



Short Guide on Editing E-mail Signatures & E-invite

**06 -10
OCT 2019**

Dubai World Trade Centre

Synergising the Mind & Technology Economy



GitexTechnologyWeek

#GITEX2019

GITEX.COM

E-Mail Signature Guide

HTML E-Signature

Promote your participation at GITEX Technology Week with our branded email signature! This guide explains how to edit the HTML file so you can include your Stand no. and Hall no. on the show floor within the signature.

STEP 1

There are two files within the zip folder, one is a JPEG of the email banner and the other is the HTML file, Open the JPEG first, the open the HTML file, which will appear in your default browser as per the screenshot on the right.

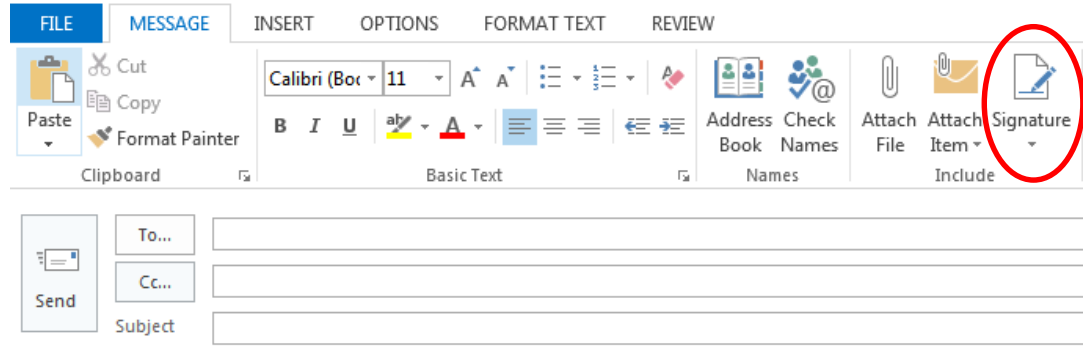
Push CTRL+A to highlight the banner and text. Then CTRL+C or right click and press copy.



Visit us at GITEX Technology Week in Hall no. , Stand no.

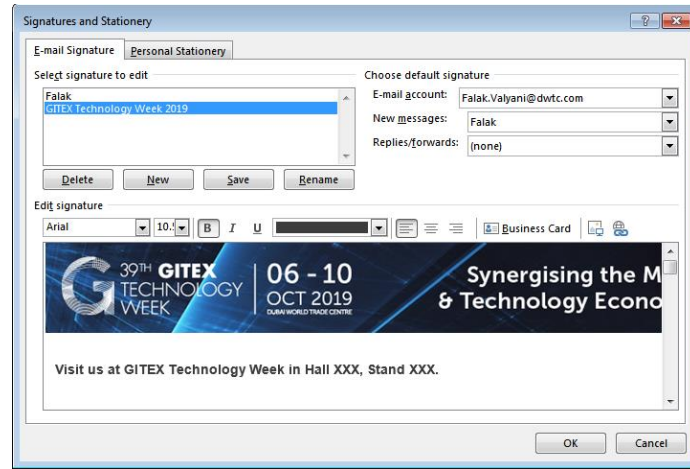
STEP 2

Open your email client (this guide uses Outlook for purposes of demonstration). Click 'New Email', then 'Signatures' as shown on the screenshot on the right.



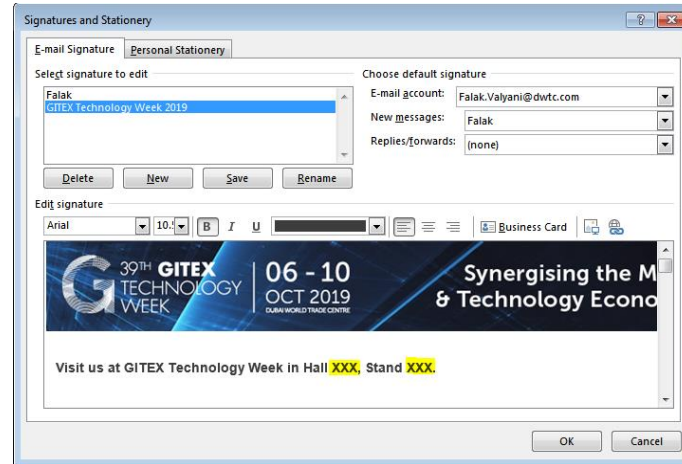
STEP 3

Click on 'New' on the window that pops up and create a name for the signature. Then on the 'Edit Signature' window, press CTRL+V or right click and select paste to paste the GITEX Email Signature



STEP 4

Edit the call to action with your Company Hall and Stand Number then click 'Ok' and that's it!



