

GLOBAL ENERGY SHOW

EXHIBITION & CONFERENCE
shaping the future of energy

THE GLOBAL ENERGY SHOW APP VISITOR USER GUIDE

June 13 - 15, 2023

BMO Centre, Stampede Park, Calgary, Canada



GLOBALENERGYSHOW.COM #GLOBALENERGYSHOW

Stakeholder



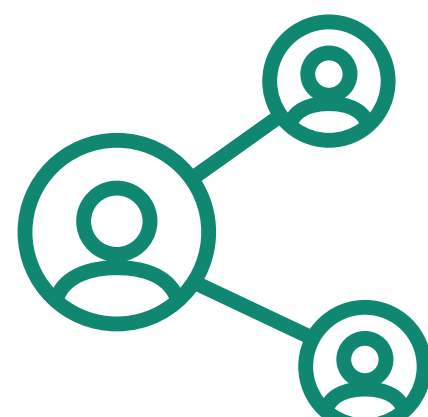
organized by **dmg** events

WELCOME THE GLOBAL ENERGY SHOW MEETINGS PROGRAMME

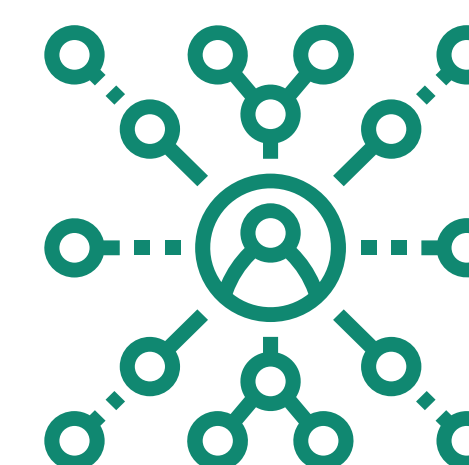
This guide will help you to:



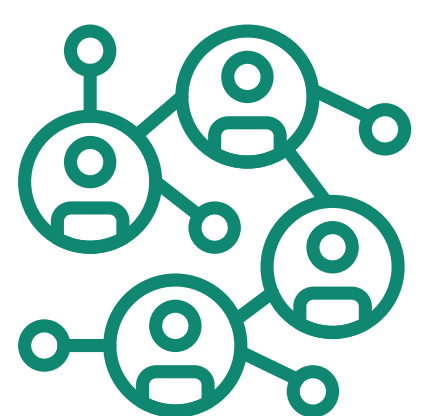
Prepare your event
in advance



Connect with the
right people



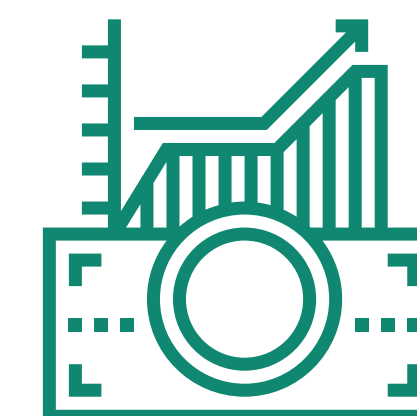
Increase your visibility with
a large number of potential
prospects



Manage your
meetings



Keep track of
your contacts



Make your
opportunities a reality

CONTENTS

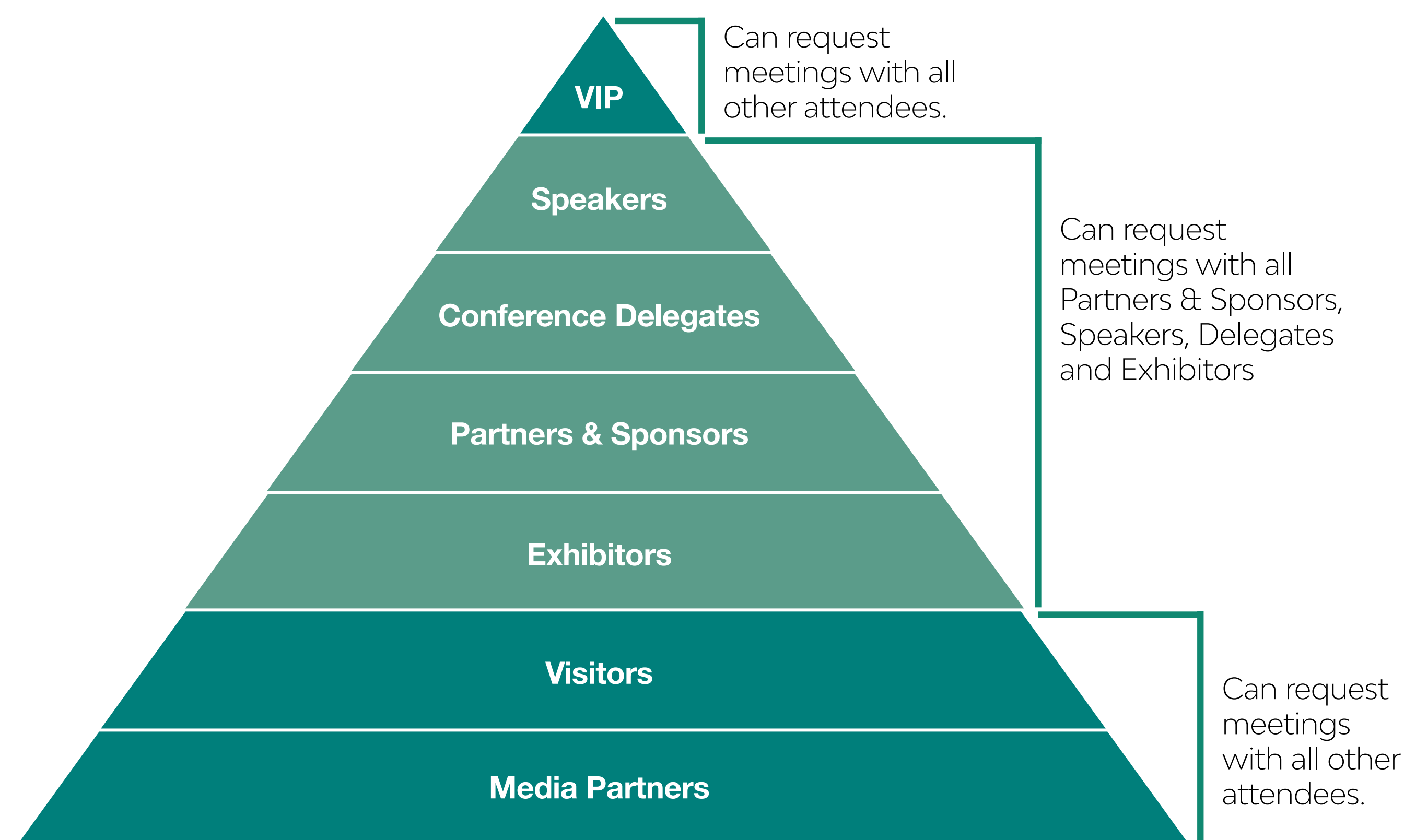
- [How to Login](#)
- [How to Edit Your Personal Profile](#)
- [How to Navigate the Platform](#)
- [Networking](#)
- [How to Plan Your Event](#)
- [Best Practice](#)
- [Contact Us](#)

NETWORKING AT THE GLOBAL ENERGY SHOW

The dedicated high profile networking programme enables VIPs, Partners & Sponsors, Speakers, Delegates, Exhibitors and Media Partners to search, connect and meet with new and existing business contacts on-site at Global Energy Show as well as in online meeting rooms if it suits you.

- 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 & targeted approach to meeting high level prospective partners.
- You will be sent email and push notifications to ensure your meeting takes place on time.
- Share documents.
- Add notes, ratings, tags and export leads.

Permission Structure



HOW TO LOGIN

LOGIN / EMAIL

**GLOBAL
ENERGY SHOW**
EXHIBITION & CONFERENCE
shaping the future of energy

JUNE 13-15, 2023 | CALGARY, CANADA
BMO CENTRE AT STAMPEDE PARK

**NORTH AMERICA'S ONLY FULLY INTEGRATED
ENERGY EVENT**

GLOBALENERGYSHOW.COM

Hello Jamie,

Thank you for registering for **The Global Energy Show**.

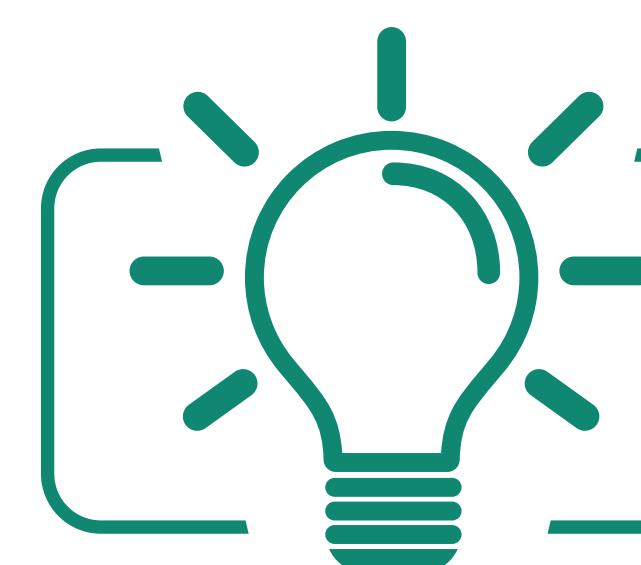
The platform is now live so please view your profile to make sure all your details are correct, view the **full list of Delegates**, Exhibitors and sponsors and **make valuable connections** before, during and after the event.

ACCESS MY PROFILE

Your account is automatically pre-created by the event organiser when your booking is made.

You will receive an e-mail with a **button** redirecting you to a login page.

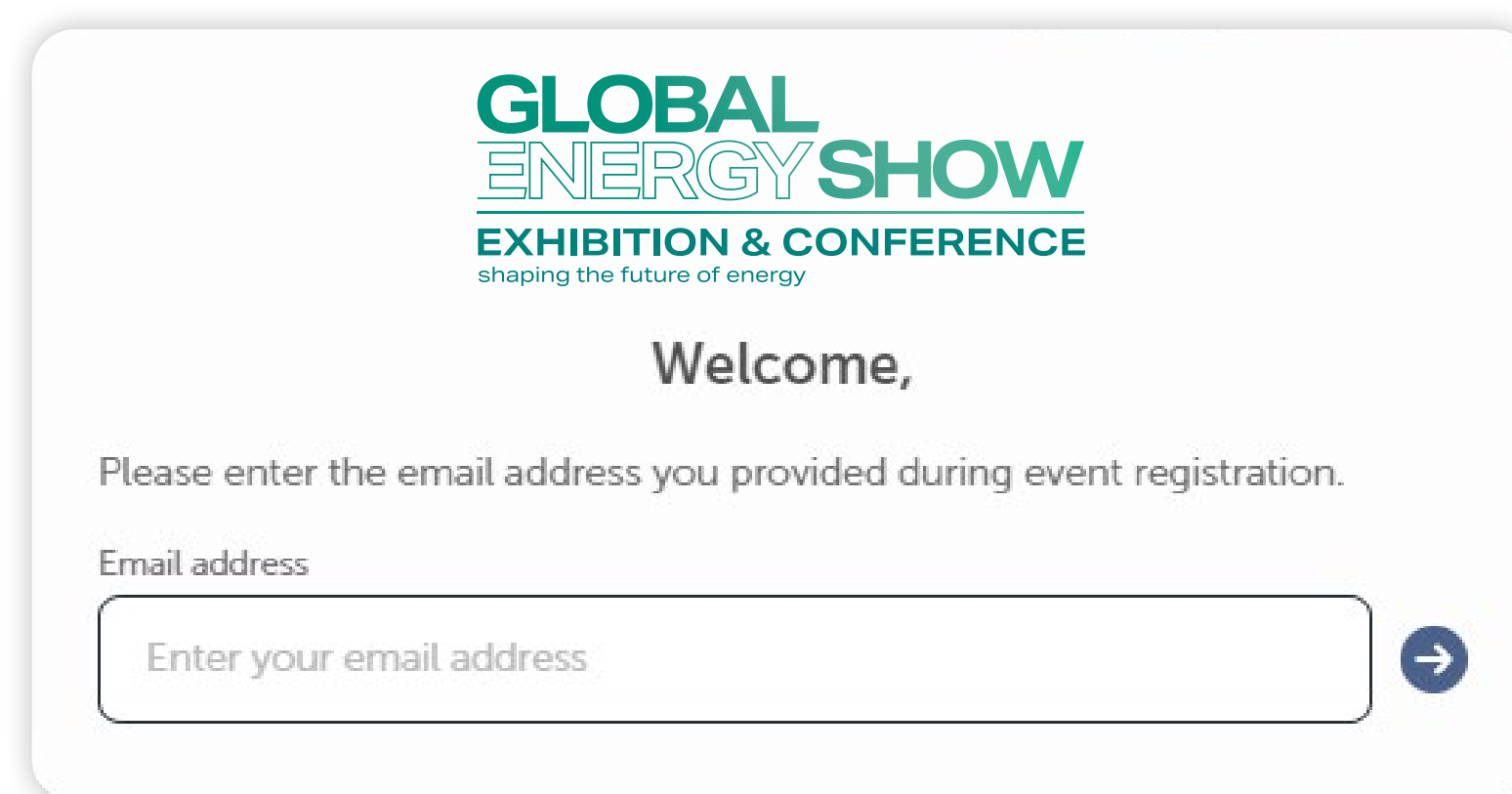
The new window will then suggest that you create a password for your personal profile/account.



