

PACK & SPIRIT

Exhibition for luxury packaging and
marketing dedicated to wine and spirits

17 june 2021

100% DIGITAL

DIGITAL PLATFORM USER GUIDE

**This guide will walk you through the event platform we are using
to bring Pack & Spirit Digital Edition to life.**

1/ How to access the event platform

Click on the link to access the event platform:

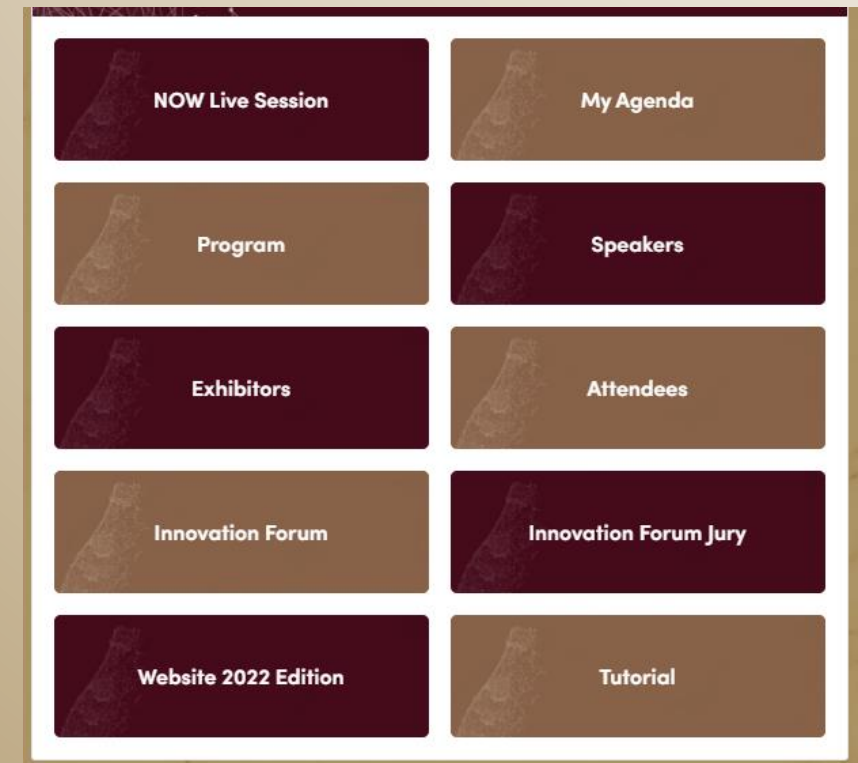
<https://packandspirit.app.swapcard.com/event/pack-and-spirit-virtual-experience>

Log in by using your email address and chosen password.*

Once logged in you can:

1. Attend the live sessions: panel discussions, workshops...
2. Connect with other participants and arrange meetings with them
3. Showcase your capabilities on your company page
4. View the exhibitors and attendees list

**You must have received an activation e-mail previously and created your password to access the event platform. Please, check your mailbox, including your spam mail.*



2/ How to update your participant profile

1. Click on **EDIT** on the left panel or on **MY PROFILE** in the drop-down menu when you click on your name in the top right of the screen

The screenshot displays the 'Pack & Spirit Digital Edition' website interface. At the top, the navigation bar includes links for Home, NOW Live Session, Program, Speakers, Exhibitors, Attendees, Innovation Forum, Innovation Forum Jury, and My Account. The user's name, 'Henriette', is visible in the top right corner. A dropdown menu is open, showing options: My profile, My contacts, Settings, Event Studio, Exhibitor Center, Resource center, Contact app support, Legal, and Log out. The 'My profile' option is highlighted. Below the navigation bar, the user's profile card is shown with a circular profile picture and the name 'Henriette FLADER', Key Account Manager D-A-CH advanced business events. An 'EDIT' button is circled in yellow next to the profile picture. A modal window is open, showing the 'About me' section with a text area and an 'EDIT' button, and the 'Social media' section with a LinkedIn icon and an 'EDIT' button.

