

FOODTECH & GLOBAL PACK

PARTICIPANTS' MANUAL

How to set up your personal profile
on the BUSINESS PLATFORM

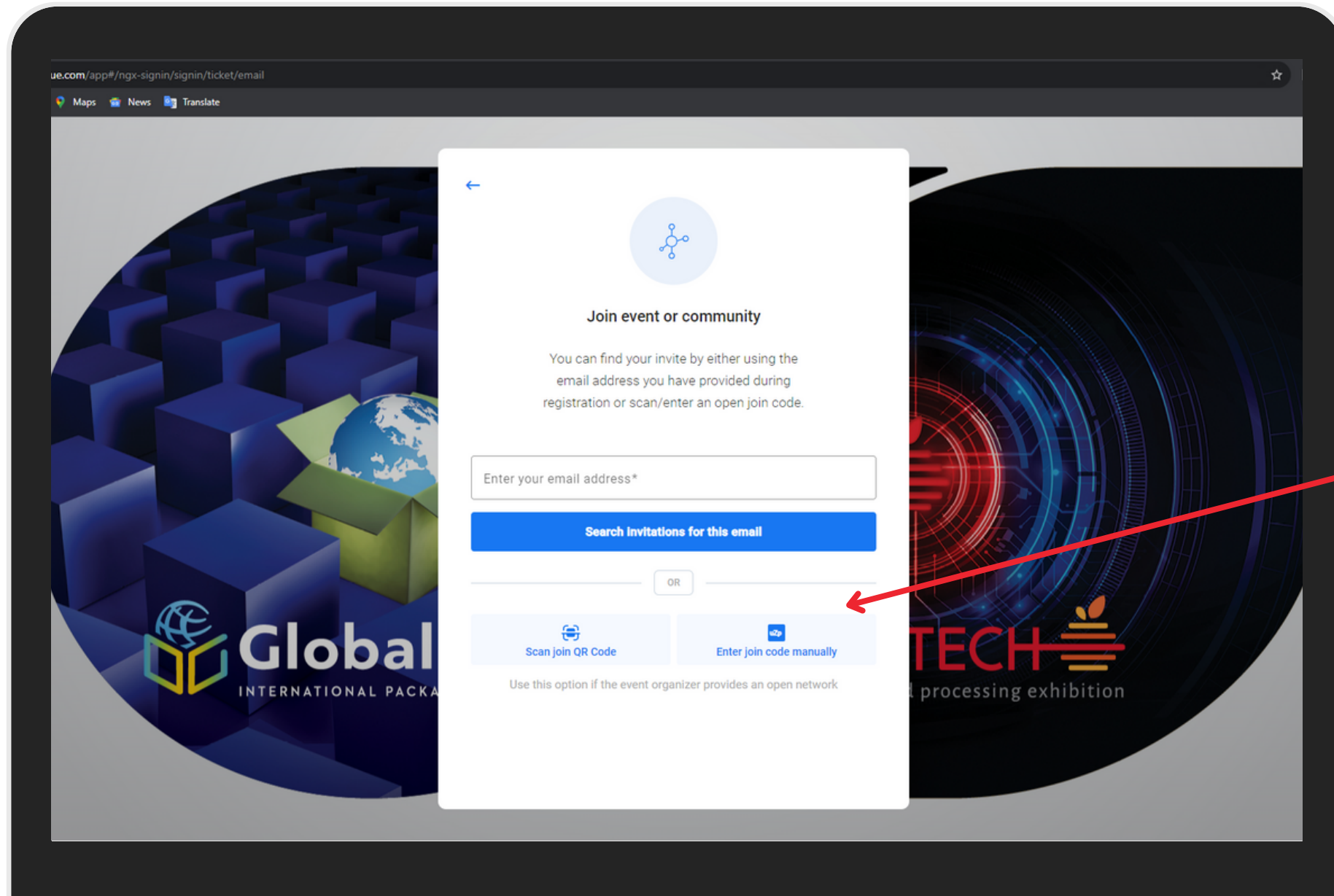




Step 1 | Access the platform

From the trade show website you go to the link:
<https://www.talque.com/join/foodtechglobalpack2023>

