



Innomat & Plastics

Meetings Mexico

Digital Business Convention for Advanced Materials & Plastics

NOVEMBER 24-26, 2020 | **ONLINE EVENT**

PARTICIPANTS GUIDE

November 24 – 26, 2020

online BtoB meetings / online conferences / virtual exhibition

HOW TO PREPARE YOUR PARTICIPATION IN OUR BUSINESS CONVENTION

Virtual Event

Innomat & Plastics Meetings Mexico team is pleased to welcome you on board for November 24-26, 2020.

The Business convention will be held via our online platform for a complete digital experience offering you a full program of conferences and BtoB meetings sessions.

Step 1: Register to the BtoB Meetings

To attend our matchmaking, you must sign up in our online platform:

<https://meetings.innomat-plasticsmeetings.com/2020/signup.php>

Use the right column for the first registration. Please conserve the user name and password you receive to log in and re use them to sign up in the virtual expo on line platform in order to have the same passwords.

Fill out the form describing your company and the products, capabilities & services you offer. Once completed, you must then directly send the purchase order form to the organizer with your company signature, which confirms your agreement of the general event terms and conditions.

Three weeks before the event, already having the login details for your personal profile on the online platform, we will allow you to view all the event participants, indicate your availability and select who you want to meet with (you will also receive meetings requests which you may accept or decline).

Taking into account the selection and availability of all participants, abe will schedule your business meetings and create a personalized meeting agenda over the 3-days period of the event. In your agenda you will find all the information about the virtual connection, technical details and online program used for the matchmaking, as well as the meeting time and information about the other company.

Step 2: Register to the virtual exhibition & set up your virtual booth

Your participation will also include the possibility to attend the virtual exhibition. Each virtual exhibiting company must sign up to the Innomat & Plastics Meetings Mexico Expo platform, and will then receive access for a personal virtual exhibition space:

<https://virtual.innomat-plasticsmeetings.com/en>

To easily remember your ID passwords, you are invited to use the same for your BtoB registration if already done, in order to have the same ID indications.

Please see below an example of your booth with all the elements which will help to optimize your virtual exposure.

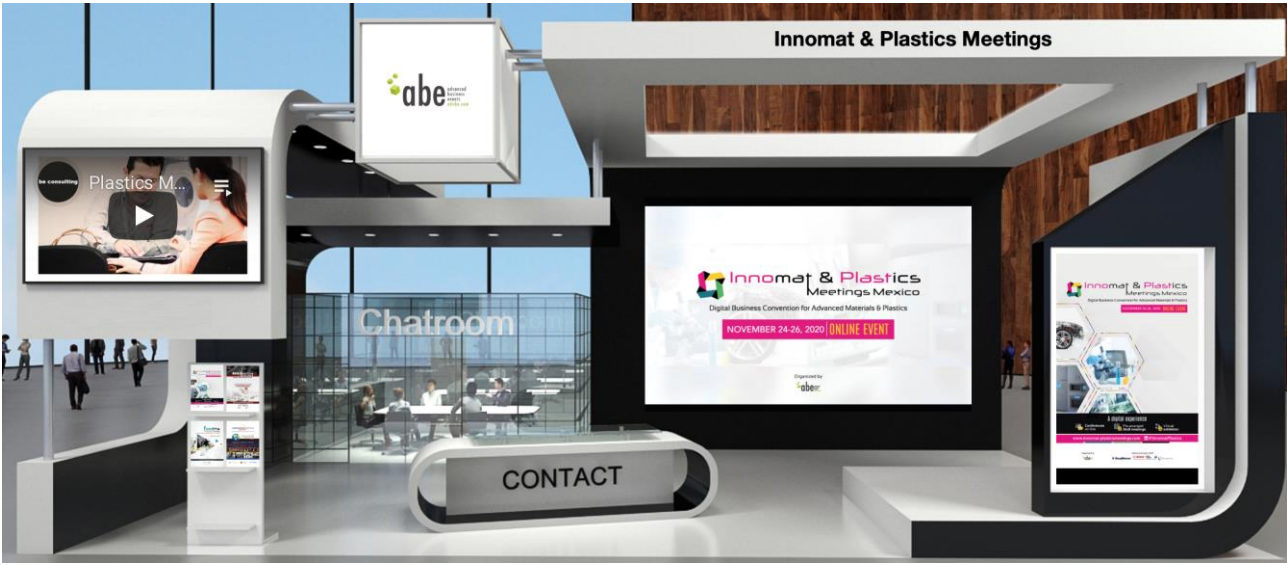
The booth dimensions are the same for all companies. At the time of registration, and according to booth assignment, the virtual 'location' will be provided automatically.

Please note all the information in your booth must be in English, and we advise you to complete your profile in its entirety, as this will correspond directly to your presentation page in the online expo.

❖ **CONFIGURE MY BOOTH**



1/ PREVIEW OF A DEFAULT BOOTH



2/ PREVIEW OF A CUSTOMIZED BOOTH

❖ LOGO

Your company logo will be shown in different locations: on your booth area and the exhibitors list. It will be in a **square format**.

Specifications: 512x512px (the specs may be higher as long as they respect the original ratio and the square sizing.) Accepted format: .JPG, .PNG

If you are having trouble uploading your materials, please don't hesitate to forward all items to the event organizer who can do it for you.

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❖ COMPANY PROFILE

Description : 800-1000 character limit

❖ VIRTUAL BOOTH

Materials upload

➤ Main image:

- Format: horizontal.
- Size: 320x210px.
- Colour: RGB.
- You can provide an embedded URL link to the image.

➤ Brochure:

- You have 2 options:
 1. You can provide a PDF file in a portrait A4 format (there is no limit as to how many files you can upload). This will automatically generate a matching image.
 2. You can provide an image (333x500px) and the URL that will link to the PDF file.
- For each brochure you can add a short description (300-character limit) that will show below the booth close-up.

➤ Main video:

- Your video will be displayed on the back of the booth viewer.
- The video must be a YouTube or Vimeo link.

- If you do not have a video to show, you can use the space to display a static image or a SlideShare presentation. For each video you can add a short description (300-character limit) that will show below the booth close up.

Exhibition language will be automatically in English and in the beginning you could also choose the theme of your booth. The Hall will be assigned by the organization team.





The Virtual expo is not active now; it will be open the first day of the event with its inauguration. You will receive a dedicated information to know until which date you will be able to update or not your personal profile.

Please note: Poster, Name of the company, Video and Brochure sections are compulsory to present your space into the virtual expo. Conference space, Chat and Message service will be open with the virtual fait beginning on November 24, 2020 at 8:00 CST.

Step 3: Virtual conference program

Your participation will also include the possibility to attend the virtual conference program. You must sign up to the Innomat & Plastics Meetings Mexico Expo platform, and head for the conference room.

For any additional requirements or questions:

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