XCOM

User's guide to the
XCOM CONNECT platform

www.xcom.fr

Lire la suite

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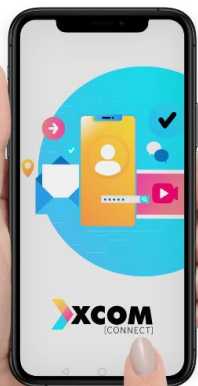
🖥️ Utiliser la plateforme BtoB :

Les rendez-vous sont programmés en amont de l'événement sur notre plateforme XCOM CONNECT. Les demandes de rendez-vous s'effectuent dans les deux sens, invités et exposants peuvent demander et recevoir des rendez-vous. **Chaque réunion est prévue pour une durée de 30min.**

📲 Télécharger l'application :

Nous vous invitons à télécharger l'application XCOM CONNECT, disponible sur iOS et Android. Cette application vous permet de retrouver votre planning de rendez-vous, de discuter en temps réel avec les participants et de scanner les badges des visiteurs de votre stand.

Scannez-moi !

2 - How to proceed

📣 **STEP 1: Issuance of wishes.**

Choose the people you want to meet and ask them for an appointment.
In this way you can optimise your presence and use your time efficiently by selecting the people you are interested in.

📅 **STEP 2: Validation of applications.**

Check if you have received any appointment requests, **accept or decline each appointment proposal received.** Your appointments are now scheduled.

🎟️ **STEP 3: Holding the event.**

Meet people directly on your stand while keeping an eye on your meeting schedule and scan their badges to add them to your contacts.

💻 **STEP 4: Extension of the event.**

The extension of the events allows you to **continue to exchange with the people still present on our platform until the end of the month concerned.**

3 - First connection

Step 1

Your account has been pre-created.
You will receive **an email* with a button redirecting you to the XCOM CONNECT platform,** click on it.

* If you have not received an email, check your SPAMS.

Bonjour,

Prenez une longueur d'avance en préparant l'événement SIT AFRICA

L'application XCOM CONNECT vous permet d'accéder aux contenus de l'événement et de vous connecter avec les bonnes personnes.

Il vous suffit d'activer votre profil en cliquant sur le bouton ci-dessous. Vos données sont protégées.

ACCÉDER À L'APPLICATION

Step 2

After clicking on the link, **you will be taken to the platform,** which will ask you **to create your password.**

Définissez un mot de passe

Afin de vous connecter plus tard à votre compte sur web ou sur l'application mobile.

Mot de passe *
Choisissez un mot de passe

Step 3

Once you have specified your credentials, **click on the visual of the event concerned to enter the event.**

SIT AFRICA FORUM
Le rendez-vous des décideurs africains de la **cybersécurité**
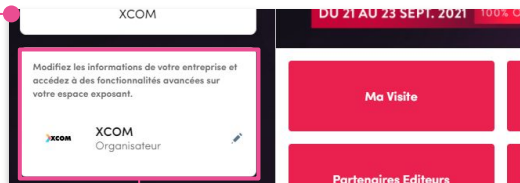DU 17 AU 20 MAI 2022 MARRAKECH

4 - Customise your company page

Step 1

On the event homepage, **click on your logo or the pencil icon** to access your company page*.

*Attention, vous n'aurez pas accès à votre espace exposant via l'app mobile

Step 2

Customise your company profile by adding your information, your logo, your slogan, your field of activity, your PDFs, etc.
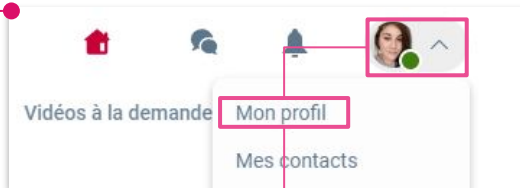
Step 3

You can also **add an advertisement and change your background image as you wish** to embellish your virtual space.*

5 - Complete your personal profile

Step 1

Click on your avatar, available on your menu, then go to "My profile".

Step 2

Edit your profile and fill in your personal and company information.

Good to know

If you participate in several XCOM events, you will always find your profile!
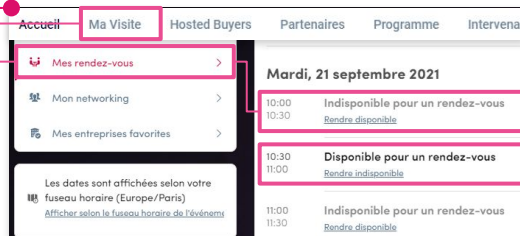Don't lose your login details and keep them safe.

6 - Setting up your schedule and making appointments
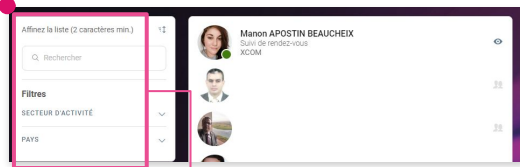
Step 1

Click on the "my visit" tab and then on "my appointments". **Select your time slots according to your availability/unavailability*.**

* If you are attending or participating in a workshop, please make yourself unavailable!
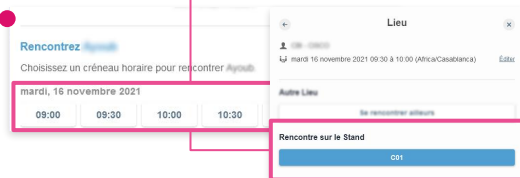
Step 2

Make an appointment with a guest, directly. Go to the "HOSTED BUYER" tab, sort, filter and click on a guest.

