

أديبك
ADIPEC

EXHIBITION & CONFERENCE
ABU DHABI, UAE | 4-7 NOVEMBER 2024

Host



The ADIPEC App User Guide

@ADIPEC Exhibition and Conference @ADIPECOfficial @ADIPECOfficialpage
 @adipec_official @ADIPEC Official

Supported By:



Organised By: **dmg::events**

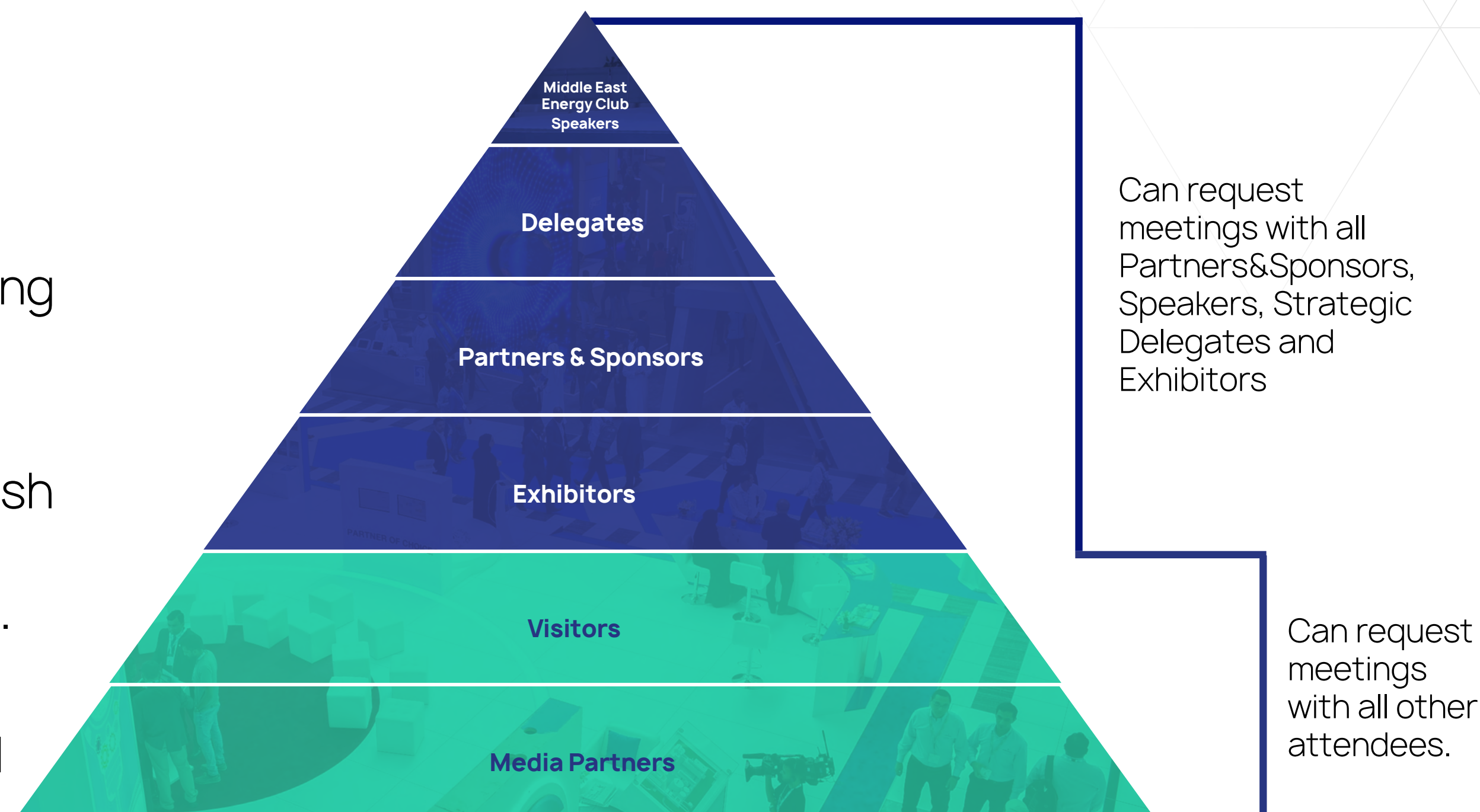
NETWORKING

The dedicated high-profile networking programme enables partners, sponsors, exhibitors, speakers, delegates, attendees and media partners to search, connect and meet with new and existing business contacts on-site at ADIPEC.

As part of creating your profile, a series of questions will be asked to understand your business interests, and AI will make recommendations to you.

- The system is user-friendly, allowing a focused and targeted approach to meeting high-profile prospective partners.
- You will be sent email and push notifications to ensure your meeting takes place on time.
- You can share documents, add notes, ratings, tags and export leads.

Permission Structure



CONTENTS

- Logging in
- Editing your personal profile
- Navigating the platform
- Networking
- How to make a connection request
- Event Guide
- About the App
- Interactive floorplan
- ExhibitorLeadScanning
- Contact us

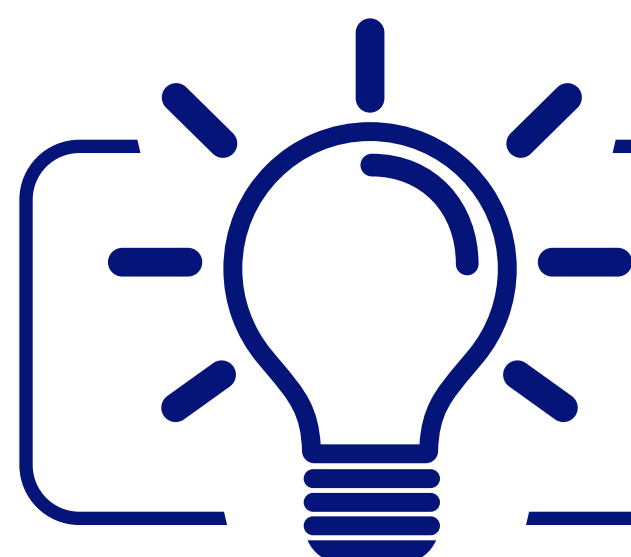
ACCESS THE ADIPEC NETWORK

- To access the application, you must register as a visitor, media or delegate via the website. For delegates, you'll only gain access once full payment is made. For Media, you'll only gain access once your media registration is approved.
- Once registered, please log back into the app after 30 minutes and enter the same email address used when registering.

LOG IN / EMAIL

Your account is automatically pre-created when your registration is complete. You will receive an e-mail with a **button** redirecting you to download the ADIPEC App.

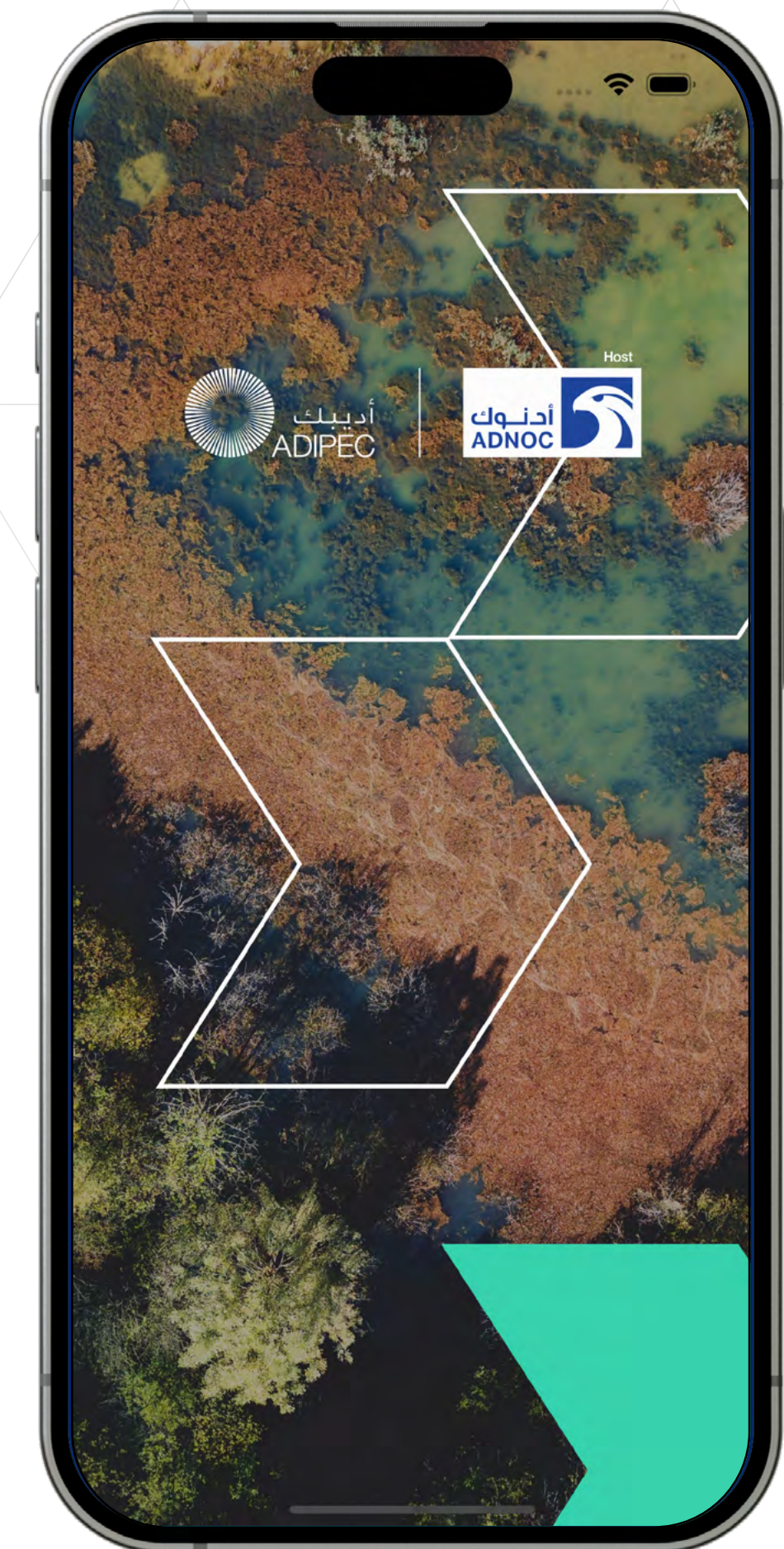
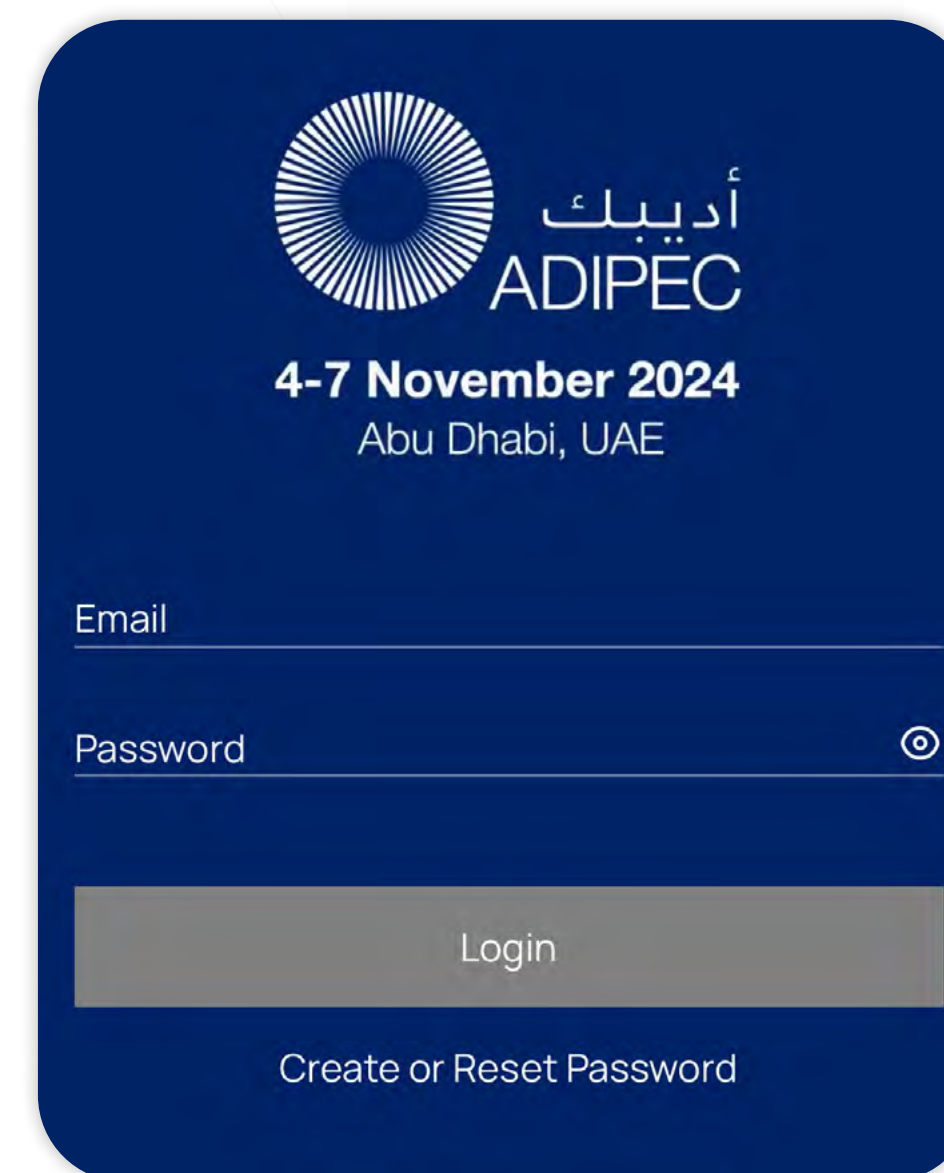
You will then be prompted to create your password for the ADIPEC app.



