

MODERNISING
**CRIMINAL
JUSTICE**
CONFERENCE 2024

**The Official
MJIT Platform**
Content for Exhibitors

All-In-One Event & Community Platform



Welcome to the Exhibitor Guide.
You will be using the tools in your Exhibitor Centre
to configure your company booth, manage
your team, and interact with visitors and
capture your leads during the
Modernising Criminal Justice Conference.



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▶ Exhibitor Centre

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ACCESS YOUR APP BEFORE THE SHOW

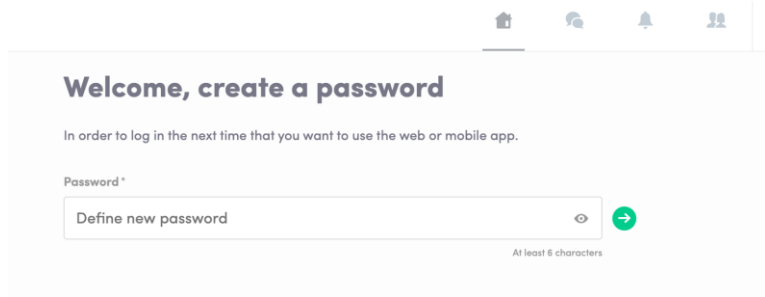
HOW TO LOGIN

How to login for the first time?

1

You will receive an email pictured on the right, with a button redirecting you to the login page. Your account is automatically created by the platform after you have registered. A window will then prompt you to create a password for your account:

2



The screenshot shows a web browser window with a navigation bar at the top containing icons for home, refresh, notifications, and user profile. Below the navigation bar, the main content area displays the heading "Welcome, create a password". Underneath, there is a sub-heading "In order to log in the next time that you want to use the web or mobile app." followed by a "Password*" label and a text input field containing the placeholder text "Define new password". To the right of the input field is a toggle icon (an eye) and a green arrow icon. Below the input field, the text "At least 6 characters" is visible.

You can also access the event from your phone by downloading the The GovNet [app \(iOS/Android\)](#)

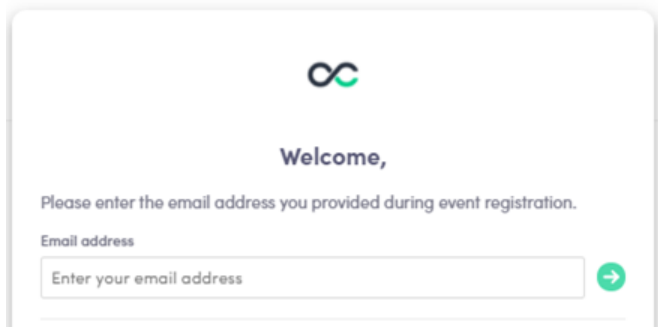
i

Note: If you don't see this email in your mailbox, please check your spam folder. Our emails are sent from client.relations@modernising-justice.co.uk

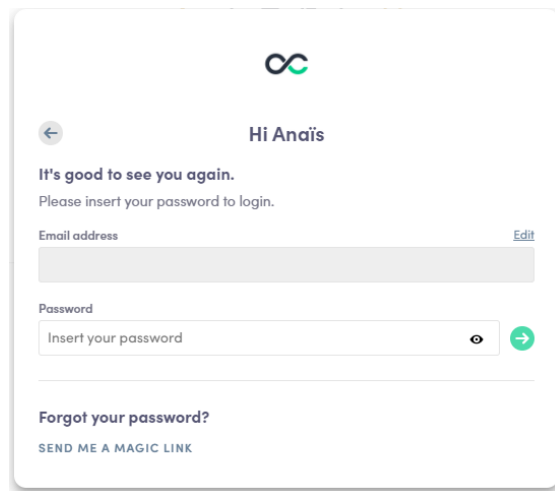


How to login when I have an account?

- 1 Access your account on exhibitor.govnet.co.uk
- 2 Enter the email you have used to register for the **Modernising Justice Conference** and your password. Click the green arrow to connect.



The screenshot shows the top part of a login page. At the top center is a logo consisting of two interlocking infinity symbols, one blue and one green. Below the logo, the text "Welcome," is displayed. Underneath, there is a prompt: "Please enter the email address you provided during event registration." Below this prompt is a text input field with the placeholder text "Enter your email address" and a green arrow icon to its right.



The screenshot shows the bottom part of the login page. At the top center is the same infinity logo. Below it, the text "Hi Anaïs" is displayed. Underneath, there is a prompt: "It's good to see you again. Please insert your password to login." Below this prompt are two input fields. The first is labeled "Email address" and has a small "Edit" link to its right. The second is labeled "Password" and has a green arrow icon to its right. Below the password field is a link that says "Forgot your password?" and below that is a button that says "SEND ME A MAGIC LINK".

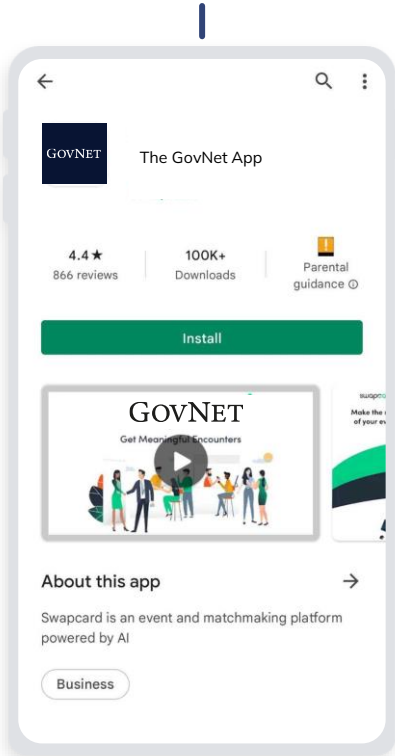
- i Note:** If you have forgotten your password, click **“Send me a magic link”** after entering your email. You’ll receive an email to reset your password (valid for 1 hour). If you need any help, please visit [the help desk](#)

