

# Onboarding ISPO Munich Online

## Let's get started – Step 1

January 2020



Messe München

Connecting Global Competence



# ISPO Munich. Accelerating global networks.



**ISPO  
Munich**



# Agenda

- Brandroom
- Tips on your profile + showroom
- Login: How to fill out your profile
- ISPO Munich Online 2021 preview
- How to connect with visitors

# Your Brandroom

**ISPO**

Thomas MacCartney  
Job Title  
Company name

Company profile Showroom

Home  
Visitors  
Messaging

Visit current tradeshows

**ISPO Munich**

**MAMMUT SWISS 1862** Mammut Sports Group AG  
Switzerland

Presentation Room

About Showroom

**Company Videos**  
Add links to your youtube or vimeo videos that showcase your company.  
+ Add Videos

**Description**  
Describe your entity to prospective visitors.  
+ Add Description

**Contacts**  
Add contact persons to your company profile.  
+ Add Contacts

**Key facts**

N/A Founded	N/A Headquarters	N/A Employees	N/A Revenue / Year
----------------	---------------------	------------------	-----------------------

**Products**  
Add the products that your brand is offering.  
+ Add Products

**Segments**  
Add the product segments your brand covers.  
+ Add Segments

Empty brand profile



**ISPO**

Thomas MacCartney  
Job Title  
Company name

Company profile Showroom

Home  
Visitors  
Messaging

Visit current tradeshows

**ISPO Munich**

**MAMMUT SWISS 1862** Mammut Sports Group AG  
Switzerland

Presentation Room

About Showroom

**Company Videos**  
Add links to your youtube or vimeo videos that showcase your company.  
+ Add videos

**Description**  
Founded in 1862, MAMMUT is a Swiss outdoor company that provides high-quality products and unique brand experiences for fans of mountain sports around the world. This leading international premium brand has stood for safety and pioneering innovation for more than 155 years. MAMMUT products combine functionality and performance with contemporary design. With its combination of hardware, shoes and clothing, MAMMUT is one of the most complete suppliers in the outdoor market. MAMMUT Sports Group AG operates in around 40 countries and employs more than 800 people.

**Contacts**

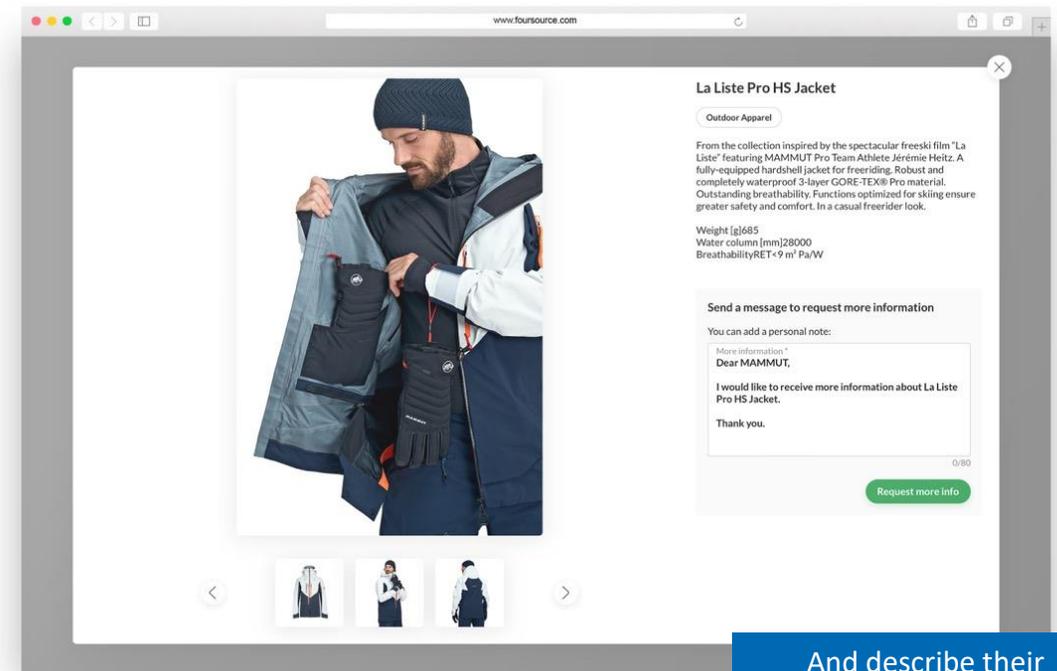
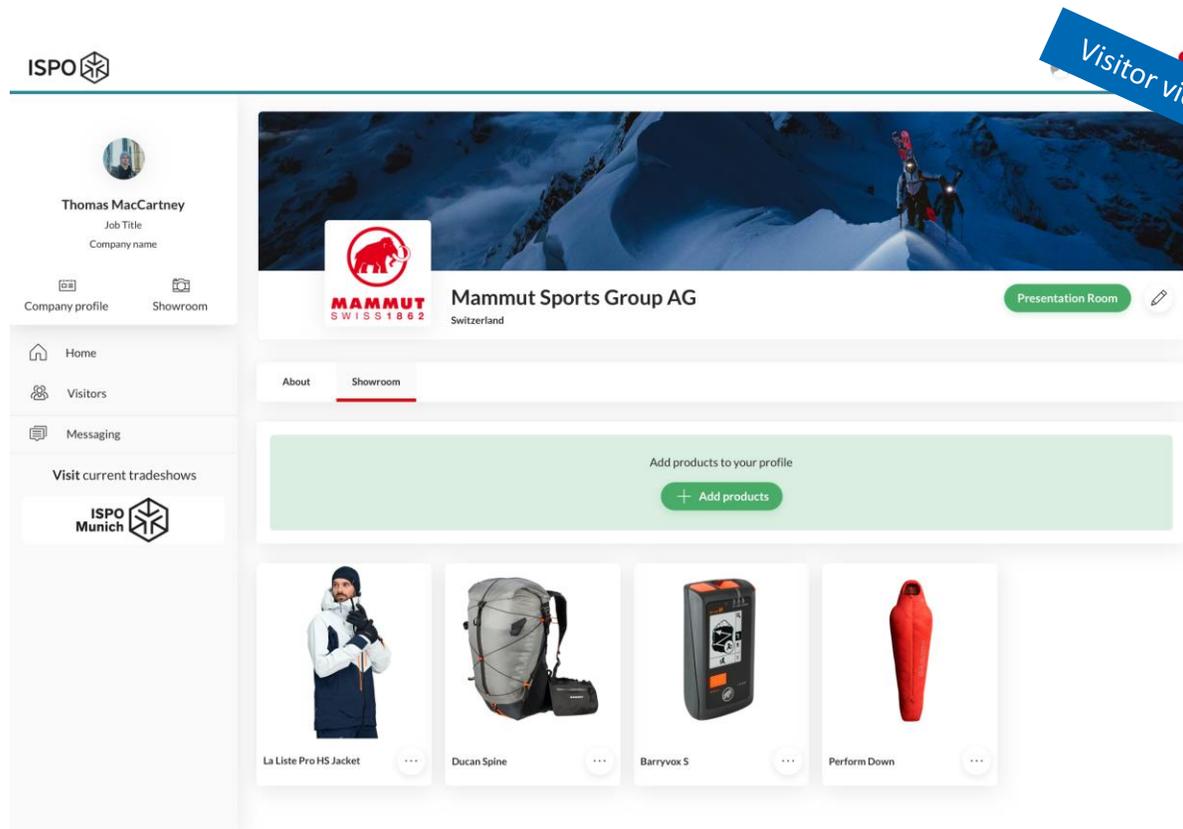
Contact 1 CEO Account administrator Send Message	Contact 2 Sales Manager Send Message	Contact 3 Sales Assistant Send Message	Contact 4 Customer Success Send Message
---	--	--	---