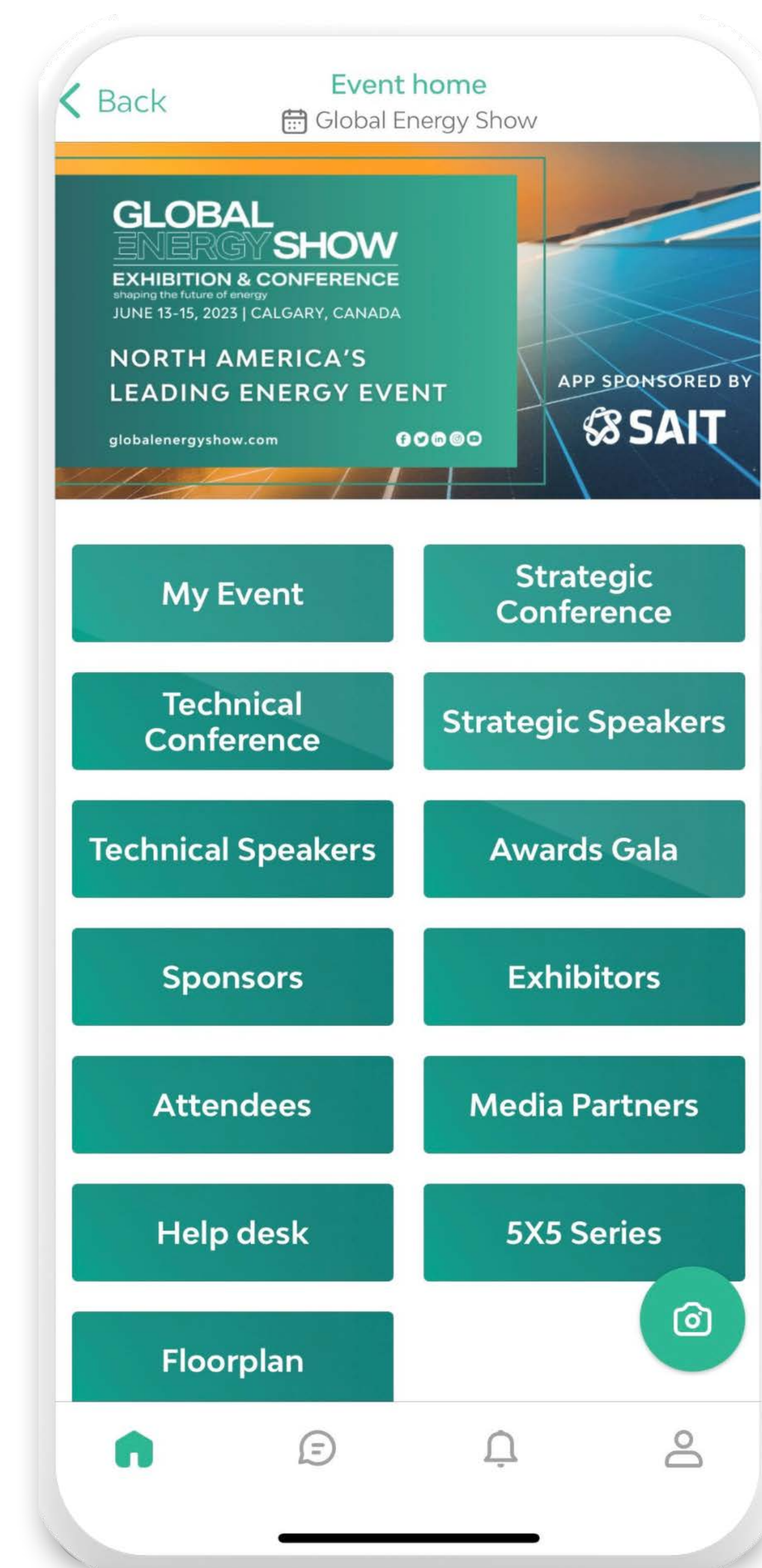
If you didn't receive an e-mail, please check your spam box or contact us at app@globalenergyshow.com

LOG IN DIRECTLY TO THE GLOBAL ENERGY SHOW PLATFORM WITH YOUR ACCOUNT

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



The screenshot shows the login interface. At the top is the logo for the Global Energy Show Exhibition & Conference. Below it, a 'Welcome,' message is followed by a prompt: 'Please enter the email address you provided during event registration.' There is an input field labeled 'Email address' with the placeholder text 'Enter your email address' and a blue arrow button to the right.



If you have forgotten your password, after entering your email on the login page, click on **SEND ME A MAGIC LINK** and you will be sent an email to reset your password.

Forgot your password?

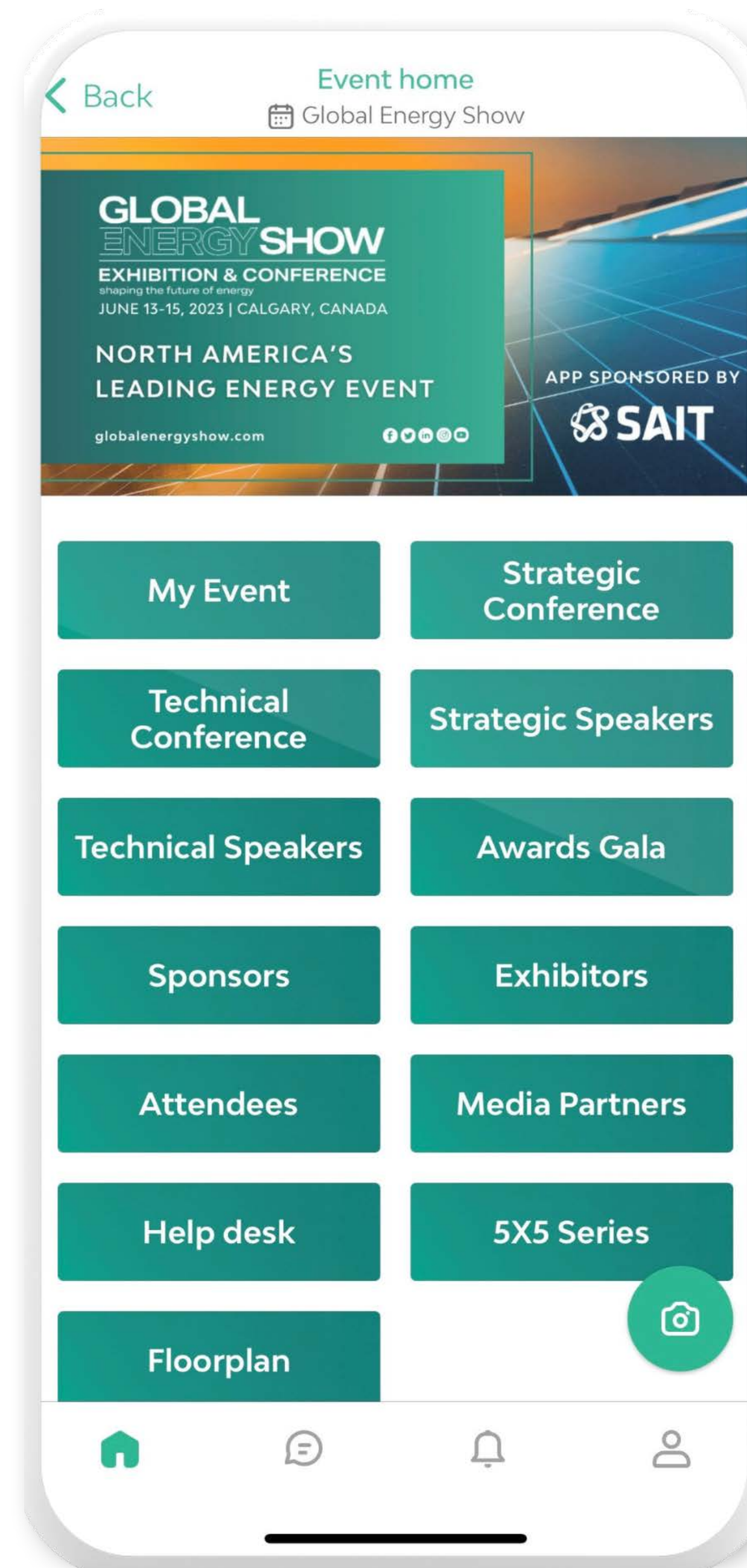
SEND ME A MAGIC LINK

Special Instructions for Participants from China

To access the platform, participants from China are advised to use a VPN service that allows users to successfully access external services and websites that originate outside of mainland China.

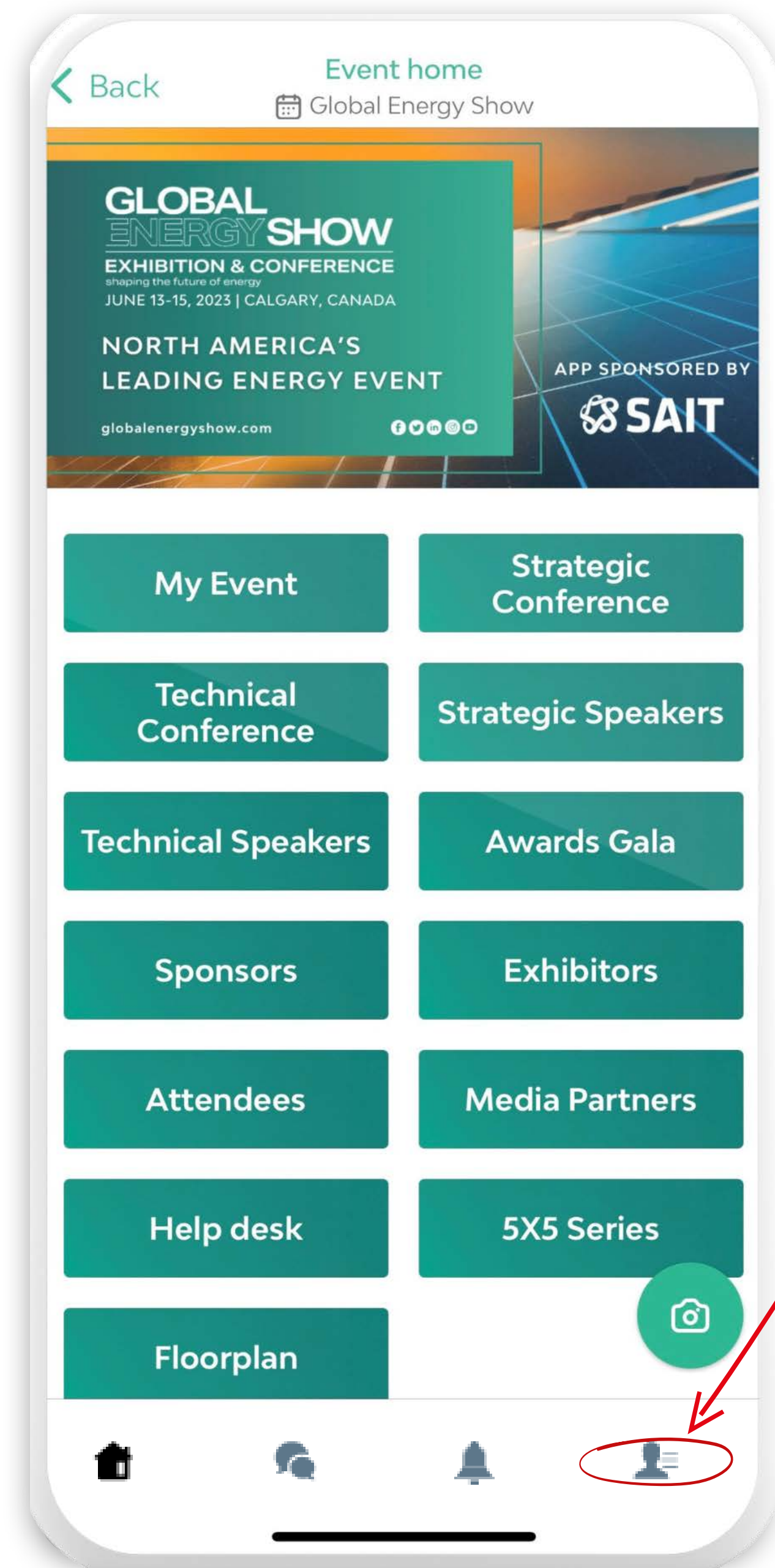
Accessing the platform via corporate VPNs or an internal corporate network may cause issues, dependent on IT security policies. These issues can be resolved with internal IT departments.

