

FOR EXHIBITORS
ICA CONNECT USER GUIDE





Connect



CONTENTS

1.	Enter your email address	3
2.	Enter your Badge/Registration ID you received	3
3.	Update your profile	4
4.	Create your team	4
5.	Update your Company Profile.....	5
6.	View the lists	6
7.	Schedule your meetings	7
8.	Use the ICA Connect app on your mobile phone	8



Connect

Hemen İndirin!
Download now!



Note:

Each exhibition has its own unique name and logo in the application. ICA Fuarçılık logo and exhibition name (Event Name 20xx) has been used temporarily.

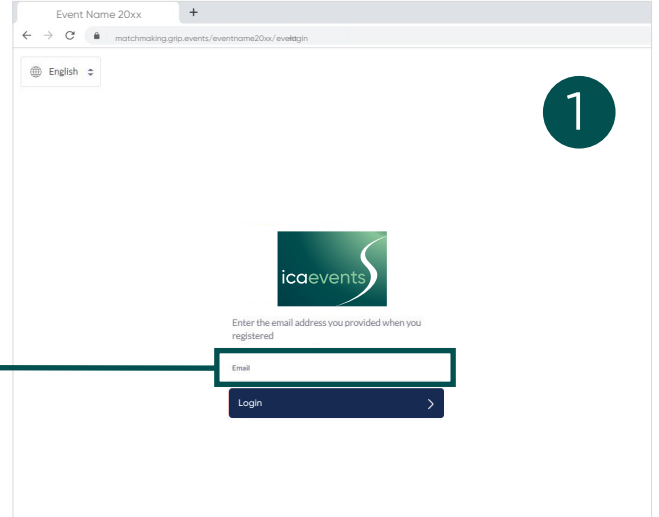
ICA FUARCILIK:

EMITT (emittistanbul.com)
ER (eurasiarail.eu)
TBI (yapifuari.com.tr)
BE (beautyeurasia.com)
WFI (worldfoodistanbul.com)

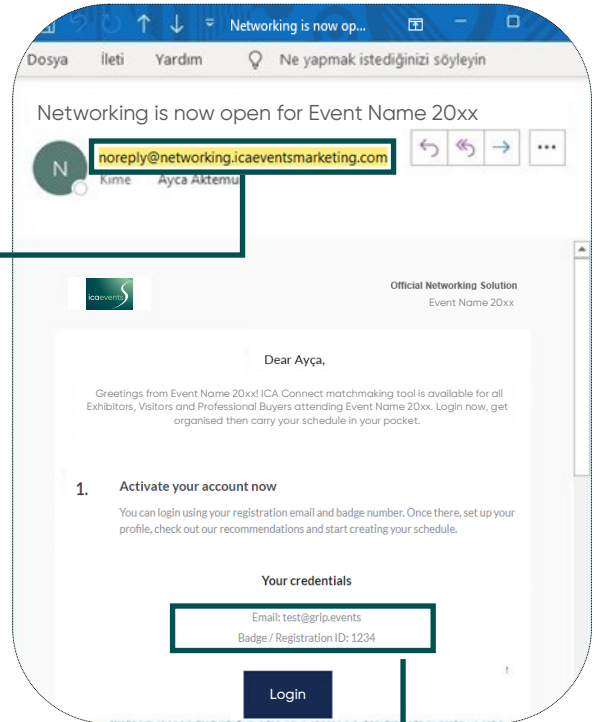
Login to the app and Activate your account

1. Enter your email address.

If your email address is not registered in the system, please contact us (visprom.turkey@icaevents.com.tr).

