Attendees – Navigate the Digital Pass

I Want To:

Access the Digital Pass Connect with Exhibitors View Conference Content Explore the Trade Show Floor Plan

Overview

My Digital Pass

Your IAAPA Expos Digital Pass allows you to view the trade show floor map, connect with exhibitors and attendees, create your own schedule, and view on-demand conference content.

Accessing the Digital Pass

The Digital Pass can be accessed by a computer, tablet, or mobile device.

- Use this link to access via a computer or tablet.
- https://s15.a2zinc.net/clients/iaapa/ie2021/Public/MyBriefcase.aspx?ID=3599&sortMenu=104000
- Download the IAAPA Expos app to view on your mobile device.

Registered conference attendees have access to the platform during the conference and for two weeks post-conference.

Users who purchased the IAAPA Digital Pass package can access the content for all three IAAPA Expos through December 31, 2021.

Log on to the Digital Pass Platform

1. Log onto the Digital Pass platform
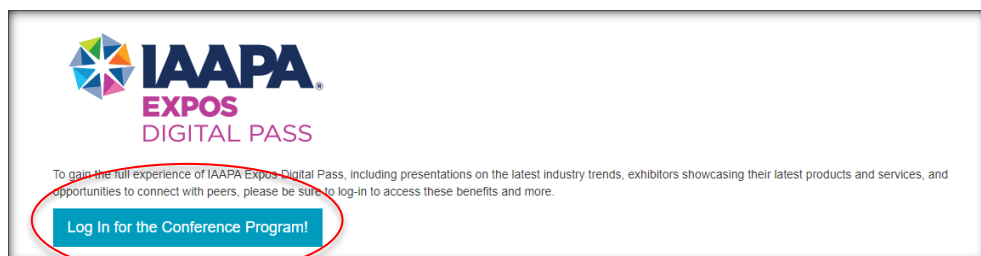
2. Enter your email and registration ID.
   a. You can find this information in your confirmation email titled **IAAPA Expo 2021 | Virtual Registration Confirmation Receipt and Log In Information** in the section labeled Platform Log On. If you registered for the live Expo, you would find it in the confirmation email section called IAAPA Expos Digital Pass.
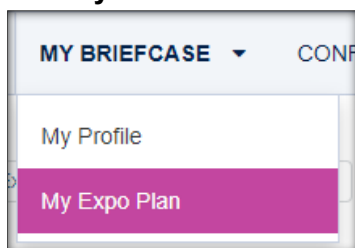
My Profile

Exhibitor Match Criteria

Ensure that your profile is complete with your details, region, and interests so that exhibitors can reach out to you, and you can view recommendations.

Trade Show Information

Find and Favorite Exhibitors

1. Find **My Briefcase** on the top menu bar. Select **My Expo Plan**.

2. Select the tab option you want to use. Create a list of favorites by clicking on the **star icon** beside their name.
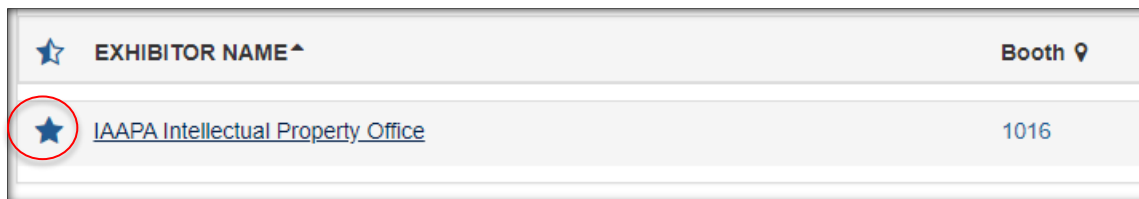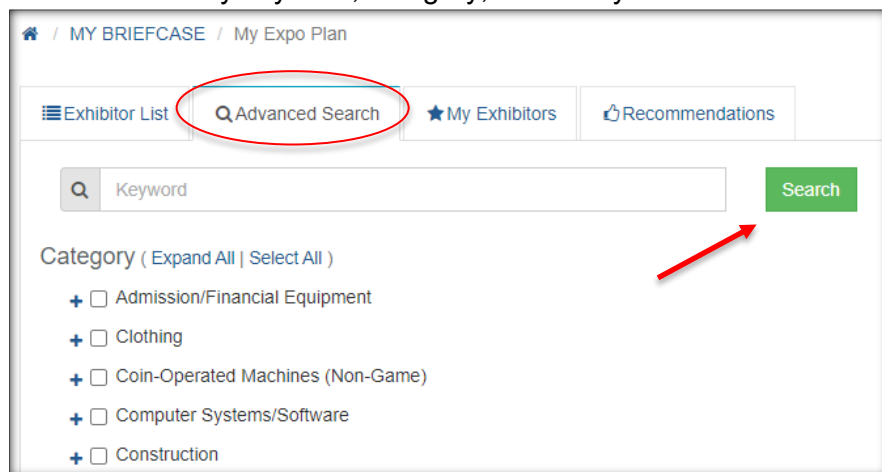
   a. Exhibitor List
      Scroll through all exhibitors in alphabetical order.

