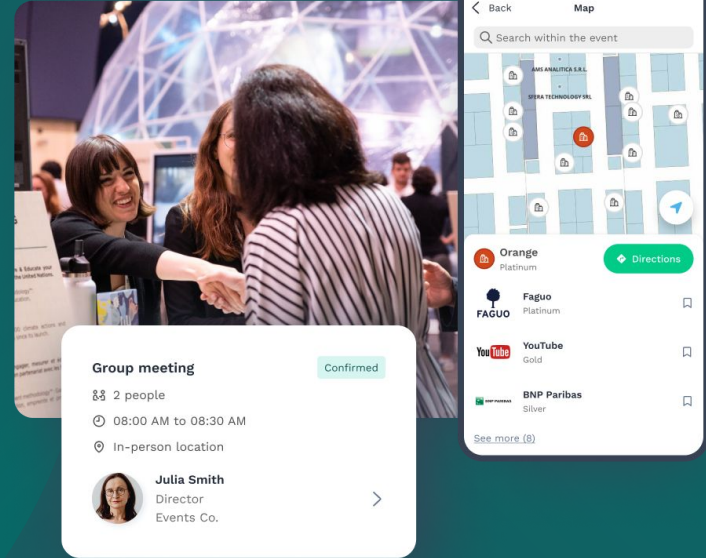


## The Exhibitor Guide

# Exhibitor Success Guide: Increase Engagement & ROI



Turn Event Engagement into Revenue





# Contents

- 01 Introduction
- 02 Online Exhibition and Information Page Set-up
- 03 Exhibitor Center Networking management
- 04 Make the Most out of Data - quick Overview
- 05 Platform Overview and Networking
- 06 The Mobile App

## Welcome to the Exhibitor Guide

This guide aims to assist you in setting up and configuring your booth in Swapcard, managing your team, and interacting with attendees before, during, and after the event!



The data is clear: Event success is now a hybrid of physical and digital effort.

- With digital, leads are generating 24/7, before, during, and after the event.
- Going beyond traditional physical booth allows for connection with all audiences
- Digital = simple data collection and reporting
- Generate leads passively with interested buyers via products and content views

**85% of leads are digital:** Traditional badge scanning is no longer enough.

**60% of networking happens pre-event:** The show starts weeks before the doors open.

**2.5x more leads generated at events** combining digital sponsorships with Lead Capture compared to those who didn't.



Key stats used in this presentation appear in 'The State of Event Engagement Report Vol. 2'

[Access report →](#)

The Swapcard platform transforms events into lead generating engines for exhibitors and sponsors, while engaging attendees.

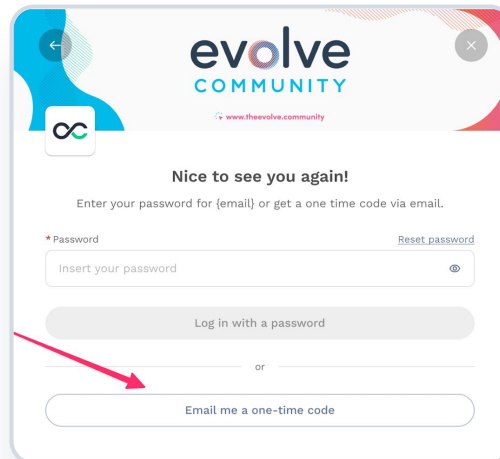
- Generate 83% more leads combining digital and onsite lead generation tools.
- 60% of networking happens before doors open, creating new sponsorship opportunities.
- Sponsors generate 286% more leads than non-sponsors at top-tier events.
- Adjust strategy with real-time insights - track performance metrics to improve
- AI networking increases connection rates by 55% and complete listings drive 2x more engagement.
- Exhibitors see 42% higher ROI when using our integrated digital platform features.

2.

## Online Exhibition & Booth Set-up

## 2. Online Exhibition and Booth Set-up

- 1 You will receive an email with a button redirecting you to a login page. Here, you will either be prompted to enter your password (if previously set) or notified that a one-time code has been sent to your email. If unsure of your password, you can request a one-time code:



**evolve**  
COMMUNITY

[www.theevolvecommunity](http://www.theevolvecommunity)

**Nice to see you again!**

Enter your password for (email) or get a one time code via email.

\* Password [Reset password](#)

Insert your password

Log in with a password

or

Email me a one-time code

- 2 You can also access the event from your phone by downloading the Swapcard app (iOS/Android)

***Note:** If you don't see this email in your mailbox, please check your spam folder.*



**Thank you for registering and joining Revolve!**

We're super glad you're here and can't wait for you to dive into all we have to offer. The live event has wrapped up, but the platform remains open if you'd like to look around and explore.

**Click on the button below to log in** and get access to our amazing event.

**START EXPLORING**



**Fashion Trend'Show 2.0**

Hello Jane,

Get ahead of the game and prepare for **Fashion Trend'Show 2.0** to save **yourself time** and **get the most out of your event**.

Swapcard app makes it easy to **access the event content** and **connect with the right people** in advance.

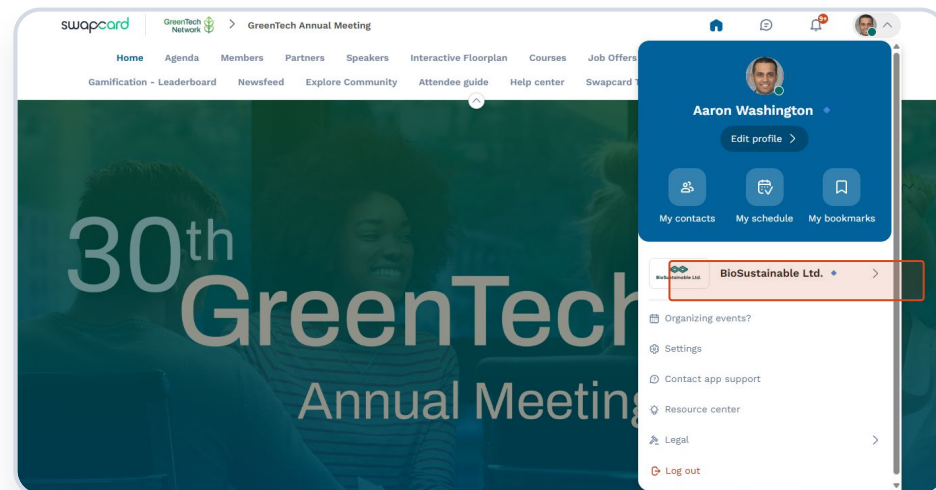
All you have to do is **activate your profile** with the **tap of the below button**. We'll keep all of your **information** and **data secure**.

Are you ready to join your event community?

**LET'S GET STARTED!**

### Access your Exhibitor Center

- 1 Clicking the button on the email sent by the organizer will redirect you to the App where you can navigate using either Step 2 or 3.
- 2 Select the arrow next to your profile icon, and click on company name
- 3 Go to **team.swapcard.com**

