



## Big 5 Global app

All your event essentials in one place

### Effortless lead retrieval

Scan and collect your business leads seamlessly onsite.

### Team collaboration

Create a company team to centralize all leads in one place.

### Advance access to attendees

View the attendee list before the event and connect with key prospects.

### Seamless meeting management

Schedule and manage meetings with potential clients effortlessly.

### Stay updated

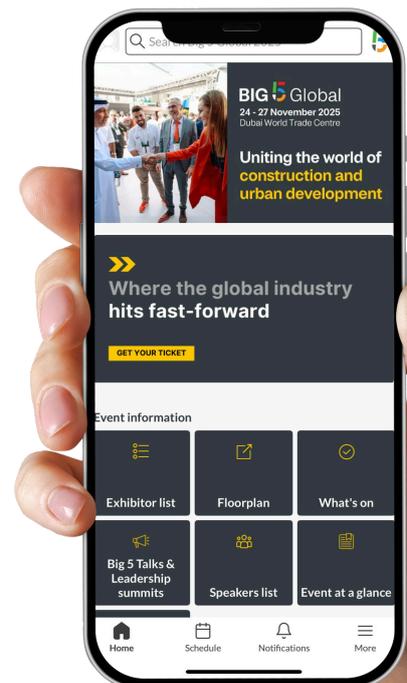
Receive real-time event alerts and critical announcements.

### Boost visibility & engagement

Interact with industry leaders before & during the event.

### All-in-one event hub

Access everything you need in a single, intuitive platform.



## Lead retrieval App instructions for exhibitors

### 1 Download the app

Scan this QR code to download the Big 5 Global app



[www.big5global.com/download-app](http://www.big5global.com/download-app)

### 2 Activate your account

- Login using your registered email
- Receive an OTP on your registered email address
- Set up your password

### 3 Create your team

In order to combine your leads throughout the week, set up your exhibitor representative team

- Click on 'more' in the bottom right hand corner
- Click on 'My team'
- Select 'Team members'
- Accept any pending team members

### 4 Scan and export your leads

Once you have accepted your team members requests, you can download all the leads.

You cannot export your leads on a mobile, it must be done via the web. Scan here to view the web app.



<https://www.big5global.com/web-app>

- Go to your profile in the top right hand corner and select 'export'
- Choose 'export connections'

## Connect with peers

### 5 Set up your availability

- Go to your profile in the top right hand corner on the web app
- Choose 'Manage my availability'
- Edit your availability selecting the earliest and latest times you will be available for meetings per day

### 6 Book meetings

On the homepage of the mobile app, search the attendee list for people of interest.

- Select 'request a meeting'
- Create a personal message, date and time you would like to meet
- The meeting will automatically be located at your company stand

Please make sure you are responding to incoming meeting requests.

### 7 Navigate your way around

Utilize our interactive floorplan to navigate yourself between halls, theatres and features.

Use the directional services to aid you in finding everything you will need at Big 5 Global.

