ILA Digital

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Onboarding Guide

June 5 – 9, 2024

Explore ILA Digital now!

Smart networking at ILA Digital
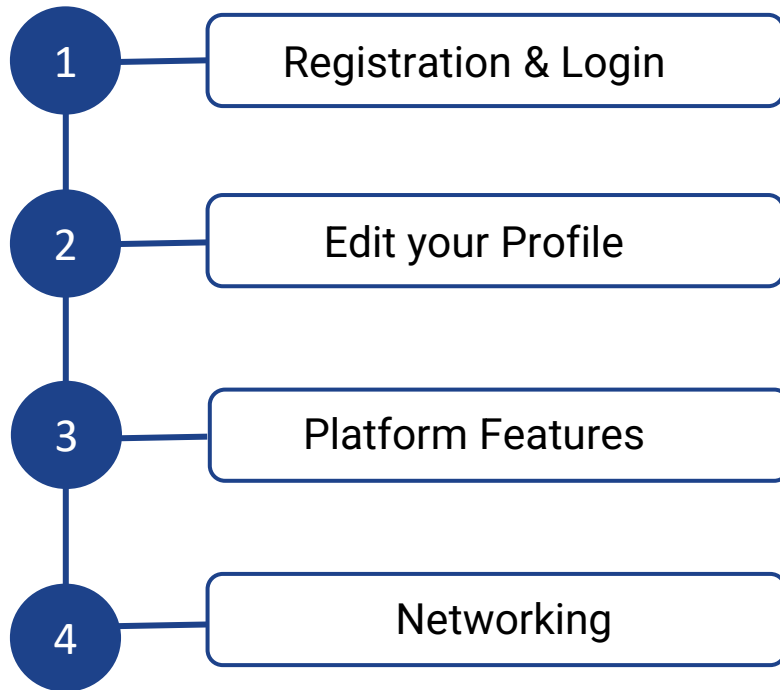
Meet the who's who of the industry:

ILA Digital brings together the who's who of the industry. Search directly for the best business contacts, find interesting networking partners or exchange ideas and experiences with each other beyond the event itself!

Take the chance to find new contacts:

Both exhibitors and trade visitors have a variety of options to prepare for the event. Look for potential business partners in advance and arrange appointments for the event. In addition, you can have a first get-to-know-you conversation using the chat and video call function!

That's how it works
## Setting up your networking profile

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1 — Registration & Login

2 — Edit your Profile

3 — Platform Features

4 — Networking

Your advantages:

› Fast registration

› Exhibitor search with all companies

› Manage your own contact list

› Comprehensive exhibitor and product overview

› Set meetings for the event

› Program and speaker overview

› Save favourites and search results

› Synchronise your account between ILA Digital and the mobile app

1. Registration & Login
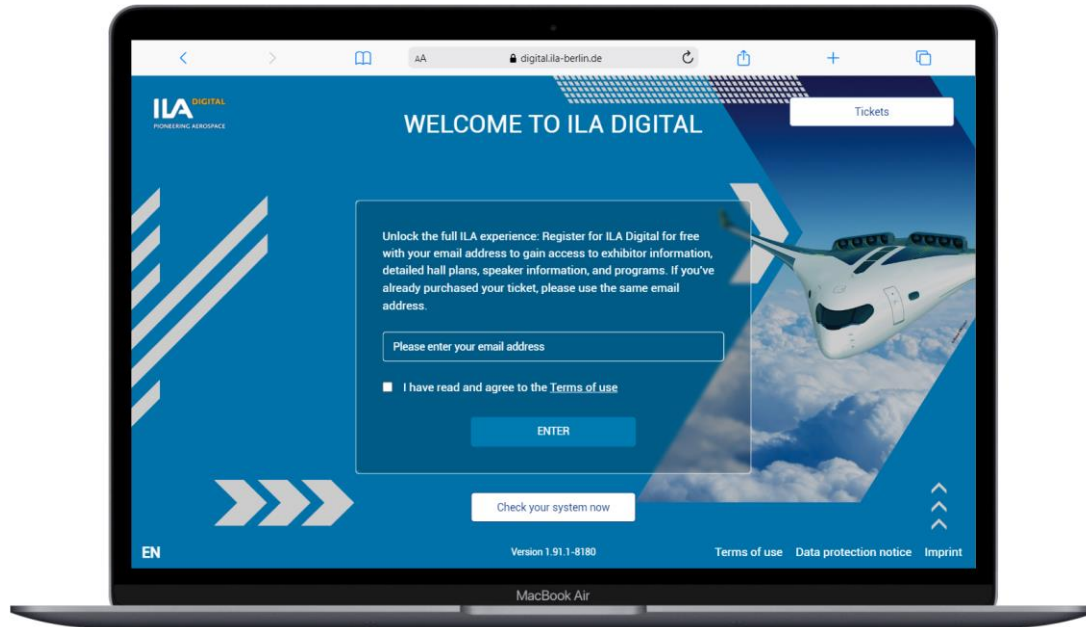
With one click to ILA Digital

1. Click **here** to access ILA Digital.
2. Just enter your E-Mail to register and you must agree to the Terms of Use.
3. The token is being sent directly to your E-Mail address.
4. After you have received the token, please enter it in the login mask to access the platform.

Please note: there is no password option. When staying logged in, you do not have to enter a token again.
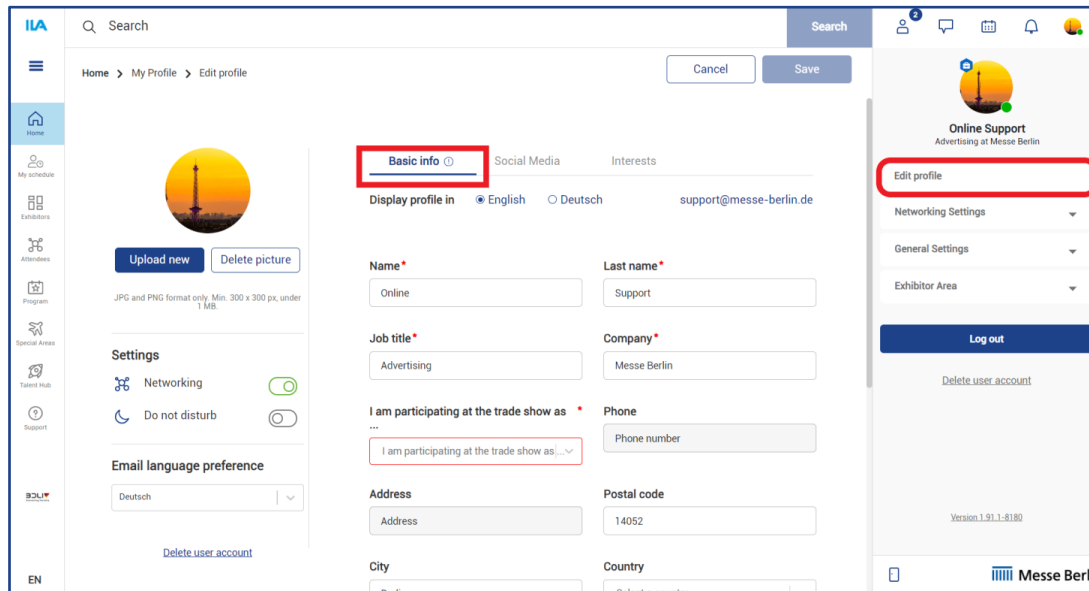
2. Edit your profile

Experience networking, exchange & business

When you log in for the first time, a screen opens first and you are redirected to your Profile where you enter your **Basic Info**.

Go to **Edit profile** via the communication center on the right. Under your attendee profile, you can add detailed information about your own area of expertise.

ILA Digital relies on user input and is updated daily. Ensure your profile is complete and updated regularly to maximize visibility to others.

