

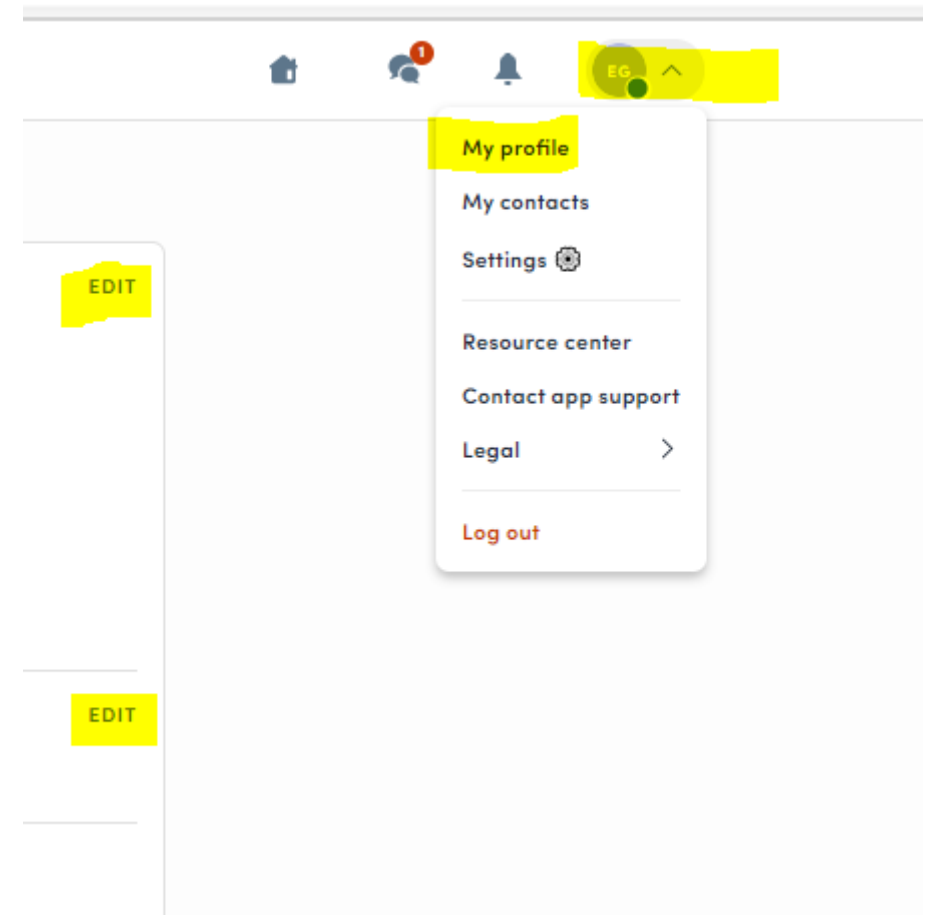
GENERAL FAQ's

How to edit my personal profile?

There are two ways for you to access your profile :

- On the upper-right corner of your screen, click on **My profile**.
- On the left side of your screen next to your photo, click on **Edit**.

You'll be redirected to your profile details



GENERAL FAQ's

To edit the information on your profile, simply click on the Edit or Add parts depending on which type of information you want to edit.

Here are the information you can edit on your profile:

- Personal information
- Skills
- Biography
- Social Media
- Contact details
- Company

The screenshot shows a user profile editing interface for 'NORTHSTAR'. The profile is divided into several sections, each with an 'EDIT' button in a yellow box:

- About me**: Includes fields for 'Badge Type', 'Products and services interested in', and 'Primary Activity'.
- Social media**: Includes the text 'Add your social accounts.'
- Contact details**: Includes fields for 'Add your mobile phone number', 'Add your landline phone number', '@ emmagor21don@hotmail.com', 'Add your business website', and 'Add your business address'.
- Company**: Includes the text 'Enrich your profile by adding your company data.'

GENERAL FAQ's

Private information, accessible by the participants with whom you are connected (connection or meeting request sent and accepted or received and accepted & badge scanned)

Full name

Job title

Company

Biography

Social Networks (if completed)

E-mail

Telephone (if completed)

Address (if completed)

GENERAL FAQ's

What information in my profile is accessible to other participants?

Public profile information, accessible by all participants of the event:

Full name

Job title

Company

Biography

Social Networks (if completed)

GENERAL FAQ's


What time zone is used for the sessions and meetings?

Timings for the event are in British Summer Time, however by default the system follows your device's time zone. However, you have an option to switch to the event's time zone on the event home page in the event description area.

Where can I find my messages?

You can find your messages under the "messages" icon  on the top of the web app page.

Where can I see all the notifications and is a sound played when there is a new chat or notification?

All notifications are shown under the "Notifications" icon . We do not play a sound for notifications as of now, but the notification icon will shake a little when there are unread notifications.

