Patient Safety

By Informa Markets

5-7 November 2020

Patient Safety

The COVID-19 Virtual Edition

# Exhibitor login guide

patientsafety-me.com

1. Login

You will receive a welcome email with your login credentials and details to access the Patient Safety virtual platform.

Navigate to the event platform, click on **"Login"** and activate your account by using your email and badge/registration ID.

If you did not receive this email, contact: **ps-support@informa.om**

Welcome to Omnia Health Live. Please log in below to get started.

Login
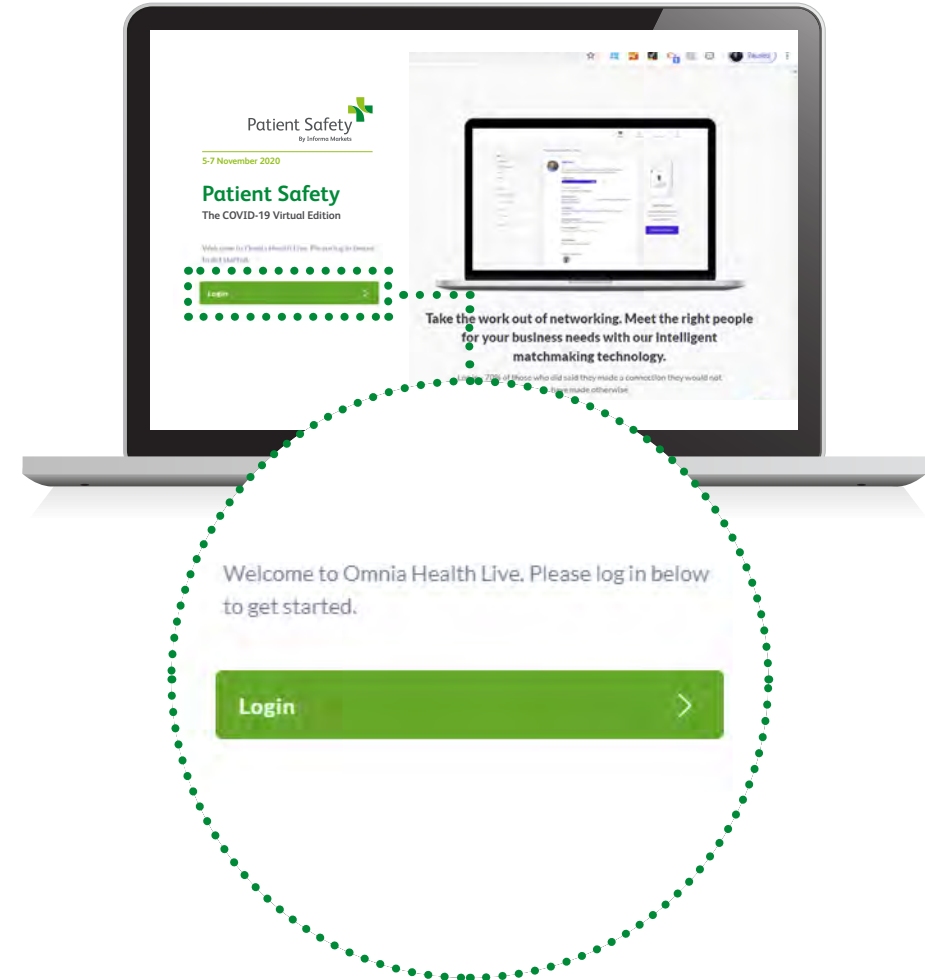
2. Update your profile

A pop-up window will take you through a few steps to set-up your profile. Make sure to go through each step and fill out the appropriate information.
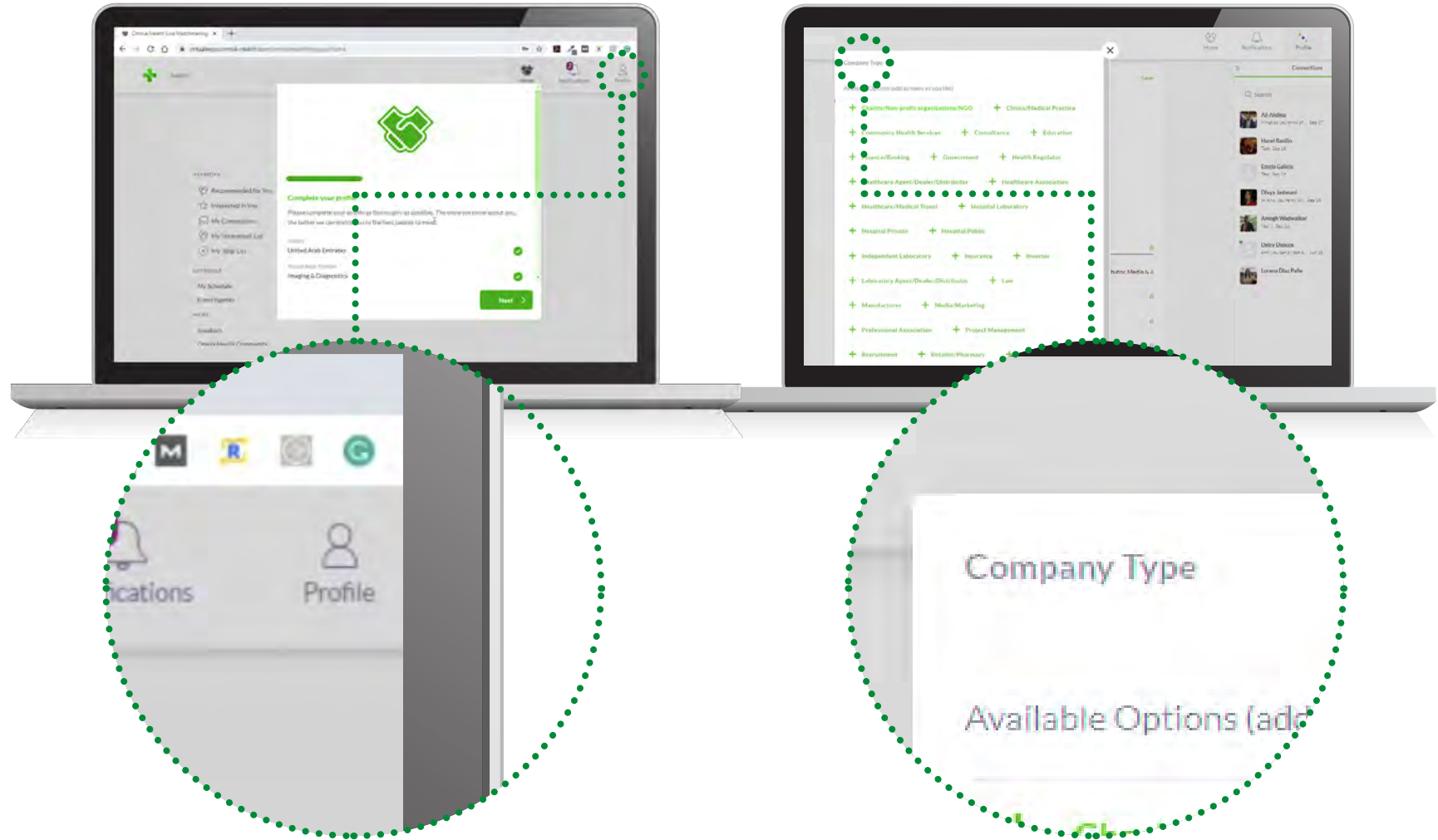
Your personal profile

Click on the **"Profile"** icon

Upload a picture

Fill out the different criteria by simply clicking on the field

Enter your answer, click on **"Add"** and then click on update preferences
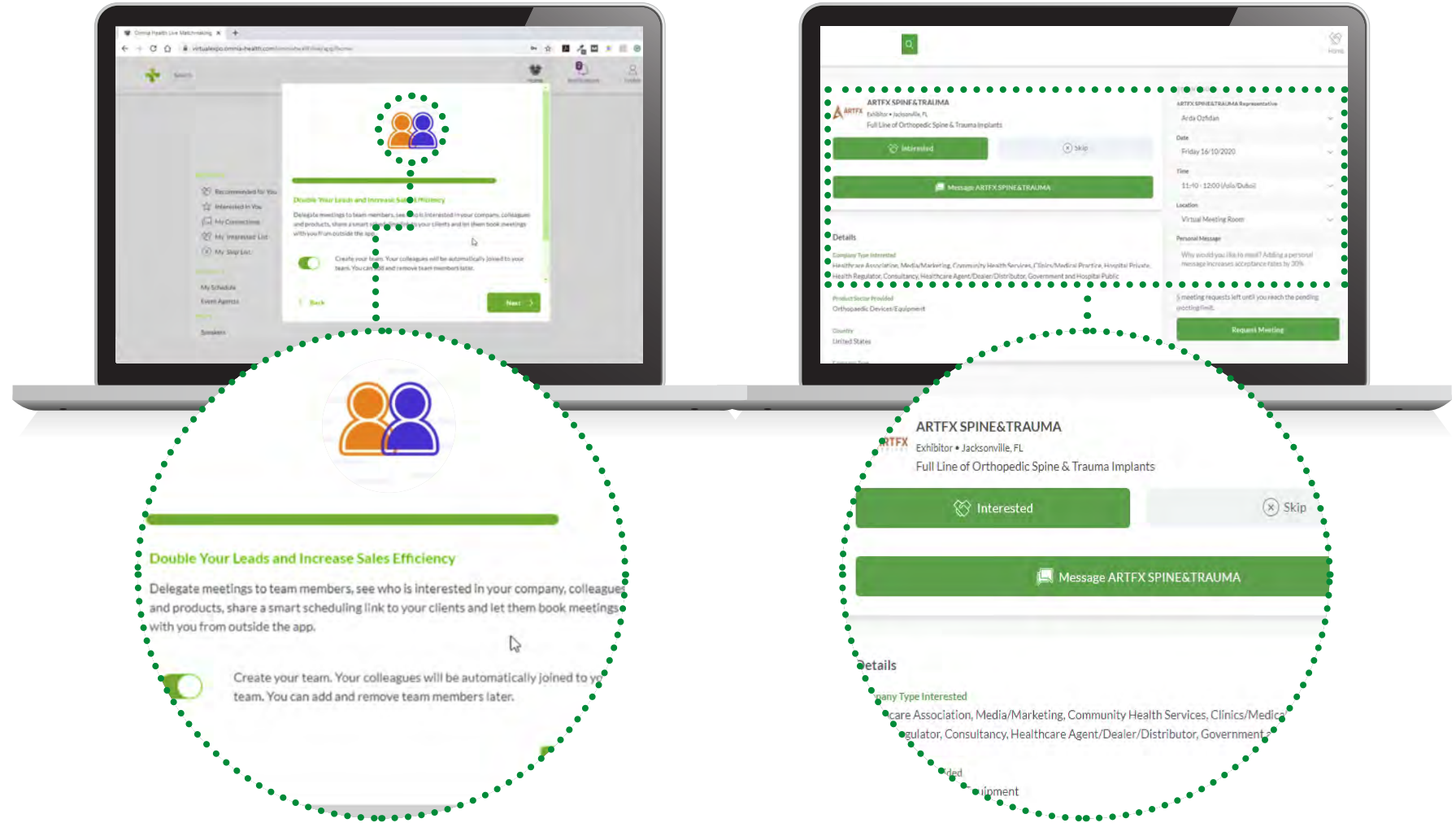
Your company profile

