



# ISH digital platform

## First steps for exhibitors



March 22 - 26, 2021

(Open from March 1  
to April 30, 2021)

# Agenda

## 01 Login to the platform

- Receipt of your login details
- Login
- Questions about preferences

## 02 Your Profile

- Completion of your profile
- Manage availability
- Change email & password
- Manage notifications

## 03 Teams-Function

- Management of your team members
- Overview of all meetings
- Inbound leads

## 04 Meetings

- Arrange meetings
- My calendar
- Attend meetings

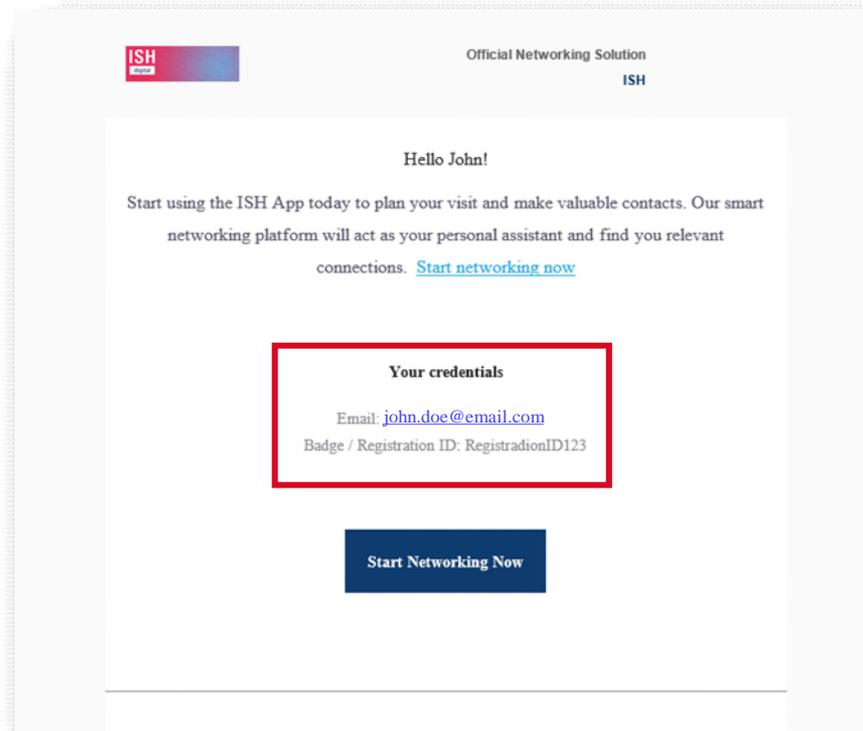
# Login to the ISH digital platform

First steps

01

# Your login details by email

- As soon as the ISH digital platform is open and you have an exhibitor ticket, you will receive an email with your personal access data:
  - *Your email address*
  - *An initial registration ID*
- Click on the blue button to get to the platform



# First login on the ISH digital platform

## Enter your email address

- By clicking on the *blue button* in the email with your access data, you will be taken directly to the registration page of the ISH digital platform. Alternatively, you can follow this link: [www.ish.messefrankfurt.com/digital-plattform](http://www.ish.messefrankfurt.com/digital-plattform)
- In the field *email*, enter the email address from the access data sent to you



ISH  
digital

Enter the email address you provided when you registered for ISH.

Email  
john.doe@email.com

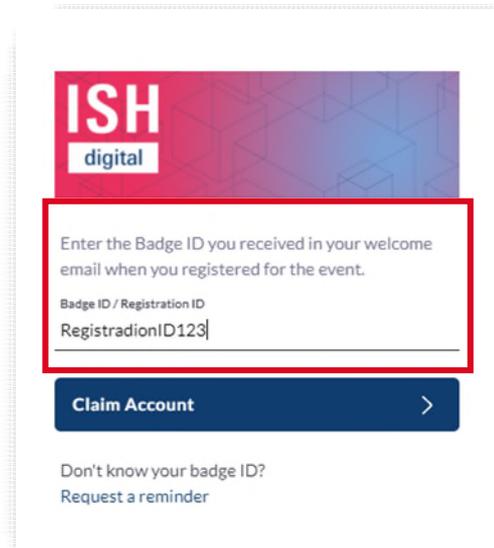
Login >



# First login on the ISH digital platform

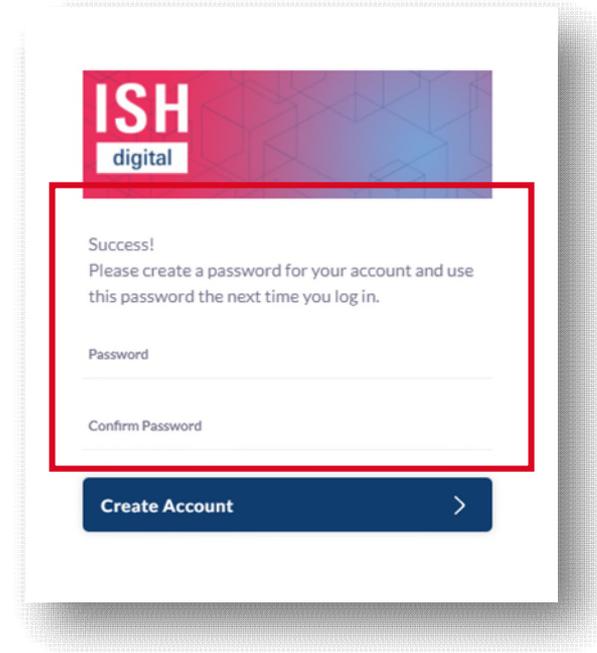
## Enter your registration ID

- After you have entered your email address, enter your *registration ID* for verification, which you received in the email with your access data

A screenshot of the ISH digital login interface. At the top is the ISH digital logo. Below it, a red-bordered box contains the text: 'Enter the Badge ID you received in your welcome email when you registered for the event.' Underneath this is a label 'Badge ID / Registration ID' and a text input field containing 'RegistradionID123'. Below the input field is a dark blue button with the text 'Claim Account' and a right-pointing chevron. At the bottom of the form, there is a link that says 'Don't know your badge ID? Request a reminder'.

# Choose your personal password

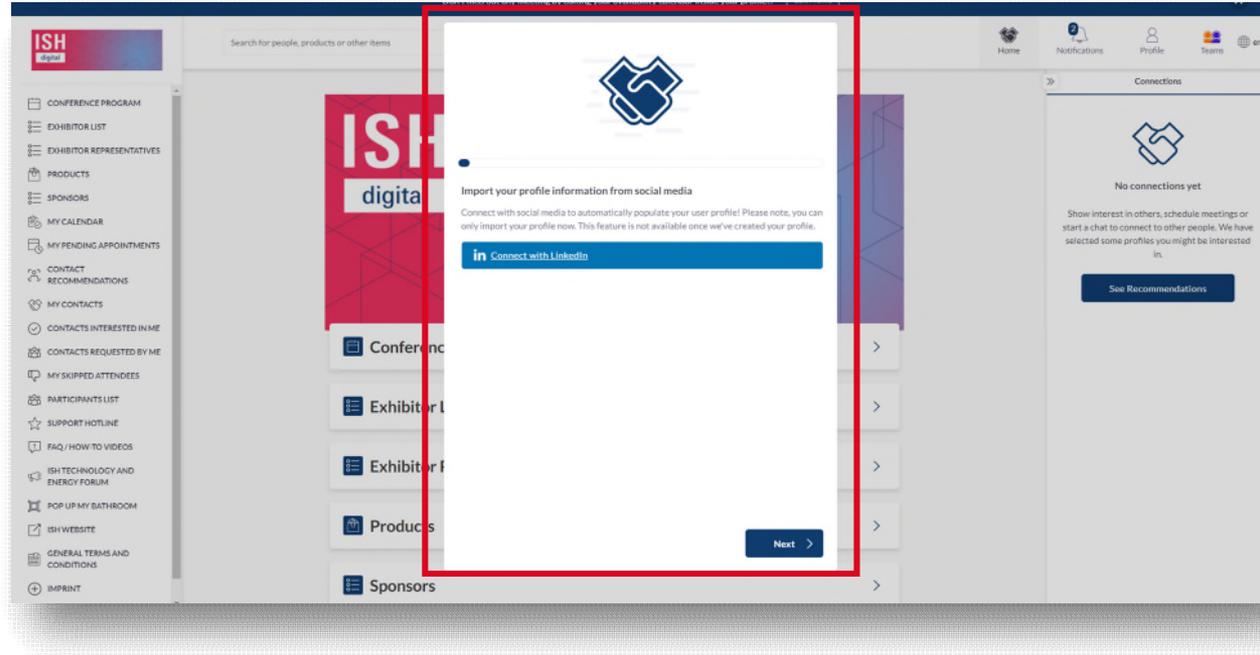
- After you have entered your login data successfully, you will be asked to create a *personal password* - it must be at least 6 characters long
- This is now required - together with your *email address* - to login to the platform and replaces the initial registration ID



The screenshot shows a user interface for creating a password. At the top, there is a header with the ISH digital logo. Below the header, a red-bordered box contains the following text: "Success! Please create a password for your account and use this password the next time you log in." Underneath this text are two input fields: "Password" and "Confirm Password". At the bottom of the form is a dark blue button labeled "Create Account" with a right-pointing arrow.

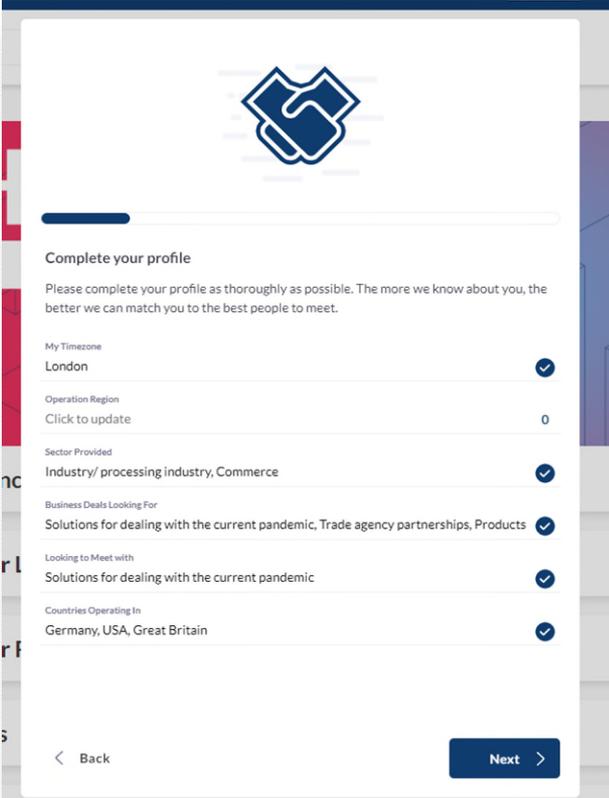
# Import your profile information from LinkedIn

- When you login for the first time, you have the option of importing your profile data (photo, name, profession) from your existing *LinkedIn account*
- If you don't want that, just click on *Next* at the bottom right and fill out your profile data manually on the ISH digital platform



# Choose your preferences (1/2)

- In the next step, your preferences will be requested
- These help our intelligent matchmaking, among other things, to offer you targeted contact recommendations
- A selection opens with a click
- You can edit and add information in your profile at any time
- Preferences include:
  - Your time zone (e.g. London)
  - Countries operating in (selection of countries in which you are responsible for sales)



**Complete your profile**

Please complete your profile as thoroughly as possible. The more we know about you, the better we can match you to the best people to meet.

