

miptv

8-10 APRIL 2024
Palais des Festivals, Cannes, France

Featuring... mipdoc mipformats

PRE-MIPTV 6-7 APRIL 2024

COMPANY HUB

User guide for Company Account Administrators

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1. GLOSSARY

- **Affiliates:** Companies or individuals officially attached to the main stand holder, often for the purpose of marketing and sales.
- **Umbrellas:** participants registered under a main stand holder who is a Pavilion
- Dashboard: Interface where you can monitor your leads and your company page statistics
- **E-Shop:** An e-commerce feature that allows administrators to purchase additional services online such as content credits or the Dashboard PRO option
- **Emperia Digital Lead Gen :** A tool for exhibitors to collect online leads when buyers view their content in the MIPCOM digital screening library or when someone send a request for a meeting.
- Emperia On-site lead capture: MIP Markets' mobile app that allows MIPCOM exhibitors to scan visitors' badges at the market and find their contacts in the online dashboard.
- Entitlements: Rights for purchased services (credits for the screening library, etc.).
- * MIPDOC Screenings Library: Only MIPTV exhibitors have the opportunity to market their programmes & projects in the MIPTV Digital Content Library by purchasing content credits. Then, all buyers can screen those content and reach out to exhibitors.
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- Primary administrator: The main contact in your company who prepares for the market, has access to the E-shop to purchase extra services, updates the company page, receives Emperia lead notifications, registers exhibitor delegates, invites affiliates/umbrellas and adds other secondary administrators. Once added, secondary administrators can have the same rights as the primary one (unlimited additional secondary adminis).



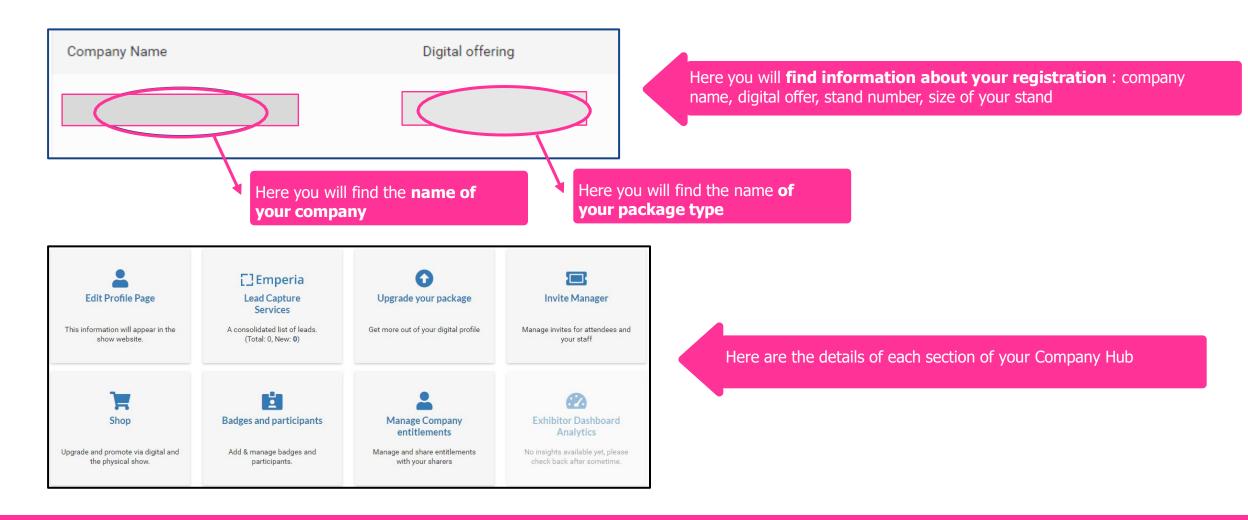
2. HOW TO LOG INTO YOUR COMPANY SPACE

Once your participation is confirmed, you will receive an email from RX Global : no-reply@rxglobal.com
If you have not received it, please contact the Help Desk





