add the following for each product listing (all fields are optional except for NAME):

- (1) photo, recommended size 1000x1000 px; not more than 5MB; jpeg format. The platform will let you scale it to a square format
- Name - add a name to your product
- Headline - describe your product in a few words
- Categories - enter the product category for your product
- Video URL - add a Youtube or Vimeo **embed link** to a video of your product
- Location - where your product is made or located
- Material - add the composition of your product
- Summary - add a long description of your product



5 PERSONALIZE YOUR SCHEDULE

Go to "My Schedule". In this section, you will be able to keep track of the meetings you have requested and scheduled seminar sessions you planned on attending.



6 REQUEST MEETINGS & START NETWORKING

RECOMMENDED FOR YOU

Review and take action on recommendations made for you.

Actions you can take:

- MEET:** Request a meeting
- INTERESTED:** Click to start a conversation
- SKIP:** Click if not interested

INTERESTED IN YOU

List of who has shown interest in you

MY CONNECTIONS

View matched contacts, schedule meetings, open a chat

MY 'INTERESTED' LIST

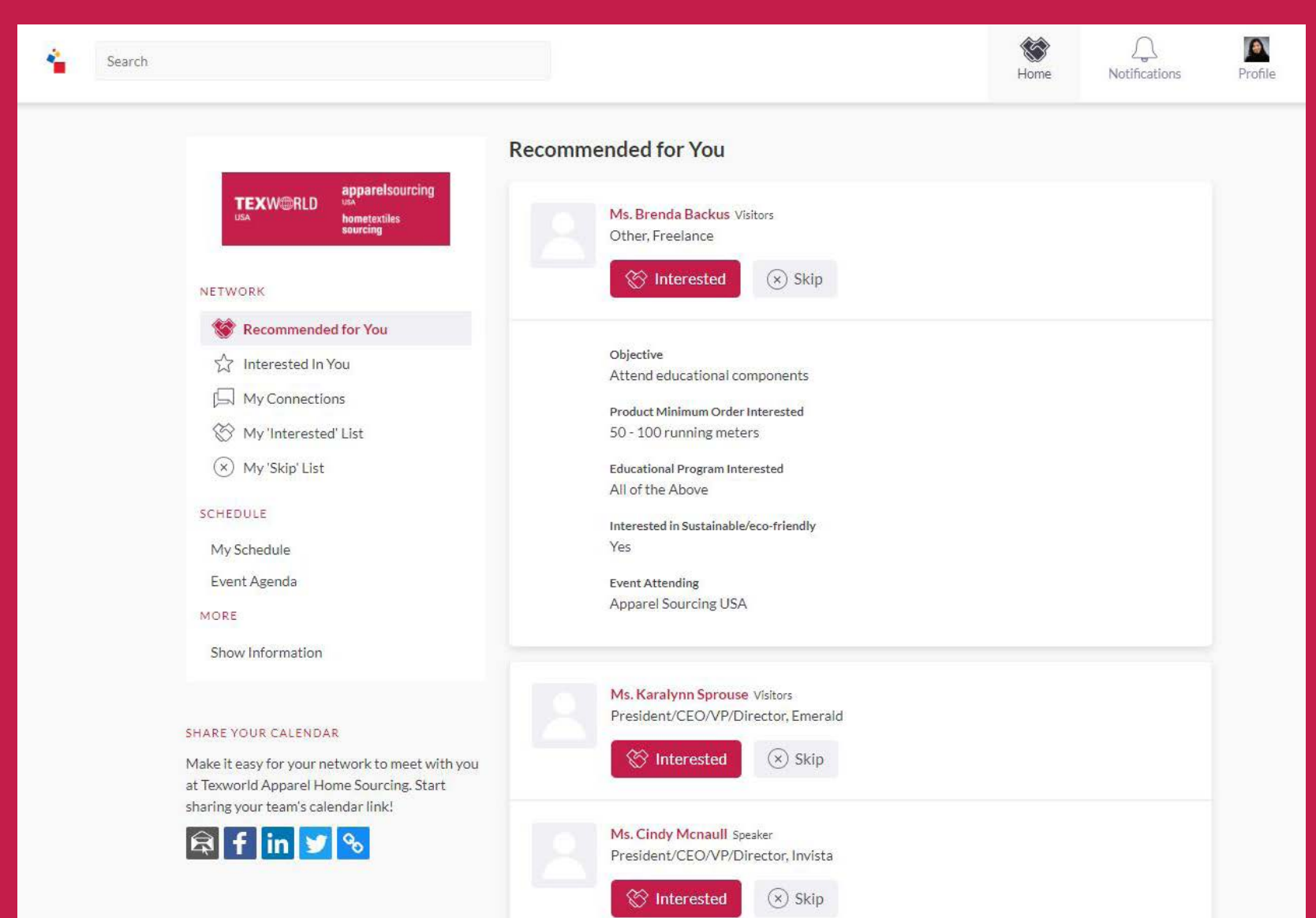
List of people who you have shown interest in

MY 'SKIP' LIST

List of people you have skipped

IMPORTANT NOTE:

- Team representatives are able to receive unlimited meeting requests from visitors.
- Each representative can send a maximum of 20 meeting requests at a time. The allotted slots open up each time users accept request. For example, if you've sent 20 meeting requests and 3 accepted, you're able to send 3 more. If all 20 accepted, then you can send 20 more.
- Make sure to keep responding to your pending requests. You may cancel pending requests at any time to open up slots.