GENERAL FAQ's

How do I send a connection request?

- To send a connection request to a person, go to a person's profile (via the list of attendees or a company profile) and click on "Send connection request".
- We encourage you to write a message before sending your connection request to introduce yourself and explain the reason for the connection for example.
- You will be able to find all the people you have been in contact with during an event in the My Event button in the My Networking tab.

[Home](#) [My Event](#) [Exhibitors](#) [Agenda](#) [Speakers](#) [Attendees](#)



Jonathan Carter

Portfolio Marketing Director
Northstar Travel Media

Connect with Jonathan

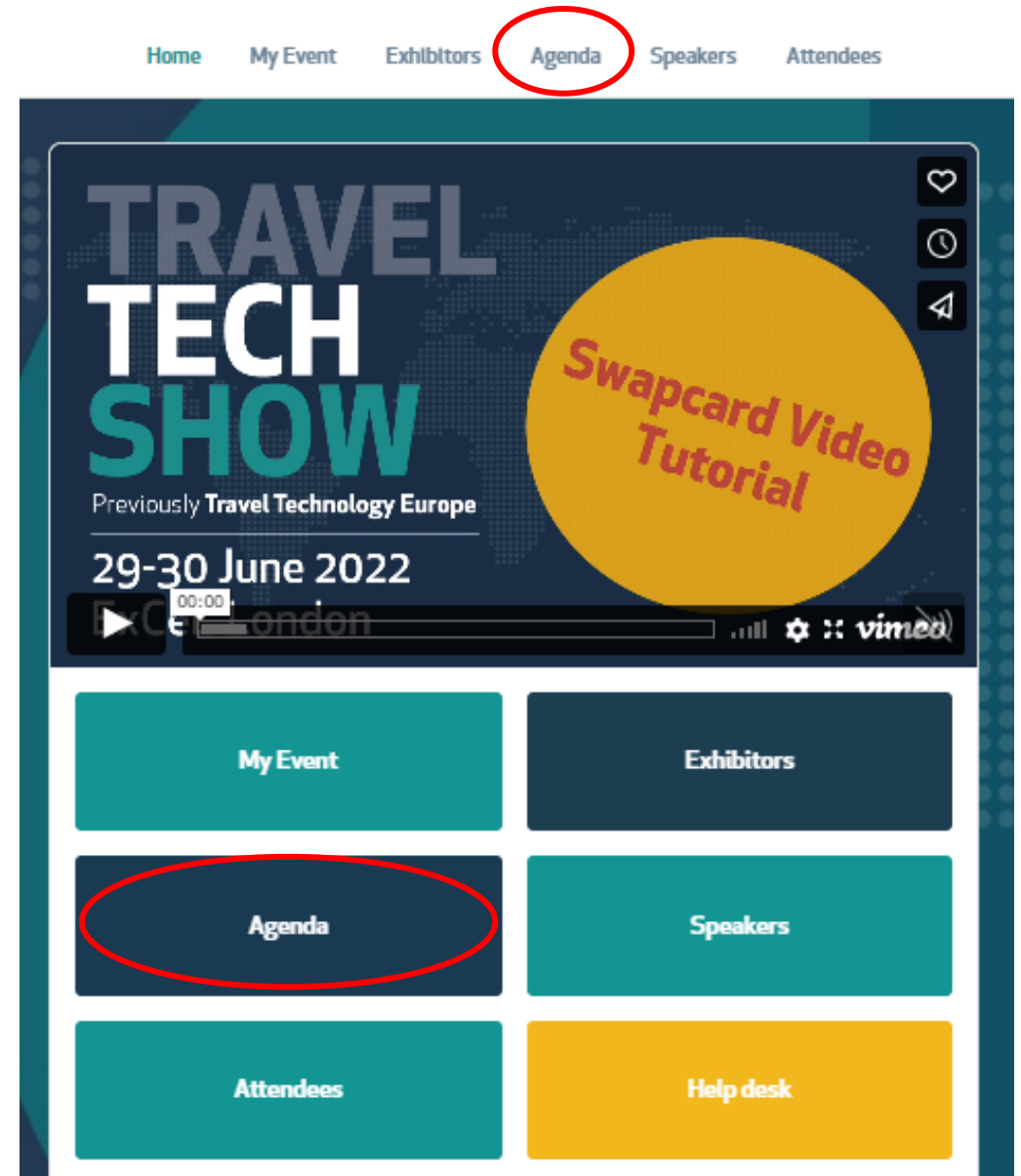
A connection request with a message is three times more likely to be accepted.

[SEND CONNECTION REQUEST](#)

GENERAL FAQ's

How can I view the agenda and book onto a conference session?

- Click on the agenda tab on the home screen.
- You will then see the full event agenda
- Click on the calendar icon on the right of the session title to add the session to your schedule. This won't reserve your seat in the theatre.



