REGARDS CROISÉS SUR LES VÉHICULES AUTONOMES 2021

EXHIBITORS' GUIDE
DIGITAL EDITION // 5 & 6 MAY 2021
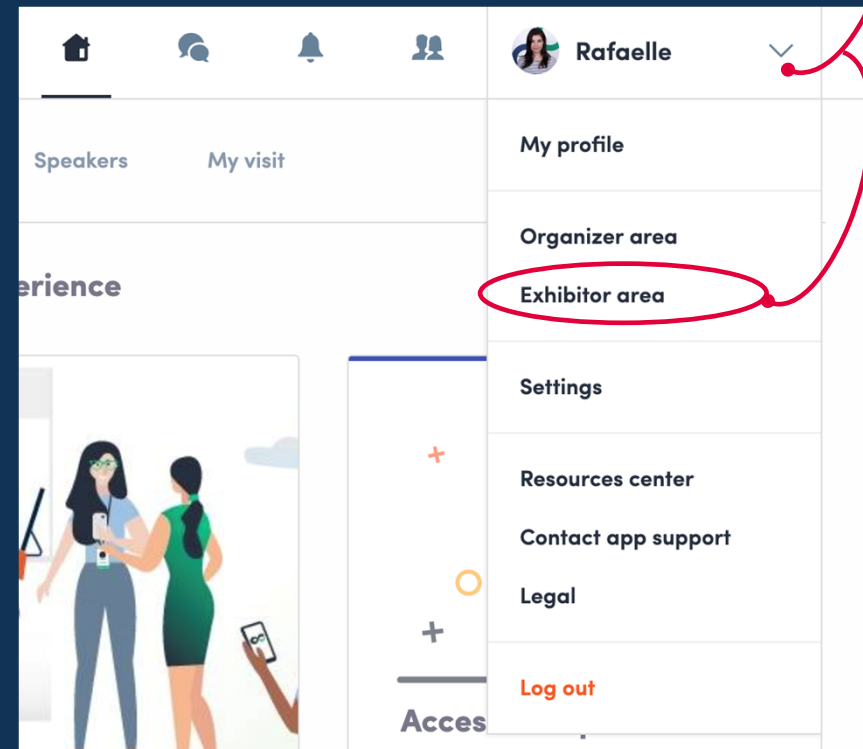
EXHIBITOR AREA

To access your exhibitor area, click on your name at the top right hand corner then on « Exhibitor Area ».

or on http://team.swapcard.com

It is more suitable to access the exhibitor area from a computer using Firefox

Exhibitor Area / Navigation

Welcome to Swapcard for teams

Julien, you're a member of **ABB FRANCE**, an exhibitor or a partner of **Salons HE GH HIT**. This interface helps you to manage your team and gather contacts made by its members.

Share contacts
Gather all contacts of your team's members and export them

Exhibitor details
Edit your information to highlight your company

Team members
Add and manage members to your team

NEXT

When you first connect, a welcome text appears.

By clicking on next, you will be asked to choose whether you want to share your contacts with your colleagues. You can change your settings at any time.

Share contacts with your team

Improve collaboration by sharing your contacts with members of the team. They will have access to them on this interface and the mobile app.

Do you want to share contacts with members of your team?

NO, MAYBE LATER   YES, I SHARE MY CONTACTS

This is the menu bar that appears on the left side of your screen. It will be useful for you to navigate between the different sections of the exhibitor area..

Meetings

Exhibitor details

Shared contacts

Members

Settings

Exhibitor Area / Company Info

To be contacted by as many qualified participants as possible, you must fill in all the information in your exhibitor form:

- ∝ Logo
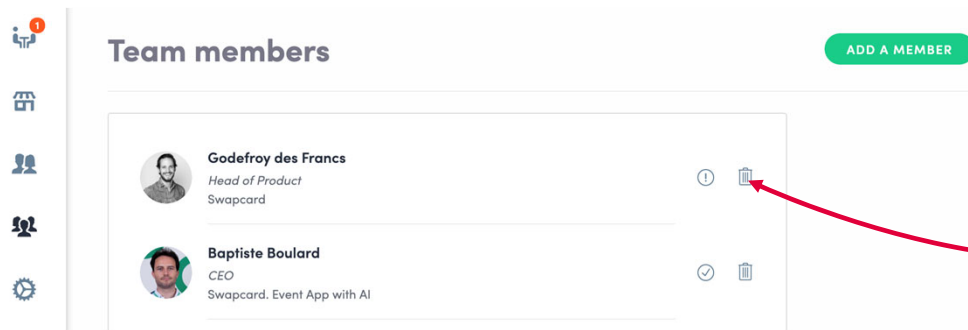- ∝ Name
- ∝ Description

- ∝ Social Networks
- ∝ Website
- ∝ Address

4
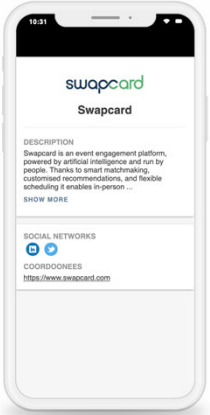
Exhibitor Area / Team Members

To manage the members attached to your exhibiting entity, go to "Team Members". You can then view all your collaborators, delete or add them.