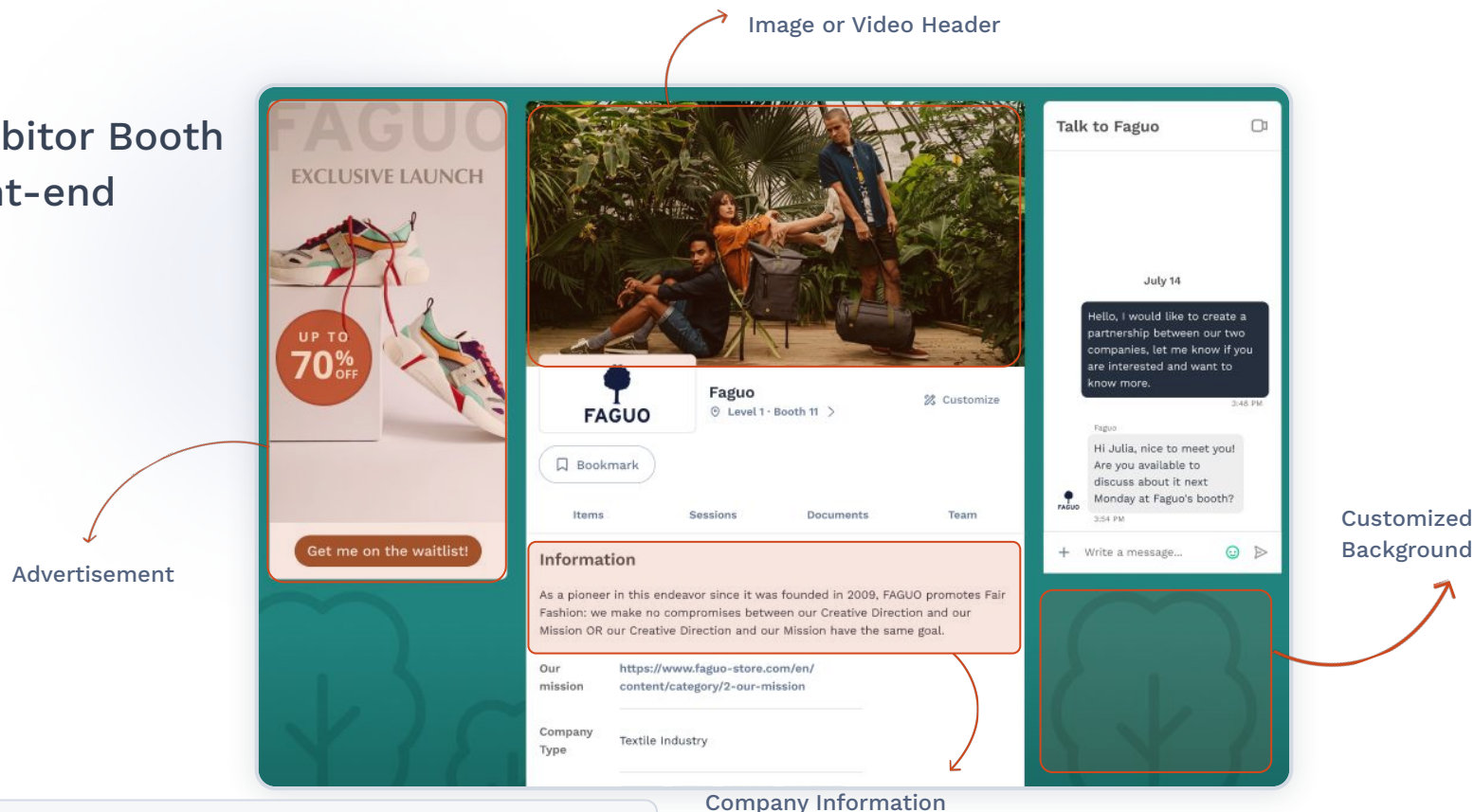


*Note: You can access the Exhibitor Center even if the event isn't live.*



## 2. Online Exhibition and Info Page Set-up

### Exhibitor Booth Front-end

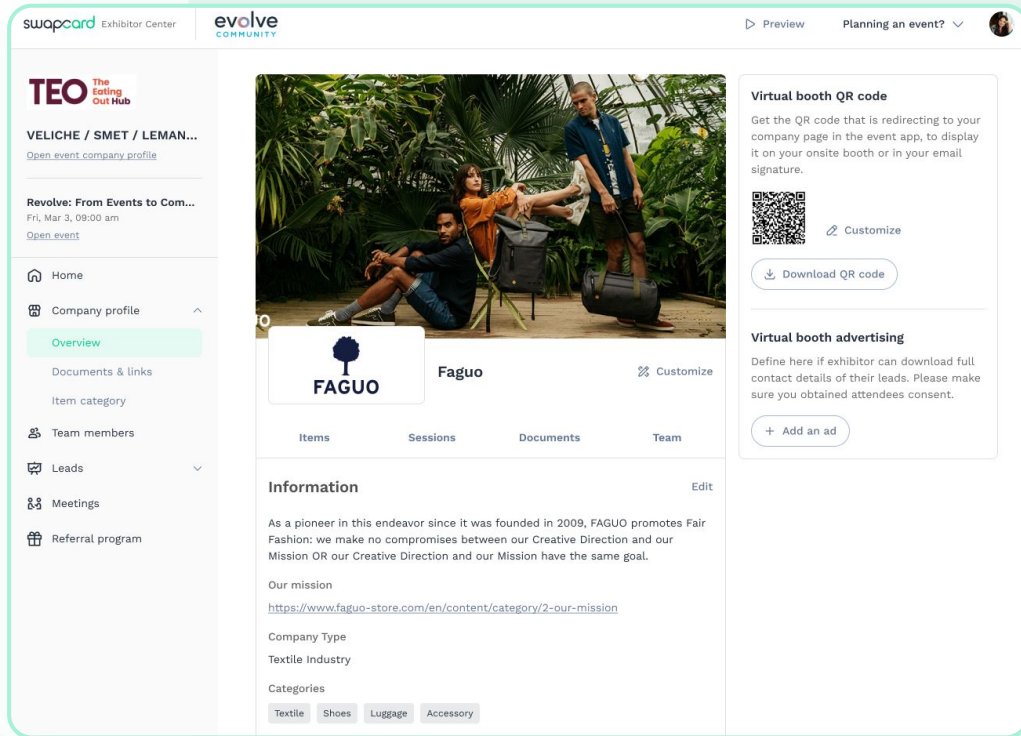


*Note: This layout could differ depending on what add-ons you have purchased*

## 2. Online Exhibition and Info Page Set-up

### Page Overview

To ensure your team is contacted by as many qualified participants as possible, it's very important to fill in all the editable information from your Exhibitor Center.



The screenshot displays the 'swapcard Exhibitor Center' interface. On the left, a sidebar menu includes options like Home, Company profile, Overview (highlighted), Documents & links, Item category, Team members, Leads, Meetings, and Referral program. The main content area shows the 'FAGUO' virtual booth setup. At the top, there's a header with 'swapcard Exhibitor Center' and 'evolve COMMUNITY'. Below this, a banner image shows three people in a tropical setting. The booth name 'FAGUO' is prominently displayed. To the right, there's a 'Virtual booth QR code' section with a QR code and a 'Download QR code' button. Below that, a 'Virtual booth advertising' section allows for adding ads. The main content area is divided into sections: 'Information' (with a mission statement and link), 'Company Type' (Textile Industry), and 'Categories' (Textile, Shoes, Luggage, Accessory).

**swapcard** Exhibitor Center | **evolve** COMMUNITY

Preview Planning an event? 

**TEO** The Eating Out Hub

**VELICHE / SMET / LEMAN...**  
[Open event company profile](#)

**Revolve: From Events to Com...**  
Fri, Mar 3, 09:00 am  
[Open event](#)

Home

Company profile 

**Overview**

Documents & links

Item category

Team members

Leads 

Meetings

Referral program

**FAGUO** 

Items Sessions Documents Team

**Information** 

As a pioneer in this endeavor since it was founded in 2009, FAGUO promotes Fair Fashion: we make no compromises between our Creative Direction and our Mission OR our Creative Direction and our Mission have the same goal.

Our mission  
<https://www.faguo-store.com/en/content/category/2-our-mission>

Company Type  
Textile Industry

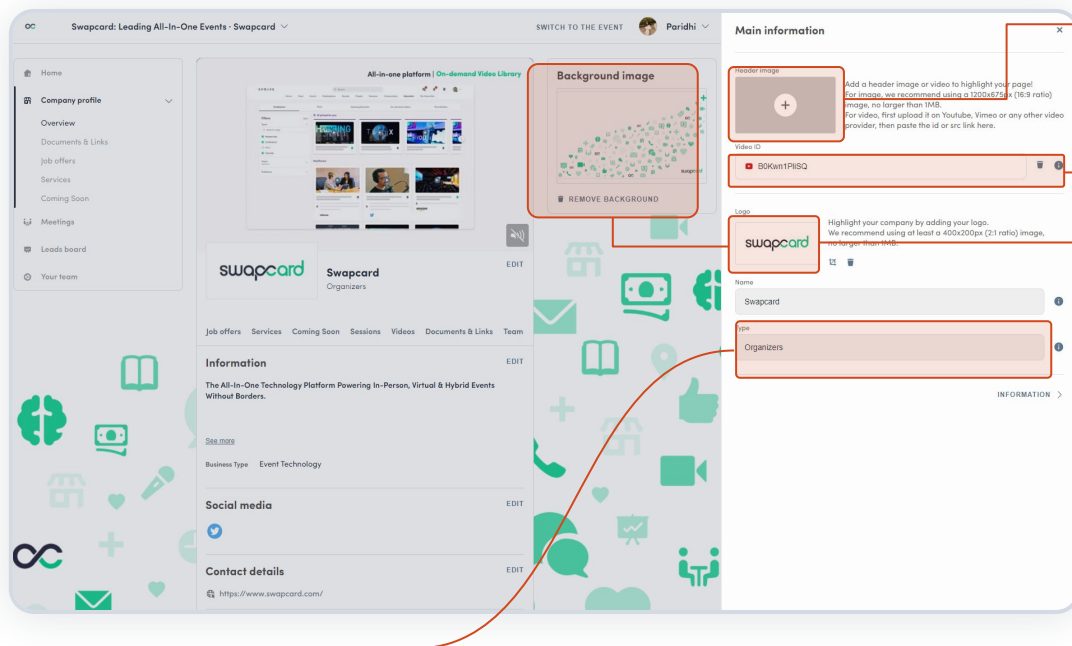
Categories  
Textile Shoes Luggage Accessory

**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](#)

**Virtual booth advertising**  
Define here if exhibitor can download full contact details of their leads. Please make sure you obtained attendees consent.  
[+ Add an ad](#)

## 2. Online Exhibition and Info Page Set-up

### Video or Image Header, Background and Logo



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

2 If you decide to upload a video this can be either a live or pre-recorded video hosted on YouTube or Vimeo, or iframe.

**Note:** A YouTube video ID is the string of characters after `"/watch?v=_"` in the url. I.e. In `"https://www.youtube.com/watch?v=_mKoi9VNgx4"` the ID of the video is `"mKoi9VNgx4"`.

3 As an exhibitor, you can upload a background image onto your company homepage and a Logo.

If a field is **greyed out**, it indicates that only the organizer can edit it.

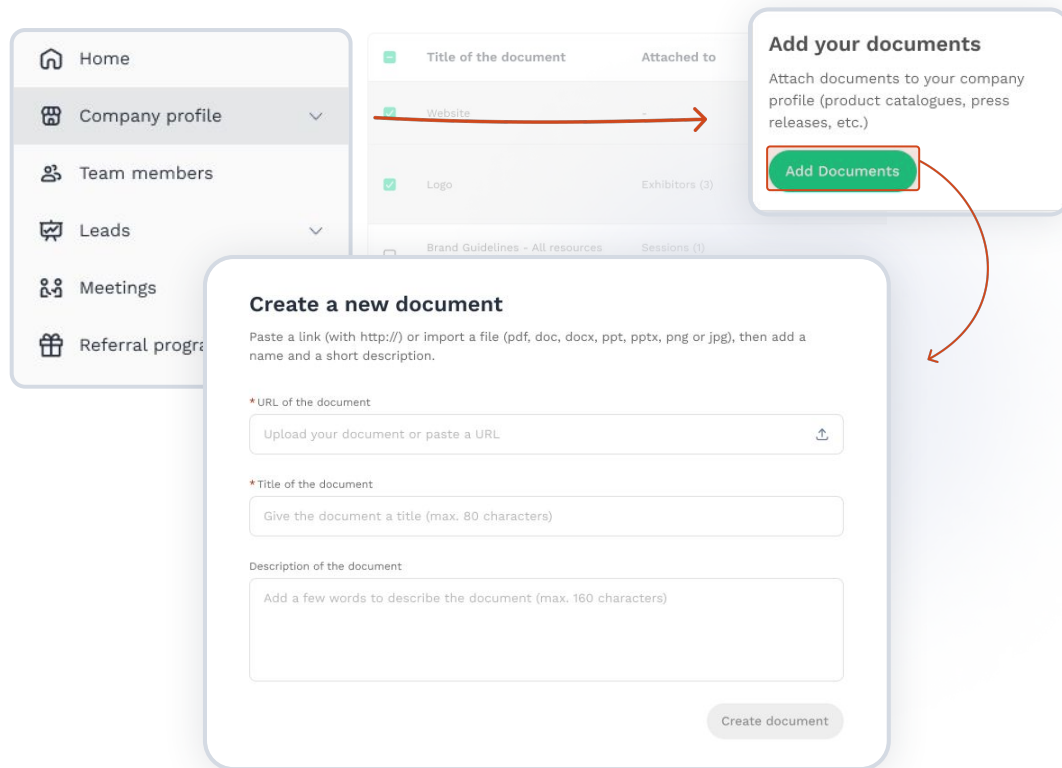
**Note:** Sections available could differ depending on what add-ons you have purchased

### Documents and 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 short description.



The screenshot displays the 'Company profile' section of the Exhibitor Guide. The left sidebar lists navigation options: Home, Company profile (selected), Team members, Leads, Meetings, and Referral program. The main content area shows a table of documents attached to the profile:

| Title of the document            | Attached to    |
|----------------------------------|----------------|
| Website                          | -              |
| Logo                             | Exhibitors (3) |
| Brand Guidelines - All resources | Sessions (1)   |