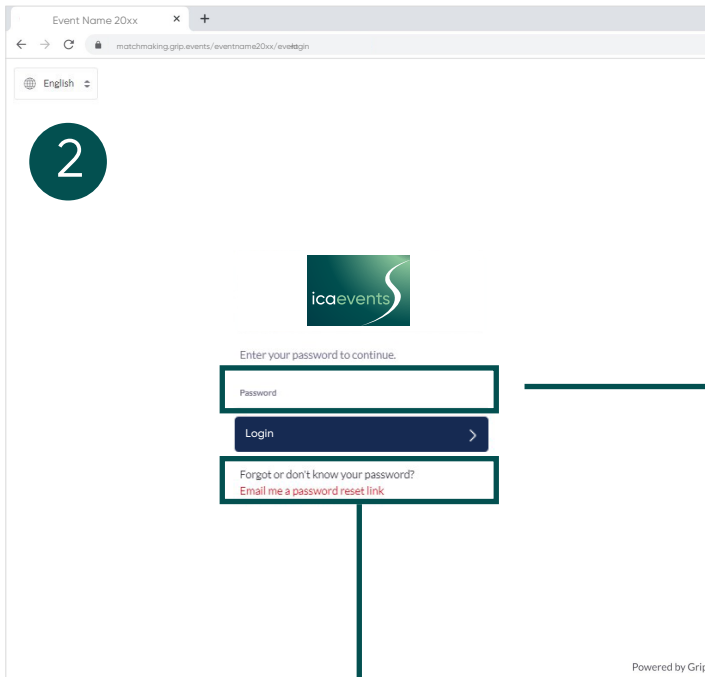


The emails are coming from the system (noreply@icaevents.com.tr). So please make sure you checked your spam/junk box as well.



2. Enter your Badge/ Registration ID you received.

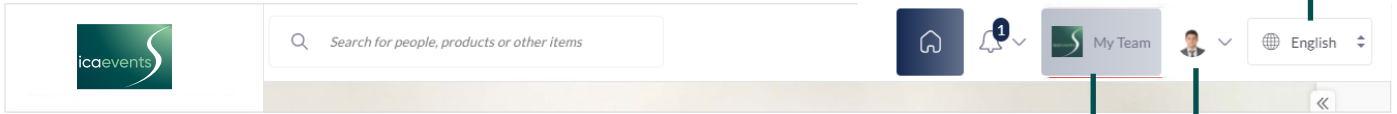
System will require you to create a new personal password after you logged in for the first time. Afterwards, you can keep logging in to the application with your personal password that you created.



If you forgot your password, click [Email me a password reset link](#) and reset your password through the system email that you will receive afterwards.

Update your exhibitor profile, set up your 'My Team' and add your products

You can always change the language of the page from here.