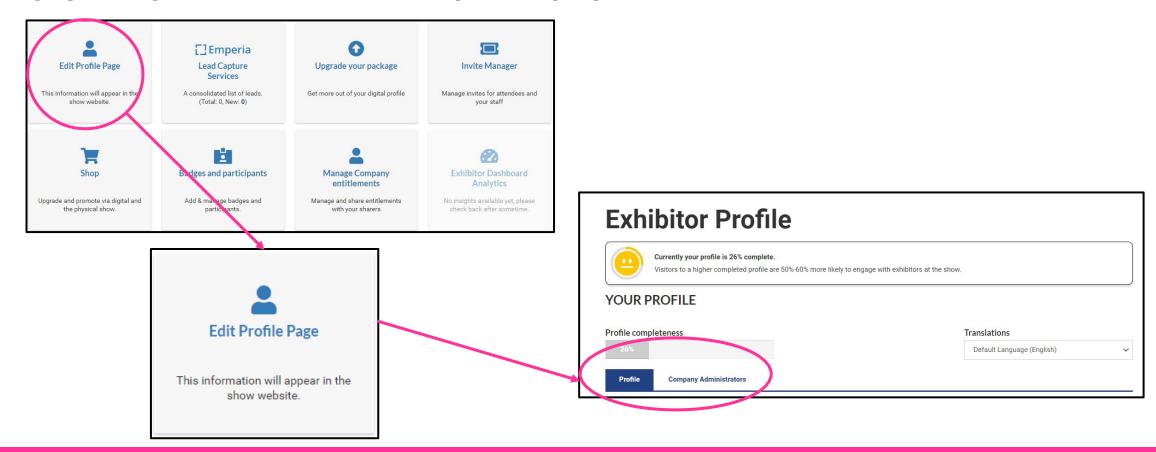
3. HOMEPAGE OF YOUR COMPANY HUB





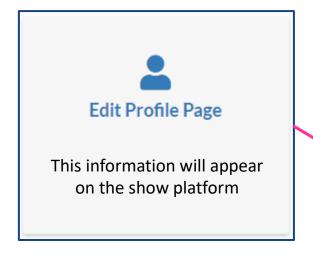
4. EDIT MY PROFILE

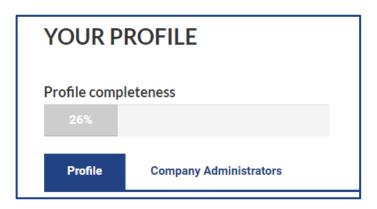
The profile editing section is made up of two parts, one dedicated to **editing your company profile**, the other for **managing/adding other administrators from your company**.

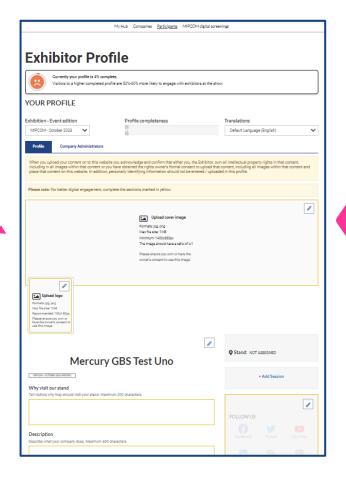




4. EDIT MY PROFILE - PROFILE TAB







Please complete your company profile with as many details as possible!

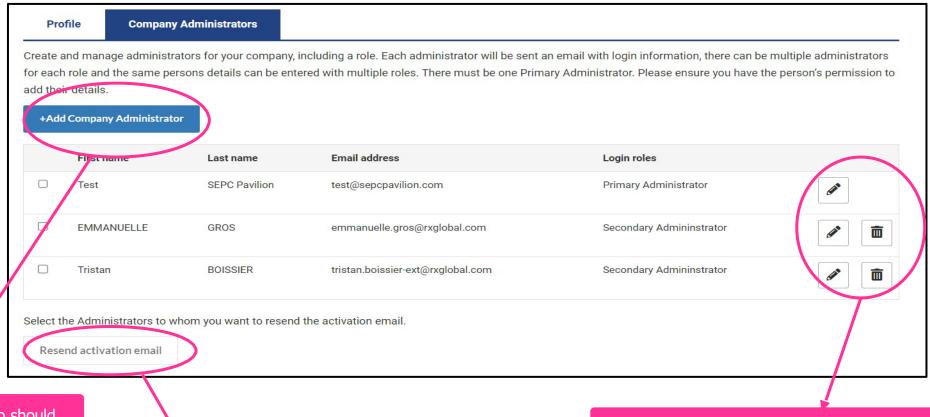
Logo, description, cover image... **Boost** your business opportunities!



4. EDIT MY PROFILE – COMPANY ADMINISTRATOR TAB



Profile Company Administrators



Please add any of your colleagues who should have access to the company page full set up (including E-shop).

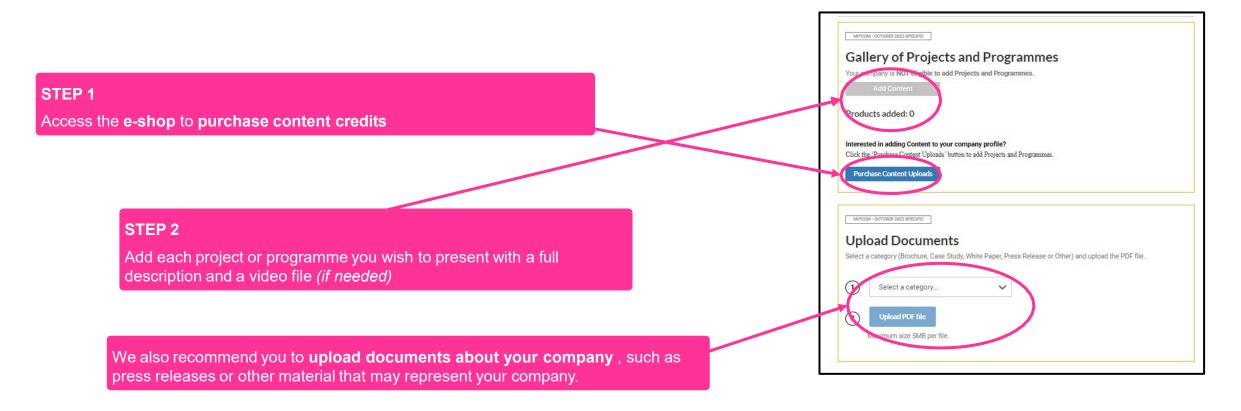
They will receive an activation email.