2
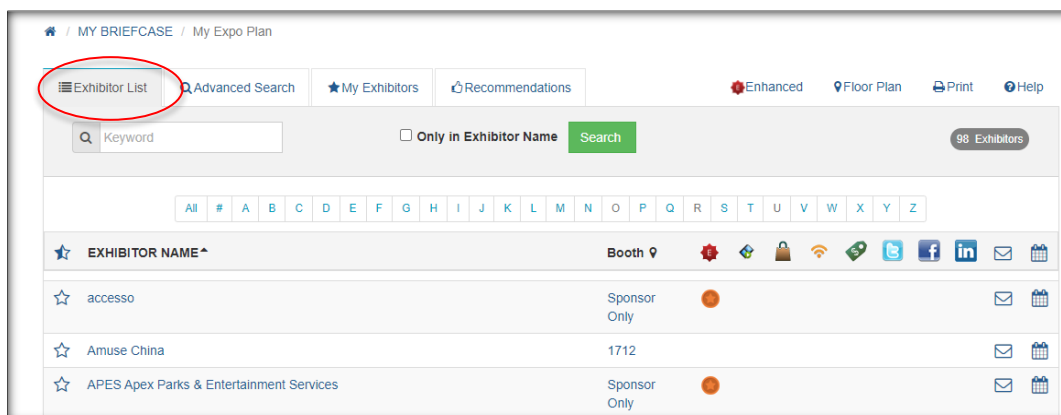
b. Advanced Search
    Search by keyword, category, or country
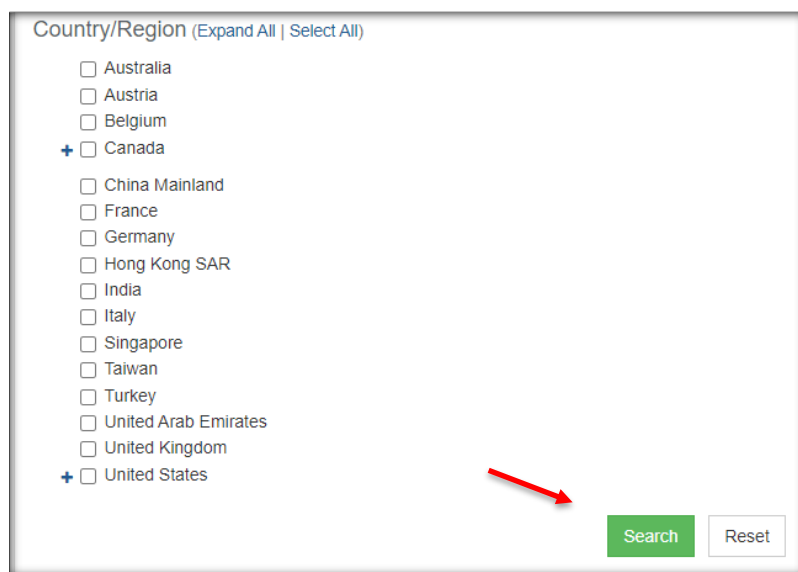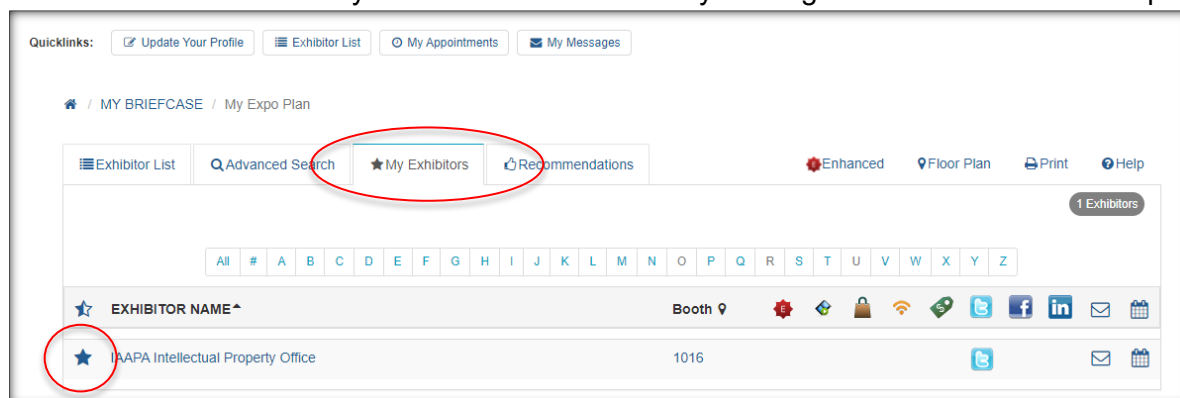
c. My Exhibitors
    The exhibitors that you selected as favorites by clicking the **star icon** will show up here.
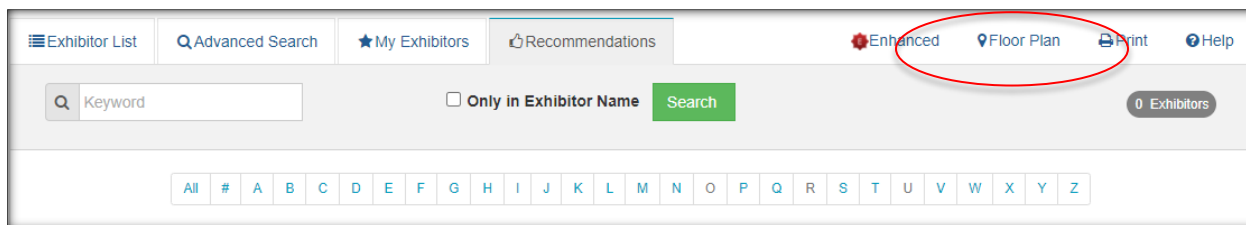
d. Recommendations
The interests indicated in your profile will match you with exhibitors with similar interests and products.

