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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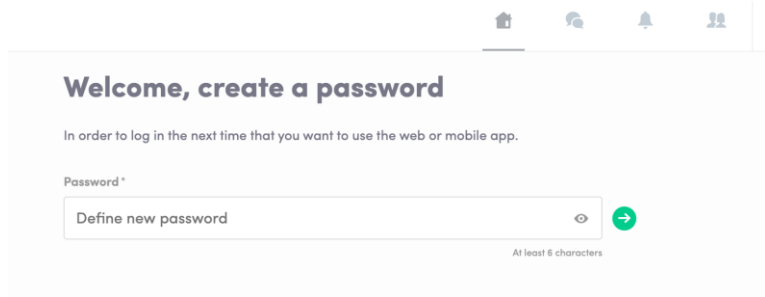# ACCESS YOUR APP BEFORE THE SHOW

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

Welcome, create a password

In order to log in the next time that you want to use the web or mobile app.

Password *

Define new password

At least 6 characters

You can also access the event from your phone by downloading the The GovNet app **(iOS/Android)**
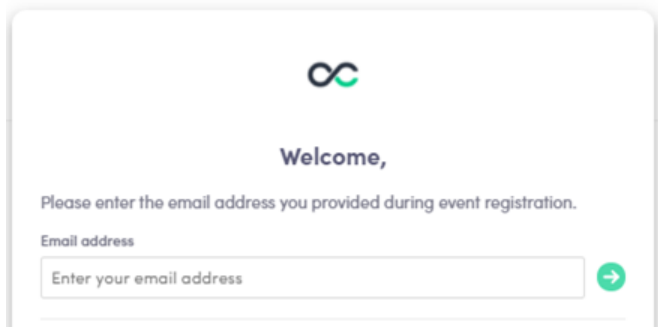
i **Note:** If you don't see this email in your mailbox, please check your spam folder. Our emails are sent from client.relations@modernising-justice.co.uk
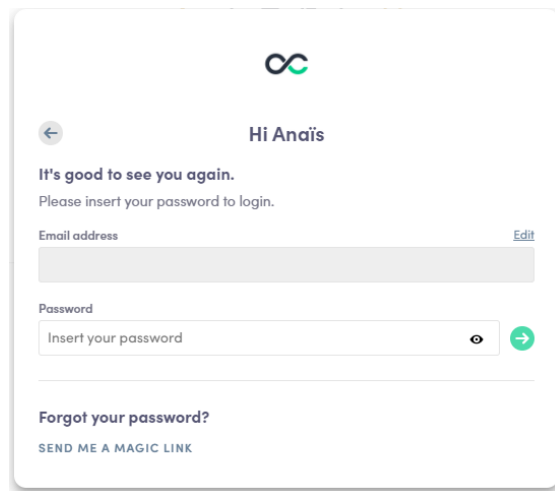

MODERNISING CRIMINAL JUSTICE CONFERENCE 2024

in GovNet Events - Modernising Criminal Justice X @ModJusticeConf

GovNet Networking Platform - Modernising Criminal Justice 2024

Hello Rezo,

We are delighted to notify you that you can now access your **Exhibitor Centre** for the **Modernising Criminal Justice Conference 2024!**

Utilise this exclusive opportunity to elevate your company's exposure & complete your profiles prior to the arrival of the visitors who are COMING SOON. Having a complete team & profile will ensure you stand out from the rest once networking begins.

To maximise your engagement with visitors, please complete your exhibitor profile before the **3rd of May!**

CLICK HERE TO ACCESS YOUR EXHIBITOR CENTRE

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.

Welcome,

Please enter the email address you provided during event registration.

Email address

Enter your email address

Hi Anaïs

It's good to see you again.

Please insert your password to login.

Email address   Edit

Password

Insert your password

Forgot your password?

