

# MRO Asia-Pacific

## Exhibitor Setup Guide



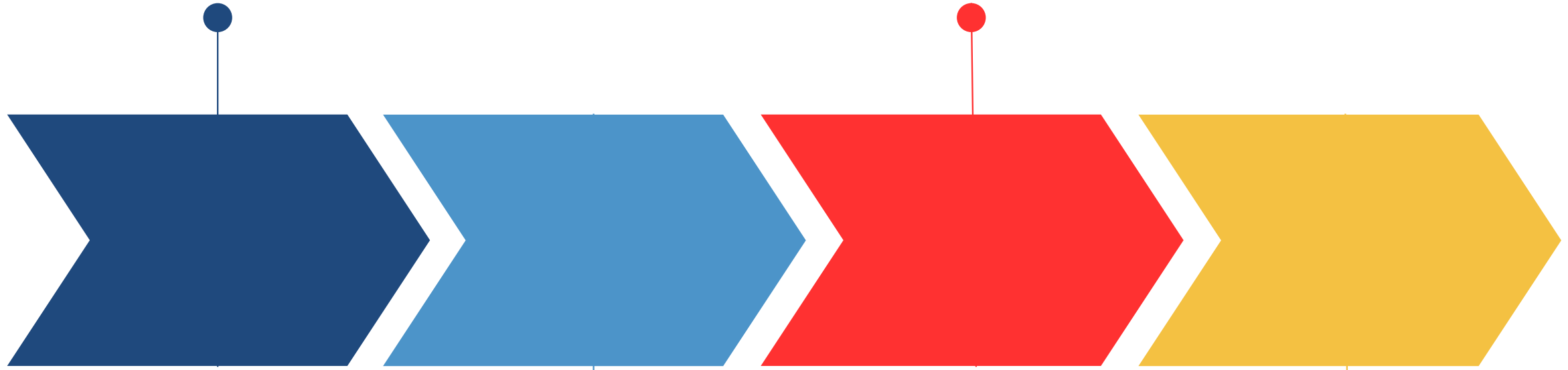
# Key Dates and Tasks

**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**

# 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](mailto:app@aviationweek.com)

The screenshot shows the MRO AMERICAS website interface. The top navigation bar includes 'Exhibitors & Products', 'Attendees', 'Sessions', 'My Schedule', and 'Floor Plan'. The breadcrumb trail reads 'Home / People / Mark Thomas'. Below this, there are two tabs: 'MY INTERESTS' and 'MATCHMAKING INFO'. The 'MATCHMAKING INFO' tab is active, displaying a profile card for Mark Thomas, Marketing Manager at Aviation Week Network, and a grid of matchmaking information fields. The 'MY INTERESTS' tab shows a single interest: 'Media'.

Matchmaking Information	
COMPANY Aviation Week Network	COUNTRY United Kingdom
FIRST NAME Mark	LAST NAME Thomas
JOB TITLE Marketing Manager	INTEREST CATEGORIES Media
INDUSTRY TYPE PR/Media/Publishing	JOB FUNCTION Marketing
JOB LEVEL Manager	PURCHASING RESPONSIBILITY Recommend/Specify