A red arrow points from the 'Website' row to the 'Add your documents' box. This box contains the text: 'Attach documents to your company profile (product catalogues, press releases, etc.)' and a green 'Add Documents' button. Another red arrow points from the 'Add Documents' button to the 'Create a new document' form. This form includes the following fields:

- Create a new document**  
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.
- \* URL of the document**  
Upload your document or paste a URL
- \* Title of the document**  
Give the document a title (max. 80 characters)
- Description of the document**  
Add a few words to describe the document (max. 160 characters)
- Create document** button

## 2. Online Exhibition and Info Page Set-up

### Items

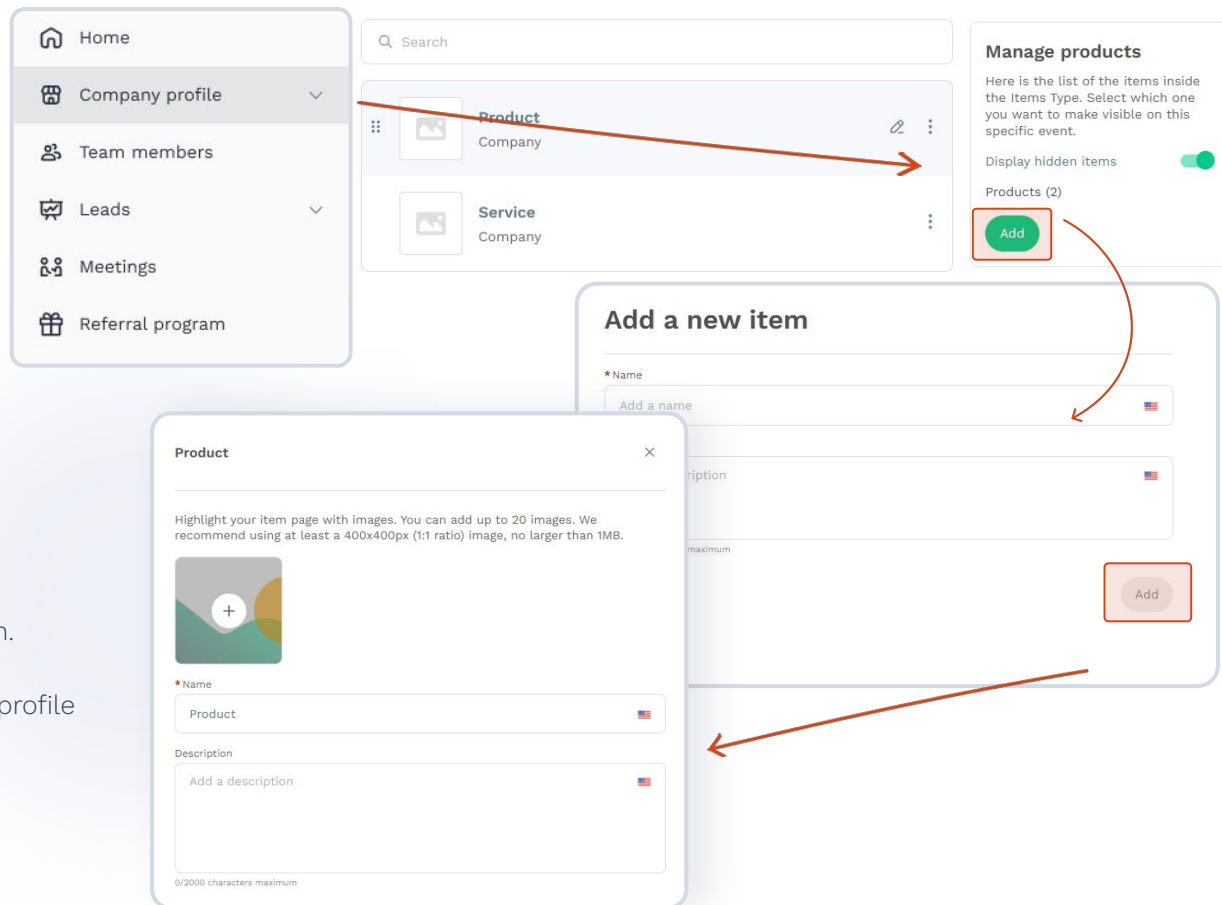
**Add Items** to your company profile  
(products, services, contests, etc).

**Add item name** and **description**.

You will be prompted to **include images**  
(400x400px; 1:1, png, jpg, gif).

Then add any additional product information.

You can change the order of display in your profile  
by dragging up and down on list.

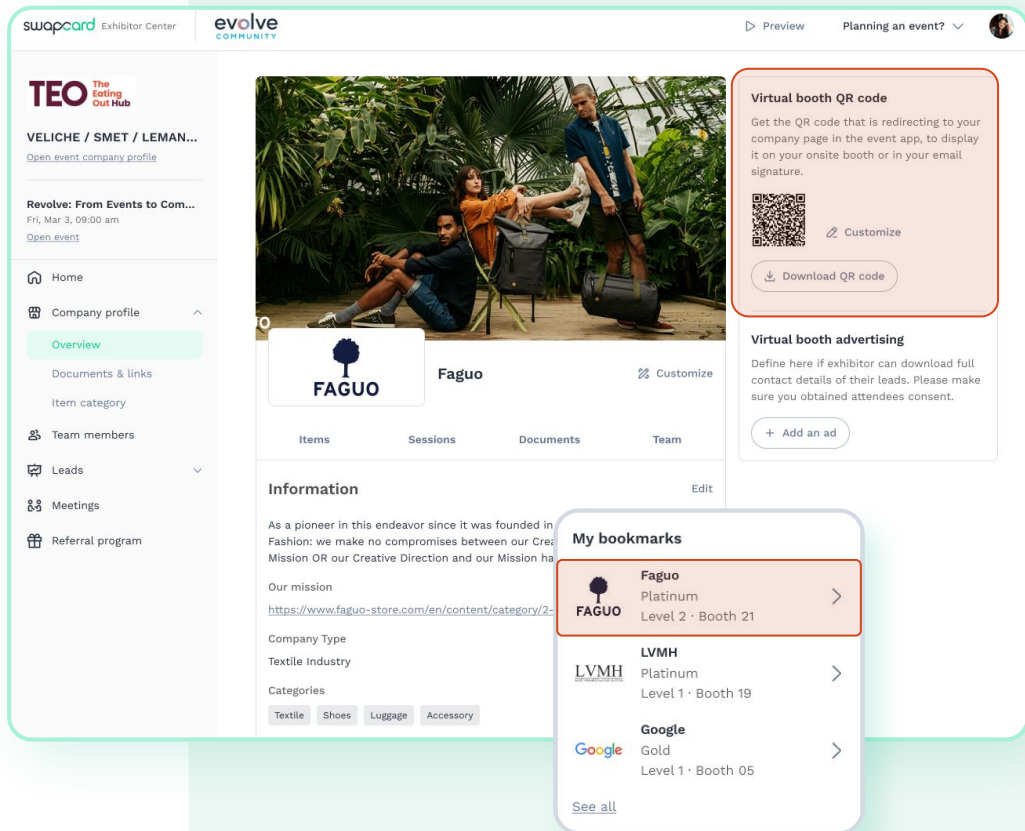


## 2. Online Exhibition and Info Page Set-up

### Exhibitor QR

As an exhibitor, you can **download your Virtual Booth QR code** to print on onsite signage. When a visitor scans this, it brings them directly to your Exhibitor Profile, where they can start a chat, or ask for a Meeting.

Plus, the Company will be automatically listed under **My Event → My bookmarked companies**.



The screenshot displays the swapcard Exhibitor Center interface. The top navigation bar includes the swapcard logo, 'Exhibitor Center', and the evolve COMMUNITY logo. A 'Preview' button and a 'Planning an event?' dropdown are also present. The main content area shows the profile for 'FAGUO', featuring a large image of people in a tropical setting. To the right of the image is a 'Virtual booth QR code' section with a QR code and a 'Download QR code' button. Below this is a 'Virtual booth advertising' section with an 'Add an ad' button. The left sidebar contains a navigation menu with options like Home, Company profile, Overview, Documents & links, Item category, Team members, Leads, Meetings, and Referral program. The main content area also includes a 'FAGUO' logo, a 'Customize' button, and tabs for Items, Sessions, Documents, and Team. Below these is an 'Information' section with text about the company's mission and a link to their website. A 'My bookmarks' overlay is visible in the bottom right corner, listing bookmarked companies: FAGUO (Platinum, Level 2, Booth 21), LVMH (Platinum, Level 1, Booth 19), and Google (Gold, Level 1, Booth 05). A 'See all' link is at the bottom of the overlay.

**TEO** The Eating Out Hub

**VELICHE / SMET / LEMAN...**  
[Open event company profile](#)

**Revolve: From Events to Com...**  
Fri, Mar 3, 09:00 am  
[Open event](#)

Home

Company profile

Overview

Documents & links

Item category

Team members

Leads

Meetings

Referral program

**FAGUO** Customize

Items Sessions Documents Team

**Information** Edit

As a pioneer in this endeavor since it was founded in Fashion: we make no compromises between our Creative Mission OR our Creative Direction and our Mission has

Our mission  
<https://www.faguo-store.com/en/content/category/2->

Company Type  
Textile Industry

Categories  
Textile Shoes Luggage Accessory

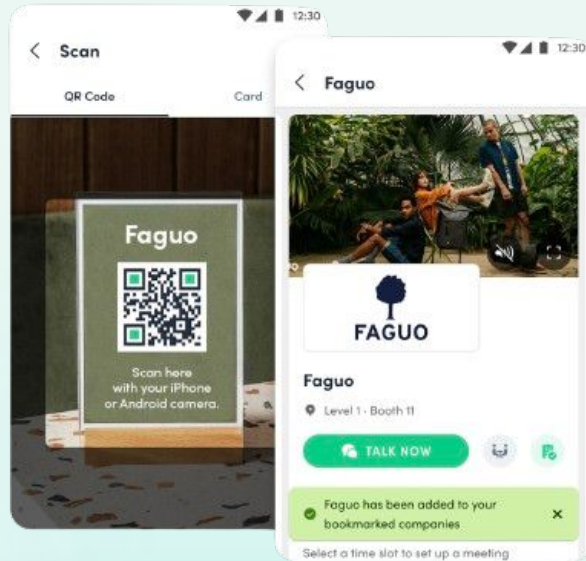
**Virtual booth QR code**  
Get the QR code that is redirecting to your company page in the event app, to display it on your onsite booth or in your email signature.  
  