YOU NOW HAVE ACCESS TO THE GLOBAL ENERGY SHOW MOBILE APP



HOW TO EDIT YOUR PERSONAL PROFILE

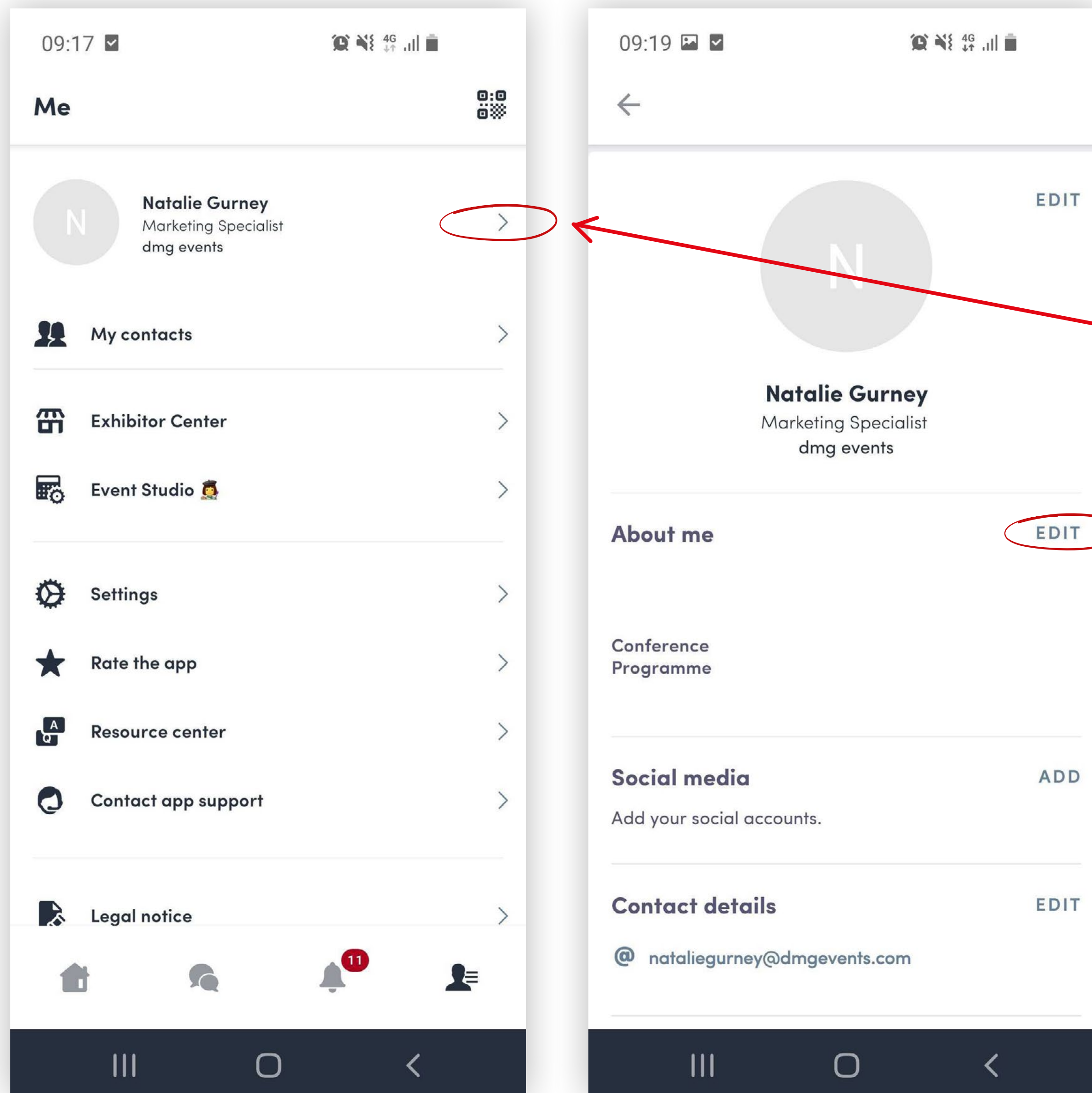
HOW TO EDIT YOUR PERSONAL PROFILE (1/2)



On the bottom right corner of your screen,
click on **My Profile**

You will then be taken to your profile.

HOW TO EDIT YOUR PERSONAL PROFILE (2/2)



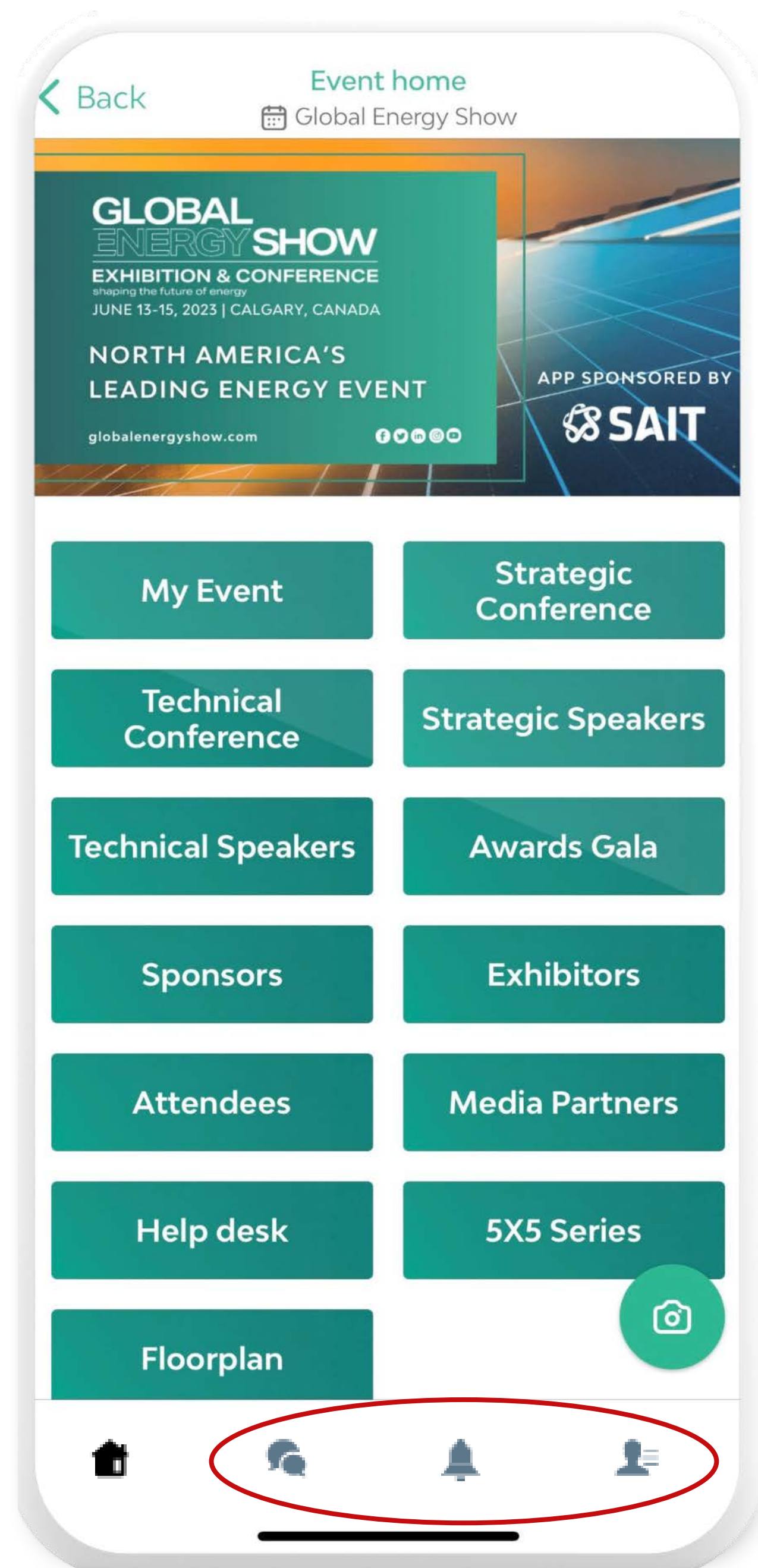
To edit the information on your profile, simply click on **Edit** or **Add** depending on which type of information you want to amend.

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

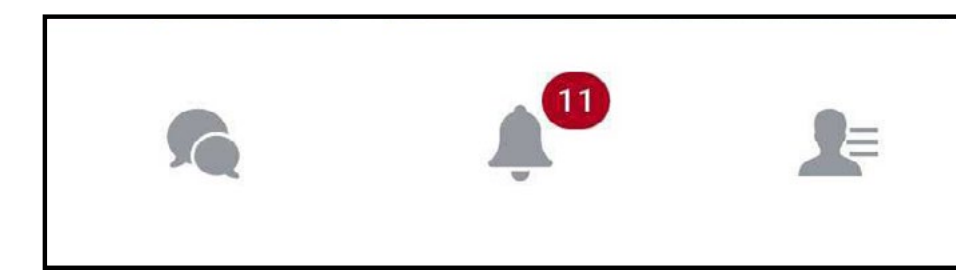
- Personal Information
- Skills
- Bio
- Social Media Accounts
- Contact Details
- Company Name

HOW TO NAVIGATE THE MOBILE APP

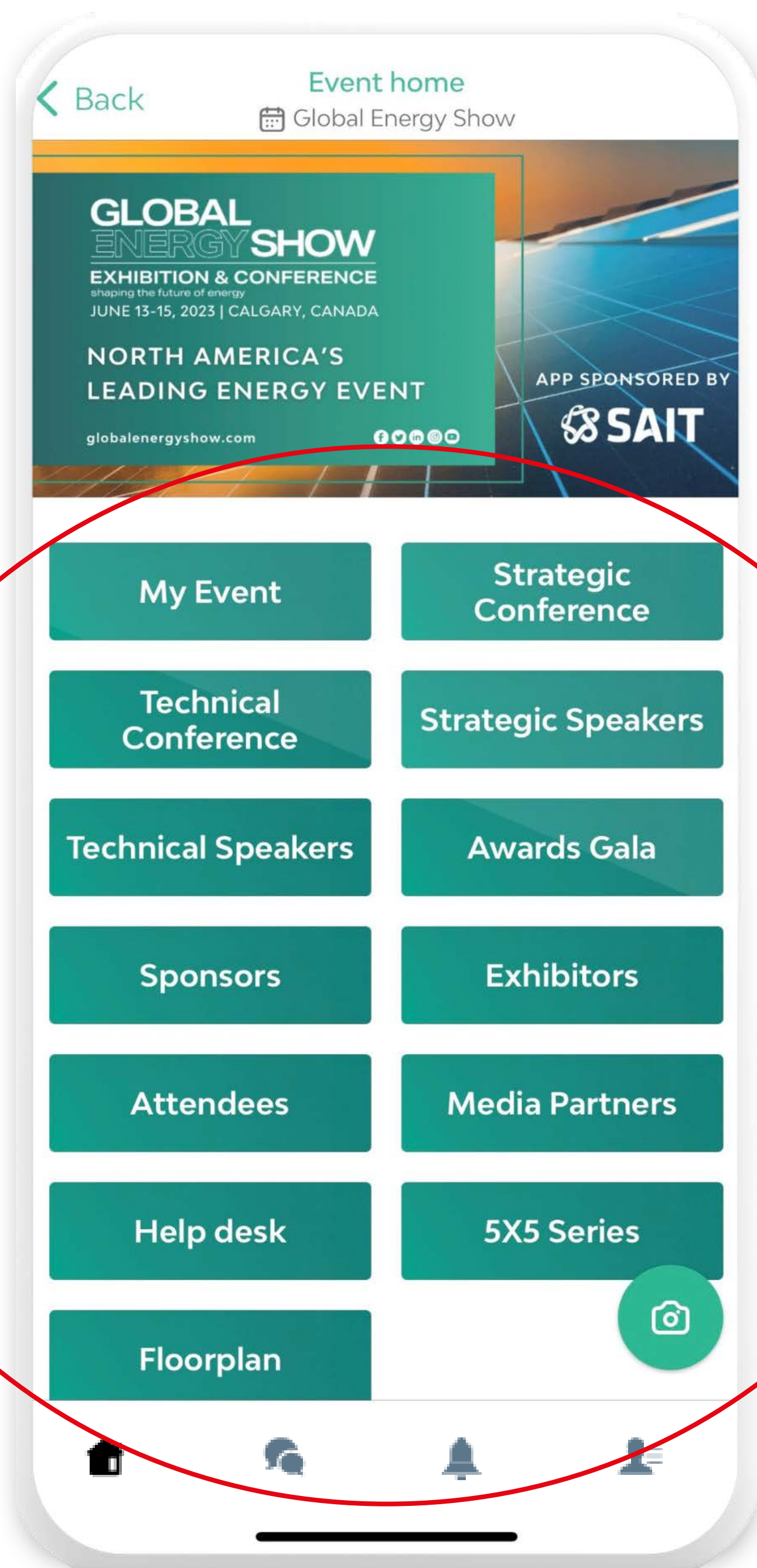
PLATFORM NAVIGATION



This is the home page of your event. The main navigation is the same on web and mobile. It is divided into **3 parts**:



PLATFORM NAVIGATION



To access the different sections of the platform, use the **buttons** on the home screen, once you are using the platform you can use the **navigation sub-bar**. 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 visit: www.globalenergyshow.com/conference/

AGENDA, SPEAKERS, SPONSORS, EXHIBITORS & MEDIA PARTNERS

Global Energy Show

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.

