

Maximize your time at Medtrade



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

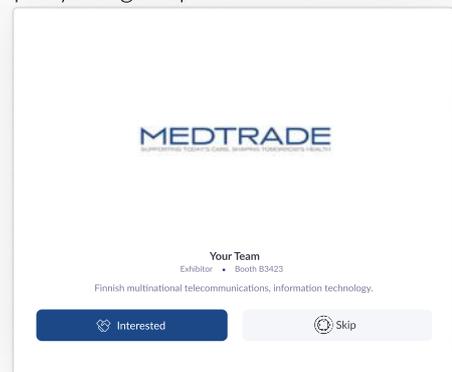
Marie Dupont
Event Coordinator

Juan Perez
CTO

Added to schedule

4 Familiarize yourself with My Team

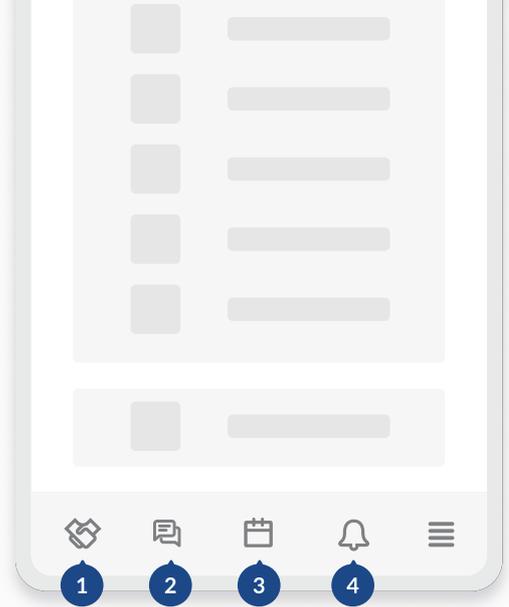
Collaborate with your colleagues to book meetings, review leads, and perfect your company's digital profile.



Images above are mockups for illustrative purposes. Actual event platform appearance may vary. We've carefully crafted this guide to help you harness the full potential of our event platform to prepare for Medtrade. Scan the QR code or [click here](#) for more in-depth resources.



The Medtrade Mobile App



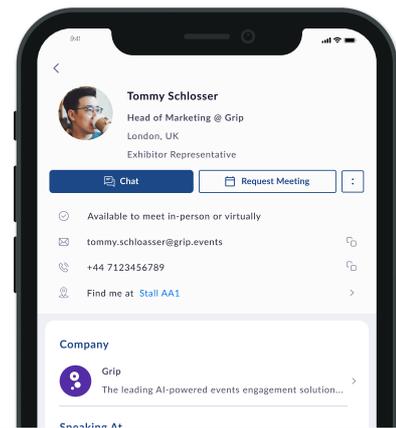
1 Discover Medtrade

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



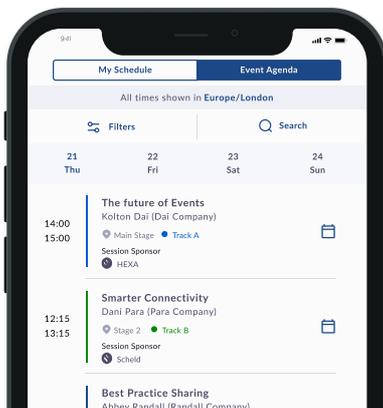
2 Chat with connections

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



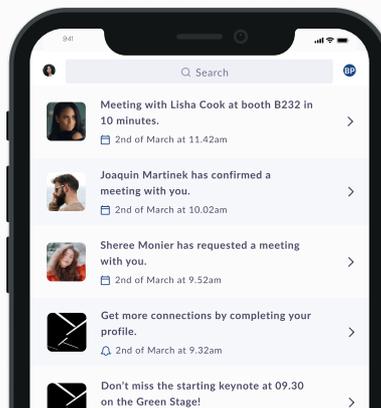
3 Follow your schedule

Keep track of your day.



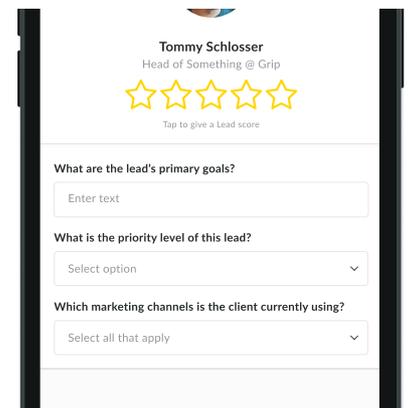
4 Get notified

Enable notifications to get event updates.



