

ISE 2024 Exhibitor Registration Guide



Defining, shaping and driving
the industry for 20 years.

Fira Barcelona | Gran Vía
30 Jan - 2 Feb 2024

A joint venture
partnership of



Welcome to the Exhibitor Registration Guide for Integrated Systems Europe 2024.

It's time to complete your registration, both for yourself and your staff, for ISE 2024. To facilitate a smooth and trouble-free process, we've created the Exhibitor Registration User Guide, which contains vital information regarding the registration process. We highly recommend carefully reviewing its contents to ensure a seamless experience.

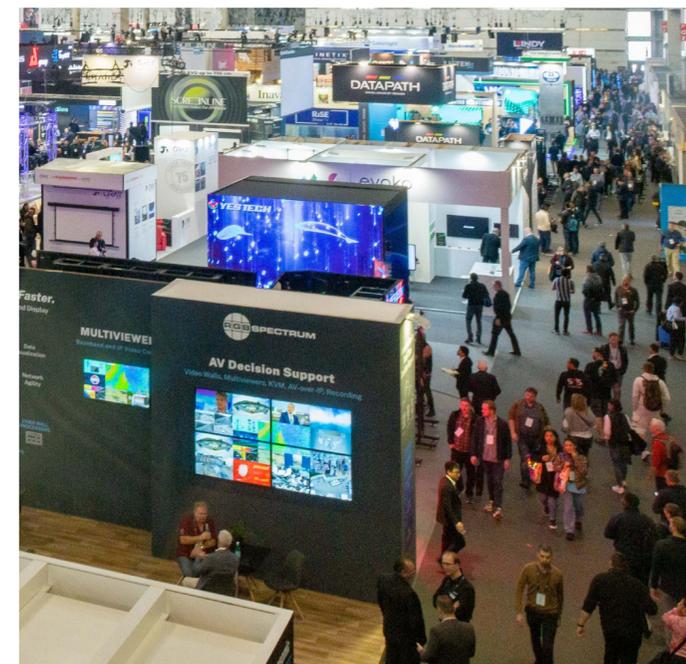
If you have any questions or require assistance, please do not hesitate to call us at **0031 20 259 5473** or email us at registration@iseurope.org

For help with further details please get in touch with:



Melissa Ortiz
Operations Executive

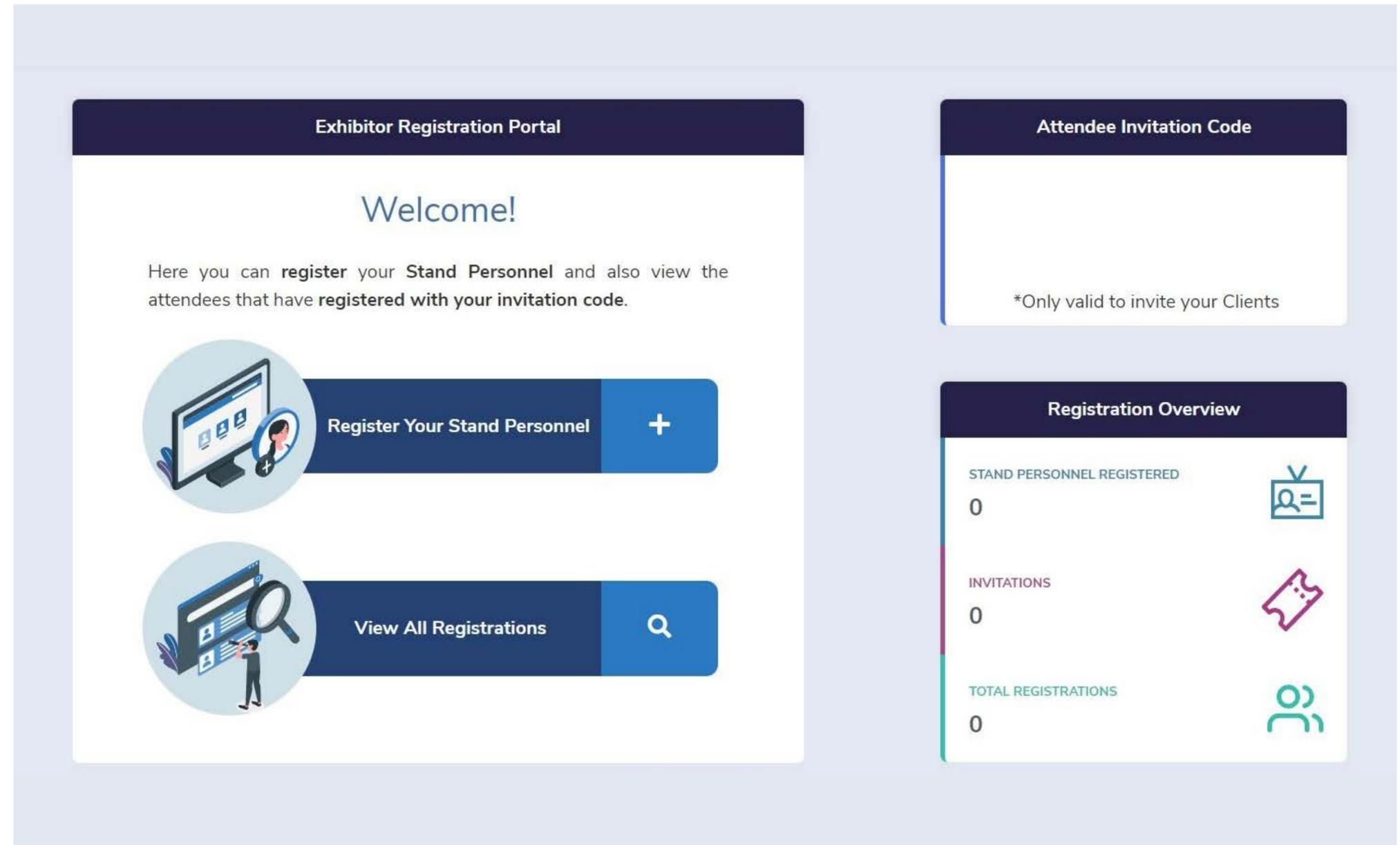
e: registration@iseurope.org



Accessing the Exhibitor Registration Portal

To access the Exhibitor Registration Portal, please follow these steps:

- 1. Log In:** Access the Exhibitor Back Office (EBO) by using your login credentials. You can find your login details in our Monthly updates. If you encounter any difficulties logging in, please do not hesitate to contact our Customer Success team for assistance.
- 2. Navigate to Registration:** Once you've successfully logged in to the EBO, go to 'Exhibitor Resources > Registration' section.
- 3. Sections Overview:** Upon clicking "Registration," you'll be automatically redirected to the Exhibitor Registration Portal. This portal is divided into three main sections, as illustrated in the image to the right.



Accessing the Exhibitor Registration Portal

Exhibitor Registration Portal

In this section, you can easily register your stand personnel and track registrations made using your invitation code.

To enable you to take full advantage of your portal, both features are explained in further detail in the next section.



Registration Overview

In this section, you can monitor the status of your registered staff and the clients who've used your invitation code to sign up for ISE 2024.

The "Total Registration" subsection provides you with an overview of the combined count of registered stand personnel and clients who've registered using your invitation code, ensuring you have a comprehensive view.



Attendee Invitation Code

You can extend the opportunity to your partners, clients, or stakeholders to attend ISE 2024 for free by sharing your exclusive invitation code with them.

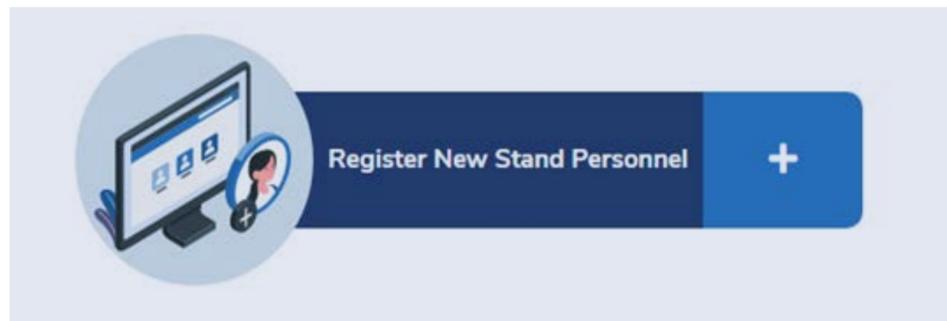
When your clients enter this code and successfully complete their registration on the ISE website, they will promptly receive a confirmation email.



