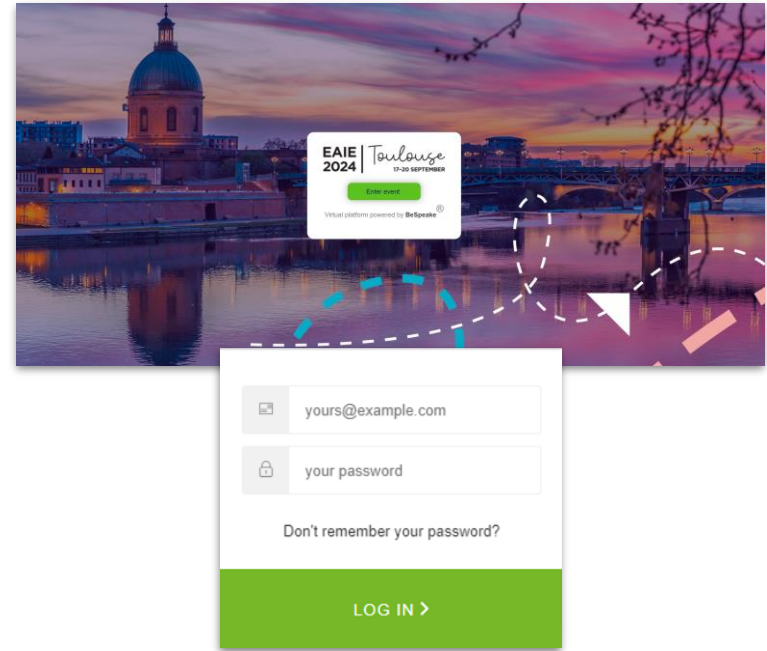


Setting up exhibitor profile in the online exhibitor directory

Logging in

- You should have received an email from the EAIE with your login credentials
- Visit: <https://conference.eaie.org/>
- Click “Enter event” to enter your username and password
- Your username is your email address
- Your password is in the email

Online platform overview



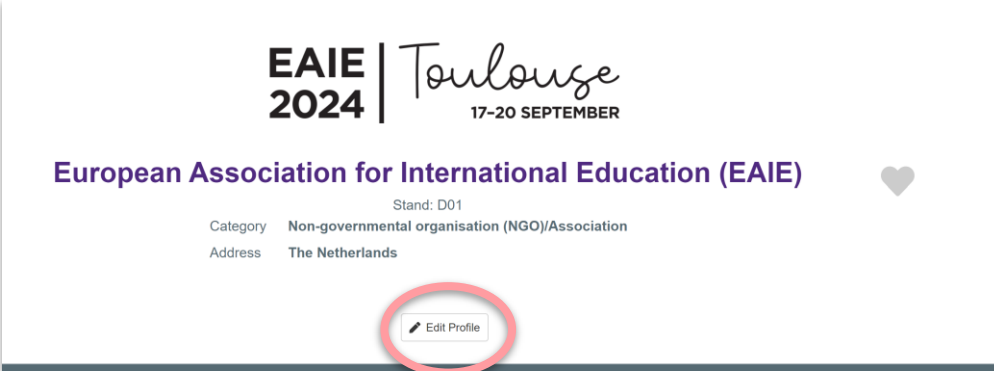
Once you've logged in, you will see the homepage of the platform with various headers at the top:

- **Programme:** where you can find the full event schedule
- **My schedule:** where you can find any sessions you've "favourited" as well as meetings you've scheduled (can be added now to your Outlook and iCal calendars)
- **Posters (*currently inactive*):** the poster gallery – you can also vote for your favourite poster!
- **Participants:** where you can find the full list of participants and use various search filters to find someone specific to meet with.
 - From the participant page, you can also edit your own profile
- **Exhibitors:** here you can find the exhibitor directory. You can directly edit your exhibitor directory entry from your exhibitor page
- **Message centre:** here you can send messages to individuals or groups of participants
- **Help:** find more information and FAQs

Getting started

Setting up your stand

- Navigate to the “**Exhibitors**” tab and find your organisation listing
- When you click on your stand name, you will be taken to your exhibitor directory entry
- At the bottom is a button that says “edit profile”
- The main stand organiser will be the only person that is able to make edits and add other organisation participants



The screenshot shows a digital exhibitor profile for the EAIE 2024 Toulouse event. At the top, the event logo 'EAIE 2024 | Toulouse' is displayed, with the dates '17-20 SEPTEMBER' below it. The main title of the profile is 'European Association for International Education (EAIE)', followed by a heart icon. Below the title, the stand number 'Stand: D01' is shown. The profile details include 'Category: Non-governmental organisation (NGO)/Association' and 'Address: The Netherlands'. At the bottom center, there is a button labeled 'Edit Profile' with a pencil icon, which is circled in red to highlight it.

