MRO Asia-Pacific

Exhibitor Setup Guide
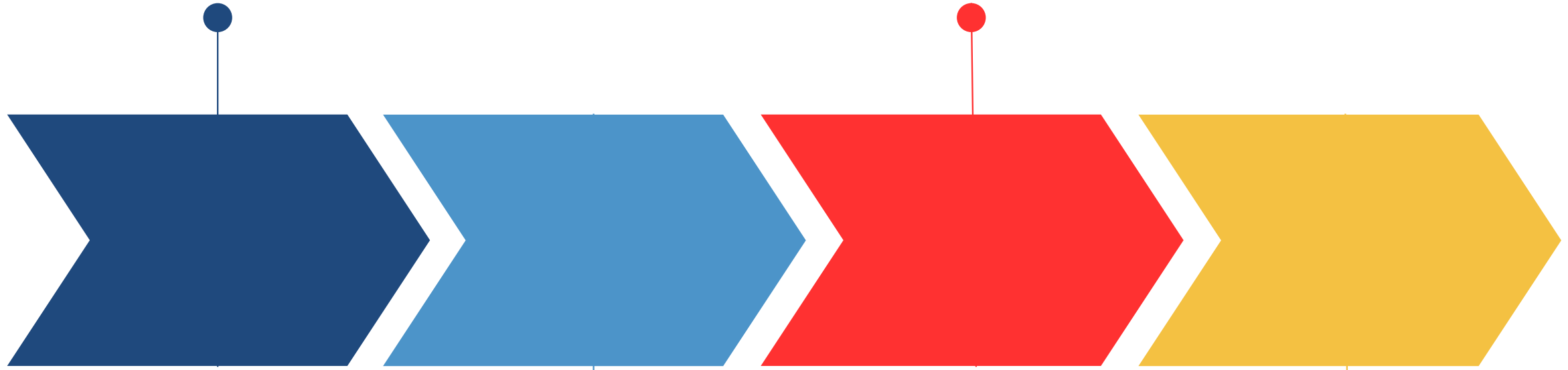
AVIATION WEEK
MRO
ASIA-PACIFIC

Key Dates and Tasks

August 27

Exhibitor Admins: Setup Profile, Add Products and Team Members

September 24-26

Show Dates: Networking Continues on the mobile app

September 10

All Attendees Join - networking begins, meeting and messaging switched on

Post Event

Review your activity, continue the conversation

2

Exhibitor Profile Types

There are 2 different exhibitor profile types:

- **Admin Team Member**
  - The marketing point of contact (nominated on your booking form) has been assigned as the admin team member
  - Admins can update the company profile, adding products, etc.
  - Admins also have a personal profile that can be edited and can interact with others
  - Admins are able to add other team members
  - Admins can view all team members' meeting schedules

- **Team Member**
  - Has a personal profile that can be edited and can interact with others
  - Team Members are listed on the exhibitor profile for visitors to discover them

If you wish to check who your assigned admin is or nominate a different/additional admin, please email app@aviationweek.com
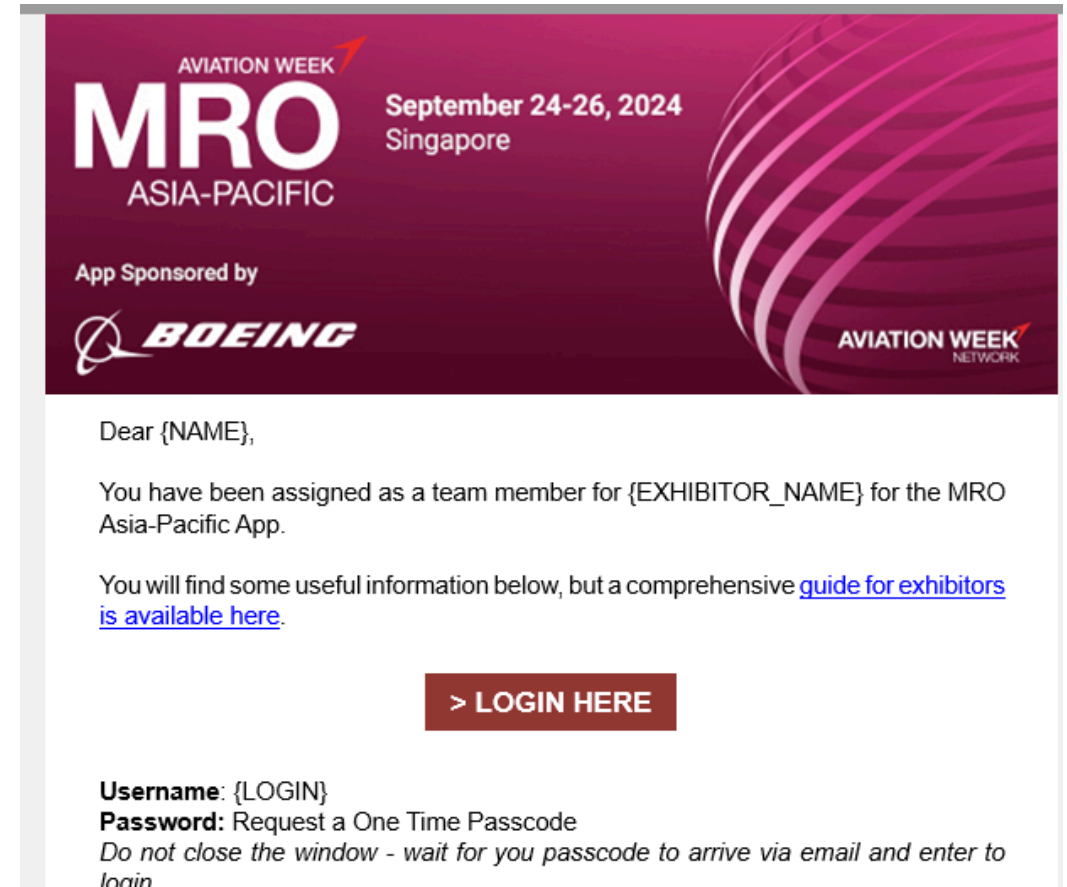