Step 3

Choose and click on the guest's file.
Choose an appointment slot and click on the location of the stand (e.g. C01)
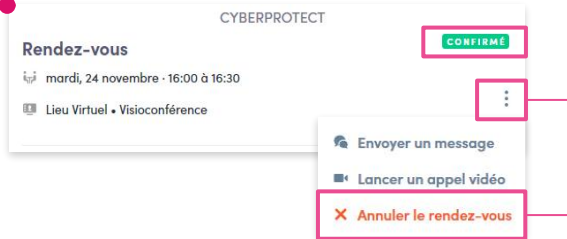
7 - Accepting your appointments

Step ① 1

A guest asks you for an appointment. **Go to your notifications and click directly on the "validate"** icon to accept.

Step ② 2

You will be able to click on the contact person's record to check the slot. **When you accept an appointment, the status becomes confirmed.**

Something unexpected?

If something unexpected happens, warn your contact person by sending a message. **Once you have notified your appointment, remember to cancel it.** Go to "my visit" > "my schedule", click on the 3 dots and choose "cancel".
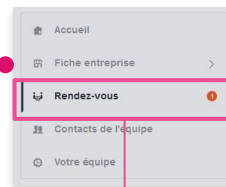
8 - Accepting company meetings

Caution!

Some guests may request live meetings with the company. **Your entire team will receive the notification, so you will need to assign it to a team member in your company area.**

Step ①

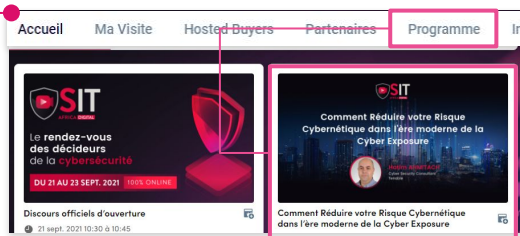Go to your exhibitor area and **click on "My appointments".**

Step ②

In the search bar type the name of your collaborator **and click on "Accept" to assign the member to the appointment.**

9 - Register for sessions

Step 1

Click on the "Programme" tab to see the different sessions **and then click on one of them** to learn more
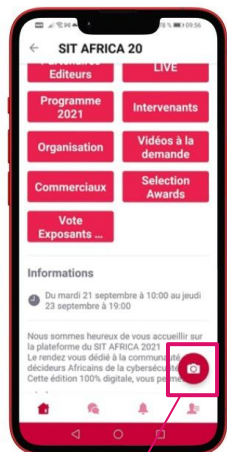

Step 2

Register for sessions **by clicking on the "add to my schedule" button** on the session page.

Caution!

As a reminder, **the workshops take place at the same time as the BtoB meetings.**
Don't forget to make yourself unavailable if you wish to attend a workshop (explanation chap. 6)

10 - Scanning badges

Step 1
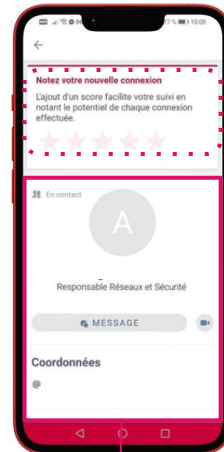**Click on the "camera" icon** on the home page of the app.

Step 2
Scan the QR code on the guest's badge.

Step 3
Hop! **You add the person** to your contacts

Step 4
You will **find all the information about the person.***

* You can also give it a grade!

11 - Good habits to adopt!

📲 XCOM CONNECT

Use our platform **with your Google Chrome browser on desktop and/or the application available on iOS and Android** on mobile.

🔔 NOTIFICATIONS

Check your notifications frequently by clicking on the little bell, before, during and after the event so you don't miss anything.

📥 REMINDERS

You will be notified 15 minutes before the time of the meeting, the conference, the workshop and the animation. Keep your eyes open!

❌ A CONTINGENCY ?

Tell your contact person **if you cannot make the appointment or arrange for someone to meet them** in your place.

🤝 TEAMWORK

Organise your schedules as a team, if someone doesn't show up for an appointment, **go to the "appointment follow-up" corner** and/or **welcome passing guests.**

👷 ORGANISATION

Do you need help? **Our team is available in person at the event reception** and virtually via the platform chat.

12 - After the event

💻 **Extension of the event**

Watch the replay of workshops and conferences, **contact the people you are still interested in on the platform,** organise video calls **and continue networking online** 😉
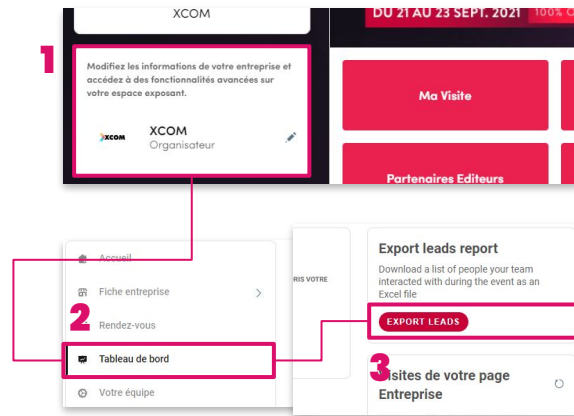
📈 **Get your contacts back!**

1 - **On the homepage, click on your logo or on the pencil icon** to go to the "company area".

2 - Once in the company area, **go to "dashboard".**

3 - Finally, **click on "Export Lead".**

And there you have it, **all your sales contacts**.
We will send you your detailed statistics after the event.

13 - Contact Technique

✋ need help?

Are you experiencing a technical problem? Would you like to have more details on a "Step by Step" for a successful presence at the SIT? **Our team is there for you.**
Do not hesitate to contact us, **we will answer your questions as soon as possible!**

📞 2 ways to contact us!

- **Contact us through the platform chat** via the "ORGANISATION" tab
- **Send us an email** and we will send you a detailed step-by-step picture.