[Customize](#)  
[Download QR code](#)

**Virtual booth advertising**  
Define here if exhibitor can download full contact details of their leads. Please make sure you obtained attendees consent.  
[+ Add an ad](#)

**My bookmarks**

- FAGUO** Platinum Level 2 · Booth 21
- LVMH** Platinum Level 1 · Booth 19
- Google** Gold Level 1 · Booth 05

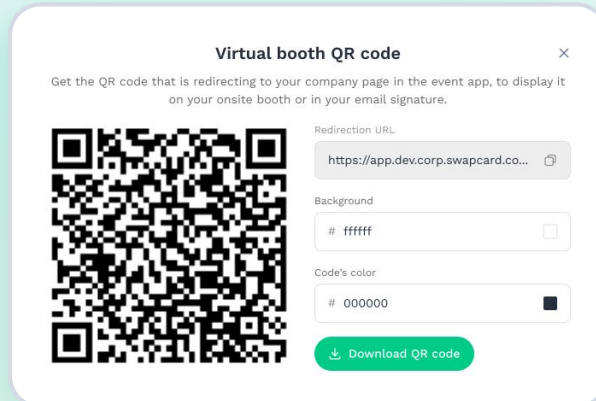
[See all](#)



## Pro Tip!

If you want to “**brand**” QRs, you can do it by changing their **color, background, size, and margin** using third-party tools. If that’s of interest, the .svg format is recommended.

Make sure to keep enough contrast between the background and the actual code to guarantee readability.





### Graphic guidelines

#### Exhibitor logo

- Rectangular image (2:1 ratio), size of 400 x200px and no larger than 1MB

#### Header

- **Image:** 1200x675px (16:9 ratio)
- **Video:** hosted on Vimeo or Youtube. Ask us if you host the video on another tool
- **Note:** the video will be muted by default

#### Booth background

- Rectangular image (16:10 ratio), size of 2560x1600px and no larger than 1MB

#### Advertising

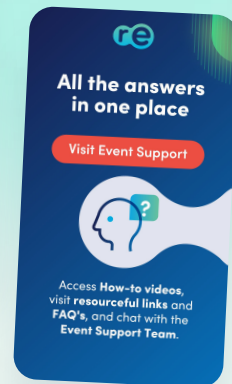
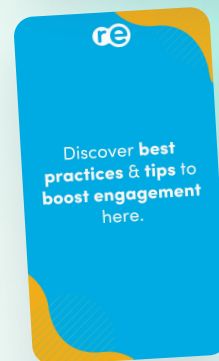
- Rectangular image (9:16 ratio), size of 1080x1920px and no larger than 1MB

#### Documents

- Paste a link or import a file (pdf, doc, docx, ppt, pptx, png, jpg) and no larger than 30 MB
- **Title:** max 80 characters
- **Description:** max 160 characters

#### Items

- **Name:** max 255 characters
- **Description:** max 2000 characters
- **Images:** 400x400px (1:1 ratio) no larger than 1 MB





3.

# Exhibitor Center Networking Management

# 3. Exhibitor Center Networking Management

## Manage your meetings

- 1 **Manage your availability**  
(Deselect the time slots your team is not available)
- 2 **Assign a meeting:** Reply to the meeting request and select a team member to assign.
- 3 **Accept or decline meeting requests** or cancel an existing meeting.
- 4 **Filter meetings by status:** Pending, Confirmed, Canceled or Declined.
- 5 **Export the full list of meetings.**

1

### Manage your meeting slots availability

Select the slots when you want to receive meeting requests from participants.

☒ Monday, July 15

9:00 AM  
30 mins

9:30 AM  
30 mins

10:00 AM  
30 mins

10:30 AM  
30 mins

11:00 AM  
30 mins

11:30 AM  
30 mins

12:00 PM  
30 mins

12:30 PM  
30 mins

1:00 PM  
30 mins

1:30 PM  
30 mins

2:00 PM  
30 mins

2:30 PM  
30 mins

3:00 PM  
30 mins

3:30 PM  
30 mins

4:00 PM  
30 mins

4:30 PM  
30 mins

5:00 PM  
30 mins

5:30 PM  
30 mins

☒ Tuesday, July 16

☐ Wednesday, July 17

☒ Thursday, July 18

CancelSave

Meeting details

Confirmed

Monday July 15 from 9:00 AM to 9:30 AM

Level 1 · Cafeteria

Access meeting room

Team member(s)

Faguo

Platinum

Level 1 · Booth C45

Assign member

Accepted

Meeting details

Invitation

Monday July 15 from 9:00 AM to 9:30 AM

Level 1 · Cafeteria

Access meeting room

Team member(s)

Pending, the meeting request will expire on July 10 at 11:54 AM.

Hershel Kitcnn

Technical Recruiter

Faguo

Switch member

Pending

Dannie Trapp

Direct Sales Manager

HSBC Holdings

Switch

Accepted

Declined

Cancel meeting

Carolynn Kreitzer

B2B Corporate Sales

Switch member

Accepted

BioSustainable Ltd.

GreenTech Annual Meeting

Jun 7, 2028 - Jun 8, 2028

Home

Boost your ROI

Meetings

Export meetings

Manage availability

| Status    | Meeting date                         | Location                                      | Team members     | External participants      | Source       | Request date                |
|-----------|--------------------------------------|-----------------------------------------------|------------------|----------------------------|--------------|-----------------------------|
| Confirmed | June 7, 2028<br>10:00 AM to 10:30 AM | Virtual<br>Virtual Meetings<br>Virtual Room 1 | Isaac Cummings   | Paul De Barros<br>Swapcard | Organizer    | June 17, 2025<br>6:03 AM    |
| Confirmed | June 7, 2028<br>10:00 AM to 10:30 AM | General meetings<br>Hall 1                    | Aaron Washington | Olivia Anderson            | From request | November 7, 2025<br>4:19 PM |
| Canceled  | June 7, 2028<br>12:00 PM to 12:30 PM | 1041                                          | Isaac Cummings   | Thato Sethebe<br>Swapcard  | From request | October 22, 2025<br>6:26 PM |

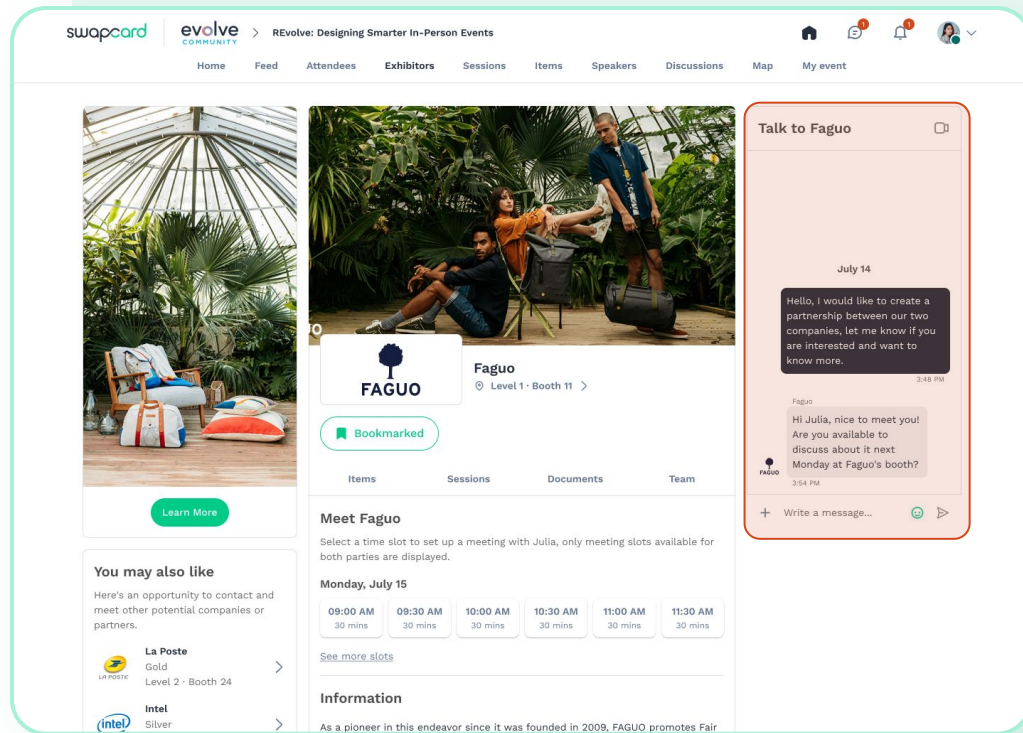
# 3. Exhibitor Center Networking Management

## Chat with the Exhibitor

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

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

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



# 3. Exhibitor Center Networking Management

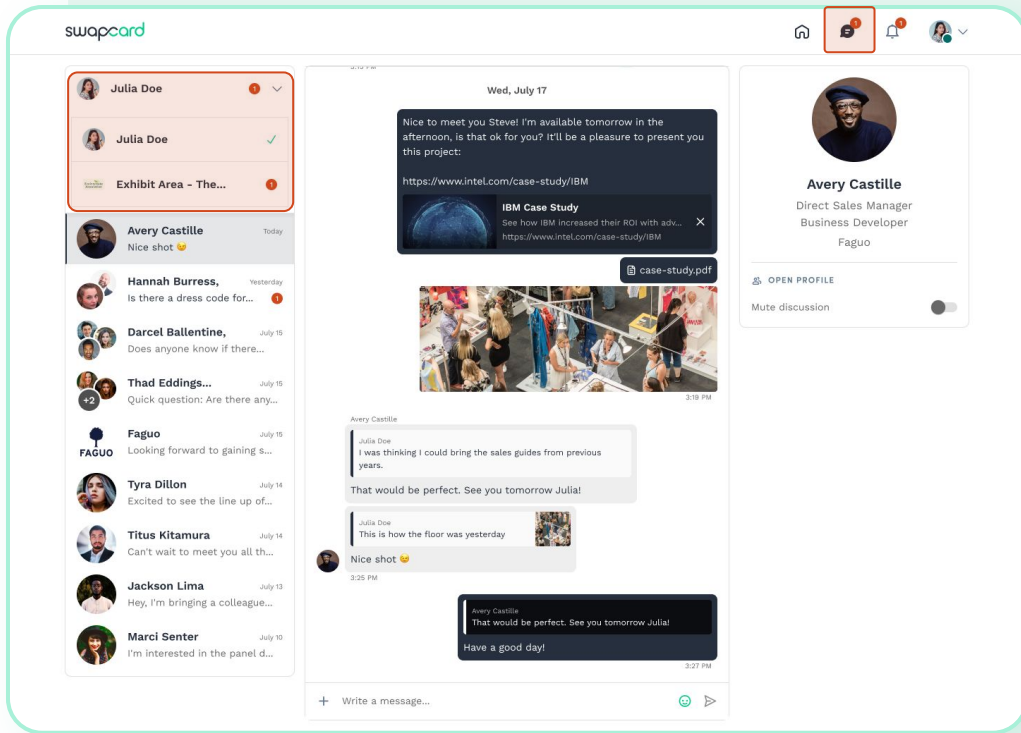
## Chat with Exhibitor (Inbox)

