



Regenerate.
Restore.
Reconnect.
Travel with purpose.

Step by Step
Exhibitor

Built by
RX
In the business of
building businesses

1st STAGE – Exhibitor Portal

FOR EXHIBITORS AND SHARERS

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FOR EXHIBITORS AND SHARERS

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1st Stage

Exhibitor Portal

1 Stage ----- Exhibitor Portal

Step 1

What is an Exhibitor Profile?

For Exhibitors and Sharers

The Exhibitor Profile works as your online showroom. It helps visitors find you and your products while planning their visit to the event. Attract relevant audiences by sector, category or product line, generating high-quality connections and expanding your business opportunities during the event.

94% of visitors plan their visit before the exhibition

Therefore, completing your profile as early as possible increases your visibility and connects you with more potential buyers

1 Stage ----- Exhibitor Portal

Step 2

Receive your access by e-mail

For Exhibitors

The person appointed as the administrator in the contract will have access to the portal where it will be possible to reset your password and login

For Sharers

The person registered by the main exhibitor as the co-exhibiting company's contact will be able to access the portal, where they can reset their password and log in

Haven't you received your access details? Please check your spam box and if you do not find it, please contact:

 +55 11 3060-4717  servico.wtm@rxglobal.com

1 Stage ----- Exhibitor Portal

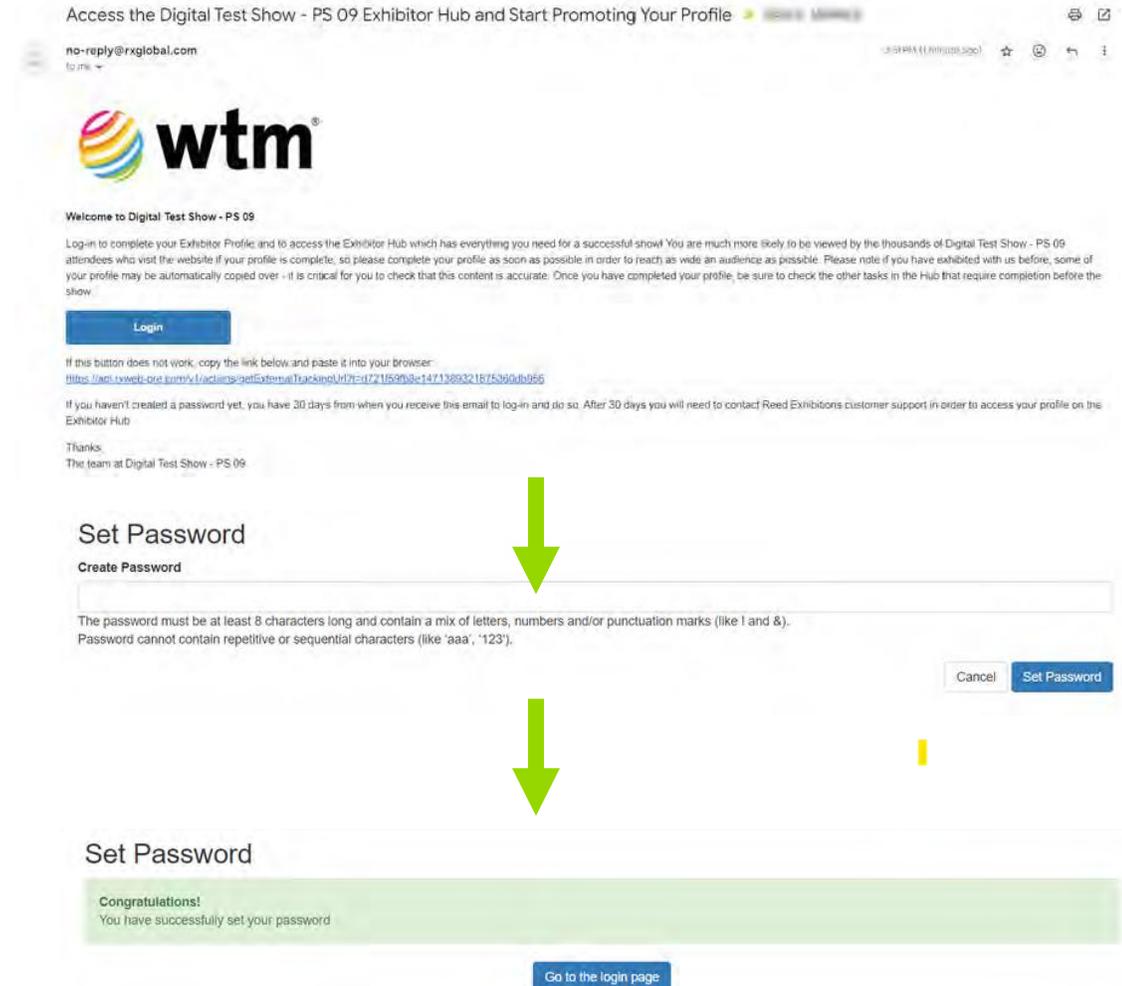
Step 3

Access

For Exhibitors and Sharers

When accessing the Exhibitor Portal for the first time, you will receive an activation email sent by no-reply@rxglobal.com, with a subject related to access to the Exhibitor Portal so you can begin completing your profile.

Click the Login button in the email and create a secure password. This email grants you access to the Exhibitor Portal.



Access the Digital Test Show - PS 09 Exhibitor Hub and Start Promoting Your Profile

no-reply@rxglobal.com

wtm

Welcome to Digital Test Show - PS 09

Login to complete your Exhibitor Profile and to access the Exhibitor Hub which has everything you need for a successful show! You are much more likely to be viewed by the thousands of Digital Test Show - PS 09 attendees who visit the website if your profile is complete, so please complete your profile as soon as possible in order to reach as wide an audience as possible. Please note if you have exhibited with us before, some of your profile may be automatically copied over - it is critical for you to check that this content is accurate. Once you have completed your profile, be sure to check the other tasks in the Hub that require completion before the show.

