



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.

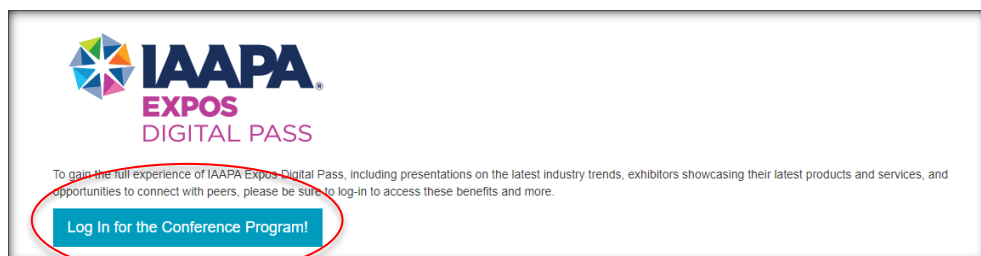
- Use this [link](#) to access via a computer or tablet.
- <https://s15.a2zinc.net/clients/iaapa/ie2021/Public/MyBriefcase.aspx?ID=3599&sortMenu=104000>
- Download the IAAPA Expos app to view on your mobile device.

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

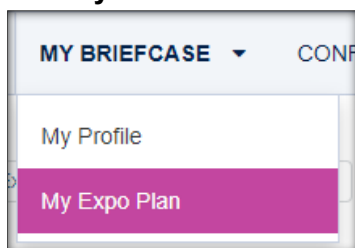
Exhibitor Match Criteria

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.

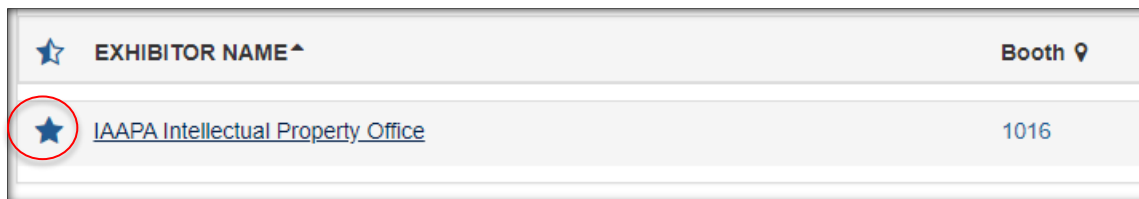
Trade Show Information

Find and Favorite Exhibitors

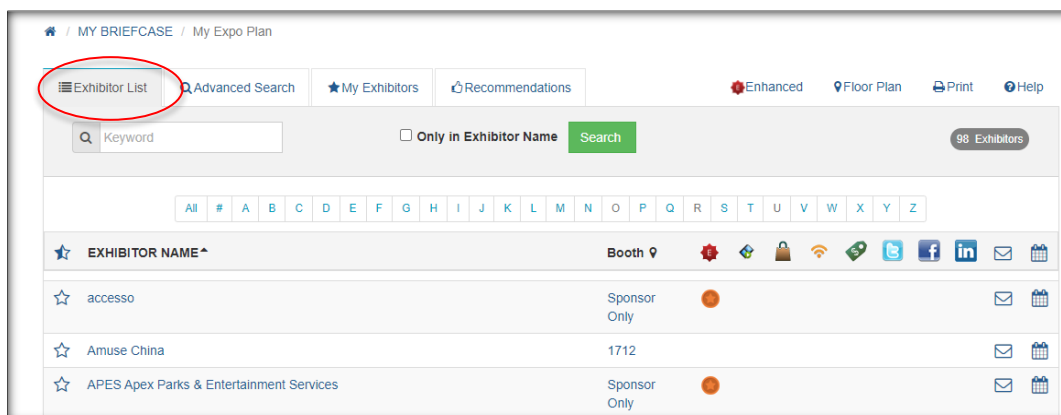
1. Find **My Briefcase** on the top menu bar. Select **My Expo Plan**.