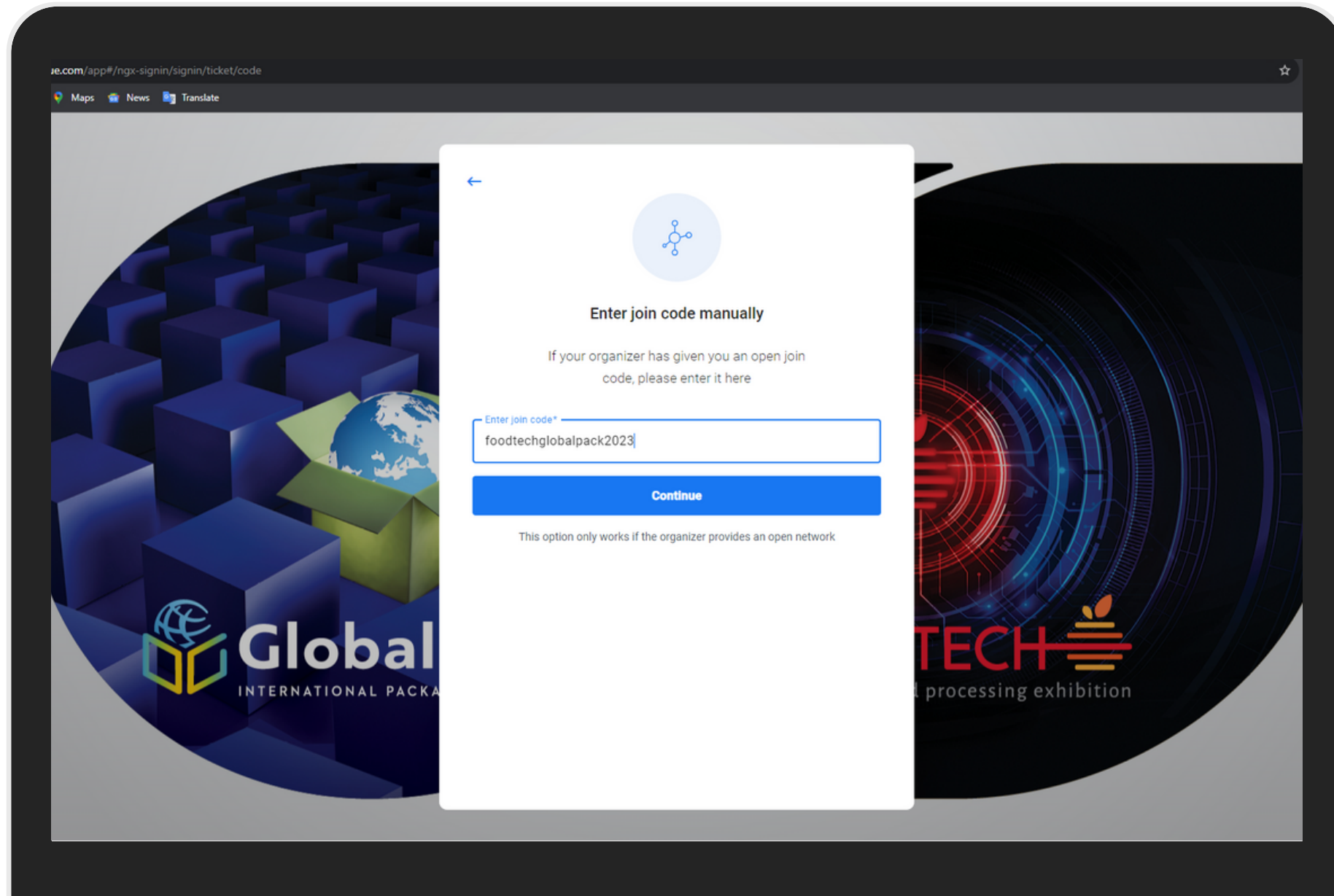
Please click **Start Now!**



Step 2 | Join event or community

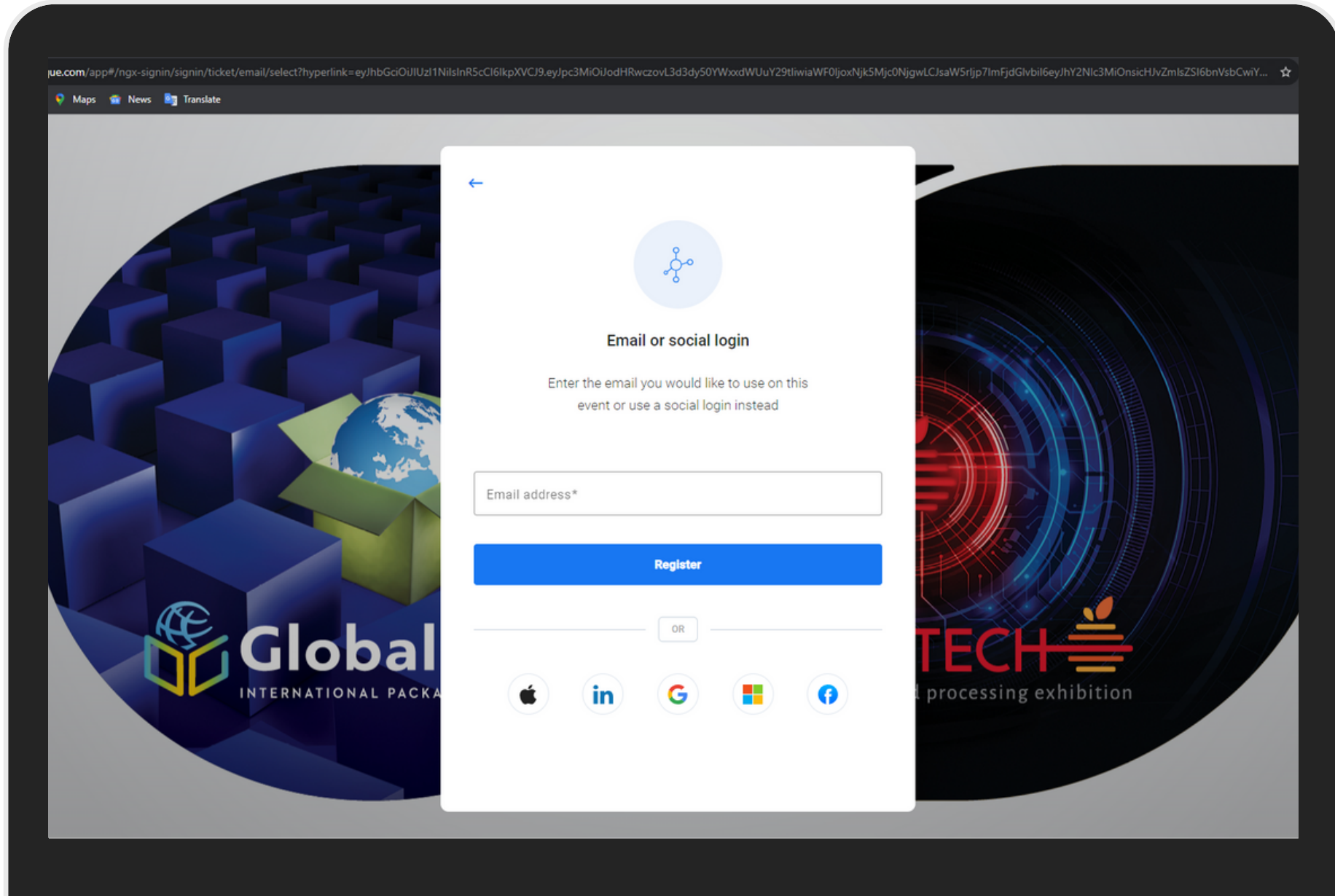
If you have already registered, please fill out your email and click Search Invitation for this email.

If this is the first time you access the platform, please click on the button "Enter Join code manually".