To add a member, click on the button at the top right of your screen.

If this person already has a Swapcard account, they will automatically be attached to your exhibitor account.

If this person does not have a Swapcard account, indicate at least his first and last name so that an account can be automatically created for him.

Exhibitor Area / Shared Contact

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

Only the contacts of your collaborators who have enabled the contact sharing option will be displayed, in addition to yours. Check that all your collaborators have activated it.

Exhibitor Area / Meeting Manager

To view and manage all the meetings of your team, go to the « Meetings » tab of the menu sidebar.

In this section you can:

• Display the meetings of one or all members of your team

• Filter meetings by status: Pending, Validated or Cancelled

• Assign an appointment request to a member of your team: click on the chosen appointment, then in the window that appears, enter the name of your collaborator, then validate.

• Cancel an appointment request: click on the appointment you have chosen, then in the window that appears, select
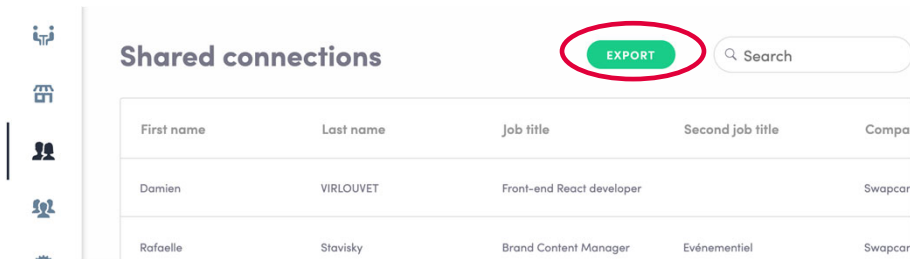
🗑 CANCEL MEETING REQUEST

Exhibitor Area / Export

WebApp

By going to the "Shared Contacts" tab, you have the possibility to export all the contacts of your team.

This export is done in the form of an excel file containing all the information of each contact, including the collaborator who initiated this contact, its date of addition, tags and other notes taken by each.

Let's talk GDPR…

All users of the platform have agreed to share their data with Swapcard. When you scan a badge or connect with a user, he tacitly agrees to share information with you. You therefore retrieve this information in accordance with the GDPR.
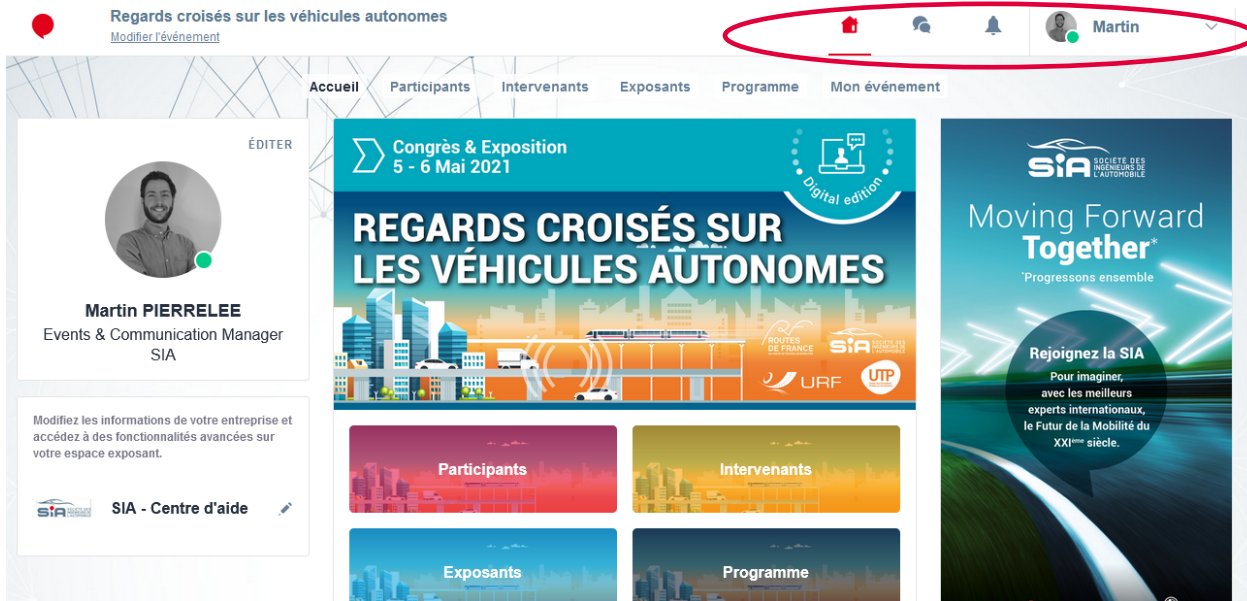
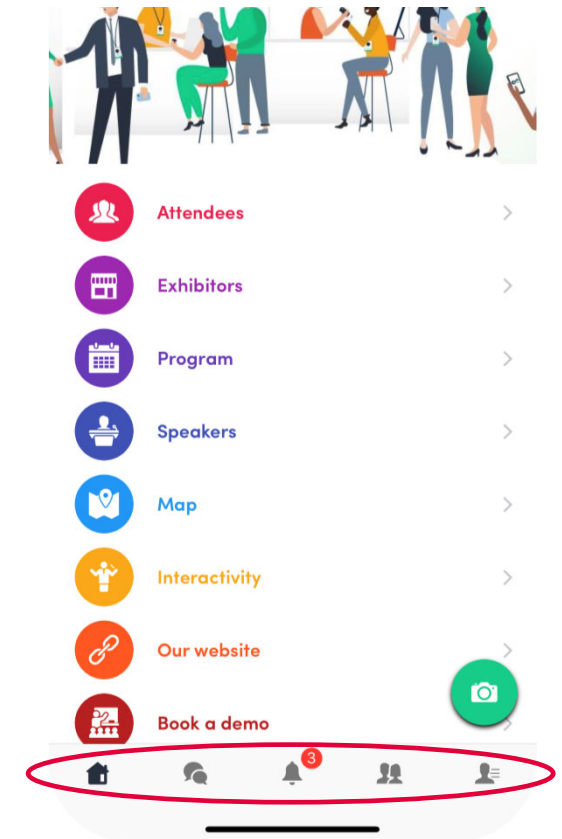From your App or WebApp, you can also export your contacts (and only yours) as an excel file.