2. Select the tab option you want to use. Create a list of favorites by clicking on the **star icon** beside their name.

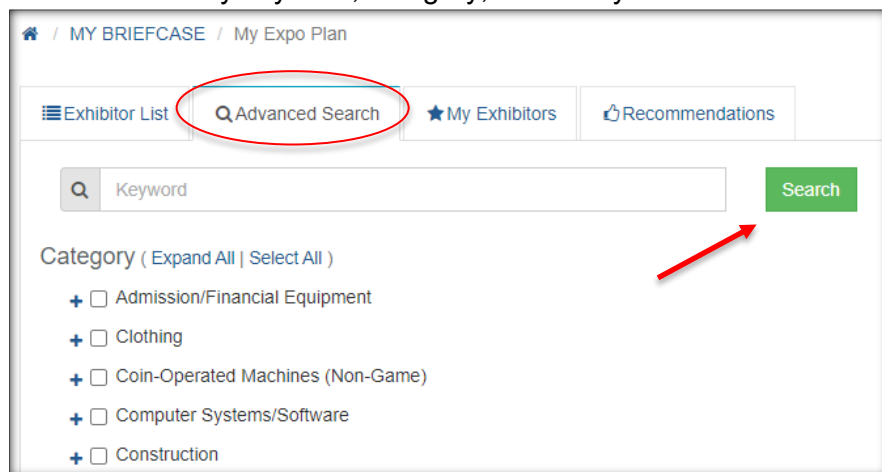


- a. Exhibitor List
Scroll through all exhibitors in alphabetical order.



b. Advanced Search

Search by keyword, category, or country



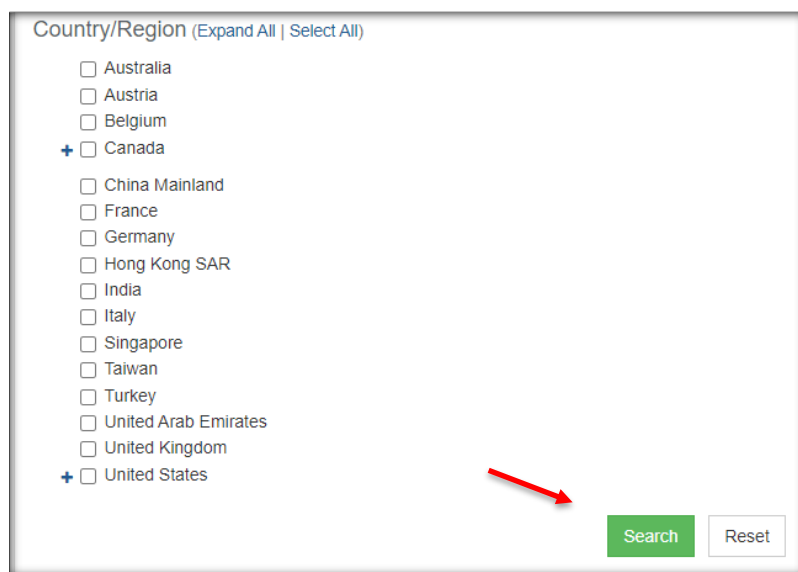
Home / MY BRIEFCASE / My Expo Plan

Exhibitor List **Advanced Search** My Exhibitors Recommendations

Keyword

Category (Expand All | Select All)

- ☐ Admission/Financial Equipment
- ☐ Clothing
- ☐ Coin-Operated Machines (Non-Game)
- ☐ Computer Systems/Software
- ☐ Construction

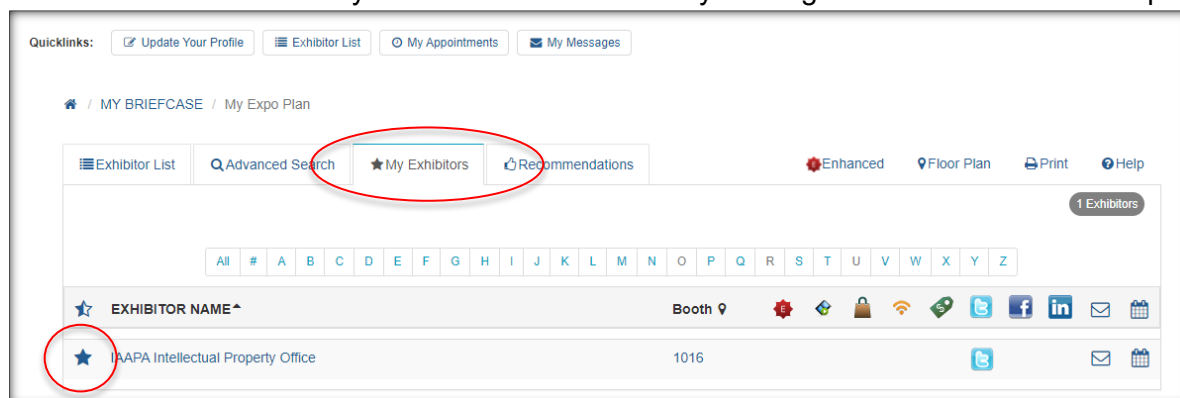


Country/Region (Expand All | Select All)

