Messe Frankfurt Group

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How-To
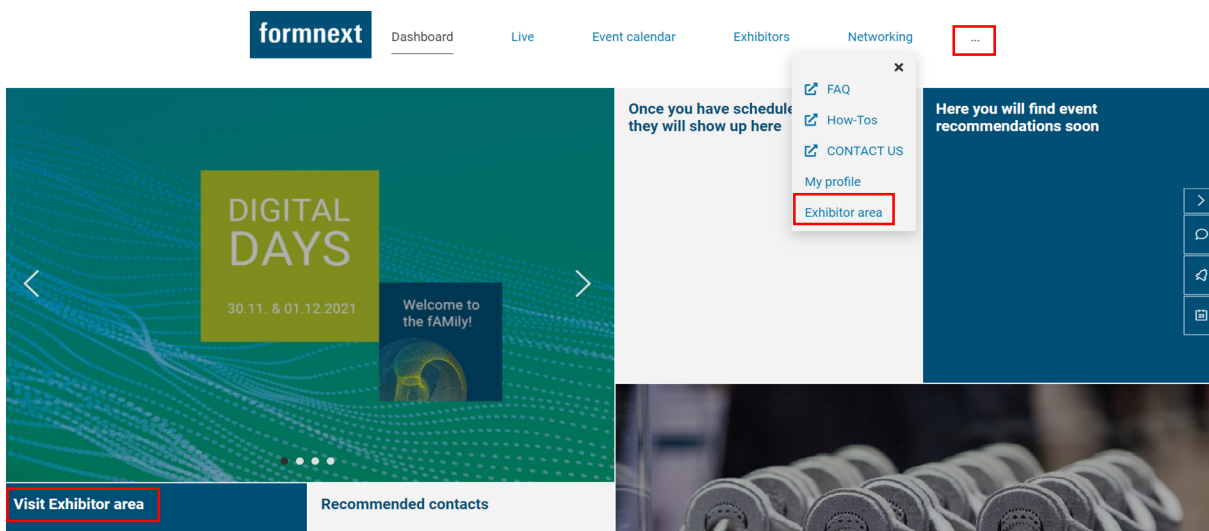EXHIBITOR
AREA

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The exhibitor area is used to configure your digital corporate presence.

How do I access the exhibitor area?

You need a valid Messe-Login and an exhibitor pass. After logging in, click on the three dots and "Exhibitor area" at the top right or use the jump option from the dashboard "Visit Exhibitor area".

How can I complete my company profile?

In the „Company profile" section you will find the link to the Media Package Manager (MPM), where you can complete your profile. The data from the MPM will automatically be transferred to the event platform.

After logging in with your personal access data, you can complete your profile. The data from the MPM will be automatically transferred to the event platform.

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How can I specify my Industry Topics?

Click on "edit data" in the "Company profile" section and select your industries as well as products/services so that your company is specifically suggested to the relevant visitors.

After you have made your selection, click on "save".

Edit exhibitor profile

The company is active in the following industries (max. 10)

The company offers the following products/services (max. 10)

CANCEL   SAVE

How can I appoint employees as deputies?

As your company´s main contact you will find an overview of all employees with a valid exhibitor pass who have logged in at least once with their Messe-Login and gone through the onboarding process under the "Team" section.

You have the option of appointing employees from your company as deputies. To do this, click the checkbox in the column "Deputy". This gives an employee the same rights and duties as the main contact person (team administration, worklist as part of the contact manager, roundtable setup, etc.). Deputies can appoint and dismiss other deputies. If employees are not created as deputies, they only have access to the Lead Manager (if booked) and not to the individual tabs Company profile, Team and Roundtables.

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| Welcome | Company profile | Team | Roundtables |

Here you can organise your team and activate your team members for the platform.

Please note that only those team members are displayed who already have an exhibitor pass and have registered on the platform with the Messe-Login for the first time. In order to be visible as a contact person and to be able to use the interactive functions (e.g. video call, chat), please activate your team members here.

Please appoint alternate members who may have admin rights in addition to you.

Search:

First name	Family name	E-Mail	Registration date	Live contact visible	Admin
Marc-André	Stoppert	stoppert@eventit.ag	27.09.2021 09:11	☑	☑

How do I activate employees as contact persons for the company profile?

Under the tab „Team" you can activate employees in order for them to be visible as contact persons in the digital company profile. To do this, click the checkbox in the column "Live contact visible". The person then appears as a contact person for participants in the company profile and can be contacted.

| Welcome | Company profile | Team | Roundtables |

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How do I manage roundtables?

If you have booked a roundtable in advance, you will find the menu item "Roundtables" in the Exhibitor area. In this section you can set up your individual roundtable via the button "Set up roundtable". Please make sure to fill in all the fields provided.

| Welcome | Company profile | Team | Roundtables |

Number of activated Roundtables for you: 10
Number of roundtables already booked: 5

SET UP ROUNDTABLE

SET UP ROUNDTABLE

All events are CET (Berlin/Amsterdam)

Title (max. 25 characters) *

Subtitle (max. 50 characters) *

Description (max. 200 characters) *

Date *

Start *

Duration *

Language *

CANCEL   SAVE

In the overview you can see and manage all available roundtables.
Please note:

- Up to 10 minutes before the starting time of the roundtable data can be edited or deleted.
- From 10 minutes before the starting time, the roundtable can be opened and further settings can be made if necessary.
- Participants can enter the roundtable from 2 minutes before the starting time.

Do you have any questions? We will be happy to help you by e-mail support@mesago.digital