Web & Mobile App

8
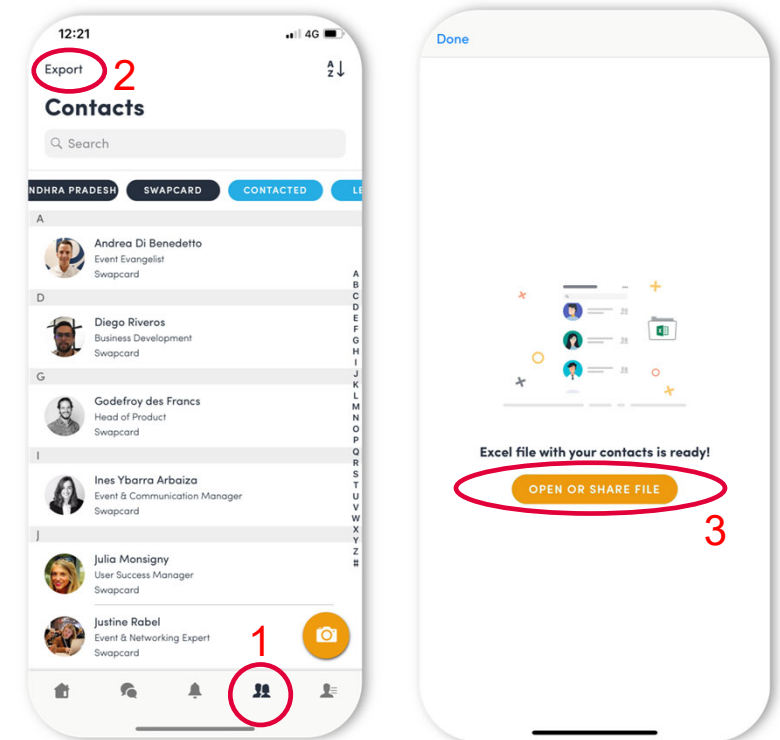
THE SIA SWAPCARD PLATFORM
Web App & App

App & WebApp / Navigation

Web App

Mobile App

This is the home page of your event. The main navigation is the same on Web and Mobile. It is divided into 4 parts:
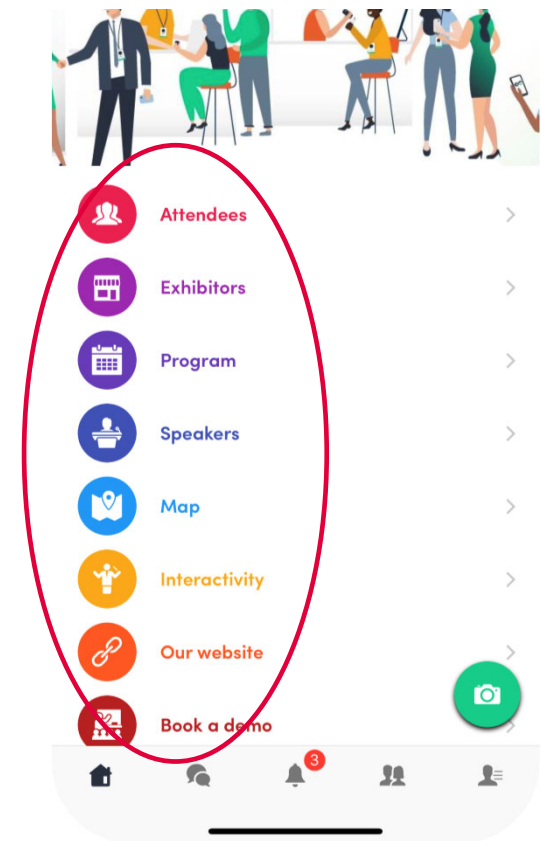
🏠 Home   💬 Messages   🔔 Notifications