2

Logging In - From August 27 onwards

Admin Team Members will be the first to be invited to access the platform. Once additional team members are added by the admin, they will receive their own individual invitation email automatically.

Look out for an email from: noreply@expoplatform.com for your email. **The app invite will be sent to exhibitor admins on August 27.**

1. **Click the login button on the email or visit https://mroasia.expoplatform.com**
2. **Enter your email address associated with this event and click "Genrate One Time Passcode"**
3. **Do not close the window - wait for the email to arrive that contains your passcode - this should take no more than 5 minutes**

Please check your spam folder if you don't see an email in your Inbox. If you have any issues logging in, please email app@aviationweek.com

AVIATION WEEK
MRO
ASIA-PACIFIC
September 24-26, 2024
Singapore

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AVIATION WEEK NETWORK

Dear {NAME},

You have been assigned as a team member for {EXHIBITOR_NAME} for the MRO Asia-Pacific App.

You will find some useful information below, but a comprehensive guide for exhibitors is available here.

> LOGIN HERE

Username: {LOGIN}
Password: Request a One Time Passcode
Do not close the window - wait for you passcode to arrive via email and enter to login
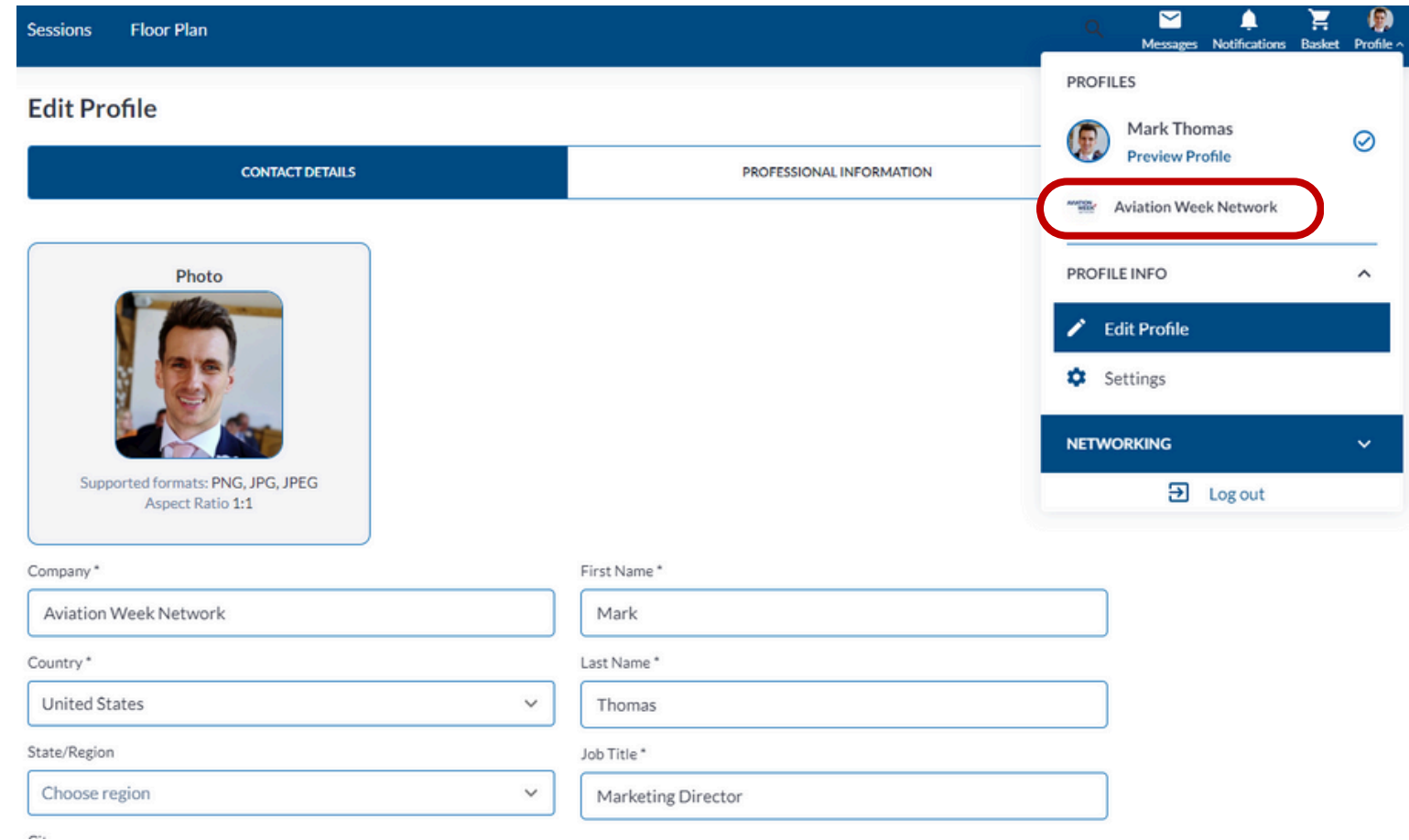
Switch from Personal to Company Profile