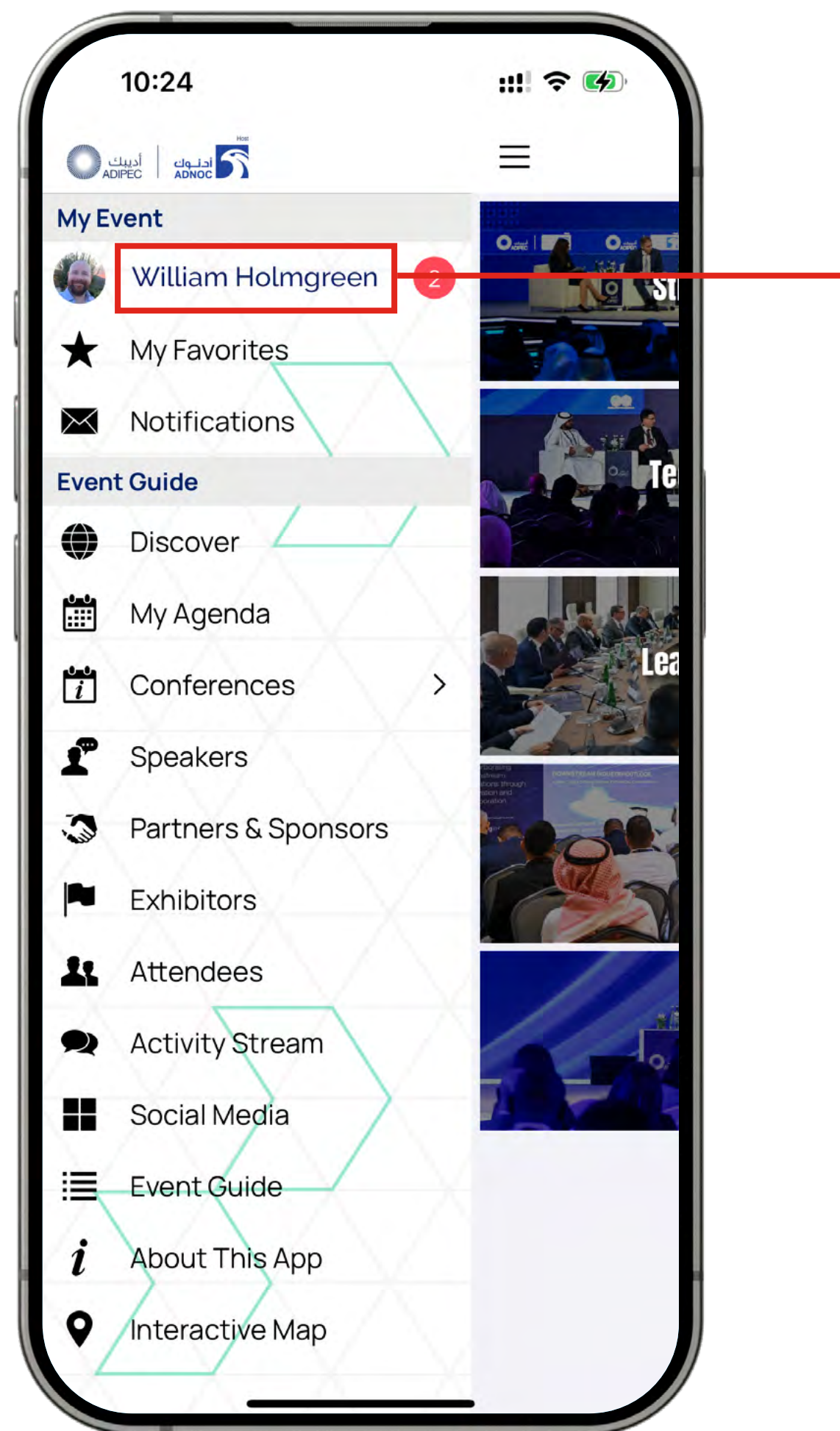
If you didn't receive an e-mail, please check your spam folder or contact us at app@adipec.com

LOGIN DIRECTLY TO THE PLATFORM WITH YOUR ACCOUNT

Enter the email you used to register for the event. If your address is not recognised, please contact us at app@adipec.com



HOW TO EDIT YOUR PERSONAL PROFILE (1/2)



On the menu navigation, click on your **name**.

You will then be taken to your profile.

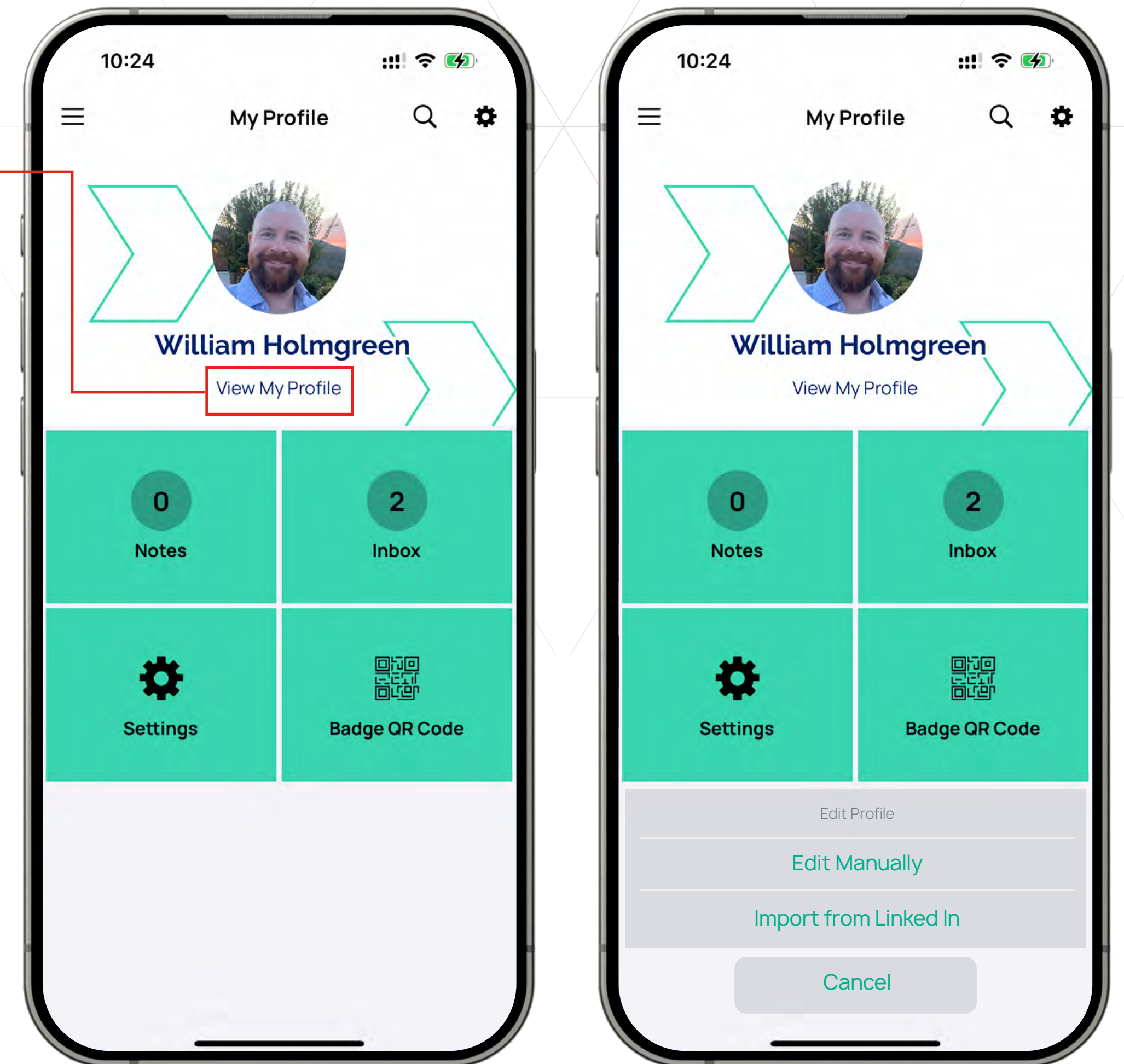
HOW TO EDIT YOUR PERSONAL PROFILE (2/2)

To edit the information on your profile, simply click on **Edit Profile** depending on which type of information you want to amend.

