



## CIPMM Virtual Summit Virtual Event Platform Partner Guide

### How to Update Your Profile

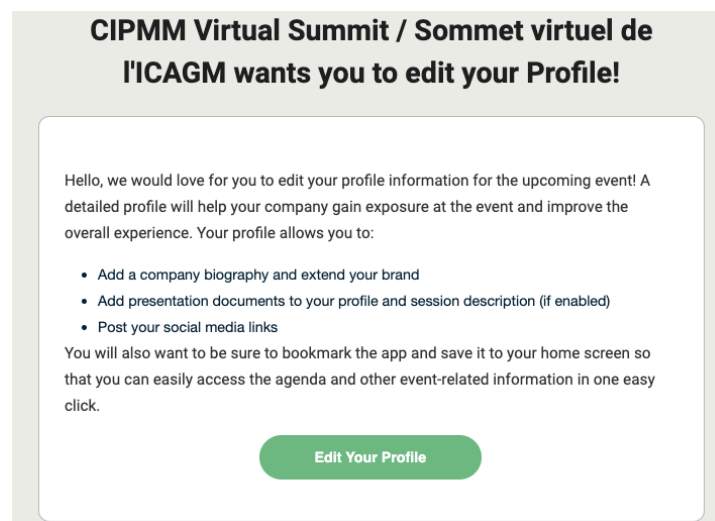
First things first – thank you for your support of the CIPMM Virtual Summit!

In order to start promoting your participation to the Summit attendees, you will need to populate your company profile within the virtual event platform.

#### Step 1

Once the virtual event platform is launched, and/or your partnership has been processed, your basic information (company name and email) will be imported into the system. You will then receive an email inviting you to set up your profile. Watch your email for a message from “CIPMM Virtual Summit / Sommet virtuel de l'ICAGM < [admin@cipmm-icagm.ca](mailto:admin@cipmm-icagm.ca) > via [eventmobi.com](http://eventmobi.com)” entitled “CIPMM Virtual Summit - Update Your Company Profile”.

**REMINDER:** Be sure to add [admin@cipmm-icagm.ca](mailto:admin@cipmm-icagm.ca) to your safe list so that you receive all of the event notices and reminders.



## Step 2

When you click the “Edit Your Profile” link in the email, you will be taken to the virtual event platform (website). On this page you will have several options to update your company profile.

**REMEMBER:** A detailed profile will help you network at the event, ensure the most visibility for your company and improve your overall experience.



## COMPANY DETAILS

Here you can upload your corporate logo, company profile and social media links. This information will be displayed within the virtual event platform to facilitate networking before, during and after the event.

Do you have company representatives attending or speaking? Contact us and we can link them to your company profile.

# Edit Your Company Details

Unless otherwise specified, this information will be displayed in the CIPMM Virtual Summit / Sommet virtuel de l'ICAGM App.

Company Name *(required)*

YOUR COMPANY NAME HERE!

Company Email

robin.baldwin@thewillowgroup.com

Your company contact email address cannot be edited.

Logo

YOUR LOGO HERE!  
100x100 pixels  
JPEG, PNG, GIF

Delete

Crop

## Details

About

B I U

Start writing...

## DOCUMENTS

This section is especially important for our event partners. Here you can upload any reference documents (DOC, DOCX, PPT, PPTX, XLS, XLSX, PDF, JPEG, or PNG) that you want to be available to all event participants.

### Your Documents

✔ 1 new document was successfully uploaded.

Partnership-package\_v2.pdf

Drag and drop images here to upload it,  
or [click here to browse your computer.](#)

Drag and drop one or more documents to upload. Individual files should be DOC, DOCX, PPT, PPTX, XLS, XLSX, PDF, JPEG, or PNG and have a maximum size of 24MB.

## EXTERNAL LINKS

Another option for event partners to share external links to projects, products, etc. that you want to share with all event participants.

### Your External Links

External links are great for linking to projects or organizations you're associated with.

Add External Link

NAME	LINK
Award Winning Project	<a href="http://www.yourcompanyproject.ca">www.yourcompanyproject.ca</a>

## Video

☐ No Video

☒ Include Video

Video URL *(required)*

[https://www.youtube.com/watch?v=Oy6zOXa\\_rA4](https://www.youtube.com/watch?v=Oy6zOXa_rA4)

## Call to Action

☐ No CTA

☒ Include CTA

CTA URL *(required)*

<https://www.yourcompanylink.ca>

Button Text

Click Here To Learn About Our New Services

Preview

Click Here To Learn About Our New Services

Include more in your company profile

Want to include company representatives or sessions in your company profile?  
Contact your event planner.

