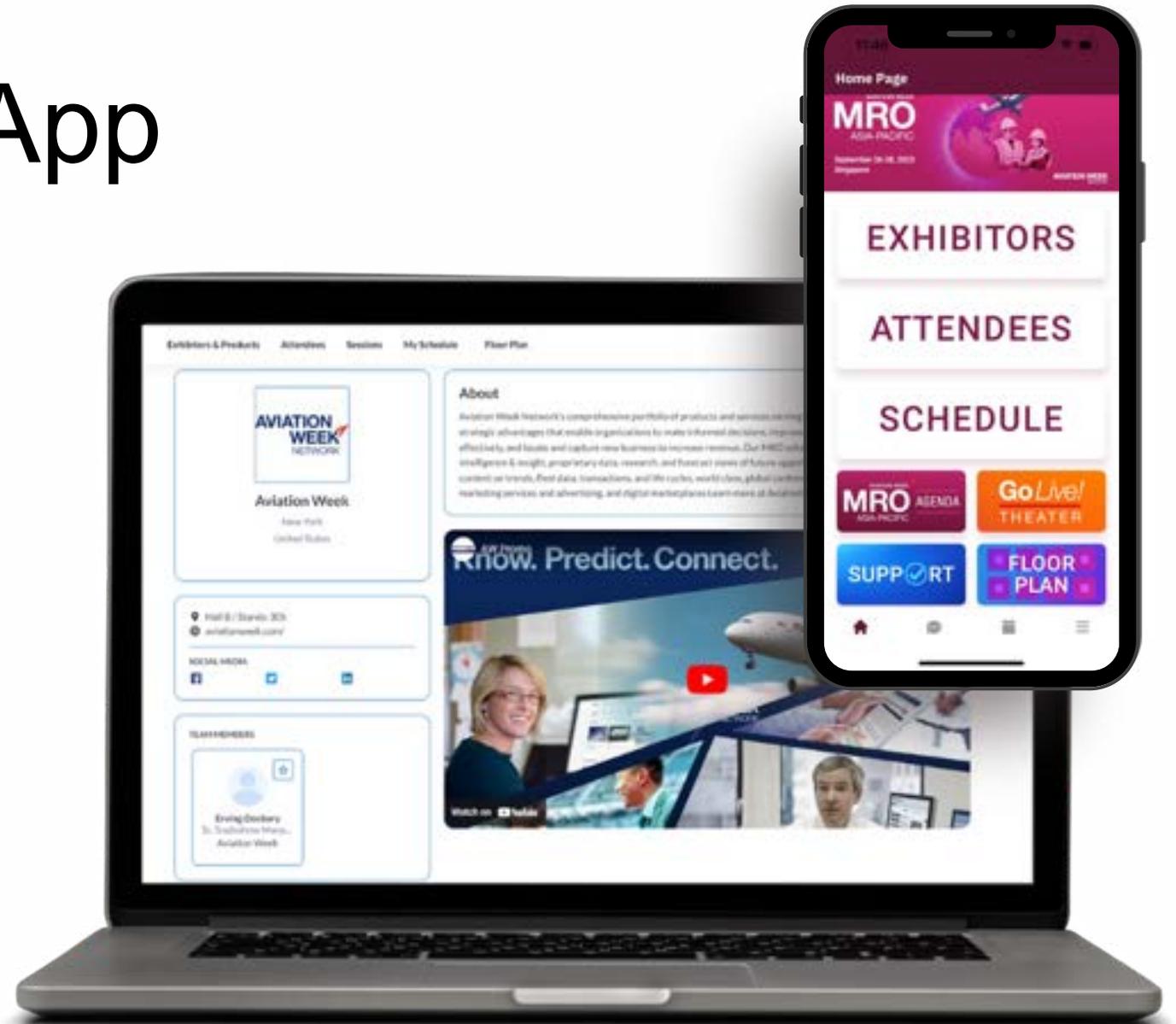# MRO Asia-Pacific App

Attendee Networking Guide

Logging in for the first time

All **registered attendees** for the event will receive an activation email on September 12. Look out for an email sent from: noreply@expoplatform.com

Click the activation button within the email which will prompt you to create a password.

You can then use this password for future logins for both the web and mobile app.

Note: You must first activate on the web platform via the link in the activation email and set a password before you are able to login to the mobile app.

Logging into your existing account

If you have already activated an account for this event, or you get the error message "Profile Already Active", you need to login using your email and password (created when you activated your account)

To log in to an existing account, visit
mroasia.expoplatform.com

If your password does not work or you have forgotten it, click on the Forgot Password link to trigger a password reset email.