ACCESS YOUR APP AT DIGI GOV EXPO

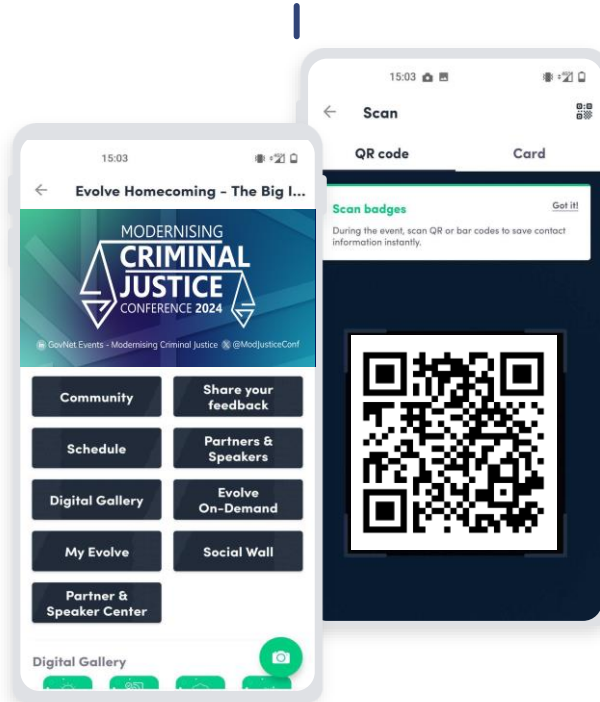
QR CODE / SCAN BADGE

Mobile app - Badge scanning

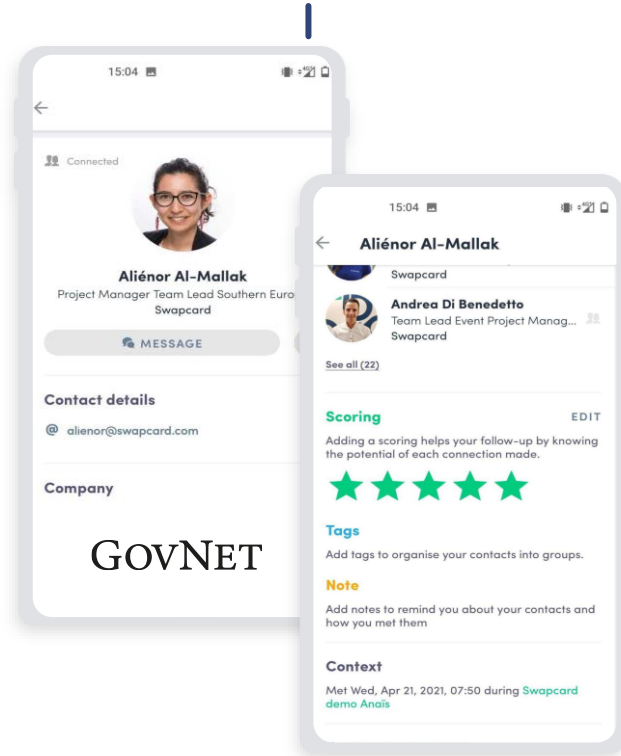
Download The GovNet app



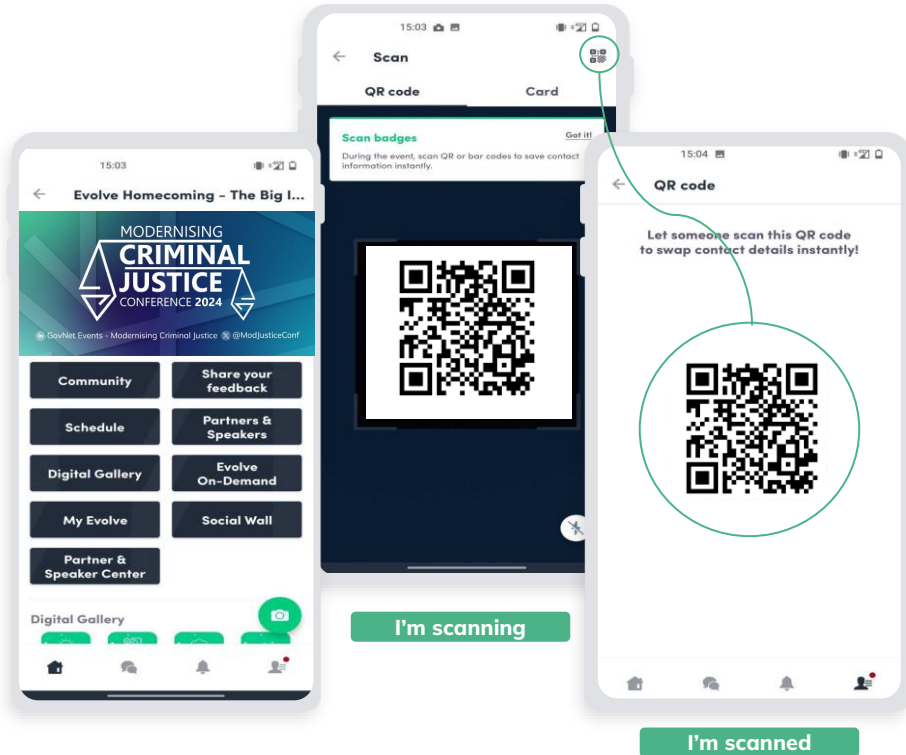
Open the app camera and scan the **delegates** QR code



Access participant's profile and contact details



Mobile app - Badge scanning



To scan a badge, click the **scan icon** on the home screen of the event.