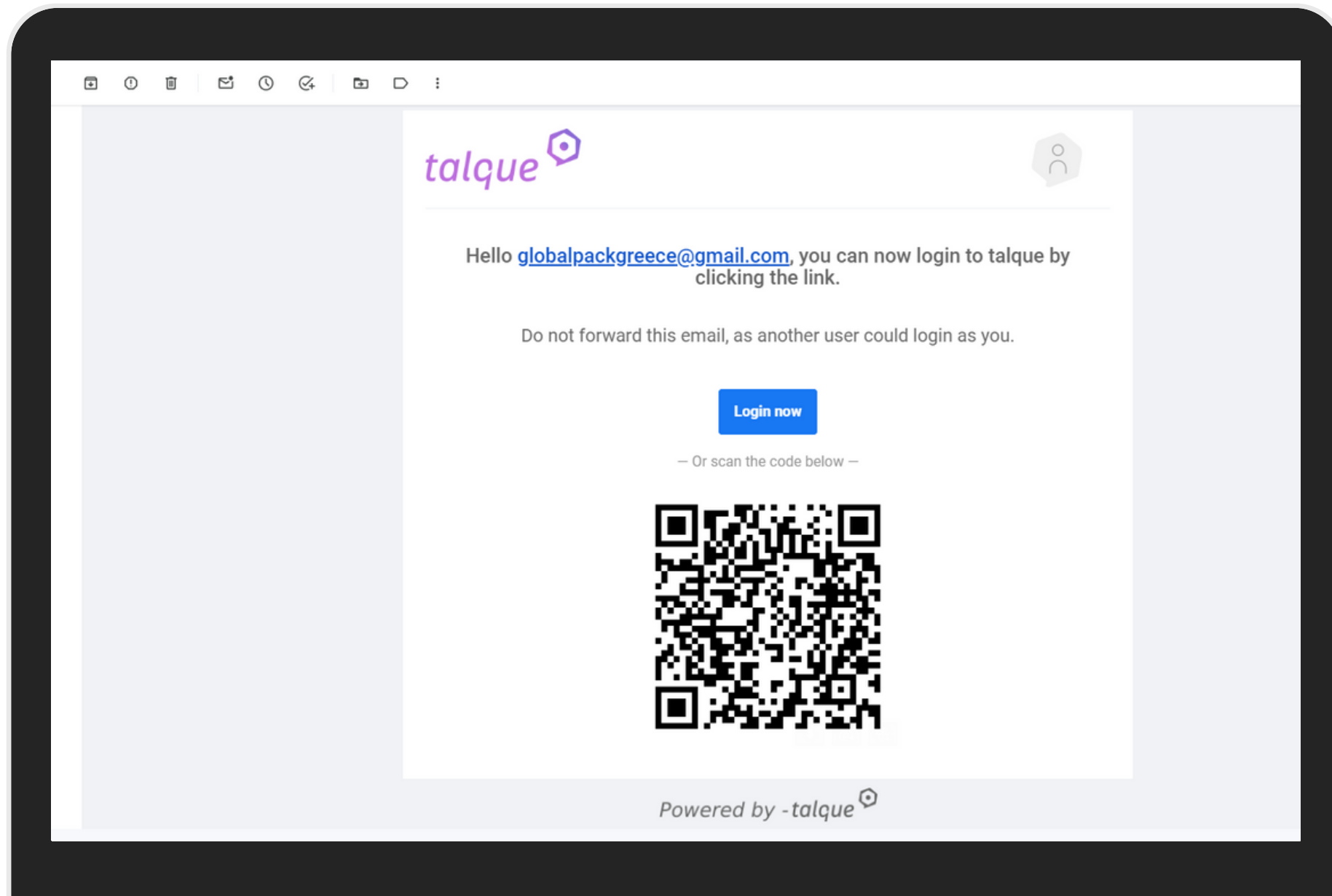
Step 3 | Enter Join Code Manually

Please fill out the code **foodtechglobalpack2023** and click **Continue**.



Step 4 | Email Login

Please fill out your **email address** and then click **register**.



Step 5 | Invitation to set up your profile

You will receive an email from talque.com in order to set up your profile on the BUSINESS PLATFORM of FOODTECH & GLOBAL PACK.

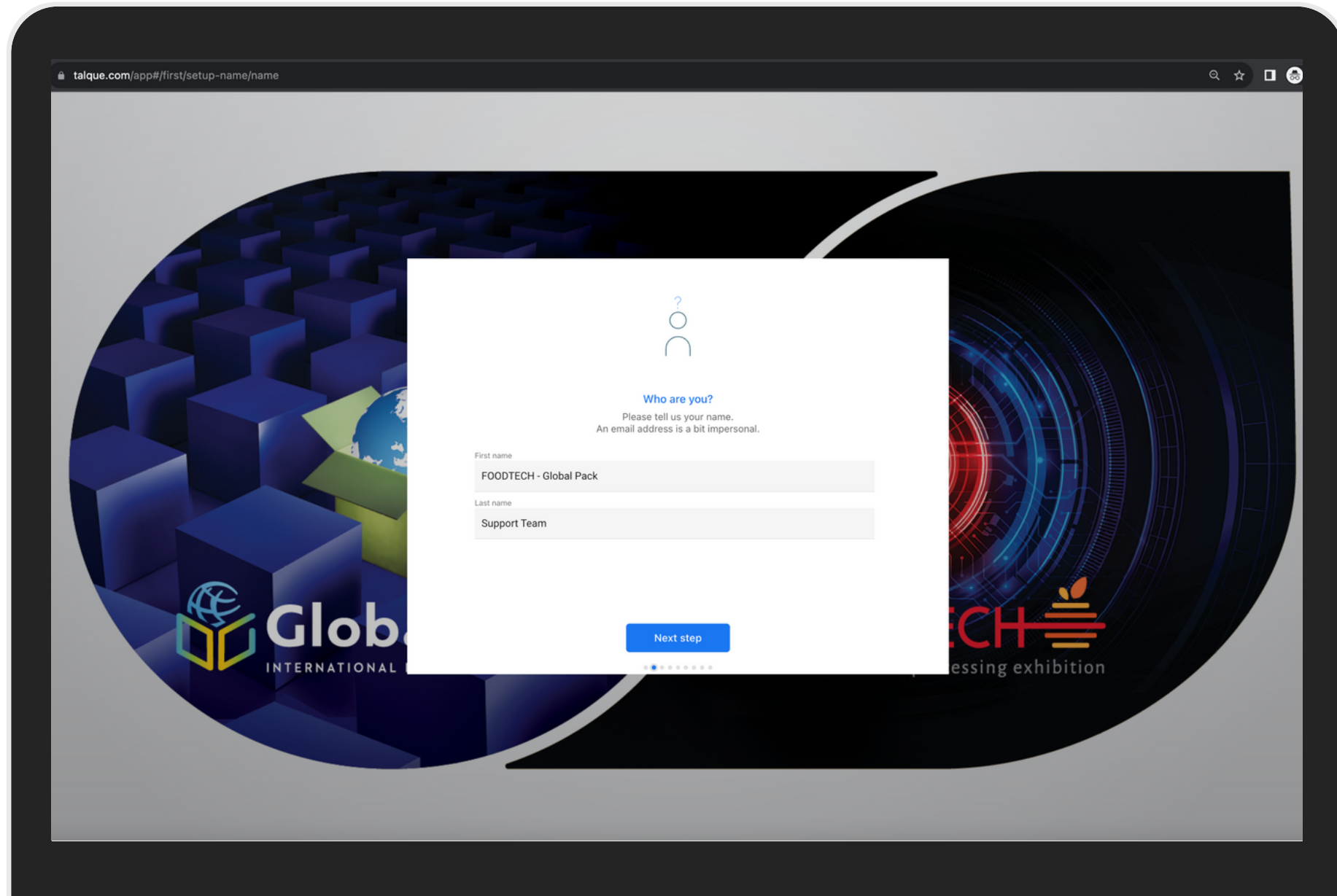
In order to make this process easier for your, we will prepare a profile for the support team of FOODTECH & GLOBAL PACK.

