



SportsTravel presents

**TEAMS
EUROPE**

BY NORTHSTAR

**OF SPORT
BY SPORT
FOR SPORT**

18-20 MARCH 2025

TOTTENHAM HOTSPUR STADIUM LONDON

EXHIBITORS
MEETINGS PLATFORM
GUIDE



teamseurope.com

#TEAMSEurope



TEAMS Europe

Exhibitors Meetings Guide

Contents

Introduction	1
How does it work?	3
Why do I need a personal profile?	3
Setting up your Exhibitor Profile	4
Logging in	4
Reviewing your profile	5
Your Dashboard	6
Discovering Event organisers & other Attendees	6
Browsing Attendee List	6
Searching for Specific Event Organisers & other Attendees	7
Saving and Viewing Your Favourites	8
Meetings & Networking	9
Sending & Viewing Messages	9
Requesting A Meeting	11
Viewing & Managing Meetings	12
Conference Programme & Sessions	13
Finding Conference sessions	13
Adding Sessions to Your Schedule	14
Your Schedule	14
Viewing & Managing your Schedule	14
Blocking time off on your schedule	14
Productivity Tips	15
Need Assistance? Get in touch	15



Exhibitors Meetings Guide

Introduction

Our event platform has been designed to give exhibitors a more personal, more rewarding experience, creating more opportunities to discover personally relevant event organisers, peers and content.

Our guide will help you:

- View profiles of event organisers, peers, speakers and other visitors
- Receive personalised recommendations, based on your interests, for event organisers and sessions
- Receive personalised networking recommendations
- Interact through in-platform meetings and messaging
- Favourite event organisers and sessions for easy reference
- Participate and interact in sessions

You can access our frequently asked questions which will help you navigate the options and functionality, [here](#).

You're also welcome to contact us if you have more questions at customerservice@teamseurope.com.

Key:

- 💡 - Tips & Tricks to ensure you have a better experience
- !! - Important Information/ Note



Exhibitors Meetings Guide

How does it work?

As an exhibitor, you will receive access to 2 profiles –

- i. The main exhibitor profile (You should have already logged in to access the exhibitor zone and toolkit)
- ii. Your personal profile (Access to your personal profile and how to activate your account will be available soon).

At TEAMS Europe, since there are designated time slots called “Marketplace Sessions” for the 1-2-1 appointments during each day, each exhibitor only has one diary.

This same diary can be accessed and edited via the main exhibitor profile or your own personal profiles (when available).

Why do I need a personal profile?



You can use your personal profile for a few reasons:

- i. You need a personal login to add sessions to your schedule and manage your time accordingly.
- ii. You can only view your entire day’s schedule and block time (including confirmed meetings, pending meetings and sessions) on your personal profile
- iii. Use your personal profiles to divide the attendee list amongst team members, and network with more people.
- iv. Avoid double booking meetings, if the attendee list is divided and both profiles are connecting with different event organisers.

Access	Exhibitor Profile	Personal Profile
Login Details	The main exhibitor contact should have received access to the exhibitor profile on 17 January when the exhibitor zone went live.	We will notify you when the “Team Members” section of the exhibitor zone goes live and when you can access your personal profiles.
Update Profile	Use this account to review & edit your “Exhibitor” profile – Event organisers can view this profile on the “Exhibitors List”	You can update your personal profile, add a profile picture, your personal social links, etc upon logging in.
Access to Exhibitor List	✓	✓
Access to Attendee List	✓	✓



Exhibitors Meetings Guide

Saving and Viewing Your Favourites		
Message Event Organisers & other Visitors		
Requesting A Meeting		
Accept, Reject & Reschedule Meetings		
Access to the Conference Programme		
Adding Sessions to Your Schedule		
Viewing & Managing your Schedule (inclusive of meetings & sessions)		
Blocking time off on your schedule		


Setting up your Exhibitor Profile

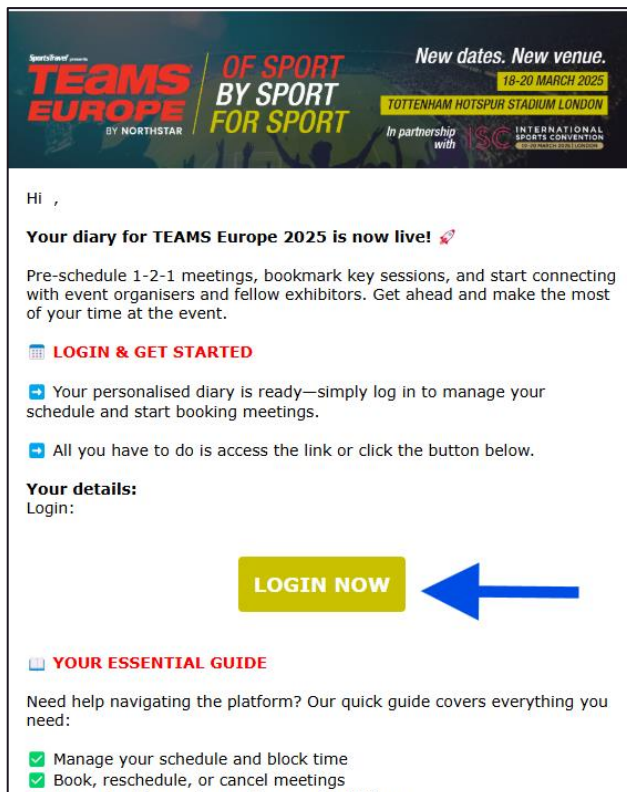
Logging in

Once you've received the "Diary is live" email from TEAMS Europe <noreply@ntmlc.com>, click the link in your email or below to log into your account.