**Key Facts**

1862 Founded	Switzerland Headquarters	800 Employees	N/A Revenue / Year
-----------------	-----------------------------	------------------	-----------------------

Filled out brand profile

# Product highlights in your virtual showroom



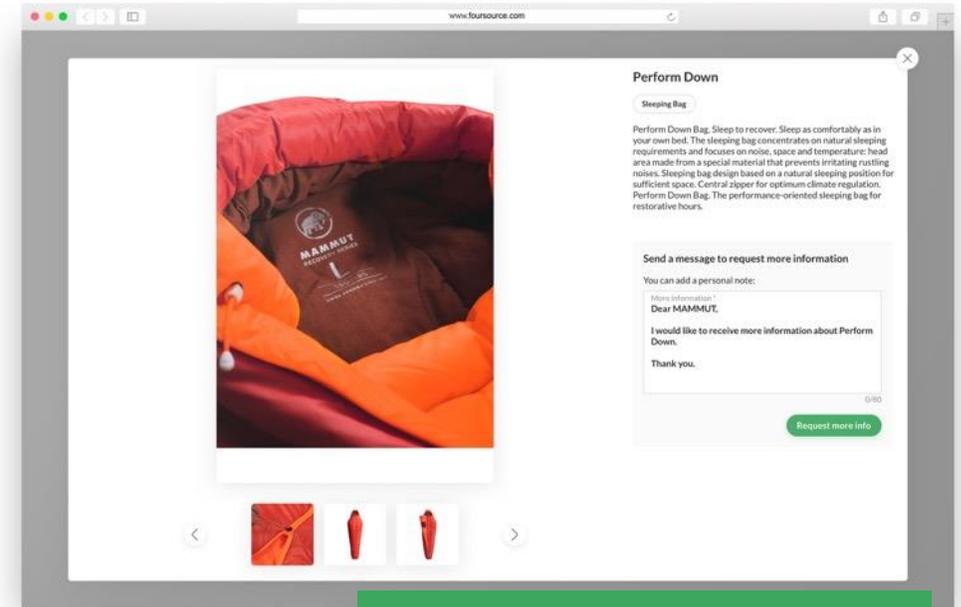
Brands can add unlimited number of products to their virtual showroom

# Tips for the perfect showroom



Adding products to your showroom is **unlimited**. We recommend to add at least 10 products to your showroom.

