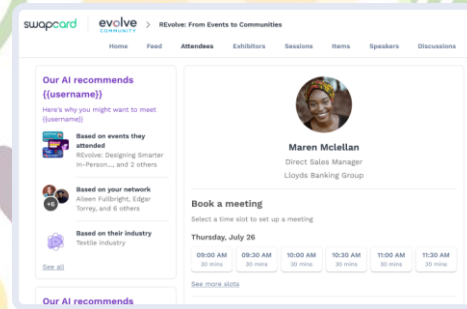
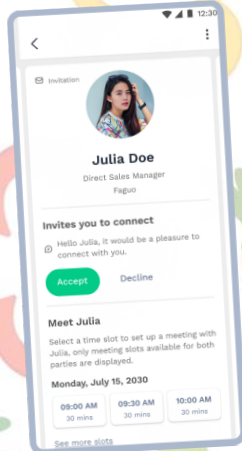


Americas Food & Beverage Show & Conference



Show App User's Guide



How to login for the first time?

1

You will receive an email similar to **this one** with a button redirecting you to a 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

You can also access the event from your phone by downloading the Swapcard app ([iOS/Android](#)) or the event branded app.



Note: If you don't see this email in your mailbox, please check your spam folder. Our emails are sent from info@afbshow.com



Americas Food & Beverage Show & Conference

Hello Jane,



Get ahead of the game and prepare for **Americas Food & Beverage Show & Conference** to **save yourself time** and **get the most out of your attendance!**

Americas Food and Beverage app makes it easy to exhibitors & attendees **before, during** and **after** the show.

All you have to do is **activate your profile with the tap of the below button**. We'll keep all of your **information and data secure**.

Once a connection request is made, you'll have the opportunity to chat and setup meetings during the show.

LET'S GET STARTED!



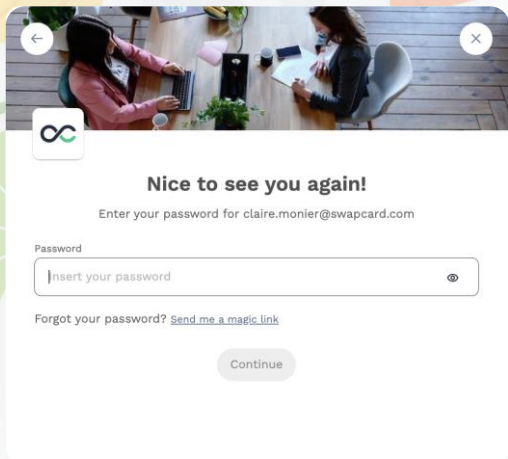
Americas Food & Beverage Show

Login to the **WebApp**

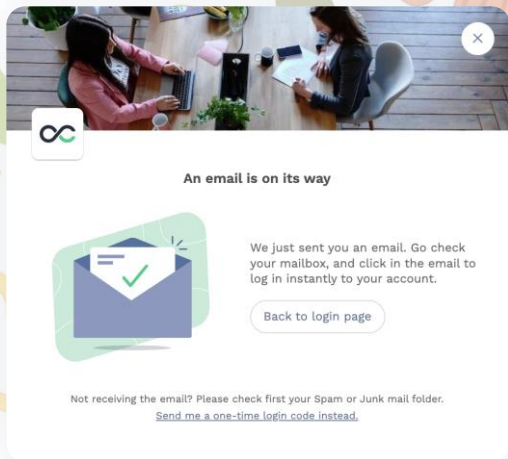
or



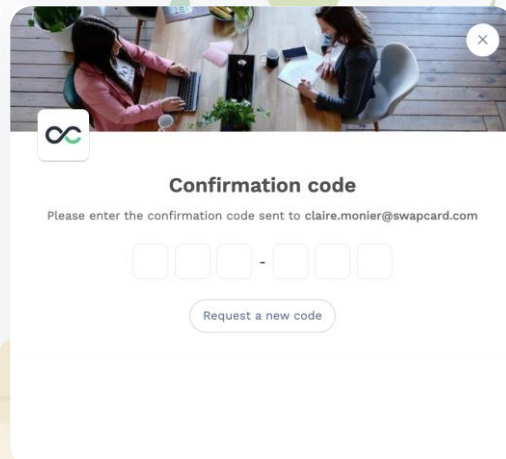
How to login when I have an account?