Resend the activation email to the company page (in case your colleague did not receive it) Update your company admins list at anytime



4. EDIT MY PROFILE – UPLOAD CONTENT (FOR EXHIBITORS ONLY)

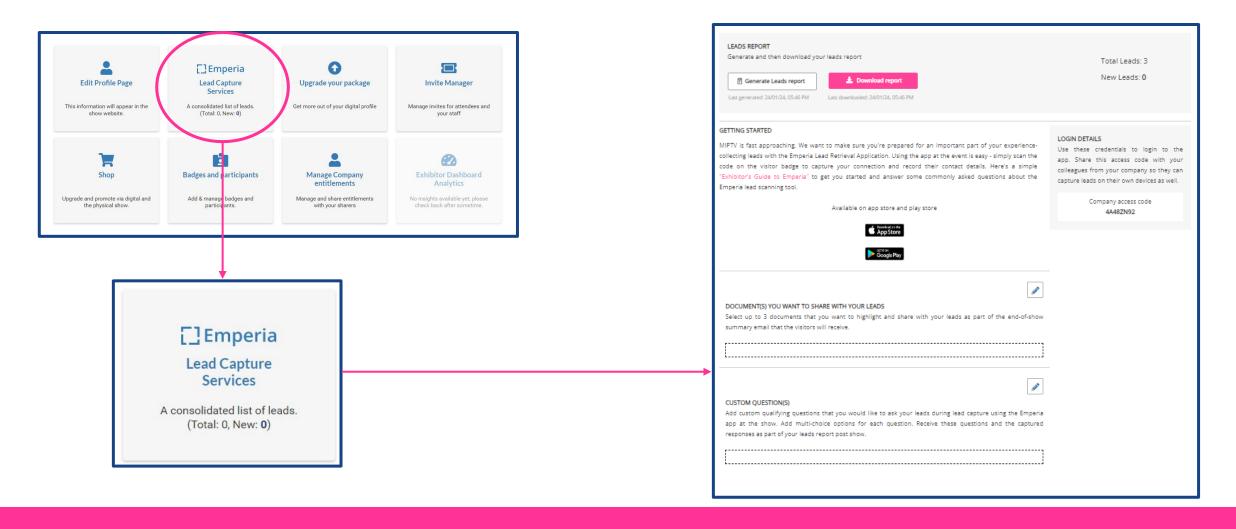
MIPTV Exhibitors benefit from 3 content credits. They can purchase extra content credits to showcase projects and programmes into the MIPTV Digital Content Library and MIPDOC Screenings Library and generate leads from buyers





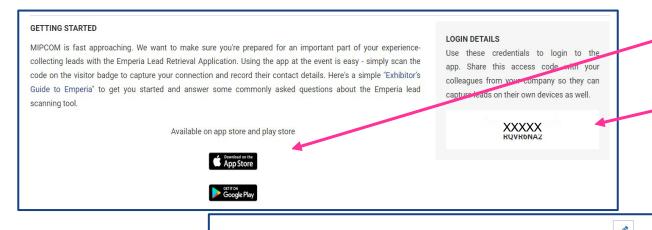
- **Emperia is a Mobile app** to scan visitors' badge at the market. Collect contacts and find them in your online report on your exhibitor dashboard in the company hub.
- **Emperia is also tool for exhibitors** to **collect leads online** when buyers screen their content in the digital screening library or when a participant requests contact online.







Mobile app to scan visitors' badge at the market



Download the Emperia Mobile appfrom the App Store or Google Play

Customize your account by indicating your company access code

DOCUMENT(s) YOU WANT TO SHARE WITH YOUR LEADS

Select up to 3 documents that you want to highlight and share with your leads as part of the end-of-show summary email that the visitors will receive.

CUSTOM QUESTION(S)

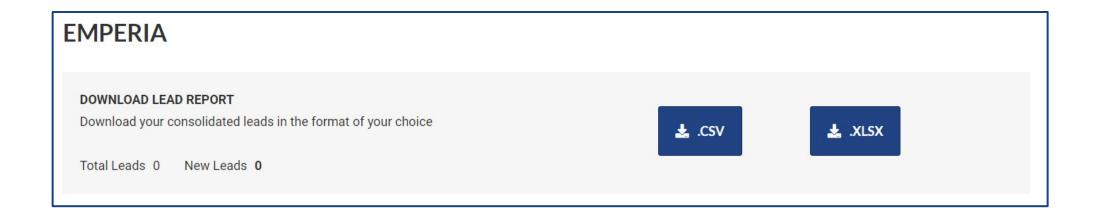
Add custom qualifying questions that you would like to ask your leads during lead capture using the Emperia app at the show. Add multi-choice options for each question. Receive these questions and the captured responses as part of your leads report post show.

