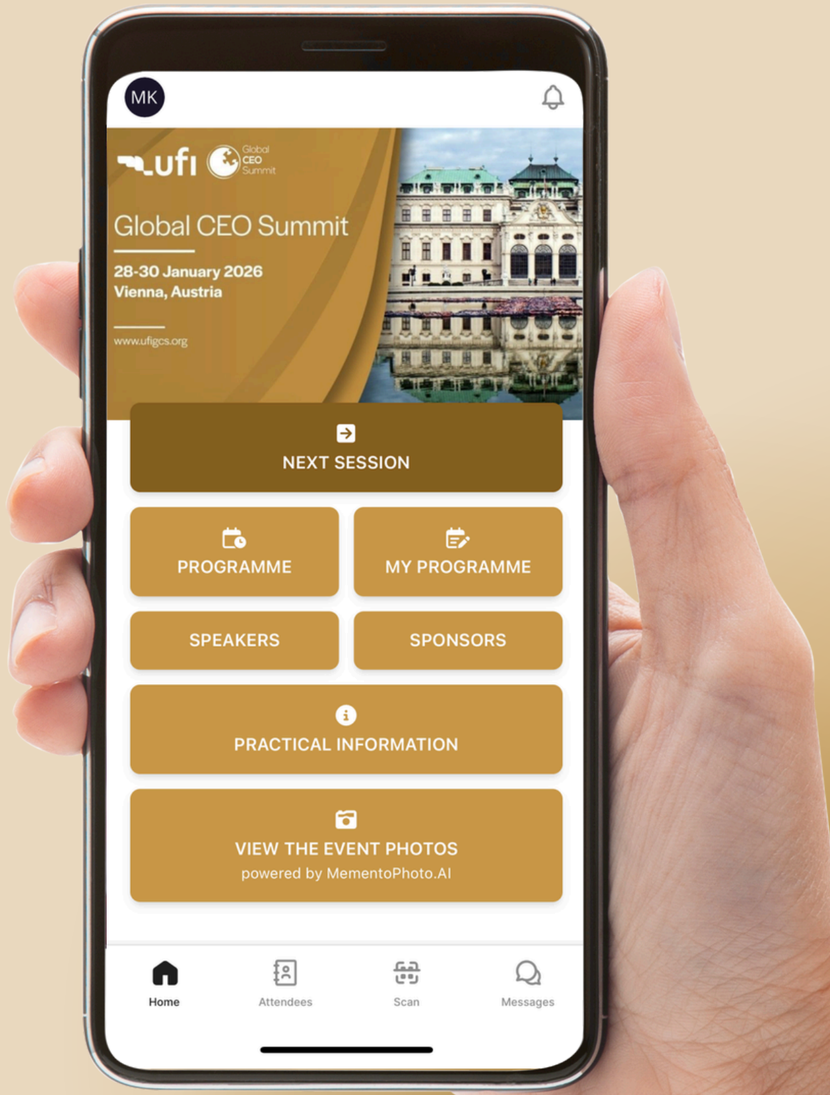
ufi The Global Association of the Exhibition Industry

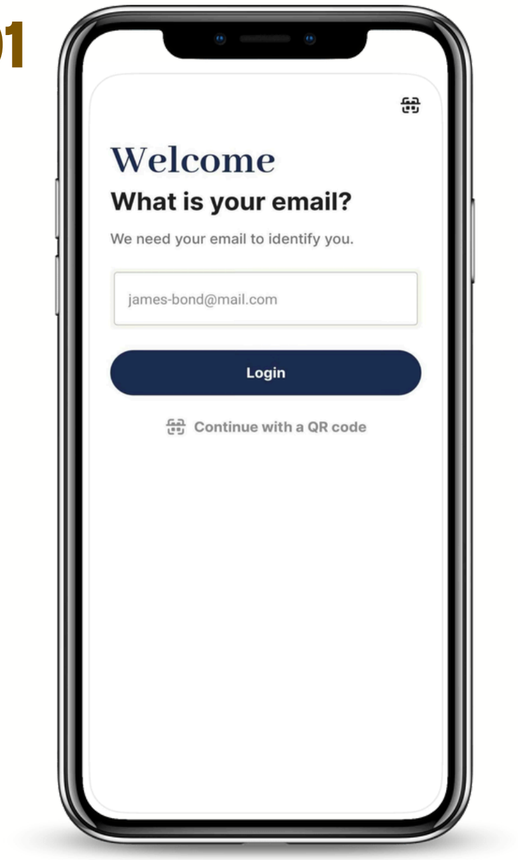
Fully experience the event with just one app