👥 My profile

App & WebApp / Navigation

Web App

Mobile App

To access the different sections of the platform, use the buttons on the home screen. From the Web App, navigation is made easier by the presence of a navigation sub-bar. This allows access to the different sections of the event:
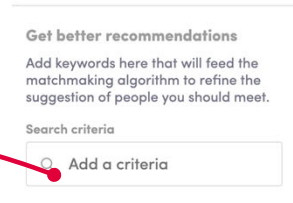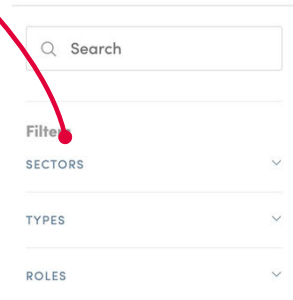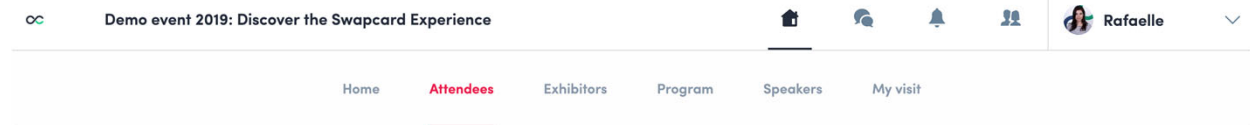
- Accueil
- Programme
- Participants
- Intervenants

- Exposants
- Mon événement
- …

App & WebApp / Attendees & Matchmaking

Find out who to meet!

1. Sort the attendees to see the most relevant results.
2. Click on a participant to view their information
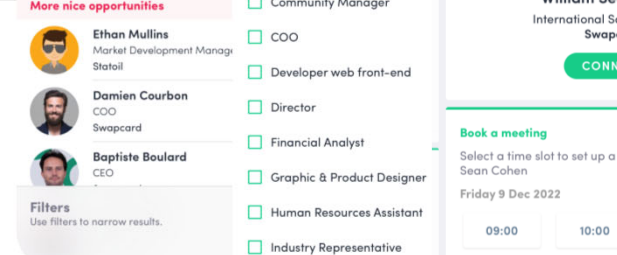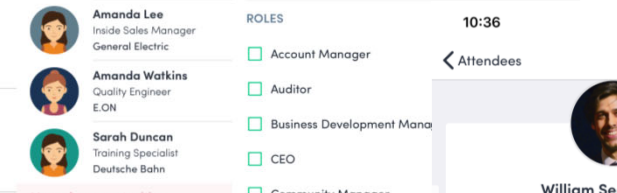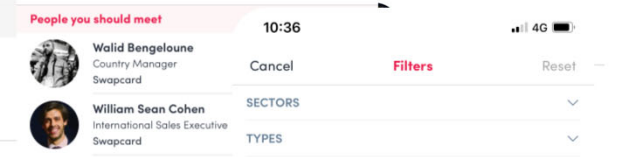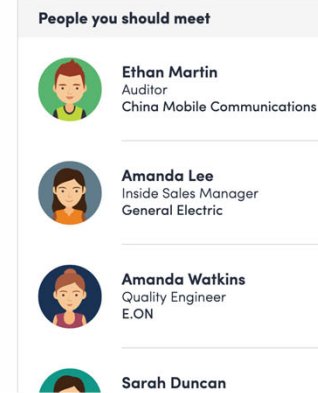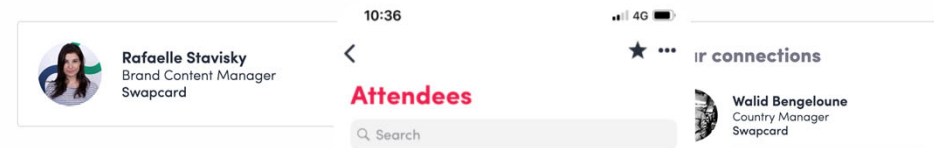3. Connect with qualified profiles