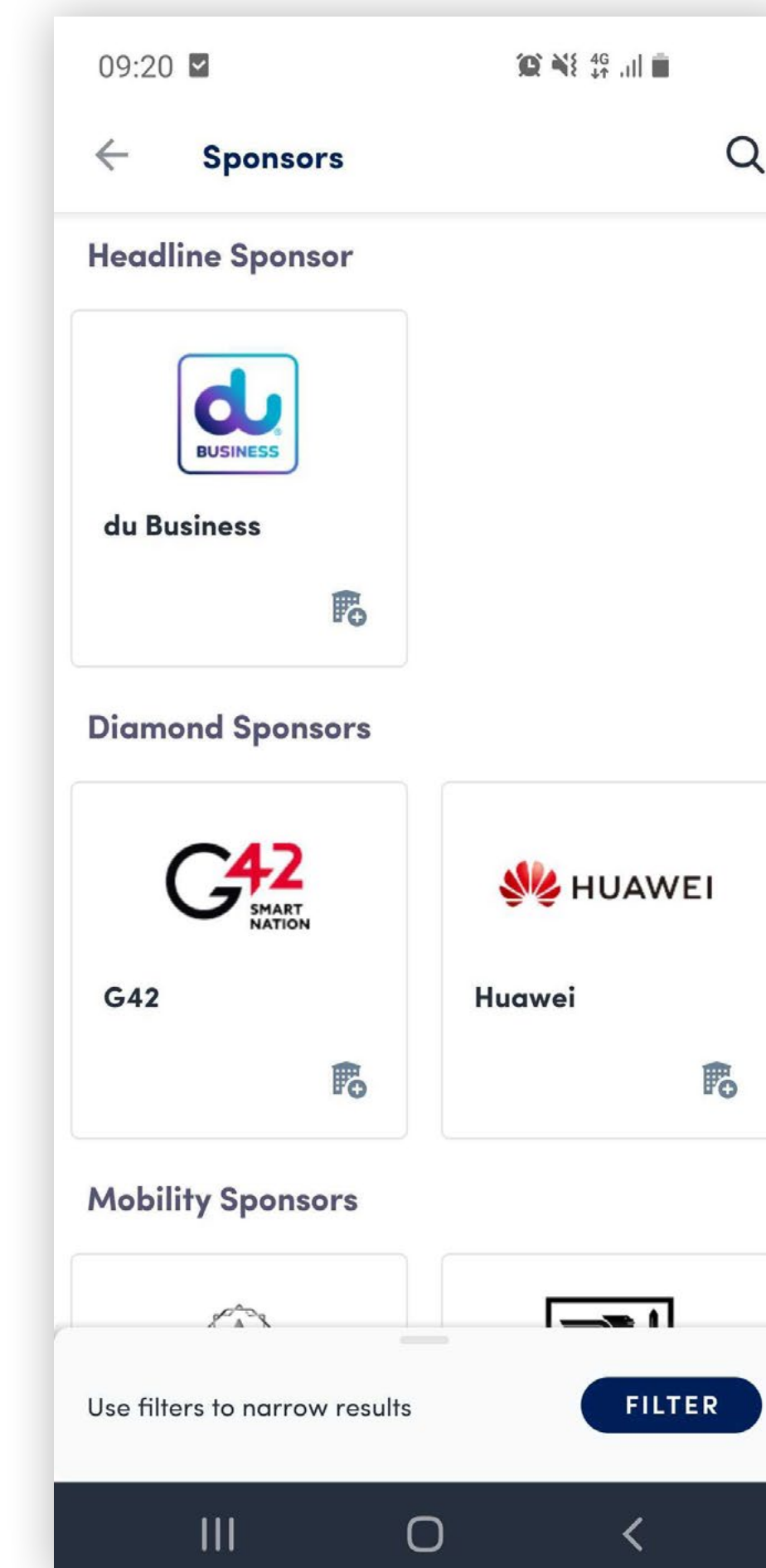
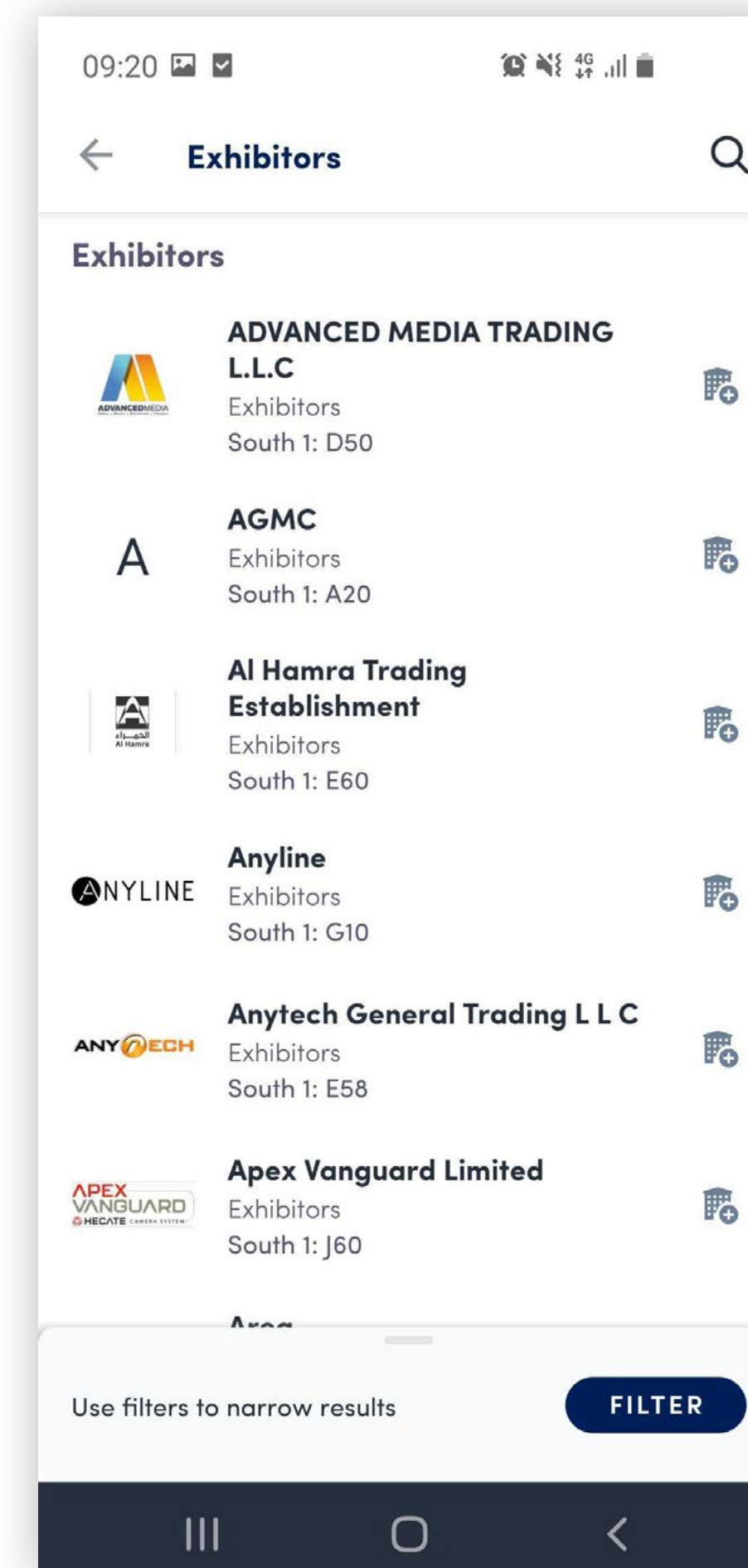
Speakers

A list of all 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 & 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.



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NETWORKING WITH ATTENDEES & 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



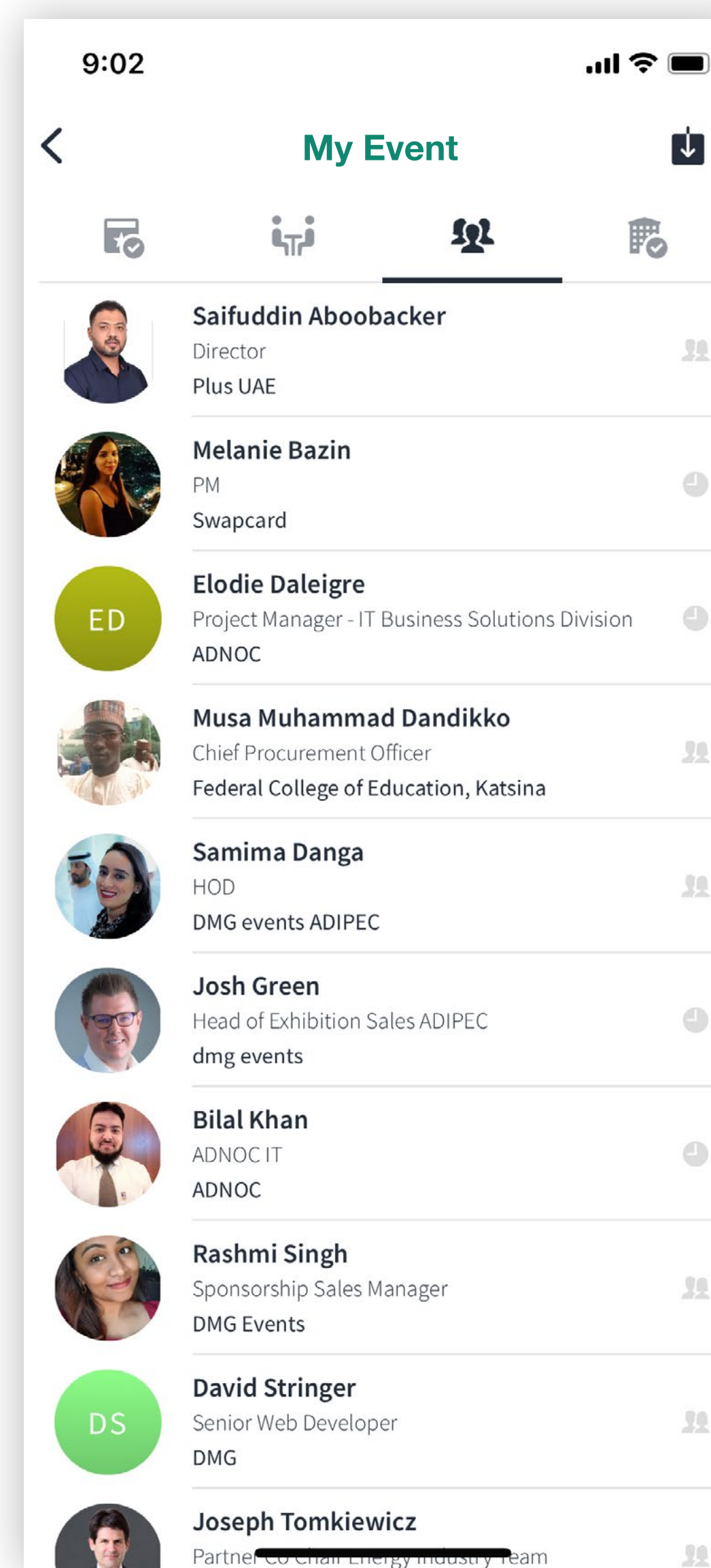
A personalised connection request (with message) will be 4 times more likely to succeed