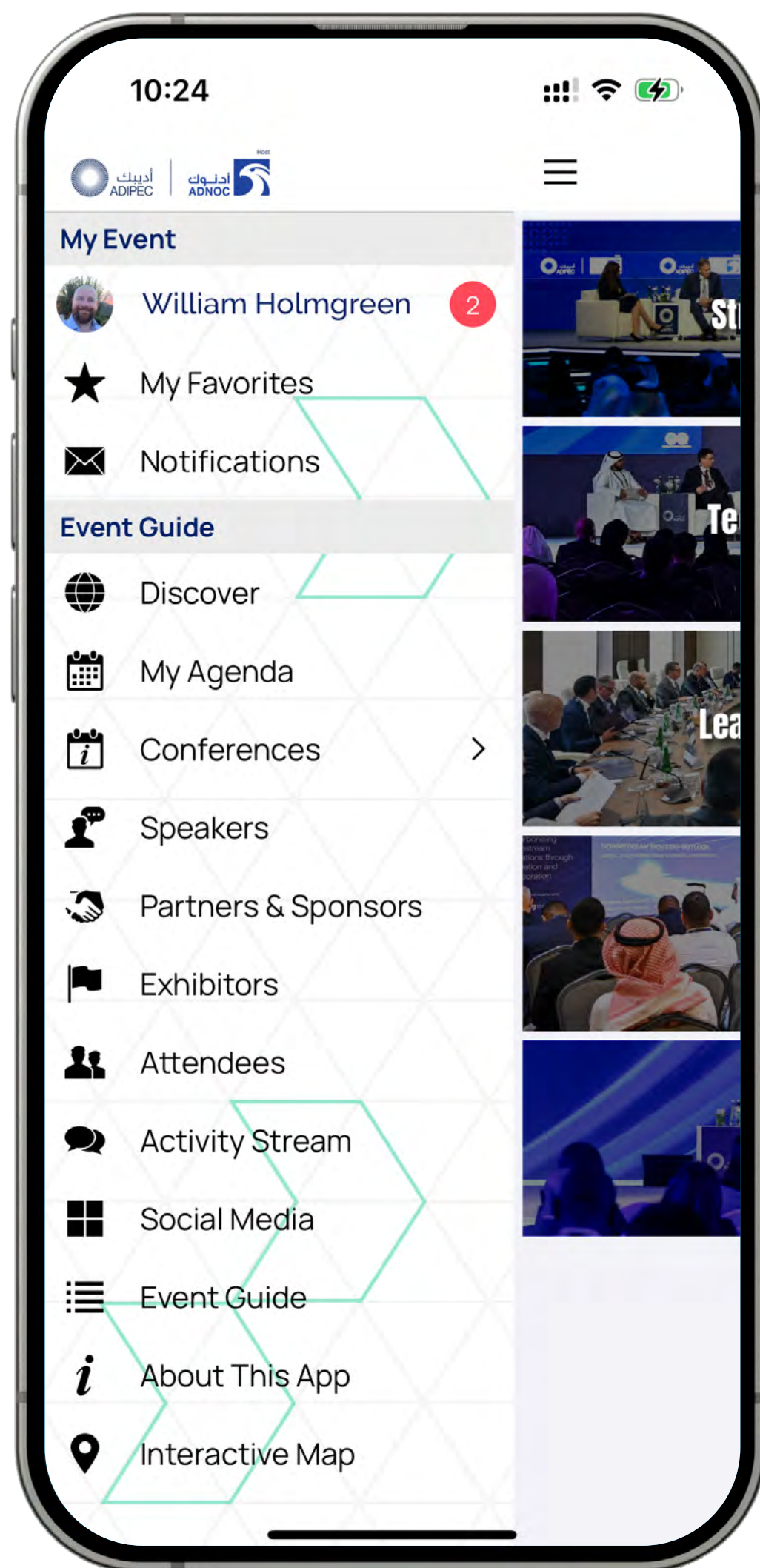
You can choose to edit your profile manually or import from LinkedIn.

Here is the information you can edit on your personal profile:

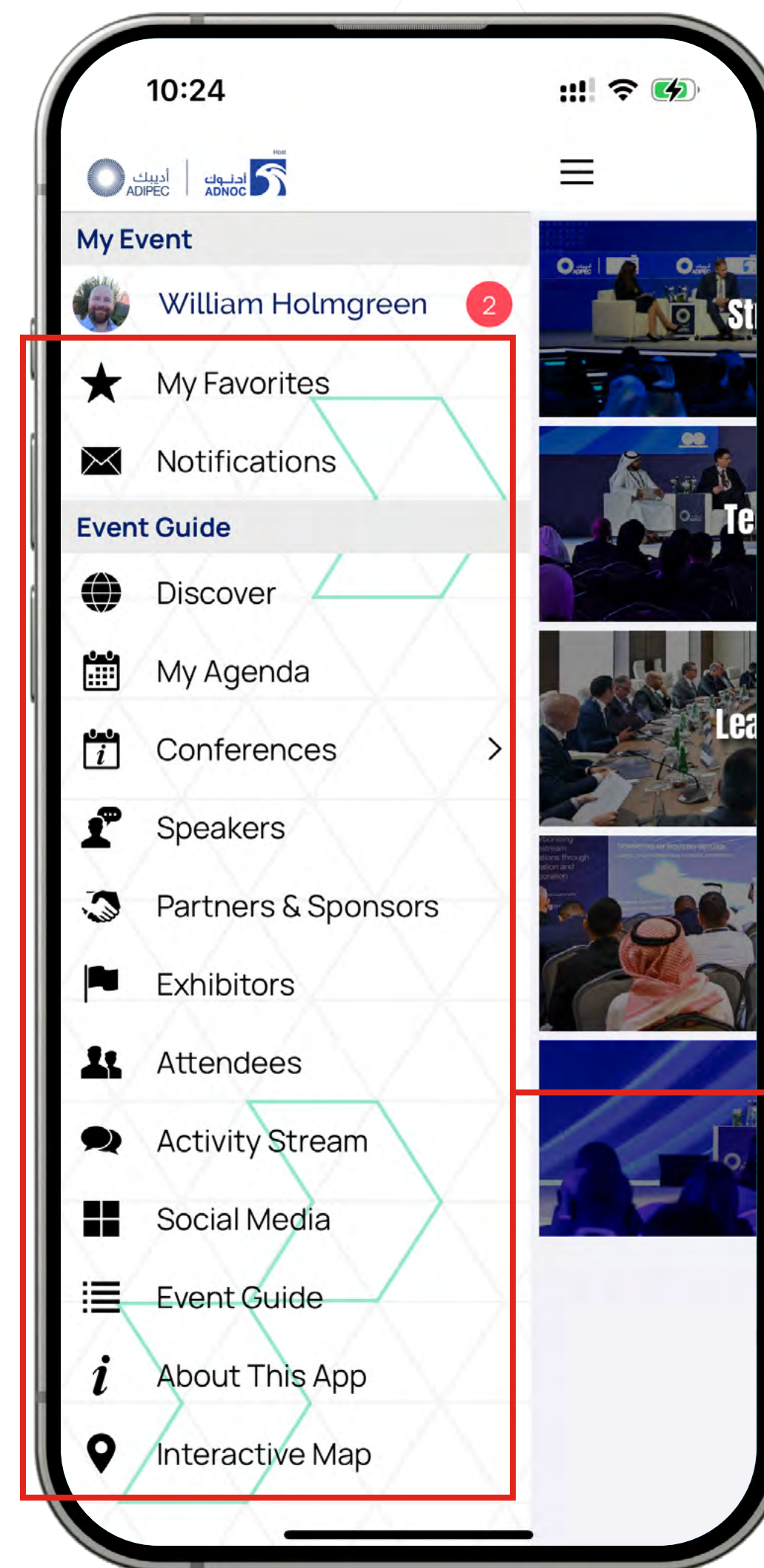
- Personal Information
- Photo
- Tags
- Social Media Accounts
- Contact Details
- Company Name



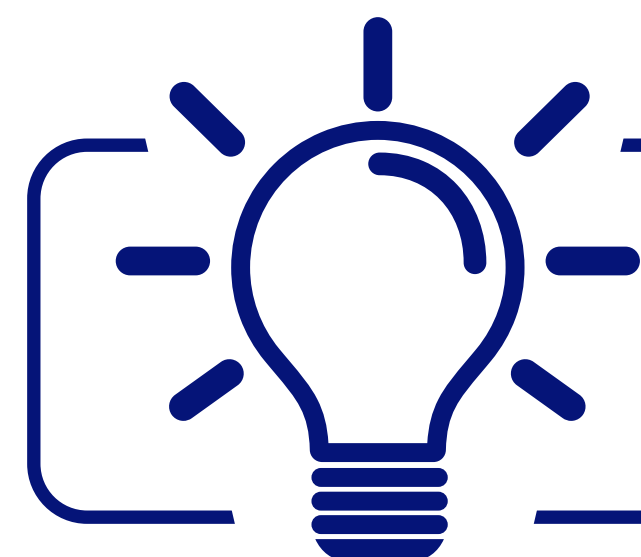
THE ADIPEC NETWORK APP NAVIGATION



This is the main menu of The ADIPEC app.



To access the different sections of the event, use the **buttons** on the menu. Once you are using the platform you can use the **navigation**. This allows access to the different areas of the event.



Please note that Conference content can only be accessed by paying delegates. To register as a delegate please email: delegates@adipec.com or visit: <https://www.adipec.com/conferences/delegate-rates/>

AGENDA, SPEAKERS, SPONSORS, EXHIBITORS AND MEDIA PARTNERS

ADIPEC 2024

The conference sessions are located in the main menu. You can filter the agenda based on the sessions you are interested in. You have the possibility to bookmark the sessions that interest you to create your personalised agenda.