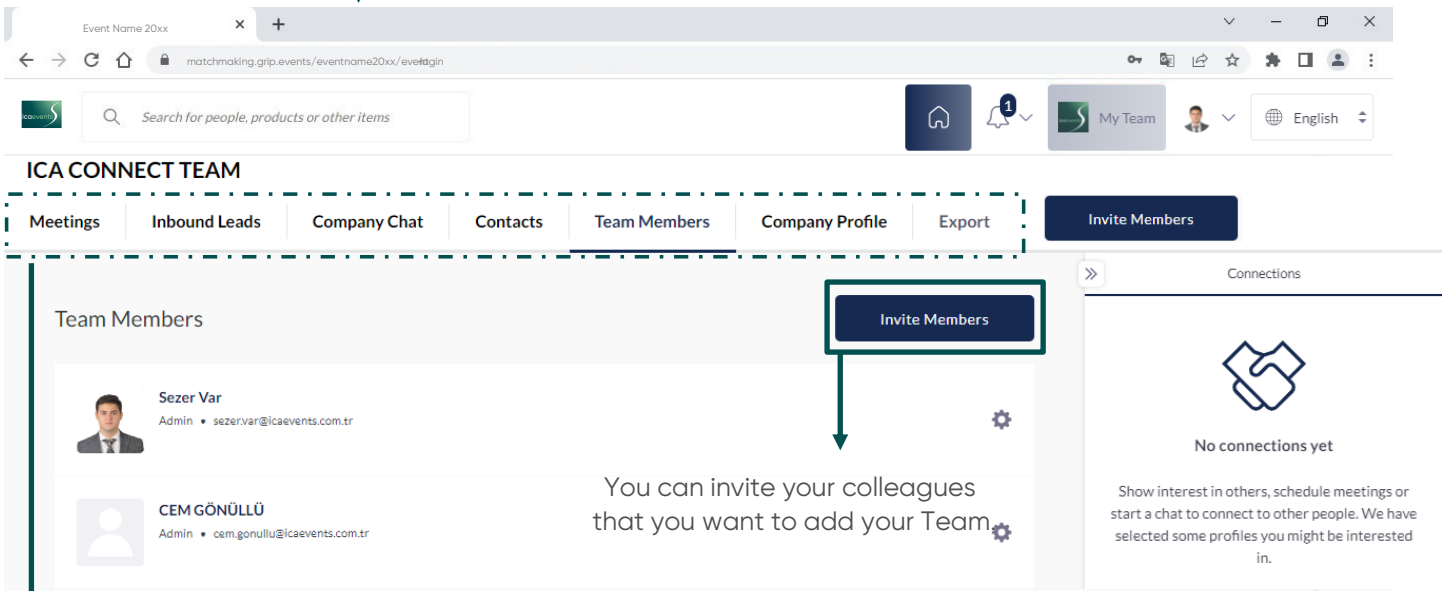


4. Create your team.

By activating the 'My Team' feature, which is only for desktop usage you can create a team and add your colleagues to the system. Also, you can add images and information about your company's products via 'My Team'.

3. Update your profile.

Make sure your profile has all the relevant information including links, video and products. Don't forget to create a team to generate leads in the 'My Team' area beside your profile and add your company products via 'My Team'.



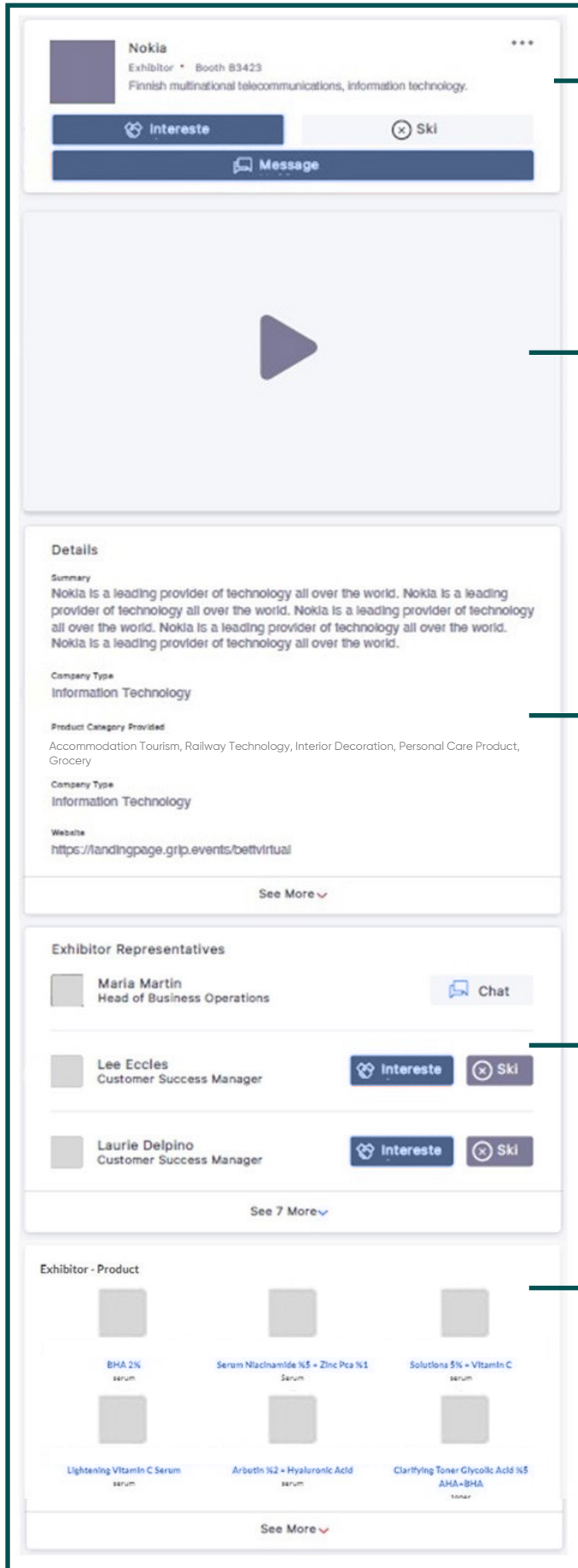
HOME

- Meetings → See and manage all of your and team members meetings in a single overview
- Inbound Leads → All users that have shown interest, connected or interacted with you, your team members and/or company profile
- Company Chat → Other users can send messages directly to your company through the profile page
- Contacts → All users that have shown interest or arranged meeting with one of your team member

SETTINGS

- Team Members → You can invite your colleagues as Team Members from here
- Company Profile → Update your company profile, add company website and information about your company
- Product → Add/update images and information of your company products from here. You can add maximum 20 products with 10 images per product.
- Account
- Export → You can generate all of your team's accepted meetings as a CSV and Excel file.