GENERAL FAQ's

Will I be able to access the sessions after the event?

There won't be an option to access any presentations from TravelTech Show on-demand, however you will have access to the speaker's presentation deck.

Make your travel programme truly sustainable by 2030

The corporate world has become much more serious about sustainability, with some companies pledging to reach net-zero carbon emissions by 2030 in line with the Paris...

🕒 Sep 30, 2021 11:00 AM to 12:00 PM

📍 South Gallery Room 22



Elizabeth West
BTN Group



Karen Hutchings
EY



Kerrie Henshaw-Cox
AstraZeneca



Rich Johnson
CWT Solutions Group



Andrew Murphy
Transport & Environment

Re-tool travel as a professional purchasing category

Hosted buyer only. Yes, travel is emotive and has many unique quirks but in the end it's still an indirect category to which you can apply well-tested procurement techniques. Come and...

🕒 Sep 30, 2021 11:00 AM to 11:50 AM

📍 South Gallery Room 24



Jafes Pacheco
Oerlikon

Ten quick wins to get you started in travel management

Getting a travel programme off the ground or reinventing the current one? Join this session for a quick-start guide to the key facets of managed travel: from safety, policy, performance, ris...

🕒 Sep 30, 2021 11:00 AM to 11:40 AM

📍 Fundamentals Theatre

GENERAL FAQ's

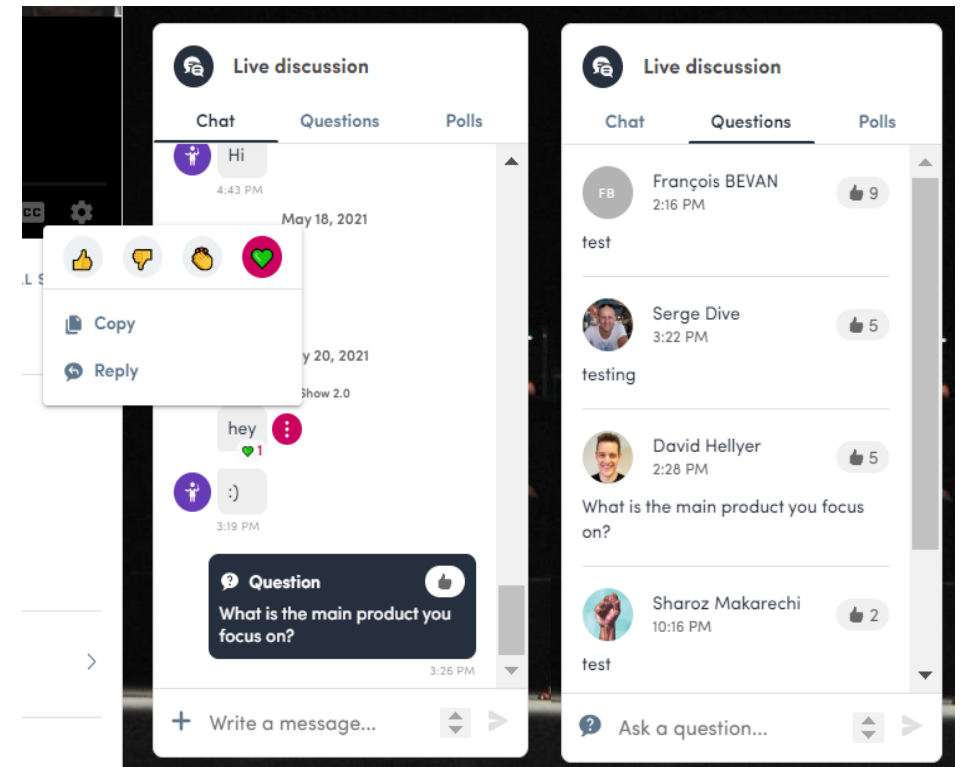
How to interact/ask questions during a conference session

With “**Live discussion,**” you can **chat** with other attendees, ask **questions** to the speakers, and answer **polls** created by speakers.

You can react and answer to other people’s messages, or delete your message by clicking on the three dots next to it.

Questions will be sorted by upvotes where the most liked questions will rise to the top.

The live discussion should be open when sessions are ongoing. If you do not see it, click on the bubble on the bottom right to open it



GENERAL FAQ's

Where can I export my connections/contacts from?

If you are trying to export your individual profile contacts, you can do so from the "Connection icon" on the top of the web application page. If you are trying to export all your contacts including your Teams' from your exhibitor profile then you can do that from "My profile > Exhibitor center > Team's Contacts"

Please keep in mind:

1. You can only export confirmed connections.
2. Chats cannot be exported out as they are encrypted.
3. If you just have a meeting or a chat conversation with someone that is not a confirmed connection.

Where can I find my messages

You can find your messages under the "messages" icon  on the top of the web app page.