- ✓ Plan the order of showroom uploads to sort your products by category / segment
- ✓ Upload high quality pictures
- ✓ Only one product per post
- ✓ Front, back & detailed view recommended



Picture size needs to be at least 2000 x 2000 px to be considered as HD and allow zoom

# Lets log-in to an account...

Login

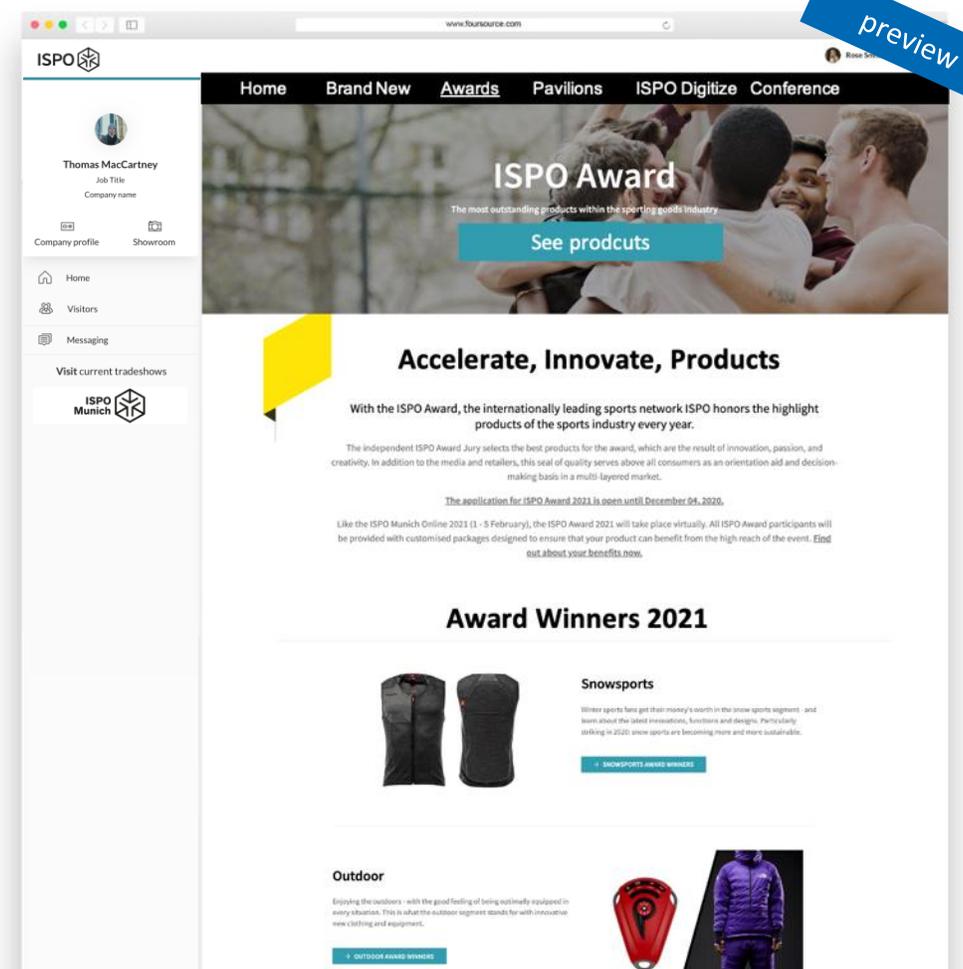
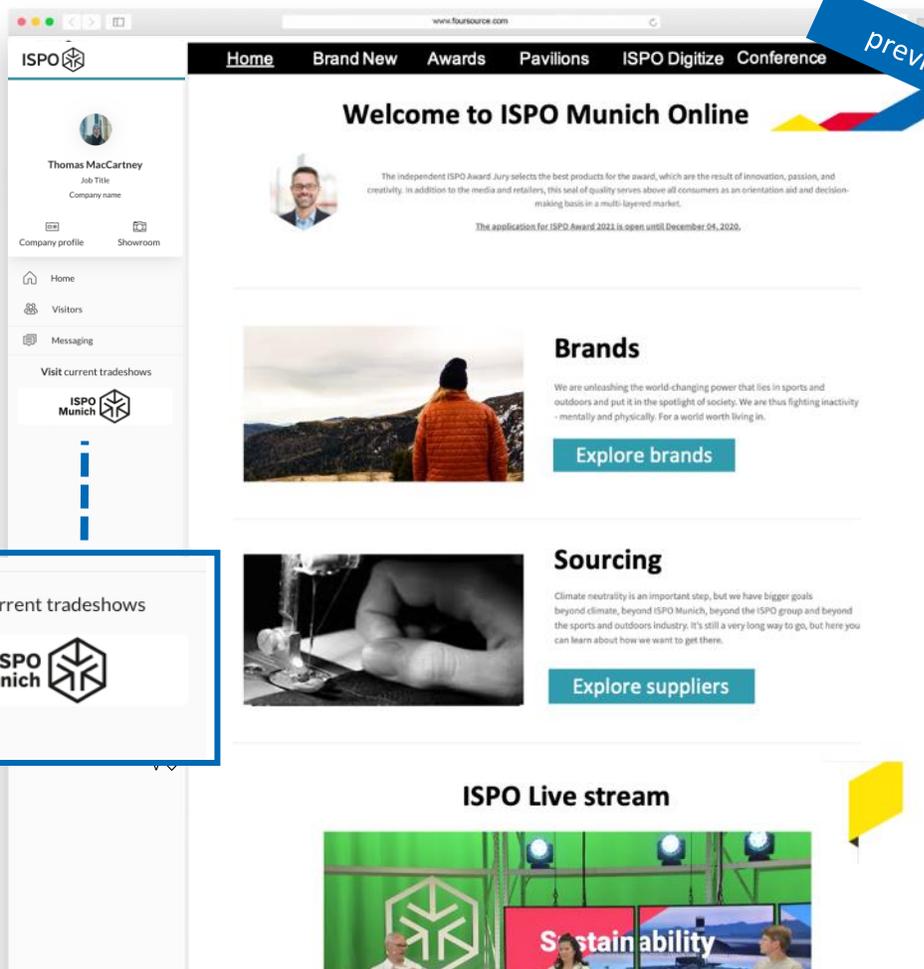
E-mail  
manufacturer@foursource.com