<https://app.teamseurope.com/newfront/>

!! Note: You should have received your activation email from TEAMS Europe <noreply@ntmlc.com> on 17 January when the exhibitor one went live.

 If you are facing any issues logging in or cannot find your activation email, **contact us** at customerservice@teams europe.com



TEAMS EUROPE BY NORTHSTAR | **OF SPORT BY SPORT FOR SPORT** | New dates. New venue. 18-20 MARCH 2025 | TOTTENHAM HOTSPUR STADIUM LONDON | In partnership with INTERNATIONAL SPORTS CONVENTION

Hi ,

Your diary for TEAMS Europe 2025 is now live!

Pre-schedule 1-2-1 meetings, bookmark key sessions, and start connecting with event organisers and fellow exhibitors. Get ahead and make the most of your time at the event.

LOGIN & GET STARTED

Your personalised diary is ready—simply log in to manage your schedule and start booking meetings.

All you have to do is access the link or click the button below.

Your details:
Login:

LOGIN NOW

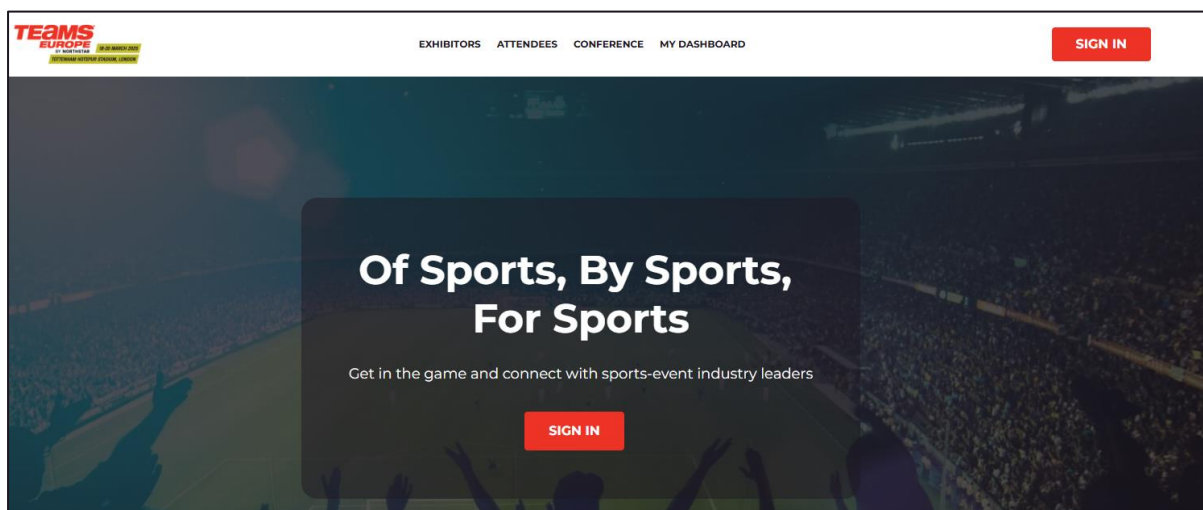
YOUR ESSENTIAL GUIDE

Need help navigating the platform? Our quick guide covers everything you need:

- Manage your schedule and block time
- Book, reschedule, or cancel meetings
- Connect with event organisers and exhibitors