2. Edit your profile

Experience networking, exchange & business

For the networking purpose, it is important to specify your interests, by simply selecting and saving them in the third tab under Interests.
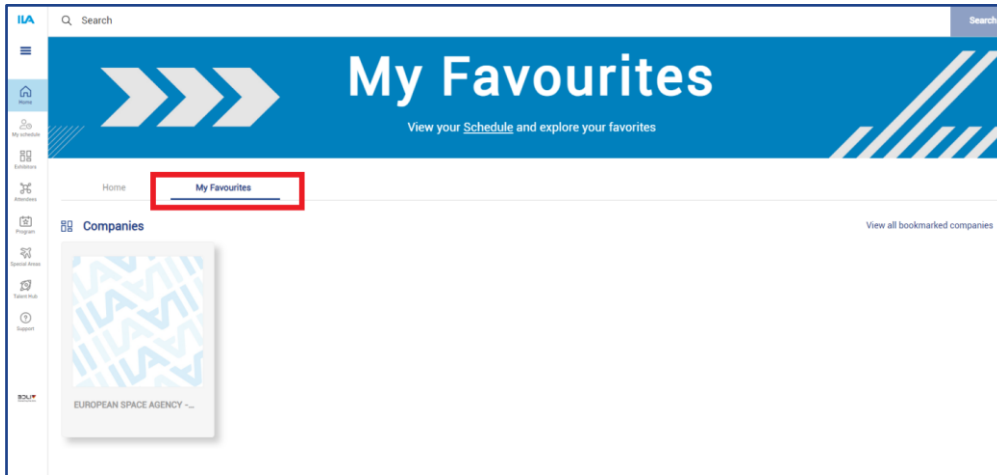
Switch on the networking function to be seen and found by other users. If you want to switch off **networking** temporarily, please move the switch to the left.

When you activate the **Do Not Disturb** button, you are displayed as busy.
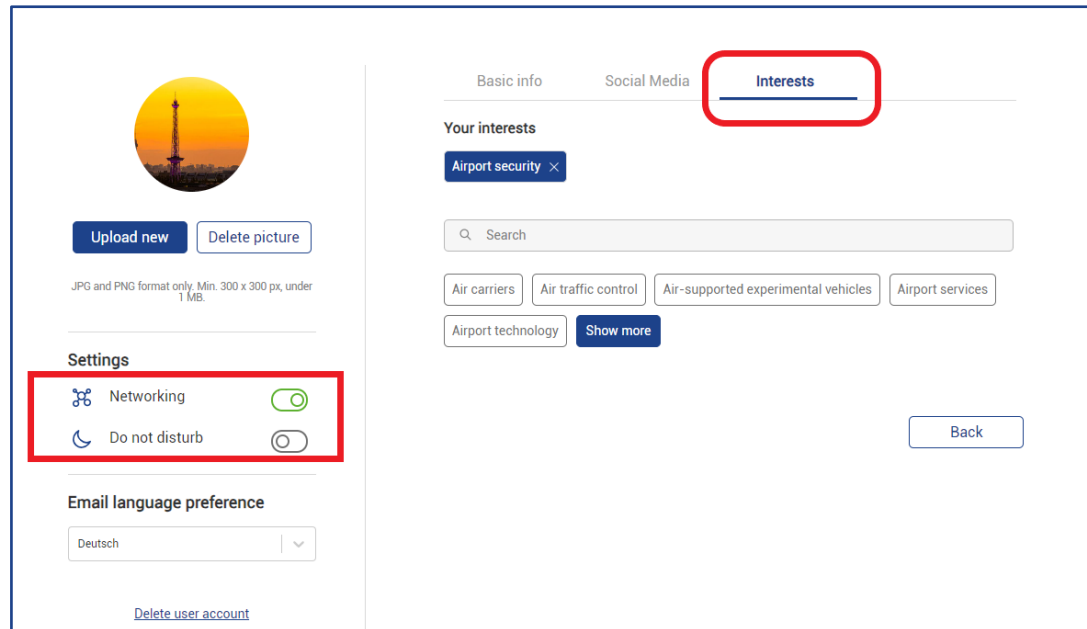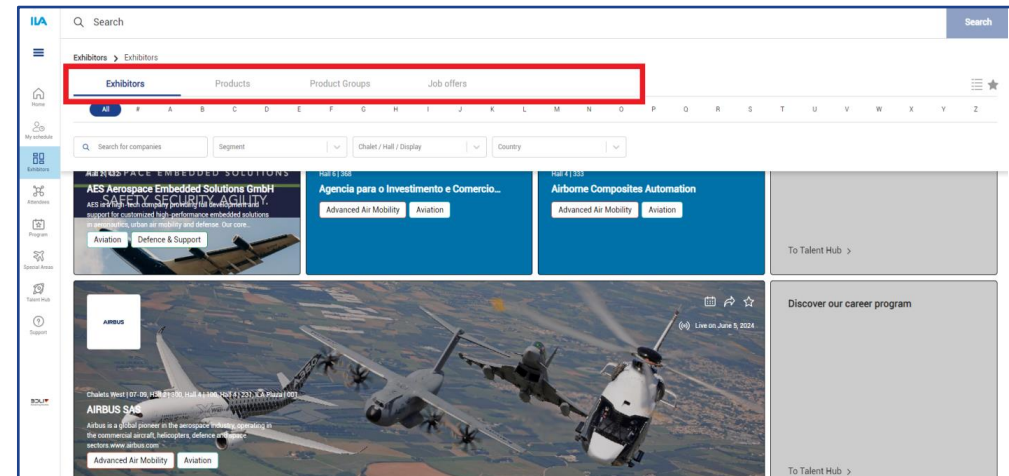
3. Platform Features