Password  
●●●●●●●● 

Login

[Forgot your password?](#)

# How to access ISPO on the 1st of February



# Search for visitors

Visitor view

Thomas MacCartney  
Job Title  
Company name

SEARCH BRANDS DISCOVER SHOWROOMS

Product category: Winter sports  
Sub category 1  
Sub category 2  
Sub category 3

Country Segments

Explore Brands

MAMMUT  
Segment: Sophisticated & Exclusive, Nature Escapes

Helly Hansen  
Segment: Nature Escapes

VÖE  
Segment: Adrenaline & Adventure

Visitors can search for brands and apply filters

Your view

Thomas MacCartney  
Job Title  
Company name

SEARCH BRANDS DISCOVER SHOWROOMS

Product category: Winter sports  
Sub category 1  
Sub category 2  
Sub category 3

Country Segments

Explore visitors

 Mr. Georg Kaiser Head of Sourcing	Proficiency Manufacturing, Production, Processing	Industry Brand	Contact
Company Peter Schöffel GmbH	Country Germany	City Schwabmünchen	Number of employees 500-999
My product categories Winter Sports, Outdoor Sports		My core segments Sourcing, Outdoor	Website www.schoeffel.com
 Ms. Jane Schmidt Buying Director	Proficiency Purchasing	Industry Retail	Contact
Company The Retail Group	Country Sweden	City Stockholm	Number of employees 50-249
My product categories Athletics equipment, Running equipment, Walking equipment		My core segments Performance, Body & Mind	Website www.theretailgroup.com
 Mr. Adam Flinn CEO	Proficiency Company/Corporate Management	Industry eCommerce/Marketplace	Contact
Company Online Company SA	Country France	City Paris	Number of employees 500-999
My product categories High-Tech Sportswear with incorporated consumer electronics		My core segments Connected Athletics	Website www.onlinecompany.fr
 Mr. Johannes Roewe CPO	Proficiency Managing Position	Industry Agency/Consulting	Contact
Company Roewe Industries Inc.	Country USA	City Alandale	Number of employees 1-10
My product categories RFID technology		My core segments	Website

Exhibitors can search and find visitors of ISPO Munich Online + get in touch

# Meet & connect with clients

Request meeting: Select up to 3 time slots.

Calendar

JANUARY, 2021

Mon	Tue	Wed	Thu	Fri	Sat	Sun
		4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	24	26	27	28	29
30	31					

Time slots ( GMT +00:00)

00:00	01:00	02:00	03:00	04:00	05:00
06:00	07:00	08:00	09:00	10:00	11:00
12:00	13:00	14:00	15:00	16:00	17:00
18:00	19:00	20:00	21:00	22:00	23:00

Working hours in Eastman Exports timezone: GMT+08:00

Details

Rose Smith  
Head of Production  
UBM Streetwear

1h Meeting

Online on Zoom: Details provides upon confirmation.

Subject  
Dear Eastman,  
I am interested in your new DRI-fit cycling wear for men. Would be great to discuss with you.

Best regards,  
Rose Smith

Options Total: 3 of 3 (max)

#	Date	Hour
#1	2021-01-04	07:00
#2	2021-01-04	08:00
#3	2021-01-04	09:00

More information requested UBM Streetwear, Portugal

Dear Rose  
I would like to know more about this Blue hoodie. Could you please share price & sizing charts?

Thank you,  
Rose Smith

May 21

Of course. Just a moment, Rose.

Type message Send

Welcome to ISPO Munich Online 2021

Rose Smith  
Head of Production  
UBM Streetwear

Home Award Conference Pavilions Textrends Brands

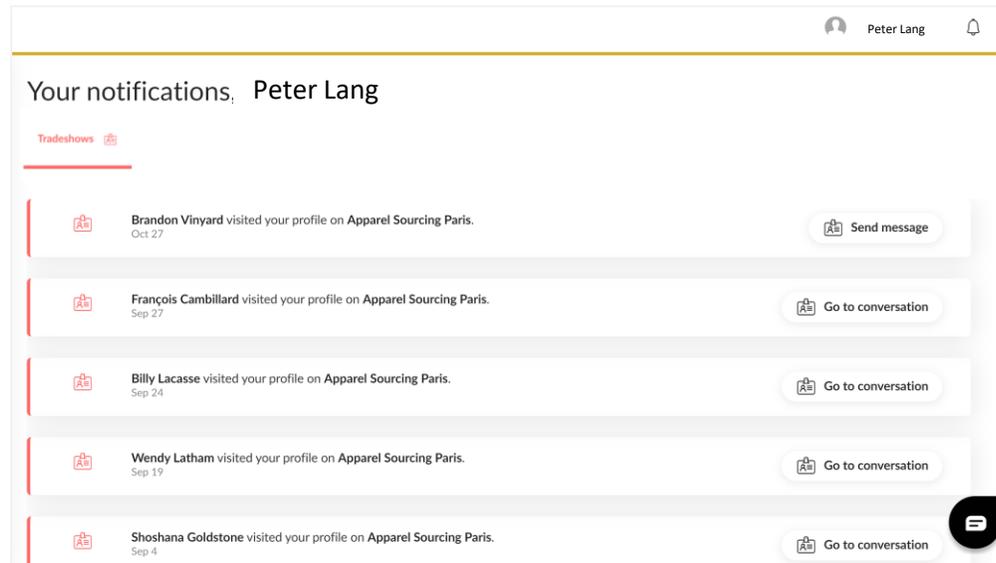
Rose Smith  
Eastman Exports

End Meeting

Exhibitors and visitors can schedule meetings with each other or send direct messages

