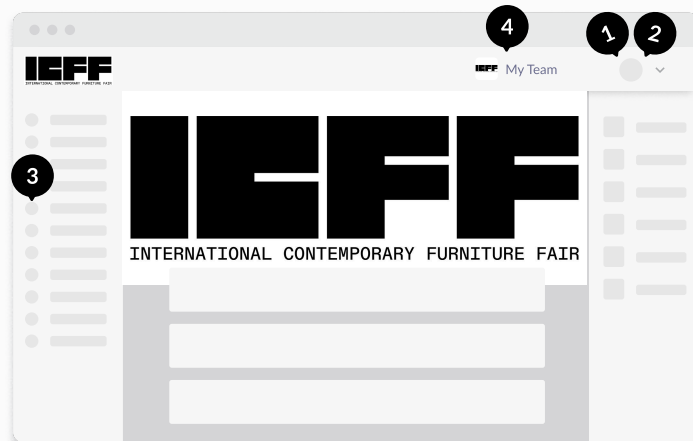


Maximize your time at ICFF 2026



1 Update your profile

Make the best first impression with a profile picture and powerful headline.

NAVIGATION

Edit Profile

Manage My Availability

Account Settings

MORE

2 Manage your availability

Prevent unnecessary rescheduling and meeting conflicts.

Range of daily availability ?

All times shown in Event Local Time

00:00 to 24:00

Event Days

Edit Availability

Monday - April

Done

Select the times that you are **unavailable** on this day

from 11:00 to 12:00

from Select to Select

Tuesday - April

3 Build your event experience

Explore the agenda to further customize your event experience.

Event Agenda

Dates Tracks Stage Tags Search

10:30-11:30 Recorded Session

Introductory Session

Main Stage - Track One

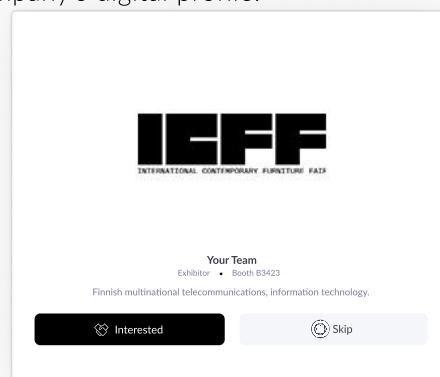
Marie Dupont
Event Coordinator

Juan Perez
CTO

Added to schedule

4 Familiarize yourself with My Team

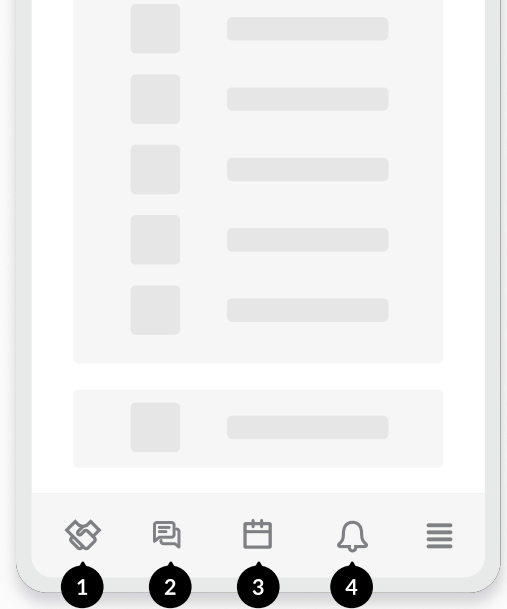
Collaborate with your colleagues to book meetings, review leads, and perfect your company's digital profile.



Images above are mockups for illustrative purposes. Actual event platform appearance may vary. We've carefully crafted this guide to help you harness the full potential of our event platform to prepare for ICFF 2026. Scan the QR code or [click here](#) for more in-depth resources.

