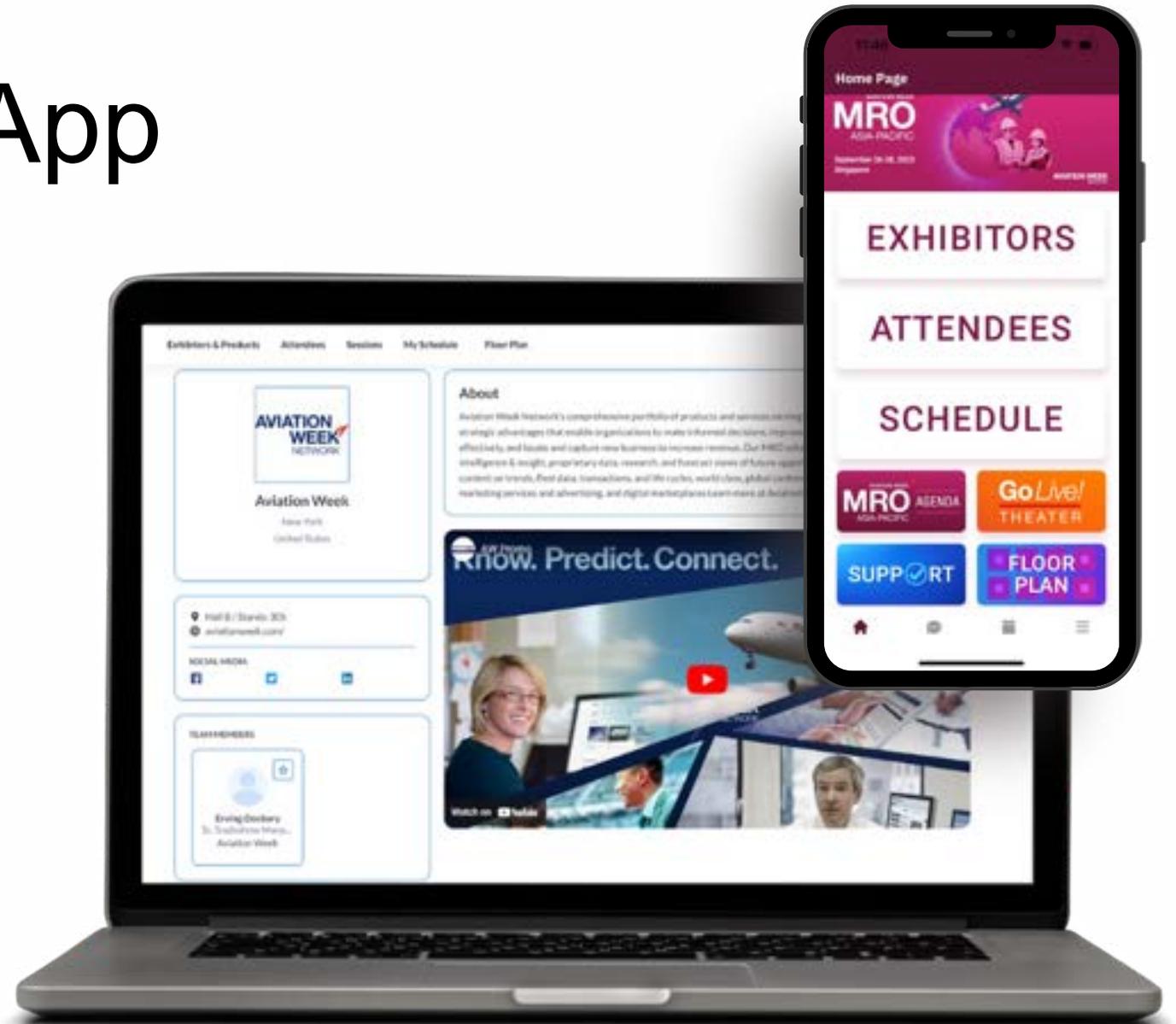


MRO Asia-Pacific App

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.



AVIATION WEEK
MRO
ASIA-PACIFIC

September 26-28, 2023
Singapore

AVIATION WEEK NETWORK

Dear {NAME},

Browse the attendee list, discover exhibitors and their products, book meetings and add sessions to your schedule ahead of your visit to MRO Asia-Pacific!

Activate your account by clicking the button below. During your first login, you will be prompted to create a password.

> LOGIN TO YOUR APP ACCOUNT

Your Details:
Login: {LOGIN}
Password: Create on first login

Please ensure the password contains: 8 characters minimum, at least 1 uppercase, 1 lower case, 1 number and a special character.