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

AI & Matchmaking

1. Fill in your profile information
2. Enter your search criteria
3. Add the profiles that interest you

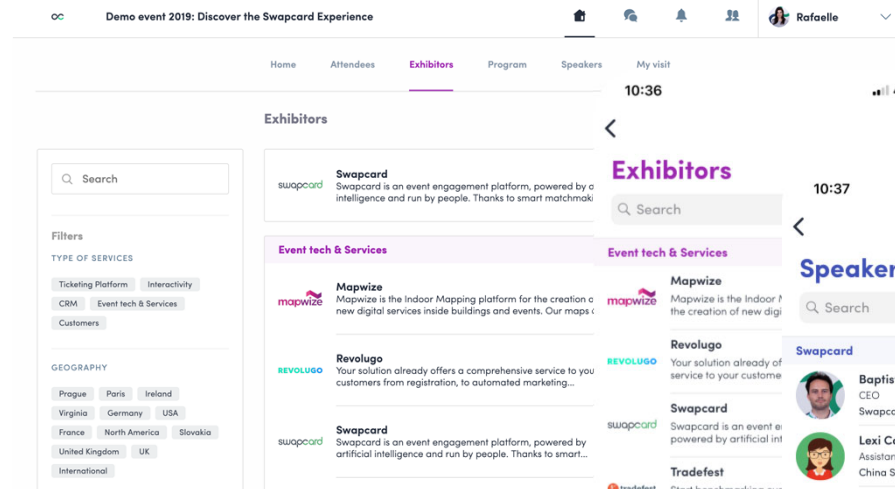*The more data you enter into the platform, the more efficient the matchmaking will be.*

App & WebApp / Exhibitors, Speakers & Program

Exhibitors

All exhibitors (companies) are included in this list, both on mobile phones and on the web application.
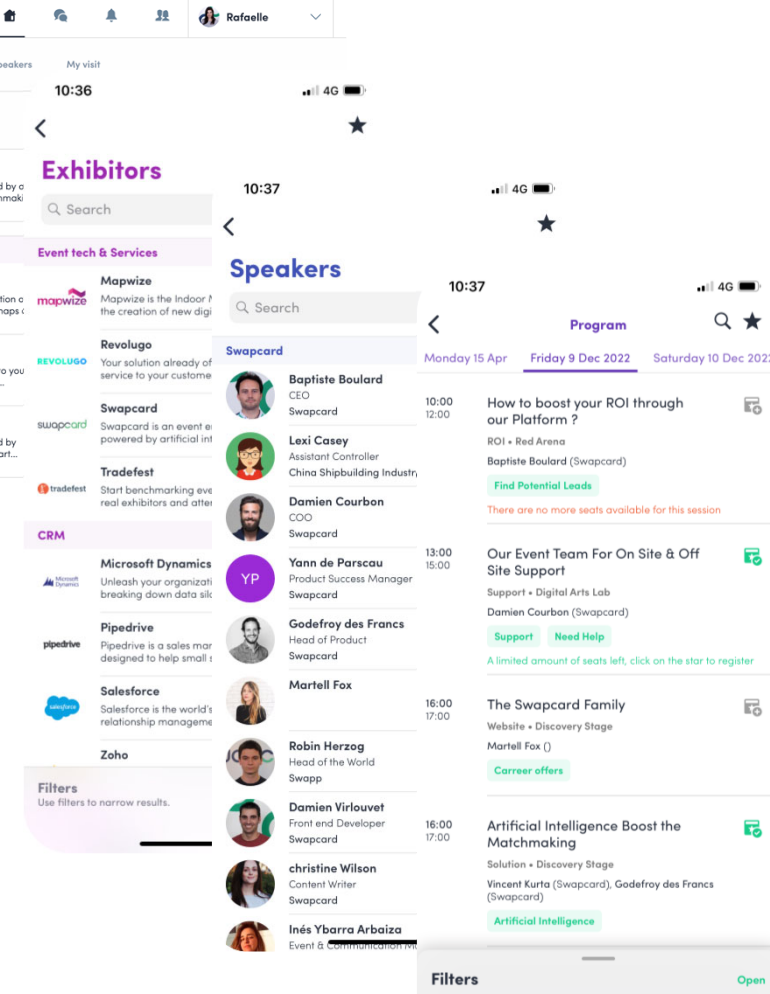
You can then access an exhibitor's or your own record, its description and location on the map.

Speakers

Find the list of different speakers at the event, and get in touch with them!