SEND ME A MAGIC LINK

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**
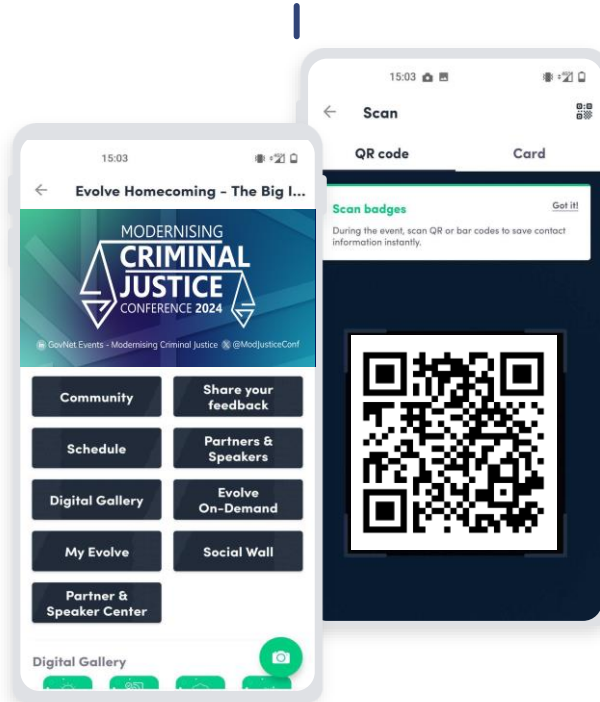
ACCESS YOUR APP AT DIGI GOV EXPO
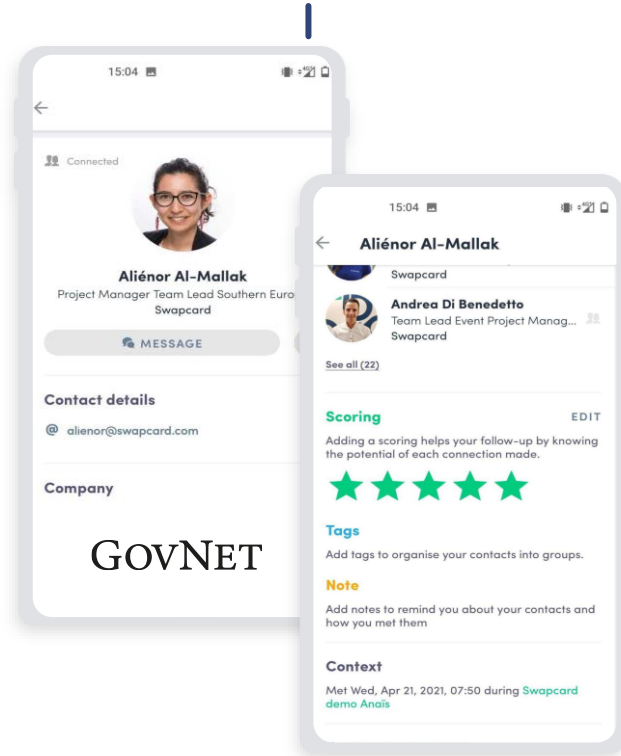
QR CODE / SCAN BADGE