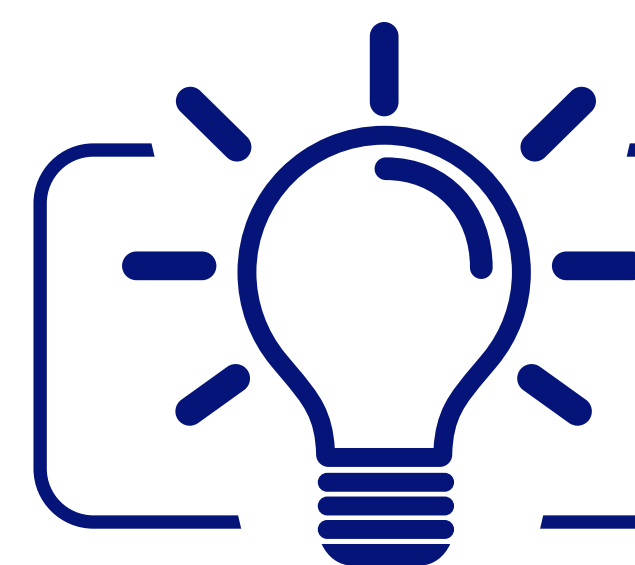
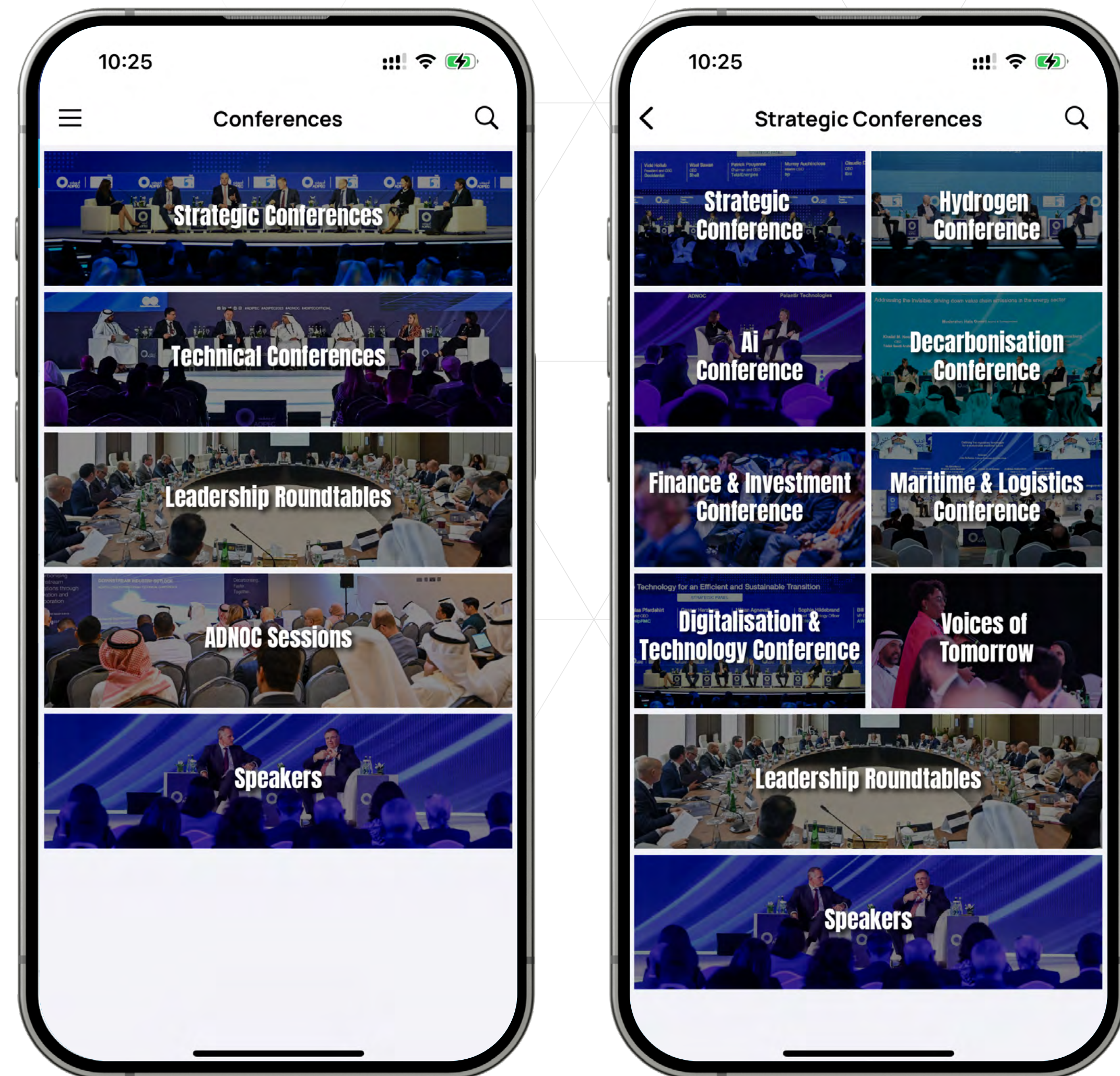
By clicking on a session you can view an overview of the session as well as the speakers and companies involved. Please note that conference sessions can only be accessed by paying delegates.

Speakers

A list of all ADIPEC speakers is displayed here and is searchable. In addition to the general information available on their profile, you can also view the list of sessions they are speaking in.

Sponsors, Exhibitors and Media Partners

You can search based on key words or filters and access a company's profile to find their contact details and connect with them.

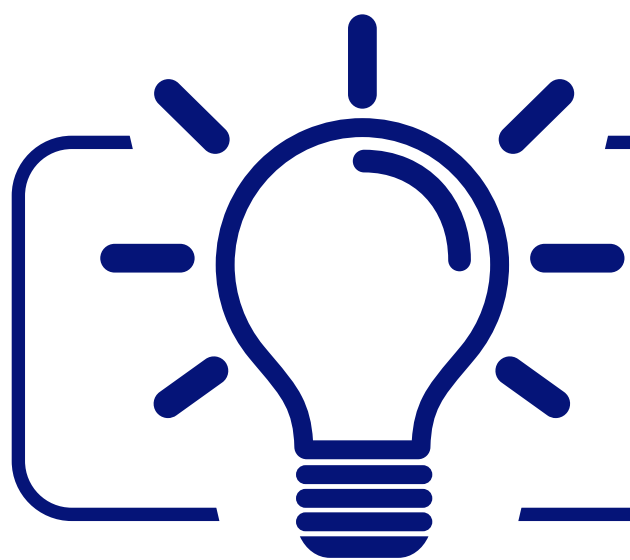


Please note that Conference content can only be accessed by paying delegates. To register as a delegate please visit: <https://www.adipec.com/conferences/delegate-rates/>

NETWORKING WITH ATTENDEES AND AI MATCHMAKING

Find out who you can meet

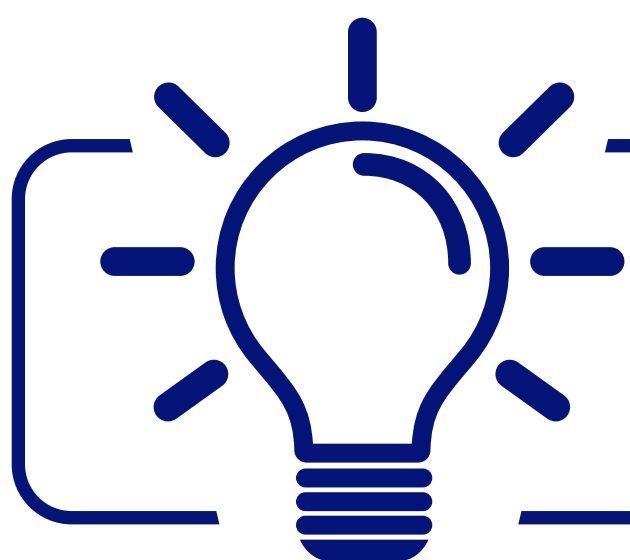
1. **Sort** delegates or speakers to see the most relevant results.
2. **Click** on a participant to view their information.
3. **Connect** with qualified profiles.



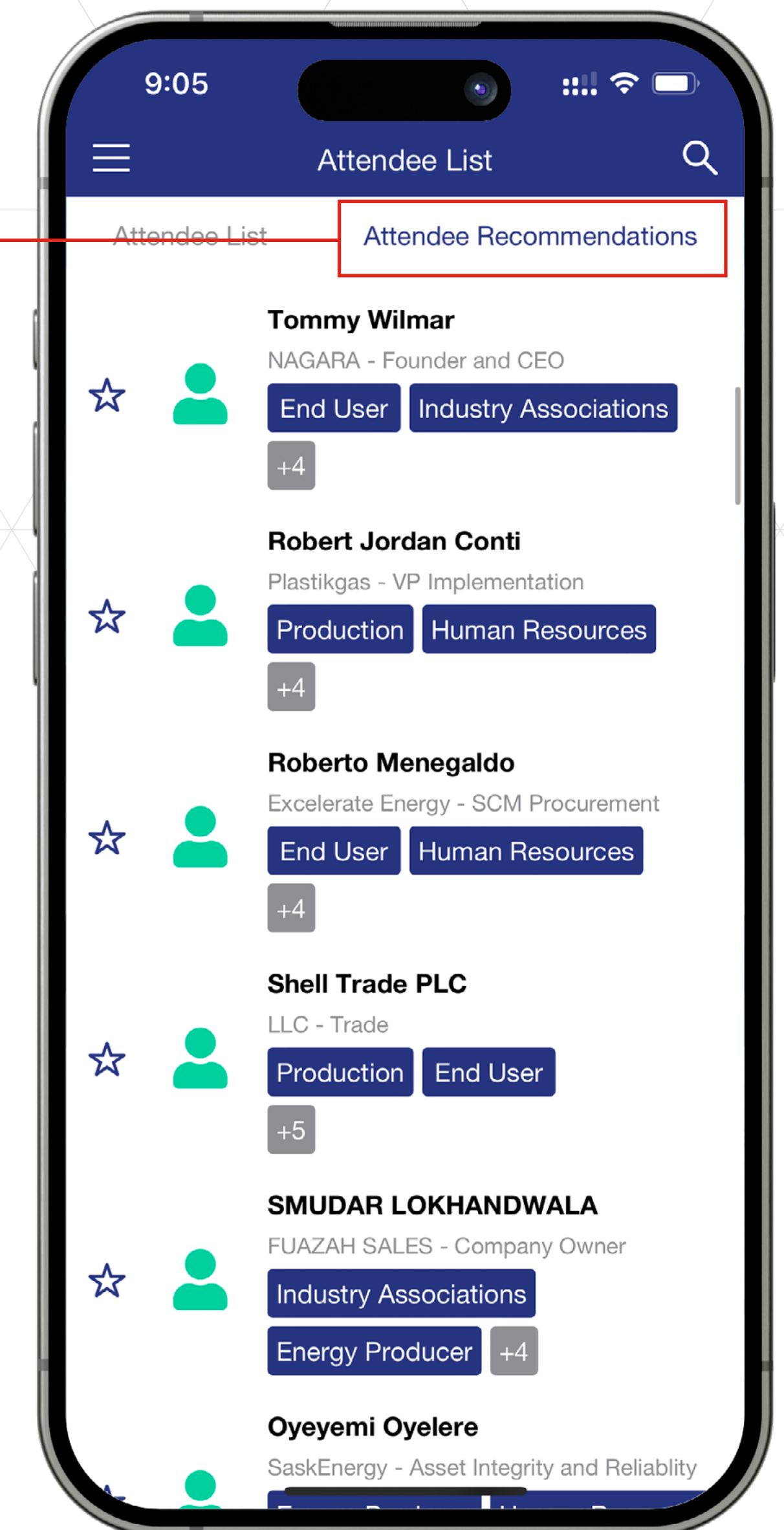
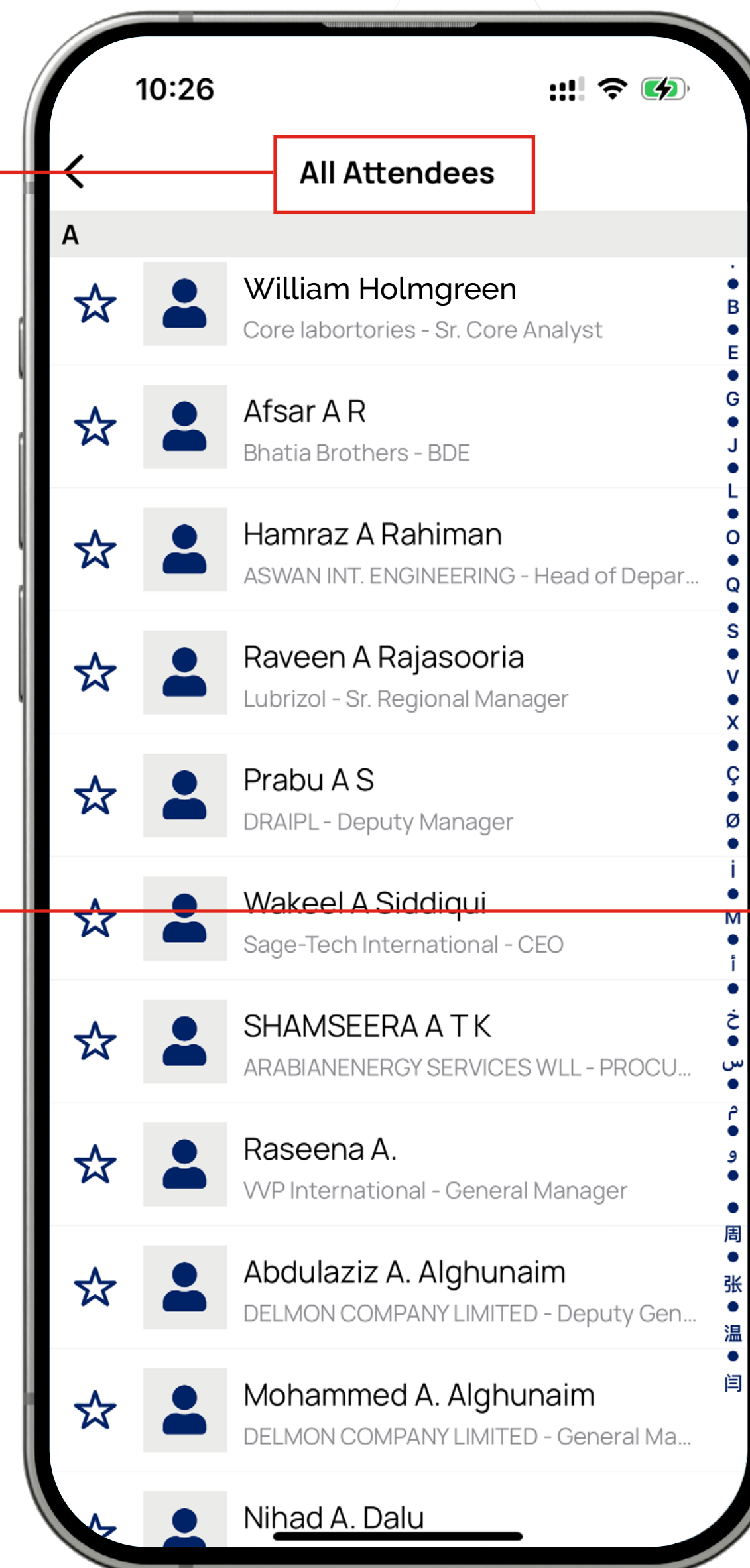
A personalised connection request (with message) will be four times more likely to succeed.