AI & 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



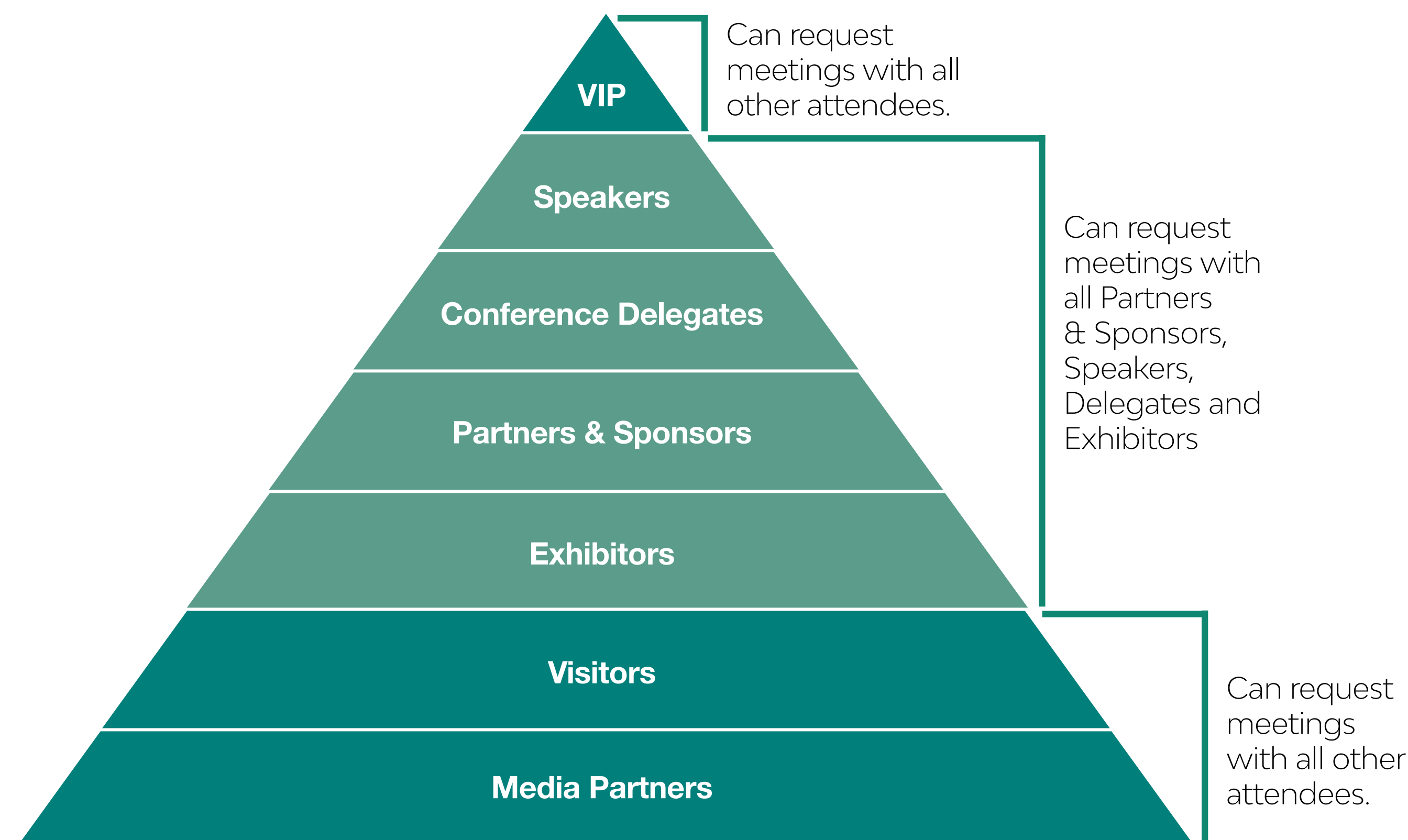
NETWORKING

NETWORKING AT THE THE GLOBAL ENERGY SHOW

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Permission Structure



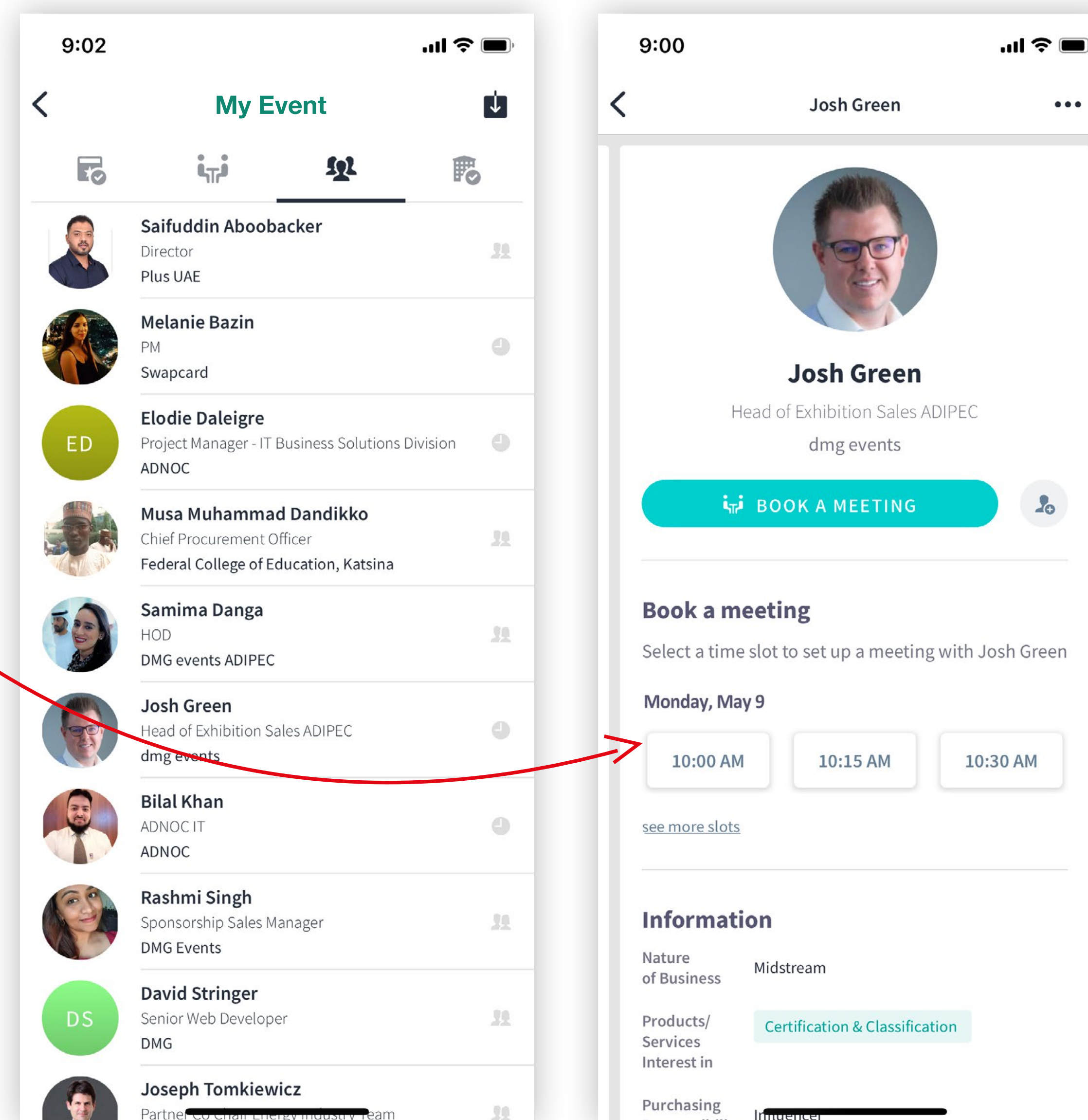
HOW TO NETWORK

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

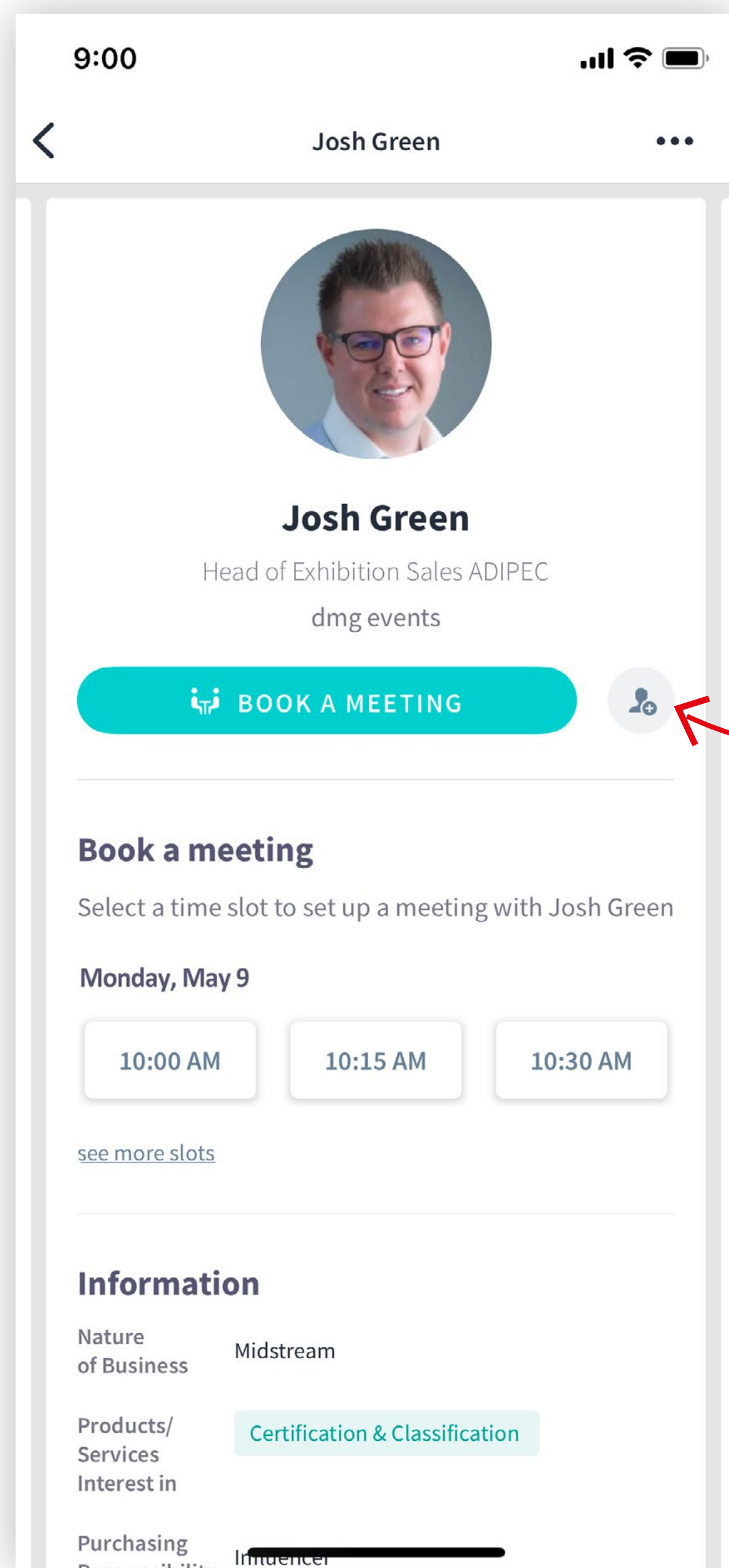
If you see time slots appearing on people's profiles, it means that the organiser has allowed you to scheduling meetings based on your badge type.

Ensure to book your meetings before the event with people of your choice before all their slots are booked.

You can manage your own availability from the **"My Event"** section of the platform.