Making edits

- When you click the Edit Profile button, you will be able to edit and add several components to your page
 - The header image
 - The company logo
 - A featured video
 - The full profile

Important info

Sub-exhibitors can be listed under “participating organisations”

Setting up your stand

2024 | 17-20 SEPTEMBER

EAIE 2024 | Toulouse
17-20 SEPTEMBER

European Association for International Education (EAIE)

Stand: D01

Edit Company Profile

Category Non-governmental organisation (NGO)/Association
Address The Netherlands

ORGANISATION PARTICIPANTS

MV
Margarita Voinalovych
EAIE - European Association for International Education
Netherlands

Preview Mode

Stand profile

Setting up your stand

- When you edit your profile you can add a description, link to a video, your address, social media information, and link to resources

Study in Catalonia

Organization Description

File Edit View Insert Format Tools

← Paragraph

Catalonia offers university students a prestigious, quality higher education system, with over seven centuries of history and tradition. The system comprises twelve universities - seven public universities, a distance-learning university and four private universities.

33 WORDS

Featured Video Title

Featured Title

Featured Video URL

https://...

Add a YouTube or Vimeo URL. Must start with https://

Featured Video Description

Address

Organization Address

City **State** **Zip**

Country

Spain

Website URL **Phone Number**

http://studyincatalonia.gencat.cat/en/inici/ Phone Number

Social Media Account

Twitter **Instagram**

https://... https://...

Facebook **LinkedIn**

https://... https://...

Participating Organizations

For National Pavilions only. Please list participating organisations here with a link to their website.

File Edit View Insert Format Tools

← Paragraph

0 WORDS

Organization Representatives

i Users who are excluded from search will not appear here. If you know that a specific attendee is registered but not appearing, please check their profile and make sure they have not removed themselves from the search (setting in Edit Profile).

David Iruela
Technician, Inter-University Council of Catalonia

Add More Representatives

Search: e.g. Lisa

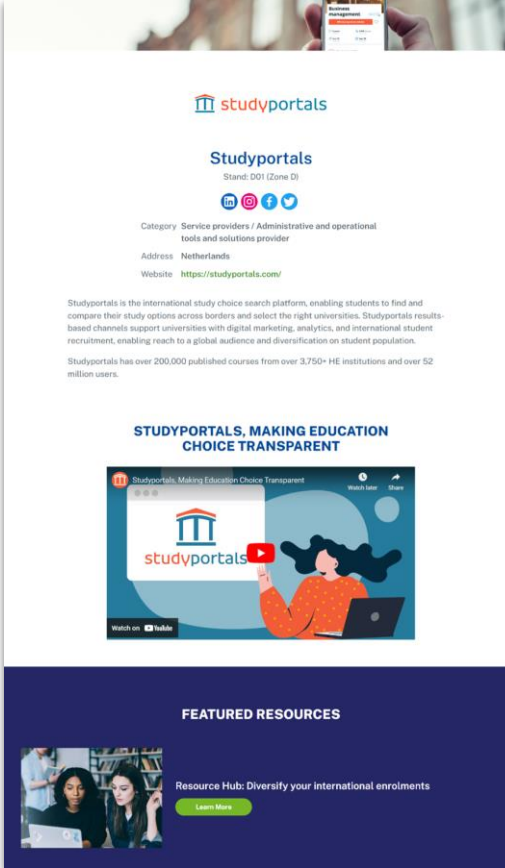
Organization Resources

[Add Another Resource](#)

Tips to help your listing stand out

- Create an interesting header image
- Upload a logo with as little padding as possible to maximize logo display
- All staff should upload an image
- Link to a featured YouTube or Vimeo video
- Add links to resources and add cover images