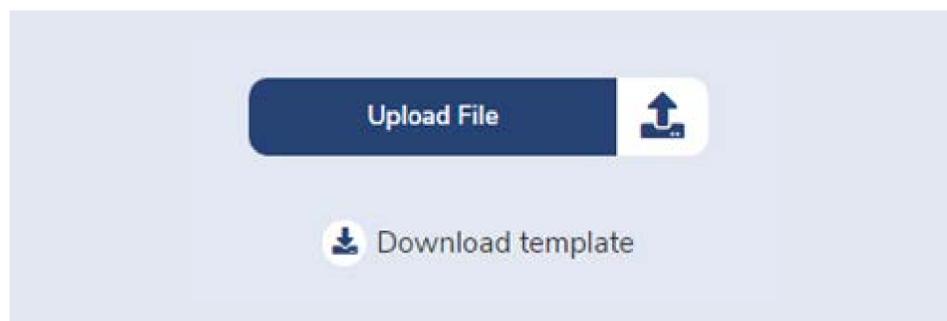
Registration of Stand Personnel

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

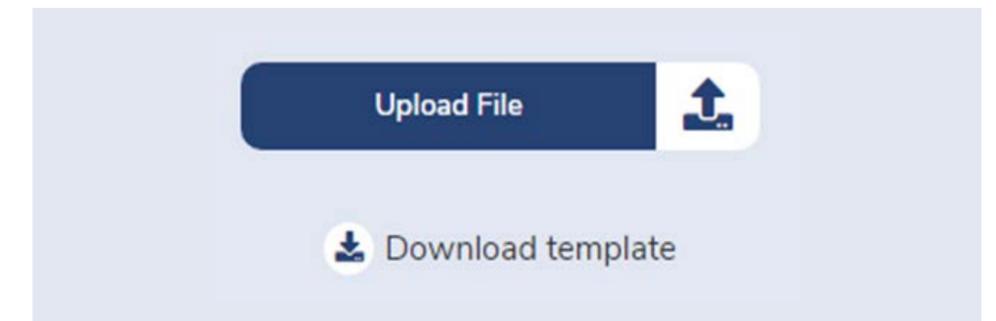
Please note, all fields are mandatory, except for '**Company**'. When this field is left blank, the company name linked to the account will be added automatically.

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

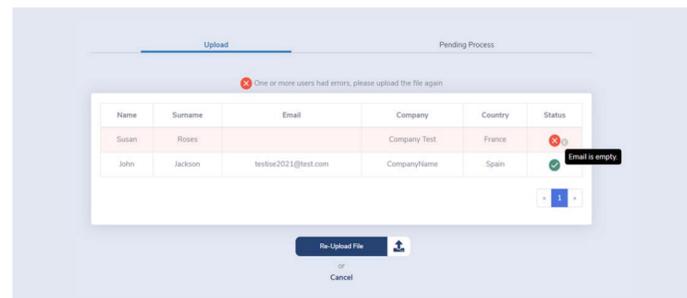


Registration of Stand Personnel

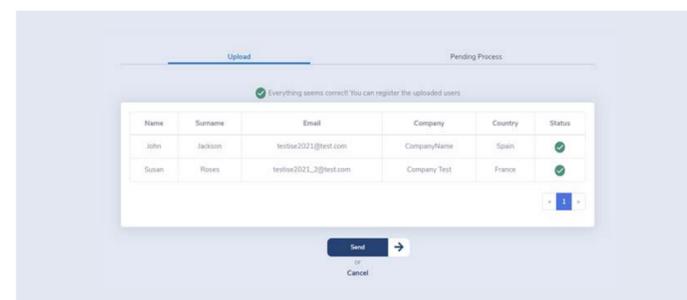
Step 4: Upload the Excel file

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.

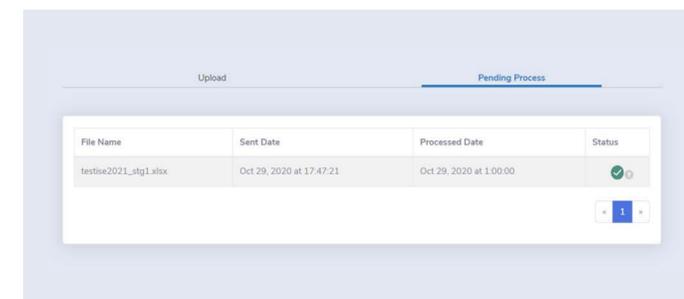


Please be aware that you can upload multiple lists in the event that additional staff members will be attending. If one of your staff members has already registered through the attendee registration platform, it will not be possible to re-register them as an exhibitor. In this case, please contact us on registration@iseurope.org.



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.