Upload up to 3 documents about your company sent to the visitors you scan at the market

Add qualification questions that will be asked to the visitors you scan, in order to better know them



Download your leads

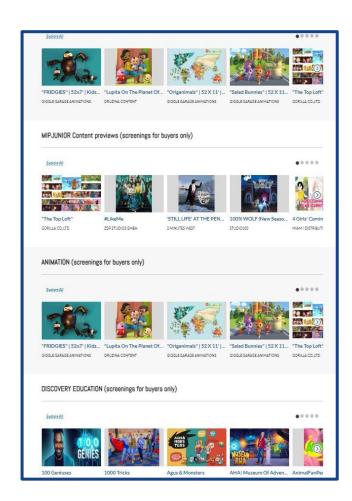


Download the full list of all your online leads and scanned contacts in 1 report available in .csv or .xlsx format



Generating leads online with content

This is a tool for exhibitors to collect leads online. Exhibitors can receive leads when buyers view their content in the screening library or when a participant requests contact online.

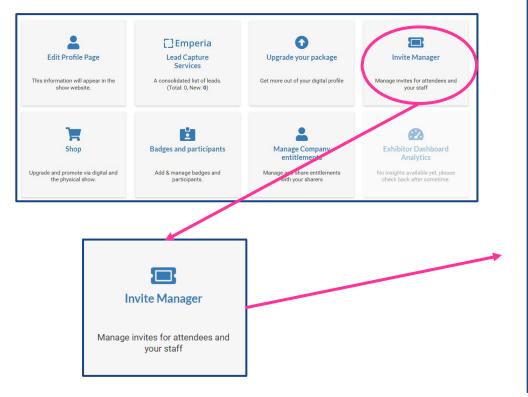


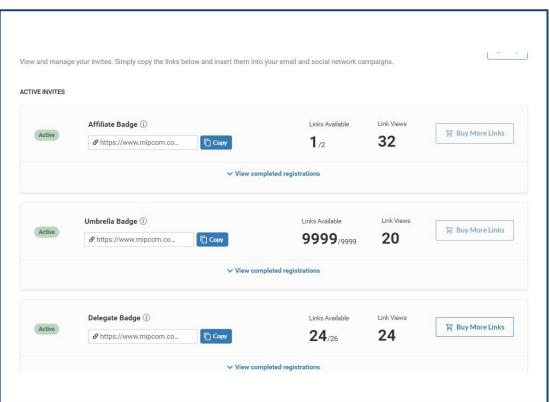


6. INVITE MANAGERS

Managing delegate, umbrellas and affiliates' registrations

In this section, you will find the registration links to be sent to the delegates of your stand quota, affiliates and umbrellas





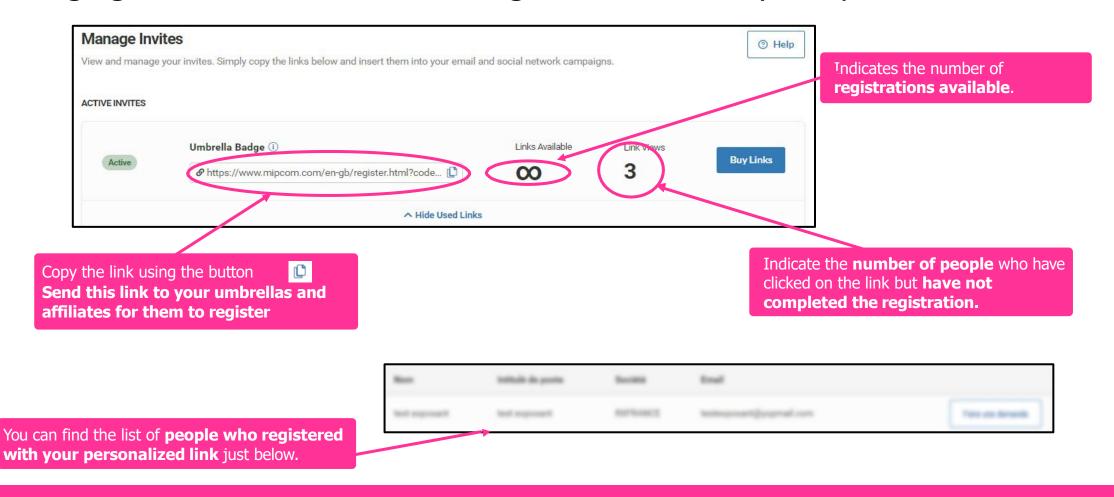
IMPORTANT:

Pavilion must use only Umbrellas links (mandatory)
Stand holder must use only Affiliate links (mandatory)



6. INVITE MANAGERS

Managing umbrellas and affiliates' registrations out of your quota





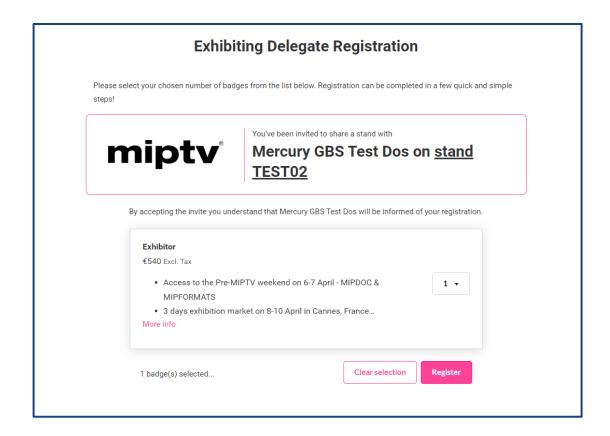
6. INVITE MANAGERS

Preview of the invitation link

By clicking on the link, your delegates, affiliates or umbrellas will get access to the dedicated page to **order their badge**

