LET'S GET DIGITAL IN-PERSON

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Digital that feels (almost) like physical.

Overview 1/2

	Core IN-PERSON	Advanced IN-PERSON	Extensive IN-PERSON
REGISTRATION			
Secure check-in	✓	✓	✓
Different user roles	✓	✓	✓
QR code invite	✓	✓	✓
Email templates	✓	✓	✓
API intergration aanmelder.nl	✓	✓	✓
Generate registration codes	✓	✓	✓
NETWORKING			
Attendee/ speaker list	✓	✓	✓
Own profile	✓	✓	✓
Request a meeting	✓	✓	✓
Add connections	✓	✓	✓
1-on-1 chat	✓	✓	✓
Appointment overview	✓	✓	✓
Connections overview	✓	✓	✓
User tags	✓	✓	✓
Shake to connect	✓	✓	✓
Networking tables	....	✓	✓
Matchmaking	....	....	✓
EVENT ENGAGEMENT			
Locations	✓	✓	✓
Programme overview	✓	✓	✓
Personal programme	✓	✓	✓
Programme tags	✓	✓	✓
Interactive map	✓	✓	✓
News feed wall	✓	✓	✓
INTERACTION			
Push notifications	✓	✓	✓
Feedback	✓	✓	✓
CTA during session	✓	✓	✓
Live Polls (Mentimeter)	✓	✓	✓

FEATURE SET

Overview 2/2

◐ **Core**   ◕ **Advanced**   ● **Extensive**

FEATURE SET		IN-PERSON	IN-PERSON	IN-PERSON
SPONSORS & EXHIBITORS	Employees linked to booth	✓	✓	✓
	Make appointment with exhibitor	✓	✓	✓
	Exhibitor/ sponsor overview	✓	✓	✓
	Advertisement	✓	✓	✓
SUPPORT TOOLS	Badge printing			✓
	Checkin manager	✓	✓	✓
	Scanning per sessions	✓	✓	✓
SERVICE	Service/ support	✓	✓	✓
CUSTOMIZATION OF THE APP	Branding settings		✓	✓
	Branding App		✓	✓
EVENT CONTENT	File overview	✓	✓	✓
	Custom pages	✓	✓	✓
	Posters	✓	✓	✓
	Videos	✓	✓	✓
	Photo album	✓	✓	✓
EVENT DATA	Data in custom end report	✓	✓	✓
	Feedback retrieval	✓	✓	✓
CUSTOM TOOLS	Data acces via API			✓
	Use of integrations		✓	✓
AFTER CARE	My network/ contact list	✓	✓	✓
	Certificate			✓
ADVANCED CUSTOMIZATIONS	Custom SMTP server			✓

ORGANISER GUIDE – APP ONLY

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Event marketing

Social media
Use LinkedIn, Facebook or other social channels to promote your event. Provide proposals for social post content to the Let's Get Digital support team (support@letsgetdigital.com) so they can promote the event via Let's Get Digital's social channels.

Website
Promote your event through your website with relevant links to tutorials, taster/teaser videos and your registration portal.

Target group
Actively identify your target audience through societies, organizations, relevant institutions, etc.

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Review your audience & think BIG!

New opportunities
The virtual route offers a large number of new possibilities for your event!

Increase the number of visitors
Achieve a greater reach for your event. The accessibility of your event will be significantly improved for distant & international attendees or those who otherwise, could not afford to invest the time and/or money.

Strategy change?
Perhaps you see a newly accessible or suitable target group for your event? Talk to them too!

International speakers & exhibitors
Add diversity and added value to your list of speakers and exhibitors as you enter new regions and markets.

Speakers & testing

Speaker testing

Make the life of your speakers easier and eliminate their nerves (and sometimes disorganisation!) by testing with all speakers.

Clear instructions

Give clear instructions on what is expected from the speakers

Dry Run

Plan and run a full test run of your event in advance. This should include your speakers, technicians and all other relevant members of the staff.

After the event

Export data
Make an export of all relevant tracked event interactions.

EXHIBITOR GUIDE – APP ONLY

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Why should you use the event app?

Exhibit

Create your individual exhibitor stand and provide your attendees with content in the form of text, PDF documents.

Networking

Make valuable contacts & meet new people. Start a conversation with attendees via chat.

Accessibility

Log into the app, wherever you are in the world. Expand your network while you save both travel time, and costs – all while doing better for our environment too!

Valuable data

Export your new contacts at the end of the event.

Preparation before the event

Download the event app
You can find this in the App store or Google Playstore. Each exhibitor can log in with their personal login and then prepare using the app.

Complete your personal profile
Add a profile picture and complete the contact details if necessary.

Get interactive
Click your way through the list of attendees, make your first connections, make appointments and much more!