AI and Matchmaking

1. **Fill in** your profile information.
2. **Enter** your search criteria.
3. **Add** and connect to the profiles that interest you.



The more data you enter into the platform the more efficient the matchmaking will be.

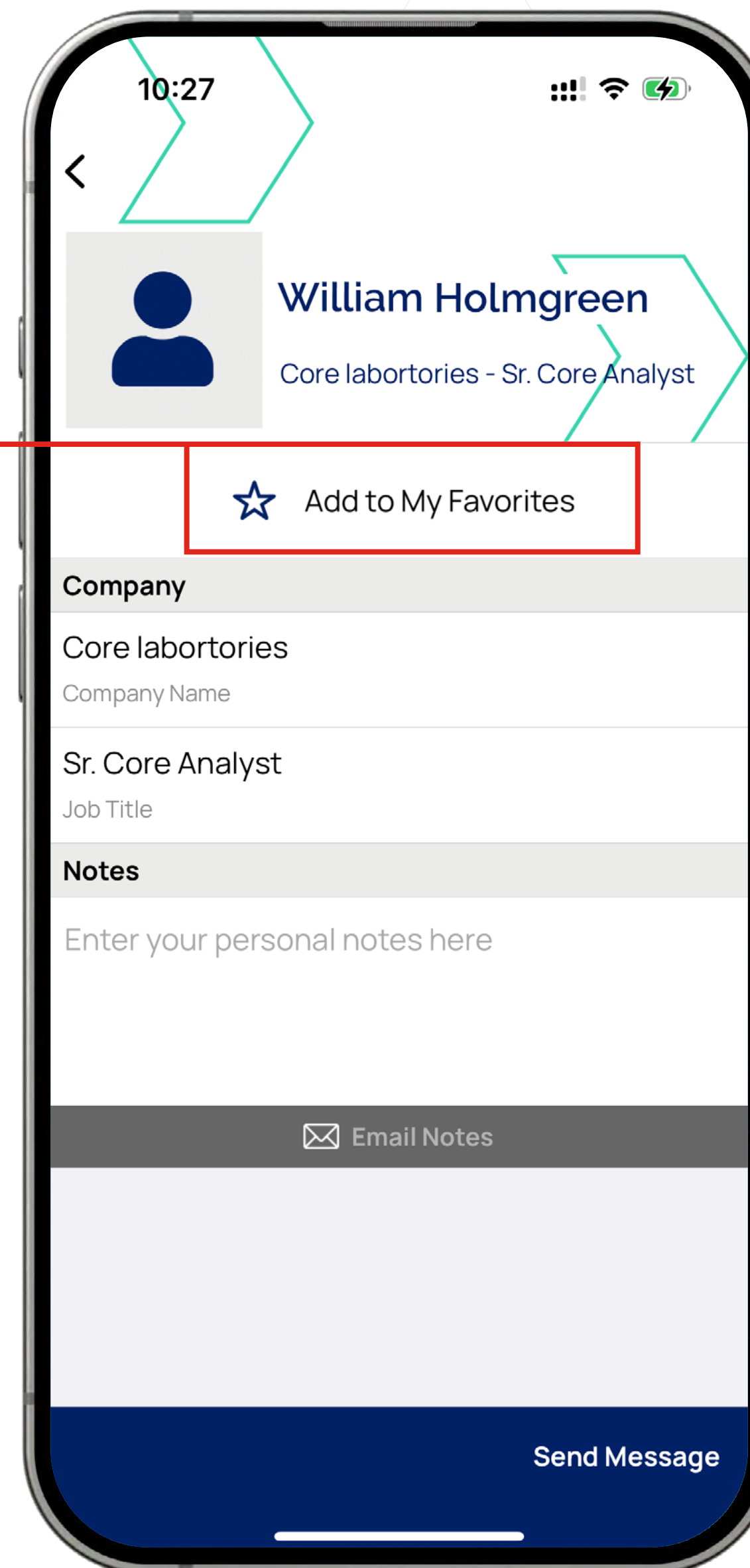


HOW TO NETWORK

On the home page of the event, you can access the **Attendee** list and identify people of interest, based on the permission hierarchy. Do not hesitate to contact them through the platform to network and schedule meetings.

You can **Add to favourites**, enter **personal notes** or **Send a Message**.

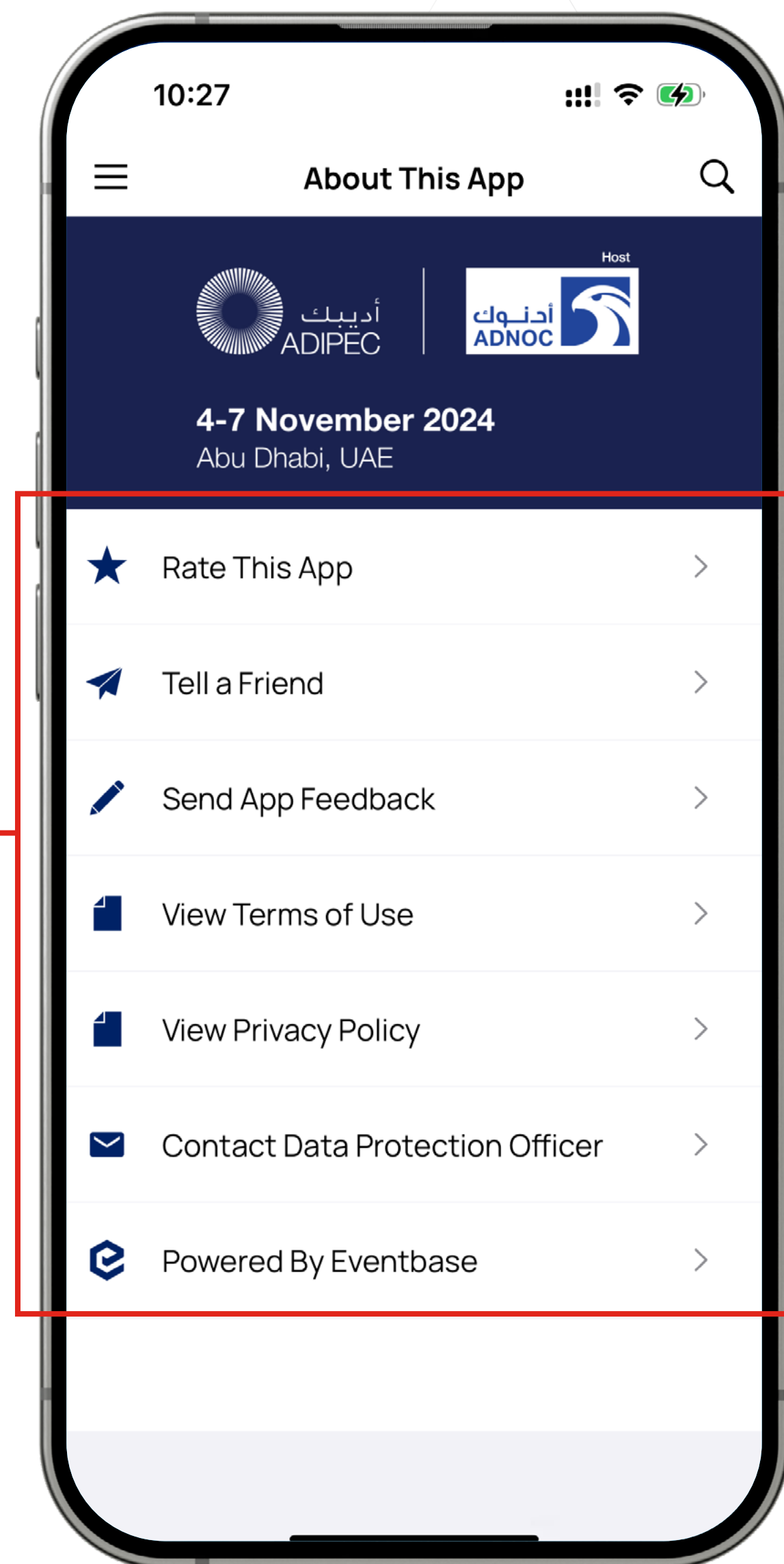
Can you link the arrows to the correct bits of the screenshot.



