HAREAUSUL!

29-31 OCTOBER 2023, RIYADH, SAUDI ARABIA

Registering your Staff Guide

Supporting Partners







الاتحـــاد الـسعــودي لـلأمــن السيبــراني والبرمجة والـدرونــز SAUDI FEDERATION FOR CYBERSECURITY, PROGRAMMING & DRONES



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AnFlavour





Customer Care

AnFlavour



Welcome Email

Once your contract is signed, an automated email will be sent to you with login details to access the Customer Center.

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Subject Welcome to Customer Centre

CityscapeGlobal

Dear Exhibitor,

Welcome to Cityscape Global Saudi 2023 Customer Centre.

An account has been created for you to simplify your pre-event experience. The Customer Centre will assist you with the setup of your virtual and/or physical booth, ordering services and will provide important event information.

Please take your time to read through all the information listed below carefully. Once you are ready, please login to begin your exhibitor journey at Cityscape Global Saudi 2023. Customer Centre Details:

Company Name: %%Company Name%%

Stand Number(s): %%#Booths##

Username: <u>ABC.XYZ@informa.com</u>

URL:

Customer Center -Platform Features

- The Customer Center has all the information and tools you need for a successful show.
- Through the Customer Center you will be able to order services & utilities from all vendors, add badges, register for staff badges, find a checklist, and other helpful information and hints.
- Through the VISIT Connect Portal, Cityscape Global exhibitors will be able to register their live and online representatives and manage their leads.
- Please note that the VISIT connect account is only accessible by the "Operations Contact" that's listed in the contract. The link is unique to your company and if you are a new user, you will have to create a new account with the email that's registered in the system. If you need any assistance regarding your login, please email: cityscapesaudics@informa.com



Welcome GE Test Account-North America

Welcome to Cityscape Saudi 2023.

Dear Exhibitor

Cityscape Saudi 2023

the key deadline

Please check your contact details, company name, stand number, type and zone in "my account". If any amends are required please contact: cityscapesaudics@informa.com

Please ensure to fill in the exhibitor registration form in the exhibitor badge section to redeem your online or live exhibitor badge for yourself, you can then redeem badges for your colleagues thereafter. Once registered, you will receive a welcome email from that will allow you access to the online event platform

It is mandatory to fill in the exhibitor registration form for each colleague. As the main user, you can invite them either by adding them one-on-one or by uploading a list of all colleagues





This manual has been restructured to provide you with all the necessary information to prepare your participation a

To begin your journey, please start by exploring the sections here below, and please refer to the Order Form section to review

Stand Summary

Stand No # Test booth	map it
Display Nama	GE Test Account-North
Display Name:	America
Stand Size:	3m x 4m
Stand Type:	Space Only

If you wish to contact one of our team, see below:

For all Operations enquiries, please contact Cityscape Global Saudi Customer Service Team F: cityscapesaudics@informa.com T: +971 4 408 2888 9AM to 5PM Sunday to Thursday (Saudi Arabia Time)

For Marketing related queries Cityscape Global Saudi Marketing Team E: info@cityscapeglobal.com

Registering your Staff

AnFlavour



Registering your staff

Step 1: Once you have accessed Customer Center, click on "Exhibitor Badges"

Step 2: Navigate to the bottom of the page and click the green button "Navigate to GES/Visit to manage badges"

Step 3:

You will be redirected to the Visit Connect dashboard. Please click on "Team" and then on "Add Staff" to add any representatives for the show



Exhibitor

Registered



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ه	Dashboard	Q s	earch	
% %	Team			
Ċ	Questions		∇	Name
æ	Leads		Po	Alex Edward
0	User guide	O	Do	Chris Speller
			Do	Rami Yousef
		O	Do	Daria Germ
			Po	David Telfer
			Po	Elie Gabriel

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Granting permissions to your staff

Once you have registered your staff, you can then grant them permissions such as:

- Admin permissions
- Show all leads
- Allow capture leads
- Allow export leads

In order to set permissions, follow the steps below

Step 1: Under the permissions section within the "Team" tab of the visit dashboard, click edit

Step 2: A pop-up window will appear where you can change that staff's permission



Citysc Sep 10, 20	ape (D23 - Ser	Global 2023 • 13, 2023
		Name
		Chris Speller
	Po	Rami Yousef
	Do	Daria German
	Do	David Telfer
	Do	Elie Gabriel
		Hardy Claire
	Do	Kara Patterson
	Do	Rudolph Anand
	Do	Saif Badrudin
	Po	Sharad Chaturve
	0	e
		Alex

-In Elavour



				Start tour Zainab N	Aurtaza 🗢
	Staff: 14 / 20			Add staff	Actions
				Register Exhibitor	
Email	Туре 🗸	State 🗸	Attendance 🖓	Permissions	
	Exhibitor	Registered	No show	00 00 DM	
	Exhibitor	Registered	No show	00 8M	
	Exhibitor	Registered	No show	_0 00 0M	
	Exhibitor	Registered	No show	00 0M	
	Exhibitor	Registered	No show	00 BBM	
	Exhibitor	Registered	No show	00 0M	



Staff: 14 / 20			
Staff	ate 🗸	Attendance 🗸	Permissions
	gistered	No show	
Name * Alex Edwards	gistered	No show	
Emoil *	gistered	No show	
	gistered	No show	
Open registration form	gistered	No show	
Permissions	gistered	No show	
Admin permissions	gistered	No show	
Allow capture leads	gistered	No show	
Show all leads	gistered	No show	
Allow export leads	gistered	No show	
	gistered	No show	

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Thank you for taking the time to read this presentation.

If needed, you can contact our support team inflavourcustomerservice@informa.com for any assistance

Supporting Partners

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