- ☐ Australia
- ☐ Austria
- ☐ Belgium
- ☒ Canada
- ☐ China Mainland
- ☐ France
- ☐ Germany
- ☐ Hong Kong SAR
- ☐ India
- ☐ Italy
- ☐ Singapore
- ☐ Taiwan
- ☐ Turkey
- ☐ United Arab Emirates
- ☐ United Kingdom
- ☒ United States

c. My Exhibitors

The exhibitors that you selected as favorites by clicking the **star icon** will show up here.



Quicklinks:

Home / MY BRIEFCASE / My Expo Plan

Exhibitor List **Advanced Search** **My Exhibitors** Recommendations

Enhanced Floor Plan Print Help

1 Exhibitors

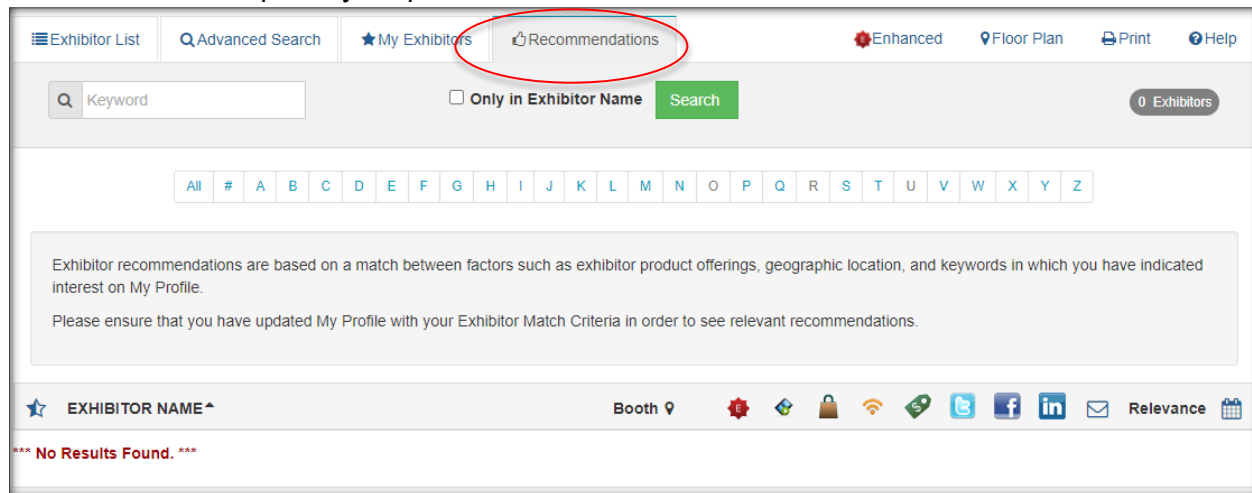
All # A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

| EXHIBITOR NAME ^ | Booth ^ | Enhanced | Floor Plan | Print | Help |
|--------------------------------------|---------|----------|------------|-------|------|
| ★ IAAPA Intellectual Property Office | 1016 | | | | |

d. Recommendations

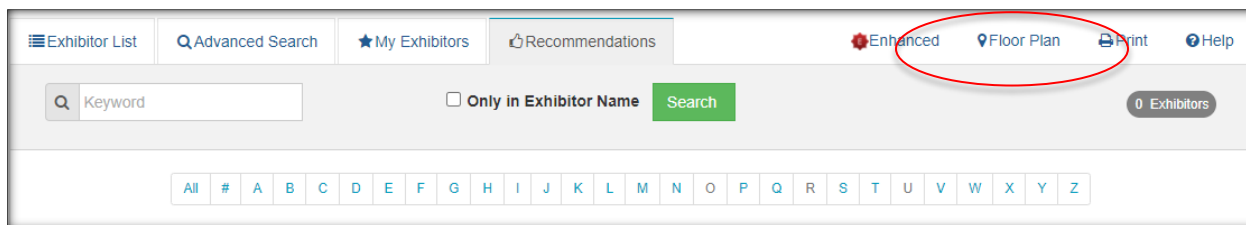
The interests indicated in your profile will match you with exhibitors with similar interests and products.

Be sure to update your profile with Exhibitor Match Criteria.