Update your Company Profile via 'My Team'



5. Update your Company Profile

Make sure your company profile has all the relevant information including links, video and products for the other users to provide the right information when they see your company profile.

You can share embedded YouTube video for users to watch via your company profile.

You can share details that promoting your company, website link, catalogue with Google Drive link etc. and summary about your company. Kindly note that the information you shared in the summary section is not optional and cannot be translated because it is written manually.

Exhibitor Representatives will be shown here

The products that your shared will be shown at this area. You can add maximum 20 products. When users clicked the relevant image of your product, they see its profile with the details you shared like video, images, summary etc.

Check the Visitor, Exhibitor and Hosted Buyer lists and make valuable contacts

6. View the lists.

You can see lists on the lefthand in home page for desktop
(on the 'More' page on the Home page for mobile app)

You can search for name,
product or other items

The screenshot shows the website's home page with a search bar at the top and a navigation menu on the left. The search bar contains the text "Search for people, products or other items". The navigation menu includes items like "Home", "Recommended for You", "Interested in You", "My Interested List", "My Skip List", "My Connections", "My Schedule", "Event Agenda", "Meet our Visitors - Ziyaretçilerimizle Tanışın", "Meet our Exhibitors - Katılımcılarımızla Tanışın", "Meet our Exhibitor Representatives - Katılımcı Temsilcilerimizle Tanışın", "Meet our Hosted Buyers - Satın almacılarımızla tanışın", "Exhibitor Products", "Contact us", and "HYVE Connect Clarification Text".

- You can see the users recommended for you by the system according to info in your profile
- See the users who are interested in you
- You can see the users that you interested
- You can see your skipped list here (you can review them later)
- Users that you both interested each other and you can chat with
- You can see all of your meetings here and you can filter it by date/status
- See our Visitors who are active in the system and has their online invitation through our website. You can filter the list by your preferences.
- You can see our Exhibitor Companies
- See our Exhibitor Representatives who is active in the system. You can filter the list by your preferences.
- See our Hosted Buyers who is active in the system. You can filter the list by your preferences.
- You can see the Exhibitor's Products that they added in their profiles. You can filter the list by your preferences.

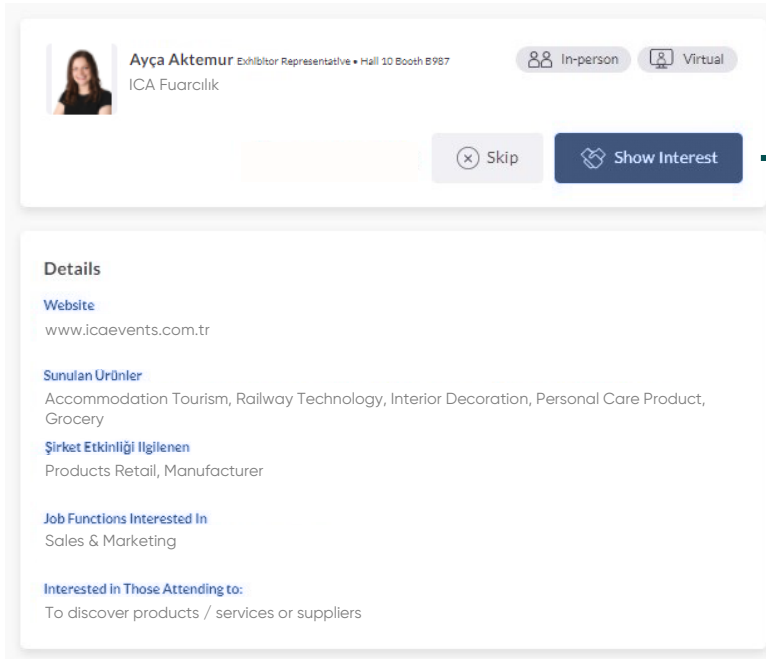
You can filter the list by your preferences.