Home – My favorites

On ILA Digital you can select exhibitors, speakers, events or products as favorites, which you can then access in the **My Favorites** tab. The tab is located under the navigation point **Home**.
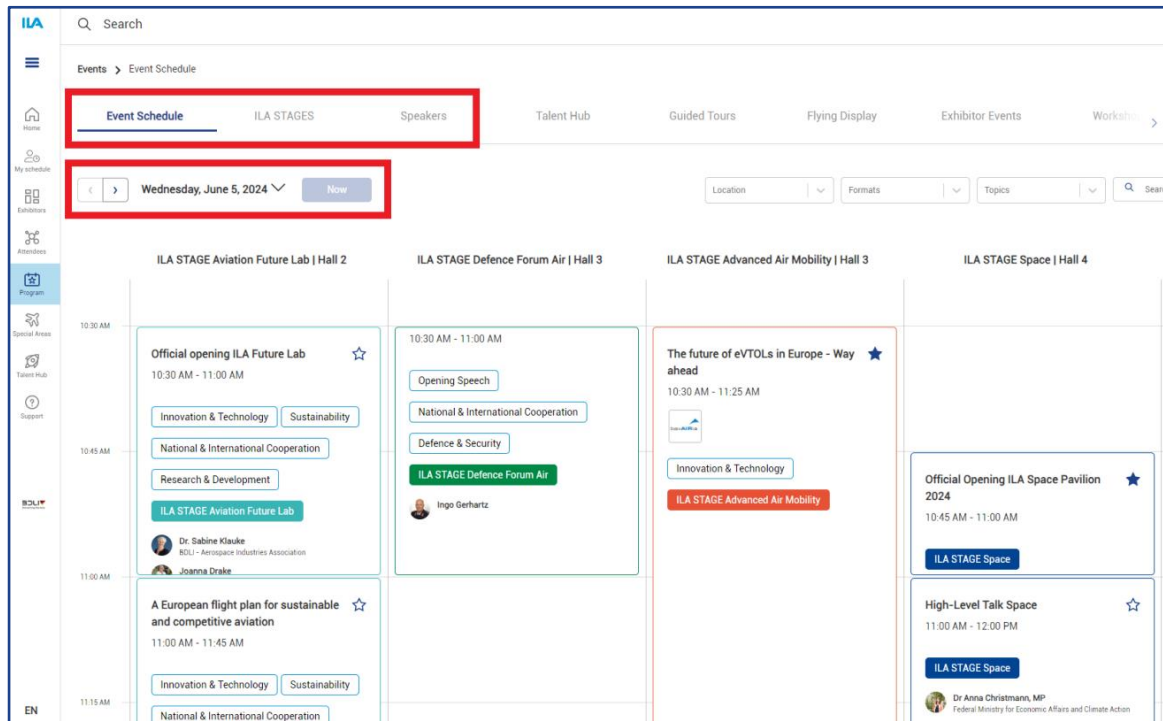
Exhibitor - Exhibitor list