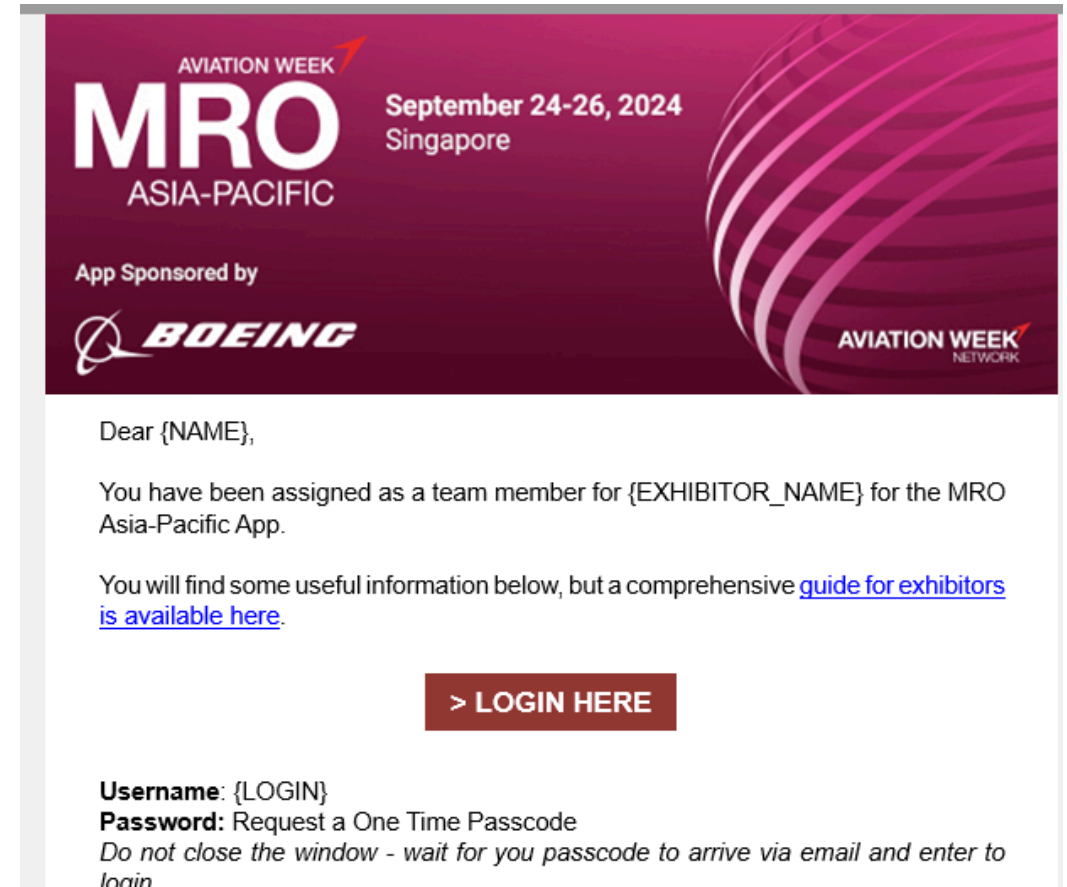
# Logging In - From August 27 onwards

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](mailto: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](mailto:app@aviationweek.com)