Login

If this button does not work, copy the link below and paste it into your browser:
<https://act.rxweb.org/actons/getExternalTrackingUrl?ci=17116903e1471389321675390db056>

If you haven't created a password yet, you have 30 days from when you receive this email to log-in and do so. After 30 days you will need to contact Reed Exhibitions customer support in order to access your profile on the Exhibitor Hub.

Thanks,
The team at Digital Test Show - PS 09

Set Password

Create Password

The password must be at least 8 characters long and contain a mix of letters, numbers and/or punctuation marks (like ! and &). Password cannot contain repetitive or sequential characters (like 'aaa', '123').

Cancel Set Password

Set Password

Congratulations!
You have successfully set your password.

Go to the login page

1 Stage ----- Exhibitor Portal

Step 4

Login page

For Exhibitors and Sharers

You will be redirected to the Exhibitor Portal login page.

Enter your username and password, then click the Login button.



The screenshot shows the login interface for the RELX Group Deployment Team. At the top, the RELX Group logo is displayed. Below it, the text "DEPLOYMENT TEAM" is centered. The form contains two input fields: "Username (email)" and "Enter Password". A "Login" button is located at the bottom left, and a "Forgot Password" link is at the bottom right.

RELX Group™

DEPLOYMENT TEAM

Username (email)

Enter Password

Login [Forgot Password](#)

1 Stage ----- Exhibitor Portal

Step 5

Home page

For Exhibitors and Sharers

You are now on the home page. If you are exhibiting at multiple RX events, the drop-down menu allows you to select which event profile you would like to edit.

Your profiles are linked, meaning key fields such as display name, description, logo and social media are automatically replicated across all RX events in which you are participating. (Note: these fields can still be edited at any time).

Task	Category	Due Date	Status	Completion
1. ENG Complete your exhibitor profile to	Admin	14 March 2026	Mandatory	Not Complete

1 Stage ----- Exhibitor Portal

Step 6

Select languages

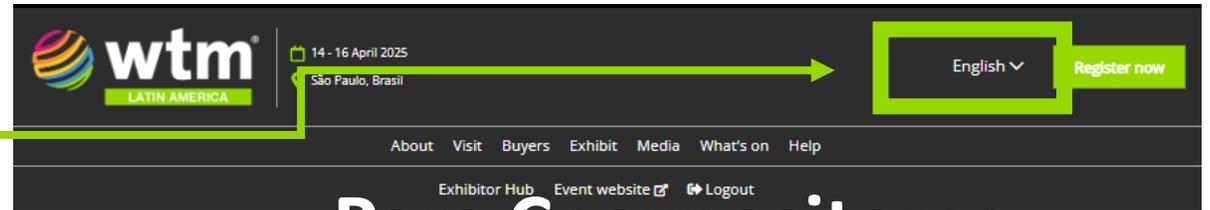
Language selection at the top of the page

Altera o idioma da página para que você possa visualizar as informações no idioma selecionado.

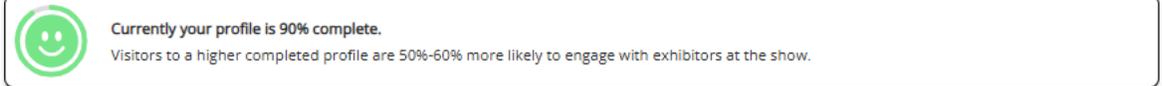
Language selection on 'Edit profile page'

Changes the language of the content you are adding, that is, the language of the information you are going to enter. This is how viewers will see your information depending on the language you enter.

Note: You must first complete your profile in English, and we highly recommend completing it in the other two languages, Portuguese and Spanish.



Company Profile



EVENT SERVICES

Video

Badging

YOUR PROFILE

Profile completeness

90%

Translations

Default Language (English)

When you upload your content on to this website you acknowledge and confirm that either you, the Exhibitor, own all intellectual property rights in that content, including in all images within that content or you have obtained the rights owner's formal consent to upload that content, including all images within that content and place that content on this website. In addition, personally identifying information should not be entered / uploaded in this profile.

Please note: For better digital engagement, complete the sections marked in yellow.

1 Stage ----- Exhibitor Portal

Step 7

Describe the details of your organisation

For Exhibitors and Sharers

Begin building your company profile, adding basic details such as: Your company name, Description, Contact details, etc.

Click on the pencil icon at the top of each section to begin editing.

Please make sure you click 'save' once complete.

* indicates a mandatory field

Display Name *

Why visit our stand
Tell visitors why they should visit your stand. Maximum 200 characters

Description
Describe what your company does. Maximum 600 characters

1 Stage ----- Exhibitor Portal

Step 8

Describe the details of your organisation

For Exhibitors and Sharers

Chose the right filters for your products.

The buyers will use the information regarding your company's category, activity, industry and geographic regions to find your profile in the exhibitor's directory.

If you had purchased the Priority Plus Profile package, choose the sponsored filter at this point.

* indicates a mandatory field

WORLD TRAVEL MARKET (WTM) LATIN AMERICA - APRIL 2025 SPECIFIC

Filters

Company activity *
Please provide 1 answer.

Select or search for an item...

Sectors *
Please provide at least 1 and up to 10 answers.

Select or search for an item...

Geographical Regions Operating In *
Please provide at least 1 and up to 5 answers.

Select or search for an item...

ARABIAN TRAVEL MARKET - MAY 2021 SPECIFIC

Sponsored Category

Your Gold package entitles you to select one category to sponsor. Categories that have been already selected by another exhibitor are not available.

Select or search for an item...

Step 9

Describe the details of your organisation

For Exhibitors and Sharers

Matchmaking and Products Gallery

Select the products that best represent your organization in order to help buyers to find you through our recommendations.

The products added by you will be displayed on your organisation's profile.

* indicates a mandatory field

WORLD TRAVEL MARKET (WTM) LATIN AMERICA - APRIL 2025 SPECIFIC

Matchmaking

Select items that best represent your company to help visitors find you through our recommendations (emails and matching while they visit the website). Where specified, the selection is also used to help visitors find you on the website directory.

