

# ISE 2023 Exhibitor Registration Guide

Fira Barcelona | Gran Vía  
31 Jan - 3 Feb 2023

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# Welcome

## Welcome to the Exhibitor Registration Guide for Integrated Systems Europe 2023.

As we start to approach our new destination, it is time to register yourself and your staff for ISE 2023. Together with Fira Barcelona, the portal has been designed to be easy to navigate and we have created this Exhibitor Registration User Guide for your convenience.

This document contains important information about the registration process, so please read it thoroughly. If you have any questions, please feel free to contact us on [registration@iseurope.org](mailto:registration@iseurope.org).

For help with further details please get in touch with:



Melissa Ortiz  
Operations Executive

t: +34 93 233 3242

e: [mortiz@iseurope.org](mailto:mortiz@iseurope.org)

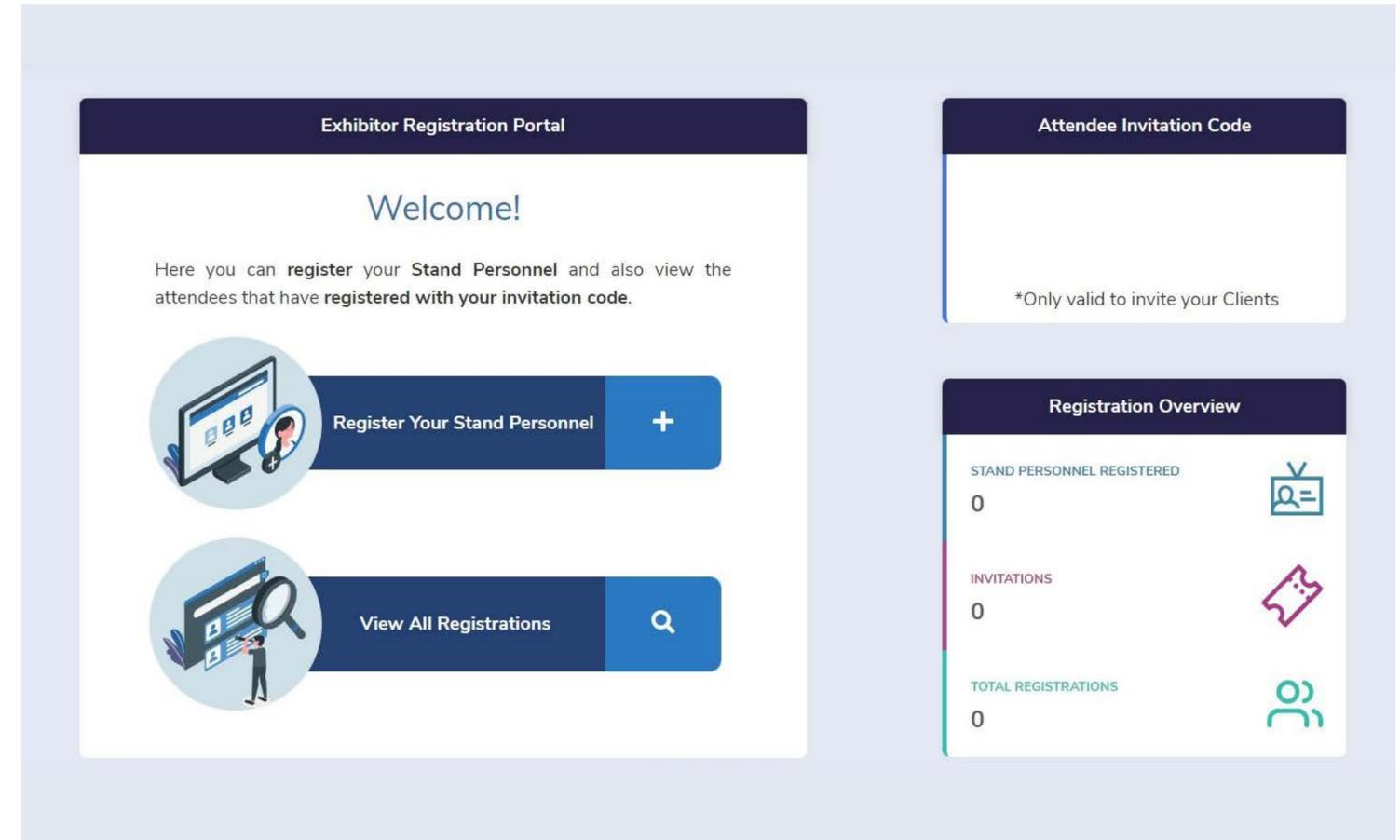


# Accessing the Exhibitor Registration Portal

To access the Exhibitor Registration Portal, please log in to the Exhibitor Back Office (EBO) with your login details. If you have difficulties accessing the EBO, please contact our Customer Success team on [cs@iseurope.org](mailto:cs@iseurope.org).