Setting up your stand



The screenshot displays a trade show stand for Studyportals. At the top, there is a header image showing hands holding a smartphone displaying the Studyportals app. Below this is the Studyportals logo and name. The stand includes social media icons for LinkedIn, Instagram, Facebook, and Twitter. It also lists the category 'Service providers / Administrative and operational tools and solutions provider', the address 'Netherlands', and the website 'https://studyportals.com/'. A paragraph of text describes the platform as an international study choice search platform. Below the text is a video player titled 'STUDYPORTALS, MAKING EDUCATION CHOICE TRANSPARENT' showing a woman using a laptop. At the bottom, there is a 'FEATURED RESOURCES' section with a video thumbnail and a 'Learn More' button.

studyportals

Studyportals
Stand: D01 (Zone D)

Category Service providers / Administrative and operational tools and solutions provider

Address Netherlands

Website <https://studyportals.com/>

Studyportals is the international study choice search platform, enabling students to find and compare their study options across borders and select the right universities. Studyportals results-based channels support universities with digital marketing, analytics, and international student recruitment, enabling reach to a global audience and diversification on student population.

Studyportals has over 200,000 published courses from over 3,750+ HE institutions and over 52 million users.

STUDYPORTALS, MAKING EDUCATION CHOICE TRANSPARENT

FEATURED RESOURCES

Resource Hub: Diversify your international enrolments

[Learn More](#)

Last step

Setting up your stand

- Once you have everything finalised, you can click the “preview mode” button at the bottom of your stand to see how it looks to participants

A rectangular button with a light gray border and a subtle drop shadow. It contains a camera icon on the left and the text "Preview Mode" on the right.

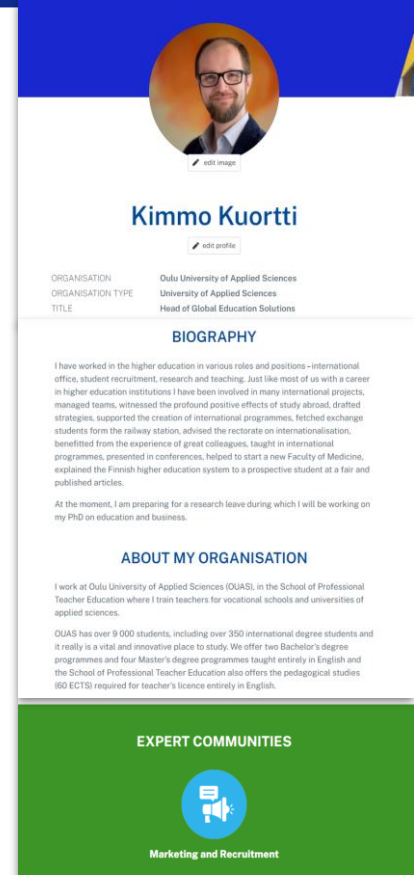
 Preview Mode

Edit your participant profile

- Navigate to your profile by clicking on “View my profile” on the participants landing page
- You can upload an image, edit your contact information, social media, bio, organisation information, etc.
- If you would like, you can also check the box to display your email address (this option will be turned off by default)
- The more complete your profile, the more likely you will make solid connections
- Don't forget to check the “I'm exhibiting” box
- Let people know when you are available before and after the event and where you will be available (e.g. in-person or virtually)

 View My Profile

Setting up your profile



The screenshot shows a user profile for Kimmo Kuortti. At the top is a circular profile picture of a man with glasses and a beard. Below the photo is the name "Kimmo Kuortti" in blue, with an "edit profile" link underneath. To the left of the name are labels for "ORGANISATION", "ORGANISATION TYPE", and "TITLE". To the right is the corresponding information: "Oulu University of Applied Sciences", "University of Applied Sciences", and "Head of Global Education Solutions". Below this is a "BIOGRAPHY" section with a paragraph of text describing his work in higher education. Underneath is an "ABOUT MY ORGANISATION" section with another paragraph. At the bottom is a green "EXPERT COMMUNITIES" section with a blue speech bubble icon and the text "Marketing and Recruitment".