Product Categories *
Assign at least 1 and up to 5 categories

Your selection will be used for both Filters in the website directory and for Matchmaking

Select or search for an item...

WORLD TRAVEL MARKET (WTM) LATIN AMERICA - APRIL 2025 SPECIFIC

Gallery of products and services

Import from last event: If you have attended a previous Event Edition you can import the products that have been displayed on that occasion to save time. This is a one-off action. The imported products will be added to the current ones and you can edit this section anytime.

[Add Products](#) [Import from last event](#)

Products added: 0

Step 10

Describe the details of your organisation

For Exhibitors and Sharers

Uploading documents and adding Social Media

In the document session, you can upload files such as (Sales catalogues, case studies, white papers, press releases, etc).

These documents can be downloaded from your organisation's profile by buyers.

The name of the file will be the title of the document viewed on the site.

Add URLs to your social media channels.

WORLD TRAVEL MARKET (WTM) LATIN AMERICA - APRIL 2025 SPECIFIC

Import from last event

Upload Documents

Select a category (Brochure, Case Study, White Paper, Press Release or Other) and upload the PDF file.

Import from last event: If you have attended a previous Event Edition you can import the documents that have been displayed on that occasion to save time. This is a one-off action. The imported documents will be added to the current ones and you can edit this section anytime.

1 Select a category...

2 Upload PDF file

Maximum size 5MB per file.

DOCUMENTS

These documents are available on the show website.

Enter the social media URL of your company

 FACEBOOK

https://www.facebook.com/wtmlat

 TWITTER

https://www.twitter.com/YourCompanyNam

 YOUTUBE

https://www.youtube.com/@WTMLatinAmer

 LINKEDIN

https://sasasasasa.com

1 Stage ----- Exhibitor Portal

Step 11

Register the sharers companies (if there is any)

For Exhibitors

Register the sharers including the company name and the e-mails of the person who will be the administrator of this profile.

Company Name	Digital offering	Stand location	Stand size	Stand type
Reed Exhibitions Test	Bronze package	WTMLA25	1 m ²	SPACE

 Edit Profile Page <small>This information will appear on the show website.</small>	 Exhibitor Dashboard <small>Your profile views: Total: 0</small> View more performance insights	 Sharers <small>Add and manage your allocated Stand Sharers.</small>
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Step 12

Make sure your sharers receive their login details to the portal

If your sharer did not receive the login details, please ask them to check the spam box and in case they don't find it, they need to contact:

 +55 11 3060-4717  servico.wtm@rxglobal.com

1 Stage ----- Exhibitor Portal

Step 13

Order badges for your team

For Exhibitors and Sharers

On the main page of the Exhibitor Portal, click on the Badges icon.

In this section, you will be able to request Exhibitor and Exhibitor Public Relations badges.

Company Name	Digital offering	Stand location	Stand size	Stand type
Reed Exhibitions Test	Bronze package	WTMLA25	1 m ²	SPACE


Badges
Download and print your badges.


Lead Manager App
(formerly Emperia)
Lead Capture Services
A consolidated list of leads scanned at the show with Lead Manager App (formerly Emperia).
(Total: 14, New: 14)


Manage lead booster
Create offer and gain attraction to your product or service

2nd Stage

WTMLAT Meet (appointment system)

*WTMLAT Meet will be available in mid-March

Step 1

Plan your participation

For Exhibitors and Sharers

What are the tools available:

- Schedule the meetings that are supposed to be taking place at your stand with the tourism professionals and accredited buyers.
- Block off the times that you will not be available for meetings at your stand.
- Each badge gives access to a profile and an agenda.
- Download your agenda in full before you go to the pavilion.
- A reminder will be sent via SMS 20 minutes before each appointment so do not forget to include your mobile phone number.
- In addition to the list of buyers suggested by the system, there will be filters to find buyers according to the company's profile, geographic region, types of products and services.
- Meetings requests can be accepted or refused by you.

Step 2

Receive your access by-mail

In order to receive access to the platform, you must order your staff badges first in the Exhibitor Portal (see page 10). Only after this, will your registered staff receive the welcome email to WTMLAT Meet.

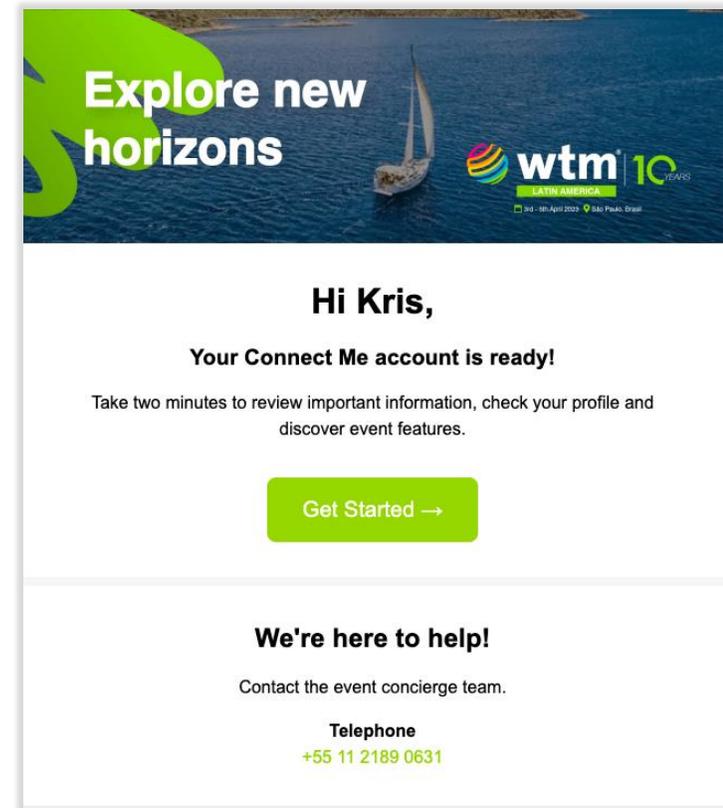
Check your spam box if you do not receive it in your inbox.