Mobile app - Badge scanning

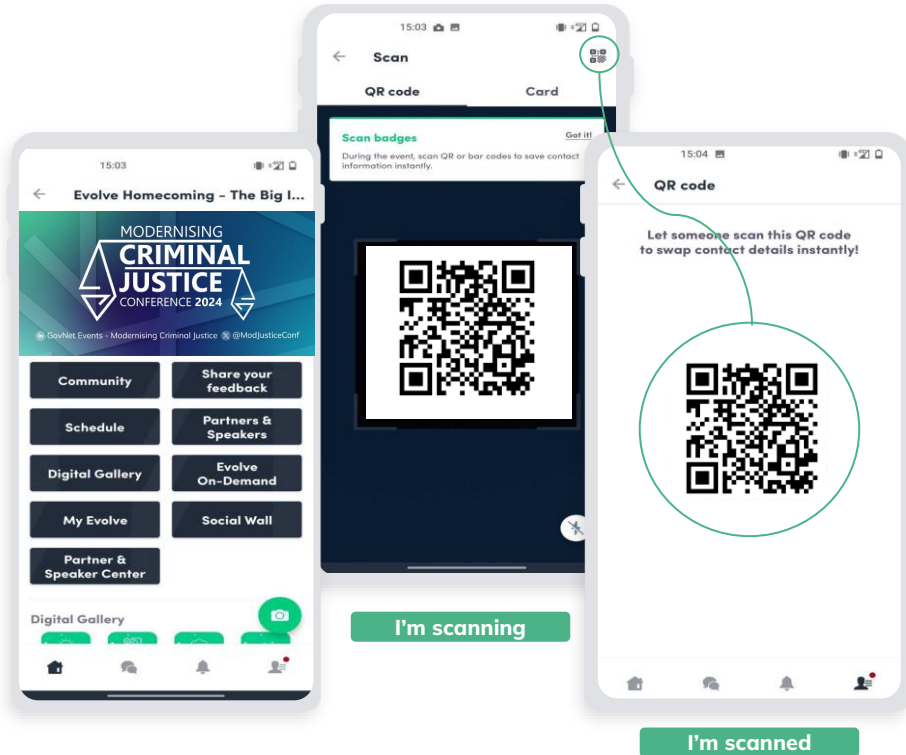**Download The GovNet app**
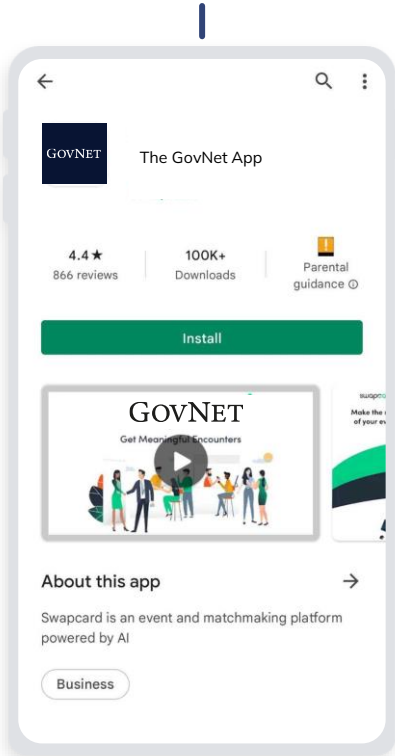
**Open the app camera
and scan the delegates QR code**

**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
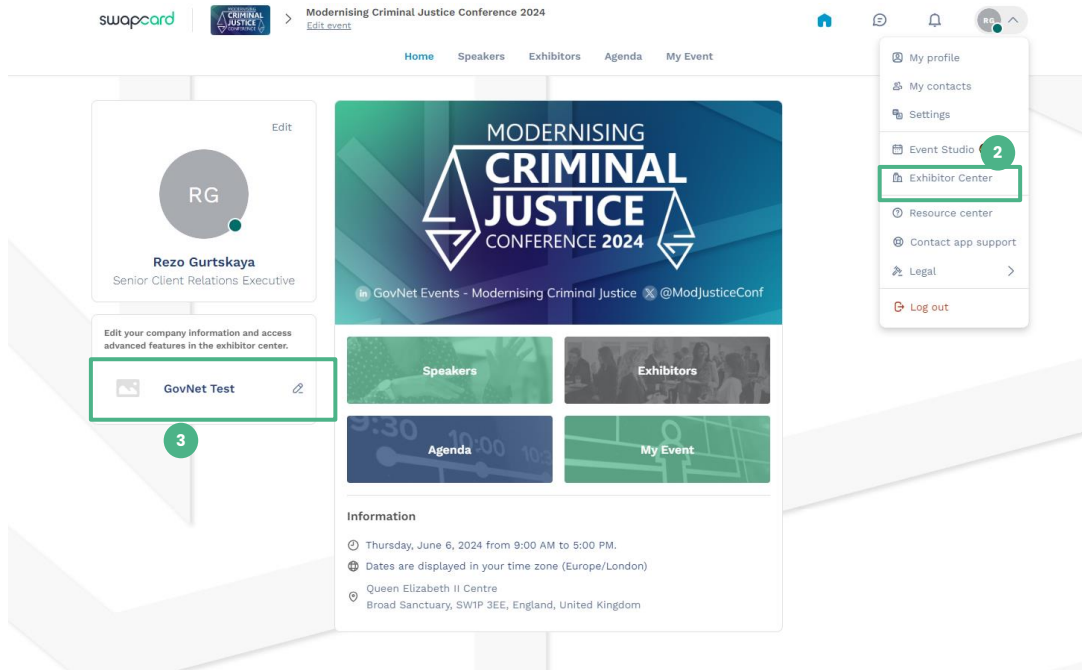
There are four ways to access your Exhibitor Centre