As an admin team member, you can edit and add content to your company profile. Make sure to take the time to create an engaging, informative and appealing profile.

Admin team members can toggle between managing the company profile and its associated functions and managing their personal profile.

To switch from your personal profile to your company profile, click "Profile" in the top right corner and click on your Company Name.

If you don't see your company name in the dropdown, this means you are not yet associated with a company profile – email **app@aviationweek.com** for assistance.

Click profile, then select your company name to switch to the Company Page

Setting up your Company profile

Once in your Company Profile you can take the following actions:

- Adding/editing your company logo
- Adding/editing your company description
- Adding/editing your company contact information
- Adding Team Members
- Adding Products
- Add News - *New Feature!*
- Add Events - *New Feature!*

If you wish to check who your assigned admin is or nominate a different/additional admin, please email app@aviationweek.com

Adding Team Members

To Add a Team Member, ensure you are on your Company Profile (click into profile in the top right and select your Company Name).

On the left-hand side under the "Profile Info" tab, you will find the Team Members option as shown on Screen 1.

Next enter the Team Member's email address as shown on Screen 2. Each Team Member must have a unique email address and be registered for the event.

The system will scan the database and find the team member. Click "Add to form". You can add additional details about that Team Member and choose a role for them. Please refer to page 2 for the important distinctions between the Member role and the Admin role.