Questions? Take a look at the App FAQ Page here or email events@aviationweek.com

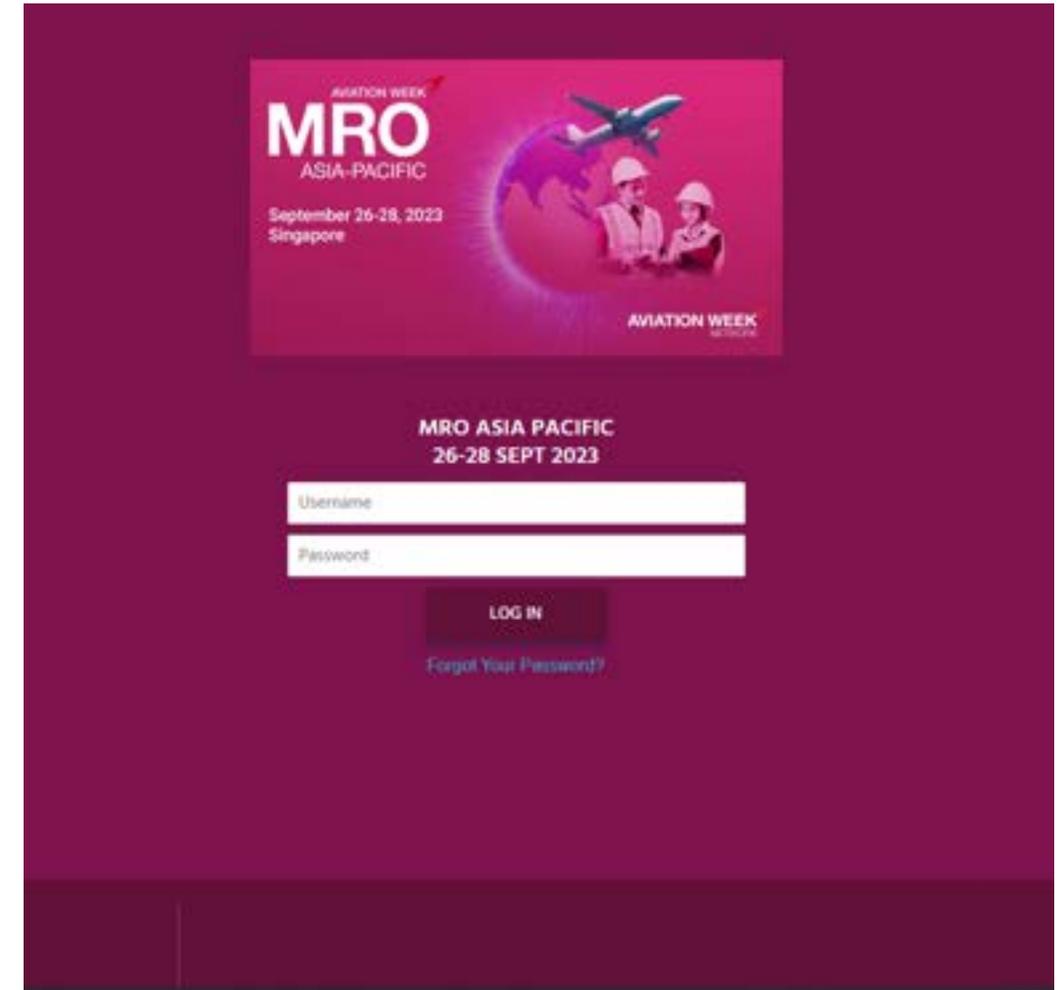
Logging into your existing account

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**

Photo

Supported formats: PNG, JPG, JPEG
Aspect Ratio 1:1

Company *
Aviation Week Network

Country *
United Kingdom

State/Region

City
London

First Name *
Mark

Last Name *
Thomas

Job Title *
Marketing Manager

Email *
mark.thomasgb@informa.com

Interest categories *
Media x [+ Add category](#)