Under the navigation point **Exhibitors** you find the exhibitor overview. By clicking on the respective tabs **Products**, **Categories**, **News** and **Jobs**, the exhibitors are displayed filtered by different criteria.

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3. Platform Features

Events – Program & Speaker

Explore the conference **program** in advance, mark your favorites and make sure you don't miss any of the highlights! The menu point Events takes you to the **schedule**. You can use the filter function to filter by individual categories or topic tracks.

For specific keywords, use the search function. By clicking on the respective program item, you can view details of the event and the **speakers**.
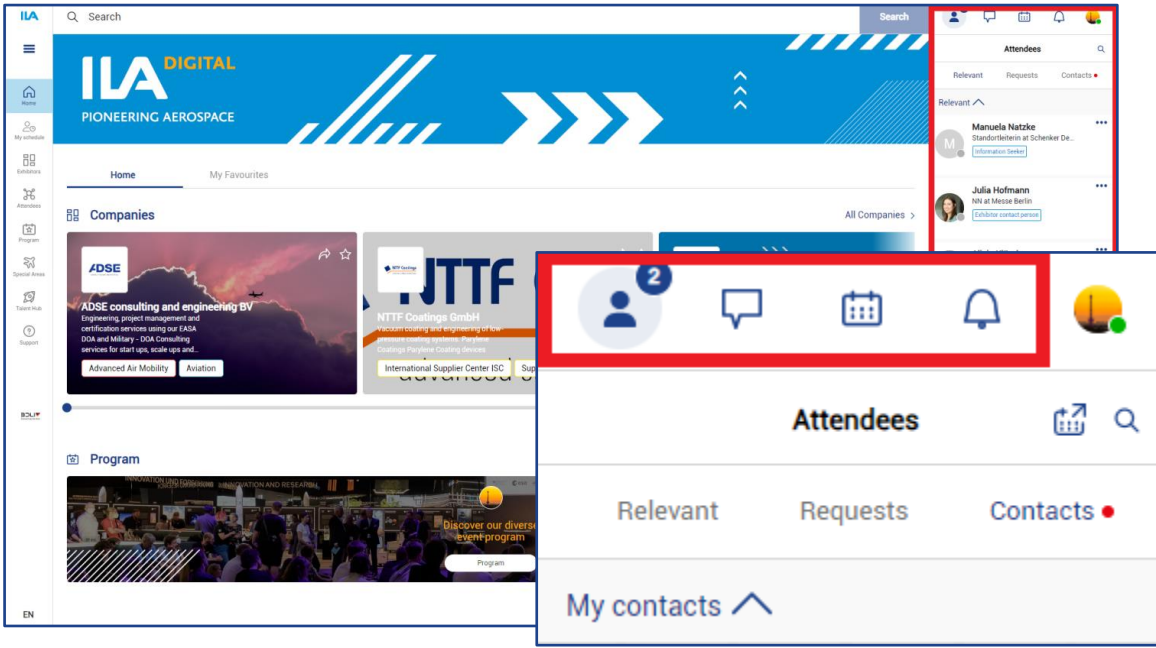
You can compile your own individual program of events or pre-register for individual events. Just click on the star on the program item. The respective event will be added to your personal calendar and your list of favorites.

4. Networking

Communication Center

You find the communication center on the right side in the white menu field.