They will find the name and number of your stand

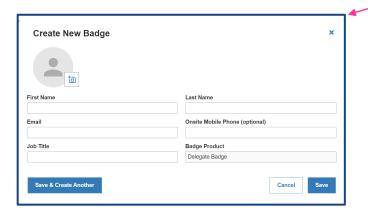
They can order their badge

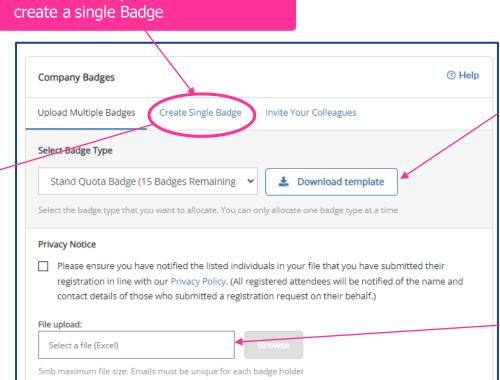




Allocate badges for your company





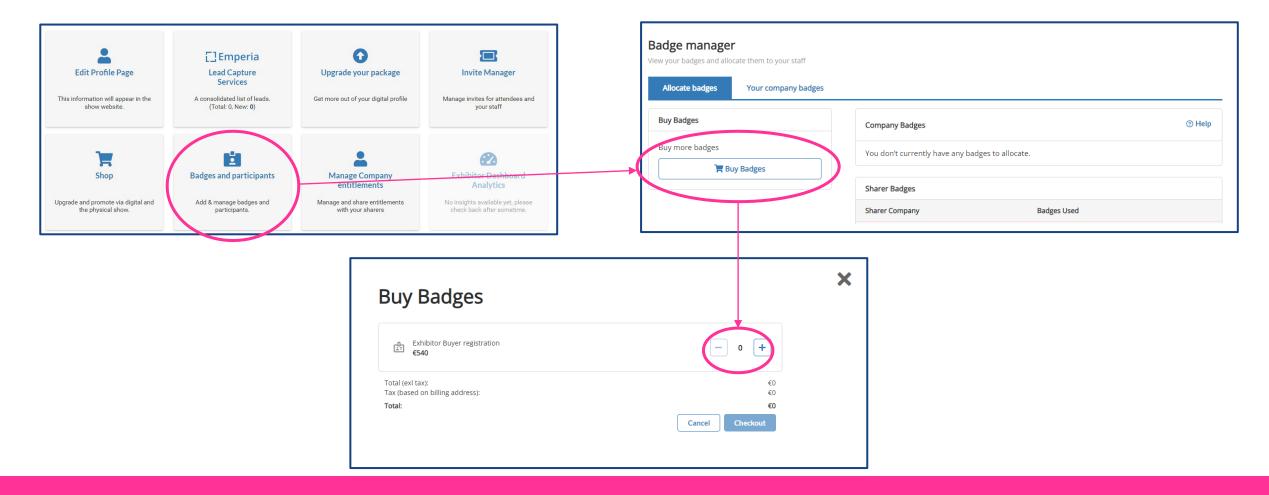


Use this template to upload multiple delegates at the same

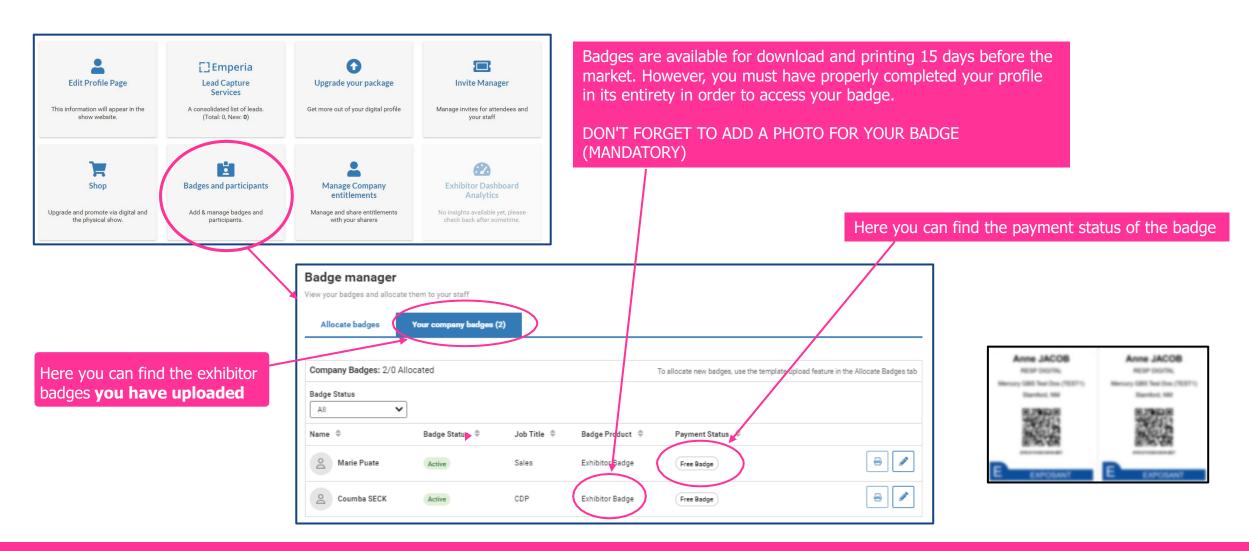
Once you have fill in the template, upload your file and click on browse