Once you are logged in to the EBO, click on **Exhibitor Resources > Registration**. You will be automatically redirected to the Exhibitor Registration Portal.

The portal consists of three main sections, as seen in the image to the right.



# Accessing the Exhibitor Registration Portal

## Attendee Invitation Code

You can offer your partners, clients or stakeholders a free invitation to ISE 2023 by sharing your unique invitation code with them. Once your clients enter the invitation code and complete their registration via the ISE website, they will receive a confirmation email. To enter the venue, present your digital entry badge on your mobile device for scanning. Once you are inside, you can use your printed show badge for all other aspects of ISE 2023.



## Registration Overview

This section allows you to quickly check the number of staff you have registered so far, as well as the number of clients that have used your invitation code to register for ISE 2023.

The Total Registration section indicates the total sum of stand personnel registered plus the number of clients who have used your invitation code.



## Exhibitor Registration Portal

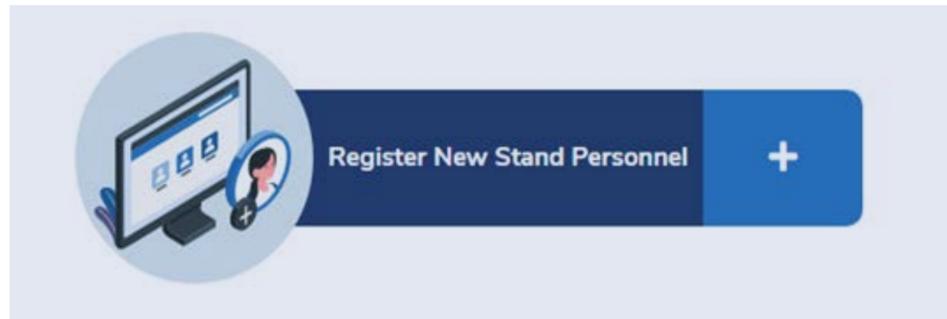
In this section, you can register new stand personnel and retrieve data relating to your registered personnel and the attendees who have used your invitation code to register. To enable you to take full advantage of your portal, both features are explained in further detail in the next section.



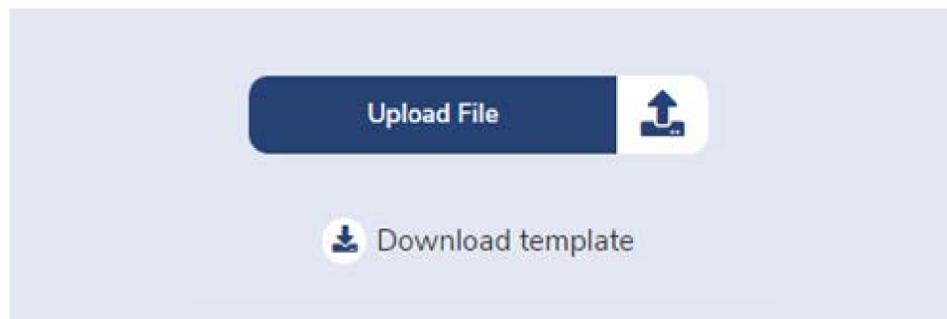
# Registration of Stand Personnel

In order to register stand personnel, please follow the four steps listed below.

**Step 1:** Click on 'Register your Stand Personnel'



**Step 2:** Download the Excel template



**Step 3:** Fill in the template with all required information

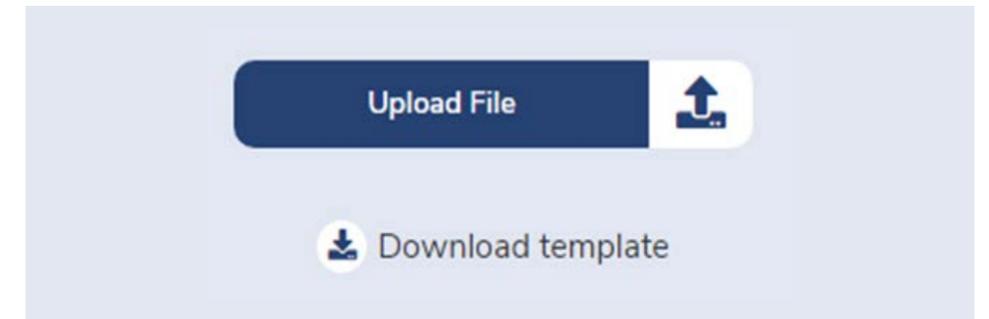
Please note, all fields are mandatory, except for '**Company**'. When this field is left blank, the company name linked to the account will be added automatically.