In addition to the general information available on their file, you will also find the list of the sessions they run.
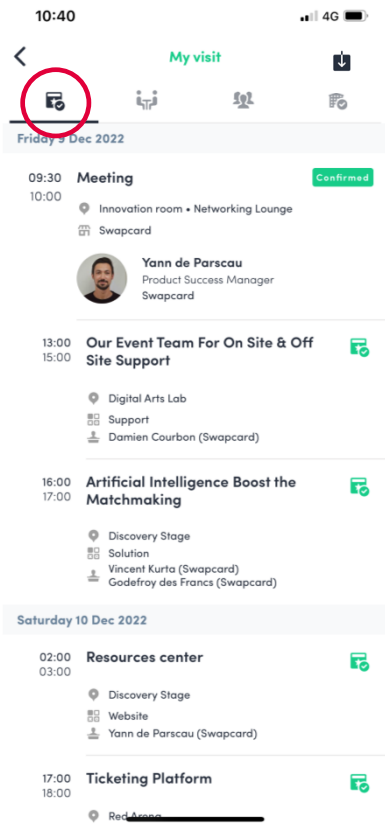
Programme
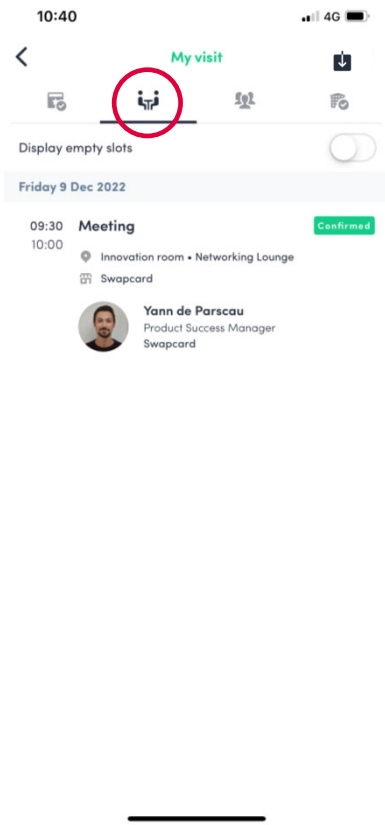
All sessions are located in the "Programme" section. You have the possibility to bookmark the sessions that interest you to create your personalized agenda.

By clicking on a session, visualize who is leading it and which sponsors are attached to it.
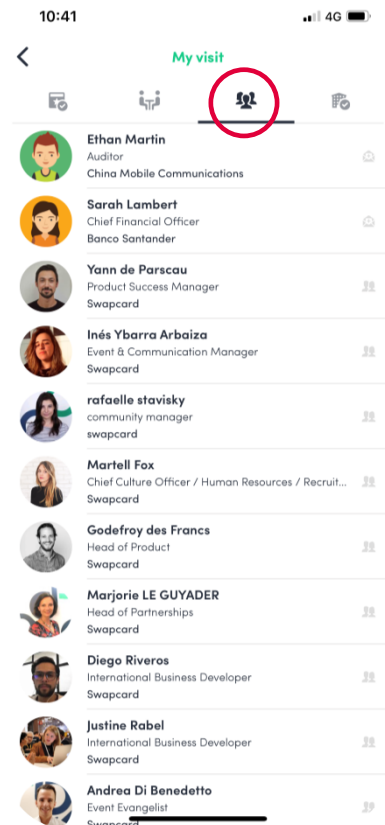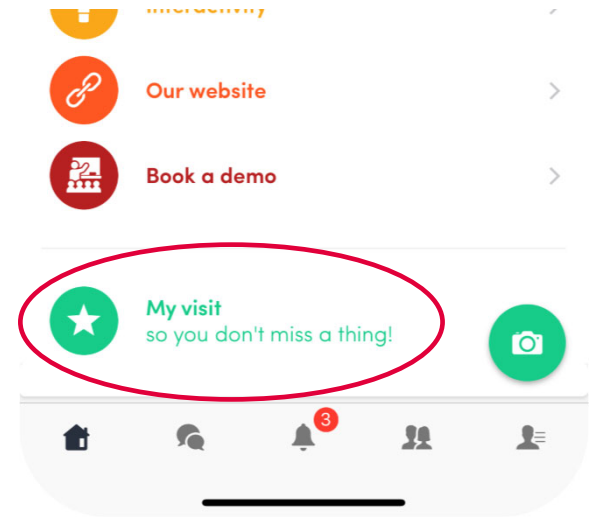
App & WebApp / My Visit

My Schedule

My Meetings

My Contacts

Find your meetings, the people you met on the event and your personalized schedule.

You can export your appointments and your personalized calendar directly in your calendar by clicking on the icon :

App & WebApp / Send a meeting request

1 Select a slot

By clicking on a participant, you can view the appointment slots for which he or she is available. Select the niche that interests you.

2 Select a place

The list of appointment spaces appears. Select the one you are interested in.

3 Send a message

It is very important to send a personalized message to the participant you wish to contact so that the meeting can take place.