HOW TO MAKE A CONNECTION REQUEST



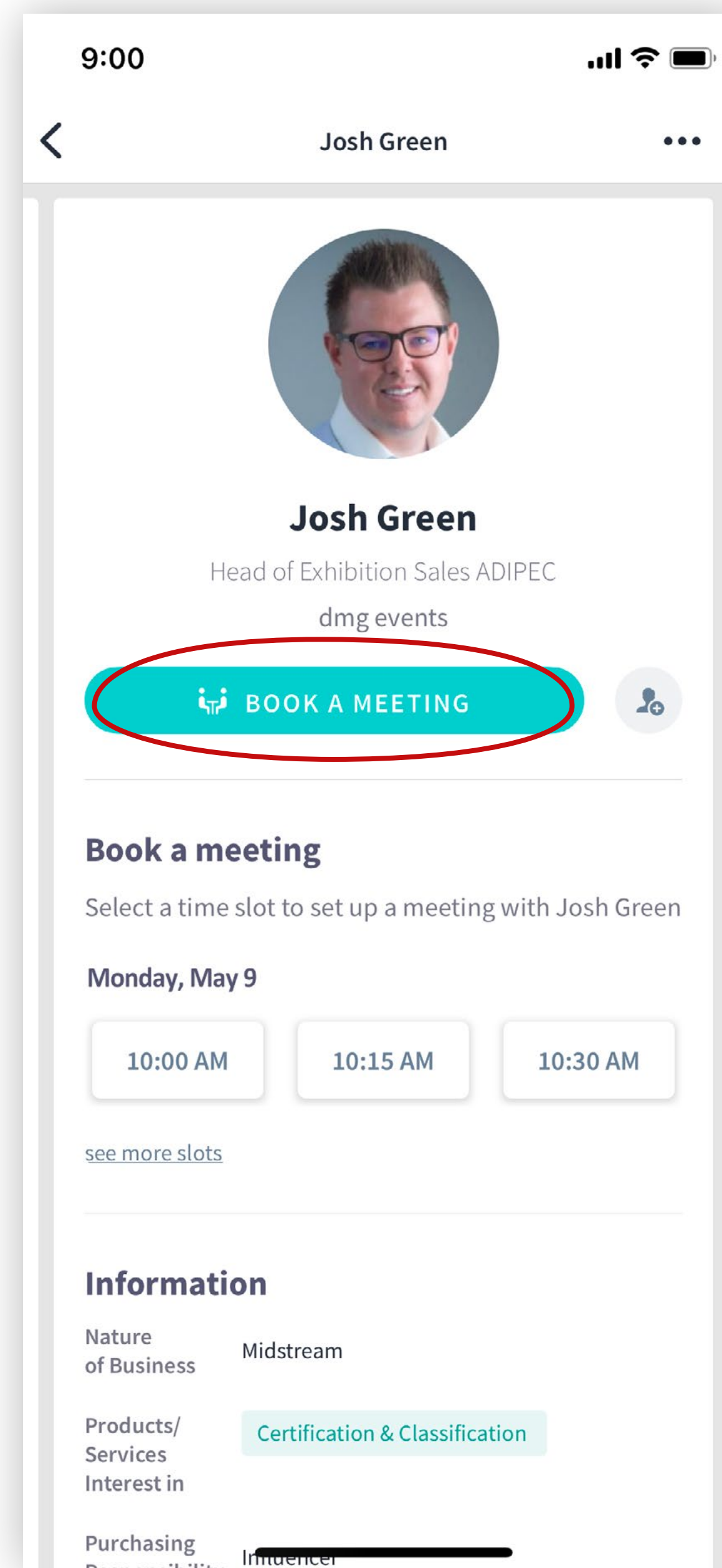
To send a connection request to an attendee, go to their profile (via any list of participants) and click on **SEND CONNECTION REQUEST**.

Tip: We encourage you to write a message before sending your connection request to introduce yourself and explain the reason for the connection.

You will be able to find all the people you have been in contact with during the event in the **"My Event"** button, **"My Networking"** tab.

HOW TO REQUEST A MEETING

- Step 1:** Go to a person's profile by going to the list of Delegates, Speakers, Exhibitors or a Sponsor's profile
- Step 2:** Click on one of the proposed meeting slots. If you want to see other slots, click "see more slots".
- Step 3:** After selecting a slot and the location, write a message to the person you want to meet. Once done, click send meeting request.
- Step 4:** In **"My Event"**, you can view your appointments, cancel them and manage your availability.

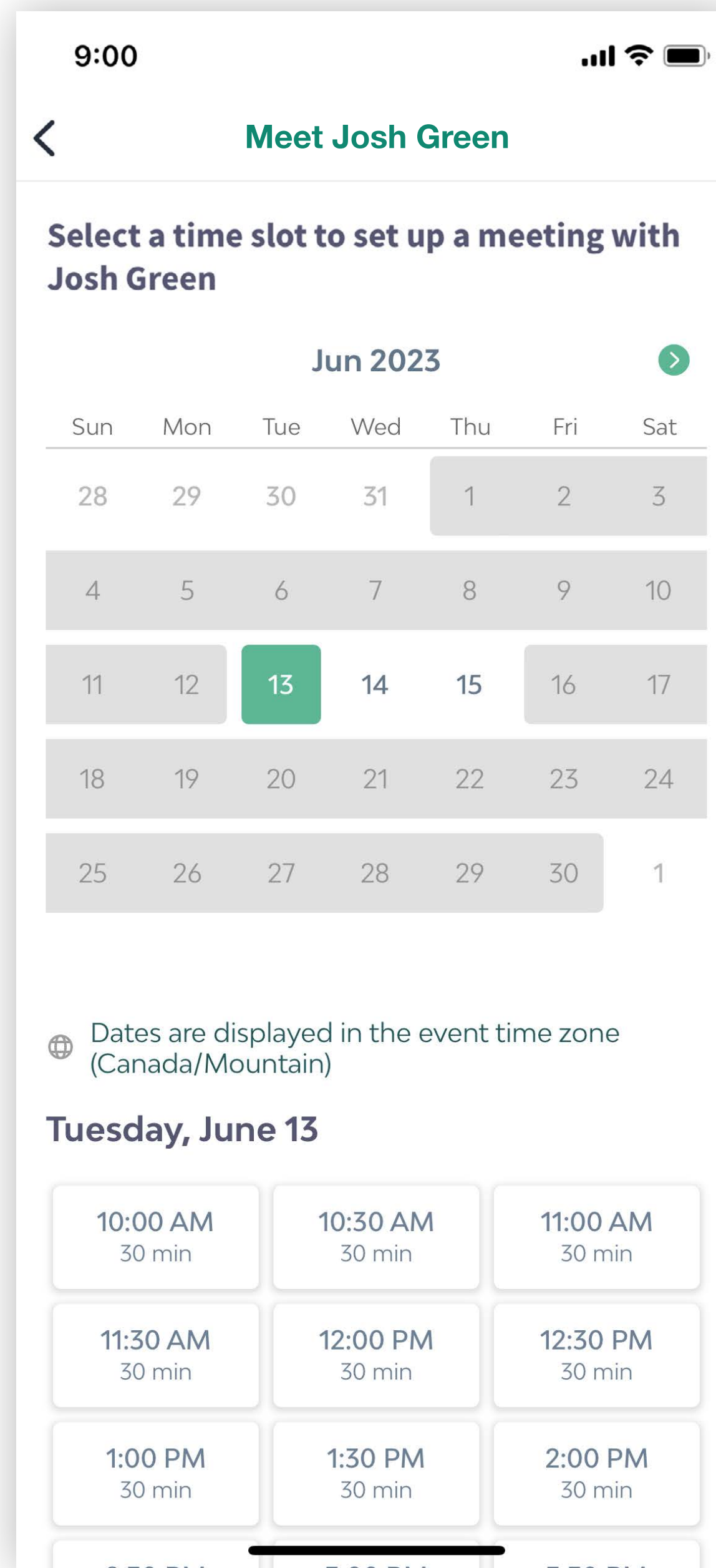


SEND A MEETING REQUEST



Select a slot

By clicking on a participant, you can view the appointment slots they have available. Select the time slot that you would like to meet with them.

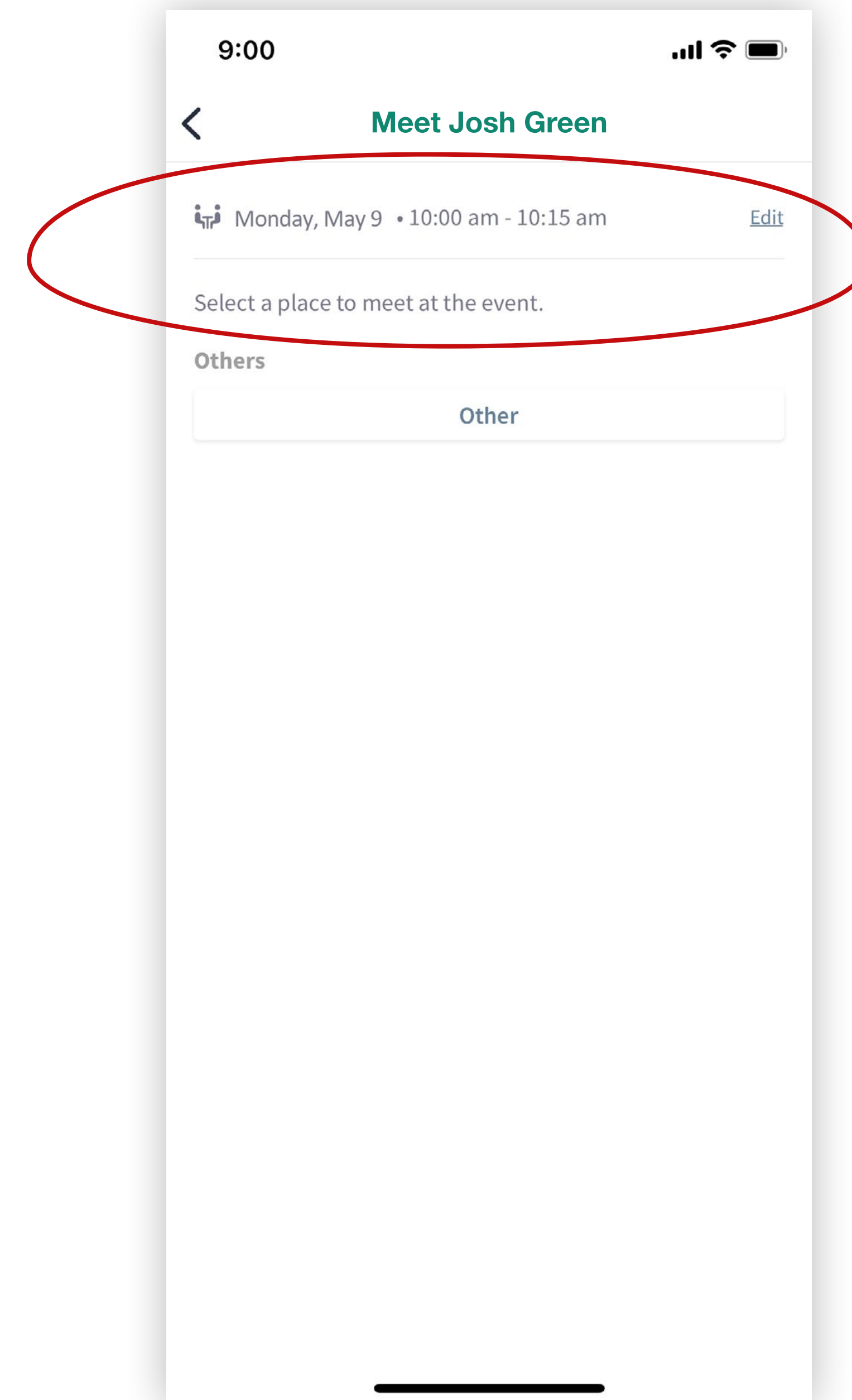


SEND A MEETING REQUEST

2

Meeting

Once you have selected a time slot, the meeting will be set.