The '**Country**' field must be completed via the options listed in the drop-down list.

There is no separate form to register someone individually; all registrations must be uploaded via the Excel sheet.

	A	B	C	D	E	F
1	Name	Surname	Country	ZIP CODE	Email	Company
2						
3						
4						
5						
6						
7						

**Step 4:** Upload the Excel file

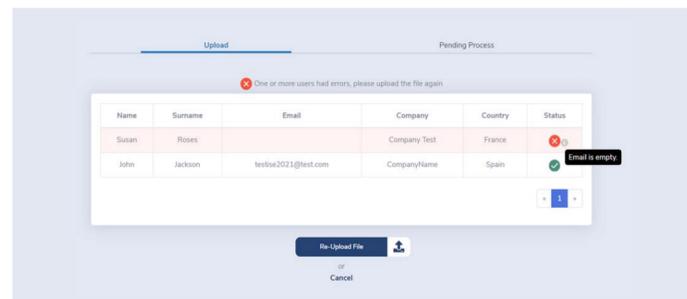


# Registration of Stand Personnel

## Step 4: Upload the Excel file

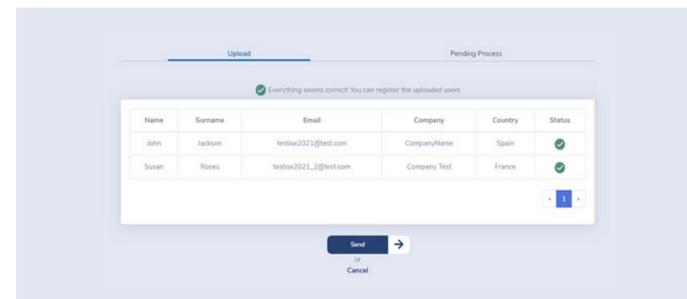
Once the document has been uploaded, any mistakes in the Excel file will be shown in an error window. These errors must be corrected before you upload the file again. Uploading the updated version of the file will allow you to complete the registration process.

Below is an example of an error window caused by the 'Email' field being left blank.



## Step 4: Upload the Excel file

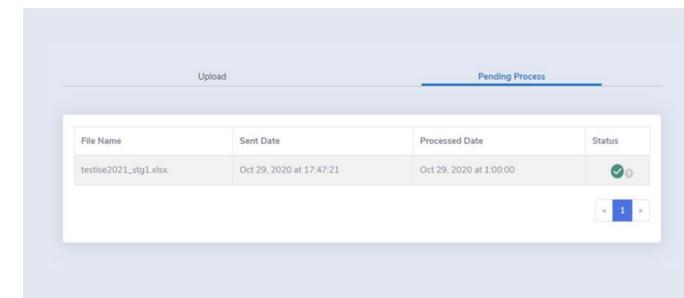
If one of your staff members has already registered through the attendee registration platform, it will not be possible to re-register them as an exhibitor. In this case, please contact us on [registration@iseurope.org](mailto:registration@iseurope.org).



## Step 4: Upload the Excel file

Please note, it is necessary to register each of your stand personnel with a unique email address, as the confirmation email and badge are sent to that address. Therefore, using the same email address to register multiple people is not possible.

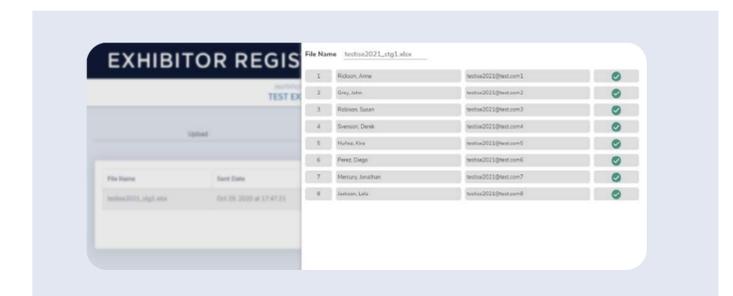
If you wish to check the status of previously uploaded files, you can do so by switching to the 'Pending Process' tab, as shown below.