eventmaker

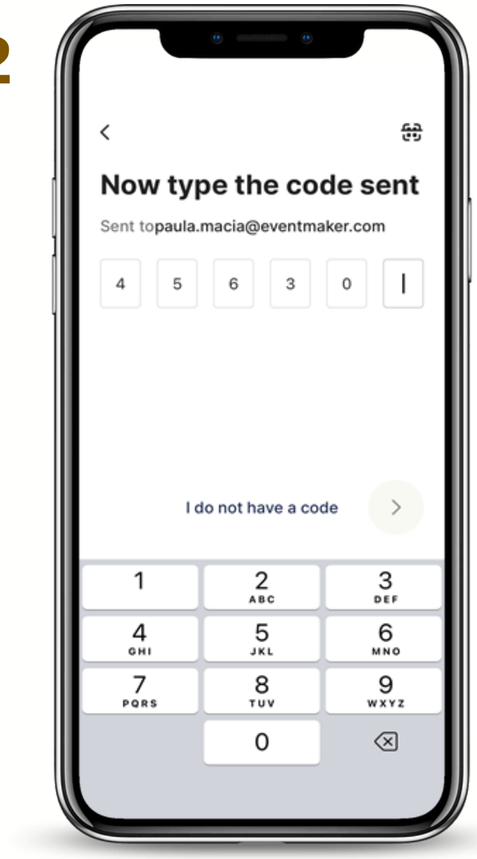
Log in to the app

01



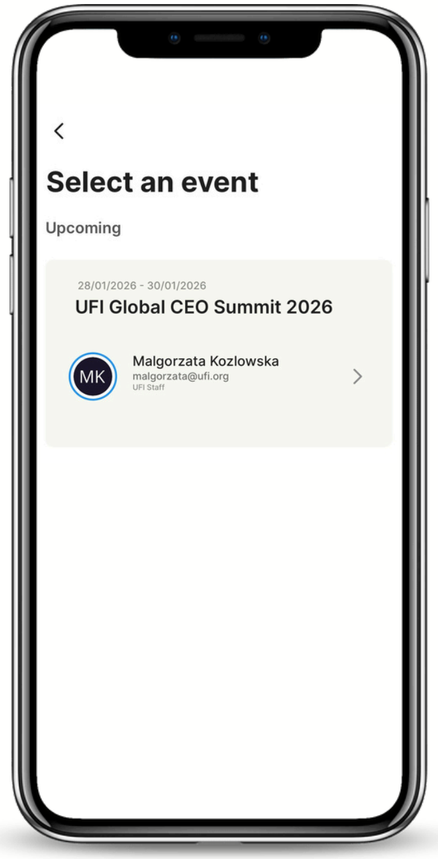
Log in with the same email address you used to register for the event.

02



Fill in the 6-digit code sent to your email address.

03



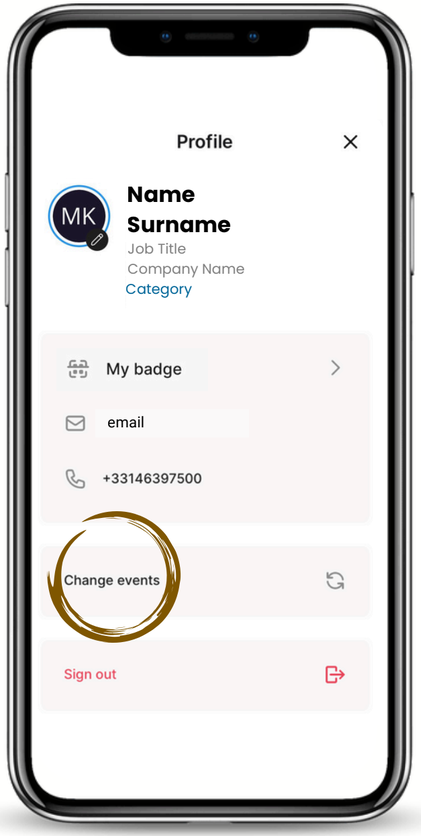
Select the UFI CEO Summit 2026 event from your profile.