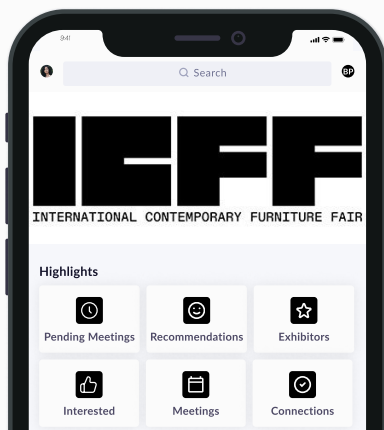


The ICFF 2026 Mobile App



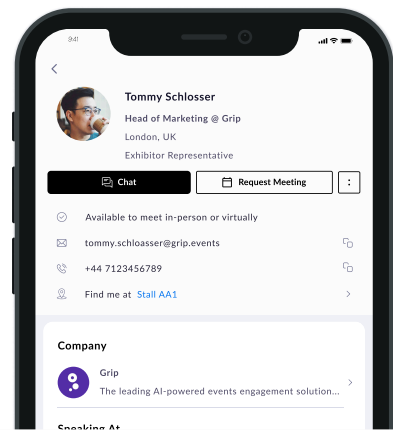
1 Discover ICFF 2026

Your central hub for ICFF 2026. Access essential information and personalized content.



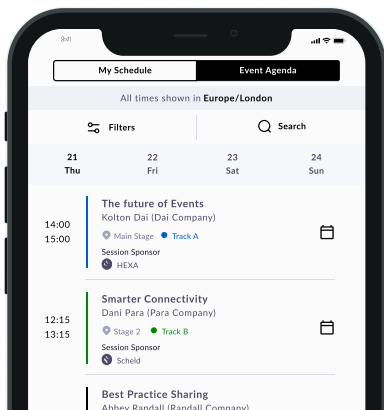
2 Chat with connections

Ensure you've made a connection or confirmed a meeting to initiate chats.



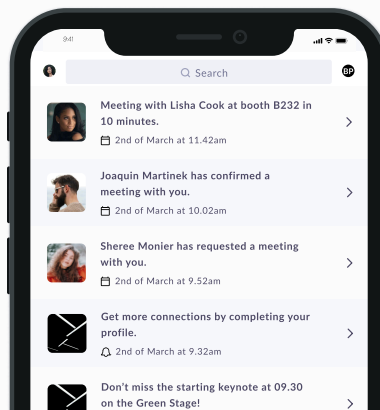
3 Follow your schedule

Keep track of your day.



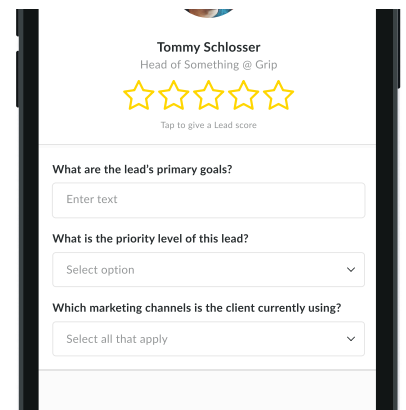
4 Get notified

Enable notifications to get event updates.



5 Lead qualification and comments

All-in-one view of your leads



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Manage your company's time at SHOW NAME

My Team

Centralize your team's engagement with event participants to maximize insights and return on your time at SHOW NAME.

The screenshot shows a web interface for 'My Team' with a navigation bar containing: Meetings, Leads, Lead Qualification, Contacts, Team Members, Company Profile, Product, and Export. A 'My Team' dropdown menu is visible in the top right. Callouts provide the following information:

- Meetings:** Optimize your team's time at SHOW NAME by consolidating all meeting requests, both sent and received, into one unified calendar.
- Leads:** Review Leads: any event participants who have expressed interest in your company, products, content, or colleagues.
- Lead Qualification:** Create custom lead qualification questions to standardize your team's process.
- Contacts:** Contacts are **qualified** Leads. Qualify a Lead one of two ways: anyone from the company having an accepted meeting or showing mutual interest in the profile.
- Team Members:** The first representative of a company becomes the Admin of My Team. Admins can manage their Team's profiles on their behalf and can upgrade their colleagues to Admin.