2. You can now modify any fields in your profile as you see fit.

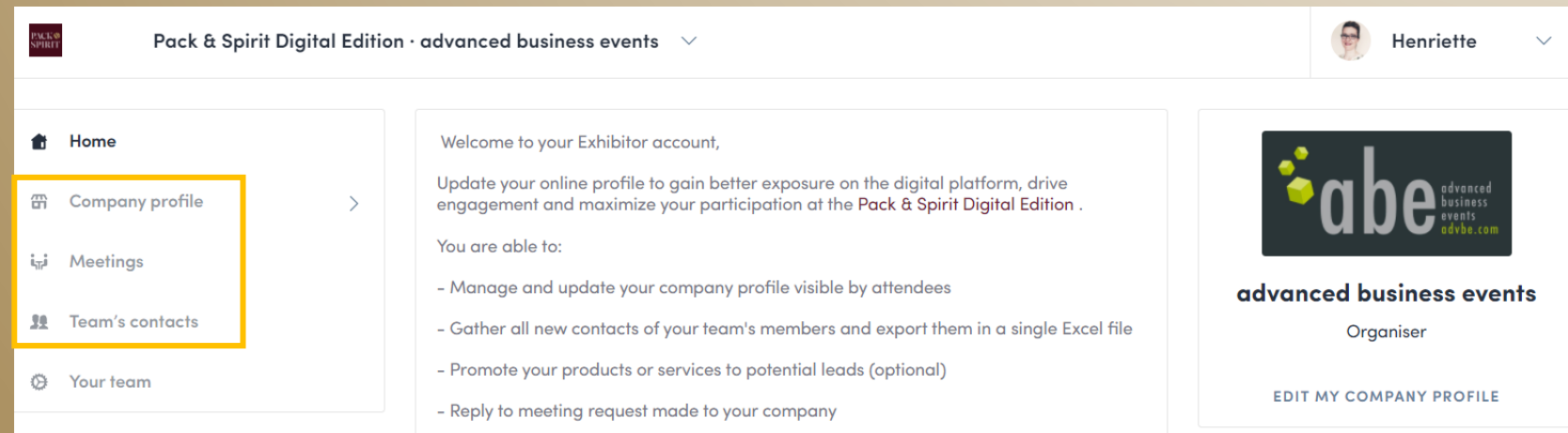
3/ How to update your company profile (only for exhibitors)

1. Click on **EXHIBITOR CENTER** in the drop-down menu when you click on your name in the top right of the screen



2. It opens your company profile page. You can now:

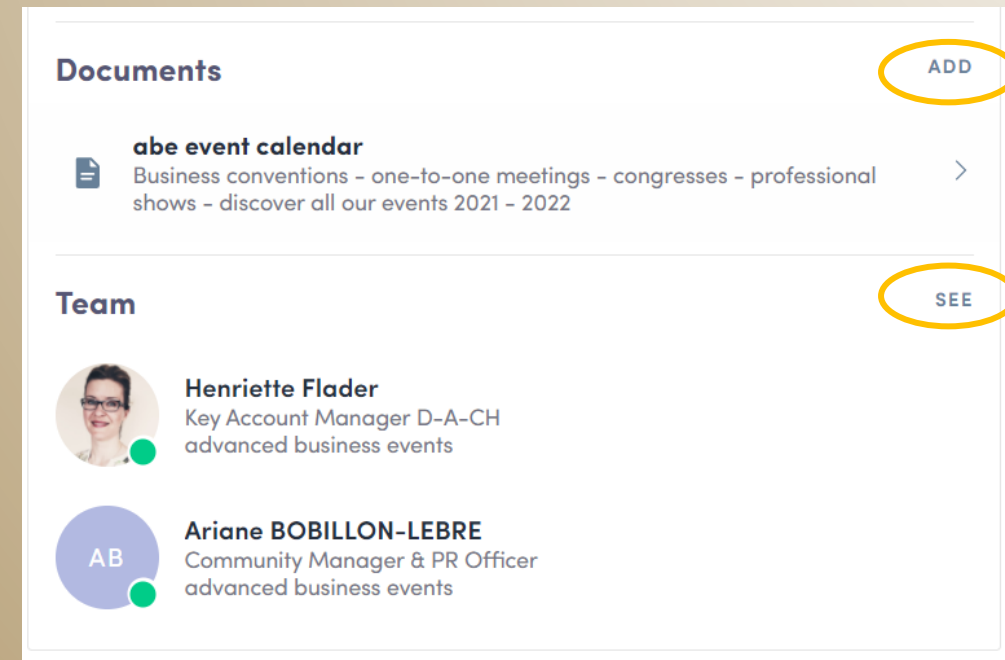
- Update your company's info
- View your meetings
- View your leads/connections