ABOUT THE APP

The ADIPEC app **allows** all users to:

- Rate the app
- Tell a friend
- Send feedback to the app developer
- View Privacy Policy
- Contact the Data Protection Officer
- Information on Eventbase, the app developer

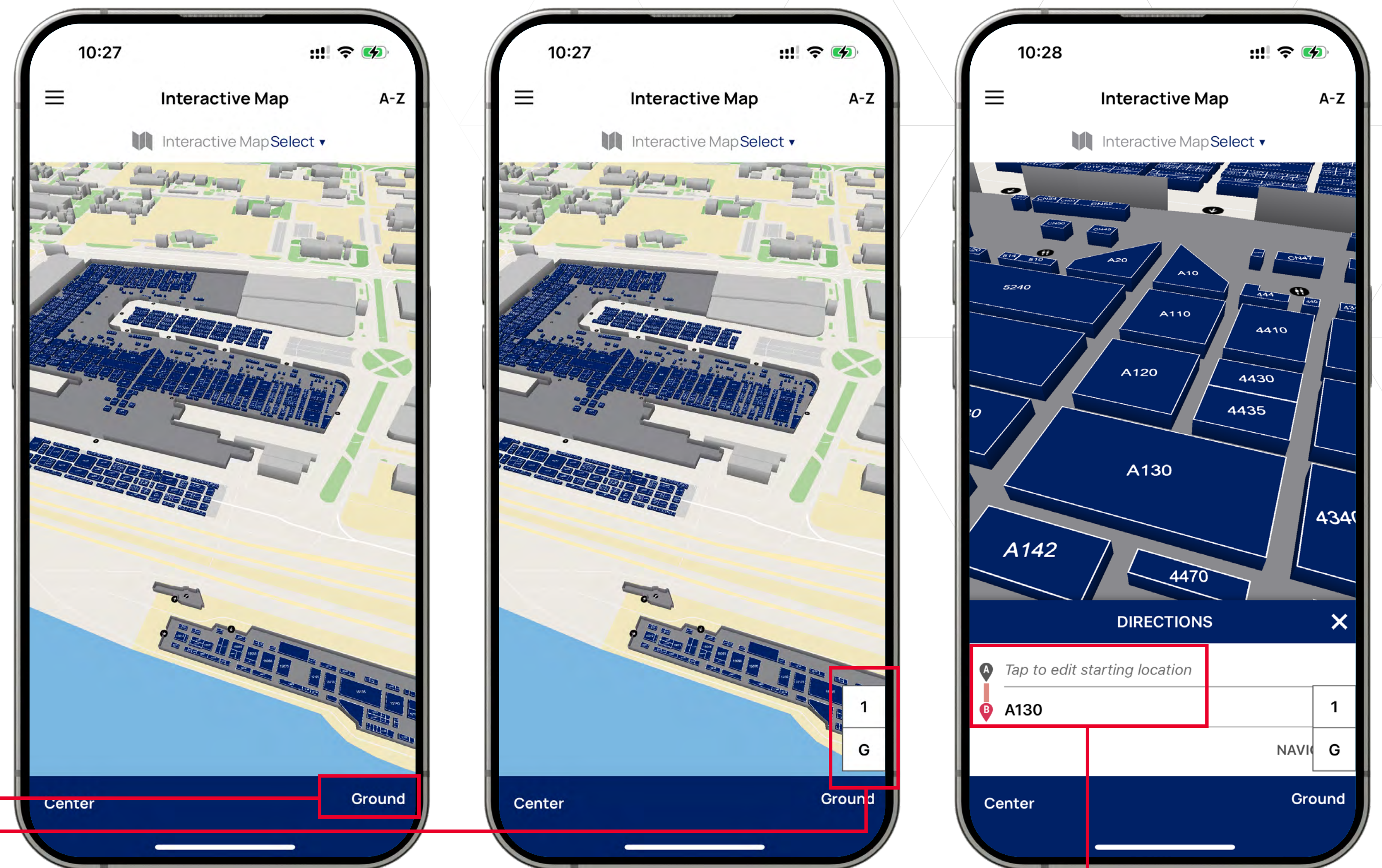


INTERACTIVE FLOORPLAN

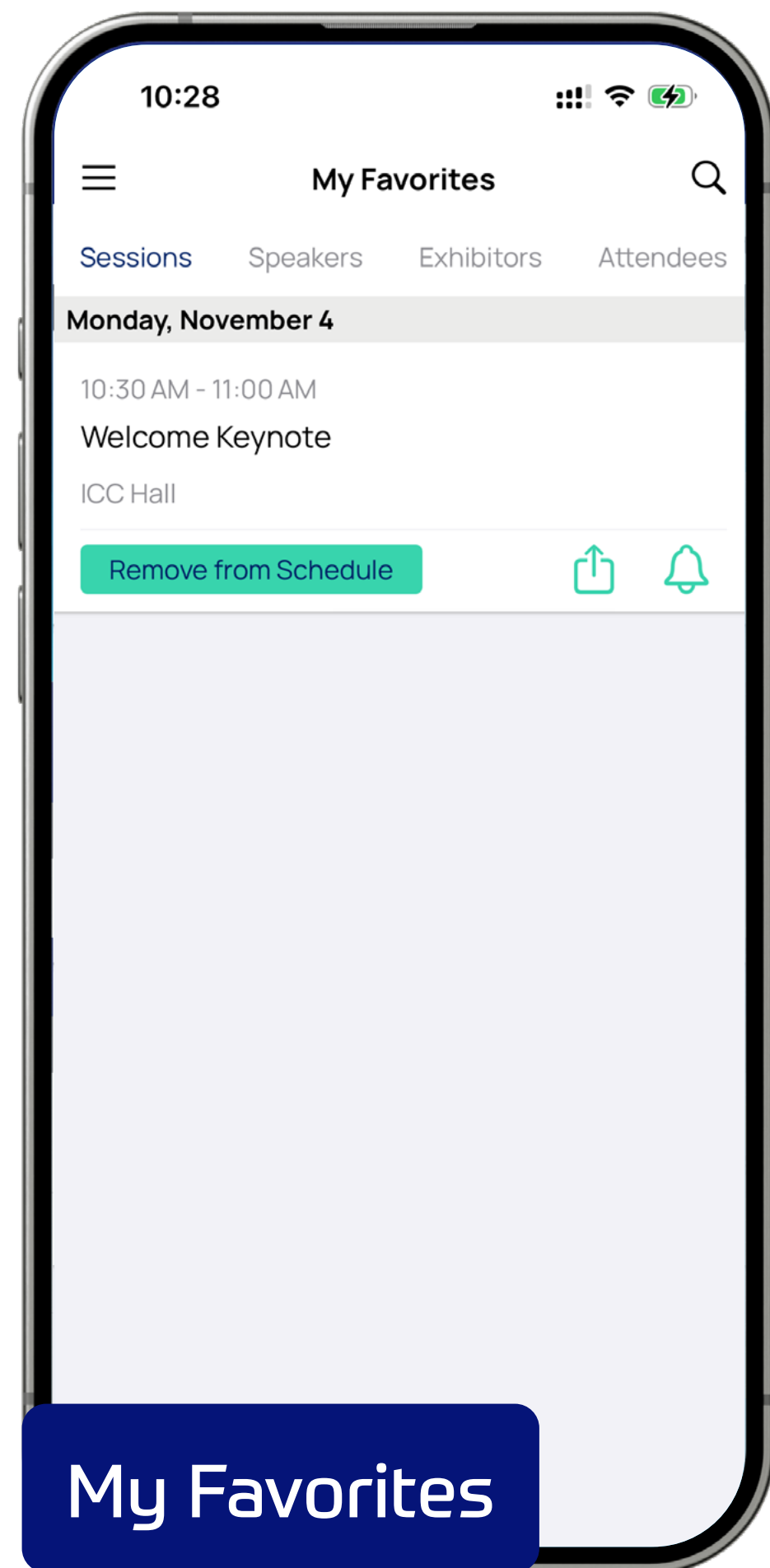
The ADIPEC Interactive Floorplan is an essential tool for navigating over 2,200 exhibiting companies, 30 country pavilions and 54 NOCs, IOCs, NECs & IECs.

The Interactive Floorplan allows you to explore the floorplan, **clicking on exhibitor locations** for more information.

You can **navigate to all levels** of Abu Dhabi National Exhibition Centre and can get directions to take you on the **quickest route** to where you want to get to.