AVIATION WEEK  
**MRO**  
ASIA-PACIFIC

September 24-26, 2024  
Singapore

App Sponsored by  
**BOEING**

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

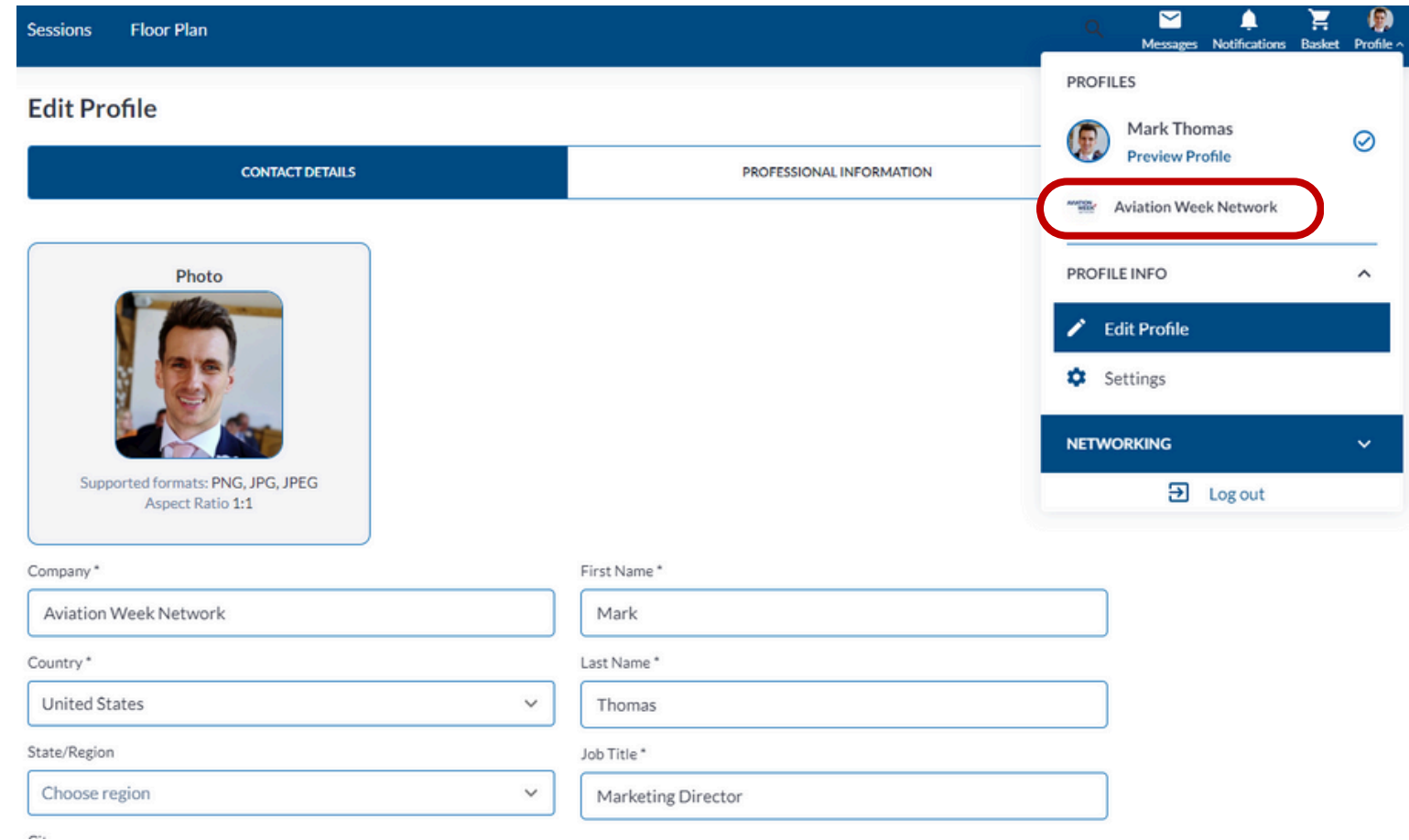
As an admin team member, you can edit and add content to your company profile. Make sure to take the time to create an engaging, informative and appealing profile.

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](mailto:app@aviationweek.com) for assistance.

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



The screenshot shows the 'Edit Profile' page with a dropdown menu open. The dropdown menu is titled 'PROFILES' and contains the following items:

- Mark Thomas (with a 'Preview Profile' link and a checkmark icon)
- Aviation Week Network (highlighted with a red circle)

The dropdown menu also includes sections for 'PROFILE INFO' (with an 'Edit Profile' button and a 'Settings' link) and 'NETWORKING' (with a 'Log out' button).

The main form on the page is titled 'Edit Profile' and has two tabs: 'CONTACT DETAILS' (selected) and 'PROFESSIONAL INFORMATION'. The 'CONTACT DETAILS' tab contains a 'Photo' section with a placeholder image and the text 'Supported formats: PNG, JPG, JPEG' and 'Aspect Ratio 1:1'. Below the photo section are several input fields:

- Company \* (text input: Aviation Week Network)
- Country \* (dropdown menu: United States)
- State/Region (dropdown menu: Choose region)
- First Name \* (text input: Mark)
- Last Name \* (text input: Thomas)
- Job Title \* (text input: Marketing Director)

# 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!*

Aviation Week  
New York, United States  
Profile preview

NETWORKING

PROFILE INFO

Edit Profile

Video and content

Team Members

Products

Settings

PROFILE COMPLETENESS  
85%

## Edit Profile

COMPANY DETAILS

Company Logo

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

Company Name \*  
Aviation Week

Email \*  
erving.dockery@aviationweek.com

Country \*  
United States

Website  
http://aviationweek.com/

Region/State  
Ny

City  
New York

About the company \*

Normal text | **B** | *I* | U | | | | | | |

Aviation Week Network's comprehensive portfolio of products and services serving the global MRO industry provides strategic advantages that enable organizations to make informed decisions, improve strategic planning, operate more effectively, and locate and capture new business to increase revenue. Our MRO solutions include: market leading intelligence & insight, proprietary data, research, and forecast views of future opportunity and risk, forward-looking content on trends, fleet data, transactions, and life cycles, world class, global conferences and exhibitions, results-driven marketing services and advertising, and digital marketplaces. Learn more at [AviationWeek.com/productsservices](http://AviationWeek.com/productsservices)