Once you click Add Team Member on Screen 3, that person will receive an email invitation to log into the platform to set up their personal profile.
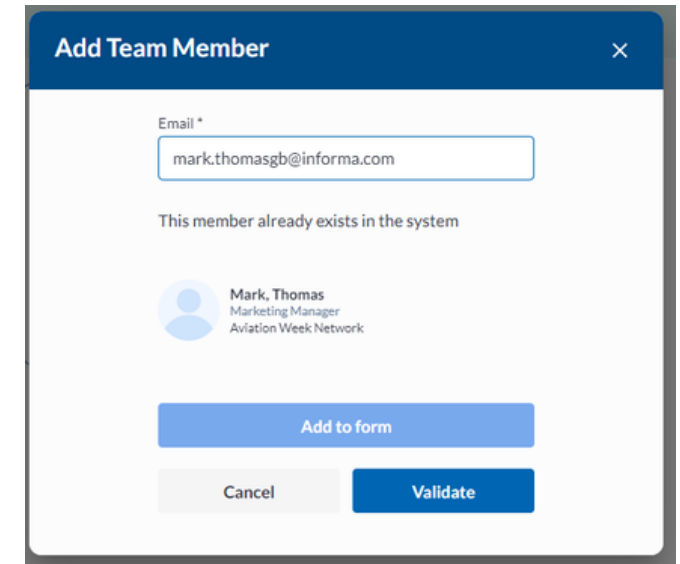
SCREEN 1:
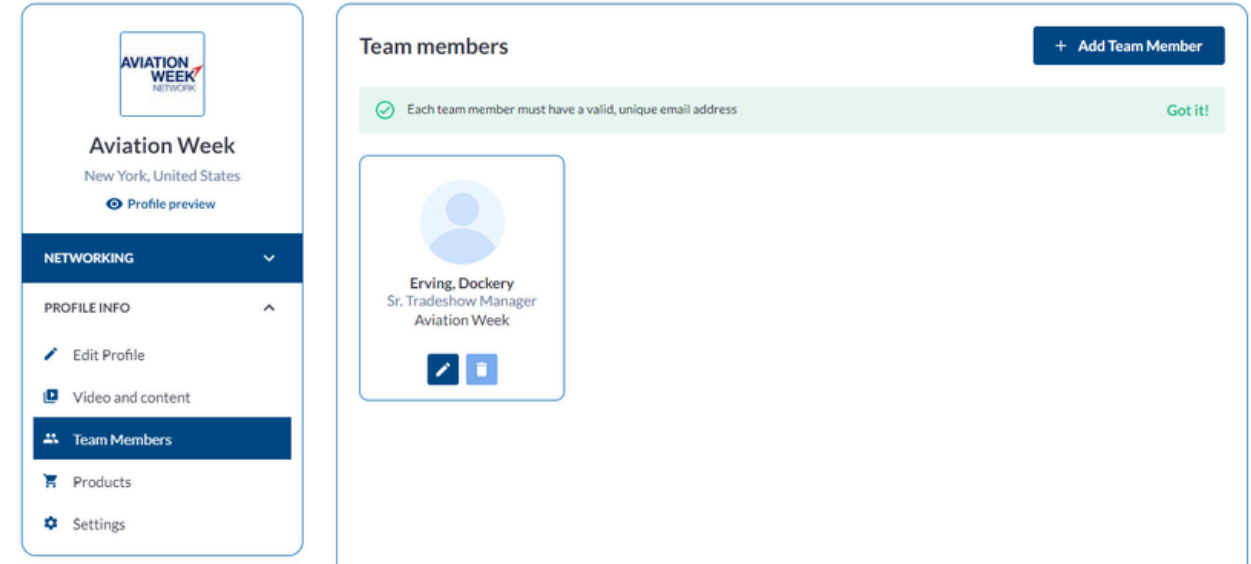
SCREEN 2:
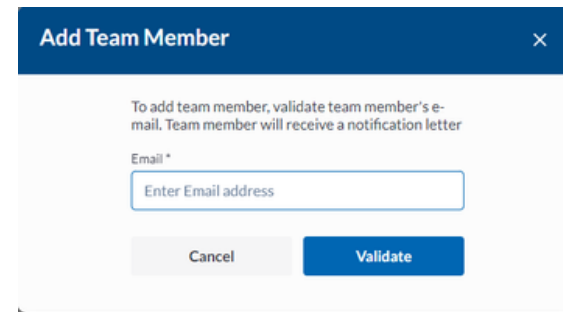
SCREEN 3:

Adding Products

Each product can have:
- A unique name
- Unique product categories
- Unique product description
- Multiple product images
- One product video
- Associated documents
- A team member attached if you have a team member who specializes in this product

Each product can be toggled to Active status, meaning it is visible to others, or Inactive status, meaning it is visible only to you. Each product's status can be changed at any time.

Regular Exhibitors can upload a maximum of **2 products**
Premium Exhibitors can upload up to **10 products** - speak to your sales rep about upgrading for $300

New Feature
Exhibitor News

New for 2024, exhibitors can upload news. This is the perfect place for your press releases, new business deals or product announcements.

These appear on your company profile and on the "News" tab once approved.

Each news story can contain:
- A main image, 900x560px
- News title
- Piblication Date - this is the date the article will be visible once approved by the organiser
- Header Image (1280x400px)
- Short Summary (200 character limit)
- Main Article (1,000 character limit)

New Feature
Exhibitor Events

New for 2024, exhibitors can list their own events, perfect to announce receptions, signing ceremonies or timed giveaways.

These appear on your company profile and on the "Exhibitor EVents" tab on the main Schedule once approved.

Each Exhibitor Event can contain:
- A main image, 900x560px
- Event Title
- Date and Time
- Location (booth number or custom location)
- Short Summary (200 character limit)

We would recommend only listing events open to all attendees and refrain from listing any invite-only events.

Need Help or Support?

We are here to help you make the most of the app features.

Contact app@aviationweek.com
or visit the FAQ page