Search

Searching the participant list and scheduling meetings

- When you visit the “participants” tab you will have the option to use the search fields or view the full list of participants
- You can search for participants to meet with based on:
 - First name
 - Last name
 - Organisation name
 - Organisation type
 - Country

The screenshot displays the 'PARTICIPANTS' section of a web application. At the top, there is a purple header with the word 'PARTICIPANTS' in white. Below the header, there are search filters for 'First Name', 'Last Name', 'Organisation', and 'Country'. To the right of these filters are three buttons: 'View My Profile', 'View full list of participants', and 'Create Meeting'. Below the filters, there is a section titled 'People you may know' which displays a grid of eight participant cards. Each card shows a circular profile picture with initials, the participant's name, their organization and location, and two social media icons (LinkedIn and Facebook).

Initials	Name	Organization	Location
MN	Maren Neudeck	Osnabrück University of Applied Sciences	Germany
RL	Ruth Levenkron	University of Rochester	United States
KD	Katja De Grijff	HAN University of Applied Sciences	Netherlands
ES	Emilie Sörås Antila	STINT, The Swedish Foundation for International Cooperation in Research and Higher Education	Sweden
LC	Lucas Ezequiel Costabel	Universidad Nacional Del Sur	Argentina
RR	R Jyothi Rosario	Weill Cornell Medicine - Qatar	Qatar
TH	Thibault Hoyer	University of Rouen Normandy	France
LH	Linn Hultgren	University of Borås	Sweden

Full list of participants

- Or you can click on the “view full list of participants” button to see the whole list sorted by organisation name

 [View full list of participants](#)

Searching the participant list and scheduling meetings

EAIE, Netherlands

- **Mario Adamo**, EAIE Knowledge Development Officer
- **Petra Albu**, Corporate Communications Coordinator
- **Anne Berrevoets**, X
- **Sorana Damu**, Training Programme Coordinator
- **Kellie Diepstraten**, Marketing and Communications
- **Maeghan Dunn**, Graphic Designer
- **Leonard Engel**, EAIE Executive Director
- **Miriam Fiore**, EAIE Bookkeeper
- **Sara Forestan**, EAIE Member Engagement Coordinator
- **Julia Gasparik**, Knowledge Development Assistant
- **Jacob Gibbons**
- **Libby Halevi**, Human Resources Coordinator
- **Nicole Kaijser**, Learning & Programme Officer
- **Joseph Kerrigan**, EAIE Events Registration Coordinator
- **Elise Kuurstra**, Deputy Executive Director
- **Nhu Nguyen**, EAIE Graphic Designer
- **Ulla Nyysölä**, EAIE Governance & Volunteer Coordinator
- **Jacqueline Phillips**, Deputy Executive Director
- **Anthony Powell**, EAIE Systems Coordinator
- **Laura Rumbley**, Associate Director Knowledge Development and Research
- **Banu Sahin**, EAIE Finance Administrator
- **Kate Sheringham**
- **Carolina Taunay**, Digital Marketing Coordinator
- **Gijs Verbeek**, Head of Events
- **Margarita Voinalovych**, EAIE Events Coordinator
- **Jackie van Doorn**, EAIE Events Coordinator
- **Sabrina van Spijker**, EAIE Events Coordinator

Eastern Switzerland University of Applied Sciences (OST), Switzerland

Schedule a meeting

Searching the participant list and scheduling meetings

- Once you have found someone to connect with, you can:
 - View their profile
 - Send a message
 - Schedule a meeting
 - You may send group messages
- Be sure to indicate the location of your meeting



