

Individual profile guide

The individual profile is your personal profile, and is shown in the attendee list closer to the show. The attendee list is used by other show participants to find individuals they want to connect with, and users will be able to favorite and initiate messages and meetings with you from your individual profile.

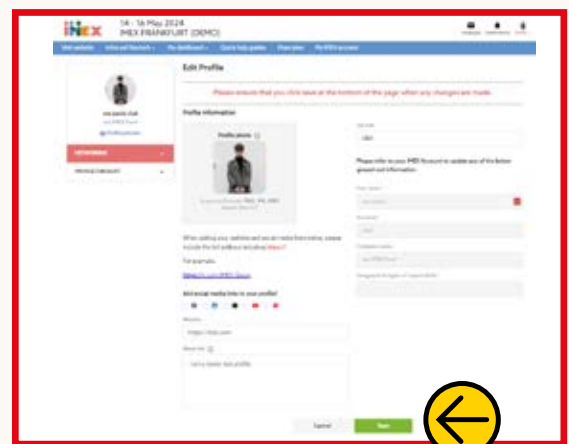
There are two types of profile:

1. Individual profile
(for you as a participant)

2. Company profile
(for the company you represent) -
this is your exhibitor directory entry

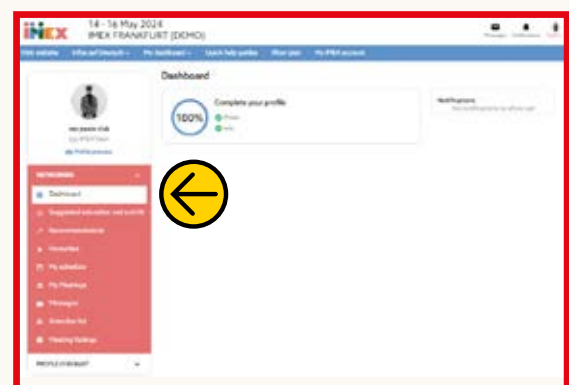
Individual profile

You can add your personal photo, job information, a description about yourself, as well as any social media links you'd like to share. Click Save at the bottom of the page every time you amend this information.



Dashboard

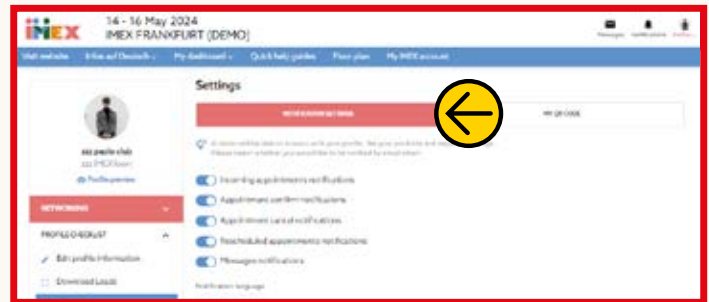
Like the Dashboard area of the company profile, your individual profile includes a simple overview. You can check if your profile is complete, see any interactions with your profile, and view any individuals you have favorited. As we get closer to the show, more features will become available. The Dashboard is a great place to see key profile stats for your profile, and see updates from us.



Notification settings

Here you can change settings for email notifications. These are typically triggered by IMEX show interactions e.g. when a meeting is requested or one of your products has been liked.

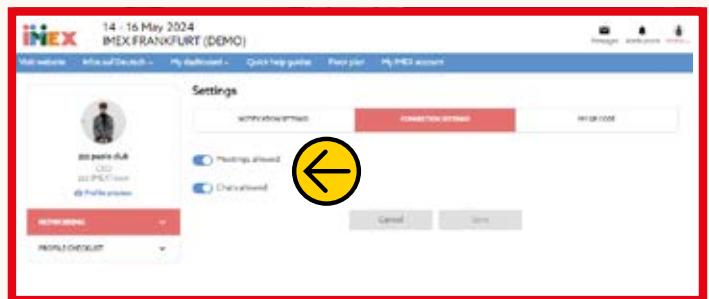
If you don't want to receive these notification emails, use the toggle switch, then click Save.



Connection settings

You can change settings here to allow or stop other show participants messaging you direct.

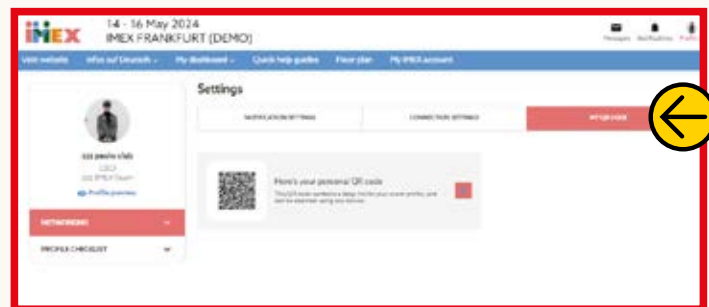
If you don't want a schedule for meetings/don't want to receive messages, you can disable these using the toggles below in the Connection Settings tab in the Settings field on the profile checklist.



My QR code

Every show participant has their own unique system-generated QR code. This can be printed and displayed on your booth at the show, or you can share it via social media. When a buyer scans your code they will be directed to your individual profile where the buyer can book a meeting with you directly.

Note: Every QR code scan generates a lead.



Profile preview

Want to see how you'll look in our attendee list? Click Profile Preview (highlighted in yellow), and this will launch your profile so you can see it exactly how it will be displayed when the attendee list goes live closer to the show.