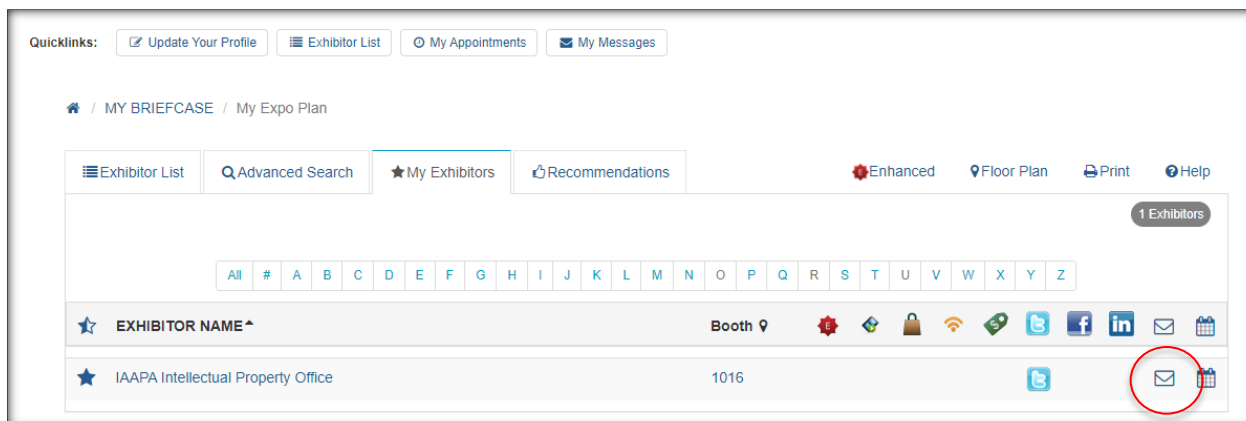
View the Floor Plan

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

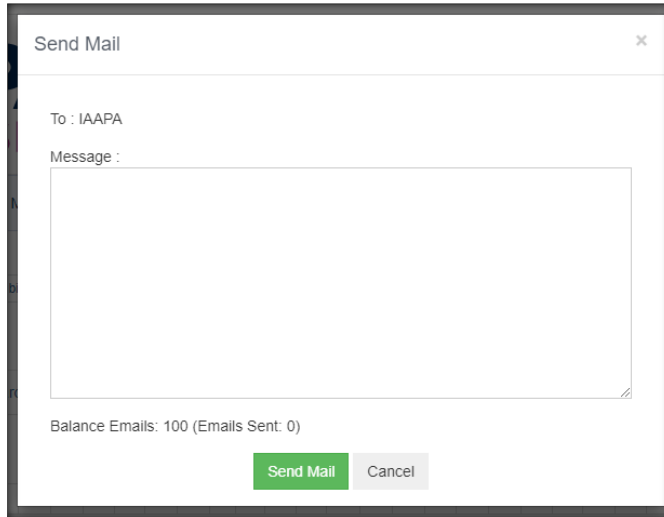


Email an Exhibitor

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



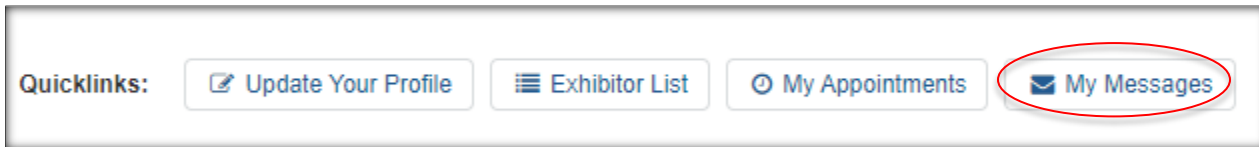
2. Use the pop-up window to create and send your email message.



A pop-up window titled "Send Mail" with a close button (X) in the top right corner. The window contains a "To:" field with the value "IAAPA". Below it is a "Message:" label followed by a large text input area. At the bottom left, it says "Balance Emails: 100 (Emails Sent: 0)". At the bottom right, there are two buttons: "Send Mail" (green) and "Cancel" (grey).

