

Visitor Guide

spsconnect

The digital automation hub



Accessing your Account

All you need to access your account is for your email address to be registered with the event, besides that, just follow the steps below.

Enter your Email

This needs to be the email that you provided when you purchased your ticket. If your email is not registered, contact the organizer via support.digital-events@mesago.com.



Enter the email address you provided when you purchased your ticket.

Email

Continue



Enter the Registration ID you received in your welcome email when you registered for the event.

Registration ID

Claim Account



Request a reminder

Enter your Registration ID

As part of registering for the event you'll have received a unique Registration ID. Enter it to claim your account.

Requesting a reminder will send you an email with your ID (check your spam folder).



Please create a password for your account and use this password the next time you log in.

Password

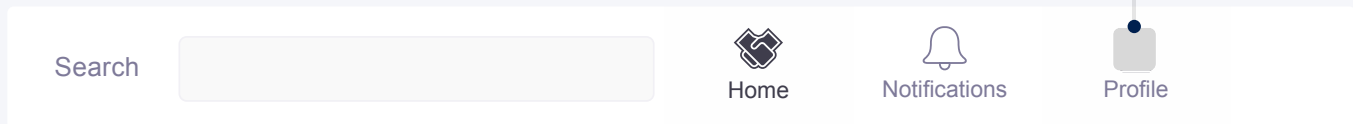
Login



Your personal Profile

This page explains how to access it and some of its key features.

Go to the "Profile" tab



Creating your personal Profile

Your personal profile serves, in addition to the profiles of the exhibitors and their employees, as a database for the AI-powered matchmaking. For this reason, it is very important that you provide as much information and as many preferences as possible in order to be suggested to suitable exhibitors and contact persons.

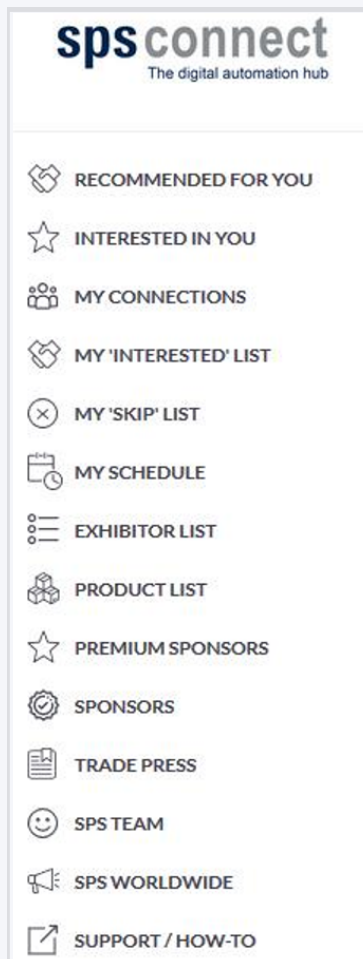
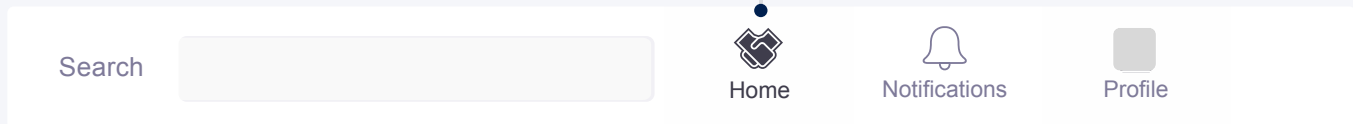
Functionalities in your profile

ANSICHT	
Edit Profile ●	It is critical that your personal profile looks as great as it can, add an image, a description and further information.
Manage My Availability ●	Availability can always be updated on a weekly basis for the following periods: 16 – 20 November 2020, 23 – 27 November 2020, 30 November – 04 December 2020 The new week is activated every Friday of the current week.
Change Email	
Change Password	
Manage Notifications ●	
MORE	
About this section User	Activate the email notifications, then you will be informed about incoming chat messages by email.
Feedback	
Privacy Policy	
Acceptable-Use Policy	
Sign Out	

Your personal Network

This page explains how to access it and some of its key features.

Go to the "Home" tab



Recommended for you: here you can view suggestions based on the AI, these are tailored to your profile. You have the possibility to **Show Interest** in the suggested contacts or to request a meeting. The meeting function will be available from 16 November 2020. If you think that this contact does not suit you, you can **Skip it**.

Interested in you: here you will find all contacts who show **interest in you**. Here you also have the opportunity to **Show Interest**, to **Chat** or to **Skip**.

My Connections: overview of all the contacts you have linked so far. Here you will find mutual interest and you can either **Chat** directly with the participants or **Request a meeting**.

My Interested List: here you will find all contacts in which you are interested, but have not yet confirmed their interest.

Trade Press: Over 100 trade journals are available to you from the beginning of November to the end of December.

Networking

Connections and meetings are a core element of a succesful event experience. We've made this as easy as possible, distilling it down to just 4 simple steps to get a calendar full of meetings:

• Request

Get recommendations, search and scroll through lists to request meetings for a time and date that works for you.

• Accept

Receive incoming meeting requests via notifications or in your email and accept them to have them synced to your personal calendar.

• Join

Virtual Meetings can be joined 5 minutes before the scheduled start time. You can join the meeting from your email or the platform by clicking:



Open Virtual Meeting Room

• Rate

Give anonymous feedback on your meeting with “Good”, “Bad” or “Didn’t Happen” and give a reason for your rating to qualify your post-event follow-ups.

PRO TIP

To get the best recommendations of people to meet and increase the chances that people accept your meetings one element is absolutely crucial: **complete your profile!**

Add a profile image, fill out your summary and select your preferences in the event-specific questions.

MEETING DETAILS

Date

24 November 2020

Time

10:30 am - 11:00 am

Location

Virtual Meeting Room

Message

Write why you would like to meet?

Request Meeting

Recommended for You



Daria Danilina

Visitor - London, UK - Booth 232

Summer Associate at Balderton Capital, MBA at London Business School, formerly Dropbox & HSBC

Meet

Interested

Skip

Potential Handshake

Daria is interested in meeting you

Looking to meet

Venture Capital, Automation Industry, Government Service Providers and Software Developers

Interested in

Artificial Intelligence, Multi-Agent Systems and Natural Language Processing

Common Connections

Stefan Elzy, John Doe and Pablo Fernandez

Common Industry

Daria also works in Computer Software

Connect connections



Besides being able to request meetings, mark people with “interested” or “skip”. If someone is also interested in you, chat with them and grow your network!