7 ATTEND YOUR VIRTUAL MEETINGS

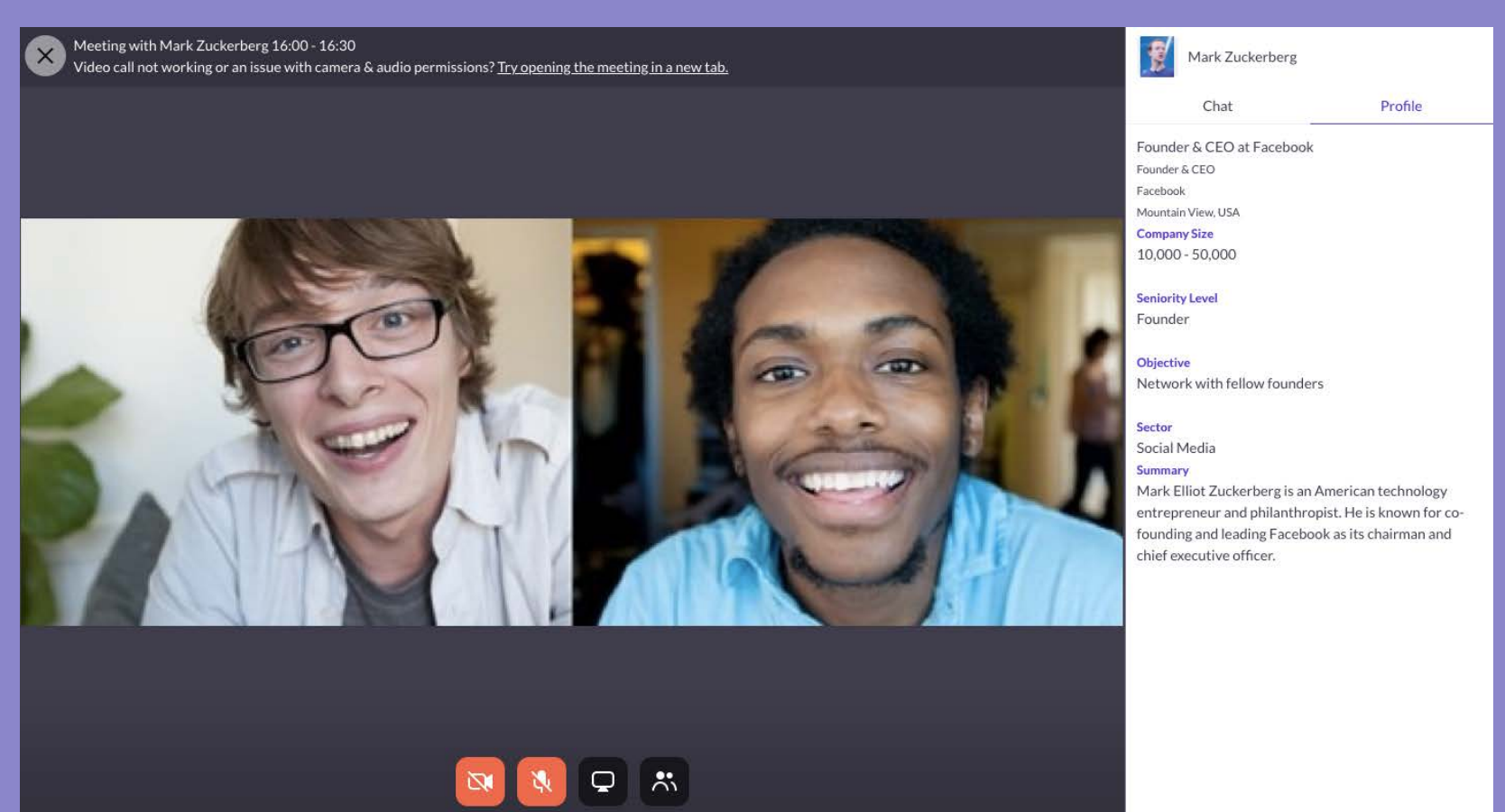
There is no need to download any additional software. You will be able to access the virtual meeting room for any given scheduled meeting directly within the web platform via the "My Schedule" tab. Each team member can set up meetings simultaneously and has the ability to set up their own meetings, in their own set schedule.

Click on "Open Virtual Meeting Room" to attend your meeting.

The meeting duration is set to 20 minutes by default and will automatically extend once you go over this allotted time; other meetings scheduled will automatically start as a new "meeting room" in case you have back to back meetings set.

Inside the virtual meeting room, you'll be able to:

- Review the profile of the person you are meeting
- Send a message to the person you are meeting
- Share your screen



REVIEW SYSTEM REQUIREMENTS

DESKTOP VERSION

Software

A modern web Internet Browser, typically no older than 4 years old. No additional plugins are needed. We are mobile browser compatible but user experience may vary depending on device.

Network

We require HTTPS connectivity to our services based in Rep. of Ireland. Although increasingly rare, if accessed from a private network (e.g. in a restrictive corporate network environment) where XMLHttpRequest is blocked, then our Web solution may have limited functionality.

VIRTUAL MEETINGS

Hardware

Working web camera, microphone and speaker.

Software

A modern web Browser, typically no older than 4 years old. No additional plugins are needed.

Network

As virtual meetings use WebRTC for communications, participants connect directly with each other in a peer-to-peer network and is not affected by your connection to the platform once a meeting is in progress. The bandwidth requirements will increase as you add more participants into a meeting.

For 1-to-1 meetings, at least 2.0 Mbps outbound and 2.5 Mbps inbound or higher is required. For more participants, at least 3.2 Mbps outbound and 3.2 Mbps inbound are required.

FOR ADDITIONAL QUESTIONS

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