You can see their profile by clicking their name for further information

The screenshot shows a list of hosted buyers with the following details:

- Sort:** Name (dropdown), Location (dropdown), Company Name (dropdown), Job Title (dropdown), Status (dropdown), Products Interested (dropdown)
- Aslı Erden** (ICA Events) - In-person, Virtual - Skip - Show Interest - Request a meeting
- Ayça Aktemur** (ICA Events) - In-person, Virtual - Skip - Show Interest - Request a meeting
- Cem Gönül** (ICA Events) - In-person, Virtual - Skip - Show Interest - Request a meeting
- Hediye Alptekin** (ICA Events) - In-person, Virtual - Skip - Show Interest - Request a meeting

Schedule your meetings and grow your network



Ayça Aktemur Exhibitor Representative • Hall 10 Booth B987
ICA Fuarçılık

In-person Virtual

Skip Show Interest

Details

Website
www.icaevents.com.tr

Sunulan Ürünler
Accommodation Tourism, Railway Technology, Interior Decoration, Personal Care Product, Grocery

Şirket Etkinliği İlgilenen
Products Retail, Manufacturer

Job Functions Interested In
Sales & Marketing

Interested in Those Attending to:
To discover products / services or suppliers

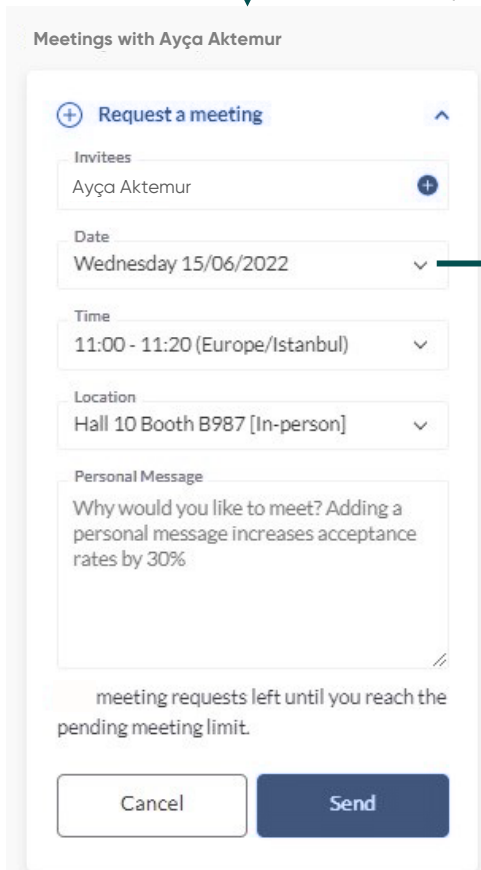
You can find more information about users and their companies by viewing their profile

You can show interest someone that you are interested in or skip if you are not. If someone is also interested in you, you can chat with them and grow your network.

You can leave a note to the other users profiles with the 'View Lead Notes' for your team members to read/ take action and you can see all notes that your team members left to them.

7. Schedule your meetings.

If you are interested in anyone in the Visitor, Exhibitor Representative and Hosted Buyer lists, click their names to see their profiles for further information and request a meeting



Meetings with Ayça Aktemur

+ Request a meeting

Invitees
Ayça Aktemur

Date
Wednesday 15/06/2022

Time
11:00 - 11:20 (Europe/Istanbul)

Location
Hall 10 Booth B987 [In-person]

Personal Message
Why would you like to meet? Adding a personal message increases acceptance rates by 30%

meeting requests left until you reach the pending meeting limit.

Cancel Send

Choose the date & time you want and request a meeting. You can also add a personal message to send with your meeting request.

For the dates; you can choose the exhibition dates. Also, you can schedule virtual meetings, which helps you to continue expanding your business network, valid for 1 week after the exhibition dates. Virtual meetings will be held as online via the ICA Connect.

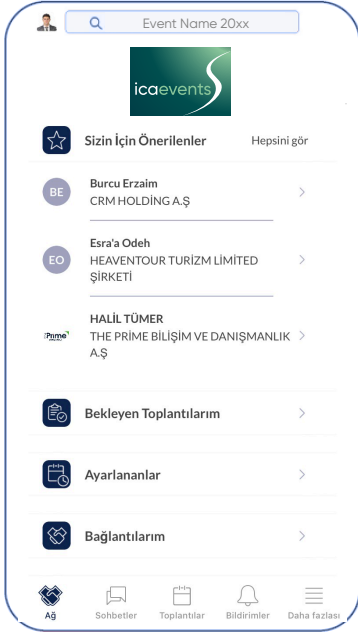
For the location; you can choose your own booth number for the exhibition dates. Only for the meetings with Hosted Buyers, you can also choose 'Hosted Buyer Meeting Area' besides your booth number.