3/ How to update your company profile (only for exhibitors)

3. Scroll down on your company profile page to find the section where you can add important documents: brochures, spec sheets, etc.

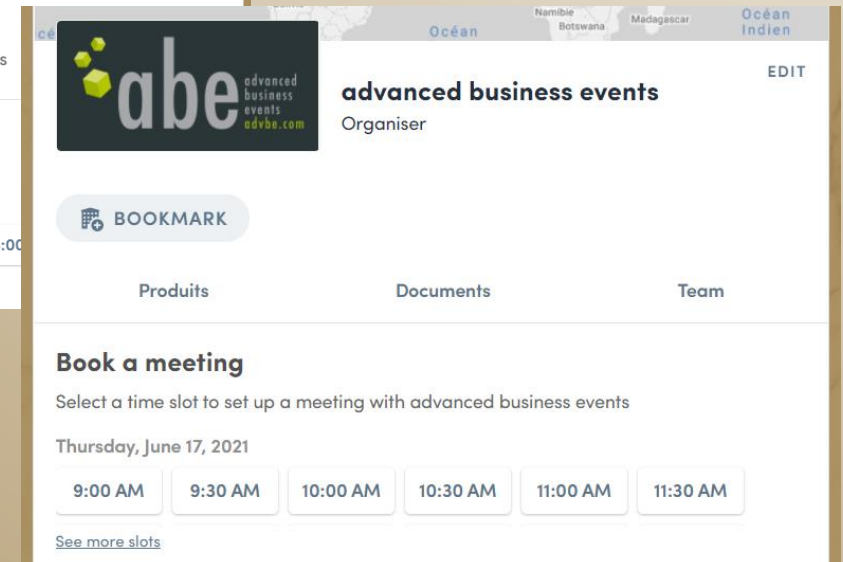
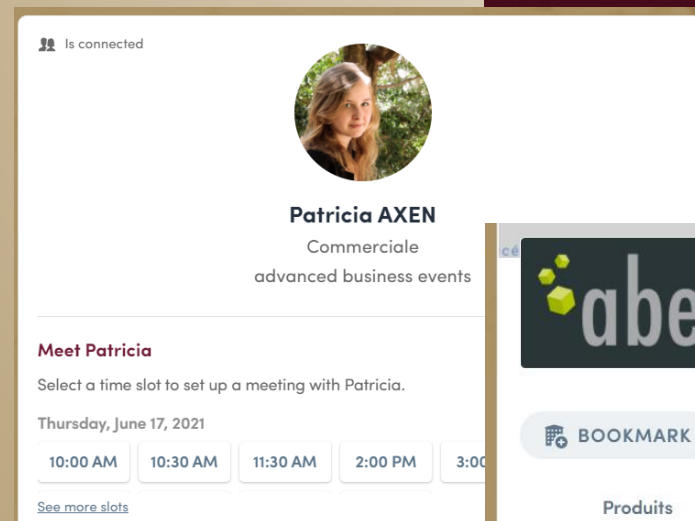
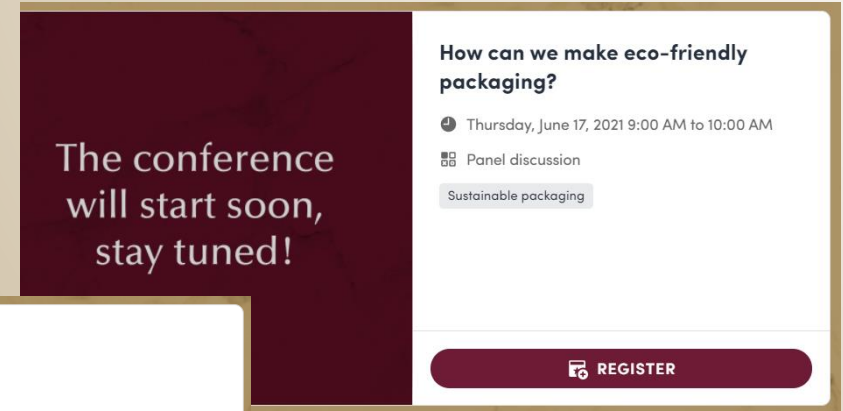
4. Update/add team members