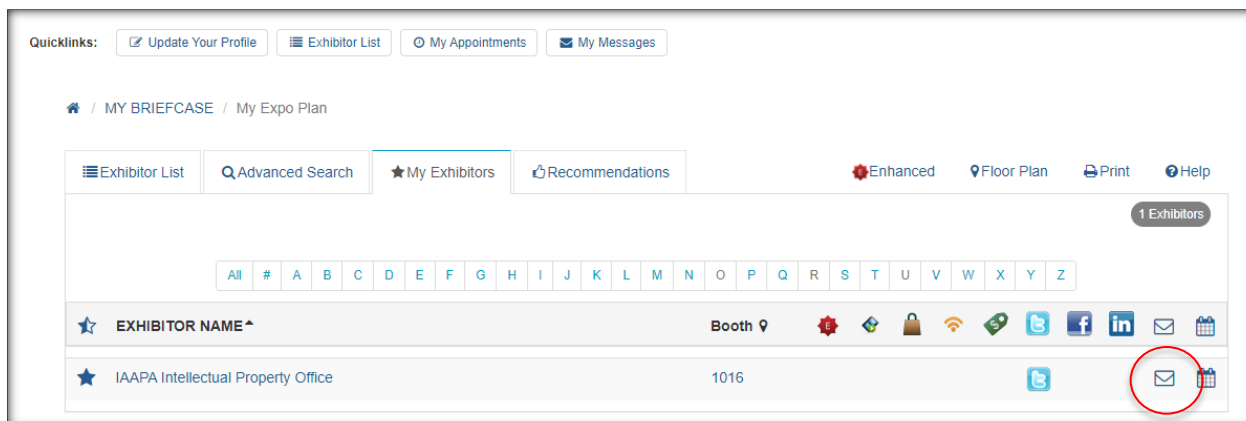Be sure to update your profile with Exhibitor Match Criteria.
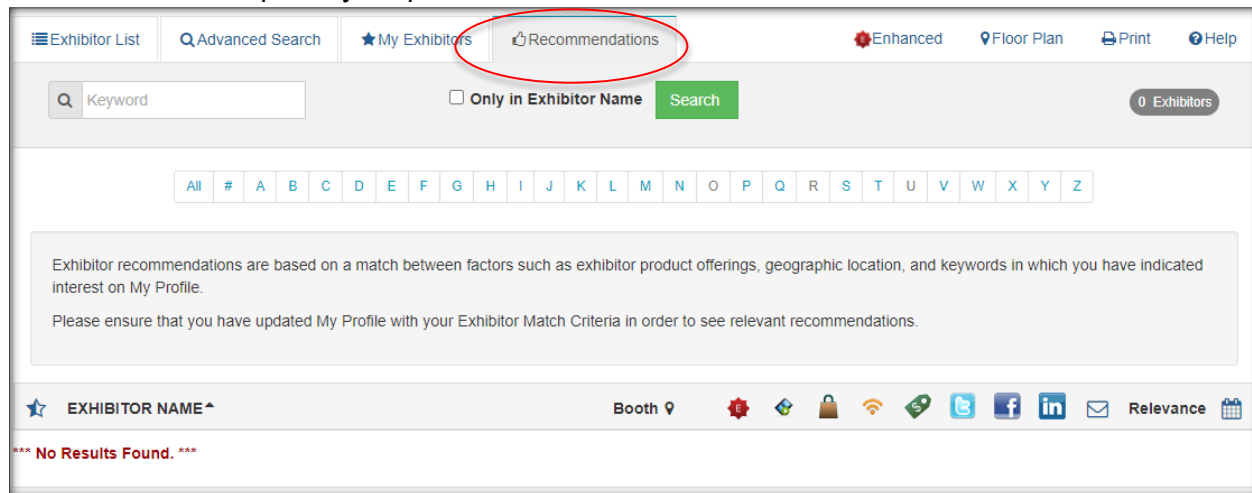
View the Floor Plan