and also meet in face-to-face in video rooms, on the Zoom technology

# Your notifications

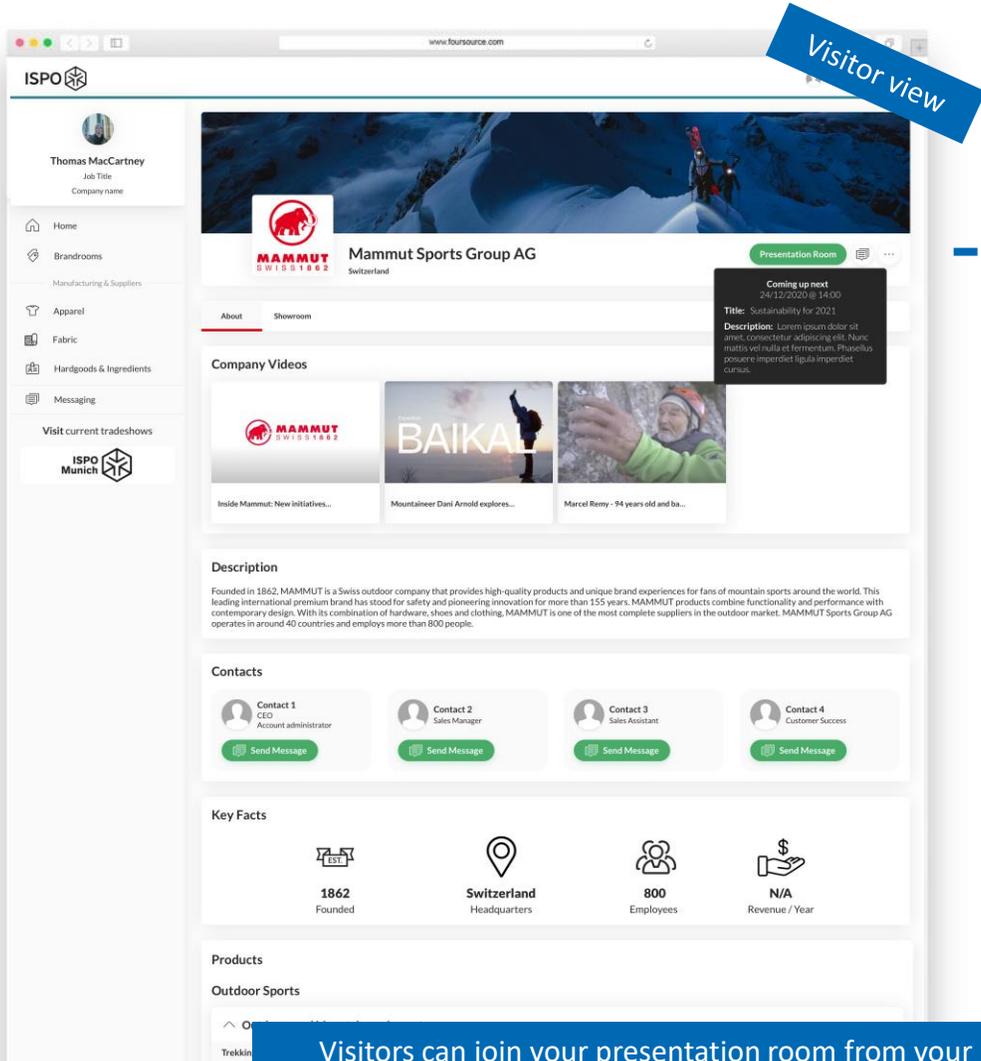


You will be notified about profile visits and can get in touch directly

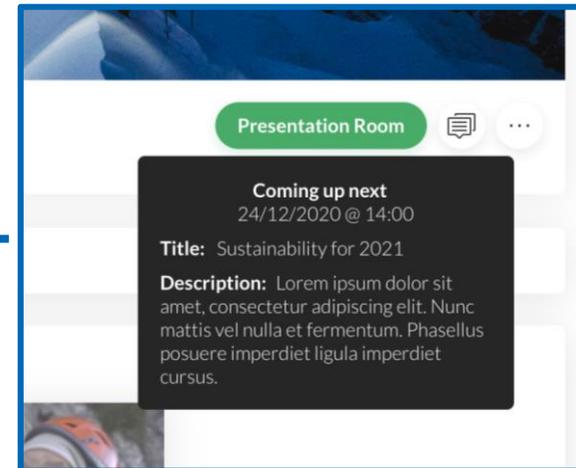


Trigger	When logged in	Email
New conversation	Messaging <b>1</b>	
New reply in conversation	Messaging <b>1</b>	-
Profile visit		-
Showroom visit		-
Showroom request	Messaging <b>1</b>	
Video-meeting invite	-	
Video-meeting confirmation	-	
Video-meeting reminder	-	
Video-meeting decline	-	
Presentation room: booking confirmation	-	