Go to **"Teams"** on the top right

Once in Teams, click on **"Company Profile"**

Update the headline and the brief summary of your company

Click on save

The first steps are very important as the answers to these questions are used by our matchmaking engine to generate your recommendations.

Having a complete profile will allow you to make more meaningful connections.

Double Your Leads and Increase Sales Efficiency

Delegate meetings to team members, see who is interested in your company, colleagues and products, share a smart scheduling link to your clients and let them book meetings with you from outside the app.

Create your team. Your colleagues will be automatically joined to your team. You can add and remove team members later.

ARTFX SPINE&TRAUMA
Exhibitor • Jacksonville, FL
Full Line of Orthopedic Spine & Trauma Implants

Interested   Skip

Message ARTFX SPINE&TRAUMA

Details

pany Type Interested
care Association, Media/Marketing, Community Health Services, Clinics/Medica
gulator, Consultancy, Healthcare Agent/Dealer/Distributor, Government

3. Set up teams

Go to the **"Teams"** tab to use the different features available to you and your team:

Meetings: Recap of all the meetings you and colleagues have requested and scheduled

**Smart Calendar:** Generate a team calendar link to send to your clients

Inbound Connections: Access the list of people interested in your company and colleagues

Contacts: View the list of your collective event connections, made up of the people you and your colleagues have connected with or have a scheduled meeting with

Team Members: See your team members profiles, edit them and invite additional team members

Company profile: View and edit your company profile

**Export:** Export a CSV file of your team's scheduled meetings and contacts
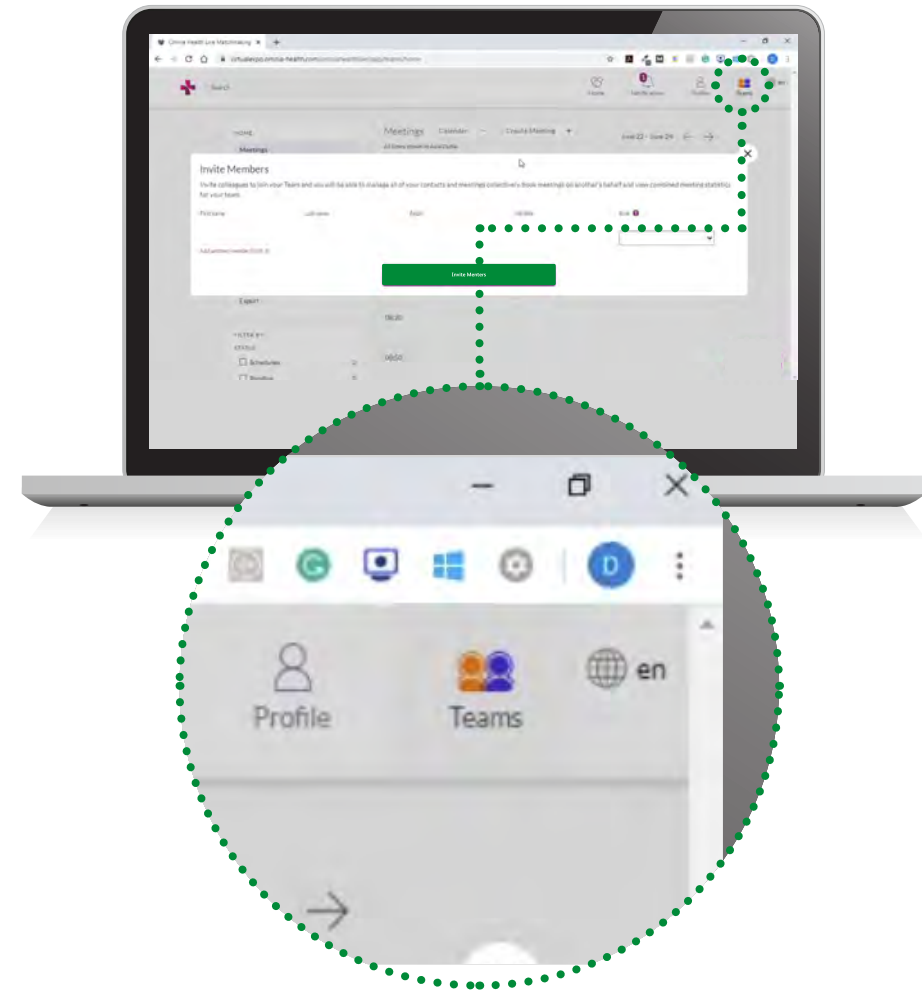
4. Upload your products