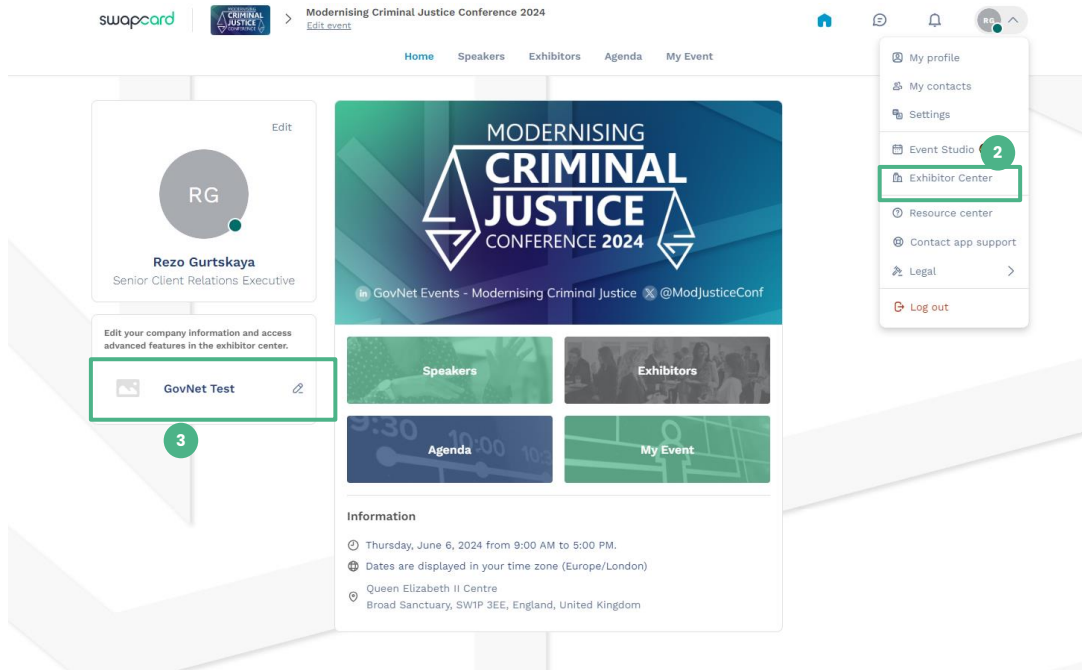
By scanning the **QR code** of an attendee's badge, you automatically add them to your contacts. This allows you to chat, share contact details, add tags and scoring to your contact. **Your contact details are also shared with the other person.**

You can also display your electronic badge to be scanned. Tap on the right-hand corner of the scan menu to display your personal **QR code**.

EXHIBITOR CENTRE

FUNCTIONALITIES

Navigation



There are four ways to access your Exhibitor Centre

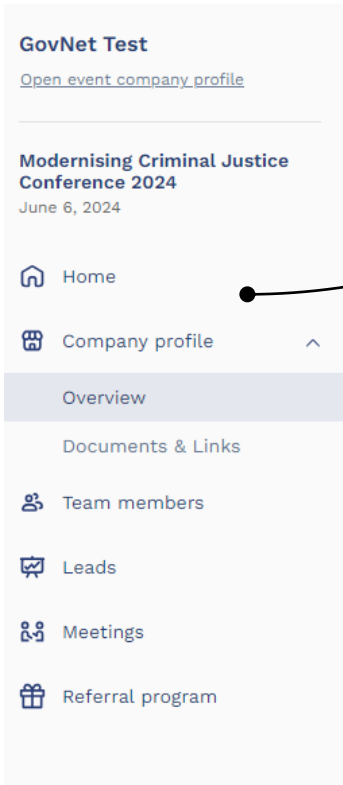
1
By clicking on the button in your **invitation email**, which will redirect you to your **Exhibitor Centre**.

2
Click **Exhibitor Centre** in the drop down menu.

3
Click on your **Exhibitor booth** from the home page.

4
Go to **exhibitor.govnet.co.uk**

Navigation

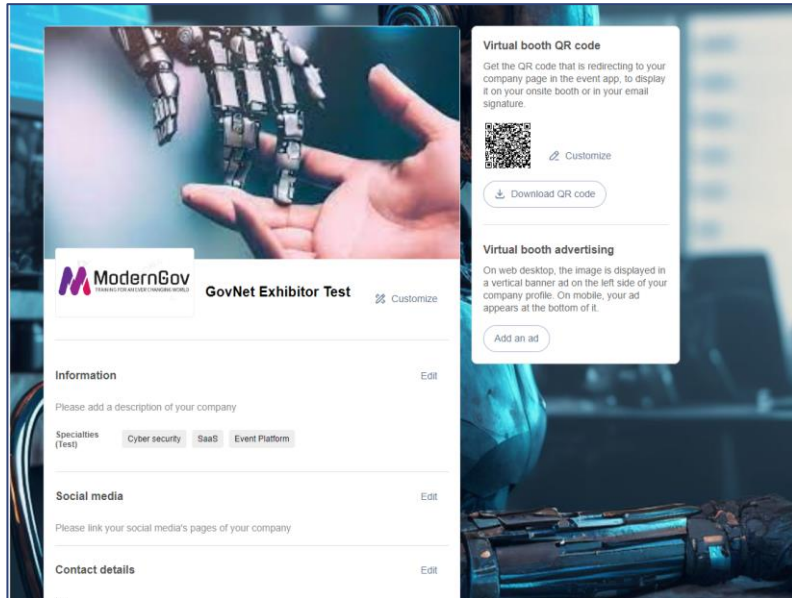


This navigation bar will appear on the left-hand side of your screen. It will help you to navigate between different sections of the Exhibitor Centre.

Home is the first page that you will see when accessing the **Exhibitor Centre**.

A **red pin** indicates that you have a pending notification. Click to see what's going on!