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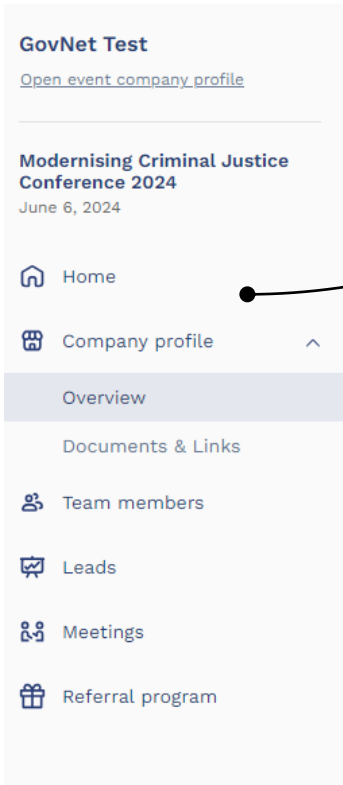
This navigation bar will appear on the left-hand side of your screen. It will be help you to navigate between different sections of the Exhibitor Centre.

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
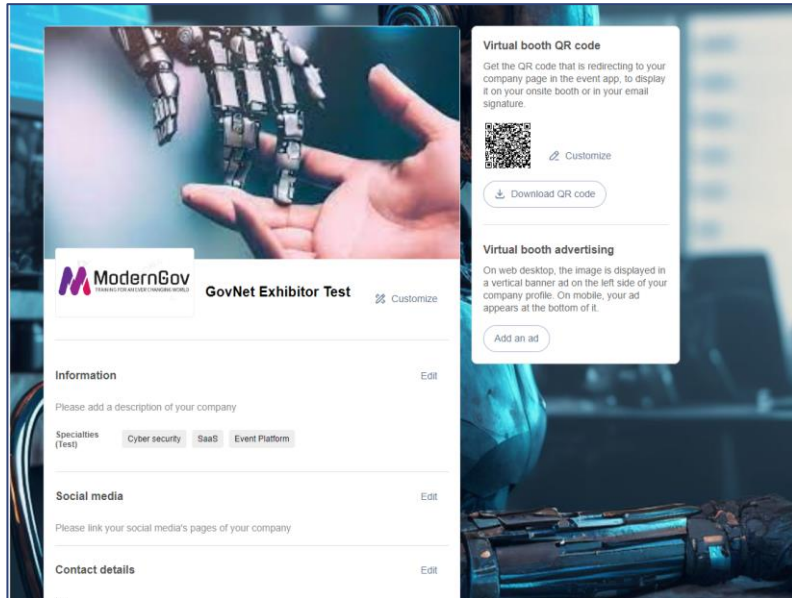
- **Header image or video :**
  - Image : 1200x675 px, up to 1MB
  - Video : video ID from YouTube, Vimeo or other (Iframe)