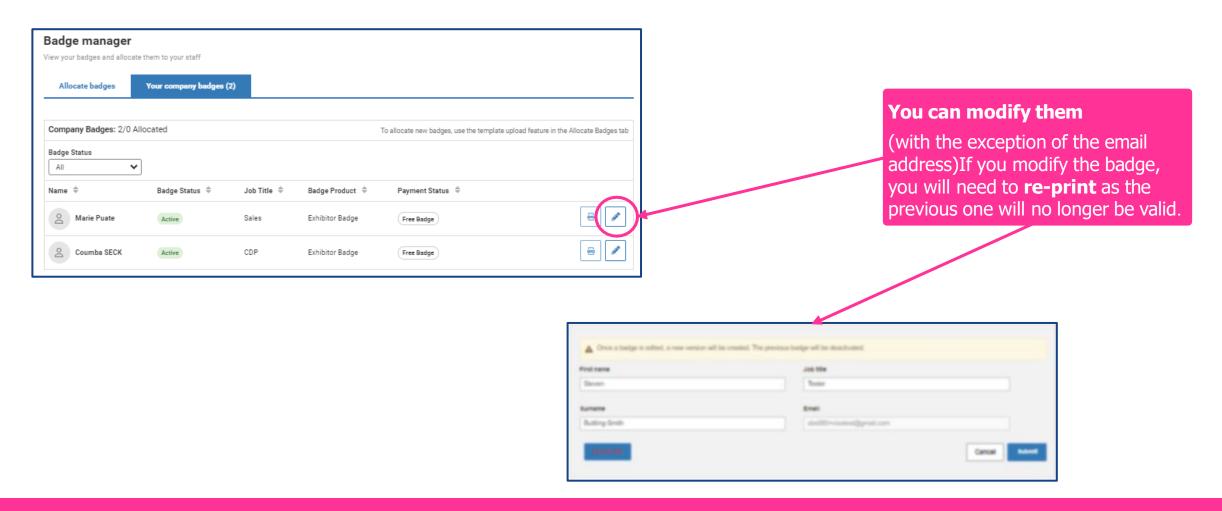
Purchase additional delegate badges from your quota stand







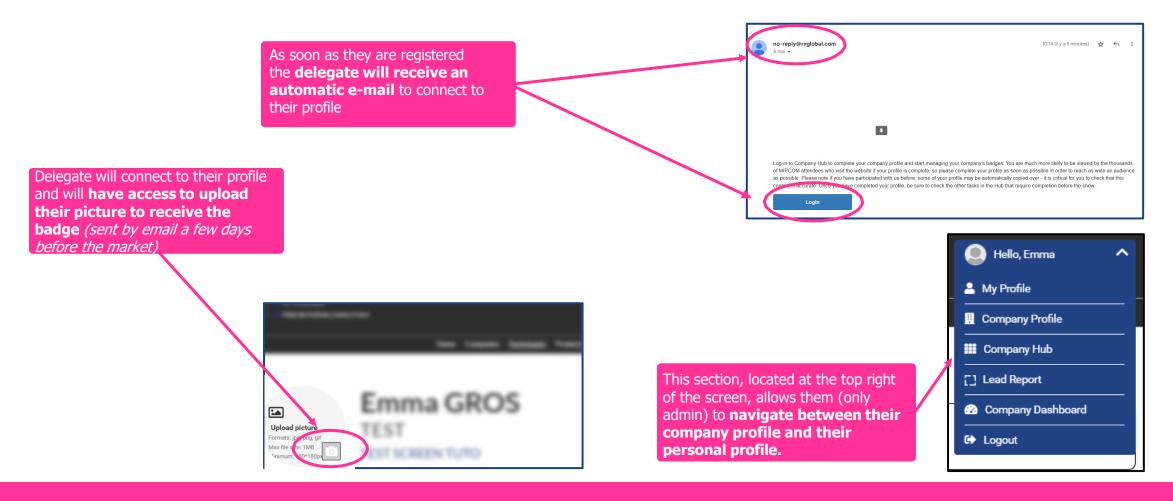






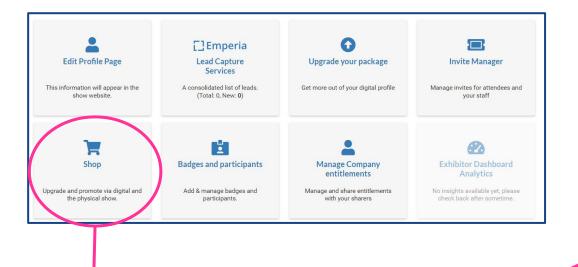
8. YOUR DELEGATES VIEW AND ACTIONS

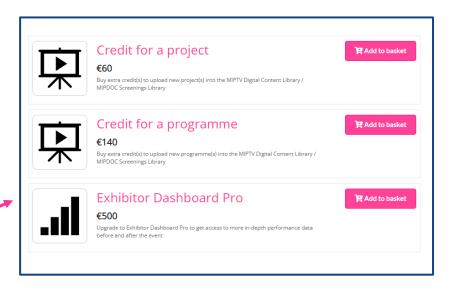
What does your delegates access on the company hub?