Use the Floor Plan button on your Exhibitor Page to view the booth layout. This will open in a new window or tab.
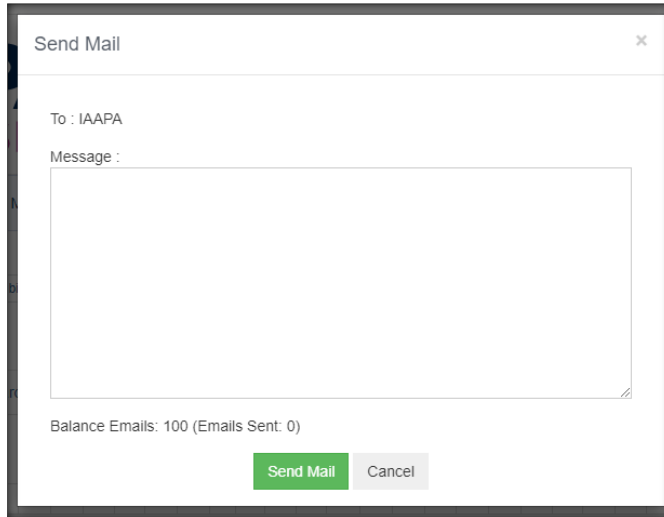
Email an Exhibitor

1. Click the **envelope icon** to send an email message

2. Use the pop-up window to create and send your email message.

View My Emails

Use the Quicklinks bar to view your messages
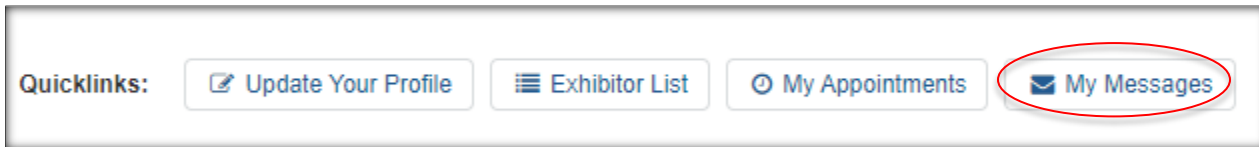
Set an Appointment with An Exhibitor

1. Click the **calendar icon** to set an appointment with an exhibitor.
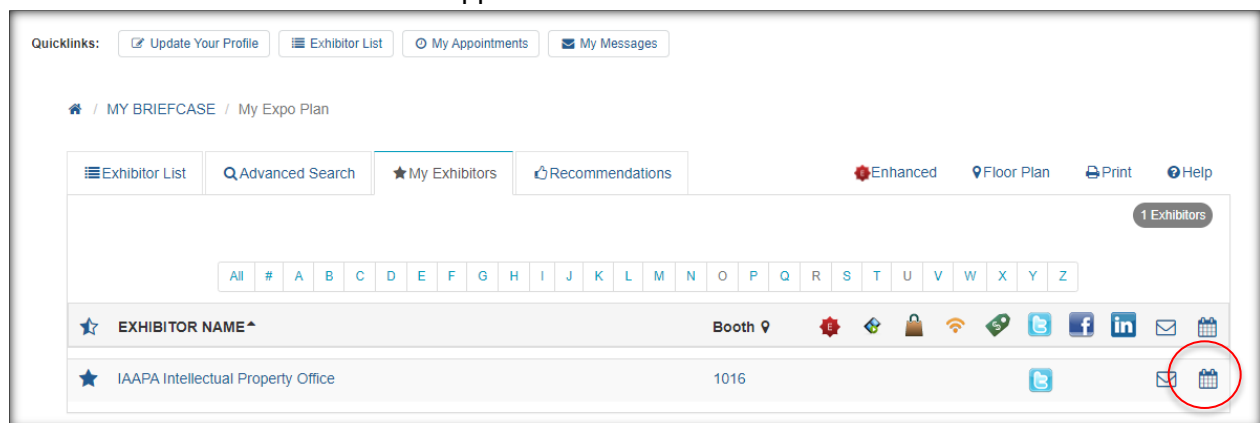
2. Create your appointment and click Submit.