Exhibitors Meetings Guide



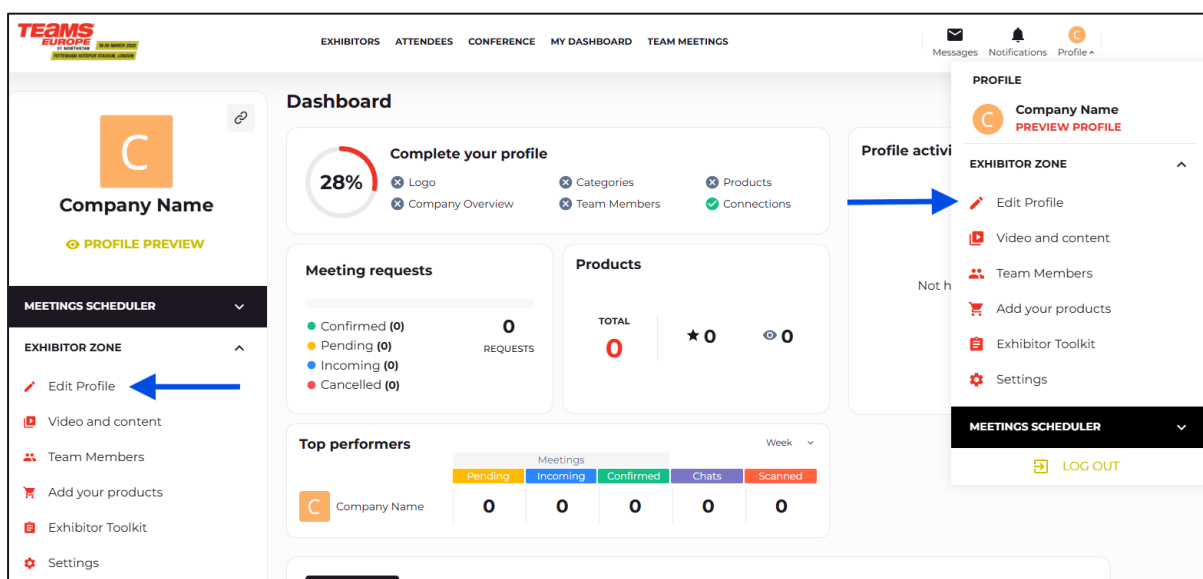
Reviewing your profile

Once signed in, ideally, the first thing you should do is review your profile. Taking a few minutes to do so, will help you to get the most out of the event by getting you the most relevant recommendations and matches.

Reminder: All the information is directly pulled through your registration form. In case, you need any details or interests changed on your profile, get in touch with us at customerservice@teamseurope.com and we will be able to update them for you.

You can access your Profile in 2 ways:

- Through the left navigation, Profile Info > Edit Profile
- By clicking on the profile picture in the upper right and then selecting Edit Profile



Exhibitors Meetings Guide

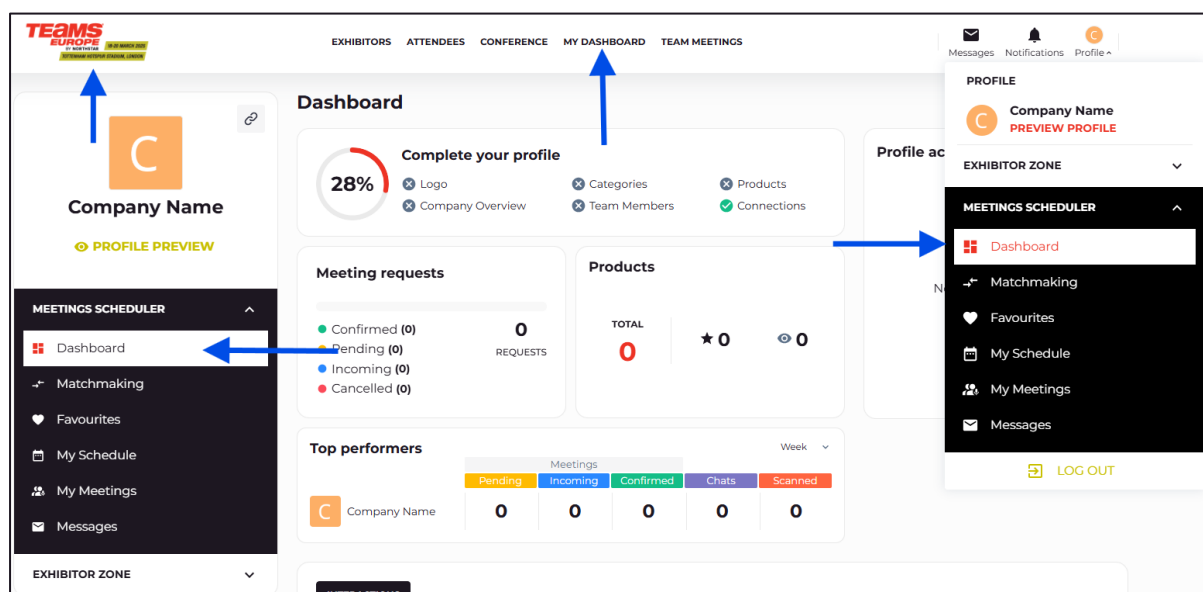
!! Be sure to click **Save** at the bottom of the page to save all your updates.

Your Dashboard

Your dashboard is your centralised location to view your profile activity, interactions, messages and most importantly, it helps you navigate through the platform using the drop-down menu on the left.

You can access your dashboard in three places –

- In the top navigation, click on the TEAMS Europe logo on the left, and it will automatically redirect you to your dashboard.
- Click on your exhibitor profile picture in the upper right corner, then choose Dashboard under the Meetings Scheduler section of the drop-down menu.
- In the top navigation, click on “My Dashboard”.