My Timezone  
London ✓

Operation Region  
Click to update 0

Sector Provided  
Industry/ processing industry, Commerce ✓

Business Deals Looking For  
Solutions for dealing with the current pandemic, Trade agency partnerships, Products ✓

Looking to Meet with  
Solutions for dealing with the current pandemic ✓

Countries Operating In  
Germany, USA, Great Britain ✓

< Back Next >

# Choose your preferences (2/2)

- Preferences include
  - Visitor target group
  - Looking to meet with
  - Offers

Visitor target group

Industry/ processing industry  Commerce

Available Options (add as many as you like)

Architectural/engineering/design services

Educational institutions/ research institutes  Other sectors

Services  Trades

Looking to Meet with

Available Options (add as many as you like)

- + Independent entrepreneur, co-owner, freelance worker
- + Managing director, board member
- + Area manager, operations manager, plant manager, branch manager
- + Department head, group leader
- + employee, skilled worker
- + Lecturer, teacher
- + apprentice, Student
- + Other

Offers

Solutions for dealing with the current pandemic

Trade agency partnerships

Products and solutions for barrier-free bathrooms

Available Options (add as many as you like)

Cooperations with Startups

Products and solutions to meet climate protection targets

Smart home and smart building technologies

Special offers for installers

# Visibility and sharing of your contact details

- In this setting you can specify with whom you would like to share your contact details (email address, telephone number) during the event
- Adjust your visibility settings so that others can see these information details on your profile page and in their data exports
- For maximum visibility, we recommend that you as an exhibitor set this to *public*
- Your contact details and visibility settings are available on your profile page and can be changed at any time

**Contact details**

These are the contact details that you can share with others in the event. Change your visibility preferences, so that others can see this information details on your profile page and their event exports. Your contact details and visibility settings will be always available on your Edit Profile page.

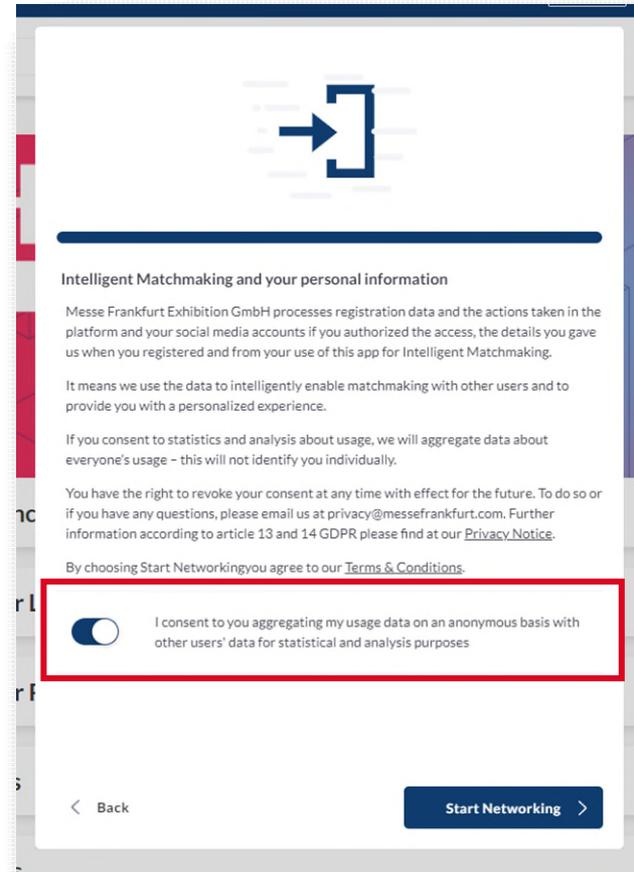
Email: john.doe@email.com      Phone Number:      Visibility: Connections Only

Private  
Connections Only  
Public

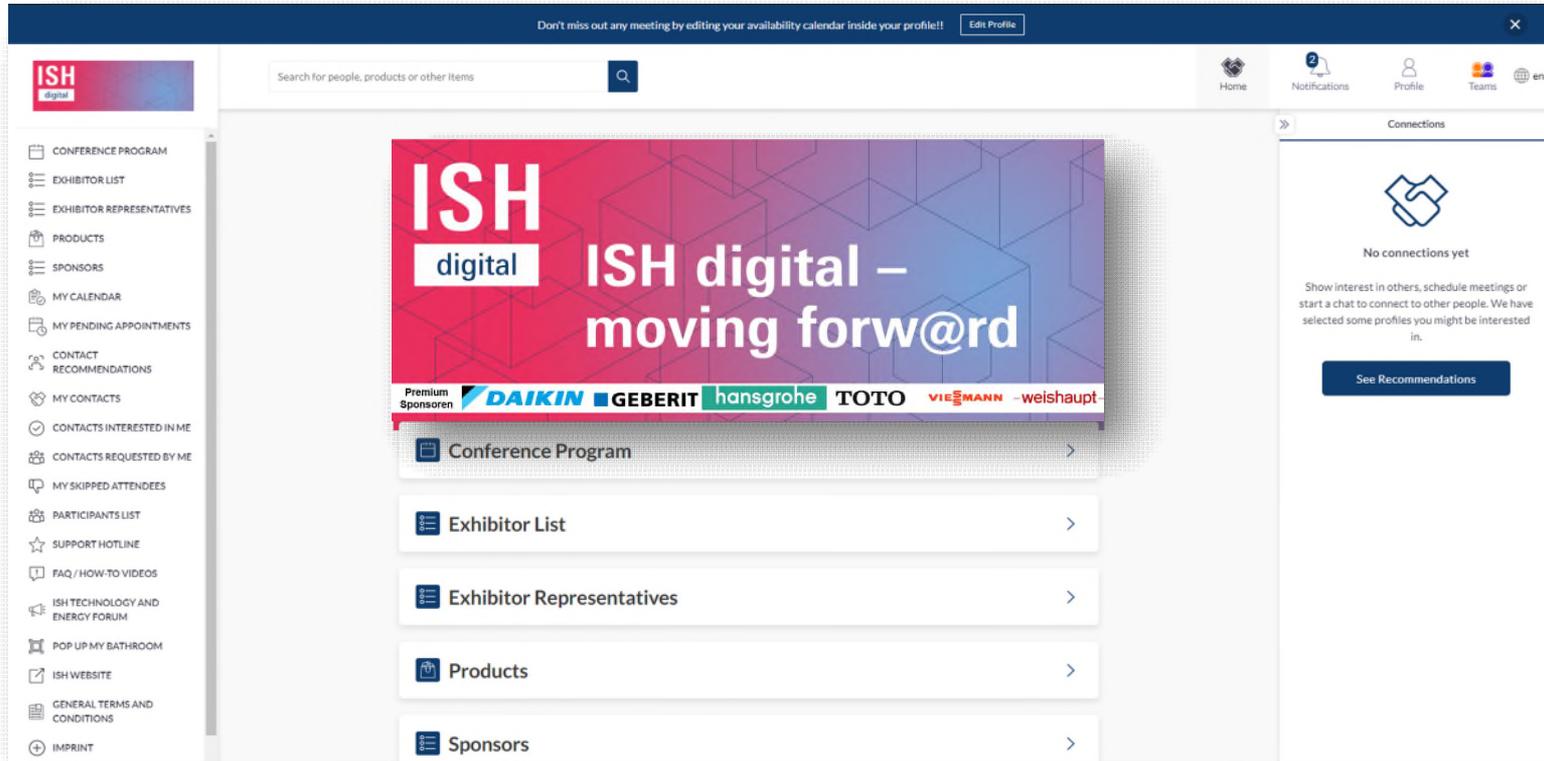
< Back      Next >

# Privacy policy

- As soon as you have agreed to our privacy policy, you can start networking and use the platform to its full extent



# Welcome page of the ISH digital platform



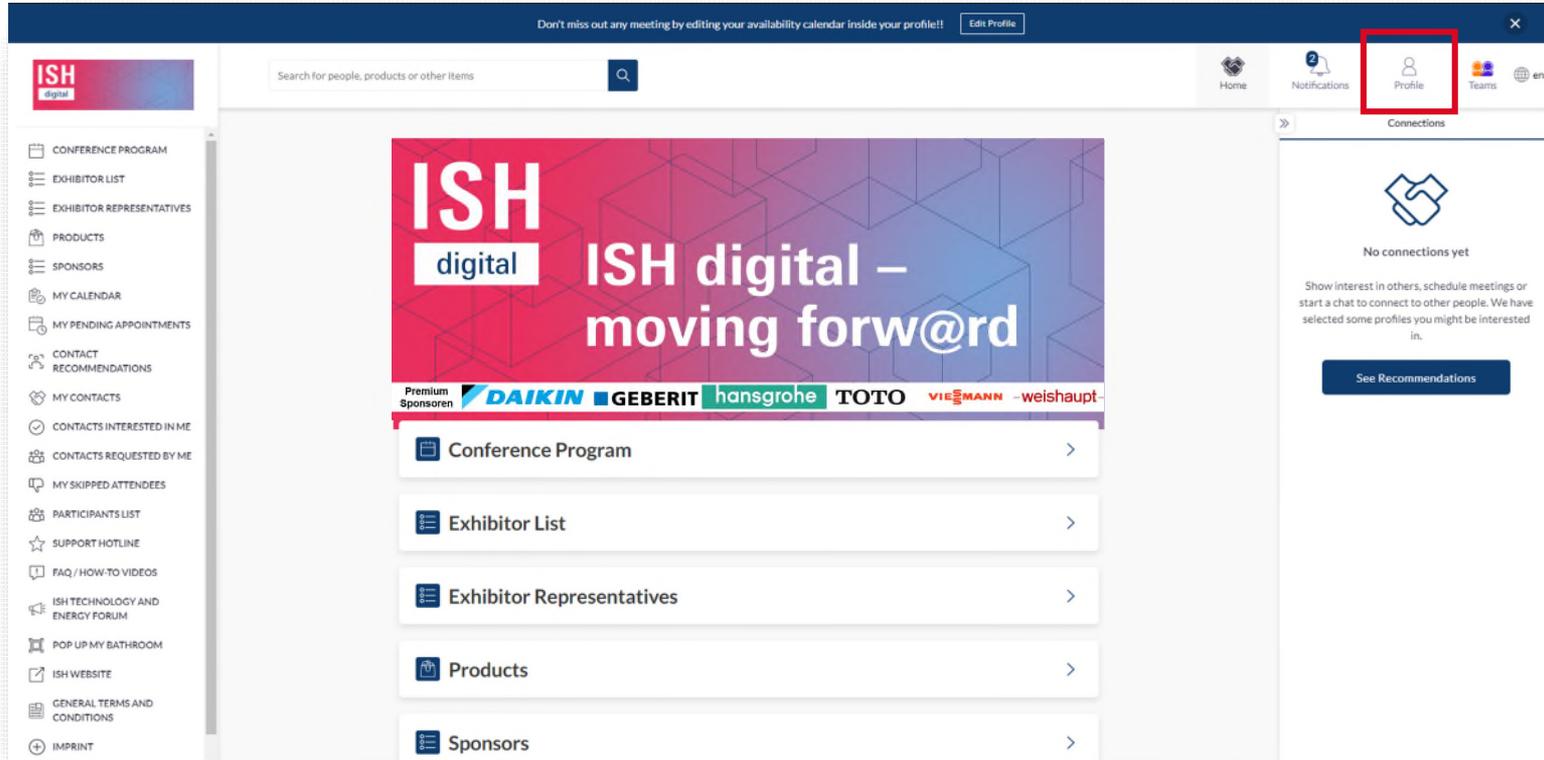
The screenshot shows the ISH digital platform's welcome page. At the top, a dark blue header contains the text "Don't miss out any meeting by editing your availability calendar inside your profile!" and an "Edit Profile" button. Below the header is a navigation bar with the ISH digital logo, a search bar, and icons for Home, Notifications, Profile, Teams, and a language selector (en). A left sidebar lists various navigation options: CONFERENCE PROGRAM, EXHIBITOR LIST, EXHIBITOR REPRESENTATIVES, PRODUCTS, SPONSORS, MY CALENDAR, MY PENDING APPOINTMENTS, CONTACT RECOMMENDATIONS, MY CONTACTS, CONTACTS INTERESTED IN ME, CONTACTS REQUESTED BY ME, MY SKIPPED ATTENDEES, PARTICIPANTS LIST, SUPPORT HOTLINE, FAQ/ HOW-TO VIDEOS, ISH TECHNOLOGY AND ENERGY FORUM, POP UP MY BATHROOM, ISH WEBSITE, GENERAL TERMS AND CONDITIONS, and IMPRINT. The main content area features a large banner with the text "ISH digital – moving forward" and a row of "Premium Sponsors" including DAIKIN, GEBERIT, hansgrohe, TOTO, VIEHMANN, and weishaupt. Below the banner is a list of menu items: Conference Program, Exhibitor List, Exhibitor Representatives, Products, and Sponsors. On the right, a "Connections" section shows "No connections yet" and a "See Recommendations" button.