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

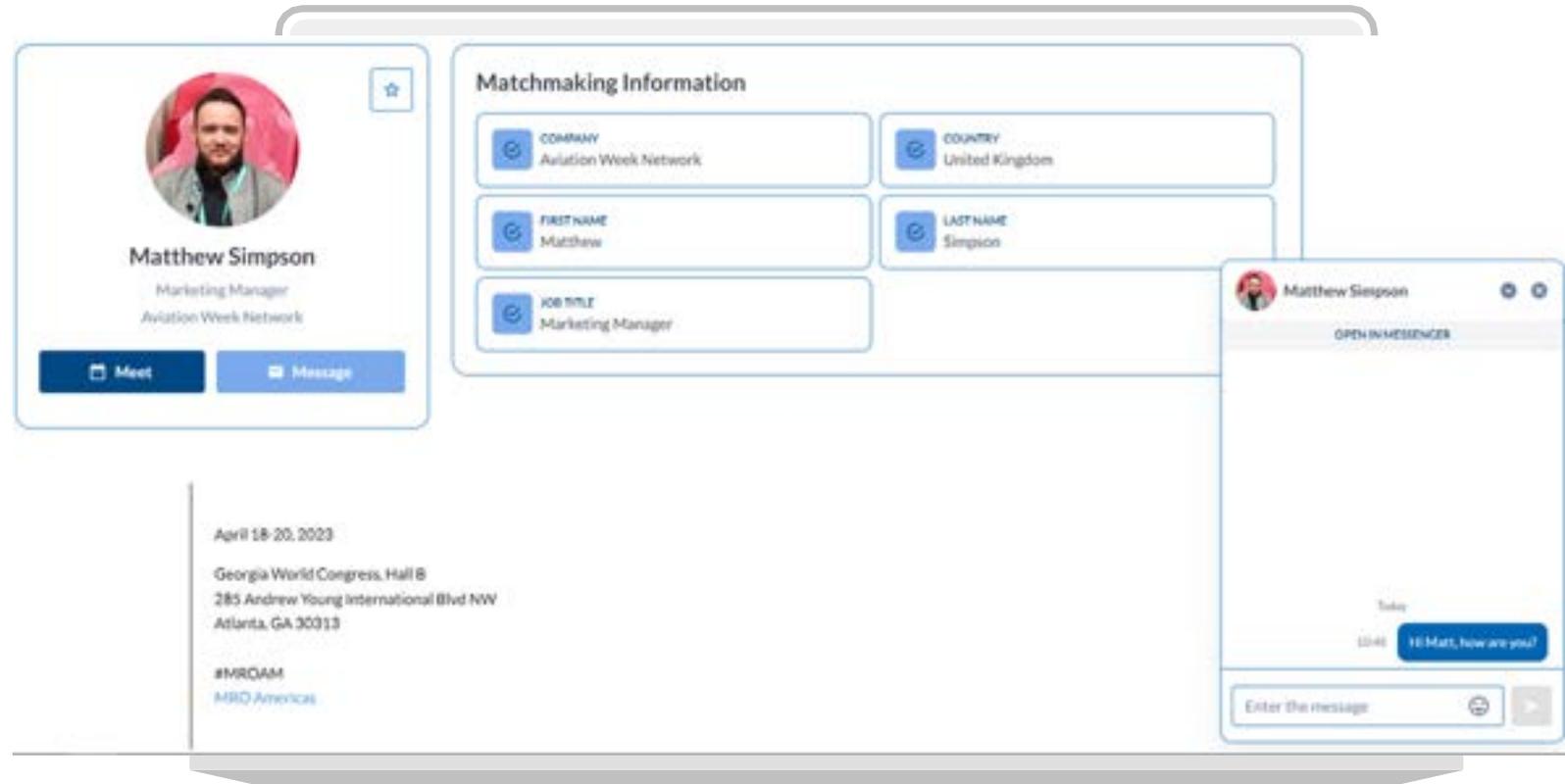
The screenshot displays a user interface for finding attendees. On the left, a 'Filters' sidebar includes a search bar with 'Aviation Week' entered, a 'Reset all (2)' button, and a 'Copy link to applied filters' button. Below are sections for 'PARTICIPANT CATEGORIES' and 'COUNTRIES', with a search box for countries. The 'United Kingdom' checkbox is selected. On the right, the 'ATTENDEES' section shows 'YOUR FILTERS: Aviation Week x United Kingdom x' and a grid of 12 attendee profiles. Each profile card includes a profile picture, name, job title, and organization, along with star and contact icons.