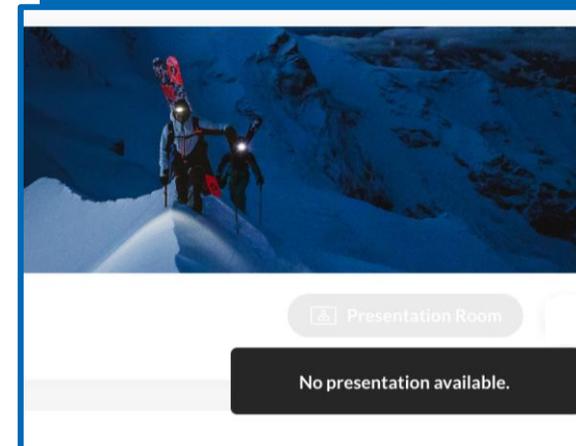
# Permanent video presentation room



Visitors can join your presentation room from your profile.

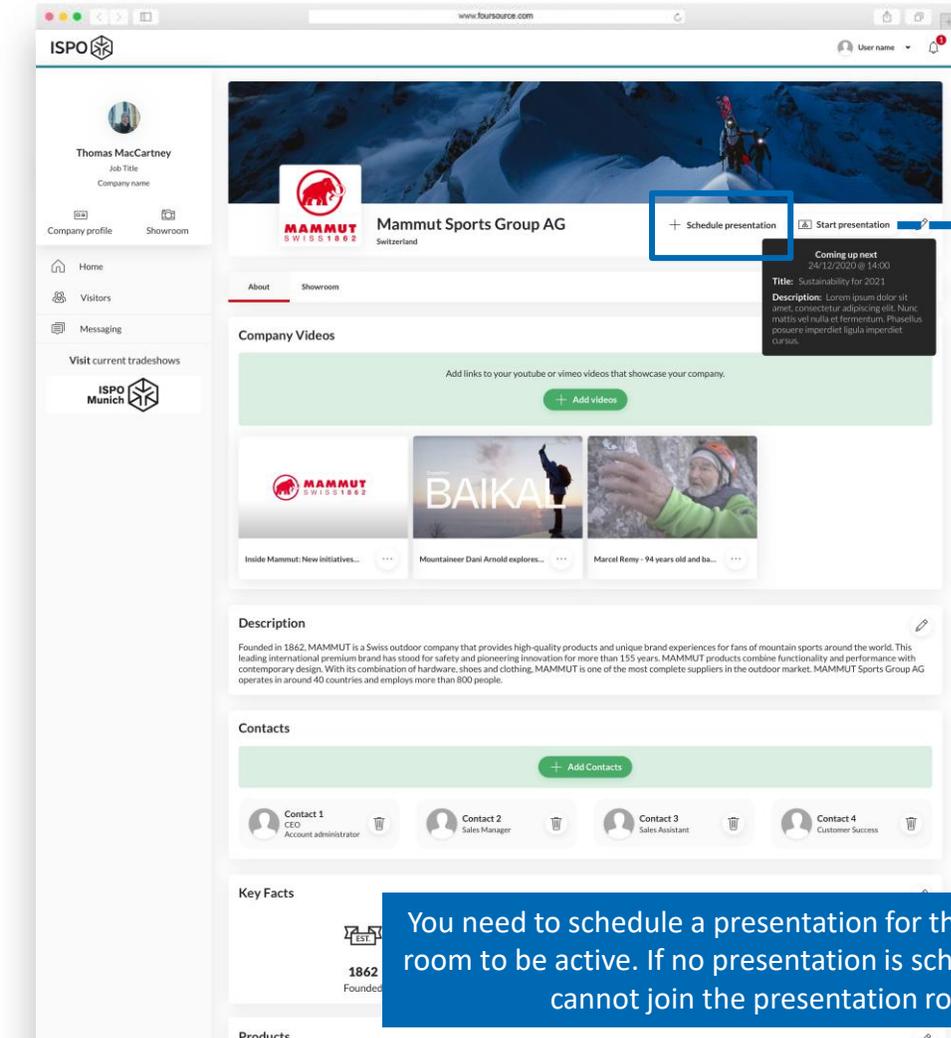


Visitors can see your ongoing / next scheduled presentation.

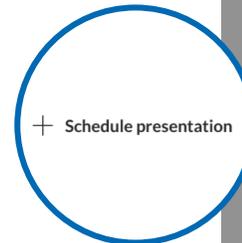


If the presentation room is not active, the visitor lands in the waiting room for the next meeting.

