Checklist for your successful participation

☑ Comparison of the necessary technical requirements with the internal IT specifications: Overview of technical requirements --> be sure to pass this information directly to your IT department as well!

☑ **IMPORTANT: Test the Jitsi communication tool in advance:**
 https://08.meet.talque.com
Tip: grab colleagues from your environment and start a test call - the tool is the basis for all 1:1 video calls or direct video calls on the platform.
If your company's firewall hinders the use of the tool, you can have Jitsi unlocked by your IT!
Note: in Jitsi NO virtual backgrounds can be set. Jitsi is the communication tool for all direct video calls and 1:1 or group calls. For Roundtables it is possible to integrate other common tools like Zoom, MS Teams.
→ Further important information can be found in the PDF "technical requirements".

☑ Fill your company profile with texts, contact details, images, videos and products (for more information about product tags, see the PDF Company profiles).
To fill your company profile you have received an e-mail (see below).
→ For further information see the PDF "Company profiles".

☑ Invite your customers to the trade show as usual - with your **personal voucher code**! You can provide and send the codes as usual in the TicketCenter.

☑ TicketCenter: Personalize the exhibitor passes for your colleagues (=personal profiles of all employees of your company) --> all persons with an exhibitor pass will then receive an invitation for the platform and can create their respective profile and directly go through the matchmaking.

☑ **Personal profiles**: IMPORTANT! These can **only be created when the respective employees are registered in the TicketCenter with an exhibitor pass**! All registered employees will receive an e-mail for the so-called "onboarding" on the platform: then simply follow the steps in the process and simply enter all the information – it is recommended to take 15-20 minutes time - because your **profile will be generated** AND the **matchmaking for your best matches** on the platform will be calculated.

☑ Have you found yourself on https://www.embedded-world.de/en/exhibitor-list yet?

Automatically pull here selected information from your profile to our exhibitor list, so you enjoy a strong visibility outside the platform!

Checklist for your successful participation

☑ **What emails should you have received from us?**
Note: Feel free to check your SPAM folder as well!

1. **Access to the online exhibitor store for booking additional services & TicketCenter:**
   Sender: embedded-world@nuernbergmesse.de
   Subject: embedded world 2021 DIGITAL: Your personal voucher code, information about TicketCenter and ExhibitorShop

   → Personalize your exhibitor badges (= access personal profiles) and send voucher codes to your customers to visit them on your profile. The voucher codes are free of charge for you and your customers.
   → In the Online ExhibitorShop you can book additional services such as a presentation slot in the Exhibitor`s Forum, job exchange, linking to partner companies.

2. **Creation of the company profiles with editing link to the platform:**
   Sender: schedule@talque.com
   Subject: Your profile at embedded world 2021 DIGITAL

   Via the button "Edit" you will get to the filling mask for your profile. Keep this email safe, you can always use it to change content.
   → You can find further important information in the PDF "Company profiles".

3. **You are an exclusive partner or have booked a premium package? Then the Roundtables function is available for you. Roundtable Session Booking:**
   Sender: schedule@talque.com
   Subject: Book your contribution at embedded world 2021 DIGITAL

   Click on the "Book Session" button to select an appointment slot and access the filling mask to maintain the information for your session. Save this mail to book multiple slots if you have purchased more than one.

4. **From 17.02.2021: Access to the platform for exhibitors**
   Sender: schedule@talque.com
   Subject: embedded world 2021 DIGITAL - Start onboarding now
   The "start now" button will take you to the onboarding.

→ **You can also find all the information on our** website.