

**EUCAP**

**EXHIBITORS & SPONSORS**

**SERVICES**

User Manual

This guide describes the Services offered to Exhibitors & Sponsors, and
how to use them

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# ACCESS TO SERVICES

The Exhibitors and Sponsors can access a set of services in order to:

1. manage their registration, before the conference
2. register the staff present at the Stand during the conference
3. keep a record of stand visits / leads obtained during the conference
4. obtain the stand visits statistics / leads after the conference
5. access financial documents

Exhibitors and Sponsors can access these services by setting up a **Username or mail and a Password.**

Exhibitors and Sponsors will receive their Username/Password by email once their registration is confirmed by the Exhibition and Sponsorship Manager.

Steps to access Exhibitors and Sponsors services:

* open your Internet browser and go to [www.eucap2020.org](http://www.eucap2020.org)
* enter Username or mail and Password in the appropriate spaces on the top right of the home page (Login box) and press the button ***Login***.
* the Personal Page shows the Services provided to Exhibitors and Sponsors

# SERVICES PROVIDED BEFORE THE EUCAP CONFERENCE

* **Pay Online** : Pay for your exhibitor or sponsorship package online, via Credit Card
* **Register the staff** : By clicking on the link you access the registration form. By filling in all the fields and inserting the appropriate discount codes, you can register your Booth staff. Please, make one registration for every person present at the Booth during the conference.
* **Discount Codes** : View discount codes for Conference Registration (if included in your purchased package)
* **View your Documents** : To view Personal Documents e.g exhibition sales invoices
* **Change your password** : To change the Password to your services account
* **Guidelines** : View and download this document

##  THE “PAY ONLINE” SERVICE

**This service appears only when an Exhibitor or a Sponsor has not yet paid for their package.**

The **Pay Online** service allows the Exhibitors or the Sponsors to pay online by Credit Card using the following procedure:

* Select **Pay Online**
* if the information on the Pay Online page is correct, select **Pay Online**
* in the Payment Confirmation page enter your Credit Card details and click **"Yes, I confirm my payment"**
* if the Payment has been successfully received a confirmation message appears
* You will receive an email containing receipt of payment and the related Invoice will become available in the “View your Documents” service
* click on **Personal Page** to return to the homepage

##  THE “REGISTER THE STAFF” SERVICE

The **Register Staff** service allows the Exhibitors or the Sponsors to register people to their booth, using the discount codes received visa mail and present in the "Discount codes" section, by directly accessing the online registration.

* Click on the "link" at the end of the sentence *"Please, use the discount codes you find in the "Discount code" section to register the people who will be present at your Booth during the conference at this link"*
* Fill in the registration form
* Enter the discount code you wish to use in the "Discount codes" box at the bottom left
* Proceed with registration until payment

## THE “VIEW YOUR DOCUMENTS” SERVICE

The **View your Documents** Service allows the Exhibitors or the Sponsors to view and download Documents using the following procedure:

* Click on **Documents**
* Select the document you are interested in
* a page will appear containing the document in PDF format; the PDF can be viewed, downloaded and printed.
* When you close the PDF document, the system returns to the **Documents** page
* click on **Personal Page** to return to the homepage

##  THE “CHANGE YOUR PASSWORD” SERVICE

* click on **Change your Password**
* in the page **Change your password for** (*Name of Exhibitor or Sponsor*) enter :
1. Current Password
2. New Password
3. Confirm Password
* click on **Change password**
* a message appears confirming the change of password
* If you click on **Change Password** you can change your password one more time
* If you select **Personal Preference** you can change your Username and email address
* click on **Personal Page** to return to the homepage

##  THE “DISCOUNT CODES” SERVICE

The Discount CodesService allows you to take advantage of registration discounts for your staff, if included in your purchased package.

Discount Codes are sent by email to Exhibitors and Sponsors together with instructions for use.

If the email containing the Discount Codes has been lost, please take the following steps:

* click on **Discount Codes**
* a page appears with Discount Codes.

##  THE “GUIDELINE” SERVICE

The **Guideline** Service allows the Exhibitor or the Sponsor to review and download this document.

* Click on **Guideline**
* a page appears containing the Guideline document in PDF format; this document can be viewed, downloaded and printed.

# SERVICES PROVIDED DURING AND AFTER THE CONFERENCE

During the EuCAP conference, Exhibitors and Sponsors can keep a record of visitors to their stand.

The **Manage Exhibition Visitor** is available on the Personal Page and offers the following 3 functions:

1. **Visitors*:*** presents a table with all information about Visitors
2. **Read from Webcam:**to read the QR- code by Webcam and register delegates who visited the Stand
3. **Download Visitors CSV list :**download an Excel file containing the information about the delegates who visited the Stand

##  REGISTER EXHIBITION STAND VISITORS

Exhibitors or Sponsors can use two ways to register a stand visitor:

1. by **PC Webcam**:
* Open the Internet browser to [www.eucap2020.org](http://www.eucap2020.org)
* Enter Username and Password in the top left of the home page and select **Login**.
* Click on**Read from Webcam**, listed in the **Manage Exhibition Visitor** services
* The system activates the Webcam
* Put the visitor QR-code in front of the webcam for reading
* The message “**Visitor Added**” is shown and the system adds the information of the delegate into the **Visitor** list.
1. by **Smartphone**:
* Download the free app (see below), recommended for reading QR-codes.
* The smartphone application reads the QR-code and a EuCAP2020 web page appears on the phone display, showing a box
* Enter the code printed on their badge into the box
* The message “**Visitor Added**” is shown and the system adds the information of the delegate into the **Visitor** list.

**QR code reader apps:**

**Android QR Code Scanner**

<https://play.google.com/store/apps/details?id=com.google.zxing.client.android>

**Apple QR Code Scanner**<https://itunes.apple.com/gb/app/scan/id411206394>

##  VISITORS LIST

The **Visitors** service shows a table containing the list of the Delegates who visited the Stands. The follow information is displayed:

* ***NAME AND SURNAME***
* ***DATE:*** (date and the time of the Visit)
* ***DETAILS:*** Will open a page showing:
1. Date and Time of the Visit
2. Notes
3. Institution
4. Department
5. Country
6. Email
* ***EDIT NOTES*** : Exhibitor or Sponsor can add notes about the stand visitor

##  DOWNLOAD VISITORS CSV LIST

Clicking on “**Download Visitor CSV List**” will download an Excel file, containing the information about the delegates who visited the Stand.

After the end of the EuCAP Conference, the Exhibitors and Sponsors can continue to take advantage of the service, i.e. by manually registering other visits they may have recorded “offline”.

**EuCAP2020 - QR CODE MANAGEMENT AND USE**

Prerequisite: the Exhibitor logs on [www.eucap.org](http://www.eucap.org) with their username and password.

The Exhibitor clicks on "***Read from Webcam***" and puts the QR-code in front of webcam. The Webcam reads the visitors personal code contained in the QR-code

The name of the visitor is registered in the Exhibitor Stand Visitor list.

The name of the visitor is registered in the Exhibitor Stand Visitor list, together with the name of the Exhibitor staff who registered the visit.

The QR-code is read with Webcam

The QR code is printed on the back of the badge.

The QR code contains a URL and the random personal code written in letters, too.

There are 3 possibilities, as listed in the following.

The app reads the URL address and opens a web page containing a text box. The Exhibitor inserts the 5-letter code of the delegate badge into the text box.

Prerequisite: the Exhibitor downloads one of the free apps recommended for reading QR-code

The QR-code is read by Smartphone