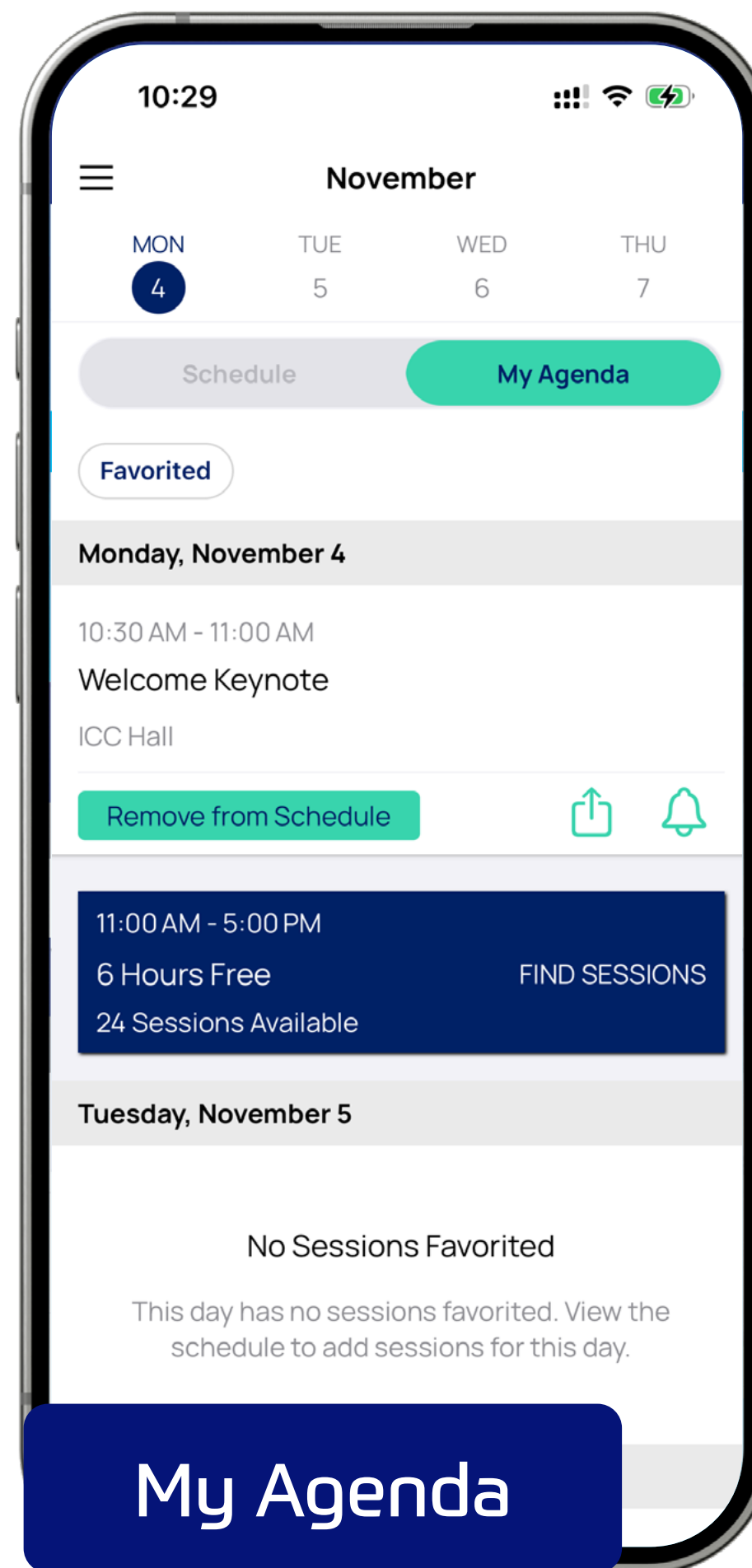


MY PERSONALIZED EVENT



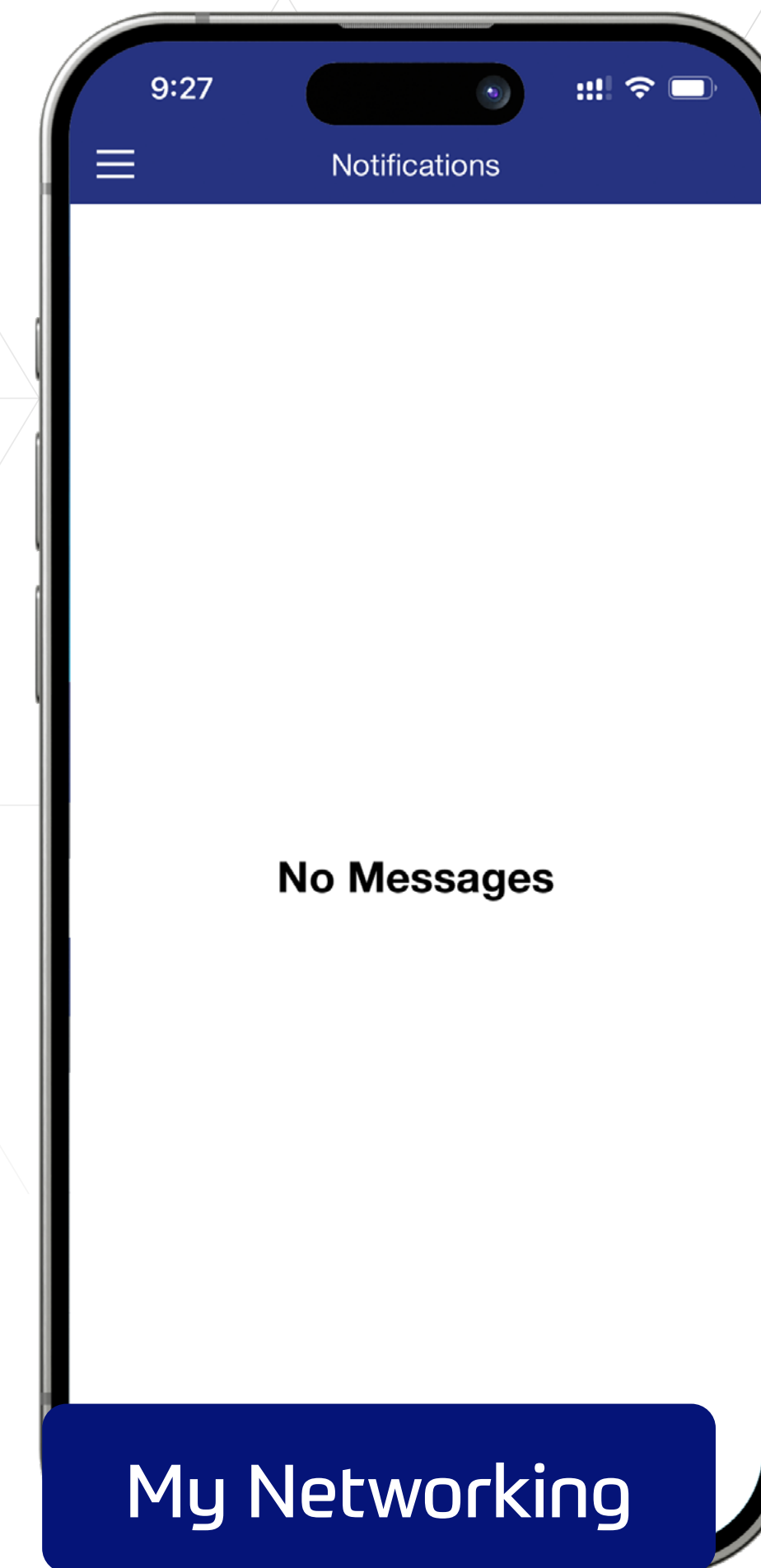
My Favorites

Plan your days at ADIPEC.
By clicking on **"My Favorites"** on the top right of the menu bar you can access your personal event agenda, favorited speakers, sessions, exhibitors and attendees.



My Agenda

Click on **"My Agenda"** button to find your full conference agenda (if you have registered as a delegate).

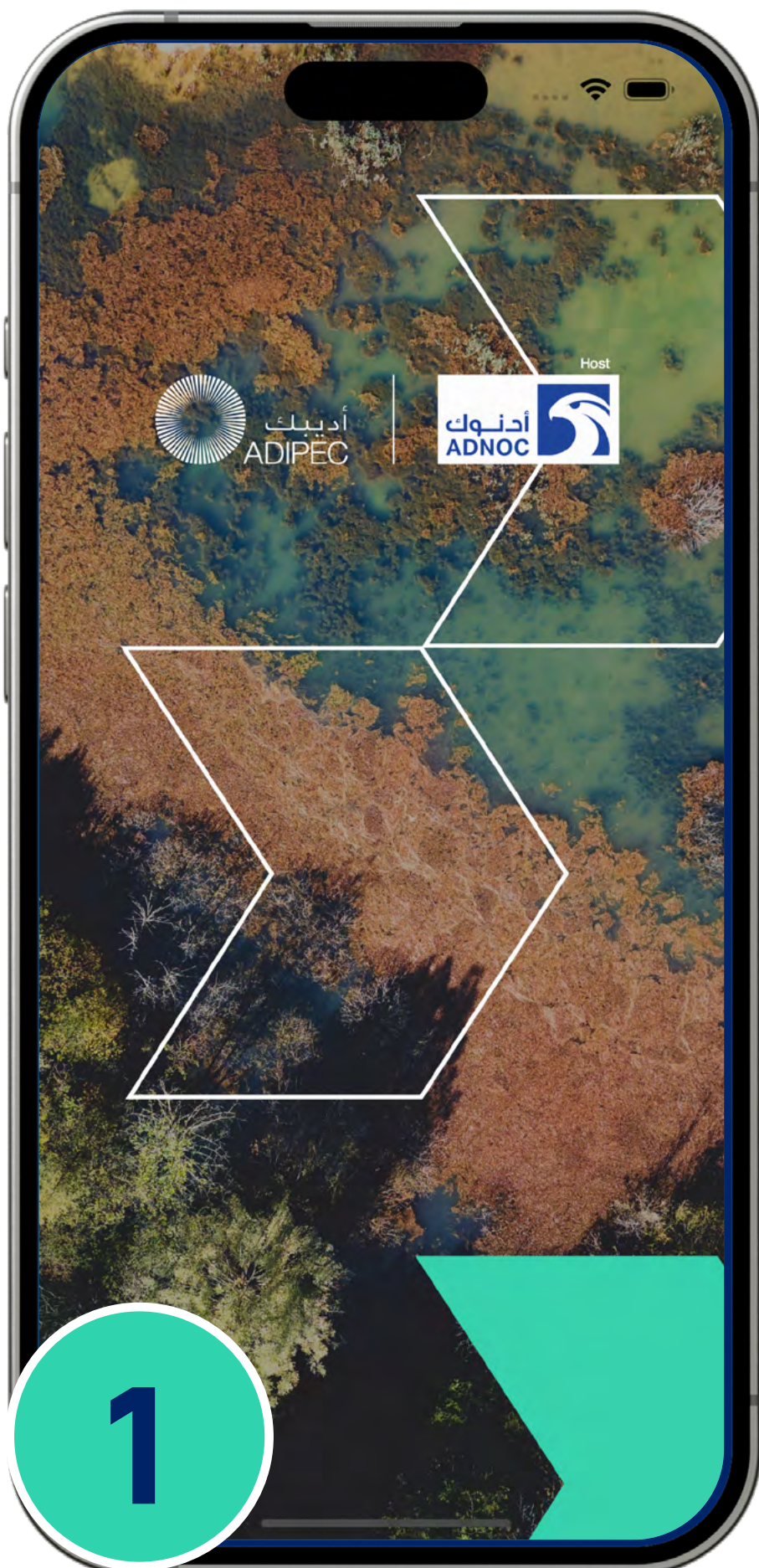


My Networking

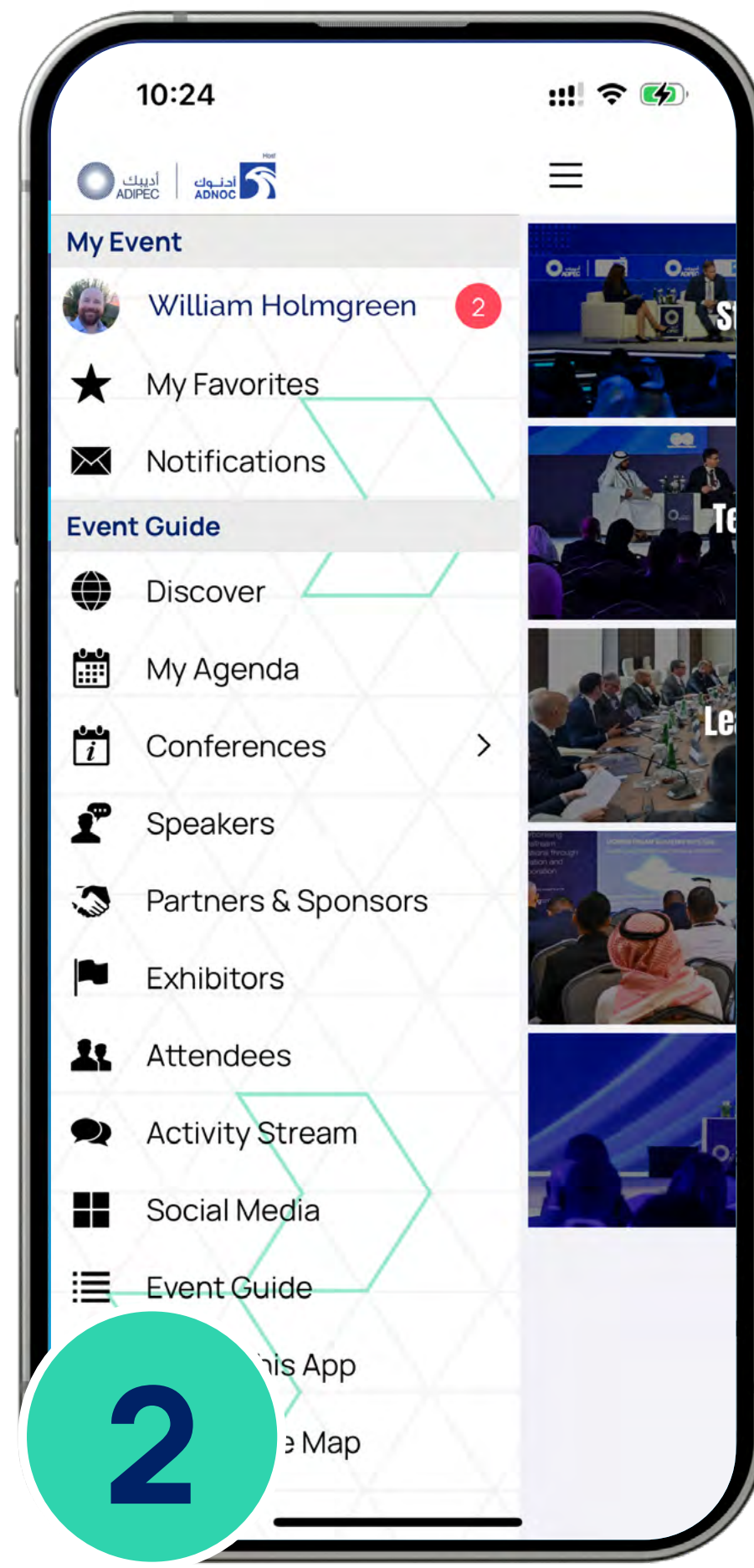
Target and contact people you want to meet with during the event, once you have connected with another person you can find them within your network.