How to access UFI CEO Summit

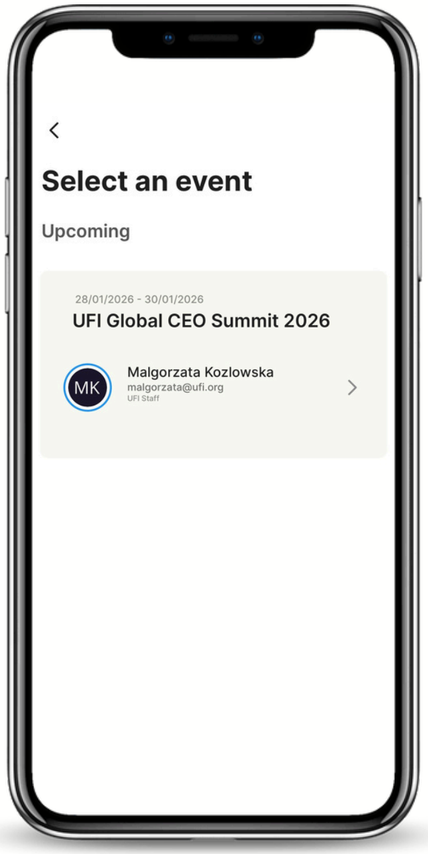
The UFI Events app is a **container app**, which means it includes all events from this year that you participated in.

- If you log in to the app and you see a previous event, follow these steps:
  1. Go to your profile
  2. Click on “Change events”
  3. From the list of events choose “UFI Global CEO Summit 2026”

01

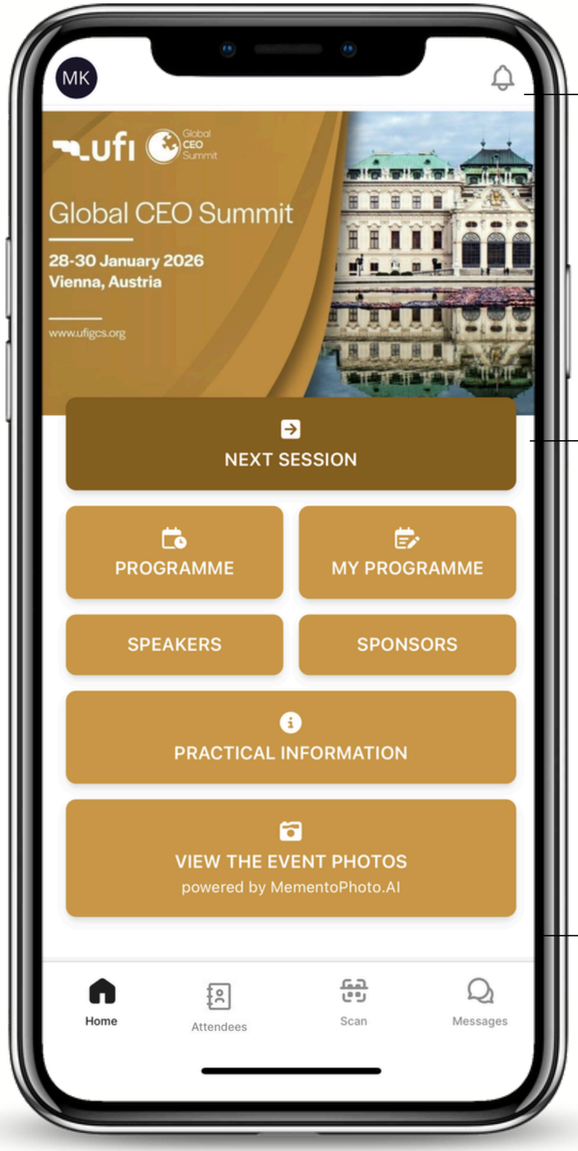


02



General Overview

- Your Profile and Notifications
- Event Programme
- Your Bookmarked Sessions
- Your Event Pictures
- Networking: List of Participants
- Messaging Participants



Your Profile and Notifications

View your profile and event push notifications.