Company Profile



- **Header image or video :**
 - Image : 1200x675 px, up to 1MB
 - Video : video ID from YouTube, Vimeo or other (Iframe)
- **Background image :** 2560x1600 px, up to 1MB
- **Social media links :** LinkedIn, Twitter, Facebook

Company Profile - Overview

ModernGov
TRAINING FOR AN EVER CHANGING WORLD

GovNet Test

[Open event company profile](#)

Modernising Criminal Justice Conference 2024
June 6, 2024

- Home
- Company profile
- Overview**
- Documents & Links
- Team members
- Leads
- Meetings

Information [Edit](#)

Please add a description of your company

Specialties (Test) Cyber security SaaS Event Platform

Social media [Edit](#)

Please link your social media's pages of your company

Contact details [Edit](#)

+44 7703111111
@ communications@govnet.co.uk

Documents & Links [Add](#)

Terms T'S & C's [>](#)

Team [Manage](#)

Video platform: Youtube

Video ID:

Background image

Upload a background image to brand your company profile (desktop version only). Import a 2560x1600px (16:10 ratio) image, no larger than 1MB.

Logo

Highlight your company by adding your logo. We recommend using at least a 400x200px (2:1 ratio) image, no larger than 1MB.

Name:

Social media

-
-
-
-

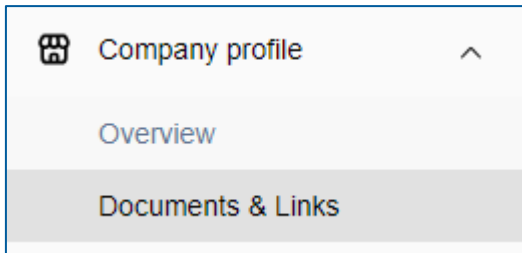
[See all social networks](#)

To be noticed by as many visitors as possible, we advise to fill in all the **editable information** from your **Exhibitor Centre**. If a field cannot be edited, please contact the Client Relations Team at client.relations@modernising-justice.co.uk

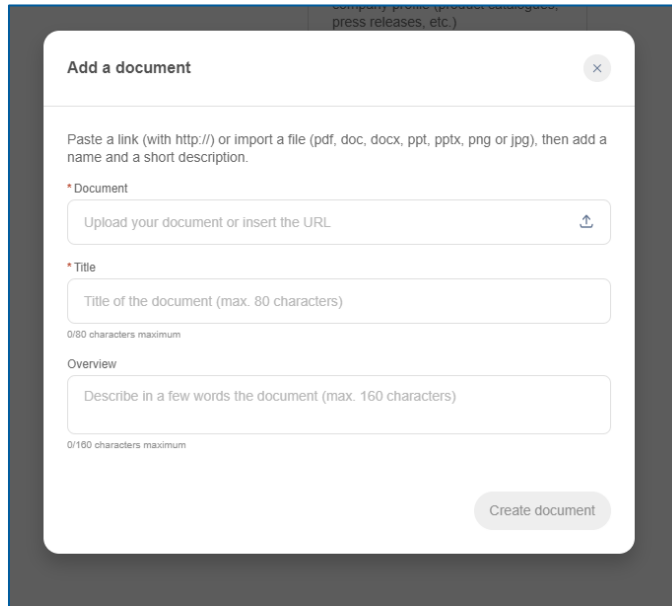
Company Profile - Documents & Links

Attach documents to your company profile (white papers, press releases, reports etc.). **Paste a link** (with http://) or **import a file** (pdf, doc, docx, ppt, pptx, png or jpg), then add a name and a short description.

1



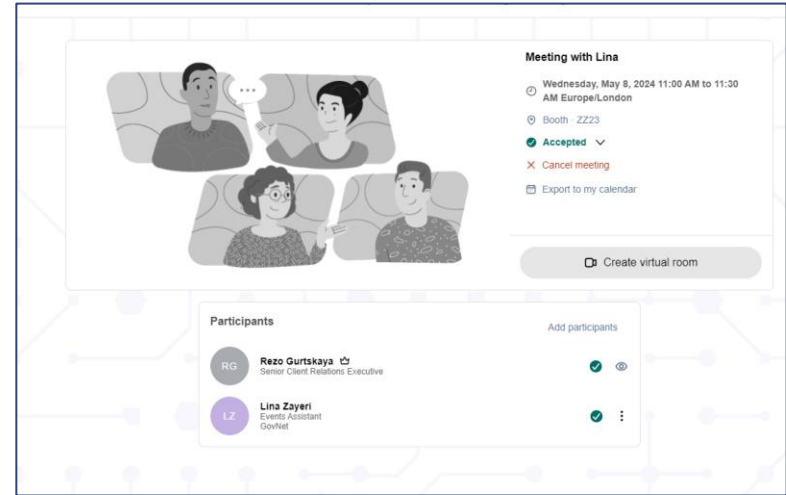
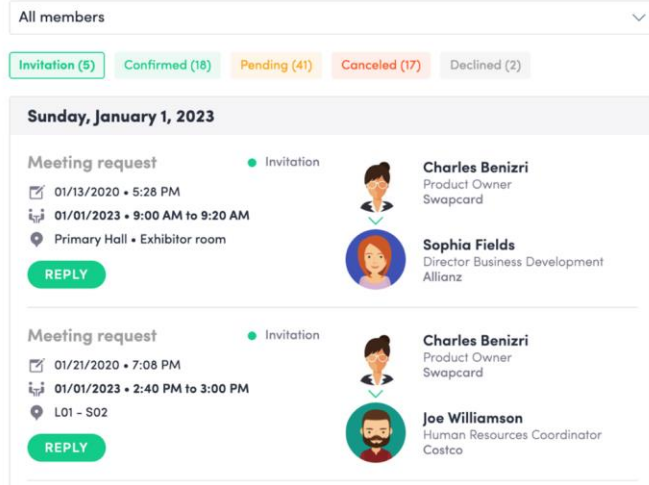
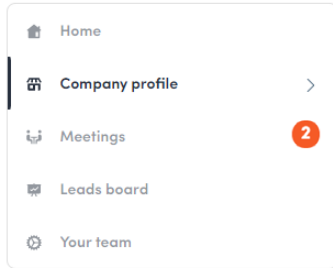
2



A screenshot of a form titled 'Add a document' with a close button (x) in the top right corner. The form contains the following elements:

- Instructional text: "Paste a link (with http://) or import a file (pdf, doc, docx, ppt, pptx, png or jpg), then add a name and a short description."
- A required field labeled "Document" with a red asterisk. Below it is a text input field containing the placeholder text "Upload your document or insert the URL" and an upload icon (cloud with arrow) on the right.
- A required field labeled "Title" with a red asterisk. Below it is a text input field containing the placeholder text "Title of the document (max. 80 characters)". Below the input field, the text "0/80 characters maximum" is displayed.
- A field labeled "Overview" with a red asterisk. Below it is a text input field containing the placeholder text "Describe in a few words the document (max. 160 characters)". Below the input field, the text "0/160 characters maximum" is displayed.
- A "Create document" button at the bottom right.