- 1 If you have forgotten your password, you can click "**Send me a magic link**" after entering your email. You'll receive an email to reset your password (valid for 1 hour).

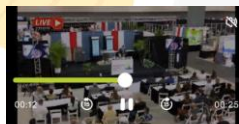


- 2 If you'd rather receive a code, start by clicking on '**Send me a Magic Link**, then select' Send me a one-time login code instead'. You'll promptly receive an email with a code that you can enter into the designated box



- 3 If you need any help, please contact our [Support Team](#).

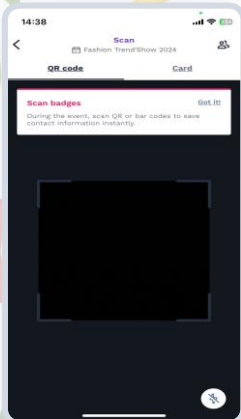
QR code / Scan badge



2024 Americas Food & Beverage Show Country of Honor



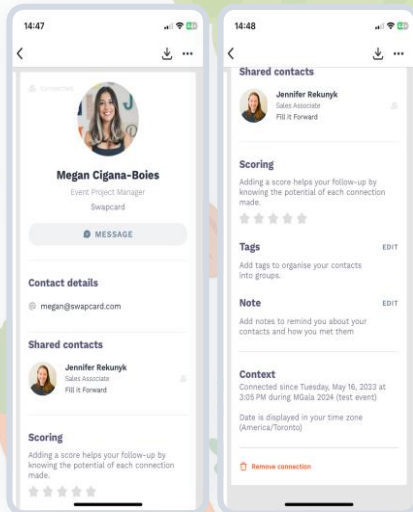
I'm scanning



To scan a badge, click the scan icon on the home screen of your event.

By scanning the QR code of an attendee's badge, you automatically add it to your contacts. This allows you to chat, share contact details and add tags and scoring to your contact. If the 2-way scan is enabled - Your contact details are also shared to the person you scanned (please check if the feature is enabled with the event organizers).

You can display your electronic badge to be scanned. A dedicated button will be available on the homepage to display your QR code.



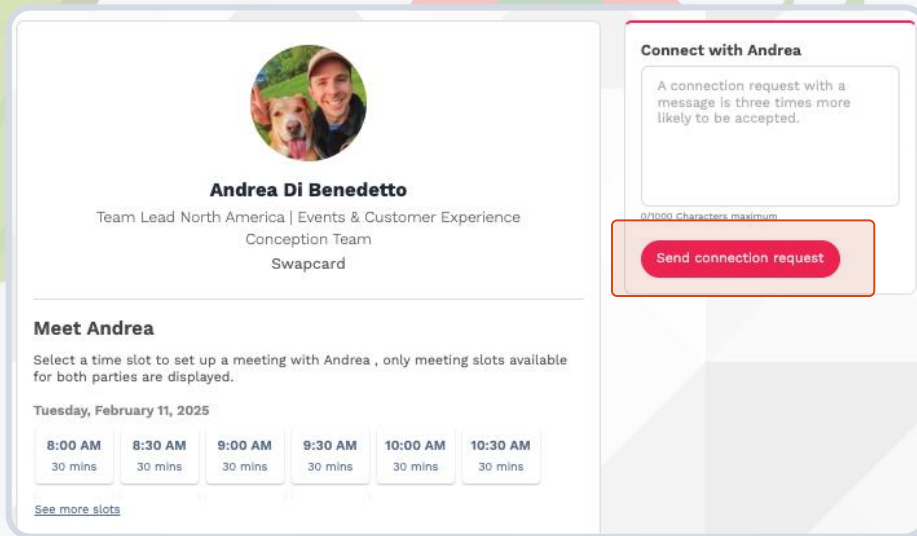
I'm Scanned

How to send a connection request

To send a connection request, go to their profile (via the list of participants, speakers or a company profile) and click the **Send connection request** button.