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

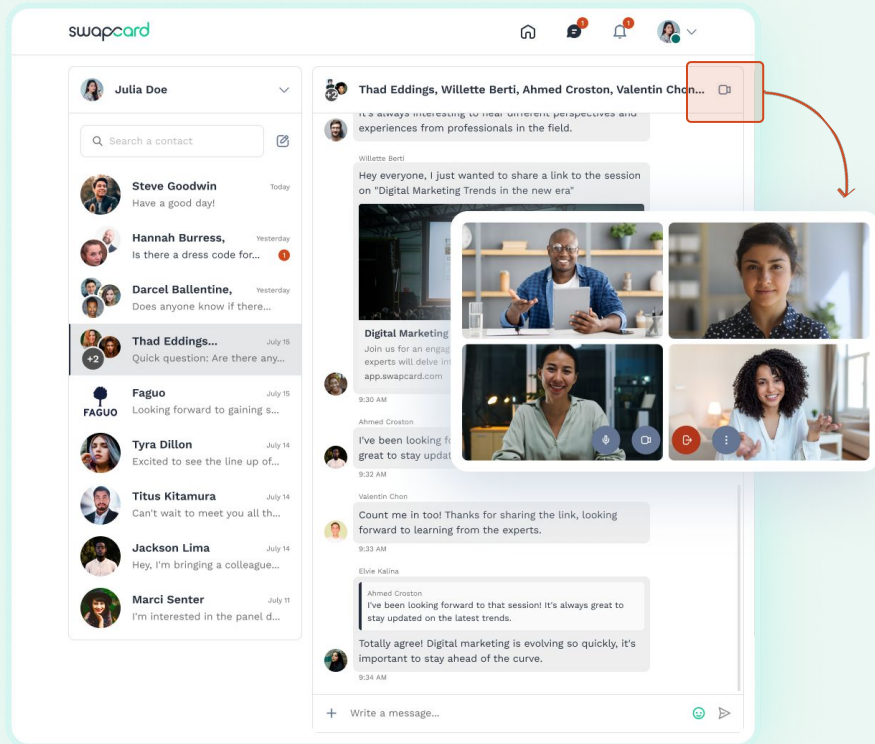
Switch between your **personal inbox** and the **exhibitor inbox** by clicking on the dropdown box.

Each new message triggers a **red notification circle** over the **chat bubble icon** for all exhibitors.

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



# 3. Exhibitor Center Networking Management



## Pro Tip!

As an exhibitor, you can start a video call with an attendee by checking their conversations and using our handy **integrated feature, located in the right corner of the chat** interface.

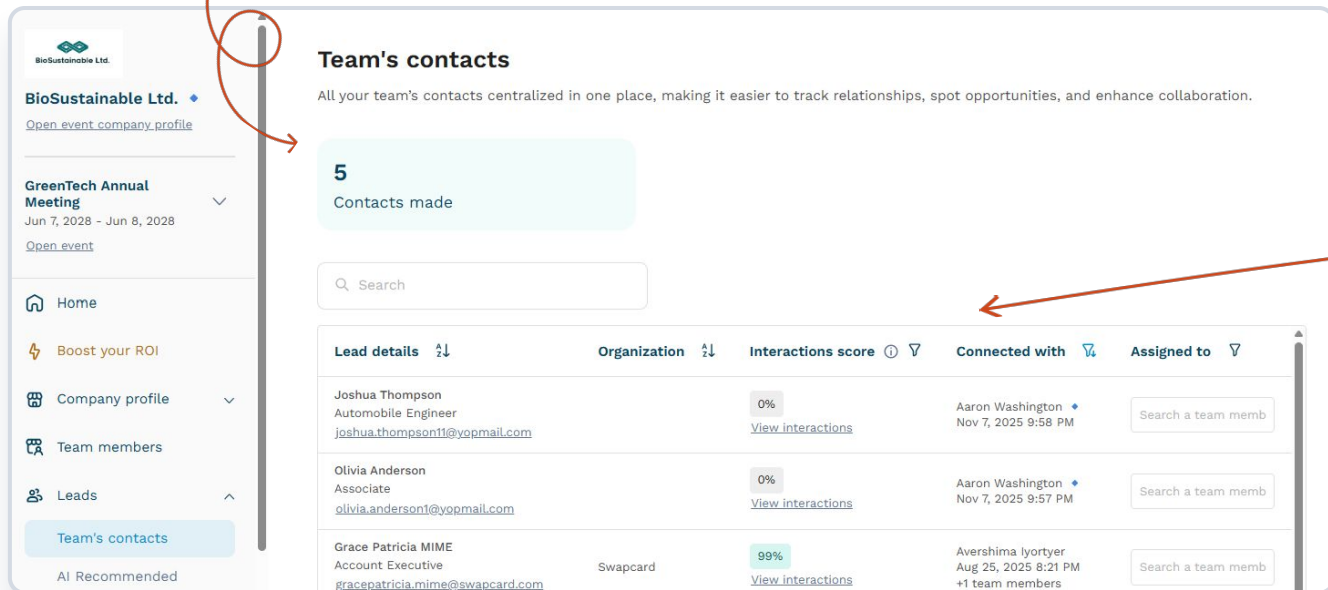
4.

# Make the Most out of Data - Quick Overview

You can easily manage your leads and at the **Team's connections dashboard**, in the **Exhibitor Center**.

*Note: Some features may not be available for your company. Please confirm with the organizer which ones are available according to your category of participation.*

Check some statistics about your company's connections and your team's activity



**Team's contacts**

All your team's contacts centralized in one place, making it easier to track relationships, spot opportunities, and enhance collaboration.

**5**  
Contacts made

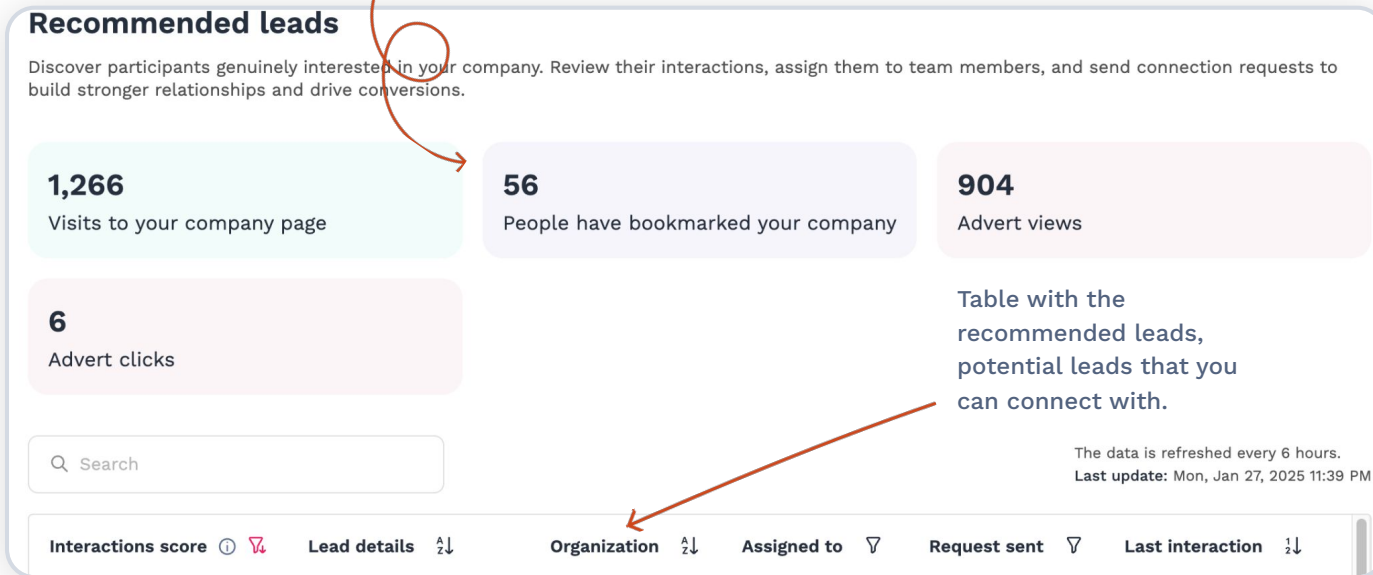
Search

| Lead details                                                                                                                     | Organization | Interactions score                       | Connected with                                                | Assigned to                                     |
|----------------------------------------------------------------------------------------------------------------------------------|--------------|------------------------------------------|---------------------------------------------------------------|-------------------------------------------------|
| Joshua Thompson<br>Automobile Engineer<br><a href="mailto:joshua.thompson11@yopmail.com">joshua.thompson11@yopmail.com</a>       |              | 0%<br><a href="#">View interactions</a>  | Aaron Washington<br>Nov 7, 2025 9:58 PM                       | <input type="text" value="Search a team memb"/> |
| Olivia Anderson<br>Associate<br><a href="mailto:olivia.anderson1@yopmail.com">olivia.anderson1@yopmail.com</a>                   |              | 0%<br><a href="#">View interactions</a>  | Aaron Washington<br>Nov 7, 2025 9:57 PM                       | <input type="text" value="Search a team memb"/> |
| Grace Patricia MIME<br>Account Executive<br><a href="mailto:gracepatricia.mime@swapcard.com">gracepatricia.mime@swapcard.com</a> | Swapcard     | 99%<br><a href="#">View interactions</a> | Avershima lyortyer<br>Aug 25, 2025 8:21 PM<br>+1 team members | <input type="text" value="Search a team memb"/> |

Table with the contacts made by your fellow team members.

You can easily manage your leads and analyze the **Recommended leads** based on attendees' interactions in the **Exhibitor Center** (team.swapcard.com).

Check some statistics about your company's booth and attendee's interactions with the booth





# How to export the leads



You can easily download your leads from your computer accessing the **Leads > Export** tab, in the **Exhibitor Center**.