For further help or guidance, please contact
events@aviationweek.com
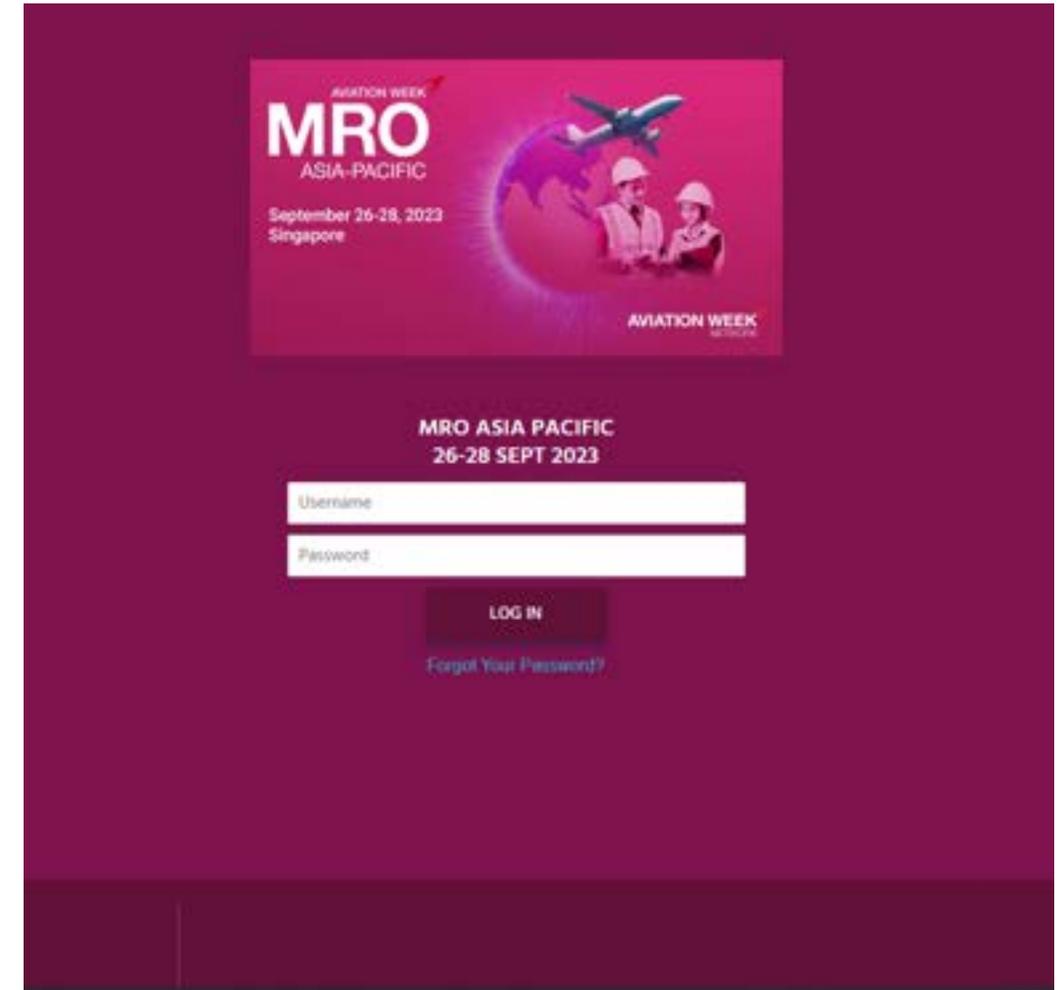
Update Your Profile