Please click on the button “Start Now”.

Important notice:

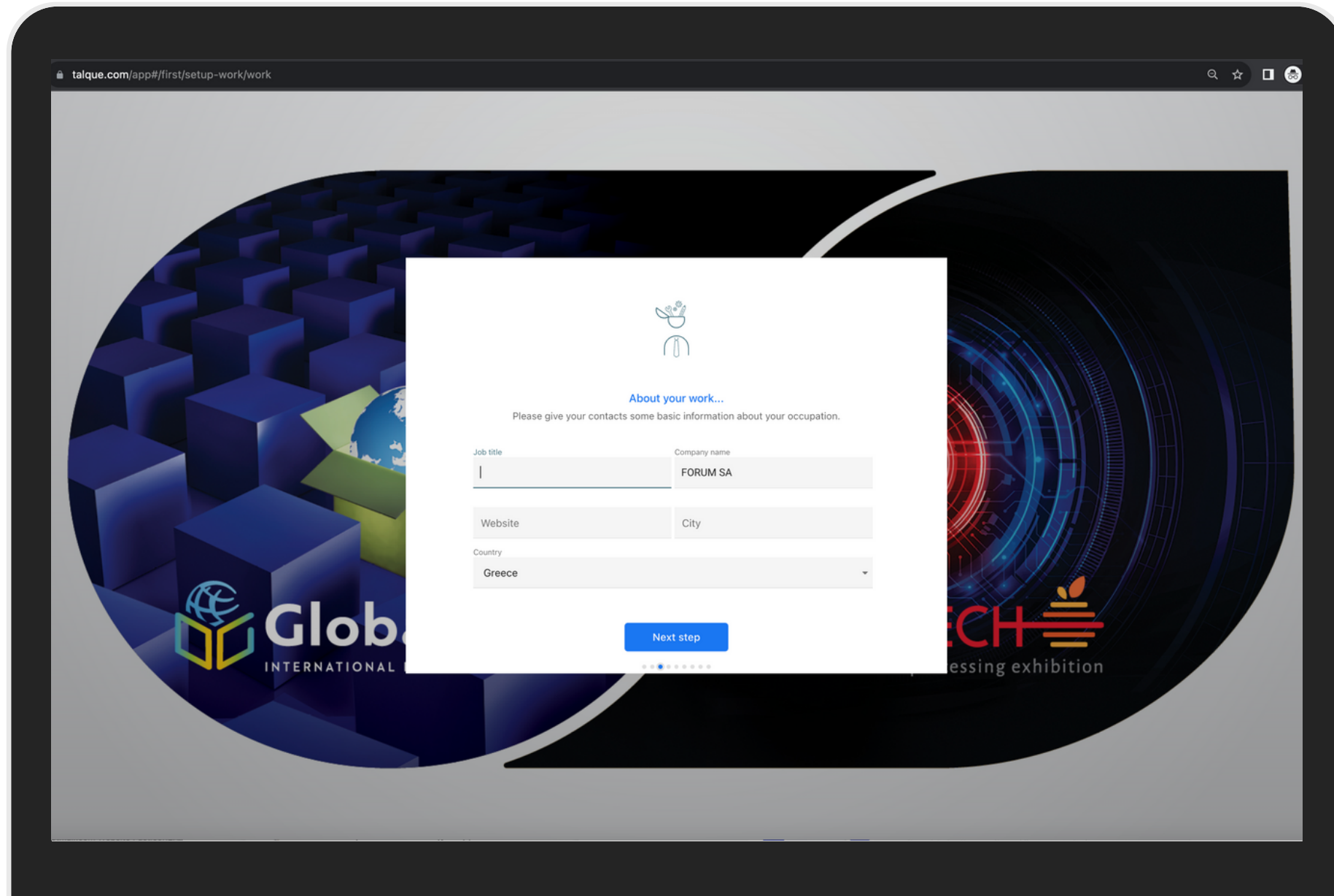
#1 At the email you will receive, there will be a link and a QR code through which you can download the platform application on your mobile phone. We highly recommend that you do that.

#2 Make sure to **save this email** so that you can easily access the platform at any time.



Step 6 | Who are you?

At this step, please complete your first and last name and then click on the button "Next step".