Discovering Event organisers & other Attendees

Browsing Attendee List

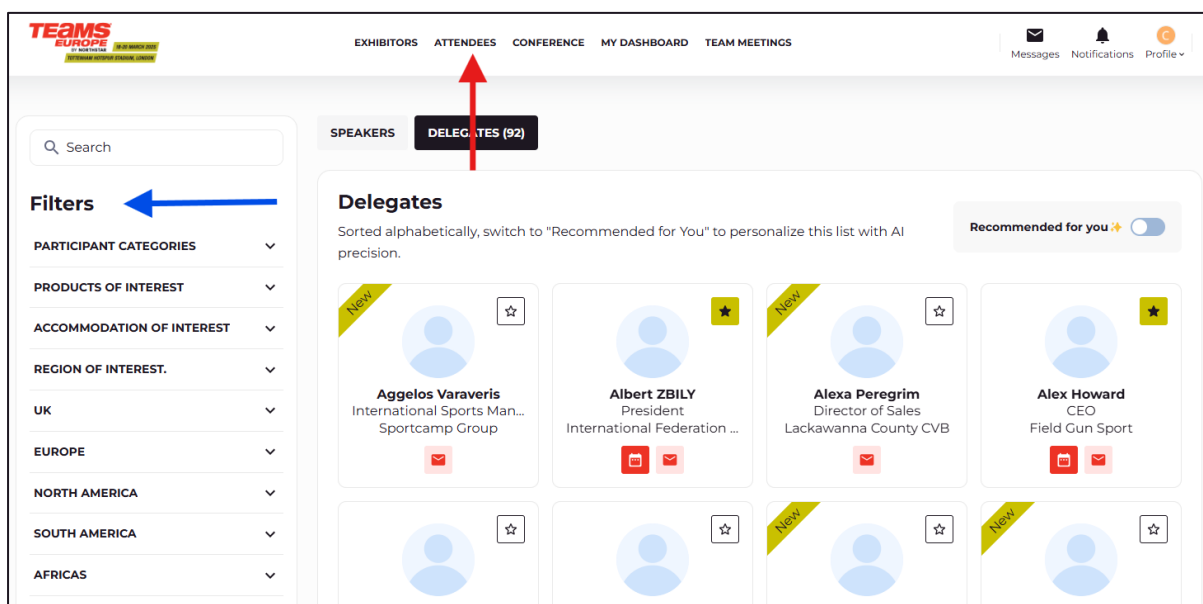
Click on **Attendees** in the top navigation (Follow the red arrow on the screenshot below).

On this page you can browse event organisers, exhibitors, speakers, and other attendees. Click on any of the cards to see more detailed information about that attendee, favourite, message and book meetings with them.



Exhibitors Meetings Guide

There are also filters on the left like countries and participant categories that can be used to narrow your view of the attendees. *(Follow the blue arrow on the screenshot below)*



Searching for Specific Event Organisers & other Attendees

Navigate to the Attendee List using the instructions above and go to Filters on the left. Check “Event Organiser” under the Participant Categories filter. *(Follow the blue arrows on the screenshot below)*.

On this page you can search for specific event organisers and attendees. Just type the company name into the search bar, then press enter to view your search results *(Follow the red arrow on the screenshot below)*.

→ To clear your search simply click on “Reset All” in the top-right corner of the Filters box on the left of your screen *(Follow the pink arrow on the screenshot below)*.

!! Please note:

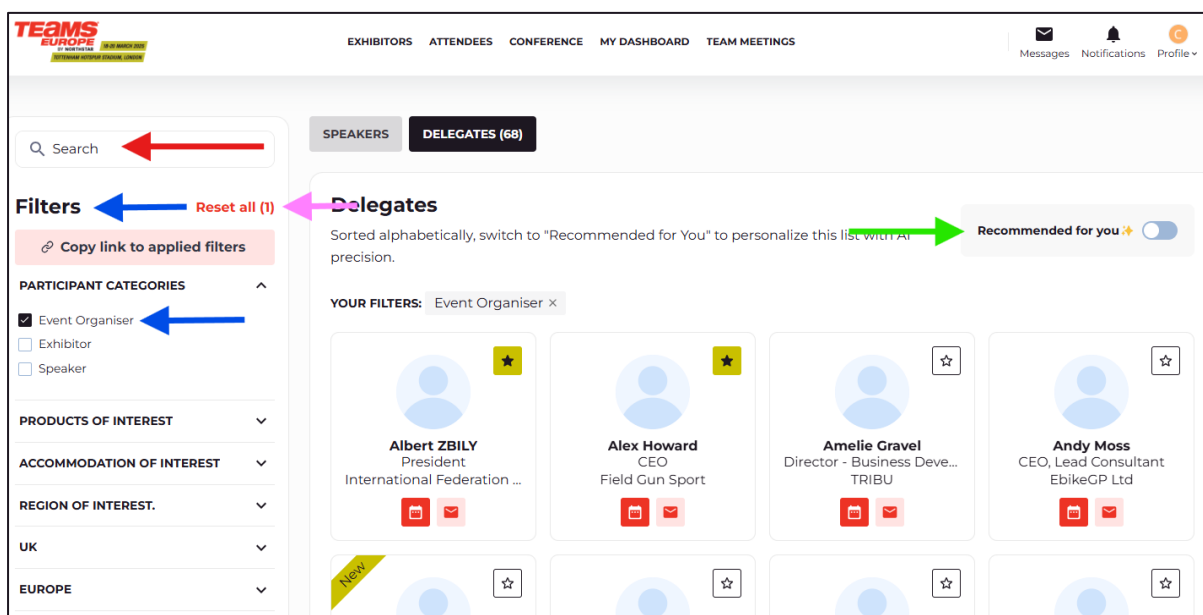
- Choosing 2 options within the same filter, for example 2 different participant categories, will return OR results, showing attendees with participant category 1 or with participant category 2
- Choosing options simultaneously in 2 different filters, for example participant category and country, will result in AND results showing attendees with that participant category AND the selected country

💡 You can also switch the view to “**Recommended for you**” – This feature displays a customised list catered to your needs by using the interests you input on your registration form



Exhibitors Meetings Guide

along with any profiles you favoured on the platform (*Follow the green arrow on the screenshot below*).