Manage your meetings



- **View** the meetings of your team (all members or a specific team member)
- **Filter meetings by status:** Pending, Confirmed, Cancelled or Declined.
- **Assign a meeting:** reply to meeting requests and assign requests to your team members.
- **Accept or decline** meeting requests or cancel an existing meeting.
- **Export** the full list of meetings.

How to assign a teammate to a meeting?*

The screenshot displays the ModernGov Exhibitor Centre interface. On the left is a navigation sidebar with options like Home, Company profile, Overview, Documents & Links, Team members, Leads, and Meetings. The main content area shows a notification: "There is 1 pending invitation awaiting your response. Be sure to respond to participant requests before they expire." Below this is a "Meetings" table with columns for Status, Meeting date, Location, Team members, and External participants. A single meeting is listed with a status of "Invitation".

The "Meeting details" modal is open, showing the following information:

- Meeting details:** Invitation
- Meeting date:** March 15, 2024 10:00 AM to 10:30 AM
- Location:** Booth • ZZ23
- Team members:** GovNet Exhibitor Test (ZZ23) with an "Assign member" button highlighted by a green box and a "Pending" dropdown menu.
- External participants:** Lina Zayeri (GovNet Events Assistant) with a "View profile" link and an "Accepted" status.
- Footer:** Meeting requested on Thursday, March 14, 2024 4:19 PM

Through the Exhibitor Centre, you can manage your team's meetings.

Go to the **"Meetings"** tab and see all your team meetings during the event.

To assign/change a team member for a meeting, **click on the meeting** and choose the team member you wish to assign it to.

A confirmed meeting has to be assigned to a team member for them to receive reminders.

i Note: once the meeting has been initiated by a team member, you are unable to assign it to someone else.

How to Export Leads?

Modernising Criminal Justice Conference 2024
June 6, 2024

Home
Company profile
Overview
Documents & Links
Team members
Leads
Meetings

Analytics of your company

NUMBER OF VIEWS OF YOUR COMPANY PROFILE: 10
NUMBER OF CONTACTS MADE: 1

Export leads report

Download a list of people your team interacted with during the event as an Excel file

EXPORT LEADS

Team's contacts

Search

Photo	First name	Last name	Job title	Company	Email
	Brandon	Thomas	Cost Accountant, Accounting	Dakar Motors	brandon.th

2

Only contacts gained through badge scanning, meetings and in-platform connections with your team members will be displayed. Team members need to have the 'enable contact sharing' option to be activated for theirs, as well as your, connections to be listed. You can check if all your team members have activated it from the **Your team** tab.

3

From the App or the Web App, you can also export your contacts (only those captured by you) as an Excel file by going to your contacts and clicking on **Export all**.

1

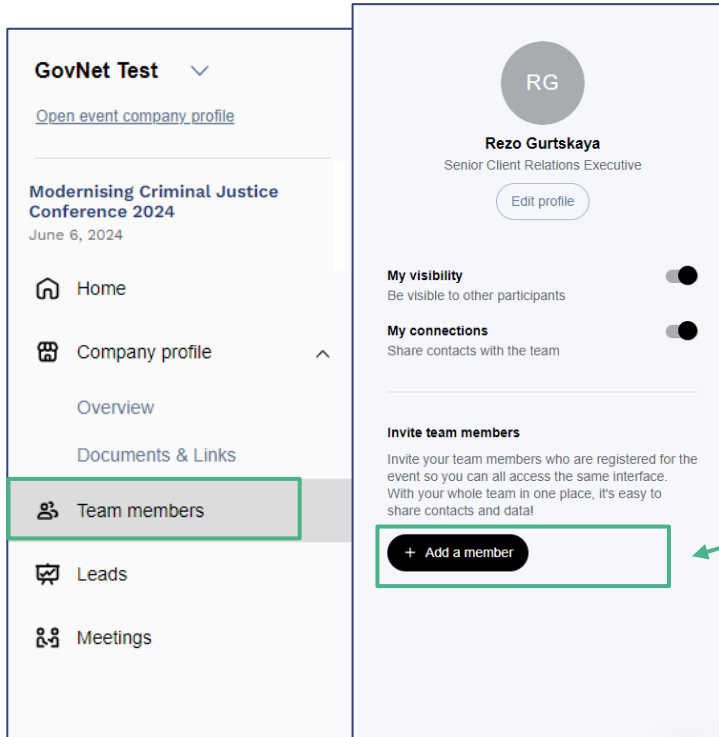
By going to the **Leads** tab, you can view the main analytics of your company, see your team's contact details and export leads.



Let's talk GDPR...

All users of the platform have agreed to share their data with the Modernising Criminal Justice Conference 2024. When you connect with a user, they tacitly agree to share their information with you. You therefore retrieve this information in accordance with GDPR.

How to add a team member to your team?



The **Exhibitor Centre**, allows you to manage your team.

