

## Downloading leads and schedule

### YOUR LEADS

You can view and download the contact details or any buyer leads you've generated before or during the show.

These include:

- ➔ Company profile page views
- ➔ Company profile page favourites (where a buyer has added your profile to their favourites)
- ➔ Booked meetings
- ➔ At-show badge scans

#### How to download the leads report:

1. Switch to your company profile
2. Select Download Leads from the Profile Checklist menu on the left. This will download the leads report as an Excel spreadsheet containing all the relevant data and contact information. This Excel spreadsheet will appear in your browser's downloads folder.

You can download your leads any time up to four weeks after the show.

If you're a booth coordinator and you have booth partners, you can download their leads report for them from their company profile(s). Just use the profile selector in the top-right of the screen to switch between them. Booth coordinators have access to booth partner profiles until just before the show.

The screenshot shows the iMEX exhibitor profile page for 'zzy john ec1', CEO of ZZZ IMEX Testing Hotel. The page is for the event '14 - 16 May 2024 IMEX FRANKFURT'. The profile includes a photo of the CEO, a 'Profile preview' button, and a 'PROFILE CHECKLIST' menu. The 'Download Leads' option in the checklist is highlighted with a yellow box. Other options in the checklist include 'Edit profile information' and 'Settings'. The top navigation bar includes 'Visit website', 'Exhibitor Directory', and 'Education'.

## Downloading leads and schedule

### YOUR SCHEDULE

You can view or download your schedule at any time before and during the show.

#### How to download your schedule:

1. From your individual profile, choose My Schedule from the Networking menu on the left
2. Click on the dropdown arrow to the right of Download Schedule and select either .pdf or .xlsx.  
This file will appear in your browser's downloads folder.

The screenshot shows the iMEX exhibitor dashboard for the event '14 - 16 May 2024 IMEX FRANKFURT'. The user is logged in as 'zjj john ec1', CEO of 'ZZZ IMEX Testing Hotel'. The dashboard features a navigation menu on the left with sections for 'NETWORKING' and 'PROFILE CHECKLIST'. The main area is titled 'My Schedule' and includes a calendar view for May 13-16, 2024. A 'Download Schedule' button with a dropdown arrow is highlighted with a yellow box. Below the calendar, there is a grid for 'Blocked Meeting Times' and 'Optional Activities' with time slots from 08:00 to 12:00.

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### NOTE FOR BOOTH COORDINATORS

If you have booth partners, you can download their leads report from their individual profile(s). Just use the profile selector in the top-right of the screen to switch between them.

#### To view all meetings and events on your booth:

1. Go to your main company profile
2. Click on Team Schedule menu on the left
3. Click on the dropdown arrow to the right of Download Schedule and select either .pdf or .xlsx. This file schedule will appear in your browser's downloads folder.

#### Monitoring partner meeting activity

As a booth coordinator, you can access your exhibitor overview report from the Profile Checklist menu in your main company profile. This gives you information on how many meetings your partners have booked, as well as badge scans, profile views and more.

How to download the exhibitor overview report:

1. Go to your main company profile
2. Select Exhibitor Overview from the Profile Checklist menu on the left
3. The report will appear in your browser's downloads folder



14 - 16 May 2024  
IMEX FRANKFURT



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→ Visit us in Hall 8, Stand E155



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ZZZ IMEX Testing Ho...

Profile preview

NETWORKING ▾

PROFILE CHECKLIST ▾

Edit profile information

Video and content

Team Members

Products

News releases

Exhibitor events

Download Leads

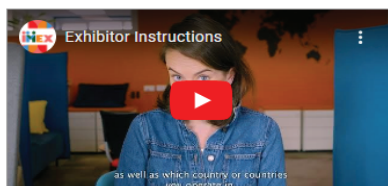
Exhibitor Overview

Settings

#### Edit Profile

STEP 1: PRODUCTS, SERVICES, AND OPERATING LOCATION CATEGORIES

STEP 2: CONFIRM COMPANY PROFILE DETAILS



Products, services, and operating location categories to be Exhibited at this IMEX show™

+ Add category

England x Rooms up to 250 x AV x

Cancel

Save