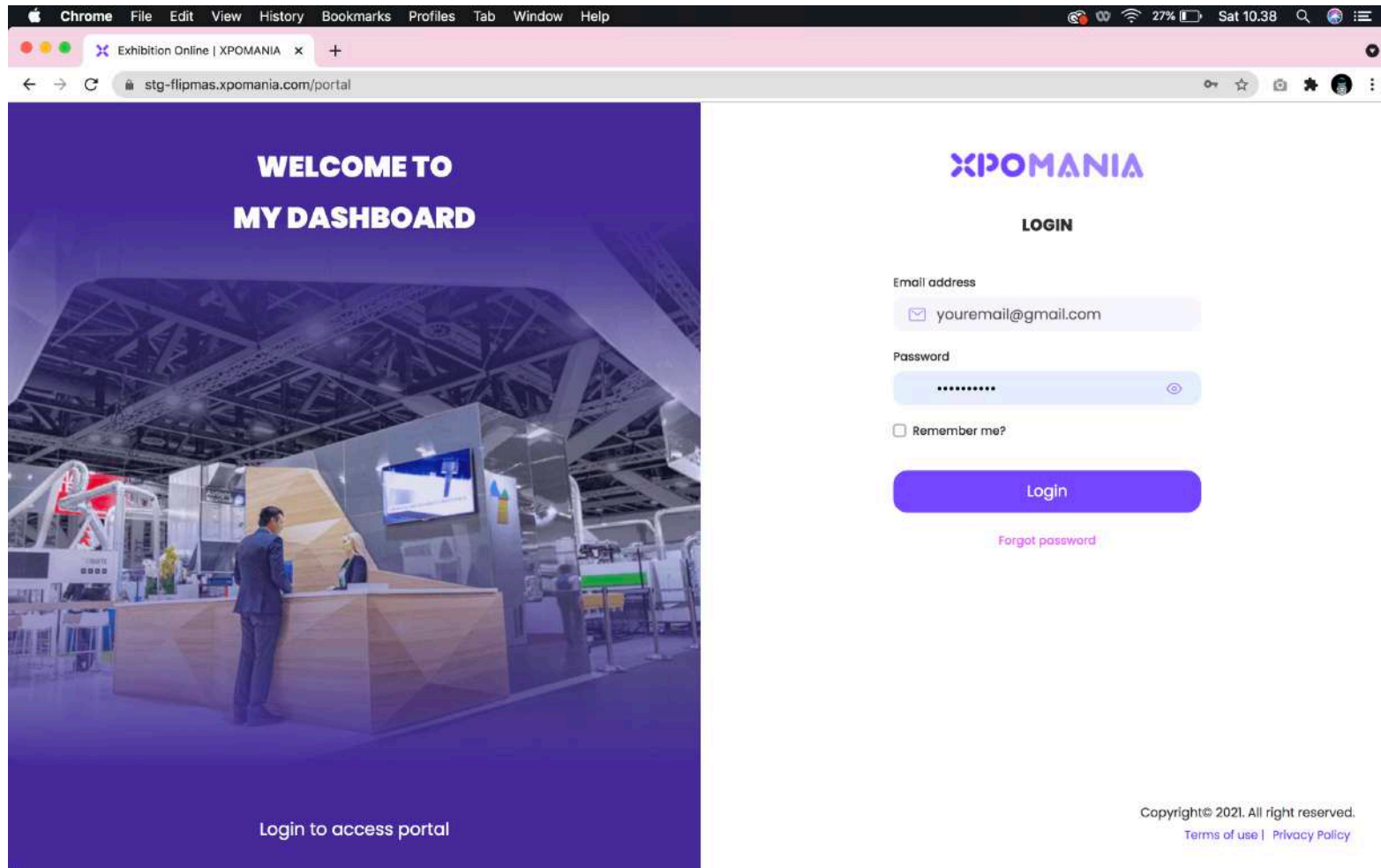


[Meeting Representative Guide]

MEETING REPRESENTATIVE

01

Login through the portal: yourevent.xpomania.com/portal using the email and password sent to the registered Meeting Representative account email inbox.