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

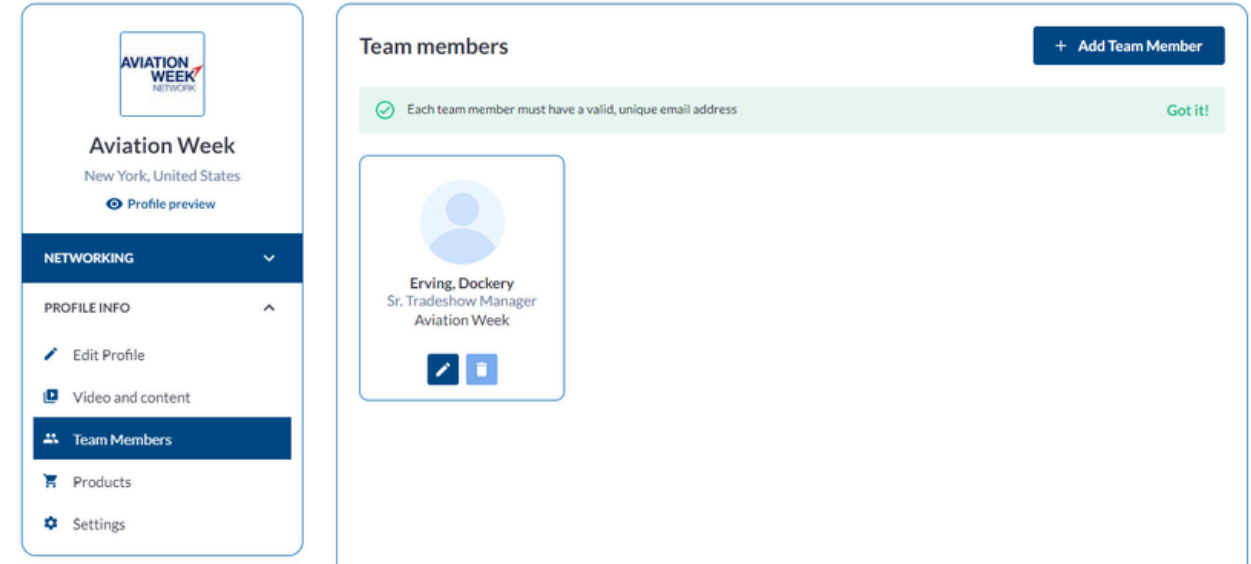
On the left-hand side under the “Profile Info” tab, you will find the Team Members option as shown on Screen 1.

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.

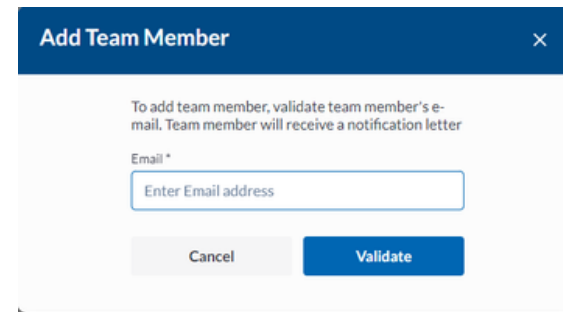
The system will scan the database and find the team member. Click “Add to form”. You can add additional details about that Team Member and choose a role for them. Please refer to page 2 for the important distinctions between the Member role and the Admin role.

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.

