

VISITOR GUIDE

DECOREX

is creating extra opportunities for you to do business.

Extra time. Extra access. Extra value.
Join thousands of industry professionals
getting EXTRA from their event experience.

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Logging in

Step 1 Access the platform.

To do this either:

- A. Click on the link sent to you in your Welcome email from app@decorex.com
- B. Visit the [Event Platform](#)
- C. Download the [Event App](#) from the Apple or Google Play store

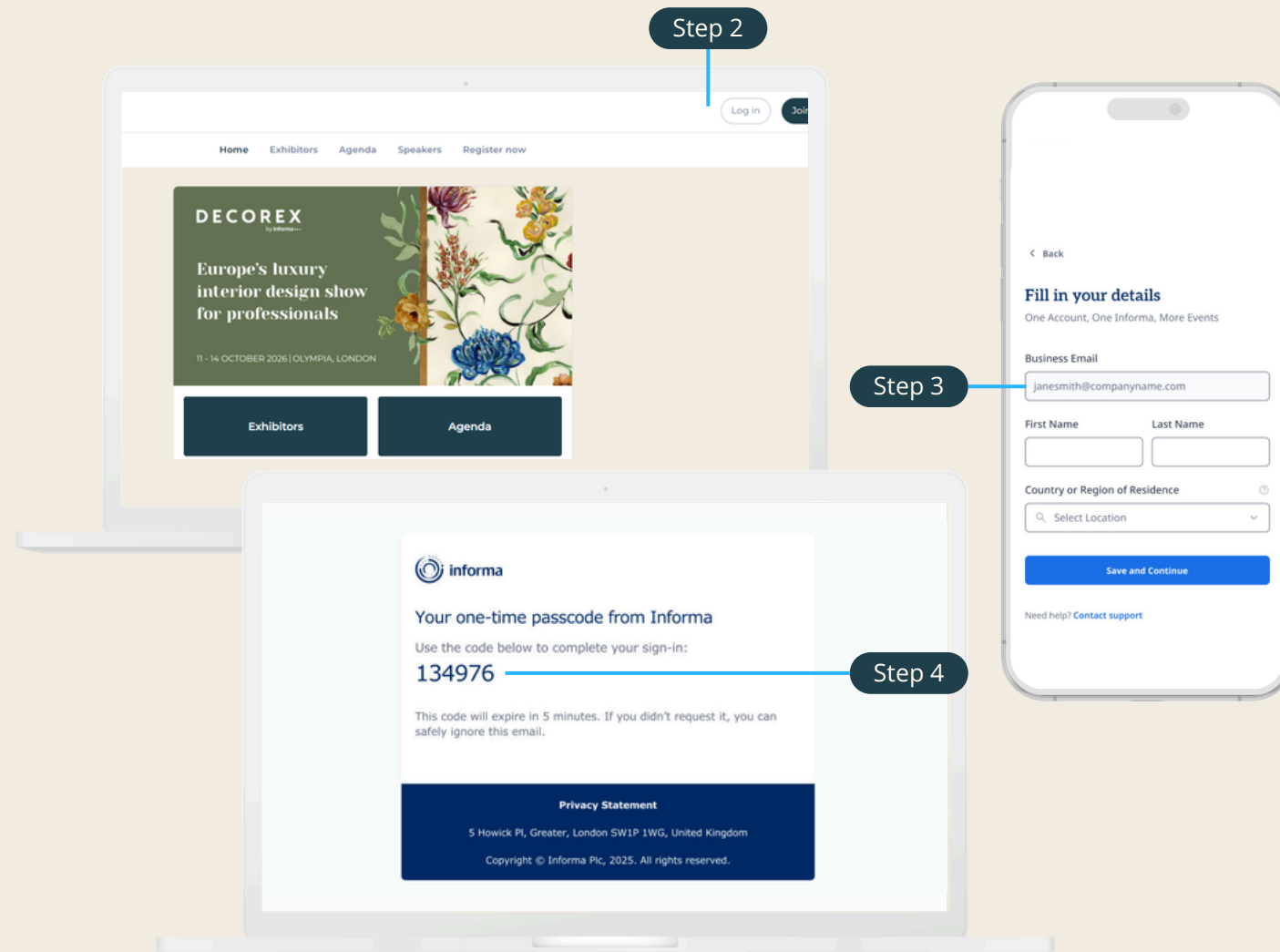


Step 2 Click 'Log in'.