If the person does not receive this e mail, please contact the technical team at:

E-mail: wtm-latinamerica@app.eventware.com

Telephone: +55 11 2189 0631

Note! WTMLAT Meet will not open until mid-march



Step 3

Profile administrator

If anyone on your team needs access only for upload marketing information to your profile or manage the appointments on your behalf , please get in touch with:

E-mail: wtm-latinamerica@app.eventware.com

Telephone: +55 11 2189 0631

Step 4

Check your organisation's information

The information about your company registered on the exhibitor portal will be automatically transferred to WTMLAT Meet. Please check to see whether there is anything you wish to update.

At this point you can lock the company's profile edit so that only you have access, by clicking the lock on the right-hand side.

Check if you want to update your social media channels , your product and catalogues, external links to your website and YouTube, keywords , so visitors/buyers can find your product more easily.

The screenshot shows the 'Company profile' page in the WTMLAT Meet exhibitor portal. The page has a dark header with the 'wtm 10' logo and navigation links for 'Diary', 'Conference', 'Find People', 'Exhibitors', and 'Exhibitor Products'. The main content area is titled 'Company profile' and includes a sub-header 'Manage your company profile, team and event experience. Looking for your Personal profile?'. On the left, there is a sidebar with 'Company info' (selected), 'Products', and 'Content'. The main content area is divided into sections: 'Company name' (with a 'Display name' field containing 'WTM Latin America' and a note to contact the concierge team if incorrect), 'About' (with a 'Tagline' field containing 'The leading global event for the Latin American travel industry'), and 'Bio' (with a text area containing a description of the event). On the right, there is a 'tribar' section with the WTM logo, 'WTM Latin America', 'Hall 5, B44', and a 'View Company' button. Below this, there are two sections: 'Which details can be edited?' (with a lock icon and text about identity verification) and 'What info is shared with others?' (with a lock icon and text about contact information sharing). At the bottom, there is an 'Office locations' section with a dropdown for 'Office country' and a text field for 'Full office address', along with 'Add location', 'Save', and 'Cancel' buttons.

Step 5

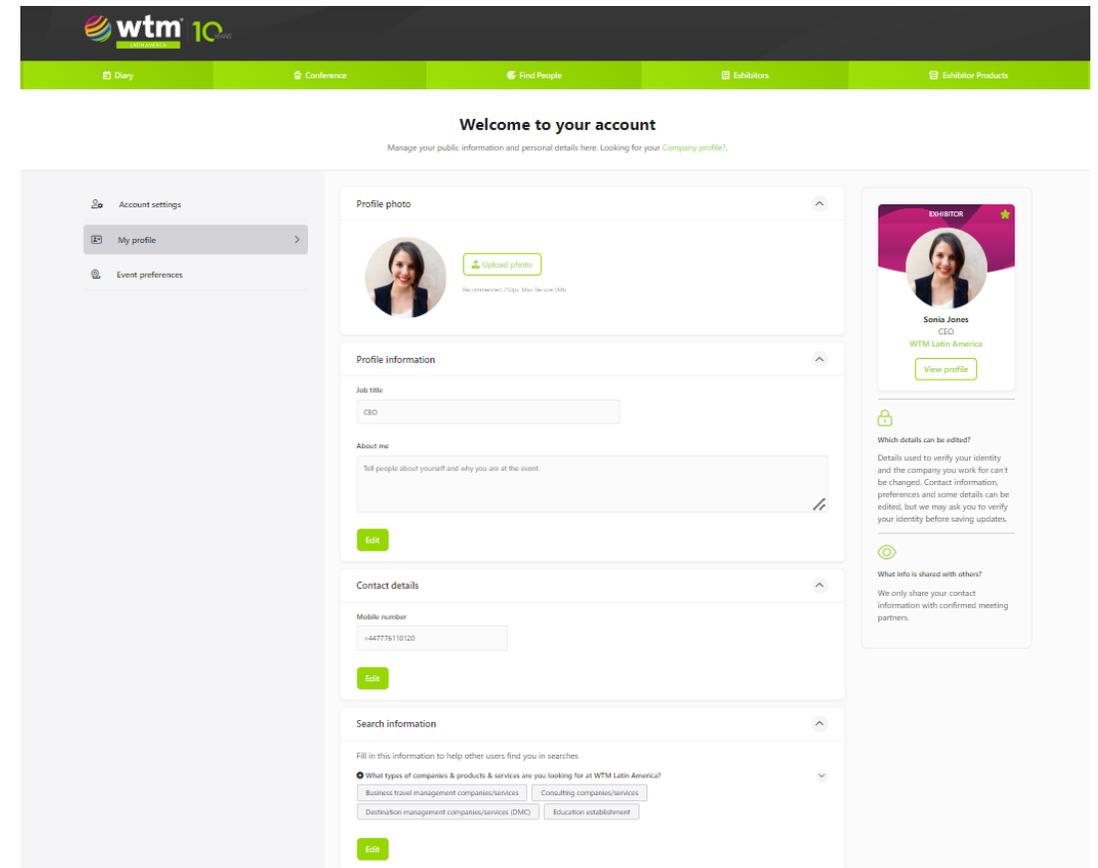
Create your personal profile

For Exhibitors and Sharers

Please fill in your personal profile with as much information as possible as it will be available to all participants. You can edit your information at any time.

Statistics show that the more complete your individual profile is, the more meetings you can be sure of.

Important tip! Make sure to add your mobile number so the team can send you reminders about your meetings or any important notice.



Step 6

Home

On your homepage, you will be able to:

- Check the status of your personal and company's profiles completion.
- Check your meetings recommendations , if they're interesting to you, you can already start sending out invitations.