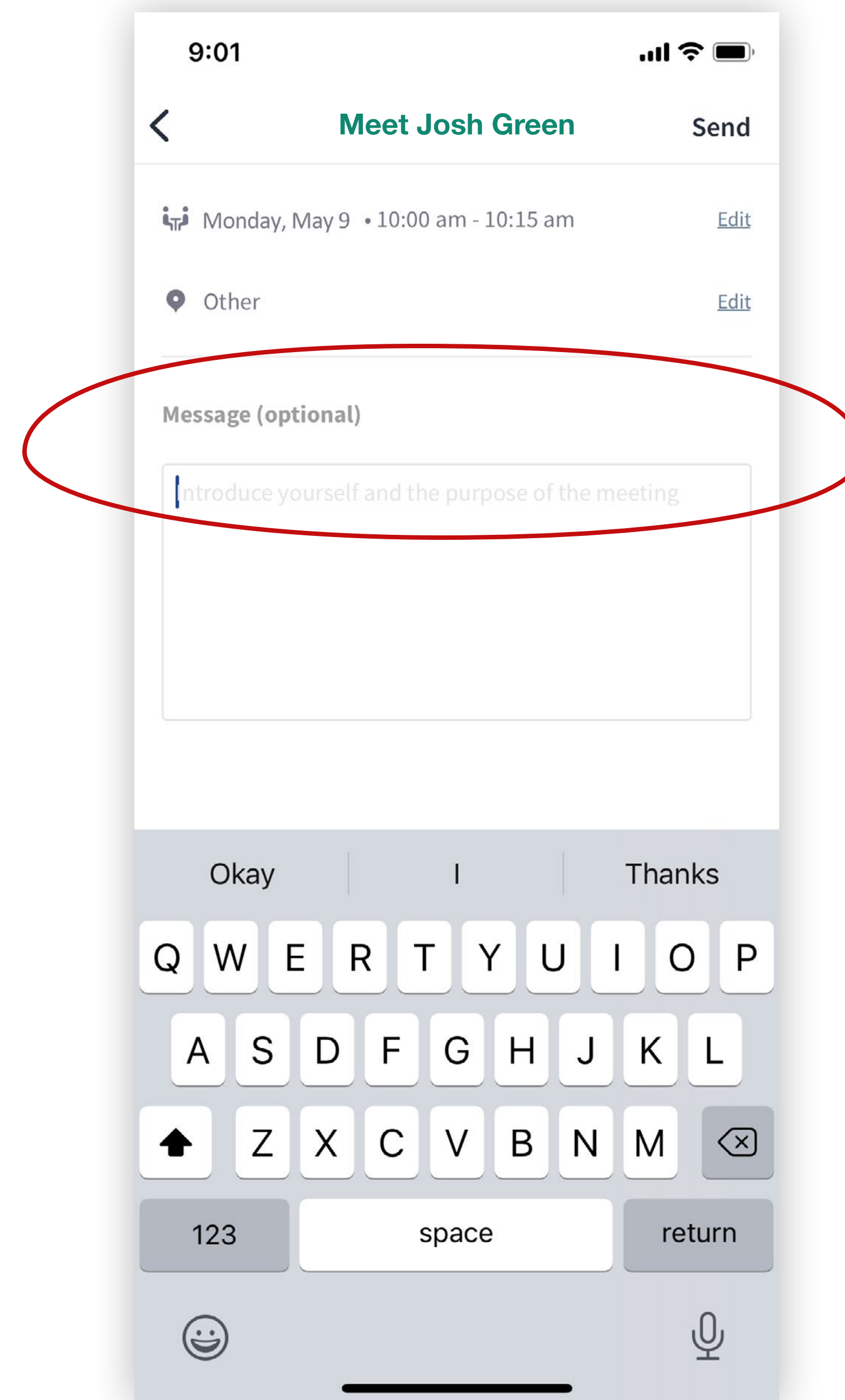


SEND A MEETING REQUEST

3

Send a message

It is **very important** to send a personalised message to the participant you wish to contact so that the meeting can take place.



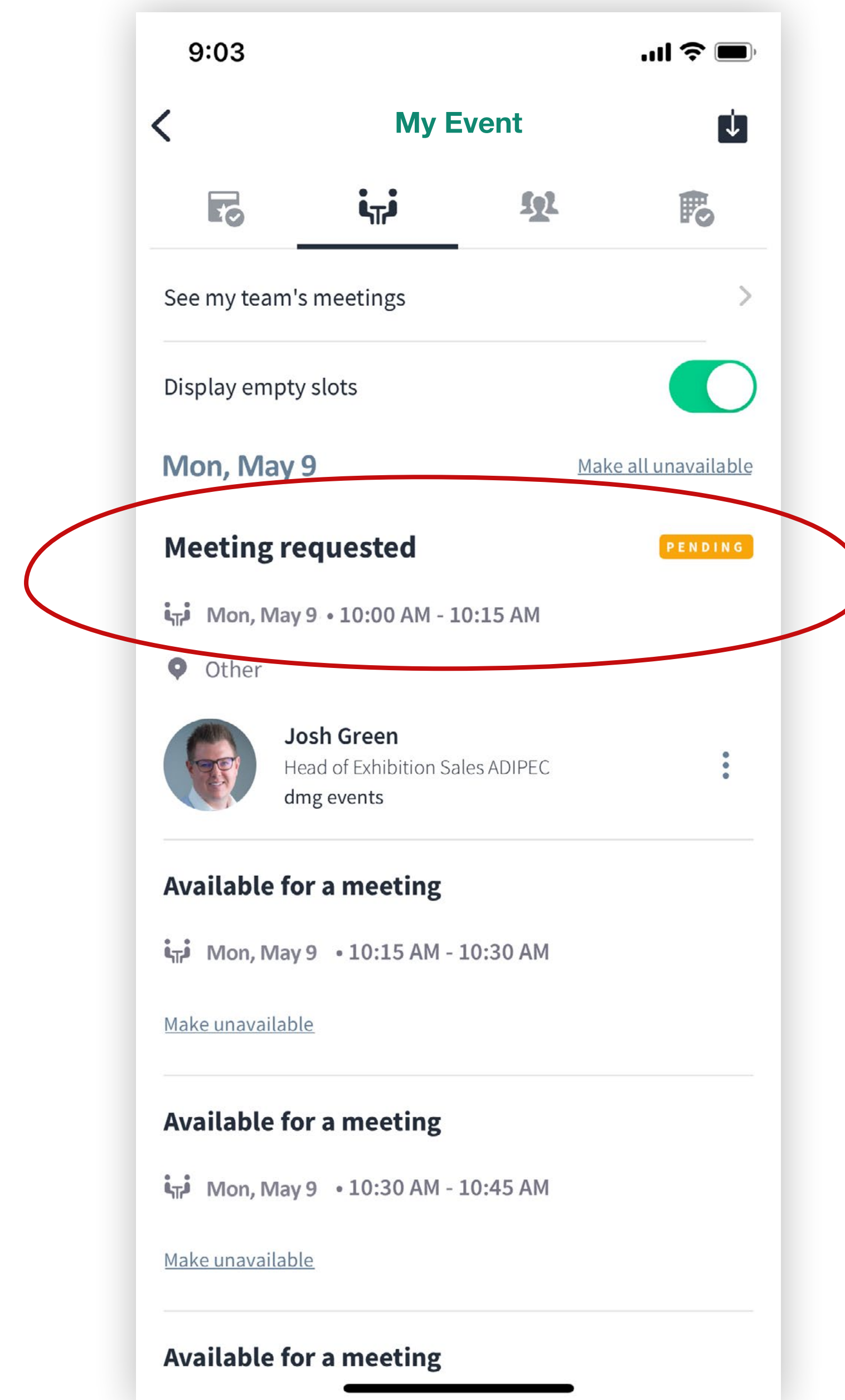
SEND A MEETING REQUEST

4

Manage your meetings

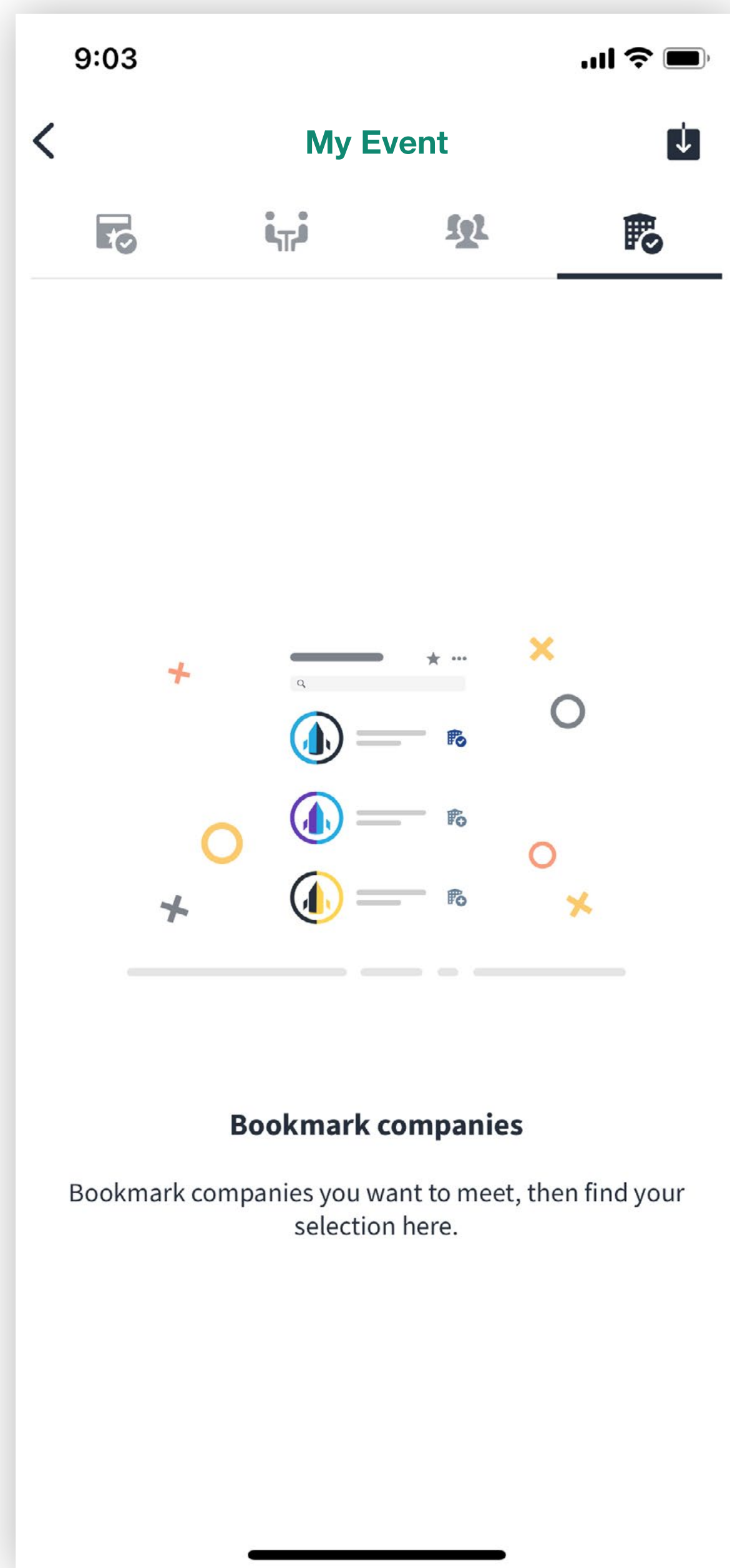
In **"My Event"**, you can view your appointments, cancel them and manage your availability.

Be careful! A meeting slot is blocked when a request is made or received, even if it is not validated.