# How to set-up your video presentation room

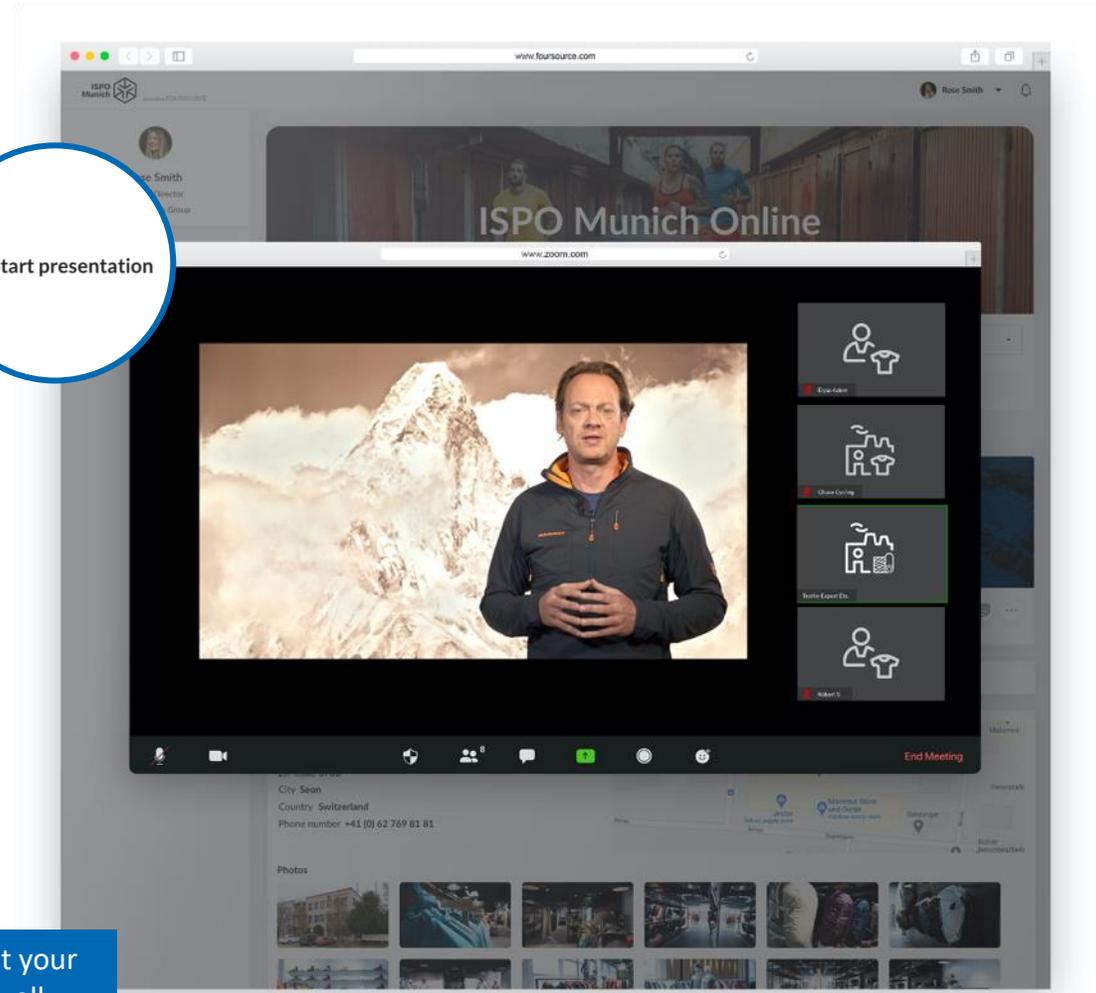
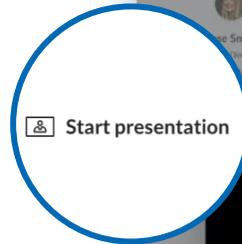
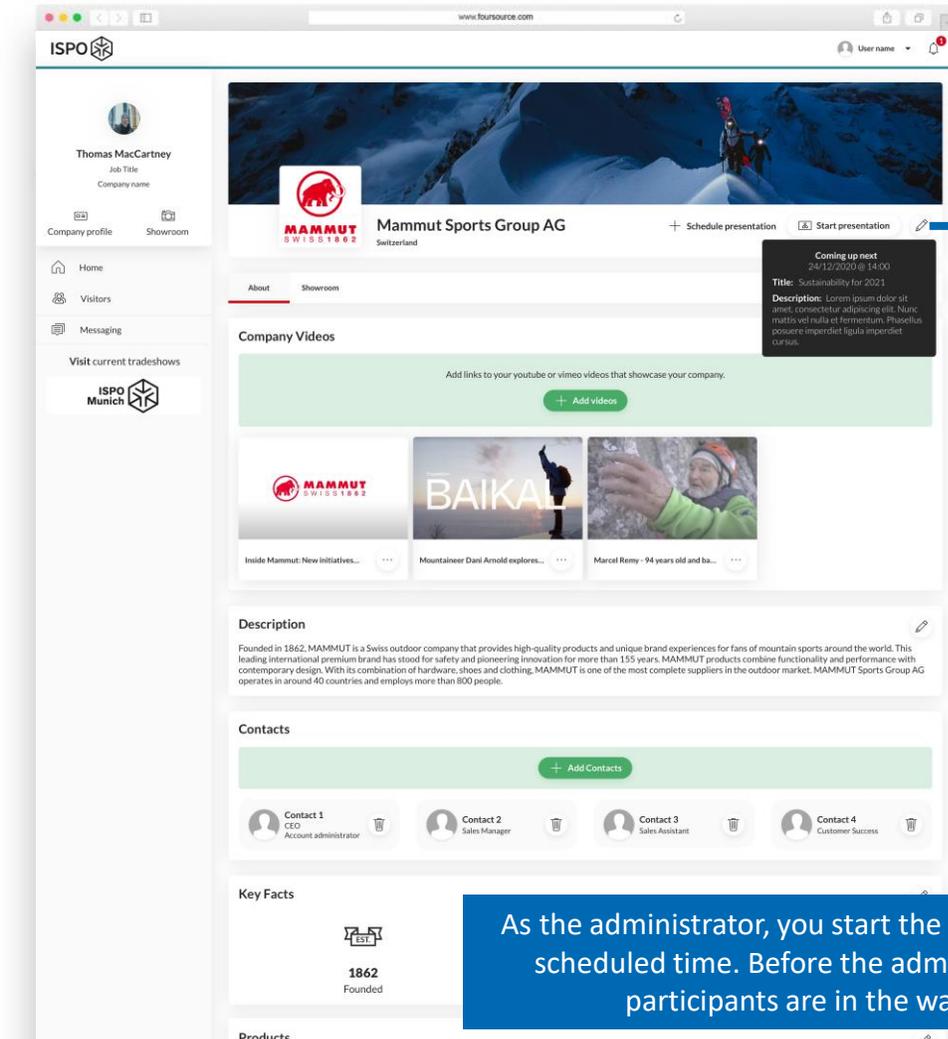