View My Appointments

1. Use the Quicklinks bar to view your appointments

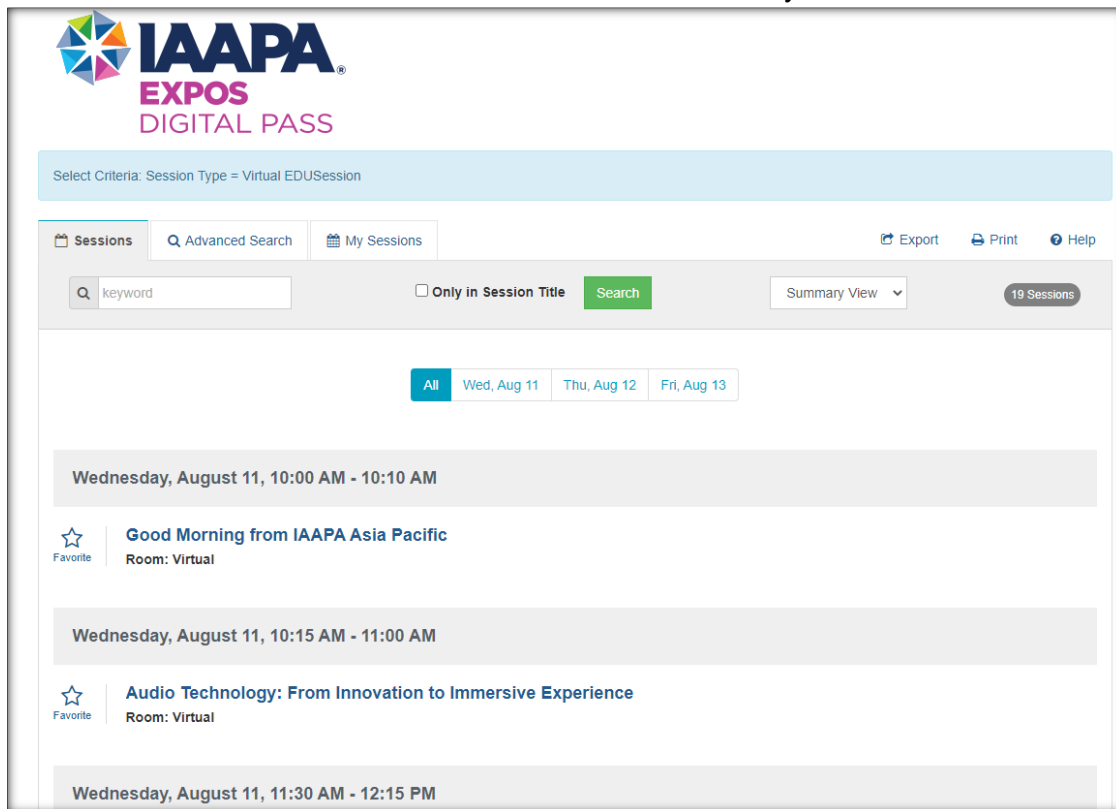2. Review, manage, and filter your appointments in the calendar view

Conference Information

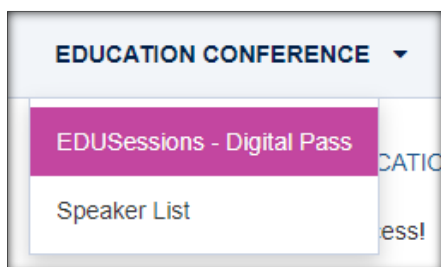## Access the Conference

1. Find the Conference Tab
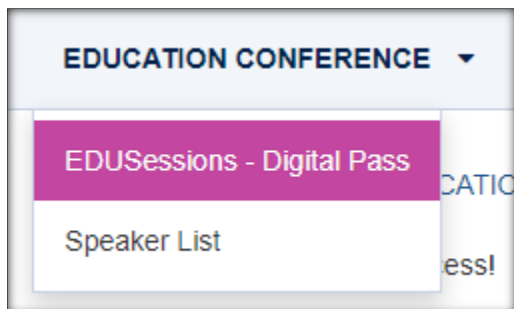
2. Select the conference list to view the conference schedule by date