Go to **Product** under **Admin** section on your left panel

Upload images, categories and descriptions of the products you have so you show up more to attendees when they search through the product directory and generate leads through specific products

The Visitor Directory: See the full list of visitors attending the virtual edition of Patient Safety, request meetings and/or show interest in them
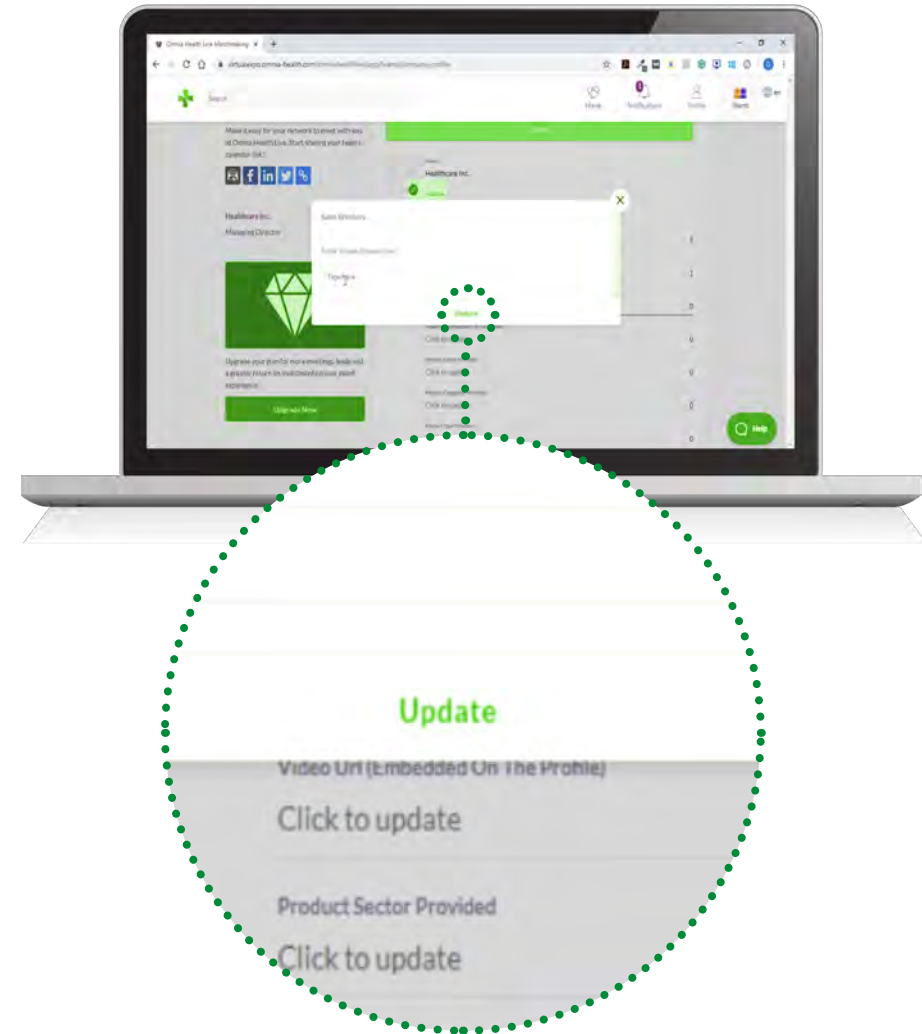
5. Start networking and request meetings

Click on **"Home"** and under the **'Network'** section, you will find your networking features:

Recommended for You: Review and take action on the recommendations we have made for you. Here are the different actions you can take.

Skip: you are not interested in this person

Interested: you are interested and would like to spark a conversation

Meet: you want to request a meeting with that person

Here is an article on how to request meetings:

https://grip.helpscoutdocs.com/article/99-how-do-i-request-a-meeting

Interested In You: See the people who have shown interest in connecting with you

My Connections: Once you have a mutual interest with someone or a scheduled meeting, you will be able to open a chat with them