Preparation before the event

The event starts soon
You can enter the app in advance so that you can edit your stand.

How do I edit my stand?
1. Open the app menu
2. Click on the exhibitor area
3. Find your company
4. Click on your booth
5. Click on the menu icon in your booth
6. Click on the button "Edit company profile"

Day of the event:

Navigation

Easy access to all content

• via the "menu" button at the top left

Networking

Start networking

As an exhibitor, you want to expand and strengthen your network. We offer you different possibilities to get in contact with people on the event:

• **Directly on the event**
• **Via the profile of an attendee in the app**

Arrange a 1-on-1 meeting, start a chat and most importantly; add the person to your contacts!

Notifications

Do not miss any news or inquiries!

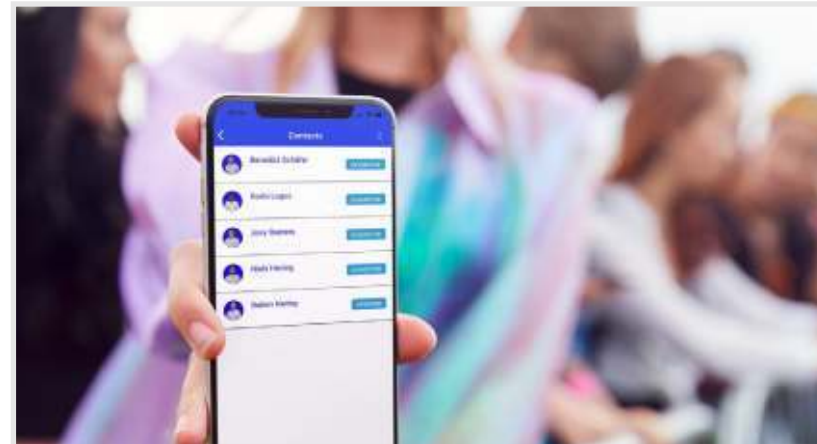• Keep an eye on the notification in the app

After the event

Back up all important data

Do not forget to export an Excel list with your contacts. If your contacts have accepted you and have completed their profile, you can export the following data:

• First and surname of the person
• Email address
• Company and function
• Telephone number
• Linkedin profile

ATTENDEE GUIDE – APP ONLY

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The added value for attendees

Experience

Participate not only in in-person presentations, discussions and workshops but also benefit from the content and interaction through the app.

Content

Have all the content about the event in one place in the app, where you can see the program, all the attendees and much more!

Connections

Network with the right people – speakers, attendees, sponsors or exhibitors – via chat. Check out the matchmaking section where matches are made for you based on your selected interests!

Long-term value

Leave the event with new contacts, relevant insights & valuable material.

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Before the event: Preparation

Download the event app
You can find this in the App store or Google Playstore. Log in and start your event experience. Please note that sessions cannot be streamed via the mobile app.

Complete your personal profile
Add a profile picture and complete the contact details and bio if necessary.

Create your own program
Click your way through the program, create your own personal agenda and plan appointments.

Get interactive!
Chat with other attendees, make new contacts and much more!

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The event commences!

Log in and get started
Log in with your personal login that you receive via email.

Accept privacy settings
Accept the privacy settings and remember that you can adjust the privacy settings of your profile at any time in the mobile app.

Explore the platform
Feel free to look around the platform.

Say hello
Greet other people at the event and chat with them using the lobby chat!

Day of the event:

Networking

Start networking

As an attendee, you want to expand and strengthen your network. We offer you various options to get in touch with the right people:

• **Directly on the event**
• **Via the profile of an attendee in the app**

Arrange a 1-on-1 meeting, start a chat and most importantly; add the person to your contacts!

• **Via matchmaking**

You will receive suggestions from people who share the same interests as you.

Notifications

Do not miss any news or inquiries!

• Keep an eye on the notification in the app

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Make the most of the networking possibilities

How do I find the attendees of the event?

1. Click on the menu item attendees
2. There you can find all registered persons
3. You will find company representatives at the respective exhibitor booth.

How can I network with other people?

• 1-on-1 chat (Start chat)

• Matchmaking

• Do not forget: add the person to your contacts!

Make the most of the exhibitor area

Find exhibitors
Click on the exhibitor area, there you will find all virtual exhibitor booths.

All information at a glance
You will find all information about exhibitors in their respective booths. Interact and ask!

Do you want to chat 1-on-1?
No Problem! Just click on the profile of a company representative and start a chat or request a meeting.

After the event

Keep benefitting from the event

You can access the app after the event (depending on the event organisation's preferred setup). You may:

• Continue conversations
• Make even more contacts
• Make an export of your contacts
• Download files and brochures

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