

Delegant

organising  success

Event App Guide

At Delegant, we believe an Event App is an essential tool for enhancing the conference experience. The app serves as a guide for attendees, helping them navigate the event, programme, networking opportunities, and updates. It features interactive elements to enrich engagement, facilitates connections and meeting arrangements among participants, and provides a platform for exhibitors to promote their companies before, during, and after the event.

www.delegant.co.uk



I'm an Attendee, what do I do?

You will first receive a magic link to access your event app account and personal profile. From there, you can view the attendee list, start making connections, explore the programme, meet the exhibitors, and stay updated with the latest information.

Full details on getting started as an attendee, managing your profile, networking, bookmarking sessions, and more can be found [here](#).

I'm an Exhibitor, what do I do?

You will receive access to the Event App, which will allow you to edit the exhibitor information for the event. The app is intuitive, and once all exhibitor profiles are created or updated, the attendee list will be added.

If you are editing the exhibitor profile but will not personally attend the event, please set your profile to "invisible" to others.

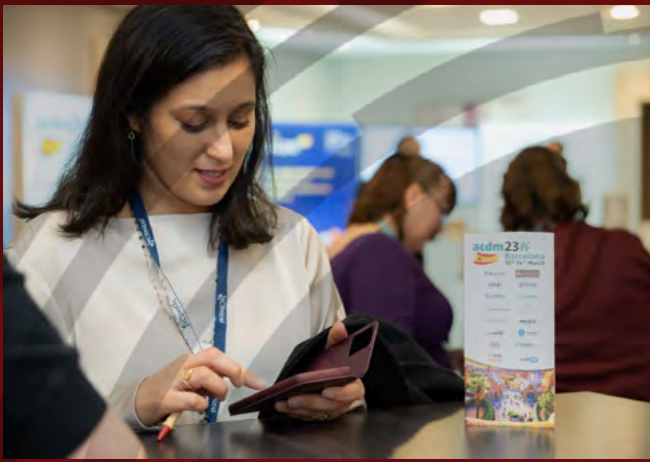
All delegates will have QR codes on their badges. Your exhibitor personnel can use the app on a smartphone to scan these codes, collecting delegate details directly into your exhibitor account for follow-up after the event.

Full details on getting started as an exhibitor can be found [here](#).

How do I arrange a meeting?

Once you have access to the Event App, you can arrange meetings with other attendees or exhibitors at their stands. The process is straightforward: simply access the app, find the person or company you wish to meet with, connect, and book a time.

Full details on arranging a meeting can be found [here](#).



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