# Your Profile

Complete  
information

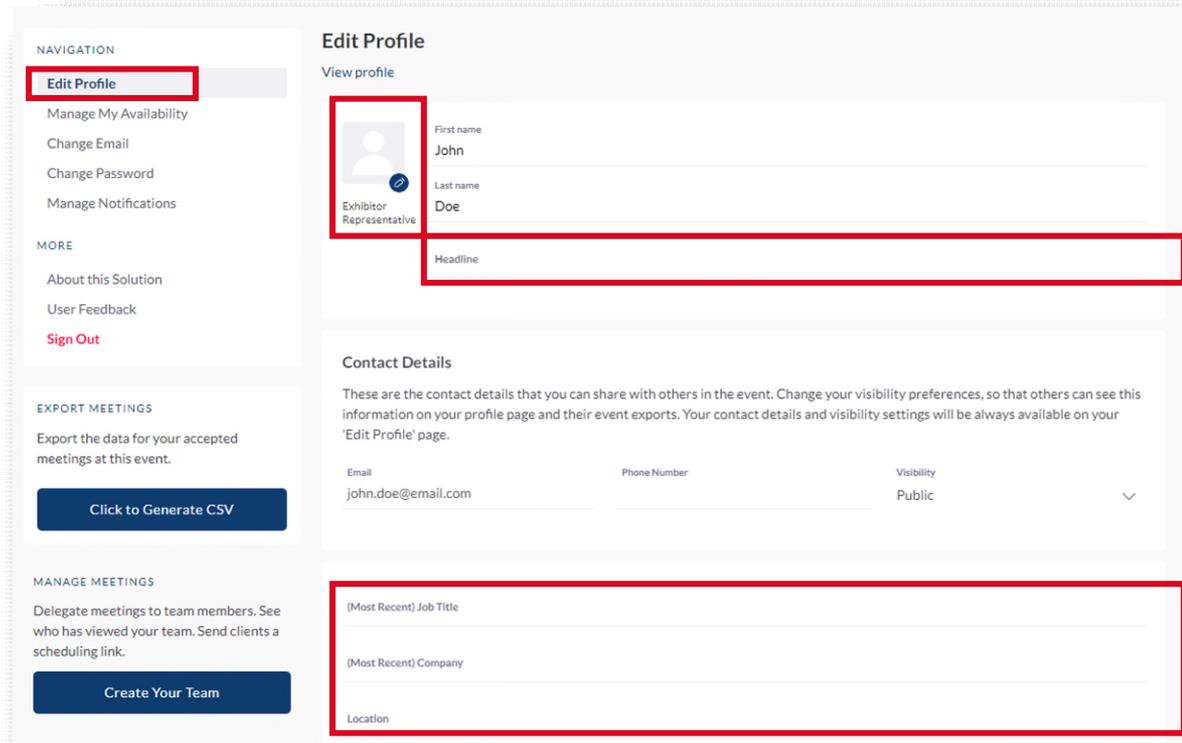
02

# At the top right you will find your “Profile”



# Your Profile

- We recommend completing your profile when you login for the first time - this increases the chance of generating more qualified leads
- For example, under *Edit Profile* you have the option of adding a profile picture, your job title and contact details
- In the heading field, please indicate your area of responsibility, e.g. "Sales EMEA" or "Sales Product Group"



**NAVIGATION**

- Edit Profile**
- Manage My Availability
- Change Email
- Change Password
- Manage Notifications

**MORE**

- About this Solution
- User Feedback
- Sign Out

**EXPORT MEETINGS**

Export the data for your accepted meetings at this event.

[Click to Generate CSV](#)

**MANAGE MEETINGS**

Delegate meetings to team members. See who has viewed your team. Send clients a scheduling link.

[Create Your Team](#)

### Edit Profile

[View profile](#)

 Exhibitor Representative

First name  
John

Last name  
Doe

Headline

### Contact Details

These are the contact details that you can share with others in the event. Change your visibility preferences, so that others can see this information on your profile page and their event exports. Your contact details and visibility settings will be always available on your 'Edit Profile' page.

Email	Phone Number	Visibility
john.doe@email.com		Public

(Most Recent) Job Title

(Most Recent) Company

Location

# Manage your availability

- Under the navigation item *Manage my availability* you can select times when you will not be available for meetings during the event. This can be a whole day or just individual slots
- Click on *Save* at the bottom to apply your changes
- By default, you are considered available throughout the event

My Availability

Select the times you are not available for meetings at the event. This will affect your availability in the matchmaking platform.

All times shown for Europe/Berlin

	Tuesday February 16	Wednesday February 17	Thursday February 18	Friday February 19	Saturday February 20
10:00	Busy	Available	Available	Available	Available
10:30	Busy	Available	Available	Available	Available
11:00	Busy	Busy	Available	Available	Available
11:30	Busy	Available	Available	Available	Available
12:00	Busy	Available	Available	Available	Available
12:30	Busy	Available	Available	Available	Available
13:00	Busy	Available	Available	Available	Available
13:30	Busy	Available	Available	Available	Available
14:00	Busy	Available	Available	Available	Available

Save

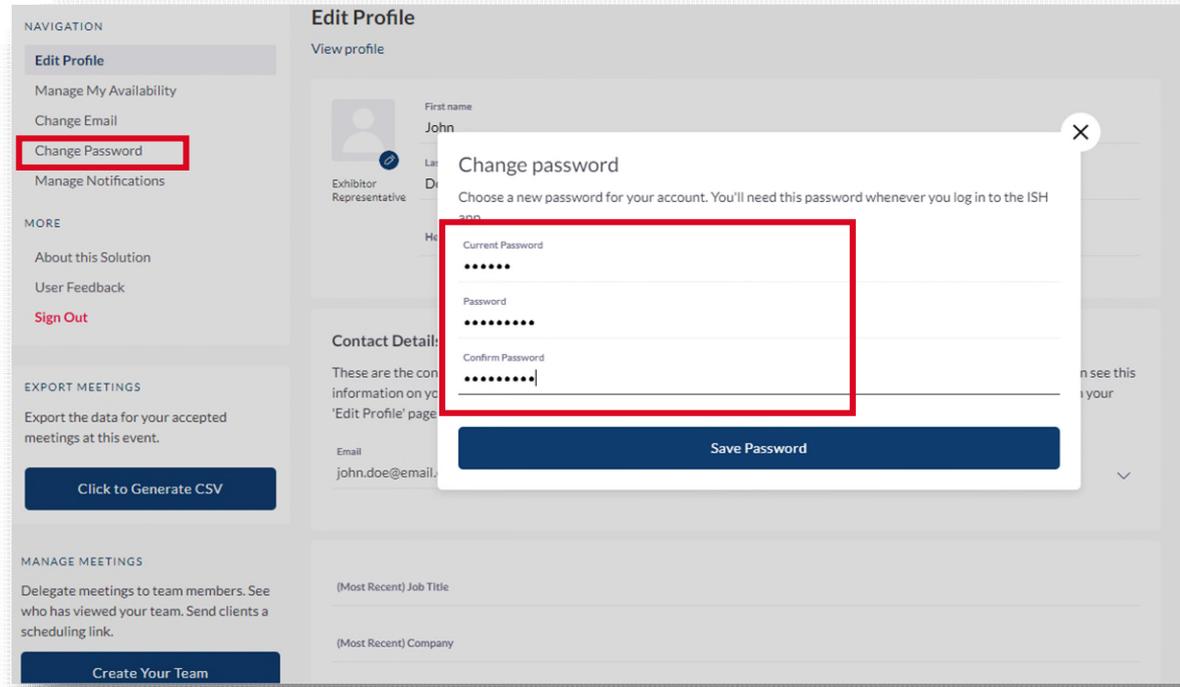
# Change email address

- You can change your email address under this navigation point
- From now on, this will also be used for your login

The screenshot displays the 'Edit Profile' page in the ISH digital system. On the left, a navigation menu includes 'Edit Profile', 'Manage My Availability', 'Change Email', 'Change Password' (highlighted with a red box), and 'Manage Notifications'. Below this are sections for 'MORE' (About this Solution, User Feedback, Sign Out), 'EXPORT MEETINGS' (Click to Generate CSV), and 'MANAGE MEETINGS' (Delegate meetings to team members). The main content area shows the user's profile information: First name 'John', Last name 'Doe', and Headline 'Exhibitor Representative'. A modal dialog titled 'Enter your new email address' is open, containing two input fields: 'Email' with 'contact@john-doe.com' and 'Re-confirm your email' with 'contact@john-doe.com'. The dialog has 'Save' and 'Cancel' buttons. The background profile page is dimmed, and a red box highlights the modal dialog.