- **Background image :** 2560x1600 px, up to 1MB

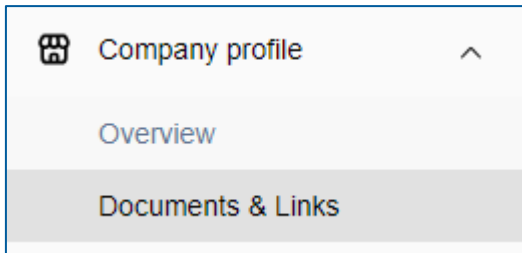- **Social media links :** LinkedIn, Twitter, Facebook

Company Profile - Overview

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**
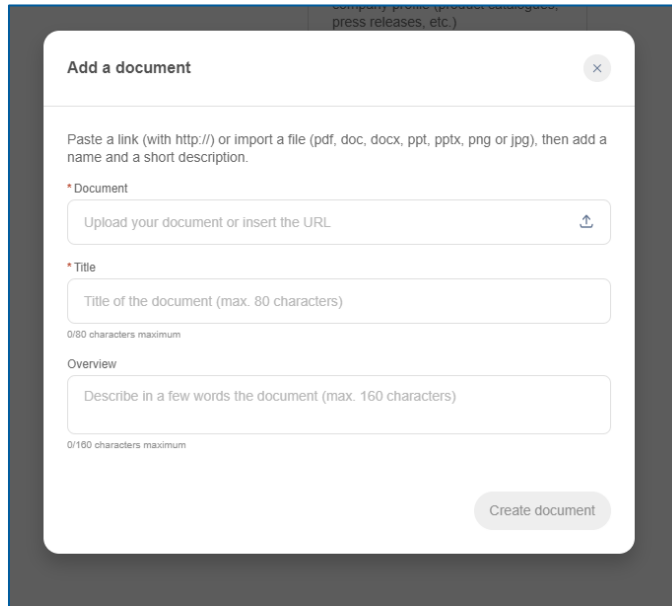
Company Profile - Documents & Links

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.
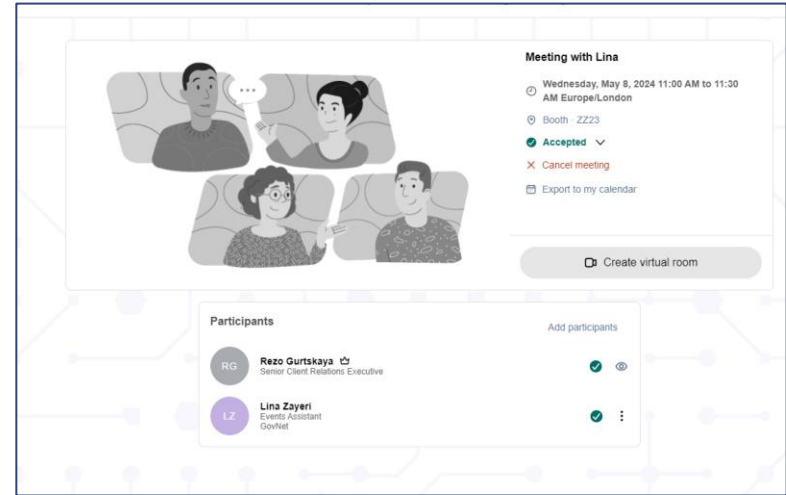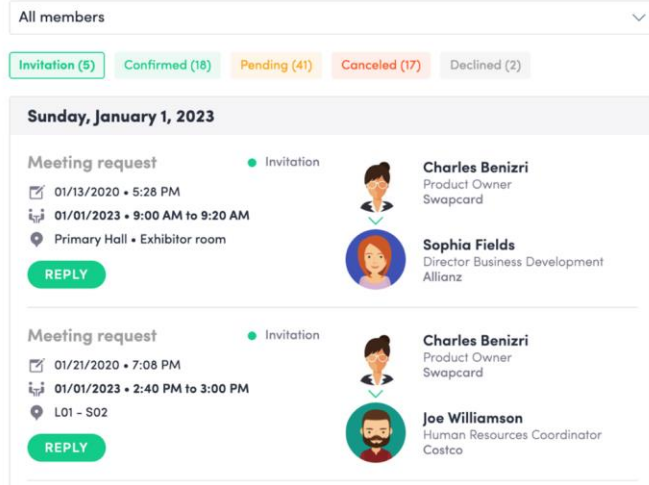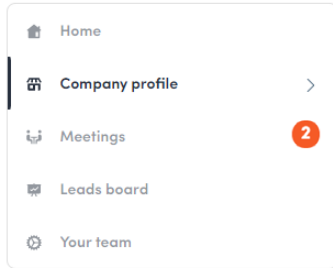
1

2

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?*

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.