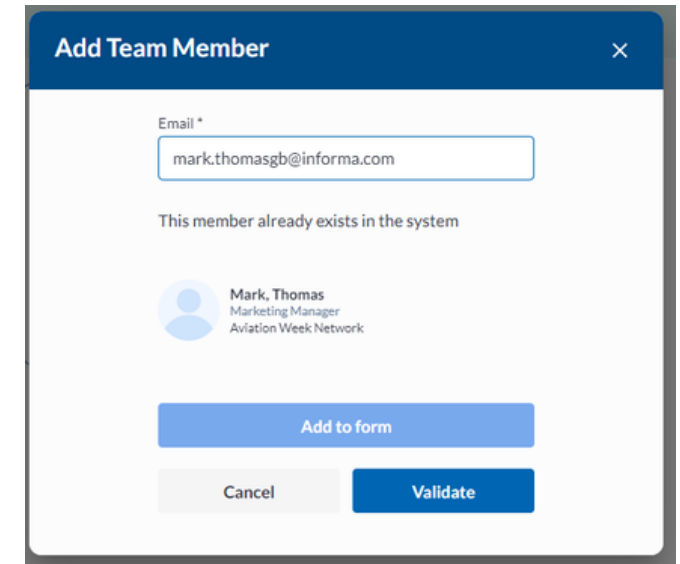
## SCREEN 1:



## 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.

The image shows a user interface for the Aviation Week Network. On the left is a profile card for 'Aviation Week' located in 'New York, United States'. The profile is categorized under 'NETWORKING' and has a 'PROFILE COMPLETENESS' of 85%. A sidebar menu includes options for 'Edit Profile', 'Video and content', 'Team Members', 'Products', and 'Settings'. On the right is the 'Add new product' form. It features a 'Main picture' upload area with a 5 MB limit and 1:1 aspect ratio. The form includes fields for 'Product Name', 'Product Categories', and 'Product Description' with a rich text editor. There are also checkboxes for 'Product is active' and 'Mark as sponsored', and a dropdown to 'Assign to Team Member'. At the bottom, there are radio buttons for 'Product Video' options: 'Embedded Code' (selected) and 'Upload Video'.

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
- Publication 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)

EXHIBITORS PRODUCTS NEWS

### NEWS

11 April 2024 • by B&H Worldwide  
**B&H Worldwide Secures Two-Year Contract with Unical...**  
B&H Worldwide, a leading provider of aerospace and aviation logistics solutions, today announced a two-year agreement...

10 April 2024 •  
by Air Capital of the World  
**Happy Hour | April 10, 3-4 p.m.**  
You're invited to the Air Capital of the World's Happy Hour on Wednesday, April 10 from 3 to 4 p.m. at Booth #5231.

10 April 2024 •  
by Perimeter Global Logistics (PGL)  
**PGL manages Safety Training System Inc. Shipment**  
PGL manages Safety Training System Inc. Shipment

09 April 2024 • by B&H Worldwide  
**B&H Worldwide leads the way with launch of Carbon...**  
B&H Worldwide has launched a new reporting tool to provide its customers with visibility of the carbon emissions on their...

08 April 2024 •  
by Perimeter Global Logistics (PGL)  
**PGL ships Aircraft Seating from UK to the US**  
PGL handles shipping aircraft seating from the UK to the US.

08 April 2024 •  
by PGL (Perimeter Global Logistics)  
**PGL Moves Flight Simulator**  
PGL Partners with TALA to Move Flight Simulator!

# 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.**

### Tracks


All Tracks Conference Go Live Theater **Exhibitor Events**

SEP 25

YOUR FILTERS: Exhibitor Events X

### Sessions (1)

EXHIBITOR EVENT **Exhibitor Events** + MY SCHEDULE



#### ANG Evening Reception

**AVIATION WEEK NETWORK** Aviation Week Network  
New York, United States

Limited to just 200 attendees, this exceptional gathering promises a unique blend of networking, entertainment, and premium brews. This is your opportunity to connect with industry leaders, experts, an...

📅 Wednesday, 25 Sep 2024  
🕒 19:30 - 22:30 | Asia/Singapore  
📍 Exhibitor Events  
📍 LeVeL33 - Marina Bay Financial Centre  
🗣️ English

STARTS IN  
**6** **0** **19** **49**  
week days hours min

## *Need Help or Support?*

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

Contact [app@aviationweek.com](mailto:app@aviationweek.com)  
or visit the [FAQ page](#)