## Contact Information

Phone Number

6135555555

Website

<https://www.yourcompanylink.ca>

Facebook

<https://www.facebook.com/yourcompanypage>

Twitter

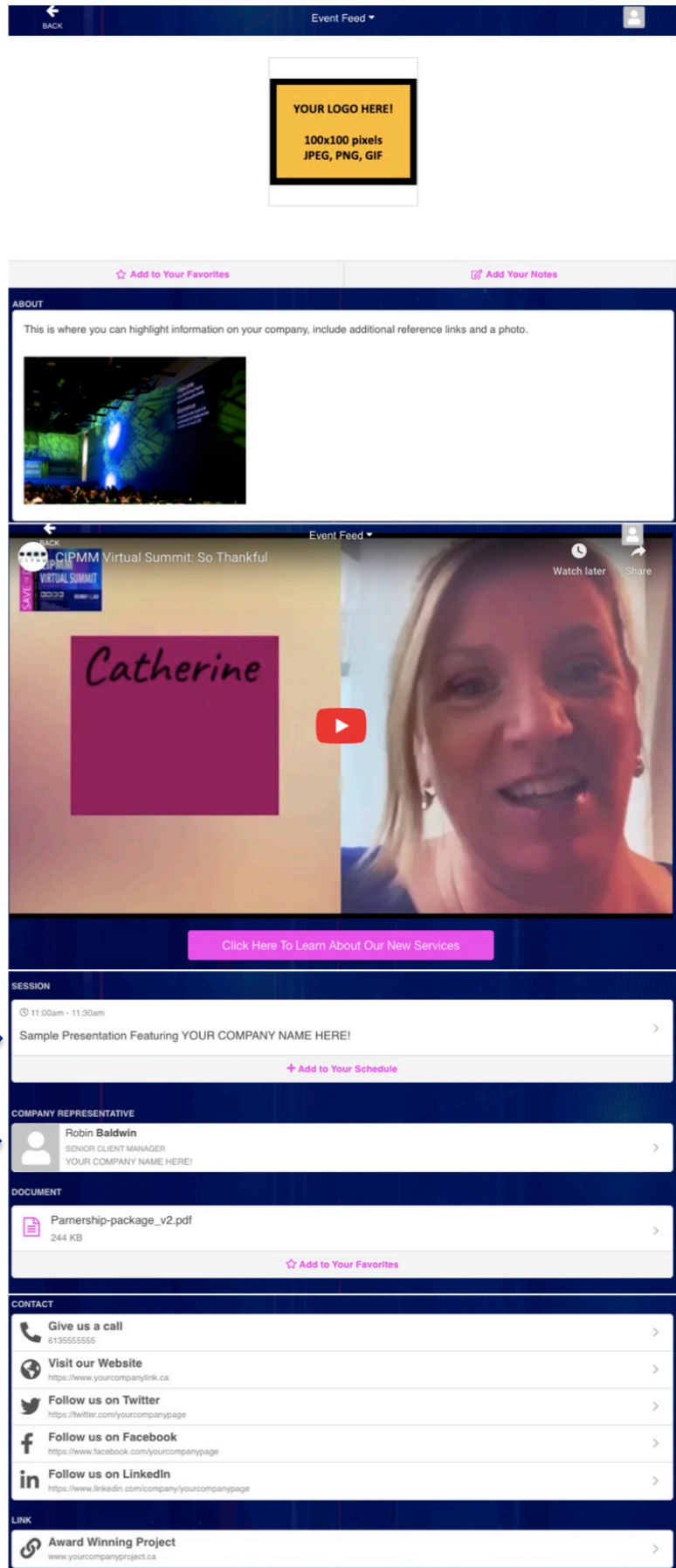
☒ <https://twitter.com/yourcompanypage>

LinkedIn

<https://www.linkedin.com/company/yourcompanypage>

Save Profile

## What Will Your Company Page Look Like?



Remember the note above about linking your company representatives and presentations to your profile? Here is how they show up!

## SPECIAL ANNOUNCEMENTS

One of the joys of the virtual platform that we are using is that you can update the messaging, links, videos, photos, etc. throughout the lead-up to and actual event. No more printing flyers a month in advance, just to have changes come through right before the event!

In order to support you in making your company page more dynamic, we are offering you **two complimentary (one per day)** push notification/announcement that will be sent to all attendees at a pre-scheduled time. Contact us to discuss the best use of this complimentary push notification/announcement and to book your time in the announcement schedule.