Step 3 Enter the email you used to register for the event then click 'Next'.
If this is your first time creating an account with us, you will be prompted to provide your first name, last name and country of residence and then provide regulatory consent.

Step 4 You will be sent a **6-digit one-time code** to your email from noreply@informa.com. The code is active for five minutes.

Step 5 Enter this to access your account.



Digital Concierge

Sherlock, our **Decorex AI assistant** is on hand to answer your questions and point you towards the people, products and sessions worth your time.

Open your concierge

- (A) On the web, click the purple  icon in the top right corner.
- (B) On the app, click the purple  icon in the bottom right corner.

Ask a question

- Step 1 Type your own question, or choose one of the suggested prompts to get started.
- Step 2 Ask follow-ups questions in the same chat. The concierge keeps track of each conversation.
- Step 3 Start a new chat for a new topic. You can keep several chats running at once.

Recommendations are matched to your profile using the details you gave at registration. The more complete your profile, the sharper the answers.

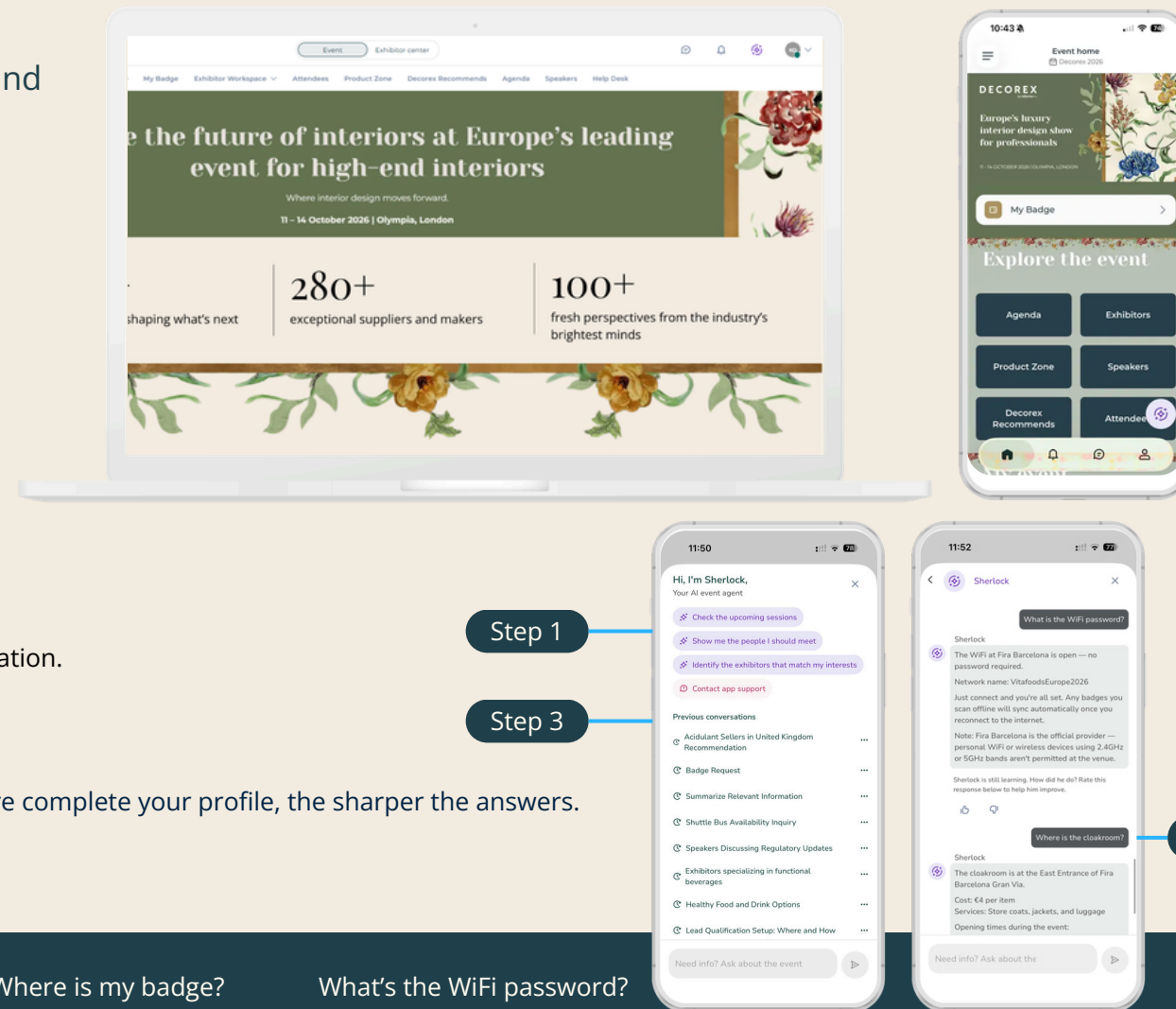
Try asking...