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

How to Export Leads?

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.

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**.

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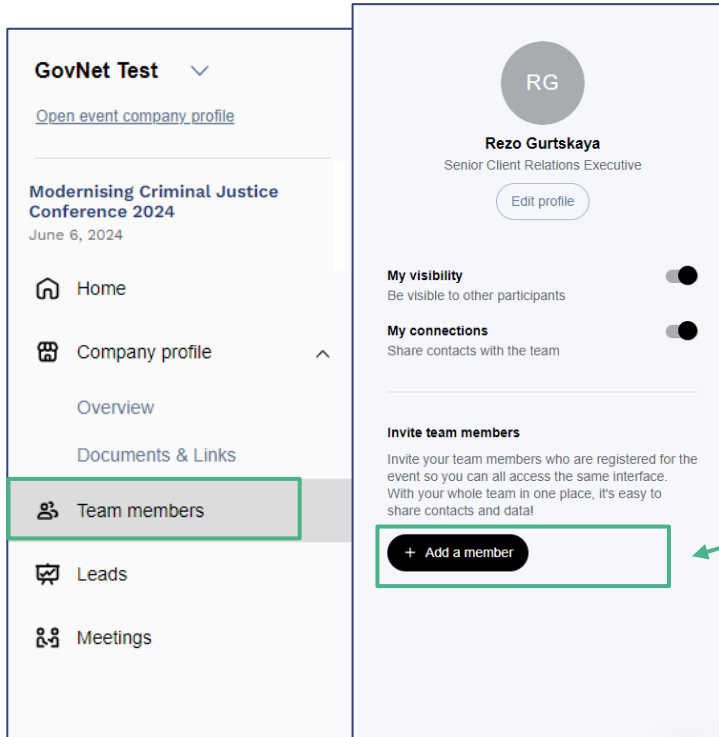
The **Exhibitor Centre,** allows you to manage your team.


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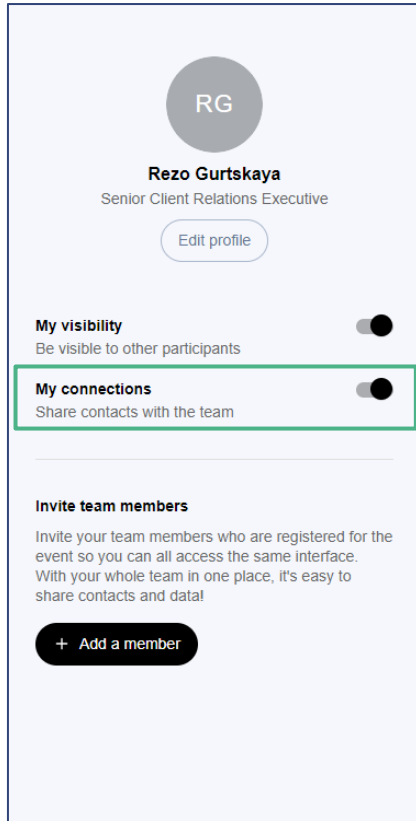
**Each team member can choose
to share their contacts with the team.**

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)