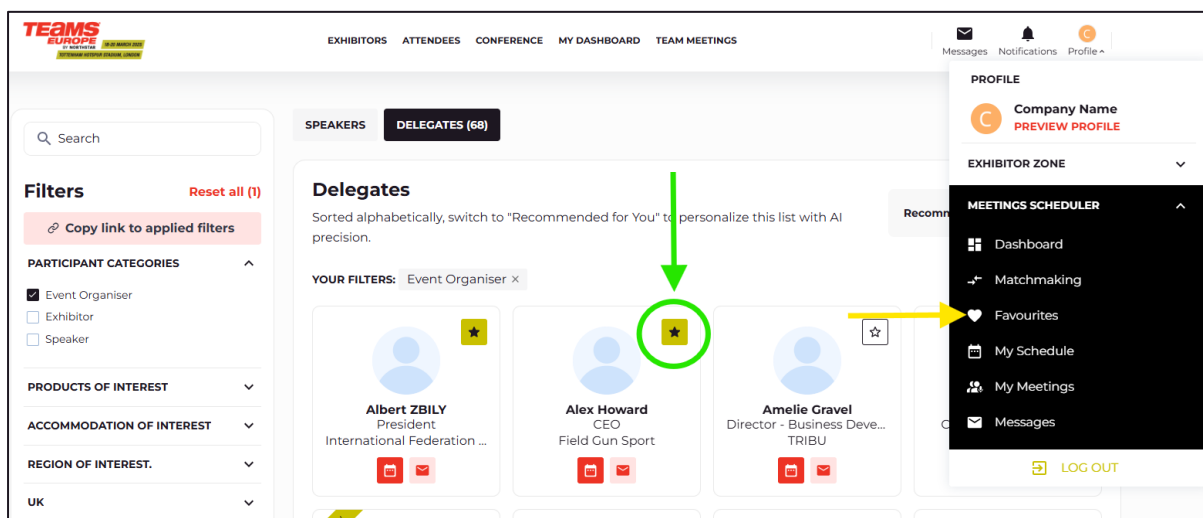


Saving and Viewing Your Favourites

Throughout the platform you will see a star icon. Clicking the star adds the item to your list of favourites; clicking again removes the item from your list of favourites.

When you've favourited something, you'll notice that the star icon gets coloured in (*Follow the green arrow on the screenshot below*).

To view all your favourites, click on the profile picture in the upper right, then click on favourites under "Meetings Scheduler" (*Follow the yellow arrow on the screenshot below*).



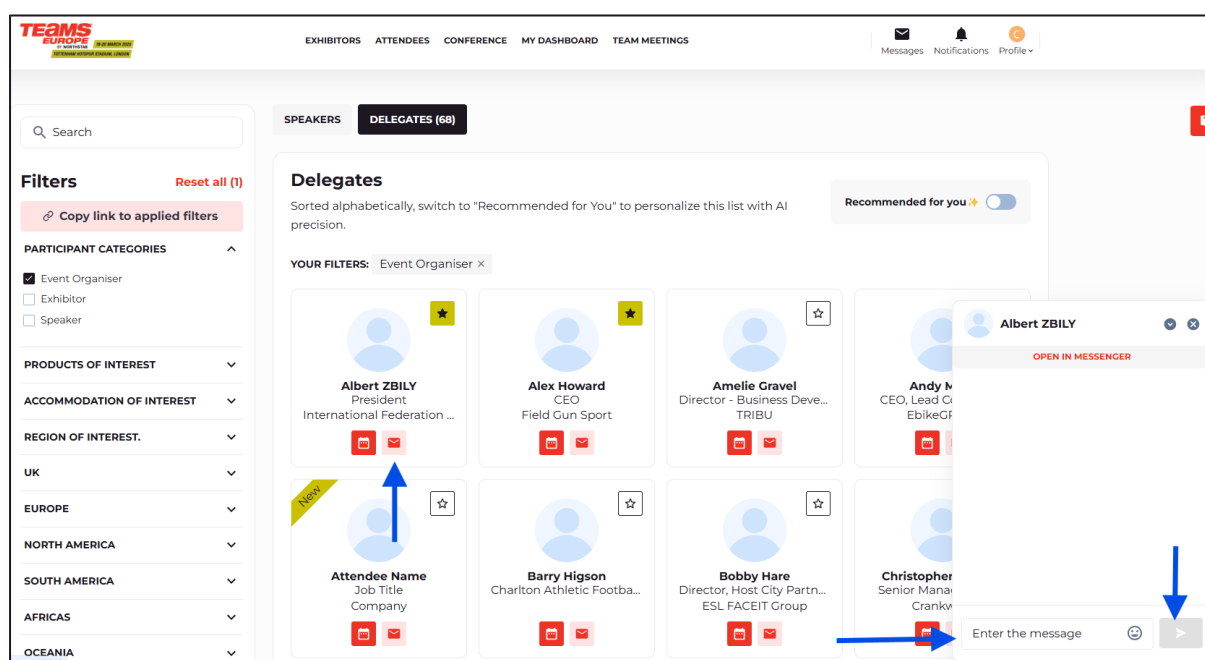
Exhibitors Meetings Guide

Meetings & Networking

Sending & Viewing Messages

Throughout the platform you will see this  Message icon on all company, product and people cards.