Who should I meet today?

Which sessions fit my role?

Where is my badge?

What's the WiFi password?



Update your Profile

Make a great first impression by taking a few minutes to set up your profile.

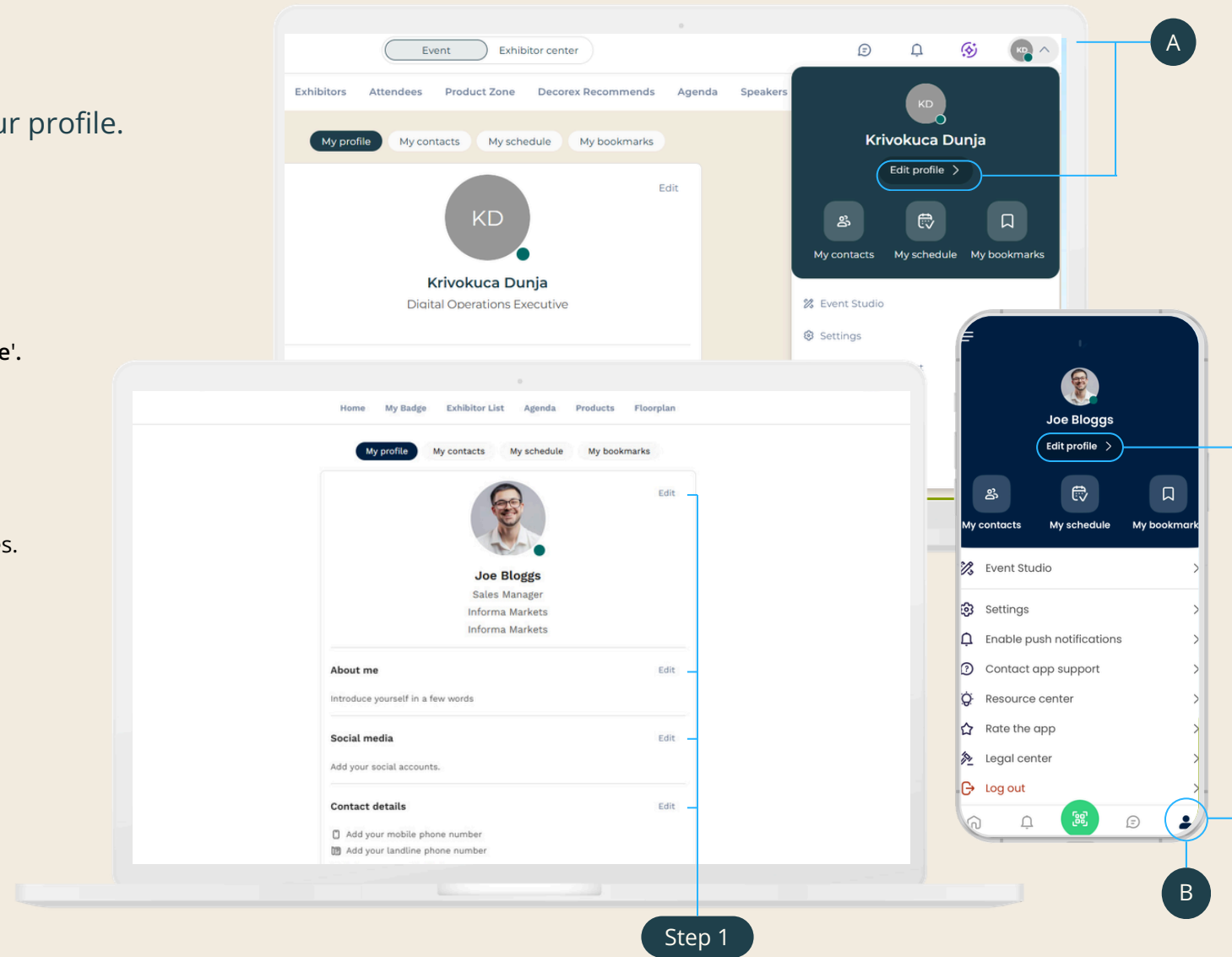
Access your Profile

- A** On the web, click your picture in the top right corner, then click 'Edit profile'.
- B** On the app, click the profile icon on the bottom right menu, then click 'Edit profile'.

Edit your Profile

- Step 1** Once inside your profile, click 'Edit' to make relevant changes and updates. All changes are saved automatically.

We recommend completing all sections.