3/ How to use the features of the platform

The platform allows you to...

1. Add sessions to your personal agenda => *via the session page*
2. Connect with participants, exchange messages with them or to arrange B2B meetings with them => *via the personal profil of a participant*
3. Send messages to exhibitors and arrange meetings with them => *via the presentation page of a company*



3/ How to use the features of the platform

A/ Modify your availability for B2B meetings

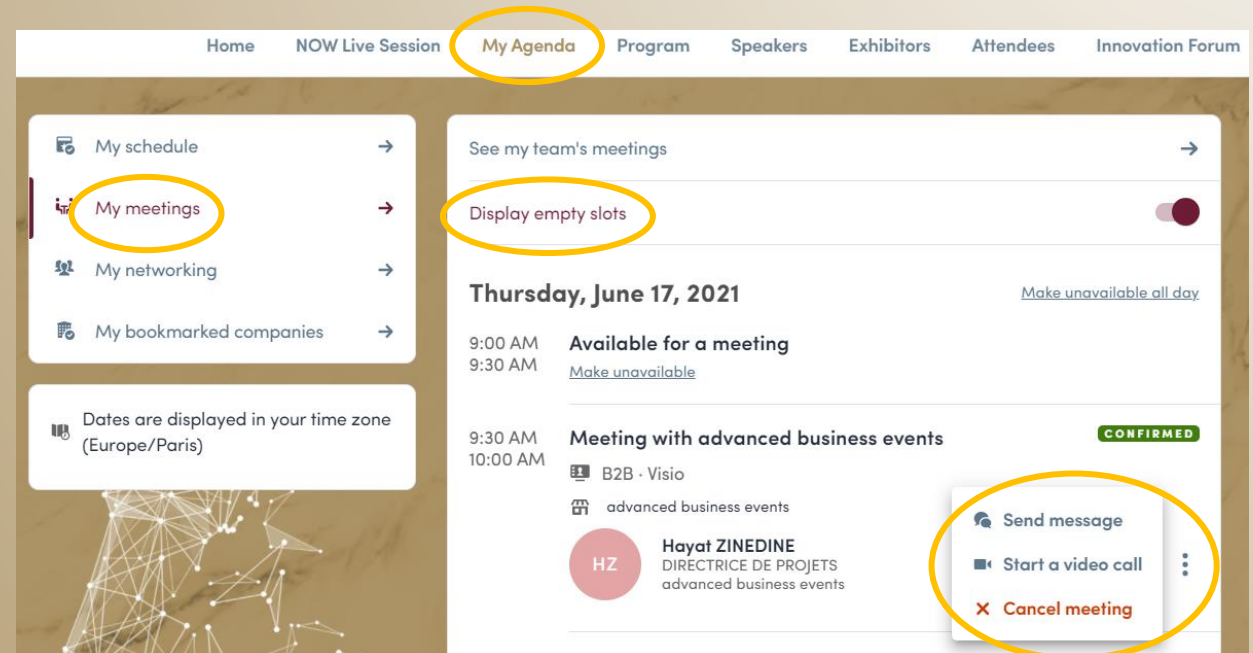
1. Click on « My Agenda » (Mon Événement)
2. Click on « My meetings ».
3. Enable « Display empty slots »

You can set unavailability for single time slots or for a complete day.