# Change password

- You can set a new password here at any time
- From now on, this will also be used for your login



The screenshot shows the 'Edit Profile' page in a user interface. On the left, a navigation menu includes 'Edit Profile' (highlighted with a red box), 'Manage My Availability', 'Change Email', 'Change Password' (highlighted with a red box), and 'Manage Notifications'. Below this are sections for 'MORE', 'EXPORT MEETINGS', and 'MANAGE MEETINGS'. The main content area is titled 'Edit Profile' and includes a profile picture, first name 'John', and contact details. A modal window titled 'Change password' is open in the foreground, containing three password input fields: 'Current Password', 'Password', and 'Confirm Password', all with red boxes around them. A 'Save Password' button is at the bottom of the modal. The modal text reads: 'Choose a new password for your account. You'll need this password whenever you log in to the ISH app.'

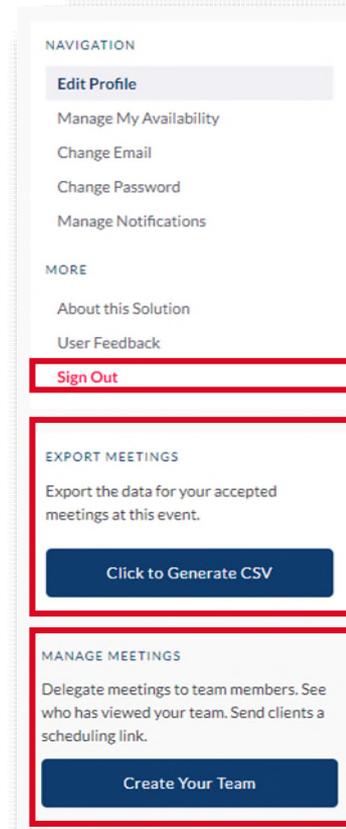
# Manage notifications

- By default, you will receive an email for every incoming chat message
- If you no longer want this, you can switch off this notification here
- We recommend to activate *Desktop Notifications* in order to receive interesting and relevant information about the event

The screenshot displays the 'Edit Profile' page in the ISH digital system. On the left, a navigation menu includes 'Edit Profile', 'Manage My Availability', 'Change Email', 'Change Password', and 'Manage Notifications', which is highlighted with a red box. Below this are sections for 'MORE' (About this Solution, User Feedback, Sign Out), 'EXPORT MEETINGS' (Export the data for your accepted meetings at this event, Click to Generate CSV), and 'MANAGE MEETINGS' (Delegate meetings to team members, See). The main content area shows the user's profile information: First name 'John', Last name 'Doe', and Headline. A 'Contact Details' section is also visible. A modal window titled 'Manage Notifications' is open, featuring a red border and a close button. It contains two notification settings: 'Email Notifications' with a toggle switch for 'Chat Messages' (currently on) and 'Desktop Notifications' with a toggle switch for 'Push Notifications' (currently off). The modal also includes 'Cancel' and 'Save' buttons.

# Additional navigation points

- By clicking on *Sign out* you will be logged out from the ISH digital platform - you can login again with your data at any time
- Click on *Generate CSV* to export all the data of your agreed meetings on the platform, such as day, time and name of all participants
- *Please note: Due to the GDPR, email and / or telephone numbers are only released for users who have decided to provide their contact details*
- All CSV files can of course be converted, using known methods, e.g. in Excel format
- Clicking on *Create Your Team* will take you to the Teams section - this will be explained in more detail in the next article