Fuller profiles will help you to get matched with the most relevant exhibitors.



Browse Sessions, Exhibitors and Products

Discover the event community at your fingertips on the agenda, exhibitor and product lists. Increase your event efficiency by filtering and bookmarking anything you would like to see onsite.

Find content

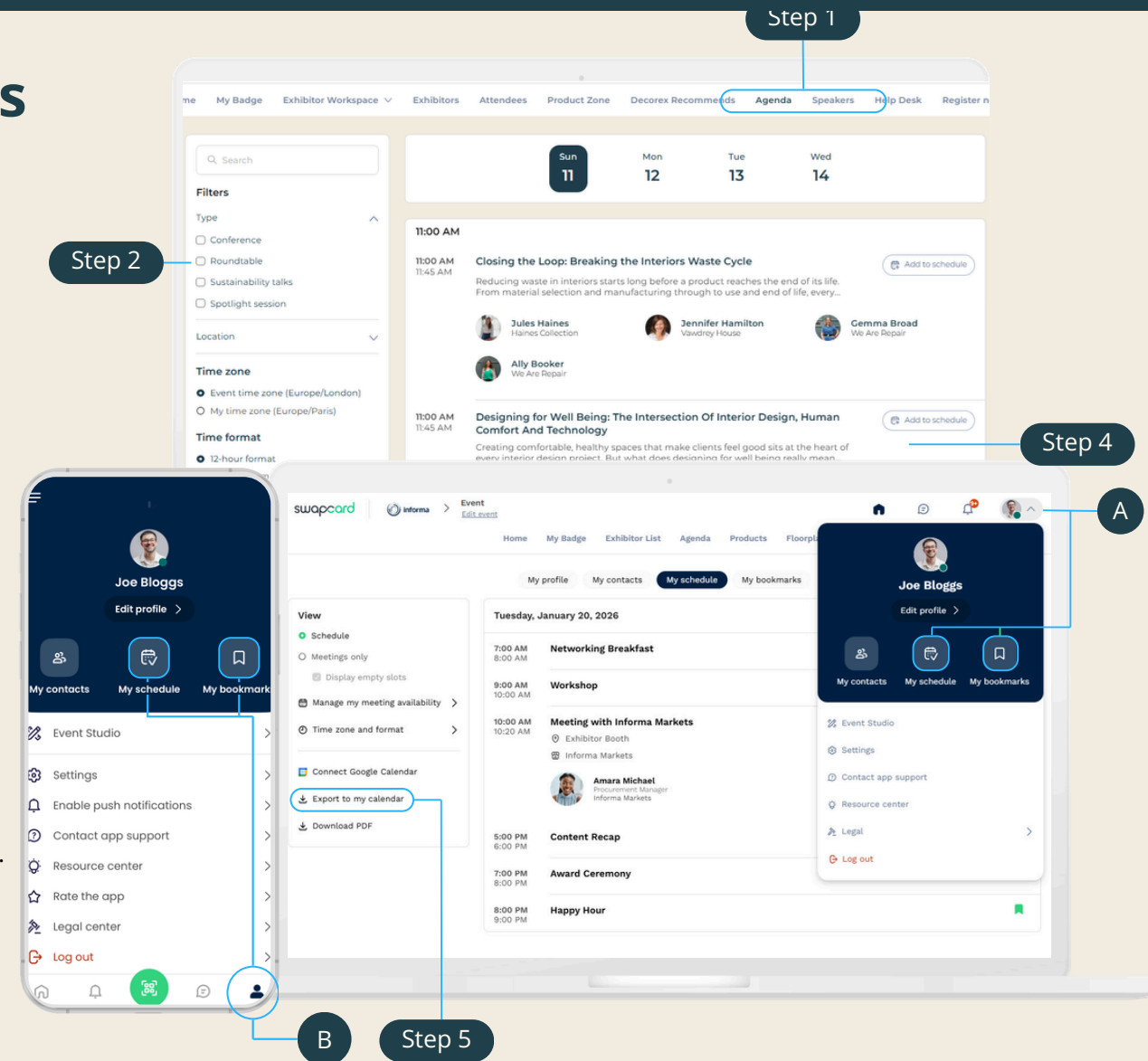
- Step 1 Click 'Agenda', 'Exhibitor List' or 'Products' from the top navigation menu or app menu.
- Step 2 Browse the lists using the search bar or filters.
- Step 3 To find out more about a session, exhibitor or product, click on it.
- Step 4 Click the bookmark icon to save a session, exhibitor or product that captures your attention.