Find and Favorite Conference Session

1. Find the conference tab

2. Use the **star icon** in the Sessions tab to mark the sessions that you want to view.

View My Conference Schedule

Select the My Sessions tab to view your starred sessions.
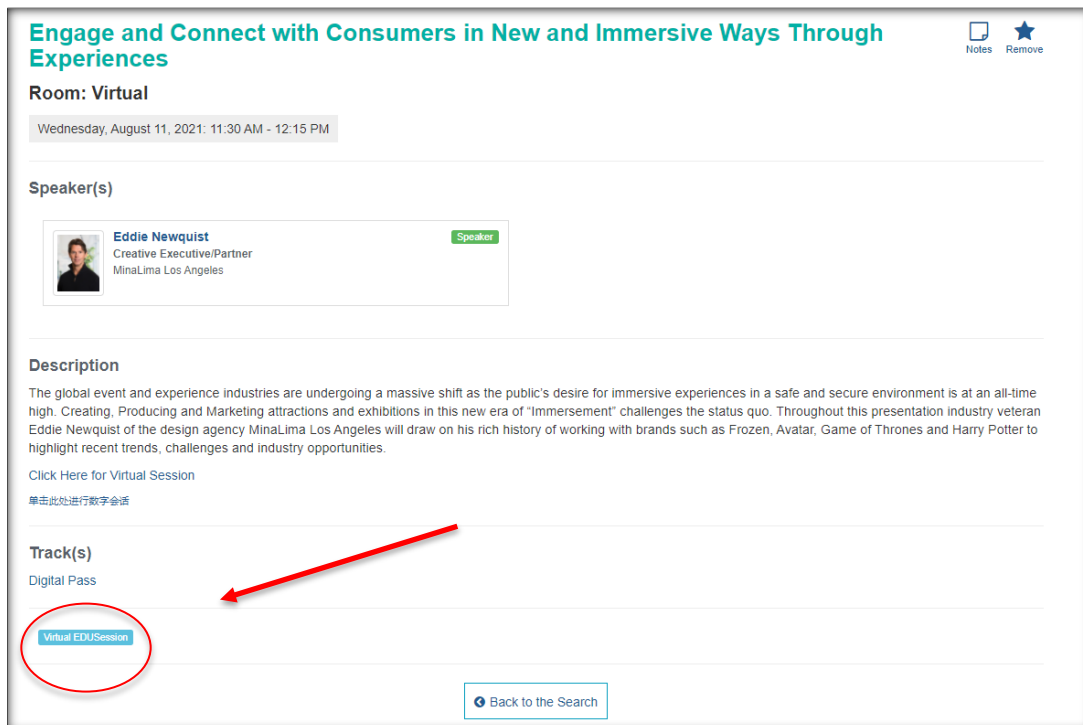
View a Conference Session "On Demand"