To send a message, click on the message icon next to the person you want to send the message to. A pop-up window will be displayed in the bottom right corner of your screen. Begin typing your message and hit enter or click on the arrow next to your message to send it.



When you receive a message, it will appear in Messages, and you will also receive a notification under Notifications.

You can access all your messages in three places across the platform –

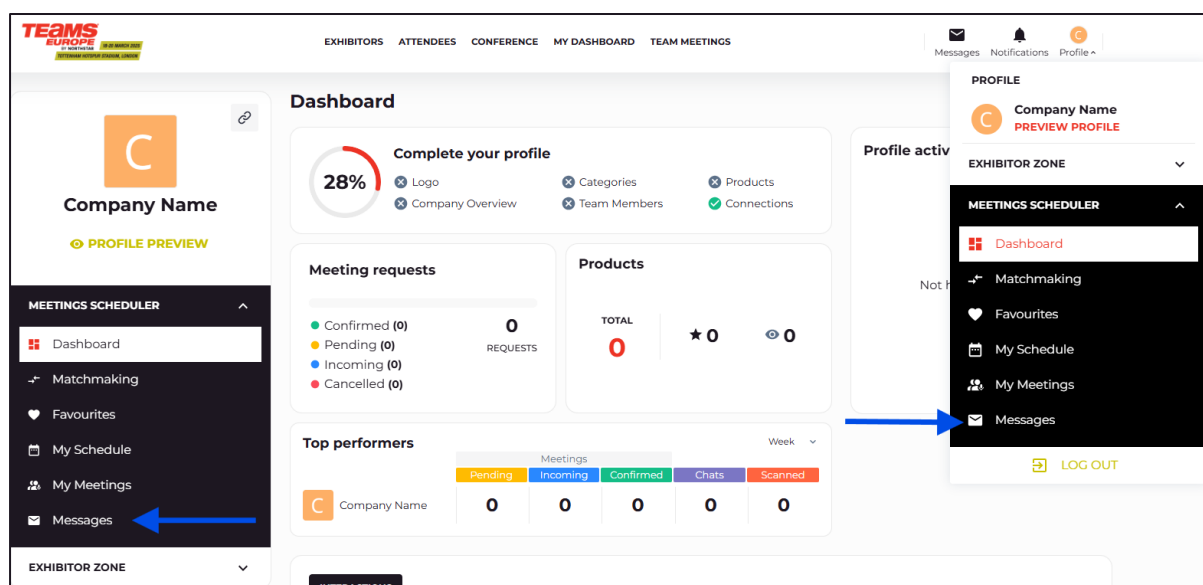
- iv. In the top navigation, to the left of the profile picture, you'll see Messages and Notifications. Click on each to view all your messages & notifications
- v. Click on your profile picture in the upper right corner, then choose Messages in the Meetings Scheduler section of the drop-down menu.



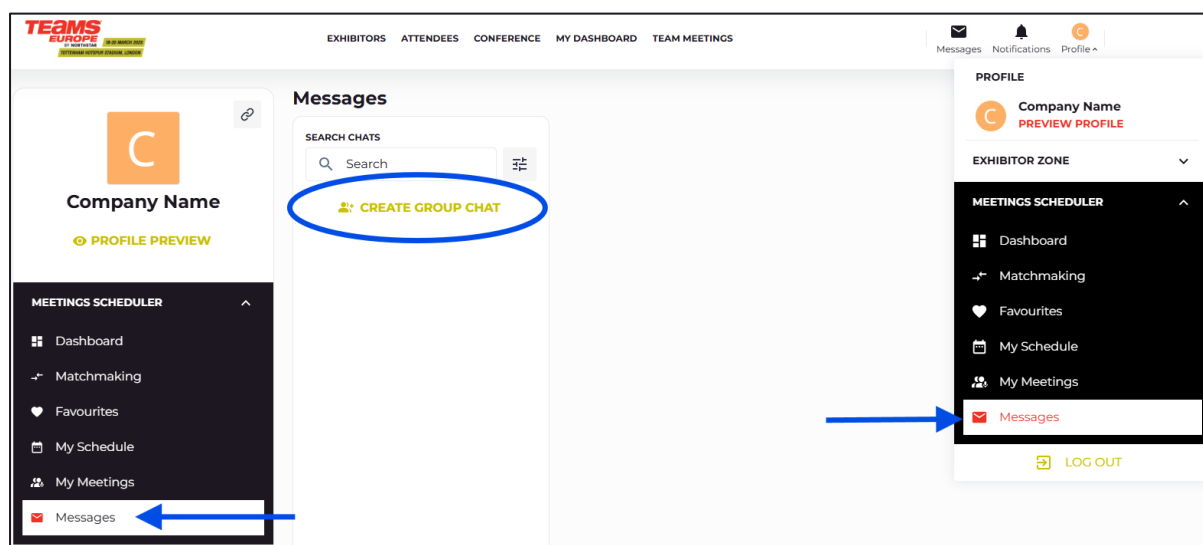
Exhibitors Meetings Guide

- vi. In the top navigation, click on “My Dashboard”. On the left below your personal details, choose Messages in the Meetings Scheduler section of the drop-down menu.