View your content

- A On the web, click your picture in the top right corner, then 'My schedule' or 'My bookmarks'.
- B On the app, click the profile icon on the bottom right menu, then 'My schedule' or 'My bookmarks'.

Here you can also manage your meetings. To reschedule or cancel a meeting, click on the meeting.

- Step 5 Export your full schedule of sessions and meetings by clicking 'Export to my calendar'.



Networking with Prospects

You can send messages to exhibiting companies without connecting first. To speak with individuals (speakers and exhibitor team members) you will need to send a connection request.

Send a connection request

- Step 1** Click on the person you want to connect with.
Note: Exhibitor team members are located under 'Team' on the Exhibitor's company page.
- Step 2** Click on the 'Connect' button.
- Step 3** Start by sending an introductory message about yourself, your company and why you wish to connect.
- Step 4** Click 'Send connection request'.
Once accepted, you will be able to exchange messages, book meetings and find them in 'My contacts'.

View your contacts

- A** On the web, click your picture in the top right corner, then 'My contacts'.
- B** On the app, click the profile icon on the bottom right corner, then 'My contacts'.

At previous events, visitors who used the messaging feature left with

490%

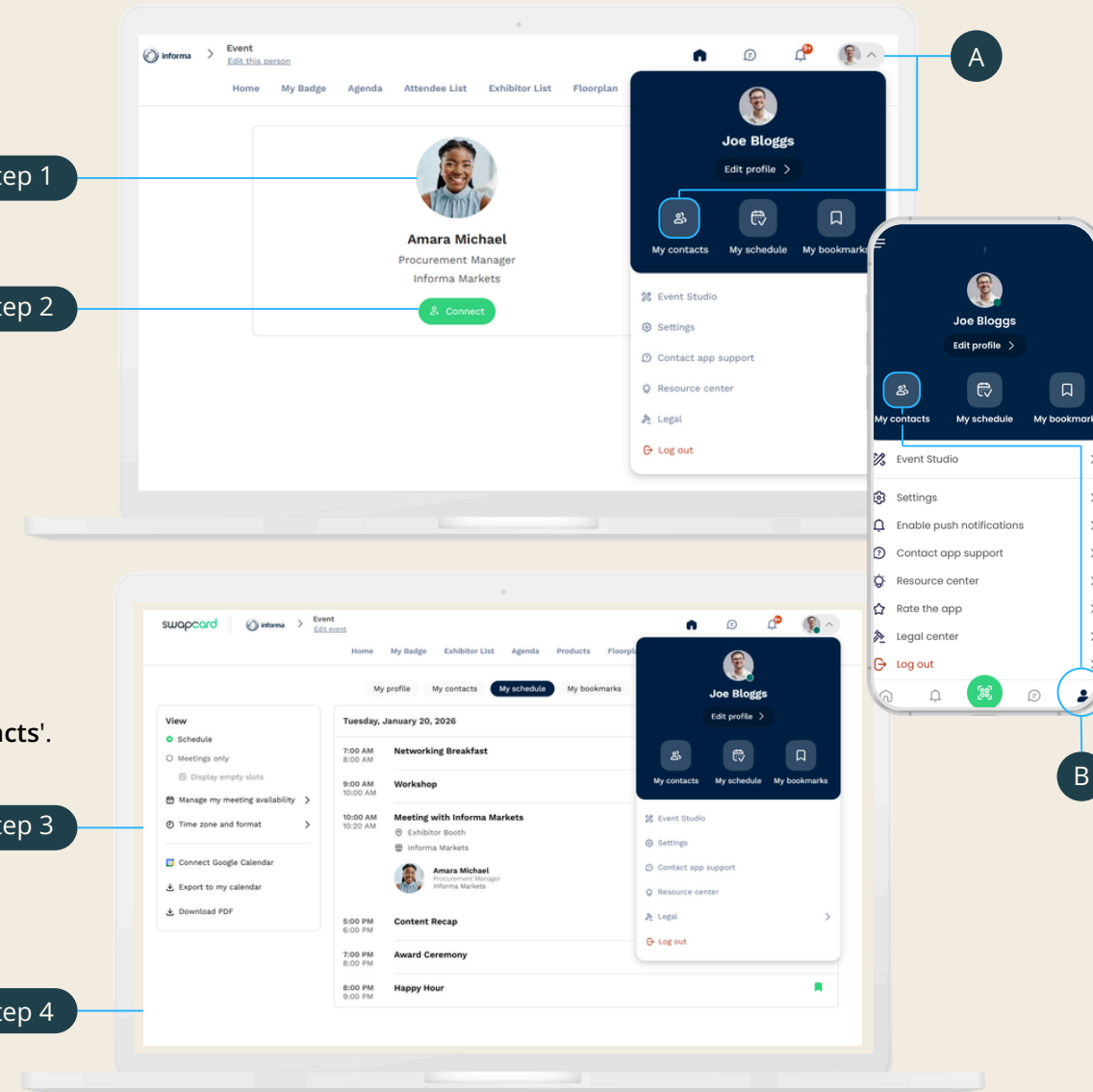
more saved connections.

Step 1

Step 2

Step 3

Step 4



Meetings

Make extra time for those all-important face-to-face discussions.