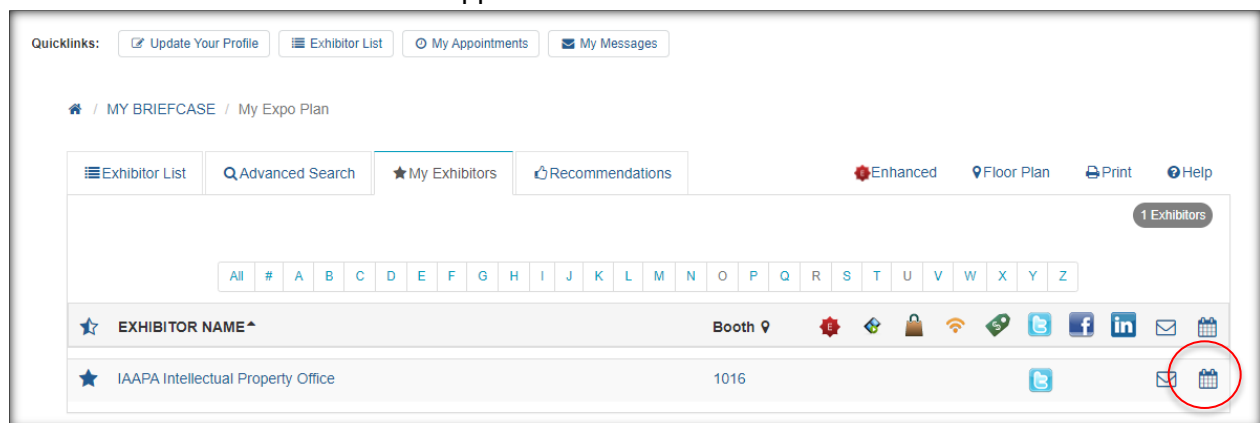
View My Emails

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.

Appointment with IAAPA Intellectual Property Office (1016)

Appointment Date* Friday, Aug 06 2021

Start Time* 8 : 00 AM

End Time* 8 : 00 AM

Location* Douyin

Your Message*

Comments

Cancel Submit

All Fri Aug, 06 Sat Aug, 07 Sun Aug, 08 Mon Aug, 09 Tue Aug, 10 We

Fri, Aug 06 — Fri, Aug 13

| | Fri 8/6 | Sat 8/7 | Sun 8/8 | Mon 8/9 | Tue 8/10 | Wed 8/11 | Thu 8/12 | Fri 8/13 |
|-----|---------|---------|---------|---------|----------|----------|----------|----------|
| 6am | | | | | | | | |
| 7am | | | | | | | | |

View My Appointments

1. Use the Quicklinks bar to view your appointments

Quicklinks:

Update Your Profile

Exhibitor List

My Appointments

My Messages

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

Export Print Add Personal Appointment

Filters

☒ All Appointment Requests ☒ Scheduled Appointment ☒ My Sessions

☒ Personal Appointments ☒ New ☒ Modified

☐ Cancelled ☐ Declined ☒ Mobile Appointment

All Fri Aug, 06 Sat Aug, 07 Sun Aug, 08 Mon Aug, 09 Tue Aug, 10 Wed Aug, 11 Thu Aug, 12 Fri Aug, 13

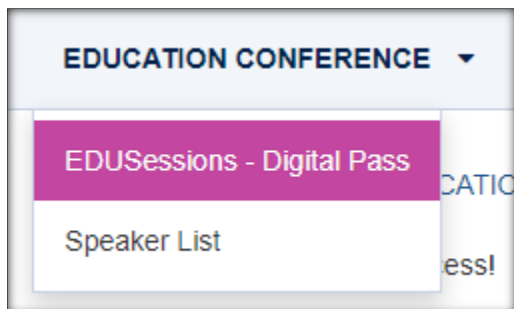
Fri, Aug 06 — Fri, Aug 13

| | Fri 8/6 | Sat 8/7 | Sun 8/8 | Mon 8/9 | Tue 8/10 | Wed 8/11 | Thu 8/12 | Fri 8/13 |
|-----|---------|---------|---------|---------|----------|----------|----------|----------|
| 6am | | | | | | | | |
| 7am | | | | | | | | |