PRO TIP
My Team is accessible exclusively via web browser. Access My Team before SHOW NAME to collect as many Leads as possible.



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Lead qualification at ICFE 2026

Lead Qualification

Create custom questions to help your team qualify leads consistently, in a structured and efficient manner. Lead qualification data is included on My Team exports.

The screenshot shows the 'Lead Qualification Settings' page in the ICFE My Team platform. The navigation bar includes 'Meetings', 'Leads', 'Lead Qualification', 'Contacts', 'Team Members', 'Company Profile', 'Product', and 'Export'. The main content area is titled 'Lead Qualification Settings' and includes a subtitle: 'Customize the lead qualification questions that your team will use to assess leads. Learn more'. There are three question cards visible:

- Question 1:** 'What are the lead's primary goals?' with a 'Paragraph' type and a 'Paragraph text' input field.
- Question 2:** 'What is the priority level of this lead?' with a 'Single Select' type. It has three options: 'High', 'Medium', and 'Low', plus an 'Add new option' button. There is also an unchecked 'Other' option. A note states: 'Note: Options will appear in the order you add them. Please add them in your desired sequence.' A dropdown menu is open showing 'Paragraph', 'Single Select', and 'Multi Select' options.
- Question 3:** 'Which marketing channels is the lead currently using?' with a 'Multi Select' type. It has six options: 'Social Media', 'Email Marketing', 'Content Marketing', 'SEO', 'PPC', and 'Affiliate Marketing', plus a 'Traditional Advertising' option and an 'Add new option' button. There is also a checked 'Other' option. A note states: 'Note: Options will appear in the order you add them. Please add them in your desired sequence.'

At the bottom, there are three buttons: '+ New Question', 'Preview', and 'Save Changes'.



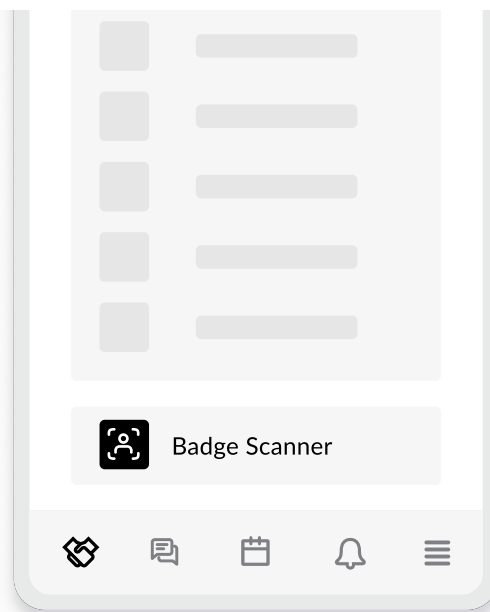
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Badge Scanning at ICFE 2026

1 Scan

Quickly scan a QR code to exchange contact information; be mindful that badge scans will share your email and phone number, even if you've opted to keep those private.

A mockup of a lead qualification form. At the top, it displays the name 'Tommy Schlosser' and the title 'Head of Something @ Grip'. Below this is a five-star rating system with five yellow stars and the text 'Tap to give a Lead score'. The form contains three sections: 'What are the lead's primary goals?' with a text input field containing 'Enter text'; 'What is the priority level of this lead?' with a dropdown menu showing 'Select option'; and 'Which marketing channels is the client currently using?' with a dropdown menu showing 'Select all that apply'.

2 Lead qualification and comments

Qualify leads on-the-spot to capture initial impressions, aiding in future follow-ups. All lead qualification data from badge scanning is included on My Team exports.

3 Continue the conversation

Don't just collect contacts—scanning a QR code connects you in the app, allowing you to quickly book a meeting unlocking the ability to continue conversations via chat.

PRO TIP

Badge scans will be available on your My Team export by default!