Tip: Add a note to your connection request to introduce yourself and explain the reason for your request.

You will be able to find a full list of your connections in **“My Event”** under **“My Networking”**.



The screenshot shows a user profile for Andrea Di Benedetto. At the top is a circular profile picture of a man with a dog. Below the photo is the name 'Andrea Di Benedetto' and his title 'Team Lead North America | Events & Customer Experience' with 'Conception Team' and 'Swapcard' listed below. To the right is a 'Connect with Andrea' section with a text box for a message (0/2000 characters maximum) and a red 'Send connection request' button. Below the profile is a 'Meet Andrea' section with a note about meeting slots and a table of available slots for Tuesday, February 11, 2025.

Tuesday, February 11, 2025					
8:00 AM 30 mins	8:30 AM 30 mins	9:00 AM 30 mins	9:30 AM 30 mins	10:00 AM 30 mins	10:30 AM 30 mins

[See more slots](#)

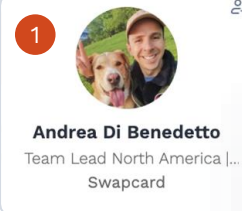


Note: Accepting a meeting will automatically make the person who requested the meeting one of your connections with access to your complete profile.

How to request a meeting

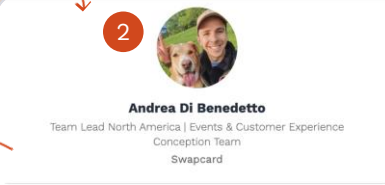
- 1 Access a person's profile (i.e.: from the Attendees button)
- 2 Click on one of the suggested meeting slots. For more slots click "see more slots"
- 3 After selecting a slot and choosing a location for the meeting, write a note to the person you would like to meet.
- 4 Once done, click "Send meeting request". At both stages 3 and 4, you can add more people to the meeting and change the meeting's date/time.

1



Andrea Di Benedetto
Team Lead North America |...
Swapcard

2



Andrea Di Benedetto
Team Lead North America | Events & Customer Experience
Conception Team
Swapcard

Meet Andrea

Select a time slot to set up a meeting with Andrea , only meeting slots available for both parties are displayed.

Tuesday, February 11, 2025

8:00 AM 30 mins	8:30 AM 30 mins	9:00 AM 30 mins	9:30 AM 30 mins	10:00 AM 30 mins	10:30 AM 30 mins
--------------------	--------------------	--------------------	--------------------	---------------------	---------------------

[See more slots](#)

3

Location

You and 1 participant Add

Tuesday, February 11, 2025 8:30 AM to 9:00 AM (America/Toronto) Edit

733

833

- Llamada virtual
- Media Center
- Swapcard
- Virtual

Virtual

- Video Call - 1

VIP Room

- Room 1
- Room 2
- Room 3
- Room 4
- Room 5

Video call

- Virtual Meeting

Meeting Room

4

Add a message

You and 1 participant Add

Tuesday, February 11, 2025 8:30 AM to 9:00 AM (America/Toronto) Edit

Swapcard Edit

Message (optional)

Introduce yourself and the purpose of the meeting

0/1000 Characters maximum

Send meeting request

How to have a virtual meeting?

5 minutes before a virtual meeting and 15 minutes before a face-to-face meeting you will receive a reminder email from which you can click to access the meeting.

If you are already on the platform you can start the meeting by going to the profile of the person you have a meeting with, and click the **“Meeting call”** button.

This will launch the video call. This button is only available if the meeting is confirmed.

⚠️ If you are already committed for another event (session or meeting), you will be notified by a red text on the meeting's page and in the 'My Event' tab to indicate the time conflict.



Note: You can also access a meeting directly from the meeting notification.

