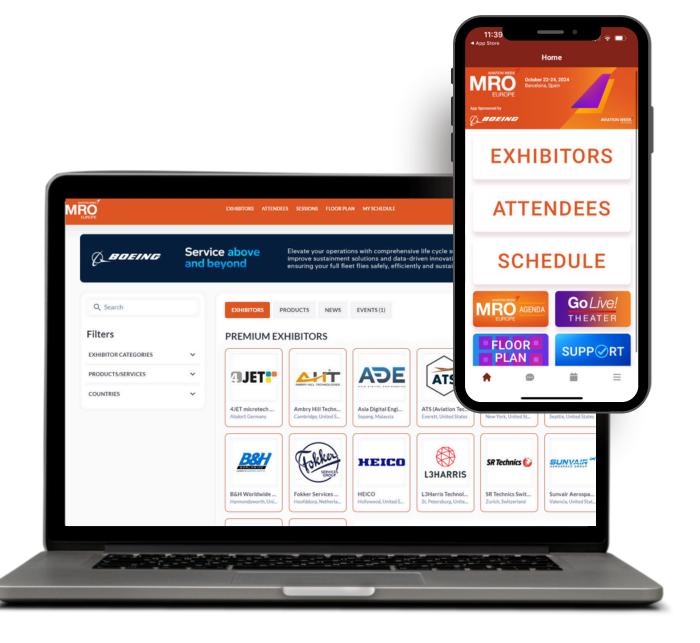
MRO Europe 2024

Networking Guide Pre-show & Onsite



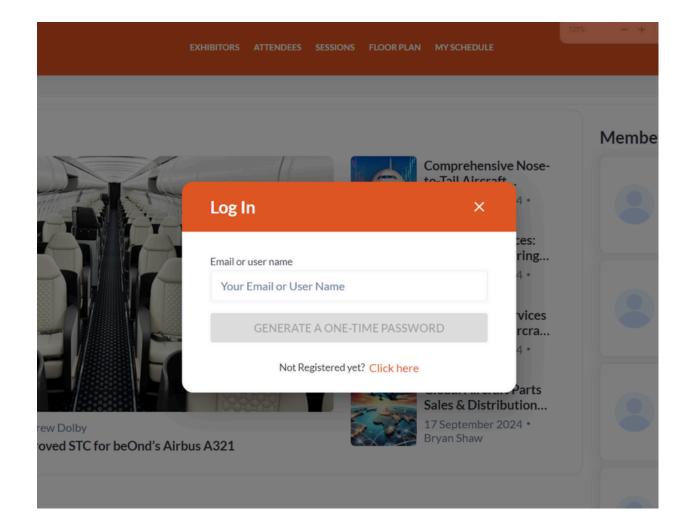


Accessing the Platform

All <u>registered attendees</u> will receive an invitation email on October 8. Look out for an email sent from: <u>noreply@expoplatform.com</u>

Unlike previous years, you no longer need an activation link to set a password. Instead, you can request a One Time Passcode.

- Visit <u>mroeurope.expoplatform.com</u>
- Enter your email associated with the event
- Request OTP this will be valid for 10 minutes
- **Do not close the window**. Enter the passcode you receive on email



Logging into the mobile app?

Please ensure you have updated to the latest version to see One Time Password option available. You may need to delete the app and reinstall.

Update Your Profile

An important first step is to ensure your profile is complete.

- Upload a photo put a face to the name and stand out from the crowds onsite
- Check your information is still correct (pulled from the registration information provided)
- Choose Interest Categories this is a mandatory field and helps give clarity to those looking to book a meeting with you
- Remember to click the Save button before you leave the page



Company *		First Name *		
Aviation Week Network		Mark		
Country *		Last Name *		
United Kingdom	~	Thomas		
itate/Region		Job Title *		
	~	Marketing Manager		
City		Email *		
London	~	mark.thomasgb@informa.com		
nterest categories *		+ Add category		
Media ×				
	Cancel	Save		

Find attendees

You can browse the entire list of attendees registered for the event. Use the filters or keyword search to find your prospects:

- Filter by Category, Country, Interest, Industry, Job Function, Job Level or Purchasing
- Is the list still too long? Add a keyword into the search at the top to narrow down further

SEARCH Q. Aviation Week		ATTENDEES				
Filters	Reset all (2) YOUR FILTERS: Aviation Week × United Kingdom ×					
PARTICIPANT CATEGORIES	~	*	*	*	×	
Q Search country		Alison Weller Sales Aviation Week Network	Andy Webster Sr Mgr, MRO & Aerospac Aviation Week Network	Barbara Nichols Content Marketing Mana Aviation Week Network	Craig Caffrey Sr Aerospace Industry An Aviation Week Network	
Sri Lanka Sweden Switzerland						
Taiwan Thailand		x		*	*	
Trinidad and Tobago Tunisia						
Turkey United Arab Emirates		Dan Williams Manager Fleets, Flight & Aviation Week Network	Darren Fearn Sales Manager Aviation Week Network	Elena Williams Baxendale Team Leader Aviation Week Network	Gareth Baker Sr Marketing Executive Aviation Week Network	
 United Kingdom United States United States Minor Outlyin Islands 	IE I					
Uruguay Uzbekistan	=	Ŕ	*	*	*	

Send a message

Send a message to an attendee to introduce yourself and qualify them as a lead before deciding on whether to send a meeting request

 Once a message is sent, the user will receive an email notifying them that they have been sent a message

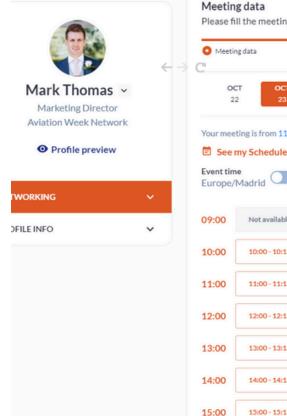
★ ★ <t< th=""><th>Matchmaking Information COMPANY Aviation Week Network Image: Pirst NAME Matthew Image: Job TITLE Marketing Manager</th><th>COUNTRY United Kingdom</th><th>Matthew Simpson © 8 OPEN IN MESSENGER</th></t<>	Matchmaking Information COMPANY Aviation Week Network Image: Pirst NAME Matthew Image: Job TITLE Marketing Manager	COUNTRY United Kingdom	Matthew Simpson © 8 OPEN IN MESSENGER
April 18-20, 2023 Georgia World Congress, Hall B 285 Andrew Young International Atlanta, GA 30313 #MROAM MRO Americas	Blvd NW	-	Today 10:48 Hi Matt, how are you? Enter the message

NEW FEATURE: Book a meeting at the App Meeting Zone - dedicated space for app meetings

Request a Meeting

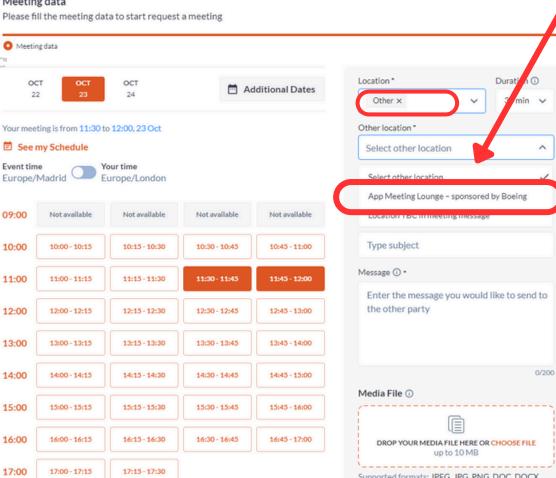
Click the Meeting button on any attendee, exhibitor or product to request a meeting.

- Select the meeting attendees (if you are part of a team, you can add multiple participants from your side to attend)
- Choose a location choose an exhibitor booth or the App Meeting Lounge for a dedicated space, making it easier to find your prospects
- Click Request Meeting to trigger an email and notification to the attendee.