- 1 Click on the **Download** button in the top right corner:



- 2 Select whether you want to export all leads or to filter them by date and/or lead type

The screenshot shows the 'Leads > Export' interface. At the top, there are two radio buttons: 'Export all leads' (unselected) and 'Define specific dates and leads to export' (selected). Below this, there are two input fields for dates: 'Begins' with the value '07/18/2023 · 1:00 PM' and 'Ends' with the value '09/21/2029 · 8:00 PM'. Under the 'Content' section, there is a list of 10 items, each with a checked checkbox: 'Connected with your members', 'Had a confirmed meeting with your organization or your members', 'Had a chat conversation from your exhibitor page', 'Visited or bookmarked your exhibitor page', 'Visited or bookmarked any of your items', 'Clicked on your exhibitor page ad', 'Registered for your sponsored sessions', 'Attended physically to your sponsored sessions', 'Watched your sponsored sessions online', and 'Downloaded any of your documents'. At the bottom right of the form is a green button with a white download icon and the text 'Download'.

- 3 Alternatively Click on **Create key** to synchronize the data with your existing systems:

## Automated export via API

Generate an API key to integrate the [GraphQL Exhibitor Leads API](#) or to connect [Zapier](#).

+ Create key

**Note:** Some of these filters may not be available for your company. Please **confirm with the organizer which ones are available** according to your category of participation.

**Different tabs** with the leads will show up in the exported **Excel file** depending on the permissions/filters available according to your participation in the event:

- **Contacts:** The list of people that connected with exhibitor members.
- **Contacts (incl. duplicates):** The previous list, but including multiple rows per user in case they have interacted with multiple team members.
- **Meeting confirmed:** The list of people who had a meeting with the exhibitor or its members.
- **Chat:** The list of people who had a chat with the exhibitor in the exhibitor booth.
- **Booth:** The list of people who visited or bookmarked the exhibitor booth.
- **Product:** The list of people who visited or bookmarked the exhibitor items.
- **Document:** The list of people who visited or bookmarked the exhibitor documents.
- **Advertisement:** The list of people who viewed and clicked on the ad on the exhibitor page.
- **Session bookmarks:** The list of people who registered or physically attended the sponsored sessions.
- **Session viewer:** The list of people who watched the sponsored sessions online.

## Send your Leads to HubSpot, Salesforce and other CRMs with Zapier

For exhibitors using Swapcard, integrating your lead generation data with HubSpot via Zapier can significantly enhance your lead management process. This guide outlines the necessary steps to establish this connection.

Reach out this page for technical information: <https://developer.swapcard.com/leads-api/about-the-graphql-api>

### **Please Note:**

This option is restricted by the event organizer, if you received **Exhibitor not allowed to use the API**. Contact your event organizer for help.

Monitor both Swapcard and Zapier regularly for updates and errors to ensure seamless data flow and functionality. Adjust your setups as needed to accommodate any changes in event structure or data requirements.

### **Need More Help?**

For detailed scenarios or additional support, consult Swapcard's customer service or the Zapier Learning Center for advanced techniques.

5.

# Platform Overview & Networking

### Before, during, and after the event

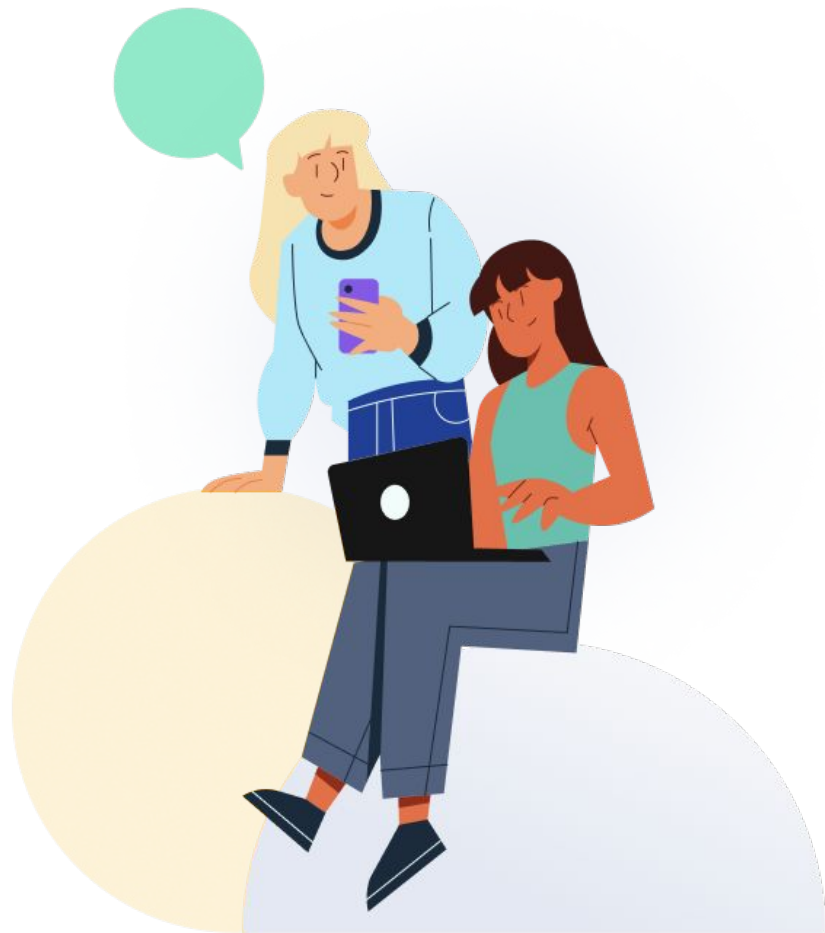
#### Engage in discussions

There will be live discussions during sessions. Participating in these discussions will show attendees that you are active and accessible during the event.

#### Be active on social media

Use the hashtags: #eventhashtag

Make free, relevant content available and refer to it when appropriate.



### How to start an engaging conversation with a new connection

- 1 Find common ground** to make authentic, personal connections (similar experiences, challenges, expertise)
- 2 Formulate a unique and meaningful message,** dont copy and paste same message each time
- 3 Discuss the best way to follow up** or continue the conversation post-event

Interact with new contacts by asking about their concerns or questions related to your field (such as production, marketing, or engagement).

Surveying the audience helps build relationships through understanding their needs and sets the stage for offering solutions and demonstrating value.



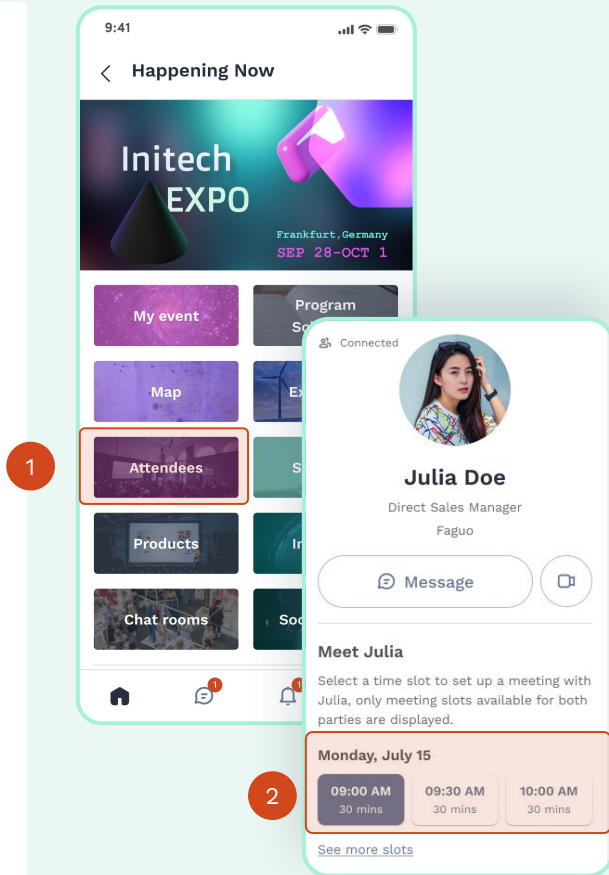
### How to navigate the platform

- 1 On the event homepage, you can access the **Networking list** labeled **Attendees**. This will help you find visitors to network with.

Don't hesitate to contact them through the app to chat, video call, and book meetings.

- 2 Time slots listed on attendees' profiles means the organizer has **permitted scheduling meetings during the event**. Don't wait too long to request meetings, as their slots may fill up quickly.

Adjust your availability from the **"My Event"** section of the app.



## Navigating the Attendees Page

Full text search

Refine the list (min. 2 characters)

Search

Filters

Available to meet

Country

Areas of interest

Job level

Department

Attendees filters

Book a meeting

Optimize your schedule and unlock new opportunities by sending meeting requests.

Book a meeting

Visibility

You're visible to other attendees.

Your connections

Julia Doe  
Direct Sales Manager  
Faguo

Roselle Ehrman  
Market Development

Existing contacts

AI recommendations

How does it work?

Krishna Barbe  
Equipment Sales...  
MasterCard

Titus Kitamura  
Enterprise Resources...  
The Walt Disney Company

Darcel Ballentine  
Account Executive  
McDonald's

Elise Sidle  
Technician  
State Farm Insurance Cos.