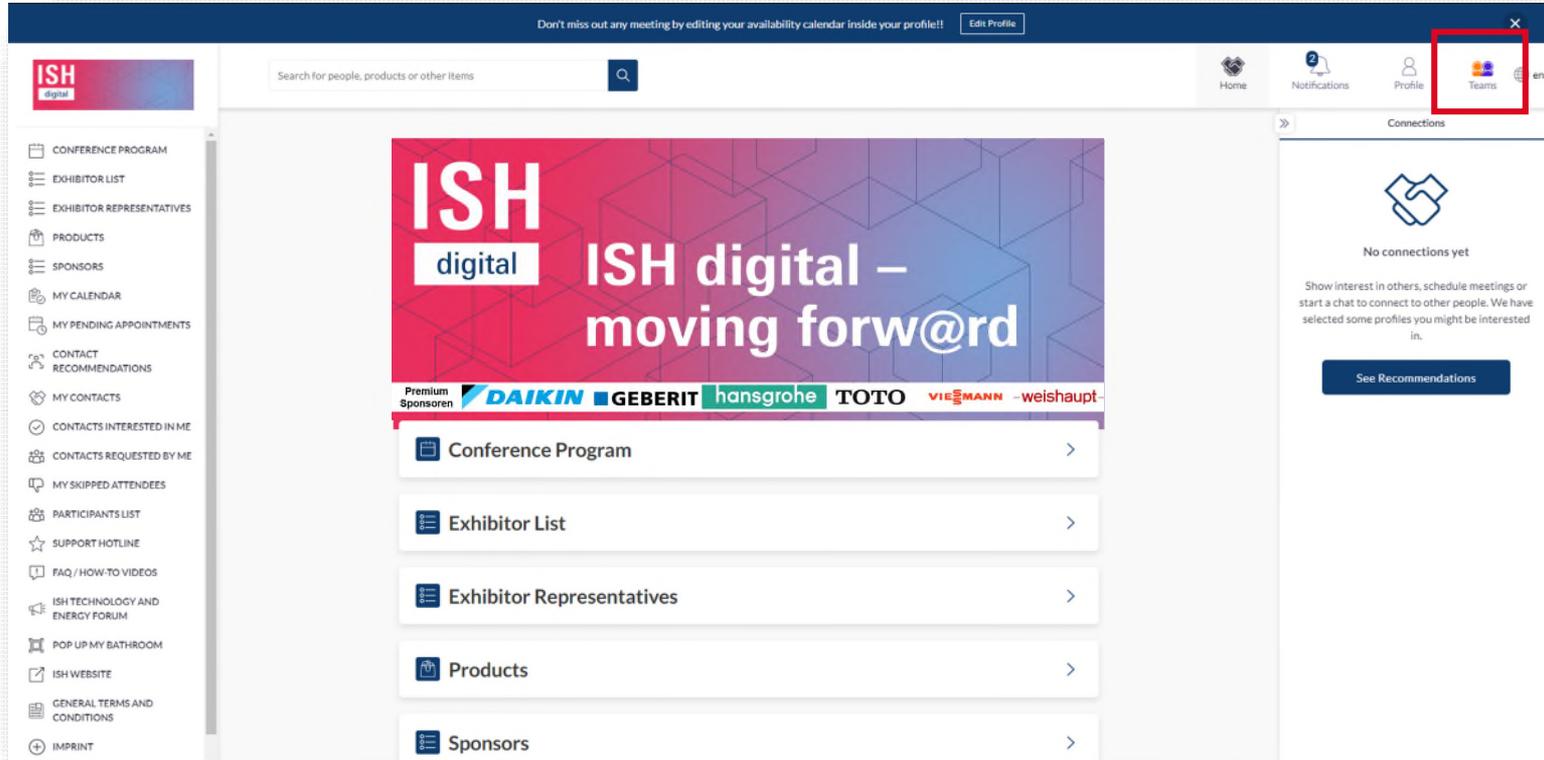


# Teams-Function

Management  
of your team  
members

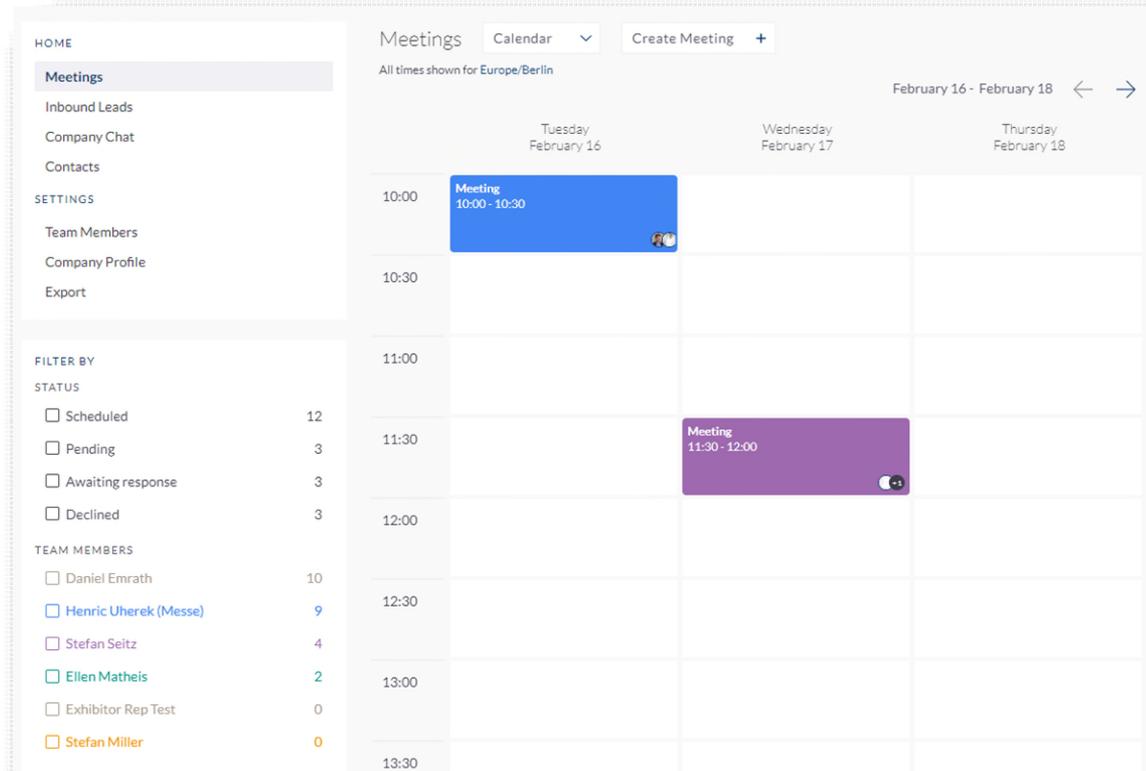
03

# At the top right you will find the "Teams" function



# Teams overview

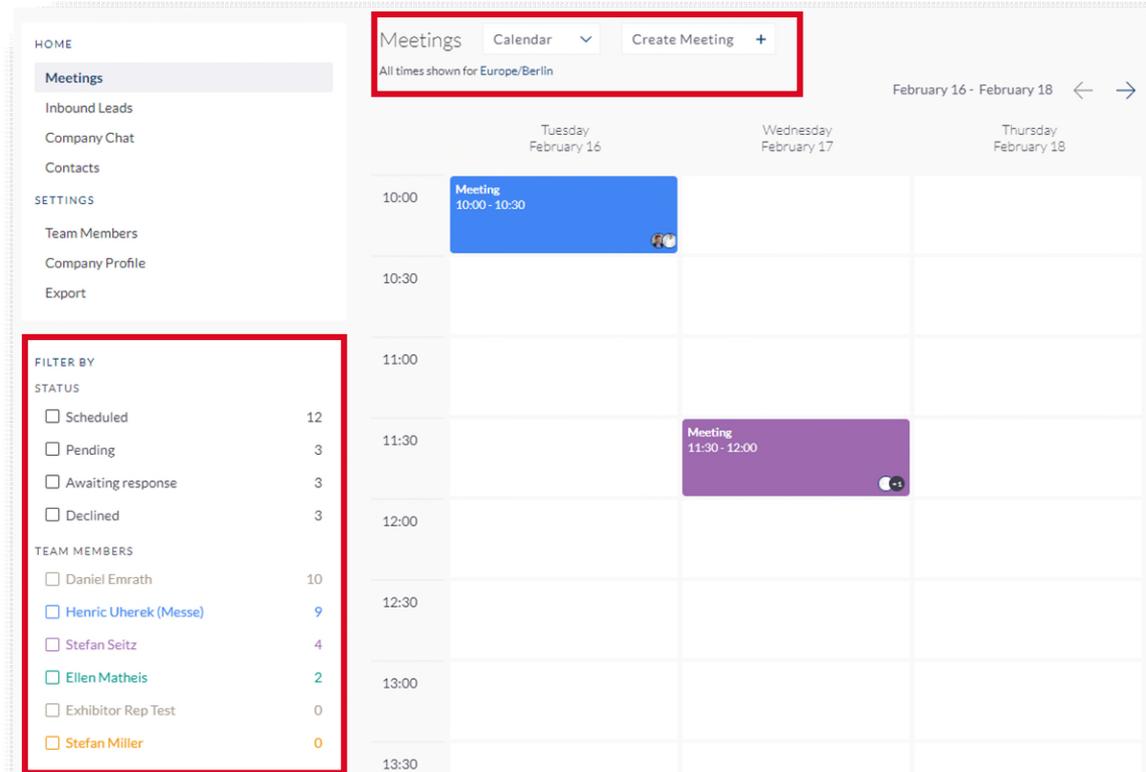
- In *Teams* you have an overview of all your team members on the platform, your scheduled, pending and declined meetings as well as potential leads
- The start page of the *Teams* function is automatically the navigation point *Meetings*



The screenshot displays the 'Meetings' overview in the Teams application. On the left, a navigation sidebar is visible under the 'HOME' section, listing 'Meetings' (selected), 'Inbound Leads', 'Company Chat', and 'Contacts'. Below this, the 'SETTINGS' section includes 'Team Members', 'Company Profile', and 'Export'. The 'FILTER BY' section shows a 'STATUS' filter with four options: 'Scheduled' (12), 'Pending' (3), 'Awaiting response' (3), and 'Declined' (3). The 'TEAM MEMBERS' section lists: 'Daniel Emrath' (10), 'Henric Uherek (Messe)' (9), 'Stefan Seitz' (4), 'Ellen Matheis' (2), 'Exhibitor Rep Test' (0), and 'Stefan Miller' (0). The main area is a calendar titled 'Meetings' with a 'Calendar' dropdown and a 'Create Meeting +' button. It shows a grid for 'All times shown for Europe/Berlin' from February 16 to 18. A blue meeting block is scheduled for Tuesday, February 16, from 10:00 to 10:30. A purple meeting block is scheduled for Wednesday, February 17, from 11:30 to 12:00. The time slots on the left range from 10:00 to 13:30 in 30-minute increments.

# Meetings

- Here you get an overview of all *meetings* of your team members
- You can also use the filters at the top and on the left to filter by day, status and team member. You can also choose a list view
- By clicking on a meeting in the calendar, you can view the meeting details such as date, time and participants

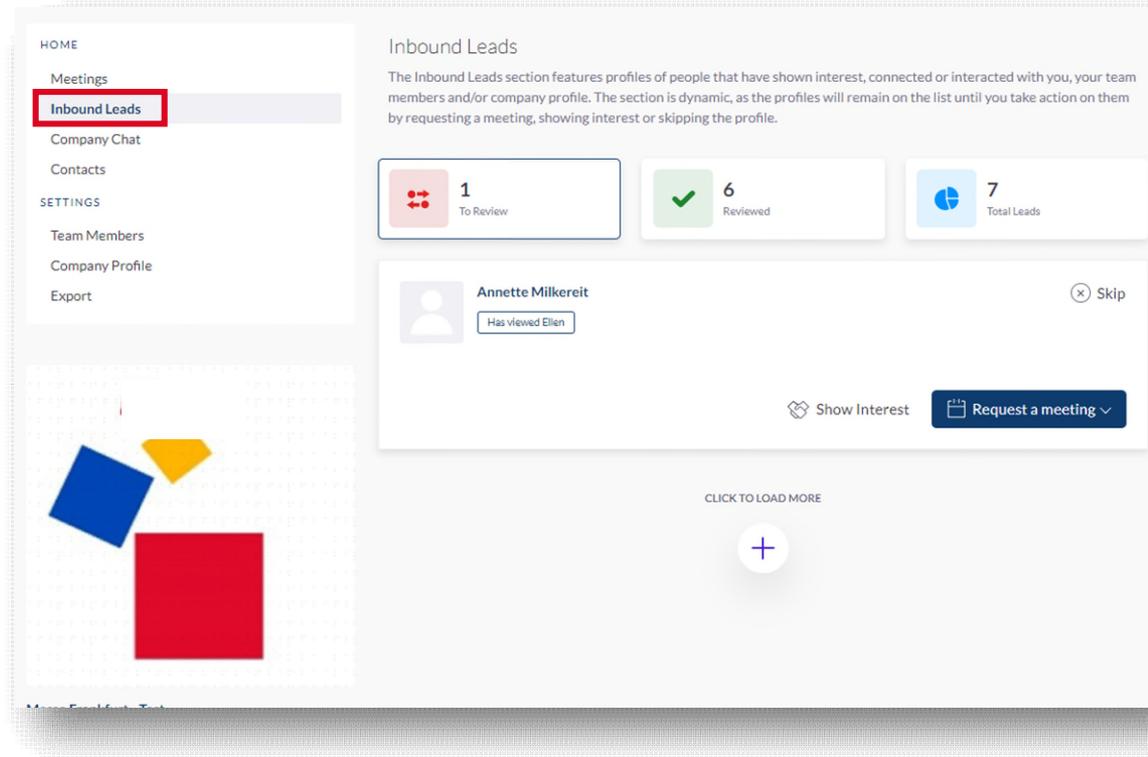


The screenshot shows the 'Meetings' interface in the ISH digital system. The interface is divided into several sections:

- Header:** 'Meetings' title, a 'Calendar' dropdown menu, and a 'Create Meeting +' button. Below this, it indicates 'All times shown for Europe/Berlin'.
- Navigation:** A date range 'February 16 - February 18' with left and right arrow navigation buttons.
- Calendar Grid:** A grid showing meetings for Tuesday, February 16, Wednesday, February 17, and Thursday, February 18. Two meetings are visible:
  - A blue meeting on Tuesday, February 16, from 10:00 to 10:30.
  - A purple meeting on Wednesday, February 17, from 11:30 to 12:00.
- Left Sidebar (HOME):**
  - Meetings** (selected)
  - Inbound Leads
  - Company Chat
  - Contacts
  - SETTINGS**
  - Team Members
  - Company Profile
  - Export
- Left Sidebar (FILTER BY):**
  - STATUS**
    - Scheduled 12
    - Pending 3
    - Awaiting response 3
    - Declined 3
  - TEAM MEMBERS**
    - Daniel Emrath 10
    - Henric Uherek (Messe) 9
    - Stefan Seitz 4
    - Ellen Matheis 2
    - Exhibitor Rep Test 0
    - Stefan Miller 0

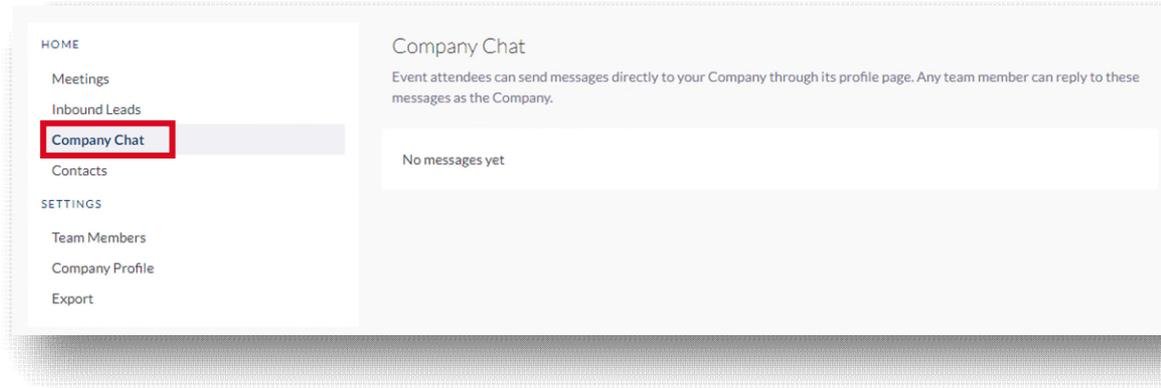
# Inbound Leads

- Here you will find profiles of people who have shown interest, connected or interacted with you, your team members and / or your company profile
- The section is dynamic, as the profiles will remain on the list until you take action on them by requesting a meeting, showing interest or skipping the profile



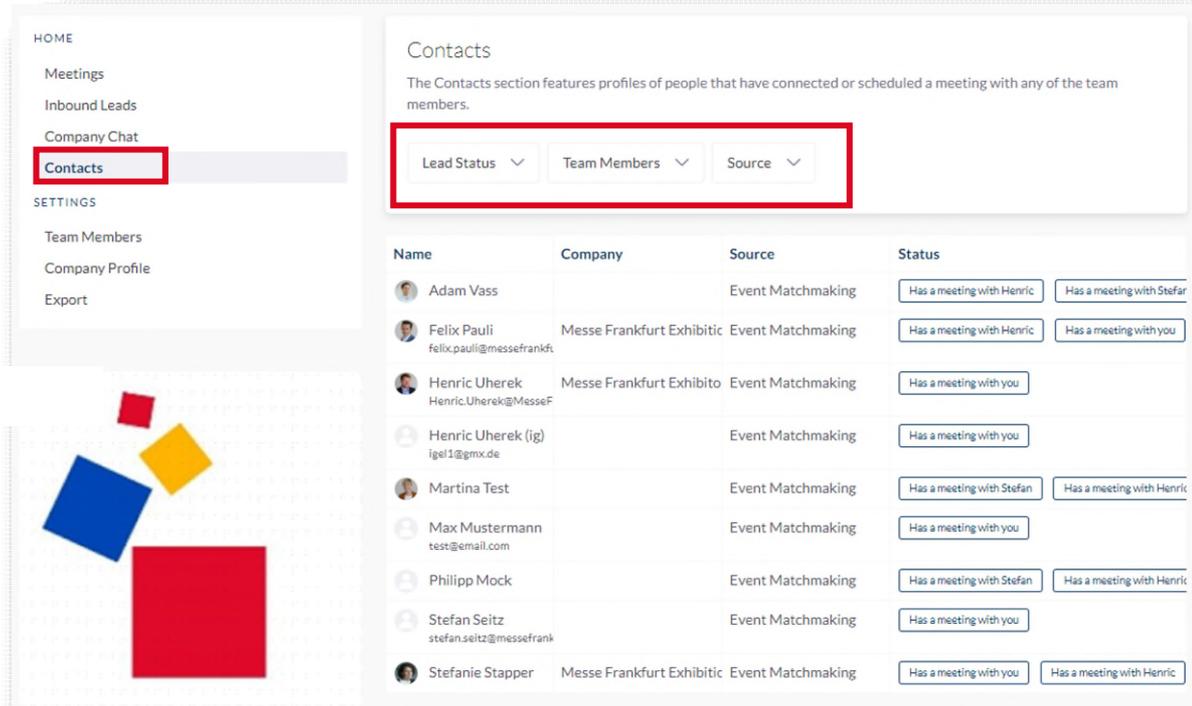
# Company Chat

- Users can send messages directly to your Company through its profile page
- All incoming messages appear here
- All team members have access to the company chat and can answer messages and arrange meetings for themselves or others