My 'Interested' List: See a list of people who you have shown interest in

**My 'Skip' List:** See a list of people who you have skipped

Search: Type in search box to search for people, products or sessions.
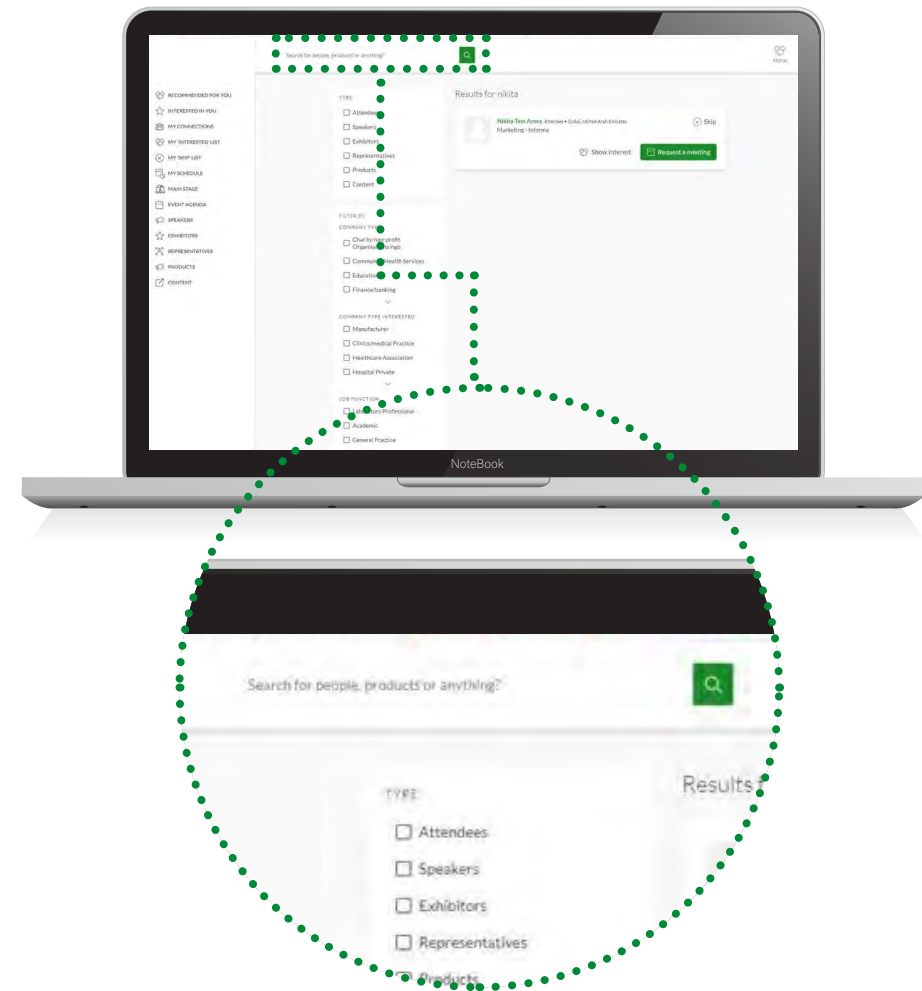
6. Review your personalised meeting schedule

Go to **"My Schedule"**. In this section, you will be able to keep track of the meetings you have requested and scheduled and the sessions you will be attending.

There is no need to download any additional software. You will be able to access the virtual meeting room for any given scheduled meeting directly within the web platform via the My Schedule tab.
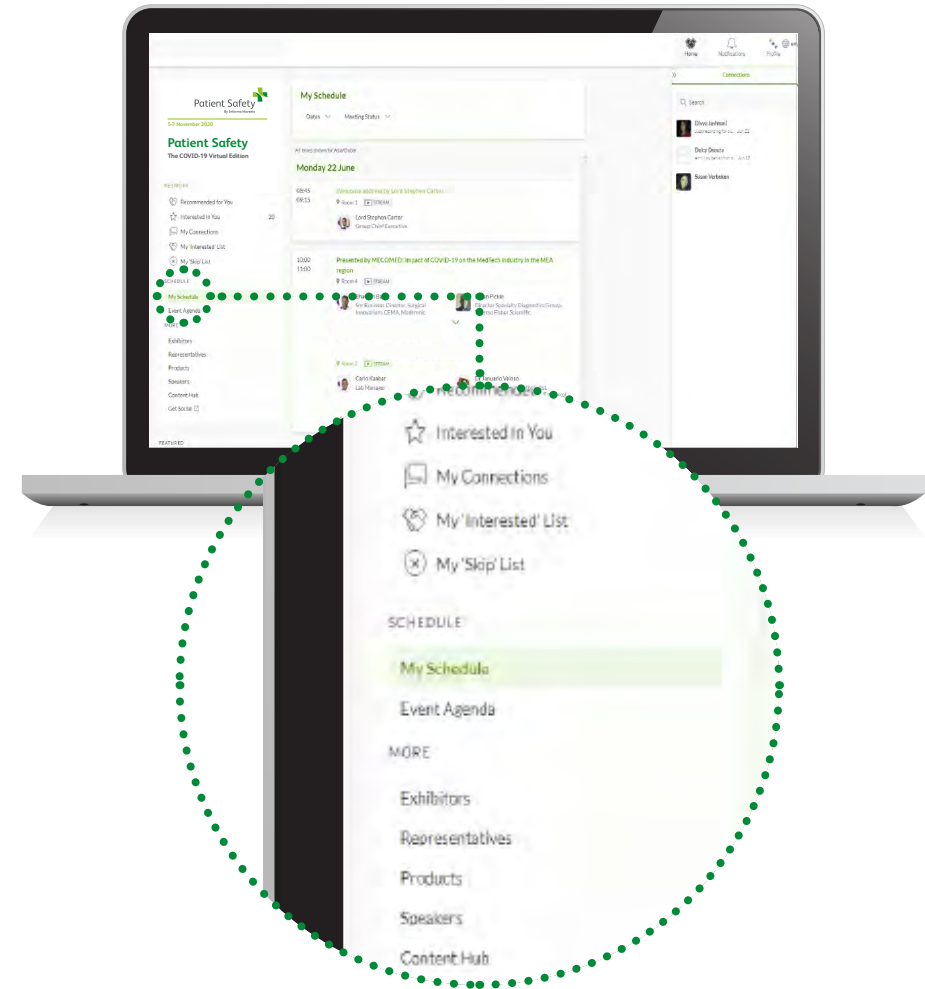
7. Attend your virtual meetings

Virtual meeting rooms are only available for scheduled meetings (if the meeting is pending or cancelled, the virtual meeting room will be unavailable).