Home Page

From this view, you have access to all mobile app features and pages. You can quickly access different areas of the event's website and networking functions.

Networking and Messages

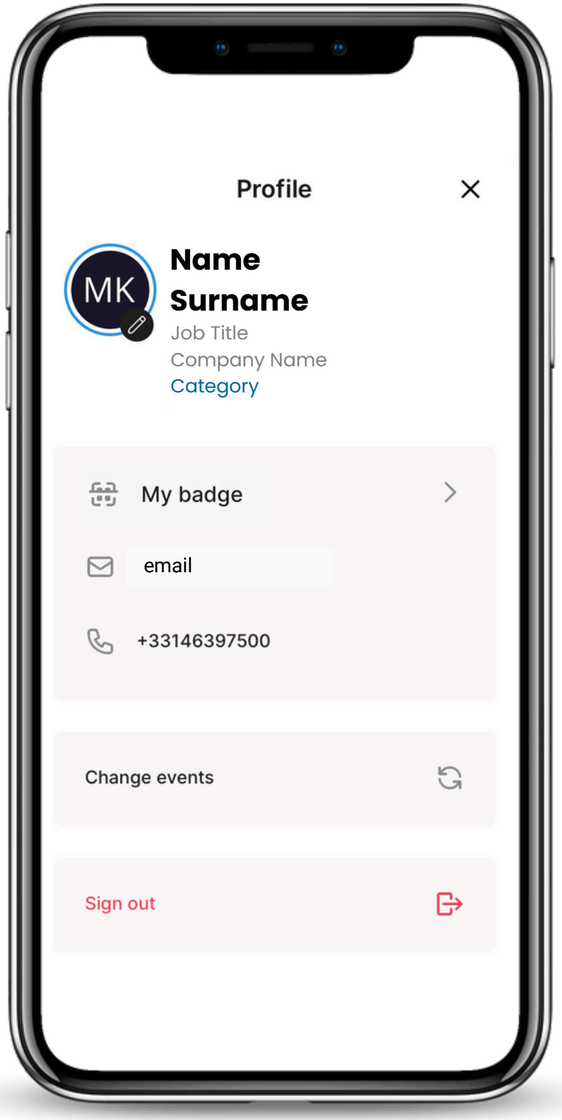
View the list of participants under the button “Attendees”. Click on "Messages" to start a conversation with your peers.

How to access your profile

Your profile includes:

- Your **badge QR code**, which can be scanned by participants at the event to be added as a new contact.
- Your profile icon which you can replace with your picture.
- Your notifications center.
- The possibility to change event on the application.
- The possibility to disconnect from the application.

02



Access your profile by clicking on the top left side icon.

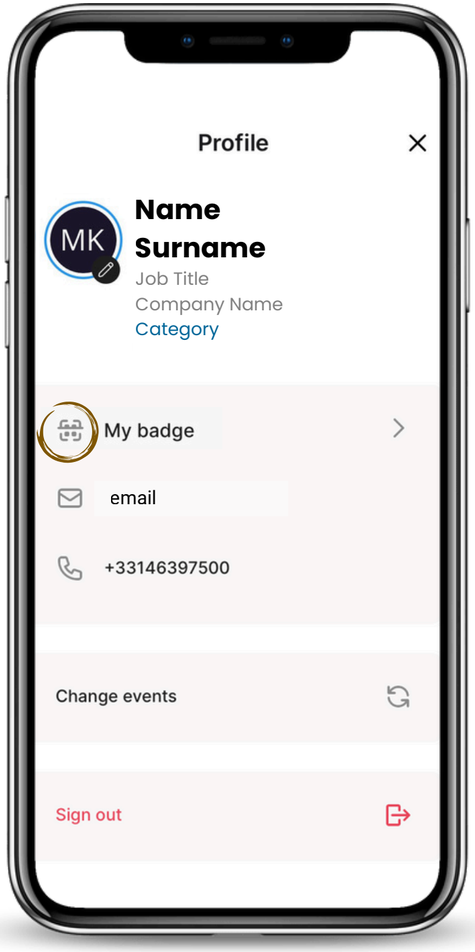
01

How to get your badge

Once you access your profile, follow the steps below:

- 1. Click on **“My badge”**
- 2. Open the QR code
- 3. Scan the QR code onsite at the entrance to print your badge

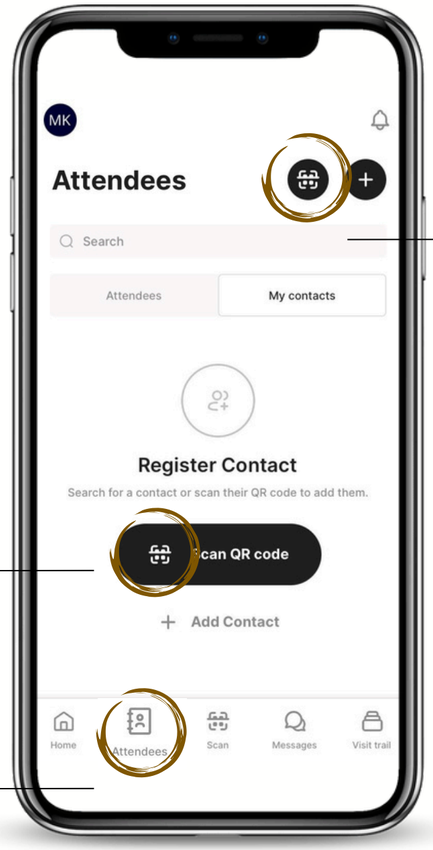
01



02

Scan an attendee's QR Code

01



Click on the scan icon here.

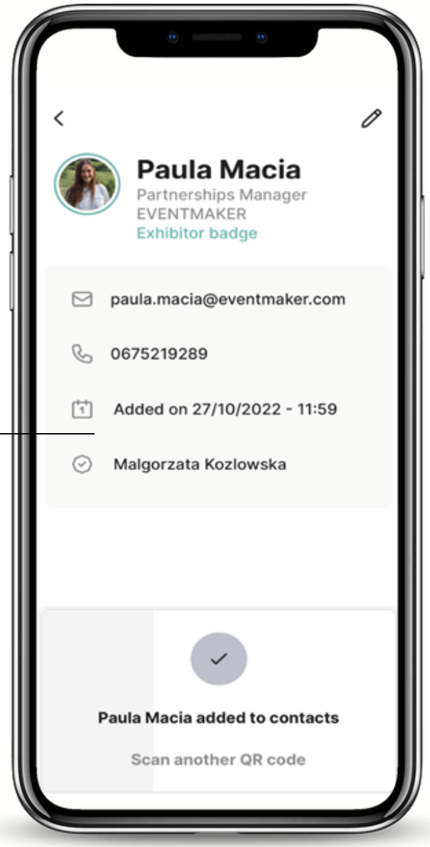
Click on the scan icon also here.

Go to the "Attendees" tab.

02

Allow access to your camera and scan the QR code on the attendee's badge.

03



The contact has been added to your contacts.