HOW TO PLAN YOUR EVENT

MY EVENT



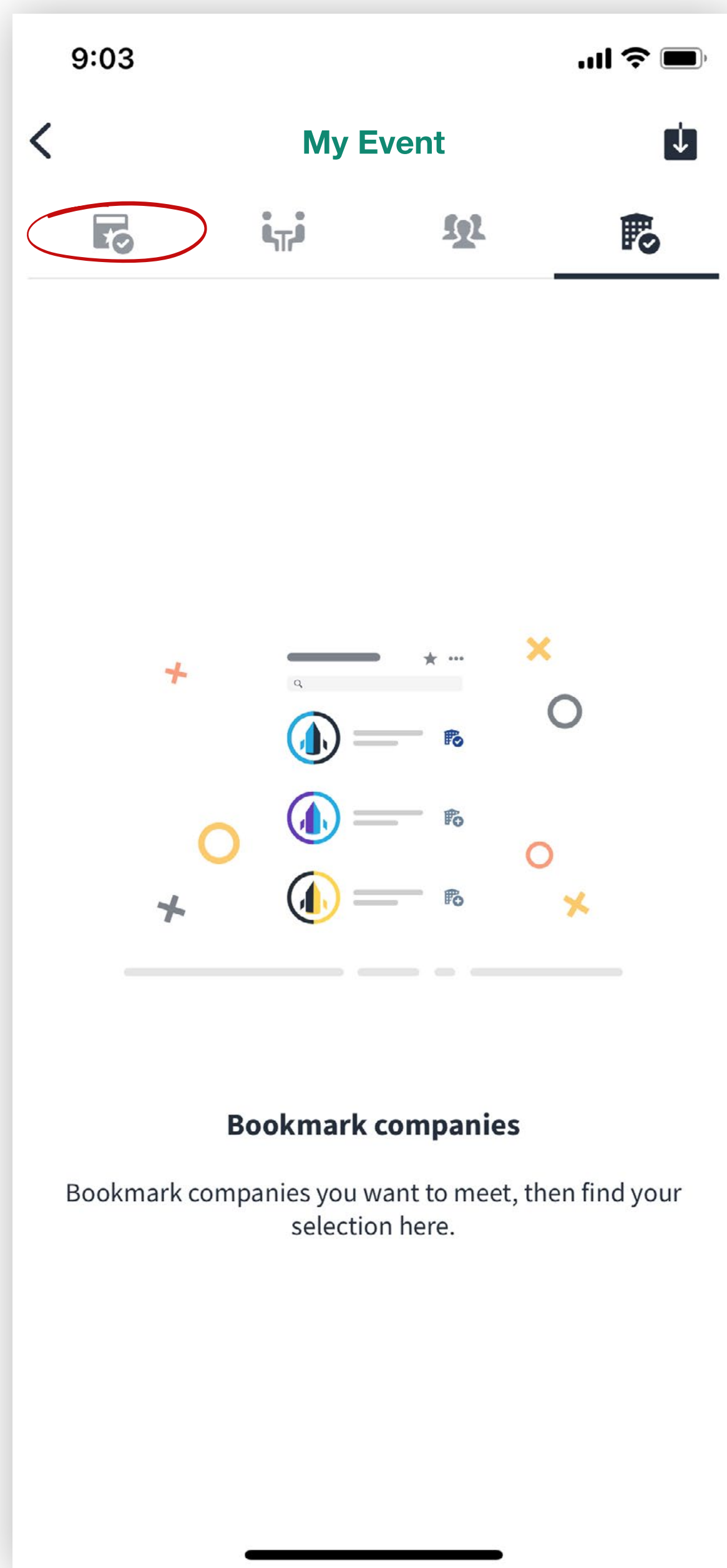
My Event

Plan your day at The Global Energy Show
By clicking on “My Event” on the top right
of the menu bar you can access your
personal event agenda and meetings
schedule.



You can export your meetings and your
personalised agenda directly into your calendar by
clicking **EXPORT TO MY CALENDAR.**

MY EVENT – MY SCHEDULE



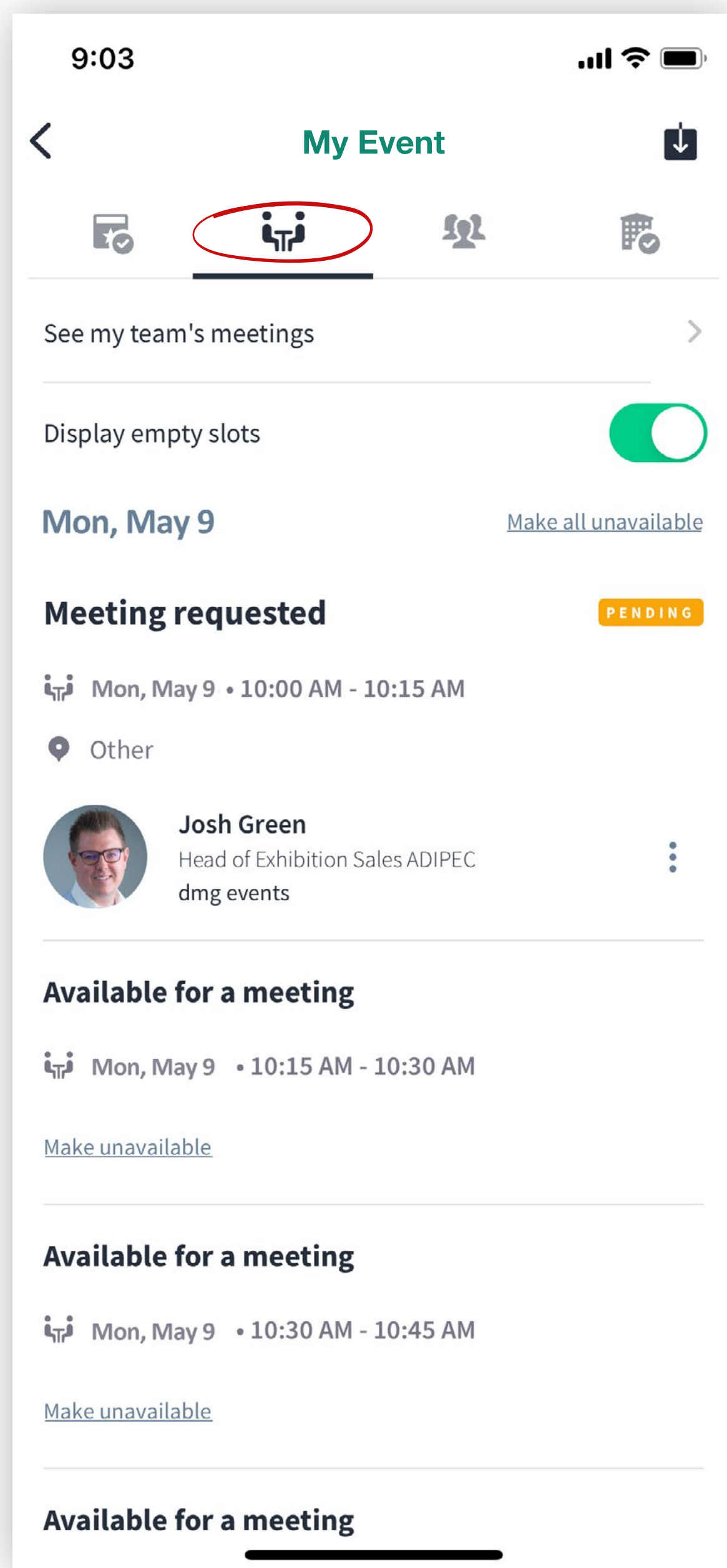
My Schedule

Click on "My Schedule" button to find your full conference agenda (if you have registered as a delegate) and meetings schedule.



You can export your meetings and your personalised agenda directly into your calendar by clicking **EXPORT TO MY CALENDAR**.

MY EVENT – MY MEETINGS



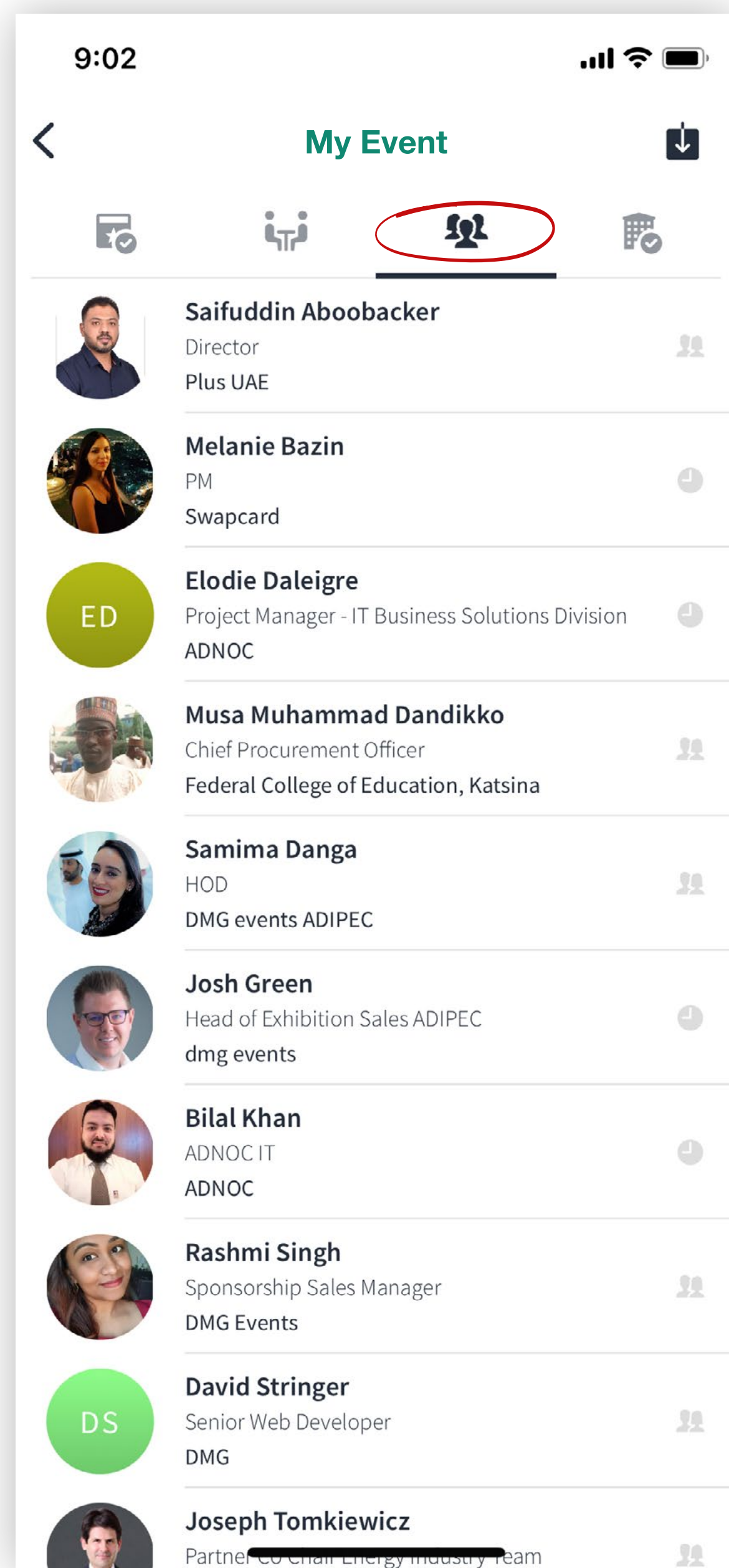
My Meetings

Plan your Global Energy Show meetings using the “My Meetings” button where you'll find your personal meetings schedule.



You can export your meetings and your personalised agenda directly into your calendar by clicking **EXPORT TO MY CALENDAR**.

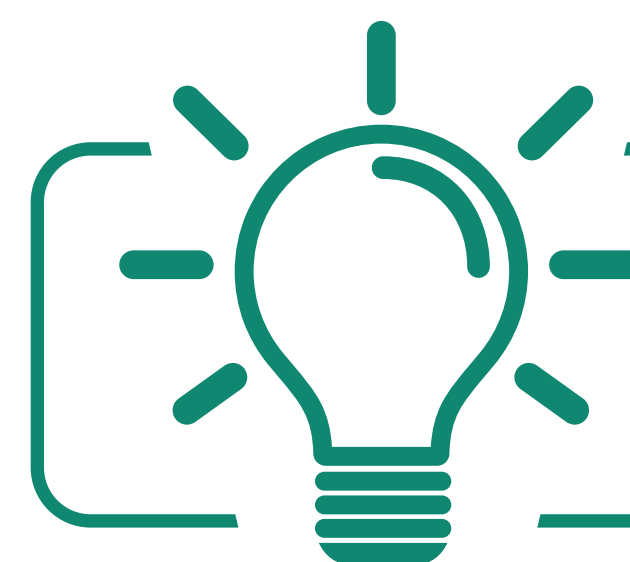
MY EVENT – MY NETWORKING



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.

You are able to request meetings with individuals at any time once you have connected with them or after they have accepted your request.



You can export your meetings and your personalised agenda directly into your calendar by clicking **EXPORT TO MY CALENDAR.**

BEST PRACTICE

RECOMMENDED CHECKLIST



Before the event

- 1 **Edit** your profile & add your products
- 2 **Connect** with qualified attendees
- 3 **Send** your first meeting requests
- 4 **Respond** to your first meeting requests



During the event

- 1 **Add notes & tags** against your new contacts on the platform. You can do this by visiting your contact's profile and adding relevant tags to organise your contacts and notes to remind you of specific details and how you met them
- 2 **Chat with them on the platform.** You can also request to connect with attendees and if they accept your request, you can instantly message and conduct video calls



After the event

- 1 **Ensure a follow-up** with your new contacts
- 2 **Export your contact list.** You can do this by visiting the 'My Networking' tab in the 'My Event' section and select the option 'Download' listed under the 'Export My Contacts' section
- 3 **Qualify your leads** for better ROI

GLOBAL ENERGY SHOW

EXHIBITION & CONFERENCE

shaping the future of energy

SUPPORT - WE ARE HERE TO HELP YOU!

For any mobile app related enquiries,
pre-event, email the support team at
app@globalenergyshow.com