You need to schedule a presentation for the presentation room to be active. If no presentation is scheduled, visitors cannot join the presentation room.



Scheduling multiple presentations is possible - maximum duration is 24h

# How to join your video presentation room



As the administrator, you start the presentation at your scheduled time. Before the administrator joins, all participants are in the waiting room

# What is next...

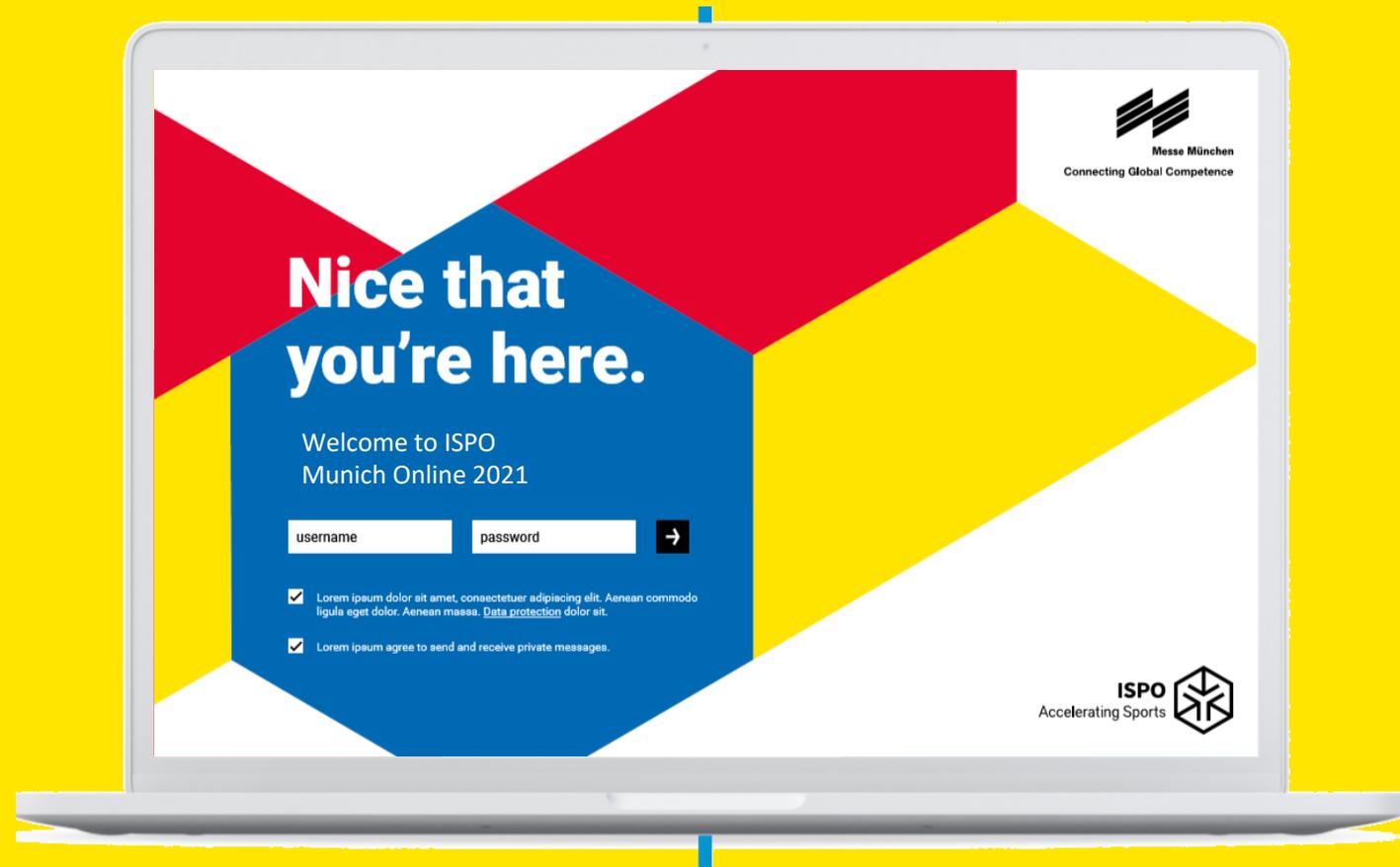
## Before Show

- Fill out your brandroom/ profile
- Add products to your showroom - minimum 10 products
- Register your employees as visitors (guide how to add contacts will follow)
- Schedule presentations (if included in package)

## During Show

- Log in frequently or stay logged in to follow up on visitors and to reply to new messages
- Stay active! Proactively search for visitors and connect with them
- Don't miss out on notifications: frequently check your emails of the brandroom admin (junk inbox, too) and login to see all notifications

# Questions?



**Thank you!**