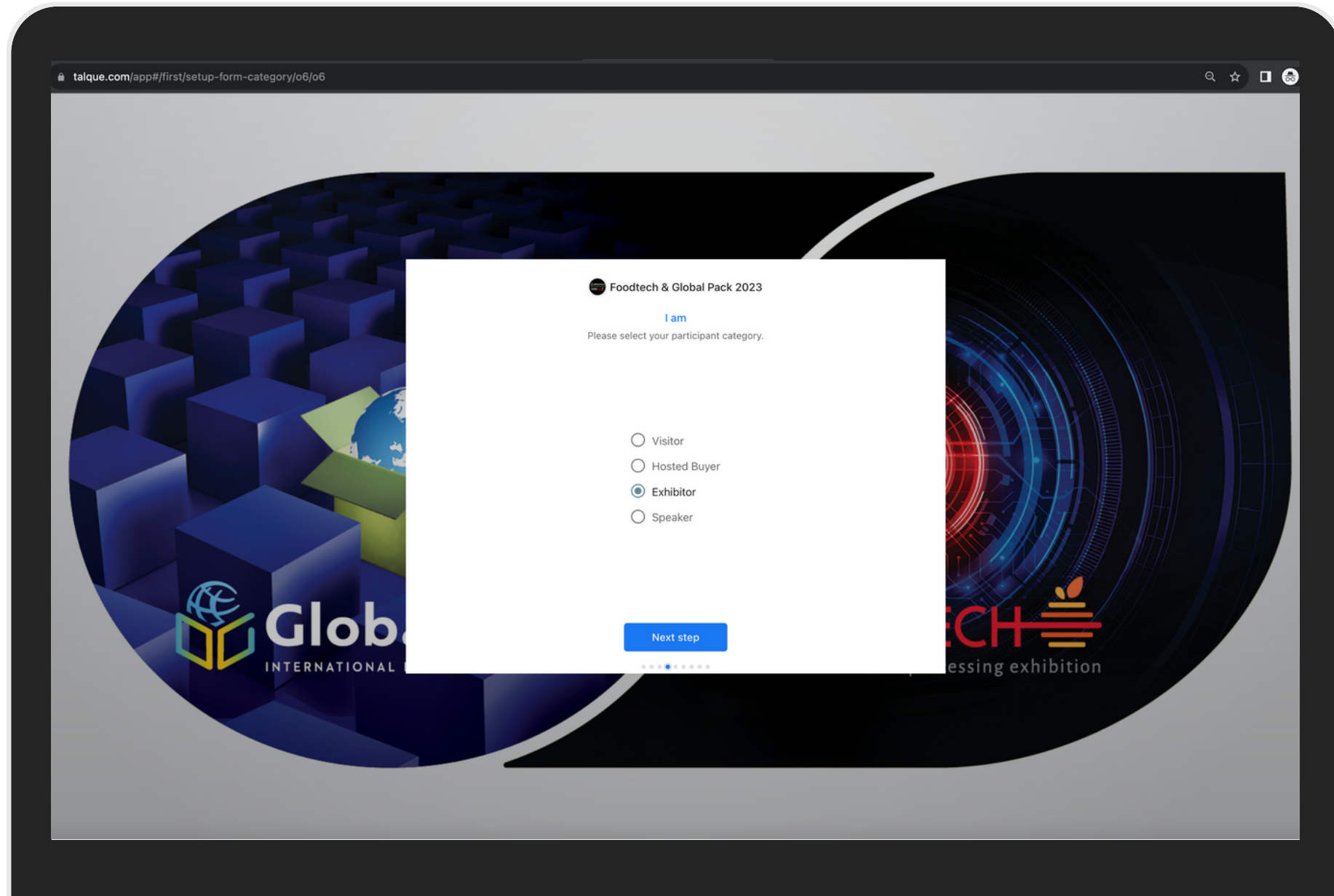


Step 7 | About your work...

At this step, please complete information concerning the company you're working at:

- Job Title
- Company Name
- Website
- City
- Country

Then, click on the button Next Step.



Step 8 | I am

You choose whether you are a visitor / hosted buyer / exhibitor or speaker. Then click on the button Next Step.



Step 9 | My company's main activity is...

Please select your company's main activity (up to 3 categories) and then click on the button "Next Step".



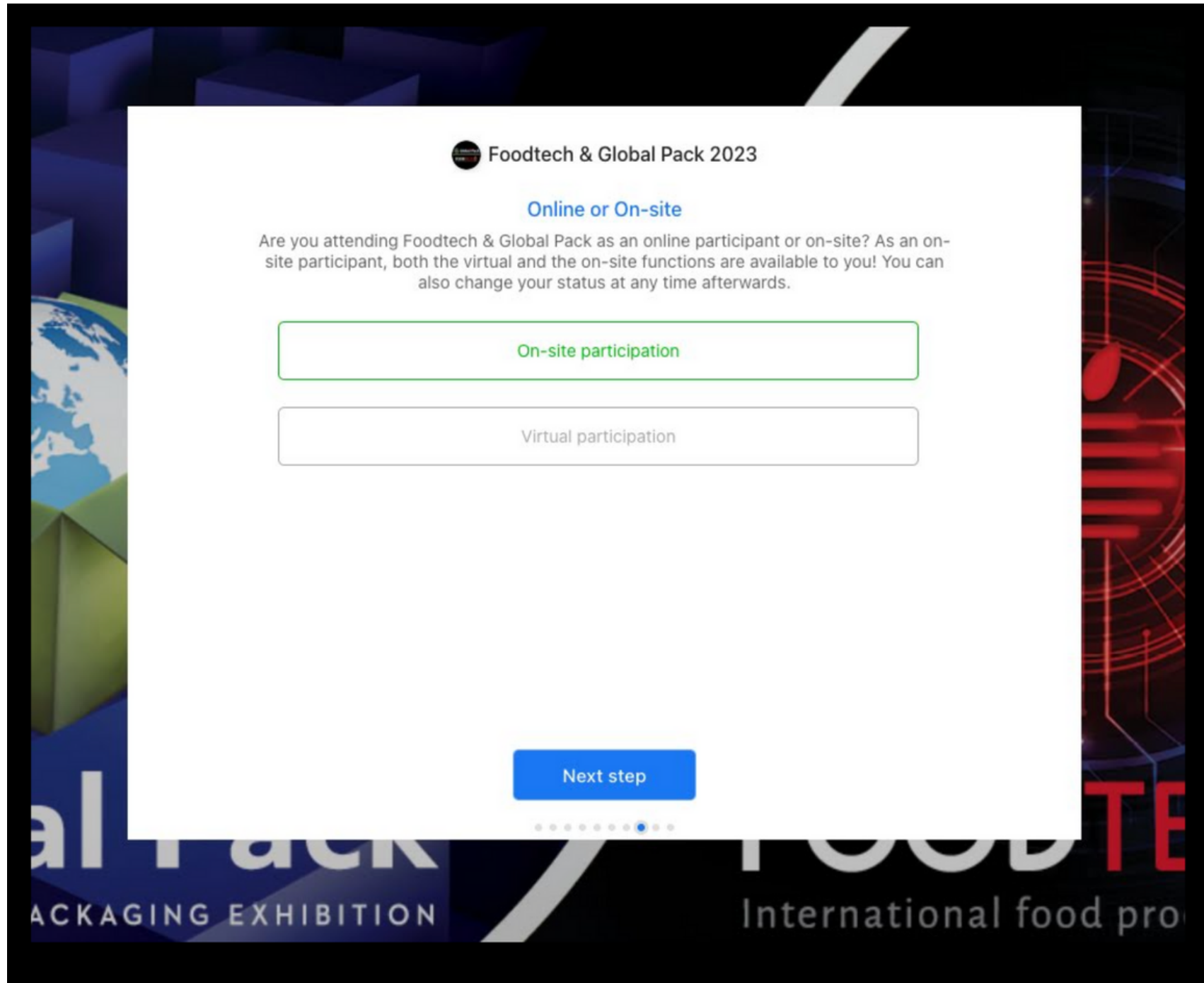
Step 10| I am looking forward to meeting executives from...