You see meetings that are confirmed or still pending.

As Exhibitor you have access to the meetings of the team members.

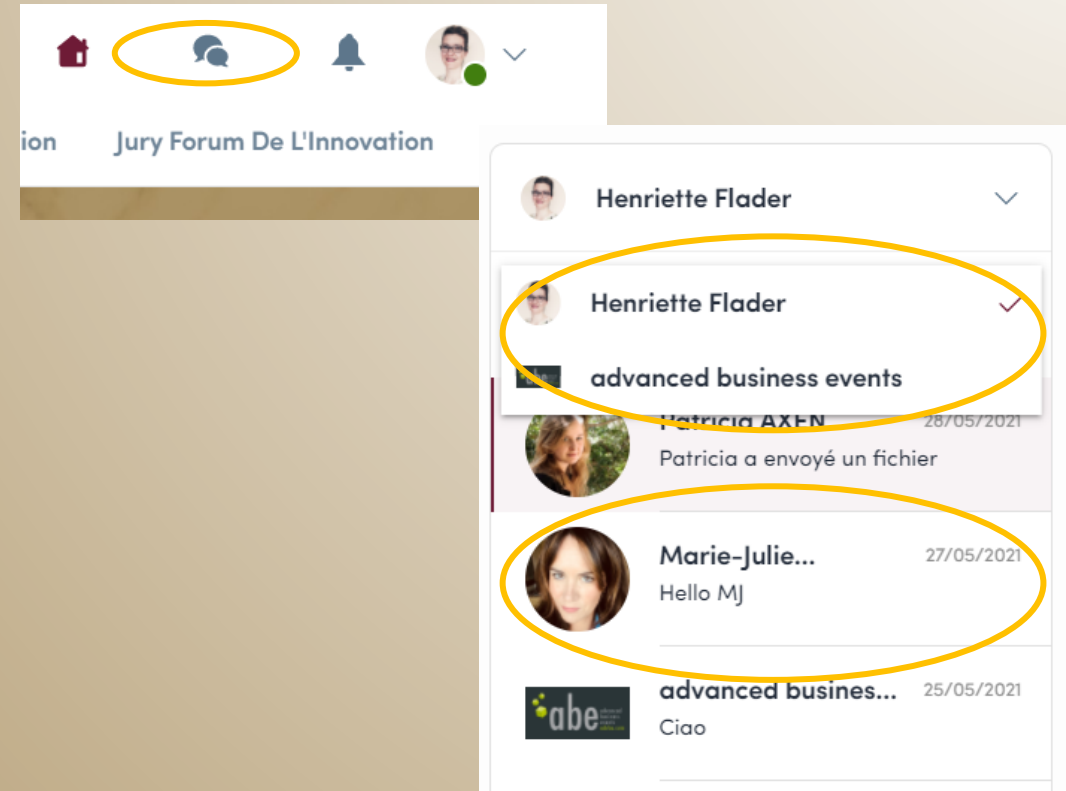
To start a meeting click on the three dots and choose « Start a video call ».



3/ How to use the features of the platform

B/ Check your messages

1. Click on the speech bubble icon.
2. Choose if you want to check the messages of your personal account or the account of your company (only for exhibitors).
3. Access the list of discussions and answer them individually



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WE WISH YOU A SUCCESSFUL EXPERIENCE!

Need assistance? Contact the team: packandspirit@advbe.com