9. E-SHOP SECTION







Upgrade and promote via digital and the physical show.

You can **purchase additional services** here, such as:

- Exhibitor Dashboard Pro (benefit from extra features on your company dashboard to monitor your profile performance)
- MIPTV/MIPDOC credits for content to showcase programmes and projects in the MIPTV Digital Content Library and MIPDOC Screenings Library

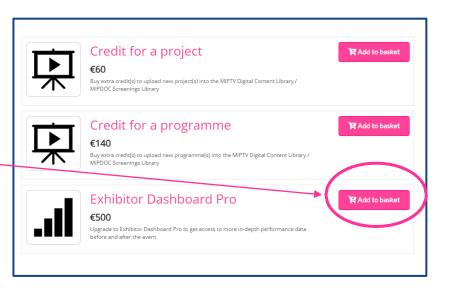


9. E-SHOP SECTION

Purchase digital services

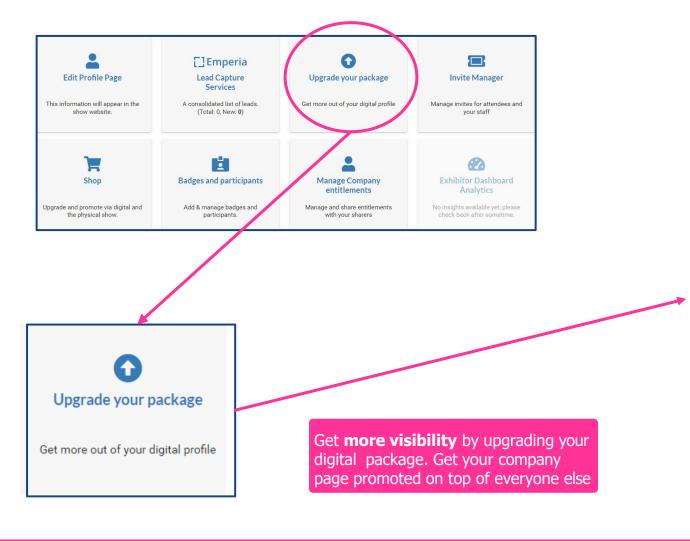
Purchase **additional services** by **adding them to your basket** and proceeding to payment shop

Get 20% of programmes by purchasing 3 or more (discount at check out)





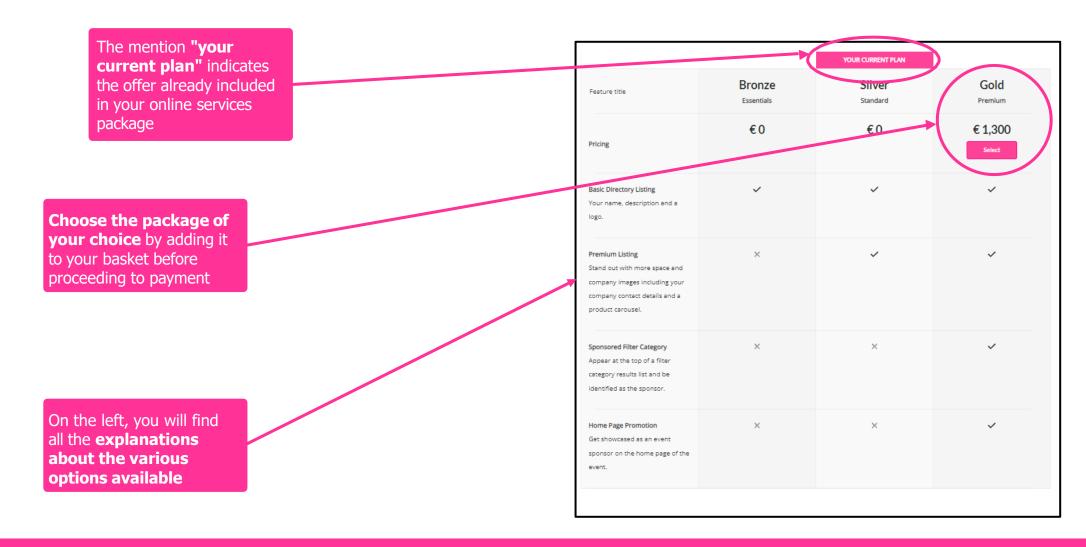
10. UPGRADE YOUR DIGITAL PACKAGE: INCREASE YOUR VISIBILITY



		YOUR CURRENT PLAN	
Feature title	Bronze Essentials	Silver Standard	Gold Premium
Pricing	€0	€0	€ 1,300 Select
Basic Directory Listing Your name, description and a logo.	~	~	~
Premium Listing Stand out with more space and company images including your company contact details and a product carousel.	×	~	~
Sponsored Filter Category Appear at the top of a filter category results list and be identified as the sponsor.	×	×	~
Home Page Promotion Get showcased as an event sponsor on the home page of the event.	×	×	~