4 Manage your meetings

In "My Visit", you can view your appointments, cancel them and manage your availability. Be craeful! A meeting slot is blocked when a request is made or received, even if it is not validated.
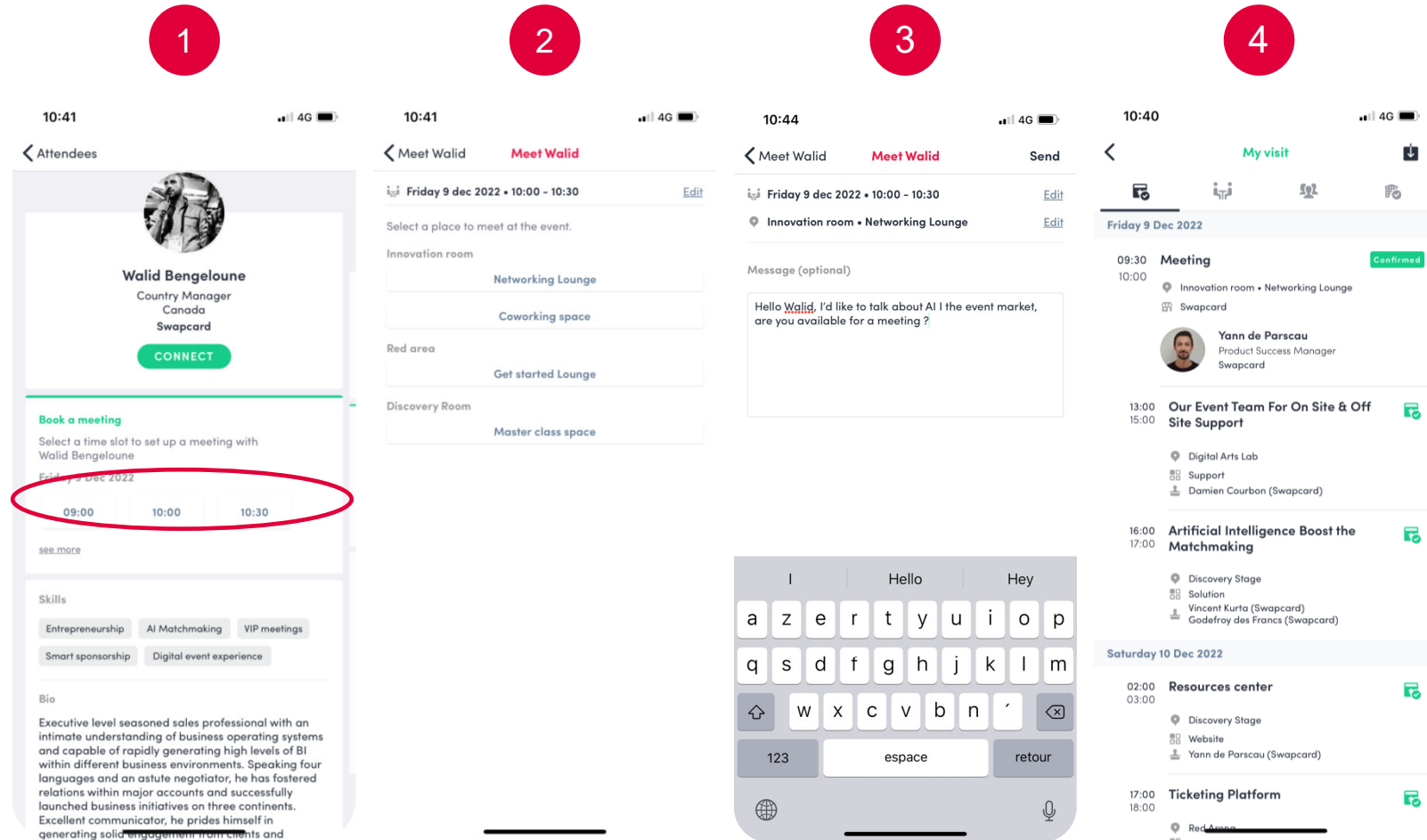
# **App & WebApp /** Virtual meetings and video calls

Virtual meetings

1 You can make a virtual appointment with someone.

2 When your appointment request is confirmed, the "Video Call" button will appear 1 hour before your appointment on your profile (only if the appointment is confirmed).

3 Your meeting will also appear in your "My Event" list, which is your personalised agenda for the event.
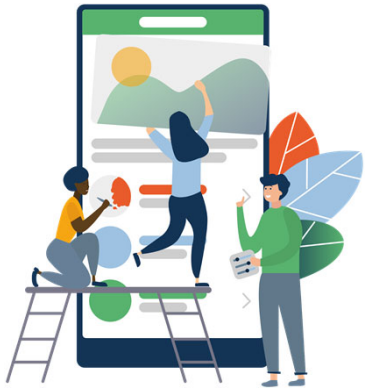
Video calls