At this step, please select who you're looking forward to meeting with (up to categories) and then click on the button Next Step.



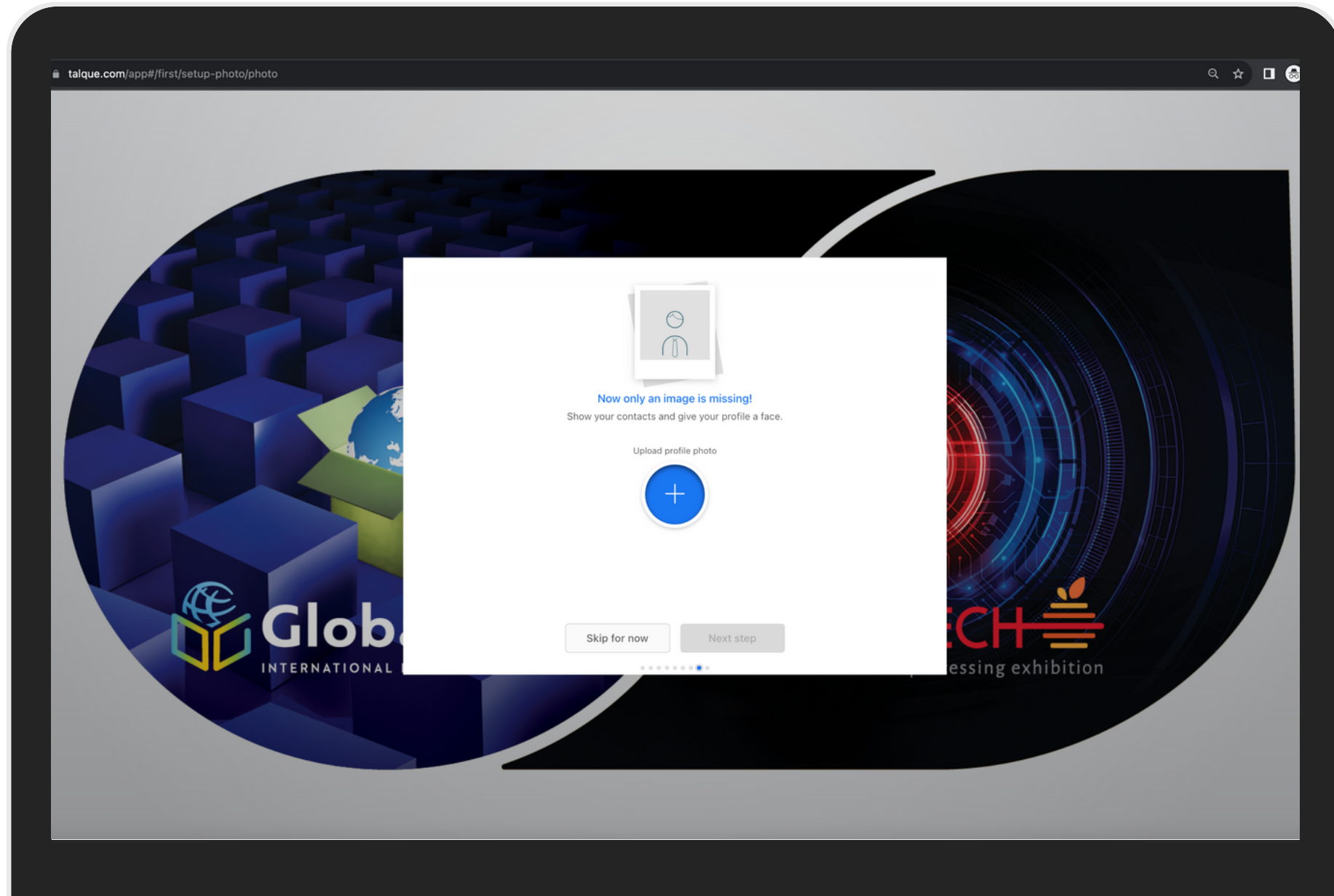
Step 11 | How I spend my free time...

Please share with us 3 of your favourite hobbies and then click on the button "Next Step".



Step 12| Online or Onsite

Please select whether you're attending the event online or onsite.



Step 13 | Now only an image is missing!

Please upload your photo and then click on the button Next Step. If you would like to upload a photo later, you can skip this step for now.

