

User Guide Connect by ISPO

Make appointments with exhibitors at ISPO Munich 2022

20.10.2022



Messe München

Connecting Global Competence



What is Connect by ISPO?

- Establish new business relationships: Make appointments with exhibitors and brands of ISPO Munich 2022 in advance of the event and meet international brands and decision-makers on site at their booth.
- Via our networking tool "Connect by ISPO" you can quickly and easily get in touch with existing and new business partners and send them appointment proposals.
- Connect by ISPO is included in all visitor tickets of ISPO Munich 2022 and thus available to all visitors at no additional cost. Information on your account data will be sent by e-mail after the registration of your ticket is completed (start Oct 20, 2022).
- The online platform meets the current security standards and complies with the GDPR guidelines -> no data use of uploaded data by ISPO/Messe München GmbH
- Available in 7 languages

Step 1: Register your visitor account

The left screenshot shows an email from ISPO Munich 2022 titled "Connect by ISPO 2022". It addresses Erika and welcomes her to the free invitation and networking tool. A blue box contains a note: "Please note: For data protection reasons (GDPR) all data and accounts from previous ISPO events have been deleted. Therefore, it is necessary to create a new account for ISPO Munich 2022." Below this, it says "Create a new account on Connect by ISPO by clicking on the 'Register' button below" and features a blue "REGISTER" button.

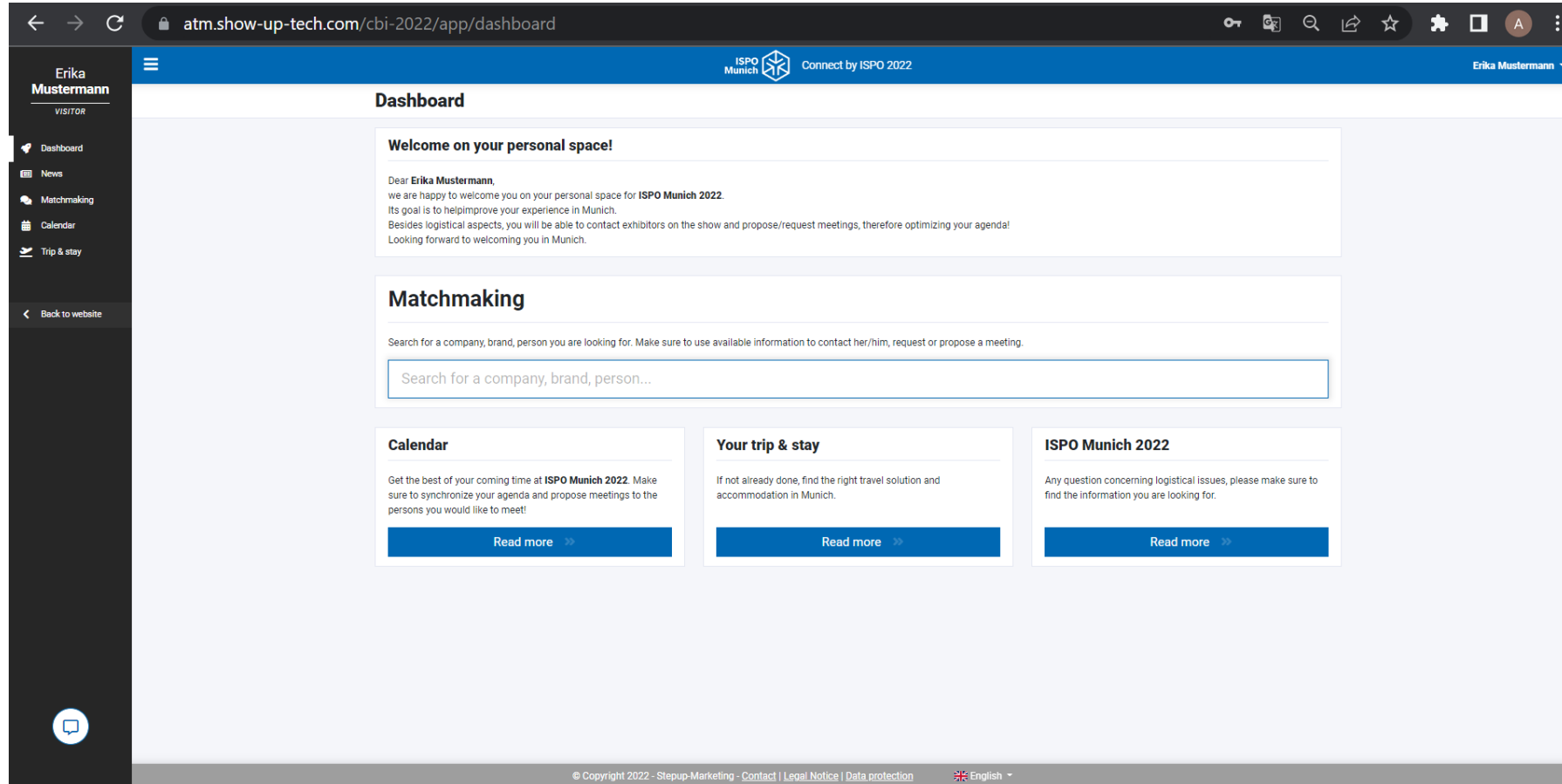
The right screenshot shows the "Registration" form. It has a "Register with Google" button at the top. Below it, the "Email address *" field is pre-filled with "erika.mustermann129@gmail.com". The "Password *" and "Repeat password *" fields are empty. There is a checkbox for "I accept the Terms of Use *" with a "Read more" link. A blue "REGISTER" button is at the bottom. At the very bottom, there is a small disclaimer: "The registration of your personal data is only for the use of the platform Connect by ISPO 2022. Your information will not be released to third parties. As the law allows, you have a right of action. We remain at your disposal for any information, possible modification or deletion of your data."