Online

Jaime Leguizamon  
Specialty Sales...  
Johnson & Johnson

Marielle Winston  
Executive Vice President...  
Nintendo

Jamel Eusebio  
Sales Manager  
IBM

Leatrice Handler  
Sales Coordinator  
Ferrari

Renae Cho  
Retail Store Manager  
IBM

Stephan Dion  
Sales Representative  
Johnson & Johnson

Russ Igo  
Automotive Sales Representative  
eBay

Brigida Aho  
National Accounts Sales Analyst  
Gillette

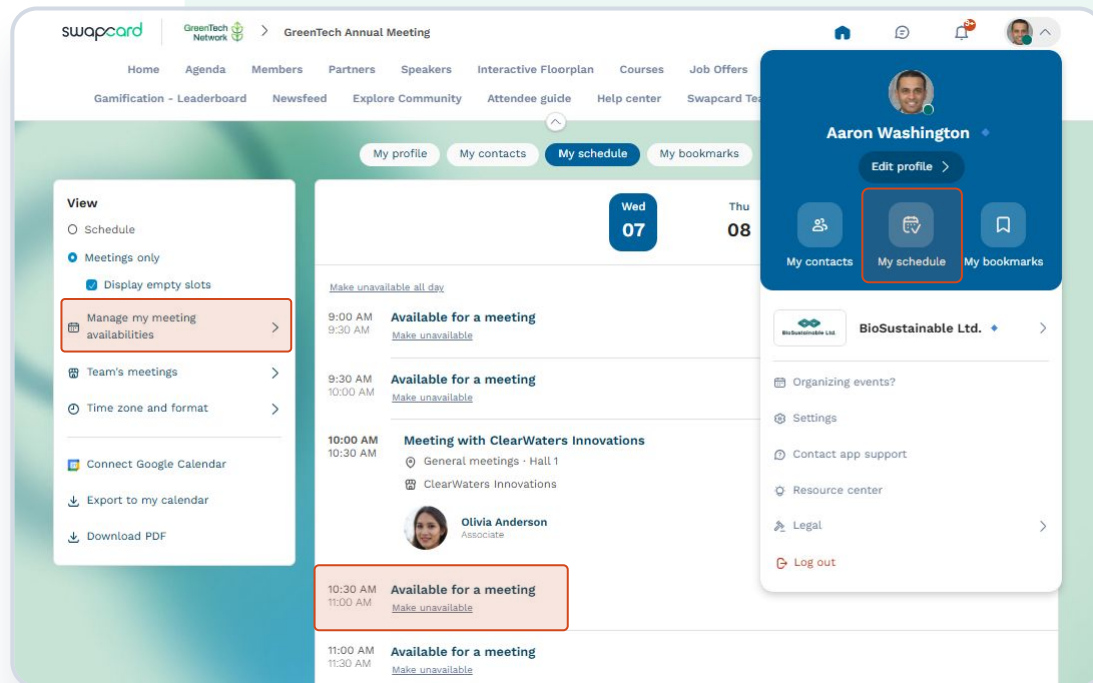
Add new contact



### Manage your availability

Click on your **Profile Icon** on the top right (or button right on Mobile app) and select **My Schedule**.

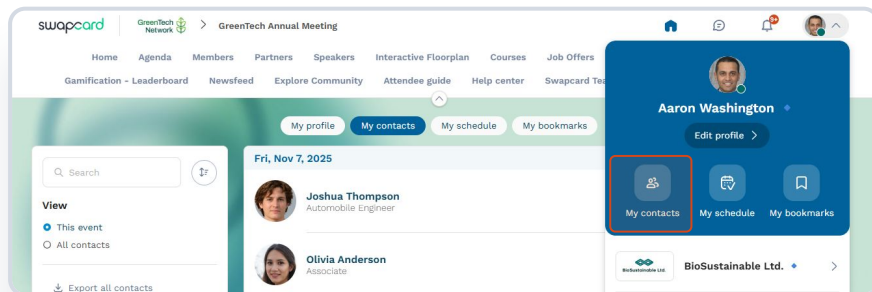
Once you click on **Manage my Meeting Availabilities**, you will see a list of all the available meeting slots. You simply need to **de-select the slots that you want to make yourself unavailable**.



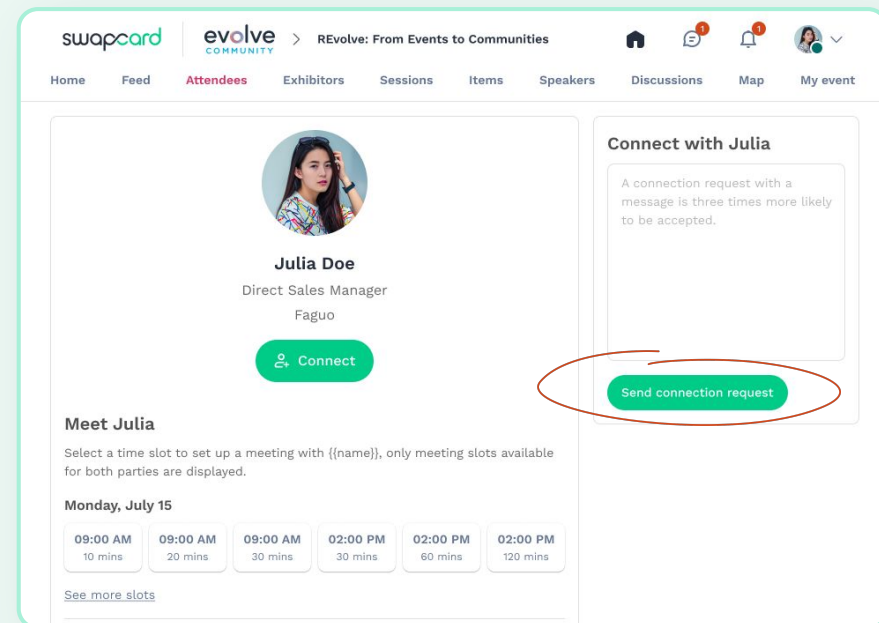
## Making Connections

Go to someone's profile via the list of participants or a company profile and click on **"Send connection request"**.

Find all your connections by clicking on your **profile icon** on the top right (or button right on the mobile app) and select **My contacts**.



A connection request with a message is three times more likely to be accepted.



## Pro Tip!

Including emojis in your messages increases the likelihood of them being accepted.

Between 1 & 30  
character message

57%

Acceptance Rate

Use of emojis

14,15%

Average Increase



No Message

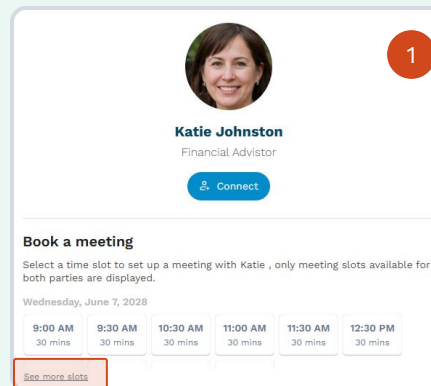
34,8%

Acceptance Rate

# 5. Platform overview & Networking

## How to book a meeting

- 1 Go to an attendee, speaker or exhibitors profile.
- 2 Click on one of the suggested meeting slots.  
If you want to see other slots, click **“See more slots.”** Select a slot and the Meeting location.
- 3 Finally you can add a meeting description for additional details or goals of the meeting with participants. Once done, click **“Send meeting request”**.



**Katie Johnston**  
Financial Advisor

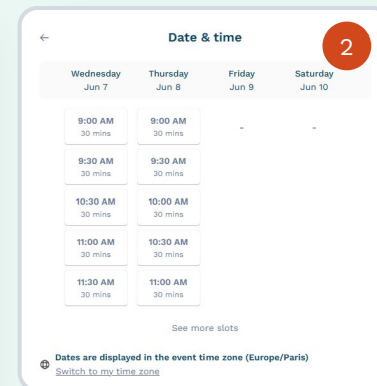
[Connect](#)

**Book a meeting**  
Select a time slot to set up a meeting with Katie , only meeting slots available for both parties are displayed.

Wednesday, June 7, 2028

|                    |                    |                     |                     |                     |                     |
|--------------------|--------------------|---------------------|---------------------|---------------------|---------------------|
| 9:00 AM<br>30 mins | 9:30 AM<br>30 mins | 10:30 AM<br>30 mins | 11:00 AM<br>30 mins | 11:30 AM<br>30 mins | 12:30 PM<br>30 mins |
|--------------------|--------------------|---------------------|---------------------|---------------------|---------------------|

[See more slots](#)

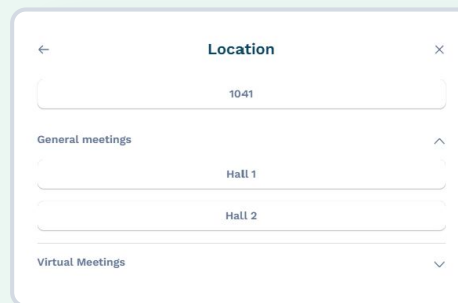


**Date & time**

| Wednesday<br>Jun 7  | Thursday<br>Jun 8   | Friday<br>Jun 9 | Saturday<br>Jun 10 |
|---------------------|---------------------|-----------------|--------------------|
| 9:00 AM<br>30 mins  | 9:00 AM<br>30 mins  | -               | -                  |
| 9:30 AM<br>30 mins  | 9:30 AM<br>30 mins  | -               | -                  |
| 10:30 AM<br>30 mins | 10:00 AM<br>30 mins | -               | -                  |
| 11:00 AM<br>30 mins | 10:30 AM<br>30 mins | -               | -                  |
| 11:30 AM<br>30 mins | 11:00 AM<br>30 mins | -               | -                  |

[See more slots](#)

ⓘ Dates are displayed in the event time zone (Europe/Paris)  
[Switch to my time zone](#)



**Location**

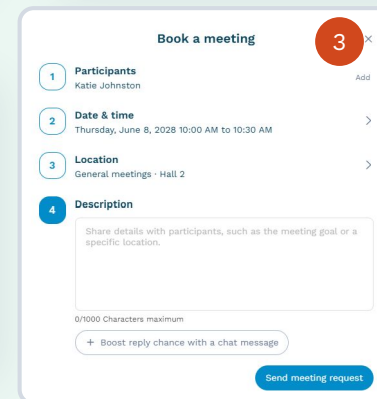
1041

General meetings

Hall 1

Hall 2

Virtual Meetings



**Book a meeting**

- 1 **Participants**  
Katie Johnston [Add](#)
- 2 **Date & time**  
Thursday, June 8, 2028 10:00 AM to 10:30 AM [>](#)
- 3 **Location**  
General meetings · Hall 2 [>](#)
- 4 **Description**  