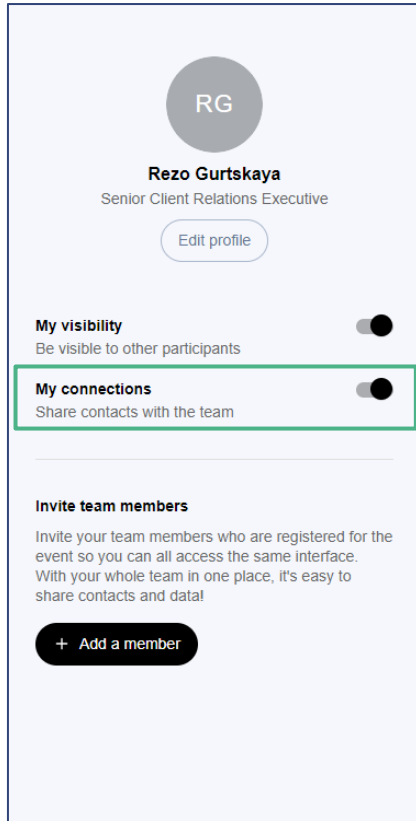
Go to the **Team Members** tab to see all of your registered teammates.

To add new members, click this button and add their email address. If you can't see the button, please contact the DigiGov Client Relations Team.

The contacts of new members aren't shared by default for data protection reasons.

Please note: to add a member, they must already be registered on the platform.

How to share contacts with your team?



Each team member can choose to share their contacts with the team.

When you are in the **Team Members** tab you will see your team members, along with a pop-up on the right-hand side of your profile.

To share contacts, click the toggle below your name.

How to edit my personal profile? (1/2)

The screenshot displays the user interface for the Modernising Criminal Justice Conference 2024. At the top left, the 'swapcard' logo is visible. The main navigation bar includes 'Home', 'Speakers', 'Exhibitors', 'Agenda', 'My Event', and 'Attendees'. On the left side, a user profile card for 'Rezo Gurtskaya' (Senior Client Relations Executive) is shown. A green box with the number '2' highlights the 'Edit' button next to the profile photo. On the right side, a user menu is open, with a green box and the number '1' highlighting the 'My profile' option. The main content area features a large banner for the conference and several category tiles: 'Speakers', 'Exhibitors', 'Agenda', 'My Event', and 'Attendees'.

There are 2 ways for you to access your profile

1

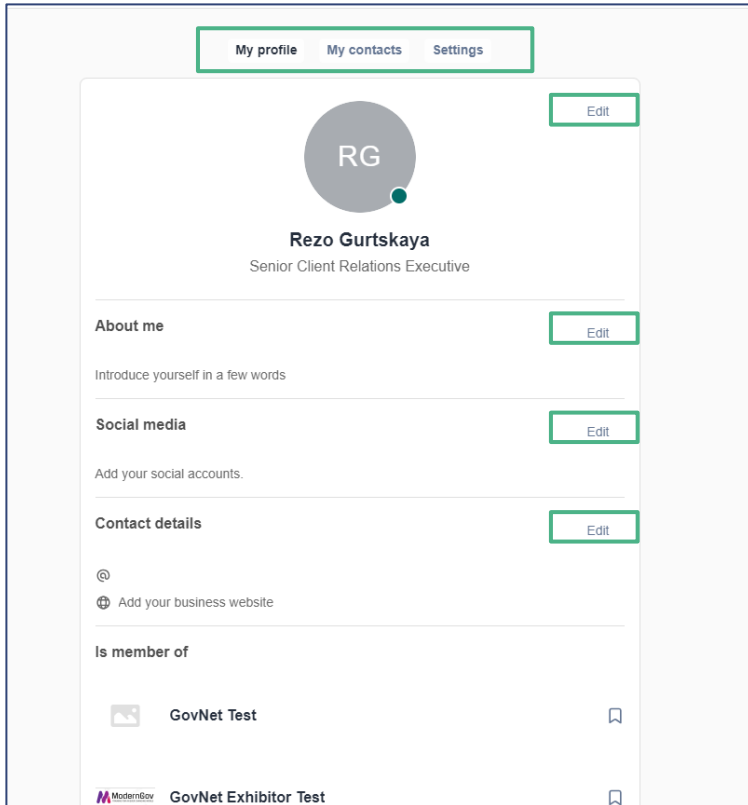
On the upper-right corner of your screen, click on **“My profile.”**

2

On the left side of your screen next to your photo, click on **“Edit.”**

You'll then be redirected to your **profile details**.

How to edit my personal profile? (2/2)



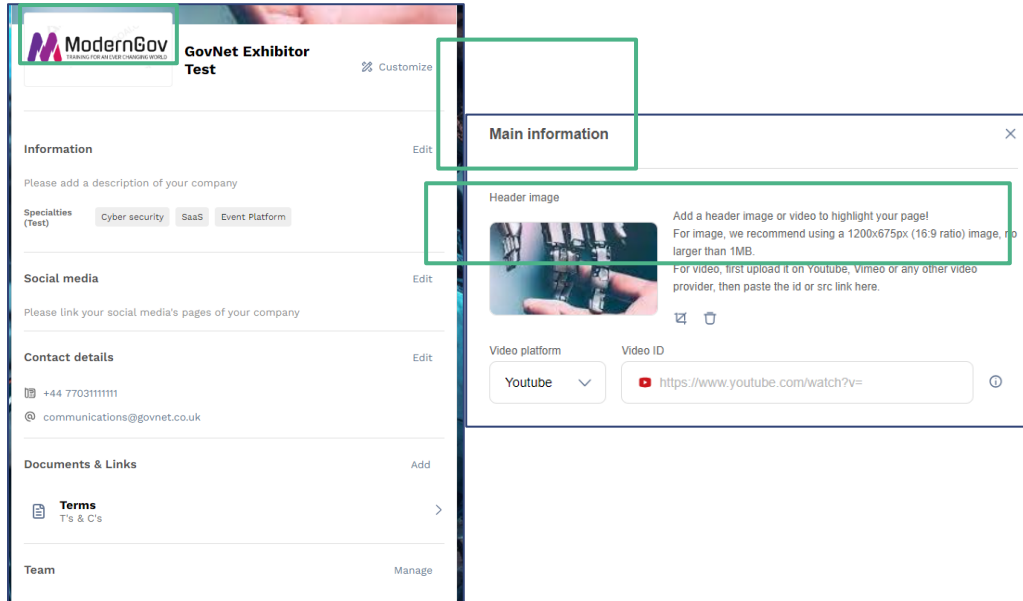
To edit the information on your profile, simply click the **Edit** button depending on which type of information you want to edit.