HOW TO USE THE LEAD SCANNER

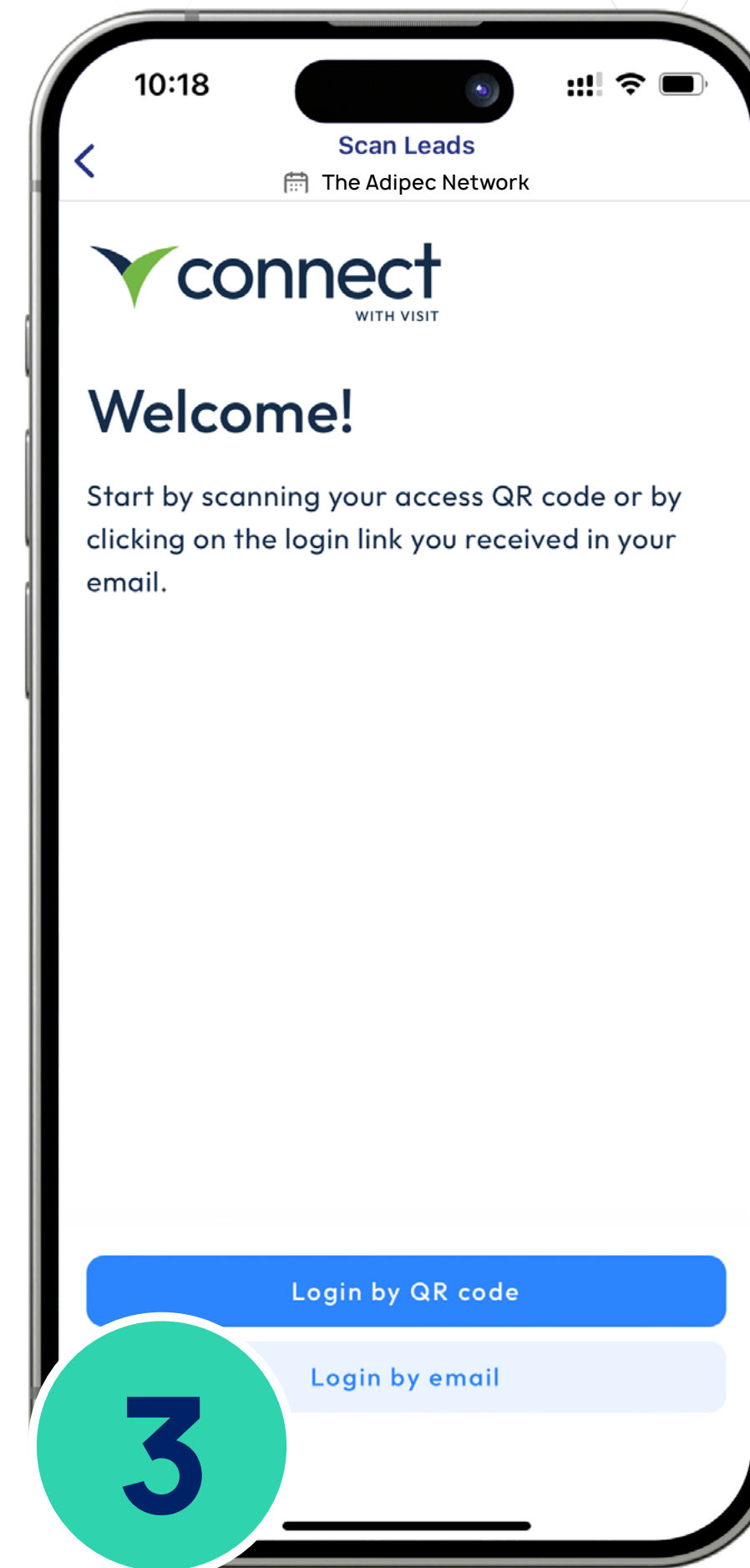
Lead scanning is complimentary for all exhibiting companies. All staff registered as an exhibitor through the Exhibitor Portal automatically have access to scan leads through the App.



Download the App



Tap the Scan leads button in the bottom of the App home screen.



For security, you will required to login using your registered email address.. Once this is confirmed simply click the scan leads button.



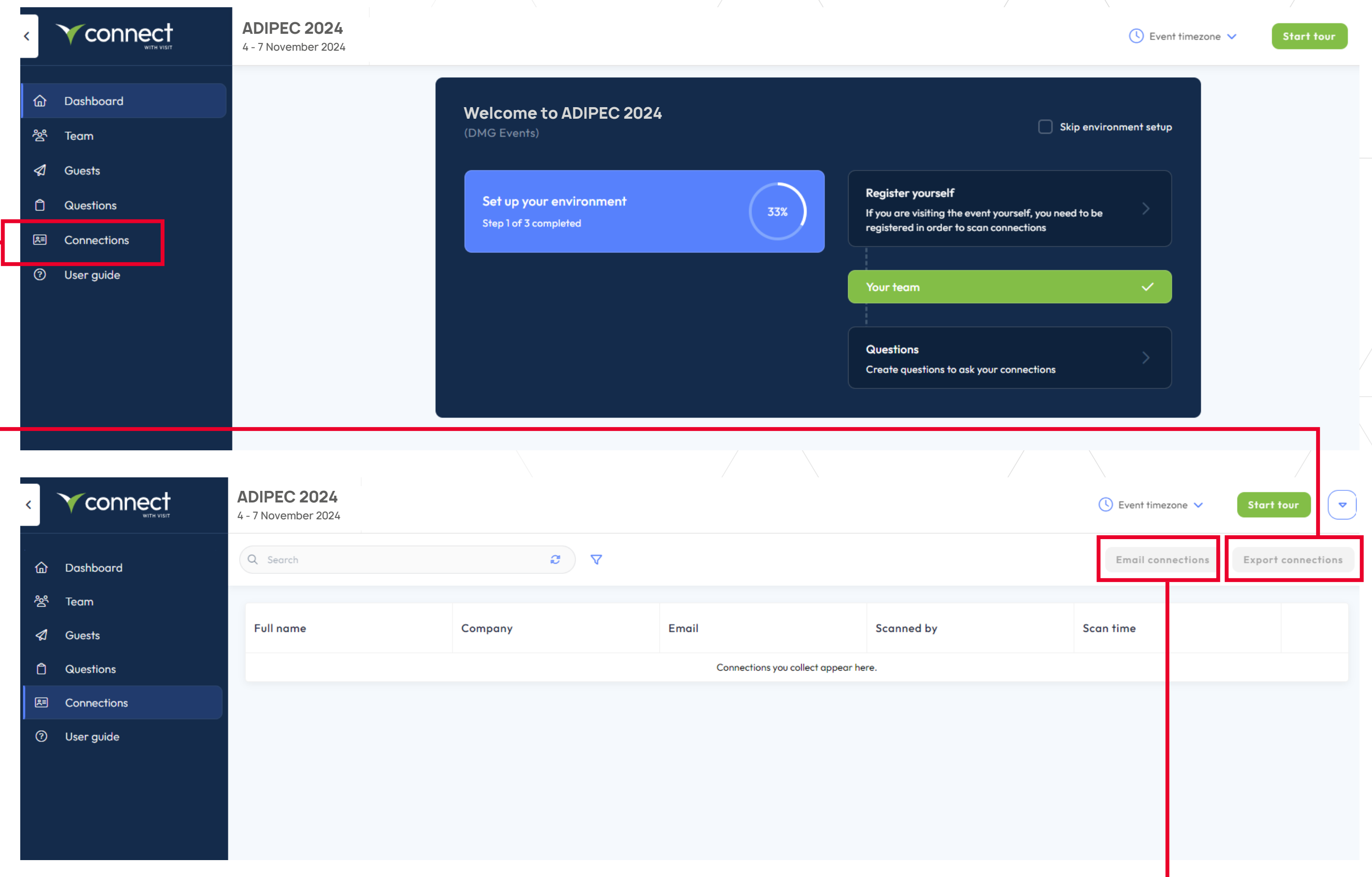
To scan QR codes, line the QR code up within the square to scan.

HOW TO EXPORT SCANNED LEADS

By going to the **Connections tab within the exhibitor portal**, you can view and export all the leads scanned by you and your team/colleagues during, the event.

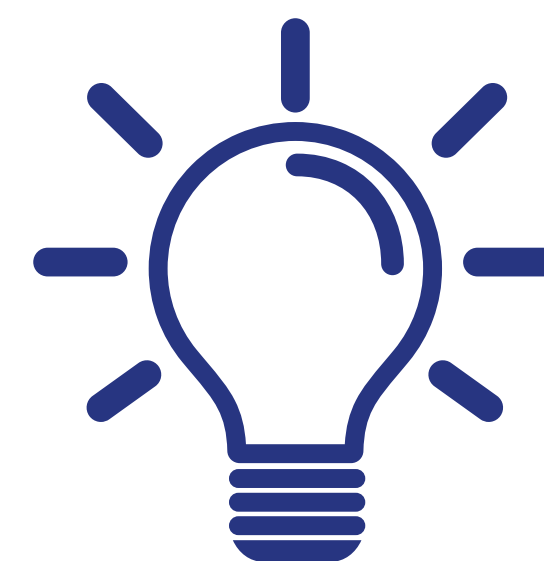
You can export leads to an Excel workbook or .csv file for follow-up or import into a CRM.

- You can export the scanned leads by clicking **Export Connections**
- Or you can email a link to a colleague to download the leads, by clicking **Email Connections**
- You can now open the export file in Microsoft Excel, or import it into any software that supports this file format



Let's talk GDPR ...

All users of the platform have agreed to share their data with the event organiser. When you scan a badge or connectwithauser, they tacitly agree to share information with you. You therefore retrieve this information in accordance with the GDPR.



For any mobile app or lead scanning related enquiries, please email the support team at app@adipec.com



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SUPPORT - WE ARE HERE TO HELP

For any mobile app related enquiries,
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 @adipec_official  @ADIPEC Official

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