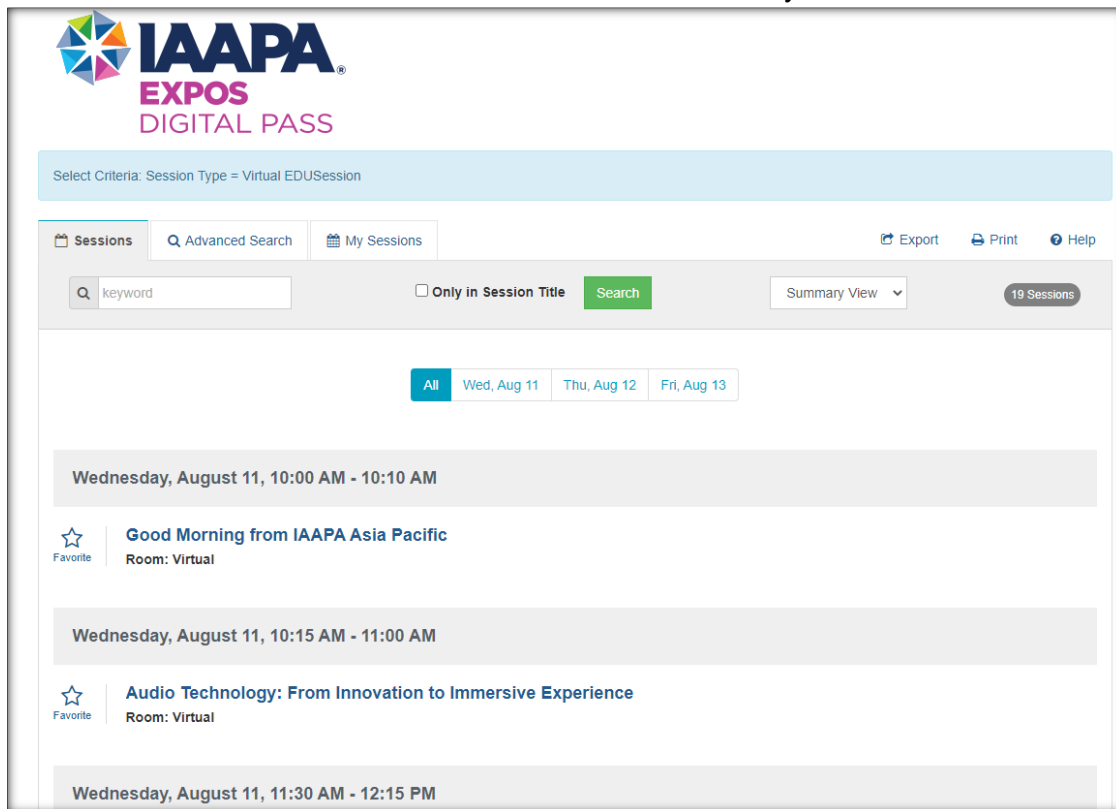
Conference Information

Access the Conference

1. Find the Conference Tab

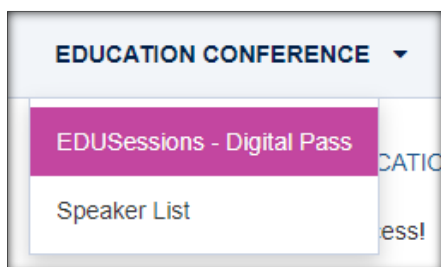


2. Select the conference list to view the conference schedule by date



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.

Select Criteria: Session Type = Virtual EDUSession

Sessions | Advanced Search | My Sessions | Export | Print | Help

keyword Only in Session Title Search Summary View 19 Sessions

All Wed, Aug 11 Thu, Aug 12 Fri, Aug 13

Wednesday, August 11, 10:00 AM - 10:10 AM

★ Remove Good Morning from IAAPA Asia Pacific Room: Virtual

Wednesday, August 11, 10:15 AM - 11:00 AM

★ Favorite Audio Technology: From Innovation to Immersive Experience Room: Virtual

Wednesday, August 11, 11:30 AM - 12:15 PM

★ Remove Engage and Connect with Consumers in New and Immersive Ways Through Experiences Room: Virtual

View My Conference Schedule

Select the My Sessions tab to view your starred sessions.

IAAPA EXPOS DIGITAL PASS

Sessions | Advanced Search | My Sessions | Export | Print | Help

Summary View 2 Sessions

Any sessions highlighted in red overlap with other sessions in the same time slot.