(Follow the blue arrows on the screenshot below).



💡 By accessing “**Messages**” through the Meetings Scheduler section of the drop-down menu, you can also create group chats (Follow the blue arrows on the screenshot below).



Exhibitors Meetings Guide

Requesting A Meeting



Throughout the platform you will see this Meeting icon on all cards.

To request a meeting, click on the icon and begin filling out the form.

In the first step, you'll be asked to select a date and time for the meeting from the show dates.

In the second step you'll be asked for:

- Add more delegates (optional) - Invite others to join your meeting using their email address
- Subject (mandatory) – Brief title for your meeting request
- Message (mandatory) – A short message about why you want to meet

!! Location & Duration of the meeting are standard and cannot be edited or changed. Each meeting can only take place on the Exhibitor's table for a duration of 15 Minutes.

Lastly, Click the **Request Meeting** button to send your meeting request to the other party.



Exhibitors Meetings Guide

Default meeting info: This allows you to auto complete the subject, message and attached files in your meeting requests with the same information. If you often request similar meetings, Default Meeting Information allows you to make those requests quicker. You can change the Default Meeting Information as often as you need to.

Viewing & Managing Meetings

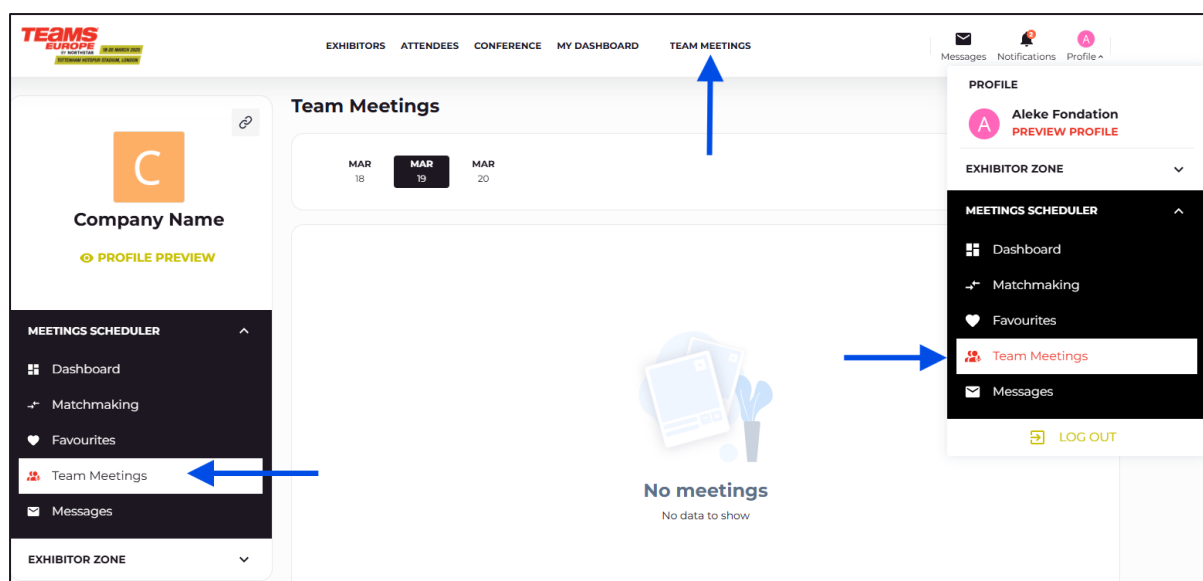
On the Team Meetings page, you can see all your meeting requests along with the status of each.

You can navigate to “Team Meetings” through two places across the platform –

- Click on your profile picture in the upper right corner, then choose Team Meetings under the Meetings Scheduler section of the drop-down menu.
- In the top navigation, click on “My Dashboard”. On the left below your personal details, choose Team Meetings under the Meetings Scheduler section of the drop-down menu.
- In the top navigation, click on “Team Meetings”.

(Follow the yellow arrows on the screenshot below).

On this page you can accept or decline a meeting request, as well as reschedule or cancel a confirmed meeting.



Exhibitors Meetings Guide

!! DIARIES WILL OFFICIALLY CLOSE ON 13 MARCH.

What does this mean?

We ask all attendees to fill their meeting slots by **13 March** to ensure everyone completes their recommended number of meetings. If your schedule isn't fully booked by the deadline, our team will step in to review any empty slots and fill them with meetings. These will be assigned based on your stated preferences and the availability of attendees.