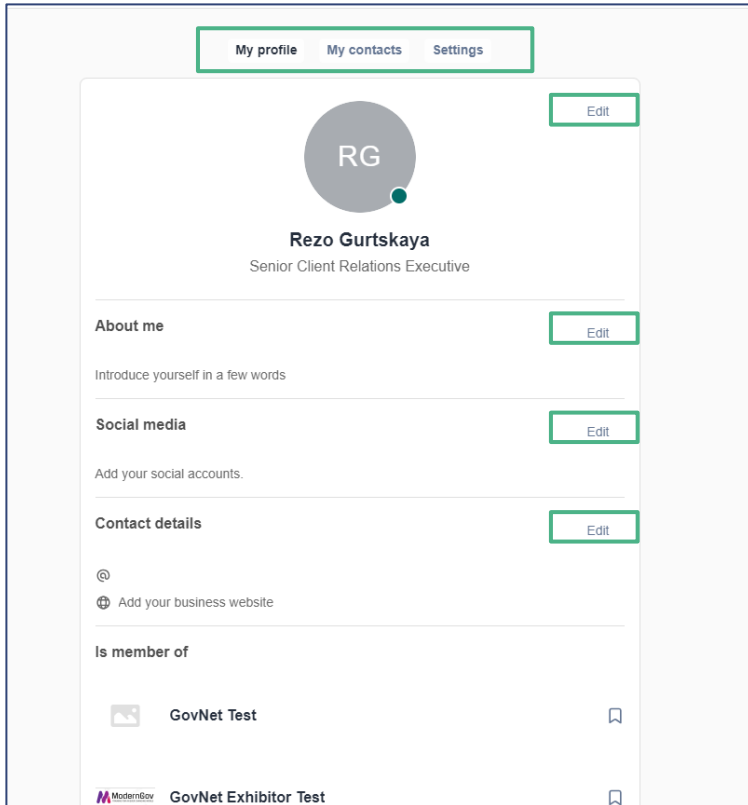**There are 2 ways for you to access your profile**

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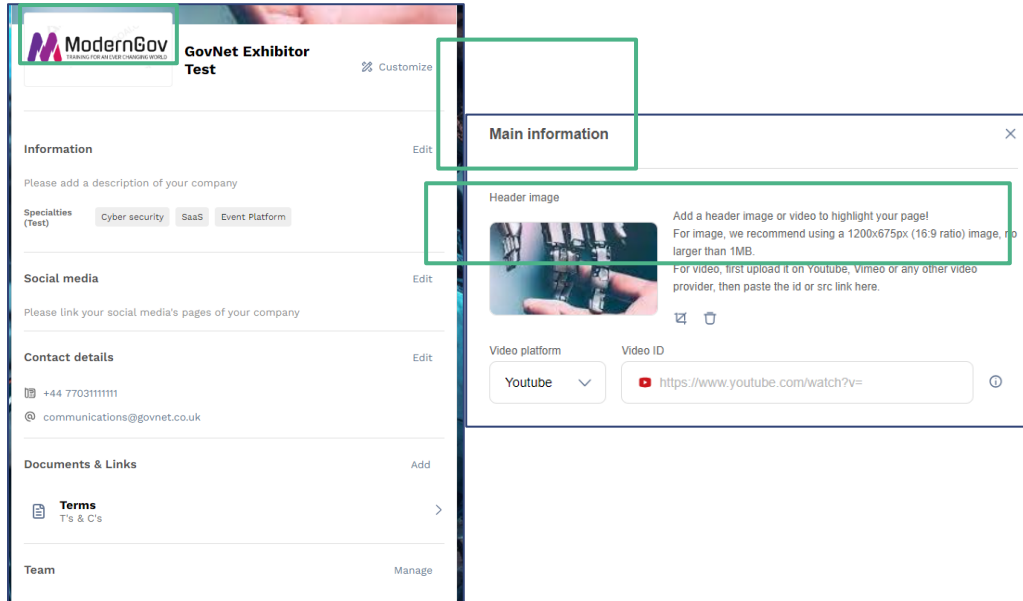
How to edit my personal profile? (2/2)

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?

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"**.

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?