5 Lead qualification and comments

All-in-one view of your leads



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Manage your company's time at Medtrade

My Team

Centralize your team's engagement with event participants to maximize insights and return on your time at Medtrade.

The screenshot shows the 'My Team' interface in Medtrade. The navigation bar includes: Meetings, Leads, Company Chat, Contacts, Team Members, Company Profile, Product, Settings, and Export. A 'My Team' dropdown menu is visible in the top right corner. Callouts provide the following information:

- Meetings:** Optimize your team's time at Medtrade by consolidating all meeting requests, both sent and received, into one unified calendar.
- Leads:** Review Leads: any event participants who have expressed interest in your company, products, content, or colleagues. Respond to participant inquiries that have been sent to your company's profile.
- Contacts:** Contacts are **qualified** Leads. Qualify a Lead one of two ways: anyone from the company having an accepted meeting or showing mutual interest in the profile.
- Team Members:** The first representative of a company becomes the Admin of My Team. Admins can manage their Team's profiles on their behalf and can upgrade their colleagues to Admin.

PRO TIP
My Team is accessible exclusively via web browser. Access My Team before Medtrade to collect as many Leads as possible.



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Lead qualification at Medtrade

Settings

Create custom questions to help your team qualify leads consistently, in a structured and efficient manner. Lead qualification data is included on My Team exports.

The screenshot shows the 'Lead Qualification Settings' page in the Medtrade application. The top navigation bar includes 'Meetings', 'Leads', 'Company Chat', 'Contacts', 'Team Members', 'Company Profile', 'Product', 'Settings', and 'Export'. The 'Settings' tab is active. The main content area is titled 'Lead Qualification Settings' and includes a sub-header 'Customize the lead qualification questions that your team will use to assess leads. Learn more'. Below this, there are three question cards. The first card is 'What are the lead's primary goals?' with a 'Paragraph' type. The second card is 'What is the priority level of this lead?' with a 'Single Select' type and options 'High', 'Medium', and 'Low'. The third card is 'Which marketing channels is the lead currently using?' with a 'Multi Select' type and options 'Social Media', 'Email Marketing', 'Content Marketing', 'SEO', 'PPC', and 'Affiliate Marketing'. At the bottom, there are buttons for '+ New Question', 'Preview', and 'Save Changes'.



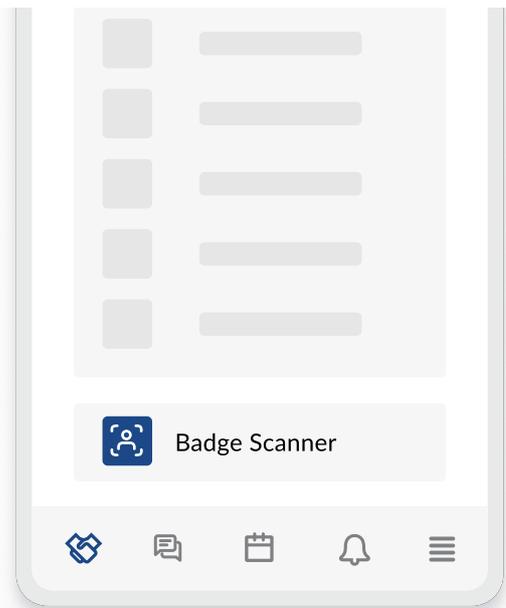
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Badge Scanning at Medtrade

1 Scan

Quickly scan a QR code to exchange contact information; be mindful that badge scans will share your email and phone number, even if you've opted to keep those private.



2 Lead qualification and comments

Qualify leads on-the-spot to capture initial impressions, aiding in future follow-ups. All lead qualification data from badge scanning is included on My Team exports.

A mockup of a lead qualification form. At the top, it displays the name 'Tommy Schlosser' and the title 'Head of Something @ Grip'. Below this is a five-star rating system with five yellow stars and the text 'Tap to give a Lead score'. The form contains three sections: 'What are the lead's primary goals?' with a text input field containing 'Enter text'; 'What is the priority level of this lead?' with a dropdown menu showing 'Select option'; and 'Which marketing channels is the client currently using?' with a dropdown menu showing 'Select all that apply'.