# Contacts

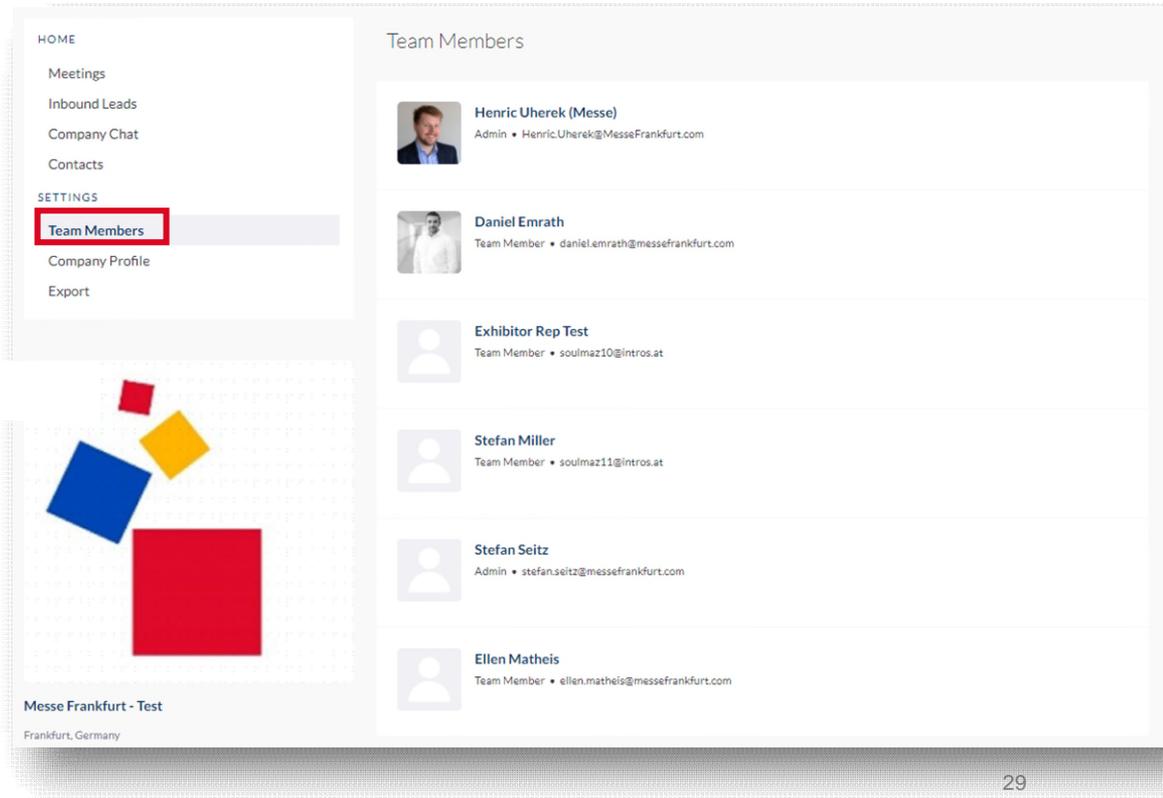
- *Contacts* contains profiles of people who have contacted you and your team members or who have scheduled a meeting
- You can also use the filters at the top to filter by *lead status* (*connected or meeting*), your team members or source (where the contact was made)



Name	Company	Source	Status
 Adam Vass		Event Matchmaking	<button>Has a meeting with Henric</button> <button>Has a meeting with Stefan</button>
 Felix Pauli felix.pauli@messefrankf	Messe Frankfurt Exhibitic	Event Matchmaking	<button>Has a meeting with Henric</button> <button>Has a meeting with you</button>
 Henric Uherek Henric.Uherek@MesseF	Messe Frankfurt Exhibito	Event Matchmaking	<button>Has a meeting with you</button>
 Henric Uherek (ig) igel1@gmx.de		Event Matchmaking	<button>Has a meeting with you</button>
 Martina Test		Event Matchmaking	<button>Has a meeting with Stefan</button> <button>Has a meeting with Henric</button>
 Max Mustermann test@email.com		Event Matchmaking	<button>Has a meeting with you</button>
 Philipp Mock		Event Matchmaking	<button>Has a meeting with Stefan</button> <button>Has a meeting with Henric</button>
 Stefan Seitz stefan.seitz@messefrank		Event Matchmaking	<button>Has a meeting with you</button>
 Stefanie Stapper	Messe Frankfurt Exhibitic	Event Matchmaking	<button>Has a meeting with you</button> <button>Has a meeting with Henric</button>

# Team members

- Here you have an overview of all team members that are connected with your exhibitor profile
- **You create team members in the Messe Frankfurt exhibitor ticket portal by generating an exhibitor ticket there**
- The persons appear as exhibitor representatives in your company profile on the ISH digital platform and are listed between your company description and your product profiles



HOME

- Meetings
- Inbound Leads
- Company Chat
- Contacts

SETTINGS

- Team Members**
- Company Profile
- Export

Messe Frankfurt - Test  
Frankfurt, Germany

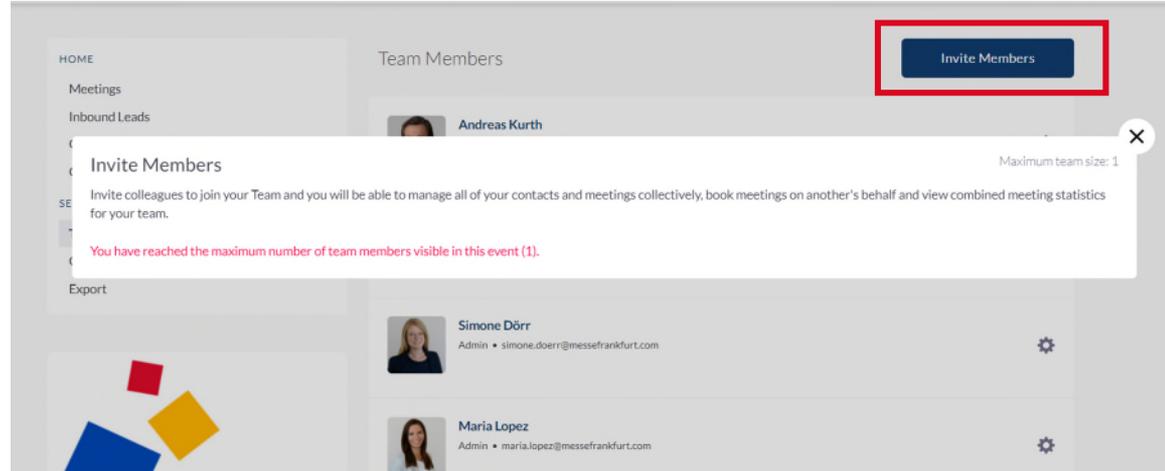
Team Members

- 
**Henric Uherek (Messe)**  
 Admin • Henric.Uherek@MesseFrankfurt.com
- 
**Daniel Emrath**  
 Team Member • daniel.emrath@messefrankfurt.com
- 
**Exhibitor Rep Test**  
 Team Member • soulmaz10@intros.at
- 
**Stefan Miller**  
 Team Member • soulmaz11@intros.at
- 
**Stefan Seitz**  
 Admin • stefan.seitz@messefrankfurt.com
- 
**Ellen Matheis**  
 Team Member • ellen.matheis@messefrankfurt.com

# Team members

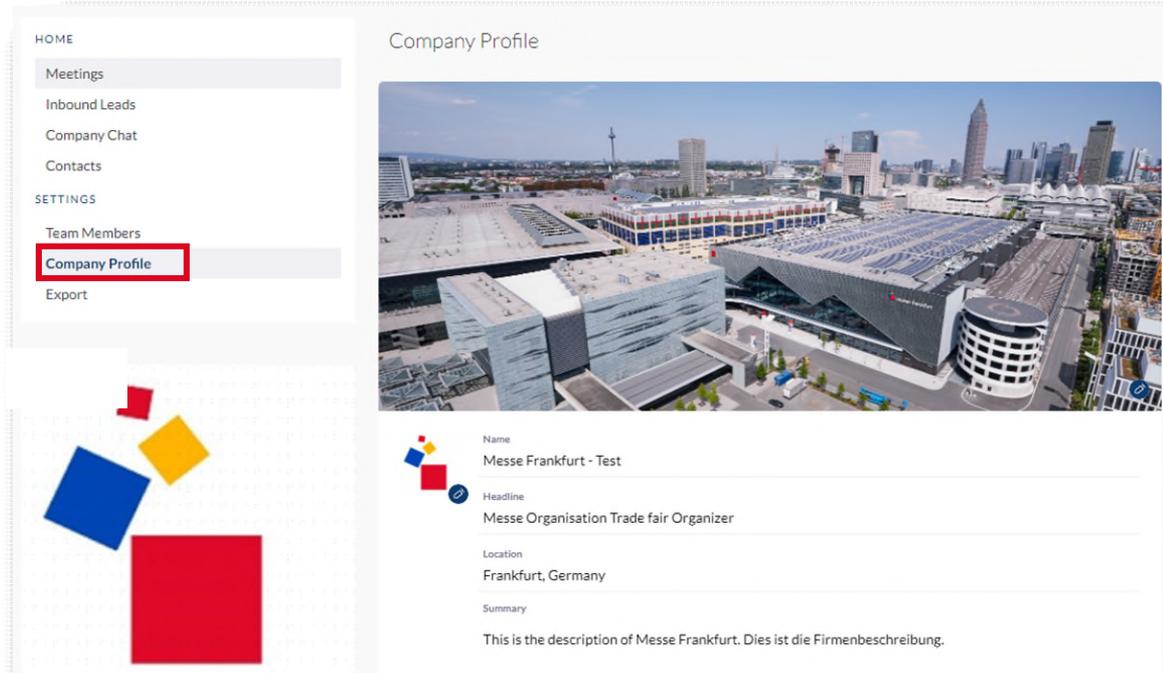
## Attention:

- The button “*Invite Members*” is not active
- **Team Members will be automatically all persons that receive an exhibitor ticket and have registered at ISH digital platform.**
- Exhibitor tickets will be created from the main contact person of your company at Messe Frankfurt (in the exhibitor ticket portal)



# Company profile

- In your *company profile*, you can see your current information, which has been transferred to the platform via the Messe Frankfurt media package manager
- **All changes are made exclusively via the media package manager**
- Here you only have the option of changing the individual header graphic
- Changes must always be saved by selecting the *Update Profile* button



HOME

- Meetings
- Inbound Leads
- Company Chat
- Contacts

SETTINGS

- Team Members
- Company Profile**
- Export

Company Profile



Name  
Messe Frankfurt - Test

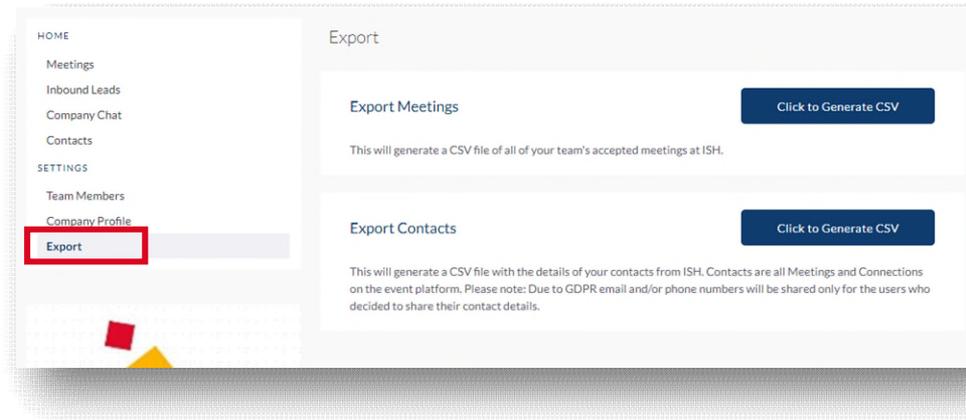
Headline  
Messe Organisation Trade fair Organizer

Location  
Frankfurt, Germany

Summary  
This is the description of Messe Frankfurt. Dies ist die Firmenbeschreibung.

# Export of meetings and contacts

- You have the option of exporting all accepted meetings of your team as CSV
- You can also export a CSV file with the details of your contacts (all meetings and connections on the ISH digital platform)
- All CSV files can of course be converted, using known methods, e.g. in Excel format
- *Due to the GDPR, the first and last name and company name of the contact person are displayed. Email addresses and / or phone numbers are only shared with users who have decided to share their contact details*



# Meetings

Arrange  
and manage

04

# Arrange Meetings (1/2)

- If you would like to arrange a meeting with a person - who you have found in the list of participants or was suggested in your contact recommendations, for example - click on the respective profile
- In addition to the selected person, you can also invite other people to the meeting by clicking on the *small, blue plus*. Up to 50 people can be invited, 12 of whom can use the camera and microphone functions at the same time

The screenshot displays a user profile for Daniel Emrath, an Exhibitor Representative from Frankfurt am Main, who is a Coordinator for Web Solutions. His contact information includes the email daniel.emrath@messefrankfurt.com and a phone number N/A. A 'Chat' button is visible next to his profile. Below the profile, a 'Details' section shows 'My Timezone' as Berlin.

To the right, a 'Meetings with Daniel Emrath' panel is open, showing a 'Request a meeting' form. The 'Invitees' field contains 'Daniel Emrath' and has a small blue plus icon highlighted with a red box. The 'Date' is set to Thursday 25/03/2021, the 'Time' is 08:00 - 08:30 (Europe/Berlin), and the 'Location' is 'Virtueller Meetingraum'. The 'Personal Message' field contains the text: 'Dear Mr. Emrath, I would like to talk to you. Looking forward! Best regards John Doe'. At the bottom of the panel, it indicates '20 meeting requests left until you reach the pending meeting limit.' and provides 'Cancel' and 'Send' buttons.

# Arrange Meetings (2/2)

- The invitee receives an email about this meeting request and can edit it on the platform under *My pending appointments*
- A maximum of 20 appointment requests can be open at the same time
- You can send a message to the invited person in the comment field
- As long as the meeting has not yet taken place, you can also add or change other people later

**Daniel Emrath** Exhibitor Representative • Frankfurt am Main  
Koordinator Web Solutions  
✉ daniel.emrath@messefrankfurt.com 📞 N/A

**Chat**

**Details**  
My Timezone  
Berlin

**Meetings with Daniel Emrath**

**Request a meeting**

Invitees  
Daniel Emrath

Date  
Thursday 25/03/2021

Time  
08:00 - 08:30 (Europe/Berlin)

Location  
Virtueller Meetingraum

Personal Message  
Dear Mr. Emrath,  
I would like to talk to you. Looking forward!  
Best regards  
John Doe

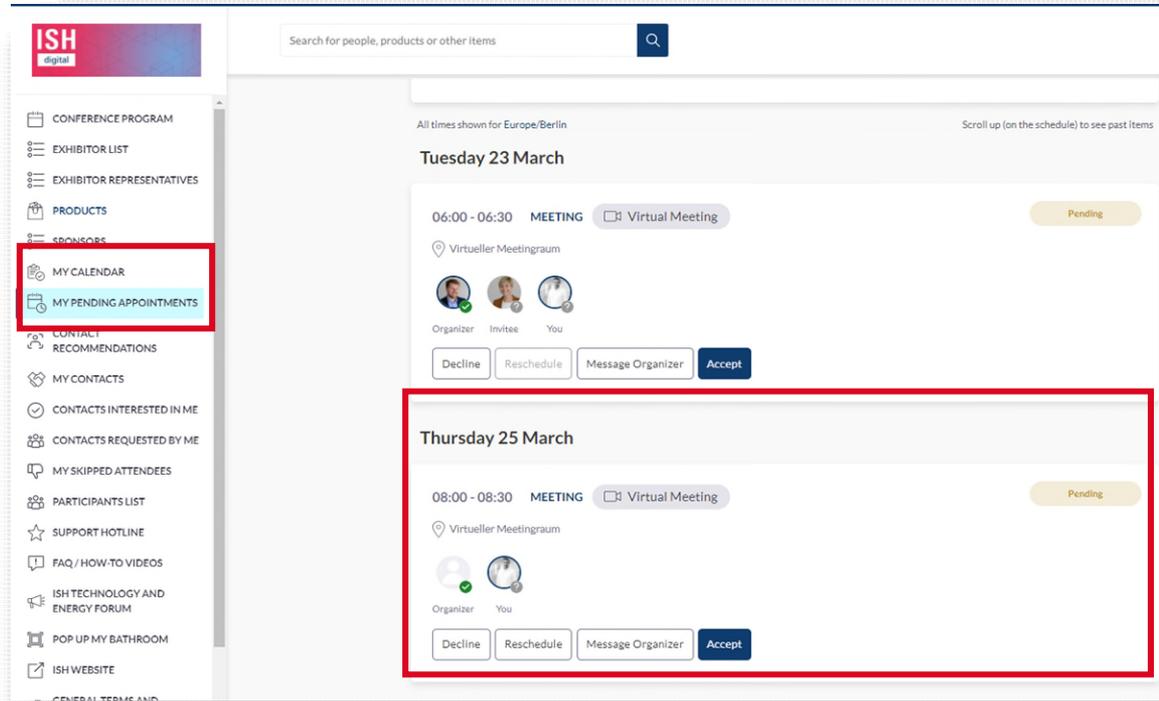
20 meeting requests left until you reach the pending meeting limit.

Cancel Send

# Open meeting requests

## Point of view: invitee

- The person who has been invited can *decline* the meeting, *reschedule*, (suggest a different time), *send a message* to the meeting organizer, or *accept* the meeting directly
- If the meeting has been accepted, it will appear in the navigation under *My Calendar*



The screenshot displays the ISH digital interface. On the left, a navigation menu includes 'MY PENDING APPOINTMENTS', which is highlighted with a red box. The main area shows a search bar and a calendar view for Europe/Berlin. Two meeting cards are visible:

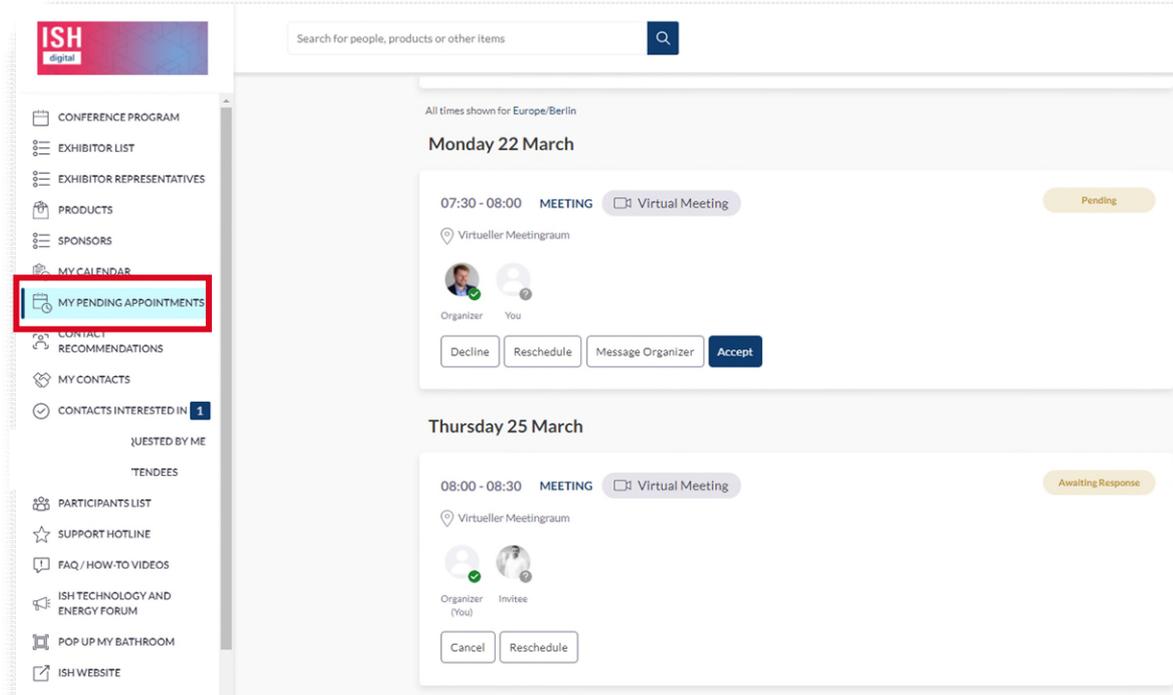
- Tuesday 23 March**: 06:00 - 06:30 MEETING (Virtual Meeting). Invited by Organizer, Invitee, and You. Actions: Decline, Reschedule, Message Organizer, Accept.
- Thursday 25 March**: 08:00 - 08:30 MEETING (Virtual Meeting). Invited by Organizer and You. Actions: Decline, Reschedule, Message Organizer, Accept.