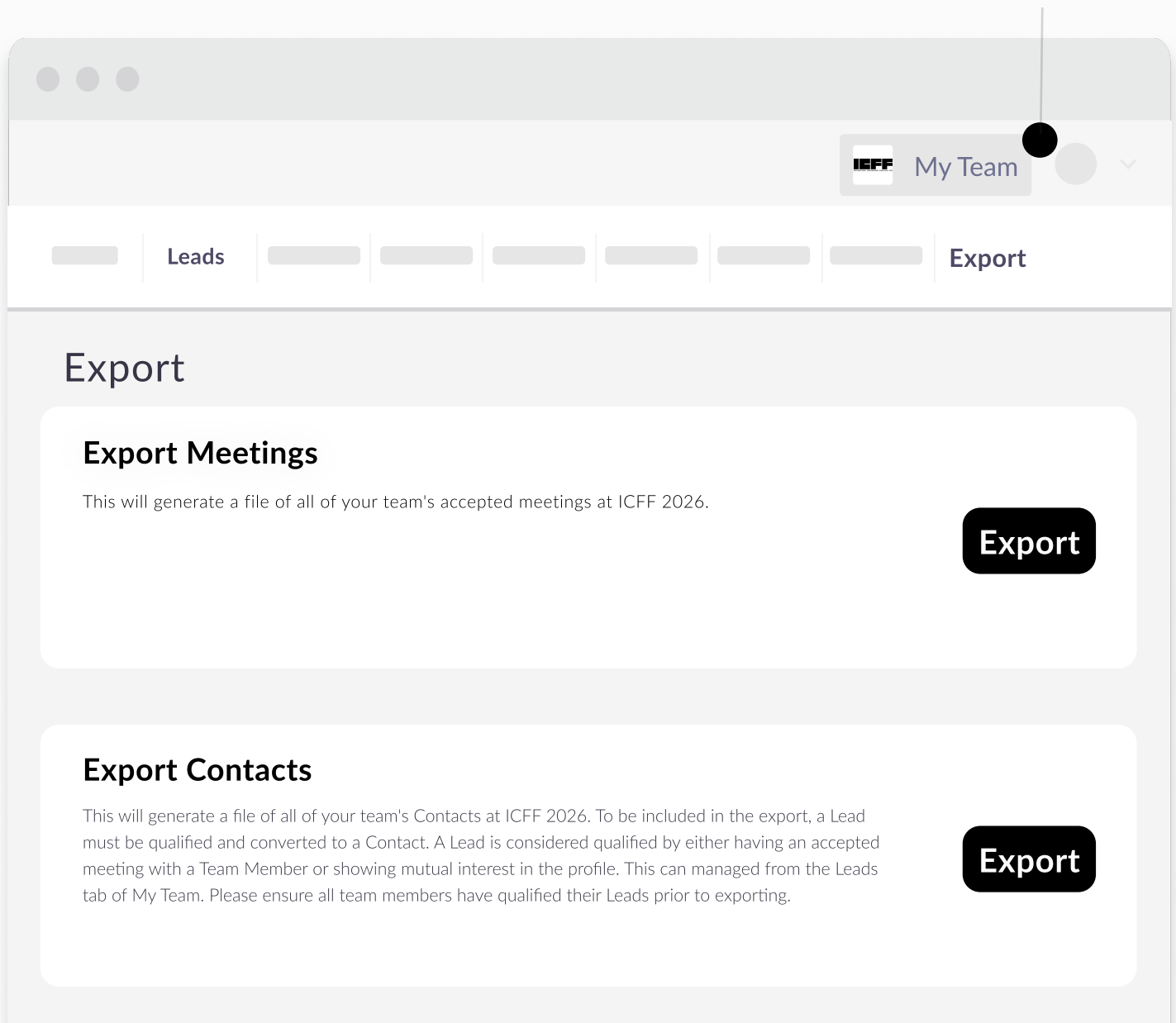
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What to do after ICFE 2026

Team Exports

Download your team's contacts and accepted meetings for post-event review and targeted follow-ups.



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