3 Continue the conversation

Don't just collect contacts—scanning a QR code connects you in the app, allowing you to quickly book a meeting unlocking the ability to continue conversations via chat.

PRO TIP

Badge scans will be available on your My Team export by default!



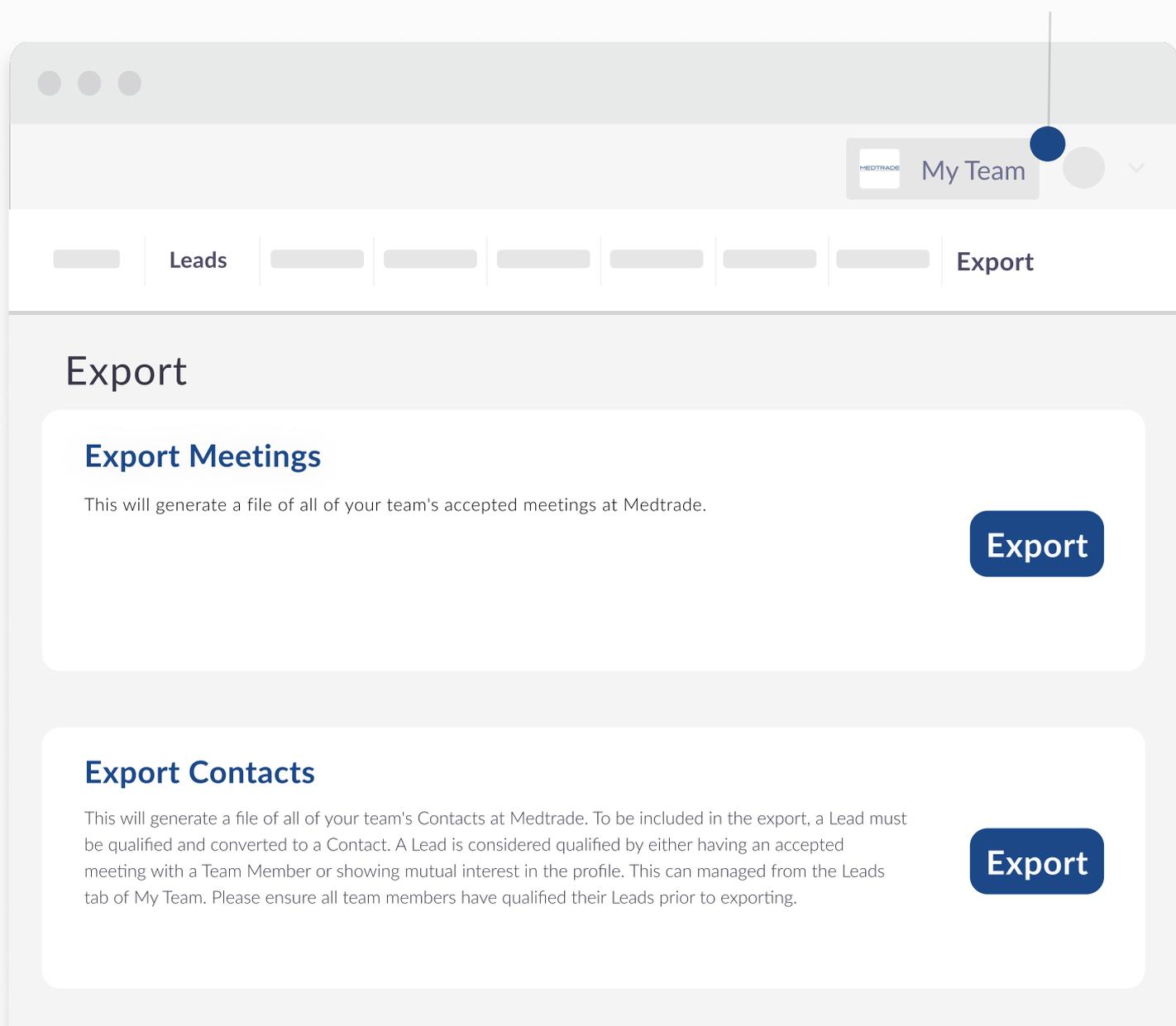
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What to do after Medtrade

Team Exports

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



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