Login Portal menggunakan
Akun Meeting Rep

02

To access more settings, click the “My Profile” menu in the upper right corner right next to your name.

The screenshot shows a web browser window displaying the XPOmania dashboard. The browser's address bar shows the URL `stg-flipmas.xpomania.com/portal`. The dashboard header includes the XPOmania logo, a red button labeled "ENTER MY MEETING ROOM", a "VISIT WEBSITE" link, a notification bell, and a user profile for "Febyola Magdalena Meeting Rep". A dropdown menu is open next to the user profile, with the "My Profile" option highlighted in a red box. The main dashboard area is titled "Dashboard/ Summary" and contains several data cards: "MEETING REPS" (1 Registered), "POSTERS" (5 Submitted), "VIDEOS" (3 Submitted), "HOTSPOTS" (18 Submitted), and "MEETINGS" (0 Sent). A teal bar at the bottom of the dashboard is labeled "POSTERS, VIDEO & HOTSPOTS".

Category	Count	Status
MEETING REPS	1	Registered
POSTERS	5	Submitted
VIDEOS	3	Submitted
HOTSPOTS	18	Submitted
MEETINGS	0	Sent

My Profile

03

You can change your profile photo in the “Profile Image” section.

The screenshot shows a web browser window with the URL `stg-flipmas.xpomania.com/portal/my-profile`. The page title is "My Profile" and the user is logged in as "Febyola Magdalena Meeting Rep". The navigation sidebar on the left includes "Dashboard", "BOOTH", "USER DATA", "WEBINAR", and "MEETING". The main content area contains several form fields: "Work Email" (febyola@fxmweb.com), "PIC", "Country" (Indonesia), "Time Zone" (Asia/Jakarta), "Profile Image", and "Meeting Status" (Choose One). The "Profile Image" section is highlighted with a red box and contains the following text: "Profile Image", "*Files <10mb, in png or jpg format", "Before you upload the image, you may use [this tool](#) to adjust the dimensions of your logo to the right size.", a file selection box showing "1 file was chosen" and a "Choose" button, and a preview of the selected file "pngwing.com.png (2)" with a size of "475 KB". A "Save" button is located at the bottom of the form.

Profile Image

04

You can set your availability status in the “Meeting Status” section and select a status according to your needs.

The screenshot shows a web browser window displaying the 'My Profile' page on the Xpomania website. The page is titled 'My Profile' and contains several form fields for user information. The 'Meeting Status' dropdown menu is highlighted with a red box. The dropdown menu is currently set to 'Choose One'. Below the dropdown menu is a 'Save' button.

Navigation: Dashboard, BOOTH, USER DATA, WEBINAR, MEETING

My Profile

Please provide your work email. This email will be used to log in to your Xpomania account.

febyola@fxmweb.com

Please provide your current job title

PIC

Country *
Please indicate your country of residence.

Indonesia

Time Zone *
Your schedule will automatically be set in this time zone.

Asia/Jakarta

Profile Image
*Files <10mb, in png or jpg format.
Before you upload the image, you may use [this](#) tool to adjust the dimensions of your logo to the right size.

1 file was chosen

Choose

pngwing.com.png (2)
475 KB

Meeting Status *

Choose One

Save

Meeting Status

05

Here are the status options that you can choose according to your needs.

The screenshot shows a web browser window displaying the 'My Profile' page on the XPOmania website. The page is titled 'My Profile' and contains several form fields for user information. A dropdown menu is open, showing the following options: 'Choose One', 'Available', 'Busy', 'Offline', and 'Choose One'. The 'Available' option is highlighted in blue. The page also includes a 'Save' button at the bottom of the form.

Navigation: Dashboard, BOOTH, USER DATA, WEBINAR, MEETING

My Profile

Please provide your work email. This email will be used to log in to your Xpomania account.

febyola@fxmweb.com

PIC

Country *
Please indicate your country of residence.

Indonesia

Time Zone *
Your schedule will automatically be set in this time zone.

Asia/Jakarta

Profile Image
*Files <10mb, in png or jpg format
Before you upload the image, you may use [this](#) tool to adjust the dimensions of your logo to the right size.