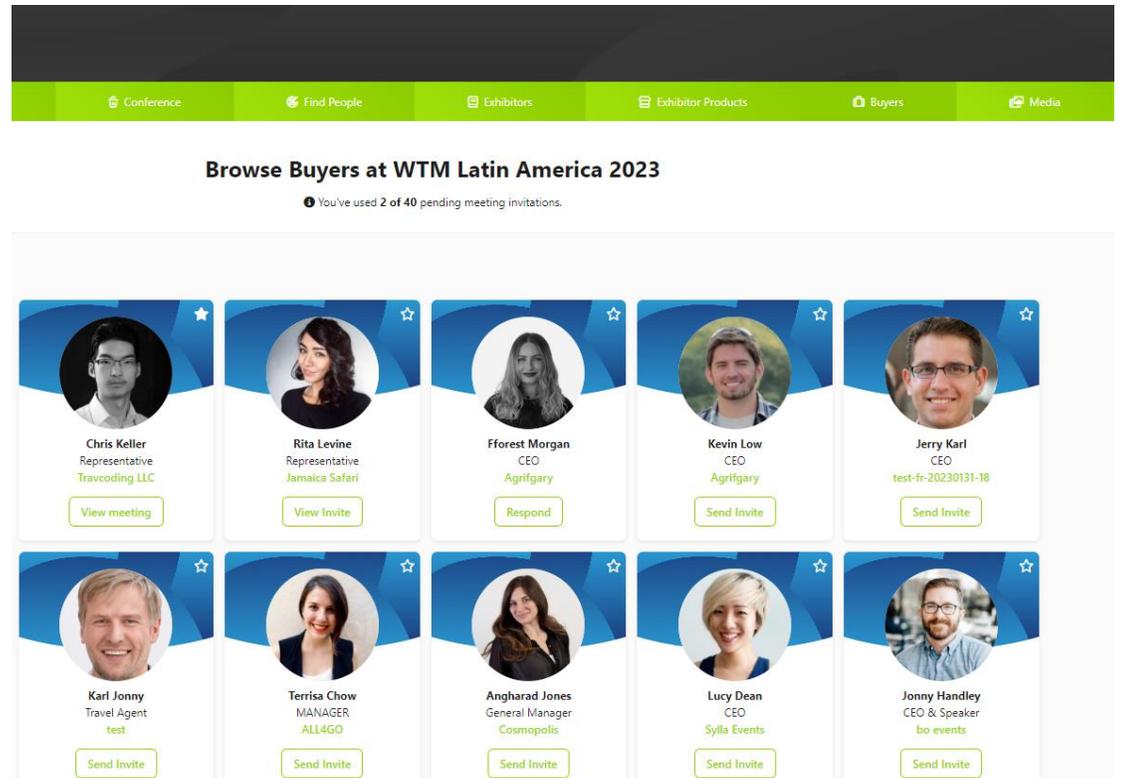
The screenshot shows the WTMLAT Connect Me homepage. At the top, there is a dark header with the WTMLAT logo and '10 YEARS' badge. Below it is a green navigation bar with links for Home, Inbox, Diary, Conference, Find People, and Exhibitors. The main content area is white and features a personalized greeting: 'Hi Sonia, welcome to Connect Me'. Underneath, there are three task cards: 'Complete your personal profile' (with a checklist of tasks like 'Complete your job title', 'Complete your profile information', 'Add phone number', and 'Complete your search information'), 'Complete your company profile' (with a checklist of tasks like 'Complete your tagline and bio', 'Upload e-logo', 'Add your website and social', and 'Showcase your products / services'), and 'Start a new search' (with a 'Start searching' button). Below these is a 'Meeting Recommendations' section featuring a profile card for Julia Ferguson, a Travel Advisor at ILT Croatia, with a 'Send Invite' button.

Step 7

How to find potential contacts

In the field “Buyers ” or “Find people ” use the advanced search filters to define a list of contact options.

Customise and refine your search results based in interests by region, companies, purchasing responsibilities, position and countries in order to find the right buyer.



Step 8

How to schedule appointments

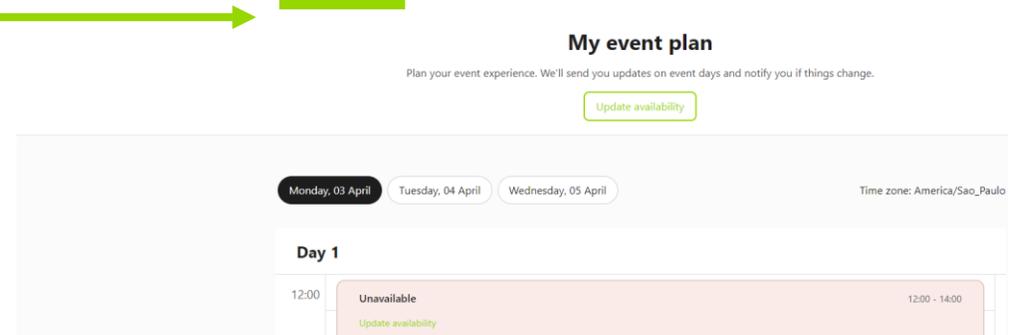
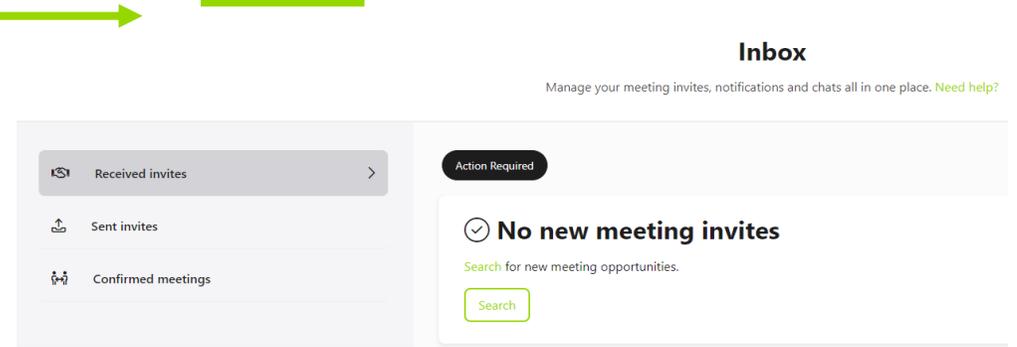
Inbox

- View incoming meeting requests
- Check pending requests
- Receive messages in your inbox from participants who have confirmed meetings with you

Diary

View all confirmed meetings, conferences marked as interested in attending, and all timetable slots you have blocked

Tip! Block the times that you are not available in your schedule, in this way you can optimize your agenda and speed up the management of the requests for meeting.