How the list of attendees work

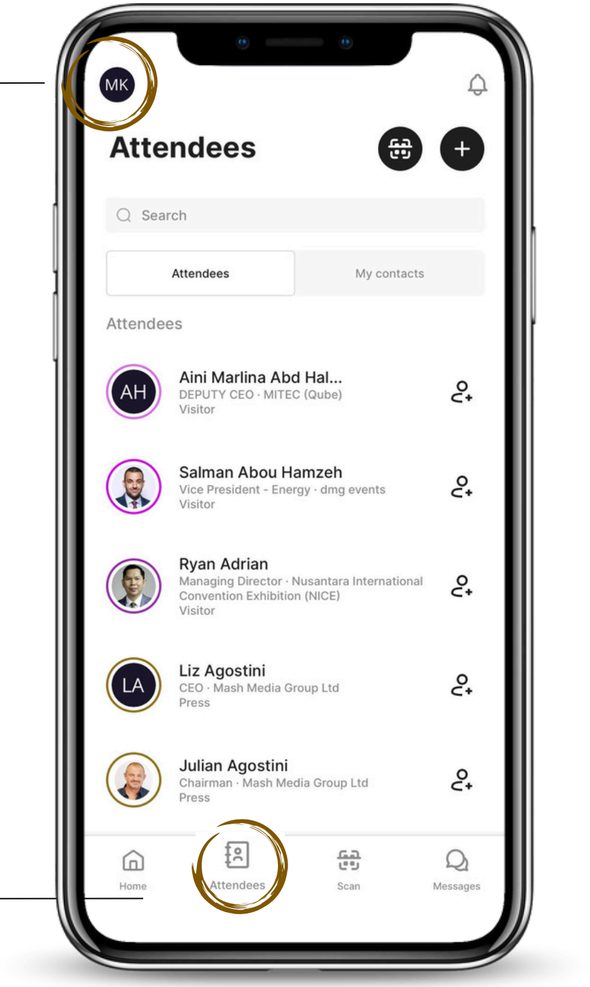
Your Profile

You will be able to see all other attendees on the list, while your own name will not appear in your personal view. Other participants, however, will see you in their attendee list.

This works similarly to social platforms like Facebook: you can view others, but you don’t see your own profile in your own contact list.

You can view your profile details by clicking on the top left side icon.

Go to the “Attendees” tab to see the list of participants.

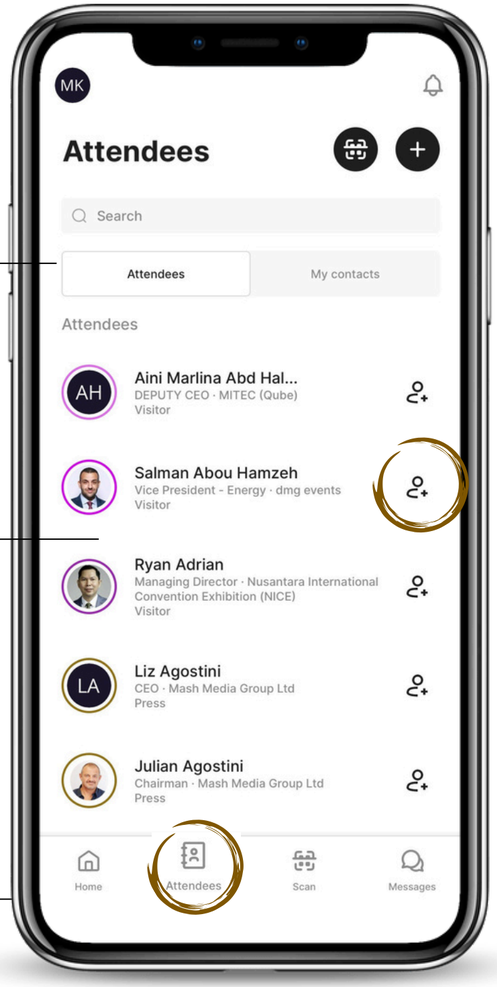


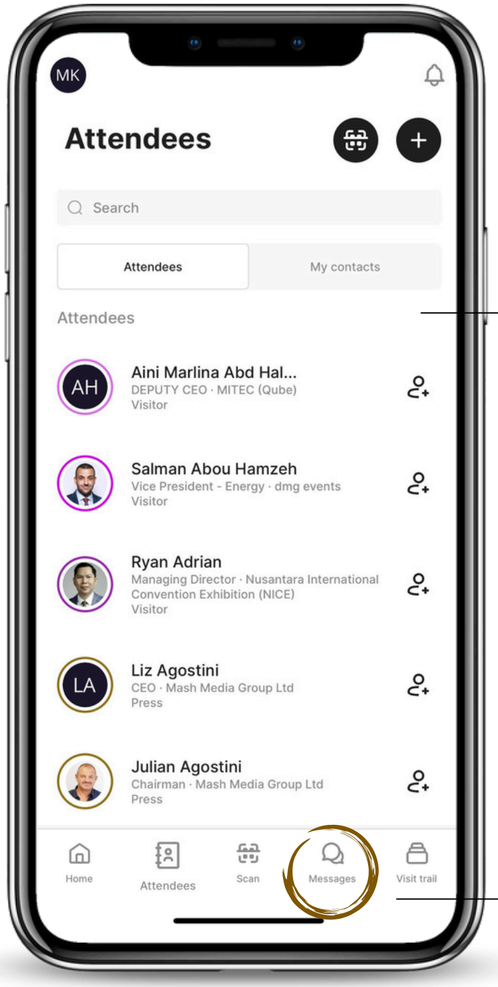
Add an attendee from the contact list

Scroll through the full list or start typing the name of someone in the search box.