Choose One

Available

Busy

Offline

Choose One

Choose

Save

Meeting Status Option

06

To start a video meeting, click the “Enter My Meeting Room” button

The screenshot shows a web browser window displaying the 'My Profile' page on the XPOmania website. The browser's address bar shows the URL 'stg-filipmas.xpomania.com/portal/my-profile'. The page header includes the XPOmania logo, a navigation menu, and a user profile for 'Febyola Magdalena' with the role 'Meeting Rep'. A red rectangular box highlights the 'ENTER MY MEETING ROOM' button in the top right corner of the page. The main content area is titled 'My Profile' and contains several form fields: 'Work Email' (febyola@fxmweb.com), 'PIC', 'Country' (Indonesia), and 'Time Zone' (Asia/Jakarta). There is also a 'Profile Image' section with a file upload area and a dropdown menu for selecting a status (Available, Busy, Offline). A 'Save' button is located at the bottom of the form.

Enter My Meeting Room

07

You can see the list of meeting invitations from and for you by accessing the “Meeting” > “Meetings” menu on the left menu.

The screenshot shows a web browser window displaying the XPOmania portal. The browser's address bar shows the URL `demo.xpomania.com/portal/meetings-list/invitations`. The page header includes the XPOmania logo, a navigation menu with options like "ENTER MY MEETING ROOM" and "VISIT WEBSITE", and a user profile for "Anna J Meeting Rep".

The left sidebar contains a "Navigation" menu with the following items: Dashboard, BOOTH, USER DATA, WEBINAR, MEETING, **Meetings** (highlighted with a red box), and Notification.

The main content area is titled "INVITATIONS" and features four action buttons: "CREATE MEETING", "INVITATIONS", "BLOCK TIME", and "MY SCHEDULE". Below these buttons are two sections: "RECEIVED" and "SENT".

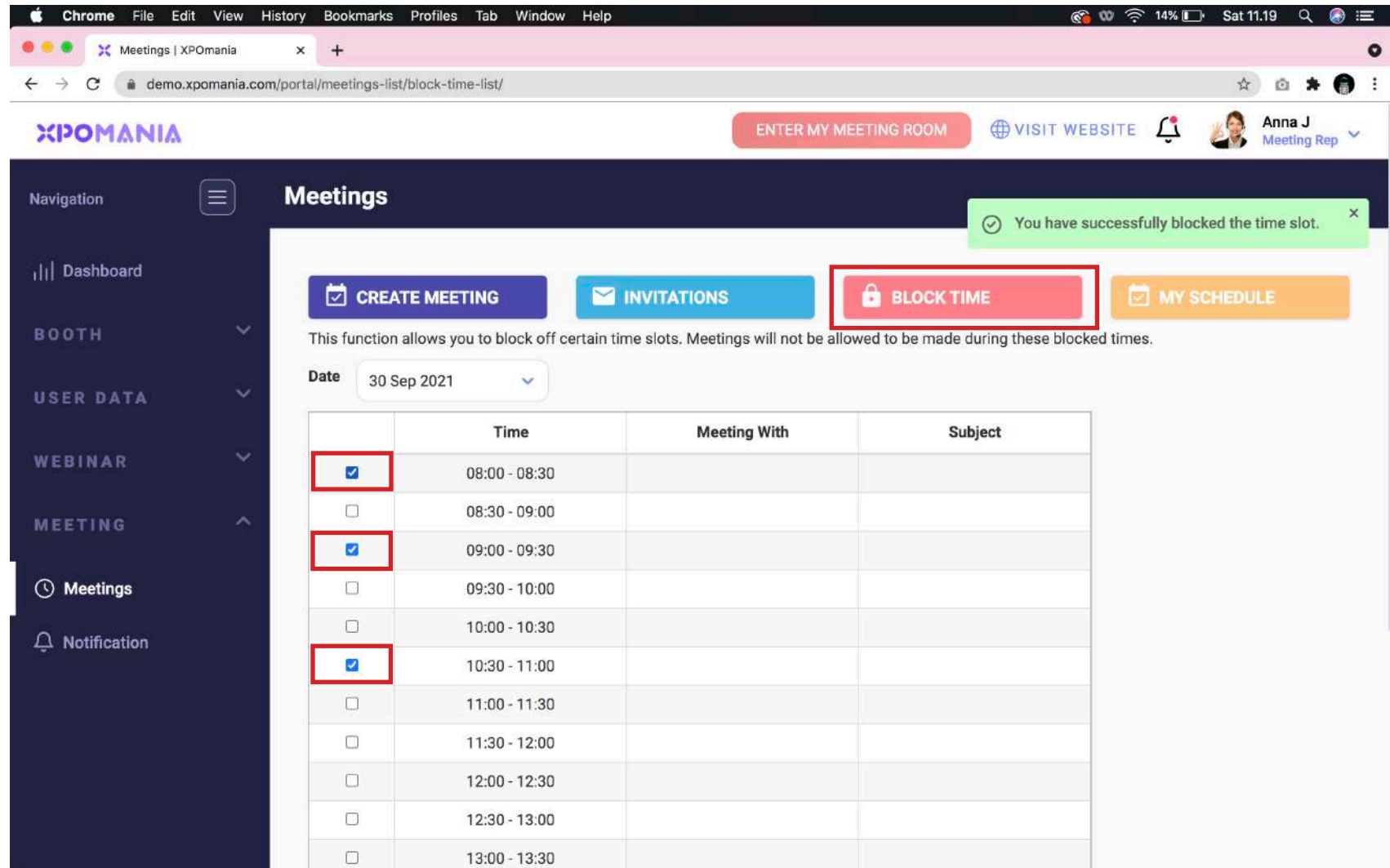
The "RECEIVED" section contains a table with the following columns: Date, Sent By, Subject, Status, and Action. The table is currently empty, displaying "No records found".