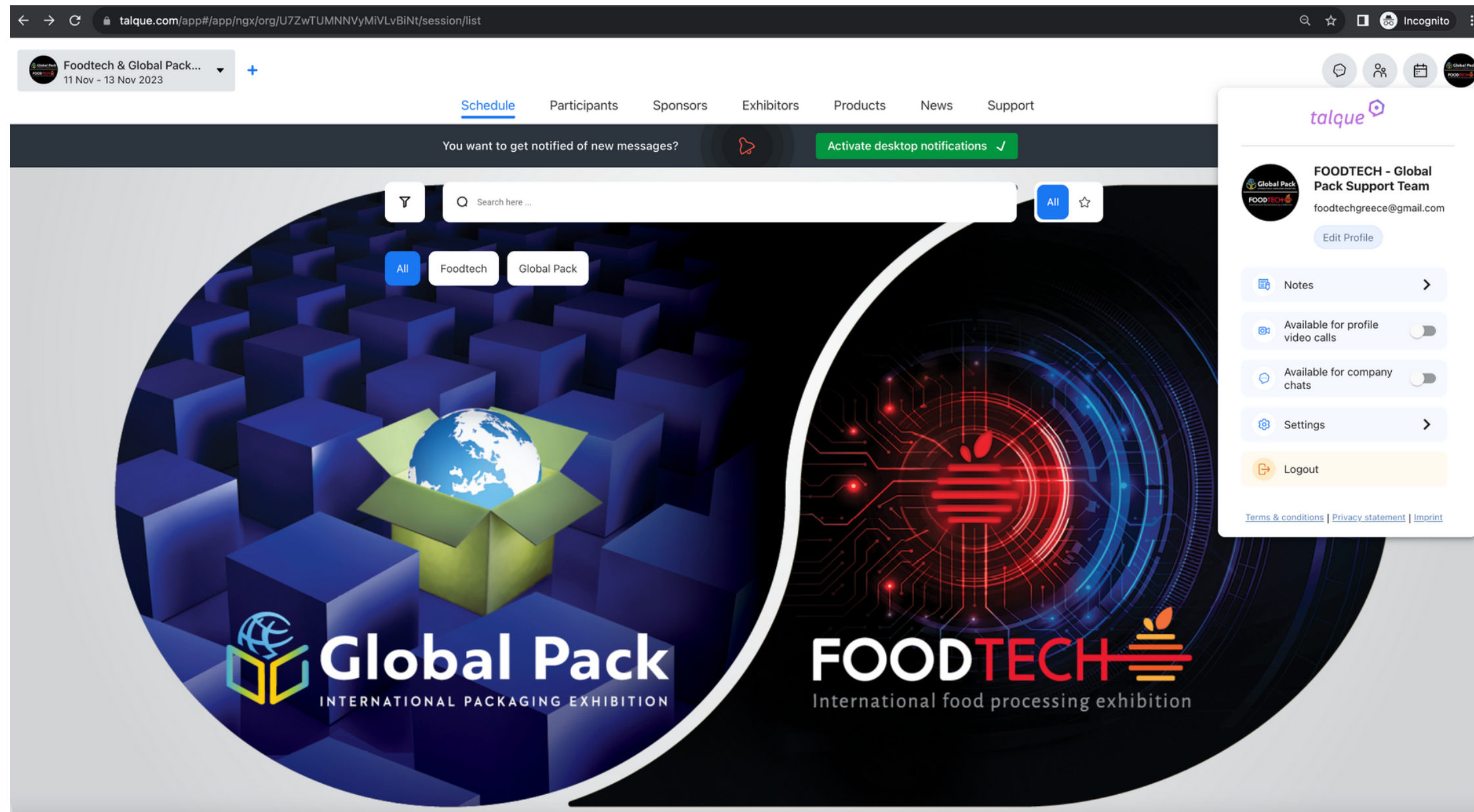


Step 14 | Connect calendars

Connect your calendar to the Business Platform in order to view your FOODTECH & Global Pack meetings there as well.



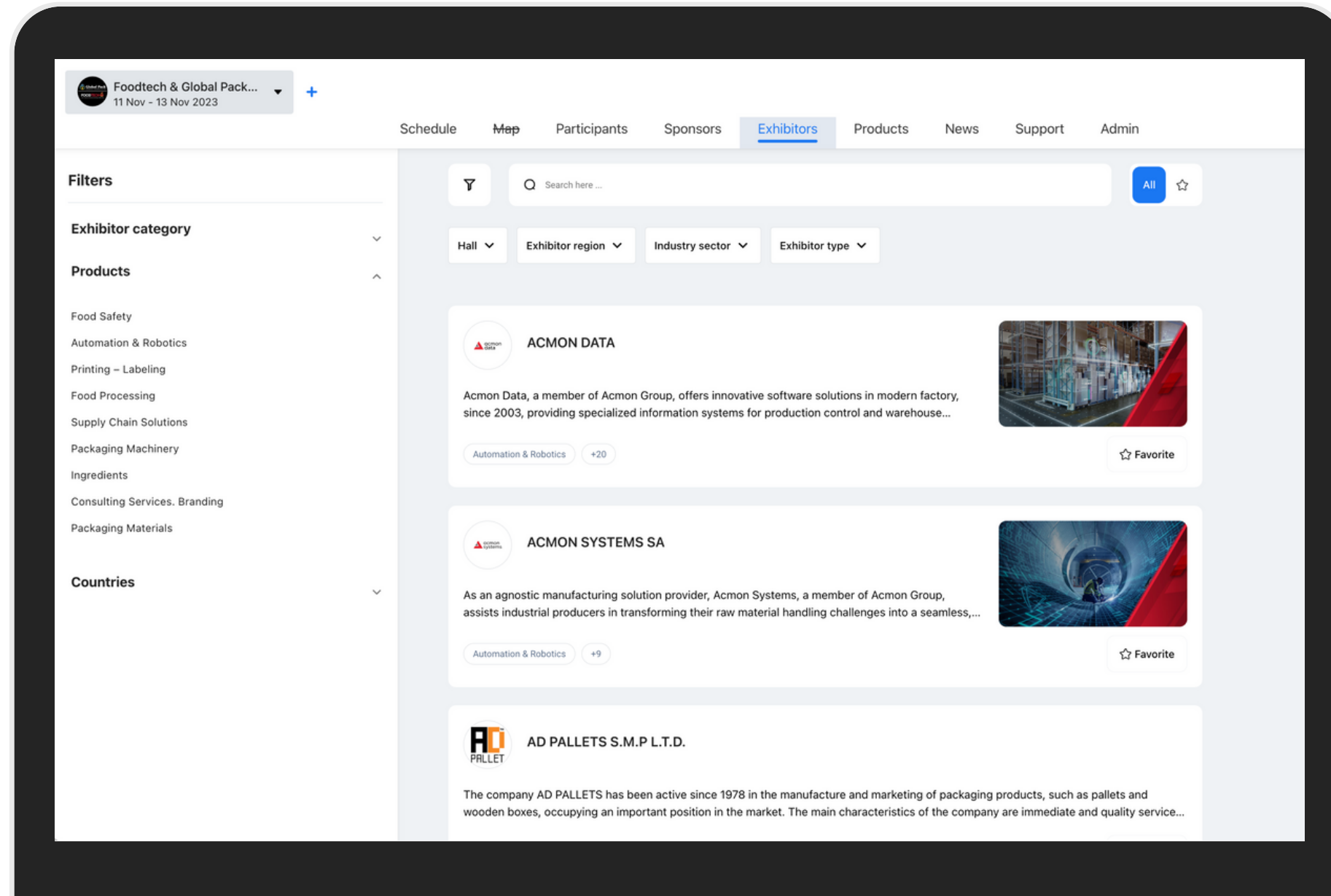
**Welcome to FOODTECH/
GLOBAL PACK Business
Platform!**



You can edit the information published on your profile at any time by clicking on your photo at the top right of the platform.