Click on the button to add a delegate to your contacts.

Go to the “Attendees” tab to see the list of participants.



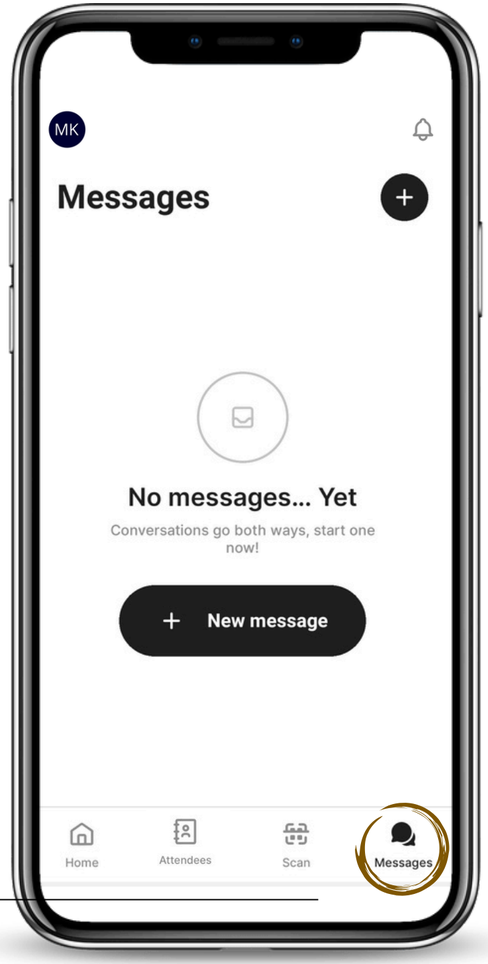


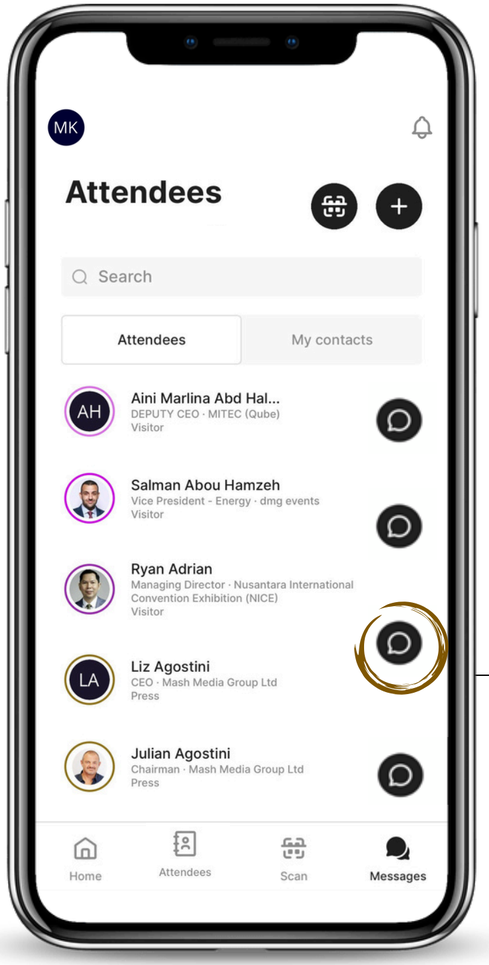
All your pending requests will appear in “My contacts” tab.

Start a conversation with one of your contacts by clicking on "Messages".

Start a new conversation

Go to the “Messages” tab to start a conversation with someone by searching for them using the search box.





When the contact accepts your invitation, start a conversation with them by clicking on the chat icon.

- A red dot will appear on the message icon when you receive a new message.
- Unread messages will be indicated by a flashing black dot next to the conversation.

Manage your contact requests

You will receive a notification when someone sends you a contact request, you can accept or decline the invitation from the ‘Attendees’ tab.

See you soon!

ufi The Global Association of the Exhibition Industry

eventmaker

Event website

www.ufigcs.org

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