The "SENT" section contains a table with the following columns: Date, Sent To, Subject, Status, and Action. This table is also empty, displaying "No records found".

Meetings

08

You can set “Block Time” in this section. The time slot that you have marked will be recognized by other users who visit your booth as an unavailable time slot.



Navigation

Meetings

ENTER MY MEETING ROOM VISIT WEBSITE Anna J Meeting Rep

CREATE MEETING INVITATIONS **BLOCK TIME** MY SCHEDULE

This function allows you to block off certain time slots. Meetings will not be allowed to be made during these blocked times.

Date 30 Sep 2021

	Time	Meeting With	Subject
<input checked="" type="checkbox"/>	08:00 - 08:30		
<input type="checkbox"/>	08:30 - 09:00		
<input checked="" type="checkbox"/>	09:00 - 09:30		
<input type="checkbox"/>	09:30 - 10:00		
<input type="checkbox"/>	10:00 - 10:30		
<input checked="" type="checkbox"/>	10:30 - 11:00		
<input type="checkbox"/>	11:00 - 11:30		
<input type="checkbox"/>	11:30 - 12:00		
<input type="checkbox"/>	12:00 - 12:30		
<input type="checkbox"/>	12:30 - 13:00		
<input type="checkbox"/>	13:00 - 13:30		

You have successfully blocked the time slot.

Block Time

09

You can see your entire confirmed meeting schedule in the “My Schedule” sub menu.

The screenshot shows a web browser window with the URL `demo.xpomania.com/portal/meetings-list/my-schedule/`. The page features a dark blue navigation sidebar on the left with options like Dashboard, Booth, User Data, Webinar, Meeting, Meetings, and Notification. The main content area is titled "My Schedule" and contains four action buttons: "CREATE MEETING", "INVITATIONS", "BLOCK TIME", and "MY SCHEDULE" (highlighted with a red box). Below the buttons, a text note states: "This list shows your confirmed schedule (confirmed meetings, agenda, blocked times)". A date selector shows "30 Sep 2021". A table lists three blocked meeting slots:

Time	Description	Status	Company	Action
08:00 - 08:30 (GMT +7)	N/A	Blocked	N/A	Delete
09:00 - 09:30 (GMT +7)	N/A	Blocked	N/A	Delete
10:30 - 11:00 (GMT +7)	N/A	Blocked	N/A	Delete

The URL at the bottom of the page is `https://demo.xpomania.com/portal/meetings-list/my-schedule/#collapse_1`.

My Schedule