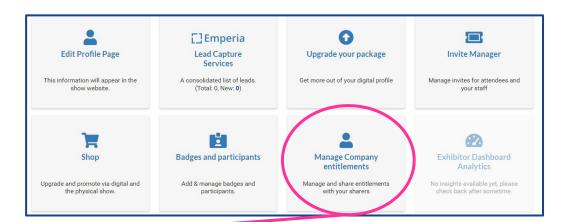
10. UPGRADE YOUR PACKAGE: INCREASE YOUR VISIBILITY



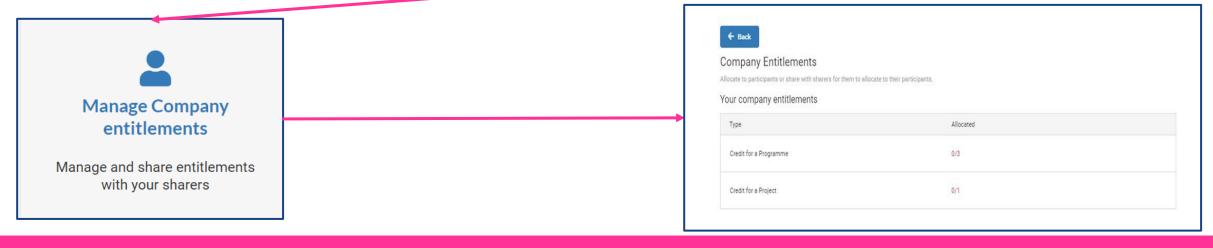


11. MANAGE COMPANY ENTITLEMENTS

Please find below your available purchased credits and entitlements for your additional services.

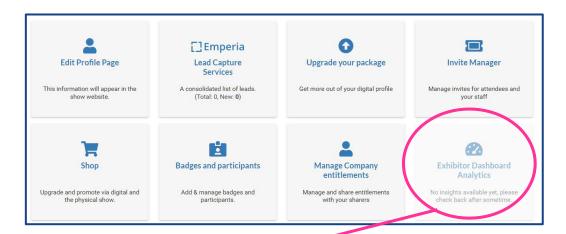


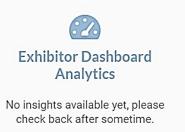
Based on your credits, you can then upload your content into the screening library in your company page (scroll down to "Gallery of Projects and Programmes").

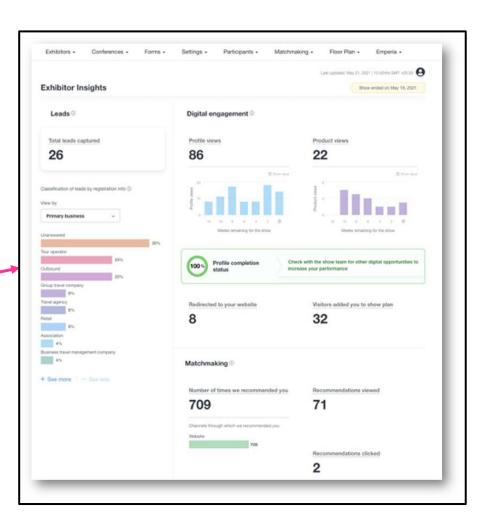




12. COMPANY DASHBOARD ANALYTICS





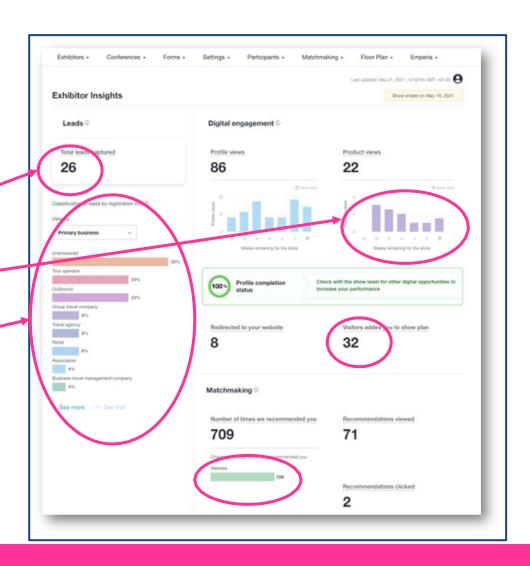




12. COMPANY DASHBOARD ANALYTICS

The Exhibitor Dashboard allows you to access a **wealth of data regarding your performance at the exhibition**. This dashboard synthesizes your leads generated via your screening library and your scans during the *market (with Emperia app)*. Its pro version also allows you to **compare yourself with your competitors.**

A large amount of data is available to help you understand the typology of your leads, your strengths, and areas for improvement for your next exhibition.





NEED ANY ASSISTANCE

- Contact our Customer Helpdesk :
 - By phone: (+33) 1 47 56 24 00.

Our telephone service is open from Monday to Friday, 9am to 6pm CET.

- By form
- Read the FAQ