Book a meeting

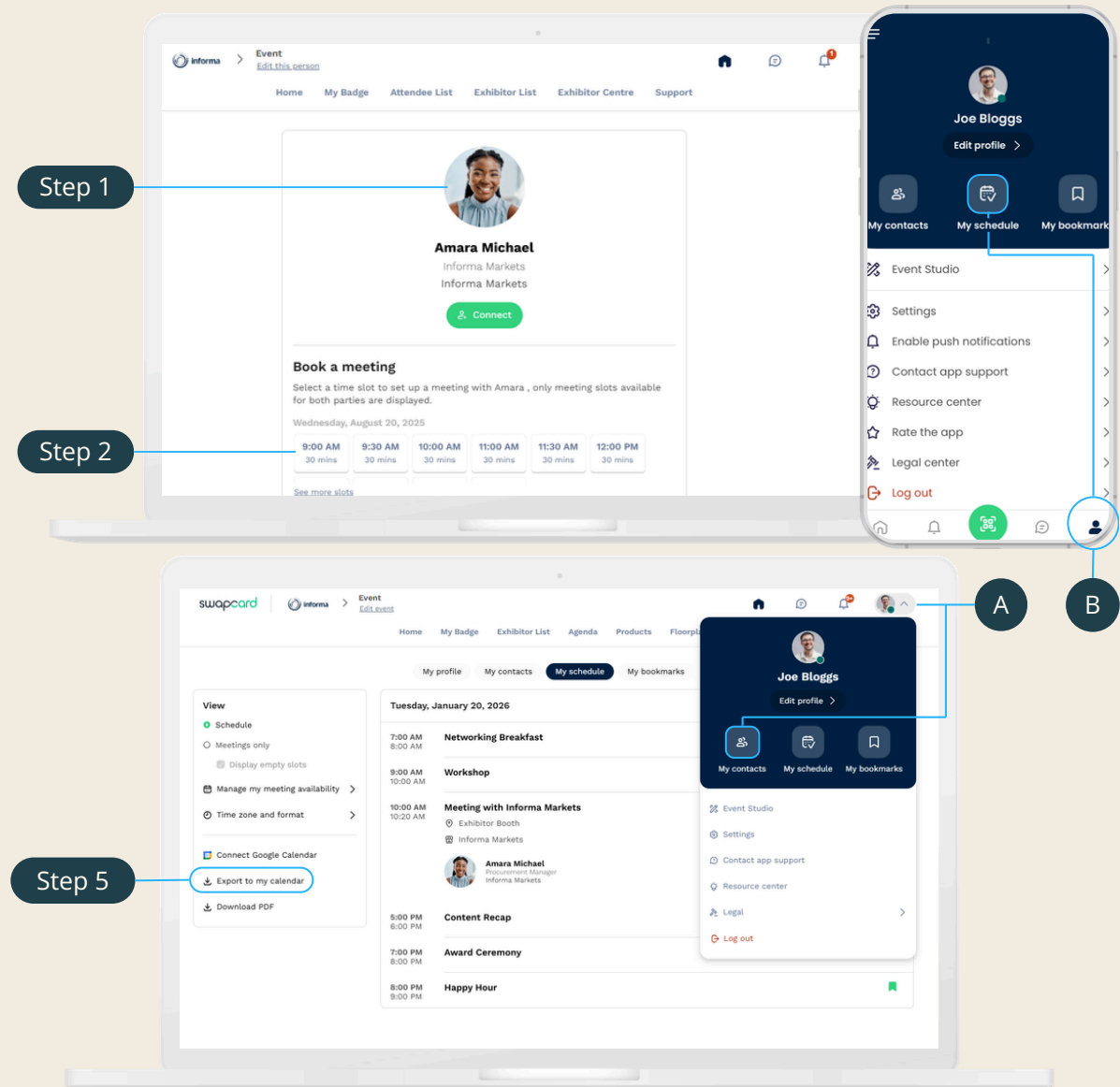
- Step 1** Visit an exhibitor's company profile, or a team members profile.
- Step 2** Click one of the suggested time slots
- Step 3** Select a meeting location, add details and invite more participants if required.
- Step 4** Send your meeting request.
Once your meeting request is accepted, it will be put into your schedule.

View your meetings

- A** On the web, click your picture in the top right corner, then 'My schedule'.
- B** On the app, click the profile icon on the bottom right corner, then 'My schedule'.

Here you can manage all your meetings. To edit, confirm or cancel a meeting, click on the meeting.

- Step 5** Export your full schedule of sessions and meetings by clicking 'Export to my calendar'.



Extra time.
Extra access.
Extra value.

➤ Log in today to get extra from your event experience.



➤ For any additional support, please contact customer service:

Email: Decorexcares@informa.com

Phone: +44 (0)20 7921 8166

WhatsApp: +44 (0)20 7921 8166

Support hours: Available Monday - Friday 09.00 - 17.00 UK
Time