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

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.**

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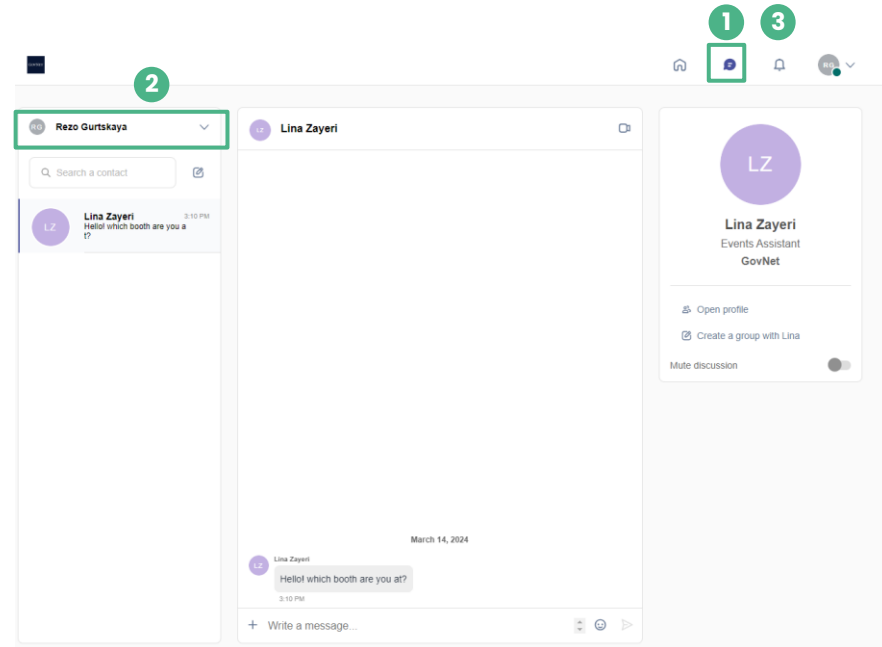
2 Switch between your personal inbox and the exhibitor inbox by clicking on the dropdown box.

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 disappear for the entire team.
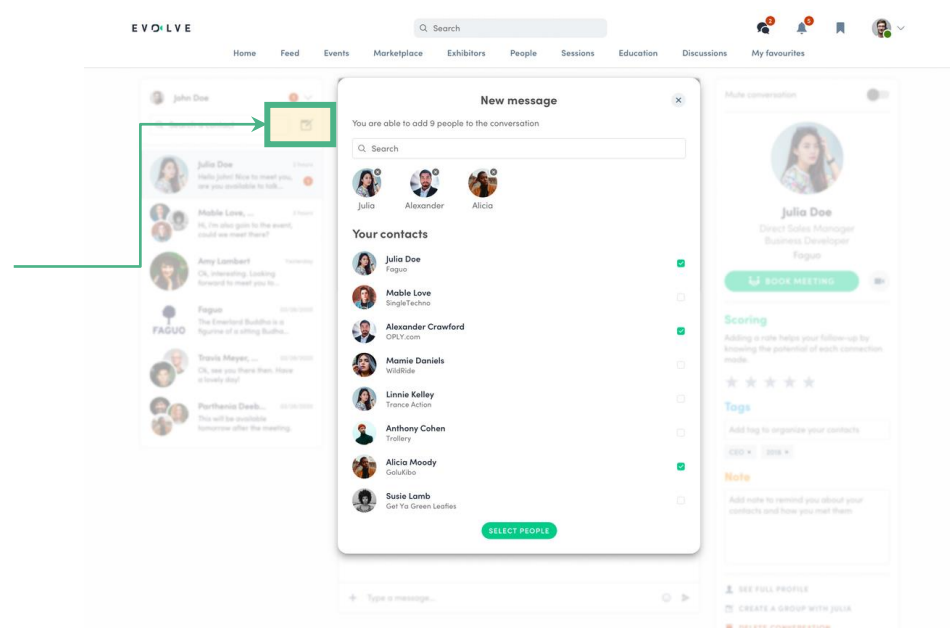
How to create Group chats?

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**