By clicking on the login button in the email "Connect by ISPO – Create my account" you will get to the start page of the Connect by ISPO platform.

Register your visitor account by clicking on "Register".

Your email address (=username) is pre-filled, so you only need to enter a secure password. By clicking on the terms of use and "Register" your registration is completed.

Step 3: Your personal dashboard



After completing your registration, you will be taken to your personal dashboard.

Here you can directly search for exhibitors or brands to send them an appointment request for ISPO Munich.

Via the “Calendar” Button in the menu you can directly send a meeting request.

Step 4: Arrange appointments

The screenshot shows the 'My calendar | ISPO Munich 2022 - Munich time (UTC +01:00)' interface. It features a left sidebar with a form to 'Setup your meeting' and a main calendar area on the right.

Left Sidebar Form:

- 1 Setup your meeting**
 - First name *
 - Last name
 - Email *
 - Subject *
 - Location
 - Meeting note * (placeholder: See you there !)
- 2 Choose a duration (min)**
 - 30, 45, 60, 90
- 3 Choose a day**
 - Mon November 28, 2022
 - Tue November 29, 2022
 - Wed November 30, 2022
- 4 Pick at least one time slot (UTC +01:00)**
 - 09:00 - 09:30
 - 09:30 - 10:00
 - 10:00 - 10:30
 - 10:30 - 11:00
 - 11:00 - 11:30
 - 11:30 - 12:00
 - 12:00 - 12:30

Buttons: + Create a simple event/reminder, Sync with Outlook, SEND MEETING REQUEST


Right Side Calendar:

- Manage filters** (Previous, Next, Week, Day)
- Calendar grid for Mon Nov 28, Tue Nov 29, and Wed Nov 30, 2022.
- Time slots from 9:00 AM to 9:00 PM.

By clicking on „Calendar" in the left navigation or via the dashboard you will get to the area where you can make appointments.

- Use the synchronization with your calendar for easier scheduling and better overview of your existing appointments from your personal calendar.
- Enter the required information. Via „customized time slots" you can flexibly define the duration of the meeting.
- Feel free to offer your recipient multiple appointment slots to find a suitable appointment more quickly.
- All sent and confirmed appointment options are displayed in the calendar on the right:
 - yellow: options sent and not yet confirmed
 - green: confirmed dates
 - orange: received and not yet answered appointment requests

Find exhibitors & brands

 Connect by ISPO 2022

Matchmaking

Search for an interlocutor or a brand

Exhibitor list


Filter

Country

Profile


- ☐ Sales
- ☐ Marketing
- ☐ Product
- ☐ Communication
- ☐ Legal/Finance
- ☐ Management
- ☐ Other

Apply



3DCORK


See the brand



3M THINSULATE


A2 | 706

See the brand




A.MOLINA & C S.P.A.

See the brand




ABAZZO RACE INTL.

See the brand




ABIEN

See the brand




ACTEEV BY ASCEND

See the brand




ACTIVELOOK

See the brand




AETREX


See the brand




Alibaba.com



Alibaba.com



ALLIED FEATHER + DOWN




AlpenWay

By clicking on "Matchmaking" in the left navigation you can search and filter for exhibitors, brands and people (exhibitors) at any time and suggest appointments directly.

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If you have any questions please contact:
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