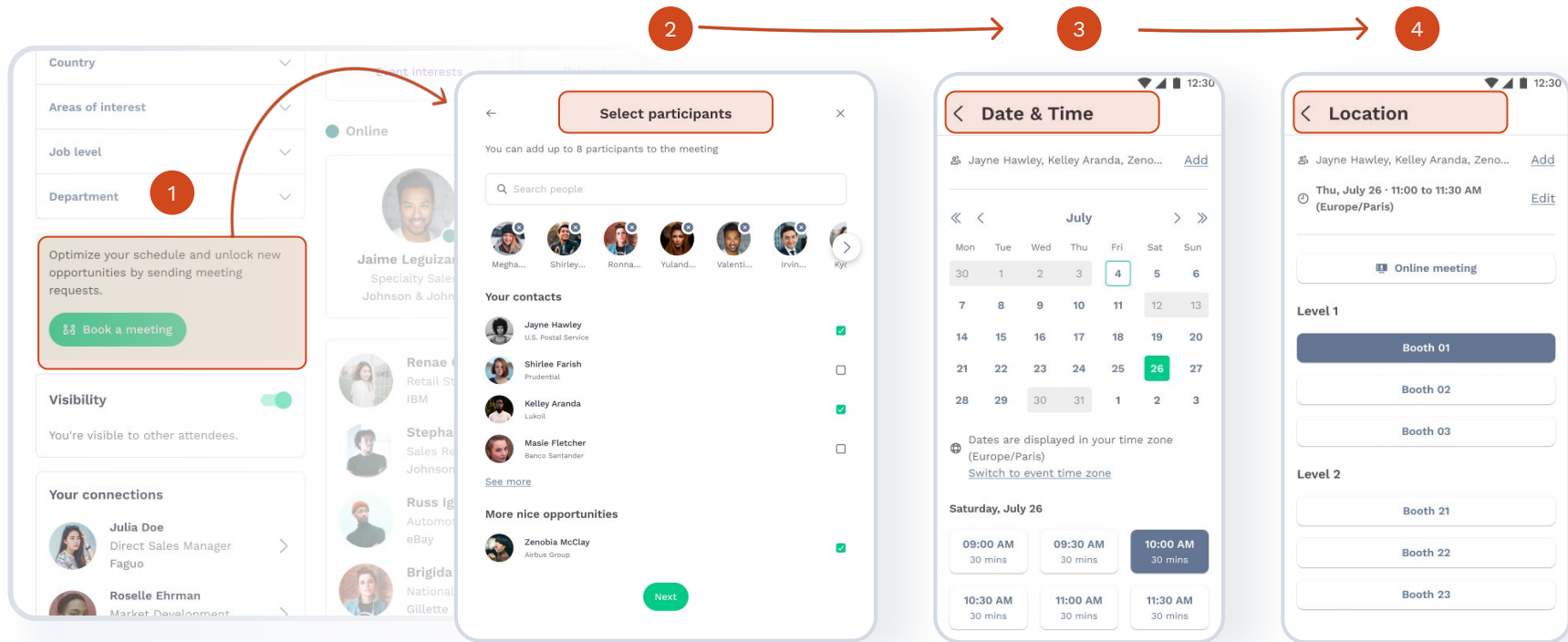
Share details with participants, such as the meeting goal or a specific location.

0/1000 Characters maximum

[+ Boost reply chance with a chat message](#)

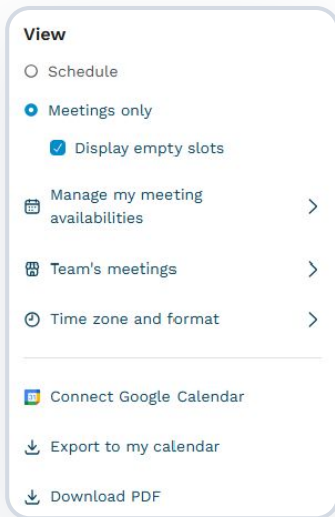
[Send meeting request](#)

## Book a Meeting from Attendees page

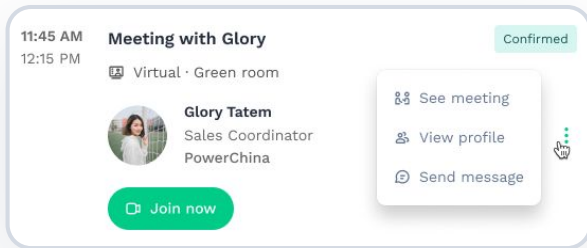


### How to do a Virtual meeting

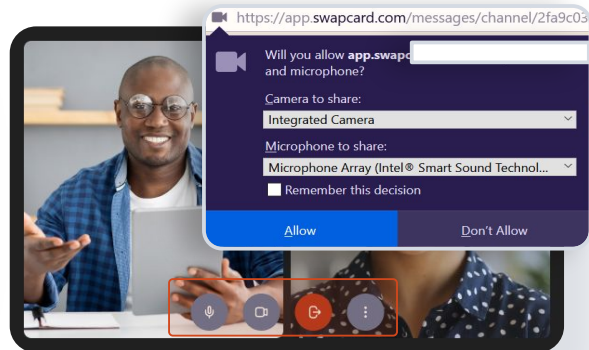
1 Go to “**My Schedule**” and select “**Meetings Only**” or head directly to the profile of the participant you’re meeting with.



2 Click on the **3 dots** located to the right of the meeting details to join the call. You can also join from your **reminder notification/email**.



3 Click the “**Join**” button to start the call. Use the icons to **toggle your camera or audio on/off**. Click the three dots to **share your screen**.



*Note: Make sure that your browser settings allow access to your camera and microphone*

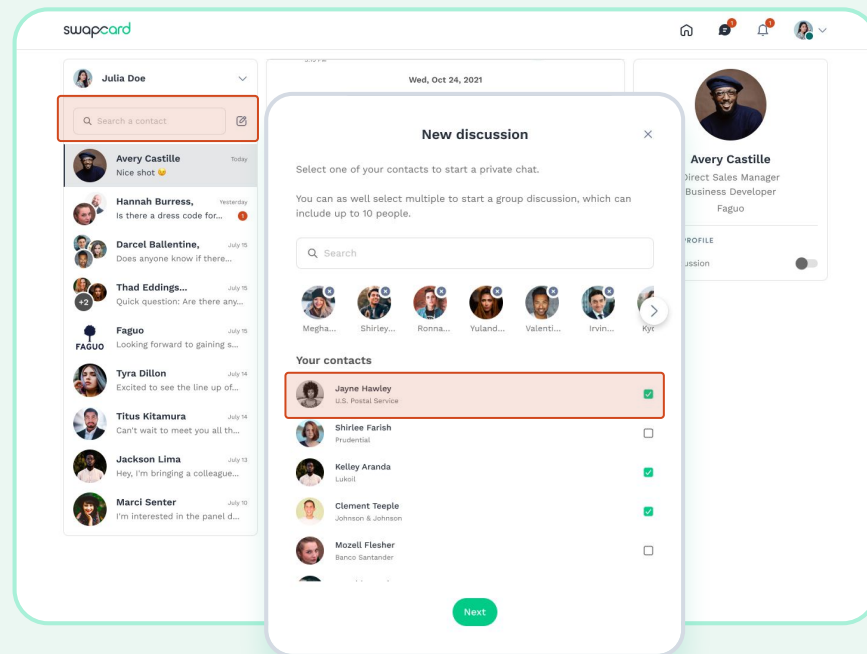
## How to create a Group Chat

The Group Chat feature lets users participate in discussions with **up to 10 people**. They can exchange and react to messages, share files, and even conduct group video calls.

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

- 1 To create a group chat, click on the **message icon** to the right of "**search a contact.**"
- 2 Use your contact list to **add the people you want to include** in your group.



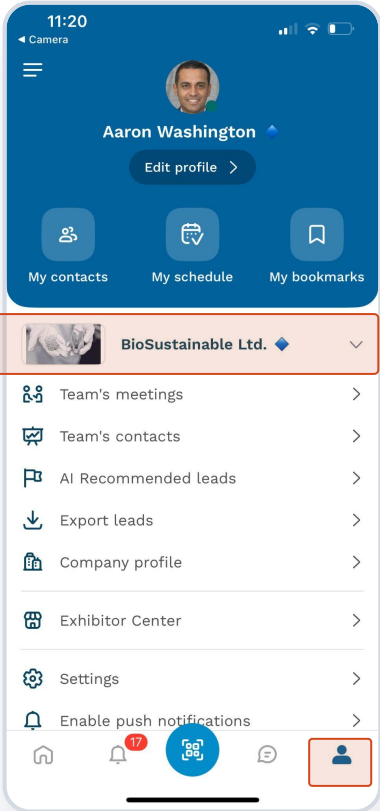


6.

# Mobile App Quick Overview

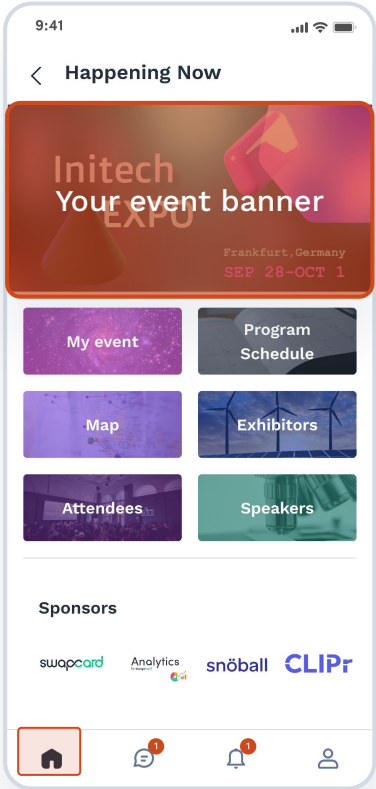


Profile Menu



Access the Exhibitor Center

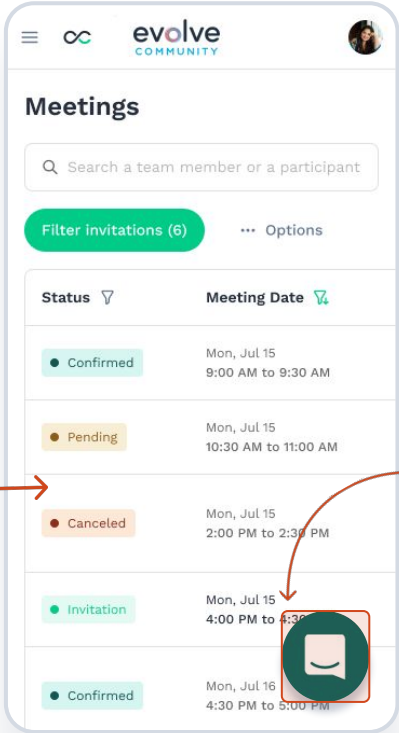
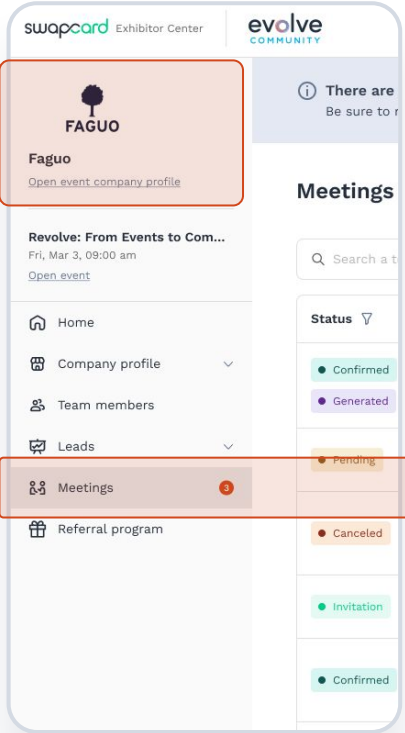
Home Page



Exhibitor Center Menu

Meetings Center

Your Company



Swapcard Exhibitors Support



Thank you