Send a message



Request a Meeting

**Please note, the exhibition hall is not open for meetings on Tuesday 17 September

The screenshot shows the 'CREATE MEETING' page on the IBER website. The page has a purple header with the text 'CREATE MEETING' and a navigation menu with links for 'PROGRAMME', 'MY SCHEDULE', 'EXHIBITORS', 'PARTICIPANTS', and 'MES'. Below the header is a light blue box with the title 'Create Meeting' and a paragraph of instructions: 'You can schedule in-person meetings with other Conference participants here. Meetings can be scheduled to take place from 16 - 20 September. Please note that all times are local Toulouse time (CEST). In addition, if you would like to meet in the Exhibition Hall, please be aware that is open only from Wednesday 16 September - Friday 20 September.' To the right of this box is an 'Invited Attendees' section with a search input field containing 'e.g. Lisa' and a search icon. Below the search field is a message: 'No attendees invited yet. Use the search box above to add attendees.' The main form area contains several fields: 'Meeting Title' and 'Enter Location', both with 'This field is required' text below them. Below these are 'Location' (set to 'Toulouse') and 'Time Zone' (set to 'Europe/Paris'). There are three date pickers: 'Date', 'Start Time', and 'End Time', each with 'This field is required' text below them. At the bottom of the form is a 'MESSAGE / DESCRIPTION' text area. At the very bottom of the page, there is a 'RESET' button and a blue information box with a question mark icon and the text: 'You must populate all required fields to request a meeting.'

Schedule a meeting

Searching the participant list and scheduling meetings

- Your meetings will show up on the “My schedule” page
- If you are the meeting organiser, you will be able to edit or cancel the meeting

MY SCHEDULE

UPCOMING ON-DEMAND

TUE, SEPTEMBER 17, 2024 THU, SEPTEMBER 19, 2024

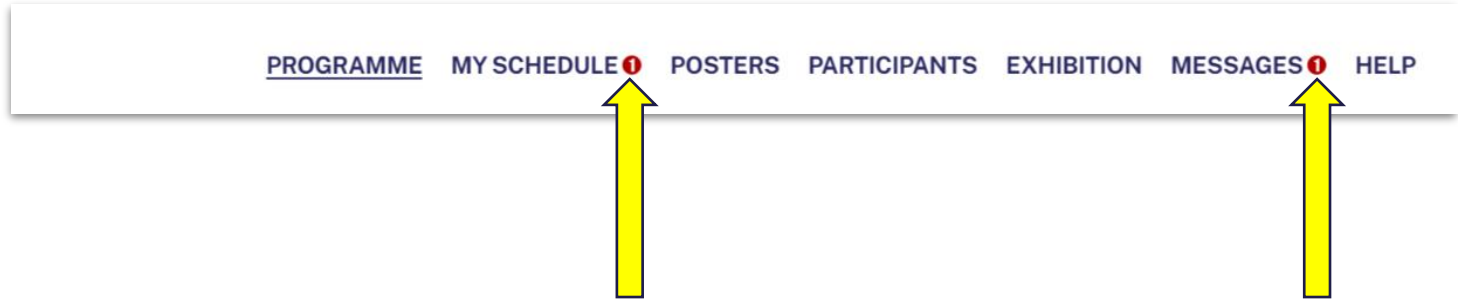
Please note that all times are displayed in Toulouse local time (CEST).

Thursday, September 19, 2024

2:30 PM - 3:00 PM Europe/Paris	TEST 1 confirmed, 0 declined, 1 pending IN PERSON TEST	Edit Cancel Add to calendar
3:30 PM - 4:00 PM Europe/Paris	Test 1 confirmed, 0 declined, 1 pending IN PERSON Test location	Edit Cancel Add to calendar

Notifications

Searching the participant list and scheduling meetings



- When you have pending meeting requests or messages you will see a notification in the top navigation
- You will also receive an email notification if someone is trying to connect with you in the event platform.

5 tips for success

Tips & tricks

- **Create visibility for your organisation**
Promote that you will be exhibiting by sharing the exhibitor badge on social media
- **Help your listing stand out**
Make use of all the fields you can fill in the exhibitor directory. Ensure that participants linked to your listing complete their personal profiles and add photos.
- **Make connections before the event**
Data has shown that this time before the event is when participants spend the most time browsing and scheduling appointments. Use it to your advantage! Start scanning the participant list and reach out and start scheduling meetings (after 18 September).
- **Network in more ways than one**
Scheduled meetings aren't the only way to connect with participants – make sure to attend networking moments during the conference and explore our virtual coffee corners.
- **Don't forget about your directory entry**
Make sure your stand is as staffed as much as possible throughout the event and you have staff available to meet and field questions. Let your colleagues indicate their availability in their participant profile

QUESTIONS?

Please contact us at
exhibition@eaie.org