



SATELLITE 2023[®]

**Exhibitor / Sponsor
Event Networking Guide**



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 registered with for the Event. If your email is not registered, contact the organiser or support@grip.events



Enter the email address you provided when you registered for the event

E-mail

Continue



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

Badge / Registration ID

Claim Account



Request a reminder

Enter your Badge / Registration ID

As part of registering for the Event you'll have received a unique Registration or Badge 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

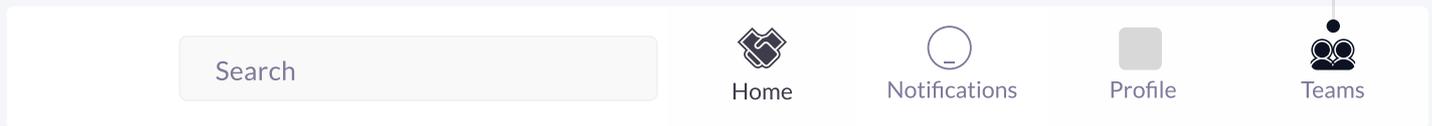
Login



Teams (Exhibitor & Sponsor Portal)

Teams is a critical element of the platform for exhibitors and sponsors. This page explains how to access it and some of its key features.

Go to the Teams Tab



Creating your Team

If you're the first person from your Company signing in you'll be presented with the option to "Create a Team". Enter your Company Name and review your colleagues under. This is very important if you want to take advance of the features outlined below.

Powerful functionality for your Company

HOME	
Meetings ●	All the meetings for you and your team members in a single overview
Inbound Leads ●	Request meetings with all people that have viewed or expressed an interest in your company.
Company Chat ●	Enable attendees to start a direct conversation with your company on the platform.
Contacts	
ADMIN	
Team Members ●	Add your colleagues as Team Members, update their profile and request meeting on their behalf.
Company Profile ●	
Products ●	Create product profiles to give even more visibility to your Company and what you offer.
Account	
Export	

Edit the Company Profile

It is critical that your company profile looks as great as it can be, add images a description and event specific metadata to make it appear across the platform as frequently as possible.



Company Profiles

Company Booth Profiles bring plenty of opportunities for companies to showcase their unique capabilities and products in a single overview. Simple to set up and easy for attendees to explore.

Marking a Company with "Interested" will add you to the Inbound Leads of the Company

Message a Company directly if you want to speak to them

Embedded Youtube Video

Company Information
Available fields depend on the organiser

Representatives that are associated with the Company Profile

Overview of the Sessions the Company is Speaking

Overview of the Sessions the Company is Sponsoring

The screenshot shows a company profile for Nokia. At the top, there's a header with the company name, logo, and booth number (B3423). Below this are two buttons: "Interested" and "Skip". A "Message Nokia" button is also present. A large video player is embedded in the center. Below the video is a "Details" section with a summary and company information. Further down is a list of "Exhibitor Representatives" with names and titles. At the bottom, there are sections for "Speaking at" and "Sponsoring" events.

Nokia Representative

Maria Martin

Date

25th of February 2020

Time

10:30 am - 11:00 am

Location

Virtual Meeting Room

Message

Write why you would like to meet?

Request Meeting

Request a Meeting with an individual Representative of the Company



Networking

Connections and Meetings are a core element of a successful 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:



- **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

25th of February 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



Potential Handshake

John is interested in meeting you

Looking to meet

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

Interested In

Artificial Intelligence, Multi Agent Systems and Natural Language Processing

Common Connections

Steffan Ellay, John Doe and Pablo Fernandez

Common Industry

Daria also works in Computer Software

Common 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!