## These are the possible file statuses:

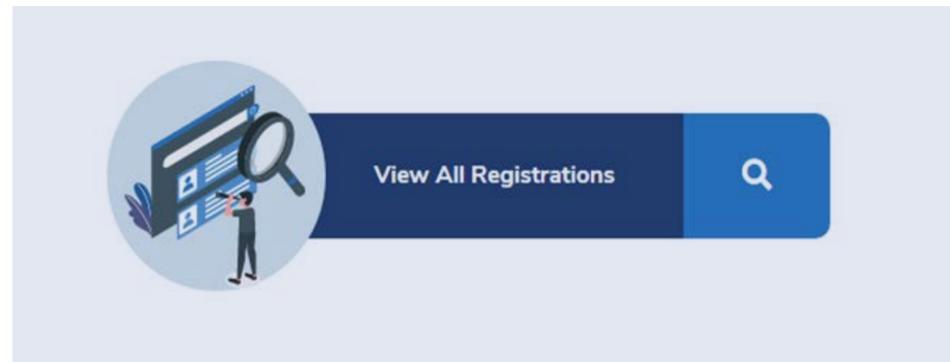
- Processing:** This means that the file is being processed and the personnel are being registered into the ISE Registration platform.
- Processed with error:** This means that the file was successfully processed, but one of the users showed an error (e.g. the user was already registered for ISE 2022). All the other personnel have been successfully registered.
- Processed:** The file has been successfully processed and all users are registered.
- Error:** System error. For an external reason the file could not be processed. If this happens, please contact us at [registration@iseurope.org](mailto:registration@iseurope.org).

By clicking on the file name, you will be able to view each user that has been registered from that specific file.

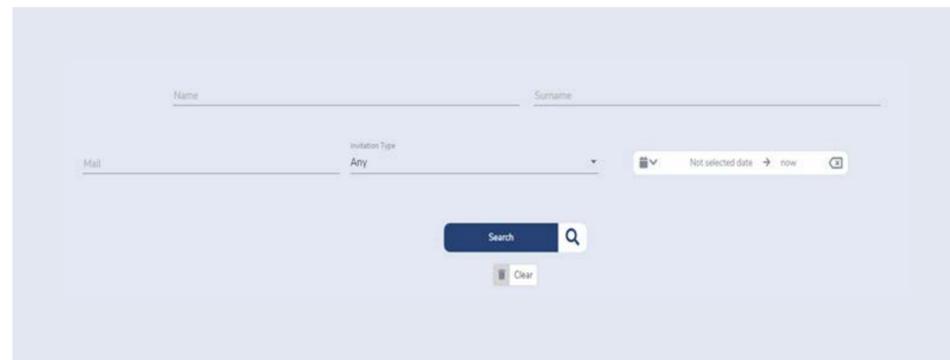


# Retrieval List of Registered Stand Personnel or Invitations

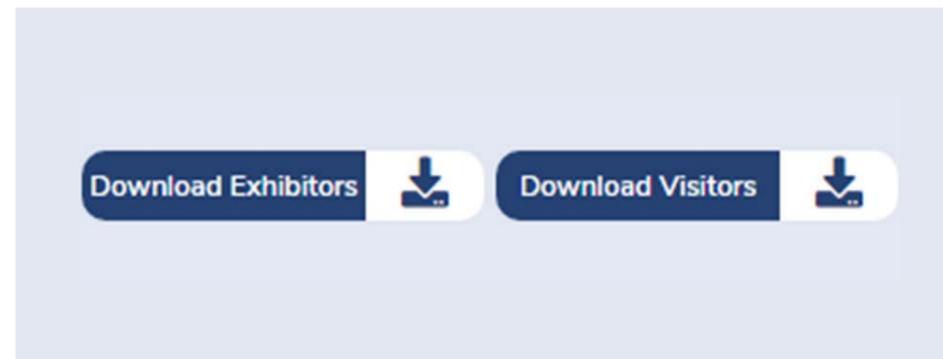
If you want to access the list of registered stand personnel and/or attendees who registered using your unique invitation code, please click on 'View All Registrations'.



Here you can view and filter information:



If you wish to download the list of stand personnel or invited visitors, you can do so by clicking on the two buttons as indicated below. By downloading the 'Visitors' information you can create your own database, which could be helpful in developing an ISE 2023 marketing campaign.



# Retrieval List of Registered Stand Personnel or Invitations

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Once your stand personnel are registered, they will receive a confirmation email and further instructions on how to complete their myISE account. The myISE account is necessary to purchase conference and/ or seminar tickets, download invoices or request a Visa Invitation letter. Please note, Visa Invitation Letters can only be requested individually via the myISE account.

**In order to download invoice(s) please follow these steps:**

1. Access your myISE account
2. Click on the 'Invoices' button to access the Invoices tab
3. Click on 'Print' to print or download your invoice(s)

**To download a Visa Invitation Letter please follow these steps:**

1. Access your myISE account
2. Click on the 'Visa' button to access the Visa tab
3. Click on 'Print' to print or download your Visa Invitation Letter

## ISE 2023 Digital Badge

To gain entry to ISE 2023 you will need to download the official ISE 2023 App onto your mobile device, which includes the ISE Digital Badge. To enter the venue, present your ISE Digital Badge on your mobile device for scanning. Once you are inside, you can use your printed show badge for all other aspects of ISE 2023. Use the app to send your show badge (PDF) to your registered email address.