Below is some of the information you can edit on your profile:

- **My main information**
- **About me (Biography)**
- **Social Media**
- **Contact details**
- **Company**

You should also have access to your profile settings and your contacts list using the buttons above your name.

Company profile - How to add a video?



The screenshot shows the 'GovNet Exhibitor Test' profile editor. The 'Main information' section is highlighted with a green box. It contains a 'Header image' field with a placeholder image and instructions: 'Add a header image or video to highlight your page! For image, we recommend using a 1200x675px (16:9 ratio) image, no larger than 1MB. For video, first upload it on Youtube, Vimeo or any other video provider, then paste the id or src link here.' Below this is a 'Video platform' dropdown set to 'Youtube' and a 'Video ID' input field containing 'https://www.youtube.com/watch?v='. The video ID field is also highlighted with a green box.

As an exhibitor, you are able to upload either an image or a video (live or pre-recorded) to your company homepage.

- 1 To upload a file, go to your **Exhibitor Centre** and click on **"Company Profile"**. In the top field, click **"Edit"**.

- 2 You **will** then be able to add your file or a live or pre-recorded video hosted on either YouTube or Vimeo, or add an iFrame.



Note: A YouTube video ID is the characters after `"/watch?v=_"` in the website link.

I.e. In `"https://www.youtube.com/watch?v=_mKoi9VNgx4"` the ID of the video is **"mKoi9VNgx4"**.

NETWORKING FEATURES

MAIN FUNCTIONALITIES

How to network?



1

On the homepage of the DigiGov Event, you can access the **community lists** (e.g. Attendees, Speakers, Exhibitors). This will help you find visitors to network with.

Don't hesitate to contact them through the application to chat, video call, and book meetings. **Please note:** the visitors list will begin updating once delegate registration opens.

2

Request meetings with the attendees of your choice before all their timeslots have been booked. You can also manage your own availability from the **"My Event"** section of the application.

i

We strongly recommend filling in as much of your company profile as you can. We also strongly encourage contacting as many visitors as possible via the platform ahead of the Conference. The more visibility you create, the higher the chance of you generating a large number of leads.

How to make a connection request?

The image shows two screenshots from a mobile application. The top screenshot displays a user profile for Liz Whittingham, Head of Event Operations and Customer Experience at GovNet. A 'Send connection request' button is highlighted with a green box. The bottom screenshot shows a mobile app navigation menu with 'My contacts' highlighted in green. The menu options include: My profile, My contacts, Settings, Event Studio, Exhibitor Center, Resource center, Contact app support, Legal, and Log out.

Go to someone's profile via the Visitor or Speaker List, or through their company profile and click on:

Send connection request

We encourage you to write a personalised message when sending out your invites. For instance; mentioning the work your organisation may have previously done with the attendee's company.

You will be able to find all the people you have been in contact with using the **"My Contacts"** tab under your profile picture, or in the **"My Event"** button on the event homepage.

How to request a meeting?

- 1 Open a visitor's profile - by going to the list of delegates, speakers, or a company profile.
- 2 Click on one of the suggested meeting slots. If you want to see other slots, click **"See more slots."**
- 3 After selecting a slot and the **Meeting location**, write a message to the person you want to meet. Once done, click **Send Meeting Request.**

Is a connection

LZ

Lina Zayeri
Events Assistant
GovNet

Meet Lina

Select a time slot to set up a meeting with Lina , only meeting slots available for both parties are displayed.

Wednesday, May 8, 2024

9:00 AM 30 mins	9:30 AM 30 mins	10:00 AM 30 mins	10:30 AM 30 mins	11:00 AM 30 mins	11:30 AM 30 mins
--------------------	--------------------	---------------------	---------------------	---------------------	---------------------

[See more slots](#)

Add a message

You and 1 participant

Wednesday, May 8, 2024 10:00 AM to 10:30 AM (Europe/London)

Stand - ZZ23

Message (optional)

Introduce yourself and the purpose of the meeting

Send meeting request

Location

You and 1 participant

Wednesday, May 8, 2024 10:00 AM to 10:30 AM (Europe/London)

Stand

ZZ23

[See more slots](#)

Contact details

Date & time

You and 1 participant

May 2024

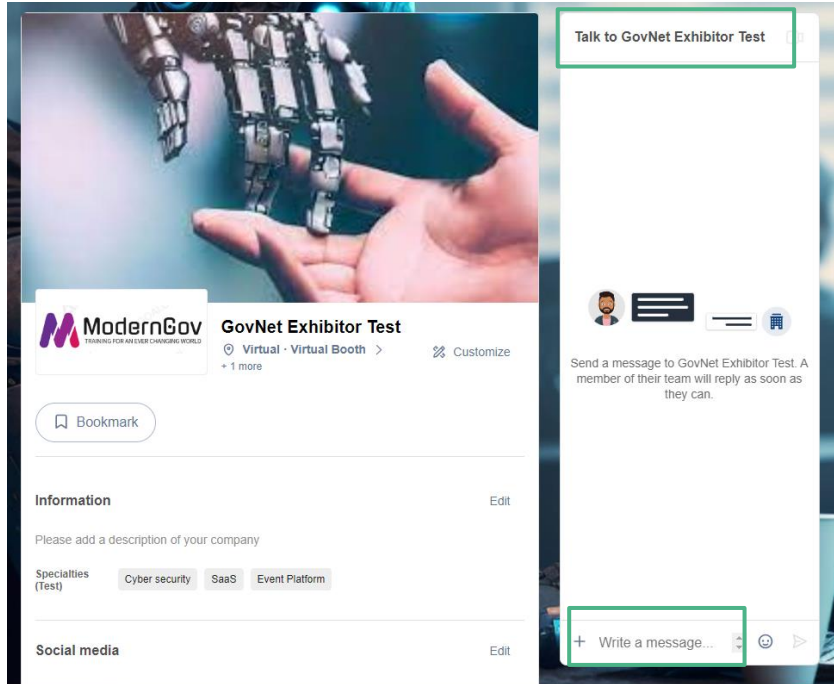
Wednesday, May 8

Su	Mo	Tu	We	Th	Fr	Sa
28	29	30	1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	1
2	3	4	5	6	7	8