Under **Attendees** you will find all networking contacts, your contact requests and your contacts.

Under **Chat** you can start a direct conversation with a user and/or start a group chat.

Find new contacts!

Find new contacts and leads under the navigation point **Networking.** Use the search bar to search directly for attendees, job position and/or company.

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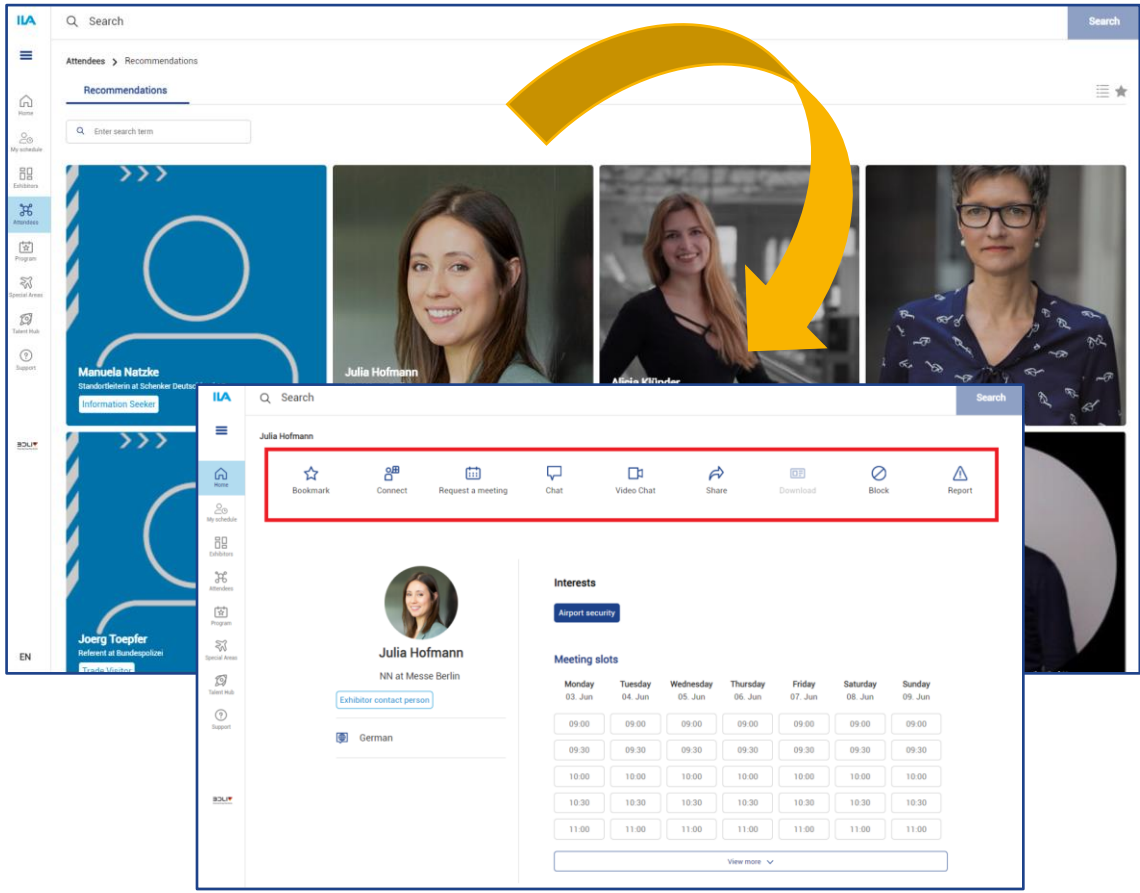
4. Networking

Add contacts & send requests

Find new contacts and leads under the navigation point Networking. After you have found the right contacts, you can visit their profile with one click.

Use the search bar to search directly for people, job position and/or company.

In the upper panel you have the following options:

☆ Add the contact to your favorites

Start a chat

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Contact & Support

You are welcome to give us a call or send an e-mail with your request. Our support team is happy to help you further with that.

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support@messe-berlin.de