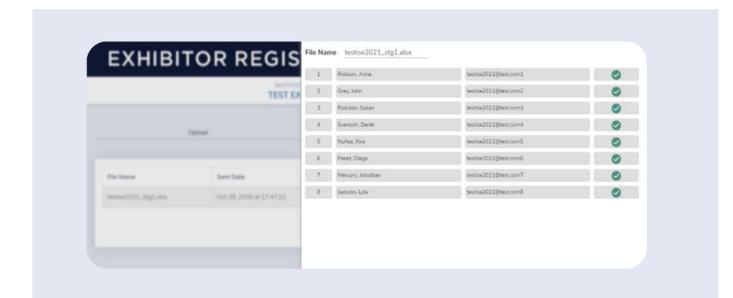
If you wish to check the status of previously uploaded files, you can do so by switching to the 'Pending Process' tab, as shown below.



These are the possible file statuses:

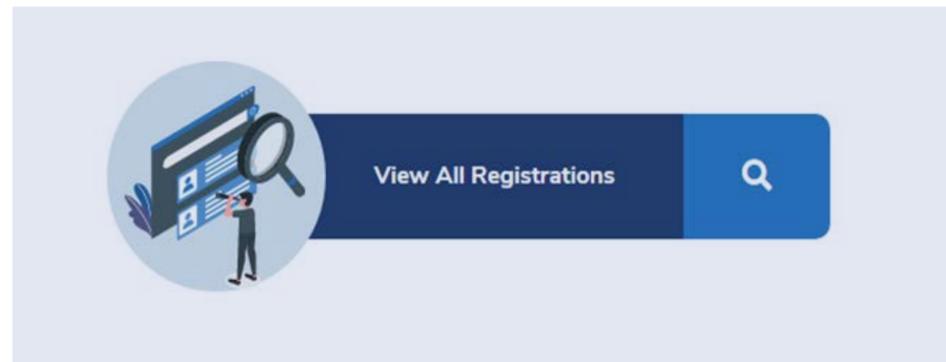
-  **Processing:** This means that the file is being processed and the personnel are being registered into the ISE Registration platform.
-  **Processed with error:** This means that the file was successfully processed, but one of the users showed an error (e.g. the user was already registered for ISE 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.

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

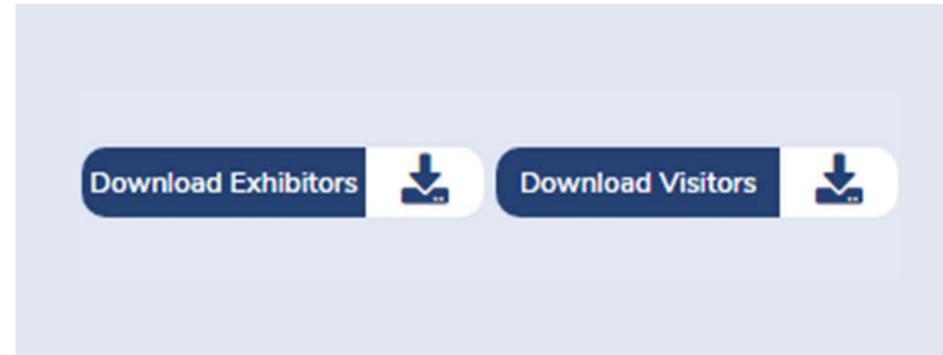
To access the list of registered stand personnel and attendees who have utilised your exclusive invitation code, kindly click on 'View All Registrations.'



Here you can view and filter information:



To access the list of stand personnel or invited visitors, click on the two buttons highlighted below. Downloading the 'Visitors' information allows you to build your own database, a valuable asset for crafting an effective marketing campaign for ISE 2024.



Exploring myISE (Registration Backoffice)

After successfully registering your stand personnel, an automated confirmation email will be sent to them, with detailed instructions for completing their myISE account setup. This myISE account serves as an essential tool for various actions, including purchasing conference and seminar tickets, downloading invoices, and requesting Visa Invitation letters. It's important to remember that Visa Invitation Letters can only be requested individually through 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

How can I access ISE 2024?

Is this your first time attending? If that's the case, you can download the official ISE 2024 App from your app store in early January 2024.

If you attended ISE 2023 and still have the official ISE App, simply update it on your mobile device. Then, use the app to send your show badge (in PDF format) to your registered email address.

Please print your badge at home and bring it with you to gain entry to the venue. Once you're inside, your printed show badge will be scanned for further access control, allowing you to enjoy all aspects of ISE 2024.