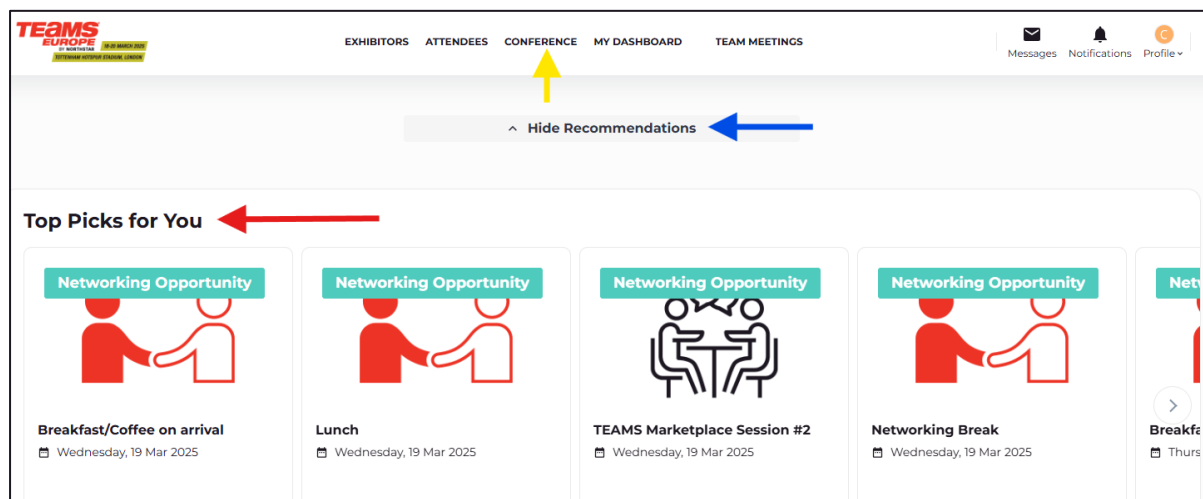
Conference Programme & Sessions

Finding Conference sessions

To see the sessions being offered click on **Conference** in the top navigation (*Follow the yellow arrow on the screenshot below*).

At the very top of the page, you'll first see "Top Picks for you". This feature displays a customised session list catered to your needs by using the interests you input on your registration form along with any profiles you favourited on the platform (*Follow the red arrow on the screenshot below*).

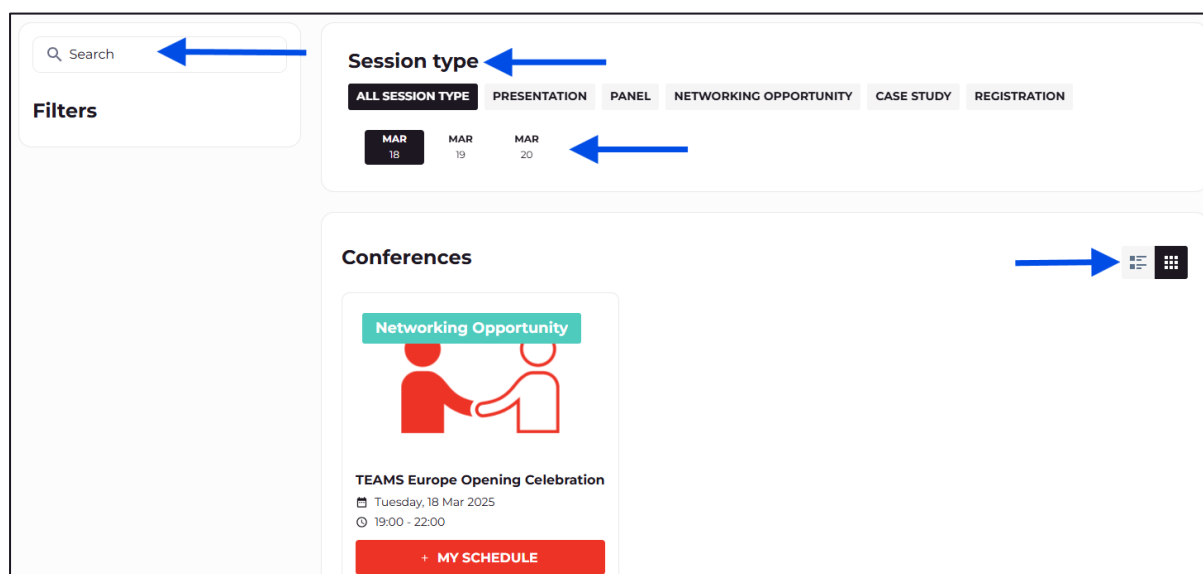
Click on "Hide Recommendations" to hide the custom list or scroll down to access the entire conference programme (*Follow the blue arrow on the screenshot below*).



You can Filter the list using session type. You can also use the search bar to search for any specific sessions you might be interested in.



Exhibitors Meetings Guide



Adding Sessions to Your Schedule

This section can only be accessed through your personal profile and instructions will be available when the “Team Members” section of the exhibitor zone goes live. We will get in touch with you to notify you when the platform is available.

Your Schedule

Viewing & Managing your Schedule

This section can only be accessed through your personal profile and instructions will be available when the “Team Members” section of the exhibitor zone goes live. We will get in touch with you to notify you when the platform is available.

Blocking time off on your schedule

This section can only be accessed through your personal profile and instructions will be available when the “Team Members” section of the exhibitor zone goes live. We will get in touch with you to notify you when the platform is available.



Exhibitors Meetings Guide

Productivity Tips

- ✦ Tour icon: At any time if you want to know more about the features of our show system, click on the? tour icon at the top right corner and you'll get a quick feature tour
- ✦ Save all the event organisers you want to book meetings with now, then dive in later and book all the meetings you want.
- ✦ Don't forget to use the Default Meeting info to speed up meeting requests

Need Assistance? Get in touch

Meeting platform related queries: Contact customerservice@teamseurope.com

Marketing queries: Contact Hritika Shah at hshah@ntmlc.com

Any other show related queries: Contact Fiona Chung at fchung@ntmlc.com

