

## Your exhibitor profile

You have already received an **e-mail to fill in your exhibitor profile**. The link provided there will take you to the editing screen for your profile. Fill your profile with texts, your contact details, pictures and videos so that your customers can inform themselves about your products in the best possible way and get in touch with you. For the English participants: you also have the possibility to enter English descriptions.

### **Create the exhibitor profiles with editing link to the platform:**

Sender: schedule@talque.com

Subject: Your exhibitor profile at the MedtecLIVE with T4M 2023

By clicking the button "Edit" you will get to the filling mask for your profile. Keep this email safe, you can always use it to change content and very important: click the SAVE button.

**Our tip:** Structure your texts clearly with paragraphs and highlighting.

### **How to see your exhibitor profile?**

Excerpts from your exhibitor profile (company description, contact details, logo and teaser image as well as products) are already being played out on our website and are visible to you as well as all participants in the Exhibitors & Products section.

From the beginning of May, you will be able to see your complete exhibitor profile including documents and videos on the platform once you have created your personal employee profile.

### **When will participants see our profile?**

From the beginning of May, the personal profiles of exhibiting employees can be created. Participants can view the contents of the platform and create their profiles two weeks before the start of the event.

### **Until when should the exhibitor profile be completed?**

The company profile can be changed at any time. We recommend that you have completed the profile by the onboarding of the participants before May 9, 2023. Also remember to fill the profile in English and German! Of course, your profile will not be displayed empty should you not fill one language - in this case, the other language will be displayed automatically.

### **How long will it take to upload files to my exhibitor profile during the show?**

Content on your profile can be changed at any time (you need the email with the link to the mask for this!) and text and files can also be exchanged during the runtime. This can take some time if there is a lot of traffic on the platform, as the changes have to be approved in the background. Uploads are best done overnight.

### **How can I link employees to my exhibitor profile?**

When registering their exhibitor pass, all employees will receive a link to the platform, where they can then create their personal profile. In addition, when the platform is opened, an invitation e-mail is sent to create the profile. After creating the personal profile, your employees will automatically be assigned to your exhibitor profile. If this is not desired, please inform us briefly by e-mail to [medteclive@nuernbergmesse.de](mailto:medteclive@nuernbergmesse.de).

You can find ideas and a tutorial at: [www.medteclive.com/en/alles-ueber-diemesse/digitale-event-plattform](http://www.medteclive.com/en/alles-ueber-diemesse/digitale-event-plattform)