A Virtual Meeting Room will be clickable 5 mins before the scheduled meeting.

Click on **"Open Virtual Meeting Room"** to attend your meeting.

You can go in and out of the Virtual Meeting Room within the scheduled meeting time, however, once the meeting time has expired you will be unable to access the Virtual Meeting Room.

The meeting duration is not limited once you are in the virtual meeting room.

- Inside the virtual meeting room, you'll be able to

- Review the profile of the person you are meeting

- Send a message to the person you are meeting

- Share your screen

Patient Safety Virtual uses a third-party connection for networking. If you are unable to join a virtual meeting, please use a VPN connection.

Please note, for users based in UAE, the virtual meeting room facility built inside the platform might be blocked by your telecom provider (specifically for Etisalat users).

We suggest you use an alternative virtual meeting service, such as Zoom, to conduct your virtual meetings. This can be easily shared within the chat facility provided on the platform.
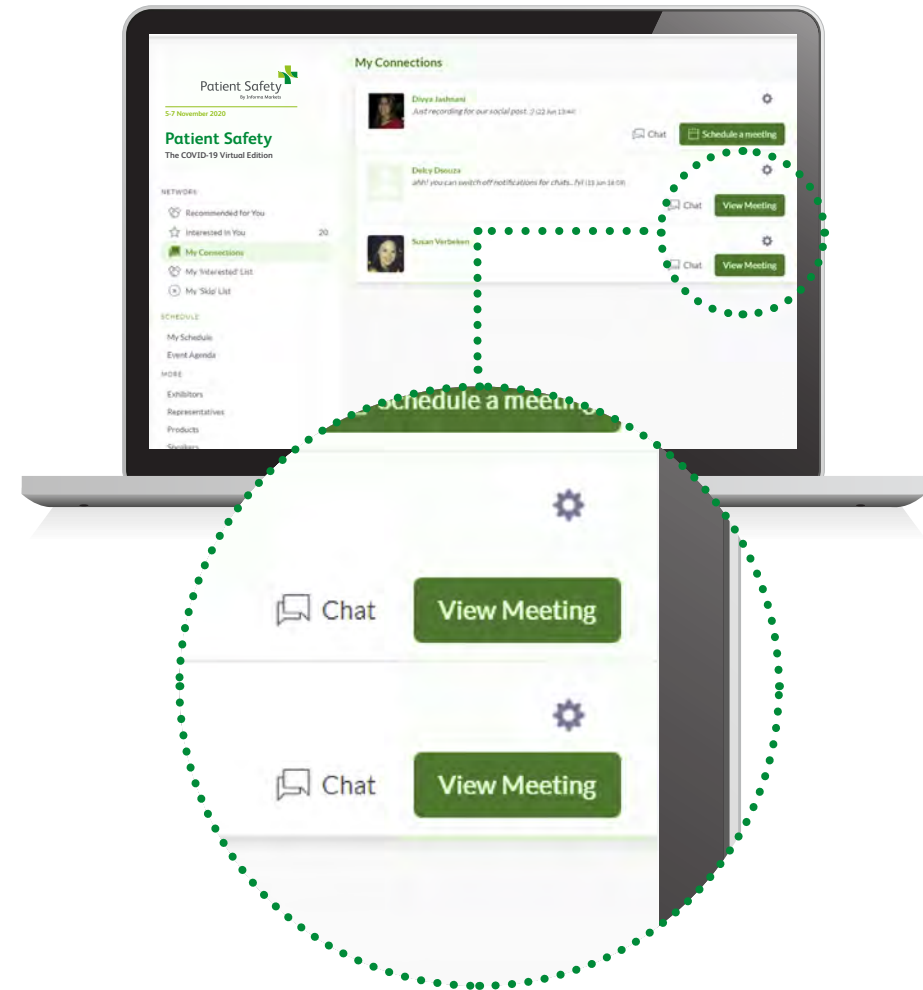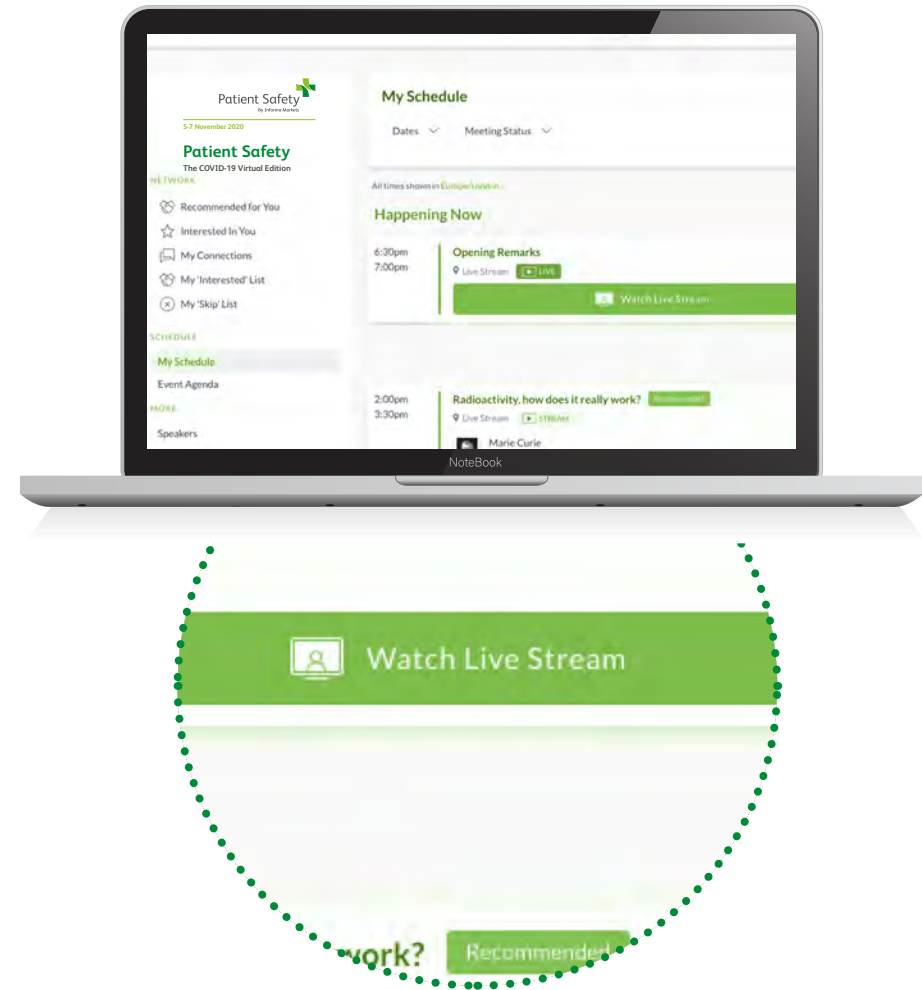
8. Review the event program