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**

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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
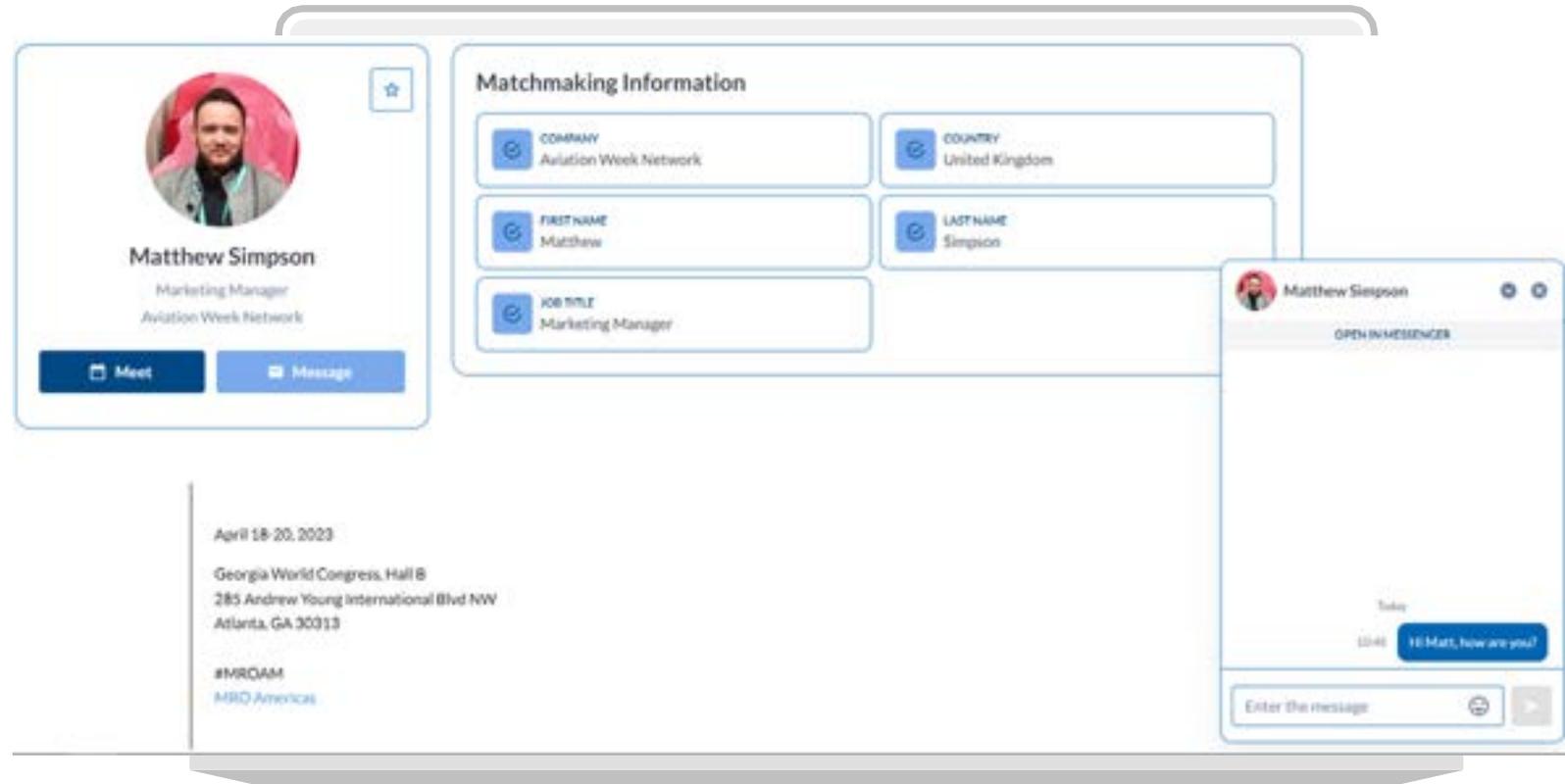
Send a message

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

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 – if you are an exhibitor, your booth will be selected as a default location. Choose Other and either the Networking Lounge or Custom Location
- Click Next Step to choose Date and Time

Meeting Request

You are requesting a meeting with

Matthew Simpson ✓

Meeting data
Please fill the meeting data to start request a meeting

● Meeting data   ○ Date & time

Who will go on meeting from your side *

Mark Thomas, Marketing Manager ✕

Subject *

Meeting about Aero-Engines

Add more delegates

🔍 Search by email

Message *

Hi Matt, I'd like to meet to discuss the Aero-Engines event series.

Thanks
Mark

Location *

Other

Other location *

Networking Lounge (ne... ∨

Duration of the meeting *

30 min

Media files

DROP YOUR IMAGE HERE OR CHOOSE FILE
up to 5 MB

Supported formats: JPEG, JPG, PNG, DOC, DOCX, XLS, XLSX, PPT, PPTX, ODT, TXT, PDF, ZIP, RAR, GZ, 7Z

Next step

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Request a Meeting continued

A list of available dates and times for all meeting participants is now shown

Select the date and time, and click "Request Meeting"
This will trigger an email to the participant notifying them a meeting has been requested and prompting them to respond.

Once a response of Confirmed/Rescheduled/Cancelled has been given by the recipient, the organizer will receive an email notification.

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Discover Exhibitors and Products

Like the attendees, 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 events@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:

https://mroasia.aviationweek.com/en/plan-your-visit/eventapp.html

If you still need help, please contact events@aviationweek.com and we will respond as soon as we can.

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 exhibitor can upload 2 products, an enhanced exhibitor can upload 10 products.

Tip: Upload an image 1000x1000px for the best results.

MRO Asia 24 App - How to mark F...

MRO Asia 2024 App - How to boo...
How to ... eeting

MRO Asia Pacific 2023 Aoo - How...
TUTORIAL VIDEO ... ow to upload product