Important Notice: Once you have completed your profile, we highly recommend you to bookmark this page on your browser so that you can access it easily at any time.

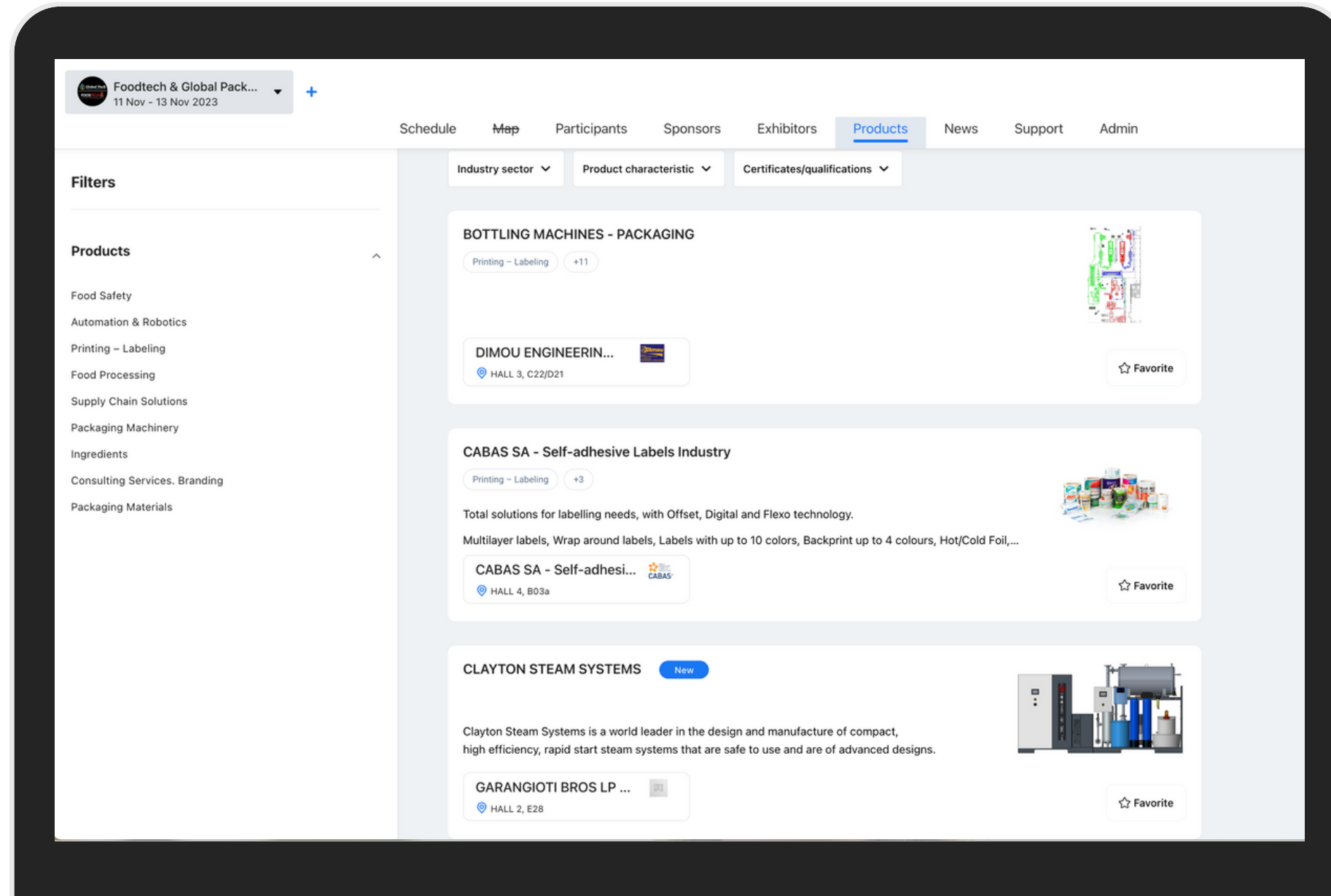
Once in the platform, you can:



1. Browse the Exhibitor List & arrange your meetings with Exhibitor staff

- Easily browse the exhibitor list, filter exhibitors by category, hall, region, sector and type
- Check out the exhibitor profiles and save your favorite ones
- Chat with their representatives
- Arrange meetings at their booths or video calls once the trade show is over

Once in the platform, you can:



2. Browse exhibitor products

3. Easily locate exhibitor booths and points of interest on the interactive floorplan

4. Find your best matches and network with other participants

5. Stay in the know of all the latest news concerning the trade show

NEED ANY ASSISTANCE?

Please send your request through **chat** at the **platform support**.

The screenshot shows the 'Support' section of the 'Foodtech & Global Pack' event platform. The top navigation bar includes 'Schedule', 'Map', 'Participants', 'Sponsors', 'Exhibitors', 'Products', 'News', 'Support', and 'Admin'. The 'Support' page is divided into three main sections:

- FAQ**: A section for frequently asked questions.
- Event Helpdesk**: A section for general event-related assistance.
- talque Tech Support**: A section for technical support, which is currently selected. It includes a description of the support team's availability (Mon-Fri, 9AM to 5PM GMT+3) and a note that the FAQ tab may be helpful.

Below the 'talque Tech Support' section, there is a 'Contact' area with two chat options:

- talque Tech Support**: A chat button for technical support, with the role 'technical Support' and the name 'talque'.
- Kristin Knoop**: A chat button for a specific support agent, with the role 'Senior Project Manager Events' and the name 'talque'.