From a private chat, you can call someone directly with the camera button.
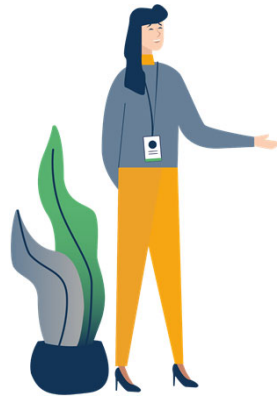
You have the possibility to share your screen.
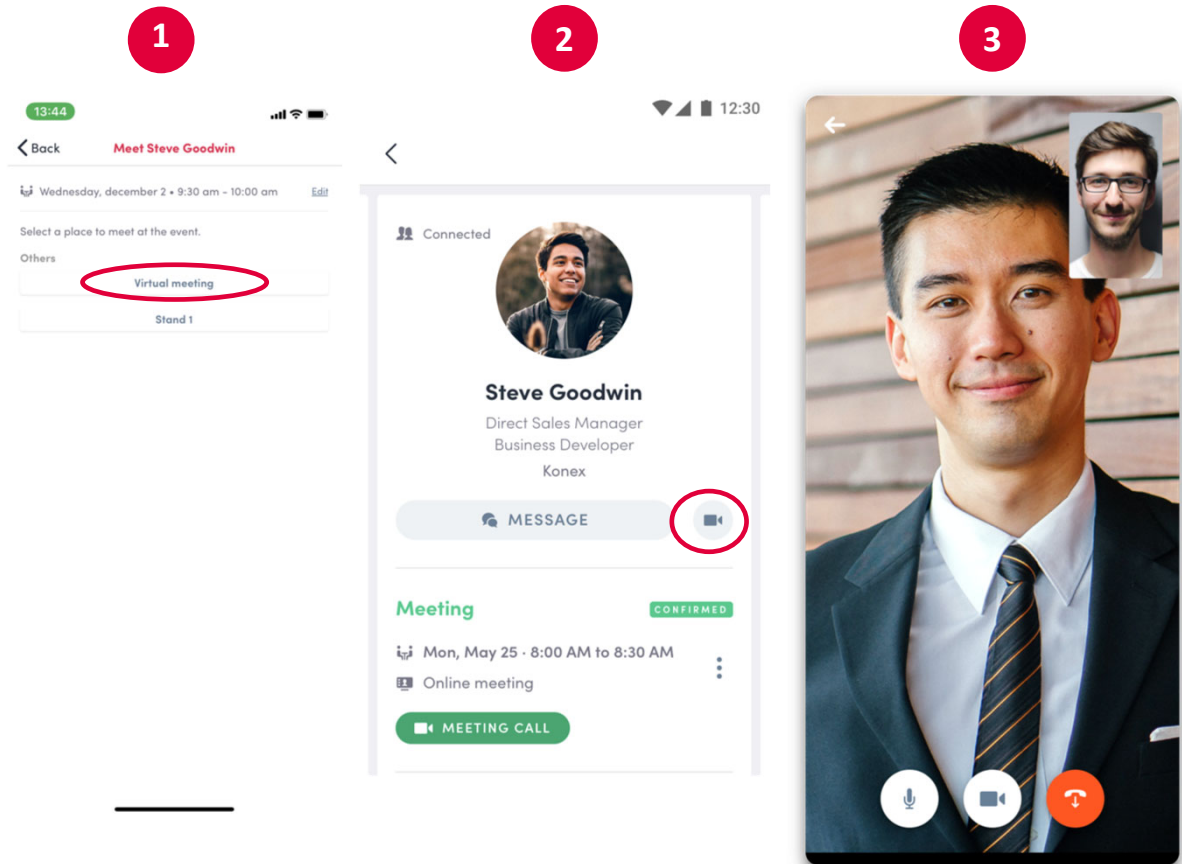
BEST PRACTICES
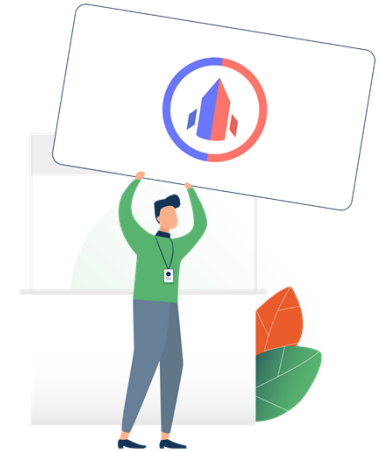
Retroplanning

Before

1. Edit your profile
2. Connect with qualified attendees
3. Send your first meeting requests
4. Answer to your first meeting requests

During

1. Exchange with the relevant participants
2. Note & tag your new contacts
3. Chat with them directly on the application

After

1. Continue to chat with your new contacts
2. Export your contact list
3. Qualify your leads for better ROI

Support / On-line from SwapCard

Chat

Chat with our team on www.swapcard.com

E-mail

Send us an email on
support@swapcard.com

Webinar

Attend a full platform demonstration during the next Webinar.

Support / On-site

Martin PIERRELEE
Events & Communication Manager
SIA

You can also find us during the event to help you set up and use the application.

For any assistance, ask directly to a member of the SIA team.

Contact: martin.pierrelee@sia.fr // + 33 1 41 44 93 76