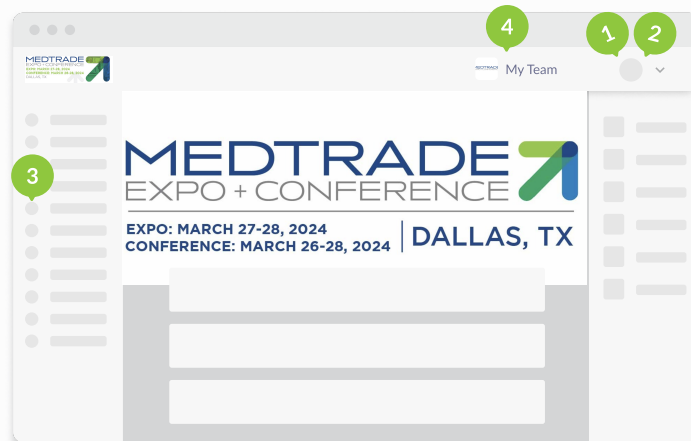


Maximize your time at Medtrade Expo+ Conference



1 Update your Profile

Make the best first impression with a profile picture and powerful headline.

NAVIGATION

Edit Profile

Manage My Availability

Account Settings

MORE

2 Manage your Availability

Prevent unnecessary rescheduling and meeting conflicts.

Range of daily availability ?

All times shown in **Event Local Time**

00:00 to 24:00

Event Days

Edit Availability

Monday - April

Done

Select the times that you are **unavailable** on this day

from 11:00 to 12:00

from Select to Select

Tuesday - April

3 Build your Event Experience

Explore the agenda to further customize your event experience

Event Agenda

Dates ^ Tracks ^ Stage ^ Tags ^

Search

10:30-11:30 Recorded Session

Introductory Session

Main Stage - Track One

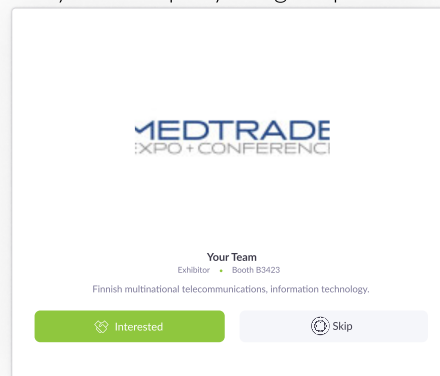
Marie Dupont
Event Coordinator

Juan Perez
CTO

Added to schedule

4 Familiarize yourself with My Team

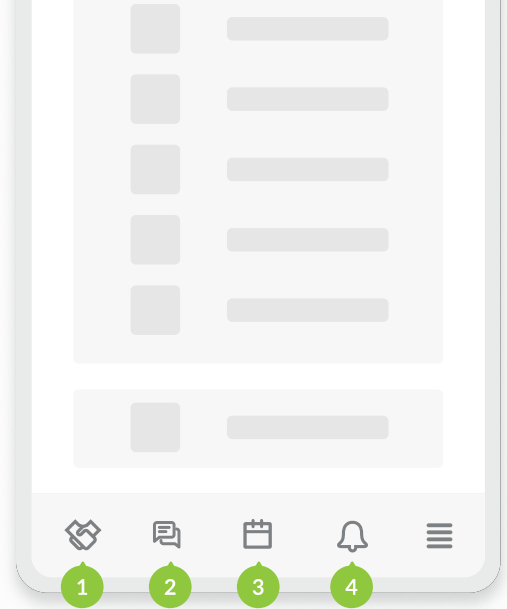
Collaborate with your colleagues to book meetings, take action on inbound leads, and perfect your company's digital profile.



We've carefully crafted this guide to help you harness the full potential of our web-based platform to prepare for Medtrade Expo+Conference. Scan the QR code or [click here](#) for more in-depth resources.



The event Mobile App



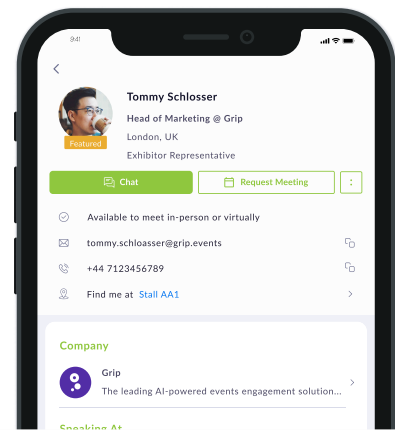
1 Discover Medtrade Expo+Conference

Your central hub for Medtrade Expo+Conference. Access essential information and personalized content.



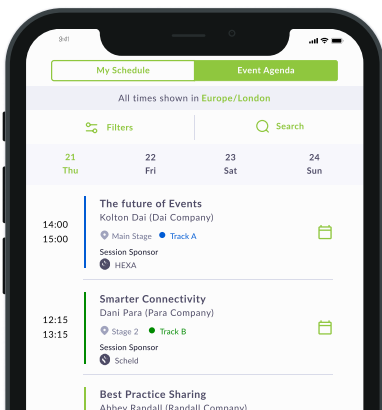
2 Chat with connections

Ensure you've made a connection or confirmed a meeting to initiate chats.



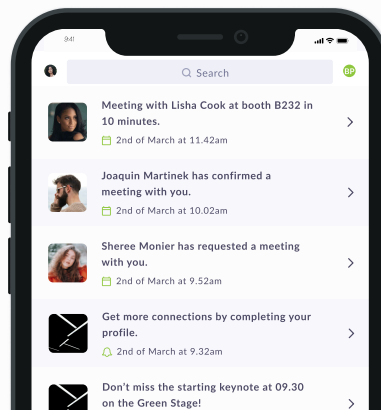
3 Follow your schedule

Keep track of your day.



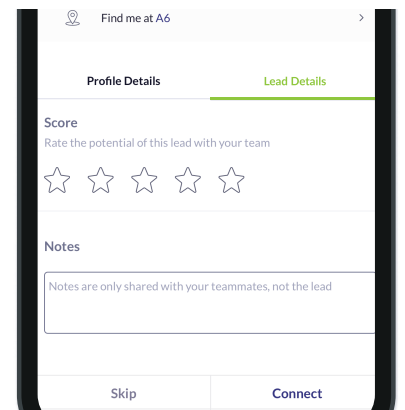
4 Get notified

Enable notifications to get event updates.



5 Lead Scoring and Notes

All-in-one view of your leads



We've carefully crafted this guide to help you harness the full potential of our event mobile app during Medtrade Expo+Conference. Scan the QR code or [click here](#) for more in-depth resources.



What to do after Medtrade Expo+Conference

Team Exports

Download your team's contacts and accepted meetings for post-event review and targeted follow-ups.

The screenshot shows a web browser window with the Medtrade logo and 'My Team' in the top right corner. A green circle highlights the 'My Team' text. Below the navigation bar, the 'Export' button is highlighted. The main content area is titled 'Export' and contains two sections: 'Export Meetings' and 'Export Contacts'. Each section has a description and an 'Export' button.

Export

Export Meetings

This will generate a file of all of your team's accepted meetings at The event.

Export

Export Contacts

This will generate a file of all of your team's Contacts at The event. To be included in the export, an Inbound Lead must be qualified and converted to a Contact. An Inbound Lead is considered qualified by either having an accepted meeting with a Team Member or showing mutual interest in the profile. This can managed from the Inbound Leads tab of My Team. Please ensure all team members have qualified their Inbound Leads prior to exporting.

Export