Go to the **"Event Program"** tab. In this section, you can discover our unmissable line-up and bookmark the sessions you are interested in attending.
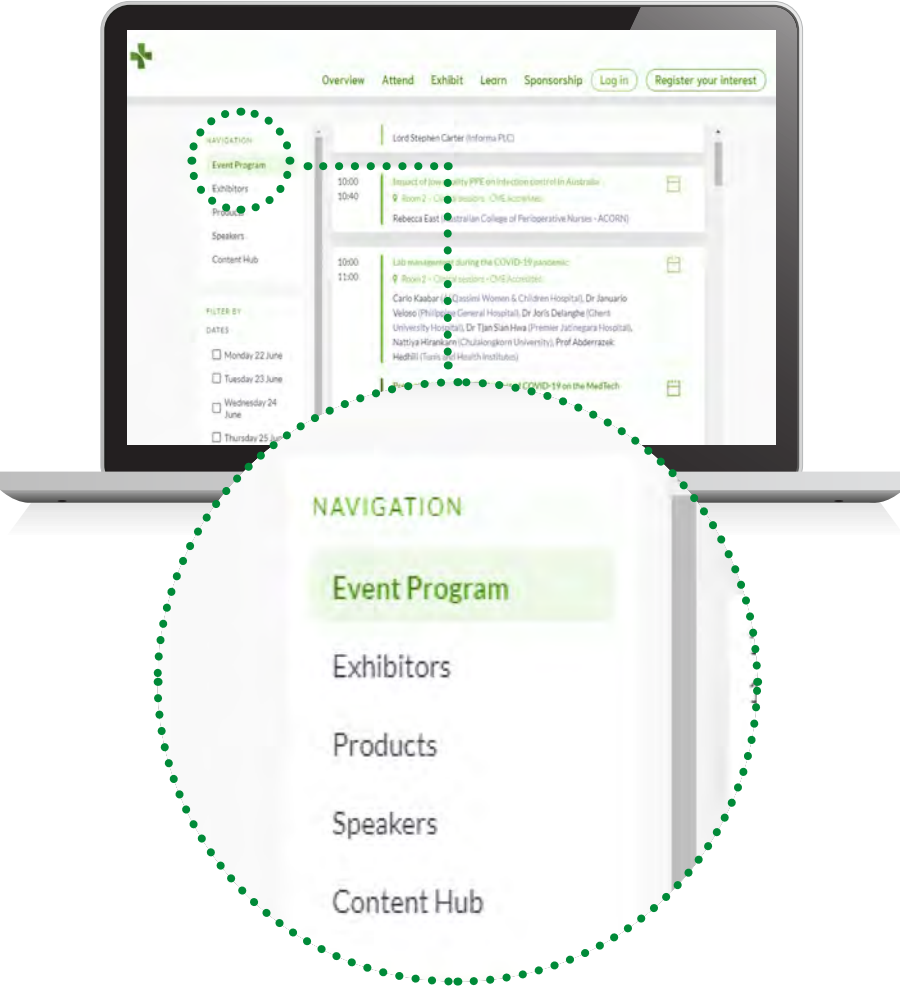
9. Watch the sessions you have bookmarked

Go to My Schedule. At the date and time of the session you are attending, click on the **"Watch Live Stream"** button to access the session.