E-Invite Guide

Exhibitor Invite

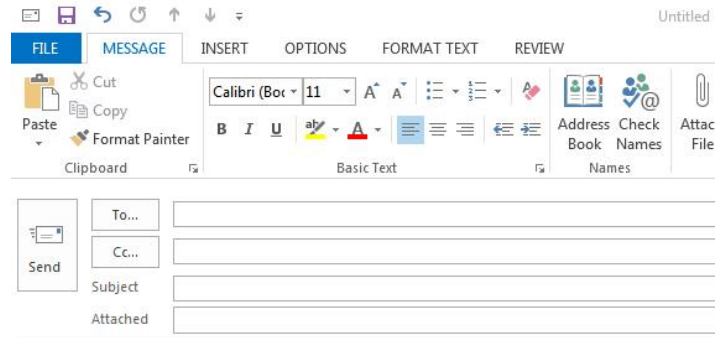
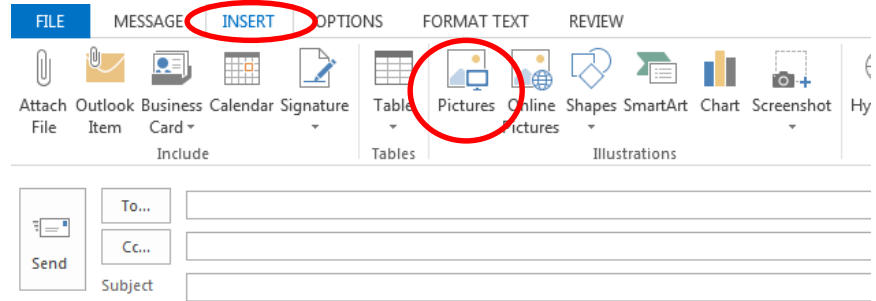
Promote your participation at GITEX Technology Week with our personalized E-invite. This guide explains how to edit the E-invite to include your personal details as well as Stand no. and Hall no. on the show floor.

STEP 1

There are two files within the zip folder, one is the **E-Invite Banner JPEG** and the other is an **E-Invite Word Document**. Extract all and save both these files on your desktop.

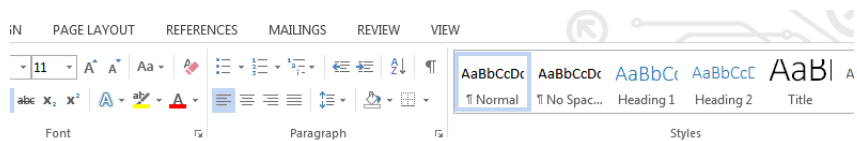
STEP 2

Once image is inserted, resize it accordingly.



STEP 3

Open the E-Invite word document as shown on the left and push CTRL+A to highlight text. Then CTRL+C or right click and press copy.



Subject line: Join us at GITEK, 6-10 October 2019

Dear [NAME],

We have great news to share! [COMPANY NAME] will be participating at the Middle East, North Africa & South Asia's biggest technology event, **GITEK Technology Week, from 6-10 October 2019 at Dubai World Trade Centre** and we would love to meet you there and talk to you about our latest products and solutions.

[TECHNOLOGY 1] & [TECHNOLOGY 2] are just a few of the exciting technologies that we will be proudly presenting/launching at the event.

Plus, there's so much to do at GITEK 2019:

- Explore the breakthroughs that are redefining industries across 26 show sectors
- Join the power-packed conference programme delivering keynotes and 9 industry-focused conferences from 250+ renowned speakers
- Connect with the full startup ecosystem at GITEK Future Stars, featuring 750+ startups from 75 countries alongside exciting pitch competitions & features

We look forward to welcoming you at our stand, [Stand Number], located in [Hall Name]. You can read more about the show at www.gitex.com

Hope to see you soon!

Best Regards,

[Your Name]

[Your title]

[Your Company Name]

STEP 4

Open copied, go back to your email and push CTRL+V below the E-Invite banner to paste the text (shown on the right).

Edit the parts highlighted in yellow as per your requirements.

And you are ready to send your personalized E-Invite!

GITEX.COM

To...	
Cc...	
Subject	Join us at GITEX, 6-10 October 2019
Attached	



Dear [NAME],

We have great news to share! [COMPANY NAME] will be participating at the Middle East, North Africa & South Asia's biggest technology event, **GITEX Technology Week, from 6-10 October 2019 at Dubai World Trade Centre** and we would love to meet you there and talk to you about our latest products and solutions.

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Hope to see you soon!

Best Regards,

[Your Name]

[Your title]

[Your Company Name]

The logo features a stylized 'G' composed of horizontal lines of varying lengths, creating a sense of motion and depth. To the right of the 'G', the text '39TH GITEX TECHNOLOGY WEEK' is stacked vertically in a clean, sans-serif font.

39TH **GITEX**
TECHNOLOGY
WEEK

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