Step 8

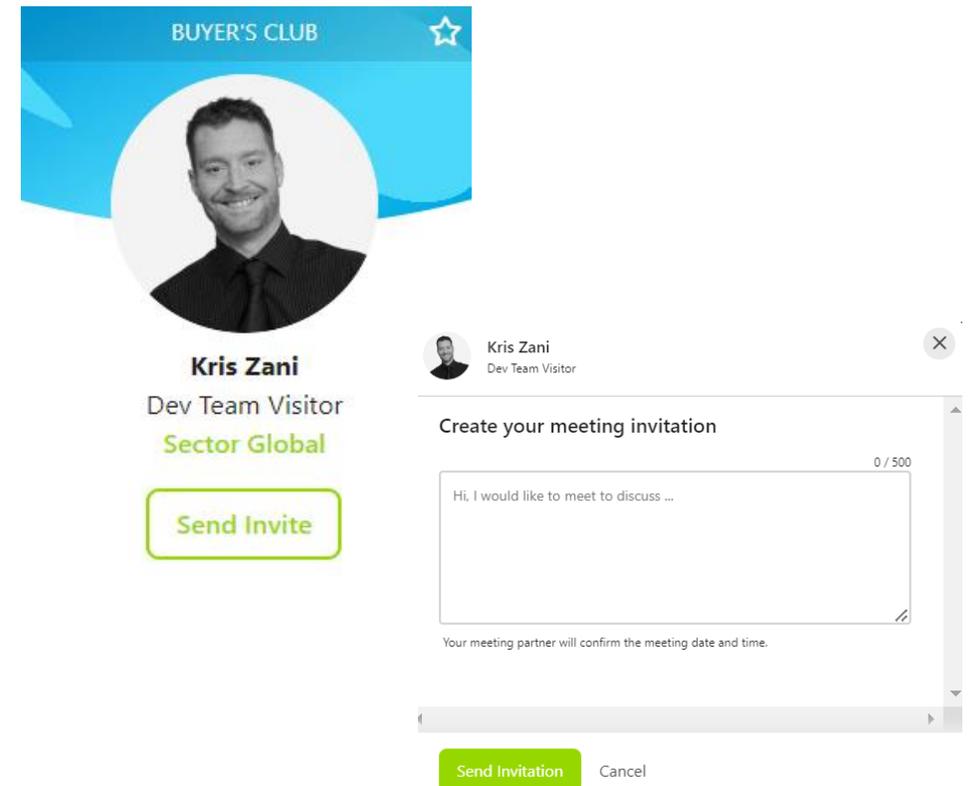
How to schedule appointments

How to send appointments invitations

By clicking on the badge, you will have access to more information about the products and services offered by the person you selected.

When sending an appointment invitation by clicking in the "send invite" button, you will have the opportunity to write a short message. We suggest short and direct messages that are most effective.

If you prefer, bookmark them by clicking on the little star and access them later using your Profile in the top left-hand corner.



**Due to the data protection policies, the participant's contact details will not be visible on their profile, you will only have access to this information when that person accepts your meeting request. In the profile you will have access to the participant's name, company's name and the job title.*