While you requesting a meeting or rescheduling it, the system shows the available dates and times for each users. Kindly note that the time zone which you see on the app, depends on your device's time zone.

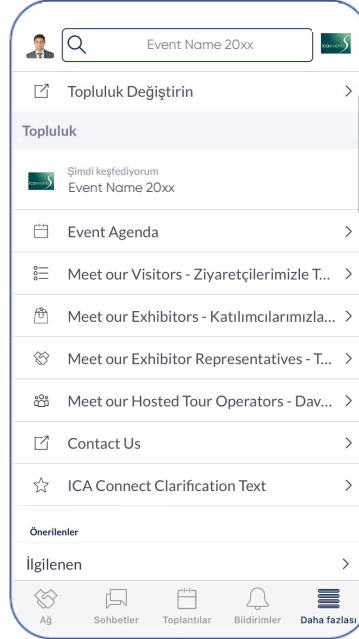
Download ICA Connect your mobile phone, turn on its notifications and use the app everywhere

8. Use the ICA Connect app on your mobile phone.

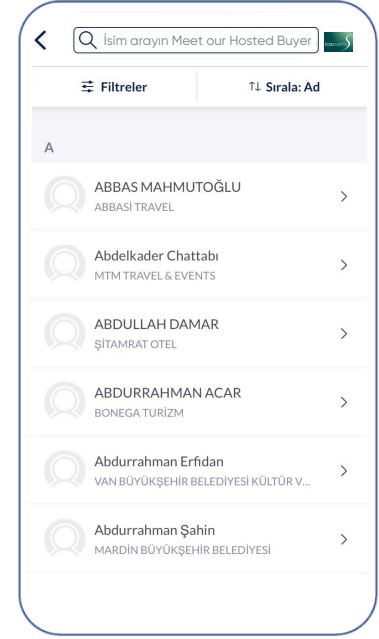
Download the ICA Connect mobile app, available on Google Play and the App Store, to stay up to date with all your scheduled appointments and make changes on your meeting schedule.



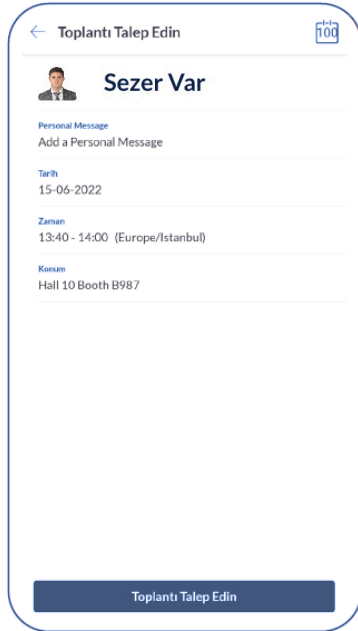
After login to your profile, click "More" on the Home Page.



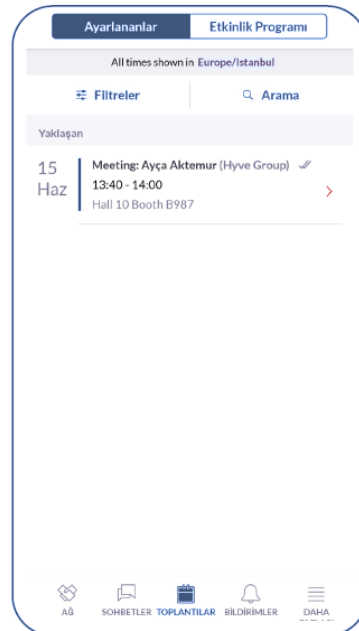
Click "Meet Our Buyers" on the "More" page.



You can see all Buyers who will attend to our event on this page.

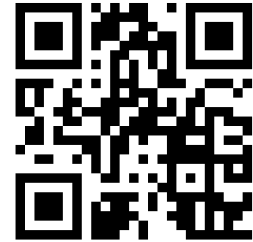


Click on the profile of the Buyer that you want to organize a meeting. You can pick the date and time also send a message.



After the Buyer accepts your meeting, you can see all your meetings set in the "Meetings" section in the sub-menu.

For ICA Connect Application



For your questions about ICA Connect application; connect@icaevents.com.tr +90 212 970 83 72