The Thursday 25 March meeting card is highlighted with a red border.

# Open meeting requests

## Point of view: inviting person

- The person who created the meeting can also see the status of the appointment under *My pending appointments*
- By clicking on *Reschedule* you can reschedule the meeting, but also invite other people to the appointment afterwards
- The meeting request is deleted by clicking on *Cancel*

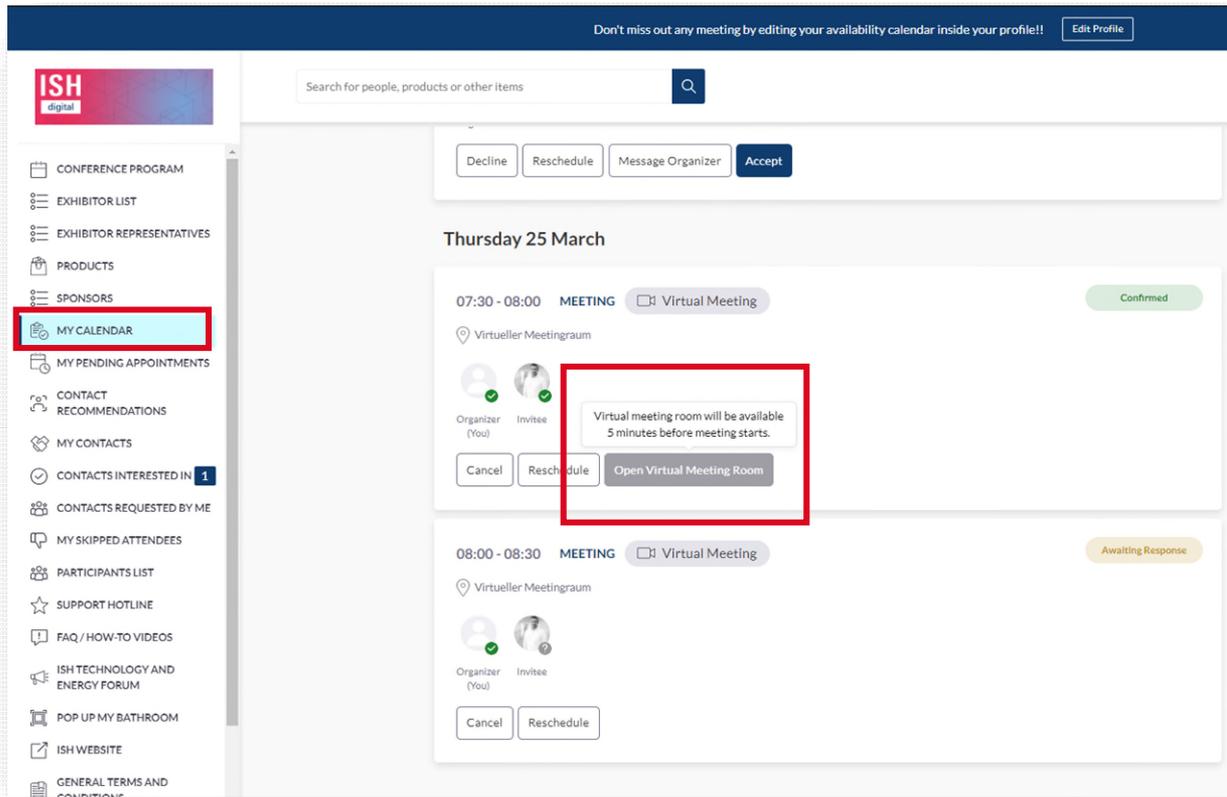


The screenshot displays the ISH digital user interface. On the left, a navigation menu includes 'MY PENDING APPOINTMENTS', which is highlighted with a red rectangular box. The main content area shows a search bar at the top and a list of meeting requests. The first request is for Monday 22 March, 07:30 - 08:00, labeled as a 'MEETING' and 'Virtual Meeting'. It shows the organizer as 'You' and has a 'Pending' status with buttons for 'Decline', 'Reschedule', 'Message Organizer', and 'Accept'. The second request is for Thursday 25 March, 08:00 - 08:30, also a 'MEETING' and 'Virtual Meeting'. It shows the organizer as 'You' and an invitee, with an 'Awaiting Response' status and buttons for 'Cancel' and 'Reschedule'.

# My calendar

## Point of view: invitee

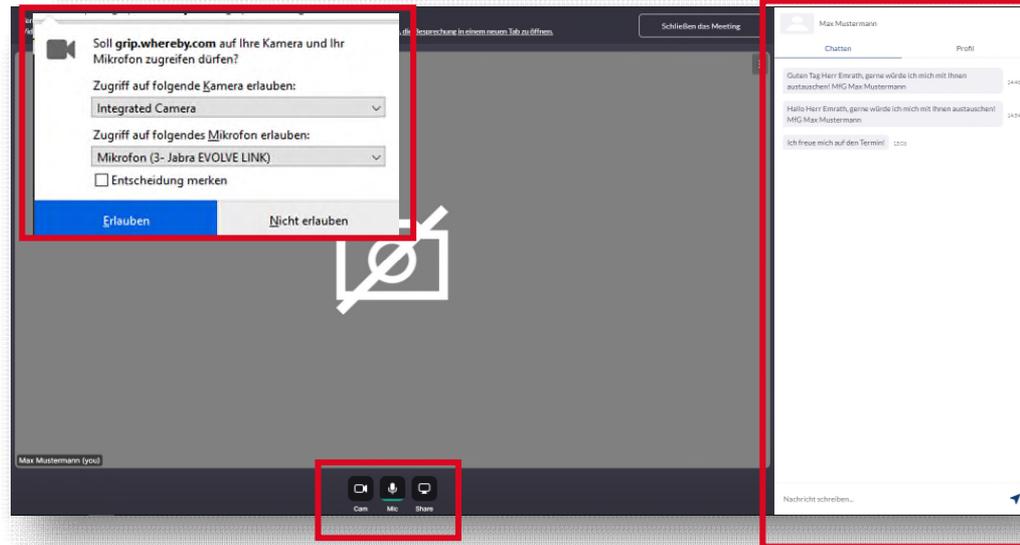
- All agreed meetings are listed under *My Calendar*
- You can edit any meeting at any time (*cancel, reschedule* or add people as well as *send a message* to the organizer)
- 5 minutes before the start of the meeting, you can enter the meeting room by clicking on *Open Virtual Meeting Room*



The screenshot shows the ISH digital interface. On the left is a navigation menu with 'MY CALENDAR' highlighted in a red box. The main content area shows a meeting invitation for Thursday 25 March. At the top, there are buttons for 'Decline', 'Reschedule', 'Message Organizer', and 'Accept'. The meeting details include the time '07:30 - 08:00', the title 'MEETING', and the status 'Virtual Meeting' (indicated by a checked box). Below this, there are icons for 'Organizer (You)' and 'Invitee' with green checkmarks. A red box highlights a notification that says 'Virtual meeting room will be available 5 minutes before meeting starts.' and a button labeled 'Open Virtual Meeting Room'. Below the notification are buttons for 'Cancel' and 'Reschedule'. The meeting status is 'Confirmed' (indicated by a green pill). A second meeting invitation is partially visible below, with the time '08:00 - 08:30', the title 'MEETING', and the status 'Virtual Meeting'. Its status is 'Awaiting Response' (indicated by a yellow pill).

# Attending a meeting

- When you enter a virtual meeting room for the first time, the browser usually asks you whether *access to the microphone and camera* can be granted
- We recommend allowing both in order to be able to communicate with one another without any problems
- The respective participants appear on the left, ideally with a camera image
- On the right side you also have the opportunity to *chat* with each other
- At the bottom of the screen, you can switch your camera and microphone on and off and share your screen

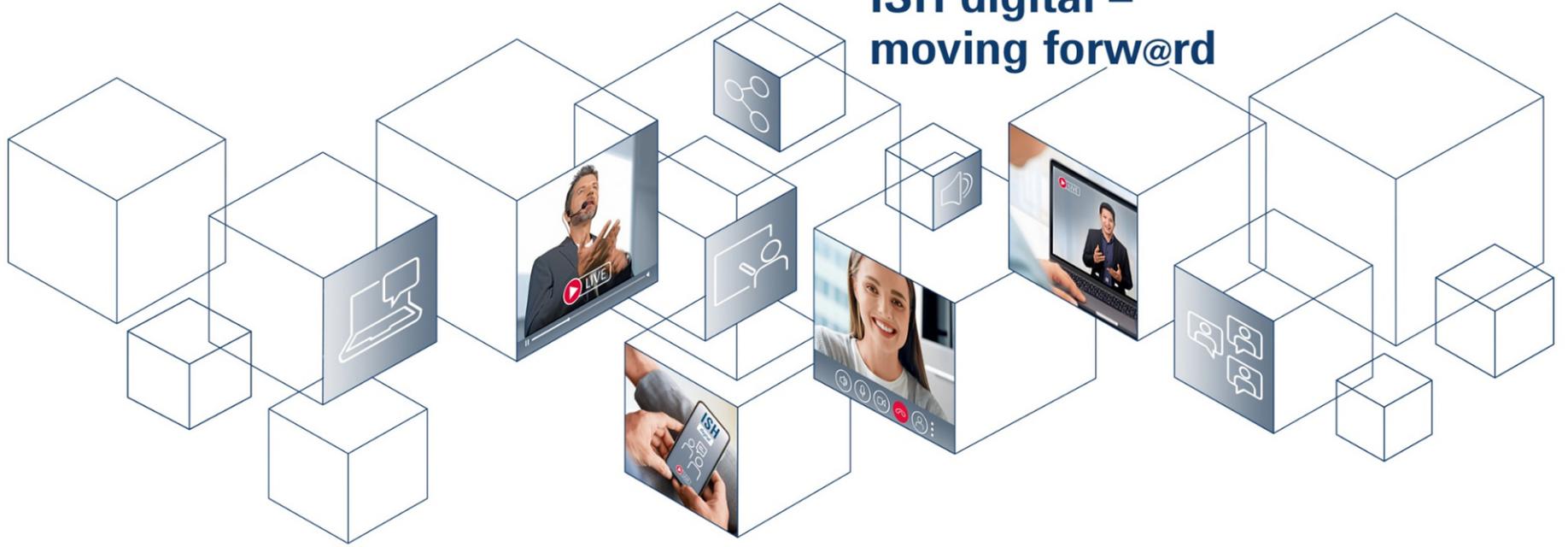


# Technical system requirements

- The embedded video conferencing tool on the ISH digital platform is based on the software *Whereby* ([www.whereby.com](http://www.whereby.com))
- Please test in advance whether this software has been approved by your IT department and make sure that the sound- and video connection is configured correctly
- Please use the current Internet browser from Google Chrome or Mozilla Firefox for the ISH digital platform



# ISH digital – moving forw@rd



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