Step 9

Business Card

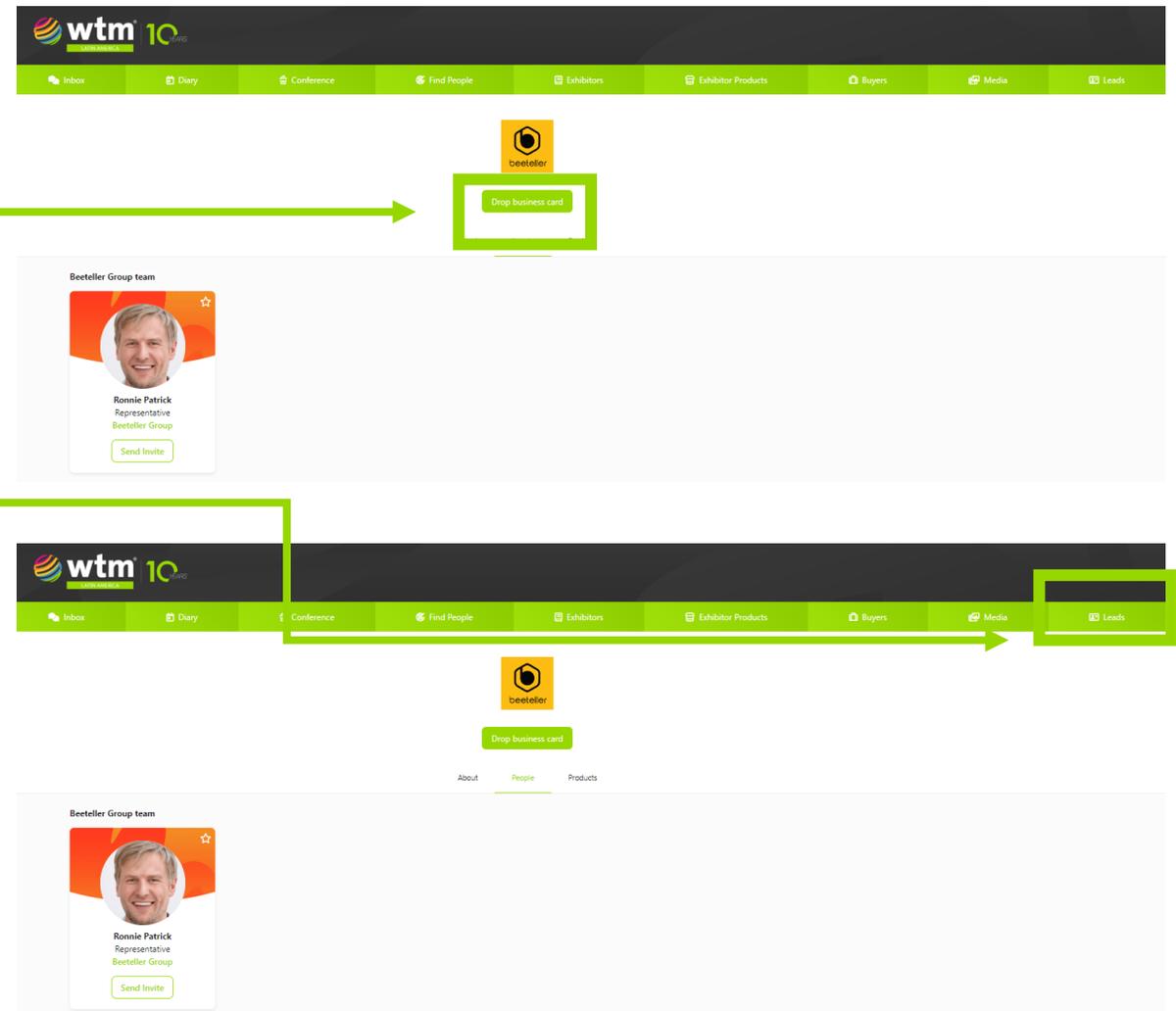
Send business card

When you come across a professional who you wish to contact, you can click on the "Send business card" option to share your contact information with this person.

How to download contacts?

You can download an excel list with all your contacts from the main "Contacts/Leads" menu, by clicking the CSV download button.

The Contacts tab will be visible and available to download your contacts from the first day of the event (14/04) and will remain available until 15/05.



3rd Stage

Operational Portal

Step 1

What is it for?

In order to get access to the Operational Portal, first of all get in contact with:

 +55 11 3060-4717  servico.wtm@rxglobal.com

For Exhibitors and Sharers

- Register the company responsible for the stand build.
- Submit the sponsorship artwork, if it is included in the contract.
- Receive the Art Guide and submit the artwork, if the stand build is included in the contract.

4th Stage

Service Request

4 Stage ----- Service Request

Requesting Additional Services

1. International exhibitors who wish to contract additional services or suppliers must complete the form:

Access the form

2. Once the form has been submitted, the request will be processed.

3. The invoice relating to the contracted services will be issued within the same week, in the name of the exhibiting company.

Should you have any questions regarding the available services or the completion of the form, please contact our Customer Service representative:

 +55 11 3060-4717

 fernanda.fogo@rxglobal.com

5th Stage

**Lead Manager App
(leads capture)**

Step 1

What is Lead Manager App?

For Exhibitors and Sharers

Lead Manager is a mobile application that allows you to capture, qualify, save & download your leads, streamlining your lead capture process to generate high quality leads.

[See how it works](#)



5 Stage ----- Lead Manager App

Step 2

Access your Lead Manager Code

1. Your company's administrator must log in to the Exhibitor Portal and click on the "Lead Manager App" icon to obtain the access code for the company. This code can be shared with other team members.
 2. Download the app: from iTunes or Google Play Store.
 3. Log in to the Lead Manager application: using your full name and the company access code provided by your manager and available on the "Lead Manager App" icon in the Exhibitor Portal.
- If you can't find your company access code , contact the [Customer Services Team](#).
 - Only the company administrator will receive the Lead Manager App access code and is responsible for sharing it with the rest of the team. If you have any questions, please contact the [Customer Services Team](#)

This code must be shared with your sales representatives/colleagues attending the show so that they can login to the Lead Manager App and start capturing leads.

Step 3

Share custom digital content with leads

You can share custom content such as brochures and product details with your captured leads. The lead will receive these documents along with your company details and contact information, in a consolidated email at the end of the show.

Adding documents: The documents your company administrator uploaded in the “Exhibitor Profile” tile of the Exhibitor Portal must be selected in the “Lead Manager App” and saved to enable these documents to be shared with your leads.

WORLD TRAVEL MARKET (WTM) LATIN AMERICA - APRIL 2025 SPECIFIC

Import from last event

Upload Documents

Select a category (Brochure, Case Study, White Paper, Press Release or Other) and upload the PDF file.

Import from last event: If you have attended a previous Event Edition you can import the documents that have been displayed on that occasion to save time. This is a one-off action. The imported documents will be added to the current ones and you can edit this section anytime.

1 Select a category...

2 Upload PDF file

Maximum size 5MB per file.

Lead Manager App (formerly Emperia)

LEADS REPORT
Generate and then download your leads report

Generate Leads report Download report

GETTING STARTED

World Travel Market (WTM) Latin America is fast approaching. We want to make sure you're prepared for an important part of your experience-collecting leads with the Lead Manager App (formerly Emperia) Lead Retrieval Application. Using the app at the event is easy - simply scan the code on the visitor badge to capture your connection and record their contact details. Here's a simple "Exhibitor's Guide to Lead Manager App (formerly Emperia)" to get you started and answer some commonly asked questions about the Lead Manager App (formerly Emperia) lead scanning tool.

Available on app store and play store



We also have web version of Lead manager app (LMA)



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.