Note about no Q&A here: Engagement opportunities are available by commenting through the platform. You can also use #IAAPAExpos #IAAPAExpoEurope on social media.
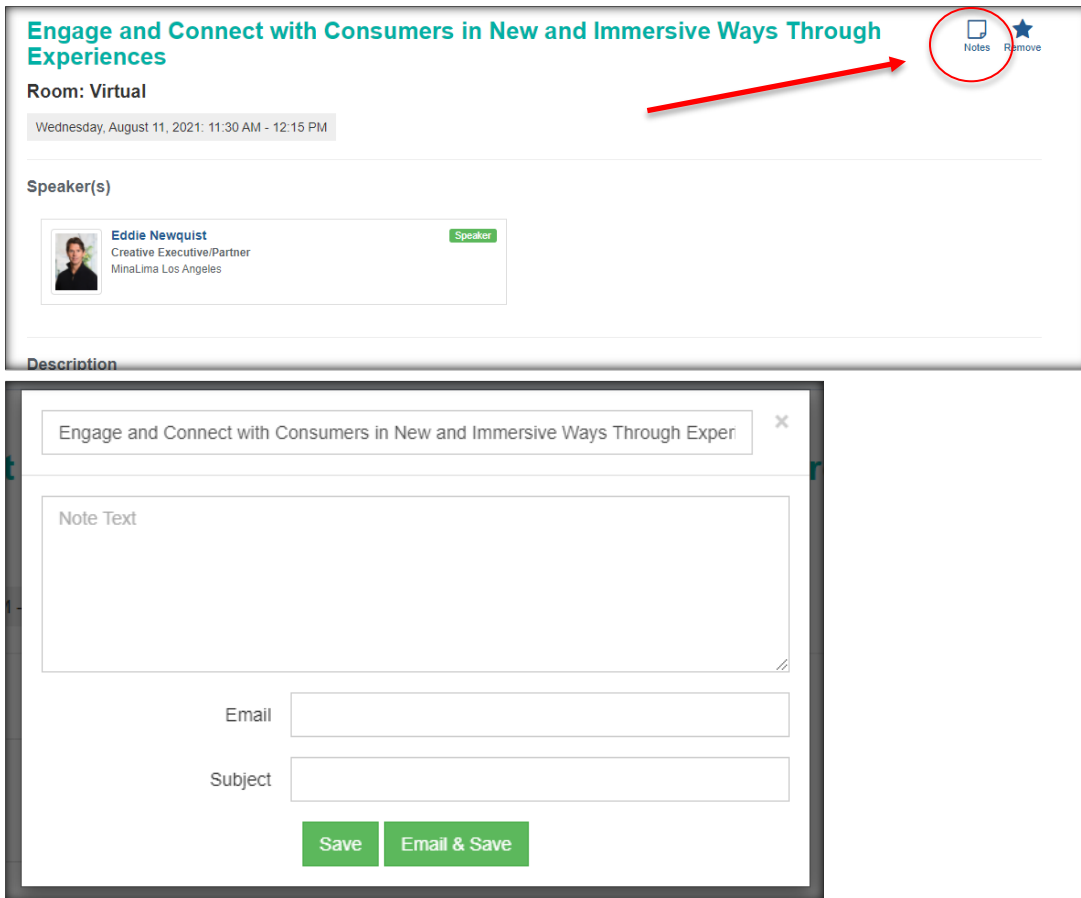
1. Select the session that you want to view
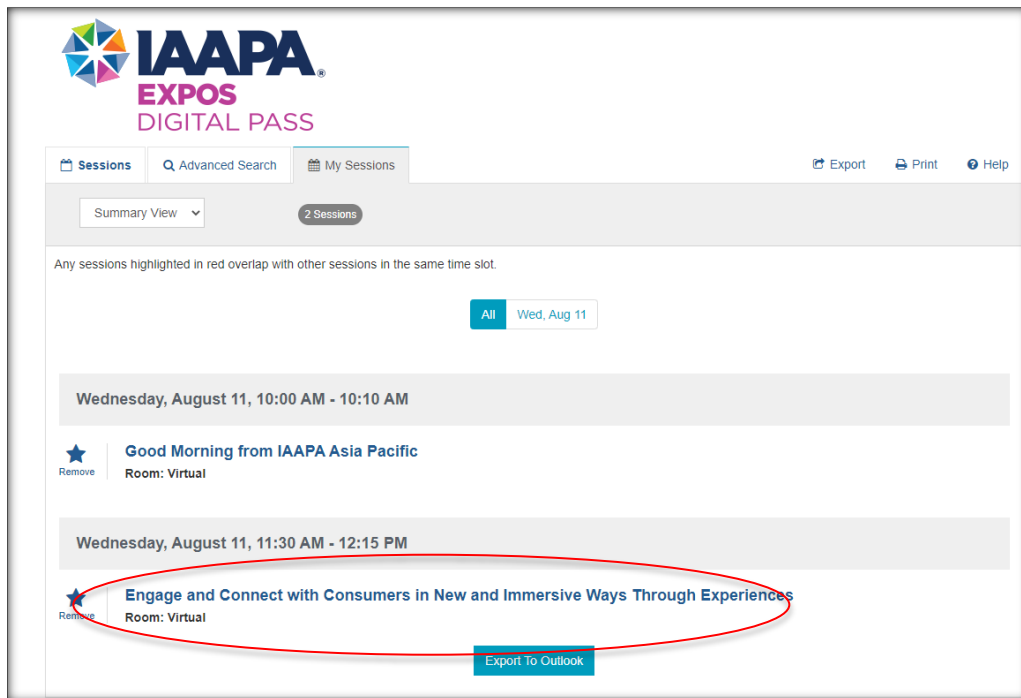
2. On the session detail page, select Virtual EDUSession at the bottom of the page

3. If you would like, make notes during the session and send them to yourself or a colleague. Click the notes icon on the session detail page.

Education Credits

Participation in the Digital Pass Program at IAAPA Expos qualifies participants for up to four and half (4.5) hours of credit toward IAAPA Certification renewal.

For more details on IAAPA Certification, click here.