16:00

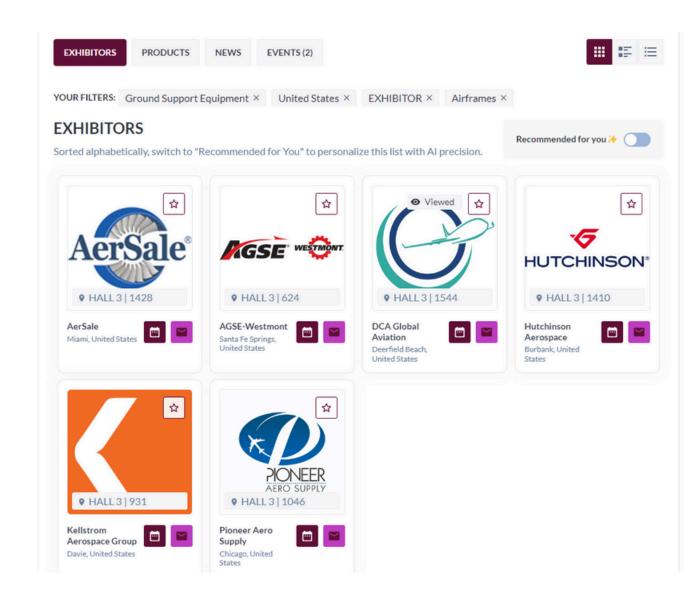
17:00



Discover Exhibitors and Products

You can browse the full list of exhibitors or narrow down the list using the available filters or keyword searches

- Select the Products/Services you are looking for and/or the country of where the exhibitor is based
- Type a keyword in which searches through the company name and description to display the results
- "Premium Exhibitors" appear first, with the remaining exhibitors shown in alpha order

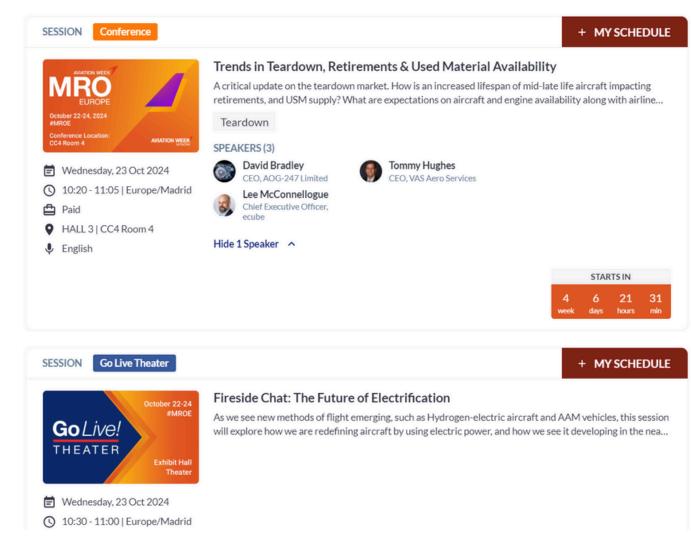


Add Sessions to Your Schedule

Take time to look through the agenda and add any that you would like to attend to your schedule.

This will help to plan your day onsite and act as a reminder for upcoming sessions alongside your booked meetings.

If you are unsure or wish to upgrade your ticket, contact app@aviationweek.com



FAQs and Video Tutorials

If you need more help on the, visit the FAQ Page where there is more information as well as How To Videos for the key features and tasks on the platform.

> Click here to view the FAQ Page

If you still need help, please contact <u>app@aviationweek.com</u> and we will respond as soon as we can.

Q. How do I use the Favourite function to group items only relevant to me?

A. When browsing the event, you will come across exhibitors, attendees, products and sessions that are most relevant to you.

The best way to organise this important data all in one place is to use the favourite (the star icon). For sessions, click + My Schedule.

To view your favourites click on **Profile > Networking >** Favourites





Q. Why is the meeting button not available for everyone?

A. On the desktop version, you can only send a meeting to an "active" participant (someone who has logged in and updated their mandatory fields). This means every meeting request is likely to be seen and responded to.

Make sure your own profile is complete by completing your Interest Categories to allow attendees to book a meeting with you!

Q. How do I add products? (exhibitors only)

A. Adding a product or service is a great way for exhibitors to increase your visibility on the app and attract visitors looking for something specific to network about, without having to find you by name in the exhibitor list. A standard