Step 4

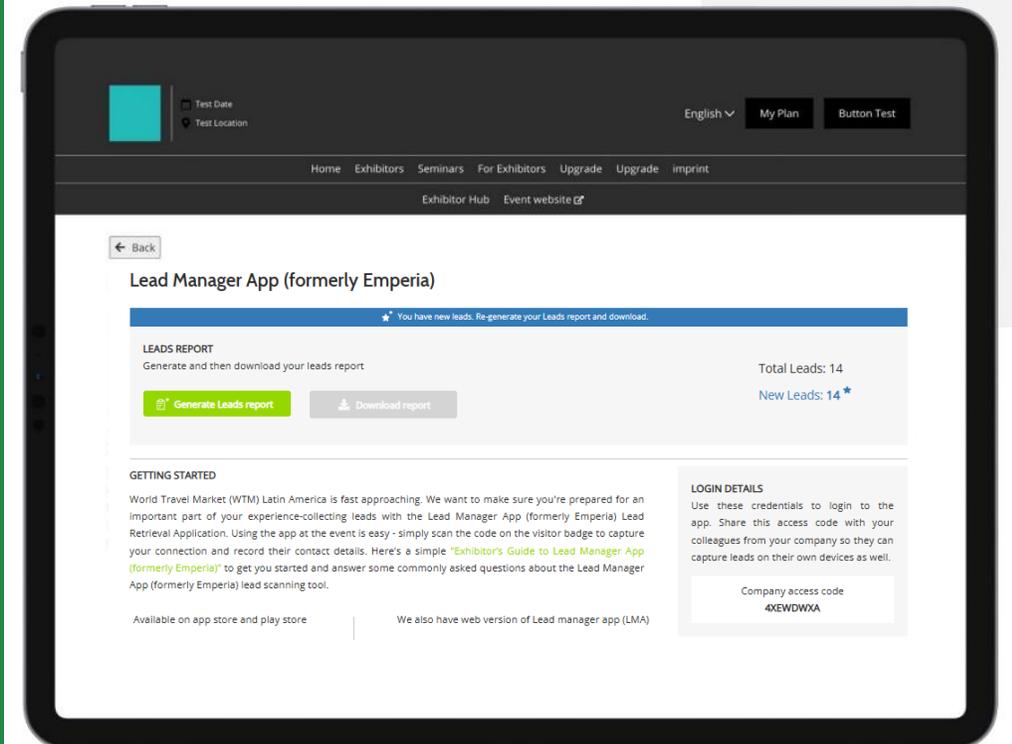
Download your leads report

You can download a consolidated list of all the leads at any time, from the “Lead Manager App” zone in the Exhibitor Portal.

A link to the lead report is also provided in your Lead Manager App “welcome email”. You can also check your emails at the end of each day for a link to the lead report.

This consolidated report will only be accessible to the authorized point of contact or admin of your company.

You will be automatically logged out of the Lead Manager App, 20 days after the show’s end date. The leads details on the app and leads report in the Exhibitor Portal will continue to be available anytime.



5 Stage ----- Lead Manager App

Step 5

Download the app

For Android
Scan here



For IOS
Scan here



6th Stage

Collect QR Code

6 Stage ----- Collect QR Code

Step 1

What is Collect QR Code?

You will receive a QR Code to display at your stand.

The QR Code instantly provides visitors with access to all the key information about your company. It's fast, convenient, and eliminates the need for printed brochures or business cards. **Make sure to position it prominently so visitors can easily scan and collect your company details, turning them into valuable leads.**

This simple, visitor-driven approach helps you reach potential clients even when you're engaged in meetings or speaking with other visitors

The contact details of each visitor who scans your QR Code will be shared with you via the Exhibitor Dashboard, along with your leads from the Lead Manager App.



[See how it works](#)

6 Stage ----- Collect QR Code

Step 2

What are the benefits?



NEVER MISS A LEAD

Capture visitor contact details, even without a conversation. Access your leads at any time

EVERYTHING IN ONE PLACE

Lead Manager App and Collect QR Code leads feed seamlessly into Exhibitor Dashboard for easy lead retrieval and follow up

MORE SUSTAINABLE

Collect QR Code reduces the need for printed materials, saving exhibitors money and reducing waste

7th Stage

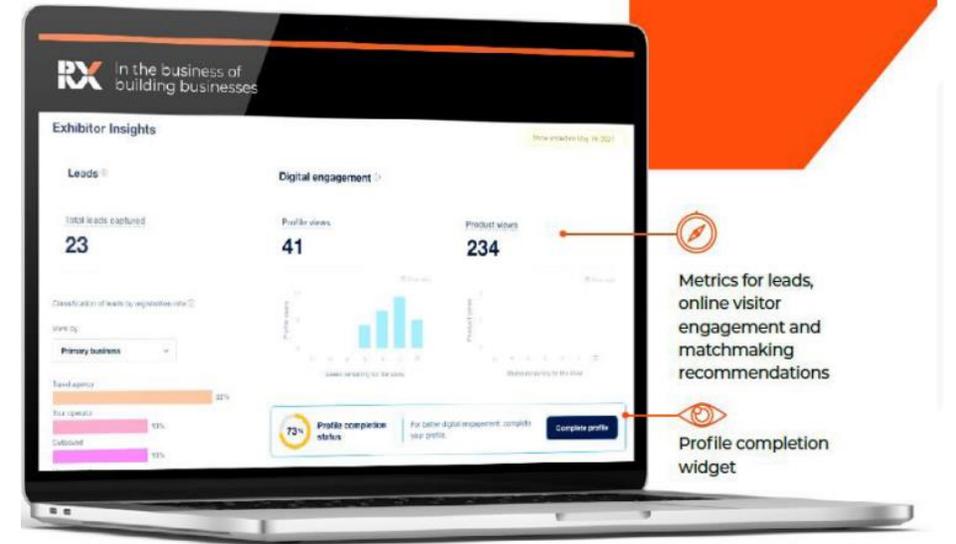
Exhibitor Dashboard

Exhibitor Dashboard Analysis

For Exhibitors and Sharers

In the Exhibitor Portal click on the Exhibitor Dashboard option.

In the Exhibitor Dashboard you will have access to metrics regarding leads, online visitor interaction and matchmaking recommendations.



Pre-show: find out how many online visitors are viewing your online profile and engaging with your brand.

At show: check how many buyers visited your stand based on real time scans by your team.

Post-show: review metrics for leads and digital engagement plus segment leads captured by attributes of interest.

[See how it works](#)

For all enquiries about the Exhibitor Portal, please contact:

Customer Services

Telephone: +55 11 3060-4717

E-mail: servico.wtm@rxglobal.com

For enquiries about WTMALT Meet, please contact:

Concierge Service

Telephone: +55 11 2189 0631

E-mail:

wtm-latinamerica@app.eventware.com



LATIN AMERICA

São Paulo 14 - 16 April 2025