10. Explore additional features

Under the **"More"** section, you will find:

- The Exhibitor Directory: See the full list of exhibitors attending the virtual edition of Patient Safety

- The Product Directory: See a full list of the product offering at the virtual edition of Patient Safety

- Content Hub: View all the show's content articles, videos, interviews and more

For any questions regarding the Patient Safety virtual desktop platform and/or App please contact: **ps-support@informa.com**

Here is a link to our FAQ articles for any general inquiries:

https://www.patientsafety-me.com/en/exhibit/frequently-asked-questions.html
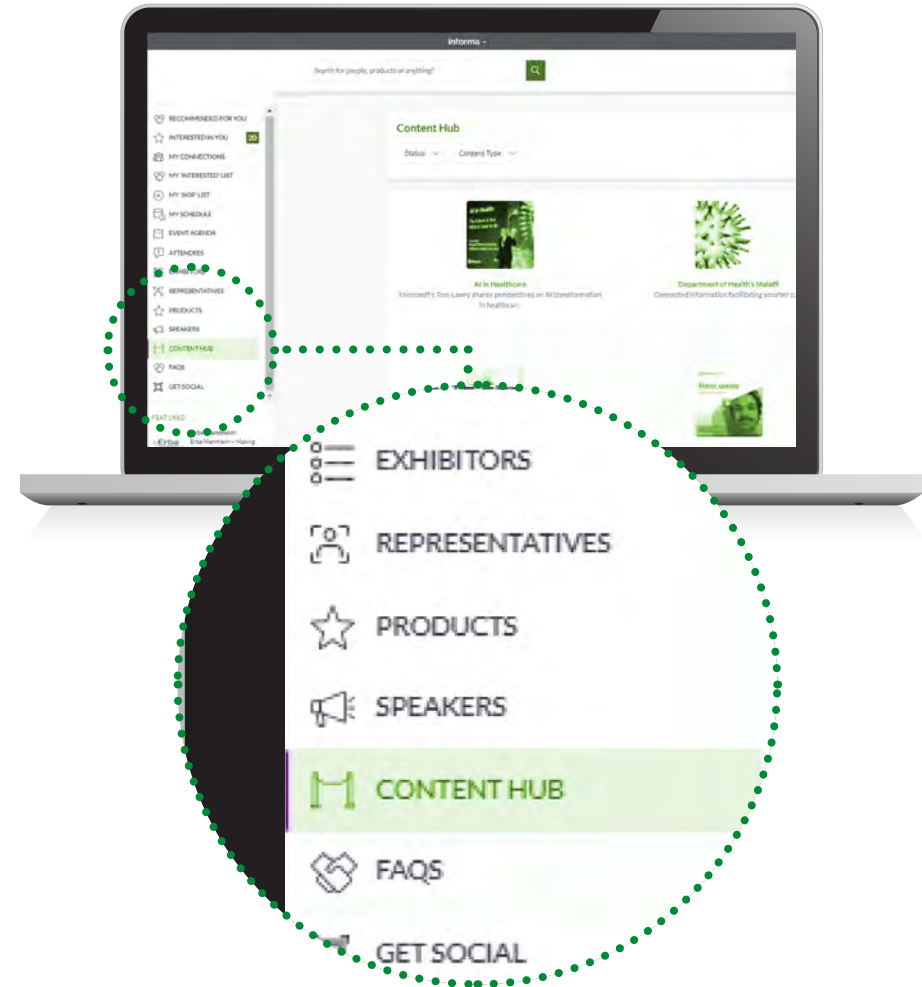
11. Promote and enhance your participation

Download free banners and share with your contacts to promote your participation on your own channels, and encourage them to join the virtual edition of Patient Safety

Take advantage of **sponsorship opportunities** to further increase your visibility during the show days - contact us on **patientsafety@informa.com**

12. In the lead up to, and during the show days

If you've reached your lead capacity, you can upgrade your package to increase the limit on the number of connections your company can reach

Be proactive in setting meetings with prospective buyers. Although there is a limit on the number of connections you get (depending on your package), you can always cancel a meeting.

Definitions

Maximum event connections/Inbound leads

When mutual interest is established between two users, they are said to have successfully formed a 'connection'. A user can go to 'My Connections' under 'Network' section on left panel, to chat or schedule a meeting with an existing 'connection'

Event connections are defined as follows:

- Interest in team members, company profile, products

- Connections with team members

- Accepted meetings with team members

- Profile views of team members, company profile, products

- Attendees of sponsored sessions

- Viewers of sponsored sessions live streams or video recordings

Contacts

The 'Contacts' area is accessible for exhibitor representatives via Teams. This includes profiles of all users who have connected or scheduled a meeting with any of the team members on the exhibitor side.

Pending Meeting Limit

This is a method of preventing users spamming meeting requests. If a user has a Pending Meeting Limit of 10, they can send 10 meeting requests, but then they are prevented from sending out any further meeting requests until at least one of those meeting requests have been either Accepted, Declined or Deleted. Once this happens the user regains that request to use again. This should be considered as a running quota and not a definite limit for a user.

Connections

When mutual interest is established between two users, they are said to have successfully formed a 'connection'. A user can go to 'My Connections' under 'Network' section on left panel, to chat or schedule a meeting with an existing 'connection'