All Wed, Aug 11

Wednesday, August 11, 10:00 AM - 10:10 AM

★ Remove Good Morning from IAAPA Asia Pacific Room: Virtual

Wednesday, August 11, 11:30 AM - 12:15 PM

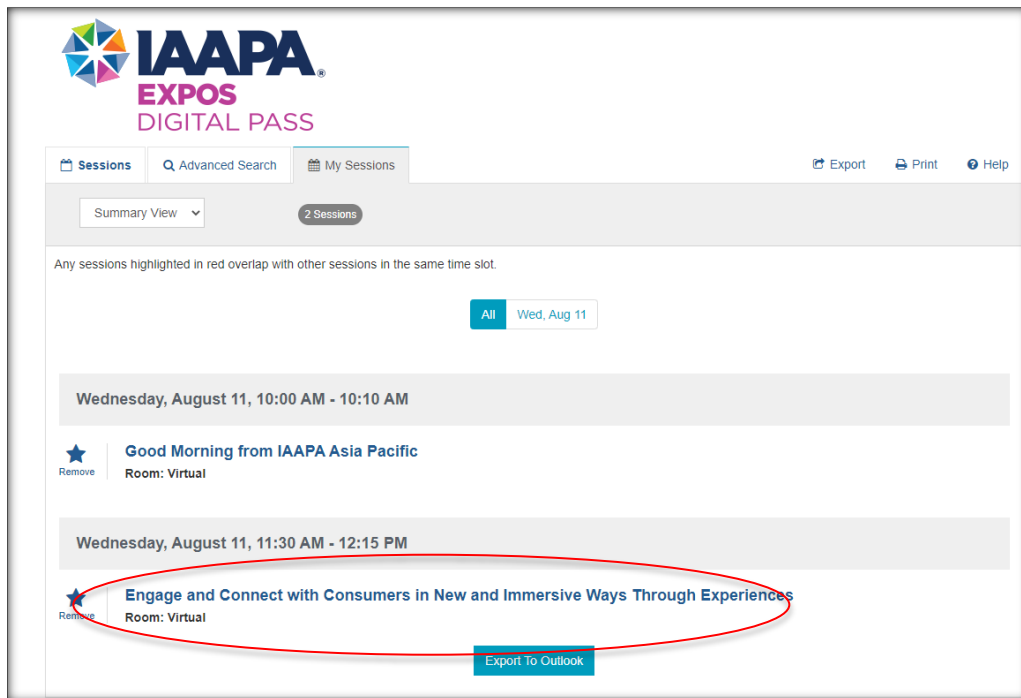
★ Remove Engage and Connect with Consumers in New and Immersive Ways Through Experiences Room: Virtual

Export To Outlook

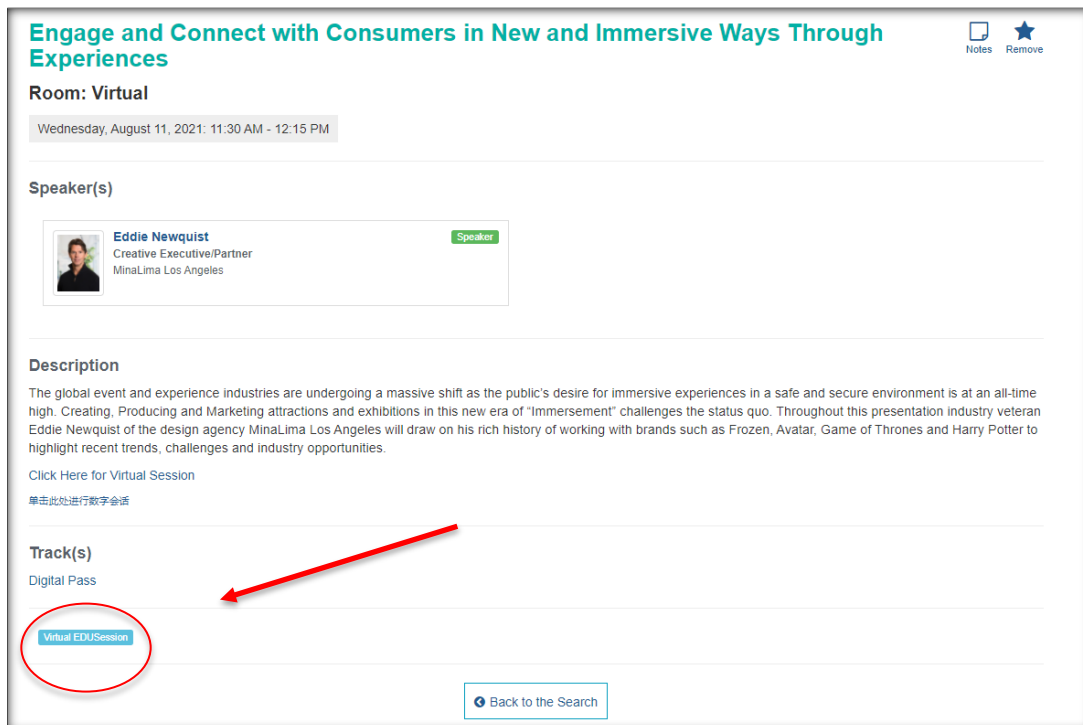
View a Conference Session “On Demand”

Note about no Q&A here: Engagement opportunities are available by commenting through the platform. You can also use #IAAPAExpos #IAAPAEspoEurope on social media.

