



20-24 JUNE 2021 | ONLINE WORLDWIDE

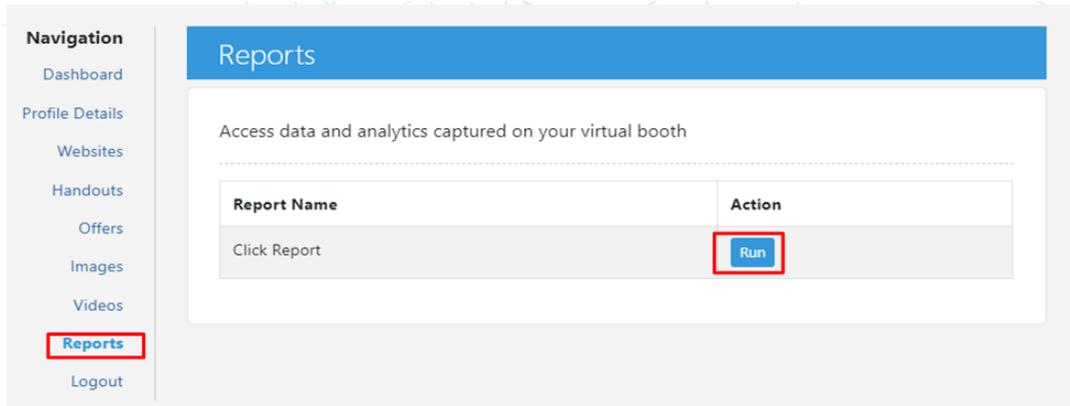
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# Exhibitor Reporting Details

## MeetingPlay Digital Platform

# Exhibitor Click Report

Located in Exhibitor/Sponsor Portal > Exhibitors can access this report



Navigation

- Dashboard
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- Reports**
- Logout

## Reports

Access data and analytics captured on your virtual booth

Report Name	Action
Click Report	<a href="#">Run</a>

1. Log in to the Exhibitor/Sponsor Portal.
2. Use your company's username and password as provided to your company's contact, the Exhibitor Admin.
3. Click on the *report* tab and then click *run* to generate the click report.

- This report is an export of who has visited your booth as well as who has opted into sharing their information with sponsors.
- This report also includes if the attendee downloaded content, clicked on special offers, or visited any external websites posted to the booth.
- This report can be pulled at any time throughout the event from the sponsor portal.



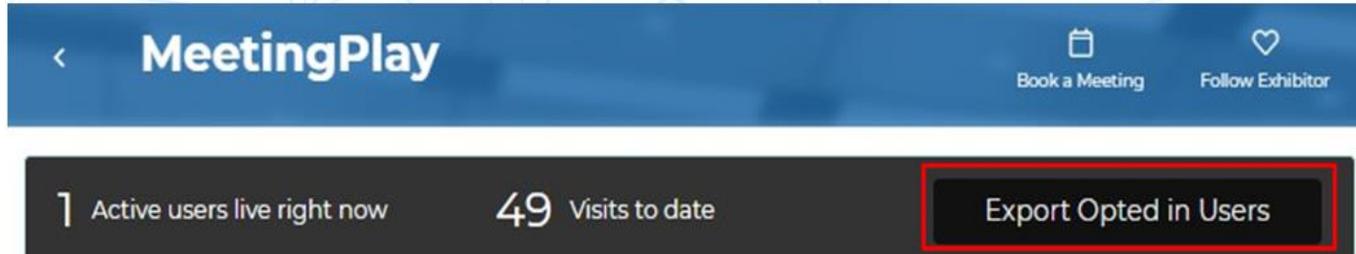
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*\*Please note, all exhibitor data reports only includes attendees who have opted into sharing information with exhibitors*

# Activity Log Report

Located in Exhibit Booth > Exhibitors can access this report



1. Log into the digital platform
2. Use your personal credentials to log into the platform and navigate to the Digital Exhibit Hall by using the top navigation bar.
3. Find your booth and click into it.
4. You will then see the black bar which outlines how many active users are in your booth as well as visits to date

- This report is an export of the attendees who have opted into sharing their information with sponsors and who have visited your booth.
- This report can be pulled throughout the event within your exhibit/sponsor booth.



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