Name	Job Title	Organization
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
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

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

The screenshot shows a 'Meeting Request' form. At the top, it says 'You are requesting a meeting with' followed by a dropdown menu containing 'Matthew Simpson'. Below this is the 'Meeting data' section with a sub-header 'Please fill the meeting data to start request a meeting'. There are two tabs: 'Meeting data' (selected) and 'Date & time'. The 'Meeting data' section includes: 'Who will go on meeting from your side *' with a dropdown showing 'Mark Thomas, Marketing Manager X'; 'Add more delegates' with a search box 'Search by email'; 'Location *' with a dropdown showing 'Other'; 'Other location *' with a dropdown showing 'Networking Lounge (ne...'; 'Duration of the meeting *' with a dropdown showing '30 min'; 'Subject *' with a text box containing 'Meeting about Aero-Engines'; and 'Message *' with a text area containing 'Hi Matt, I'd like to meet to discuss the Aero-Engines event series.' and 'Thanks Mark'. At the bottom, there is a 'Media files' section with a dashed border and the text 'DROP YOUR IMAGE HERE OR CHOOSE FILE up to 5 MB'. Below this, it lists supported formats: 'Supported formats: JPEG, JPG, PNG, DOC, DOCX, XLS, XLSX, PPT, PPTX, ODT, TXT, PDF, ZIP, RAR, GZ, 7Z'. A blue 'Next step' button is located at the bottom right.

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.

Meeting Request

The screenshot shows the 'Meeting Request' interface. At the top, it says 'You are requesting a meeting with' followed by a dropdown menu showing 'Matthew Simpson' with a checkmark. Below this is the 'Date & time' section with the instruction 'Select an available date and time'. There are two tabs: 'Meeting data' (selected) and 'Date & time'. The 'Date & time' tab shows a calendar for April with the 20th selected. To the right of the calendar is an 'Additional Dates' button. Below the calendar, it shows '20 April' and 'Your meeting is from 12:00 to 12:30'. There are two time zone options: 'Event time America/New_York' (selected) and 'Your time Europe/London'. A table of available times is shown for the 20th of April. The 12:00 slot is selected. At the bottom right, there are 'Previous step' and 'Request Meeting' buttons.

You are requesting a meeting with

Matthew Simpson ✓

Date & time
Select an available date and time

Meeting data | Date & time

APR 18 | APR 19 | **APR 20** | Additional Dates

20 April
Your meeting is from 12:00 to 12:30

Event time America/New_York | Your time Europe/London

09:00	09:00	09:15	09:30	09:45
10:00	10:00	10:15	10:30	10:45
11:00	11:00	11:15	11:30	11:45
12:00	12:00	12:15	12:30	⊘

Previous step | **Request Meeting**

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

YOUR FILTERS: Engines × United Kingdom ×

EXHIBITORS

The screenshot displays a grid of 12 exhibitor cards. Each card includes a star icon in the top right corner, a logo, a search bar with a location pin icon, and contact icons (calendar and envelope) in the bottom right corner. The exhibitors listed are:

Exhibitor Name	Location
VBC Group	Loughborough, United Kingdom
AerFin Limited	Bedwas, United Kingdom
Aero Engine Services	Pontypridd, United Kingdom
Aerotron Limited	Crawley, United Kingdom
AJW Group	Slinfold, United Kingdom
Aviation Logistics Network	Slough, United Kingdom
Avtrac UK/USA	Crawley, United Kingdom
GKN Aerospace	Solihull, United Kingdom

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

SESSION **MRO Americas** + My Schedule



New Part 147 Rules and New Ideas

New rules will change how the AMT Curriculum is done. Attend this session with insights from the schools and training organizations to understand the implications for MROs and operators and how to recruit, train, and retain.

SPEAKERS (6)

-  **Steven Brinly**
Associate Dean
Liberty University
-  **Joel English**
Executive Vice Preside...
Aviation Institute of M...

+ 4 Speakers 

📅 Wednesday, 19 Apr 2023
🕒 09:50 - 10:35 | America/New_York
🕒 14:50 - 15:35 | Local time
📍 Hall B | Room B206
🗣️ English

STARTS IN

2	2	03	45
week	days	hours	min

SESSION **Go Live Theater** + My Schedule



Behind the Scenes - The Essential Role Aviation Plays in Humanitarian & Disaster Response

Aviation plays a critical role in humanitarian and disaster response. The increasing frequency of complex humanitarian crises and natural disasters is impacting customers, employees, routes, and destinations... across North America and around the world. Learn from the aviation industry's humanitarian and disaster...

📅 Wednesday, 19 Apr 2023
🕒 10:15 - 10:30 | America/New_York
🕒 15:15 - 15:30 | Local time
📍 Hall B | Exhibit Hall Theater
🗣️ English

STARTS IN

2	2	04	10
week	days	hours	min

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.