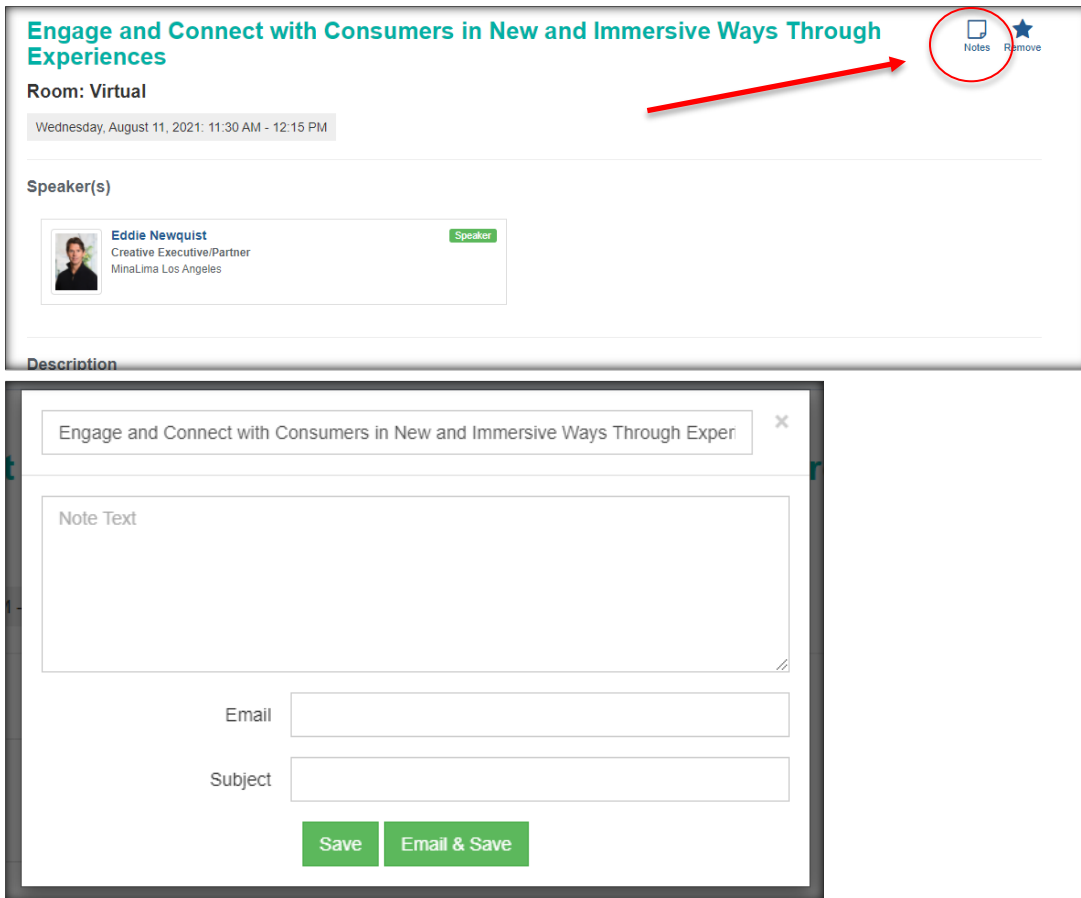
1. Select the session that you want to view



2. On the session detail page, select Virtual EDUSession at the bottom of the page



- 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.



The image shows two screenshots from a digital pass interface. The top screenshot is a session detail page for "Engage and Connect with Consumers in New and Immersive Ways Through Experiences". It lists the room as "Virtual" and the time as "Wednesday, August 11, 2021: 11:30 AM - 12:15 PM". The speaker is "Eddie Newquist", Creative Executive/Partner at MinaLima Los Angeles. A red arrow points to a "Notes" icon (a notepad) in the top right corner, which is circled in red. The bottom screenshot is a modal window for taking notes. It has a title bar with the session name and a close button. Inside, there is a large text area labeled "Note Text". Below this are input fields for "Email" and "Subject". At the bottom are two green buttons: "Save" and "Email & Save".

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](#).