Dates are displayed in your time zone (Europe/London)

9:00 AM 30 mins	9:30 AM 30 mins
10:00 AM 30 mins	10:30 AM 30 mins
11:00 AM 30 mins	11:30 AM 30 mins
12:00 PM 30 mins	12:30 PM 30 mins

What happens if I receive a message as an exhibitor? (1/2)



Once you are added to an Exhibitor booth as a team member, you will have access to a shared inbox with all of your organisation's team members.

Messages in the inbox are generated when an attendee visits your virtual booth and types a message into the **“Talk to...”** window.

For the attendee, the message appears within the booth as a **1:1 chat**. For the exhibitor team, the message generates a notification in the platform, and appears as a message in the exhibitor inbox.

What happens if I receive a message as an exhibitor? (2/2)

1

To view your exhibitor inbox, click the **chat bubble** icon along the top menu.

2

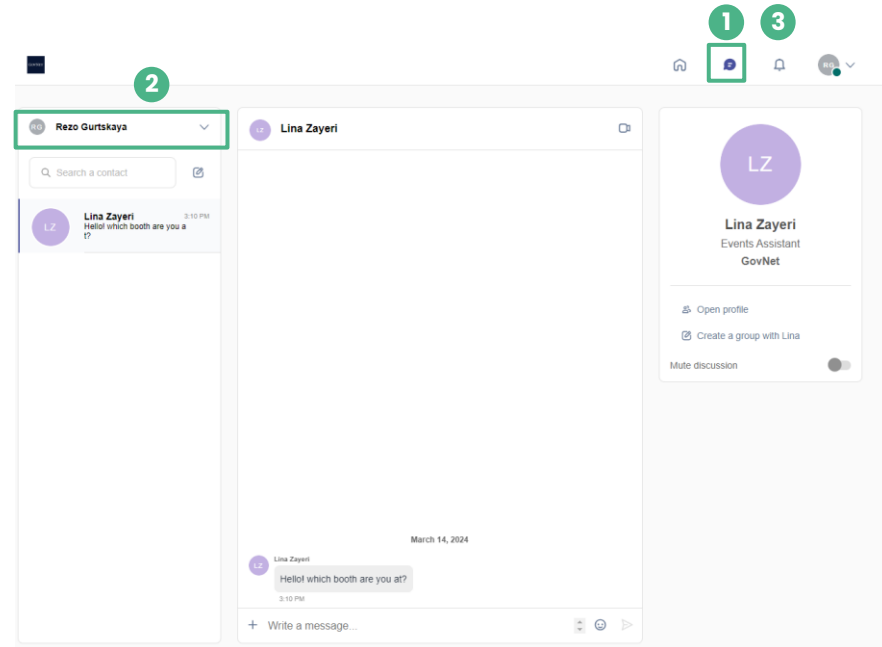
Switch between your personal inbox and the exhibitor inbox by clicking on the dropdown box.

3

All exhibitors will see a **red notification circle** over the **chat bubble** icon after each new message.

i

Note: once any exhibitor team member reads the message, the red notification circle disappears for the entire team.



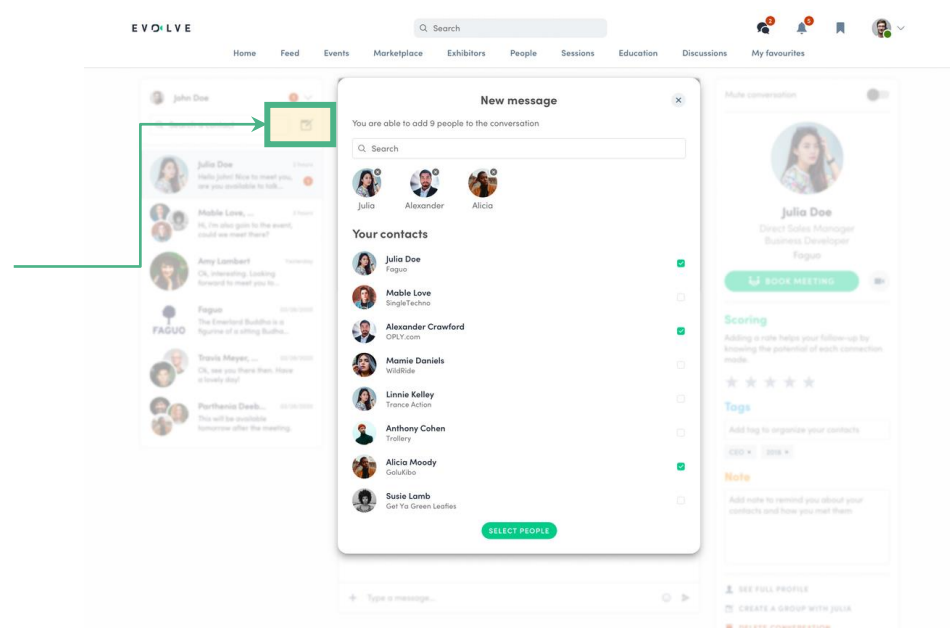
How to create Group chats?

The Group Chat feature gives Users the ability to engage in a discussion with up to **10 people**. It also allows them to **send messages, files, reactions,** and even have **Group video calls!**

To create a group chat, click on the **message icon** to the right of "search a contact" then add the list of **people from your contacts list** you want to include in your group.

By default, the person creating the Group Chat is the Admin. This will give them the rights to:

- **Add and remove members**
- **Rename the conversation**
- **Assign or demote other Admins**
- **End the conversation**





THE
FUTURE
IS NOW